

Agenda
 For Summer Village of Rochon Sands
 Regular Meeting of Council
October 10, 2023 @ 6:00 PM
 Municipal Office and Via Zoom for Public

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1. Call to Order	
2. Approval of Agenda/Additions	
3. Public Hearing	
4. Delegations/Guests	
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12. In Camera	
12.1 None	
13. Next Regular Meeting Date – November 14, 2023	
14. Adjournment	

Regular Meeting of the Council of the Summer Village of Rochon Sands

held on September 12, 2023, at 6:00 PM
at the Municipal Office, #1 Hall Street, Rochon Sands
and via Zoom on Electronic Devices.

Present: Mayor D. Hiller
Councillor J. Byer
Councillor B. Brinson
Administrator J. Jacobson

Public (0):

1. Call to Order

Meeting called to order by Mayor Hiller @ 6:00 PM.

2. Approval of Agenda/Additions

8.9. Application for Relaxation – R1 Setback - Doran

RES 23-09-01 Motion by Councillor Brinson to accept the agenda as amended.
Carried

3. Public Hearing

3.1. None scheduled.

4. Delegations/Guests

4.1. None scheduled.

5. Approval of Previous Minutes

5.1. 08-08-2023 SVRS Regular Council Meeting Minutes

RES 23-09-02 Motion by Councillor Byer to accept SV Rochon Sands 08-08-2023 Regular Council Meeting Minutes as presented.
Carried

6. Business Arising from Previous Minutes

6.1. Loss Control Consultants Quotes – for RMA Insurance for the Rochon Sands Provincial Park (RSPP)

RES 23-09-03 Motion by Mayor Hiller to direct Administration to:

1. Investigate with RMA Insurance a complete list of what is covered under the SVRS policy.
 - If additional coverage is required for RSPP, inquire if RMA will inspect and appraise the buildings in RSPP.
2. Investigate SVRS insurance responsibilities as per the RSPP/SVRS Agreement.
3. Acquire an estimate for the RSPP/Narrows PP premium.

Carried

6.2. Discussion regarding the Snak Shak following the 2023 Summer Village of Rochon Sands AGM

RES 23-09-04

Motion by Councillor Byer to direct Administration to:

1. Investigate the 3 Snak Shak building options (stick built, diner moved onsite, diner moved onsite with construction of a basement) and determine costs and government funding opportunities for each option.
2. Investigate the challenges of building a basement with the elevation issues on this property.
3. Investigate using piles for the auxiliary building.
4. Investigate if the Diner Option meets AHS Health requirements.
5. Investigate if AHS will allow the Snak Shak to operate for one more year.

Carried

7. Financial Reports

- 7.1. Financials – Council Operation Revenue & Expenditures - August 31, 2023
- 7.2. Financials - Capital Revenue & Expenditures to August 31, 2023
- 7.3. Financials – August Cheque Listing to August 31, 2023
- 7.4. Financials – June Bank Reconciliation to June 30, 2023
- 7.5. Financials – July Bank Reconciliation to July 31, 2023
- 7.6. Financials - Prov Parks YTD Rev & Exp Provincial Parks to August 31, 2023

RES 23-09-05

Motion by Mayor Hiller to accept the financial reports and statements as presented.

Carried

8. New Business

- 8.1. Use of Rochon Sands Provincial Park Trails for K-9 Erskine School Cross-Country Running

RES 23-09-06

Motion by Councillor Brinson to accept the Erskine School Cross-Country Run letter as information. The Cross-Country Run will take place on the Rochon Sands Provincial Park Trails within a two-week timeframe around September 27th.

Carried

- 8.2. APEX Gas Franchise Agreement Report Estimate

RES 23-09-07

Motion by Councillor Brinson to leave the APEX Gas Franchise fee at zero (0).

Carried

- 8.3. Development Permit - 1 Choke Cherry Lane – Carport

RES 23-09-08

Motion by Mayor Hiller to accept the Approval of Development Permit #2023-006 – Carport as information.

Carried

- 8.4. Development Permit - 26 Beach Street West – Shed

RES 23-09-09

Motion by Mayor Hiller to accept the Approval of the Development Permit #2023-008 Shed as information.

Carried

8.5. Development Permit DENIAL - 33 Bay View Street - Modular Home

RES 23-09-10

Motion by Mayor Hiller to approve the relaxation of variance for development permit #2023-007 with the following conditions:

1. As per Land Use Bylaw No. 244-19, 8.7.4 (d) the maximum length to width ratio can be no greater than 2.5:1. If the ratio of this manufactured home is greater than 2.5:1, an addition to the side of the home must be constructed within 12 months of the completion of the placement of the manufactured home.
2. As per Land Use Bylaw No. 244-19, the maximum age of a manufactured home is 10 years. Council requires the submission of a photo of this manufactured home to determine if it fits with the character of the area as per Section 8.7.4 of Land Use Bylaw No. 244-19.

8.6. County Parks Inspections Rochon Sands Provincial Park Playground

8.7. County Parks Inspections SV Rochon Sands Playground – Village Square

8.8. County Parks Inspections SV Rochon Sands Playground – Beachfront

RES 23-09-11

Motion by Mayor Hiller to direct Administration to have Public Works address the deficiencies as listed in the three County Park Inspection Playground reports:

1. Rochon Sands Provincial Park Playground - seal the gaps at the tops of the slides with caulking.
2. SV of Rochon Sands Playground – Village Square - cover the visible concrete foundation under the “car” spin toy with a minimum of 6” of pea gravel.
3. Tighten bolts on the teeter totter and all other playground equipment.

8.9. Application for Relaxation – R1 Setback - Doran

RES 23-09-12

Motion by Mayor Hiller that Council does not oppose the Application for Relaxation as submitted by Thomas Doran. The project will have to follow the full Development Permit Approval Process as per Land Use Bylaw No. 244-19.

Carried

9. Council/Committee Reports

9.1. Mayors Report

- County of Stettler Municipal Planning Commission Special Meeting - Bar W Resort - August 31, 2023.

9.2. Councillor Reports

- None

10. CAO and Staff Reports

10.1. CAO Report

- First week as CAO – climbing the steep learning curve.
- Resurfacing for the tennis courts began on September 11 and will require approximately 10 days to complete, weather permitting.
- The Summer Village of White Sands moved out of the SVRS office at the end of August into their new temporary office in Stettler.

RES 23-09-13

Motion by Mayor Hiller to accept Council/Committee and CAO reports as presented.

Carried

11. Correspondence/Information/Reports

- 11.1. ASVA Notice of Special Resolution to Amend the ASVA Bylaws
- 11.2. ASVA Proposed Conference Program

RES 23-09-14 Motion by Mayor Hiller to accept all reports and correspondence as information.
Carried

12. In Camera – Human Resources

- 12.1. Not required

13. Next Regular Council Meeting Date – October 10, 2023

14. Adjournment

RES 23-09-15 Motion by Councillor Byer to adjourn the Regular Council Meeting at 7:48 pm.
Carried

Mayor

Administrator

6.1 Rochon Sands Provincial Park Asset Values and Annual Insurance Premiums

Building ID	Property Address	Property Name	City	Building	Gen Contents	Art,Exhibits	Equip,Tools, Mach	Computer Centre	Library	Leasehold Impr	Misc. Sp Contents	Total	Property Desc	Annual Insurance Premium
RECP435-003	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$144,145.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,145.00	ADMIN BLDG ASSET# 2004430	\$193.00
RECP435-007	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$253,105.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$288,105.00	Maintenance Bldg, METAL ASSET# 2004615	\$475.00
RECP435-008	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$70,370.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,370.00	SHELTER Partial Enclosed Day Use ASSET# 2004613	\$209.00
RECP435-009	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$30,645.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,645.00	TOILET\DOUBLE COMBO VAULT Day Use ASSET #2004261	\$91.00
RECP435-010	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$46,535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,535.00	TOILET/DOUBLE COMBO VAULT CHANGE AREA ASSET# 2004266	\$138.00
RECP435-012	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$30,645.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,645.00	TOILET Double Combo Vault- Loop B by Site 54 ASSET# 2004264	\$91.00
RECP435-013	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$30,645.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,645.00	TOILET Double Combo Group Use ASSET# 2004265	\$91.00
RECP435-014	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	SHELTER Partial Enclosed Group Use ASSET# 2004614	\$223.00
RECP435-015	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$30,645.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,645.00	TOILET\DOUBLE COMB VAULT- Loop A by Site 10_ASSET# 2004262	\$91.00
RECP435-016	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$30,645.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,645.00	TOILET Double Combo VAULT- Loop A by Site 36 ASSET# 2004263	\$91.00
RECP435-019	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$45,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,400.00	BUILDING\STORAGE\ 20'x24' DOUBLE CAR GARAGE ASSET# 2004611	\$135.00
RECP435-020	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$26,105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,105.00	Pumphouse Day Use Area ASSET# 2004612	\$43.00
RECP435-021	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	Playground Equipment - Beach ASSET# 3011233	\$66.00
RECP435-022	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$9,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,080.00	SHED\Wood-Behind Double Garage-RMI 6,000 Asset 2005454	\$27.00
RECP435-023	WAINWRIGHT DISTRICT	ROCHON SANDS PP	ROCHON SANDS PP	\$45,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,400.00	STEEL ROLL-IN BOAT DOCK-RMI- \$30,000 Asset 3014664	\$75.00
												\$959,365.00	\$2,039.00	

6.1 The Narrows Provincial Park Asset Values and Annual Insurance Premiums

Org	Building ID	Property Address	Property Name	City	Building	Gen Contents	Art, Exhibits	Equip, Tools, Mach	Computer Centre	Library	Leasehold Impr	Misc. Sp Contents	Total	Property Desc	Annual Insurance Premium
PPAR	RECP480-001	WAINWRIGHT DISTRICT	The Narrows PRA	The Narrows PRA	\$27,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,240.00	TOILET Single Combo (Boat Launch between Site's 6 & 7) (BC 009005) Asset# 2005301	\$81
PPAR	RECP480-002	WAINWRIGHT DISTRICT	The Narrows PRA	The Narrows PRA	\$27,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,240.00	TOILET Single Combo (Site 29) (BC 009006) Asset# 2005181	\$81
PPAR	RECP480-003	WAINWRIGHT DISTRICT	The Narrows PRA	The Narrows PRA	\$27,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,240.00	TOILET Single Combo (By Site 53) (BC 009007) Asset# 2005136	\$81
Total														\$243	

6.2 Snak Shak Update

Communication from Mel Cherlenko, AHS Public Health Inspector, providing allowance of one more year operating the Snak Shak through to September 2024 and recommendations for the “new” Snak Shak.

From: Mel Cherlenko
Sent: Tuesday, October 3, 2023 1:23 PM
To: Rochon Sands CAO
Subject: RE: Snack Shack Food premises building.

After reviewing the premises with you and design specifications. I recommend building a new facility it would be a better option. Also build the facility to allow some indoor dining areas would also be a big asset. So I have notified the operator of the snack shack that the repairs for the facility can be delayed one more year until Sept 2024, that will allow for one more season of operation in the current facility and allow the village council to develop a new plan for the facility,

.....

Regional Water System

I would recommended that you design the building so that the water system can be connected to the regional water line, the Shirley line. You many not connect immediately to the regional system, but it would be recommended to design it so you can fit it into the budget. There may be future infrastructure money to bring the water line further into the community, and if your able to design the building so that it can connect to the system at some time in the future it would save you a lot of money.

Putting the connection line in place on and initial development is a lot cheaper than a retrofit of the building at a later date.

Mel Cherlenko BSc. CIPHI©
Public Health Inspector



SUMMER VILLAGE OF ROCHON SANDS

STATEMENT OF OPERATING REVENUE & EXPENDITURES

For the Period Ending September 30, 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
*	General Administration	(22,042.00)	1,088.78	(4.94)
*	Protective Services	(480.00)	4.00	(0.83)
*	Transporation	(4,000.00)	(2,100.00)	52.50
*	Planning & Development	(7,000.00)	(2,800.00)	40.00
*	Recreation & Parks	(6,200.00)	(5,000.00)	80.65
*	Provincial Parks	(220,200.00)	(192,134.10)	87.25
*	Taxes & Penalties	(466,752.00)	(468,184.28)	100.31
*	Other Revenue	(24,000.00)	(967.88)	4.03
**	TOTAL REVENUE	(750,674.00)	(670,093.48)	89.27
*	Council & Legislative	10,000.00	9,200.00	92.00
*	General Administration	164,300.00	97,919.87	59.60
*	Policing	5,400.00	3,162.25	58.56
*	Fire Fighting & Preventive	17,500.00	19,900.43	113.72
*	Disaster Services	7,100.00	0.00	0.00
*	Bylaw Enforcement	1,000.00	0.00	0.00
*	Transportation	80,450.00	51,396.80	63.89
*	Water Department	6,000.00	4,476.89	74.61
*	Landfill & Recycling	15,700.00	7,184.00	45.76
*	Planning & Development	14,800.00	9,959.41	67.29
*	Parks & Recreation	45,440.00	15,028.67	33.07
*	Provincial Parks	153,951.00	138,239.80	89.79
*	Culture	6,800.00	13,867.22	203.93
*	Contingency	30,000.00	0.00	0.00
*	Requisitions	192,200.00	150,736.60	78.43
**	TOTAL EXPENSES	750,641.00	521,071.94	69.42
***	(SURPLUS)/DEFICIT-Before Amort	(33.00)	(149,021.54)	451,580.42

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

STATEMENT OF CAPITAL REVENUE AND EXPENDITURES

For the Period Ending September 30, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 YTD \$ Variance
CAPITAL REVENUE				
5-32-00-00-00-840	Trans - Provincial Grant	(140,000.00)	0.00	(105,000.03)
5-72-00-00-00-830	Parks & Rec - Federal Grant	(34,000.00)	0.00	(25,499.97)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(20,000.00)	0.00	(15,000.03)
*	TOTAL CAPITAL REVENUE	(194,000.00)	0.00	(145,500.03)
CAPITAL EXPENDITURE				
6-31-00-00-00-620	Common Services - Shop Reno	10,000.00	0.00	7,499.97
6-31-00-00-02-630	Common Services - Dump Trailer	10,000.00	0.00	7,499.97
6-31-00-00-03-630	Common Services - Tractor Attach	0.00	4,529.07	(4,529.07)
6-32-00-00-00-660	Parks & Rec - Trails	0.00	891.20	(891.20)
6-32-00-00-02-610	Trans - Hall Street Paving	100,000.00	69,141.59	5,858.38
6-32-00-00-03-610	Trans - Parking Lot	20,000.00	0.00	15,000.03
6-72-00-00-00-620	Parks & Rec - Snack Shack	20,000.00	2,500.00	12,500.03
6-72-30-00-00-660	Parks & Rec - Village Square	34,000.00	13,102.00	12,397.97
*	TOTAL CAPITAL EXPENDITURE	194,000.00	90,163.86	55,336.08
**	SURPLUS/(DEFICIT)	0.00	90,163.86	(90,163.95)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Provincial Parks Revenue & Expenditures For the Period Ending September 30, 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
Provincial Parks Rev				
1-72-80-00-00-411	Prov Park - Rochon - Sani Dump Fee	(1,000.00)	(4,254.53)	425.45
1-72-80-00-00-490	Prov Park - Rochon - Ice Sales	(2,400.00)	(1,960.86)	81.70
1-72-80-00-00-491	Prov Park - Rochon - Firewood Sales	(16,000.00)	(14,856.47)	92.85
1-72-80-00-00-492	Prov Park - Rochon - Misc Sales	(300.00)	(1,044.06)	348.02
1-72-80-00-00-560	Prov Park - Rochon - Camping Fee	(100,000.00)	(96,068.50)	96.06
1-72-80-00-00-561	Prov Park - Rochon - Reservation Fee	(14,000.00)	(7,640.97)	54.57
1-72-80-00-00-562	Prov Park - Rochon - Group Site Fee	(38,000.00)	(32,811.78)	86.34
1-72-80-00-00-563	Prov Park - Rochon - Amendment Fee	0.00	(80.17)	0.00
1-72-80-00-00-590	Prov Park - Rochon - Day Use Honourarium	(3,000.00)	(1,999.66)	66.65
1-72-80-00-00-832	Prov Park - Federal Summer Wage Grant	(5,500.00)	(4,200.00)	76.36
1-72-90-00-00-560	Prov Park - Narrows - Camping Fee	(40,000.00)	(27,217.10)	68.04
*P TOTAL Provincial Parks Rev		(220,200.00)	(192,134.10)	87.25
Provincial Parks Exp				
2-72-80-00-00-111	Prov Park - Rochon - Admin Salary	6,000.00	0.00	0.00
2-72-80-00-00-112	Prov Park - Rochon - Office Manager	8,000.00	6,085.65	76.07
2-72-80-00-00-113	Prov Park - Rochon - Office Wages	10,000.00	13,649.19	136.49
2-72-80-00-00-131	Prov Park - Rochon - WCB Fee	1,200.00	859.66	71.63
2-72-80-00-00-214	Prov Park - Rochon - License	1.00	1.00	100.00
2-72-80-00-00-221	Prov Park - Rochon - Adveristing	500.00	0.00	0.00
2-72-80-00-00-222	Prov Park - Rochon - Telephone	600.00	71.63	11.93
2-72-80-00-00-239	Prov Park - Rochon- Computer Maintenance	1,000.00	0.00	0.00
2-72-80-00-00-252	Prov Park - Rochon - Pur Bldg Repair	11,000.00	0.00	0.00
2-72-80-00-00-253	Prov Park - Rochon - Pur Site Repair	0.00	4,038.00	0.00
2-72-80-00-00-254	Prov Park - Rochon - Pur Equip Repair	1,000.00	732.50	73.25
2-72-80-00-00-273	Prov Park - Rochon - Internet	500.00	792.00	158.40
2-72-80-00-00-274	Prov Park - Rochon - Insurance	2,250.00	2,109.23	93.74
2-72-80-00-00-275	Prov Park - Rochon - Security	3,500.00	3,500.00	100.00
2-72-80-00-00-350	Prov Park - Fire Fighting	0.00	7,425.00	0.00
2-72-80-00-00-510	Prov Park - Rochon - Goods & Services	5,000.00	13,707.33	274.14
2-72-80-00-00-511	Prov Park - Rochon - Office Supply	500.00	0.00	0.00
2-72-80-00-00-512	Prov Park - Rochon - Ice Supply	1,500.00	1,304.17	86.94
2-72-80-00-00-513	Prov Park - Rochon - Firewood Supply	12,000.00	14,000.00	116.66
2-72-80-00-00-514	Prov Park - Rochon - Other Resale Supply	0.00	0.00	0.00
2-72-80-00-00-519	Prov Park - Rochon - Supplies	2,000.00	0.00	0.00
2-72-80-00-00-521	Prov Park - Rochon - Fuel	2,000.00	2,162.16	108.10
2-72-80-00-00-554	Prov Park - Rochon - Repair Materials	3,500.00	341.86	9.76
2-72-80-00-00-581	Prov Park - Rochon - Natural Gas	3,000.00	1,909.73	63.65
2-72-80-00-00-582	Prov Park - Rochon - Power	8,000.00	4,196.52	52.45
2-72-80-00-00-583	Prov Park - Rochon - Potable Water	800.00	300.00	37.50
2-72-80-00-00-584	Prov Park - Rochon - Garbage	5,800.00	2,964.00	51.10
2-72-80-00-00-810	Prov Park - Rochon - Bank Fee	1,000.00	977.54	97.75
2-72-80-00-00-811	Prov Park - Rochon - Credit Card Fee	2,000.00	0.00	0.00
2-72-80-00-00-991	Prov Park - Rochon - Cash short/over	100.00	0.00	0.00
2-72-80-00-01-112	Prov Park - Rochon - Maintenance Manager	22,000.00	22,553.70	102.51
2-72-80-00-01-113	Prov Park - Rochon - Casual Wages	1,000.00	1,813.95	181.39
2-72-80-00-01-116	Prov Park - Rochon - Summer Wages	20,000.00	18,707.81	93.53
2-72-80-00-01-221	Prov Park - Rochon - Promotion	200.00	148.56	74.28
2-72-80-00-01-252	Prov Park - Rochon - Sewer Pumpout	5,000.00	4,375.00	87.50
2-72-90-00-00-200	Prov Park - Narrows - Campground Manager	12,000.00	8,517.00	70.97
2-72-90-00-00-510	Prov Park - Narrows - Goods & Services	1,000.00	3,062.54	306.25



SUMMER VILLAGE OF ROCHON SANDS

Provincial Parks Revenue & Expenditures For the Period Ending September 30, 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
2-72-90-00-00-584	Prov Park - Narrows - Garbage	0.00	556.00	0.00
2-72-90-00-01-113	Prov Park - Narrows - Casual Wages	1,000.00	4,128.61	412.86
2-72-90-00-01-252	Prov Park - Narrows - Sewer Pumpout	0.00	350.00	0.00
*P	TOTAL Provincial Parks Exp	154,951.00	145,340.34	93.80
**P	TOTAL Provincial Parks Surplus	(65,249.00)	(46,793.76)	71.72

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council - September 2023

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370326	2023-09-01	PICKERING, RICHARD D				
202370327	2023-09-08	641619 ALBERTA LTD.	19	PAYMENT AUGUST FINANCIAL MONITORING	1,043.44	1,043.44
202370328	2023-09-08	ACTION PLUMBING & EXCAVATION	1033072	PAYMENT BOILER DRAIN	18.90	18.90
202370329	2023-09-08	BOUNTY ONSITE	001-142964 001-143728 001-144431 001-144788	PAYMENT BAGS, TP OUTHOUSE SUPPLIES OUTHOUSE SUPPLIES TP AND TOWELS	581.50 811.33 252.52 283.04	1,928.39
202370330	2023-09-08	COMBAT SPRAYING LTD.	7341	PAYMENT VS OUTHOUSES	420.00	420.00
202370331	2023-09-08	FIVE STAR VENTURES	30870 31129 31165 31213 31232 31276 31300 31307 31373 31393 31401 31725 31840 31844 32085 32142 32190 32198	PAYMENT CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD CARDBOARD	63.00 52.50 63.00 63.00 63.00 63.00 63.00 63.00 63.00 63.00 63.00 52.50 63.00 63.00 63.00 63.00 63.00 63.00	1,113.00
202370332	2023-09-08	KATHY'S PRINTING SERVICE	6470 6482	PAYMENT BUSINESS CARDS DECALS & MAP	88.20 57.75	145.95
202370333	2023-09-08	LM WASTE REMOVAL	100335 69650 69908	PAYMENT GARBAGE GARBAGE GARBAGE	820.50 420.00 1,488.00	2,728.50
202370334	2023-09-08	LONGHURST CONSULTING	6840	PAYMENT EMAIL HOSTING, CUSTOMER CARE	106.79	106.79
202370335	2023-09-08	MR. T'S SEPTIC SERVICE LTD.	1621	PAYMENT SANI DUMP	157.50	157.50
202370336	2023-09-08	PITNEY WORKS	55192039	PAYMENT POSTAGE	217.50	217.50
202370337	2023-09-08	RBC VISA	180 181 182 183 184	PAYMENT ZOOM YEARLY STARLINK ADOBE MONTHLY ADOBE YEARLY ANNUAL FEE	210.00 147.00 17.84 163.67 120.00	658.51
202370338	2023-09-08	STETTLER HOME HARDWARE	133917 133933 133957 134044 134257 134454 134536	PAYMENT WATER STAIN HOSE BAGS SUPPLIES AND STAIN STAIN CLEANING SUPPLIES	15.00 107.04 23.09 19.94 493.21 161.57 83.46	906.61



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2023-Oct-4
2:17:00PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370338	2023-09-08	STETTLER HOME HARDWARE	2	INTEREST	3.30	906.61
202370339	2023-09-08	SYBAN SYSTEMS	5440-26082023 5443-2608022023	PAYMENT SEPTEMBER INTERNET SEPT PARKS INTERNET	103.95 103.95	207.90
202370340	2023-09-11	CANADA REVENUE AGENCY	51	PAYMENT PAYROLL REMITTANCE M202308	8,572.03	8,572.03
202370341	2023-09-13	UPTOWN OFFICE SUPPLY	07124	PAYMENT OFFICE SUPPLIES	174.30	174.30
202370342	2023-09-29	SCHMIDEK, LORNE D				
202370343	2023-09-29	KNEELAND, HANNAH				
202370344	2023-09-29	ROSQUIST, LOLA				
202370345	2023-09-29	JACOBSON, JOHN C				
202370346	2023-09-29	APEX	51 52	PAYMENT JULY JULY	59.31 59.31	118.62
202370347	2023-09-29	BUFFALO LAKE FIREWORKS SOCIETY	3	PAYMENT DONATION TO FIREWORKS SOCIET	2,723.45	2,723.45
202370348	2023-09-29	CANADA REVENUE AGENCY	52 53	PAYMENT M202309 L202302	3,316.33 4,383.72	7,700.05
202370349	2023-09-29	COUNTY OF STETTLER HOUSING AUTHORITY	2023-REQ04	PAYMENT Q4	7,170.00	7,170.00
202370350	2023-09-29	DIRECT ENERGY , 770001455755	33	PAYMENT JULY	516.08	516.08
202370351	2023-09-29	DIRECT ENERGY , 770001455987	28	PAYMENT JULY	185.06	185.06
202370352	2023-09-29	DIRECT ENERGY , 770001456209	33	PAYMENT JULY	689.46	689.46
202370353	2023-09-29	DIRECT ENERGY , 770001779105	33	PAYMENT JULY	451.68	451.68
202370354	2023-09-29	DIRECT ENERGY , 770001779345	30	PAYMENT JULY	1,452.10	1,452.10
202370355	2023-09-29	DON'S CAR SALES	000905 000908	PAYMENT BREAKS AND SHOCKS MIRROR, POWER WINDOW, RADIO	140.70 602.95	743.65
202370356	2023-09-29	Government of Alberta, c/o Ministry of Public Safe	14758	PAYMENT Q3	40,685.53	40,685.53
202370357	2023-09-29	JACOBSON, JOHN	1	PAYMENT CABINET AND MILEAGE	630.77	630.77
202370358	2023-09-29	LONGHURST CONSULTING	6753	PAYMENT AUG IT SUPPORT	196.88	196.88
202370359	2023-09-29	MR. T'S SEPTIC SERVICE LTD.	1647 1669 1678	PAYMENT SEPT OUTHUSES SEPT	157.50 1,102.50 157.50	1,417.50
202370360	2023-09-29	NAPA	612-841024	PAYMENT SOLENOID	109.59	109.59
202370361	2023-09-29	PARKLAND REGIONAL LIBRARY	230196	PAYMENT 4TH QTR LIBRARY REQUISITION	213.60	213.60
202370362	2023-09-29	PITNEY WORKS	22668842	PAYMENT POSTAGE	217.50	217.50



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2023-Oct-4
2:17:00PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370363	2023-09-29	RICHARDSON BLACKTOP INC.	1906	PAYMENT HALL ST PAVING	72,598.67	72,598.67
202370364	2023-09-29	ROCHON SANDS HALL AND RECREATION	4	PAYMENT PANCAKE BREAKFAST SUPPLIES AM	4,343.00	4,343.00
202370365	2023-09-29	SCHMIDEK, LORNE	39	PAYMENT SECURITY 2023	3,500.00	3,500.00
202370366	2023-09-29	SHIRLEY MCCLELLAN WATER COMMISSIONS	SMRWSC003067 SMRWSC003074	PAYMENT PHASE 2&3 PHASE 4&5	806.07 282.05	1,088.12
202370367	2023-09-29	STETTLER WASTE MANAGEMENT AUTHORITY	SWM0003985	PAYMENT Q3	1,810.50	1,810.50
202370368	2023-09-29	SUMMER VILLAGE OF WHITE SANDS	202350085	PAYMENT 50% COST SHARE OF PRINTER	404.45	404.45
202370369	2023-09-29	SYBAN SYSTEMS	5440-25092023	PAYMENT OCTOBER	103.95	103.95
202370370	2023-09-29	TELUS COMMUNICATION	55 56	PAYMENT SEPT PARK JULY/AUGUST PHONE	68.88 53.18	122.06
202370371	2023-09-29	TELUS MOBILITY	28	PAYMENT AUG CELL PHONE	120.42	120.42
202370372	2023-09-29	ULINE CANADA CORPORATION	12922292	PAYMENT CANADA FLAG	356.15	356.15
202370373	2023-09-29	VAN ELECTRIC	482	PAYMENT INSTALL LINES FOR STARLINK INTO	486.15	486.15
202370374	2023-09-29	WEINZIERL, ERIN	2023001	PAYMENT TRAINING,INPUTTING PAYROLL, AP	752.50	752.50
202370375	2023-09-29	WORKER'S COMPENSATION BOARD - ALBERTA	26686085	PAYMENT 2ND HALF PREMIUM	1,036.80	1,036.80

Total 189,434.75

*** End of Report ***

**SUMMER VILLAGE OF ROCHON SANDS
BANK RECONCILIATION
AS OF AUGUST 31, 2023**

Net Balance at End of Previous Month	\$	365,261.65
ADD: General Receipts		64,230.64
Interest Earned		0.00
Investments Matured		<u>0.00</u>
SUBTOTAL		429,492.29
LESS: General Disbursements		91,154.01
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		<u>282.32</u>
SUBTOTAL		<u>91,436.33</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>338,055.96</u>
Balance at End of Month - Bank		407,841.79
ADD: Outstanding Deposits		25.00
LESS: Outstanding Cheques		<u>69,810.83</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>338,055.96</u>
INVESTMENTS:		
RBC Reserve Account		36,599.19
RBC Investment GIC#1 Maturing Dec 9, 2023 @ 3.0%		204,645.26
RBC Investment GIC#3 Maturing Dec 2, 2023 @ 4.75%		200,000.00
RBC Investment GIC#4 Maturing Dec 2, 2023 @ 3.9%		<u>250,000.00</u>
SUBTOTAL		<u>691,244.45</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	1,029,300.41

MAYOR

CHIEF ADMINISTRATIVE OFFICER

The Summer Village of Rochon Sands

Request for Decision

Meeting: Regular Council
Meeting Date: October 10, 2023
Originated by: John Jacobson - Chief Administrative Officer
Title: Pickle Ball/Tennis Court Resurfacing Donation - Schneider Foundation
Agenda Item: 8.1 New Business

Background/Proposal/Issue:

The Schneider family donated \$27,000 towards Village Square development in 2017. Communication with the Schneider family has led to a wish to contribute \$10,000 of the original donation towards the Pickle Ball/Tennis Court Resurfacing.

Discussion/Options/Benefits/Disadvantages:

There is \$23,075 in the Unearned Revenue Account from the original \$27,000 Schneider Family donation. This donation would reduce the Schneider Family Donation to \$13,075 in the Unearned Revenue Account.

Recommended Action/Options:

1. For Council to direct \$10,000 from the Unearned Revenue Account - Schneider Family Donation to the Pickle Ball/Tennis Court Resurfacing.

Motion by Council:

The Summer Village of Rochon Sands

Request for Decision

Meeting: Regular Council
Meeting Date: October 10, 2023
Originated by: John Jacobson - Chief Administrative Officer
Title: SVRS Donation of Used Photocopier/Printer to the Rochon Sands Hall & Recreation Association
Agenda Item: 8.2 New Business

Background/Proposal/Issue:

The Summer Village of Rochon Sands has a 15-year-old Lexmark photocopier/printer that was replaced a year ago. The Rochon Sands Hall & Recreation Association's printer needs to be replaced.

Discussion/Options/Benefits/Disadvantages:

The photocopier/printer supplier informed SVRS that there is little to no resale value for the old Lexmark photocopier/printer. The Lexmark is approximately 15 years old and was purchased secondhand by the SVRS for \$300. The Lexmark operates and would function well enough to meet the needs and requirements of the Rochon Sands Hall & Recreation Association.

Recommended Action/Options:

1. For Council to donate the used Lexmark photocopier/printer to the Rochon Sands Hall & Recreation Association.

Motion by Council:

The Summer Village of Rochon Sands

Request for Decision

Meeting: Regular Council
Meeting Date: October 10, 2023
Originated by: John Jacobson - Chief Administrative Officer
Title: Parkland Regional Library System – 2024 Budget
Agenda Item: 8.3 New Business

Background/Proposal/Issue:

In accordance with the Parkland Regional Library System Membership Agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. Parkland Regional Library requires Council's decision regarding the 2024 per capita requisition prior to the next meeting of the Parkland Library Board which is on November 16th.

For 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting. Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

Recommended Action/Options:

To approve the Parkland Regional Library Operations Budget 2024 as presented.

Motion by Council:



Proposed BUDGET 2024

Speaking Notes for PRLS' 2024 Budget

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

Points within the budget to note include:

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

Other points to note:

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

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 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	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$35,145	B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$42,955	B
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C

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

Technology Reserve

Budgeted for member library computers \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

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

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

Amortization expense anticipated for building \$78,939

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

\$147,931

CAO Report

October 2023

Meeting with AHS Public Health Inspector regarding the Snak Shak: Mel Cherlenko, AHS Public Health Inspector, met with me regarding the Snak Shak. The Snak Shak has been granted another year of operation until September 2024. The Snak Shak operator has been informed of this decision by Mr. Cherlenko. Mr. Cherlenko had valuable suggestions regarding the construction of the new building and will work with the Summer Village to ensure that the configuration meets provincial approvals. Mr. Cherlenko followed up with an email addressed to me confirming our discussion.

PCPS Community Planning Services Meeting: Beth McLachlan – Planner, PCPS Community Planning Services met with me. The purpose of the meeting was to review our Land Use Bylaw 244-19 Development Permit Procedures. PCPS to provide recommendations for implementation.

Attended the **Summer Village Hall & Recreation Association AGM** on September 27. It was an informative meeting. The Hall & Recreation Association had a very successful year. They have a hardworking dedicated group of volunteers.

Service Canada - 2023 Summer Jobs Program: The final grant report was submitted to Service Canada for the 2023 Summer Jobs Program. This is a requirement to be eligible for next year's funding. The 2024 Summer Job Program applications will be coming out in November.

Rochon Sands and Narrows Campgrounds: The Rochon Sands Provincial Park and the Narrows Provincial Park campgrounds remain open but are winding down. The water lines will be blown out following Thanksgiving Weekend. The year-end Provincial Park numbers will be provided at the next Regular Meeting of Council.

Pickleball/Tennis Court Resurfacing: The pickleball/tennis court resurfacing is complete.

South Shore Traffic Study: The County of Stettler invited the SV of White Sands and the SV of Rochon Sands to a meeting on October 12 to discuss the findings of the South Shore Traffic Study. I will report at the next Regular Meeting of Council.

Village Office IT Review: Steve Longhurst from Longhurst Consulting met with me on September 28th to discuss cloud server vs physical server solutions for the Village office. An estimate is expected by November 14, 2023, for Council approval.



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September 15, 2023

To: Regional Fire Partners
Summer Village of Rochon Sands
Summer Village of White Sands
Village of Big Valley
Village of Donalda

RE: Regional Fire Update

We wanted to provide you with an update on our Regional Fire Service plans as we haven't met for awhile and additionally, we have two new CAO's. Welcome to John Jacobson and welcome back to Melissa.

We have advertised to recruit for the position of *Manager of Regional Fire Services*. This position will report to both the Town and the County. The Town's Fire Chief will report to the Manager of Regional Fire Service, and once hired, the County Fire Chief will also report to the shared Manager of Regional Fire Services.

We are very pleased with both the high caliber and number of resumes we have received so far for this recruitment. We are currently co-ordinating the joint interview process with the Town of Stettler, and expect to begin interviewing in September.

Once hired, the *Manager of Regional Fire Services* will lead the recruitment process to hire a *County Fire Chief*. We have already received interest in this position as well, from our current recruitment campaign.

In the meantime, we are very pleased to report Donalda Fire Station is up and running and responding to calls under the expert leadership of Platoon Chief, Ben Wiens. We are extremely thankful for his leadership and dedication to making this happen in an expedient and efficient manner and for the extra coverage it provides our communities.

We look forward to working with the Town towards these new goals for our joint regional service. In the meantime, if your councils wish to meet with us to discuss anything in person, we are happy to arrange a Zoom or in person meeting, just let us know.

Sincerely,

Yvette Cassidy, CAO

CC County of Stettler Council