



**Regular Council Meeting Agenda
for Monday, February 27, 2022, at 1:00 p.m.
to be held in Council Chambers at the,
Municipal Office at 4512 – 46 Street, Olds, AB**

This Regular Council Meeting will be conducted in Council Chambers at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and will be live streamed out via the Town of Olds website.

1. CALL TO ORDER

A.) ADDED ITEM(s)

B.) ADOPTION OF THE AGENDA

C.) PROCLAMATIONS AND ANNOUNCEMENTS

2. ADOPTION OF PREVIOUS MINUTES

Page 3 2A) Regular Council Meeting Minutes – February 13, 2023

3. BUSINESS ARISING FROM THE MINUTES

4. PUBLIC HEARING

Page 9 4A) **Bylaw 2023-03 – Land Use Bylaw 01-23 Amendment**
(Public hearing and consideration be given for second & third reading)

Page 19 4B) **Bylaw 2023-04 – Land Use Bylaw 01-23 Amendment**
(Public hearing and consideration be given for second & third reading)

Page 49 4C) **Bylaw 2023-07 – Land Use Bylaw 01-23 Amendment**
(Consideration be given for first reading and to set public hearing)

5. DELEGATIONS AND PRESENTATIONS

6. BYLAWS

7. NEW BUSINESS

Page 53 7A) **Donation Request – Olds College AgSmart**

Page 55 7B) **Mountain View Power Prudential**

Page 56 7C) **Policy 101C – Policy Development**

8. REPORTS FROM COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES

Page 74 8A) **Reports from Council, Boards, Commission and Committees**

9. CAO REPORT AND ACTION LIST

Page 270 9A) **CAO Report**

10. FINANCIAL

11. CORRESPONDENCE AND INFORMATION

Page 271 11A) Correspondence and Information

12. CLOSED SESSION (as necessary)

13. RISE AND REPORT (if closed session held)

14. ADJOURNMENT

PUBLIC INFORMATION:

Media Scrum: any questions arising from the media can be sent to communications@olds.ca and they will be forwarded on to the person addressed.

CLOSED SESSION INFORMATION:

When Council goes into a **CLOSED SESSION**, for continued participation in the virtual Council meeting: stay online in the live stream meeting platform, and the meeting stream will be replaced by a graphic and music will play. When the music stops, the meeting is reconvening.

If you choose to shut down your live stream, watch the Town of Olds social media feeds where the reconvening time will be posted. The social media feeds can also be found at the bottom of the homepage on the Town of Olds website.



Request for Decision

Adoption of Meeting Minutes

February 27, 2023

RECOMMENDATION

That the minutes from the February 13, 2023, Regular Council meeting be adopted as presented.

STRATEGIC ALIGNMENT

Our residents and town staff actively communicate and engage with us through open dialogue
Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.

LEGISLATIVE AUTHORITY

Municipal Government Act Division 9, Part 6, Section 208(1)
Town of Olds Procedural Bylaw 2022-19.

BACKGROUND

The purpose of this RFD is to adopt the previous minutes of Council as described in the Municipal Government Act and the Town of Olds Procedural Bylaw.

RISK/CONSEQUENCES

1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded and no motion would be actioned by administration.
2. The minutes of the Council meetings can be adopted as amended; Council would need to be specific in an amendment to the recording of the previous meetings minutes.

FINANCIAL CONSIDERATIONS – N/A**ATTACHMENTS**

1. Prior to Adoption: Regular Council meeting minutes of February 13, 2023.

Author:	Marcie McKinnon Legislative Clerk	Date: February 23, 2023
CAO Signature:	Brent Williams Electronically Approved	Date: February 23, 2023

Minutes of the Town of Olds Regular Council meeting held on Monday, February 13, 2023, at 1:00 p.m. in the Council Chambers, at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and was live streamed out.

PRESENT – ELECTED OFFICIALS:

In the Chair, Mayor Judy Dahl
Councillor Wanda Blatz, Councillor James Cummings, Councillor Dan Daley, Councillor Harvey Walsh, Councillor Heather Ryan, and Councillor Darren Wilson.

ABSENT– ELECTED OFFICIALS:

PRESENT for the Regular meeting of Council – STAFF:

Brent Williams, Chief Administrative Officer (CAO); Justin Andrew, Director of Protective Services; and Marcie McKinnon, Legislative Clerk.

1. CALL TO ORDER

Mayor Dahl called the meeting to order at 1:03 p.m.

A.) ADDED ITEM(s)

Nil

B.) ADOPTION OF THE AGENDA

Moved by Councillor Wilson, “to accept the Council agenda for the Monday, February 13, 2023, Regular Council meeting as presented.”

Motion Carried 23-52

C.) PROCLAMATIONS AND ANNOUNCEMENTS

CAO Williams address the full gallery indicating he would address *Smart Cities* under Section 9, when he makes his report to Council.

2. ADOPTION OF PREVIOUS MINUTES

2A) Regular Council Meeting Minutes

Moved by Councillor Daley, “that the minutes from the January 23, 2023, Regular Council meeting be adopted as presented.”

Motion Carried 23-53

3. BUSINESS ARISING FROM THE MINUTES

None brought forward.

4. DELEGATIONS AND PRESENTATIONS

4A) Emergency Management Agency

Emergency Management Appointments / Plan / Update

Director of Protective Services, Justin Andrew spoke to the Emergency Management Appointments request before council.

Moved by Councillor Blatz, “that Council remove *Jamie Vasseur* from the position of Deputy Director of Emergency Management (DDEM) for the Town of Olds, effective February 13, 2023.”

Motion Carried 23-54

Director of the Town of Olds Emergency Management Agency, Brian Powell provided an updated to Council and spoke to revisions made to the Emergency Management Plan (EMP).

Council discussion ensued on information contained within the ERP. It was noted that the EMP was a fluid. Contact information is maintained from the Town's Business Licence database.

Director Powell will confirm if there is a refresher course for elected officials.

Moved by Councillor Ryan, "that Council approve the Emergency Response Plan (ERP) as presented."

Motion Carried 23-55

Moved by Councillor Wilson, "that Council accept the Emergency Management update as presented for information."

Motion Carried 23-56

5. PUBLIC HEARING

5A) Bylaw 2023-02 Land Use Bylaw 01-23 Amendment

(Public Hearing and consideration of second and third reading.)

Mayor Dahl explained that Section 172 of the MGA says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on council. If you have a pecuniary interest:

- You are to disclose that you have an interest and its general nature.
- You are to abstain from any discussion of the matter and from voting.
- You are to leave the room until the matter has been dealt with and you should make sure that your abstention is recorded in the minutes.
- You are not to be discriminated against and are entitled to participate in a public hearing as a member of the public.

Mayor Dahl declared this public hearing for **Bylaw No. 2023-02, open at 1:27 p.m.**

Mayor Dahl then asked Mr. Sarmad Abbasi with Parkland Community Planning Services, to explain the purpose and effect of the proposed bylaw.

Mr. Abbasi gave presentation on information as contained in the agenda package.

Mayor Dahl explained the procedure/rules to be followed as follows:

- Presentations before council shall be brief and to the point – limited to five (5) minutes.
- Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
- Council may ask questions of the speakers after each presentation for clarification purposes.
- No debating or questions from the floor will be allowed.
- No written or verbal submissions will be received by Council after the Public Hearing is closed.

Mayor Dahl confirmed there were no persons present in the gallery that wished to participate in the public hearing for the daycare application. No one from the full gallery came forward to speak on this bylaw.

Mayor Dahl opened the floor to Council for comments or questions.

No Council discussion ensued on proposed amendments.

Mayor Dahl asked Mr. Abbasi if he had any further comments. Mr. Abbasi had no final comments.

Mayor Dahl declared the public hearing for **Bylaws No. 2023-02, closed at 1:32 p.m.**

Moved by Councillor Cummings, "that Council gives second reading to Bylaw No. 2023-02."
Motion Carried 23-57

Moved by Councillor Blatz, "that Council gives third reading to Bylaw No. 2023-02."
Motion Carried 23-58

6. BYLAWS

7. NEW BUSINESS

7A) Council Policy 114C Proclamations

Moved by Councillor Daley, "that council approve the revised Council Policy 114C Proclamations as presented."
Motion Carried 23-59

7B) Request for Cancellation of Tax Penalty Roll #4605200 & #4600500

Moved by Councillor Ryan, "that Council receives for information the RFD requesting the cancellation of the tax penalty on roll number 4605200 and 4600500."
Motion Carried 23-60

7C) Tax Recovery Sale Conditions

Moved by Councillor Walsh, "that Council rescind Motion #23-13."
Motion Carried 23-61

Moved by Councillor Blatz, "that Council set the Terms and Conditions of the Tax Recovery Sale scheduled for Tuesday March 28, 2023, at 2:00 p.m. in the Town of Olds Council Chambers as follows:

1. These properties are being offered for sale on an "as is, where is" basis.
2. These properties are being offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.
3. Payment of successful bid shall be made by cash or certified cheque payable to the Town of Olds; a non-refundable deposit of 20% at the time of sale with the balance of 80% of bid due within 10 days.
4. The lands legally described as Plan 70663JK, Lot A, are currently the subject of a Notice of Required Action, issued by the Town of Olds pursuant to section 37 of the Municipal Government Act, due to the Town of Olds' lack of satisfaction with the construction, maintenance, or repair of a service connection of a municipal public utility located above on or underneath the parcel of land. The Town of Olds intends to pursue remedies, including but not necessarily limited to those found at sections 37 and 39 of the Municipal Government Act, to have the construction, maintenance or repair of the service connection brought to standards satisfactory to the Town of Olds. The remedies to be pursued by the Town of Olds also include having the costs of completing the required work to the service connection to be paid for by the registered owner of the lands legally described as Plan 70663JK, Lot A, in accordance with the Municipal Government Act.

Motion Carried 23-62

7D) Sponsorship Request - Olds & District Kiwanis Music Festival

Moved by Councillor Walsh, "that a sponsorship of \$1,200 for the 2023 Olds & District Kiwanis Music Festival be approved."

Motion Carried 23-63

8. REPORTS FROM COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES

9. CAO REPORT AND ACTION LIST

9A) CAO Report and Action List

CAO provided a report on the following items:

-Reviewed the Council Action Items list

-Report A Problem Statistics

-Request for letter of support for the County of Red Deer's application to the Universal Broadband Fund (UBF)

-CAO sought clarity from Council on their direction from the February Council Policies and Priorities (P&P Meeting) Committee meeting on the Community Standards Bylaw (CSB) review.

Council members indicated that wished to review all seven existing bylaws.

Smart Cities Discussion

CAO Williams addressed the full galley; he provided information on Smart City funding opportunities that were available from 2015 on at both provincial and federal levels. Olds Institute for Community and Regional Development applied for the Federal Smart Cities Challenge in 2018 and did not win the challenge.

Council then opened up the floor to hear the citizens who attended the meeting to speak to Council on *Smart Cities* and *15 Minute Communities*.

Speakers who came forward:

Heidy Christoffersen, Mountain View County, AB

Bill Tufts, Olds, AB

Leslie Eling, Olds, AB

April Reeves, Bowden, AB

Wendy Jones, Didsbury, AB

Ileana Wenger, Bowden, AB

Jim Schram, Olds, AB

CAO Williams left the meeting at 2:26 p.m.

CAO Williams rejoined the meeting at 2:28 p.m.

Moved by Councillor Blatz, "that the Chief Administrative Officer update be accepted as presented for information."

Motion Carried 23-64

Moved by Councillor Cummings, "that Administration, on behalf of the Town of Olds, write a letter of support for the County of Red Deer's application to the Universal Broadband Fund (UBF)."

Motion Carried 23-65

10. CORRESPONDENCE AND INFORMATION

11A) Correspondence and Information

Moved by Councillor Ryan, "that the Correspondence and Information Report ending February 13, 2023, be received for information."

Motion Carried 23-66

12. ADJOURNMENT

Moved by Councillor Cummings, "that this meeting be adjourned at 3:10 p.m."

Motion Carried 23-67

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

These minutes were approved on the day of February 2023.

Prior to Adoption



Request for Decision

Bylaw No. 2023-03 – Amendment to Land Use Bylaw

February 27, 2023

RECOMMENDATION**That Council holds a public hearing for Bylaw No. 2023-03; and****That Council gives a second reading to Bylaw No. 2023-03****That Council gives a third reading to Bylaw No. 2023-03****STRATEGIC ALIGNMENT**

In Council's Strategic Plan for 2022-2032, the second strategic goal is: "The Olds community is supported and enabled through skillful governance."

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(1) every municipality must pass a Land Use Bylaw.
2. *Municipal Government Act* – Chapter M-26, Part 5, Division 9, Section 191(1) the power to pass a bylaw...includes a power to amend or repeal the bylaw.

PROPOSAL

The town has received an application to change the designation of two lots located on 4218 46 Ave (Lots 23 & 24, Block 56, Plan 4227GH), in the northeast industrial area from Light Industrial District (I1) to the Direct Control 7 (DC7) land use district – which is specific to marijuana facility use and development. This change is presented as an amendment to the Land Use Bylaw 01-23.

BACKGROUND

Seep Cannabis is interesting in leasing two lots on the subject property in order to operate a cannabis production and distribution use. Rezoning to DC7 is required for the Town to accept a development permit application to operate a cannabis production and distribution facility. Council is the development authority for all DC7 development permit applications.

The proposed facility will create cannabis products such as infused oils and treats for recreational use. There will be no growing operations out of this facility, as marijuana will be delivered to the site and processed into goods. The finished products will be sold in bulk to licensed handlers and agencies such as the provincial government. Goods will not be sold to individual customers for personal use. There will be no heavy machinery on site to create noise concerns, and filters will be installed in the ventilation system to eliminate odors.

The Town of Olds Municipal Development Plan identifies the parcels for industrial use. Parcels to the north and west are currently designated Light Industrial District (I1) and parcels located to the south are designated Industrial Business District (IB). Located east across Highway 2A are Urban Reserve Lands. Located further to the west is the Canadian Pacific Railway which is followed by Country Residential (R5) parcels.



Figure 1: View of subject lots facing North-West (November 2022)

COMMUNICATION/PUBLIC ENGAGEMENT

Bylaw No. 2023-03 received first reading on January 23, 2023. A public hearing on the proposed bylaw is required prior to Council giving second reading. The public hearing was advertised in accordance with the Municipal Government Act Section 606. The proposed bylaw was also circulated to referral agencies and adjacent landowners for comment.

To date no comments have been received from the general public or adjacent landowners regarding Bylaw No. 2023-03.

The following comments have been received from referral agencies:

- ATCO transmission: no objections
- Telus: no objections
- Alberta Transportation: no objections

RISK/CONSEQUENCES

1. Council may request further information from Administration prior to proceeding with second reading of the Bylaw.



2. Council may provide direction to Administration on changes to the proposed Bylaw with the amended Bylaw coming before Council for second reading at a later date.
3. Council may defeat second reading of the Bylaw.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Lots 23 & 24, Block 56, Plan 4227GH Aerial Photo
2. Bylaw No. 2023-03
3. Referral Agency Comments

Author:	Sarmad Abbasi – Planner, PCPS	Date: February 21, 2023
Director Signature:		Date: FEB 22, 2023
CAO Signature:		Date: Feb 22, 23

Attachment 1: Lots 23 & 24, Block 56, Plan 4227GH - Aerial Photo (2021)



**TOWN OF OLDS
BYLAW NO. 2023-03**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, to provide for the amendment of the Land Use Bylaw No. 01-23

WHEREAS Section 640(1) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that every municipality must pass a land use bylaw; and

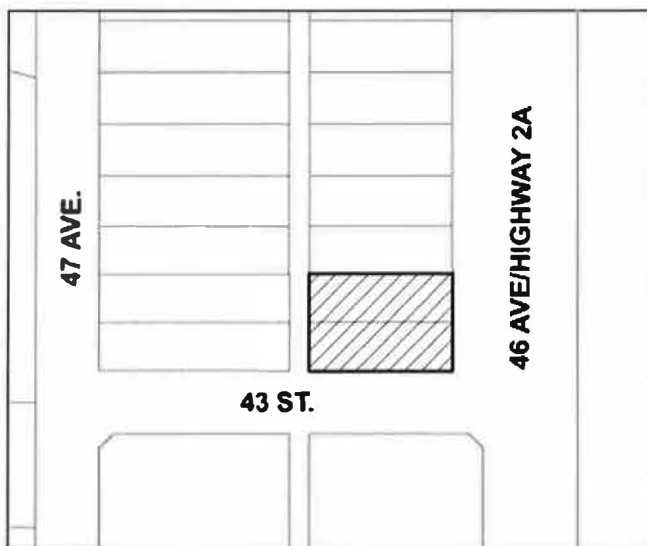
WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, permit a Council by bylaw to amend the Land Use Bylaw; and

WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Land Use Bylaw No. 01-23

NOW THEREFORE, the Council of the Town of Olds duly assembled enacts as follows:

1. This Bylaw may be cited as the Land Use Amending Bylaw 2023-03
2. Bylaw 01-23, being the Town of Olds Land Use Bylaw, is hereby amended
 - a. That the Land Use District Map, being Schedule A of the Land Use Bylaw No. 01-23, be amended to change the designation of Lots 23 and 24, Block 56, Plan 4227GH from Light Industrial District (I1) to Direct Control District 7 (DC7) as shown on the attached map (Appendix A).
 - b. That Schedule C: Direct Control District 7 (DC7) be amended to add the following legal land description and map:

Lot 23 and 24, Block 56, Plan 4227GH as shown on the sketch below, is designated Direct Control 7 (DC7).



3. This Bylaw comes into force on the date it is passed.

Read for a first time on the ____ day of _____, 2023

Public Hearing held on the ____ day of _____, 2023

Read a second time on the ____ day of _____, 2023

Read a third and final time on the ____ day of _____, 2023

Judy Dahl, Mayor

Chief Administrative Officer

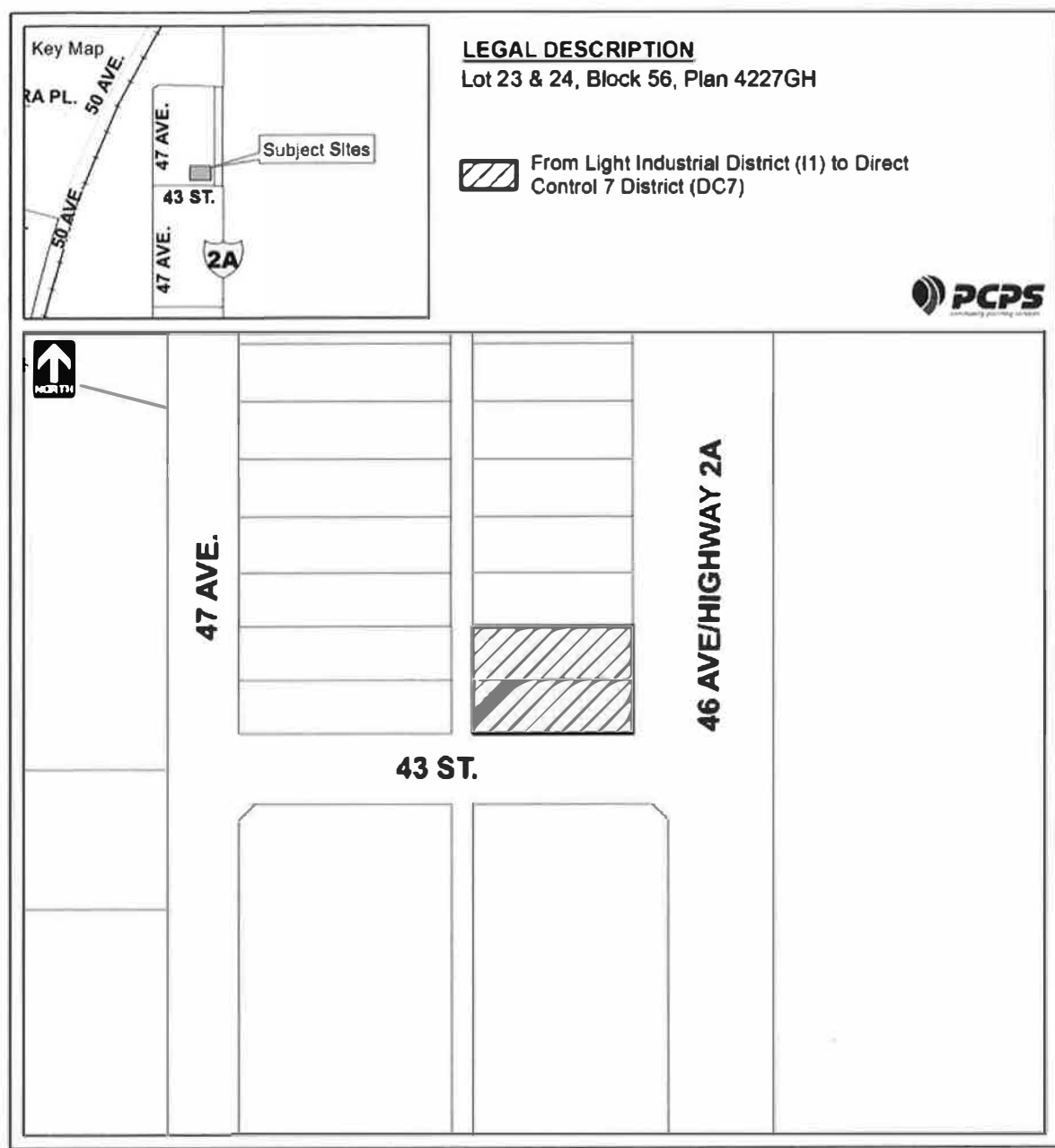
SIGNED by the Chief Elected Official and the Chief Administrative Officer this ____ day of _____ 2023.

Town of Olds

Bylaw No. 2023-03

APPENDIX A

To amend Land Use Bylaw No. 01-23



Sarmad Abbasi

To: Circulations, HP
Subject: RE: 23-0289 Response - Town of Olds Public Hearing Bylaw 2023-03 Referral

From: Circulations, HP <HP.Circulations@atco.com>
Sent: Wednesday, February 15, 2023 5:48 PM
To: Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>
Subject: 23-0289 Response - Town of Olds Public Hearing Bylaw 2023-03 Referral

ATCO Transmission high pressure pipelines has no objections.
Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Isabel Solis-Jarek
Sr. Administrative Coordinator | Operations Engineering
Natural Gas Transmission

P: 780 420 3896
A: 7210 42 Street, Edmonton, AB T6B 3H1

[ATCO.com](https://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#)

Sarmad Abbasi

To: circulations
Subject: RE: Town of Olds Public Hearing Bylaw 2023-03 Referral

From: circulations <circulations@telus.com>
Sent: Friday, January 27, 2023 8:32 AM
To: Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>
Subject: RE: Town of Olds Public Hearing Bylaw 2023-03 Referral

Good morning,

TELUS Communications Inc. has no objection to the above circulation.

Thank you,

Tanya Roberts
Real Estate Specialist | TELUS Rights of Way
Network Engineering & Operations (NEO) | TELUS | Rights of Way
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
circulations@telus.com



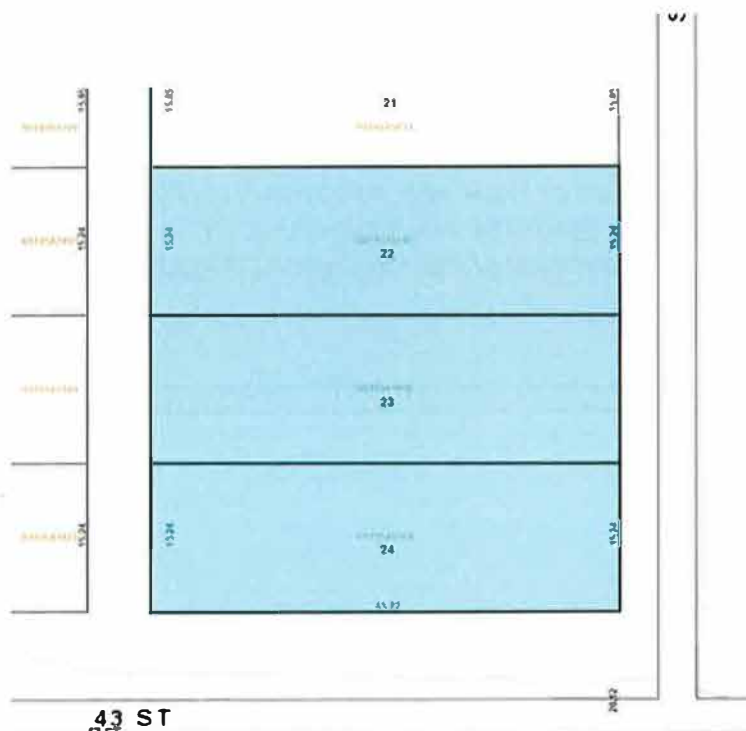
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Alberta Transportation Notice of Referral Decision

Land Use Bylaw amendment in proximity of a provincial highway

Municipality File Number:		Highway(s):	27, 2A
Legal Land Location:	QS-SE SEC-05 TWP-033 RGE-01 MER-5	Municipality:	Olds
Decision By:	Charlene Johnson	Issuing Office:	Central Region / Red Deer
Issued Date:	2023-01-30 15:54:46	AT Reference #:	RPATH0007895
Description of Development:		The Town of Olds will be holding a public hearing for Bylaw No. 2023-03 to amend the Town's Land Use Bylaw. Bylaw No. 2023-03 proposes to change the designation of Lots 23 and 24, Block 56, Plan 4227GH from Light Industrial District (I1) to Direct Control District 7 (DC7).	



This will acknowledge receipt of your circulation regarding the above noted proposal. Alberta Transportation's primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

Alberta Transportation offers the following comments and observations with respect to the proposed land use amendment (s):

1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.
3. Transportation and Economic Corridors has no objections to this proposed Land Use Bylaw change.
4. The department anticipates incremental impact on the highway from this proposal. Additionally, there is no direct access to the highway

Please contact Alberta Transportation through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Charlene Johnson**, , on **2023-01-30 15:54:46** on behalf of the Minister of Transportation pursuant to *Ministerial Order 52/20 – Department of Transportation Delegation of Authority*



Request for Decision

**Bylaw No. 2023-04 Land Use Bylaw Amendment –
Administrative Changes**

February 27, 2023

RECOMMENDATION**That Council holds a public hearing for Bylaw No. 2023-04; and****That Council gives second reading to Bylaw No. 2023-04****That Council gives third reading to Bylaw No. 2023-04****STRATEGIC ALIGNMENT**

In Council's Strategic Plan for 2022-2032, the second strategic goal is: "The Olds community is supported and enabled through skillful governance."

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(1) every municipality must pass a Land Use Bylaw.
2. *Municipal Government Act* – Chapter M-26, Part 5, Division 9, Section 191(1) the power to pass a bylaw...includes a power to amend or repeal the bylaw.

BACKGROUND

Administration has prepared Bylaw 2023-04 to make a series of amendments to the administrative provisions of the Town's Land Use Bylaw. The proposed changes:

1. update the process to amend the Land Use Bylaw to more closely match the Town's practices;
2. clarify activities undertaken specifically by the Development Officer and other Development Authorities;
3. update the relationship between the Land Use Bylaw and other Town bylaws;
4. add a process to send notification of development permit applications prior to a decision being made based on the Town's practices;
5. clarify the relationship between required notices and the date that a development permit becomes effective; and
6. provide greater consistency regarding which property owners receive written notification of development permit applications, development permit decisions and proposed amendments to the Land Use Bylaw.

Bylaw 2023-04 (see Attachment A) proposes to make changes to some definitions, Sections 1.5 and 1.9 of Part One and Sections 2.3 and 2.4 of Part Two of the Land Use Bylaw.

Attachment B provides a "tracked changes" version of Sections 1.5 and 1.9 of the Land Use Bylaw with text additions shown as red underlined and text deletions shown as red

strikethrough. Attachment C shows the text of each section if all of the proposed changes are accepted by Council.

Attachment D provides a “tracked changes” version of Sections 2.3 and 2.4 of the Land Use Bylaw. Attachment E shows the text of these two sections if all of the proposed changes are accepted by Council.

A summary of changes is as follows:

Land Use Bylaw Amendment Process

The process has been adjusted to recognize the difference between property owner initiated amendments (which should advance to public hearing) and Town initiated amendments (which may be defeated at first reading). Text has been added to guide the evaluation of applications to amend the Land Use Bylaw and to reflect the ability of the Development Officer to obtain input and review by others as needed.

Development Officer Activities

Several references have been changed from “Development Authority” to “Development Officer” to clarify that administrative functions are undertaken by the person assigned to the Development Officer role. This includes such things as receiving all applications, screening all applications for completeness, approving permitted use applications, and sending out notices and decisions.

Development Authority Changes

All instances of “Municipal Planning Commission” have been replaced by “Council.” Council will now be the Development Authority for all Development Permit applications that have previously been presented to MPC (most Discretionary Uses and Variances greater than 15%).

Relation to Other Bylaws

References to fees that are established in the Town’s Rates Bylaw have been removed. The need to outline the process for a public hearing has been removed as this is addressed in the Council and Committee Procedure Bylaw.

Notice Prior to Decision on Discretionary Use Permits

Text outlining the Town’s practice of circulating applications for proposed discretionary uses prior to a decision being made by Council has been added.

Notices and Effective Date of Permits

The ability to use electronic means for notices, decision letters and correspondence has been added. The primary notification methods have been clarified to be notices in the newspaper, postings on the Town website and mailings to property owners. The text describing the date a permit is issued compared to the date that an approved permit becomes effective has been adjusted to reflect the timing of notice that must be given to allow for a possible appeal.

Property Owners Who Receive Notice

The determination of which property owners receive a letter notifying them of an amendment to the Land Use Bylaw, an application for a discretionary use or an approval of a development permit involving a discretionary use or variance has been made more objective. This involves removing provisions such as those enabling the Development

Officer to make a determination based on their opinion of which property owners may be impacted. Property owners who would receive a letter mailed from the Town are those whose property is adjacent to the subject site and/or within 20m of the subject site.

Attachment F provides more background on the considerations that were used to select the recommended approach.

PUBLIC INPUT

Bylaw No. 2023-04 received first reading on January 23, 2023. A public hearing on the proposed bylaw is required prior to Council giving second reading. The public hearing was advertised in accordance with the Municipal Government Act Section 606.

RISK/CONSEQUENCES



1. Council may request further information from Administration prior to proceeding with first reading of the bylaw.
2. Council may provide direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for first reading at a later date.
3. Council may defeat second reading of the bylaw.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Attachment A: Bylaw No. 2023-04
2. Attachment B: Tracked Changes of Sections 1.5 and 1.9
3. Attachment C: Sections 1.5 and 1.9 if All Changes Accepted
4. Attachment D: Tracked Changes of Sections 2.3 and 2.4
5. Attachment E: Sections 2.3 and 2.4 if All Changes Accepted
6. Attachment F: Notification Approaches

Author: Kyle Sloan, Municipal Planner	Date: February 21, 2023
Director Signature: 	Date: FEB 22, 2023
CAO Signature: 	Date: Feb 22, 23

**TOWN OF OLDS
BYLAW NO. 2023-04**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, to provide for the amendment of Land Use Bylaw No. 01-23

WHEREAS Section 639 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that every municipality must pass a land use bylaw; and

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, permit a Council by bylaw to amend the Land Use Bylaw; and

WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend Land Use Bylaw No. 01-23

NOW THEREFORE, the Council of the Town of Olds duly assembled enacts as follows:

- 1) That Section 1.3 Definitions, Part One is amended by:
 - a) Replacing the definition of "development authority" with "development authority means the person or persons appointed pursuant to the Town of Olds Development Authority Bylaw, as amended from time to time";
 - b) Deleting the definition of "municipal planning services provider";
 - c) Replacing the definition of "Municipal Government Act" with "Municipal Government Act means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended from time to time";
 - d) Replacing the definition of "Owner" with "Owner means a person who is registered under the Land Titles Act as an owner of a fee simple estate in a parcel of land; or a person shown as an owner of a parcel of land on the assessment roll prepared pursuant to the *Municipal Government Act*; or in respect of any property other than land, the person in lawful possession of it";
 - e) Adding the definition "temporary commercial patio means an outdoor addition which adds seating to a restaurant or drinking establishment and is not intended for year-round use."
- 2) That all references to "Municipal Government Act, 1994" throughout the Land Use Bylaw are replaced with "Municipal Government Act";
- 3) That all references to "the Municipal Planning Commission" throughout the Land Use Bylaw are replaced with "Council";

- 4) That Section 1.5 Establishment of Forms, Part One is amended by replacing the words "development authority" with "Development Officer";
- 5) That Section 1.9 Amendment of the Land Use Bylaw, Part One is replaced with the following:
 - (1) An amendment to this Land Use Bylaw may be initiated by the Town of Olds or an owner of a property that is subject to this Land Use Bylaw.
 - (2) An owner of a property that is subject to this Land Use Bylaw, or a person acting on their behalf, who wishes to amend this Land Use Bylaw may make an application to the Development Officer. The application shall include:
 - (a) a statement of the specific amendment requested;
 - (b) the purpose and reasons for the application;
 - (c) if the application is for a change of District or allowable use on a property, the legal description of the lands or a plan showing the location and dimensions of the lands;
 - (d) proof of the applicant's ownership and/or interest in the lands or authorization from an owner of the land where the applicant is not an owner; and
 - (e) an application fee as outlined in the Town of Olds Rates Bylaw.
 - (3) If the amendment is for a change of District, the Development Officer may require:
 - (a) an area structure plan to the level of detail specified by the Development Officer; and
 - (b) payment of a fee to the Town equal to the costs incurred by the Town for:
 - (i) assistance from one or more consultants in reviewing the proposed amendment and/or any supporting materials or plans submitted with or relating to the proposed amendment; and
 - (ii) preparation of any plans or studies deemed necessary by the Town to evaluate the proposed amendment.
 - (4) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development resulting from or allowed as a result of the proposed amendment. The analysis shall be based on the full development potential of the proposed amendment and not on the merits of any particular development proposal that may have caused the request for the amendment. The analysis shall, among other things, consider the following:
 - (a) relationship to and compliance with approved statutory plans and Council policies;
 - (b) relationship to and compliance with statutory plans or outline plans that are in preparation;
 - (c) compatibility with surrounding development in terms of land use function and scale of development;
 - (d) traffic impacts;
 - (e) relationship to, or impacts on, services such as water and wastewater systems, and other public utilities and facilities such as recreation facilities and schools;
 - (f) relationship to municipal land, right-of-way or easement requirements;
 - (g) effect on stability, retention and rehabilitation of desirable existing uses, buildings, or both in the area;

- (h) necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - (i) relationship to the documented concerns and opinions of area residents and property owners regarding development implications.
- (5) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer may refer it to any person or organization whose input the Development Officer deems necessary.
- (6) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall determine when the application will be placed before Council and shall issue not less than five (5) days' notice to the applicant advising that he/she may appear before Council at that time and speak to the application. An application for amendment shall be placed before Council within sixty (60) days of its receipt by the Development Officer.
- (7) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by an owner of a property that is subject to this Land Use Bylaw, or a person authorized to make application on an owner's behalf, shall pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments.
- (8) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by the Town of Olds, may at its sole discretion:
 - (a) refuse the application; or
 - (b) refer the application to Administration for further information; or
 - (c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or
 - (d) defeat first reading of a bylaw to amend this Land Use Bylaw.
- (9) Following first reading to an amending bylaw, the Council shall establish the date, time and place for a public hearing on the proposed bylaw.
- (10) Following first reading of an amending bylaw, notice of the bylaw and public hearing must be given by:
 - (a) publishing notice at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the community, and
 - (b) arranging for notice to appear in one or more alternative means of advertising in accordance with a Bylaw made pursuant to Section 606.1 of the Municipal Government Act, and
 - (c) if the amending bylaw proposes a change of District or allowable uses on a parcel of land, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed bylaw relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the proposed bylaw relates.
- (11) A notice of a public hearing must be advertised at least five (5) days before the public hearing occurs.

- (12) A notice must contain:
 - (a) a statement of the general purpose of the proposed bylaw and public hearing;
 - (b) the address or website where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected or obtained;
 - (c) the date, place and time where the public hearing will be held; and
 - (d) in the case of an amendment for a change of District or allowable uses on a parcel of land, include:
 - (i) the municipal address, if any, and the legal description of the parcel of land; and
 - (ii) a map showing the location of the parcel of land.
- (13) If the land referred to in subsection (10)(c) is in Mountain View County, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of Mountain View County.
- (14) Notwithstanding subsection (9), the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical, or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.
- (15) In the public hearing, the Council:
 - (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw and who has complied with the procedures outlined by the Council, and
 - (b) may hear any other person who wishes to make representations and whom the Council agrees to hear.
- (16) After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, the Council may:
 - (a) pass the bylaw;
 - (b) refer it to Administration for further information or comment;
 - (c) make any amendment to the bylaw it considers necessary and proceed to pass it without further advertisement or hearing, or
 - (d) defeat the bylaw.
- (17) Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a development permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.
- (18) After third reading of the proposed bylaw, the Development Officer shall send a signed copy of it to
 - (a) the applicant;
 - (b) the registered owner of the land if not the applicant;

- (c) Mountain View County, if it received a copy of the proposed bylaw pursuant to subsection (12).
- (19) The Development Officer shall not accept an application for an amendment to the Land Use Bylaw which is identical or similar to an application which was refused by the Council, for a period of (6) six months after the date of the refusal unless, in the opinion of the Development Officer, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.
- 6) That sub-section (3) in Section 2.3, Permission for Development, Part Two is replaced with the following:
- (3) **Development Permit Applications:**
- The Development Officer shall:
- (a) receive all applications for a development permit; and
 - (b) determine within 20 days whether the application is complete. An application is complete, if in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application. The 20-day timeline may be extended if agreed upon in writing between the applicant and the Development Officer.
- [2018-02]
- (c) issue a letter to the applicant if the Development Officer deems a development permit application to be complete. The letter shall indicate:
 - i) The date the application was received and deemed complete,
 - ii) Confirmation the Development Officer will begin processing the application, and
 - iii) The date on which the 40 days to process the application expires.
 [2018-02]
 - (d) refer all applications for development which would result in permanent overnight accommodation, including dwellings, or public facilities to the Alberta Energy Regulator, if any of the land which is the subject of the application is within 1.5 km (0.93 miles) of a sour gas facility; and
 - (e) consider and decide upon applications for a development permit for a permitted use; and
 - (f) consider and decide upon applications for a development permit for all forms of signs where the proposed sign meets all standards of the Land Use Bylaw; and [2011-01]
 - (g) consider and decide upon applications for all Home Occupations – Class 2 where the traffic generation would be fewer than twenty (20) customers

per week; and

- (h) consider and decide upon applications for all temporary commercial patios including those which would replace off-street parking spaces on the same parcel that are used for the associated business; and
- (i) refer with recommendations, to Council for its consideration and decision all other applications for a development permit; and
- (j) at his/her discretion refer to Council any application which in his/her opinion should be decided by Council; and
- (k) refer any application to Mountain View County or any other agency or person which in his/her opinion may provide relevant comments or advice respecting the application.

(3.1) The Development Authority shall consider and decide on any application for a development permit within 40 days of the date of issuance of a letter to the applicant indicating their application is complete, or within such longer period as the applicant may have agreed to in writing.

(4) Council may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this bylaw.

(5) Development Officer Variance Powers

The Development Officer may grant a variance to reduce any numerical requirement of the Land Use Bylaw by up to 15% for a permitted use and the permitted use will be deemed to comply with this bylaw.

7) That Section 2.4 Development Permits and Notices, Part Two is replaced with the following:

- (1) Where this Land Use Bylaw requires a document or a notice to be sent to a person, the document may be sent by electronic means if:
 - (a) the recipient has consented to receive documents by electronic means and has provided an email address, website or other electronic address for that purpose; and
 - (b) it is possible to make a copy of the document from the electronic transmission.
- (2) Prior to a decision being made on an application for a development permit for a discretionary use, the Development Officer shall mail or deliver notice of the application to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (a) adjacent the parcel or parcels to which the proposed application relates; or
 - (b) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (3) The notice in subsection (2) shall:

- (a) be sent at least fourteen (14) days prior to the date the Development Authority is expected to decide upon the application or the date of the Council meeting to consider the application;
 - (b) include the date, time and place of the Council meeting; and
 - (c) include a deadline for submitting comments to the Development Officer for subsequent presentation and consideration by Council.
- (4) The date of issue of a permit for a permitted use that conforms in all respects to the requirements of this Land Use Bylaw, and was approved with or without conditions, shall be the date that the Development Authority produced their written decision. The permit comes into effect immediately.
- (5) The date of issue of a permit for a discretionary use or a permitted use for which a variance or relaxation was granted, and was approved with or without conditions shall be the date that the Development Authority produced their written decision and provided notice of their decision in accordance with subsection (8). The permit comes into effect 21 days after the date of the earliest notice provided in accordance with subsection (8).
- (6) Where an appeal is made to the Subdivision and Development Appeal Board, a development permit that has been issued shall not come into effect until the appeal has been determined and the permit may be modified or nullified thereby.
- (7) Any development proceeded with by the applicant prior to a related development permit coming into effect is done solely at the risk of the applicant.
[2018-02]
- (8) Notice shall be given of all development permits that have been issued by:
 - (a) publishing in a newspaper circulating in the municipality a notice of the decision; and
 - (b) in the case of a discretionary use (except sign permits) or a permitted use for which a variance or relaxation was granted, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed application relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (9) A decision of the Development Authority on an application for a development permit shall be given in writing and a copy of it sent by email or ordinary mail to the applicant on the same day the decision is produced in writing.
- (10) When the Development Authority refuses an application for a development permit, the decision shall contain reasons for the refusal.
- (11) If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the Development Officer, the permit ceases to be effective, unless an extension of this period, being no longer than an additional 12 months, has previously been granted by the Development Officer.

8) This Bylaw comes into force on the date it is passed.

Read for a first time on the ____ day of _____, 2023

Public Hearing held on the ____ day of _____, 2023

Read a second time on the ____ day of _____, 2023

Read a third and final time on the ____ day of _____, 2023

Judy Dahl, Mayor

Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this ____ day of _____ 2023.

Attachment B: Tracked Changes to Sections 1.5 and 1.9 of Part One of LUB

Red underlined text shows additions (Additions)

Red strikethrough text shows deletions (~~Deletions~~)

1.5 Establishment of Forms

For the purpose of administering this Land Use Bylaw, the Development Officer ~~development authority~~ shall prepare such forms and notices as the Development Officer ~~he or she~~ may deem necessary.

1.9 Amendment of the Land Use Bylaw

- (1) ~~The Council on its own initiative may give first reading to a bylaw to amend this Land Use Bylaw. An amendment to this Land Use Bylaw may be initiated by the Town of Olds or an owner of a property that is subject to this Land Use Bylaw.~~
- (2) An owner of a property that is subject to this Land Use Bylaw, or a person acting on their behalf, who wishes to amend this Land Use Bylaw may make an application to the Development Officer. A person may make application to the development authority for amendment to this Land Use Bylaw. The application shall include:
 - (a) a statement of the specific amendment requested;
 - (b) the purpose and reasons for the application;
 - (c) if the application is for a change of District or allowable use on a property, the legal description of the lands, or a plan showing the location and dimensions of the lands;
 - (d) proof of the applicant's ownership and/or interest in the lands or authorization from an owner of the land where the applicant is not an owner; and
 - (e) an application fee ~~of \$240.00 of which \$100.00 will be refunded if the proposed amendment is not given first reading and advertised~~ as outlined in the Town of Olds Rates Bylaw.
- (~~32.1~~) If the amendment is for a change of District ~~redesignation of land~~, the Development Officer ~~development authority~~ may require:
 - (a) an area structure plan outline plan for the area to be redesignated to the level of detail specified by the Development Officer ~~development authority~~; and
 - (b) payment of a fee to the Town equal to the costs incurred by the Town for:
 - (i) assistance from one or more consultants in reviewing the proposed amendment and/or any supporting materials or plans submitted with or relating to the proposed amendment; and
 - (ii) preparation of any plans or studies deemed necessary by the Town to evaluate the proposed amendment. an authorised municipal planning services provider to review the proposed redesignation and related outline plan, or if necessary to prepare an outline plan.

- (4) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development resulting from or allowed as a result of the proposed amendment. The analysis shall be based on the full development potential of the proposed amendment and not on the merits of any particular development proposal that may have caused the request for the amendment. The analysis shall, among other things, consider the following:
- (a) relationship to and compliance with approved statutory plans and Council policies;
 - (b) relationship to and compliance with statutory plans or outline plans that are in preparation;
 - (c) compatibility with surrounding development in terms of land use function and scale of development;
 - (d) traffic impacts;
 - (e) relationship to, or impacts on, services such as water and wastewater systems, and other public utilities and facilities such as recreation facilities and schools;
 - (f) relationship to municipal land, right-of-way or easement requirements;
 - (g) effect on stability, retention and rehabilitation of desirable existing uses, buildings, or both in the area;
 - (h) necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - (i) relationship to the documented concerns and opinions of area residents and property owners regarding development implications.
- ~~(5a) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer development authority, if he/she considers the application to be minor in nature, may refer it to any person or organization whose input the Development Officer deems necessary. authorised municipal planning services provider for comment. If the development authority considers the application to be major in nature, he/she shall refer the applicant to an authorised municipal planning services provider for discussion and comment.~~
- (6b) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer development authority shall determine when the application will be placed before Council and shall issue not less than five (5) days' notice to the applicant advising that he/she may appear before Council at that time and speak to the application. -An application for amendment shall be placed before Council within (60) sixty days of its receipt by the Development Officer development authority.
- (74) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by an owner of a property that is subject to this Land Use Bylaw, or a person authorized to make application on an owner's behalf, shall may at its sole discretion:
- (a) refuse the application; or
 - (b) refer the application for further information; or
 - (c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or
 - (d) defeat first reading of a bylaw to amend this Land Use Bylaw; or
 - (e) pass first reading of an alternative amendment to this Land Use Bylaw, with or without conditions.

(8) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by the Town of Olds, may at its sole discretion:

- (a) refuse the application; or
- (b) refer the application to Administration for further information; or
- (c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or
- (d) defeat first reading of a bylaw to amend this Land Use Bylaw.

(95) Following first reading to an amending bylaw, the Council shall:

- (a) establish the date, time and place for a public hearing on the proposed bylaw;
- (b) if a bylaw to establish procedures for public hearings has not been passed;
 - (i) outline the procedures to be followed by any person, group of persons or person representing them who wish to be heard at the public hearing; and
 - (ii) outline the procedure by which the public hearing will be conducted.

(106) Following first reading of an amending bylaw, the development authority must give notice of the bylaw and public hearing must be given by:

- (a) publishing notice at least once a week for (2) two (2) consecutive weeks in at least one newspaper or other publication circulating in the community, and for
- (b) arranging for notice to appear in one or more alternative means of advertising in accordance with a Bylaw made pursuant to Section 606.1 of the Municipal Government Act, and
- (c) if the amending bylaw proposes a change of District or allowable uses on a parcel of land, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed bylaw relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the proposed bylaw relates, mailing or delivering notice to every residence in the area to which the proposed bylaw relates.

(117) A notice of a public hearing must be advertised at least (5) five (5) days before the public hearing occurs.

(128) A notice must contain:

- (a) a statement of the general purpose of the proposed bylaw and public hearing;
- (b) the address where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected or obtained;
- (c) the date, place and time where the public hearing will be held; and
- (d) in the case of an amendment for a change of District or allowable uses on a parcel of land, include:
 - (i) the municipal address, if any, and the legal description of the parcel of land; and
 - (ii) a map showing the location of the parcel of land.

~~(9) In the case of an amendment to change the district designation of a parcel of land, the development authority must, in addition to the requirements of subsection (6),~~

~~(a) include in the notice:~~

- ~~(i) the municipal address, if any, and the legal address of the parcel of land, and~~
- ~~(ii) a map showing the location of the parcel of land.~~

~~(b) give written notice containing the information described in clause (a) and subsection (6) to the assessed owner of that parcel of land at the name and address shown in the assessment roll of the municipality, and~~

~~(a) give written notice containing the information described in clause (a) and subsection (6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.~~

~~(1310)~~ If the land referred to in subsection (109)(c) is in Mountain View County, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of Mountain View County.

~~(1411)~~ Notwithstanding subsection (95), the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.

~~(1512)~~ In the public hearing, the Council:

- ~~(a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw and who has complied with the procedures outlined by the Council, and~~
- ~~(b) may hear any other person who wishes to make representations and whom the Council agrees to hear.~~

~~(1613)~~ After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, the Council may:

- ~~(a) pass the bBylaw;~~
- ~~(b) refer it to Administration for further information or comment;~~
- ~~(c) make any amendment to the bBylaw it considers necessary and proceed to pass it without further advertisement or hearing, or~~
- ~~(d) defeat the bBylaw.~~

~~(14) In this section:~~

~~(a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes:~~

- ~~(i) land that would be contiguous if not for a highway, road, river or stream, and~~
- ~~(ii) any additional land identified by the development authority.~~

~~(b) "owner" means the person shown as the owner of land on the assessment roll prepared pursuant to the Municipal Government Act.~~

- (1745) Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a development permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.
- (1846) After third reading of the proposed bylaw, the Development Officer~~development authority~~ shall send a signed copy of it to
- (a) the applicant;
 - (b) the registered owner of the land if not the applicant;
 - ~~(c) an approved municipal planning services provider;~~
 - (d) Mountain View County, if it received a copy of the proposed bylaw pursuant to subsection (1340).
- (1917) The Development Officer~~development authority~~ shall not accept an application for an amendment to the Land Use Bylaw which is identical or similar to an application which was refused by the Council, for a period of (6) six months after the date of the refusal unless, in the opinion of the Development Officer~~development authority~~, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

Attachment C: Sections 1.5 and 1.9 of Part One if All Changes Accepted

1.5 Establishment of Forms

For the purpose of administering this Land Use Bylaw, the Development Officer shall prepare such forms and notices as the Development Officer may deem necessary.

1.9 Amendment of the Land Use Bylaw

- (1) An amendment to this Land Use Bylaw may be initiated by the Town of Olds or an owner of a property that is subject to this Land Use Bylaw.
- (2) An owner of a property that is subject to this Land Use Bylaw, or a person acting on their behalf, who wishes to amend this Land Use Bylaw may make an application to the Development Officer. The application shall include:
 - (a) a statement of the specific amendment requested;
 - (b) the purpose and reasons for the application;
 - (c) if the application is for a change of District or allowable use on a property, the legal description of the lands or a plan showing the location and dimensions of the lands;
 - (d) proof of the applicant's ownership and/or interest in the lands or authorization from an owner of the land where the applicant is not an owner; and
 - (e) an application fee as outlined in the Town of Olds Rates Bylaw.
- (3) If the amendment is for a change of District, the Development Officer may require:
 - (a) an area structure plan to the level of detail specified by the Development Officer; and
 - (b) payment of a fee to the Town equal to the costs incurred by the Town for:
 - (i) assistance from one or more consultants in reviewing the proposed amendment and/or any supporting materials or plans submitted with or relating to the proposed amendment; and
 - (ii) preparation of any plans or studies deemed necessary by the Town to evaluate the proposed amendment.
- (4) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development resulting from or allowed as a result of the proposed amendment. The analysis shall be based on the full development potential of the proposed amendment and not on the merits of any particular development proposal that may have caused the request for the amendment. The analysis shall, among other things, consider the following:
 - (a) relationship to and compliance with approved statutory plans and Council policies;
 - (b) relationship to and compliance with statutory plans or outline plans that are in preparation;
 - (c) compatibility with surrounding development in terms of land use function and scale of development;
 - (d) traffic impacts;

- (e) relationship to, or impacts on, services such as water and wastewater systems, and other public utilities and facilities such as recreation facilities and schools;
 - (f) relationship to municipal land, right-of-way or easement requirements;
 - (g) effect on stability, retention and rehabilitation of desirable existing uses, buildings, or both in the area;
 - (h) necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - (i) relationship to the documented concerns and opinions of area residents and property owners regarding development implications.
- (5) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer may refer it to any person or organization whose input the Development Officer deems necessary.
- (6) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall determine when the application will be placed before Council and shall issue not less than five (5) days' notice to the applicant advising that he/she may appear before Council at that time and speak to the application. An application for amendment shall be placed before Council within (60) sixty days of its receipt by the Development Officer.
- (7) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by an owner of a property that is subject to this Land Use Bylaw, or a person authorized to make application on an owner's behalf, shall:
 - pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments.
- (8) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by the Town of Olds, may at its sole discretion:
 - (a) refuse the application; or
 - (b) refer the application to Administration for further information; or
 - (c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or
 - (d) defeat first reading of a bylaw to amend this Land Use Bylaw.
- (9) Following first reading to an amending bylaw, the Council shall establish the date, time and place for a public hearing on the proposed bylaw.
- (10) Following first reading of an amending bylaw, notice of the bylaw and public hearing must be given by:
 - (a) publishing notice at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the community; and
 - (b) arranging for notice to appear in one or more alternative means of advertising in accordance with a Bylaw made pursuant to Section 606.1 of the Municipal Government Act; and
 - (c) if the amending bylaw proposes a change of District or allowable uses on a parcel of land, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:

- (i) adjacent the parcel or parcels to which the proposed bylaw relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the proposed bylaw relates.
- (11) A notice of a public hearing must be advertised at least five (5) days before the public hearing occurs.
- (12) A notice must contain:
 - (a) a statement of the general purpose of the proposed bylaw and public hearing;
 - (b) the address where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected or obtained;
 - (c) the date, place and time where the public hearing will be held; and
 - (d) in the case of an amendment for a change of District or allowable uses on a parcel of land, include:
 - (i) the municipal address, if any, and the legal description of the parcel of land; and
 - (ii) a map showing the location of the parcel of land.
- (13) If the land referred to in subsection (10)(c) is in Mountain View County, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of Mountain View County.
- (14) Notwithstanding subsection (9), the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.
- (15) In the public hearing, the Council:
 - (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw and who has complied with the procedures outlined by the Council, and
 - (b) may hear any other person who wishes to make representations and whom the Council agrees to hear.
- (16) After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, the Council may:
 - (a) pass the bylaw;
 - (b) refer it to Administration for further information or comment;
 - (c) make any amendment to the bylaw it considers necessary and proceed to pass it without further advertisement or hearing, or
 - (d) defeat the bylaw.
- (17) Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a development permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.

- (18) After third reading of the proposed bylaw, the Development Officer shall send a signed copy of it to
 - (a) the applicant;
 - (b) the registered owner of the land if not the applicant;
 - (c) Mountain View County, if it received a copy of the proposed bylaw pursuant to subsection (13).
- (19) The Development Officer shall not accept an application for an amendment to the Land Use Bylaw which is identical or similar to an application which was refused by the Council, for a period of (6) six months after the date of the refusal unless, in the opinion of the Development Officer, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

Attachment D: Tracked Changes for Sections 2.3 and 2.4 of Part Two of LUB

Red underlined text shows additions (Additions)

Red strikethrough text shows deletions (~~Deletions~~)

2.3 Permission for Development

(3) Development Permit Applications:

The Development Officer shall:

- (a) receive all applications for a development permit; and
- (b) determine within 20 days whether the application is complete. An application is complete, if in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application. The 20 day timeline may be extended if agreed upon in writing between the applicant and the Development Officer.
- (c) issue a letter to the applicant if the Development Officer deems a development permit application to be complete. The letter shall indicate:
 - i) The date the application was received and deemed complete,
 - ii) Confirmation the Development Officer will begin processing the application, and
 - iii) The date on which the 40 days to process the application expires. [2018-02]
- (d) refer all applications for development which would result in permanent overnight accommodation, including dwellings, or public facilities to the Alberta Energy ~~Regulator and Utilities Board~~, if any of the land which is the subject of the application is within 1.5 km (0.93 miles) of a sour gas facility ~~and the proposed development is not, in the opinion of the development authority, an infill development;~~ and
- (e) consider and decide upon applications for a development permit for a permitted use; and or Development Authority, shall consider and decide on any application for a development permit, within 40 days of the date of issuance of a letter to an applicant indicating the application is complete, or within such longer period as the applicant may have agreed to in writing. [2018-02]
- (f) consider and decide upon applications for a development permit for all forms of signs where the proposed sign meets all standards of the Land Use Bylaw; and [2011-01]
- (g) consider and decide upon applications for all Home Occupations – Class 2 where the traffic generation would be fewer than twenty (20) customers per week; and

- (h) consider and decide upon applications for all temporary commercial patios including those which would replace off-street parking spaces on the same parcel that are used for the associated business; and
 - (e)(i) refer with recommendations, to the Municipal Planning Commission Council for its consideration and decision all other applications for a development permit; and
 - (f)(i) at his/her discretion refer to the Municipal Planning Commission Council any application which in his/her opinion should be decided by the Municipal Planning Commission Council; and
 - (g)(k) refer any application to Mountain View County or any other agency or person which in his/her opinion may provide relevant comments or advice respecting the application.
- (3.1) The Development Authority shall consider and decide on any application for a development permit within 40 days of the date of issuance of a letter to the applicant indicating their application is complete, or within such longer period as the applicant may have agreed to in writing.
- (4) The Municipal Planning Commission Council may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this bylaw.
- (5) Development Officer Variance Powers
 The Development Officer may grant a variance to reduce ~~the any numerical requirements~~ of the Land Use Bylaw by up to 15% for a permitted use and the permitted use will be deemed to comply with this bylaw. ~~Variances may be granted for:~~
- a) ~~areas which may be developed for accessory buildings up to 15% of the maximum allowable size.~~
 - b) ~~building height — up to 15% of the maximum allowable height.~~
 - c) ~~front yard — up to 15% of the minimum requirement.~~
 - d) ~~rear yard — up to 15% of the minimum requirement.~~
 - e) ~~side yard — up to 15% of the minimum requirement.~~
 - f) ~~driveway width up to 15% of the maximum requirement — [2014-17]~~

2.4 Development Permits and Notices

- (1) Where this Land Use Bylaw requires a document or a notice to be sent to a person, the document may be sent by electronic means if:
 - (a) the recipient has consented to receive documents by electronic means and has provided an email address, website or other electronic address for that purpose; and
 - (b) it is possible to make a copy of the document from the electronic transmission.
- (2) Prior to a decision being made on an application for a development permit for a discretionary use, the Development Officer shall mail or deliver notice of the

application to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:

- (a) adjacent the parcel or parcels to which the proposed application relates;
or
- (b) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.

(3) The notice in subsection (2) shall:

- (a) be sent at least fourteen (14) days prior to the date the Development Authority is expected to decide upon the application or the date of the Municipal Planning Commission Council meeting to consider the application;
- (b) include the date, time and place of the Municipal Planning Commission Council meeting; and
- (c) include a deadline for submitting comments to the Development Officer for subsequent presentation and consideration by the Municipal Planning Commission Council.

(4) The date of issue of a permit for a permitted use that conforms in all respects to the requirements of this Land Use Bylaw, and was approved with or without conditions, shall be the date that the Development Authority produced their written decision. The permit comes into effect immediately.

(5) The date of issue of a permit for a discretionary use or a permitted use for which a variance or relaxation was granted, and was approved with or without conditions shall be the date that the Development Authority produced their written decision and provided notice of their decision in accordance with subsection (8). The permit comes into effect 21 days after the date of the earliest notice provided in accordance with subsection (8).

- ~~(a) a development permit for all discretionary use or any permitted use for which a variance or relaxation was granted, issued pursuant to this Part, does not come into effect until 21 days after the date on which the notice of issuance of the permit is given under subsection (3).~~
- ~~(b) the date of issue of a permit for all discretionary uses or any permitted use for which a variance or relaxation was granted, shall be the date of notification pursuant to subsection (3).~~
- ~~(c) the date of issue of a permit for any permitted use that conforms in all respects to the requirements of this Land Use Bylaw and was approved with or without conditions pursuant to this Part comes into effect immediately upon approval by the development authority.~~

(62) Where an appeal is made to the Subdivision and Development Appeal Board, a development permit that has been issued shall not come into effect until the appeal has been determined and the permit may be modified or nullified thereby.

(7) Any development proceeded with by the applicant prior to ~~the expiry of this period-a related development permit coming into effect~~ is done solely at the risk of the applicant.
[2018-02]

- (83) Notice shall be given of all development permits that have been issued ~~by in any or all of the following forms:~~
- (a) publishing ing in a newspaper circulating in the municipality a notice of the decision; ~~and/or~~
 - (b) in the case of a discretionary use (except sign permits) or a permitted use for which a variance or relaxation was granted, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed application relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- ~~mail a notice of the decision to all persons whose use, enjoyment or value of property may, in the opinion of the development authority, be affected; and/or~~
- (c) ~~post a notice of the decision conspicuously on the property for which the application has been made.~~

~~A development permit for a discretionary use or any permitted use for which a variance or relaxation was granted is deemed to be issued on that date that the development authority publicizes a notice of the issuance of the permit in any or all of the forms described above.~~

- (95) A decision of the Development Authority Officer or the MPG on an application for a development permit shall be given in writing and a copy of it sent by email or ordinary mail to the applicant on the same day the decision is produced in writing made.

—[2018-02]

- (106) When the ~~D~~development Aauthority refuses an application for a development permit, the decision shall contain reasons for the refusal.
- (114) If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the ~~D~~development Officer authority, the permit ceases to be effective, unless an extension of this period, being no longer than an additional 12 months, has previously been granted by the ~~D~~development Officer authority.

Attachment E: Sections 2.3 and 2.4 of Part Two if All Changes Accepted

2.3 Permission for Development

(3) Development Permit Applications:

The Development Officer shall:

- (a) receive all applications for a development permit; and
- (b) determine within 20 days whether the application is complete. An application is complete, if in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application. The 20 day timeline may be extended if agreed upon in writing between the applicant and the Development Officer.
- (c) issue a letter to the applicant if the Development Officer deems a development permit application to be complete. The letter shall indicate:
 - i) The date the application was received and deemed complete,
 - ii) Confirmation the Development Officer will begin processing the application, and
 - iii) The date on which the 40 days to process the application expires. [2018-02]
- (d) refer all applications for development which would result in permanent overnight accommodation, including dwellings, or public facilities to the Alberta Energy Regulator, if any of the land which is the subject of the application is within 1.5 km (0.93 miles) of a sour gas facility; and
- (e) consider and decide upon applications for a development permit for a permitted use; and
- (f) consider and decide upon applications for a development permit for all forms of signs where the proposed sign meets all standards of the Land Use Bylaw; and [2011-01]
- (g) consider and decide upon applications for all Home Occupations – Class 2 where the traffic generation would be fewer than twenty (20) customers per week; and
- (h) consider and decide upon applications for all temporary commercial patios including those which would replace off-street parking spaces on the same parcel that are used for the associated business; and
- (i) refer with recommendations, to Council for its consideration and decision all other applications for a development permit; and
- (j) at his/her discretion refer to Council any application which in his/her opinion should be decided by Council; and

- (k) refer any application to Mountain View County or any other agency or person which in his/her opinion may provide relevant comments or advice respecting the application.
- (3.1) The Development Authority shall consider and decide on any application for a development permit within 40 days of the date of issuance of a letter to the applicant indicating their application is complete, or within such longer period as the applicant may have agreed to in writing.
- (4) Council may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this bylaw.
- (5) Development Officer Variance Powers
The Development Officer may grant a variance to reduce any numerical requirement of the Land Use Bylaw by up to 15% for a permitted use and the permitted use will be deemed to comply with this bylaw.

2.4 Development Permits and Notices

- (1) Where this Land Use Bylaw requires a document or a notice to be sent to a person, the document may be sent by electronic means if:
 - (a) the recipient has consented to receive documents by electronic means and has provided an email address, website or other electronic address for that purpose; and
 - (b) it is possible to make a copy of the document from the electronic transmission.
- (2) Prior to a decision being made on an application for a development permit for a discretionary use, the Development Officer shall mail or deliver notice of the application to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (a) adjacent the parcel or parcels to which the proposed application relates; or
 - (b) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (3) The notice in subsection (2) shall:
 - (a) be sent at least fourteen (14) days prior to the date the Development Authority is expected to decide upon the application or the date of the Council meeting to consider the application;
 - (b) include the date, time and place of the Council meeting; and
 - (c) include a deadline for submitting comments to the Development Officer for subsequent presentation and consideration by Council.
- (4) The date of issue of a permit for a permitted use that conforms in all respects to the requirements of this Land Use Bylaw, and was approved with or without conditions, shall be the date that the Development Authority produced their written decision. The permit comes into effect immediately.

- (5) The date of issue of a permit for a discretionary use or a permitted use for which a variance or relaxation was granted, and was approved with or without conditions shall be the date that the Development Authority produced their written decision and provided notice of their decision in accordance with subsection (8). The permit comes into effect 21 days after the date of the earliest notice provided in accordance with subsection (8).
- (6) Where an appeal is made to the Subdivision and Development Appeal Board, a development permit that has been issued shall not come into effect until the appeal has been determined and the permit may be modified or nullified thereby.
- (7) Any development proceeded with by the applicant prior to a related development permit coming into effect is done solely at the risk of the applicant.
[2018-02]
- (8) Notice shall be given of all development permits that have been issued by:
 - (a) publishing in a newspaper circulating in the municipality a notice of the decision; and
 - (b) in the case of a discretionary use (except sign permits) or a permitted use for which a variance or relaxation was granted, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed application relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (9) A decision of the Development Authority on an application for a development permit shall be given in writing and a copy of it sent by email or ordinary mail to the applicant on the same day the decision is produced in writing.
- (10) When the Development Authority refuses an application for a development permit, the decision shall contain reasons for the refusal.
- (11) If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the Development Officer, the permit ceases to be effective, unless an extension of this period, being no longer than an additional 12 months, has previously been granted by the Development Officer.

Attachment F: Notification Approaches

This document provides background on the current approaches to notification under the Land Use Bylaw, alternative scenarios considered, and the issues taken into account in developing the proposed changes in Bylaw 2023-04.

The intent behind the proposed changes to the Land Use Bylaw is:

- to achieve greater clarity on how notification is provided for various types of applications for landowners and the general public;
- to achieve more consistency in how notification related to applications is provided; and
- to update the Land Use Bylaw to reflect the Town's practice over the past several years.

Notification of planning applications currently occurs in the following ways:

- letters mailed to owners of land for amendments to the Land Use Bylaw that involve a change in land use district;
- letters mailed to owners of land prior to a decision being made on an application for a discretionary use;
- notices published in the local newspaper (The Albertan), which goes to every household in Olds, for Land Use Bylaw amendments and development permit decisions that have been issued; and
- postings on the Town of Olds website and social media feeds (Facebook, Twitter) for Land Use Bylaw amendments.

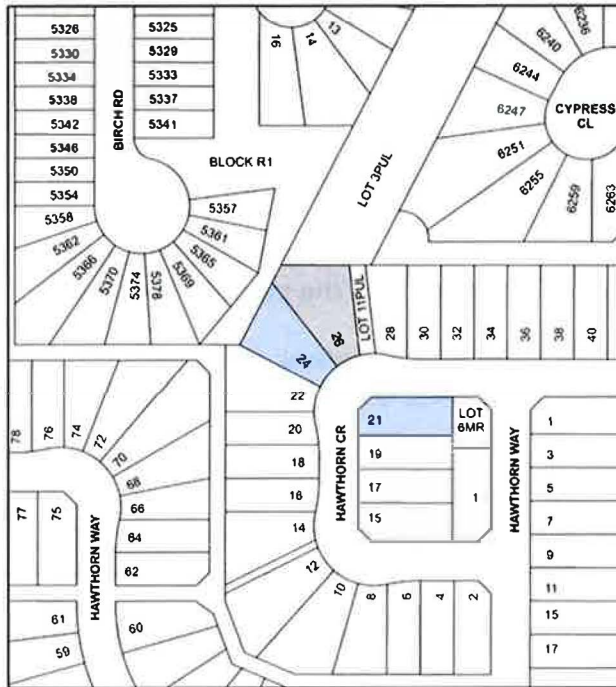
The determination of which property owner receives notice varies based on the type of application and the interpretation/latitude assigned to planning staff. For Land Use Bylaw amendments and letters seeking input on a proposed development, the notice is sent to property owners whose land is "adjacent" or "in the area to which the bylaw relates." For notices of a decision on a discretionary use permit the notice goes to property owners who the Development Officer views as affected. Effectively there are three different ways of determining who gets a letter and two of these are based on a subjective determination by staff.

In the Land Use Bylaw, the term "adjacent" means "land that is contiguous to the parcel of land that is the subject of an application and includes land that would be contiguous if not for a highway, road, river or stream." This matches the first part of the definition that is used in the Municipal Government Act. It means any two parcels separated by a street that would be contiguous or touching if the street was removed are considered adjacent one another.

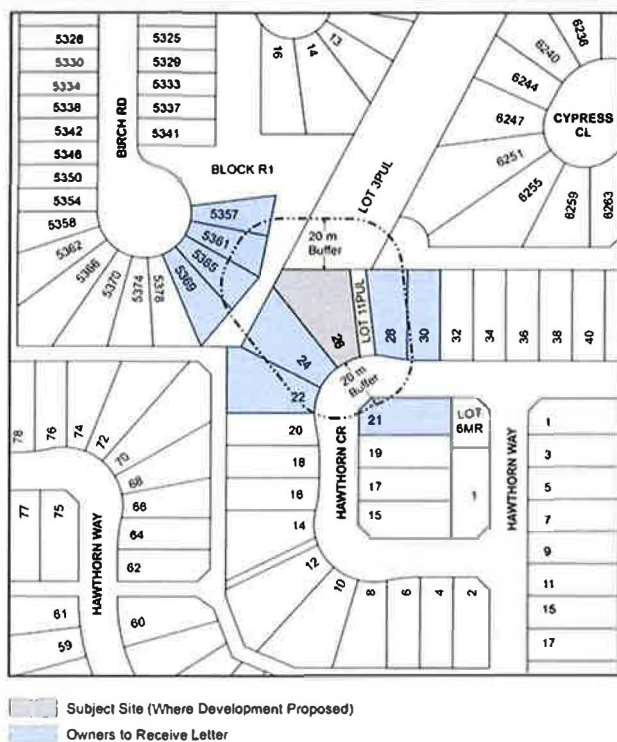
The Municipal Government Act definition of "adjacent" includes the ability of the Town to add or define additional lands that would be considered "adjacent." For example, this could include adding public utility lots (i.e. storm ponds) and municipal reserve parcels (i.e. school site) to the list of lands that would be set aside in determining if two parcels are contiguous.

The table below shows scenarios based on use of the standard definition of adjacent, a modified definition of adjacent, and a combination of standard definition and distance measure.

Scenario One: Standard Definition of Adjacent



Scenario Three: Standard Definition of Adjacent or Within 20m Distance



The example site is adjacent to 21 Hawthorne Cr and 24 Hawthorne Cr since Hawthorne Cr is a road that would be ignored

Additional parcels added based on 20m distance, such as 28 Hawthorne Cr, despite intervening Lot 11PUL

Parcels that are beyond 20m of the subject site, such as 6251 Cypress Cl are not included

20m distance was selected based on typical R1 lot width (about 15.24m) and width of walkways, utility corridors and pipeline rights of way

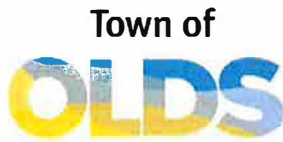
Mail out has increased from two (2) in scenario one to nine (9)

All others would be served with the notice in the local newspaper

Other considerations:

1. All three approaches meet the Municipal Government Act requirements for the processing of a bylaw to amend the Land Use Bylaw;
2. All three approaches appear to keep the number and resulting costs of mail outs at a manageable level;
3. All three scenarios account for wider roads like the 50m plus wide Highway 27 right of way meaning property owners directly on the other side from a subject site will receive notice;
4. Scenario Three results in mail out to property owners closer to the site, which appears to create a more intuitive pattern, compared to Scenario Two;
5. Broad notice to facilitate a decision on exercising appeal rights relating to discretionary uses and uses approved with a variance is provided through the combination of mail out and newspaper notice; and
6. Consistency between receiving the "pre-decision notice" on a discretionary use permit and receiving a "post decision notice" is greatest under Scenario Three.

The proposed changes to the Land Use Bylaw do not affect the continued use of the newspaper, website, and social media. The changes do affect the mailing of letters to landowners by defining which landowners can expect to receive a letter from the Town of Olds Planning & Development Department on various planning applications.



Request for Decision

Bylaw No. 2023-07 Amendment to Land Use Bylaw

February 27, 2023

RECOMMENDATION

That Council gives first reading to Bylaw No. 2023-07.

That Council sets Monday, March 27, 2023 at 1:00 pm in Council Chambers as the date, time and place for a Public Hearing on Bylaw No. 2023-07.

STRATEGIC ALIGNMENT

In Council's Strategic Plan for 2022-2032, the second strategic goal is: "The Olds community is supported and enabled through skillful governance."

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(1) every municipality must pass a Land Use Bylaw.
2. *Municipal Government Act* – Chapter M-26, Part 5, Division 9, Section 191(1) the power to pass a bylaw...includes a power to amend or repeal the bylaw.

BACKGROUND

The Town has received an application to amend the Land Use Bylaw under Bylaw 2023-07 which proposes a site-specific exception to allow 'mixed-use development' as a permitted use in the Central Commercial District (C1) on the property of 5034 49 Street.

Mixed use commercial at grade is a permitted use in the C1 district and is the current use of the principal building on this property. A prospective buyer is seeking to renovate the building and add a residential component at the rear of the ground floor while maintaining a commercial business on this floor facing 49 Street. This type of use separation is incompatible with the definition of mixed use commercial at grade.

Land Use Bylaw definitions:

"Mixed use development" means a building, or buildings, used for both residential and commercial purposes on the same parcel of land.

"Mixed use commercial at grade" means a building where the residential and commercial uses are within the same parcel of land. Residential dwellings may be located above commercial properties in a vertical mix land use fashion, but commercial uses cannot be located above residential uses.

Alignment with the Uptowne Olds Area Redevelopment Plan (ARP)

The Uptowne ARP supports residential and commercial mixed-use developments but discourages a horizontal mixing of the uses. However, administration believes the intent of this policy is to create a vibrant commercial streetscape along the fronts of buildings. Rear yards

and lanes are less suitable for commercial uses due to the lack of visibility for signage and customer access. The proposed use of the subject property would maintain a commercial frontage on 49 Street while adding the residential dwelling facing the rear of the property.

Uptowne ARP Policy 4.2.3:

Create mixed use commercial buildings where the residential and commercial uses are within the same parcel of land. Residential dwellings may be located above commercial properties in a vertical land use fashion. Commercial and residential uses in a horizontal land use fashion will be discouraged.

COMMUNICATION/PUBLIC ENGAGEMENT

A public hearing is required prior to considering second and third reading of the bylaw. The proposed bylaw will be advertised in accordance with the Municipal Government Act to allow the public an opportunity to comment. Letters will be sent to adjacent landowners and the proposed bylaw will be circulated to referral agencies for comment.

RISK/CONSEQUENCES



1. Council may request further information from Administration prior to proceeding with first reading of the bylaw.
2. Council may provide direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for first reading at a later date.
3. Council may defeat first reading of the bylaw.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Lot 23, Block 2, Plan 868E Aerial Photo
2. Bylaw No. 2023-07

Author: Kyle Sloan, Development Officer	Date: February 22, 2023
Director Signature: 	Date: FEB 22, 2023
CAO Signature: 	Date: Feb 22, 23

5034 49 Street



Legend

- Road Labels
- Block Text Line



1: 1,128



0.1 0 0.03 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

© Town of Olds

**TOWN OF OLDS
BYLAW NO. 2023-07**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, to provide for the amendment of the Land Use Bylaw No. 01-23

WHEREAS Section 640(1) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that every municipality must pass a land use bylaw; and

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, permit a Council by bylaw to amend the Land Use Bylaw; and

WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Land Use Bylaw No. 01-23

NOW THEREFORE, the Council of the Town of Olds duly assembled enacts as follows:

1. This Bylaw may be cited as the Land Use Amending Bylaw No. 2023-07.
2. Bylaw No. 01-23, being the Town of Olds Land Use Bylaw, is hereby amended as follows:

In Schedule C, Central Commercial District (C1), Permitted Uses, by adding the following:
Mixed use development (Lot 23, Block 2, Plan 868E only)

3. This Bylaw comes into force on the date it is passed.

Read for a first time on the ____ day of _____, 2023

Public Hearing held on the ____ day of _____, 2023

Read a second time on the ____ day of _____, 2023

Read a third and final time on the ____ day of _____, 2023

Judy Dahl, Mayor

Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this ____ day of _____ 2023.



Request for Decision
Olds College AgSmart
 February 27, 2023

RECOMMENDATION

That a sponsorship of \$1,500 for Olds College AgSmart held August 1 - 2, 2023, be approved.

STRATEGIC ALIGNMENT

Goal 2: The Town of Olds will ensure responsible fiscal balance between community expectations and available revenues.

LEGISLATIVE AUTHORITY

Administration reviewed the request to ensure it meets basic criteria and required information per policy 803C Requests for Donations, Sponsorships and Promotional Items.

BACKGROUND

The Town received an email request from Olds College requesting a donation towards their agricultural educational expo AgSmart that will be held August 1 & 2, 2023. AgSmart is agricultural educational expo produced by Olds College. The expo is used to reach producers that are interested in furthering their education and learning more about the innovations and advancements in agriculture. The Town has sponsored the event in the past with Destination Olds Collective Fund for \$1,000 in 2021 and Council Public Relations sponsorship of \$1,500 in 2022.

ALTERNATIVE OPTIONS

Council can:

1. Approve a sponsorship in an amount more or less than \$1,500.
2. Receive this request as information only, thus not approving the request.

FINANCIAL CONSIDERATIONS

Cost	Source of Funding
\$1,500.00	2-1103-221-03 Public Relations
Total Cost	\$1,500.00

ATTACHMENTS

1. Sponsorship request

Author:	Janice Locke, Administrative Assistant - Directors	Date: February 15, 2023
Director Approval:	Doug Wagstaff electronically approved	Date: February 21, 2023
CAO Approval:	Brent Williams electronically approved	Date: February 23, 2023

February 7, 2023

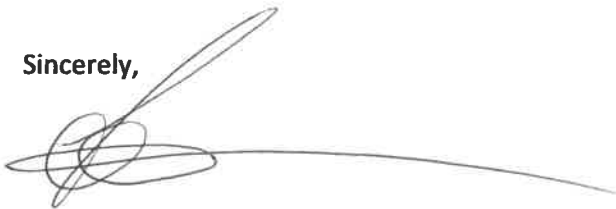
Mr. Brent Williams,
Chief Administrative Officer
Town of Olds
4512 46 Street
Olds, AB T4H 1R5

Dear Mr. Brent Williams,

AgSmart is once again being produced by Olds College and will take place August 1 & 2, 2023. This unique agriculture expo brought 2,880 guests to the Town of Olds in 2022, which in turn, generated business for local hotels, restaurants and various other establishments. We are filling up quickly with exhibitors and partners and hope to exceed last year's engagements. As you know, AgSmart is an extension of the education learning environment at Olds College and is used to reach producers that are interested in furthering their education and learning more about the innovations and advancements in agriculture. It is not a revenue generating component of the College, but rather an investment the College is committed to by creating an affordable outreach learning opportunity for producers. As such, we rely on the support and partnerships of both the local Olds community and the greater agriculture industry.

We are grateful to the Town of Olds for your support of AgSmart through last year's sponsorship. We are hopeful this will continue through the use of the Town of Olds Community Events Trailer and also a financial contribution. We look forward to bringing innovative learners to the Town of Olds in August! Thank you for your support and we look forward to a continued partnership!

Sincerely,



Todd Ormann,
AVP Industry Solutions & Partnerships
Olds College



Request for Decision

Mountain View Power Prudential Consideration to Olds Fibre Ltd.

February 27, 2023

RECOMMENDATION

That Council directs administration to reduce the principal amount outstanding on the Olds Fibre Ltd. promissory note by \$200,000 for the purposes of Mountain View Power assignment from Olds Fibre Ltd. to the Town of Olds.

That Council directs administration to increase the principal amount outstanding on the Olds Fibre Ltd. promissory note by \$56,764 for the final restructuring costs of the Municipally Controlled Corporation Olds Fibre Ltd.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

LEGISLATIVE AUTHORITY

BACKGROUND

In connection with the receivership of Olds Institute and the corresponding transfer of assets, The Town of Olds directed some of the assets directly to Olds Fibre Ltd. (OFL). One of these assets was the transfer of the interest in the initial Energy Marketing agreement (Mountain View Power (MVP)). At the time of the transfer of assets the Town valued MVP at \$200,000 and included it in the \$15 Million-dollar promissory note between the Town and OFL. With OFL recently assigning the interest in the Energy Marketing Agreement (MVP) to the Town administration would like Council to consider removing the \$200,000 from the principal amount outstanding on the promissory note.

When Bylaw 2022-07, being a loan bylaw for the transfer of assets and redemption/repurchase of shares was passed it was for a total of up to \$15 million, to allow for any further legal and contracted restructuring costs as we tied up the details of the municipally controlled corporation. With the removal of the above \$200,000 administration would like Council to consider adding the final restructuring costs of \$56,764 to the promissory note.

RISK/CONSEQUENCES

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS – n/a

Author:	Sheena Linderman Director of Finance	Date: February 23, 2023
CAO Signature:	Brent Williams Electronically Approved	Date: February 23, 2023



Request for Decision

Policy 101C Policy Development

February 27, 2023

RECOMMENDATION

That Council approve Town of Olds - Policy 101C Policy Development, as presented.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

LEGISLATIVE AUTHORITY

1. Municipal Government Act

BACKGROUND

Currently the Town has 55 Council Policies in circulation (16 last reviewed in 2019, balance were reviewed between 2020-2022); and 29 Administrative Procedures in circulation (All Procedures were reviewed between 2020-2022).

The over-arching goal of any policy review is to confirm that our existing policies are current and in line with any changes within the organization and legislation. Outdated policies can leave your organization at risk. Old policies may fail to comply with new laws and regulations. They may not address new systems or technology, which can result in inconsistent practices.

One of the first steps of the review was to define how policy is developed. Both the policy and procedure documents were revamped and streamlined for clearly defined roles in the development and maintenance of the Town's policies and procedures; and at the February 16, 2023, Leadership Team (LT) meeting, the draft policy and procedure on policy development was presented. The LT approved the drafts as presented and requested that the Policy move forward to Council for approval.

RISK/CONSEQUENCES

1. Council can receive this RFD for information only.
2. Council can table this item and ask for additional information. Council would need to be specific in the information they are seeking.
3. Outdated policies can leave your organization at risk.

FINANCIAL CONSIDERATIONS – n/a**ATTACHMENTS**

1. Current Council Policy 101C and Administrative Procedure 101P
2. Draft Policy 101C
3. Procedure 101P

Author:	Marcie McKinnon Legislative Clerk	Date: February 22, 2023
CAO Signature:	Brent Williams Electronically Approved	Date: February 23, 2023



101C
Policy and Procedure Development

Supporting Procedure: 101P

Prepared By: Office of the CAO

Council Approval Date: 19-411

Effective Date: Immediately

Council Resolution No.: 19-Dec-09

References: Municipal Government Act

POLICY STATEMENT

Town of Olds shall establish a consistent approach and philosophy for the development and approval of Town of Olds policies and procedures.

PURPOSE

To establish a consistent process for the development, approval, and formatting of Town of Olds policies and procedures.

SCOPE AND GUIDELINES

This policy applies to all members of the Town of Olds Council and Town of Olds employees.

DEFINITIONS

“Administrative Procedures” are those administrative processes that support Council policy, as approved by the Chief Administrative Officer. It is how a policy is implemented.

“Council Policy” shall refer to policy regarding governance, public issues, and services to the public, which requires Council approval.

“Executive Team” shall mean the Senior Leadership as determined by the Chief Administrative Officer.

“Policies and Priorities Committee” is the formal designation of the Committee of the Whole, and is comprised of each member of the Town of Olds Council.

RESPONSIBILITIES

As per the Municipal Government Act, Councillors have the following duty as it relates to policy:

- Council’s principle role in municipal organization: Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality; and
- General Duties of Councillors: Section 153(b) Councillors have the following duties to participate generally in developing and evaluating the policies and programs of the municipality.

Town Council shall approve policies that address issues within the realm of governance such as, but not restricted to:

- Strategic direction
- Service levels
- Council roles and responsibilities

The CAO shall implement Council Policy and administer procedures that address administrative and operational responsibilities of the Town of Olds.

STANDARDS

1. Policies shall be consistent with relevant federal and provincial government legislation and regulations, as well as Town of Olds bylaws and any other related town policy.
2. All Council policies must be available to Council, town employees and the public to promote accountability, transparency and openness.
3. Council policies are to be recommended for approval by the Policies and Priorities Committee to Town Council.
4. The CAO or designate(s) shall review all policies within an electoral mandate, to ensure that they continue to be relevant and current.
5. Administrative Procedures may be developed by departments or on the direction of the CAO (or designate) to operationalize a policy. Approved procedures shall be available to Council for information.
6. All Policy and Procedures are records of the Town of Olds and as such are subject to the Records Management Bylaw schedule.



101P
Policy and Procedure Development

Governing Policy: 101C

Prepared By: Office of the CAO

Effective Date: Upon Approval

References: Interpretation Act

Municipal Government Act

Chief Administrative Officer Bylaw

Records Management Retention Bylaw

Plain Language Policy

Policy Advisory Team Terms of Reference

CAO Approval: 

Date signed by CAO:

Executive Team Approval: January 21, 2021

PURPOSE

To establish a consistent approach and philosophy for the development, approval and formatting of Town of Olds Council Policies and Administrative Procedures that provide clear purpose and direction to elected officials, and employees.

ACTION STEPS

Each Policy, at minimum, will be reviewed once during every electoral cycle. Policies and Procedures will be scheduled for review at the top of a new electoral cycle. The schedule shall take into account emerging Policy trends and/or issues, as well as revisions directed by council, legal or identified by staff. The Policy Advisory Team (PAT) shall complete a review of the policies and procedures.

In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a Policy matter, or act in an ad hoc manner as appropriate, in the absence of any specific Policy that precisely addresses the particular situation.

Policies and Procedures shall be drafted on an approved template* and reviewed for acceptable format by the Legislative Clerk. The date and Council Resolution Number are to be included on Policy and Procedures documents.

* Appendix A and B

The Policy Advisory Team may make minor formatting and punctuation amendments (i.e. corrections to spacing issues, missing commas/periods, etc.) to Policies and Procedures without the approval Council or the CAO.

The Policies and Procedures with the most recent approval date are deemed to be current and active, and will supersede any previously dated Policies and Procedures.

Policy and Procedure Development and Review Triggers

The development or review of a Policy and/or Procedure may be triggered by:

- legislative requirements
- a change in strategy
- organizational change
- ongoing review dates
- issues in implementing or interpreting Policies
- gaps in Policies or Procedures

Guiding Principles for Developing Policy and Procedure

- Consistency of style is important. They must be structured clearly and consistently with other existing Policies and Procedures.
- Keep Policies separate from Procedures
- Name the Policy document to reflect content and for logical location
- Break information into small, manageable units
- Remain on topic – avoid involvement of related Procedures and/or documents that are explained elsewhere
- Avoid use of external or distracting material
 - Cross reference to prevent repetition of often-used documents and legislation
 - Every Policy shall reference the Records Management Retention Bylaw.
- Avoid use of acronyms. If required, ensure the acronym is defined
- Use gender neutral language
- Make the Policy directive and actionable
 - Use an active rather than passive voice
 - Use present tense
- All Policies and Procedures shall align with the Plain Language Policy.
- Be consistent with the terminology used
 - Define all terminologies that are unfamiliar, technical, or carry special meaning
 - Terms that remain undefined are to be used under their common definition and do not require additional explanation.
 - All efforts to use definitions that are the same throughout the Policy regime to ensure consistency, unless there is a different connotation.
 - Every Policy will use “elected official” and “employees” in place of council and staff.
 - Town definition will identify as the Municipal Corporation of the Town of Olds.
- The Interpretation Act is a great tool. Note the proper usage of the terms “may”, “must” and “shall”
- Do not include information that will be quickly outdated (i.e. names of individuals)
- The department identified under the heading “prepared by” on each Policy and Procedure will dictate who is responsible for updating said Policy.
- Not every Policy needs a Procedure and vice versa. Every Policy is unique, however, it is not necessary for each to have a Procedure. Should a Procedure be required, the protocol is to align it as closely to the Policy as possible.
- The process outlined in Procedures must align with said Policy. If alignment is not the case, the Policy should be revisited.

The steps outlined below are also shown in the attached Appendix C: Process Map.

1. Initiation

- Staff tasked with a new or amended Policy or Procedure to be created.
- If new, obtain a Policy number from the Legislative Clerk who will log in the database.
- Legislative Clerk to inform PAT Team Lead with the Policy name and number for review, in order to incorporate the new or revised Policy into the review schedule.

2. Research

- The preparer researches leading practices and reviews existing Policies, bylaws and legislation.
- Gather background information on the issue to determine whether there has been a legislative/regulatory change, or have gaps been identified in existing Policy that require incorporating into the new/amended Policy.
- Ensure that whatever reference is used and informs the Policy or Procedure is documented under the reference section. A hierarchical list starts with federal legislation, followed by provincial legislation, municipal bylaw, municipal policy and additional references.

- Benchmark against other similar organizations where appropriate, using the latest municipal comparators from the Finance Department.

3. Draft and Consult

- Determine if this Policy or Procedure affects other functions or department actions. If so, work with those areas to produce a holistic Policy. In some cases, Council may request public engagement to inform Policy.
- Draft the Policy or Procedure using approved templates and guidance as found under the Policy and Procedure shared file.
- In revising a current policy, tracked changes are essential. New information should be in red and the deletion of any text in a current Policy or Procedure, shall be denoted by striking the line. ~~This is an example.~~
- Adhere to the principles set out in this Procedure.
- In some cases, legal advice may be required.
- Consider all feedback and make revisions, changes, additions or deletions, as deemed necessary.
- Be prepared to speak to the Policy and/or Procedure as the subject knowledge person, throughout the review process, up to and including Council approval.

4. Review

- Director reviews document.
- Director approves draft for release to PAT or returns to employee for revision.
- Draft is sent by the Director/Manager to PAT Team Lead to place in proper file for review.
- The Policy Advisory Team shall complete the review of Policies and Procedures. Upon agreement, PAT shall further send the Policy or Procedure to the Executive Team (ET) for approval.
- Should agreement not be made on a Policy or Procedure, it will be returned to the owner for revisions, clarity, etc.
- The PAT Team Lead will prepare all documents for presentation at the next available ET meeting.
- The Executive Team shall endorse all draft documents before they are presented to the Policies and Priorities Committee for approval. If not endorsed, the document will be returned to the owner for revisions, clarity, or a possible legal review.
- All Procedures given endorsement by the Executive Team shall be signed by the CAO. Procedures will accompany Policy when presented to Council as information only.

5. Approval

- Upon approval from the ET, the PAT Team Lead will prepare documents for discussion at the next available Policies & Priorities Committee meeting. Presentation at P&P shall be the final draft, showing mark ups. New information should be in red and the deletion of any text in a current Policy, shall be denoted by striking the line. ~~This is an example.~~
- Council may revise Policy and provide direction to send the Policy back for further review, and re-presentation. Those revisions must provide clear direction. Council may also recommend moving the Policy forward for approval.
- If Council directs changes at the P&P meeting, only those changes will be shown in red in the final draft for regular council.
- An RFD and Policy or Procedure is prepared by the PAT Team Lead for presentation at a Regular Council meeting. The final draft for approval of the policy will be a clean copy (no marks ups, no red), unless there are changes.
- Council either approves the Policy, or sends back for further revision.

6. Implement and Communicate

Upon approval by Council, the Legislative Clerk completes the record (confirm numbering, function, template compliance and formatting), and disseminates to staff, council and posts on shared drive. The

Legislative Clerk will forward the approved policy to the Social Media Coordinator to post accordingly on the Town's website.

PDF versions will be made available on the shared drive and word versions shall be maintained by the Legislative Clerk under the OCAO on the shared drive. The Legislative Clerk will maintain two Policies and Procedures Master Binder, one being Council's copy.

Each Director shall share with their employees at their next department meeting following approval of Policy and/or Procedure.

Appendix A

Council POLICY XXX



XXX (number assigned by Leg Ser)
Title (title to be brief)

Supporting Procedure (if any)

Prepared By: (Department)

Effective Date:

Council Resolution No.:

References: **Records Retention Bylaw** (this stays in)
(Acts, bylaws, procedures, other policies, manuals, guidelines, etc.,
that are referenced in this policy)

- Use of the Interpretation Act is essential.
- All policies shall align with the Plain Language policy.
- Every policy will use "elected official" and "employees" in place of council and staff.
(remove the above bullets for final draft presentation)

POLICY STATEMENT

The Policy Statement is a philosophical statement which is goal oriented and establishes directions or parameters for future action. The Policy Statement sets out Council's expectations specifically and clearly so that they can be enforced legally.) *Examples: "The Town of Olds shall ..." or "The Town of Olds values ..., therefore, the Town will ..."*

PURPOSE

The purpose of this policy is to ... (The Purpose Statement is a brief, introductory statement explaining why the policy was established. Answer the question, "Why do we need this policy?") A further section entitled "Objectives" may also be added to help explain "why".

SCOPE AND GUIDELINES

Who is affected by this policy? *For example, "This policy applies to all Town of Olds residents", or "This policy applies to all public committee member applicants, unless otherwise authorized by Council."*

DEFINITIONS

Include definitions, if necessary, to clarify meaning of specific words or terms that are used in the policy and related procedures. **All efforts shall be taken to use definitions that are the same throughout the policy regime to ensure consistency, unless there is a different connotation. You can find a list of definitions here: [S:\ALL STAFF ACCESS\Policies & Procedures\0000 - Policies and Procedures Definitions Database.xlsx](#)**

The Town definition will identify as the Municipal Corporation of the Town of Olds.

"Department" means ...

"Service Area" means ...

RESPONSIBILITIES

Responsibility will always be the CAO and/or designate.

STANDARDS

Standards are clear concise statements that define in more precise terms what the minimum requirements are. They are mandatory actions or rules designed to support and conform to a policy. Standards should make a policy more meaningful and effective. Determine if there are particular conditions that apply for the policy to be implemented.

Appendix B

Procedures XXXP



XXX (to be assigned by Leg Ser)
Title (title to be brief)

Governing Policy: _____

Prepared By: (Department)

APPROVAL:

Responsibility: (to be assigned by Leg Ser)

CAO: _____

Effective Date: Date Approved by CAO

Date Signed by CAO: _____

References: Acts, bylaws, procedures, other policies, manuals, guidelines, etc., that are referenced in this policy, if any.

Executive Team Approval Date: _____

PURPOSE

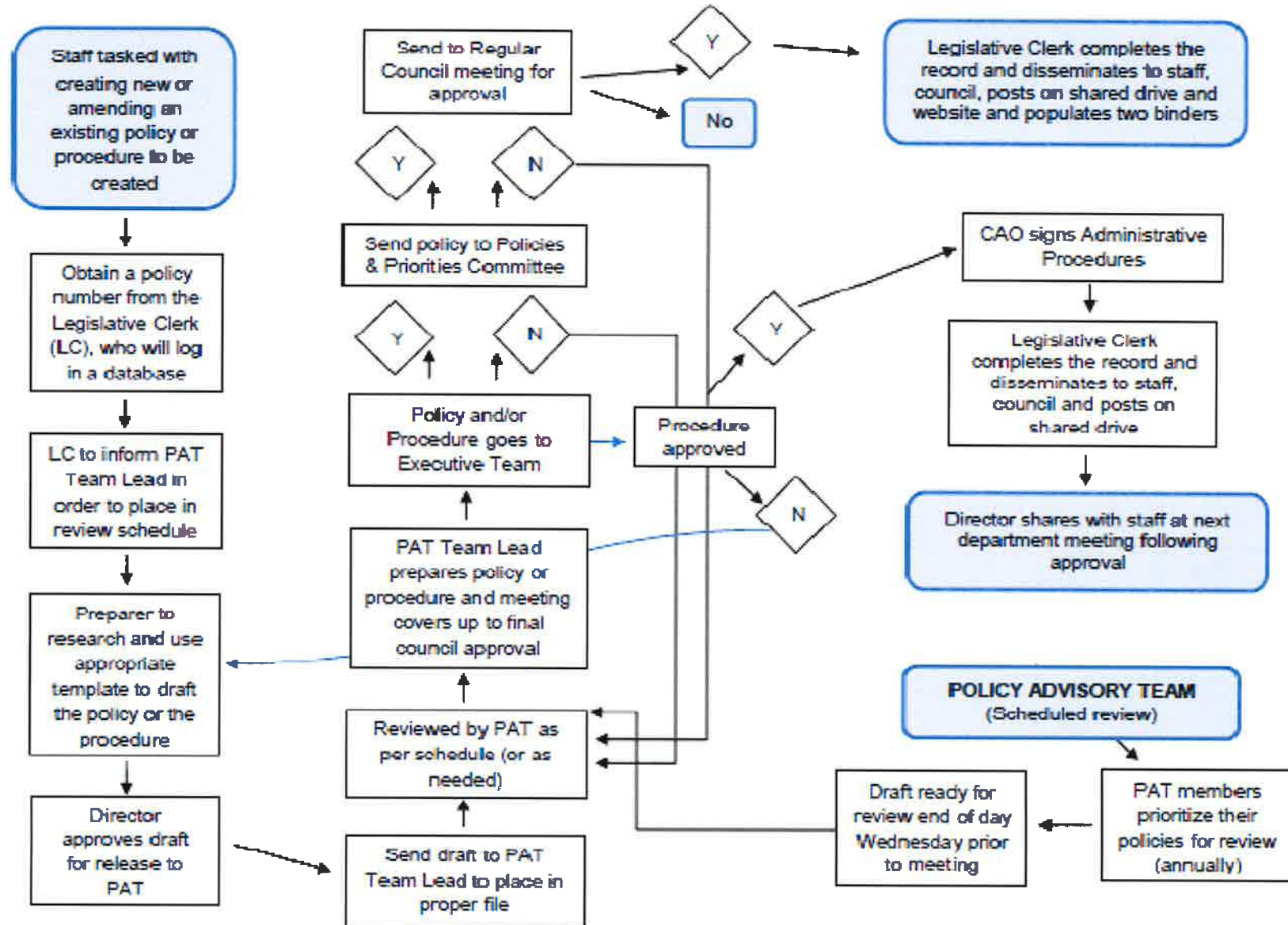
Why are these procedures necessary? Complete a brief statement such as, "These procedures provide the methods (or process) to implement Policy XXXX" or "These procedures provide the administrative process for ..." or "These procedures are established to ensure consistency, compliance with ..."

ACTION STEPS

Actions Steps are step-by-step procedures that must be followed. These procedures represent implementation of a policy. These are not guidelines or suggestions. These Action Steps are strict procedures that are expected to be followed by staff, and should not be varied. Avoid too much detail if it's not important or not required. An outline or table may be used that provides steps in a sequential order that clearly identified what is required.

Identified in describing the process would include the: who does what, when they do it and how it is done.

Appendix C

Process Map for new and amending Council Policies and Administrative Procedures

POLICY #101C

4512 – 46 Street, Olds, AB Canada T4H 1R5
T 403-556-6981 F 430-559-6537
www.olds.ca



Policy Title:	Policy Development
Policy Number:	101C
Approval:	Town Council
Effective Date:	xxx, xx, 2023
Review Date:	December 9, 2019 (Motion No. 19-411)
Review Date:	June 27, 2011 (Motion No. 11-208)
Approved Date:	August 23, 1999 (Motion No. 99-473)
Supersedes Policy No.:	n/a

Policy Statement:

The Town of Olds has as its main responsibility the governance of the affairs of the Town of Olds. To achieve this purpose, Council will approve policies on key issues of importance to the Town. Policies may be suggested by the public, key stakeholders of the Town, members of the administration or members of Council. Council welcomes input on the nature and text of a policy, Council will retain authority to approve policies. Approved policies will be implemented by the Chief Administrative Officer (CAO) and there administration through the development and activation of CAO-approved procedures.

Purpose:

To establish a consistent approach and philosophy for the development, approval and formatting of Town of Olds Policies and administrative Procedures that provide clear purpose and direction to elected officials, and employees.

Standards:

As per the Municipal Government Act, Councillors have the following duty as it relates to policy:

- Council's principle role in municipal organization: Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality; and
- General Duties of Councillors: Section 153(b) Councillors have the following duties to participate generally in developing and evaluating the policies and programs of the municipality.

Town Council shall approve policies that address issues within the realm of governance such as, but not restricted to:

- Strategic direction
- Service levels
- Council roles and responsibilities

Policies shall be consistent with relevant federal and provincial government legislation and regulations, as well as Town of Olds bylaws and any other related town policy.

The authority to approve governance policies is vested in Council as the governing body.

This policy directs administration to create a framework to review each Policy, at minimum, once every 4 years and recommend to Council which policies to amend and which policies to keep in their current form. Council may also request a policy be brought forward for review and/or amendment outside of the administrative framework via resolution.

The development or review of a Policy and/or Procedure may be triggered by:

- legislative requirements
- a change in strategy
- organizational change
- ongoing review dates
- issues in implementing or interpreting Policies; and
- gaps in Policies or Procedures

In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a Policy matter, or act in an ad hoc manner as appropriate, in the absence of any specific Policy that precisely addresses the particular situation.

All Policy and Procedures are records of the Town of Olds and as such are subject to the Records Management Bylaw Schedule.

PROCEDURE #101P

4512 – 46 Street, Olds, AB Canada T4H 1R5
T 403-556-6981 F 430-559-6537
www.olds.ca



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Procedure Title:	Policy Development
Procedure Number:	101P
Approval: Chief Administrative Officer	Date: February 16, 2023
Leadership Team Review Date:	February 16, 2023
Leadership Team Review Date:	January 21, 2021
Leadership Team Review Date:	April 16, 2018
Leadership Team Review Date:	June 21, 2011
Leadership Team Approval Date:	May 25, 2011
Supersedes Policy No.:	n/a


Brent Williams

1. Purpose

To establish a consistent approach for the development, approval and formatting of Town of Olds Council Policies and Administrative Procedures that provide clear purpose and direction to elected officials, residents, and employees.

2. Definitions

- 2.1 "Chief Administrative Officer or CAO" means the person appointed by Council to that position or their designate.
- 2.2 "Committee" means a committee, board, or commission appointed by the Council.
- 2.3 "Council" means the Council of the Town of Olds, as duly elected.
- 2.4 "Council Policies and Priorities Committee" is the formal designation of the Committee of the Whole and is comprised of each member of the Town of Olds Council.
- 2.5 "Leadership Team" shall mean the departmental Directors as determined by the Chief Administrative Officer.
- 2.6 "Policy" shall refer to policy regarding governance, public issues, and services to the public, which requires Council approval.
- 2.7 "Procedure" are those administrative processes that support Council Policy, as approved by the Chief Administrative Officer.

3. Responsibilities

- 3.1 Chief Administrative Office, or designate, to:
 - 3.1.1 Recommend the revision of policy in identified areas to the Council Policies and Priorities Committee.

- 3.1.2 Recommend the development of policy in identified areas to Council.
- 3.1.3 Direct and preparation of draft policies and procedures.
- 3.1.4 Review draft policies for consistency with the Town's strategic goals and objectives, applicable legislation, and other policies.
- 3.2 Directors or Managers/Supervisors, to:
 - 3.2.1 Review draft policies and procedures affecting their areas of responsibility.
 - 3.2.2 Make recommendations on the proposed policy to the CAO.
 - 3.2.3 Support the development of procedures to support the implementation of policies.
 - 3.2.4 Ensure department reviews are carried out when a policy is being drafted or revised.
 - 3.2.5 Annually review policies and procedures pertaining to their department and recommend revisions or amendments.
 - 3.2.6 Ensure adherence to policy within areas of responsibility.
 - 3.2.7 Following the approval of a Policy and/or Procedure each Director shall share with their employees at their next department meeting.
- 3.3 Legislative Clerk to:
 - 3.3.1 Provide notification of policy updates.
 - 3.3.2 Review draft policies and advise the CAO on their compliance with the laws of Alberta, completeness, accuracy, and consistency with organizational bylaws and standards.
- 3.4 Staff to:
 - 3.4.1 Adhere to policy, guidelines, and procedures when dealing with related matters.
 - 3.4.2 Recommend any need for amendments or revisions to their supervisor.

4. Policy Writing Guidelines

- 4.1.1 Policy Number will be assigned by the Legislative Clerk.
- 4.1.2 The numbering will be based on the following allocation:

Legislative	100
General Government	200
Human Resource	300
Emergency Services	400
Operations and Engineering	500
Planning and Development	700
Community Development	800
Parks and Facilities	900
Economic Development	1000
- 4.1.3 The policy title should be brief. The title should express the way in which the policy will be referred to in the future and need not include the word "policy". Reference to a policy may be made by way of number, title or a combination of number and title.
- 4.1.4 The policy statement shall include the Town's overall intent in the area of responsibility covered by the policy, and shall include a policy statement, purpose, and standards.
- 4.1.5 Administrative Procedures shall contain the corporate procedures necessary to carry out the direction of Council.
- 4.1.6 All policies and procedures are to follow brand standards.
- 4.1.7 All pages are to be numbered and have policy number attached and the effective date.
- 4.1.8 Details of the policy or procedure should be arranged in the way that the reader will find it logical and clear.

- 4.1.9 Flow charts are encouraged but not necessary, to show a sequence of operations.
- 4.1.10 Writing style should provide clarity, consistency and in plain language.
- 4.1.11 Policies and Procedures shall be drafted on an approved template and reviewed for acceptable format by the Legislative Clerk. *See Schedules "A" and "B".*

5. Policy Approval Process

- 5.1.1 New or revised policies may be developed following the identification of a need by Council, Committees, the Law, the Public, the CAO, Directors, Managers, or Staff.
- 5.1.2 Policies/Procedures due for comprehensive review are identified either by the owner or by the Legislative Clerk and will follow the Policy Review Process as indicated on *Schedule "C"* of this Procedure.
- 5.1.3 Council may also request a Policy be brought forward for review and/or amendment outside of the administrative framework via resolution.
- 5.1.4 After initial development or revision, a policy draft is to be circulated to internal stakeholders for comment.
- 5.1.5 Each policy is approved by resolution of Council.
- 5.1.6 Routine updates that are not significant in impact, do not require that the policy go before Council for approval (i.e., name change, position title changes, revisions to comply with Council or Board resolutions, number changes), but such changes shall be approved by the CAO.
- 5.1.7 The Legislative Clerk shall provide for the distribution and maintenance of the electronic policy library on the Shared Drive and the Council Drive and shall maintain a Master Policy Manual Binder.
- 5.1.8 Word versions shall be maintained by the Legislative Clerk under the OCAO on the shared drive.
- 5.1.9 Policies shall be posted on the website and electronically filed following their approval by Council.

6. Policy Ownership and Responsibility

- 6.1.1 All staff are required to refer to the official Policy approved by Council for guidance in handling matters relating to the Town of Olds.
- 6.1.2 The CAO shall implement Policy and administer Procedures that address administrative and operational responsibilities of the Town of Olds.
- 6.1.3 The Policies and Procedures with the most recent approval date are deemed to be current and active and will supersede any previously dated Policies and Procedures.

7. Records Management

- 7.1 All Policy and Procedures are records of the Town of Olds and as such are subject to the Records Management Bylaw Schedule.

Schedule "A"
Policy Template

POLICY #101C

4512 – 46 Street, Olds, AB Canada T4H 1R5
 T 403-556-6981 F 430-559-6537
www.olds.ca



Policy Title:	Policy Development
Policy Number:	101C
Approval:	Town Council
Effective Date:	January xx, xxxx
Review Date:	Month xx, xxxx
Approved Date:	Month xx, xxxx
Supersedes Policy No.:	New

Policy Statement:
Purpose:
Standards:

Schedule "B"
Procedure Template

PROCEDURE #101P

4512 – 46 Street, Olds, AB Canada T4H 1R5
T 403-556-6981 F 430-559-6537
www.olds.ca



Procedure Title:	Policy Development
Procedure Number:	101P
<u>Approval: Chief Administrative Officer</u>	<u>Date: xxx, xx, xxxx</u>
Leadership Team Review Date:	xxx, xx, xxxx
Leadership Team Approval Date:	xxx, xx, xxxx
Supersedes Policy No.:	new

1. Purpose
2. Definitions
3. Responsibilities
4. Process
5. Records Management

Schedule "C"

Policy & Procedure Review Process

Steps

1. Policies/Procedures (PP) due for comprehensive review are identified either by the owner or by the Legislative Clerk (LC). Each policy, at minimum will be reviewed once every four (4) years.
2. The LC will send an email to the owner six months in advance of the date for completion of the review along with a Word document of the current Policy/Procedure.
3. The owner examines their Policies and Procedures, considering comments captured through the comment boxes on the PP and related documents, as well as feedback obtained through their other mechanisms, such as meetings, comments from citizens and staff. internal management and other specific individuals/units that have some piece of the process, hold a key role, or who may be impacted by the changes.
4. The owner revises the policy/procedure as needed, using track changes.

Policy Review and Approval

5. Provide a redline version of the PP, as well as a summary of changes, to the LC at least two months in advance of the Council meeting.
6. The CAO and LC perform a preliminary review of the policy/procedure and provides suggestions. The owner incorporates any edits as directed.
7. The owner then forwards the revised policy/procedure, form(s), and associated documents to the LC two weeks in advance of the meeting.
8. The CAO and LC will present the policy/procedure at the Council meeting, and capture feedback from the members.
9. The LC will make changes to the draft, if any, and forwards the final to the CAO for final approval and dissemination.

Implementation

1. The LC will finalize the policy/procedure The LC sends the final policy/procedure revision to staff via email for their reference.
2. The Town uses a variety of communication vehicles to disseminate the policy information to the appropriate audiences.



Request for Decision

Reports from Council, Authorities, Boards Committees and Commissions

February 27, 2023

RECOMMENDATION

That the reports from Council, Authorities, Boards, Committees and Commissions ending February 27, 2023, be received for information.

STRATEGIC ALIGNMENT

*Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.*

LEGISLATIVE AUTHORITY

*Excerpt from Council Member Appointment Policy:
Members of Olds Town Council are appointed to Authorities, Boards, and Commissions annually. Authority, Board, Commission (ABC)" means a committee that is granted the authority by Council to make decisions on behalf of Council to which elected officials are appointed to at the Town of Olds Organizational Meeting.*

BACKGROUND

The appointment of elected officials the various, authorities, boards, commissions and committees provide for the interest of the town to be expressed and to provide a direct communication link on matters that Council as a whole, should be informed of.

Central Alberta Economic Partnership (CAEP)	Municipal Planning Commission (MPC)
Emergency Advisory Committee	Olds Citizens' on Patrol
Emergency Management	Olds Fibre Ltd Board of Directors
Inter-municipal Cooperation Committee (ICC)	Olds & District Chamber of Commerce
Mayors of South-Central Alberta	Olds Municipal Library Board (OML)
Mountain View Regional Waste Management Commission (MVRWMSC)	Parkland Community Planning Services (PCPS)
Mountain View Regional Water Services Commission (MVRWSC)	Parkland Regional Library Board (PRL)
Mountain View Seniors' Housing (MVSH)	Red Deer River Municipal Users Group (RDRMUG)
Municipal Area Partnership (MAP)	South Red Deer Regional Wastewater Commission (SRDRWC)

RISK/CONSEQUENCES

- Council can pass/make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS

✓ **Approved by budget**

☐ **New = Budget Adjustment**

Cost	Funding Source (budget/in kind/grant) with G/L Code
Council Personal Development Plans	2023 Operation Budget
Total Cost	

ATTACHMENTS

Various minutes are attached

Author:	Marcie McKinnon Legislative Clerk	Date: February 23, 2023
CAO Signature:	Brent Williams Electronically Approved	Date: February 23, 2023



Olds & District Chamber of Commerce

Minutes of the Olds and District Chamber of Commerce

Executive Meeting

Held on November 7, 2022 at Ultimate Safety

In attendance President Doug Rieberger, Vice President Mike Tomey, Secretary Mary Jane Harper.

Regrets: Past President Cassidy Rochemont, Treasurer Tasha Bieber

Items for discussion:

M2M Program- Executive Members questioned that in order to make a decision on whether the program should be free to sign up for all chamber members we first need to know the following:

What are the costs to chamber to have the program? Printing of cards, web site maintenance signage for businesses who are part of the program.

Should we charge for the cards?

Should we have a QR Code on the M2M card that links to the M2M web page

Executive made the decision that direction of the M2M program must be settled by January 2023

Membership rates

Should the Olds Chamber make changes to the membership structure.

Can this be done for Annual General Meeting?

Suggested that we reduce the categories to

1. Not For Profit
2. Business
3. Corporate
4. Individual-retired business person

Board will need to investigate further the pros and cons of moving to a new direction for membership fees. What will Chamber gain and lose financially.

Better Communication

In order to have better flow of communication with office assistant and our dedicated volunteers we will ask Jennifer to prepare and submit a written report for the board meetings and she can have the opportunity to speak to the report at the meeting.

The board will also share the upcoming board agenda and minutes with Jennifer.

Agenda

Due to Doug's work schedule, it was suggested that Mary Jane as secretary take on this task and reformat the agenda. Goal will be to have agenda with all relevant documents to the board members the Friday prior to the Wednesday board meeting. Mike suggested that our agenda should always have our vision statement at top of agenda.

220 Members by 2023

Doug shared a slide presentation that he will present to the full board regarding increasing membership. We also discussed membership certificates, what has happened to them? Mary Jane will reach out to Murray to see if Mountain View Publishing has the template that was developed a few years ago. Discussion about members having a PDF document that they could print themselves.

Miscellaneous

The executive committee is recommending that we provide the office assistant with a lockable petty cash box with \$100 cash for incidental expenses.



Minutes of the Olds and District Chamber of Commerce Director meeting held on December 21, 2022 at Ultimate Safety and Virtually on Team Meets.

In attendance: in person, Doug Rieberger, Vice President Mike Tomey
Councillor Darren Wilson, Director Mukdeep Mangat

In attendance: via Virtual means:, Secretary Mary Jane Harper, Director Karly Bloom, Director Murray Elliott, Director Mahal

Regrets:, Treasurer Tasha Bieber, Cassidy Rochemont, Clare Janitz.

President Doug Rieberger called the meeting to order at 6:05 p.m.

Agenda-

Doug added the following items to the Agenda.

6.1 ACC Affiliation dues, 6.2 Service Dog Request 6.3 Year End GST and Annual Society Returns 6.5 Tourism Strategy 7 .1 Calendar of Events 7.2 Purchasing Policy

Motion: Darren Wilson to approve the agenda as amended Carried

Motion : Darren Wilson to approve the minutes of November meeting as amended with the correction of adjournment time to 8:55 p.m. Carried.

Committee and Project Reports

3.2 Chamber Channel/Chamber Market

Doug reported that the Olds web site information is migrating to the new web page and that the Chamber Channel is now called Chamber Market

3.3 Town Council Report

Councillor Wilson provided a written report and supplemented with a verbal report. Nu@ U is transitioning to Olds Hospice in 2023.

3.4 Olds College Report

No Report

3.5 M2M

Doug reported that the executive committee will have recommendations for the January meeting.

3.6 Small Business Awards/Exceptional Customer Service

Murray reported that the committee hopes to plan a Beer and Blue Jeans event for September to announce nominees for Small Business Awards event.

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3.7 Office Assistant Report

Jennifer provided a written report as well as an update. Mary Jane will work with Jennifer regarding the Mix and Mingle event to end information out and further planning, slated for January 17, 2023

3.8 Executive Committee

Two motions presented by the executive committee for an email vote received approval from the directors. The motions are as follows:

Motion Mike Tomey seconded Mary Jane Harper that the January 17 m 2023 event be held at Mr. Mikes Steakhouse- Carried by email vote

Motion Mike Tomey seconded by Mary Jane Harper that Mehul Patel of Mr Mikes Steakhouse be appointed to the board of directors of Olds and District Chamber of Commerce effective December 14, 2022 to complete the term of Heather Wier who has resigned from the board- Carried by email vote

New Laptop Doug presented information regarding new software as well as data backup for the new laptop. Cost of the data back up to cloud is approximately \$300.

Motion Murray Elliott seconded by Mehul Patel that the board approve spending up to \$300 to provide data migration and cloud back up. Carried

3.9 Olds Secretariat Report

Doug provided information from his meeting with this committee of the Town of Olds. Focus for this committee has changed focus to work with more Business Attraction and Retention the committee is working on a survey and town will be hiring a contractor to undertake the survey. The committee is reviewing the potential questions to be asked.

There is a new Central Alberta Tourism Strategy being developed and Chamber has been asked to send a questionnaire to members.

Motion Darren Wilson Seconded by Mukdeep Mangat that items 3.2 thru to 3.9 be accepted for information Carried

3.1 Financial

Tasha provided an updated Financial of income and expenses as well as bills that are payable. Bank Balance to November 30, 2022 \$84,135.53

Bills to be paid as per the list provided in the report total \$1156.28

Motion Darren Wilson Seconded by Mary Jane Harper that the accounts totalling \$1156.28 be paid

4. Business Arising from Minutes

NIL

5. Outstanding Business

NIL

6. Correspondence

6.1 ACC Affiliation Fees

Doug reported that the fees to Alberta Chamber of Commerce are \$13.10 which includes the \$2.00 per member fee for Canadian Chamber of Commerce . The fees are payable based upon paid membership as of December 2022

Motion Mukdeep Mangat seconded by Mike Tomey that the fees for ACC be paid (up to \$1500) Carried

6.2 Service Dog Request

Jennifer has had a query regarding service dog allowed in Olds businesses.

Motion Mike Tomey, Seconded by Darren Wilson that the Olds Chamber place information on our web site using the correct information provided by the province. Carried.

Mike has volunteered to work with Jennifer on this item

6.3 and 6.4 Year End Returns- Societies and GST

Doug reported that year end returns are required for societies and GST need to be completed and filed. Doug will work on these two items.

6.5 Central Alberta Tourism Strategy Survey

Motion Mary Jane Harper that board authorizes Jennifer to email the survey to members.

7. New Business

7.1 Calendar of Events

Doug has sent out by emails a draft of board and executive meeting calendar for the year.

7.2 Policy 19 Chamber Purchasing Policy

Doug will send out a draft of a proposed purchasing policy for the next executive meeting with a draft going to the board at the January meeting

Closed Session

No Closed Session

Darren Wilson Motion to adjourn at 7:44 p.m.

Minutes approved

Doug Rieberger, President

Date_____

Council Report to January 23, 2023

- Attended Regular Council meetings, Policy and Priorities Meetings, C.A.O Conversation
- Municipal Planning Commission Meetings
- Attended Olds Chamber of Commerce Mix and Mingle, well attended by many businesses.
- Attended the Mountain View Regional Water Commission Meeting, January 18th.
- Participated in the Priority Setting session with both Council and Administration.\

Council Report to February 27, 2023

- Attended Regular Council meetings, Policy and Priorities Meeting, C.A.O. Convo
- Attended the Mountain View Regional Water Commission Meeting, February 8th
- Attended the N2U Volunteer Appreciation Dinner
- Attended the Emerging Trends in Municipal Law 2023
 - This was a full day agenda:

The first session Constructive Takings referencing the Impact of Annapolis, the municipal authority to regulate land, expropriation vs constructive takings. Annapolis vs Halifax. This went to the supreme court of Canada which ruled in favor of Annapolis. This led into the impact of land use planning in Alberta. Planning decisions can have an impact on developing private land which can effectively deny the use of lands for the purpose they were acquired.

Next session discussed provincial and federal paramountcy, the impact and limits of the municipal authority as municipalities regulate planning and development. This topic reviewed the roles municipalities can continue to have even when provincial and federal paramountcy exists. Information covered municipal development powers and limitations, provincial and federal authorities, and dual compliance. Referenced the MGA, Part 17, Statutory Plans, Land Use plans, approvals and conditions, enforcement, and limitations. Part 2 of this topic covered incentivizing local Economic Development, foreign ownership of lands, infrastructure, and assets, planning and land uses. Discussion on non-residential tax incentives, does the municipality have tools in place, with Economic Incentive Bylaw, Land Use Bylaw and CSB.

Next session reviewed Cybersecurity breaches in the public sector. Examples of ransomware, recent ransomware attacks and Cyber insurance. What will cyber insurance cover and if there is an attack how to proceed.

Session on the current delays with land titles; how these delays effect real estate transactions, planning and development, expropriation and taxation.

The last session discussed case law and legislative updates on: Property rights statutes amendment act 2022, which covers squatters rights. There is an ongoing push to abolish these rights. Recall Act (Bill 52), which allows for the recall of an elected official. Community Revitalization Levy program funding for this the new CRL Program re-opened July 4, 2022. This program gives a municipality the ability to get funding to redevelop an area. Allows for municipalities to borrow against future property tax revenue.

This was a very informative session, well attended by many municipalities. Overall take away, ensure that bylaws are clear and concise. A strong LUB is to be used as a tool, which is consistent with statutory plans, I.D.P and M.D.P.

Wanda

-

Council Report – Feb 2023

Submitted by Councillor Heather Ryan

MVSH – Our CAO, Controller and I attended the MAP meeting on Jan 26 to complete a presentation that was started in November but cut short due to time constraints and we responded to questions with regards to MVSH operations. The meeting was productive and MVSH hopes to present to MAP annually to ensure better communication.

The MVSH board meeting was held on Feb. 2. Key messages should be included within the agenda package, but a couple of highlights: MVSH had a successful sale of a vacant community housing unit in Didsbury; after discussions with the province MVSH is pleased to be authorized to use net proceeds from both the sale of the former Foothills Lodge and vacant Community Housing Units for capital projects on MVSH-owned properties upon approval by the government; and LL suites are close to capacity in both Olds and Sundre.

PCPS – The PCPS Board met on Feb 9 with one of the main topics for discussion being a new funding model designed to make PCPS more sustainable while continuing to provide services that municipalities require. This new model will be circulated to all the municipal reps on PCPS and CAOs for input. A committee of the board is currently conducting interviews for the Director position and the board expects to receive a report within the next few days.

Also attended – A meeting with AHS representatives to discuss various health-related issues in the community; a NU2U dinner to recognize the many volunteers whose dedication made this operation a success over years; Regular council meeting; CAO conversation; and P&P.

Darren Wilson report to Council for period ending February 23, 2023

As Town of Olds appointed representative to the Olds & District Chamber of Commerce, I attended the February 15, 2023 Board meeting:

The board meeting duration was 2 hours 30 minutes.

The Olds & District Chamber of Commerce AGM will be held Wednesday March 8, 2023 at the Legion. Doors open @ 11:30am. Meeting to begin at noon. Tickets \$20 for members; \$25 for non-members.

Included in the AGM agenda will be the nomination/election of new board members. Nomination package is available from Jennifer in the Olds & District Chamber of Commerce office.

Recent Chamber mix/mingle was successful with approximately forty-five attendees. Go forward plan is to host 3-4 similar type events during calendar year.

Olds college AgSmart scheduled for August 1 & 2, 2023.

Chamber Lunch and Learn event scheduled for April 6, 2023 at the Legion.

#weconnect.....sponsored/affiliated with Alberta Works employment training and transition supports out of Red Deer. Focus on employer recruiting/training workshop.

The revised/updated Chamber Member 2 Member program encouraging and promoting shop local will be launched at the upcoming AGM. M2M program will promote benefits of membership in the Olds Chamber.

Chamber platform and website development continues with information load with testing to follow. However, could be up to 6 months before web site is totally operational.

Possible future events include: economic forecast June; business beer and blue jeans September; pancake breakfast with Oldstoberfest September; small business week October; possible Sims Furniture sponsored business after hours event.

Discussion on how a proposal to introduce legislation on prohibiting replacement workers in federally regulated industries raises serious concern for Canadian business.

Discussion on new or expanding business non-residential tax incentive program available in Olds.

The Chamber by-laws were reviewed, and revisions/updates accepted.

Chamber membership fees/structure reviewed to simplify and ensure consistency with other Chambers

Submitted for information (no motion to accept) was new policy recommendation/request from Alberta Chambers of Commerce advocating GOA permit private advertising on public Healthcare Services Buildings and develop clear guidelines and criteria

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

Feb 8, 2023

Anthony Henday Plant - 9:00 AM

AGENDA

1. Call to Order
2. Adoption of Agenda Page
3. Approval of January 2023 Regular Meeting Minutes 1.
4. Reports

Chairman	3.
Operations Director	5.
Technical	6.
Administrator	7.
Finance	
5. Business Arising from Minutes
 - a. In Camera - Stantec Legal

FOIP Section 25 – Disclosure harmful to economic and other interests of a public body
 FOIP Section 16 – Disclosure harmful to business interests of a third party
 FOIP Section 24 – Advice from Officials
 FOIP Section 27 – Privileged Information
6. New Business
 - a. 9:00 a.m. Audit Overview - Pivotal LLP
7. Information
8. Next Meeting March 8, 2023
9. Adjournment

Minutes

Mountain View Regional Water Services Commission

Regular Meeting – Zoom Meeting

Jan 18, 2023

Members Present on Zoom:

Chairman Lance Colby – Town of Carstairs
 Vice Chairman Robb Stuart – Town of Bowden
 Gavin Bates – Town of Innisfail
 Wanda Blatz – Town of Olds
 Jerry Roberts – Town of Carstairs alternate
 John Baswick – Town of Didsbury
 Mike Knight – Town of Crossfield

Staff Present:

John Van Doesburg – CAO
 Tim Ainscough – Operations Director
 Wes Olstad – Technical Manager
 Samantha Lafontaine – Finance Manager

1. Call to Order

Chairman Lance Colby called the meeting to order at 9:02 a.m.

2. Adoption of Agenda

John Baswick moved to accept the agenda as presented.

Carried

3. Approval of December Meeting Minutes

Mike Knight moved to accept the minutes from the December 2022 regular meeting.

Carried

4. Reports

Lance Colby presented the Chairman's Report.

Tim Ainscough presented the Director of Operations Report.

Wes Olstad presented the Technical Manager's Report.

John Van Doesburg presented the Administrative Report.

Samantha Lafontaine presented the Financial Report.

John Baswick moved to accept the presented reports as information.

Carried

5. Business Arising from Minutes

a) In Camera Session – Stantec

No in camera session needed.

6. Information

a) Audit Letter – Board members

Wanda Blatz moved to accept the letter from Pivotal LLP as information.

Carried

7. Next Meeting Feb 8, 2023

8. Adjournment

Mike Knight moved to adjourn the meeting at 9:30 a.m.

Carried

Chairman

Manager

Director Of Operations Report February 8, 2023

Administrative:

- **COVID restrictions** – Continue to monitor.
- **Review of Environmental Management System Manual** – Working with Technical Coordinator to update as required.
- **Health and Safety Policy** – Working with Technical Coordinator to update and then any changes will be implemented.
- **10-year Capital Budget** – Gathering and updating information for the 10-year Capital Plan.
- **Water Supply Agreements** – Meeting with Communities and assisting CAO with mapping.

Operations and Maintenance:

- **Membrane Contract** – Meetings are being set-up with SUEZ (Veolia) to coordinate the best replacement schedule and budget for required modifications to the existing systems. Working to replace Trains #3 & #5 in October 2023. Working with Alberta Environment on Daily Integrity Testing requirements.
- **Clarifier Meter Replacement** – Working with Maintenance Manager to plan and implement the changeout.
- **WTP Residuals** – Working with Alberta Environment to decide the best options for disposal of the materials.
- **Operator Job Posting** – Working with CAO and Operations Manager to set-up interviews for the replacement Operator Position.

Projects:

- **Asset Management** – Working with ISL to compile the information to add into the system starting with the distribution pumping at the WTP. The next set of Deliverables has been submitted by the Commission to ISL.
- **Electrical Room Upgrades** – Will look to proceed with the study in 2023.
- **Low Lift Pumphouse Modifications** – Working to coordinate the

modifications and repairs to the building to improve pumping parameters. Wall coring has been completed; Installation of the piping modifications scheduled for February.

- **SCADA Upgrades** – The new software has been installed and is working well. Crossroad Energy Solutions has started on the project installation, all materials are on-site except for the PLC that are expected to arrive in mid-February.
- **Plant Service Water** – Working with Associated Engineering to size a replacement pump for the Plant Service Water.
- **Power to Lagoons** – Currently \$20,000.00 in the dredging costs come from generator rentals. Looking to determine if power could be run to the location and at what cost.
- **Inline Strainer** – Looking at replacement options for the current inline strainer.
- **Low Lift Pump #1** – Preparing a RFQ for the supply of a replacement pump.
- **WTP Main UPS** – Will be preparing a RFQ for the supply and installation of a new UPS for the WTP.

Tim Ainscough, P.Eng.
Director of Operations

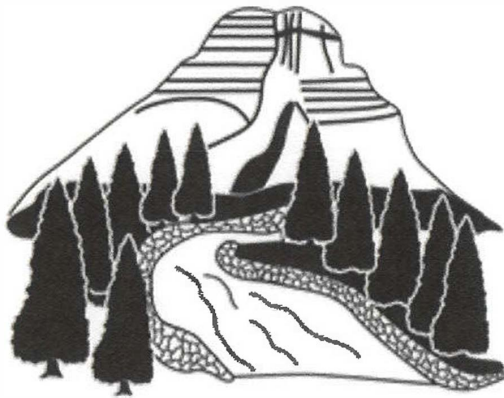
Technical Services February 8/23

- Alberta Environment Report
- Alberta OHS Code Updates
- Particle Counter Verification

Mountain View Regional Water Services Commission

CAO Report –February 2023

1. Administration
 - a. Operations ongoing
 - b. Commission Agenda
 - c. Water Agreement review with Towns
 - d. Development questions
2. Financial
 - a. Day to Day operation
 - b. Mtg. with Royal Band Manager – Contract review
 - c. Bills and transfers
3. Legal-
 - a. Discovery dates-May 8 -11
4. Operations
 - a. Normal
 - b. Working with Tim A on the Capital Projects
5. Communication
 - a. No new items from the Government
6. Next month
 - a. Operations
 - b. General Adm.
 - c. Stantec Legal information
 - d. Discussion with communities on Water Agreements
 - e. Work with developments



M.V.R.W.S.C.

Commission Board Report - Financial

Mountain View Regional Water Services Commission
For the period ended January 31, 2023

Prepared on
February 6, 2023

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- Routine Duties: General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, Clerical etc
 - Year end duties: Pension reporting, WCB reporting, GST filing, Audit Prep, Payroll Reporting, T4A Submission, Retirement Processing

**Mountain View Regional Water Services Commission
Financial Statement January 2023**

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Royal Bank General Account

Statement Balance Forward as of January 1, 2023		\$	3,911,239.49
Transactions on or before January 31, 2023			
Deposits recorded in Statement	628,548.32		
Withdrawals recorded in Statement	<u>- 356,985.13</u>		
Total Transactions			<u>271,563.19</u>
Statement End Balance as of January 31, 2023		\$	<u>4,182,802.68</u>
Outstanding Transactions as of Month End			
Outstanding Deposits	-		
Outstanding Withdrawals	<u></u>		
Total Outstanding Transactions			<u>-</u>
Adjusted Statement End Balance			<u><u>4,182,802.68</u></u>

General Ledger Account

Uncleared Transactions as of January 31, 2023			-
Total Ledger Balance as of January 31, 2023		\$	<u><u>4,182,802.68</u></u>

Royal Bank Payroll Account

Statement Balance Forward as of January 1, 2023			222,153.66
Transactions on or before January 31, 2023			
Deposits recorded in Statement	101,091.49		
Withdrawals recorded in Statement	<u>- 100,060.41</u>		
Total Transactions			<u>1,031.08</u>
Statement End Balance		\$	<u><u>223,184.74</u></u>
Outstanding Transactions			
Outstanding Deposits	0		
Outstanding Withdrawals	<u>0</u>		
Total Outstanding Transactions			<u>0</u>
Adjusted Statement End Balance		\$	<u><u>223,184.74</u></u>

General Ledger Account

Uncleared Transactions as of January 31, 2023			0
Total Ledger Balance as of January 31, 2023		\$	<u><u>223,184.74</u></u>

Total Funds on Hand December 31, 2022		\$	<u><u>4,405,987.42</u></u>
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**Mountain View Regional Water Services Commission
Comparative Income Statement
At January 31, 2023**

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Actual January 1 to January 31, 2023	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2023 to Dec. 31, 2023
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REVENUE

0.083333333

Sales Revenue

Water Sales - Town of Innisfail	\$ 160,439.88	\$ 160,439.88	1.09	\$ 147,425.89	\$ 1,769,818.58
Water Sales - Bowden Institution	19,538.50	19,538.50	1.16	\$ 16,838.06	202,137.59
Water Sales - Town of Bowden	20,861.76	20,861.76	1.12	\$ 18,693.62	224,413.19
Water Sales - Town of Olds	241,122.96	241,122.96	1.22	\$ 198,103.30	2,378,190.86
Water Sales - Town of Didsbury	108,531.00	108,531.00	1.25	\$ 86,575.51	1,039,321.80
Water Sales - Town of Carstairs	76,522.26	76,522.26	1.18	\$ 64,603.94	775,557.45
Water Sales - Town of Crossfield	78,503.16	78,503.16	1.01	\$ 77,489.76	930,249.19
Water Sales - TAQA North Energy	5,937.64	5,937.64	0.75	\$ 7,946.71	95,398.73
Water Sales - Carmen Jansen	75.00	75.00	1.00	\$ 74.97	900.00
Water Sales - Perfecto Cocjin	75.00	75.00	1.00	\$ 74.97	900.00
Water Sales - Wayne Cipperley	75.00	75.00	1.00	\$ 74.97	900.00
Water Sales - Doug & Terry Makachek	75.00	75.00	1.00	\$ 74.97	900.00
Water Sales - John Konschuk	75.00	75.00	1.00	\$ 74.97	900.00
Water Sales - Enmax Green Power Inc.	-	-	0.00	\$ 2,384.05	28,620.00
TOTAL Water Sales	\$ 711,832.16	\$ 711,832.16	1.15	\$ 620,435.68	\$ 7,448,207.39
Interest Income	16,064.60	16,064.60	3.40	\$ 4,726.56	56,741.38
Other Income Outside Services	-	-		\$ -	-
Grant Gov't of Alberta	-	-	0.00	\$ 41,650.00	500,000.00
Gain or Loss on Sale of Assets	-	-		\$ -	-
TOTAL Other Income	\$ 16,064.60	\$ 16,064.60		\$ 46,376.56	\$ 556,741.38
Total Revenue	\$ 727,896.76	\$ 727,896.76	1.09	\$ 666,812.23	\$ 8,004,948.77

**Mountain View Regional Water Services Commission
Comparative Income Statement
At January 31, 2023**

Actual January 1, 2023 to December 31, 2023	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2023 to Jan. 31, 2023
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EXPENSE

Capital Expenditures

Job 2 -PRV & Pumping Assessment - Service Water Pump	605.00	\$ 605.00	0.24	2,500.00	\$ 30,000.00
Job 3 -Scada - (2022/23 Budget)	\$ 36,220.19	134,181.14	5.37	25,000.00	300,000.00
Job 5 - Low Lift Pump 2	-	-	0.00	6,250.00	75,000.00
Job 8 -3D Asset Management	17.90	17.90	0.00	6,250.00	75,000.00
Job 10 -Intake Liner - Inlet Piping Repair	-	-	0.00	4,166.67	50,000.00
Job 12 - Downline Painting	-	-	0.00	1,250.00	15,000.00
Job 13 - Lighting Improvements	-	-	0.00	416.67	5,000.00
Job 14 - Electrical Upgrades	-	-	0.00	4,166.67	50,000.00
Job 15 - Paving	-	-	0.00	2,500.00	30,000.00
Job 16 - Low Lift #3 Replace/Rebuild	-	-	0.00	8,333.33	100,000.00
Job 17 - Pump 506 motor & VFD Install	-	-	0.00	16,666.67	200,000.00
Job 18 - WTP Main UPS	-	-	0.00	4,166.67	50,000.00
Job 19 - WTP Raw Water Study	-	-	0.00	4,166.67	50,000.00
Total Capital Expenditures	\$ 36,843.09	\$ 134,804.04	0.13	\$ 1,030,000.00	\$ 1,030,000.00

Payroll Expenses

Wages - Hourly	\$ 100,292.81	\$ 100,292.81	0.98	\$ 102,311.58	\$ 1,228,230.23
Employee RRSP Expense	1,488.50	1,488.50	0.89	\$ 1,671.56	20,066.80
EI Expense	2,351.43	2,351.43	1.41	\$ 1,666.00	20,000.00
CPP Expense	5,913.13	5,913.13	1.25	\$ 4,748.10	57,000.00
WCB Expense	-	-	-	\$ 1,666.00	20,000.00
Payroll Processing Fees Expense	230.19	230.19	0.92	\$ 249.90	3,000.00
Employee Benefits & Pension Plans	18,399.65	18,399.65	0.57	\$ 32,273.33	387,434.89
Total Payroll Expense	\$ 128,675.71	\$ 128,675.71	0.89	\$ 144,586.47	\$ 1,735,731.92

General & Administrative Expenses

Alberta First Call	\$ 1,525.28	\$ 1,525.28	9.16	\$ 166.60	\$ 2,000.00
Automobile Exp (gas, etc.)	855.97	855.97	1.03	\$ 833.00	10,000.00
Board Expenses	2,463.67	2,463.67	0.45	\$ 5,425.18	65,128.19
CAO Professional Development	-	-	-	\$ 166.60	2,000.00
Cassette Maintenance Contract	-	-	-	\$ 34,696.40	416,523.41
Cathodic Protection Expense	-	-	-	\$ 708.05	8,500.00
Chemicals Expense	-	-	-	\$ 20,825.00	250,000.00
Delivery & Freight Expense	-	-	-	\$ 124.95	1,500.00
Insurance Expense	6,664.00	6,664.00	1.00	\$ 6,664.00	80,000.00
Interest & Bank Charges Expense	93.25	93.25	0.73	\$ 127.50	1,530.58
Interest on Long Term Loans	-	-	-	\$ 92,112.92	1,105,797.32
ISO 14001 Expense	-	-	-	\$ 1,332.80	16,000.00
Janitorial Service & Supplies	2,202.34	2,202.34	0.98	\$ 2,249.10	27,000.00
Lab Supplies Expense	5,236.46	5,236.46	1.65	\$ 3,165.40	\$ 38,000.00
Legal Fees Expense	-	-	-	\$ 3,332.00	40,000.00
Lube & Oil - Pumps	635.76	635.76	1.91	\$ 333.20	4,000.00
Meals Expense	332.63	332.63	0.80	\$ 416.50	5,000.00
Memberships, Dues & Fees Expense	1,080.00	1,080.00	1.18	\$ 916.30	11,000.00
Office, Postage & General Expense	1,521.83	1,521.83	0.91	\$ 1,666.00	20,000.00
Professional Fees Expense	-	-	-	\$ 1,749.30	21,000.00
Rental Equipment Expense	-	-	-	\$ 124.95	1,500.00
Repairs & Main - Down Line	1,134.82	1,134.82	0.27	\$ 4,248.30	51,000.00
Repairs & Main - Grounds	250.00	250.00	1.20	\$ 208.25	2,500.00
Repairs & Main - Lagoon Cleanout	-	-	-	\$ 20,825.00	250,000.00
Repairs & Main - Plant	9,097.14	9,097.14	0.44	\$ 20,825.00	250,000.00
Repairs & Main - Vehicles & Equip	-	-	-	\$ 833.00	10,000.00
Small Tools & Supplies	-	-	-	\$ 208.25	2,500.00
Staff - Education, etc.	415.00	415.00	0.45	\$ 916.30	11,000.00
Safety	941.90	941.90	0.51	\$ 1,832.60	22,000.00
Telephone & Fibre Optics	4,331.41	4,331.41	0.94	\$ 4,606.40	55,298.91
Utilities - Meter Stations	1,002.77	1,022.77	0.91	\$ 1,124.69	13,501.63
Utilities - Mid Point Reservoir	8,728.49	8,728.49	1.02	\$ 8,541.52	102,539.26
Utilities - Plant Heating	6,087.83	6,087.83	2.07	\$ 2,934.81	35,231.86
Utilities - Power Plant	45,938.08	45,938.08	1.02	\$ 45,092.97	541,332.19
Waste Removal Expense	90.00	90.00	0.36	\$ 249.90	3,000.00
Debenture	-	-	-	\$ 110,366.74	1,324,930.82
Total General & Admin. Expenses	\$ 100,628.63	\$ 100,648.63	0.25	\$ 399,949.47	\$ 4,801,314.17
Trsf to Reserve	\$ 54,166.67	\$ 54,166.67	1.00	\$ 54,166.67	\$ 650,000.00
TOTAL EXPENSE	\$ 320,314.10	\$ 418,295.05	0.61	\$ 684,479.94	\$ 8,217,046.09
NET INCOME	\$ 407,582.66	\$ 309,601.71		-\$ 17,667.71	-\$ 212,097.32

Minutes of the Olds Fibre Ltd. – Board of Directors meeting held on Wednesday, December 6, 2022, at 3:00 p.m. at the Town of Olds Municipal Office, 4512 46 Street, Olds, AB.

DIRECTORS Present

In the Chair: Director Darren Wilson

Director Wanda Blatz, Director James Cummings, Director Judy Dahl; Director Heather Ryan, Director Dan Daley, and Director Harvey Walsh

O-NET ADMINISTRATION Present

TOWN ADMINISTRATION Present

Chief Administrative Officer, Brent Williams

Legislative Clerk, Marcie McKinnon

1. CALL TO ORDER

Chair Wilson called the meeting to order at 3:00 p.m.

A) ADDED ITEMS

None requested.

B) ADOPTION OF AGENDA

Moved by Director Blatz, "that the Board accept the agenda for the Wednesday, December 6, 2022, OFL Board of Directors meeting, as presented."

Carried Unanimously

2. ADOPTION OF PREVIOUS MINUTES

2A) Adoption of Previous Meeting Minutes

Moved by Director Dahl, "that the Board of Directors meeting minutes from November 23, 2022, be accepted, as presented."

Carried Unanimously

3. PRESENTATIONS AND DELEGATIONS

4. NEW BUSINESS

CLOSED SESSION

Moved by Director Walsh, "that the Board move to closed session to discuss matters exempt from disclosure under FOIP Section 16 at 3:02 p.m. with Brent Williams and Marcie McKinnon to remain in attendance."

Carried Unanimously

Item #1 FOIP – Section 16 – Disclosure harmful to business interests of third-party Governance Committee Update

Director Ryan joined the meeting at 3:18 p.m.

Moved by Director Cummings, "that the meeting reconvenes to the regular board meeting at 4:09 p.m."

Carried Unanimously

RISE AND REPORT

Moved by Director Cummings, "that the Board move to accept the USA as amended and direct Chairperson Wilson to sign the updated document once the Shareholder approves."

Carried Unanimously

Moved by Director Ryan, "that the Board move to adopt the amended Bylaw as amended and direct the Board to sign the Bylaw upon approval from the Shareholder."

Carried Unanimously

Moved by Director Daley, "that the Board move to accept the Mandates and Roles document as amended and direct Chairperson Wilson to sign the updated document once the Shareholder approves."

Carried Unanimously

Moved by Director Dahl, "that the Board move to adopt the Policy Handbook as amended."

Carried Unanimously

Moved by Director Walsh, "that the Board move to appoint Scott Hayward as Chief Executive Officer, effective immediately."

Carried Unanimously

Moved by Director Blatz, "that the Board move to appoint Matthew Anderson as Chief Operating Officer, effective immediately."

Carried Unanimously

Moved by Director Cummings, "that the Board recommend to the Shareholder to appoint Randy Yablonski as a Director to the OFL Board; and that the Board recommend to the Shareholder to remove the appointment of Judy Dahl."

Carried Unanimously

5. NEXT MEETING

To be determined.

6. ADJOURNMENT

Moved by Director Cummings, "to adjourn the meeting at 4:14 p.m."

Carried Unanimously

The meeting was adjourned at 4:14 p.m.



Chairperson of OFL – BoD
Darren Wilson

These minutes were approved on the 14th day of December 2022.



PARKLAND REGIONAL LIBRARY SYSTEM

Board Package February 23, 2023

The library is dangerous –
Don't go in. If you do
You know what will happen.
It's like a pet store or a bakery –
Every single time you'll come out of there
Holding something in your arms.
Those novels with their big eyes.
And those no-nonsense, all muscle
Greyhounds and Dobermans,
All non-fiction and business,
Cuddly when they're young,
But then the first page is turned.
The doughnut scent of it all, *knowledge*,
The aroma of coffee being made
In all those books, something for everyone,
The deli offerings of civilization itself.
The library is the book of books,
Its concrete and wood and glass covers
Keeping within them the very big,
Very long story of everything.
The library is dangerous, full
Of answers. If you go inside,
You may not come out
The same person who went in.

~Alberto Rios, 2017

The regular meeting of the Parkland Regional Library Board of Trustees will be held on **Thursday February 23 at 10:00 AM** via Zoom, 4565-46 Street, Lacombe.



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2022-2023 PRLS Board Members

None		Rochon Sands, S.V.
None		White Sands, S.V.
None		Provost M.D.
None		Hughenden, Village of
None		Gull Lake, S.V.
Barker-Jevne,	Alison	Bawlf, Village of
Barker-Jevne,	Alison	Bittern Lake, Village of
Barker-Jevne,	Alison	Rosalind, Village of
Barker-Jevne,	Alison	Edberg, Village of
Bissell,	Jul	Elnora, Village of
Booker,	Doug	Donalda, Village of
Coombes,	Deb	Bowden, Town of
Coston,	Jamie	Rimbey, Town of
Coulter,	Edna	Blackfalds, Town of
Cunningham,	Teresa	Penhold, Town of
David,	Cal	Ponoka, Town of
Derkson,	Amanda	Hay Lakes, Village of
Eckstrand,	Jeff	Flagstaff County
Forsberg,	Richard	Cremona, Village of
Fossen,	Elaine	Forestburg, Village of
Fulton,	Dwayne	Mountain View County
German	Clark	Big Valley, Village of
Gibson,	Barbara	Caroline, Village of
Gilliat,	Barb	Alix, Village of
Lapointe,	Twyla	Lacombe, City of
Hansen,	Pam	Bentley, Town of
Hildebrandt,	Michael	Provost, Town of
Hillmer,	Cody	Coronation, Town of
Huelsman,	Connie	Red Deer County
Kreil,	Dana	Lacombe County
Lawlor,	Gord	Stettler, Town of

Levy,	Stephen	Sedgewick, Town of
Levy,	Stephen	Killam, Town of
Maplethorpe,	Julie	Sylvan Lake, Summer Vil
Matthews,	Ricci	Hardisty, Town of
McCoy,	Joyce	Didsbury, Town of
Mousseau,	Marc	Parkland Beach, S.V.
Murphy,	Joy-Anne	Camrose, City of
Northey,	Jackie	Bashaw, Town of
Peach,	Shawn	Castor, Town of
Penney,	Norma	Clive, Village of
Phillips,	Leonard	Rocky Mtn. House, Town
Reckseidler,	Ray	Delburne, Village of
Rilling,	Teresa	Sylvan Lake, Town of
Rock,	Bill	Amisk, Village of
Roth,	Diane	Daysland, Town of
Shipton,	Sandy	Paintearth, County of
Smith,	Debra	Heisler, Village of
Smith,	Debra	Lougheed, Village of
Smith,	Debra	Alliance, Village of
Stulburg,	Les	Stettler County
Swanson,	Michelle	Clearwater County
Thoreson,	Delaney	Eckville, Town of
Toone,	Patricia	Sundre, Town of
Weir,	Doug	Ponoka County
Wetthuhn,	Carlene	Camrose County
Wilcox,	Shannon	Carstairs, Town of
Wilson,	Darren	Olds, Town of
Wing,	Janice	Innisfail, Town of
Young,	Patricia	Czar, Village of



Agenda

1. Call to Order

- 1.1. Agenda*
 - 1.1.1. Additions or deletions to the agenda
 - 1.1.2. Adoption of the agenda
- 1.2. Approval of the minutes of the November 17, 2022 meeting*
- 1.3. Business arising from the minutes of the November 17, 2022 meeting

2. Consent Agenda

- 2.1. Budget Update*
- 2.2. Executive Committee Meeting Minutes for December 15, 2022*
- 2.3. Executive Committee Meeting Minutes for January 26, 2023 (draft)*
- 2.4. Advocacy Committee Meeting Minutes for December 15, 2022*
- 2.5. Advocacy Committee Meeting Minutes for January 26, 2023 (draft)*
- 2.6. Business arising from the consent agenda
- 2.7. Approval of Consent Agenda

3. Items for Action/Information

- 3.1. Board Orientation
- 3.2. Request to Amend the Parkland Master Agreement – Population Invoicing*
- 3.3. 2022 in Review – Approval of the 2022 Annual Report*
- 3.4. Approval of the 2022 Outlet Annual Reports*
- 3.5. Website Refresh Project*
- 3.6. Parkland Bylaw Revisions*
- 3.7. Parkland Outlet Bylaw and Policy Revisions*
- 3.8. Advocacy Committee Report*
- 3.9. ALTA Membership*
- 3.10. Long Service Awards*
- 3.11. Updates
 - 3.11.1. Director's Report*
 - 3.11.2. Library Services Report*
 - 3.11.3. Finance & Operations Report*
 - 3.11.4. Marketing Report*
- 3.12. Parkland Community Update

4. Adjournment

*Documents included in the package



PRLS Board Meeting Minutes

November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

With Regrets: Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent: Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk, Jessica Dinan

Guests: Donna Engel

Call to Order

Meeting called to order at 10:19 a.m. by Smith.

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

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 44/2022



1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

PRLS 45/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED

PRLS 46/2022

1.3. Business arising from the minutes of the September 15, 2022 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED

PRLS 47/2022

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.



3.2. Election of Executive Committee

Smith reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2022

3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.

Parkland Board Meeting



- in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED

PRLS 49/2022

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora
Deb Coombs – Town of Bowden
Teresa Cunningham – Town of Penhold
Barb Gilliat – Village of Alix
Gord Lawlor -Town of Stettler
Stephen Levy – Village of Sedgewick
Joyce McCoy – Town of Didsbury
Shawn Peach – Town of Castor
Norma Penney – Village of Clive
Debra Smith – Village of Lougheed

Parkland Board Meeting



Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED
PRLS 50/2022

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED
PRLS 51/2022

3.6. Dates for 2023 Meetings

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 52/2022

3.7. Board Meetings – Virtual or in-Person?

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.



The results of the survey were:

Zoom – 14 votes

In-person – 4 votes

Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED
PRLS 53/2022

3.8. Draft Strategic Plan 2023-2025

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13th meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED
PRLS 54/2022

3.9. Policy Revisions

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.



The Executive Committee reviewed these changes at their October 13th meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED
PRLS 55/2022

3.10. Budget Approval Update

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

3.11.1. Director & Library Services Report

3.12.2. Finance & Operations Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the Finance and Operations Report. There were none.

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED
PRLS 56/2022

3.12. Parkland Community Update

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.



Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED

PRLS 57/2022

4. Adjournment

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED

PRLS 58/2022

Meeting adjourned at 11:46 a.m.

Chair



Budget Update as at December 31, 2022

BALANCE SHEET

	12/31/2021 2021	12/31/2022 2022
ASSETS		116
CURRENT ASSETS		
ATB Financial - Operating	880,048	1,062,925
ATB Financial - Interact Acct	3,883	423
Petty Cash	300	300
RBC Cash account	27,268	25,389
Prepaid Expenses	109,710	124,454
Supplies Inventory	17,642	16,632
Accounts Receivable	20,248	27,055
Accrued Interest Receivable	2,922	3,687
Cash Investments-RBC Dominion	758,034	772,904
Fair Value Adjustment	14,207	51,471
	<u>1,834,260</u>	<u>2,085,240</u>
CAPITAL ASSETS		
Vehicle	131,191	175,517
Vehicle - Accum. Depr.	-92,134	-117,149
Land	610,000	610,000
Building	3,946,960	3,946,960
Building - Accum. Depr.	-157,878	-236,818
Computer Equipment	360,374	355,374
Computer Equipment - Accum. Depr.	-257,459	-294,649
Equipment	49,074	49,974
Equipment - Accum. Depr.	-24,759	-29,802
Furniture & Fixtures	50,105	53,976
Furniture & Fixtures - Accum. Depr.	-22,285	-28,623
	<u>4,593,190</u>	<u>4,484,760</u>
TOTAL ASSETS	<u>6,427,450</u>	<u>6,570,001</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	50,748	52,040
Accrued Employee Liability	59,894	71,180
Deferred Provincial FN Revenue	157,678	176,341
GST Payable/Receivable	9,723	14,087
Allotment Payable	10,560	10,499
	<u>288,603</u>	<u>324,147</u>
RESERVES		
Reserves - Vehicle	149,347	115,847
Reserves - Amortization	325,024	285,147
Reserves - Building	175,000	200,000
Reserves - Technology	377,093	542,260
Reserves - Contingent Liability	52,991	52,530
Reserves - Equipment/Furnishings	42,696	42,696
	<u>1,122,152</u>	<u>1,238,481</u>
EQUITY		
Equity in Capital Assets	4,593,189	4,484,760
Accumulated Remeasurement gain	14,207	51,471
Unrestricted Reserve	180,954	248,336
Unallocated Surplus/Deficit for the period	228,345	222,806
	<u>5,016,696</u>	<u>5,007,372</u>
TOTAL LIABILITIES AND EQUITY	<u>15 6,427,450</u>	<u>6,570,001</u>

PERIOD ENDING

12/31/2022

	LAST YEAR	THIS YEAR		BUDGET	%
	ACTUAL	BUDGET	ACTUAL	VARIANCE	RECEIVED
INCOME					
Membership Fees	1,881,436	1,939,986	1,939,986	0	100.00%
Government Grant - Provincial	992,621	992,621	992,621	0	100.00%
Provincial First Nations Grant	66,762	145,602	126,938	18,664	87.18%
Library Services Grant	429,742	429,742	429,742	0	100.00%
Interest Income	25,958	28,500	52,923	-24,423	185.69%
Misc. Income	787	0	1,041	-1,041	N/A
Outside Sales - Books	125,371	0	104,940	-104,940	N/A
Scanners Computer materials resale Income	18,416	0	34,639	-34,639	N/A
TOTAL INCOME	3,541,094	3,536,451	3,682,830	-146,379	104.14%
SUPPORT MATERIALS & SERVICES DIRECTLY TO LIBRARIES					
Library Materials Purchased	433,762	0	419,410	-419,410	N/A
Discount - Library Materials	-164,835	0	-153,002	153,002	N/A
Reference/PD Purchases	7,109	0	3,109	-3,109	N/A
Discount - Reference/PD	-26	0	-44	44	N/A
Personal Shopping	2,454	0	0	0	N/A
Discount - Personal Shopping	-554	0	0	0	N/A
Large Print Purchases	12,795	0	12,786	-12,786	N/A
Discount - Large Print Books	-2,680	0	-2,485	2,485	N/A
Programming Kits	2,588	0	2,478	-2,478	N/A
Programming kits Discount	-635	0	-360	360	N/A
Outside Sales Books Exp	125,371	0	104,940	-104,940	N/A
Audiobook Materials	3,273	0	5,140	-5,140	N/A
Audiobook Materials Discounts	0	0	-92	92	N/A
eContent Purchases Allotment	71,224	0	100,113	-100,113	N/A
Cooperative Collection books	0	0	50,304	-50,304	N/A
Cooperative Collection discount	0	0	-16,865	16,865	N/A
PRL Allotment 2022	249,562	256,396	257,300	-904	100.35%
Large Print Allotment 2022	10,000	10,000	10,000	0	100.00%
eContent Allotment 2022	72,500	57,500	98,500	-41,000	171.30%
Reference Allotment 2022	4,500	4,000	4,000	0	100.00%
Programming Kits Allotment 2022	2,000	2,000	2,000	0	100.00%
Audiobook Allotment 2022	3,000	5,000	5,000	0	100.00%
Cooperative Collection Fund 2022	0	35,835	35,835	0	100.00%
Allotment Shipped #2	-364,759	0	-420,707	420,707	N/A
Library Services Grant	429,742	429,742	429,742	0	100.00%
Marketing/Advocacy for libraries	5,048	20,000	19,705	295	98.53%
Computers for Libraries	118,414	68,070	70,436	-2,366	103.48%
Computer Maint. Agree./Software & updates	189,551	201,885	198,377	3,508	98.26%
Cataloguing Tools	2,955	3,000	2,445	555	81.51%
FN Provincial Grant Expense	1,362	78,839	60,398	18,441	76.61%
Freight & Handling	459	1,800	797	1,003	44.30%
Internet/Dedicated lines	9,171	8,820	8,820	0	100.00%
Outlets - Contribution to Operation	800	800	800	0	100.00%
Periodicals	406	1,000	265	735	26.46%
Postage/Postage Reimbursement tp libraries	2,962	4,500	2,159	2,341	47.98%
Supply Purchased Cataloguing/Mylar	7,658	8,500	8,330	170	98.00%
Supplies - Purchased processing	10,151	10,000	10,001	-1	100.01%
eContent Subscriptions, Platform fees	51,264	78,100	56,865	21,235	72.81%
Van Expense	40,717	46,000	49,636	-3,636	107.90%
Workshop / Training expense	12,077	14,000	15,234	-1,234	108.81%
TOTAL MATERIALS	1,349,387	1,345,787	1,451,371	-105,584	107.85%

PERIOD ENDING

12/31/2022

	LAST YEAR ACTUAL	THIS YEAR		BUDGET VARIANCE	% RECEIVED
		BUDGET	ACTUAL		
EXPENSES					
Compensation Review 2022 Unbudgeted	0	0	2,881	-2,881	N/A
Audit	19,440	16,500	22,133	-5,633	134.14%
Bank Expenses	1,477	1,600	1,376	224	85.98%
Investment Fees PRL	4,410	4,700	4,176	524	88.85%
Write Down of Investments	3,061	0	872	-872	N/A
Building Repairs & Maintenance	14,818	18,000	19,132	-1,132	106.29%
Staff Development	14,514	20,000	17,182	2,818	85.91%
Dues / Fees / Membership	12,008	12,200	12,000	200	98.36%
Insurance	15,915	19,000	20,367	-1,367	107.19%
Janitorial/Outdoor Maintenance	30,203	34,000	35,001	-1,001	102.94%
Legal/Professional/Insurance Unbudgeted	5,908	0	13,068	-13,068	N/A
Photocopy	3,526	4,000	2,177	1,823	54.43%
Publicity/Trade Show	3,096	0	0	0	N/A
Salaries	1,446,108	1,588,659	1,422,060	166,599	89.51%
Benefits	287,213	349,505	275,039	74,466	78.69%
Scanners Computer materials resale expense	18,148	0	33,793	-33,793	N/A
Supplies / Stationery / Building	21,832	32,500	23,237	9,263	71.50%
Telephone	6,652	8,000	6,977	1,023	87.21%
Travel	1,222	8,000	2,923	5,077	36.54%
Trustee Expenses	13,986	35,000	19,991	15,009	57.12%
Utilities	31,074	39,000	28,732	10,268	73.67%
Workers Compensation Board	4,649	0	5,216	-5,216	N/A
Loss on Disposal of Asset	3,799	0	440	-440	N/A
Gain on Disposal of Investment	0	0	0	0	N/A
Annual Amortization - Building	78,939	0	78,939	-78,939	N/A
Amortization from reserve	73,879	0	110,615	-110,615	N/A
TOTAL EXPENSES	2,115,875	2,190,664	2,161,717	28,947	98.68%
SURPLUS	75,832	0	69,742	-69,742	
RESERVE FUND MOVEMENT/USAGE					
Unrestricted Reserve	409,299	0	248,336	-248,336	
Operational funds transfers balancing account	152,513	0	153,064	-153,064	
Transfers from Reserves to Operating	145,558	0	151,496	-151,496	
Transfers from Operating to Reserves	0	0	0	0	
Transfers Reserves to Reserves	282,431	0	160,600	-160,600	
Transfers to/from all Reserves balancing account	-427,990	0	-312,096	312,096	
Unrestricted Operating Fund to balance	-409,299	0	-248,336	248,336	
NET CHANGE IN FUND BALANCE	228,345	0	222,806	-222,806	



MINUTES

Executive Committee Meeting

December 15, 2022

10:00 AM – 12:00 PM

Meeting called by	Teresa Rilling, Board Chair
Attending via Zoom	Deb Coombes, Joy-Anne Murphy, Len Phillips, Shannon Wilcox,
Attending in-Person	Jamie Coston, Barb Gilliat, Norma Penney, Teresa Rilling, Debra Smith, Janice Wing
Regrets	
Staff	Ron Sheppard, Donna Williams, Kara Hamilton
Guests	(Zoom) Lindsey Bauman, Erin Switenky, (in-Person) Jul Bissell (Advocacy Committee)

Meeting called to order at 10:06 a.m. by Teresa Rilling

1. Acceptance of the Agenda

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

Motion by Len Phillips to accept the agenda as presented.

CARRIED

2. Acceptance of October 13, 2022 Executive Committee Minutes

Rilling asked if there were any errors or omissions in the October 13, 2022 Executive Committee minutes. There were none.

Motion by Deb Smith to approve the October 13, 2022 minutes as presented.

CARRIED

Erin Switenky and Lindsay Bauman entered the meeting at 10:16 a.m.

3. Action Item List

Sheppard reviewed the action item list.

1. *Introduce Roy and Judy Louis to the Board.* Roy is Parkland's indigenous knowledge keeper. Staff have not been able to reach him by email or phone. Teresa Rilling will attempt to contact him.
2. *The compensation review* has been completed.
3. *Online Board training* will be offered in the new year.
4. *Bring the City of Olds and any other letters petitioning the change of population numbers for the calculation of Parkland's requisition to the Board meeting in February.* This will be completed in the new year as well.

Motion by Shannon Wilcox to receive for information.

CARRIED

4. Election of the Vice-Chair

Rilling began. As per PRLS policy 2.6.3, *the Executive Committee shall elect a Vice-Chair for the Board at the first Executive Committee meeting after the Board's organizational meeting.*

Under policy, 2.5.9, *the Vice-Chair [is] to fulfill the duties of the Chair in the absence of the Chair.*

Rilling opened the floor for nominations for Vice-Chair. Norma Penney nominated Barb Gilliat, who let her name stand. Deb Coombes nominated Deb Smith, who did not let her name stand. Rilling asked a second time for nominations. Rilling asked a third time for nominations.

Motion by Norma Penney that the PRLS Executive Committee elects Barb Gilliat to the position of Vice-Chair of the Parkland Library Board.

CARRIED

5. Executive Committee Meeting Dates

Rilling explained. The Executive Committee sets meeting dates for the coming year at the December meeting. Staff prefer to hold Executive Committee meetings at least two weeks prior to board meetings so that issues and recommendations from the Executive Committee can be prepared for board meeting packages. Meetings are held in the morning, from 10:00 a.m. to 12:00 p.m.

The Executive Committee meeting date for 2023 have been set as follows:

- January 26
- March 16
- April 20
- June 15
- August 17
- October 19
- December 14

Motion by Barb Gilliat to receive for information.

CARRIED

6. Overview of the Role of the Executive Committee

Since there were some new members, Sheppard reviewed the role of the Executive Committee using some documents contained in the committee's package. Also included in the package was a document with the names and contact information for the members of the committee. Sheppard asked that everyone confirm the contact information was correct.

Motion by Janice Wing to receive for information.

CARRIED

7. Audit Service Plan

Williams explained. Each year the Executive Committee reviews the MNP Draft Audit Service Plan for preparation of the Parkland audit. Approval is needed prior to commencing the full audit. This year the audit will be taking place January 31st thru February 3rd. The auditors sent staff the 2022 Audit Service Plan for approval which was included in the package. Lindsey Bauman presented the audit plan. Erin Switenky from MNP was also on the Zoom call.

Motion by Joy-Anne Murphy to approve the 2022 MNP Audit Service Plan as presented.

CARRIED

Bauman and Switenky left the meeting at 10:43 a.m.

8. Staffing Update

Sheppard reviewed. The newly created position, Outreach and Community Engagement Coordinator, which was reviewed at the last Executive Committee meeting, has been filled. Emma McPherson will be starting at Parkland on January 3. Emma previously worked at Parkland as one of Parkland's summer students in 2017. She then went on to earn a Bachelor of Tourism Management degree and currently comes to us from Tourism Lethbridge.

The Manager of Library Services position has also been filled, and the hiring committee is excited to welcome Andrea Newland. Andrea worked as a Consultant Librarian at Parkland before moving to the position of Director of the Sylvan Lake Municipal Library. She brings library administrative knowledge, HR leadership skills, past management of technical services units, and experience in facilitation of workshops and training sessions. Andrea will be starting at Parkland on January 16.

Motion by Jamie Coston to receive for information.

CARRIED

9. Correspondence

Sheppard detailed the letter received from the Town Sylvan Lake on November 24, 2022. They are requesting an amendment in the Parkland Membership Agreement as they believe that

Parkland should be invoicing municipalities using the same population figures used by municipal affairs for issuing grants. This letter and any potential other municipal letters requesting a similar change are to be brought to the Parkland Board for consideration at the February 2023 board meeting.

Williams added that the requisitions have been sent out, based on the population figures approved by the board in November.

10. Staff Christmas Gifts

Motion by Deb Smith to go in-Camera at 10:56 a.m.

Motion by Janice Wing to go out-of-Camera at 10:59 a.m.

Motion by Janice Wing to give each Parkland staff member a \$100 Co-op gift card for Christmas.

CARRIED

11:00 a.m. - Hailey Ament, as Vice-Chair of Library Association of Alberta (LAA) presented the Queen's Jubilee Medal to Deb Smith, for outstanding Advocacy work for libraries.

14. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:03 a.m.

CARRIED

Chair



MINUTES

Executive Committee Meeting

January 26, 2023

10:00 AM – 12:00 PM

Meeting called by	Teresa Rilling, Board Chair
Attending via Zoom	Deb Coombes, Joy-Anne Murphy, Len Phillips, Shannon Wilcox, Janice Wing
Attending in-Person	Jamie Coston, Barb Gilliat, Norma Penney, Teresa Rilling, Debra Smith
Regrets	
Staff	Ron Sheppard, Donna Williams, Kara Hamilton
Guests	

Meeting called to order at 10:00 a.m. by Teresa Rilling

1. Acceptance of the Agenda

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

Motion by Jaime Coston to accept the agenda as presented.

CARRIED

2. Acceptance of December 15, 2022 Executive Committee Minutes

Rilling asked if there were any errors or omissions in the December 15, 2022 Executive Committee minutes. There were none.

Motion by Len Phillips to approve the December 15, 2022 minutes as presented.

CARRIED

3. Action Item List

Sheppard reviewed the action item list.

1. *Introduce Roy and Judy Louis to the Board.* Roy is Parkland's indigenous knowledge keeper. Staff have not been able to reach him by email or phone. Teresa Rilling will attempt to contact him. The May board meeting is most likely the best meeting of the year for him to attend, as it is scheduled to be in-person.
2. *Online Board training* will be offered in the new year. Last year's training PowerPoint presentation has been updated.
3. *Bring the City of Olds and any other letters petitioning the change of population numbers for the calculation of Parkland's requisition to the Board meeting in February.* This will be completed in the new year as well.

Motion by Norma Penney to receive for information.

CARRIED

4. **Billing Population Figures**

Sheppard reviewed. Over the last year, there has been much debate among Parkland board members over which population figures PRLS should use to invoice municipalities. To date, seven member municipalities have sent letters requesting Parkland open the PRLS' membership agreement to change the population figures used to invoice municipalities. The board members who supported this request asked that the letters from their municipalities be brought to the board for consideration at the February 2023 board meeting.

After some discussion, the committee decided that the Executive Committee will not make a recommendation to the board. Instead, all of the information surrounding this subject will be given to the board in February in a briefing note. Joy-Anne Murphy and Shannon Wilcox will present the issue since they represent two of the communities which have requested the change.

5. **Public Libraries Council (PLC) Meeting Attendance**

Sheppard reviewed. For several years now, it has been common for members of the Executive Committee to attend Parkland Libraries Council (PLC) Meetings. These meetings provide staff from member libraries the opportunity to meet with each other and Parkland staff to discuss service matters and make decisions. Originally it was thought that by having Parkland board members attend these meetings, it would help the board have a better idea of the operational issues affecting libraries and what considerations lead to PRLS' annual budget development.

However, Parkland following the last PLC meeting, some staff from member libraries complained about board members attending the meeting. They do not want board members attending the meetings and believe the presence of board members hampers the meeting discussion. Over the past several years, this is the first time such a concern has been raised.

For 2023, the PLC meetings will be held on March 6, June 5, and October 23.

After some discussion, the committee decided that they would continue to attend PLC meetings, and eight out of ten members volunteered to attend at least one meeting in 2023.

Administration will send out a Doodle Poll to ascertain who will attend which meetings.

6. Alberta Blue Cross Renewal Rates 2023

Sheppard reviewed. Parkland pays 100% of the cost for the Extended Health and Dental insurance plans provided by Blue Cross. Renewal costs for the program are normally based on three-year averages. For a third year in a row, Parkland's account manager for Blue Cross negotiated a significant decrease in PRLS' premium for Extended Health as well as the Dental premiums.

For Parkland's medical and dental benefits, estimated savings equal \$311.45 per month or \$2,737.40 for 2023 based on staffing levels.

Motion by Barb Gilliat to receive for information.

CARRIED

7. Alberta Library Trustees Association (ALTA) Membership

Sheppard reviewed. Former Parkland board member, Bob Green, has sent Parkland a letter stating his intent to stand down from his long-time role as ALTA board member and area 3 representative. He will be done in the Spring of 2023. There is no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA. Once staff find out how ALTA wishes to replace their representative, that information will be forward to the Parkland Board.

Motion by Janice Wing to receive for information.

CARRIED

8. Google Ads

Sheppard reviewed. Hailey Halberg, Parkland's Marketing Specialist, has applied for and received the Google Ad grant. The grant provides \$10,000 per month of Google Ad credits. These ads will show when relevant search terms are entered on YouTube, Gmail, and the Google page.

These ads will target people in the geographic area of the Parkland region when they search for things relating to library services. Currently we are encouraging patrons to visit their local library and linking to the PRL location and hours webpage so they can find each libraries' information. We are also working with libraries from select communities that are available to target individually within the Google Ads platform. We will also try to get into the top results when people search for Audible, Amazon books, Chapters, etc. We are only referencing universal services to try to limit any potential confusion and provide a positive user experience.

This grant covers the Parkland region as a whole. Libraries with subdomains of the PRLS website will benefit from our grant as well. Parkland will be able to view the statistics of website visits, etc.

Motion by Norma Penney to receive for information.

CARRIED

9. Systems Advocacy Committee Update

Included in the package was an agenda for a meeting to be held on January 25th organized by the Public Library Services Branch (PLSB) where the Directors and Chairs of Alberta's major public libraries had the chance to meet Minister Schulz. The seven systems discussed a collective strategy for their meeting with the Minister at the Systems Advocacy Committee meeting on January 19th.

Since the package went out, the Systems Advocacy Committee approved a "How-to" Guide to help libraries with advocacy. They are also sending out Collateral Material which includes a takeaway document. These will be sent out to all libraries and PRL board members next week.

The committee also wants a follow-up meeting between the Minister and the seven system Board Chairs.

There was some concern that the Systems Advocacy Committee could be viewed as lobbyists, but it was confirmed they are not through a legal opinion obtained by Yellowhead Regional Library.

Motion by Deb Smith to receive for information.

CARRIED

10. Indigenous Services Update

Sheppard gave an overview of the indigenous service within Parkland.

Drinking Water Settlement

In 2019 Neskantaga First Nation, Curve Lake First Nation and Tataskweyak Cree Nation with the help of law firms Olthuis Kleer Townshend LLP (OKT) and McCarthy Tétrault LLP (McCarthy Tétrault) started national class action lawsuits to address drinking water advisories in their communities and other First Nations across Canada.

The lawsuits addressed Canada's failure to take all reasonable steps to ensure that First Nations communities have adequate access to safe drinking water

On December 22, 2021, the Courts approved a settlement between Canada and certain First Nations and their members who were subject to a drinking water advisory that lasted at least one year between November 20, 1995, and June 20, 2021.

The settlement also includes commitments to fund the construction, operation, and maintenance of infrastructure to provide First Nations and Individual Class Members with regular access to safe drinking water in their homes.

This means that every member of the Samson Cree Nation, who lived on the reserve between July 2010 and November 2017 has the right to compensation.

Maskwacis Library Service Impact

In early November the staff at the library was flooded with requests for support with printing, completing, and submitting forms. Since the announcement of this program the library has:

- Printed over 400 packages (20 -27 pages each).
- Helped over 300 people fill out forms and scan copies of IDs.
- Hosted a 6-hour support event, with the assistance of 3 Parkland staff.
- Spent roughly 120 staff hours researching and providing support.

Maskwacis Library Needs Assessment Survey

Parkland staff also conducted a brief needs assessment survey for the library service at Maskwacis. PLRS staff continue to work to improve services and have hired two part-time workers to run the service.

Motion by Shannon Wilcox to receive for information.

CARRIED

11. Online Trustee Training

Sheppard reviewed. The trustee training material from 2022 has been updated and is ready to be used for 2023. There were two options presented. The training could be held similarly to last year, with several Zoom presentations for any board member that signs up. Or, the training could be held at the board meeting in February for the entire board. It was mentioned that in the future, training should be held earlier in the year, at the November board meeting.

In related news, staff are working on 10-to-15-minute training videos to be put on Niche Academy, a platform available for board members and library staff.

Motion by Barb Gilliat to hold Trustee Training for the whole board at the beginning of the February board meeting.

CARRIED

12. Long Service Awards

According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. For 2023, long service award recipients are:

Haley Amendt – 5 years
Dustin Biel – 5 years
Monique Elias – 5 years
Kara Hamilton – 5 years

Mathy Jeffrey – 5 years
Donna Williams – 25 years

Awards will be announced at the February Board meeting.

13. Parkland Regional Library System 65th Anniversary

Parkland was officially established in 1959. 2024 will mark Parkland's 65th anniversary. The last big anniversary celebration was held in 2009 for Parkland's 50th anniversary. The cost to Parkland for that celebration was approximately \$14,300. For Parkland's 65th anniversary celebration there were a few ideas raised:

- Give the libraries money to host events individually
- Make a historical video of services by Parkland
- Create a celebration package that can go around to the libraries in 2024

Staff will bring ideas for celebrations within the allotted price range to a future meeting for discussion and approval.

Motion by Deb Smith to spend no more than \$12,000 on anniversary celebrations in 2024.

CARRIED

14. Staff Update

Motion by Jamie Coston to go in-Camera at 11:36 a.m.

Motion by Barb Gilliat to go out-of-Camera at 11:52 a.m.

15. Board Agenda

Trustee training is to take place at the beginning of the meeting. The item regarding population figures will take place at the beginning of the meeting with a prescribed time limit.

16. Adjournment

Motion by Teresa Rilling to adjourn the meeting at 11:57 a.m.

CARRIED

Chair



MINUTES

December 15, 2022

Meeting called by: Gord Lawlor, Committee Chair

Attending: Jul Bissell, Barb Gilliat, Gord Lawlor, Joyce McCoy, Shawn Peach, Norma Penney, Teresa Rilling, Debra Smith

Attending via Zoom: (PRLS) Deb Coombes, Teresa Cunningham, Stephen Levy **(YRL)**, Sue Heuman, Karla Palichuk, Hank Smit

Regrets: Wayne Rothe, Robert Winterford

Absent: Bill Elliot, Laurie Haak

Staff: Ron Sheppard, Kara Hamilton, Haley Amendt, Hailey Halberg

Meeting called to order at 1:04 p.m. by Gord Lawlor. Everyone introduced themselves.

1. Acceptance of the Agenda

Lawlor asked if there were any additions or deletions to the agenda. Hank Smit's name was spelled incorrectly in the previous minutes.

Motion by Barb Gilliat to accept the agenda as amended.

CARRIED

2. Acceptance of the August 18, 2022 Advocacy Committee Minutes

Lawlor asked if there were any errors or omissions to the August 18, 2022 meeting minutes. There were none.

Motion by Norma Penney to approve the August 18, 2022 minutes as presented.

CARRIED

1:06-1:21 p.m. technical difficulties

Items for Information

Sheppard reviewed. Since the October meeting was cancelled to make time for the Systems Advocacy Committee meeting, the following items (3-5) were for information only.

Advocacy Committee

- 3. **Budget Presentation Guidelines**
- 4. **YRL Budget Presentation Template**
- 5. **Cuts to Library Service in St. Albert**

6. **Systems Advocacy Committee Update**

One issue that came up at the Systems Advocacy meeting was the issue that Library Systems might be defined as lobbyists and can't legally ask for money from the government during the election in the spring. Karla Palichuk explained what she found out. If Yellowhead or Parkland hired a professional to talk to the government on our behalf to ask for money, that professional would have to register as a lobbyist. But because the group has a pre-existing relationship with the government and the Minister through the Libraries Act and Regulation, it is not considered lobbying to ask for funds. Palichuk suggested that a legal opinion be obtained in January to be safe, but after talking the issue through, all agreed that it is not necessary, but if the Systems Advocacy Committee wants to obtain a legal opinion, they can. Sue Heuman will remove the idea of paid advertising from the Advocacy Plan, and paid staff from the systems will not ask for money. The committee is also not offering anything in exchange for government concessions, which would be a lobbying activity. The Alberta Library (TAL) got a legal opinion in 2019 for the last provincial election that said that TAL and the libraries were not considered lobbyists.

This issue was brought up at the Systems Advocacy meeting by the Chair of another system who raised the issue because the Advocacy Campaign included some paid advertising. Heuman suggested taking the paid advertising out of the campaign completely.

7. **Election of Chair and Vice-Chair**

Lawlor stepped down as Chair and Sheppard took over the meeting. He asked for nominations or volunteers for the position of Chair. Barb Gilliat nominated Norma Penney. Stephen Levy nominated Gord Lawlor. They both accepted the nominations. Sheppard asked a second time for nominations. He asked a third time for nominations. A vote was taken, Lawlor was elected and resumed the duty of Chair.

Lawlor asked for nominations for the position of Vice-Chair. Joyce McCoy nominated Norma Penney. Norma accepted the nomination. Lawlor asked a second time for nominations. He asked a third time for nominations. Norma Penney became Vice-Chair by acclamation.

8. **Dates for 2023 Meetings**

Normally, the Advocacy Committee meets on the same day as the Executive Committee. This reduces travel costs for those who serve on both committees. The following Executive Committee meeting dates were approved at their meeting in the morning:

- January 26
- March 16
- April 20
- June 15
- August 17
- October 19
- December 14

9. **Marketing Initiatives and Update**

Hailey Halberg reviewed.

Canadian Library Month Golden Ticket Contest and Membership Drive

To celebrate Canadian Library Month, once again Parkland organized both a public and internal contest for the month of October. Parkland offered seven prizes for patrons including Google Play gift cards, Bluetooth headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed the most new members per capita was Bashaw Municipal Library, with 77 new members (3.25% of their population)! For their prize, they have chosen to hold a magic show event at their library paid for by Parkland.

Library Value Social Media Posts

At our last Advocacy Committee meeting, the committee discussed an old advocacy library value display card. It was determined that staff would modernize it, and create materials for social media with the updated information. Similar posts have been shared on Parkland's social media, and templates of the posts will be available to member libraries. Halberg asked for general feedback and if there were any library services that should be added. One suggestion was to add up the costs over a year period to show annual costs.

Library Photography Survey Results

Staff sent out a survey for feedback to the libraries that participated in Parkland's photography and video project.

All libraries said that they found the project beneficial, have used either the photos or the video (most used both) in their marketing activities, rated the value of the project at 5/5, and said that they would participate in a project like this in the future and recommend it to other libraries. Halberg asked if Parkland should plan another photo shoot for the Spring, and if the same photographer should be used. She also asked if this

is a project that should be completed gradually or all at once. The cost is \$500 per library.

It was suggested to open the project to friends of the library groups who might want to pay for their libraries to be included in the project. Halberg and Sheppard will look into the possibility and report back to the group.

Motion by Deb Smith to pick five new libraries to do another photography project in 2023.

CARRIED

Connection Campaign Results

Parkland created a region-wide advocacy campaign focusing on the message of library connection. This campaign was intended to be flexible, with the option for libraries to edit the materials or have ready-to-post content. The results were not ideal, with only nine libraries participating and most of those not heavily participating. Halberg asked if Parkland should do paid social media ads for the geographic area of Parkland instead of creating materials for libraries.

Motion by Janice Wing to support paid social media ads for the geographic area of Parkland.

CARRIED

Karla Palichuk mentioned a service that YRL just started with called Environics, which will analyze federal census data for social media use in chosen areas. TAL negotiated a reduced price of \$3-5,000 a year.

Update Email – Audience and Frequency

Parkland has been sending out a bi-weekly update email since April 2022. The email goes out to member library board chairs, Parkland board members, library managers, and the staff at Parkland. Typically, they include Parkland updates, library news, important deadlines for grants, proposals, board member training and library skills training opportunities. Halberg asked if the audiences or frequency of the update should change, and what would be desirable content for Parkland and library board members. The committee agreed that the Parkland Update should remain the same, and be sent to all of the distribution groups.

10. Library ROIs

Haley Amendt reviewed. Parkland staff have updated an existing ROI calculator, and due to time sensitivity, sent it out to member libraries in preparation for them to present their 2023 budgets. Staff are seeking feedback on the ROI document as changes can still be made for future use.

The document consists of two parts:

Part 1 is a calculator that takes the amount of library use (circulation, program attendance, WIFI usage, etc.) and multiplies it by an equivalent value a person would pay to use the same services outside of the library (purchase a book, have home internet, rent a movie, etc.).

Part 2 is a printable document for the libraries to use when talking to their funders.

Amendt asked the following questions:

- Is the list of services complete? If there is something missing, what is the method of calculating the value?
- Are the means of calculating value reasonable?

Part 2:

- Is the content clear and easy to understand?

The committee agreed that it is complete and an easy to read document.

11. Business Arising and Assignments for Next Meeting

- Investigate Environics

12. Workplan Review

The committee should work through goals for 2023.

13. Adjournment

Motion by Teresa Cunningham to adjourn the meeting at 2:54 p.m.

CARRIED

Chair



MINUTES

January 26, 2023

Meeting called by: Gord Lawlor, Committee Chair

Attending: Barb Gilliat, Gord Lawlor, Joyce McCoy, Norma Penney, Teresa Rilling, Debra Smith

Attending via Zoom: (PRLS) Jul Bissell, Deb Coombes, Teresa Cunningham, Stephen Levy, **(YRL)**, Ben Gronberg, Sue Heuman, Karla Palichuk, Wayne Rothe, Wendy Sears, Hank Smit, Robert Winterford

Absent: Laurie Haak, Shawn Peach

Staff: Haley Amendt, Hailey Halberg, Kara Hamilton, Emma McPherson, Andrea Newland, Ron Sheppard

Meeting called to order at 1:03 p.m. by Gord Lawlor. Everyone introduced themselves.

1. Acceptance of the Agenda

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

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

2. Acceptance of the December 15, 2022 Advocacy Committee Minutes

Lawlor asked if there were any errors or omissions to the December 15, 2022 meeting minutes. On the last page of the minutes Haley Amendt's name was spelled incorrectly.

Motion by Teresa Rilling to approve the December 15, 2022 minutes as amended.

CARRIED

Items for Information

Sheppard reviewed.

Advocacy Committee

3. Legal Opinion on Lobbying

Karla Palichuk inquired into the issue regarding lobbying status with YRL's lawyer and it turns out that there is no issue. Library board members and staff are not considered lobbyists.

Motion by Deb Coombes to receive for information.

CARRIED

4. Correspondence

Included in the package was several letters by the various advocacy groups:

1. A collective funding request letter co-authored by the seven library systems
2. A joint letter from the Board Chairs of Parkland and Yellowhead Regional Library (YRL) to Rebecca Schulz welcoming her to the position of Minister of Municipal Affairs
3. The response letter from Minister Schulz to the joint Parkland and Yellowhead letter
4. A funding request letter from Alberta's mid-sized libraries which has been revised from a previous funding request letter so the new letter mirrors more closely requests made by the seven systems.
5. A welcome letter from the chairs of Parkland and YRL to Premier Danielle Smith and her response.

5. Systems Advocacy Committee Update

Included in the package was an agenda for a meeting to be held on January 25th organized by the Public Library Services Branch (PLSB) where the Directors and Chairs of Alberta's major public libraries had the chance to meet Minister Schulz. The seven systems discussed a collective strategy for their meeting with the Minister at the Systems Advocacy Committee meeting on January 19th.

Since the PRLS/YRL Advocacy package went out, the Systems Advocacy Committee approved a "How-to" Guide to help libraries with advocacy. They are also sending out Collateral Material which includes a takeaway document. These will be sent out to all libraries and PRL board members next week.

The Systems Advocacy Committee also wants a follow-up meeting between the Minister and the seven system Board Chairs.

Hank Smit joined the meeting at 1:21 p.m.

6. Press Release

Hailey Halberg reviewed. Parkland has gathered 2022 budget information for all of Parkland's member libraries. There are several interesting finds from this process including the number of libraries running on a deficit budget, and the percentage of

income coming from card fees and late fees (1.1%, or \$54,801). It is clear that inflation has played a role, and that libraries need an increase in funding to help minimize the impact. Staff have prepared a press release relating to inflation.

It was agreed that the press release should be sent out immediately. It was also suggested that Parkland should create and send out press releases on a regular basis.

7. Marketing Initiatives and Update

Hailey Halberg reviewed Parkland's current marketing initiatives

Maskwacis Paid Social Media Ads

In an effort to grow awareness and active cardholders at the Maskwacis Library Service, staff have launched a series of digital ads. These ads highlight a range of things from new and popular books in Parkland's collection, indigenous titles, and general library services. The most popular ad has reached over 3,700 people out of the total 6,200. Staff will create similar ads and tailor them based on the data gathered from this smaller campaign when advertising to all of the libraries in the region.

Environics Update

After much discussion about the analytics platform Environics at the Advocacy Committee's last meeting, Parkland explored the software further. After deliberation, staff have decided not to purchase the software at this time due to cost.

Google Ad Grant

Parkland has applied for and received the Google ad grant for non-profits, which gives Parkland access to \$10,000 per month in Google search advertising credits. These ads will appear next to search results when people search for things related to key words in Parkland campaigns. The ad grant makes it possible for non-profits to compete with retail giants for highly targeted audiences that would otherwise be unreachable due to expense. Staff plan to target the geographical area of the Parkland Region to get new members and increase awareness of universal library services.

8. Advocacy Goals for 2023

Sheppard reviewed. For 2022, the Advocacy Committee set the following goals:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (to occur in May 2023)
2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with marketing their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

The Committee considered the emerging themes for 2023 and if any new goals should be considered. After some discussion, it was decided to continue with the existing goals for 2023. Staff will be asking for specific tasks to support the goals at an upcoming meeting.

9. Advocacy Committee February Board Report

Sheppard reviewed. Parkland's next board meeting will be held virtually on February 23rd. At the February meeting, Parkland's 2022 annual report is normally approved. This is usually the meeting where the major activities of the previous year are reviewed and it is often good to highlight the system's activities.

While reviewing Parkland's activities in 2022 will hopefully impress the board, the extensive work by the Advocacy Committee over the past year can be highlighted. This will include the work of not only the PRLS/YRL Advocacy Committee but also the Systems Advocacy Committee. The establishment and activity of the Systems Advocacy Committee is itself a major accomplishment.

In addition to these reports, staff asked if it would be useful to show a summary document encapsulating the cost for public library service for the entire Parkland region. To run 48 service points, it cost \$7,332,490.19 in 2022. If you add in the amount for Parkland's budget in 2022 of \$3,536,451, it means the total cost of public library service in Parkland for 64 municipalities, six First Nations reserves, with a combined population of 241,104, cost \$10,868,941.19. That amounts to less than \$45.08 per person, for the year.

After some discussion, it was agreed that this information will be shared at Parkland's May board meeting, since the February board meeting is going to include trustee training for the entire Parkland Board. Halberg will attempt to include in-kind credit information and population statistics for all Parkland libraries in the presentation.

10. Business arising and Assignments for Next Meeting

- Staff will update the Advocacy Workplan and bring it to the next meeting for discussion
- Halberg will add in-kind and population numbers to the library income/expense document for presentation to the board in May

11. Adjournment

Motion by Norma Penney to adjourn the meeting at 2:40 p.m.

CARRIED

Chair



Request to Amend the Parkland Master Agreement – Population Invoicing

Background:

At the last Executive Committee meeting there was a discussion regarding which population figures Parkland should use for invoicing municipalities. Currently, seven member municipalities have sent letters requesting the board amend the PRLS Master Agreement with regard to clause 8.3.

According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition:

"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."

Discussion has centered around the fact that, as of 2019, Municipal Affairs posted on its website that they are no longer updating this list, but rather relying on estimates that *"will be completed by the Office of Statistics and Information at Alberta Treasury Board and Finance."*

See: <https://www.alberta.ca/municipal-census-and-population-estimates.aspx>

The members asking to amend the PRLS Member Agreement do not dispute that PRLS is on defensible ground in their interpretation of clause 8.3 in substituting estimates from the Office of Statistics and Information at Treasury Board for the previously generated list, given that the Provincial Government directs that substitution.

The issue is whether this continues to be the best, most equitable approach, given the discrepancies that exist between more current population information and the estimates being produced by the Treasury Board (see the included **Population Spreadsheet** for a comparison of figures for each municipality). While the current interpretation of the existing clause may be understandable, the question has arisen whether the clause itself continues to offer a fair, clear approach to PRL's annual requisitions.

In addition, the Municipal Census and Population Estimates web page (link above) states three things of note to this issue, highlighted in red italics:

- *The Government of Alberta is moving from the use of municipal census counts to provincially developed population estimates, which will result in **more consistent and timely information** on Alberta's population. **Results will be available in early 2022.***



- *Per capita grant funding delivered by Municipal Affairs will continue to be based on the 2019 Municipal Affairs Population List until 2021 federal census results are available. The updated federal census will provide a new baseline for estimating annual populations in the future.*

None of these proposed changes have as yet arisen from Municipal Affairs.

Of note:

- The Public Library Services Branch (PLSB) continues to issue per capita grants based on 2016 population figures because they have not seen a significant increase in their budget.
- Presumably for similar reasons, Municipal Affairs continues to issue grants based on 2019 population figures. On its opening page, it states:
"Data for this publication is from the 2016 federal census of Canada, or from the most recent municipal census conducted by the municipality."

Some of the figures may therefore still be close to the 2016 population figures, as opposed to being closer to 2019.

See:

<https://open.alberta.ca/dataset/daab9fce-c2f6-49d1-a433-375b2b7aee24/resource/61cd908d-e2b9-4837-939b-533848d723b9/download/ma-population-list-2019.pdf>

The PRLS member municipalities and administration likely did not foresee that our Provincial Government would continue to retain older sources when more accurate options exist. It is the suggestion of the letter-writing municipalities that amending the Member Agreement to align both the funding and requisitioning figures would be a more accurate, fair, and clear approach for every member municipality, and one that can withstand future changes in figures used by the GOA.

As positive aside, several of the member municipalities who wrote to express their support for an amendment also made a point of stating their support for Parkland Regional Library System and the value of the work it does.

Some points to note about procedure:

- The board cannot change the Parkland agreement. The agreement is between the member municipalities. However, the agreement can "be amended according to a motion for amendment passed by the "PRLS Board" with a simple majority vote (Clause 17.1 of the Parkland Regional Library Agreement).
- If the board approves of any change to the agreement, it then must be approved of by the municipalities. To be ratified by the member municipalities, a change with less than 13 months' notice requires 100% approval. For changes with 13 months' notice, 2/3 of



the member municipalities representing 2/3 of the system's population must approve of the change (see clause 17.1 (b) (c) of the Parkland Regional Library Agreement).

Proposed Motion/Recommendation:

- Understanding that either 100% unanimity of parties (for immediate adoption) or two-thirds of the parties to the PRLS Membership Agreement, representing two-thirds of the member population (for adoption after 13 months' written notice), are needed in order to proceed with any amendment to that agreement;
- Understanding that the intent expressed by all the parties to date is to harmonize the formula used for requisitions with the formula used for municipal grants, and that no other articles of the Member Agreement are under contention;

The following motion is proposed: **That the Parkland Regional Library System (PRLS) Member Agreement, Article 8.3, be amended, such that Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.**

Included with this briefing note:

1. Seven letters from seven municipalities
2. Parkland's Membership Agreement
3. Population Spreadsheet (Comparing figures from different years)
4. Requisition amounts for member municipalities, 2020 to present



August 12, 2022

Via email: rsheppard@prl.ab.ca

Ron Sheppard, Director
Parkland Regional Library
5404 56th Avenue
Lacombe, Alberta T4L 1G1

Re: Request to amend Clause 8.3 of the Parkland Regional Library Membership Agreement

I am writing to you today on behalf of Mountain View County to request, under Clause 17.1 of the Parkland Regional Library Membership Agreement, that the Board pass a motion to amend Clause 8.3 of said Agreement.

It is Mountain View County's position that it is essential to have consistency between the municipal population that is used to provide Provincial Funding to municipalities and the municipal population that is used to collect funding from municipalities. As such, at their August 10th 2022 Regular Council Meeting, Mountain View County Council passed the following motion:

RC22-444 Moved by Councillor Fulton
That Council support opening the Parkland Regional Library System (PLRS) membership agreement with the intent to amend clause 8.3 so that the population figures PRLS uses for requisitions are the same as the population figures Municipal affairs uses to provide municipalities with grant funding.

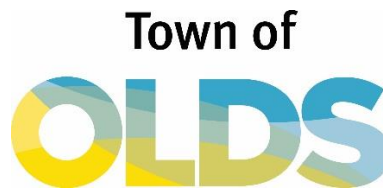
Carried.

We appreciate the Board's consideration of this request and urge you to reach out if there is any further clarification required.

Christofer Atchison, Director
Legislative, Community & Agricultural Services

cc: Dwayne Fulton, Division 1 Councillor and Parkland Regional Library Board Representative
Jeff Holmes, Chief Administrative Officer
Josie Abraham, Community Outreach Coordinator

T 403.335.3311 1.877.264.9754 F 403.335.9207
1408 - Twp Rd 320 Postal Bag 100 Didsbury, AB, Canada T0M 0W0
www.mountainviewcounty.com



11 October 2022

Ronald Sheppard
Director
Parkland Regional Library System
4565 46th Street
Lacombe, AB T4L 0K2

Re: Amendment to PRL Membership Agreement

Dear Ron,

Please accept this letter as the Town of Olds' official request to amend the Parkland Regional Library Membership Agreement ("the Agreement") as per section 17.1. The RFD that Council approved is attached for your information. As the board is aware, Olds and several other members believe that PRL's current reliance on Treasury Board population statistics is in contravention of section 8.3 of the Agreement, which reads:

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

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding to municipalities, which at the time of this writing, are the 2016 Federal Census figures. To be clear, the Town of Olds is not disputing the dollar amount it provides to PRL, as we recognize the value of this organization; instead, Olds takes issue with the choice to use population statistics outside the scope of the Agreement. Should PRL adopt the Municipal Affairs' population figures and finds itself with a financial shortfall, the requisition can then be raised to achieve balance. Achieving balance using inaccurate statistics is, in our opinion, neither transparent nor in line with the spirit of the Agreement.

To close, it is our understanding that similar letters are being prepared by other Area 9 PRL members; however, the Town would welcome the opportunity to speak further to its request should one be available.

Please reach out if you have any questions or require clarification.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Williams", written over a horizontal line.

Brent Williams
Chief Administrative Officer



RECOMMENDATION

Move that council supports opening the Parkland Regional Library System (PRLS) membership agreement with the intent to amend clause 8.3 so that the population figures that PRLS uses for requisitions are the same as the population figures Municipal Affairs uses to provide municipalities with grant funding.

STRATEGIC ALIGNMENT

Our residents and Town staff actively communicate and engage with us through open dialogue.

LEGISLATIVE AUTHORITY

1. Municipal Government Act

BACKGROUND

Concerns have been raised regarding the population information used by Parkland Regional Library System (PRLS) to calculate per-capita funding obligations of each member municipality.

In accordance with the PRLS Membership Agreement the per capita funding is based on "*the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" According to the Government of Alberta's website: "*The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future.*"

However, further, Municipal Affairs also states on its website: "*Per capita grant funding delivered by Municipal Affairs will continue to be based on the 2019 Municipal Affairs Population List until 2021 federal census results are available. The updated federal census will provide a new baseline for estimating annual populations in the future.*"

At the March 2021 PRLS Executive Committee meeting, the committee decided to use the population numbers from the Treasury Board and Finance to invoice municipalities based on what the Government of Alberta posted on the website. In some cases, the Treasury Board population estimates are significantly different from the recent federal census that was conducted in 2021. Olds' population (for example) was estimated to be almost 550 higher than the 2019 Municipal Affairs Population List and 2021 federal census.

The issue of using Treasury Board population figures was also raised at the May 2022 PRLS board meeting, as well as the wording of the membership agreement and its clarity. A legal opinion sought by PRLS as it pertains to the membership agreement determined that use of Treasury Board figures was in keeping with the agreement.

Following the May board meeting, PRLS representatives from our region (Zone 9), met to discuss the shared concern with using Treasury Board population figures and the clarity of the wording of membership agreement and agreed there was interest in pursuing a collective approach to remedying these concerns.

The PRLS representatives recommends that municipalities in our region work together to pass motions opening the membership agreement with the purpose of clarity and amending clause 8.3 so that population figures used by PRLS for its requisition are the same as the population figures Municipal Affairs uses to provide municipalities with per capita grant funding.

RISK/CONSEQUENCES included in Background.

FINANCIAL CONSIDERATIONS currently unknown.

ATTACHMENTS n/a

Author:	Marcie McKinnon Legislative Clerk	Date: July 5, 2022
CAO Signature:	Brent Williams Electronically approved	Date: July 5, 2022



October 17, 2022

Ronald Sheppard, Director
Parkland Regional Library System
4565 46th Street, Lacombe, AB T4L 0K2
rsheppard@prl.ab.ca

Sent Via Email

Dear Mr. Sheppard,

Re: Amendment to PRL Membership Agreement

The Town of Didsbury [as per Council resolution #384-22] hereby makes official request to amend the Parkland Regional Library Membership Agreement in accordance with section 17.1. As the board is aware, Didsbury and several other members believe that PRL's current reliance on Treasury Board population statistics is not in keeping with section 8.3 of the agreement, which reads:

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

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding, which currently is the 2016 Federal Census figures.

We don't believe it is a consistent or fair interpretation of section 8.3 to calculate how much we owe for a service using a different (and higher) population estimate than what is used to calculate grant funding we receive for that same service. Whatever population data is used to calculate one needs to be the same that is used for the other, which we believe is the spirit and intent of section 8.3 and we would like to see section 8.3 updated and enhanced to more clearly express this.

We understand that other Area 9 PRL members are preparing similar letters; however please feel free to reach out to discuss this further as we would be happy to do so.

Sincerely,

Ethan Gorner
Chief Administrative Officer
egorner@didsbury.ca

TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

October 19, 2022

Attn: Ronald Sheppard, Director
Parkland Regional Library System
4565 46th Street, Lacombe, AB T4L 0K2
rsheppard@prl.ab.ca

Re: Amendment to PRL Membership Agreement

Dear Mr. Sheppard,

Please accept this letter as the Town of Carstairs' official request to amend the Parkland Regional Library Membership Agreement ("the Agreement") as per section 17.1. As the board is aware, Carstairs and several other members believe that PRL's current reliance on Treasury Board population statistics is in contravention of section 8.3 of the Agreement, which reads:

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

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding, which currently is the 2016 Federal Census figures.

We do not believe that calculating how much we owe for a service using a different (and higher) population estimate than what is used to calculate grant funding for that same service is a consistent or fair interpretation of section 8.3. We believe that the spirit and intent of section 8.3 is to use the same population data for both calculations, and we would like to see section 8.3 updated and enhanced to more clearly express this.

We understand that other Area 9 PRL members are preparing similar letters; however please reach out if you require clarification on this matter.

Sincerely,



Rick Blair
CAO, Town of Carstairs
rickb@carstairs.ca

Administrative Office
Box 370
844 Centre St
Carstairs, AB
T0M 0N0
P: 403.337.3341
F: 403.337.3343



Parkland Regional Library Board
Parkland Regional Library
4565 – 46 Street
Lacombe, AB T4L 0K2

Sent by: Regular e- Mail
administration@prl.ab.ca

October 26, 2022

RE: Letter from Town of Olds re: Request to amend PRL Membership Agreement

Parkland Regional Library Board

Camrose County Council had the opportunity, at its regularly scheduled meeting October 25, 2022, to discuss the communication from the Town of Olds regarding the use of population estimates from the Treasury Board vs the use Municipal Affairs published populations. Camrose County Council, after discussion, passed the following resolution in support of the position taken by the Town of Olds:

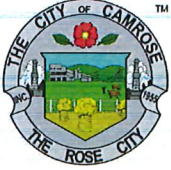
C. Wetthuhn - That Camrose County request that Parkland Regional Library comply with section 8.3 of the Agreement with regards to the calculation of population for the participating municipalities.

Camrose County therefore requests that that an amendment be made requiring the PRL to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities and not the population estimates as provided by the Treasury.

Best Regards,

Cindy Trautman, Reeve
Camrose County
e: ctrautman@county.camrose.ab.ca

cc: Heather Ryan Town of Olds



The City of
Camrose

148

5204 – 50 Avenue, Camrose, Alberta T4V 0S8 PH. (780) 672-4426 FAX (780) 672-2469

November 9, 2022

Email: rsheppard@prl.ab.ca

Attention: Ronald J. Sheppard, Director
Parkland Regional Library System Board
4565 - 46 Street
Lacombe, AB
T4L 0K2

Dear Mr. Sheppard:

Re: Request to amend PRL Membership Agreement

At the November 7, 2022 Regular Council Meeting, City Council discussed the October 21, 2022 correspondence received from the Town of Olds outlining their rationale for the Parkland Regional Library board to amend the Membership Agreement. Specifically, the Town of Olds wishes to amend the Agreement to specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding to municipalities.

After considering this matter, Council passed the following motion:

Moved by Banack - seconded by Broker that Council support the Town of Olds' request to amend the Parkland Regional Library Agreement with respect to population figures for member municipalities.

The City of Camrose recognizes the immense value of the Parkland Regional Library and the services it provides. However, we are concerned that the population statistics currently being used to calculate budget requisitions are outside of the scope of the Agreement, as currently worded.

Yours truly,

The City of Camrose

PJ Stasko
Mayor

cc: Judy Dahl, Mayor, Town of Olds

The City of Camrose is a Municipality located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.



Town of Sylvan Lake
Municipal Government Building
5012 – 48 Avenue
Sylvan Lake, AB, T4S 1G6

Office of the Mayor

February 23, 2023
Agenda Item 3.2.7

tsl@sylvanlake.ca
T 403.887.2141
F 403.887.3660
sylvanlake.ca

149

RECEIVED

NOV 28 2022

November 24, 2022

Parkland Regional Library System Board
4565 46 Street
Lacombe, Alberta T4L 0K2

Dear Parkland Regional Library System Board,

Re: Request to Amend PRL Membership Agreement

Further to the above noted matter, the intent of this letter is to notify the Parkland Regional Library Board of our request to have the Membership Agreement reviewed and amended. The Town of Sylvan Lake, along with Olds and several other member municipalities, believe that PRL's reliance on the Treasury Board population statistics is not in line with Section 8.3 of the Membership Agreement, which reads, "*the population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*"

At the Regular Meeting of Council on November 14, 2022, the following motion was passed by Council for the Town of Sylvan Lake:

MOVED by Councillor Dakin:

THAT the Town of Sylvan Lake requests that the Parkland Regional Library Board review and amend Section 8.3 of the Membership Agreement, updating this Section to use the population estimated that Municipal Affairs relies on to calculate capital and operating grant funding for municipalities.

CARRIED

The Town of Sylvan Lake is not disputing the dollar amount being provided to Parkland Regional Library but, takes issue with the choice to use population statistics that are outside the scope of the Agreement. If the Municipal Affairs population figures produce a financial shortfall, then the requisition amount can be raised to achieve balance.

Sincerely,

Megan Hanson, Mayor
Town of Sylvan Lake

cc. Town of Olds Council

PARKLAND REGIONAL LIBRARY AGREEMENT

(Updated to Reflect New Act and Regulations)

September 21, 2000

WHEREAS the Libraries Act of Alberta, Chapter L-12.1 (1983) and the Libraries Amendment Act, Chapter 19 (1998) hereinafter collectively referred to as the “Act” provide that:

- A. a municipality, improvement district, special area, Metis settlement or school authority, upon entering into and becoming a party to an agreement as provided for by the Libraries Regulation, being Alberta Regulation 141/98 (hereinafter referred to as the “Regulation”) with one (1) or more municipalities, improvement districts, special areas, Metis settlements, or school authorities, and upon complying with the regulations, may request the Minister to establish a library system, and
- B. the Minister may establish a library system board and may prescribe the boundaries of the library system, and
- C. a library system board so established by the Minister is a corporation, and the Community Development Grants Regulation (Alta. Reg. 57/98) in Division 2 allows
- D. the Minister to make a grant upon the establishment of the library system and to make annual grants where the Minister decides the library system is providing satisfactory service

AND WHEREAS the municipalities listed in Schedule “A”: attached hereto (hereinafter referred to collectively as the “Parties” and individually as the “Party”):

- A. desire to enter into an agreement for the ongoing operation of a library system pursuant to the Act, and [Reg. s.25(1)(a)]
- B. are prepared to jointly finance and operate a library system and, [Reg.s.25(1)(f)(g) and (h)]
- C. agree that all library materials which are available through their municipal libraries should be accessible to all residents served by the library system; [Reg.s.25(1)(i)]

AND WHEREAS pursuant to the Act the Parties intend to request that a library system board be continued and known as “**The Parkland Regional Library Board**”, [Libraries Amendment Act, Section 20] hereinafter referred to as the “PRL Board”;

AND WHEREAS section 25 of the Regulation sets out various terms and conditions that must be provided for in this Agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree with each other as follows:

CLAUSE 1. - DEFINITIONS

1.1 In this Agreement, including the recitals:

- (a) [Clause (a) is repealed].
 - (a.1) “basic information service” means basic information service as defined in the regulations for the purposes of this Act;
- (b) “board” means a municipal board, library system board, community board or federation board;
- (c) “community board” means a community library board established or continued under Part 4;
- (d) “community library” means a library established or continued under Part 4;
- (e) “council” means
 - (i) in the case of a city, town, municipal district, village, summer village or specialized municipality, the council;
 - (ii) repealed 1995 c24s99(13)
 - (iii) in the case of a school authority, the board of trustees;
 - (iii.1) in the case of a metis settlement, the settlement council, or
 - (iv) in the case of an improvement district or special area, the Minister of Municipal Affairs;
 - (v) repealed 1994 cM-26-1 s642(37);
- (e.1) “federation board” means a federation board established under Part 4.1;
- (f) “library system” means a library system established, or a regional library continued, as a library system under Part 3;
- (g) “library system board” means a library system board under Part 3.
- (h) “Minister” means the Minister of Community Development;
- (i) “municipal board” means a municipal library board.
- (j) “municipal library” means a library established or continued under Part 2.
- (k) “municipality” means a city, town, village, summer village, municipal district or the Jasper Improvement District;
- (l) “public library” means a municipal library, library system or community library;
- (m) “Public Library Rate” means the rate assessed and levied pursuant to section 17;
- (n) “school authority” means a school district, school division or regional division.

(Section 1 of the Libraries Amendment Act, Statutes of Alberta, 1998, chapter 19, as appended to this agreement.)

1.2 In this Agreement, including the recitals:

- (a) “Act”
- (b) “Deputy Minister”
- (c) “library resources”
- (d) “library service point”

- (e) “resource sharing”

have the same meaning as defined in Section 1 of the Libraries Regulation, being Alberta Regulation 141/98, as appended to this agreement. “Basic Information Service” has the same meaning as defined in Section 2 of the same regulation.

1.3 In this Agreement, including the recitals:

- (a) “agreement”,
- (b) “jurisdiction”,
- (c) “resource centre”

have the same meaning as defined in Section 22, of the Libraries Regulation, being Alberta Regulation 141/98.

1.4 In this Agreement, including the recitals:

- (a) “the Act” refers to The Alberta Libraries Act, Chapter L.12.1, 1983 and the Libraries Amendment Act, Chapter 19, 1998
- (b) “the Regulations” refers to The Libraries Regulation, 1998
- (c) “non-member” refers to a resident of a non-participating jurisdiction
- (d) “population” refers to the most recent population figure for the jurisdiction published by Alberta Municipal Affairs
- (e) “system services” refers to the services which are supplied to municipal library boards as a result of their membership in Parkland Regional Library.

CLAUSE 2. - OPERATION

2.1 The Parties to this Agreement shall enable the PRL Board to maintain and operate the library system in accordance with the Act and Regulations as may be amended from time to time.

2.2 The Parties to this Agreement shall enable the PRL Board to provide a library service to all their residents through the PRL Board established by this Agreement in the manner and upon the terms set out in this Agreement.

2.3 The Parties to this Agreement, in co-operation with their municipal library boards, shall make all library materials belonging to the PRL Board and municipal boards accessible to the residents of the Parties.

CLAUSE 3. - EFFECTIVE DATE

3.1 The date for renewal of the original agreement shall be the First day of January, 2002.
[Reg.s.25(1)(b)]

CLAUSE 4. - APPOINTMENTS TO THE PRL BOARD

4.1 Where a municipality is a Party to this Agreement, it shall appoint one member to the PRL Board. [Act s.22(a)]

4.2 Any additional members shall be appointed in accordance with the Regulation. [Reg.s.33(1)]

CLAUSE 5. - TERM OF APPOINTMENT

5.1 The term of any appointment to the PRL Board shall be in accordance with section 32 of the Regulation.

CLAUSE 6. - POWERS AND DUTIES OF THE PRL BOARD

6.1 Subject to the provisions of the Act and the Regulation and subject to the provisions of this Agreement, the PRL Board shall manage and control the library system by organizing, promoting and maintaining comprehensive and efficient library services. [Reg. s.25(1)(d)]

6.2 The PRL Board shall engage a person as Chief Operating Officer whose responsibility shall be the administration of the library system. The PRL Board shall fix the compensation and all other terms of employment of this person. [Reg. s.19(1)]

6.3 The PRL Board may engage such additional employees as are required for the operation of the library system in accordance with section 19 of the Regulation.

6.4 The PRL Board shall cooperate with other libraries, library systems, resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing of library resources.

6.5 The PRL Board shall inform member municipalities and municipal library boards about issues relating to system service delivery and request input from those municipal library boards and municipal councils.

6.6 The PRL Board shall meet a minimum of four (4) times per year.

6.7 The PRL Board shall provide adequate insurance coverage for its operations.

CLAUSE 7. - EXECUTIVE COMMITTEE

7.1 When the number of members on the PRL Board is more than 20, the PRL Board shall establish an Executive Committee of not more than 10 persons. [Reg.s.25(1)(e)]

7.2 The PRL Board shall define the powers and duties of the Executive Committee. [Reg.s.25(1)(e)]

7.3 Appointment to the Executive Committee shall be made in accordance with section 25(3) and section 25(4) of the Regulation.

7.4 Members of the Executive Committee shall be selected on a geographic basis. Such selection shall be made by PRL Board members representing that geographic area.

CLAUSE 8. - LIBRARY SYSTEM BUDGET

8.1 The PRL 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 PRL 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 PRL 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 PRL Board.

8.5 The PRL 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.

CLAUSE 9. - LIBRARY SYSTEM SERVICES TO PUBLIC LIBRARIES [Reg. 25 1 (i)]

9.1 The PRL Board shall equip, establish and maintain a library system for the residents of the Parties to this Agreement and the services provided may include, but not be limited to those listed in Schedule C.

CLAUSE 10. - LIBRARY SYSTEM SERVICES TO SCHOOL LIBRARIES, GROUPS, INDIVIDUALS, OR AGENCIES

- 10.1 The PRL Board may enter into one or more separate contracts with any other person or group including but not limited to a school authority, college, or Indian band to provide library services as specified in the contract.

CLAUSE 11. - ROLES AND RESPONSIBILITIES OF MUNICIPAL LIBRARY BOARDS WITHIN THE SYSTEM [Reg. .25(1)(j)]

- 11.1 The powers and duties of municipal boards within the library system shall be defined in accordance with Part 2 of the Act and as specified in the terms and conditions of the Agreement, including:

- (a) municipal boards may not offer system services to residents of non-participating municipalities unless these boards collect the prescribed non-member fee as defined in Schedule B.
- 11.2 Each municipal board within the library system shall:
- (a) comply with the Regulation in the provision of library service to the residents of the municipality;
 - (b) act as a liaison between the residents of the municipality and the PRL Board, to advise the residents of the municipality of the policies of the PRL Board and bring their needs to the attention of the PRL Board;
 - (c) cooperate with the PRL Board in implementing system-wide policies;
 - (d) in accordance with Clause 9.1 (c) and (d) of this Agreement, make available to all residents of the Parties all library materials normally lent under municipal board policy;
 - (e) submit copies of all library policies, bylaws, goals and objectives, and plan of service documents to the PRL Board if requested by the PRL Board;
 - (f) forward copies of its budget, annual report and audited statement for the preceding year, to the PRL Board if requested by the PRL Board;
 - (g) collect the non-member fee in accordance with Schedule B, and submit it to the PRL Board in accordance with policy set by the PRL Board, and
 - (h) pay the Goods And Services Tax amount owing on allotment purchases to the PRL Board.
- 11.3 If a municipal library has been established in a municipality and is receiving library services from the PRL Board, the authority of the municipal board is subject to any limitation of its authority under this Agreement. [Act s.25 and Reg. s.25 (1)(j)]

CLAUSE 12. - OWNERSHIP OF PROPERTY

12.1 All real and personal property (including intellectual property rights) acquired by the PRL Board shall be the property of the PRL Board except library materials acquired by the PRL Board (e.g. purchased with the municipal board allotment) on behalf of a municipal board which operates a library and the catalogue records relating to those materials, which shall be the property of the municipal board.

12.2 In the event that PRL dissolves, assets will be divided among current members with the approval of the Minister. Such division shall take into account the relative populations of the jurisdictions and the length of their memberships.

CLAUSE 13. - WITHDRAWAL

13.1 Any Party to this Agreement may withdraw from this Agreement in accordance with the Act, section 28. This termination will be effective at the end of the PRL budget year.

CLAUSE 14. - DIVISION OF ASSETS

14.1 If a Party to this Agreement withdraws from the Agreement pursuant to Section 28 of the Act, that Party shall be deemed to have forfeited any right of ownership or share in the assets of the PRL Board.

CLAUSE 15. - COMPLETION OF THE LIBRARY SYSTEM [Reg. s.25(1)(c)]

15.1 The Parties to this agreement agree that any municipality listed in Schedule “A - 1” may become a party to this Agreement and a member of the PRL Board by:

- a) signing an agreement accepting this Agreement,
- b) complying with the terms of this Agreement, and
- c) receiving the approval of the Minister.

15.2 The PRL Board may set policy concerning criteria for acceptance of new members.

CLAUSE 16. - LIBRARY SYSTEM REPORTS

16.1 The PRL Board shall make an annual report on the operation of the library system to each of the Parties to this Agreement and to each municipal board or advisory committee and to the Minister on or before March 31 in the year following the year for which the annual report was prepared. [Reg. s.25(1)(1)]

CLAUSE 17. - AMENDMENT [Reg. s.25(1)(m)]

17.1 This Agreement may be amended according to a motion for amendment passed by the PRL Board.

- (a) During the first three years of this agreement such amendment shall be effective upon receipt by the PRL Board of written notification from all of the parties to this agreement that they have so authorized such amendment.
- (b) From January 1, 2001 and in subsequent years of this agreement amendment shall be effective upon receipt by the PRL Board of written notification from two-thirds of the Parties to this Agreement representing two-thirds of the member population that they have so authorized such amendment.
- (c) There shall be 13 months written notice of any change in this Agreement unless there is unanimous consent.
- (d) The Parties to this Agreement shall conform with such amendment upon notification from the PRL Board that this clause has been fulfilled.

CLAUSE 18. - EXTENSION

18.1 The provisions of this Agreement shall be binding upon the Parties to this Agreement and their successors and all the eligible participants who may join in this Agreement with the original Parties. [Reg. s.25(1)(m)]

18.2 This Agreement shall remain in force until amended in accordance with Clause 17.

CLAUSE 19. - RURAL SERVICE GRANT

19.1 In the event that the PRL Board receives a Library Services Grant on behalf of the residents of a rural municipality, these grant monies shall be distributed to member public libraries in accordance with direction from that rural municipality.

If a library designated as a recipient of the grant is in default of provincial legislation and regulation, the designated monies will be held until the library achieves compliance or until the end of Parkland's current fiscal year occurs, whichever occurs first. Should the library still be non-compliant by December 31st, the rural municipality controlling the assignment of the grant shall be asked for instructions on reassignment to other libraries found within its area.

CLAUSE 20. - ENTIRE AGREEMENT

20.1 This document, including all schedules appended, constitutes the entire agreement between the Parties with respect to the subject matter; all prior agreements, representatives, statements, negotiations and undertakings are superseded hereby.

Schedule A

The following municipalities are Parties to this Agreement:

City of Camrose	Village of Czar
Town of Bashaw	Village of Delburne
Town of Bentley	Village of Donalda
Town of Blackfalds	Village of Edberg
Town of Bowden	Village of Elnora
Town of Carstairs	Village of Forestburg
Town of Castor	Village of Hay Lakes
Town of Coronation	Village of Heisler
Town of Daysland	Village of Hughenden
Town of Didsbury	Village of Lougheed
Town of Eckville	Village of Rosalind
Town of Hardisty	Camrose County
Town of Innisfail	Clearwater County
Town of Killam	Flagstaff County
Town of Lacombe	Mountain View County
Town of Olds	County of Paintearth No. 18
Town of Penhold	Stettler County
Town of Ponoka	Ponoka County
Town of Provost	Red Deer County
Town of Rimbey	Lacombe County
Town of Rocky Mountain House	M.D. of Provost No. 52
Town of Sedgewick	Summer Village of Birchcliff
Town of Stettler	Summer Village of Gull Lake
Town of Sundre	Summer Village of Half Moon Bay
Town of Sylvan Lake	Summer Village of Jarvis Bay
Village of Alix	Summer Village of Norglenwold
Village of Alliance	Summer Village of Parkland Beach
Village of Amisk	Summer Village of Rochon Sands
Village of Bawlf	Summer Village of Sunbreaker Cove
Village of Big Valley	Summer Village of White Sands
Village of Bittern Lake	
Village of Caroline	
Village of Clive	
Village of Cremona	

Schedule A-1

The following municipalities are eligible to become members of Parkland Regional Library under the currently defined boundaries. [Source: Geographic Areas for Library Systems in Alberta, Alberta Municipal Affairs, June 2000] Populations shown are 2021 figures from the Alberta Treasury Board Population List.

Counties:		Elnora	392
		Ferintosh	207
Camrose County	8,821	Forestburg	870
Clearwater County	11,975	Gadsby	56
Flagstaff County	3,736	Halkirk	119
Lacombe County	10,190	Hardisty	547
Mountain View County	13,345	Hay Lakes	557
County of Paintearth No. 18	2,006	Heisler	158
Ponoka County	10,132	Hughenden	242
M.D. of Provost No. 52	2,184	Innisfail	7,957
Red Deer County	18,863	Killam	981
Stettler County	5,545	Lacombe	14,109
Cities, Towns and Villages:		Lougheed	254
Alix	779	Olds	9,753
Alliance	155	Penhold	4,037
Amisk	202	Ponoka	7,525
Bashaw	838	Provost	1,984
Bawlf	413	Red Deer	104,392
Bentley	1,112	Rimbey	2,720
Big Valley	368	Rocky Mountain House	6,699
Bittern Lake	223	Rosalind	191
Blackfalds	11,974	Sedgewick	780
Bowden	1,214	Stettler	5,851
Camrose	19,333	Sundre	2,998
Caroline	513	Sylvan Lake	16,351
Carstairs	4,735	Summer Villages:	
Castor	915	Birchcliff	123
Clive	779	Burntstick Lake	17
Coronation	1,007	Gull Lake	187
Cremona	489	Half Moon Bay	42
Czar	201	Jarvis Bay	225
Daysland	833	Norglenwold	303
Delburne	833	Parkland Beach	160
Didsbury	5,337	Rochon Sands	84
Donalda	215	Sunbreaker Cove	86
Eckville	1,197	White Sands	117
Edberg	154		

Schedule B

Membership fee:

The Parkland Regional Library membership fee shall be as follows:

2023 - \$8.75

Any changes to this schedule shall be made on the basis of approved budgets and estimates in accordance with Clause 8.2 of this agreement.

Non-member fee:

The annual non-member fee shall be as follows:

\$60 per household

The non-member fee shall be shared equally between the municipal board and the PRL Board.

Any changes to this schedule shall be made on the basis of approved budgets and estimates in accordance with Clause 17 of this agreement.

General:

For 1998 and each subsequent year each party to this Agreement shall pay to the PRL Board the amount required pursuant to Clause 8 of this Agreement.

Parties shall make 4 equal installments January 1, April 1, July 1 and October 1 of each year.

Schedule C

- (a) technical services, including central ordering, central cataloguing, physical processing and assistance with conversion of catalogues to machine-readable form;
- (b) library automation programme with sub-licensing option, connected to the Alberta Public Library Electronic Network.
- (c) materials and collections, including materials allotment, large print rotating blocks, multilingual books, regional audio collection, and electronic databases;
- (d) resource sharing, including interlibrary loans, subject requests, reference service and a union catalogue;
- (e) miscellaneous programs and services, including summer reading programs, and discount ordering of supplies;
- (f) workshops, automation training and library consultation, on-site library help consultation, and
- (g) delivery and communications, including scheduled delivery service, librarians' advisory group meetings, toll-free phone and fax lines to headquarters, electronic mail, website, and newsletters;
- (h) special grants for collection development or programming
- (i) other programs or services as approved by the PRL Board from time to time.

Signatures

In Witness thereof, the undersigned being one of the Parties set out in “Schedule A” to this Agreement, has duly executed this Agreement.

Name of the Party to this Agreement

(City, Town, Village, County, Municipal District)

Authorized signature

Please print name

Authorized signature

Please print name

Signed, sealed and delivered, the _____ day of _____, 20____.

Chairperson of municipal library board

Please print name

Parkland Regional Library System
Billing Information for 2023 Budget

	2016 Alberta Municipal Affairs	2019 Alberta Municipal Affairs	Alberta Treasury Board Estimated Pop. 2023
1 Municipality			
2 Alix	830	734	818
3 Alliance	174	154	139
4 Amisk	207	204	206
5 Bashaw	873	830	757
6 Bawlf	403	422	425
7 Bentley	1,122	1,078	1,032
8 Big Valley	347	349	360
9 Birchcliff	112	117	153
10 Bittern Lake	224	220	219
11 Blackfalds	9,510	10,125	11,530
12 Bowden	1,241	1,240	1,282
13 Camrose	18,044	18,742	19,532
14 Camrose County	8,004	8,660	9,057
15 Caroline	501	512	448
16 Carstairs	3,442	4,077	4,898
17 Castor	932	929	883
18 Clearwater County	12,278	11,947	12,103
19 Clive	675	715	780
20 Coronation	947	940	891
21 Cremona	457	444	418
22 Czar	167	202	224
23 Daysland	807	824	809
24 Delburne	830	892	890
25 Didsbury	4,957	5,268	5,221
26 Donalda	259	219	231
27 Eckville	1,125	1,163	1,157
28 Edberg	168	151	138
29 Elnora	320	298	285
30 Flagstaff County	3,591	3,738	3,651
31 Forestburg	880	875	916
32 Gull Lake	122	176	211
33 Half Moon Bay	38	42	37
34 Hardisty	639	554	456
35 Hay Lakes	492	495	519
36 Heisler	151	160	166
37 Hughenden	258	243	241
38 Innisfail	7,953	7,847	7,655
39 Jarvis Bay	203	213	214
40 Killam	981	989	868
41 Lacombe	12,728	13,985	13,907
42 Lacombe County	10,312	10,343	10,791
43 Loughheed	273	256	288
44 Mtn. View County	12,359	13,074	13,958
45 Norglenwold	232	273	282
46 Olds	8,617	9,184	9,577
47 Paintearth County	2,029	2,102	2,096
48 Parkland Beach	124	153	155
49 Penhold	2,842	3,563	3,867
50 Ponoka County	6,773	7,229	10,348
51 Ponoka	8,856	9,806	7,326
52 Provost	2,041	1,998	1,896
53 MD of Provost	2,288	2,205	2,174
54 Red Deer County	18,351	19,541	21,372
55 Rimbey	2,378	2,567	2,663
56 Rochon Sands	65	86	93
57 Rocky Mtn. House	7,220	6,635	6,302
58 Rosalind	190	188	177
59 Sedgewick	857	811	823
60 Stettler	5,748	5,952	5,795
61 Stettler County	5,103	5,566	5,816
62 Sunbreaker Cove	69	81	95
63 Sundre	2,695	2,729	2,616
64 Sylvan Lake	14,310	14,816	16,354
65 White Sands	91	120	133
	210,815	220,051	228,724

PARKLAND REGIONAL LIBRARY SYSTEM
POPULATION AND REQUISITION 2020-2023

	2020	2020	2021	2021	2022	2022	2023	2023
	Population	\$8.55 Requisition	Population	\$8.55 Requisition	Population	\$8.55 Requisition	Population	\$8.75 Requisition
ALIX	734	6,275.70	734	6,275.70	779	6,660.45	818	7,157.50
ALLIANCE	154	1,316.70	154	1,316.70	155	1,325.25	139	1,216.25
AMISK	204	1,744.20	204	1,744.20	202	1,727.10	206	1,802.50
BASHAW	830	7,096.50	830	7,096.50	838	7,164.90	757	6,623.75
BAWLF	422	3,608.10	422	3,608.10	413	3,531.15	425	3,718.75
BENTLEY	1,078	9,216.90	1,078	9,216.90	1,112	9,507.60	1,032	9,030.00
BIG VALLEY	349	2,983.95	349	2,983.95	368	3,146.40	360	3,150.00
BIRCHCLIFF SV	117	1,000.35	117	1,000.35	123	1,051.65	153	1,338.75
BITTERN LAKE	220	1,881.00	220	1,881.00	223	1,906.65	219	1,916.25
BLACKFALDS	10,125	86,568.75	10,125	86,568.75	11,974	102,377.70	11,530	100,887.50
BOWDEN	1,240	10,602.00	1,240	10,602.00	1,214	10,379.70	1,282	11,217.50
CAMROSE	18,742	160,244.10	18,742	160,244.10	19,333	165,297.15	19,532	170,905.00
CAMROSE COUNTY	8,686	74,265.30	8,660	74,043.00	8,821	75,419.55	9,057	79,248.75
CAROLINE	512	4,377.60	512	4,377.60	513	4,386.15	448	3,920.00
CARSTAIRS	4,077	34,858.35	4,077	34,858.35	4,735	40,484.25	4,898	42,857.50
CASTOR	929	7,942.95	929	7,942.95	915	7,823.25	883	7,726.25
CLEARWATER M D	11,947	102,146.85	11,947	102,146.85	11,975	102,386.25	12,103	105,901.25
CLIVE	715	6,113.25	715	6,113.25	779	6,660.45	780	6,825.00
CORONATION	940	8,037.00	940	8,037.00	1,007	8,609.85	891	7,796.25
CREMONA	444	3,796.20	444	3,796.20	489	4,180.95	418	3,657.50
CZAR	202	1,727.10	202	1,727.10	201	1,718.55	224	1,960.00
DAYSLAND	824	7,045.20	824	7,045.20	833	7,122.15	809	7,078.75
DELBURNE	892	7,626.60	892	7,626.60	833	7,122.15	890	7,787.50
DIDSBURY	5,268	45,041.40	5,268	45,041.40	5,337	45,631.35	5,221	45,683.75
DONALDA	219	1,872.45	219	1,872.45	215	1,838.25	231	2,021.25
ECKVILLE	1,163	9,943.65	1,163	9,943.65	1,197	10,234.35	1,157	10,123.75
EDBERG	151	1,291.05	151	1,291.05	154	1,316.70	138	1,207.50
ELNORA	298	2,547.90	298	2,547.90	392	3,351.60	285	2,493.75
FLAGSTAFF COUNTY	3,738	31,959.90	3,738	31,959.90	3,736	31,942.80	3,651	31,946.25
FORESTBURG	875	7,481.25	875	7,481.25	870	7,438.50	916	8,015.00
GULL LAKE	176	1,504.80	176	1,504.80	187	1,598.85	211	1,846.25
HALF MOON BAY SV	42	359.10	42	359.10	42	359.10	37	323.75
HARDISTY	554	4,736.70	554	4,736.70	547	4,676.85	456	3,990.00
HAY LAKES	495	4,232.25	495	4,232.25	557	4,762.35	519	4,541.25
HEISLER	160	1,368.00	160	1,368.00	158	1,350.90	166	1,452.50
HUGHENDEN	243	2,077.65	243	2,077.65	242	2,069.10	241	2,108.75
INNISFAIL	7,847	67,091.85	7,847	67,091.85	7,957	68,032.35	7,655	66,981.25
JARVIS BAY SV	213	1,821.15	213	1,821.15	225	1,923.75	214	1,872.50
KILLAM	989	8,455.95	989	8,455.95	981	8,387.55	868	7,595.00
LACOMBE	13,985	119,571.75	13,985	119,571.75	14,109	120,631.95	13,907	121,686.25
LACOMBE COUNTY	10,343	88,432.65	10,343	88,432.65	10,190	87,124.50	10,791	94,421.25
LOUGHEED	256	2,188.80	256	2,188.80	254	2,171.70	288	2,520.00
MTN VIEW COUNTY	13,074	111,782.70	13,074	111,782.70	13,345	114,099.75	13,958	122,132.50
NORGLENWOLD SV	273	2,334.15	273	2,334.15	303	2,590.65	282	2,467.50
OLDS	9,184	78,523.20	9,184	78,523.20	9,753	83,388.15	9,577	83,798.75
PAINTEARTH COUNTY	2,102	17,972.10	2,102	17,972.10	2,006	17,151.30	2,096	18,340.00
PARKLAND BEACH SV	153	1,308.15	153	1,308.15	160	1,368.00	155	1,356.25
PENHOLD	3,563	30,463.65	3,563	30,463.65	4,037	34,516.35	3,867	33,836.25
PONOKA	7,229	61,807.95	7,229	61,807.95	7,525	64,338.75	7,326	64,102.50
PONOKA COUNTY	9,806	83,841.30	9,806	83,841.30	10,132	86,628.60	10,348	90,545.00
PROVOST	1,998	17,082.90	1,998	17,082.90	1,984	16,963.20	1,896	16,590.00
PROVOST MD	2,205	18,852.75	2,205	18,852.75	2,184	18,673.20	2,174	19,022.50
RED DEER COUNTY	19,541	167,075.55	19,541	167,075.55	18,863	161,278.65	21,372	187,005.00
RIMBEY	2,567	21,947.85	2,567	21,947.85	2,720	23,256.00	2,663	23,301.25
ROCHON SANDS SV	86	735.30	86	735.30	84	718.20	93	813.75
ROSALIND	188	1,607.40	188	1,607.40	191	1,633.05	177	1,548.75
ROCKY MTN HOUSE	6,635	56,729.25	6,635	56,729.25	6,699	57,276.45	6,302	55,142.50
SEDGEWICK	811	6,934.05	811	6,934.05	780	6,669.00	823	7,201.25
SUNBREAKER COVE SV	81	692.55	81	692.55	86	735.30	95	831.25
STETTLER	5,952	50,889.60	5,952	50,889.60	5,851	50,026.05	5,795	50,706.25
STETTLER COUNTY	5,526	47,247.30	5,566	47,589.30	5,545	47,409.75	5,816	50,890.00
SUNDRE	2,729	23,332.95	2,729	23,332.95	2,998	25,632.90	2,616	22,890.00
SYLVAN	14,816	126,676.80	14,816	126,676.80	16,351	139,801.05	16,354	143,097.50
WHITE SANDS	120	1,026.00	120	1,026.00	117	1,000.35	133	1,163.75
	220,037	1,881,316.35	220,051	1,881,436.05	226,899	1,939,986.45	228,724	2,001,335.00



2022 in Review – Approval of the 2022 Annual Report

History

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. The full report has been included in the package for your review and approval.

The following are some highlights worth noting:

Region Wide Summary	2021	2022
Collection Size	617,722	678,471
Items Added to the Catalog	30,120	30,594
Circulation	1,106,010	1,256,988
ILL Lent (from outside PRLS to other places)	4,462	3,949
ILL Borrowed (brought in from outside PRLS)	14,322	19,808
Website and PAC visits	396,071	248,922
Card Holders	30,351	38,366
WIFI usage	945,201	1,646,392
Van Run Item Volume	873,700	883,300
Total Consulting Activities by Parkland staff	1,615	1,067



Library Collections and Patron Services

Database sessions	2021	2022	Circulation	2021	2022
Pronunciator	576	427			
PressReader	65,294	68,860	eBook	89,544	65,595
Cantook Station (Read Alberta eBooks)	96	148	eAudiobooks	46,388	55,212
Ancestry Library Edition	37,221	14,796	eMagazine	14,378	13,874
Cypress Resume	269	170			
Solaro (Education Resource)	548	284			
Grant Connect	68	175	Total	150,310	134,981
Niche Academy (Public Education Resource)	4,064	3,234			
Niche Academy (Library Staff Education Resource)	4,465	2,537			
NoveList	785	628			
Total	113,386	91,259			

2022 Annual Report Accomplishments

- Stronger Together, Parkland's joint virtual conference was held October 6th & 7th. With over 1,000 registrations, 4 keynote speakers, 20 breakout sessions, and 13 sponsors, this year was an amazing success. If you missed any of the sessions or would like to watch them again, replays can be found on our conference website here:
<https://strongertogether.heysummit.com/replays>.
 We averaged 433 registrations per session and 74 live views per session. We had 522 unique live attendees from Canada, United States, Finland, Japan, Nigeria, and the United Kingdoms.
- Parkland provided an extra \$66,000 for additional eContent paid for from reserves.
- The Parkland and YRL Advocacy Committee were instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all seven library systems in Alberta have met three times and have been very productive. At present their goal is to seek additional provincial funding for libraries.
- Created training videos and support documents on *Introduction to Budgeting, Trustee Orientation, Building rapport with CAOs, Collection Development, and Marketing*.

IT Accomplishments:

- Implemented a new network firewall at PRLS headquarters.
- Increased overall network security to reduce exposure to external threats which included installing new Endpoint Detection and Response software.



- Purchased and replaced 66 desktop and 12 laptop computers throughout the region as well as other peripherals such as monitors, battery backups, receipt printers, etc.
- Replaced one of our critical servers at PRLS headquarters.
- Together with staff from other departments, we initiated a review of our current websites for libraries. This project is ongoing and we will most likely implement new websites for libraries in 2023.
- Assisted both Blackfalds and Sedgewick with their library moves and technology changes.

Marketing Achievements:

- Partnered with Lacombe Days by hosting a BBQ event last July with over 850 attendees to celebrate and raise awareness of Parkland.
- Canadian Library Month Membership drive – internal contest resulting in 875 new members across the region.
- Canadian Library Month Golden Ticket Contest with 481 contest entries to increase member engagement.
- Professional photography taken at 5 member libraries – resulting in 6 videos and 200 photos for libraries to use in their marketing activities.
- Parkland re-evaluated its social media strategy and made some changes to focus on more collections in video content. Staff decreased the quantity of posts to increase the quality. We saw a 271% increase in engagement and a 7% increase in reach.
- Hosted community engagement training for Library Staff demonstrating strategies for how libraries can attract new patrons.
- Performed 15 signage audits for member libraries to ensure libraries are aesthetically pleasing, welcoming, and that signage is effective and up to date.
- Printed and distributed promotional brochures and bookmarks to member libraries
- Created and distributed templates for flyers, brochures, social media posts, and press releases for library promotion.
- 11 library managers were interviewed and featured in CBC's *Recommended Reads series goes rural* program on the radio.
- Organized a region-wide library display contest for libraries with over 4,000 views and 1,300 votes by the public.

Library Services Achievements

- Delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy how to create an advocacy plan for their library. The training was directed towards libraries, Parkland board members, and library staff.
- Created a set of core competencies for library staff and have begun the process of creating a method for evaluation and training.



- Completed a collection analysis of the region's library materials for comparison to Market sales. This data was shared with libraries to assist them with purchasing.
- Created a method of keeping statistics for the types of materials coming in through Inter-Library Loan.
- Created a Cooperative Collection with the intent of filling holes in the system-wide collection and reducing the high volume of out of system borrowing. Primary areas of purchasing included graphic novels, adult nonfiction, and adult fiction. Use of the collection is high overall and Parkland is continuing this project in 2023. We will be monitoring the collection's impact on our out of system borrowing and use by library patrons.
- Completed a wage survey analyzing the hours of operation, compensation packages, and staffing levels of all member libraries.
- Consultant Librarian Haley Amendt presented on Advocacy at the 2022 Marigold Conference with PRLS Trustee and Advocacy Committee Chair, Gord Lawyer.
- Consultant Librarian, Haley Amendt, and Collections Librarian Karyn Goodwillie presented on Collection Development at the 2022 Stronger Together virtual conference.
- Successfully opened the Maskwacis Library Service after a two-year closure. The service point currently is staff by 2 enthusiastic employees and has 102 active card holders.

Other Notable Points

- The Parkland Board hopes that the Government of Alberta will consider increasing operating grants since the last increase was in 2017. However, the board also appreciates the financial challenges being faced by the government and is very grateful for the stable funding provided over the last few years.

Proposed Motion(s)/Recommendation(s)

Motion to approve the Parkland Regional Library System's 2023 Public Library Survey and 2022 Annual Report as presented.

Library System - Survey

System Board

	Name of System Board	Date Approved by Board
	Parkland Library Board	2023-02-23

Phone & Address

Phone and address for the library system's headquarters.

	Phone	Street and No.	P.O. Box	City/Town	Province	Postal Code
	403-782-3850	4565 46 Street		Lacombe	Alberta	T4L 0K2

Contact

Name and contact information for the person filling out the Survey and Annual Report on behalf of the library board.

	Name	Phone	Email
Respondent	Kara Hamilton	403-782-3850	khamilton@prl.ab.ca

Board Members

Please upload a list of current board members (i.e. current board members as of the time of filling in the report). The list must include contact information and board term expiry dates to indicate if they are serving a term of 1, 2 or 3 years. Also, indicate who the current chairperson is.

To upload a document:

Click on **Browse**. A window will appear that will allow you to choose the document you wish to upload. Select the document (PDF, Excel or Word) and click **Open**. The name of the document will appear to right of the Browse button. Click Upload to attach the document to LibPAS. The document should now be listed in the dropdown menu to the left of the Browse button when you click on the dropdown menu.

To Delete or Download the document, click on the dropdown menu to the left of the Browse button. Select the document and click Delete or Download as necessary.

	Board Members
	Board Members for Annual Report 2022-2023.pdf

Board and Executive Committee Meetings

Please give the dates of board meetings held during the reporting year. Use month/day format, e.g. Jan 31, Mar 16, etc.

171

Please give the dates of executive committee meetings held during the reporting year. Use month/day format, e.g. Jan 31, Mar 16, etc.

(As per section 33 of the Libraries Act)

	Dates of meetings
Dates of board meetings	Feb 24, May 19, Sept 15, Nov 17
Dates of executive committee meetings	Jan 27, Mar 24, Apr 28, Jun 16, Aug 18, Oct 13, Dec 15

System Membership

Please report on the following for the reporting year (as of December 31).

	Municipalities	Library boards	Service points
Participating	64	45	4

Schools

Please report on the following for the reporting year.

	Member school authorities	School libraries obtaining services as members of the system	School libraries obtaining services under contract
	0	0	0

System Book Deposits

	Book Deposits
	0

Personnel

This is the beginning of the Annual Report.

Paid

172

Please report all paid staff (including all full-time, part-time, regular, temporary, casual, student and custodial staff), regardless of the source of the salary.

All positions should be expressed in terms of number of staff and total number of hours worked in the reporting year. LibPAS will calculate full-time equivalents (FTE) in terms of a 35 hour work week, which is 1820 hours for the year. For example, one full-time, one part-time, and one temporary employee work a total of 3120 person hours in the year in the category "Library Technician". LibPAS will divide the 3120 hours by 1820, therefore the full-time equivalent for the 3 employees is: 3120 divided by 1820 = 1.7 FTE.

	Number of employees	Total hours (per year)	Total FTE
MLIS or equivalent	7	11,026.00	6.06
Other university degree	2	3,640.00	2.00
Library technician	5	8,435.00	4.63
Computer/network technician	2	3,471.00	1.91
Other tech/college diploma	1	1,820.00	1.00
Other	14	11,499.00	6.32

Unpaid

Please report all unpaid individuals who did work at the library system for the reporting year (e.g. practicum students, work experience placements and volunteers)

	Total number of individuals	Total hours (per year)
	0	0

Acquisitions and Technical Services**Physical Items**

Report the number of physical items for each field below. Include items for school libraries, if applicable (even if they are suppressed in the system's catalogue). Do not include virtual items in this section.

	Items ordered	Items added
	23,008	30,594

Book/Materials Allotment

	Annual per capita allotment	Comments (please provide details about how the allotment is determined and used)
	\$1.13	

System Collections and Resources

Collections and materials that are housed at, and loaned from, the library system's headquarters.

Print Items

Include all books (in all categories) and periodicals in print format. Include both catalogued and uncatalogued print items.

	Print volumes	Periodicals (number of issues)	Total print
	10,065	38	10,103

Non-Print Items

A non-print item is a physical unit of material distinguished from other single units by a separate binding, encasement or other clear distinction. Provide a count of each physical unit for a non-print item by category.

	Audiobooks	Music	Video	Software	Kits	Objects	Other	Total non-print
	3,066		18		113	15		3,212

Virtual Items

Include holdings available in virtual resources or via services to which your system subscribes. Include resources acquired with funds contributed by member library boards for the purchase of virtual items (e.g. eBooks). Please do not include holdings for PressReader or Read Alberta EBooks Collection in your counts.

	eBooks	Periodicals (number of issues)	Audiobooks	Music	Video	Games	Databases	Other	Total virtual
	10,314	¹ 4,483	5,221				² 5		20,023

Totals

	Total physical collection	Total virtual collection	Total collections
	13,315	20,023	33,338

System Circulation

Physical Circulation

174

Circulation of physical items from the system's collection of blocks and/or kits to libraries for the reporting year. Do not include individual items sent to member libraries for checkout to patrons (those are considered interlibrary loans and recorded in a subsequent section). If any items (books, etc.) from the system's collection are checked out directly to a patron record those circulations in "other".

	Blocks	Kits	Other	Total physical circulation
	813	416	171	1,400

Virtual Circulation

Please upload a list of all virtual resources licensed by the library system (including those brokered by TAL) and the Public Library Services Branch (Pronunciator, PressReader, OverDrive Audiobooks and Magazines (formerly RBDigital), Read Alberta Ebooks Collection), along with a corresponding metric (e.g. number of circulations, uses or views - as appropriate for the resource).

If member libraries are reporting circulation statistics for any system licensed e-resources, please do not include those circulations. This is to avoid double counting..

To upload a document:

Click on Browse. A window will appear that will allow you to choose the document you wish to upload. Select the document (PDF, Excel or Word) and click Open. The name of the document will appear to right of the Browse button. Click Upload to attach the document to LibPAS. The document should now be listed in the dropdown menu to the left of the Browse button when you click on the dropdown menu.

To Delete or Download the document, click on the dropdown menu to the left of the Browse button. Select the document and click Delete or Download as necessary.

	Virtual Circulation
	annual report database stats 2022.docx

System Cardholders

Report the number of system cardholders as of December 31. This includes both resident and non-resident library cards of all types (including family cards) issued by the library system. If your library system does not issue cards, check "Not Applicable."

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

	Total System Cardholders
	79

ILL Delivery

175

Please count weekly measures during October or November to ensure consistency across the province. Only include library materials being loaned or returned.

Van Run

	Delivery stops per month	Delivery stops per year	Mileage per week	Mileage per year	Delivery vehicles
	265	3,180	3,451	172,550	3

Van Run - Volume

Number of items moved (sent and received) by system van run. Please count individual items for one week (actual count).

	Items per week	Items per year
	17,666	883,300

Government Courier - Volume

Number of items moved (sent and received) by government courier. Please count individual items for one week (actual count).

	Items per week	Items per year
	949	47,450

Mail - Volume

Number of items mailed from system headquarters. Please count individual items for one week (actual count).

	Items per week	Items per year
	17	850

Other Delivery Methods

List other delivery methods paid for by the system, e.g. private courier.

	Other Delivery Methods

Resource Sharing

176

Interlibrary loan is the loan of a library item or items from the collection at system headquarters to another library, or the supply of a substitute for the requested item, e.g. a photocopy.

	Number of items borrowed	Number of items lent
Within system	1,890	3,905
Within Alberta (but outside of your system)	88	44
Outside of Alberta		
Total	1,978	3,949

Continuing Education**Training Events**

Member library board and staff training events, including conferences, workshops and other group training, held or coordinated by the library system.

	Total number of training events held	Total combined attendance
	30	409

Municipal Councils

Count the number of presentations made to member and non-member municipal councils.

	Visits to Municipal Councils
	5

Consulting Services and Meetings

Consulting

177

Consulting services provided by public library consultants. Do not include network/IT consulting visits - they will be recorded in a subsequent section. Please use your discretion to determine what constitutes a consulting session and put the criteria that you used in the notes field.

	Libraries visited	Consulting visits (on-site)	Consulting sessions (remote)	Consulting session count method	Interactions directly with patrons
	61	30	967	Actual count	9

Meetings

	Number of library manager meetings
	12

Library Programs

	Programs sponsored in member libraries	Program attendance	Outreach events held or attended

Technology and Network Support**IT and Network Consulting**

Please use your discretion to determine what constitutes an IT consulting session and put the criteria that you used in the notes field.

	Libraries visited	IT consulting visits (on-site)	IT consulting sessions (remote)	IT consulting session count method	Helpdesk tickets (resolved)
	34	47	2,405	Actual count	n.a.

Virtual Visits

	Total visits to system website	Total visits to system catalogue	Total virtual visits
	39,638	209,284	248,922

Comments and Accomplishments

Please summarize the major achievements for your library system during the reporting year, and/or provide additional information about your library system, or any aspect of library service in the province. **You may use either the free text box or upload a file.**

To upload a document:

Click on **Browse**. A window will appear that will allow you to choose the document you wish to upload. Select the document (PDF, Excel or Word) and click **Open**. The name of the document will appear to right of the Browse button. Click Upload to attach the document to LibPAS. The document should now be listed in the dropdown menu to the left of the Browse button when you click on the dropdown menu.

To Delete or Download the document, click on the dropdown menu to the left of the Browse button. Select the document and click Delete or Download as necessary.

	Free text	File upload
		2022 Annual Report Accomplishments.pdf

¹, This is the number of magazines in Overdrive - they don't give us a number for issues.(0-2023-01-11)

², Ancestry, Consumer Reports, Cypress Resumes, Grant Connect, Niche Academy. Solaro and Novelist were cancelled during 2022(0-2023-01-11)



Approval of the 2022 Outlet Annual Reports

Explanation

Included in this package are the annual reports for the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

- Brownfield Community Library – County of Paintearth
- Nordegg Public Library – Clearwater County
- Spruce View Community Library – Red Deer County
- Water Valley Public Library – Mountain View County

Included with this briefing note are significant highlights from the annual reports of each library. Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Should you have any questions about the reports or Parkland's outlet libraries, please bring them to the meeting.

Brownfield Community Library Accomplishments

We had over 2500 people visit our library this year. We were also pleased to have 10 volunteers involved in various library services and events. We were closed for approximately two weeks in June as the library received some much-needed renovations and re-painting.

Nordegg Public Library Accomplishments

We were happy to be open 12 hours per week over 4 different days. We now have 12 volunteers helping run services here in Nordegg. The library manager position is still vacant and we are looking forward to filling this position. Over the past year, the library in Nordegg has experienced noteworthy challenges due high turnover among the volunteers who run the library. With an operating budget of a little over \$6,300 a year, approximately 2/3 of library's budget was expended on utilities in 2022. Parkland staff are working with Clearwater County to put the library on more sustainable footing, preferably with paid staff. Among the discussion points are moving the library to the local school which has been repurposed and which would eliminate utility costs.



Spruce View Community Library Accomplishments

Our *1,000 Books Before Kindergarten* is still going strong with about 38 kids participating, and we have 10 kids who have reached 1,000 books already!! We are also partnering with the Innisfail and Area Family Resource Centre to bring an early literacy program to our library, which is very well attended. Our Quilting/Craft group is still meeting once a month. Also, Lego is still a huge hit around here with about 40 kids attending every 2 weeks!

Water Valley Public Library Accomplishments

The Water Valley Public Library and the local area has really grown in the last year. This year, the library has really been focusing on expanding our program offerings. We currently offer four full time children's programs, two regular adult program offerings as well as additional programs being added as a one off. We are really looking forward to being a central hub in the community for learning and gathering.

Proposed Motion(s)/Recommendation(s)

Motion to approve the annual reports from Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

[Click access the instructional webinar on Completing the Survey and Annual Report](#)

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the Libraries Regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2023-02-23

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

	Name of library
	Brownfield Community Library

Phone, Email, Website

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

182

	Library phone	Library email	Website
	403-578-2247	brownfieldlibrary@prl.ab.ca	brownfieldlibrary.prl.ab.ca

Address

Report the current address of the library.

	Address of library	P.O. Box	City/Town	Province	Postal Code
	#4 Silver Heights Road W	Box 63	Brownfield	AB	T0C 0R0

Contacts

Library Manager: Provide the name and email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Darvy Gilbertson	darvyg@gmail.com
Respondent (if different than above)		

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.
2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	625

Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Staff

183

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	0	0.00
All other credentials (e.g. high school, diploma, other university degree)	2	625.00
Total	2	625.00

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	10	195.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	505	493
Non-print items	34	7
Total	539	500

Print and non-print items

184

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	6,257	528	6,785

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	0	1	1

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	0	0	0	0

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	6,786	0	6,786

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing. ¹⁸⁵

	Library board contribution
	\$0.00

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	4,115	253	2	88	461	41	4,960

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	1,468	3,136
Outside of Alberta	0	0
Total	1,468	3,136

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

186

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	270

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	110

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	2,650	315

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions. ¹⁸⁷

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	39	72

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	0

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	0

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	1	0	1

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	38	11,029

Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	School board

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	114.0

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	Yes (permanently)	Library was moved within the school to another bigger room. This is permanent
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	Yes	We were closed for approx 2 weeks in June 2022 for renovations/painting, etc

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

190

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	0	0
Young adult	0	0
Adult	0	0
Multigenerational	0	0
Total	0	0

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

191

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	0	0

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	0	0

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered ~~100%~~¹⁰⁰ remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	0	0

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

193

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	0	0

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	0	0

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

In the reporting year, **did your library offer curbside pickup to library users?** Select the answer from the choices below. If you wish to provide additional information please use the note field.

	Curbside pickup

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

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

	Accomplishments & comments

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

[Click to access the instructional webinar on Completing the Survey and Annual Report.](#)

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the Libraries Regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2023-02-23

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

	Name of library
	Nordegg Public Library

Phone, Email, Website

196

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Website
	403-800-3667	nordegglibrary@prl.ab.ca	https://nordegglibrary.prl.ab.ca/

Address

Report the current address of the library.

	Address of library	P.O. Box	City/Town	Province	Postal Code
	10 Stuart Street		Nordegg	AB	T0M 2H0

Contacts

Library Manager: Provide the name and email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	vacant	Nordegglibrary@prl.ab.ca
Respondent (if different than above)	Rolf Adolph	rolfadolph@gmail.com

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.

2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	636

Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Staff

197

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	0	0.00
All other credentials (e.g. high school, diploma, other university degree)	0	0.00
Total	0	0.00

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	12	740.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	58	146
Non-print items	62	37
Total	120	183

Print and non-print items

198

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	4,073	1,230	5,303

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	n.a.	n.a.	0

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	n.a.	0

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	5,303	0	5,303

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	n.a.

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	701	675	0	70	350	9	1,805

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	2,112	799
Outside of Alberta	0	0
Total	2,112	799

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

200

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	34

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	71

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	818	1,207

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	0	6

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	n.a.

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	n.a.

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	3	n.a.	3

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	35	8,571

Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Municipality

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	77.2

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

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- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	0	0
Young adult	0	0
Adult	0	0
Multigenerational	0	0
Total	0	0

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

205

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	n.a.	0

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	0	0

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered ~~202~~ ²⁰⁶otely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	n.a.	0

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

207

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	n.a.	0

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	0	0

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

In the reporting year, **did your library offer curbside pickup to library users?** Select the answer from the choices below. If you wish to provide additional information please use the note field.

	Curbside pickup
	No, we did not offer it at all in 2022

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

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

	Accomplishments & comments

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

[Click to access the instructional webinar on Completing the Survey and Annual Report.](#)

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the Libraries Regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2023-02-23

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

	Name of library
	Spruce View Community Library

Phone, Email, Website

210

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Website
	403-728-0012	svlibrary@prl.ab.ca	https://svlibrary.prl.ab.ca

Address

Report the current address of the library.

	Address of library	P.O. Box	City/Town	Province	Postal Code
	3054 Highway 54	Box 130	Spruce View	Ab	T0M 1V0

Contacts

Library Manager: Provide the name and email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Paddy Birkeland	svlibrary@prl.ab.ca
Respondent (if different than above)		

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.

2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	1,950

Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Staff

211

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	0	0.00
All other credentials (e.g. high school, diploma, other university degree)	1	829.00
Total	1	829.00

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	2	287.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	236	169
Non-print items	48	16
Total	284	185

Print and non-print items

212

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	2,709	2,006	4,715

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	1	n.a.	1

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	n.a.	0

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	4,716	0	4,716

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	n.a.

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	5,354	1,641	0	620	1,200	162	8,977

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	5,722	2,491
Outside of Alberta	0	0
Total	5,722	2,491

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

214

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	150

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	219

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	5,202	1,767

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions. 215

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	0	0

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	n.a.

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	n.a.

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	2	n.a.	2

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	450	3,530

Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	School board

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	50.0

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

218

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	19	482
Young adult	0	0
Adult	6	52
Multigenerational	1	37
Total	26	571

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

219

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	n.a.	0

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	1	37

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered ~~220~~ ²²⁰otely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	n.a.	0

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

221

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	n.a.	0

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	27	608

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

In the reporting year, **did your library offer curbside pickup to library users?** Select the answer from the choices below. If you wish to provide additional information please use the note field.

	Curbside pickup
	Yes, but we no longer offer it

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

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

	Accomplishments & comments
	An increase in homeschoolers has increased the traffic in the library. We started 1000 Books Before Kindergarten which was very well received. Lego is still our most popular after school program with about 40 children attending.

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

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	Date report approved by library board
	2023-02-23

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

	Name of library
	Water Valley Public Library

Phone, Email, Website

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

224

	Library phone	Library email	Website
	403-637-3899	watervalleylibrary@prl.ab.ca	https://watervalleylibrary.prl.ab.ca/

Address

Report the current address of the library.

	Address of library	P.O. Box	City/Town	Province	Postal Code
	#10 29376 Range Rd 52	250	Water Valley	AB	T0M 2E0

Contacts

Library Manager: Provide the name and email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Jill Maier	watervalleylibrary@prl.ab.ca
Respondent (if different than above)		

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.

2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	750

Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Staff

225

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	0	0.00
All other credentials (e.g. high school, diploma, other university degree)	11	1,551.50
Total	11	1,551.50

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	10	150.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	493	1,287
Non-print items	32	22
Total	525	1,309

Print and non-print items

226

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	6,203	687	6,890

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	n.a.	3	3

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	n.a.	0

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	6,893	0	6,893

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	n.a.

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	5,099	568		194	371	356	6,588

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	3,041	3,056
Outside of Alberta	0	0
Total	3,041	3,056

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

228

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	331

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	155

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	2,077	5,192

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions. 229

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	400	800

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	n.a.

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	n.a.

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	3	n.a.	3

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	320	19,893

Facility

Provide Information on the building the library was housed in during the reporting year.

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Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Society

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	64.8

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

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- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	59	492
Young adult	0	0
Adult	8	136
Multigenerational	40	194
Total	107	822

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

233

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	n.a.	0

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	0	0

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered ~~234~~ remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	n.a.	0

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

235

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	n.a.	0

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	107	822

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

In the reporting year, **did your library offer curbside pickup to library users?** Select the answer from the choices below. If you wish to provide additional information please use the note field.

	Curbside pickup
	No, we did not offer it at all in 2022

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

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

	Accomplishments & comments



Website Refresh Project

History

In 2015, Parkland initiated a project to replace the aging websites that were used by 50 members libraries at the time. The Sitecore Content Management System (CMS) was licensed and a website development company named Fishtank were hired to perform the work. The total cost for the initial project was \$121,920.00.

In 2016, both Yellowhead Regional Library System and Chinook Arch Regional Library System deployed their member library websites on our existing infrastructure. Parkland was able to recuperate \$77,200.00 to offset the cost of the initial project. Our Sitecore license agreement was also amended and the cost went from \$6,720.00 to \$17,400.00 per year, however, that was split evenly between the three regional library systems.

Over a span of eight years, the cost for the initial project/investment in 2015 is only \$5,590.00/year (that does not include the annual maintenance for the Sitecore license). Relatively speaking, it has been a great functional and financial investment which provided modern websites to 50 public libraries throughout the region.

Current Situation

On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through our Sitecore server, which was corrected after the investigation. While a website refresh project had already been discussed internally, the network compromise forced the fact that we need to update our existing Sitecore infrastructure.

Over the past number of months, we have investigated various scenarios for providing websites to libraries and we have now solidified a path forward. The website team has concluded that we need a fresh implementation on Sitecore for the following reasons:

- We own our Sitecore license in perpetuity.
- Yellowhead Regional Library System and Chinook Arch Regional Library System are in the process of moving their websites to a different platform. This will simplify our new Sitecore instance while also reducing exposure to future security compromises.
- Parkland and member library staff are already familiar with working on the Sitecore platform.
- Our relationship with and the quality of work we have received from Fishtank over the years has been superb.



- Our annual Sitecore maintenance fee is either on par with other platforms or significantly less than many of the cloud-based options available to us. Some options were between \$75,000.00 - \$150,000.00 per year.
- The Parkland website team has also done a significant amount of statistical analysis and also gathered input from member library staff and patrons which will help direct our decisions when it comes to the look and feel of the new websites.

The Parkland website team is requesting that the board approve up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer. The Technology Reserve is currently valued at \$542,260

Proposed Motion(s)/Recommendation(s)

Motion to move up to \$200,000 from the Technology Reserve in support of the Website Refresh Project.



Parkland Bylaw Revisions

Explanation

Parkland needs to revise a number of its bylaws related to our in-house collections. The bylaws thus affected are:

- 5.1 The terms and conditions under which public library property may be used or borrowed by members of the public.
- 5.2 Penalties to be paid by members of the public for abuse of borrowing privileges.
- 5.3 The terms and conditions under which borrowing privileges may be suspended or forfeited.

All references to loan periods and fines have been removed from the Parkland Bylaws noted above.

Changes to the Bylaws have been included and noted in red.

While policies can be approved by a single motion of the Board, bylaws require three readings and therefore need to be dealt with separately from the policies.

Proposed Motion(s)/Recommendation(s)

Motion to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (First Reading)

Motion to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Second Reading)

Motion to proceed to the third reading of Parkland Bylaws 5.1, 5.2, and 5.3.

Motion to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Third Reading)

5. BYLAWS

5.1 THE TERMS AND CONDITIONS UNDER WHICH PUBLIC LIBRARY PROPERTY MAY BE USED OR BORROWED BY MEMBERS OF THE PUBLIC (See the *Libraries Act*)

~~The loan period shall be three weeks with three renewals for print and audio books, and one week for DVDs and compact disks, unless otherwise specified by library staff.~~

~~There shall be a limit of 50 items borrowed per borrower's card as circulated through the Integrated Library Service (ILS). Audiovisual items have a limit of twenty items per borrower card. Materials that can be downloaded such as eBook and eAudio books, or streaming media services, have check out limits that vary and access may be subject to the limitation imposed by subscription agreements.~~

Patrons will be subject to the loan periods for physical materials as set within the integrated library system.

Library staff shall be allowed discretion in setting such loan periods and number of items lent under extenuating circumstances as deemed in the best interest of patron convenience and library collection maintenance.

5.2 PENALTIES TO BE PAID BY MEMBERS OF THE PUBLIC FOR ABUSE OF BORROWING PRIVILEGES (See the *Libraries Act*)

~~Penalties for overdue items shall be imposed at a rate of \$0.25 per day, per item, with a two-day grace period, to a maximum of the dollar value of the item.~~

The replacement cost of damaged materials must be paid by the borrower. If an overdue item is considered lost, the patron must pay the ~~accumulated fines in addition to the~~ replacement cost of the item.

5.3 THE TERMS AND CONDITIONS UNDER WHICH BORROWING PRIVILEGES MAY BE SUSPENDED OR FORFEITED (See the *Libraries Act*)

~~Patrons will be notified regarding overdue library materials. After the fourth notification, overdue library materials will be assumed lost and the patron shall be charged the total replacement cost of the item(s).~~

~~Borrowing privileges will be suspended when the overdue fines have reached \$25.00 or more, and will be reinstated upon the return of the overdue item(s) and the payment of the accumulated fines.~~

Abuse of borrowing privileges, mutilation or destruction of library materials or other actions considered inappropriate by PRLS staff, may result in withdrawal of card privileges or imposition of ~~fines and penalties, or both,~~ as described in 5.2.



PRLS Outlet Bylaw Revisions

History

Parkland has four outlet libraries for which the PRLS board is the board of record. These libraries are:

1. Brownfield Community Library in Paintearth County
2. Nordegg Public Library in Clearwater County
3. Spruce View Community Library in Red Deer County
4. Water Valley Public Library in Mountain View County

As public service points, the board has passed bylaws as allowed under the Alberta Libraries Act. Some of these bylaws require updating. These include:

Bylaw 3.2 – Borrower’s Card Fees (changed to Fees and Fines)

- B/W printing/copying - .20 per page
- Colour printing/copying - .50 per page
- Laminating - \$1 per page
- Faxing - .25 per page
- Library Cards – Free
- Overdue fines - .25 per day (to the maximum allowed by Polaris)

Bylaw 3.5 - Borrowing Periods

All specific references to loan periods, item limits, and fines have been removed and are subject to those set in the integrated library system.

Bylaw 3.6 – Penalties

Moved references to overdue library materials to Bylaw 3.2 – Fees and Fines

References to fines, abuse of borrowing privileges and damage to materials have been removed.

Bylaw 3.7 - The terms and conditions under which borrowing privileges may be suspended or forfeited. (Now Bylaw 3.6)

Has been added regarding borrowing periods suspension or forfeiture.

Please refer to the bylaws included in your package for details.

Proposed Motion(s)/Recommendation(s)

Motion to accept the changes to Parkland’s Bylaws as presented. (First Reading)

Motion to accept the changes to Parkland’s Bylaws as presented. (Second Reading)

Motion to proceed to the third reading of Parkland’s Bylaws

Motion to accept the changes to Parkland’s Bylaws as presented. (Third Reading)

3.1 **BORROWER'S
CARDS**

Any resident living in a county where an outlet library is located is eligible to apply for a borrower's card from that outlet library.

Library staff may issue a borrower's card to a person who has made proper application and paid any applicable fee(s).

3.2 **BORROWER'S
CARD FEES AND
FINES**

Borrower's card fees are as follows:

- Individual and family: Free (donations accepted)
- Institutional: \$15.00
- Non-Resident/Temporary* \$60.00/year or \$5/month*

A borrower's card shall be issued to each borrower. It shall be valid for one year from date of issue.

*Temporary cards offer the same service levels as non-resident cards but can be acquired in increments of as little as one month.

Patrons will be notified regarding overdue library materials. After the third notification, overdue library materials will be assumed lost and the patron shall be charged total replacement cost of the items

Fees are as follows:

- B/W printing/copying - .20 per page
- Colour printing/copying - .50 per page
- Laminating - \$1 per page
- Faxing - .25 per page
- Library Cards – Free
- Overdue fines - .25 per day (to the maximum accumulation of fines allowed by the integrated library system)

- 3.3 **RESPONSIBILITIES OF A BORROWER** A borrower's card may only be used by the person to whom it has been issued.
- A borrower shall notify library staff of any change to name, address, email address and/or telephone number.
- A borrower should take proper care of any library item entrusted to their care and will be asked to compensate the library for any library items damaged or lost while in their possession.
- A borrower should return to the library or renew any library item in their possession, on or before the due date.
- 3.4 **LOAN OF LIBRARY RESOURCES** In accordance with the *Libraries Act* there shall be NO CHARGE for the use of library resources on library premises or borrowing library resources normally lent by the library. There shall also be no charge for consultations with members of the library staff or for receiving basic information service.
- 3.5 **BORROWING PERIODS** ~~The loan period shall be 3 weeks with 3 renewals for print and audio books, 3 weeks for DVD multi-sets and 1 week with 5 renewals for DVD movies, music CDs and magazines, unless otherwise specified by library staff.~~
- ~~There shall be a limit of 50 items borrowed per borrower's card. DVDs, music CDs and other special formats have a limit of 10 items per format per borrower's card.~~
- Patrons will be subject to the loan periods for physical materials as set within the integrated library system.
- Library staff shall be allowed discretion in setting such loan periods and number of items lent under extenuating circumstances as deemed in the best interest of patron convenience and library collection maintenance.

3.6 **PENALTIES**

Patrons will be notified regarding overdue library materials. After the third notification, overdue library materials will be assumed lost and the patron shall be charged total replacement cost of the items.

Penalties for overdue items shall be imposed at a rate of \$0.25 per day, per item, with a two-day grace period, to a maximum of the dollar value of the item. Borrowing privileges will be suspended when the overdue fines have reached \$25.00, and will be reinstated upon the return of the overdue items and the payment of the accumulated fines.

Abuse of borrowing privileges, causing disturbances on library premises, mutilation or destruction of library materials or premises, or other actions considered inappropriate by the Library Manager, may result in withdrawal of borrower's card privileges or imposition of fines and penalties, or both, as provided for in the *Libraries Act*.

If library materials are damaged while in the possession of the borrower, the replacement cost of the damaged materials will be applied to the borrower's account. If an overdue item is considered lost, the borrower will be charged the accumulated fines plus the replacement cost of the item. However, as per the policy on waiving of fines and fees, fines and fees may be waived at the Library Manager's discretion.

3.6 **THE TERMS AND CONDITIONS UNDER WHICH BORROWING PRIVILEGES MAY BE SUSPENDED OR FORFEITED**

Abuse of borrowing privileges, causing disturbances on library premises, mutilation or destruction of library materials or premises, or other actions considered inappropriate by the Library Manager, may result in withdrawal of borrower's card privileges or imposition of penalties, as provided for in the *Libraries Act*.

If library materials are damaged while in the possession of the borrower, the replacement cost of the damaged materials will be applied to the borrower's account. If an overdue item is considered lost, the borrower will be charged the replacement cost of the item. However, as per the policy on waiving of fines, fines may be waived at the Library Manager's discretion.

3.7 **ACCESS TO THE PUBLIC LIBRARY PORTION OF THE BUILDING**

The portion of the building used for public library purposes is open to any member of the public free of charge during the hours of opening as set by the Local Society.



Advocacy Committee Report

Explanation

Despite only meeting twice since the November board meeting, Parkland's Advocacy Committee has accomplished much.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The committee reviewed a number of documents prepared by Parkland staff including:

- A guide for when library boards present their budgets to municipal councils
- A return-on-investment document prepared specifically for use among Parkland libraries
- The 2022 Advocacy Committee Workplan

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)
2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.

The Systems Advocacy committee has been working diligently on a joint effort to increase funding from the provincial government. Since 2023 is an election year, it is optimal timing to solicit a commitment from the government. To ensure success, the committee has developed a comprehensive strategy that includes library and system board members engaging with current MLAs and Candidates to share key messages that communicate the value of libraries in Alberta.

Here is a list of the accomplishments of the committee to date:

- Welcome letters sent to the Premier and Minister of Municipal affairs jointly with YRL (included)
- Joint funding request letter was sent to the Minister of Municipal Affairs (included)
- Responses received for all letters sent – with positive remarks about libraries (included)



- Article in CBC regarding the funding request (included)
- Advocacy communications plan created and shared with all member libraries of all systems, mid-sized libraries, large urban libraries, The Alberta Library (TAL), Alberta Library Trustees Association (ALTA), and Library Association of Alberta (LAA.)
- Attending a meeting organized by the Public Library Services Branch (PLSB) along with all the other major public libraries in Alberta where requests for additional provincial funding were brought to the attention of meeting guest Rebecca Schulz, the Minister of Municipal Affairs
- Advocacy guide created and distributed to all member libraries of all systems, library board members, Parkland board members, mid-sized libraries, large urban libraries, TAL, ALTA, and LAA
- Website content created and page created for PRLS website
- Take away documents created and distributed
- A press release has been created and issued explaining how inflation is negatively impacting libraries

Parkland has also been working to help libraries with the burgeoning issue of book banning. Over the last few years in the United States, there have been growing challenges related to banning books in public libraries. As things often do, we are seeing this troubling trend trickle up into Canada. Parkland has compiled some resources and best practices to help any libraries that encounter this situation and will distribute them to library managers and board chairs.

A final document has been included which is proving very useful in advocacy work. Parkland staff have compiled the 2022 budgets for all of our member libraries. A summary spreadsheet has been included in your package. This has allowed Parkland to calculate the total cost of public library service as a whole.

In 2022, public library service cost \$7,332,490.19. If you add Parkland's budget of \$3,536,451, public library service for the region as a whole cost \$10,868,941.19. This does not include in-kind contributions by municipalities. Parkland staff have found it very challenging to obtain in-kind contribution statistics for libraries.

Researching the budgets of municipal libraries has yielded one very disturbing fact; 43% of Parkland's member libraries deficit budgeted in 2022. Unless funding for public libraries is increased, the acute effects of inflation will inevitably result in a decline in library service. Needless to say, the Advocacy Committee has its work cut out for the next year.

Proposed Motion(s)/Recommendation(s)

Motion to receive for information.

November 2, 2022

Hon. Danielle Smith, Premier
307 Legislature Building
10800-97 Avenue, NW
Edmonton, AB T5K 2B6

Dear Premier Smith:

Congratulations on becoming Premier of Alberta. We look forward to continuing to work with your government to provide exceptional library services to the people of Alberta.

Rural libraries are a vital support to the government's goals to foster economic growth, expand employment opportunities, and improve the quality of life for Albertans. Alberta has seven regional library systems that support the operations of autonomous, municipal libraries in rural communities.

In a typical year, public libraries in Alberta are visited more than 20 million times, circulate more than 35 million items, and offer tens of thousands of programs for all ages. Public libraries are welcoming community hubs that connect, inform, and inspire people of all ages. Libraries help to build a stronger province by creating opportunities for all.

Regional library systems enable rural areas, with limited community infrastructure, to access a world of resources essential to our digital and information-dependent way of life.

The enduring value of libraries has been made even more apparent during the COVID-19 pandemic. Unlike many other publicly funded bodies which shut down entirely, most public libraries adapted and continued to provide services in new and creative ways, despite times when they were closed to the public. Furthermore, the continuing economic hardship resulting from COVID-19 means the services and programs offered by public libraries are more important than ever.

Libraries are one of the most effective and impactful uses of public funding. Strong libraries equal strong communities. Together we can help ensure that all Albertans have access to broad band internet, authoritative information, technology, tools, and services needed to help our province thrive. wish you success as you lead our province, and we look forward to working with you and your government.

Yours sincerely,



Debra Smith, Board Chair
Parkland Regional Library System



Hank Smit, Board Chair
Yellowhead Regional Library





Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

December 13, 2022

Debra Smith, Board Chair
Parkland Regional Library System
Hank Smit, Board Chair
Yellowhead Regional Library
4565 - 46 Street
Lacombe AB T4L 0K2

Dear Debra Smith and Hank Smit:

Thank you for your letter about the influence of regional public library services. Your support is both vital and appreciated as we begin a new chapter in our story and start putting our province first. I am honoured to serve the people of Alberta.

Though there are challenges to overcome, our province is full of opportunity. Albertans are counting on our government to deliver on a clear and bold mandate. Our efforts have already begun with actions to address the affordability crisis and reform our health-care system. My team and I will also focus on creating jobs, strengthening our economy, and protecting the most vulnerable among us so all Albertans can prosper. By respectfully working together, we can keep building one of the greatest places on Earth to live, work and raise our families.

Thank you again for writing. We have a long road in front of us and lots to do, but Albertans' best days are ahead. I look forward to working with you.

Sincerely,

Honourable Danielle Smith
Premier of Alberta

November 2, 2022

Hon. Rebecca Schulz
Minister of Municipal Affairs
320 Legislature Building
10800-97 Avenue, NW
Edmonton, AB T5K 2B6

Dear Minister Schulz:

Congratulations on your appointment as Minister of Municipal Affairs. We look forward to continuing to work with your Ministry, particularly the staff of the Public Library Services Branch, to provide exceptional library services to the people of Alberta.

Rural libraries are a vital support to the government's goals to foster economic growth, expand employment opportunities, and improve the quality of life for Albertans. Alberta has seven regional library systems that support the operations of autonomous, municipal libraries in rural communities.

In a typical year, public libraries in Alberta are visited more than 20 million times, circulate more than 35 million items, and offer tens of thousands of programs for all ages. Public libraries are welcoming community hubs that connect, inform, and inspire people of all ages. Libraries help to build a stronger province by creating opportunities for all.

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The enduring value of libraries has been made even more apparent during the COVID-19 pandemic. Unlike many other publicly funded bodies which shut down entirely, most public libraries adapted and continued to provide services in new and creative ways, despite times when they were closed to the public. Furthermore, the continuing economic hardship resulting from COVID-19 means the services and programs offered by public libraries are more important than ever.

Libraries are one of the most effective and impactful uses of public funding. Strong libraries equal strong communities. Together we can help ensure that all Albertans have access to broad band internet, authoritative information, technology, tools, and services needed to help our province thrive. We wish you much success, and look forward to working with you.

Yours sincerely,



Debra Smith, Board Chair
Parkland Regional Library System



Hank Smit, Board Chair
Yellowhead Regional Library





Office of the Minister
MLA, Calgary-Shaw

November 25, 2022

AR110159

Debra Smith
Board Chair
Parkland Regional Library System
4565 - 46 Street
Lacombe AB T4L 0K2

Hank Smit
Board Chair
Yellowhead Regional Library
Box 4270, 433 King Street
Spruce Grove AB T7X 3B4

Dear Ms. Smith and Mr. Smit:

Thank you for your letter of November 2, 2022, congratulating me on my appointment as Minister of Municipal Affairs. It is an honour and a privilege to serve Albertans, and I look forward to working with all stakeholders to support Alberta's municipalities and public libraries.

Public libraries play a critical role in keeping people connected and informed, especially in rural communities across our province where access to shared spaces and resources may be limited. I also recognize the critical role that our seven library systems, including Parkland Regional Library System and Yellowhead Regional Library, play in supporting and enhancing the library services available across the province. I am proud of the work public libraries do to enrich the lives of Albertans every day.

The Government of Alberta is committed to public library service, and Municipal Affairs will continue to provide support through operational funding to library boards and the management of the Public Library Network and its services.

Thank you again for writing and for the important work you do. I look forward to working with Parkland Regional Library System, Yellowhead Regional Library, and all library stakeholders, as we continue to ensure Albertans have access to this vital public service.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Schulz', is written over a faint, larger signature.

Rebecca Schulz
Minister

RECEIVED

DEC 9 2 2022



November 7, 2022

Hon. Rebecca Schulz
Minister of Municipal Affairs
320 Legislature Building
10800-97 Avenue, NW
Edmonton, AB T5K 2B6

Dear Minister Schulz:

As Board Chairs of the seven library systems, we want to thank you for maintaining stable funding for public libraries during the last several years. We realize your government has faced many challenges with limited financial resources.

Many Albertans are struggling as well, which has forced many families to rely on public libraries more than ever. To support the province's economic recovery and help Albertans with essential resources many can no longer afford, we ask you to consider increasing funding to public libraries. *Here's why.*

Grant rates have not increased since 2017

Operating grants for public libraries are issued on a per capita basis and have not increased since 2017. The per capita grants are \$5.55 for public libraries and \$4.70 for library systems. Over the past five years, the cost of delivering library services has increased, and especially during and since the pandemic.

Population data is outdated

We ask that your Ministry use more up to date population statistics on which to calculate these grants. Many of our rural communities have noted that the population figures being used do not reflect their current number of residents.

Factor inflation

We would also ask that your Ministry consider examining library grants within the context of inflation, which has been an issue for all Albertans. For regional libraries, for example, the increased and fluctuating cost of gasoline directly impacts our budgets as we deliver materials to remote and rural areas across the province. This critical access to materials and resources is important to individuals and families as they work to recover from the pandemic and other factors that have impacted their lives.



These changes would result in an essential increase to the base grant for²⁵² libraries operating in small communities. *It would make a significant difference to the people of rural Alberta.*

Public libraries have always been a vital service in Alberta communities. This was especially the case over the last two years when COVID-19 shut down most other public services. During this time, public libraires changed many of their services to online, they engaged in curbside pick up for resources, library systems invested heavily in additional eBooks and eAudio books, and public libraries were a major distribution hub for face masks as part of a Government of Alberta initiative. So important were public libraries to the Government of Alberta's COVID-19 response strategy, that they operated under the same standards as essential services.

The last increases to public library funding were made by the Conservative Government of the late Hon. Jim Prentice. As we approach a provincial election in the spring, we ask that you reflect on our request for increased provincial funding for public libraries which would demonstrate to a grateful Alberta public your government's commitment to this essential public service.

Yours sincerely,

Vic Mensch

Vic Mensch, Board Chair
Chinook Arch Regional Library
System

John Getz

John Getz, Board Chair
Marigold Library System

A handwritten signature in black ink, appearing to read "V. Lefebvre".

Vicky Lefebvre, Board Chair
Northern Lights Library
System

A handwritten signature in blue ink, appearing to read "Debra Smith".

Debra Smith, Board Chair
Parkland Regional Library
System

A handwritten signature in black ink, appearing to read "Carolyn Kolebaba".

Carolyn Kolebaba, Board Chair
Peace Library System

A handwritten signature in black ink, appearing to read "D. Kilpatrick".

Dwight Kilpatrick, Board Chair
Shortgrass Library System

A handwritten signature in blue ink, appearing to read "H. Smit".

Hank Smit, Board Chair
Yellowhead Regional Library



ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Calgary-Shaw

AR110198

November 29, 2022

Vic Mensch
Board Chair
Chinook Arch Regional Library
2902 - 7 Avenue North
Lethbridge AB T1H 5C6

Carolyn Kolebaba
Board Chair
Peace Library System
8301 - 110 Street
Grande Prairie AB T8W 6T2

John Getz
Board Chair
Marigold Library System
B 1000 Pine Street
Strathmore Alberta T1P 1C1

Dwight Kilpatrick
Board Chair
Shortgrass Library System
2375 - 10 Avenue SW
Medicine Hat AB T1A 8G2

Vicky Lefebvre
Board Chair
Northern Lights Library System
5615 - 48 Street
Postal Bag 8
Elk Point AB T0A 1A0

Hendrik Smit
Board Chair
Yellowhead Regional Library
Box 4270
433 King Street
Spruce Grove AB T7X 3B4

Debra Smith
Board Chair
Parkland Regional Library System
4565 - 46 Street
Lacombe AB T4L 0K2

Dear Board Chairs:

Thank you for your letter of November 8, 2022, regarding a requested increase to provincial funding for public libraries. I appreciate hearing ideas from stakeholders about how we can best serve Albertans and build thriving communities.

The Government of Alberta is committed to library services and I recognize the critical value libraries have in building community and keeping people connected, especially in rural Alberta. As you know, Budget 2022 provided stable operational funding to more than 230 library boards across Alberta, including the seven library system boards. Municipal Affairs has also maintained funding for Public Library Network services such as provincewide eContent, SuperNet connectivity, services for print-disabled readers, and interlibrary loan services.

.../2

- 2 -

I recognize that while funding has remained stable and predictable, libraries are dealing with rising inflation as well as new and increasing demands. I also appreciate that the large geographic areas served by the library systems present specific challenges and I look forward to discussing those further with the library community.

Municipal Affairs will give your funding request careful consideration as the Government of Alberta prepares for its next budget. Thank you for your advocacy for library services and for the important work you do.

Sincerely,



Rebecca Schulz
Minister

CBC Edmonton

Alberta's rural library systems plead for more provincial funds as inflation erodes budgets

No increase to provincial portion of funding since 2015

[Michelle Bellefontaine](#) · CBC News · Posted: Nov 09, 2022 8:00 AM MT | Last Updated: November 9



The seven regional library systems are funded by provincial grants and levies charged to library boards and municipalities. (Shutterstock)

Alberta's seven library systems, which provide shared services for smaller rural libraries, are asking the provincial government to increase their funding for the first time in seven years.

The systems provide book purchasing, digital resources, inter-library loans, delivery, cataloguing, and IT support to libraries outside Alberta's large and mid-sized cities.

They are funded by provincial grants and levies charged to library boards and municipalities.

While the government hasn't cut its portion of funding, the amount has been frozen since 2015. But inflationary pressures are making it harder for libraries to balance the books.

"When you don't receive increases in funding for seven-plus years, your buying power is reduced," said James MacDonald, executive director of the Northern Lights Library System.

"You just can't make that dollar stretch quite as far as you'd like it to."

NLLS is based in Elk Point, about 210 kilometres northeast of Edmonton. It supports 49 libraries in northeastern Alberta and includes towns like Cold Lake, Vegreville, Wainwright and Lamont.

MacDonald said provincial grants used to fund 50 per cent of operations — now it only covers around a third.

NLLS and the other six regional library systems will present a united front in a letter to be sent to Rebecca Schulz, Alberta's new minister of municipal affairs. They are urging her to increase library funding to at least to meet the rate of inflation. Libraries that are members of the regional systems are also dealing with budget challenges.

Municipal library boards in the large and mid-size cities are advocating for more funding. Alberta continues to base its grants using population numbers from 2016, which hurts libraries in cities that have seen their populations rise.

Schulz hasn't indicated if a funding increase is under consideration for the next provincial budget, expected in February. A statement from her press secretary reiterated the funding the government already provides — \$30.5 million annually to over 200 municipal library boards and the seven library systems.

Alberta is projecting a \$13.2 billion surplus by the end of the current fiscal year.

Keeping up with inflation

In the meantime, costs continue to go up. The price of books, licenses for electronic resources and utilities have increased.

Library systems used to be able to access the provincial government's courier system to deliver inter-library loans. That was scaled back three years ago, meaning library systems had to buy their own vans. The high cost of fuel is now eating up their budgets.

The Peace Library System covers 46 libraries in northwest Alberta, including those in Slave Lake, High Level and Peace River.

Chief executive officer Louisa Robison is facing the same budgetary constraints. The PLS covers the largest area in Alberta but has the second smallest population — a big factor in a funding formula based on a per-capita model.

The costs of fueling the system's two vans has nearly doubled in the past year, she said.

Something always needs to get cut before she can introduce anything new.

"I would love to be able to hire a couple of people to do more services for our libraries, but I just don't have the funds for it," Robison said.

Supporting rural communities

PLS didn't raise its levy this year but NLLS requested a 1.5 per cent increase, the first in three years.

Tim MacPhee, the mayor of Vegreville, said town council agreed to the increase. He said it is costing more for the board to offer the same services as last year.

"I imagine they're struggling and trying to find more efficiencies in the way they operate," he said. "When it comes down to it, funding levels need to go up just to pay for the cost of inflation."

MacDonald and Robison said their member libraries provide services for children and seniors, meeting spaces for residents and are often the sole source of stable internet in the community.

MacDonald said libraries are "essential social infrastructure" for rural communities. The government's talk of supporting rural communities gives him hope.

"One clear way to support rural Alberta is to support library services," he said.

ABOUT THE AUTHOR



[Michelle Bellefontaine](#)

Provincial affairs reporter

Michelle Bellefontaine covers the Alberta legislature for CBC News in Edmonton. She has also worked as a reporter in the Maritimes and in northern Canada.

SUMMARY - Totals from all libraries 2022 budgets

INCOME	Total	PERCENTAGE OF INCOME
Municipal contribution	\$ 4,014,404.68	55.72%
County contribution	\$ 705,948.82	9.80%
GOA operating grant	\$ 970,624.55	13.47%
Rural Library Services grant	\$ 432,076.55	6.00%
Fundraising	\$ 182,176.93	2.53%
Donations	\$ 94,388.79	1.31%
Misc	\$ 491,311.20	6.82%
Library Services		
Membership fees	\$ 54,801.00	0.76%
Late/replacement fees	\$ 24,626.04	0.34%
Printer/copy	\$ 50,852.55	0.71%
Room rental	\$ 15,545.00	0.22%
Other	\$ 114,364.92	1.59%
Total	\$ 7,204,784.03	

EXPENSES		PERCENTAGE OF EXPENSES
Wages/salary	\$ 5,438,854.98	74.17%
Collection	\$ 289,713.85	3.95%
Facilities/insurance	\$ 734,004.98	10.01%
Library Supplies	\$ 126,107.38	1.72%
Janitor	\$ 91,185.00	1.24%
Telephone	\$ 46,248.75	0.63%
Audit/Financial review	\$ 103,545.46	1.41%
Programming	\$ 170,765.19	2.33%
Board expenses	\$ 23,865.80	0.33%
Professional Development	\$ 22,122.00	0.30%
Travel	\$ 18,615.00	0.25%
Reserve funds	\$ 18,650.00	0.25%
Misc.	\$ 248,811.80	3.39%
Total	\$ 7,332,490.19	

		NUMBER OF LIBRARIES THAT RAN A
Over/under	\$ (127,706.16)	DEFICIT IN 2022



Alberta Library Trustees Association (ALTA) Membership

History

Former Parkland board member, Bob Green has sent Parkland a letter (attached) stating his intent to step down from his long-time role as ALTA board member and area 3 representative. He will be done in the Spring of 2023. We have no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Bob Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA.

Parkland is a member of ALTA in good standing with membership costing \$800 for 2023. When the time comes, please either consider volunteering for the ALTA board or nominating someone.

Proposed Motion(s)/Recommendation(s)

Motion to receive for information.

January 10, 2023

Alberta Library Trustees

Parkland regional Library

Dear Jenn and Ron,

I am dropping this note to you to inform you that I will not be seeking reelection to the board of the Alberta Library Trustees Association for another term as the Area 3 representative. My term will be up at the ALTA AGM scheduled for the spring of 2023. I have been sitting on the ALTA board for an extended period of time, and I am in the process of cutting back on some of my commitments.

This is in addition to the fact that I have also stepped down as a trustee on the Carstairs Public Library Board as of December 31, 2022.

I enjoyed my time on the ALTA board as we went through many difficulties, and challenges, that I believe we met. I am a firm believer that ALTA has a role to fill in the library community in Alberta.

Thank you for all your support of my ideas and rants over the years.

Best regards for the future

Bob Green

Area 3 representative



Long Service Awards

Explanation

According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. Long service awards are presented as follows:

- Five years – pin and \$100
- 10 years – pin and \$500
- 15 years – pin and \$1,000
- 20 years – pin and \$1,500
- 25 years – pin and \$2,000
- Each additional five years thereafter \$2,000

For 2023, long service award recipients are:

- Haley Amendt – five years
- Dustin Biel – five years
- Monique Elias – five years
- Kara Hamilton – five years
- Mathy Jeffrey – five years
- Donna Williams – 25 years

Proposed Motion(s)/Recommendation(s)

Motion to receive for information.



Director's Report

Director's Activities

- On January 25th, the Director, along with Board Chair Teresa Rilling, attended a meeting of the directors and chairs of Alberta's major public libraries. The meeting was called by the Public Library Services Branch (PLSB) where they provided many updates on their activities. During the meeting, Rebecca Schulz, the Minister of Municipal Affairs, met with the group. Schulz heard many stories of how libraries have contributed to their communities. She also heard of how public libraries are struggling financially, as are their municipalities. There were many requests for additional provincial funding. Schulz was very receptive to comments and is clearly a public library supporter.
- On February 6th, Sheppard attended a meeting with Lacombe city council to give an overview of Parkland and its activities.
- On February 15th, Sheppard provided a trustee workshop to the City of Camrose Library Board.

Alberta Blue Cross Renewal Rates 2023

Parkland pays 100% of the cost for the Extended Health and Dental insurance plans provided by Blue Cross. Renewal costs for the program are normally based on three-year averages. For a third year in a row, Parkland's account manager for Blue Cross negotiated a significant decrease in PRLS' premium for Extended Health as well as the Dental premiums. Overall, the negotiated renewal rates will result in noteworthy savings.

For our medical and dental benefits, our estimated savings equal \$311.45 per month or \$2,737.40 for 2023 based on staffing levels.

Red Deer County Funding for Libraries

During a meeting with Red Deer County staff on February 8th, Parkland learned that Red Deer County will be providing additional funding to public libraries within the Red Deer County area. This will include the towns of Bowden, Innisfail, Penhold, Sylvan Lake, and the villages of Delburne and Elnora. The Parkland outlet library Spruce View will also be receiving extra funding for operations beginning this August. The funding is based on a five-year plan. In the case of the Spruce View Community Library, they will receive an extra \$15,000 for the years of 2023-2025 and then \$20,000 for the years 2026-2027. Red Deer County will be dispersing the library funding to those municipalities previously mentioned to pass along to their local library boards. In the case of Spruce View, the funding will come to Parkland to pass along to the library outlet.



The amount of funding going to each library will vary and is dependent on a formula devised by Red Deer County and agreed upon by the towns and villages.

Staff Update

Two new staff members have started at Parkland. Emma McPherson, whose first day in the office was January 3rd, is our new Outreach and Community Engagement Coordinator. In this position she assists our Marketing Specialist, our Library Consultants, and works with our libraries to offer help with grants and programming.

After a long search, we have also hired Andrea Newland as the Manager of Library Services. It took well over six months to fill this position. Andrea comes to Parkland from her position of Director of the Sylvan Lake Municipal Library. Prior to her job there, Andrea was a Consultant Librarian with Parkland and also brings with her significant management experience from, among other places, Regina Public Library.

Parkland is currently interviewing candidates for a vacant IT position and will begin looking to fill a position in the Operations Unit where there is a vacancy for a Finance Clerk.



Library Services Report

Manager's Activities

Andrea Newland began her role as Library Services Manager on January 16, 2023. Andrea spent her first few weeks at Parkland meeting with the Library Services staff and getting familiarized with the organization and team as a whole.

On January 24th, Newland and Jessica Dinan, Parkland Consultant Librarian, met with the Elnora library board to advise them on some human resource matters.

Newland discussed fees with all four outlet library locations and they all came to a consensus on what would be charged for photocopying, laminating, etc. These fees have been added into the PRLS Outlet Policies and Bylaws, plus other suggested amendments to that document.

APLAC Winter Meeting

As the current president of the Alberta Public Libraries Administrators Council, (APLAC), Newland held APLAC's winter meeting via Zoom on February 10th. Topics discussed included: future support for the APLAC listserv, sponsorship for the Marigold Conference, issues with volunteerism, and the future/purpose of APLAC.

Ongoing Projects

Library Services activities include:

- Training Elnora Library's new Library Managers
- Conducting a system-wide review of our existing manga collection in order to fill gaps in this popular collection
- Investigating an alternative source for graphic novels with a genre-specific vendor
- Supporting the outlet libraries to complete and submit their annual reports
- Beginning the process for planning the annual 2023 Hybrid Stronger Together conference, which will be held this fall, dates TBD
- Finishing cataloguing a large donation of several hundred audiobooks from a patron in Olds. These are being dispersed to multiple libraries in the region
- Continuing our Inter-Library Loan (ILL) statistics project with our busiest recording week. 539 items came into the system with romance novels and nonfiction, such as gardening and DIY, as the most popular topics
- Receiving professional development training to enhance job performance. Technical Services staff are enrolled in *Collections Analysis and the Library Reference Model*, (a new cataloguing standard)
- Space planning for the Maskwacis Library Service. The Library Service in Maskwacis is working with the Howard Buffalo Community Center to renovate the existing library to



create room for more programming and maximize staff work space. Construction dates TBD

- Assisting libraries with grant applications (mainly rural library grants) and finding new grants for libraries to apply to
- Creating templates for libraries (social media guidelines, grant application templates, grant budget templates, etc.)
- Creating a *Volunteer Handbook* template and information manual for member libraries.
- Questionnaires were sent out to all member libraries on their support needs regarding social media/marketing, programming and grants
 - Analyzing the data from the libraries will be ongoing
 - This will be turning into strategies for each category which will be sent to the libraries to build a better understanding of what support and leadership Parkland will be providing and empowering library staff to have a better knowledge of these categories

Training and Consulting Services

Since the last board meeting, PRLS Consultants have provided the following support to our member libraries:

Consulting sessions Nov. 2022 – Feb. 8, 2023

Training Events	5
Municipal Council Visit	2
Library Visits	13
Consulting Sessions (remote)	139
Patron Interaction	7
On-reserve Support	12
Manager Meetings (PLC, Coffee Break, etc.)	2



Finance & Operations Report

2022 Financial Audit

Finance tasks for year-end have been completed. MNP auditors were at headquarters to perform their work from January 31 – Feb 2, 2023. They continued with the review and audit of Parkland's financial records that were started in November. They have been in contact with follow-up questions as the audit advances through the review process. The completed audit will be ready for the Executive Committee to review in April. This is our fourth year working with MNP and staff are organized and professional which we really appreciate.

Unit Update

Parkland has continued to receive its book shipments from vendors and our finance staff are keeping up with no backlog.

The number of interlibrary (ILL) items being transported between libraries is relatively consistent. Parkland van deliveries to libraries continue as normal and the drivers are grateful for the mild winter.

This month we will begin a review of the unit's tasks and processes. This was last done in early 2021. We will look at opportunities to streamline workflows to be efficient, effective, and organized. We want to ensure that priority tasks are identified, staff are cross trained, and documentation is up to date with clear language. This knowledge will support us in filling the vacant Finance Clerk position in the unit. Our previous Finance Clerk gave notice that she will not be returning from her maternity leave.



Marketing Report

Google Ad Grant

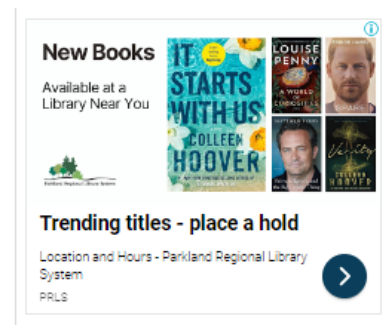
Parkland has applied for and received the Google Ad grant. The grant provides \$10,000 per month of Google Ad credits. These ads will show when relevant search terms are entered on YouTube, Gmail, and Google page.

Here is an example of what people will see:

These ads will target people in the geographic area of the Parkland region when they search for things relating to library services. Currently we are encouraging patrons to visit their local library and linking to the PRL location and hours webpage so they can find each libraries information.

We are also working with libraries from select communities that are available to target individually within the Google Ads platform. We will also try to get into the top results when people search for Audible, Amazon books, Chapters, etc. We are only referencing universal services to try to limit any potential confusion and provide a positive user experience.

This grant covers the Parkland region as a whole. Libraries with subdomains of the PRLS website will benefit from our grant as well.



Paid Social Media Ads



In an effort to grow awareness and active cardholders at the Maskwacis Library Service, we have launched a series of digital ads. These ads highlight a range of things from new and popular books in our collection, Indigenous titles, and general library services. The ad above was the most popular, with over 7,800 people reached out of the total 12,000. We will create similar ads and tailor them based on the data gathered from this smaller campaign when advertising for all of the libraries in the region.

Darren Wilson report to Council for period ending February 23, 2023

As Town of Olds appointed representative to the Parkland Regional Library System Board, I attended the Board meeting on February 23, 2023.

Board meeting duration 2 hours 40 minutes. There were approximately 41 participants in the virtual session at start

I have included in the council agenda the 167 page PRLS board package. In addition, I offer the following brief comments:

- PRLS formed in 1959 with a geographic area of 24,000 kms and population of 228,000 including 6 indigenous communities
- 64 members; 48 public libraries; 21 ft staff; 6 pt staff
- Approx. 678,000 catalogue items; 38,000 card holders; 1.2mln items checked out in 2022
- PRLS not subject to MGA; governed/bound by libraries act
- Formed by partnership of municipalities, not by govt

MANDATE

Organize, promote & maintain comprehensive and efficient library services

1 member per each municipality appointed by Council

Upcoming schedule of meetings:

February 23 annual report; May 18 financial audit; sept 14 2024 budget; nov 16 org meeting

There is an executive committee of 10 members meeting 7-8 times per year

There is an advocacy sub committee

Total 2023 requisitions are \$2mln. Per capital rate of \$8.75...1st increase in 4 years for 2023

44% of operating budget comes from GOA grants

The motion to align population figures used for govt grant funding with member requisitions was defeated. 17 for; 21 against

The Town of Olds 2023 PRLS requisition is \$85.3k, up from \$83.4k in 2022



Request for Decision

CAO Report - Verbal

February 27, 2023

RECOMMENDATION

That the verbal CAO Report be accepted for information.

STRATEGIC ALIGNMENT

Our residents and town staff actively communicate and engage with us through open dialogue

Our community is supported and enabled through skillful governance.

Our thriving community is built on strong and collaborative relationships.

Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

Municipal Government Act Division 9, Part 6, Section 208(1)

BACKGROUND

The purpose of this RFD is to adopt the Chief Administrative Officers verbal report to council for information.

RISK/CONSEQUENCES

1. Council can provide further direction on any of the information received.
2. Council can pass/make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS

Author:	Chylla Nault Executive Support-CAO & Council	Date: February 21,2023
CAO Signature:	Brent Williams	Date: February , 2023



Request for Decision

Correspondence and Information

February 27, 2023

RECOMMENDATION

That the Correspondence and Information Report ending February 27, 2023, be received for information.

STRATEGIC ALIGNMENT

*Our residents and town staff actively communicate and engage with us through open dialogue.
Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.*

LEGISLATIVE AUTHORITY

Council Communication Response Policy

BACKGROUND

The Correspondence and Information Report is a collection of general information received at the Town Office and is provided to Council as information. Council may choose to provide direction to Administration on any item contained in this report.

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

ITEM #	FROM / TO	REGARDING
A	Mountain View Seniors Housing	Board Meeting: Key Messages
B	Olds & District Chamber of Commerce	Annual General Meeting Letter & Bylaws
C	Town of Olds	Council Annual Standing Items Schedule 2023

RISK/CONSEQUENCES

1. Council can provide further direction on any of the correspondence or information items.
2. Council can pass/make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS - Correspondence and Information packet is attached.

Author:	Chylla Nault Executive Support-CAO & Council	Date: February 21, 2023
CAO Signature:	Brent Williams	Date: February 23, 2023



BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of February 2, 2023

Key Messages

- The Board held their scheduled meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-3:00 pm (with a Zoom option available).
- The Board noted the successful completion of the Insurance Risk Report Audits for the four (4) lodge facilities, conducted by Lloyd Sadd Insurance. The Board further notes there were no significant areas of concern highlighted through the audits.
- The Board confirmed they will continue to advocate to government regarding the significant negative impacts of the Carbon Tax on Housing Management Bodies.
- The Board was impressed by the presentation from the Director of Facilities, which included detailed information provided in the 2022 Maintenance Report and the updated workflow chart for the recent reorganization of the Maintenance Team. This restructuring resulted in a \$50,000 budget savings.
- The Board noted that effective January 1, 2023, the Government of Alberta directed a \$20 increase in the disposable income benefit, from \$322 to \$343 per month, for eligible seniors living in lodge facilities. There is, however, no additional funding to cover this increase, so it will have a cost impact on the municipal requisitions in order for MVSH to meet the new required amount.
- The Board noted the successful sale of the vacant Community Housing unit in Didsbury and was pleased about the sale process.
- The Board was pleased to hear that MVSH has been authorized to use the net proceeds from the sale of the former Foothills Lodge on capital maintenance projects for MVSH owned facilities. Community Housing sales proceeds will also be flexible for capital maintenance priority projects upon approval from the Government of Alberta.
- The Board expressed their appreciation for the updates to financial statements showing more details, making the information clear and defined.
- The Board was happy to note that the Lifestyle Suites (formally Life Lease Suites) are almost completely full in both Sundre and Olds. These suites continue to generate renewed interest for seniors in the community.

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, March 16, 2023 @ 1:00- 3:00 PM at the MVSH Administration Offices boardroom in Olds, Alberta (or by Zoom Conference Call if required).

If you require any information or there are any questions related to this communication please contact a Board Director, Alternate Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at stacey.stilling@mvsh.ca



February 16, 2023

Valued Member,

The Olds and District Chamber of Commerce would like to thank you for your continued support.

The Olds and District Chamber of Commerce will be holding our 2023 AGM on March 8 at the Royal Canadian Legion in Olds. Contact the Chamber office or the Olds Albertian Office for Tickets.

Attached is a copy of the draft Bylaws of the Chamber that will be considered for approval at the 2023 AGM.

Most of the changes are to reflect current practices, better clarification, and a few editorial ones.

Please take time to review the proposed changes and if you have any questions regarding the proposed changes, contact myself.

The Chamber is also looking for members to serve on the Director Board. If this is something that you or someone you know would be interested in contact any current Board member, myself, or go to our website (www.oldsalberta.com) for more information and nomination papers.

See you at the AGM,

Doug Rieberger
President,
Olds and District Chamber of Commerce
403-559-9191
Doug.r@ultimatesafety.ca

ARTICLE 1 - PREAMBLE

- 1.1 The name of this Association is the **OLDS & DISTRICT CHAMBER OF COMMERCE ASSOCIATION**.
- 1.2 This document is the general bylaws of the **OLDS & DISTRICT CHAMBER OF COMMERCE ASSOCIATION**. These bylaws regulate the transaction of business and affairs of the **OLDS & DISTRICT CHAMBER OF COMMERCE ASSOCIATION**.
- 1.3 The **OLDS & DISTRICT CHAMBER OF COMMERCE ASSOCIATION** is an association of volunteers, business, professional and community members who are committed to the Vision and Mission of the Olds & District Chamber of Commerce Association.
- 1.4 The usual place of meeting shall be in the Town of Olds, Alberta.

ARTICLE 2 - DEFINITIONS

2.1 Definitions

In these By-laws, the following words have these meanings:

- 2.1.1 **Act** means the Societies Act RSA 2000 Chapter S-14 as amended, or any statute substituted for it.
- 2.1.2 **"The Chamber"** shall be understood to mean the **"OLDS & DISTRICT CHAMBER OF COMMERCE ASSOCIATION"**.
- 2.1.3 **Annual General Meeting** means the annual general meeting as described in Article 4.1.
- 2.1.4 **Board** means the Board of Directors of the Chamber.
- 2.1.5 **Bylaws** mean the Bylaws of the Chamber.
- 2.1.6 **Director** means any person elected or appointed at the Annual General Meeting by the membership.
- 2.1.7 **Executive** means the executive officers of the Board of Directors.
- 2.1.8 **Officer** means any office listed in Article 5.2.
- 2.1.9 **Register of Members** shall mean the register maintained by the Board containing the names of the Members of the Chamber.
- 2.1.10 **Resolution** means a proposition offered to or adopted by the Chamber.

- 2.1.11 **Special Meeting** means the special general meeting as described in Article 4.2. 275
- 2.1.12 **Special Resolution** means a resolution passed at a General Meeting of the membership of the Chamber. There must be 21 days notice, from date of mailing, faxing, emailing or delivery of this meeting. The notice must state the proposed resolution. There must be approval by a majority of 75% of the votes cast by the voting members.
- 2.1.13 **Voting Member** means a Member entitled to vote at the Chamber's General Meetings as defined in Article 3.4.1.
- 2.1.14 **Adjournment** means to postpone or suspend proceedings for a specified time.

ARTICLE 3 - MEMBERSHIP

3.1 Classification and Categories of Members

All Members must support our Vision, Mission and Objectives. A Member is in good standing when the Member has paid membership fees or other required fees to the Chamber and the Member is not suspended as a Member as provided for under Article 3.5.

3.1.1 Classifications of Voting Members

There are three classifications of Members:

- a) Full Members
- b) Honorary Members
- c) Life Members

3.1.2 Full Members

Full Members will be Members in good standing and hold membership in one of the categories in Section 3.1.5 (a), (b), or (c). ~~will~~ Members will pay annual fees and will have full voting privileges.

3.1.3 Honorary Members

An individual may become an Honorary Member upon application and approval of the Chamber Board. ~~if Voting Members at a General Meeting pass a Special Resolution recognizing the contributions of the individual to the Chamber or its objects.~~ An Honorary Member will ~~not~~ be required to pay an annual fee and will be entitled to full voting privileges.

3.1.4 Life Members

A Life Member must have been a Full Member for at least ten years, ~~be 65 years or older~~ and must apply to become a Life Member. The Member will become a Life Member after approval of the application and a passed special resolution at a General Meeting. A Life Member will not be required to pay an annual fee and will be entitled to full voting privileges.

3.1.5 Categories of Members

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There are six categories of members:

- a) Associations & Society Membership
- b) Business Membership
- c) Corporate Membership
- d) Honorary Membership
- e) Life Membership
- f) Student Membership

3.1.6 Associations & Society Membership

Association and Society Memberships would be for not for profit organizations or societies and would be entitled to full voting privileges (one vote per association/society membership).

3.1.7 Business Membership

A Business Membership would require that Member to have a business operation within Olds and District and that Member would be entitled to one vote per membership/business.

3.1.8 Corporate Membership

A Corporate Membership would be a business who wants to support the Chamber over and above that of a regular membership and that Member would be entitled to one vote per membership.

3.1.9 Honorary Membership

An individual may become an Honorary Member upon application and approval of the Chamber Board. ~~An individual may become an Honorary Member if the Voting Members at a General Meeting pass a Special Resolution recognizing the contributions of the individual to the Society or its objects.~~ The individual would have full voting privileges and would ~~not~~ be required to pay the annual fee.

3.1.10 Life Member

A Life Member must have been a full Member for at least ten years, ~~be 65 years or older~~ and apply to become a Life Member. A Life Member would have full voting privileges and would not be required to pay the annual fee.

3.1.11 Student Member

A Student Member would be enrolled in a full or part time program at a post-secondary institution. A Student Membership would allow that member to express their opinion but would not have voting privileges and would not be required to pay the annual fee.

~~3.1.12 — Associations & Society Membership, Business Membership and Corporate Membership would all fall under the Classification of Full Membership.~~

3.2 Admission of Members

Members shall be admitted to the Chamber by completing the appropriate membership form

and submitting same to the Chamber ~~office~~. The individual will be entered as a Member ~~under~~²⁷⁷ the appropriate category in the Register of Members with the appropriate membership fees as per 3.3.

3.3 Membership Fees

3.3.1 Membership Year

The Membership Year will be January 01 thru December 31.

3.3.2 Setting Membership Fees

Membership Fees will be ~~voted on by the membership at the Annual General Meeting~~
reviewed and set annually by the Board.

3.3.3 Payment Date for Fees

Members will be allowed to pay their annual fee ~~on a quarterly basis, if they wish, fully~~
or ~~through they may be able to make~~ other arrangements with approved by the Board.
The Executive may remove from the Register of Members, the name of any Member(s)
failing to pay their annual dues within three months of the day they fall due. Upon such
action by the Executive, all rights of membership shall be forfeited.

3.4 Rights and Obligations of Members

3.4.1 Voting Members

Any Member in good standing as defined in Article 3.1, at any General Meeting, shall be
entitled to one vote with the exception of Student Members who have non-voting
privileges as a Member.

3.4.2 Attending Meetings & Participating in the Activities of the Chamber

Any Member in good standing is entitled to:

- a) receive notice of and attend any Annual General Meeting or Special Meeting of
the Chamber and to vote at any Annual General Meeting or Special Meeting
with the exception of an Student Member who would be entitled to attend any
Annual General Meeting or Special Meeting but not entitled to vote.
- b) attend board meetings of the Chamber and to participate on committees
of the Chamber.

3.4.3 Inspecting the Records and Books of the Chamber

A Member wishing to inspect the books or records of the Chamber must give ~~reasonable~~
a minimum of 10 business days notice to the President or the Secretary of their
intentions to do so.

3.5 Suspension of Membership

3.5.1 Decision to Suspend

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The Board, at a Special Meeting called for that purpose, may suspend a Member's membership, for one or more of the following reasons:

- a) if the Member has failed to abide by the Bylaws; or
- b) if the Member has disrupted meetings or functions of the Chamber; ~~or,~~
- c) ~~unpaid fees over 3 months.~~

3.5.2 Notice to the Member

3.5.2.1 The affected Member will receive written notice of the Board's intention to deal with whether that Member should be suspended or not. The Member will receive at least two (2) weeks notice before the Special Meeting.

3.5.2.2 The notice will be sent by single registered mail to the last known address of the Member shown in the records of the Chamber.

3.5.2.3 The notice will state the reasons why suspension is being considered.

3.5.3 Decision of the Board

3.5.3.1 The Member will have an opportunity to appear before the Board to address the matter. The Board may allow another person to accompany the Member.

3.5.3.2 The Board will determine how the matter will be dealt with, and may limit the time given the Member to address the Board.

3.5.3.3 The Board may exclude the Member from its discussion of the matter, including the deciding vote.

3.5.3.4 The decision of the Board is final.

3.6 Termination of Membership

3.6.1 Resignation

3.6.1.1 Any Member may resign from the Chamber by sending or delivering a written notice to the ~~Executive Director, Secretary or President at the~~ Chamber office.

3.6.1.2 Once the notice is received, the Member's name is removed from the Register of Members. The Member is considered to have ceased being a Member on the date their name is removed from the Register of Members, and at this point, the Member must turn in the membership plaque to the Chamber.

3.6.2 Death

The membership of a Member who is an individual in any Category will be terminated upon that individual's death.

3.6.3 Deemed Withdrawal

3.6.3.1 If a Member has not paid the annual membership fees within three (3) ~~months~~ following the date the fees are due, the Member may be considered to have submitted their resignation.

3.6.3.2 In this case, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date their name is removed from the Register of Members. The Member must at this point, turn in ~~the membership plaque~~ any items that belong to the Chamber.

~~3.6.3.23.6.3.3~~ The Board will send a traceable letter to the removed Member explaining the Boards decision.

3.6.4 Expulsion

3.6.4.1 The Chamber may, by Special Resolution at a Special General Meeting called for such a purpose, expel any Member for any cause which is deemed sufficient in the interests of the Chamber.

3.6.4.2 This decision is final.

3.6.4.3 On passage of the Special Resolution, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date their name is removed from the Register of Members and at this point, the Member in question must turn in ~~the membership plaque to the Chamber~~ any items that belong to the Chamber.

~~3.6.4.33.6.4.4~~ The Board will send a traceable letter to the removed Member explaining the Boards decision.

3.7 Transmission of Membership

No right or privilege of any Member is transferable to another person. All rights and privileges cease when the Member resigns, dies, or is expelled from the Chamber.

3.8 Continued Liability for Debts Due

Although a Member ceases to be a Member, by death, resignation or otherwise, they are liable for any debts owing to the Chamber at the date of ceasing to be a Member.

3.9 Limitation on the Liability of Members

No Member is, in their individual capacity, liable for any debt or liability of the Chamber.

ARTICLE 4 - MEETINGS OF THE SOCIETY

4.1 The Annual General Meeting

4.1.1 The Chamber holds its Annual General Meeting no later than March 15 of each calendar year, in Olds, Alberta. The Board sets the place, day and time of the meeting.

4.1.2 The Secretary arranges with the Chamber office to mail, fax, email or deliver a notice to each Member at least ten (10) days before the Annual General Meeting. This notice

states the place, date and time of the Annual General Meeting.

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4.1.3 **Agenda for the Meeting**

The Annual General Meeting deals with the following matters:

- a) adopting the agenda;
- b) adopting the minutes of the last Annual General Meeting;
- c) presenting the President's report;
- d) reviewing the financial statements setting out the Chamber's income, disbursements, assets and liabilities and the auditor's report;
- e) appointing the auditors;
- f) electing the Members of the Board; and
- g) considering matters specified in the meeting notice according to 6.2.2.

4.1.4 **Quorum**

Attendance by 10% of the Members at the Annual General Meeting is a quorum.

4.2 **Special General Meeting of the Chamber**

4.2.1 **Calling of Special General Meeting**

A Special General Meeting may be called at any time:

- a) by a resolution of the Board to that effect; or
- b) on the written request of at least five (5) Directors.

The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at this Special General Meeting; or

- c) on the written request of at least one-third (1/3) of the voting Members. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at such Special General Meeting.

4.2.2 **Notice**

The Secretary is responsible to ensure there is a notice mailed, faxed, emailed or delivered to each Member at least ~~10 days~~ (ten (10) days) before the Special General Meeting. This notice states the place, date, time and purpose of the Special General Meeting.

4.2.3 **Agenda for Special General Meeting**

Only the matter(s) set out in the notice for the Special General Meeting are considered at the Special General Meeting.

4.2.4 **Procedure at the Special General Meeting**

Any Special General Meeting has the same method of voting and the same quorum requirements as the Annual General Meeting.

4.3 **Proceedings at the Annual or a Special General Meeting**

4.3.1 **Attendance by the Public**

General Meetings of the Chamber are open to the public. A majority of the Members

present may ask any persons who are not Members to leave.

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4.3.2 **Failure to Reach Quorum**

The President cancels the General Meeting if a quorum is not present within one-half (1/2) hour after the set time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance.

4.3.3 **Presiding Officer**

4.3.3.1 The President chairs every General Meeting of the Chamber. The Vice-President chairs in the absence of the President.

4.3.3.2 If neither the President nor the Vice-President is present within one-half (1/2) hour after the set time for the General Meeting, the Members present choose one (1) of the Directors present to chair.

4.3.4 **Adjournment**

4.3.4.1 If the General Meeting goes into overtime, the President may adjourn (suspend) any General Meeting with the consent of the Members at the meeting. The resumed General Meeting conducts only the unfinished business from the initially adjourned General Meeting.

4.3.4.2 No notice is necessary if the General Meeting is adjourned for less than thirty (30) days.

4.3.4.3 The Chamber must give notice when a General Meeting is adjourned for thirty (30) days or more. Notice must be the same as for any General Meeting.

4.3.5 **Voting**

4.3.5.1 Each Voting Member, has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used if at least five (5) voting Members request it. In such case, the President or the presiding Officer may set the time, place and method for a ballot vote. The result of the ballot is the resolution of the General Meeting.

4.3.5.2 Members may withdraw their request for a ballot.

4.3.5.3 The President does not have a second or casting vote in the case of a tie vote. If there is a tie vote, the motion is defeated.

4.3.5.4 A voting Member may designate in writing a vote by proxy received by the Board on or before the Annual General Meeting.

4.3.5.5 A majority of the votes of the voting Members present decides each issue²⁸² and resolution, unless the issue needs to be decided by a Special Resolution.

4.3.5.6 The President declares a resolution carried or lost. This statement is final, and does not have to include the number of votes for and against the resolution.

4.3.5.7 The President decides any dispute on any vote. The President decides in good faith, and this decision is final.

4.3.6 Failure to Give Notice of Meeting

No action taken at a General Meeting is invalid due to:

- (a) accidental omission to give any notice to any Member;
- (b) any Member not receiving any notice; or
- (c) any error in any notice that does not affect the meaning.

4.3.7 Written Resolution of All the Voting Members

All voting Members may agree to and sign a resolution. This resolution is as valid as one passed at a General Meeting. It is not necessary to give notice or to call a General Meeting. The date on the resolution is the date it is passed.

ARTICLE 5 - THE GOVERNMENT OF THE CHAMBER

5.1 The Board

5.1.1 Governance and Management of the Chamber

The Board governs and manages the affairs of the Chamber. The Board may hire an executive director as an employee or as a paid contractor to carry out management functions under the direction and supervision of the Board.

5.1.2 Powers and Duties of the Board

The Board has the powers of the Chamber, except as stated in the Societies Act.

The powers and duties of the Board include:

- (a) Promoting the objects of the Chamber;
- (b) Promoting membership in the Chamber;
- (c) Hiring employees or contractors, to operate the Chamber;
- (d) Regulating employees' or contractors' duties and setting their salaries;
- (e) Maintaining and protecting the Chamber's assets and property;
- (f) Approving an annual budget for the Chamber;
- (g) Paying all expenses for operating and managing the Chamber;
- (h) Paying persons for services and protecting persons from debts of the Chamber;
- (i) Investing any extra monies;
- (j) Borrowing or raising monies to finance the operations of the Chamber;
- (k) Making policies for managing and operating the Chamber;
- (l) Approving all contracts for the Chamber;
- (m) Maintaining all accounts and financial records of the Chamber;
- (n) Appointing legal counsel as necessary;

- (o) Making policies, rules and regulations for operating the Chamber and using its facilities and assets;
- (p) Selling, disposing of, or mortgaging any or all of the property of the Chamber according to prescribed policy and procedures; and
- (q) Without limiting the general responsibility of the Board, delegating its powers and duties to the Executive Committee or the paid executive director of the Chamber.

5.1.3 **Composition of the Board**

The board consists of up to fourteen Directors:

- (a) twelve (12) Directors-at-large elected at the Annual General Meeting from among the Voting Members;
- (b) one (1) appointed Director, appointed by the Town of Olds elected Council; and
- (c) the immediate Past President.

5.1.4 **Election of the Directors**

5.1.4.1 At the first Annual General Meeting of the Board, the Voting Members elect the following Directors:

- (a) Six (6) Directors, each serving a term that ends at the close of the second Annual General Meeting following the Annual General Meeting at which these Directors were elected;
- (b) Six (6) Directors, each serving a term that ends at the close of the first Annual General Meeting following the Annual General Meeting at which these Directors were elected.

5.1.4.2 At each succeeding Annual General Meeting of the Board, voting Members elect four (4) Directors, each serving a term that ends at the close of the third Annual General Meeting following the Annual General Meeting at which these Directors were elected.

5.1.4.3 Members may elect additional Directors to fill any vacant positions on the Board.

5.1.4.3 5.1.4.4 Members may re-elect any Director of the Board for a maximum of three (3) consecutive terms.

5.1.5 **Resignation, Death or Removal of a Director**

5.1.5.1 A Director may resign from office by giving one (1) month's notice in writing. The resignation takes effect either at the end of the month's notice, or on the date the Board accepts the resignation.

5.1.5.2 Voting Members may remove any Director before the end of their term. There must be a majority vote at a Special General Meeting called for this purpose.

5.1.5.3 If there is a vacancy on the Board, the remaining Directors may appoint a Member in good standing to fill that vacancy for the remainder of the term.

5.1.6 Meetings of the Board

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- 5.1.6.1 The Board holds at least ten (10) meetings each year.
- 5.1.6.2 The President calls the meetings. The President also calls a meeting if any two (2) Directors make a request in writing and state the business for the meeting.
- 5.1.6.3 Five (5) days notice for Board meetings is provided to each Board Member. Agenda and backup information is to be made available to Board Members two (2) days prior to meetings. Board Members may waive notice.
- 5.1.6.4 Five Directors present at any Board meeting is a quorum.
- 5.1.6.5 If there is no quorum, the President adjourns the meeting to the same time, place, and day of the following week.
- 5.1.6.6 Each Director, including the President, the Past President and the appointed directors (Town of Olds appointed Director), has one (1) vote.
- 5.1.6.7 The President does not have a second or casting vote in the case of a tie vote. A tie vote means the motion is defeated.
- 5.1.6.8 Meetings of the Board are open to Members of the Chamber, but only Directors may vote. A majority of the Directors present may ask any other Members to leave.
- 5.1.6.9 All Directors may agree to and ~~sign-pass~~ a resolution. This resolution is as valid as one passed at any Board meeting. It is not necessary to give notice or to call a Board Meeting. The date on the resolution is the date it is passed.
- 5.1.6.10 A meeting of the Board may be held by ~~a conference call~~ an electronic format. Directors who participate in this call are considered present for the meeting. Voting by proxy, e- mail or fax is also permitted.
- 5.1.6.11 Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Board.
- 5.1.6.12 A Director may waive formal notice of a meeting.

5.2 Officers:

- 5.2.1 The Officers of the Chamber are the President, Vice-President, Secretary, Treasurer, and the immediate Past President.
- 5.2.2 At its first meeting after the Annual General Meeting, the Board elects from among the Directors the Officers for the following year.
- 5.2.3 The Officers hold office until re-elected or until a successor is elected.

5.3 Duties of the Officers of the Chamber

5.3.1 The President:

- acts as the spokesperson for the Chamber;
- chairs the board meetings, and executive meetings;
- has signing authority, one of two signatures required on cheques;
- conducts the meetings by consensus;
- president or designate to appear at public functions;
- keeps the Seal of the Society;
- promotes our Vision, Mission Statement and Objectives; and
- ~~assist the Executive Director with planning~~ is responsible for providing the Board Meeting Agendas
- carries out other duties assigned by the Board.

5.3.2 The Vice President:

- presides at meetings in the President's absence;
- replaces the President at various functions when asked to do so by the President or the Board;
- ensures there is communication between executive and action teams;
- carries out other duties assigned by the Board; and
- has signing authority.

5.3.3 The Secretary:

- ensures that the Olds and District Chamber of Commerce's correspondence is dealt with appropriately;
- ensures accurate minutes are kept of all meetings of the Chamber, the Board and the Executive Committee;
- makes sure a record of names and addresses of all Members of the Chamber is kept;
- makes sure all notices of various meetings are sent;
- ensures the annual return is filed, changes in the Directors of the corporation, amendments in bylaws and other incorporating documents with the Corporate Registry; and
- carries out other duties assigned by the Board.

5.3.4 The Treasurer:

- ensures finance records are kept appropriately;
- reports on "up to date" financial statements to the Board monthly;
- must sign all cheques that are written; unless circumstances warrant this impossible;
- ensures an audit is done at year end and presented at the Annual General Meeting;
- recommends auditors at Annual General Meetings;
- ensures the issue of receipts for cheques coming in;
- makes sure all monies paid to the Chamber are deposited in a charter bank, treasury branch, trust company or credit union chosen by the Board;
- makes sure annual fees are collected and deposited; and

- carries out other duties assigned by the Board.

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5.3.5 The Past President:

- chairs the nominating committee;
- ensures the Chamber keeps to the vision, mission statement and goals;
- ensures that an evaluation of the Board is conducted for the past year.

5.4 Board Committees

5.4.1 Establishing Committees

The Board may appoint committees to advise the Board.

5.4.2 General Procedures for Committees

- 5.4.2.1 At least one Board Member will be a member of each committee created by the Board.
- 5.4.2.2 A Chairperson is elected by committee members.
- 5.4.2.3 The Chairperson calls committee meetings. Each committee:
- * records minutes of its meetings;
 - * distributes these minutes to the committee members; and
 - * provides reports to each Board meeting at the Board's request.
- 5.4.2.4 Five (5) days notice is ~~mailed or delivered~~provided to each member of the committee. The notice states the date, place and time of the committee meetings. Committee members may waive notice.
- 5.4.2.5 A majority of the committee members present at a meeting is a quorum.
- 5.4.2.6 Each member of the committee, including the Chairperson, has one (1) vote at the committee meeting. The Chairperson does not have a casting vote in case of a tie. All resolutions with a tie vote are considered to be defeated. Meetings may be held by ~~a conference call~~an electronic format.
- 5.4.2.7 Each committee will develop and maintain terms of reference for its team and submit it to the Board for approval.

5.5 Standing Committee

The Board establishes the following standing committee:

- (a) Executive Committee.

5.5.1 The Executive Committee:

- (a) consists of the President, Past President, Vice President, Secretary and Treasurer.
- (b) is responsible for:
- carrying out emergency and unusual business between Board meetings;
 - reporting to the Board on actions taken between Board meetings;
 - providing the administrative function in the absence of a paid

- administrative Officer; and
- carrying out other duties as assigned by the Board.
- (c) meets as the need arises. The meetings are called by the President or on the request of any two (2) other Officers.
- (d) All Officers may agree to and ~~sign-pass~~ a resolution. This resolution is as valid as one passed at an Executive Committee meeting. It is not necessary to give notice or to call a meeting of the Executive Committee. The date on the resolution is the date it is passed.
- (e) A meeting of the Executive Committee may be held by ~~a conference call~~ an electronic format. Officers who participate in ~~this call~~ this meeting are considered present for the meeting.
- (f) Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Executive Committee.
- (g) An Officer may waive formal notice of a meeting.

5.6 The Executive Director

- 5.6.1 The Board may hire an Executive Director as required to carry out assigned duties. A job description and periodic performance reviews will be conducted by a Board Team created for this purpose as required.

ARTICLE 6 - FINANCE AND OTHER MANAGEMENT MATTERS

6.1 The Registered Office

The Registered Office of the Chamber is located in Olds, Alberta. Another place may be established at the Annual General Meeting or by resolution of the Board.

6.2 Finance and Auditing

- 6.2.1 The fiscal year of the Chamber ends on December 31 of each year.
- 6.2.2 A qualified auditor or accountant will be appointed at each Annual General Meeting to do an audit or a review engagement; the audit will be conducted in accordance with the Society's Act. The Treasurer can recommend two ~~officers~~ members be appointed to audit the records and financial statements which have been prepared by the Treasurer. An audited financial statement must be presented to the Chamber Members every year at the Annual General Meeting and must be attached to the Annual Return for filing at Corporate Registry.

6.3 Seal of the Chamber

- 6.3.1 The Board may adopt a seal as the Seal of the Chamber.
- 6.3.2 The President has control and custody of the seal.
- 6.3.3 The Seal of the Chamber can only be used by Officers authorized by the Board. The Board must pass a motion to name the authorized Officers.

6.4 Cheques and Contracts of the Chamber

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- 6.4.1 The designated Officers of the Board sign all cheques drawn on the monies of the Chamber. Two signatures are required on all cheques, and one of them ~~(must)~~ is recommended to be the Treasurer's.
- 6.4.2 All contracts of the Chamber must be signed by the Officers or other persons authorized to do so by resolution of the Board.

6.5 The Keeping and Inspection of the Books and Records of the Chamber

- 6.5.1 The Secretary ensures that a copy of the Minute Book is kept and ensures that minutes of all meetings of the Members and of the Board are kept.
- 6.5.2 The Secretary ensures that the original Minute Book is kept at the Registered Office of the Chamber. This record contains minutes from all meetings of the Chamber, the Board, the Executive Committee, and any committee of the Board.
- 6.5.3 The Board keeps and files all necessary books and records of the Chamber as required by the Bylaws, the Societies Act, or any other statute or laws.
- 6.5.4 A Member wishing to inspect the books or records of the Chamber must give ~~reasonable-~~ minimum 10 business days notice to ~~the President or the Secretary~~ Board of their intentions to do so.
- 6.5.5 Unless otherwise permitted by the Board, such inspection will take place only at the Registered Office, or other regular business premises operated by the Chamber, during normal business hours.
- 6.5.6 All financial records of the Chamber are open for such inspection by the Members.
- 6.5.7 Other records of the Chamber are also open for inspection, except for records that the Board designates as confidential.

6.6 Borrowing Powers

- 6.6.1 The Chamber may borrow or raise funds to meet its objects and operations. The Board decides the amounts and ways to raise money, including giving or granting security.
- 6.6.2 The Chamber may issue debentures to borrow only by resolution of the Board confirmed by a Special Resolution of the Chamber.

6.7 Payments

- 6.7.1 No Member, Director or Officer of the Chamber receives any payment for his services as a Member, Director or Officer.
- 6.7.2 Reasonable expenses incurred while carrying out duties of the Chamber may be reimbursed upon Board approval.

6.8 Protection and Indemnity of Directors and Officers

- 6.8.1 Each Director or Officer holds office with protection from the Chamber. The Chamber indemnifies each Director or Officer against all costs or charges that result from any act done in their role for the Chamber. The Chamber does not protect any Director or Officer for acts of fraud, dishonesty, or bad faith.
- 6.8.2 No Director or Officer is liable for the acts of any other Director, Officer or employee. No Director or Officer is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm, or corporation dealing with the Chamber. No Director or Officer is liable for any loss due to an oversight or error in judgement, or by an act in their role for the Chamber, unless the act is fraud, dishonesty, or bad faith.
- 6.8.3 Directors or Officers can rely on the accuracy of any statement or report prepared by the Chamber's auditor. Directors or Officers are not held liable for any loss or damage as a result of acting on that statement or report.

ARTICLE 7 - FUNDAMENTAL CHANGES

- 7.1 The Chamber does not pay any dividends or distribute its property among its Members.
- 7.2 Changes to the Objects or Bylaws are to be decided under a Special Resolution at a meeting called for the purpose of changing the same.
- 7.3 A decision to dissolve the Chamber will not be taken lightly and will only be done if all other options are exhausted.
- 7.4 Dissolution can only be done by Special Resolution adopted by the Members of the Chamber with 75% of the membership in attendance and in favour of dissolution.
 - 7.4.1 If the Chamber is dissolved, any funds or assets remaining after paying all debts are paid to a registered and incorporated charitable organization.
 - 7.4.2 Members select this organization by Special Resolution—at the same meeting.
- 7.5 In no event do any Members receive any assets of the Chamber.

ARTICLE 8 - AMENDING THE BY-LAWS

- 8.1 These By-laws may be cancelled, altered or added to by a Special Resolution at any Annual General or Special General Meeting of the Chamber.
- 8.2 The twenty-one (21) days' notice of the Annual General Meeting or Special General Meeting of the Society must include details of the proposed resolution to change the By-laws.

- 8.3 The amended by-laws take effect after approval of the Special Resolution at the Annual General Meeting or Special General Meeting and accepted by the Corporate Registry of Alberta.

Council Annual Standing Items Schedule 2023

**as of February 23, 2023*

Departmental Reports Schedule

(Reports are to come forward at Council P&P Committee Meetings)

- **Community Services:**
Quarterly Report (April/July/September/December)
- **Economic Development:**
Quarterly Report (March/June/October)
- **Financial Services:**
Quarterly Report (March/June/October)
- **Operational Services:**
Quarterly Report (February/May/September/December)
- **Protective Services:**
Quarterly Report (April/July/November)
- **RCMP:**
Quarterly Report (February/May/September/November)

Council Organization

Semi-Annual

- Strategic Plan *(January and July)*

Annual

- MLA Visit *(letter January 1)*
- MP Visit *(letter January 1)*
- CAO Review
- Emergency Management Agency & Emergency Advisory Committee
Review and approve the Emergency Management Plan and related plans
Engage in mandatory emergency management exercises and submit an exercise notification to Alberta Emergency Management Agency
- Organizational Meeting
- Rate Review
- Citizen Budget Survey Report
- Budget Presentation
- Council Annual Standing Items Schedule

Council Partnerships

- Olds College
- Chinook's Edge School Division
- Red Deer Catholic Regional School Division
- Olds Regional Exhibition
- Olds & District Chamber of Commerce

Council Annual Joint Meetings

- Municipal Area Partnership (M.A.P.) All-Council Joint Dinner
- Intermunicipal Cooperation Committee (I.C.C.) All-Council Joint Meeting
- Olds Fibre Ltd. Annual General Meeting

Year Three of Four Year Term

- Remuneration Committee *(appointments no later than March 1)*

Standing Items	When	Who
Departmental Reports		
Community Services	April/July/September/December	Director of Community Services
Economic Development	March/June/October	Economic Development Officer
Financial Services	March/June/October	Director of Finance
Operational Services	February/May/September/December	Director of Operations
Protective Services	April/July/November	Director of Protective Services
RCMP	February/May/September/November	NCO i/c Olds Detachment
Semi-Annual		
Strategic Plan	January and July	CAO/Exec. Support
Annual		
MLA Visit	Letter January 1	Mayor/Exec. Support
MP Visit	Letter January 1	Mayor/Exec. Support
CAO Review	Within 3 months of anniversary date	Mayor
Emergency Management Agency & Emergency Advisory Committee	To be determined	DEM
Rate Review	October	Director of Finance
Citizen Budget Survey Report	October	Director of Finance
Organizational Meeting	October	CAO/Legislative Clerk
Budget Presentation	December	Director of Finance
Council Annual Standing Items Schedule	November	CAO/Legislative Clerk
Council Partnerships		
Red Deer Catholic Regional School Division	To be determined	Mayor/Executive Support
Olds College	To be determined	Mayor/Executive Support
Chinook's Edge School Division	To be determined	Mayor/Executive Support
Olds Regional Exhibition	To be determined	Mayor/Executive Support
Olds & District Chamber of Commerce	To be determined	Appointed EO/Exec. Support
Council Annual Joint Meetings		
Municipal Area Partnership All-Council Joint Dinner	To be determined	Mayor/ CAO/Legislative Clerk
Olds Fibre Ltd. Annual General Meeting	To be determined	CAO/Legislative Clerk
Intermunicipal Cooperation Committee All-Council Joint Meeting	To be determined	CAO/Legislative Clerk
In Year Three of the Four Year Term		
Remuneration Committee	Public Members appointed by Mar 1	HR Manager/Mayor