



AGENDA

Town Council

October 27, 2025 - 4:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, OCTOBER 27, 2025 AT 4:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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9. CORRESPONDENCE

10. 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.

11. CLOSED SESSION

12. ADJOURNMENT



Meeting: October 27, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes
Item For: ☒ Public Information -or- ☐ Closed Session

Minutes of the Regular Council meeting on September 22, 2025, as presented.

To accept the Minutes of the Regular Council meeting on September 22, 2025, as presented.

2025 09 22 Council Meeting Minutes

October 23, 2025
Date

October 23, 2025
Date



MINUTES

Town Council Meeting

Monday, September 22, 2025 - 3:00 PM
Town Administration Building - Council Chambers

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

Mayor Pankiw called the meeting to order at 3:00 P.M. with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Liz Armitage - Development Officer
- Craig Douglas - Chief Administrative Officer
- Breanna Engerdahl - Director of Community Services
- Kolista Davison – Receptionist (In Training)

Absent: Councillor Gayle Rondeel

Public: (1) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 174/2025

Moved by Councillor Clark to accept the Agenda for the September 22, 2025, Regular Council Meeting, as amended.

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

CARRIED

3. MINUTES

3.1. Minutes

Motion 175/2025

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of August 25, 2025, as presented.

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

CARRIED

4. PUBLIC HEARINGS

4.1. Bylaw 1017/25 - Amendment to Land Use Bylaw 1008/24 - Addition of Use in the C1 District

Mayor Pankiw Opened the Public Hearing for Bylaw 1017/25 – Amendment to Land Use Bylaw 1008/24 at 3:05 P.M.

Mayor Pankiw advised the purpose of Bylaw 1017/25 is to amend the C1 - Central Commercial to allow Automotive Service and/or Paint Shop as a Discretionary Use in this land use district.

Mayor Pankiw requested confirmation of notice from Development Officer.

Notice was placed in the September 2, 2025, and September 9, 2025, editions of the Rimbey Review.

Notice was given to adjacent property owners by regular mail and notice was provided to affected agencies.

Notice of this public hearing was posted on the Town of Rimbey website under important notices with a copy of the complete package available for public review and posted on both the front and back doors of the Town of Rimbey Administration Office and at the front counter.

Mayor Pankiw requested a report from Development Officer regarding Bylaw 1017/25 Amendment to Land Use Bylaw 1008/24.

On August 6, 2025, on behalf of RIM BEE TIRES LTD, Lauriz Nazarrea submitted a land use bylaw amendment application to allow Automotive Service and/or Paint Shop as a Discretionary Use in a C1 – Central Commercial land use district.

Analysis of Existing Conditions:

An analysis of the existing land use and surrounding area indicates that as per Land Use Bylaw 1008/24, the property facilitating this overall change to the land use district as a whole is surrounded by lands designated C1 on the west, C2 to the east, PS to the north and C1/R2 to the south. An image of the property from the town’s Land Use Bylaw map is available in the report.

Given the historical tire use and context of the adjacent uses, the proposed tire shop and automotive services would have minimal impact on the area and fit within the local area. This proposed change would also facilitate other tire shops and automotive service businesses throughout the C1 lands in the Town. There are a significant number of C1 zoned parcels so this would open up economic opportunities and new business opportunities that are popular in the Town of Rimbey.

This application was also reviewed against the Town’s Municipal Development Plan. This proposed change to the LUB aligns with the Commercial Development section of the MDP. Goals of this section include:

10.1: To promote and encourage the provision of a full range of goods and services for the citizens of the Town

10.2: To minimize potential conflicts between commercial and non-commercial land uses

The proposed amendment aligns with these goals as it facilitates new businesses and vital services for the Town while ensuring potential conflicts can be minimized through the discretionary nature of the use.

Overall, Rimbey’s MDP focuses on economic development balancing the importance a strong quality of life for residents. This amendment furthers that

overall objective and ensures appropriate planning for this type of use across the C1 district.

Council gave first reading to Bylaw 1017/25 Amendment to Land Use Bylaw 1008/24 on August 25, 2025. Council set the Public Hearing date of September 22nd, 2025, and directed administration to circulate notice of Bylaw 1017/25 to relevant agencies and adjacent neighbours. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for (2) two consecutive weeks prior to the Public Hearing.

5. Mayor Pankiw asked if there were any written submissions:
(reply by Development Officer) (Development Officer to read written submissions if public present)
Written submission was received from:
- Ponoka County, August 12, 2025 – no concerns
 - Forestry and Parks, August 11, 2025 – no comments with regards to the Public Land Act.
 - Fortis Alberta, August 20, 2025 – no concerns
 - Alberta Transportation, Government of Alberta, August 11, 2025 – standard notes with no objections to the Land Use Bylaw amendment.
 - ATCO, August 16, 2025 – no objection

Mayor Pankiw asked if any persons present wish to be heard the first time.

Mayor Pankiw asked if any persons present wish to be heard the second time.

Mayor Pankiw asked if any persons present wish to be heard the third time.

Mayor to Close the Public Hearing at 3:07 P.M.

Motion 176/2025

Moved by Councillor Johnstone to give second reading of Bylaw 1017/25 Amendment to Land Use Bylaw 1008/24.

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

CARRIED

Motion 177/2025

Moved by Councillor Curle to give third reading of Bylaw 1017/25 Amendment to Land Use Bylaw 1008/24.

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

CARRIED

5.	DELEGATIONS
6.	BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Funding Request for School Sensory Room

Motion 178/2025

Moved by Mayor Pankiw that the Town of Rimbey provide a donation of \$5,000 to the Sensory Room at the Rimbey Junior/Senior High School, and that Administration sends a letter to Ponoka County requesting they consider matching the contribution. The Town’s donation is to be issued upon commencement of the project.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

8.1.1 Department Reports

Motion 179/2025

Moved by Councillor Clark to accept the department reports, as information.

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

8.2.1 Boards/Committee Reports

Motion 180/2025

Moved by Councillor Curle to accept the board/committee reports, as information.

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

CARRIED

9. CORRESPONDENCE

10.	OPEN FORUM
11.	CLOSED SESSION - 11.1 ATAI SECTION 20.1 DISCLOSURE HARMFUL TO PERSONAL PRIVACY

Motion 181/2025

Moved by Councillor Johnstone to enter closed session at 3:30 P.M.

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

CARRIED

11.1. ATAI Section 20(1) Personal Privacy - Application for the Rimbey Municipal Library Board

11.2. ATAI Section 20(1) Personal Privacy

Motion 182/2025

Moved by Councillor Clark to revert to open session at 3:45 P.M.

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

CARRIED

Motion 183/2025

Moved by Councillor Curle to appoint Trudy Bratland as a member of the Rimbey Library Board with the term ending October 31, 2028.

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

CARRIED

12. ADJOURNMENT

12.1. Adjournment

Motion 184/2025

Moved by Councillor Johnstone to adjourn the meeting 3:48 P.M.

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

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: October 27, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Policy 156 Councillor Attendance at Conferences/Meetings
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

At the Regular Council meeting held on June 23, 2025, Council made the following motion:

Motion 113/2025

Moved by Mayor Pankiw to cancel the Town of Rimbey’s membership with FCM due to certain initiatives.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

On August 25, 2025, Council made the following motion:

Motion 142/2025

Moved by Councillor Clark for Administration to remove "FCM Convention" under Hourly Rates in Policy 155 and bring forward to next Regular Council meeting on August 25, 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Policy 156 has been drafted to align with the recent amendments made to Policy 155.

RECOMMENDATION:

Administration recommends that Council accept the changes to Policy 156 Councillor Attendance at Conferences/Meetings to align with the recent amendments made to Policy 155 Council Remuneration.

ATTACHMENTS:

[Policy 156 Revised Draft](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 23, 2025
Date

ENDORSED BY:



Craig Douglas, Chief Administrative Officer

October 23, 2025
Date

		Town of Rimbey Policy Manual	
Title: Councillor Attendance at Conferences/Meetings		Policy No: 156	
Date Approved: September 11, 2018		Resolution No: 283/18	
Date Effective: September 11, 2018			
Purpose:	To provide guidance to determine Elected Officials attendance at Conventions/Meetings.		
Policy Statement:	The Council of the Town of Rimbey recognizes the importance of Council attendance at conferences and accepts responsibility for payment of related fees and expenses for attendance at such conferences.		
The Mayor and Councillors may attend the following conferences/seminars: RMA Alberta Municipalities FCM (Federation of Canadian Municipalities) Municipal Leaders Caucus (MLC) All conferences, events, seminars, and special meetings relating to Municipal duties. The Mayor and Deputy Mayor may attend Municipal Leaders Caucus (MLC) The Mayor and one (1) Councillor may attend the two (2) RMA Conferences per year. All Council may attend the annual Alberta Municipalities Attendance at the Annual FCM Conference will be limited to the Mayor and two Councillors when the conference is held out of province. The Councillors shall rotate until all Councillors have attended. The Mayor and all Council may attend the Annual FCM Convention when it is out of province, if the Convention is within driving distance of Rimbey. The Mayor and all Councillors may attend the Annual FCM Conference when it is held in the Province of Alberta. Expenses for attendance at conferences/seminars will be reimbursed as per Policy 155. It is expected all delegates will conduct him/her self in such a manner to positively reflect the values of the Town of Rimbey by attending all sessions punctually and professionally.			
Initial Policy Date:	November 14, 2016	Resolution No.:	449/16
Revision Date:	September 11, 2018	Resolution No.	283/18
Revision Date:	March 27, 2023	Resolution No.	048/23

Town Council
REQUEST FOR DECISION



Meeting: October 27, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Parkland Regional Library Proposed Budget 2026
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.

For 2026, there is a .18 cent increase to the municipal per capita requisition to \$9.99.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of \$4.75 per capita and the rural library services grant will remain at \$5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

According to the most recent Municipal Affairs Population List, Rimbey's population is listed as 2,470. With a per capita rate of \$9.99, this results in a total requisition of \$24,675.30 for 2026. This represents an annual increase of \$444.60 compared to 2025.

RELEVANT POLICY/LEGISLATION:

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

FINANCIAL IMPLICATIONS:

2026 requisition estimated at (9.99 x 2470) \$24,675.30.

RECOMMENDATION:

Administration recommends Council determine if they wish to approve the Parkland Regional Library 2026 Proposed Budget including an \$.18 increase to the municipal per capita requisition. and estimated requisition for the Town of Rimbey at \$9.99 per capita based on Municipal Affairs most recent Official Population list statistics based on based on 2024 statistics.

ATTACHMENTS:

[Email from Parkland Regional Library System Re 2026 Proposed Budget](#)
[Proposed Budget 2026 - Full Budget Notes](#)

PREPARED BY: Craig Douglas, Chief Administrative

October 23, 2025

Officer

Date

ENDORSED BY:

October 23, 2025
Date

A handwritten signature in blue ink, appearing to read "Craig Douglas", followed by a large, stylized flourish.

Craig Douglas, Chief Administrative
Officer

From: [Parkland Administration](#)
To: [Municipal Administrators](#)
Subject: Parkland Regional Library System 2026 Proposed Budget
Date: Friday, September 19, 2025 1:10:10 PM
Attachments: [Proposed Budget 2026 - Full Budget Notes.pdf](#)
Importance: High

Good afternoon,

In accordance with the Parkland Membership Agreement, I have attached to this email a copy of the 2026 proposed budget for the Parkland Regional Library System

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. Please respond with your council's decision regarding the 2026 per capita requisition **as soon as possible**.

The next meeting of the Parkland Library Board is on November 27th where the results of the municipal vote will be reviewed.

Parkland's Director, Ron Sheppard, is available to speak to your council or administration regarding the budget upon request. Please contact Parkland if you have any questions. We can be reached at 403-782-3850 or by email at administration@prl.ab.ca

Thank you,

Kara Hamilton
Office Administrator

Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2
403.782.3850 ext 232 | 1.800.567.9024.ext 232 | prl.ab.ca

Libraries – Value Beyond Words



Proposed BUDGET 2026

PARKLAND REGIONAL LIBRARY SYSTEM**Proposed 2026 Budget**

		Present Budget	Proposed Budget
		2025	2026
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,178,075	2,234,174
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	67,500	50,000
TOTAL Income		3,900,392	3,938,991
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
PRLS Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Professional Development Materials (formerly reference)	2,600	3,600
TOTAL Support Materials & Services Direct to Libraries		1,423,188	1,451,466
Cost of Services			
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)		3,900,392	3,938,991
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.81	9.99

Notes for the Parkland Regional Library System Budget 2026

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 2026, there is an eighteen-cent increase to the municipal per capita requisition to \$9.99. This amounts to a \$0.18 or 1.84% increase in the requisition.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of \$4.75 per capita and the rural library services grant will remain at \$5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 0.99% in 2026.
- For 2026, seventeen expense lines are projected to remain unchanged from 2025, thirteen will see increases, and eight will decrease.
- The budget for 2026 is based on a new population figure of 223,641.
- Interest income is down because of a sharp decline in interest paid on Parkland's current bank account (line 1.5).
- The Cooperative Collection has been reduced by \$5,000 to pay for additional eContent (line 2.4).
- eContent platform fees have been increased by \$6,150 to cover cost increase for existing products (line 2.5).
- Internet connection fees are also down. Parkland's network infrastructure department had set aside funds for an increase in bandwidth it does not judge as necessary (line 2.8).
- Library Services tools have increased slightly due to an increase in the cost of one of Parkland's frequently used survey tools (line 2.9).
- Outlet contributions have dropped slightly since by 2026. The library in Nordegg will no longer be a Parkland service point (line 2.12).
- Line 2.13 has been eliminated with the funds added to line 2.22.
- The Workshop and Training lines have been increased slightly to cover the increased costs for Parkland's in-person conference which was reinstated in 2024 (line 2.17).
- eContent has been increased by \$10,000 due to requests made by a few libraries for more eContent. (line 2.19).
- Audit fees are down slightly because 2024 had a Local Authorities Pension Plan audit in addition to Parkland's regular audit – LAPP audits only occur every third year (line 3.1).
- The salaries line (3.9) has increased to accommodate eligible employees moving up a step on the salary grid.
- The Supplies/Stationery/Building line (line 3.12) has been reduced by \$7,600 and Supplies Purchased (line 2.15) increased by the same amount to reflect the inventory items purchased for member libraries.
- The Telephone line (line 3.13) has increased due to the number of staff who now require multi-factor authentication as part of their job with Parkland. Staff receive a \$50 per month subsidy towards their phone plan.
- Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

At the end of the budget, is the Budget Supplement. In this section the board pre-approves purchases from reserves for the upcoming year and known transfers between reserves. In 2026, Parkland will be purchasing at least one new vehicle (estimated at \$65,000). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a Return on Municipal Levy 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 91% of the 2026 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2026 Budgeted Amounts

2026

Materials Allotment for Libraries	(Books, DVD's, audiobooks, etc.)	\$ 253,392
Cooperative Collection Fund		\$ 25,000
Technology	(Hardware – budget plus reserves)	\$ 161,092
Postage	(Reimbursement for Interlibrary Loan)	\$ 2,300
Software	(For computers, ILS, etc.)	\$ 242,398
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$ 25,600
Internet	(Connectivity provided to member libraries)	\$ 9,600
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$ 158,000
Vehicle Expense		\$ 58,000
Marketing/Advocacy		\$ 20,000
Workshop/Training		\$ 16,000
Cataloguing Supplies		\$ 34,600
Contribution to Outlet Libraries*	(\$200 each for Brownfield, Spruce View and Water Valley)	\$ 600
Materials Discount	(34% in 2024)	\$ 224,997
Additional Services/Funding Available to Parkland Libraries:		
Rural Libraries Services Grant	(Given to PRLS and distributed directly to libraries)	\$ 452,928
SuperNet	(Fiber Optic connection provided by GOA)	\$ 370,022
Sub-Total		\$ 2,054,529
Requisition		\$ 2,234,174
		91%
Difference Between Levy & Direct Return		\$ 179,645

	2026		2025		Requisition change based on 9.99 2025 to 2026
	billing population	per capita 9.99	billing population	per capita rate \$9.81	
ALIX	783	7,822.17	774	7,592.94	229.23
ALLIANCE	166	1,658.34	166	1,628.46	29.88
AMISK	219	2,187.81	219	2,148.39	39.42
BASHAW	848	8,471.52	848	8,318.88	152.64
BAWLF	412	4,115.88	412	4,041.72	74.16
BENTLEY	1,042	10,409.58	1,042	10,222.02	187.56
BIG VALLEY	331	3,306.69	331	3,247.11	59.58
BIRCHCLIFF SV	211	2,107.89	211	2,069.91	37.98
BITTERN LAKE	216	2,157.84	216	2,118.96	38.88
BLACKFALDS	11,415	114,035.85	10,470	102,710.70	11,325.15
BOWDEN	1,280	12,787.20	1,280	12,556.80	230.40
CAMROSE	18,772	187,532.28	18,772	184,153.32	3,378.96
CAMROSE COUNTY	8,504	84,954.96	8,504	83,424.24	1,530.72
CARSTAIRS	5,313	53,076.87	4,898	48,049.38	5,027.49
CASTOR	803	8,021.97	803	7,877.43	144.54
CLEARWATER M D*	12,335	123,226.65	11,865	116,395.65	6,831.00
*Plus population of Caroline					
CLIVE	775	7,742.25	775	7,602.75	139.50
CORONATION	868	8,671.32	868	8,515.08	156.24
CREMONA	437	4,365.63	437	4,286.97	78.66
CZAR	248	2,477.52	248	2,432.88	44.64
DAYSLAND	789	7,882.11	789	7,740.09	142.02
DELBURNE	919	9,180.81	919	9,015.39	165.42
DIDSBURY	5,070	50,649.30	5,070	49,736.70	912.60
DONALDA	226	2,257.74	226	2,217.06	40.68
ECKVILLE	1,014	10,129.86	1,014	9,947.34	182.52
EDBERG	126	1,258.74	126	1,236.06	22.68
ELNORA	288	2,877.12	288	2,825.28	51.84
FLAGSTAFF COUNTY	3,660	36,563.40	3,694	36,238.14	325.26
FORESTBURG	807	8,061.93	807	7,916.67	145.26
GULL LAKE	226	2,257.74	226	2,217.06	40.68
HALF MOON BAY SV	65	649.35	65	637.65	11.70
HARDISTY	548	5,474.52	548	5,375.88	98.64
HAY LAKES	456	4,555.44	456	4,473.36	82.08
HEISLER	135	1,348.65	135	1,324.35	24.30
HUGHENDEN	213	2,127.87	213	2,089.53	38.34
INNISFAIL	7,985	79,770.15	7,985	78,332.85	1,437.30
JARVIS BAY SV	213	2,127.87	213	2,089.53	38.34
KILLAM	918	9,170.82	918	9,005.58	165.24
LACOMBE	14,258	142,437.42	14,258	139,870.98	2,566.44
LACOMBE COUNTY	10,283	102,727.17	10,283	100,876.23	1,850.94
LOUGHEED	225	2,247.75	225	2,207.25	40.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	127,343.61	2,336.58
NORGLNWOLD SV	306	3,056.94	306	3,001.86	55.08
OLDS	9,209	91,997.91	9,209	90,340.29	1,657.62
PAINT EARTH COUNTY	1,990	19,880.10	1,990	19,521.90	358.20
PARKLAND BEACH SV	168	1,678.32	168	1,648.08	30.24
PENHOLD	3,484	34,805.16	3,484	34,178.04	627.12
PONOKA	7,331	73,236.69	7,331	71,917.11	1,319.58
PONOKA COUNTY	9,998	99,880.02	9,998	98,080.38	1,799.64
PROVOST	1,900	18,981.00	1,900	18,639.00	342.00
PROVOST MD	2,071	20,689.29	2,071	20,316.51	372.78
RED DEER COUNTY	19,933	199,130.67	19,933	195,542.73	3,587.94
RIMBEY	2,470	24,675.30	2,470	24,230.70	444.60
ROCHON SANDS SV	97	969.03	97	951.57	17.46
ROCKY	6,765	67,582.35	6,765	66,364.65	1,217.70
ROSALIND	162	1,618.38	162	1,589.22	29.16
SEDGEWICK	761	7,602.39	761	7,465.41	136.98
STETTLER	5,695	56,893.05	5,695	55,867.95	1,025.10
STETTLER COUNTY	5,666	56,603.34	5,666	55,583.46	1,019.88
SUNBREAKER COVE SV	131	1,308.69	131	1,285.11	23.58
SUNDRE	2,672	26,693.28	2,672	26,212.32	480.96
SYLVAN LAKE	16,275	162,587.25	15,995	156,910.95	5,676.30
WHITE SANDS	174	1,738.26	174	1,706.94	31.32
	223,641	2,234,173.59	222,849	2,207,075.06	56,098.53

Brief Notes – September 2026

INCOME

- 1.1 The Provincial Operating grant remains the same, as per notification from 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 increase to \$9.99 population is based on 2024 Alberta Municipal Official Population List
- 1.4 Based on notifications from PLSB and calculated at \$5.60 per capita
- 1.5 Decreased - 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 due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners
- 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. Reduced by \$5,000 to pay for additional eContent (line 2.19)
- 2.5 This line increased by \$6,150 to cover cost increase for existing products
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2025 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 Line reduced as bandwidth increase is deemed unnecessary
- 2.9 Increased slightly to \$8,000 – Tools to assist with cataloguing library materials
- 2.10 Held at 2025 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Increased slightly as this is based on current population at \$0.30 per capita
- 2.12 Decreased to \$600 - operating funding provided to PRLS' three outlet libraries (Nordegg no longer a Parkland service point)
- 2.13 Line eliminated with funds added to line 2.22
- 2.14 Held at 2025 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services - used for purchasing library material

processing items such as laminated book covers, cataloguing records, library cards and multimedia cases

- 2.16 Held at 2025 level - for the operation 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 Increased by \$2,000 with funds taken from line 3.11 to cover increased cost for Parkland's in-person conference - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS CIRCULATING COLLECTIONS

- 2.18 Held at 2025 level \$5,000
- 2.19 Increased \$10,000 due to demands by libraries and renewal of license agreements. Some funds coming from line 2.4 -includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2025 level \$12,000
- 2.21 Held at 2025 level \$5,000
- 2.22 Increased to \$3,600 from funds from eliminated line 2.13

COST OF SERVICES

- 3.1 Decreased as no LAPP audit required in 2026
- 3.2 Reduced slightly to \$1,200 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2025 level of \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$27,250 - actual costs reviewed plus an estimated increase in the building requiring more service calls
- 3.5 Held at 2025 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Held at \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$38,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Held at 2025 level – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Decrease \$2,000 based on actual expenses
- 3.12 Decreased \$7,600 going to line 2.15 to reflect inventory items that were for library support - based on a five-year review
- 3.13 Increase to \$11,000 based on review - includes line charges, toll free number, mobile telephones, long-distance costs, staff phone reimbursement

- 3.14 Held at 2025 level – since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses
- 3.15 Held at 2025 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 Held at 2025 of \$34,000 - based on review of actual costs and estimated increases

At the end of the budget documents, you will find the Budget Supplement which indicates planned purchases from reserves. The largest planned purchase is for computer hardware from the Technology Reserve, most of which is for member libraries. Expenditures are projected to be valued at \$169,250. Parkland will also need to replace at least one vehicle in 2026 which is reflected by a planned expenditure of \$65,000 from the Vehicle Reserve. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Also included is a "Return on Municipal Levy" document. It is based on comparing the amount of the municipal levy to items of direct financial benefit to member libraries. For 2026, it is projected an equivalent of 91% of the levy is returned in tangible form. This return is before considering the services provided by Parkland or taking into account the cost of running Parkland's system headquarters.

Another document has been included comparing the change in requestion paid by each municipality in 2025 and 2026.

Complete Notes to the 2026 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,178,075	2,234,174
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	67,500	50,000
TOTAL Income	3,900,392	3,938,991

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 potentially 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	\$9.99 per capita requisition to municipalities to balance the budget, an eighteen-cent increase per capita using the 2024 Municipal Affairs Population List
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 and municipal districts. 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	reduced in 2026 - 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

Support Materials & Services Direct to Libraries

		2025	2026
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	3,600
TOTAL		1,423,188	1,451,466

Support Materials & Services Direct to Libraries - Line Details

2.1 Alberta Rural Library

Services Grant

a \$5.60 per capita 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 – using 2024 Municipal Affairs Population
2.3 Computer Maint. Agree. Software Licenses	<i>Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners</i>
2.4 Cooperative Collection	decreased by \$5000 - 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	increased by \$6150 – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for Ancestry Library Edition 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 2025 level
2.8 Internet Connection Fees	estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ

2.9 Library Services Tools	increased, based on increase in actual costs – includes tools for Parkland’s cataloguing staff (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 2025 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
2.11 Member Library Computers	slight increase based on system population - 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	decrease to \$600 - funds for Parkland’s three outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.
2.13 Periodicals	line eliminated; funds added to line 2.22
2.14 ILL Postage Reimbursement for Libraries	held at 2025 level - based on actual and estimates – reimbursement for items interlibrary loaned (ILL) by member libraries and ILLs sent for libraries from Parkland
2.15 Supplies purchased Cataloguing/Mylar	increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services funds for direct support items being included here – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases, barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries
2.16 Vehicle Expense	held at 2025 level – 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). Also includes tire replacements

2.17 Workshop/Training increased by \$2000 with funds coming from the Staff Development line (3.11) - 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

PRLS Circulating Collections

2.18. Audiobook Materials held at 2025 level – used to support the physical audiobook collection

2.19 eContent increased 10,000 due to demands for additional content by libraries and renewal of license agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent

2.20 Large Print Books held at 2025 level to help refresh the collection

2.21 Programming Kits held at 2025 level - to build new programming kits and replace consumables in current kits for programming in member libraries

2.22 Reference Materials increased by \$1000 due to line 2.13 being eliminated – to purchase limited amounts of reference material for use by member libraries and PRLS staff, and periodicals. eResources for reference and professional development purposes can also be purchased using this budget line

Cost of Services

		2025	2026
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL		2,477,204	2,487,525

Cost of Services – Line Details

3.1 Audit	decreased - three-year quote for audit services with MNP - no LAPP audit required this year, includes costs for an annual letter from PRLS' lawyers required for the audit process
3.2 Bank Expenses	decreased based on actual - to cover the cost of enhanced electronic banking services and cheques
3.3 Bank Investment Fees	fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2025 level.
3.4 Building-Repair/Maintenance	held at 2025 level – based on actual costs as reviewed

**3.5 Dues/Fees/
Memberships**

held at 2025 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)

3.6 Insurance

held at 2025 level - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, 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 \$38,000 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal

3.8 Photocopy

reflects fees for photocopiers and estimated usage, based on 3-year average costs

3.9 Salaries

reflects current staffing levels and includes a step up the grid for qualifying staff

**3.10 Salaries-Employee
Benefits**

reflects predicted costs for employer contributions and staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross, WCB

3.11 Staff Development

funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items and activities- reduced to \$18,000

**3.12 Supplies/Stationery/
Building**

reduced - direct library supplies costs moved to line 2.15- includes, but not limited to, book processing-related supplies, building and stationery supplies

3.13 Telephone

increased slightly - includes line charges, toll free number, mobile telephones, long-distance costs, and mobile phone reimbursement for staff. Based on actual costs.

3.14 Travel	held at 2025 level - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.57 per km to staff when they are unable to use the PRLS staff vehicles)
3.15 Trustee Expense	accounts for a 10-member Executive Committee and a 6-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, 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 2025 level
3.16 Utilities	held at 2025 level - based on multi-year review of actual expenses

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
TOTAL Income	3,900,392	3,938,991
TOTAL Support Materials & Services Direct to Libraries	1,423,188	1,451,466
TOTAL Cost of Services	2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)	3,900,392	3,938,991
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.81	9.99

Budget Supplement

Explanation points to the 2026 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 at least one new vehicle in 2026 (estimated at \$65,000). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

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 - 2026

Explanation points to the 2026 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		2026
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$89,810	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$65,000	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$169,250	
<i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i>		
<i>(Estimated capital PRLS assets - 2025, \$132,250 -B)</i>		
	\$324,060	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$10,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$10,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$75,763	B
Current Year Amortization estimated - PRLS Assets	\$56,487	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		

Vehicle Reserve		
Proceeds from the sale of vehicles	\$10,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
 Technology Reserve		
Budgeted for member library computers	\$67,092	
	\$209,342	

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	\$89,810	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
 Amortization expense anticipated for building	 \$78,939	
<i>(actual amount will be affected by asset disposals during the year)</i>		
	\$168,749	



Meeting: October 27, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: ☒ Public Information -or- ☐ Closed Session

Various Community Groups supply Minutes of their board meetings to council for their information.

Motion by Council to accept the board / committee reports, as information.

Board Meeting Minutes September 11, 2025 - draft
PRLS Board Talk - September 11, 2025

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 23, 2025
Date

ENDORSED BY:

Crang

Craig Douglas, Chief Administrative Officer

October 23, 2025
Date



PRLS Board Meeting Minutes

September 11, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 9:06 a.m. on Thursday September 11, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill

With Regrets: Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Absent: Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Staff: Karyn Goodwillie, Hailey Halberg, Kara Hamilton, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 9:06 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

Motion by Stephen Levy to excuse Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Shawn Peach, and Harvey Walsh from attendance at the board meeting on September 11, 2025 and remain a member of the Parkland Board in good standing.

CARRIED

PRLS 32/2025



Agenda

1.1.2 Adoption of the Agenda

Motion by Gord Lawlor to accept the agenda as presented.

CARRIED

PRLS 33/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 15, 2025 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 15, 2025 meeting as presented.

CARRIED

PRLS 34/2025

1.3. Business arising from the minutes of the May 15, 2025 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Paul Patterson to approve the consent agenda as presented.

CARRIED

PRLS 35/2025

Les Fee entered the meeting at 9:18 a.m.

3.1 2026 Parkland Budget

Sheppard reviewed the proposed 2026 budgets. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. Budget scenario A only provided eligible staff a step up the salary grid while scenario B provided a step and COLA. After some discussion, the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641 (+1,615 population)
- Provincial grants amount to approximately 41% of Parkland's total income.

Motion by Phillip Massier to approve 2026 budget scenario B.

DEFEATED

PRLS 36/2025



Motion by Paul Ashford to approve 2026 budget scenario A.

CARRIED

PRLS 37/2025

3.2 New Salary Grid

Sheppard reviewed. For the last several years, Deputy Directors at Parkland were remunerated based on line 1 of the salary grid, the manager line. For the extra duties expected from the Deputy Director, an additional \$5,000 stipend was added to their salary.

With the retirement of Donna Williams, the role of Deputy Director has been fixed as a specific position within the organization. As a result, an additional line has been added to the salary grid specifically attributable to the Deputy Director. The new line was created after inquiring with the other library systems what their Deputies are paid and by comparing the approximate variations in the lines of the current Parkland grid. With the departure of two senior staff, the addition of the new salary line has no material effect on the salary line of the 2026 budget.

With the addition of the new line on the salary grid, Parkland's Cost of Living and Compensation policy had to be changed. In the policy, it states *"The Deputy Director will receive a stipend in addition to their salary."* With a new grid line for the Deputy Director, the line referring to the stipend can be removed.

Motion by Carlene Wetthuhn to approve the Compensation Policy as amended.

CARRIED

PRLS 38/2025

Marc Mousseau entered the meeting at 9:55 a.m.

3.3 Board Members Appointed by Multiple Municipalities as their Representative

Julie Maplethorpe reviewed. At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove

According to the Alberta Libraries Act, Section 16, any municipal member of a library system may appoint a person to the system board who is acceptable to municipal council. There is no prohibition whatsoever in Alberta's library legislation, Parkland's policies, bylaws, or membership



agreement preventing one person from representing multiple municipalities on a system board. However, none of the previously mentioned documents state whether those individuals who represent multiple municipal jurisdictions are to be accorded one vote per jurisdiction they represent.

The standing practice on the Parkland Board has always been that each board member only gets one vote.

After some discussion, the board decided that board members would continue to be accorded one vote each. Staff will bring a change in policy back to the board in November affirming that each board member is accorded one vote.

Motion by Julie Maplethorpe to recognize board members who are appointed as representatives to the PRLS Board for multiple municipalities to be awarded one vote per municipality whereby the votes are cast are unanimous in nature from the representative, and the votes will not be split.

DEFEATED
PRLS 39/2025

3.4 Reserve Transfers

Sheppard reviewed. Parkland does not budget for reserves. However, in years where the auditors adjust the level of the Unrestricted Reserve due to their year-end adjustment (usually budget surpluses), Parkland uses these funds to replenish other reserves.

As of May 31st, the Unrestricted Reserve was valued at \$308,007. To replenish Parkland's reserves, at their June 19th meeting, the Executive Committee moved funds from the Unrestricted Reserve to other reserves as follows:

- \$14,500 to the Building Reserve to bring that reserve to recommended minimum level of \$250,000.
- \$12,295 to the Equipment/Furnishings Reserve to bring it up to its recommended maximum level of \$50,000.
- \$125,000 to the Technology Reserve which has a recommended maximum of \$500,000. Following the transfer, the Technology Reserve balance was \$308,329.
- \$25,000 into the vehicle reserve since Parkland's staff vehicles are starting to age and will eventually need replacing. The current value of the Vehicle Reserve is \$204,454.32.

Following these transfers, the Unrestricted Reserve has a remaining balance of \$131,212.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 40/2025



3.5 Investment Signing Authority

Sheppard reviewed. Parkland's investments are managed by RBC Dominion Securities. Donna Williams, who was also the head of Parkland's Finance & Operations Unit, and Ron Sheppard were the only individuals authorized as signing authorities allowed to make changes related to Parkland's bond portfolio. With Donna's retirement, Valerie Schellenberg as the new head of the Finance and Operations unit and Andrea Newland as Deputy Director have been added as signing authorities in addition to the Director.

Motion by Paul Patterson to receive for information.

CARRIED
PRLS 41/2025

3.6 HR Manual Changes

Sheppard reviewed. According to board policy 4.11.1 and 4.11.2, the board needs to be informed of all changes to the Human Resource Manual and Organizational Chart.

A new position has been created at Parkland; The Library Services Assistant. Reporting to the Deputy Director, the Library Services Assistant is primarily responsible for providing support to the Library Services team and to other departments within Parkland. Funding for this position became available when Parkland's Finance Technician retired in April. The Finance Technician position was eliminated.

Other changes to the Human Resource Manual include limiting the number of sick days part-time staff can accumulate to 45 days. Management also decided to allow temporary, contracted employees to be paid for all designated holidays and the three "board days" at Christmas.

Reimbursement rates have also been updated for un-receipted meal expenses to the current Government of Alberta rates.

In addition, Parkland's mileage reimbursement rate was updated from \$0.550 to \$0.570 per km to conform with the new provincial rates.

The same reimbursement rates have also been updated in Appendix II, the "Finance Reimbursement Schedule" of Parkland's policy manual. Nordegg has been removed from the schedule since it is no longer a Parkland outlet library.

Reimbursement rates had not been updated since 2015.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 42/2025

3.7 Advocacy and Marketing Report

Halberg reviewed. Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals,



target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Advocacy Materials

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards. An email will be sent out and telephone calls will be made to member libraries offering further assistance from the Advocacy Committee.

Parkland has continued to have a prominent role in provincial advocacy. Sheppard reviewed the resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, representatives from Calgary and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution on Friday September 12th.

The achievement of obtaining this meeting with the new minister is testimony to Parkland’s long term advocacy efforts and demonstrates Parkland’s importance provincially.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRLS 43/2025

3.7a P.D. Component

Sheppard gave a short presentation to the board about Provincial and Regional Library Funding and how it impacts the Parkland budget.

Motion by Gord Lawlor to receive the P.D. presentation for information

CARRIED
PRLS 44/2025

Naomi Tercier left the meeting at 11:03 a.m.

3.8 2026 Meeting Dates

Sheppard reviewed the proposed 2026 meeting dates for Parkland’s board meetings which will need to be reviewed by the Board at the organizational meeting in November.

February 26, 2026	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 21, 2026	10:00 a.m. – 12:00 p.m. (2025 Financial Statements presented)
September 17, 2026	10:00 a.m. – 12:00 p.m. (Budget presented)
November 19, 2026	10:00 a.m. – 12:00 p.m. (Organizational meeting)



The board discussed if it wants to continue meeting using Zoom or return to in-person meetings. If the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology. Parkland also lacks the technology to host hybrid board meetings. After some discussion, it seemed there was appetite for one board meeting per year to be in person, in May. The board will review the matter again in November.

Motion by Teresa Cunningham to receive the 2026 board meeting dates for information.

CARRIED

PRLS 45/2025

3.9. Updates

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, or IT Report. There were none.

Deputy Director Andrea Newland added to her Library Services Report that she, along with a team of staff; will be visiting all of Parkland's member library staff by holding meetings based on counties. The intention is to ensure Parkland's services are as responsive as possible to member library needs.

Motion by Ray Reckseidler to receive the Director's, Library Services, and IT Reports for information.

CARRIED

PRLS 46/2025

Len Phillips and Edna Coulter left the meeting at 11:12 a.m.

3.10. Parkland Community Update

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books to patrons and schoolchildren in grades 4-6 on horseback.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

Stettler Public Library is working with the local museum, the town, County of Stettler, and Board of Trade to present a number of indigenous activities on Saturday September 13th at the Stettler museum for Culture Days. In addition, the Friends of the Library are holding their Spooktacular book sale on October 11th.

Megan Hanson and Cal David left the meeting at 11:23 a.m.



Penhold & District Public Library has a “Power Hour” utility presentation for seniors. Their summer reading club tracker necklaces was, as always, very popular. They gave away 432 necklaces, and 3,445 beads (worth 20 minutes reading each), and there were 445 entries for their contest prizes. 68,900 minutes were read all together. In addition, their summer reading program held 37 programs for 407 children.

Cremona Municipal Library On August 18th, Calgary Public Library, Mountain View County, and the Cremona Recreation Board sponsored 4-time World champion Dallas Marchand, a First Nations hoop dancer to perform for residents of Cremona.

Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

Gilliat asked everyone to stay after adjournment to fill out a short three-question survey.

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:29 a.m.

CARRIED

PRLS 47/2025

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 11, 2025

2026 Budget

The board approved the draft 2026 budget. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. The first budget scenario provided eligible staff a step up the salary grid while the second scenario provided a step and COLA. The board decided to approve the budget scenario granting staff a step up the grid but not COLA. Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641
- Provincial grants amount to approximately 41% of Parkland's total income.

The Parkland budget with full notes will be sent to municipalities for approval next week.

Board Members Representing Multiple Municipalities

At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove.

The board discussed whether these board members should have one vote per represented municipality or continue to have one vote per board member. The board ultimately decided to continue with the practice of one vote per board member.

Advocacy & Marketing Report

Social Media Strategy

Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals, target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from member public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Election Advocacy

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards.

Provincial Advocacy

Parkland has continued to have a prominent role in provincial advocacy. The Town of Stettler was involved in creating a resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, on Friday, September 12th, representatives from Calgary Public Library and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

Next Meeting: November 14, 2025 (Zoom) 10:00 a.m.
to noon

the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

2026 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2026 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 26, May 21, September 17, and November 19, 2026. The board discussed holding one board meeting in-person next year, most likely in May.

Committee News from Trustees

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books on horseback to select patrons and schoolchildren in grades 4-6.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

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Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

2025 Board Survey

The Parkland board evaluated itself with three survey questions:

Do you believe you have a good understanding of Parkland's role and services? 25 out of 25 people said yes.

By the end of a board meeting, do you believe you have received the information you need to be able to speak to council about what transpired? 22 out of 25 people said yes.

Would you willingly come back to serve another year on the Parkland Board? 18 out of 25 said yes.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie AlMBERG, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Absent

Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Absent with Regrets

Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Guests

Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill