



AGENDA

Committee of the Whole

October 11, 2023 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR COMMITTEE OF THE WHOLE TO BE HELD ON WEDNESDAY, OCTOBER 11, 2023 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

Page

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

1.1 LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

3.1 Minutes of Committee of the Whole September 11, 2023 [Request for Decision - RFD-23-181 - Pdf](#)

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4. PUBLIC HEARINGS

5. DELEGATIONS

5.1 Delegation - Baytex Energy (Richard Bland, Shane Koss, Kyle Hillestad & Murray Phillips) [Request for Decision - RFD-23-149 - Pdf](#)

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5.2 Delegation - Garrett Dick [Request for Decision - RFD-23-184 - Pdf](#)

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6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1	Parkland Regional Library Proposed Budget 2024 Request for Decision - RFD-23-179 - Pdf	11 - 33
7.2	Utility Refund Request Request for Decision - RFD-23-182 - Pdf	34 - 36
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7.4	Halloween Event Request for Decision - RFD-23-187 - Pdf	38
7.5	Janitorial Agreement (BYAS Building) Request for Decision - RFD-23-189 - Pdf	39 - 41

8. OPEN FORUM

(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

9. CLOSED SESSION

10. ADJOURNMENT

Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes of Committee of the Whole September 11, 2023
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Motion by Council to accept the minutes September 11, 2023, Committee of the Whole Meeting.

ATTACHMENTS:

[2023 09 11 COW Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 5, 2023
Date



MINUTES

Committee of the Whole Meeting

Monday, September 11, 2023 - 5:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Craig Douglas, Assistant Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent: Councillor Gayle Rondeel

Delegates:
 Rimby Legion Branch No. 36 - Lance Hanneson
 Rimby Historical Society - 8 Board Members

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 038/2023 COW

Moved by Councillor Clark to accept the Agenda for the September 11, 2023, Committee of the Whole Meeting, as amended.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

3. MINUTES

3.1. Minutes

Motion 039/2023 COW

Moved by Councillor Coston to accept the Minutes of the Committee of the Whole Meeting of June 12, 2023, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. Delegation - Rimbey Legion Branch No. 36

Motion 040/2023 COW

Moved by Councillor Clark to bring the Rimbey Legion Branch No. 36 request to install a cenotaph in Mount Auburn Cemetery, to the next Council meeting held on September 25, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

5.2. Delegation - Rimbey Historical Society

Motion 041/2023 COW

Moved by Councillor Coston to bring the Rimbey Historical Society discussion regarding the gates to the next Council meeting on September 25, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. BYAS Building Lease Rates

Motion 042/2023 COW

Moved by Councillor Coston to bring the BYAS building discussion regarding the lease rates to the next Council meeting on September 25, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

7.2. Chili Cook Off - ADDITION TO AGENDA

8. OPEN FORUM

9. CLOSED SESSION

10. ADJOURNMENT

10.1. Adjournment

Motion 043/2023 COW

Moved by Councillor Curle to adjourn the meeting at 6:08 PM.

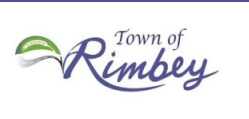
Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Delegation - Baytex Energy (Richard Bland, Shane Koss, Kyle Hillestad & Murray Phillips)
Item For: Public Information -or- Closed Session

BACKGROUND:

Baytex Energy has requested to be a delegate at the Committee of the Whole Meeting on October 11, 2023.

RECOMMENDATION:

Administration recommends Council bring any decisions from the Baytex presentation forward to the next Regular Council Meeting held on October 23, 2023.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 2, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 2, 2023
Date

Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Delegation - Garrett Dick
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received an email request from Garrett Dick to request the use of the Community Centre Parking lot on July 19-21, 2024, to hold a Power Zone Ball Hockey Tournament.

RECOMMENDATION:

Administration recommends that Council bring Garrett Dick's request to use the Community Center Parking Lot on July 19-21, 2024, forward to the next Regular Council Meeting held on October 23, 2023.

ATTACHMENTS:

- [Ball Hockey Tournament Proposal](#)
- [Ball Hockey Tournament Set-up Plan](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

ENDORSED BY:

October 5, 2023
Date

Craig Douglas, Chief Administrative Officer

From: [Garrett](#)
To: [Bonnie Rybak](#)
Subject: Ball Hockey Tournament Proposal
Date: Wednesday, September 27, 2023 7:46:03 PM
Attachments: [Ball Hockey Tournament Set-up Plan.png](#)

To whom it may concern,

My name is Garrett Dick, owner of Power Zone Athletics. I would like to propose to use the community center parking lot July 19-21 for a Power Zone ball hockey tournament. We would like to have access to the parking lot July 17th, and dis-assembly will take place July 22nd. We have built a small local committee to help organize the event.

We will have 6 rinks set up with portable fencing around each. Teams will include U9, U11, U13, U16 and Open. We'll be advertising on local radio stations and are aiming to attract teams from Rimbey and Central Alberta.

It will be an alcohol free event.

The manager at the Quality Inn has offered to have discounted rates that weekend. The farmers market is welcome to advertise at our event.

We will have a DJ with music and an announcer for the games. We've spoken to Grumpy Pies and they're on board with setting up their food truck. We will touch base with Asian Food Treats as well as per their food truck availability. We also plan to chat with Coop about donating the use of one of their sheds for our registration booth.

We will have a 50/50 on Sat and Sun with proceeds going to Blindman Valley Minor Hockey and Rimbey's Pond Hockey. Attached is our set-up plan.

Thank-you!

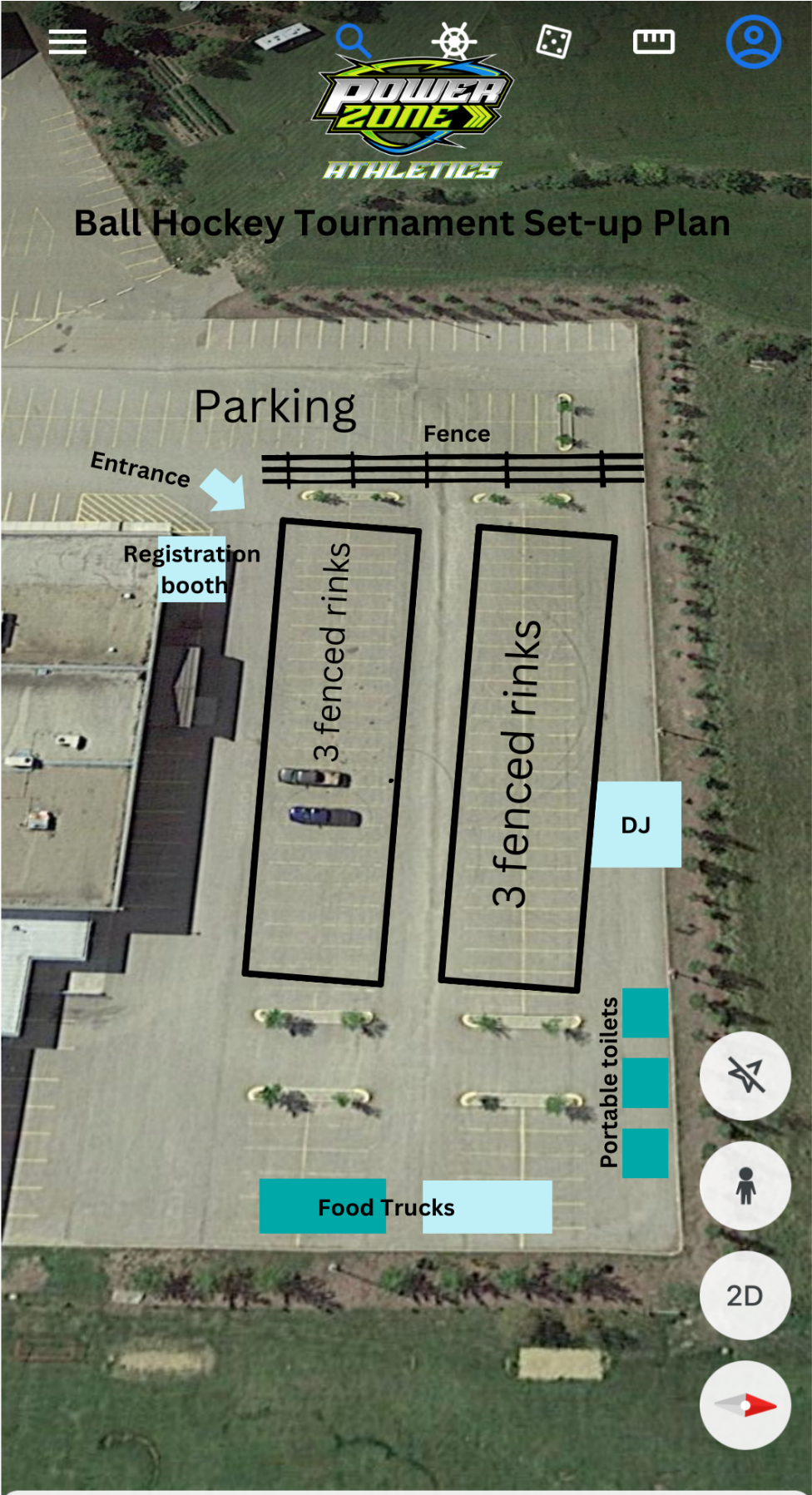
Garrett Dick

PowerZone Athletics

403-999-6905
4909-50 AVE
Rimbey AB
powerzone2023@gmail.com
www.powerzoneathletics.com



"The road to athletic greatness is not marked by perfection but by the ability to constantly overcome adversity & failure"



Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Parkland Regional Library Proposed Budget 2024
Item For: Public Information -or- Closed Session

BACKGROUND:

The Town of Rimbey became a member of the Parkland Regional Library in November of 1997. The Town of Rimbey pays a cost per capita to be a member.

DISCUSSION:

The Parkland Regional Library is requesting approval of the Proposed 2024 Budget.

For 2024, there is a proposed \$0.43 increase to the municipal per capita requisition from \$8.75 to \$9.18.

For calculating the municipal levy for 2024, Parkland Regional Library will be using the Population Estimates and Projections supplied by the Office of Statistics and Information of Alberta Treasury Board and Finance. The population estimate for Rimbey was 2625 using these population estimates with the total requisition at \$24,097.50.

RELEVANT POLICY/LEGISLATION:

Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3

FINANCIAL IMPLICATIONS:

2024 requisition estimated at (9.18×2625) \$24,097.50.

RECOMMENDATION:

Administration recommends Council discuss if they wish to approve the Parkland Regional Library 2024 Proposed Budget including a \$.43 increase to the municipal per capita requisition and estimated requisition for the Town of Rimbey at \$9.18 per capita, based on estimated population numbers supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance (pop 2,625) and bring forward to the next Regular Council Meeting held on October 23, 2023.

ATTACHMENTS:

[PRLS Proposed Budget 2024](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", with a large, sweeping flourish extending to the right.

Craig Douglas, Chief Administrative
Officer

October 5, 2023

Date



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.

3.5 Dues/Fees/

Memberships:

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

3.6 Insurance:

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

3.7 Janitorial/Outdoor

Maint. Expense:

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

3.8 Photocopy:

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

3.9 Salaries:

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

3.10 Salaries-Employee

Benefits:

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

3.11 Staff Development:

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

3.12 Supplies/Stationery/

Building:

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

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

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

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

Budget Supplement

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

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

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

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

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

Parkland Regional Library System Budget Supplement - Movement of Funds - 2024

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

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2024	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <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) (Estimated capital PRLS assets - 2024, \$78,100 -B)</i>	\$282,100	
	\$351,092	
<hr/>		
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	
<hr/>		
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		C
		\$0

(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**

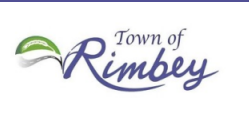
(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

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

\$147,931

Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Utility Refund Request
Item For: Public Information -or- Closed Session

BACKGROUND:

On September 17 and 25, 2023, Administration received correspondence from a resident requesting a refund of \$1678.36 on the August utility bill. The usage for sewer based on 70% of water was 1031.00 cubic metres with a charge of \$727.77. The water usage consumption was 491.00 cubic metres with a charge of \$1031.10. The total bill for August was \$1778.36.

RECOMMENDATION:

Administration recommends that Council bring Mr. Blades request for a refund forward to the next Regular Council Meeting held on October 23, 2023.

ATTACHMENTS:

[Utility Refund Request_Redacted](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

Deren Blades

[REDACTED]
[REDACTED]
Rimbey, AB
TOC 2J0

September 17, 2023

Town of Rimbey
4938-50 Avenue, Box 350
Rimbey, AB
TOC 2J0

Dear Town of Rimbey:

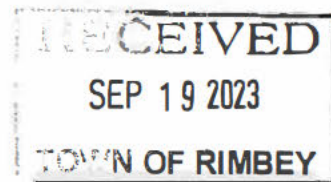
I am writing in regards to my August billing of monthly Utilities service account [REDACTED]. I bring into question the bill for metered water and sewer and ask you to review. It shows a total consumption of 491.00 Cubic meters totaling \$1031.10 and sewer based on this consumption value at \$721.77. To me there must be an issue with meter at my location. As soon as I was informed of this I had my daughter contact Kansas Ridge Mechanical to check for leaks in the toilets and overall plumbing at this location. No leaks were detected by the plumber. Just to put into context, total water consumption at this location for 2021 was 57.50 cubic meters and for 2022 was 58.50 cubic meters. Since March my daughter and son in law and their 3 children are also living here. Of course water consumption has increased to approximately 12.0 cubic meters for per month for March through June. I believe the problem may have started in July as that bill jumped to 22.5 cubic meters. Even if we are using an average of 12 cubic meters a month it would take 41 months to consume 491 cubic meters of water.

Sincerely,



Deren Blades

[REDACTED]
[REDACTED]



Bonnie Rybak

From: [REDACTED]
Sent: Monday, September 25, 2023 8:57 AM
To: General Info
Subject: [REDACTED]

Attention Bonnie

Good Morning:

In follow up to my letter last week. With the total bill for services being \$1778.36 and the average of the prior 4 months being approximately \$80.00 per month, I would be willing to pay \$100.00 on this bill and asking the town to cover the balance. I also worry about September billing as I have not seen anyone at my location physically check over the meter.

Thanks,

Deren Blades

Sent from [Mail](#) for Windows

Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Flag Policy
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration was asked to bring forward the discussion of a flag policy for the Town of Rimby.

RECOMMENDATION:

Administration recommends that Council bring the request for a flag policy forward to the next Regular Council Meeting held on October 23, 2023.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Halloween Event
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received an inquiry as to whether the Councillors are going to take part in the Halloween event organized by the Rimbey Legion. Councillor Curle and Councillor Coston handed out candy at the event last year.

RECOMMENDATION:

Administration recommends that Council bring the request for Council to attend the Halloween event forward to the next Regular Council Meeting held on October 23, 2023.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

ENDORSED BY:

October 5, 2023
Date

Craig Douglas, Chief Administrative Officer

Committee of the Whole
REQUEST FOR DECISION



Meeting: October 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Janitorial Agreement (BYAS Building)
Item For: Public Information -or- Closed Session

BACKGROUND:

The current agreement for janitorial services at the BYAS building is between Blindman Youth Action Society and Jessica Skjonsberg.

As the Town of Rimbey was given ownership of the BYAS building in November 2022, a new agreement for janitorial services should be made with The Town of Rimbey.

RECOMMENDATION:

Administration recommends that Council determine if they wish to enter an agreement with Jessica Skjonsberg for janitorial services at the BYAS building and bring it forward to the next Regular Council meeting held on October 23, 2023.

ATTACHMENTS:

[Blindman Youth Action Society Janitorial Agreement](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 5, 2023
Date

Blindman Youth Action Society
Box 1802
Rimbey, AB T0C 2J0

POSITION: Caretaking Co-ordinator

The Caretaker of the Blindman Youth Action Society (BYAS) building is responsible to ensure the building is clean and maintained. The Caretaker will work alongside volunteers and other service persons to respond to general cleaning and repairs. The Caretaker will liaise with the BYAS Board to ensure the building maintains a professional, clean and friendly appearance.

The Caretaker Co-ordinator will report to the Blindman Youth Society Board of Directors.

DUTIES AND RESPONSIBILITIES

1. **Building Management:**

- Ensures floors throughout the building are swept and mopped.
- Ensures dusting and general cleaning of the building.
- Informs Kevin Booth of the BYAS Board of any required repairs or necessary maintenance (i.e. Floors being polished etc.)
- Identify potential hazards of the building, and informs Kevin Booth.
- Identifies and follows through with safety procedures (using safe cleaning products etc.)
- Ensures common area garbage is removed from the building.
- Vacuuming of foyer and other areas as required.
- Monitors the need for cleaning products/toiletries and acquires them accordingly.
- Washrooms are cleaned and disinfected.

2. **Volunteer Management**

- Facilitate the training of volunteers.
- Collaborates with volunteers to complete general cleaning duties.
- Ensures safety standards and procedures are presented to volunteers.

3. **Seasonal**

- Removal of the snow from sidewalks.
- Cleaning of the windows inside and out once a year.
- A thorough cleaning of kitchen e.g. oven, fridge.

4. **Standards of Performance**

- General cleaning is completed on a weekly basis
- Submission of a report to the BYAS Board

5. Payment

The BYAS Board shall pay \$350.00 per month for general cleaning. They will pay an additional fee of \$50.00 per month for snow removal for the five month period of November to March of each year. This fee will be paid directly to Roslin Kaprowski. The other seasonal cleaning will be negotiated between the BYAS Board and the caretaker.

Signed at the Town of Rimbey on the 2 day of MAY 2022

JESSICA SKJONSBERG
Caretaking Co-ordinator(Printed Name)

Bernice Biatsch
Signature

L Sk
Printed Name

BERNICE BIATSCHE
on behalf of the Blindman Youth Action
Society Board of Directors

REVIEW AFTER 6 MONTHS.