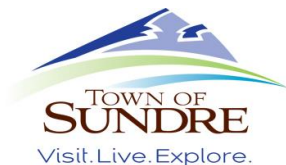




Regular Council Meeting
Town of Sundre Municipal Council Chambers
November 6, 2023
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 November 6, 2023
 - 3.2 Councillor Absence
4. **Adoption of Previous Minutes**
 - 4.1 October 23, 2023 Regular Council Meeting Pg. 1
5. **Delegation:**
 - 5.1 Chinook's Edge School Division Trustee, Terry Leslie and Representatives of River Valley School and Sundre High School Pg. 5
6. **Bylaws/Policies:** None
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Gas Alberta Inc. 2023 Gas Cost Refund Pg. 25
 - 8.2 RFD 2023 Auditor Appointment Pg. 29
 - 8.3 RFD Parkland Regional Library Board Proposed 2024 Budget Pg. 30
 - 8.4 RFD FCM Feasibility Study Funding Pg. 52
 - 8.5 RFD Sundown in Sundre Santa Event Pg. 53
 - 8.6 RFD Proclamation, November Seniors' Falls Prevention Month Pg. 55
9. **Administration:** None
10. **Municipal Area Partnership (MAP):** None
11. **Council Committee Reports:** None
12. **Council Invitations Correspondence:**
 - 12.1 Invitation to attend the November 11, 2023 Remembrance Day Service Pg. 57
13. **Closed Meeting:** None
14. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes, and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 or email: townmail@sundre.com



Regular Council Meeting
Minutes
Town of Sundre Municipal Council Chambers
October 23, 2023

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, October 23, 2023 commencing at 6:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Connie Anderson
Councillor Todd Dalke
Councillor Owen Petersen
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas

ABSENT: Chief Administrative Officer, Linda Nelson

Staff: Acting CAO / Director Corporate Services, Chris Albert
Community Peace Officer, Sam Zhao
Administrative Support, Betty Ann Fountain

PUBLIC 0

PRESS 1

CALL TO ORDER The meeting was called to order at 6:02 p.m. by Mayor Warnock followed by a moment of reflection on the business of the evening.

PUBLIC HEARING None

AGENDA – AMENDMENTS AND ADOPTION

Res. 277-23-10-23 MOVED by Councillor Marr that the Agenda be approved as amended as follows:

1. *Add 8.5 Proclamation, month of November, Family Violence Prevention Month, Mountain View Emergency Shelter Society*
2. *Add 8.6 Red Deer River Municipal Users Group – support for advocacy for in-line storage on the Red Deer River*

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 278-23-10-23 MOVED by Councillor Isaac that the Minutes of the Organizational Meeting held on October 2, 2023 be approved as presented.

CARRIED

Regular Council Minutes – October 23, 2023

Res. 279-23-10-23 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on October 2, 2023 be approved as presented.

CARRIED

Res. 280-23-10-23 MOVED by Councillor Vardas that the Minutes of the Closed Meeting of Council held on October 13-15, 2023 be approved as presented.

CARRIED

DELEGATION: None

BYLAWS & POLICIES: None

OLD BUSINESS None

NEW BUSINESS **Councillor Appointment to Parkland Regional Library Board**

Res. 281-23-10-23 MOVED by Councillor Marr that the Town of Sundre Council appoint Councillor Dalke to the Parkland Regional Library Board for a one (1) year Term beginning November 1, 2023, ending October 31, 2024.

CARRIED

Traffic Study – Hwy 27 Eastbound at 6 Street S.E.

Res. 282-23-10-23 MOVED by Councillor Petersen that the Town of Sundre Council accept the Traffic Study of Highway 27 Eastbound at 6 Street S.E., as information.

CARRIED

Amendment to Council Calendar 2023 and 2024

Res. 283-23-10-23 MOVED by Councillor Petersen that the Town of Sundre Council approve the amended 2023 and 2024 Meeting Calendars as presented.

In Favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Marr Councillor Isaac, Councillor Vardas

Opposed: Councillor Dalke

CARRIED

FortisAlberta Franchise Fee for 2024

Res. 284-23-10-23 MOVED by Councillor Anderson that the Town of Sundre Council increase the Fortis Alberta Franchise Fee from 10% to 12% effective January 1, 2024.

In Favour: Mayor Warnock, Councillor Anderson, Councillor Vardas, Councillor Isaac

Opposed: Councillor Dalke, Councillor Petersen, Councillor Marr

CARRIED

CARRIED / DEFEATED**Proclamation: November, Family Violence Prevention Month**

Res. 285-23-10-23 MOVED by Councillor Marr that the Town of Sundre Council proclaim November 2023, Family Violence Prevention Month in Sundre.

CARRIED**Red Deer River Municipal Users Group (RDRMUG)**

Res. 286-23-10-23 MOVED by Councillor Dalke that the Town of Sundre Council supports the advocacy efforts of the RDRMUG to urge the Minister of Agriculture to include in his budget presentation to the Finance Minister funds for a feasibility study for in-line storage on the Red Deer River and further directs administration to draft a letter of support of the RDRMUG advocacy efforts.

CARRIED**ADMINISTRATION: Departmental Reports for September 2023**

Res. 287-23-10-23 MOVED by Councillor Petersen that the Town of Sundre Council accept the Departmental Reports for September 2023 as information.

CARRIED**MUNICIPAL AREA PARTNERSHIP:**

Res. 288-23-10-23 MOVED by Councillor Isaac that the Town of Sundre Council accept the verbal report regarding the October 18th, 2023 MAP Key Messages as information.

CARRIED**COUNCIL REPORTS: Council Committee Reports**

Res. 289-23-10-23 MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for the month of September 2023 as information.

CARRIED

Res. 290-23-10-23 MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's report for September 2023 as information.

CARRIED**Council Key Messages**

Res. 291-23-10-23 MOVED by Councillor Vardas that the Town of Sundre Council accept the Key Messages of Council for the month of September 2023 as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE: **Letter to Sundre Hospital Futures**

Res. 292-23-10-23 MOVED by Councillor Marr that the Town of Sundre Council accept the letter to Sundre Hospital Futures in support of a Grant Application as information.

CARRIED**CLOSED MEETING:**

Res. 293-23-10-23 MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 7:06 p.m.

CARRIED

Mayor Warnock called a 5 minute recess at 7:06 p.m.

Mayor Warnock resumed the Closed Meeting at 7:16 p.m.

CLOSED MEETING**Topic of Closed Meeting**

The following were in attendance for the closed meeting session:

Staff: Acting CAO / Director of Corporate Services, Chris Albert

13.1 Advice From Official, *FOIPP Act Section 24*

13.2 Disclosure harmful to business interest of a third party,
FOIPP Act, Section 16

13.3 Local public body confidences, **FOIPP Act, Section 23**

Res. 294-23-10-23 MOVED by Councillor Isaac that Council return to an open meeting at 7:44 p.m.

CARRIED**ADJOURNMENT**

Res. 295-23-10-23 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:44 p.m.

CARRIED

These Minutes approved this 6th Day of November 2023

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	Delegation: Chinook's Edge School Division
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Mr. Terry Leslie, Chinook's Edge School Trustee and representatives of River Valley School and Sundre High School have requested to address Council with updates on school events and programs.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached documents.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillar 2 and Pillar 5.

ADMINISTRATION RECOMMENDATIONS / OPTIONS:

That Council accept the Chinook's Edge School Division presentation as information.

MOTION:

That the Council of the Town of Sundre accept the Chinook's Edge School Division presentation as information.

Date Reviewed: November 06, 2023

CAO: Donna Nelson



PRORITIES

The three pillars of our education plan continue to be:

- Academic Excellence
- Social Emotional Well-being
- Career Connections

RECOMMENDATION #1

Chinook's Edge recommends a cross ministry effort to address increasingly complex needs of students

RECOMMENDATION #2

Chinook's Edge was pleased to see that in the UCP election platform, there were promises to promote career pathways and enhance opportunities related to career training for rural school divisions. We would ask the government to follow through on these.

RECOMMENDATION #3

Chinook's Edge recognizes there are limited resources. We ask that the government continue to reduce red tape, so that we can get more out of the money already being invested in education.

ABOUT US



Our students

Chinook's Edge serves just over 11,000 students



Our schools & staff

Chinook's Edge has 2,200 staff serving students in 40 schools



Our communities

Our schools are located in 13 small communities that sprawl east and west of the Highway 2 corridor south of Red Deer to Carstairs.



Our mission

Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.

Chinook's Edge BOARD OF TRUSTEES



www.cesd73.ca



[www.facebook.com/Chinooks
EdgeSchoolDivision/](https://www.facebook.com/ChinooksEdgeSchoolDivision/)



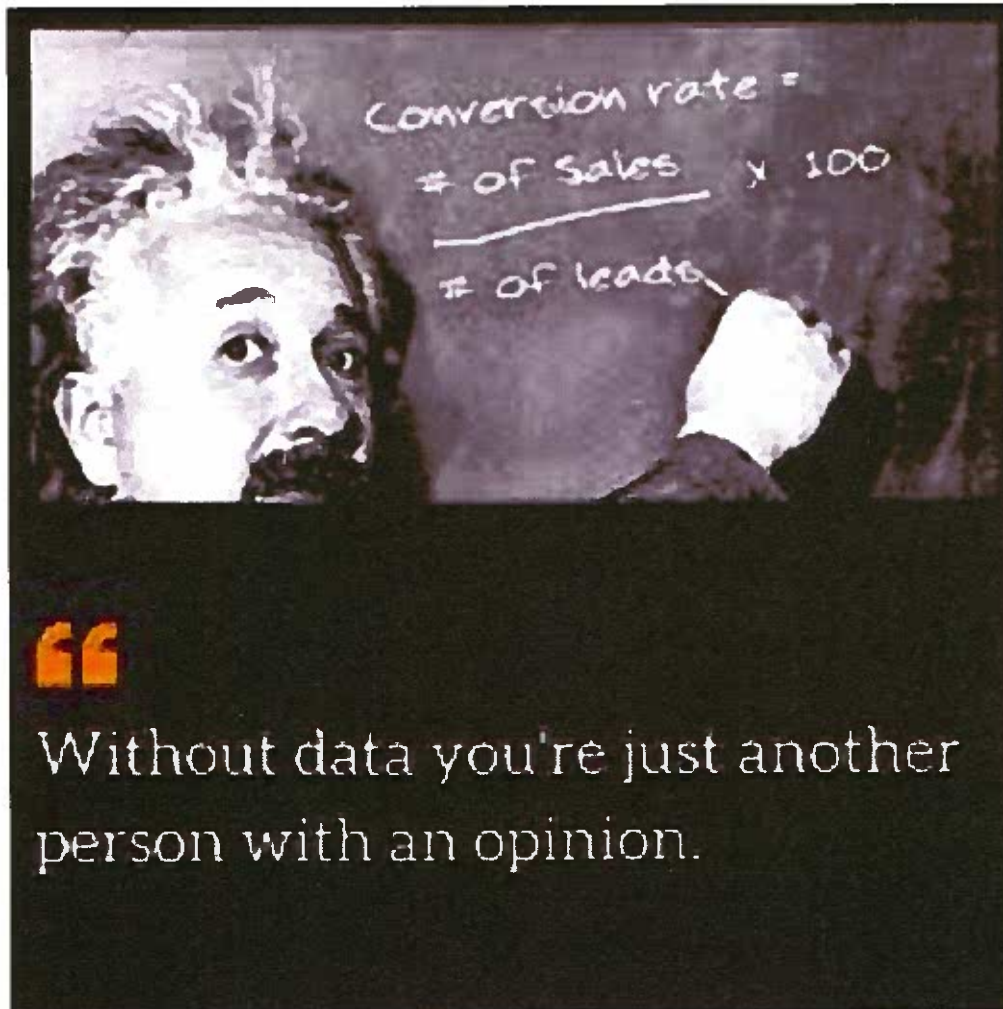
4904 50th Street
Innisfail AB T4G 1W4

River Valley School



2022-2023: The Year in Review





Academics

Grade 6 PAT Data - 2021/2022

Subject	Levels	River Valley	Province
ELA	Acceptable	89.6	76.1
	Excellent	19.4	18.9
	Below	8.0	8.7
Math	Acceptable	85.1	64.1
	Excellent	22.4	12.6
	Below	11.9	21.4
Science	Acceptable	92.5	71.5
	Excellent	40.3	23.7
	Below	4.5	14.2
Social Studies	Acceptable	89.6	67.8
	Excellent	29.9	20.1
	Below	7.5	17.7

Gr 6 last year: 35+ kids per class, two Severe Risk Assessments within the grade, not quite post pandemic...A perfect storm for lower results.

We did Amazing! How?

Focused, sustained full school collaboration, to build staff & student capacity.

This results in a culture of collective competency that succeeds despite challenge.

RVS Gr 6 PAT marks are consistently high over the years-a culmination of K-5 work.

Strategies for Success:

Academics

- focused grade team **collaboration** (5 full days a year + grade teams 1 block twice a month/ built into O₂ time)
- Collaborative Response **Major Meetings** - large team for big challenges
- daily intervention block** for the whole school (**O₂ Time**: focusing on the Outcomes & Objectives of education is the Oxygen of our work) - we've been doing this for 8 years now...18 intervention blocks a month...150+ intervention blocks per school year!
- Goldilocks Goals** - hitting the “just right” sweet spot **for every student**: interventions, enrichment, life skills programming and so on (54 Individual Program Plans & 79 Learning Support Plans)
- Professional Reading & PD**: Permission to Feel, Spark, Brain Rules, Visible Learning for Literacy, Lost & Found, Executive Functioning, SEW Spaces, Math Minds and more

Social Emotional Wellness

Some of the Story:

Family School Wellness Data	6-8 Session Students: 36 Single Session Students: 30+ Parent Connections (all communications) 150+
Family School Wellness referrals	Mental Health: 16 Private Therapy: 7 Other: 11 (food bank etc.)
RVS Mentorship	# of Students: 17
Suspensions this year	38 *41 Last year
Main reasons for suspensions	Fighting, Defiance/ Disrespect, Vaping
KITE plans developed/ in use (high risk student plans)	7
SEW Team Specialists	# of Students on caseload: 5
Severe Risk Assessments	1
YES Program	Access for all students

Social Emotional Wellness

Strategies for Success:

- focused grade team **collaboration** - Collaborative Response **Minor Meetings** - Grade teams: how can we help? (twice a month)
- Collaborative Response **Major Meetings** - large team for big challenges: Administration, FSW, PE, Music, Library, LST, Homeroom Teacher, EA
- Collaborative Response Method: **What skills is the student missing? How can we support growth?** Vs. The Big Story/Consequences for Behavior only * **Pressure & Support**
- Professional Reading & PD:** Permission to Feel, Spark, Brain Rules, Visible Learning for Literacy, Lost & Found, Executive Functioning, SEW Spaces
- Student Supports:** Joe Social Media Presentation (Gr 4-8), Outreach Centre Presentations (K-5), YES program, FSW, SEW Team, Mentorship, Designated Supervision, Buddies, Extracurricular programs (sports, early risers, checkers club, Stomp club, KM club, Equine)

Indigenous Education Work based on TQS requirement

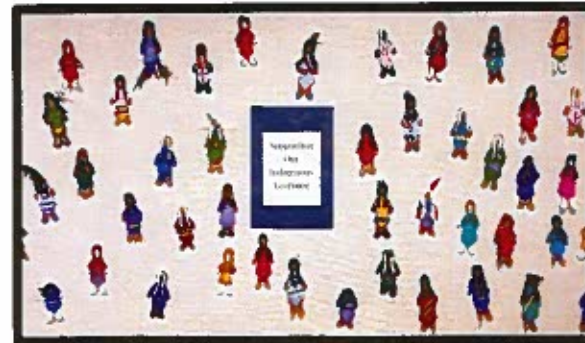
Steps this year:

Large school based lead team (8 staff members)

Focused work:

- Orange Shirt Day (Truth & Reconciliation Day/ September): rock messages & painting
- Youth Pow Wow Learning Day in Red Deer - Gr 5 attended
- Metis Week (November): dot art/ cultural learning
- MMIWG -Murdered & Missing Indigenous Women & Girls)/ Red Dress Day (May): younger students honoring women/ Mother's Day, student art: ribbon skirts, faceless dolls - staff wore red dress pins for the week
- Indigenous Flag Installment - Division initiative (June): community school assembly (RVS & SHS) & Blackfoot Confederacy Dance performance
- National Indigenous Peoples Day (June): field trip to Sundre Museum for some classes
- PD Read: Braiding Sweetgrass
- Naturally embedding in the curriculum: literacy, social studies, land based science learning

Indigenous Education Work



Attendance

Attendance %	Year (Sept-June 12)	Sept-Dec	Jan-June 12
90% or higher	68.43%	57.27%	72.69%
75% - 89%	26.45%	35.2%	23.56%
Below 75% **almost all above 50%	5.12%	7.53%	3.75%

**30 students (25 families) noted with chronic attendance issues (below 75%), but some data to reconsider as 4 students became Alternative Learners, 2 students moved but did not re-register elsewhere for some time so stayed in our system.

Strategies:

- Teachers reviewing attendance monthly and making calls home
- General Attendance Stats/ Research shared in monthly newsletter and on social media
- FSW or SEW involvement -what is getting in the way of attending?
- Collaborative Response Major Meeting: large team support brainstorm
- Offering modified in-school programming
- Offering short-term Alternative Learning options

Community Connections

Alta Gas - BBQ for Welcome Back BBQ
 Terry Fox Run/ \$460 Donations
 Olds Grizzlies - Free Hockey Tickets
 Jo(e)'s Social Media for Parents
 Sundre Public Library Resource sharing
 Eagle Hill Co-op - Freezies after T Fox run
 RCMP - Halloween Safety
 Nutrition for Learning
 Freson Bros - Toonies for Tummies/ NFL
 Mountain View Resource Network:
 Roots of Empathy program
 Greenwood Neighbourhood Place:
 Sundre on the Go in RVS News
 School Council: Cinderella Opera
 Community Remembrance Day Service
 Triple C Equine Assisted Learning
 Sundre Santas hamper packing
 Hopes & Dreams Food Campaign
 RVS Library Mitten Tree
 Carol Sing



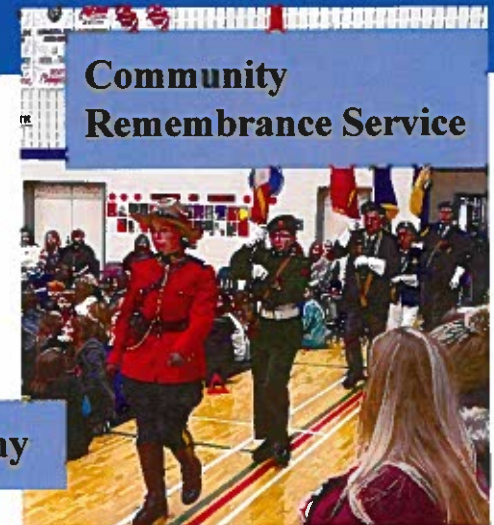
Olds Grizzlies



Roots of Empathy



Terry Fox Run



Community Remembrance Service



X'mas Hamper Packing

Community Connections

AHS Dental visits K-2
Gr 5 Rock the Rink Curling
School Council Family Movie Night
Town of Sundre: Building Murphyville
Live Different/ SHS Collaboration
Life Skills Field Trips: Dental Hygiene,
Post Office, RCMP, Aquaplex, garden centre,
Public library
K Community visits: fire hall, greenhouse
RVS Community Little Library
AHS Immunizations
Let's Chalk About It
Hats on for Mental Health/ \$304 donated to GNP
Child & Family Services: Success in Schools
Meetings for students in foster care
Olds College - Youth Try a Trade Day
Elections Alberta -Youth Experience
Sundre Museum
Gr 8 water system walk with Town Operations Mgr.
Basketball Summer Camp Collaboration with GNP



Gr 5 Rock the Rink

Murphyville



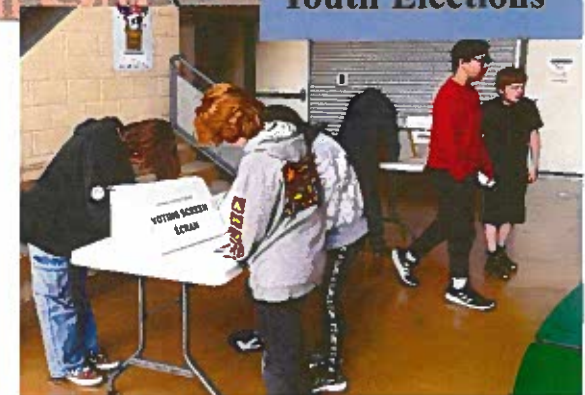
YES-Let's Chalk About It!



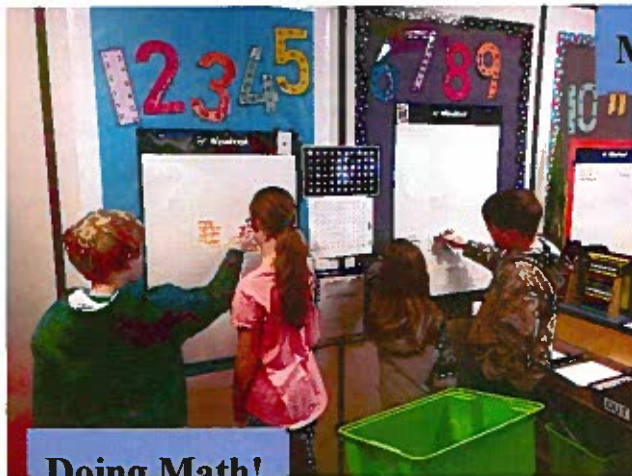
Youth Elections



Try a Trade Day



Capturing just a bit more...

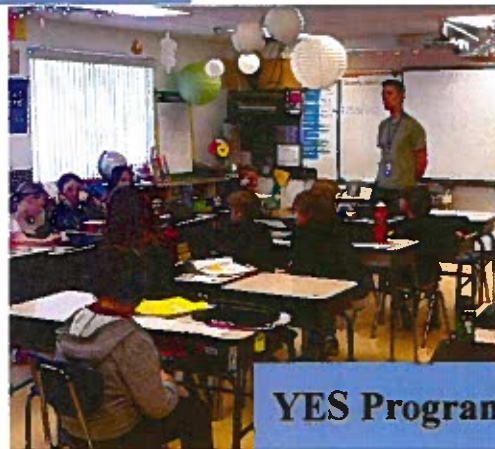


Doing Math!

Musical Chairs



X'mas Puzzle Race



YES Programming



Sports Teams



Band Concert

Dog Sled Races



Jersey Day



K Scavenger Hunt



KM Club



Buddy Reading



YES program



School Talent Show



Ready to learn!



Bridge Building



Music Class

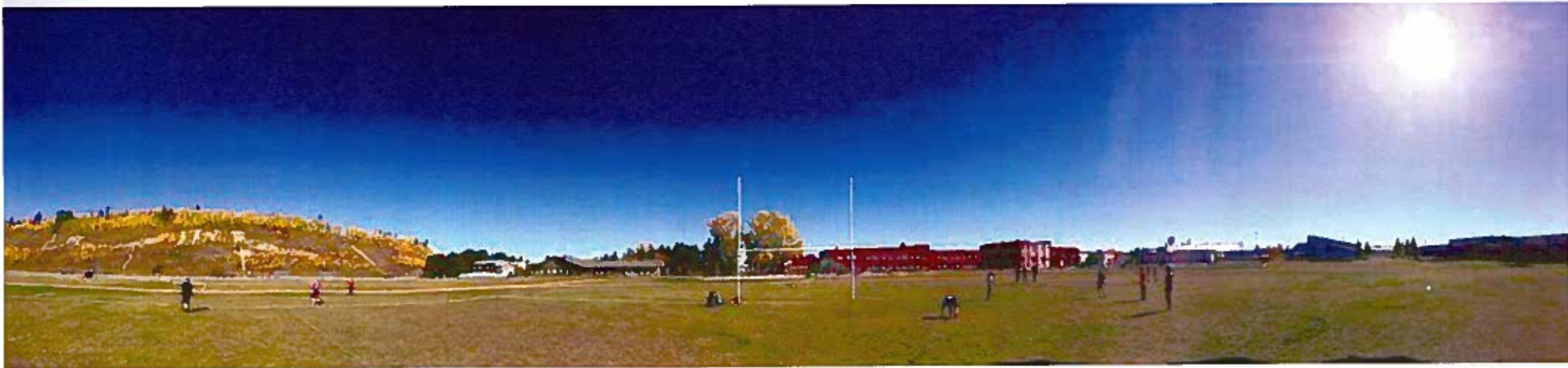


River Valley School



2022-2023 - A Great Year at RVS!

**Thanks to all stakeholders for supporting
the work of education in Sundre.**



SHS/SLC Supporting Data - Trustee

*Enrollment for 2023 is **285 students** (fairly stable the last 5 years)*

Academic

Scholarships/Awards Value:

- Approximately \$10,000 given out in scholarships and student awards.

Number of supporters:

- Approximately 20 awards/scholarships given by community members/organizations from the local area other than the school.

Number of honor roll students grade 9-12:

- 94 students (gr. 9 - 35, gr. 10 - 23, gr. 11 -28, gr. 12 -8)

Graduation:

- Last year saw 65 grads walk across the stage, with a graduation rate of 90% slightly higher than the provincial average.

Drop-out Rate

- For 2022 our data showed the drop-out rate as 0.2% while the Provincial average was 2.5%.

Transition Rate

- Within 6 years of starting grade 10, **69%** of SHS/SLC students went on to some type of postsecondary education (2022 data). The Provincial average was **59%**.

Diploma Exam Scores

- Overall our student test scores are at the provincial average.

Social Emotional

FSW data

- In the school year of 2022-2023 there were 25 open files (students with ongoing visits).
- Of these files 19 experienced a positive change (survey question).
- Completed 90 single sessions (not ongoing visits).

SET data

- Social Emotional Specialist Data
- Last year... 12 students at Sundre High with complex needs were seen.
- This year in the month of September 10 students were re-seen from last year and have had 4 new referrals.

Community Connections

- Dr. Sommerville is using the high school as a place to meet high school age patients for mental health appointments once per month.
- Connections with RCMP and other community agencies.

Career Connections

RAP - Registered Apprenticeship Program

- 9 Students

Dual Credit/Pre-employment

- 15 onsite welding students, 8 taking advanced welding onsite and then 5 students completed Pre-employment Welding.
- The year prior we had 5 students complete Heavy Equipment Technician - pre-employment.
- One student completed the Meat Processing Certificate
- 2 students complete the VTA - Veterinarian Technician Assistant Certificate Program
- Online Dual credit courses - 5 students complete a variety of courses.

Green Certificate

- 13 Students completed the program.

Health Care Skills Day

50 students from Sundre and area visit different locations in Sundre to learn and practice different health care skills to learn about the various roles in the industry. (suturing, giving needles, etc.)

Post-Secondary visits in 2022/23

- 40+ students visited Olds College
- 40+ students visited SAIT/Mount Royal University/University of Calgary
 - On these visits we are regularly met by past SHS graduates that are currently attending these institutions.
- ELLA event in the fall where at least 15 different booths were set up in the gym for Alberta post-secondary opportunities, military, RCMP, etc. This is available to all students.
- Many individual visits from Alberta post-secondary institutions to the school.

School Activities

May Queen

- Approximately **150 students** from grades 9-12 volunteered in the community doing various odd jobs (yard work, cleaning, painting, etc.).
- **Raised \$29,210 in 4 days.**
- Parents and community members supervised each job to ensure student safety.

Athletics

Cross-Country Running, Golf, Curling, Volleyball, Basketball, Badminton, Track & Field

- 110 athletes (some overlap of course)
- 6 staff coaches and 9 community member coaches (parents and other)
- 14 students attending Provincial Championships in Cross-Country and Track & Field.

Drama

- 24 students were involved in the drama program after school, this includes actors, tech's, make-up artists, prop masters, etc.
- There were several community members involved as well to support the students.
- Rehearsal and final production of "**The Addams family**" took place at The Sundre Arts Centre.

Band

- There were 44 students participating in the SHS band program from grades 9-12.
- The SHS band travelled to both Edmonton and Lethbridge last year to represent our community.

TIPS FOR PARENTS

- Prioritize school!
- Communicate the importance of regular school attendance.
- Have regular evening and homework routines.
- Schedule family events with our school calendar in mind.
- Try to make appointments during non-school hours when possible.
- Reach out to your child's teacher with any questions or concerns about attendance.

We understand your child will be away at times because of illness and other reasons.

Our priority is to eliminate unnecessary absences so that your child can learn, connect and succeed in school!

DID YOU KNOW?

Research shows that missing 10% of school negatively affects a student's academic performance.

Attendance in school is compulsory in Alberta for everyone between the ages of 6 and 16.

Students who attend school regularly have the opportunity to participate more fully in learning activities which increases the likelihood of successfully completing high school.

Missing 2 days of school each month or 20 days each year starting in Grade 1 is equivalent to missing a full year of schooling by grade 10.

Find out more at our Chinook's Edge [website](#)

ATTENDANCE MATTERS!



Chinook's Edge School Division
4904 - 50 Street
Innisfail, AB T4G 1W4
1-800-561-9229

Don't let your child miss a day of learning opportunities unnecessarily!

Chinook's Edge strives to provide a warm welcome in each of our safe and caring schools.

As part of the Chinook's Edge school community, your child has access each day to:

- Quality Learning Environments
- Social Emotional Wellness
- Engaging curriculum
- Positive relationships
- Connection to peers
- Enrichment activities and clubs
- Culture and tradition

Chinook's Edge also provides a continuum of supports for students when needed, including breakfast and nutritious snack programs, access to Family School Wellness and Inclusive Education professionals, and flexible Alternative Learning programs.



Attend today, Achieve tomorrow



Regular school attendance is **critical** for student success. Good attendance is important for a child's ability to learn, grow and develop social skills. Attending school regularly helps children feel better about themselves and school.

We share your priority to ensure the best learning experience each day for your child.

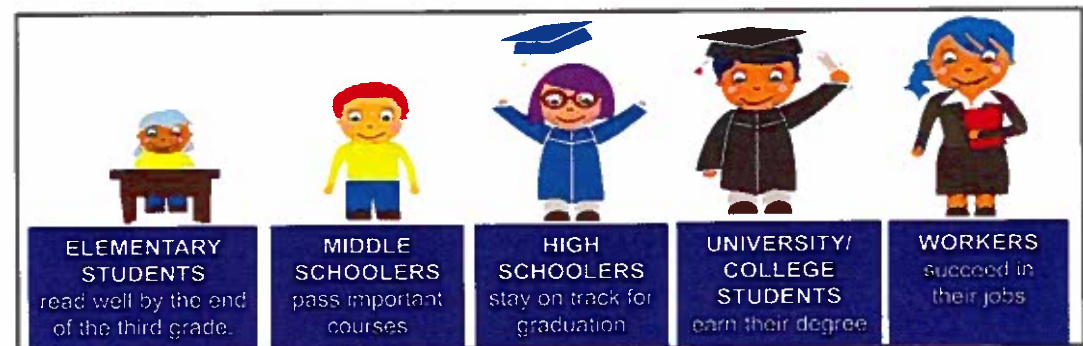
If your child's attendance is becoming a concern, please contact your child's teacher. They are your partner in helping your child succeed in school!

When absences become a concern

If your child is experiencing attendance concerns, as a parent you can expect:

- 1) Your child's teacher will reach out to you to explore ideas that may help your child attend (ie. new seating arrangement in the classroom);
- 2) If attendance concerns continue, your child's Principal or Vice Principal will work with you to determine supports that may be helpful at the school level (ie. adjustments in your child's schedule, etc);
- 3) For continued attendance concerns, the Principal of Alternative Learning will connect with you to explore supports at the division level (ie. exploring Alternative Learning, etc).

We want to work together, so your child can succeed in learning and in life





REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	Gas Alberta Inc. 2023 Gas Refund
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

See Report to Council for further details.

DISCUSSION:

See Report to Council for further details.

ALIGNMENT WITH STRATEGIC PLAN

See Report to Council for further details.

COSTS/SOURCE OF FUNDING:

See Report to Council for further details.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council pass the refund on to the Town's utility customers through a one-time per gigajoule credit associated with the amount of gigajoules used during November 2023.

MOTION:

That the Town of Sundre Council approves a per gigajoule credit to be applied on utility bills issued in December 2023 for natural gas consumption used during November 2023. The per gigajoule rebate rate is dependent upon the total number of gigajoules sold.

OR

That the Town of Sundre Council transfers the Gas Alberta Inc. gas cost refund of \$31,002.70 to the Utilities Infrastructure Lifecycling Restricted Surplus Account.

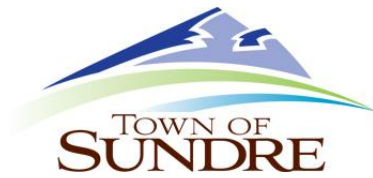
OR

That the Town of Sundre Council directs Administration to record the Gas Alberta Inc. gas cost refund of \$31,002.70 as an additional revenue item for the Gas Department in 2023.

Date Reviewed: November 3, 2023

CAO:

Amela Nub



REPORT TO COUNCIL

COUNCIL DATE	November 6, 2023
SUBJECT	Gas Alberta Inc. 2023 Gas Refund
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1a

BACKGROUND/PROPOSAL:

Gas Alberta Inc. is the Town of Sundre's gas supplier, and the Town is a shareholder of this company. Due to gas management and hedging activities during the fiscal year ending June 30, 2023, Gas Alberta is refunding \$4 million to its shareholders.

As a shareholder the Town customers have benefited from lower gas rates than if the Town purchased gas from investor owned utility companies. In addition to this ongoing savings, the Town has received a gas cost refund of \$31,002.70 based on Town of Sundre gas purchases from Gas Alberta Inc. between July 1, 2022 and June 30th, 2023.

In 2017, 2018, 2019 and 2021, Council passed motions to pass the amounts on to the Town's utility customers through a per gigajoule refund. In 2020, Council passed a motion to transfer the refund to the Utilities Lifecycling Restricted Surplus Account. There was no gas cost refund in 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council can direct administration to record the refund as gas revenue received in 2023 with the amount becoming a part of the Gas Department's budget. If a surplus arose from the additional revenues, it would be administered according to the Restricted Surplus Account Policy. Such an approach would provide the greatest latitude in determining the best use of the refund for 2023 operating expenses; however the Town's gas customers would receive no gas refund on their bill this year.

Council can direct administration to transfer the amount to the Utilities Infrastructure Lifecycling Restricted Surplus Account to be used for future infrastructure projects. The additional funds would be used for future gas projects reducing the need to increase gas rates to fund those projects, but the Town's gas customers would not receive a gas refund on their bill this year.

Council can direct administration to credit utility customers accounts with a one-time per gigajoule rebate on the December 2023 bills. Such action would have an insignificant impact on the gas budget, as the reduction in utility revenue would be the same as the amount received from Gas Alberta. To determine the per gigajoule credit, administration will divide the actual gas consumption measured for sale to all users during the month of November 2023 into the total gas cost refund of \$31,002.70. The total refund would be distributed over all natural gas

customers based on how many gigajoules they use during the month of November 2023. Using historical November usages as a guideline, it is estimated an average residential customer could see approximately a \$15.86 gas rebate. Higher demand customers will see a higher rebate because they have incurred higher costs to purchase their gas supply during Gas Alberta's fiscal year ending June 30, 2023. The Town's gas customers will receive the direct benefit of a refund as the funds will be distributed to the customers based on gas consumption.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Council's strategic Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council pass on the refund to the Town's utility customers through a one-time gigajoule credit associated with the number of gigajoules used during November 2023.

COSTS/SOURCE OF FUNDING:

Refund received from Gas Alberta Inc. in September 2023.

ATTACHMENTS:

Gas Alberta Inc. September 19, 2023 letter



September 19, 2023

To: Jim Hall, Manager of Operations
Town of Sundre

Re: Gas Cost Refund

We are pleased to inform you that Gas Alberta Inc. is refunding a total of \$4.0 million to its shareholders as a result of gains that were generated by the Company's gas management activities during the fiscal year ending June 30, 2023.

Each shareholder will receive a portion of this refund based on their gas purchase volume for the period July 1, 2022 to June 30, 2023.

The refund for your organization was calculated as follows:

Total gas purchases by all shareholders: **30,614,491 GJs**

Total gas purchases by your organization: **237,283 GJs**

Pro-rated Refund Amount: **\$31,002.70**

GST: **\$1,550.14**

Total Refund Amount: **\$32,552.84**

The above refund will be credited to your account via EFT on September 29, 2023. If you have any questions regarding the above, please contact me at (403) 509-2601.

Regards,

A handwritten signature in blue ink, appearing to read "Paul Dunsmore".

Paul Dunsmore
President and CEO



REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	2023 Auditor Appointment
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2

BACKGROUND:

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 280(1) States "Each council must appoint one or more auditors for the municipality."

In May 2022, the Town of Sundre issued a Request for Proposal (RFP) for audit services to be provided for the 2022, 2023 and 2024 fiscal years, with an option to extend the services for two (2) additional one-year terms. KPMG was selected as the successful candidate for the appointment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

KPMG has the manpower and skill set to meet the Town's audit expectations and timelines. An area of focus for KPMG is municipal audits and they have a number of partners and senior accountants that have gained a thorough knowledge of the MGA and Public Sector Accounting Board (PSAB) standards. These standards and the MGA are continually changing, and experience of this nature is invaluable. They can provide technical expertise to assist the Town in understanding these standards and to provide accounting technical advice as needed. The cost for 2023 auditing services will be funded through the operational budget.

ALIGNMENT WITH STRATEGIC PLAN

This aligns Council's strategic priorities of Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council appoints KPMG as the Town's auditors for the 2023 fiscal year.

MOTION:

That the Town of Sundre Council appoints KPMG as the Town's auditors for the 2023 fiscal year.

Date Reviewed: November 01, 2023

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	Parkland Regional Library Board Proposed 2024 Budget
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

The Town of Sundre is a Board Member of the Parkland Regional Library Board (PRLS). Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. PRLS budgets are prepared with conservative estimates. For 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years, with an increase in 2023 to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projects supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

DISCUSSION:

See attached 2024 Parkland Regional Library Board Proposed Budget Document. Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. The Town of Sundre will be required to pay the per capita amount as determined by the Board vote.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillar 5, Sustainable & Responsible Governance

COST ANALYSIS

An increase to the per capita amount was accounted for in the 2024 budget, and the \$0.43 increase is within the projections.

ADMINISTRATION RECOMMENDATIONS:

That Council approved the Parkland Regional Library Board's proposed 2024 budget with a per capita rate of \$9.18.

MOTION:

That the Town of Sundre Council approve the Parkland Regional Library Board's proposed 2024 budget with a per capita rate of \$9.18.

Date Reviewed: November 3, 2023

CAO: Ainda Nub

8.3a



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

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

Notes for the Parkland Regional Library System Budget 2024

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

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

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

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

Points within the budget to note include:

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

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

Under Income

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland's bond investments.

Under Support Materials

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

Under Cost of Service

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits

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

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

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

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

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

Parkland Regional Library System



Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

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

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

Brief Notes – September 2024

INCOME

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

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

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

- 2.16 Decreased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM Proposed 2024 Budget

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

Income – line details

1.1 Provincial Operating Grant:

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

1.2 On Reserve, On Settlement Grant:

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

1.3 Membership Fees:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

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

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

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

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

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – held at the 2023 level.

2.3 Computer Maint. Agree.

Software Licences:

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

2.4 Cooperative Collection:

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

2.5 eContent Platform fees and Subscription fees:

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

2.6 On Reserve, On

Settlement Grant Exp:

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

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

2.8 Internet Connection

Fees:

for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

2.9 Library Services Tools:

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

2.10 Marketing/Advocacy:

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

2.11 Member Library

Computers:

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

2.12 Outlet - Contribution

to Operating:

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

2.13 Periodicals:

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

2.14 ILL Postage

Reimbursement for Libraries:

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

2.15 Supplies purchased

Cataloguing/Mylar:

held at 2023 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

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

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

PRLS Circulating Collections

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

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

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

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

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

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

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

<i>3.5 Dues/Fees/ Memberships:</i>	for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.
<i>3.6 Insurance:</i>	this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
<i>3.7 Janitorial/Outdoor Maint. Expense:</i>	increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.
<i>3.8 Photocopy:</i>	reflects fees for photocopiers and estimated usage with a slight decrease, based on actual costs.
<i>3.9 Salaries:</i>	to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.
<i>3.10 Salaries-Employee Benefits:</i>	to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
<i>3.11 Staff Development:</i>	funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.
<i>3.12 Supplies/Stationery/ Building:</i>	based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

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

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

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

Budget Supplement

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

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

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

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

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2024

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

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2024	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$68,992	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRLS assets - 2024, \$78,100 -B)</i>	\$282,100	
	\$351,092	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$35,145	B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$42,955	B
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C

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

Technology Reserve

Budgeted for member library computers \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

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

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

Amortization expense anticipated for building \$78,939

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

\$147,931



REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	FCM Feasibility Study Funding for New Wastewater Treatment Technology
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

The Soneera wastewater treatment solution is currently in the pilot phase and, to support our application for approval of the new technology once the testing is complete, it is anticipated additional information will be required regarding non-treatment related aspects. Administration, in conjunction with McElhanney Engineering and Magna Engineering is proposing an application to the Federation of Canadian Municipalities (FCM) to undertake a feasibility study to compare, against other approved technologies, the projected costs (capital, operations, and maintenance) of the new wastewater treatment technology provided by Soneera Water Canada Ltd. The feasibility study will consist of four distinct deliverables: a Background report, a Wastewater Treatment Options Assessment, a Technology Package and a Final Report. The requirement of the application for funding to FCM requires the Town of Sundre to commit 50% of the total cost of the study, in the amount of \$25,000.00. The proposed project start date is November 1, 2023 with an end date of February 15, 2024.

DISCUSSION:

See attached Executive Summary prepared by Magna Engineering and a copy of the application to be made to FCM.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillars 4, Supportive Infrastructure and Pillar 5, Sustainable & Responsible Governance.

COST ANALYSIS:

Total cost of the project is \$50,000.00. The application to FCM requires the Town to commit to 50%. The Town's portion of \$25,000.00 will be funded through the existing approved Four-Year Operating Budget for the Wastewater Department.

ADMINISTRATION RECOMMENDATIONS:

That Council approves the commitment of \$25,000.00, from the existing approved Four-Year Operating Budget, in support of the feasibility study application to FCM.

MOTION:

That the Town of Sundre Council approves the commitment of \$25,000.00, from the existing approved Four-Year Operating Budget, in support of the feasibility study application to FCM.

Date Reviewed: November 3, 2023

CAO: David Nelson



REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	Sundown in Sundre Santa Event
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.5

BACKGROUND/PROPOSAL:

The Sundre & District Chamber of Commerce in conjunction with the Sundre Museum is proposing a Sundown in Sundre Santa Event, on Friday, December 1, 2023 at approximately 4:00 p.m. The Chamber is proposing that a helicopter carrying Santa land at the Ball Diamonds. Santa would be transported by the Sundre Community Van, from the Ball Diamonds to Mountain View Seniors Lodge and then on to the museum for pictures with Santa.

The municipality does not have jurisdiction regarding aviation rules. The Chamber of Commerce will be responsible for ensuring all flight paths and aviation rules are followed as set out by NAVCANADA. In addition, the Chamber of Commerce will be required to obtain written permission from Chinook's Edge School Division.

DISCUSSION:

See Administration's letter to the Chamber of Commerce.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillar 1, Community Development and Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council support to the Sundown in Sundre Santa Event, recognizing that written permission from Chinook's Edge School Division in support of the event is to be obtained.

MOTION:

That Town of Sundre Council support the Sundown in Sundre Santa Event, recognizing that written permission from Chinook's Edge School Division in support of the event is to be obtained.

Or

At Council's discretion.

Date Reviewed: November 3, 2023

CAO:

Amida Nebo

November 2nd, 2023

RE: Sundown in Sundre Santa Event

To: Sarah Henn
Sundre & District Chamber of Commerce

This letter is in relation to the December 1st, 2023 Sundown in Sundre event where a proposed helicopter is to land and drop off Santa at the Baseball Diamonds at River Valley School, located at 310 Centre St N at 4:00 pm. It is the responsibility of Sundre & District Chamber of Commerce to ensure all flight paths and aviation rules must adhere to NAVCANADA, Transport Canada, and any authorities having jurisdiction's rules and regulations. All crowd management and safety duties must be organized and in place prior to the event.

Sundre & District Chamber of Commerce will have to provide written permission from Chinook's Edge School Division in support of the event. The Town of Sundre will bring forward a motion to the November 6th Council meeting in support of the event for decision.



Linda Nelson
Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	Seniors' Fall Prevention Month Proclamation
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.6

BACKGROUND/PROPOSAL:

Seniors are a vital part of our families, communities, and province, giving generously of their wisdom, experience and love. Individuals, agencies and organizations from a multitude of disciplines across Alberta are working together to increase awareness of the issues and encourage Albertans to take steps to prevent seniors' falls.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Research has shown that falls are the leading cause of injuries amongst seniors and that 20-30% of seniors in Alberta will fall at least once a year, and that falls contribute to over 9,000 hospital admissions and 33,580 emergency department visits each year.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Pillar 2, Community Well-being of Council's Strategic Plan.

COSTS/SOURCE OF FUNDING:

None.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre proclaim November 2023 as "Seniors' Fall Prevention Month" in the Town of Sundre.

MOTION:

That the Council of the Town of Sundre proclaim November 2023 as "Seniors' Fall Prevention Month" in the Town of Sundre.

ATTACHMENTS: Proclamation.

Date Reviewed: November 3, 2023

CAO: *Linda Nelson*

Stay Independent. 
Prevent Falls.

PROCLAMATION

NOVEMBER SENIORS' FALLS PREVENTION MONTH

WHEREAS seniors are a vital part of our families, communities, and province giving generously of their wisdom, experience, and love; and

WHEREAS falls are the leading cause of injuries amongst seniors; and

WHEREAS 20-30% of seniors in Alberta will fall at least once a year; and

WHEREAS falls among our seniors will result in over 9,000 hospital admissions and 33,580 emergency dept visits each year; and

WHEREAS falling, and the fear of falling, can lead to depression and hopelessness, loss of mobility, and loss of independence; and

WHEREAS individuals and organizations from a multitude of disciplines across Alberta are working together to increase awareness of this issue and encourage Albertans to take steps to prevent seniors' falls; and

WHEREAS the quality of life is improved for Alberta seniors who remain healthy, active, and independent;

NOW THEREFORE, I Richard Warnock Mayor of Sundre, on behalf of Council and the Citizens of Sundre, do Hereby proclaim his month of November 2023 to be Seniors' Falls Prevention Month in Sundre.

Mayor Richard Warnock



REQUEST FOR DECISION

COUNCIL DATE	November 6, 2023
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.

BACKGROUND/PROPOSAL:

Correspondence received by, and/or sent by Legislative Services.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the following correspondence as information.

MOTION:

12.1 That the Town of Sundre Council accept the invitation for a representative of the Town of Sundre to attend the 2023 Remembrance Day Service at River Valley School.

ATTACHMENTS:

12.1 Royal Canadian Legion Branch 223 Invitation

Date Reviewed: November 3, 2023

CAO: Amide Nelson



PO Box 22

Sundre, AB T0M 1X0

October 26, 2023

His Worship Mayor Richard Warnock

Town of Sundre

Province of Alberta

Dear Mr. Warnock,

Branch #223 RCLegion Executive and Members wish to invite you or your representative to attend on behalf of the Town of Sundre, the Remembrance Day Ceremony to be held Saturday, November 11th, 2023 in the Sundre River Valley School Gymnasium. Your representation is appreciated as part of this remembrance service and we sincerely hope you will be able to attend.

Form up for the entrance of Members of the Branch and all other Services will be at 0930 hours. The Service is scheduled to begin at 1030 hours. Our Sgt. At Arms will be Comrade Stewart Sheridan along with the President Comrade Art Dickson as Master of Ceremony.

Please advise Comrade Art Dickson by phone if you will be able to attend at 403-638-6300.

Respectfully,

Secretary, Comrade Betty Bennett

