

**Agenda**  
 For Summer Village of Rochon Sands  
 Regular Meeting of Council  
**April 9, 2024 @ 6:00 PM**  
 Municipal Office and Via Zoom for Public

		Page #
1.	Call to Order	
2.	Approval of Agenda/Additions	
3.	Public Hearing	
3.1.	None Scheduled	
4.	Delegations/Guests	
4.1.	None Scheduled	
5.	Approval of Previous Minutes	
5.1.	March 12, 2024, SVRS Regular Council Meeting Minutes	2
6.	Business Arising from Previous Minutes	
6.1.	Snak Shak – Update (no document)	
6.2.	Summer Village of Rochon Sands SharePoint Cloud Server Project	5
7.	Financial Reports	
7.1.	Financials - Operating Revenue & Expenditures to March 31, 2024	8
7.2.	Financials - Capital Revenue & Expenditures to March 31, 2024	9
7.3.	Financials - March Cheque Listing to March 31, 2024	10
7.4.	Financials – February 2024 Bank Reconciliation	12
8.	New Business	
8.1.	Bylaw #264-24 - Fees for Services Bylaw – 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Readings	13
8.2.	April 2024 Special Meeting Request of Council– 2023 Audit, 2024 Budget & 2024 Tax Bylaw	
8.3.	Parkland Community Planning Services – 2024 Planning Services Agreement	17
9.	Council/Committee Reports	
9.1.	Mayor’s Report	
9.2.	Councillor Reports	
10.	CAO and Staff Reports	
10.1.	CAO Report	27
11.	Correspondence/Information/Reports	
11.1.	Stettler District Ambulance Association – Letter to AHS re: Stettler District Ambulance Association’s Contract Negotiations	28
11.2.	Regulated Property Assessment Model Review Announcement - The Honourable Ric Mclver, Minister of Alberta Municipal Affairs	30
11.3.	2023 Annual Internal Review Joint Municipal Accreditation - Rochon Sands-White Sands	36
11.4.	Parkland Regional Library System Financial Statements, December 31, 2023	45
11.5.	Stettler Waste Management Authority Financial Statements, December 31, 2023	63
11.6.	Shirley McClellan Regional Water Services Commission Financial Statements, December 31, 2023	83
12.	In Camera (Closed Session)	
13.	Next Regular Meeting Date – May 14, 2024	
14.	Adjournment	

## MINUTES

Regular Meeting of the Council of the Summer Village of Rochon Sands  
Held on March 12, 2024, at 6:00 PM  
At the Municipal Office, #1 Hall Street, Rochon Sands  
and Via Zoom on Electronic Devices

**Present:** Mayor D. Hiller  
Councillor B. Brinson  
Councillor J. Byer  
Administrator J. Jacobson  
Craig Suchy, WSP Engineering (zoom attendance)  
Jim Belaney, WSP Engineering

### Public (0):

#### 1. Call to Order

Meeting Called to Order @ 6:00 pm

#### 2. Approval of Agenda/Additions

**RES 24-03-01** Motion by Councillor Brinson to accept the agenda as presented.

Carried

#### 3. Public Hearing

3.1. None Scheduled

#### 4. Delegations/Guests

4.1. **East Beach Street Work Plan** - Craig Suchy, Jim Blaney – WSP Canada Inc.

**RES 24-03-02** Motion by Councillor Byer that Council is supportive of the proposed East Beach Street Work Plan that WSP will present to the appropriate Alberta Government department that will be accountable for the costs of the East Beach Street project.

Carried

#### 5. Approval of Previous Minutes

5.1. February 13, 2024, SVRS Regular Council Meeting Minutes

**RES 24-03-03** Motion by Mayor Hiller to accept the Summer Village of Rochon Sands February 13, 2024, Regular Council Meeting Minutes as presented.

Carried

#### 6. Business Arising from Previous Minutes

6.1. KAYAKOMAT Kayak/SUP Rental Kiosk – Update

**RES 24-03-04** Motion by Councillor Brinson to accept the KAYAKOMAT Kayak/SUP Rental Kiosk liability update as information.

Carried

#### 7. Financial Reports

- 7.1. Financials - Operating Revenue & Expenditures to February 29, 2024
- 7.2. Financials - Capital Revenue & Expenditures to February 29, 2024
- 7.3. Financials - February Cheque Listing to February 29, 2024
- 7.4. Financials – January 2024 Bank Reconciliation

**RES 24-03-05** Motion by Mayor Hiller to accept the financial reports and statements as presented.

Carried

**8. New Business**

**8.1. SVRS DRAFT 2024 Operating Budget for DISCUSSION**

**RES 24-03-06** MOVED by Councillor Byer to accept the DRAFT 2024 Operating Budget for information only.

Carried

**8.2. SVRS 2024 Capital Budget DISCUSSION**

- Council provided Administration input in preparation of the 2024 Capital Budget.

**9. Council/Committee Reports**

**9.1. Mayor's Report**

- Reported on the Buffalo Lake Intermunicipal Development Plan Committee Meeting

**9.2. Councillor Reports**

Councillor Brinson

- Reported on the Stettler District Ambulance Authority Meeting

Councillor Byer

- Reported on the County of Stettler Housing Authority

**10. CAO and Staff Reports**

**10.1. CAO Report (written)**

**RES 24-03-07** Motion by Mayor Hiller to accept Council/Committee and CAO reports as presented.

Carried

**11. Correspondence/Information/Reports**

**11.1. South Shore Growth Node Traffic Study - Final Report**

**11.2. Budget 2024 Letter to Chief Elected Officials from The Honourable Ric McIver, Minister of Alberta Municipal Affairs**

**11.3. Intermunicipal Collaboration Framework Review Letter from The Honourable Ric McIver, Minister of Municipal Affairs**

**11.4. ABmunis' Preliminary Analysis of Alberta's 2024 Budget**

**RES 24-03-08** Motion by Councillor Byer to accept the reports and correspondence as information.

Carried

**12. In Camera (Closed Session)**

- No in camera session

**13. Next Regular Meeting Date – April 9, 2024**

**14. Adjournment**

**RES 24-03-09**

Motion by Councillor Brinson to adjourn the Regular Council meeting at 7:53 pm.

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Mayor

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Administrator

DRAFT

## The Summer Village of Rochon Sands

### Request for Decision

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	April 9, 2024
<b>Originated by:</b>	John Jacobson - Chief Administrative Officer
<b>Title:</b>	Summer Village of Rochon Sands SharePoint Cloud Server Project
<b>Agenda Item Number:</b>	6.2

#### Background/Proposal/Issue:

The Summer Village of Rochon Sands (SVRS) has two local desktops in the municipal office, two old desktops in the Provincial Park office and one laptop for travel. One of the desktops in the municipal office hosts all the Summer Village's data. Data is backed up regularly on two portable hard drive devices. Only the three Municipal office computers need to be on a network. The Provincial Park desktops are standalone and are not required to be connected to the office network.

The SVRS email is hosted with our current IT provider who also manages our domain, rochonsands.net. The SVRS office utilizes Starlink for internet connectivity with a firewall on-premises.

The main objective is to move the current office data to a cloud server environment to back up the municipality's data. This will allow Administration to take advantage of Microsoft 365's robust security features and built-in compliance tools to protect SVRS data from threats and ensure compliance with provincial regulations.

#### Discussion/Options/Benefits/Disadvantages:

Administration researched between a cloud server option (SharePoint) and a physical server option. The decision was contingent on various factors such as the SVRS needs, budget, IT infrastructure, and specific use cases.

##### **1. Collaboration and Document Management:**

- **SharePoint:** SharePoint is designed for collaboration and document management. It provides features like version control, co-authoring, workflows, permissions management, and centralized storage. Teams can collaborate on documents in real-time, track changes, and access content from anywhere.
- **Physical Server:** A physical server can store files and documents, but it lacks the advanced collaboration and document management capabilities offered by SharePoint. Sharing and collaborating on documents may require manual processes or third-party software.

##### **2. Accessibility and Remote Work:**

- **SharePoint:** SharePoint is cloud-based (with SharePoint Online) or can be deployed on-premises. Cloud-based SharePoint offers accessibility from anywhere with an internet connection, making it suitable for remote work and distributed teams.

- Physical Server: Accessing files and data stored on a physical server typically requires being connected to the local network or VPN, which may limit remote accessibility and flexibility.

### 3. Security and Compliance:

- SharePoint: SharePoint provides robust security features such as encryption, access controls, data loss prevention (DLP), auditing, and compliance tools. It allows administrators to enforce security policies, monitor activities, and protect sensitive data.
- Physical Server: Security on a physical server relies heavily on the organization's IT practices, network security measures, and physical access controls. Managing security and compliance can be more complex compared to SharePoint's integrated security features.

### 4. Scalability and Maintenance:

- SharePoint: SharePoint is scalable, both in terms of storage capacity and user scalability. With SharePoint Online, Microsoft manages infrastructure scalability, updates, and maintenance tasks, reducing IT overhead for organizations.
- Physical Server: Scaling a physical server involves hardware upgrades, capacity planning, and ongoing maintenance tasks such as backups, updates, and system monitoring. It requires dedicated IT resources and expertise.

### 5. Cost Considerations:

- SharePoint: SharePoint licensing costs vary based on deployment options (e.g., SharePoint Online subscription vs. on-premises SharePoint Server licenses). SharePoint Online offers predictable subscription-based pricing, while on-premises deployments may require upfront hardware and software investments.
- Physical Server: Purchasing and maintaining a physical server involves hardware costs, software licenses (e.g., Windows Server), IT infrastructure (e.g., networking, storage), and ongoing operational expenses (e.g., maintenance, power consumption).

In summary, SharePoint is well-suited for the Summer Village of Rochon Sand, focusing on collaboration, document management, remote work capabilities, security, and scalability. It offers a modern, cloud-enabled platform with integrated features that support efficient workflows and digital workplace initiatives.

Administration received six quotes from IT companies to migrate SVRS data to Microsoft 365 cloud / SharePoint.

The quotes from the IT companies are commercial confidential documents, so are not be added to the public agenda and were provided in a comprehensive package to Council..

#### Costs/Source of Funding (if applicable):

Costs ranged from \$1,700 to \$10,280. Some providers were focused on Monthly Management Service Agreements which cost more than previous SVRS yearly IT budgets.

The costing provided by Administration's recommended cloud server proposal is budgeted for in the SVRS 2024 proposed budget.

Recommended Action/Options:

Administration recommends the acceptance of Cas Tech Computers' proposal. The proposal addressed the needs required to migrate the office data to the Microsoft 365 SharePoint server, including the licensing and backup requirements. Although cost was not the determining factor in Administration's recommendation, Cas Tech Computers' proposal had the most competitive cost.

Motion by Council:

Motion by Council to award the Summer Village of Rochon Sands SharePoint Cloud Server Project to Cas tech Computers and to direct Administration to inquire if MSI funding can be accessed for the project.



# SUMMER VILLAGE OF ROCHON SANDS

## STATEMENT OF OPERATING REVENUE & EXPENDITURES

For the month of March, 2024

General Ledger	Description	March 2023 Actual	March 2024 Budget	March 2024 Actual
*	General Administration	2,402.25	(1,836.83)	(200.00)
*	Protective Services	480.00	(40.00)	0.00
*	Transporation	0.00	(333.33)	0.00
*	Planning & Development	0.00	(583.33)	0.00
*	Recreation & Parks	0.00	0.00	0.00
*	Provincial Parks	(23,487.33)	(18,350.00)	0.00
*	TOTAL Culture	0.00	(516.67)	(322.55)
*	Taxes	0.00	(38,812.67)	0.00
*	Other Revenue	(63.16)	(2,083.33)	0.00
**	TOTAL REVENUE	(20,668.24)	(62,556.16)	(522.55)
*	Council & Legislative	0.00	833.33	0.00
*	General Administration	(9,470.40)	11,675.00	11,118.00
*	Common Office	3,077.87	1,091.67	655.13
*	Assessor	4,900.08	908.33	849.80
*	Municipal Election	0.00	16.67	0.00
*	Policing	3,162.25	450.00	9,824.00
*	Fire Fighting & Preventive	0.00	1,458.33	0.00
*	Disaster Services	(7,091.23)	591.67	0.00
*	Ambulance	0.00	0.00	0.00
*	Bylaw Enforcement	0.00	83.33	0.00
*	Transportation	(2,618.78)	6,704.17	1,202.12
*	Water Department	0.00	500.00	1,088.12
*	Landfill & Recycling	(2,477.00)	1,308.33	3,061.00
*	Planning & Development	(2,331.96)	1,233.33	0.00
*	Parks & Recreation	3,961.52	3,703.33	0.00
*	Provincial Parks	1,891.63	12,912.58	1,188.09
*	Culture	203.44	566.67	181.31
*	Contingency	0.00	2,500.00	0.00
*	Requisitions	55,025.53	16,016.67	39,400.40
**	TOTAL EXPENSES	48,232.95	62,553.41	68,567.97
***	(SURPLUS)/DEFICIT-Before Amort	27,564.71	(2.75)	68,045.42

\*\*\* End of Report \*\*\*





**SUMMER VILLAGE OF ROCHON SANDS**  
**STATEMENT OF CAPITAL REVENUE AND EXPENDITURES**  
 For the Period Ending March 31, 2024

General Ledger	Description	2024 YTD Actual	2024 YTD Budget
<b>CAPITAL REVENUE</b>			
5-32-00-00-00-840	Trans - Provincial Grant	0.00	(35,000.00)
5-72-00-00-00-830	Parks & Rec - Federal Grant	0.00	(8,500.00)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	0.00	(5,000.00)
<b>*</b>	<b>TOTAL CAPITAL REVENUE</b>	<b>0.00</b>	<b>(48,500.00)</b>
<b>CAPITAL EXPENDITURE</b>			
6-31-00-00-00-620	Common Services - Shop Reno	0.00	2,500.00
6-31-00-00-02-630	Common Services - Dump Trailer	0.00	2,500.00
6-32-00-00-02-610	Trans - Hall Street Paving	0.00	25,000.00
6-32-00-00-03-610	Trans - Parking Lot	0.00	5,000.00
6-72-00-00-00-620	Parks & Rec - Snack Shack	0.00	5,000.00
6-72-30-00-00-660	Parks & Rec - Village Square	0.00	8,500.00
<b>*</b>	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>0.00</b>	<b>48,500.00</b>
<b>**</b>	<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>0.00</b>

\*\*\* End of Report \*\*\*



# SUMMER VILLAGE OF ROCHON SANDS

## Cheque Listing For Council

2024-Apr-4  
5:45:43PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202470042	2024-03-06	APEX (11948775)	050600260309	PAYMENT OFFICE NATURAL GAS	118.93	118.93
202470043	2024-03-06	APEX (11948783)	050600260310	PAYMENT PARK NATURAL GAS	316.69	316.69
202470044	2024-03-06	DIRECT ENERGY , 770001455755	40	PAYMENT FEB	225.27	225.27
202470045	2024-03-06	DIRECT ENERGY , 770001455987	34	PAYMENT FEB	164.16	164.16
202470046	2024-03-06	DIRECT ENERGY , 770001456209	40	PAYMENT FEB	324.66	324.66
202470047	2024-03-06	DIRECT ENERGY , 770001779105	40	PAYMENT FEB	144.98	144.98
202470048	2024-03-06	DIRECT ENERGY , 770001779345	36	PAYMENT FEB	1,551.61	1,551.61
202470049	2024-03-06	SYBAN SYSTEMS	5440-24022024	PAYMENT OFFICE INTERNET	103.95	103.95
202470050	2024-03-06	TELUS COMMUNICATION (1819)	Feb 23, 2024	PAYMENT OFFICE TELEPHONE	68.87	68.87
202470051	2024-03-06	TELUS COMMUNICATIONS (9894)	Feb 23, 2024	PAYMENT PARK PHONE	53.17	53.17
202470052	2024-03-12	CANOE PROCUREMENT GROUP OF CANADA	AB205294	PAYMENT OFFICE SUPPLIES	73.59	73.59
202470053	2024-03-12	CAPITAL REGION ASSESSMENT SERVICE COMMISSIO	1570	PAYMENT 20224 ARB FEE	849.80	849.80
202470054	2024-03-12	FIVE STAR VENTURES	34435 34679 34721 34738	PAYMENT FEB 6, 2024 CARDBOARD PICKUP FEB 2024 CARDBOARD RECYCLING FEB 15, 2024 CARDBOARD PICKUP FEB 23, 2024 CARDBOARD PICKUP	63.00 52.50 63.00 63.00	241.50
202470055	2024-03-12	JACOBSON, JOHN	5	PAYMENT FEB HEALTH BENEFITS	186.36	186.36
202470056	2024-03-12	LONGHURST CONSULTING	7936 7953	PAYMENT MARCH COMPUTER SUPPORT AGRI SERVICE SUPPORT	143.01 65.63	208.64
202470057	2024-03-12	REID, DONOVON	7	PAYMENT FEB SNOW REMOVAL	962.50	962.50
202470058	2024-03-12	STETTLER HOME HARDWARE	135637 136369	PAYMENT RETURNED H2O COMNTAINER SUPPLIES TO REPAIR PARK OFFICE	(11.66) 45.96	34.30
202470059	2024-03-12	WORKER'S COMPENSATION BOARD - ALBERTA	26974934	PAYMENT WCB INSTALLMENT	958.49	958.49
202470060	2024-03-13	JACOBSON, JOHN C				
202470061	2024-03-13	CHAPPELL BENOIT, HOLLY R				
202470062	2024-03-22	Government of Alberta, c/o Ministry of Public Safe	18000306021	PAYMENT 2024 POLICE FUNDING	9,824.00	9,824.00
202470063	2024-03-22	PARKLAND REGIONAL LIBRARY	240158	PAYMENT Q2 REQUISITION	190.38	190.38
202470064	2024-03-22	SHIRLEY MCCLELLAN WATER COMMISSIONS	SMRWSC003385 SMRWSC003392	PAYMENT 2&3 DEBENTURE 4&5 DEBENTURE	806.07 282.05	1,088.12



# SUMMER VILLAGE OF ROCHON SANDS

## Cheque Listing For Council

2024-Apr-4  
5:45:43PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202470065	2024-03-22	STETTLER WASTE MANAGEMENT AUTHORITY	SWM0004299	PAYMENT Q1 WASTE REQUISITION	2,831.00	2,831.00
202470066	2024-03-26	APEX (11948775)	050300276369	PAYMENT PARK OFFICE NATURAL GAS	125.16	125.16
202470067	2024-03-26	APEX (11948783)	050300276370	PAYMENT PARK GARAGE NATURAL GAS	335.98	335.98
202470068	2024-03-26	RBC VISA	209	PAYMENT OFFICE SUBSCRIPTIONS	477.78	477.78
202470069	2024-03-26	SYBAN SYSTEMS	5440-26032024	PAYMENT OFFICE INTERNET	103.95	103.95
202470070	2024-03-26	TELUS MOBILITY	33	PAYMENT CELL PHONE	122.94	122.94
202470071	2024-03-27	JACOBSON, JOHN C				
202470072	2024-03-27	CHAPPELL BENOIT, HOLLY R				
202470073	2024-03-28	GOV. OF ALBERTA, Fin/Admin Services	15278	PAYMENT ASFF SCHOOL TAX REQUISITION Q1	39,400.40	39,400.40

**Total 68,183.50**

\*\*\* End of Report \*\*\*

**SUMMER VILLAGE OF ROCHON SANDS  
BANK RECONCILIATION  
AS AT FEBRUARY 29, 2024**

Net Balance at End of Previous Month	\$	153,109.53
ADD: General Receipts		66,055.31
Interest Earned		0.00
Investments Matured		<u>0.00</u>
 SUBTOTAL		 219,164.84
LESS: General Disbursements		40,800.74
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		<u>239.05</u>
 SUBTOTAL		 <u>41,039.79</u>
 <b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	 <b>\$</b>	 <b><u>178,125.05</u></b>

Balance at End of Month - Bank		202,190.24
ADD: Outstanding Deposits		50.00
LESS: Outstanding Cheques		<u>24,115.19</u>
 <b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	 <b>\$</b>	 <b><u>178,125.05</u></b>

INVESTMENTS:		
RBC Reserve Account		37,099.36
RBC Investment GIC#13 Cashable Maturing Dec 13, 2024 @ 4.5%		200,000.00
RBC Investment GIC#14 Cashable Maturing Dec 13, 2024 @ Prime Linked		200,000.00
RBC Investment GIC#15 Non-redeemable Maturing Dec 13, 2024 @ 5.8%		<u>250,000.00</u>
 SUBTOTAL		 <u>687,099.36</u>
 <b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	 <b>\$</b>	 <b>865,224.41</b>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**The Summer Village of Rochon Sands**  
**Request for Decision**

**Meeting:** Regular Council  
**Meeting Date:** April 9, 2024  
**Originated by:** John Jacobson - Chief Administrative Officer  
**Title:** Bylaw #264-24 - Fees for Services Bylaw  
**Agenda Item Number:** 8.1

Background/Proposal/Issue:

The Summer Village of Rochon Sands has a fee structure to recover the costs of providing information and services to the public.

The Summer Village of Rochon Sands requires an updated Fees for Services Bylaw as the present fee structure does not recoup the service costs provided to the public.

Discussion/Options/Benefits/Disadvantages:

The costs of providing these services have increased over time, and presently, the Summer Village of Rochon Sands is not recovering costs. Administration has compared fees to other municipalities to ensure that the proposed fees are in line with other municipalities while at the same time ensuring that the Summer Village is recouping the costs of services provided.

Costs/Source of Funding (if applicable):

There are financial costs to the Summer Village of Rochon Sands' ratepayers by not recouping the cost of services that are provided to the public.

Recommended Action/Options:

*Administration is recommending for Council to accept the proposed Bylaw #264-24 "Fees for Services Bylaw", thereby repealing Bylaw #256-21 in the Summer Village of Rochon Sands and any other previous "Fees and Services" bylaws.*

Target Decision Date

April 9, 2024

**Summer Village of Rochon Sands  
In the Province of Alberta  
Bylaw #264-24  
“Fees for Services Bylaw”**

A Bylaw of the Summer Village of Rochon Sands, in the Province of Alberta, to establish fees, rates and charges for services provided by the Summer Village of Rochon Sands;

WHEREAS pursuant to the Municipal Government Act, Chapter M.26 Revised Statutes of Alberta, 2000, and regulations as amended time to time, Council may establish by Bylaw, for services provided by or on behalf of the municipality;

NOW WHEREAS, under the Authority of the Municipal Government Act, the Council of the Summer Village of Rochon Sands, in the Province of Alberta, enacts as follows:

1. This Bylaw may be cited as the “Fees for Services Bylaw”;
2. That fees and charges be established for the services provided by the Summer Village of Rochon Sands in accordance with “Schedule A” attached hereto;
3. That the Chief Administrative Officer or designate has the authority to reduce or waive the imposition of any fees and charges set out in “Schedule A” for reasons that qualify as an emergency.
4. That fees for all permits issued under the Alberta Safety Codes Act shall be collected by an accredited agency on behalf of the Summer Village of Rochon Sands at time of permit issuance, in accordance with the permit fees established by that agency, in accordance with provincial and municipal legislation.
5. Bylaw #256-21 in the Summer Village of Rochon Sands and any other previous fees and services bylaws are hereby rescinded.
6. This Bylaw shall come into effect upon third and final reading.

READ a first time in open Council this \_\_\_ day of \_\_\_\_\_ 2024.

READ a second time in open Council this \_\_\_ day of \_\_\_\_\_ 2024.

READ a third and final time in open Council this \_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

**Schedule A**  
**Fees for Services Bylaw #264-24**

**Administration**

<b>Accounts Receivable Transfer to Taxes</b>	\$25.00/account
<b>Boat Mooring/Dock Application Fee</b>	\$50.00 (as per SVRS Policy for Piers, Wharves, Docks, Moorings, and Boatlifts)
<b>FOIP Requests</b>	\$25.00 application fee + costs from FOIP Regulation - "Schedule 2: Freedom of Information and Protections of Privacy Act: Fees Schedule"
<b>Laminating Pages</b>	\$1.00 per page
<b>Land Titles Property Search</b>	\$25.00
<b>Notice of Recall Petition Application</b>	As per the MGA section 240.2(3)(b)
<b>NSF Cheques</b>	Cost equal to charges imposed by the returning financial institution.
<b>Outstanding Accounts Receivable</b>	<p>An interest charge of 1.5 per cent (1.5%) per month shall be imposed on all accounts receivables that remain unpaid for thirty (30) days from the date of the invoice and the interest rate shall not be compounded.</p> <p>For accounts that are not transferable to the corresponding tax roll, the Chief Administrative Officer or their designate may obtain a collection agency to recover unpaid accounts after ninety (90) days.</p> <p>Returned payments shall be charged back to the appropriate account. Any service charges, as outlines in the current Fees and Service Bylaw shall be charged to the account.</p> <p>Performance Bonds are not subject to this penalty.</p>
<b>Photocopying or Printing</b>	\$0.50/page
<b>Scan Documents</b>	\$0.75 per page
<b>Tax Certificates</b>	\$30.00 for all written requests for tax or assessment information including tax certificates.
<b>Tax Notice Reproduction</b>	\$15.00
<b>Tax Recovery Process Costs</b>	Cost equal to charges from Alberta Land Titles Registration, cost equal to any fees by a third party contracted by the Summer Village of Rochon Sands, and cost equivalent to any expenses for advertising for public auction, including a title search.

**Development Fees**

<b>Encroachment Agreement</b>	\$300.00 (plus any additional costs if incurred. Example: legal)
<b>Letter of Compliance</b>	\$150.00 (plus any additional costs if incurred. Example: legal)

**Development Application Fees**

<b>Accessory Buildings/Temporary Buildings or Demolition of cost under \$50,000</b>	\$100.00
<b>Manufactured Homes/Single Family Dwelling Guest House/Garages of cost over \$50,000</b>	\$200.00
<b>Recreational Vehicle Parking Fee (per unit on parcels with no approved dwelling unit)</b>	\$300.00 per year
<b>Subdivision Development Fee</b>	\$500 plus \$125 for each lot
<b>Subdivision Development Appeal Fee</b> (refundable if appeal is in favour of applicant)	\$200.00
<b>Over-Load Trucking Application (greater than 22,500 kg or more than two axels)</b>	\$150 per application
<b>Land Use Amendment Bylaw Change</b>	\$750
<b>Variance Application</b>	\$150

**Performance Bonds (Construction)**

<b>Single-Family Dwelling / Additions to a Single-Family Dwelling / Garages</b>	<p><b>5% of Project Value</b></p> <p>Must be paid before the development project starts. 50% will be refunded after the inspection of the foundation and the remaining 50% will be returned when the complete safety inspection is returned to the Summer Village.</p>
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**Assessment Review Board Complaints**

<b>Assessment Review Board Complaints</b>	\$50.00 per parcel (refunded with assessment change or favourable board decision)
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**Alberta Safety Codes Permit Fees**

All permits issued by the Safety Codes Agency under contract with the Summer Village of Rochon Sands are subject to a separate fee remitted to the Alberta Safety Codes Council on behalf of the Summer Village of Rochon Sands. These fees are not included in attached Schedule A and will be levied in addition to municipal permit fees and administered by the contracted accredited safety code agency. These fees include Building, Electrical, Plumbing, Natural Gas, Private Sewage, etc.



**The Summer Village of Rochon Sands**  
**Request for Decision**

**Meeting:** Regular Council  
**Meeting Date:** April 9, 2024  
**Originated by:** John Jacobson - Chief Administrative Officer  
**Title:** Parkland Community Planning Services – 2024 Planning Services Agreement  
**Agenda Item Number:** 8.3

Background/Proposal/Issue:

Parkland Community Planning Services (PCPS) provides municipal planning and related services to the Summer Village of Rochon Sands. PCPS is proposing a three-year contract but will enter into a one-year contract.

PCPS will endeavour to establish a three-year work plan with the Summer Village of Rochon Sands at the beginning of the term of this agreement to guide the delivery of services provided by PCPS.

Either party may cancel this agreement with six (6) months written notice, without cause, and the effective date of termination will be the end of the PCPS fiscal year (March 31).

Discussion/Options/Benefits/Disadvantages:

PCPS has provided invaluable guidance and assistance the past six months as Administration contracted PCPS to assist in evaluating and re-writing the SVRS development permit process. Many best-practices still need implementation.

In addition, the technical expertise of PCPS is required for complicated development permits, letters of compliance, encroachment agreements, etc. Administration recently had two letters of compliance and two encroachment agreements that required the expertise of PCPS. Making mistakes in any of the above areas can be costly to the individual applying through the development process and for the Municipality if errors are committed on the approval side of the process.

Costs/Source of Funding (if applicable):

- \$1,250.00 for Tier Two membership for each of the three years of this agreement.
- The following three years (2024-25, 2025-26 and 2026-27) of membership fees will be invoiced at \$1,250.00 each year and will include the membership fee in the Regional SDAB.
- Hourly rates for services rendered:
  - Director \$200 per hour
  - Senior Planner \$180 per hour
  - Planner \$155 per hour
  - Planning Technician \$105 per hour
  - Administrative Support \$90 per hour (note: applied to subdivision processing and support of major planning projects)

Recommended Action/Options:

Administration is requesting that Council accept the Parkland Community Planning Services – 2024 Planning Services Agreement in principle. However, Council direct Administration to negotiate with PCPS a fee structure for services to be consistent with the section in the SVRS Fees for Service Bylaw that refers to development services. For example, set fees for a letter of compliance, an encroachment agreement, processing a development permit, etc.

Historically, Administration has not previously worked with PCPS to develop such an alignment of fees.

Motion by Council:

Motion to direct Administration to negotiate with PCPS, a fee structure for PCPS provided services to be in alignment with development fees contained in the Summer Village of Rochon Sands Fees for Service Bylaw.

Implementation/Communication

The Administration will proceed at the Council's request.

Target Decision Date

April 9, 2024

# PLANNING SERVICES AGREEMENT

This AGREEMENT made this 1<sup>st</sup> day of April, 2024

BETWEEN:

**PARKLAND COMMUNITY PLANNING SERVICES**  
(PCPS)

- and -

**ROCHON SANDS**  
(The Client)

Parkland Community Planning Services wishes to provide municipal planning and related services to the Client and the Client wishes to utilize the municipal planning and related services and expertise of PCPS; therefore the planning services to be provided to the Client by PCPS shall be as contained in this Agreement.

## TERM

- 1.) The term of this agreement shall be from April 1, 2024 to and including March 31, 2027.

## SERVICES

- 2.) The services provided by PCPS to the Client during the term of this agreement will be those requested and approved by the Client from time to time on an as-needed basis or through an agreed upon work plan. Requests for services may include, but are not limited to:
  - (a) current planning services in the form of consultation and advice on day-to-day planning matters, including but not limited to policy, development permit processing, land development, land use designation and general planning administration matters, to Council and administration, as well as the general public and provincial agencies;

- (b) planning related technical services including but not limited to updates of the municipal base map, civic address maps, municipal registered plan and index map and municipal land use designation map, graphics, designs, general mapping, interactive mapping products and GIS map layers;
  - (c) subdivision processing services including pre-application advice, receipt, referral, review and assessment of applications, providing recommendations related to a decision, issuing notice of decision, reviewing plans and instruments for registration, maintaining a filing and processing system related to subdivision responsibilities, and appearing before the appeal board, if necessary;
  - (d) long range planning and planning advisory services pertaining but not limited to municipal development plans, intermunicipal development plans, area structure plans, and area redevelopment plans, land use bylaws, outline plans, growth studies and strategies, studies, reports and plans on special issues, site designs, community involvement and public participation programs, planning process training and orientation; and,
  - (e) other services that may be developed over time based on internal skill sets and in response to client needs.
- 3.) Travel to and from the municipality to attend meetings, undertake field work and inspections, and to consult with affected parties within the municipal office or elsewhere, will be an integral part of the services provided.
- 4.) The Parties hereto acknowledge that PCPS is an independent contractor and is not the agent, servant or employee of the Client.
- 5.) In all dealings with the Client, the services of PCPS shall fall under the administration of the Client's Chief Administrative Officer (CAO) or designate.

- 6.) PCPS will provide designated staff advisors as mutually agreed with the Client but reserve the ability to replace or substitute staff when circumstances so warrant. Planning and related technical services will be provided on as timely a basis as staff resources allow. PCPS will notify the Client ASP of any staff changes that will affect changes to the project schedule.
  
- 7.) Advice and services will be supplied in the most effective and efficient manner, and may be by post, electronic mail, web-based services, videoconferencing, telephone or face-to-face communication.

**FEES**

- 8.) The Client agrees to pay PCPS the amount of \$1,250.00 for a Tier Two membership (see Schedule A – Membership Rates based on Population Categories) for each of the three years of this agreement. PCPS fiscal year runs from April 1 to March 31. **The following three years (2024-25, 2025-26 and 2026-27) of membership fees will be invoiced at \$1,250.00 each year and will include the membership fee in the Regional SDAB.**
  
- 9.) As a Tier Two member, the Client’s preferred hourly rates (see Schedule B – Hourly Rates Based on Membership Class) for services rendered from April 1, 2024 to and including March 31, 2027 will be:

Director	\$200 per hour
Senior Planner	\$180 per hour
Planner	\$155 per hour
Planning Technician	\$105 per hour
Administrative Support	\$90 per hour (note: applied to subdivision processing and support of major planning projects)

**WORK PLAN AND ESTIMATES**

- 10.) The Client and PCPS will endeavour to establish a three-year work plan at the beginning of the term of this agreement to guide the delivery of services provided by PCPS. The work plan must be approved by the Client’s Chief Administrative Officer or designate. An

estimate for a specific project (e.g., creation of a new area structure plan) may be provided by PCPS as part of the work plan. More detailed terms of reference for major projects may be created to confirm scope, level of effort and estimated costs at any point during the term of the agreement.

- 11.) The Client must provide written authorization prior to the undertaking of any work by PCPS not included in an agreed upon work plan or project budget.
- 12.) The Client retains the right to seek competitive proposals from PCPS and other planning service providers for specific planning projects. PCPS will be provided the opportunity to submit a bid in all such cases. For the purposes of this clause, the determination of whether the desired work is within the capabilities of PCPS or a project team assembled and led by PCPS rests solely with PCPS.

#### **PAYMENT OF FEES**

- 13.) The Client will pay the membership fee of \$1,250.00 each year on or before the anniversary date (March 31). **See Section 8.**
- 14.) Project fees will normally be invoiced on a monthly basis, such payment being due within 30 days of the invoice.
- 15.) The Client will assign to PCPS the right to collect all subdivision related fees charged to the applicant for the provision of subdivision processing services. All subdivision related fees collected by PCPS for subdivision applications of the Client will be remitted to the Client following the conclusion of PCPS' annual financial audit/review for the year.

#### **ADDITIONAL CLIENT EXPENSES**

- 16.) Travel costs for trips related to the delivery of planning services will be billed to the Client using a mileage rate set by the PCPS Board of Directors.
- 17.) Expenses and costs related to the delivery of planning services, including but not limited to public advertising, venue rental and printing costs will be paid by the Client.

- 18.) While PCPS will seek to compensate staff for overtime by time-off-in-lieu, the additional wage costs incurred by staff advisory time in a day or week which exceeds Provincial labour standards may need to be paid by the Client.
- 19.) Where particular matters arise, which PCPS considers will require the engagement of a specialist, or another discipline other than planning, the fees and costs for engagement of the specialist or other discipline will be paid by the Client, provided the Client has authorized the engagement of the specialist.
- 20.) The additional client expenses described in **Sections 16 through 19** are payable in addition to the hourly fees charged by PCPS.

#### **EXPERT WITNESS**

- 21.) Nothing in this agreement will be construed to obligate PCPS to prepare for litigation or appear as an expert witness on behalf of the Client, unless the Director of PCPS authorizes such engagement and the Client and PCPS agree to the charges for such service.

#### **CLIENT RESPONSIBILITIES**

- 22.) The Client will provide reasonable notice to PCPS for service required and anticipated, such that service time may be equitably distributed throughout the contract period wherever possible.
- 23.) The Client will consult with PCPS to ensure timely provision of materials and information to support the services being requested.
- 24.) The Client will cooperate with the timely provision of background materials and information needed by PCPS to fulfil the service obligations to the Client.

#### **OWNERSHIP OF MATERIALS**

- 25.) All information, reports, plans, and related materials provided to the Client by PCPS in the performance of its service to the Client are to be jointly owned by the Client and PCPS.

26.) Joint ownership does not relieve other recipients of these materials from compensating PCPS for its time and expenses in preparing, customizing or assembling the material.

### **CONFIDENTIAL MATERIALS**

27.) All confidential information obtained by PCPS with respect to these services or the Client's operation shall not be divulged to any person.

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

28.) PCPS acknowledges that the Freedom of Information and Protection of Privacy Act applies to all information and records relating to, or obtained, generated, collected or provided under or pursuant to this contract.

### **AMENDMENT AND CANCELLATION**

29.) Only the authorized officer(s) of PCPS and of the Client, (Chief Administrative Office or designate), have the authority to amend the terms of this agreement. Such amendments will be by written agreement.

30.) The term of this agreement may be extended for an additional year by the Client's Chief Administrative Officer or designate and the Director of PCPS. If an extension is made, the membership fee and the hourly rate structures will be adjusted. All other terms and conditions will remain the same.

31.) Should a dispute arise between the parties of this agreement or should either party have a complaint with respect to the other party, then both parties agree that they shall meet to discuss and reach resolution regarding the dispute or complaint.

32.) If either the Client or PCPS breaches this agreement, the other party may cancel this agreement by means of written notice, the effective date being 60 (sixty) days from the date of written notice.



33.) Either party may cancel this agreement with six (6) months written notice, without cause, and the effective date of termination will be the end of the PCPS fiscal year (March 31).

34.) Neither party may assign this agreement without the mutual written consent of the other.

35.) All the terms, provisions and conditions of this agreement shall be binding upon the parties, and where permitted, their assigns.

36.) All notices, approvals or requests in connection with this agreement shall be sent to the parties at the following addresses:

PARKLAND COMMUNITY PLANNING SERVICES  
Unit B, 4730 50th Street, RED DEER, AB T4N 1X2

IN WITNESS WHEREOF the Parties hereto have executed this agreement.

PARKLAND COMMUNITY PLANNING SERVICES

Per: \_\_\_\_\_ Per: \_\_\_\_\_

ROCHON SANDS

Per: \_\_\_\_\_ Per: \_\_\_\_\_

Schedule A – Membership Fees based on Population Categories

<b>Population</b>	<b>Tier One</b>	<b>Tier Two</b>
Under 500	\$2,500	\$1,250
500 to 1,000	\$3,000	\$1,500
1,000 to 2,000	\$4,000	\$2,000
2,000 to 3,000	\$5,000	\$2,500
3,000 to 5,000	\$6,000	\$3,000
5,000+	\$9,000	\$4,500

Schedule B – Hourly Rates based on Membership Class

<b>Position</b>	<b>Tier One</b>	<b>Tier Two</b>	<b>Non-Member</b>
Director	\$185	\$200	\$225
Senior Planner	\$165	\$180	\$205
Planner	\$140	\$155	\$180
GIS Technician	\$90	\$105	\$135
Admin Support	\$75	\$90	\$115

## CAO Report

April 2023

**Campground Reservations.** The Summer Village of Rochon Sands operates the Rochon Sands Provincial Park Campground and Narrows Provincial Recreation Area Campground which are located on the south shores of Buffalo Lake. The Rochon Sands Provincial Park Campground reservation system opened up on March 11, 2024, for the 2024 camping season. To date, there have been over 100 bookings generating approximately \$35,000 in campground fees. The office has fielded several calls from people inquiring if their units will fit on some sites, other than that, the reservation process has gone very smoothly.

**Vortex Insulated Panel Solutions** met with the CAO the last week of March regarding a potential opportunity to provide an insulated panel structure with a single slope roof to replace the Snak Shak. Some benefits of the Vortex product is that it is locally manufactured and serviced, is sanitary and easy to clean/maintain, provides for quick installation, is finished inside and outside once erected, has high R values, is rodent proof, has a wide assortment of colors, is energy efficient, durable, visually appealing, can have year-round usage with minimal heat requirements, acts as cladding or self-frame support to name a few. This could be an exciting cost-effective opportunity to replace the Snak Shak with. Vortex and Administration will continue to explore the opportunity.

**Snak Shak preparation for the 2024 Summer Season.** Ghazi Kamaledine (Kaz) was out to Rochon Sands during Easter weekend starting to get the Snak Shak ready for another busy Summer Season. The CAO met with Kaz to discuss future Snak Shak opportunities and to receive additional input from Kaz.

The Summer Village of Rochon Sands has completed the hiring process for **Summer Students** who will play a crucial role supporting daily administrative tasks and coordinating activities for the Rochon Sands Municipal Office, the Rochon Sands Provincial Park and Narrows Provincial Recreation Area Campgrounds. Students have an opportunity to gain diverse hands-on experiences in municipal and campground operations and maintenance.

It has been a busy month for Administration working with PCPS to process 2 significant **Letters of Compliance** and **2 Encroachment Agreements**. It is also that time of year where Administration is heavily occupied with budget and tax preparation.



# Stettler District Ambulance Association

Box 1270  
6602 – 44 Avenue  
Stettler, Alberta T0C 2L0  
Ambulance Bay: 403.742.8604  
Admin: 403.742.4441

March 27, 2024

Chantal Balash  
Manager, Contract Strategy & Performance  
Alberta Health Services  
13443 149 Street  
Edmonton, AB, T5L2T3

EMAIL: [Chantal.Balash@ahs.ca](mailto:Chantal.Balash@ahs.ca)

Dear Ms. Balash,

## **RE: Stettler District Ambulance Associations Contract Negotiations**

On behalf of the Board for Stettler District Ambulance Association (SDAA), we wish to express our dissatisfaction with Alberta Health Services (AHS) neglecting to negotiate a new contract with SDAA prior to its expiration, disregarding our region's very active and essential ambulance service. We believe there have been insufficient efforts made to discuss and enter into a beneficial agreement, affecting our ability to operate efficiently. We wish to address this matter and enter into negotiations promptly.

As a vital component of the healthcare system in our region, the SDAA requires contract stability at a minimum, in order to effectively plan for inflation in operating and capital expenses and purchases. Without a contract it is difficult for SDAA to adequately budget and confirm positions for our staff. We believe moving all SDAA staff to 12-hour shifts and eliminating the core/flex scheduling aligns with AHS ambulance service current practices, and will allow us to better serve our community.

The continuation of core/flex scheduling significantly impacts our ability to compete in a very competitive job market to fill vacancies within our organization, when other services have already eliminated core/flex. This scheduling change will not only benefit our organization and improve the lives of our staff, but also improve the quality of care we are able to provide to our community.

We look forward to negotiating with AHS in good faith to reach an agreement which will meet the current and future needs of both parties. By working together, we can achieve our long-term goals and continue to provide high-quality ambulance services to the residents of our district. We are confident through open, timely communication and collaboration, we will reach a resolution beneficial for all parties, efficiently and professionally meeting and serving the ambulatory care needs of our community.

We propose negotiations begin by April 30, 2024 rather than waiting until the eve of the expiration of the bridging contract. Thank you for your prompt attention to this matter to confirm a start date for negotiations with us.

Sincerely,



Justin Stevens, CHAIRPERSON

CC:

Honourable Danielle Smith, Premier of Alberta

Honourable Adriana LaGrange, Minister of Health

Honourable Nate Horner, Minister of Finance and MLA for Drumheller-Stettler

Regional Partners

EMS Service Providers



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver  
Minister

.../2

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta

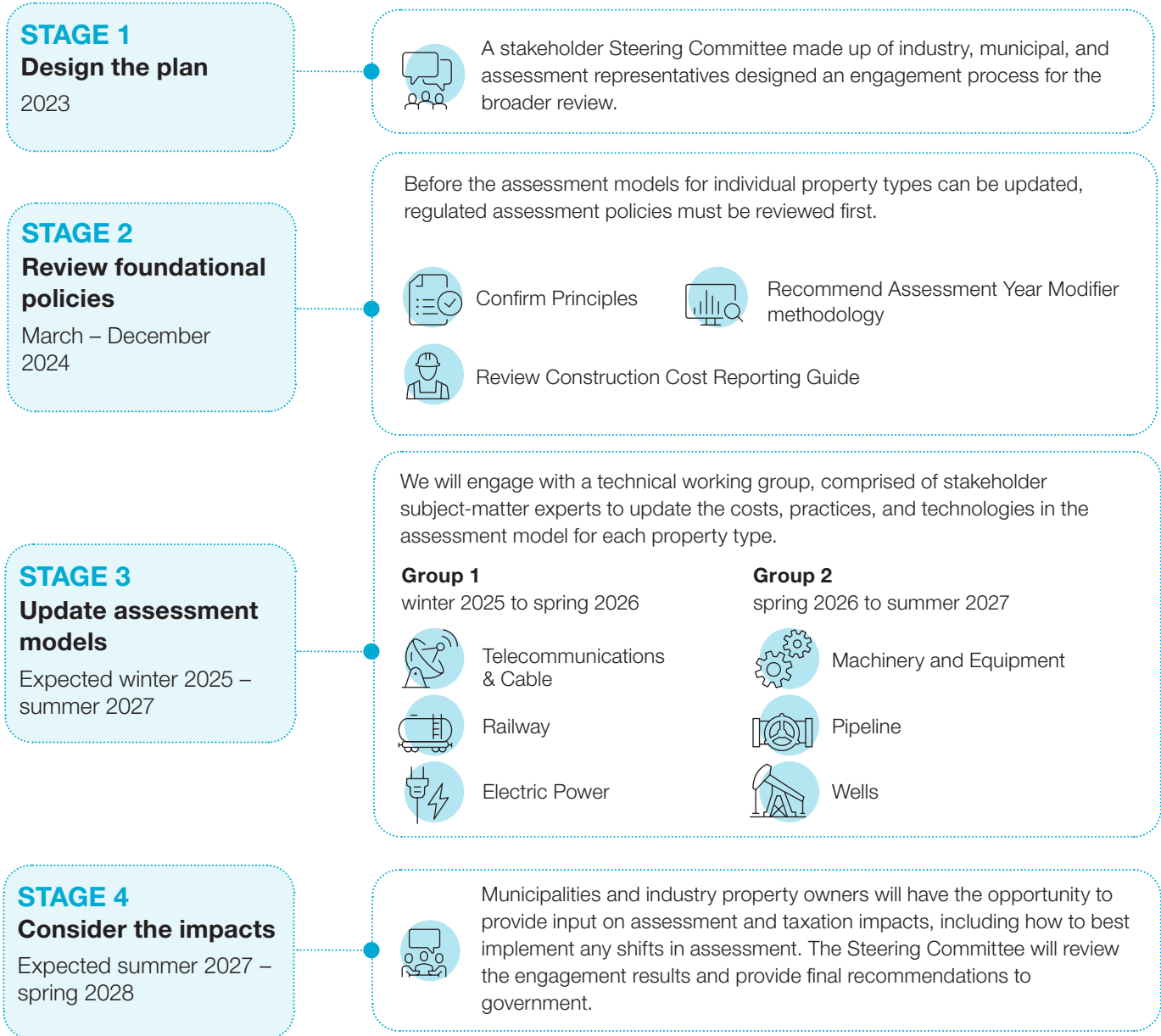
**Attachments**

- Infographic
- Assessment Model Review: Frequently Asked Questions

# Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

## Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).





# Frequently Asked Questions

## Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS

April 2, 2024

Dean Pickering  
Chief Administrative Officer  
Rochon Sands/White Sands  
#1 Hall Street  
Rochon Sands, AB T0C 3B0

Dear Dean Pickering:

**RE: 2023 Annual Internal Review  
Rochon Sands/White Sands - Accreditation No: J000145**

The Rochon Sands/White Sands 2023 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best Regards,



Peter Burrows  
Administrator of Accreditation

JV

CC: Dean Pickering, Chief Administrative Officer, Summer Village of Rochon Sands, AB  
Melissa Beebe, Chief Administrative Officer, Summer Village of White Sands, AB

**2023**

## **Annual Internal Review**

**Joint Municipal Accreditation**

**Rochon Sands / White Sands**



## 2023- Joint Municipal Accreditation

### Accreditation Information

**Accreditation ID:** J000145

**QMP Date:** 2022-11-15

**Joint Municipality Accreditation Name:** Rochon Sands / White Sands

**AIR Year:** 2023

**Accredited Disciplines:** Building, Electrical, Gas, Plumbing

**Application Disciplines:** Building, Electrical, Gas, Plumbing

**Name of Lead Municipality:** Summer Village of Rochon Sands

**Lead Municipality Population Size:** 86 **Lead Municipal Type:** Municipality

**Lead QMP Manager Name:** Dean Pickering **Job Title:** Chief Administrative Officer

### Member Municipality Information

Member Municipality	Join Date	Municipal Contact	Job Title	Population Size	Municipal Type	Relationship
Summer Village of Rochon Sands	1999-05-26	Dean Pickering	Chief Administrative Officer	86	Summer Village	Lead
Summer Village of White Sands	1999-05-26	Melissa Beebe	Chief Administrative Officer, CAO	120	Summer Village	Member

### Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	10	16	9	8	8	51
Permits Closed	4	10	2	3	7	26
Permits Open	6	6	7	5	1	25
Orders Issued						
Orders Closed						
Orders Outstanding						
Variances Issued						

### QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	No
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	No
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

## Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000167-IJD Inspections Ltd.	Yes	Yes	Yes	Yes	Yes				Both	2020-07-22

## Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

## Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
<b>1. A000167-IJD Inspections Ltd.</b>					
a.	Overall satisfaction.	Yes			
b.	Delivery of permit services.	Yes			
c.	Delivery of inspection services.	Yes			
d.	Timeliness and responsiveness of service delivery.	Yes			
e.	Competency and knowledge of SCOs.	Yes			
f.	Actions taken to improve the delivery of safety codes services.	Yes			
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.	Yes			

## Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

## File Information

**Discipline:** Plumbing      **Permit Issue Date:** 2023-08-18      **Permit Closure Date:** 2023-08-31

**Issuing Organization:** IJD

**Permit Issuer:** IJD

**DOP Number:** WS23-019P

**Inspecting Organization:** IJD

**Inspecting SCO:** Jerry Bond

**DOP Number:** D2391/92

**Discipline:** Building

**Permit Issue Date:** 2023-06-13

**Permit Closure Date:** 2023-09-19

**Issuing Organization:** IJD

**Permit Issuer:** IJD

**DOP Number:** RS23-B01

**Inspecting Organization:** IJD

**Inspecting SCO:** Brian Massie

**DOP Number:** D10163



**Discipline:** Private Sewage      **Permit Issue Date:** 2023-07-28      **Permit Closure Date:** 2023-08-03

**Issuing Organization:** IJD

**Permit Issuer:** IJD      **DOP Number:** WS23-017S

**Inspecting Organization:** IJD

**Inspecting SCO:** Jerry Bond      **DOP Number:** D2391/92

**Discipline:** Electrical      **Permit Issue Date:** 2023-05-10      **Permit Closure Date:** 2023-06-26

**Issuing Organization:** IJD

**Permit Issuer:** IJD      **DOP Number:** WS23-005E

**Inspecting Organization:** IJD

**Inspecting SCO:** Jim Dobler      **DOP Number:** D938

**Discipline:** Gas      **Permit Issue Date:** 2023-03-15      **Permit Closure Date:** 2023-07-20

**Issuing Organization:** IJD

**Permit Issuer:** IJD      **DOP Number:** WS23-002G

**Inspecting Organization:** IJD

**Inspecting SCO:** Jerry Bond      **DOP Number:** D2391/92

## File Review

Building			
	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	Yes
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	Yes	
1.	Were the deficiencies resolved prior to permit closure?	Yes	



<b>Building</b>	2.	Were the deficiencies an unsafe conditions?	No
	3.	Was a verification of compliance accepted?	Yes
<b>Electrical</b>	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	Yes
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
<b>Gas</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
		Orders	
	i.	Was an order issued?	No
ii.	If yes, the order is registered with the Council.	No	

<b>Gas</b>	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
	<b>Plumbing</b>	a.	Construction Document Review
		Was a construction document review required?	No
		If yes, Please verify the following	
i.		Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
ii.		Professional involvement occurred as required in the joint municipal accreditation's QMP.	
iii.		Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
b.		Permit Issuance	
		Please verify the following:	
i.		The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
ii.		The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
iii.		The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
iv.		The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
i.		Was an order issued?	No
ii.		If yes, the order is registered with the Council.	No
d.		Variances	
i.		Was a variance issued?	No
ii.		If yes, the variance is registered with the Council.	No
e.		Inspections and File Closure	
		Please verify the following:	
i.	Inspections completed within the prescribed time frame.	Yes	
ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	No	
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
<b>Private Sewage</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	

<b>Private Sewage</b>	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		

### Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

None

2. Any other general comments, concerns or issues the joint municipal accreditation would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

None

### Municipal Acknowledgement and Signature

The Lead Municipality acknowledges that it has consulted and coordinated the preparation of the AIR. If further acknowledges that it is submitting the AIR on behalf of the other member municipalities in the joint municipal accreditation.

**Lead Municipality:** Summer Village of Rochon Sands

**Signature:** Melissa Beebe

**Date:** 2024-03-25

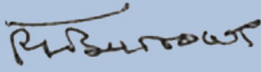
**Job Title:** CAO SV White Sands

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

**For Safety Council Use Only**

**Administrator of Accreditation Review and Approval**

**Signature:**



**Date: 2024-03-28**

**PARKLAND REGIONAL LIBRARY SYSTEM**

**FINANCIAL STATEMENTS**

**December 31, 2023**

**PARKLAND REGIONAL LIBRARY SYSTEM**

**Table of Contents**

*December 31, 2023*

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## MANAGEMENT'S REPORT

### To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard  
2024-03-26 11:49:12:12 MDT

---

Ron Sheppard

Executive Director

To the Members of The Parkland Library Board:

## Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

March 26, 2024

*MNP LLP*

Chartered Professional Accountants

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
AS AT DECEMBER 31, 2023

	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents <i>(note 3)</i>	\$ 907,293	\$ 1,089,037
Accounts receivable	27,494	28,033
Investments <i>(note 4)</i>	765,417	725,120
<b>TOTAL FINANCIAL ASSETS</b>	<b>1,700,204</b>	<b>1,842,190</b>
<b>LIABILITIES</b>		
Accounts payable and accruals <i>(note 5)</i>	\$ 244,514	\$ 137,307
Book allotment	22,170	11,477
Deferred revenue <i>(note 6)</i>	152,703	176,341
<b>TOTAL LIABILITIES</b>	<b>419,387</b>	<b>325,125</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,280,817</b>	<b>1,517,065</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	\$ 8,770	\$ 16,632
Prepaid expenses	171,906	124,454
Tangible capital assets <i>(schedule 1)</i>	4,395,010	4,484,760
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>4,575,686</b>	<b>4,625,846</b>
<b>COMMITMENTS</b> <i>(note 7)</i>		
<b>ACCUMULATED SURPLUS</b>	<b>5,856,503</b>	<b>6,142,911</b>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus <i>(note 8)</i>	5,891,450	6,194,382
Accumulated remeasurement gain on investments	(34,947)	(51,471)
	<b>5,856,503</b>	<b>6,142,911</b>

Approved by the Library Board:  
e-Signed by Barb Gilliat  
2024-03-21 20:27:46:46 MDT  
**Chairman**  
e-Signed by Deb Smith  
2024-03-22 10:51:18:18 MDT  
**Director**

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF OPERATIONS**  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget	2023	2022
<b>REVENUE</b>			
Investment income	\$ 28,500	\$ 93,925	\$ 52,923
Member fees	2,001,335	2,001,335	1,939,986
Miscellaneous and donations	-	8,955	1,041
Outside sales - Books and supplies	-	117,125	139,579
Provincial funding (note 9)	1,567,965	1,678,455	1,549,301
	<u>3,597,800</u>	<u>3,899,795</u>	<u>3,682,830</u>
<b>EXPENSES</b>			
Administration	\$ 14,500	\$ 14,314	\$ 16,111
Amortization	-	163,162	189,553
Audit	20,000	21,700	22,132
Communications, marketing and promotions	20,000	19,396	19,705
Continuing education	20,000	13,870	17,182
Dues, fees, and memberships	12,750	12,295	11,999
First Nations grant expense	78,839	108,394	60,398
Freight and postage reimbursement	3,200	2,916	2,956
Insurance	20,500	24,451	20,367
Investment fees	4,700	4,110	4,176
Library materials	419,962	448,635	475,391
Library service grant	429,742	452,928	429,742
Miscellaneous - distributions	-	7,500	-
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	116,770	138,732
Planned member technology purchases	68,617	325,327	70,436
Professional fees	-	15,420	13,068
Repairs and maintenance - building	56,500	52,325	54,133
Salaries and benefits	2,020,358	2,029,750	1,702,315
Supplies for library materials and inhouse stationary	48,000	44,633	41,567
Technology software, internet, maint. agreement, misc. supplies	216,332	224,567	207,197
Travel	8,000	4,792	2,923
Trustee	26,000	24,901	17,291
Utilities	36,000	27,774	28,732
Vehicle	59,000	56,499	49,636
Workshops, training for libraries	14,000	7,587	15,234
	<u>3,597,800</u>	<u>4,224,816</u>	<u>3,611,776</u>
<b>Excess (deficiency) of revenue over expenses, before other expenses</b>	-	(325,021)	71,054
<b>OTHER EXPENSES</b>			
Gain (loss) on disposal of investments	-	838	(872)
Gain (loss) on disposal of tangible capital assets	-	21,251	(440)
	<u>-</u>	<u>(302,932)</u>	<u>69,742</u>
<b>Excess (deficiency) of revenue over expenses</b>	-	(302,932)	69,742
<b>Accumulated operating surplus, beginning of year</b>	6,194,382	6,194,382	6,124,640
<b>Accumulated operating surplus, end of year (Note 8)</b>	<u>6,194,382</u>	<u>5,891,450</u>	<u>6,194,382</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	Budget	2023	2022
<b>Excess (deficiency) of revenue over expenses</b>	\$ -	<b>(302,932)</b>	\$ 69,742
Acquisition of tangible capital assets	-	<b>(112,162)</b>	(81,564)
Amortization of tangible capital assets	-	<b>163,162</b>	189,553
Proceeds on disposal of tangible capital assets	-	<b>60,000</b>	-
Loss (gain) on disposal of tangible capital assets	-	<b>(21,251)</b>	440
Change in prepaid expenses	-	<b>(47,451)</b>	(14,744)
Change in inventory for consumption	-	<b>7,862</b>	1,010
Change in accumulated remeasurement loss on long-term investments	-	<b>16,524</b>	(65,678)
<b>Increase (decrease) in net financial assets</b>	-	<b>(236,248)</b>	98,759
<b>Net financial assets, beginning of year</b>	<u>1,517,065</u>	<u><b>1,517,065</b></u>	<u>1,418,306</u>
<b>Net financial assets, end of year</b>	<u>1,517,065</u>	<u><b>1,280,817</b></u>	<u>1,517,065</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	<b>2023</b>	<b>2022</b>
<b>OPERATING ACTIVITIES</b>		
Cash receipts from membership fees, contracts, and sales	\$ 2,129,019	\$ 2,074,405
Cash receipts from grants	1,654,817	1,567,964
Investment income received	93,925	52,923
Cash paid for materials and services	(1,607,526)	(1,293,360)
Cash paid for salaries and benefits	(1,918,985)	(1,691,029)
Cash paid for library service grant	(452,928)	(429,742)
Bank and investment fees paid	(4,970)	(5,551)
	<b>(106,648)</b>	275,610
<b>CAPITAL ACTIVITY</b>		
Purchase of tangible capital assets	(112,162)	(81,564)
Proceeds on disposal of tangible capital assets	60,000	-
	<b>(52,162)</b>	(81,564)
<b>INVESTING ACTIVITY</b>		
Purchase of investments	(96,934)	(91,507)
Proceeds on sale of investments	74,000	75,000
	<b>(22,934)</b>	(16,507)
<b>Net increase (decrease) in cash</b>	<b>(181,744)</b>	177,539
<b>Cash and cash equivalents, beginning of year</b>	<b>1,089,037</b>	911,498
<b>Cash and cash equivalents, end of year</b>	<b>907,293</b>	1,089,037

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*  
**SCHEDULE 1**

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2023	2022
<b>Original Cost:</b>								
Balance, beginning of year	175,517	3,946,960	610,000	355,374	49,974	53,976	<b>5,191,801</b>	5,147,705
Acquisition of tangible capital assets	96,393	-	-	10,778	-	4,991	<b>112,162</b>	81,564
Disposals of tangible capital assets	(90,644)	-	-	(6,168)	(290)	-	<b>(97,102)</b>	(37,468)
<b>Balance, end of year</b>	<b>181,266</b>	<b>3,946,960</b>	<b>610,000</b>	<b>359,984</b>	<b>49,684</b>	<b>58,967</b>	<b>5,206,861</b>	<b>5,191,801</b>
<b>Accumulated Amortization:</b>								
Balance, beginning of year	117,149	236,817	-	294,650	29,802	28,623	<b>707,041</b>	554,516
Annual amortization	34,877	78,938	-	39,273	4,005	6,069	<b>163,162</b>	189,553
Disposals	(52,138)	-	-	(6,071)	(143)	-	<b>(58,352)</b>	(37,028)
<b>Balance, end of year</b>	<b>99,888</b>	<b>315,755</b>	<b>-</b>	<b>327,852</b>	<b>33,664</b>	<b>34,692</b>	<b>811,851</b>	<b>707,041</b>
<b>Net Book Value</b>	<b>81,378</b>	<b>3,631,205</b>	<b>610,000</b>	<b>32,132</b>	<b>16,020</b>	<b>24,275</b>	<b>4,395,010</b>	<b>4,484,760</b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	Unrestricted (Note 8)	Reserves (Note 8)	Equity in Tangible Capital Assets (Note 8)	2023	2022
<b>Balance, beginning of year</b>	460,314	1,249,308	4,484,760	<b>\$ 6,194,382</b>	\$ 6,124,640
Excess of revenue over expenses	(302,932)	-	-	<b>(302,932)</b>	69,742
Reserves used for (transferred from) operations	(142,549)	142,549	-	-	-
Purchases of tangible capital assets	-	(112,162)	112,162	-	-
Disposal of tangible capital assets	38,750	-	(38,750)	-	-
Annual amortization expense	163,162	-	(163,162)	-	-
<b>Balance, end of year</b>	<u>216,745</u>	<u>1,279,695</u>	<u>4,395,010</u>	<u><b>5,891,450</b></u>	<u>6,194,382</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	<u>2023</u>	<u>2022</u>
<b>Accumulated remeasurement gain (loss) on investments, beginning of the year</b>	<b>(51,471)</b>	14,207
Increase (decrease) in market value	<b>16,524</b>	(65,678)
<b>Accumulated remeasurement loss on investments, end of year</b>	<b><u>(34,947)</u></b>	<b><u>(51,471)</u></b>



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

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**1. Nature of activities**

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

**Cash and cash equivalents**

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

**Revenue recognition**

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability.

These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

**Non-financial assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year.

Non-financial assets consist of the following:

**i. Inventory for consumption**

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**2. Significant accounting policies** *(continued from previous page)*

**ii. Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i><b>Method</b></i>	<i><b>Rate</b></i>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

**iii. Prepaid expenses**

Expenses paid in advance where services have not been performed or materials have not been received.

**Use of estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

**Long-term investment**

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

**Foreign currency translation**

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

**Reserves for future expenditures**

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**2. Significant accounting policies** *(continued from previous page)*

**Financial instruments**

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

*Arm's length financial instruments*

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

*Financial asset impairment*

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

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**3. Cash and cash equivalents**

Cash accounts bear interest at bank prime rate of 7.2% (2022 - 6.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2022 - prime less 1.90%) on \$913,747 (2022 - \$1,070,873) and prime less 1.90% (2022 - prime less 1.90%) on \$0 (2022 - \$423).

**4. Investments**

	2023	2022
Bonds (original cost of \$796,484; 2022 - \$772,886)	<b>765,417</b>	725,120

Bonds bear interest at rates ranging from 1.10% to 3.75% and have maturity dates ranging from September 2024 to June 2033. Included in investments is \$3,861 (2022 - \$3,687) of accrued interest.

**5. Accounts payable and accruals**

	2023	2022
Trade accounts payable and accruals	<b>\$ 148,727</b>	52,040
Employee benefit obligations	<b>81,946</b>	71,180
Goods and Services Tax payable	<b>13,841</b>	14,087
	<b>244,514</b>	137,307

Included in trade accounts payable and accruals is a balance of \$4,817 (2022 - \$2,151) on ATB Financial Mastercards with a total credit limit of \$15,000 (2022 - \$15,000).

Employee benefit obligations consist of estimated sick leave benefits of \$60,500 (2022 - \$60,500) that accumulate but do not vest, as well as vacation and lieu time of \$21,446 (2022 - \$10,680) that employees have earned and deferred to future years.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**6. Deferred revenue**

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2023	2022
Opening balance	\$ 176,341	\$ 157,678
Add: amounts deferred	156,647	145,601
Less: amounts recorded as revenue	(180,285)	(126,938)
Ending balance	152,703	176,341

**7. Commitments**

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2023, the Library entered into a 5 year agreement for access to Polaris software commencing January 1, 2024 at a 2024 annual cost of \$93,311.55 which increases at 2% per year over the term.

**8. Accumulated operating surplus**

	2023	2022
<b>Unrestricted reserve</b>	<b>216,745</b>	460,314
<b>Internally restricted</b>		
Operating reserves		
Technology	474,773	542,260
Building	225,000	200,000
Contingent liability	38,851	52,530
	738,624	794,790
Capital reserves		
Amortization	323,911	295,974
Vehicle	179,454	115,847
Equipment/furnishings replacement	37,706	42,697
	541,071	454,518
<b>Total reserves</b>	<b>1,279,695</b>	1,249,308
<b>Equity in tangible capital assets</b>	<b>4,395,010</b>	4,484,760
	<b>5,891,450</b>	6,194,382

**9. Provincial funding**

	2023	2022
<b>Government of Alberta - Municipal Affairs</b>		
Operating grant	\$ 1,045,242	\$ 992,620
Library Service grant	452,928	429,742
Provincial First Nations grant	180,285	126,939
	1,678,455	1,549,301

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

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**10. Local Authorities Pension Plan**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 291,259 people and 437 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.23% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2023 were \$123,922 (2022 - \$118,260). Total current service contributions by employees of the Library to the LAPP in 2023 were \$110,539 (2022 - \$105,404).

As at December 31, 2022, the LAPP disclosed an actuarial surplus of \$12,671 billion (2021 - \$11,922 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2023.

**11. Economic dependence**

The Library is dependent on funding from government grants to maintain its operations. In 2023, the Province of Alberta contributed \$1,678,455 (2022 - \$1,549,301) of revenue to the Library, equalling approximately 43% (2022 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

**12. Financial instruments**

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one member library and one grantor (2022 - two member libraries) in connection with trade receivables represents 42% (2022 - 22%) of total accounts receivable at December 31, 2023. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

**Market rate risk**

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

**13. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

**14. Approval of financial statements**

These financial statements were approved by the Library board on March 21, 2024.

**STETTLER WASTE MANAGEMENT AUTHORITY**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

# STETTLER WASTE MANAGEMENT AUTHORITY

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AS AT DECEMBER 31, 2023

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**MANAGEMENTS' RESPONSIBILITY FOR  
FINANCIAL REPORTING**

Management of the Stettler Waste Management Authority is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the authority's financial position as at December 31, 2023 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

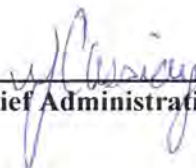
In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.


These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The authority's members carries out its responsibilities for review of the financial statements principally through member meetings. They meet with management and the external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to Council with and without the presence of management. The Town Council has approved the financial statements.

The financial statements have been audited by Gitzel & Company, Chartered Professional Accountants, independent external auditors appointed by the authority. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the authority's financial statements.

  
\_\_\_\_\_  
**Chief Administrative Officer**

  
\_\_\_\_\_  
**Date**

## INDEPENDENT AUDITORS' REPORT

TO: The Members  
Stettler Waste Management Authority

### Opinion

We have audited the financial statements of Stettler Waste Management Authority, which comprise the statement of financial position as at December 31, 2023 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes and schedules to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the association as at December 31, 2023, the results of its operations, change in its net financial assets (debts) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Municipal Financial Statements* section of our report. We are independent of the authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter

Significant areas requiring the use of management's estimates are related to asset retirement obligations for closure and post closure care. Determining settlement amounts, discount rates and timing of settlement involves estimation. Changes to any of these estimates and assumptions may result in a change to the obligation and related assets.

Amortization is based on the estimated useful lives of property, equipment and landfill cells. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the authority to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the authority's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Stettler, Alberta  
March 15, 2024

*Gitzel & Company*  
CHARTERED PROFESSIONAL ACCOUNTANTS

# STETTLER WASTE MANAGEMENT AUTHORITY

## STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2023

	2023	Restated (Note 3) 2022
<b>FINANCIAL ASSETS</b>		
Cash (Note 4)	\$ 1,332,560	\$ 1,867,866
Cash held for asset retirement obligation (Note 4)	701,728	545,328
Accounts receivable	163,702	259,275
GST receivable	<u>12,277</u>	<u>9,825</u>
	<u>2,210,267</u>	<u>2,682,294</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	123,370	131,879
Asset retirement obligation (Note 6)	<u>701,728</u>	<u>545,328</u>
	<u>825,098</u>	<u>677,207</u>
<b>NET FINANCIAL ASSETS (DEBT)</b>	<u>1,385,169</u>	<u>2,005,087</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 7)	1,914,733	1,124,552
Prepaid expenses	<u>14,426</u>	<u>11,608</u>
	<u>1,929,159</u>	<u>1,136,160</u>
<b>ACCUMULATED SURPLUS (Schedule 1)</b>	\$ <u>3,314,328</u>	\$ <u>3,141,247</u>

APPROVED ON BEHALF OF THE BOARD:

 Director

# STETTLER WASTE MANAGEMENT AUTHORITY

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget	2023	Restated (Note 3) 2022
<b>REVENUES</b>			
Commercial and contracts	\$ 435,000	\$ 508,320	\$ 362,887
Interest	30,000	108,513	55,608
Other	2,550	8,830	-
	<u>467,550</u>	<u>625,663</u>	<u>418,495</u>
<b>EXPENDITURES</b>			
Accretion for asset retirement obligation	-	28,630	27,201
Administration	80,000	80,000	60,000
Advertising	1,200	-	3,255
Amortization	125,000	137,589	151,437
Bad debts (recoveries)	100	-	1
Bin replacement	7,000	4,265	-
Contract hauling	65,505	57,406	57,993
Engineering	2,500	17,358	5,606
Insurance	12,000	13,469	7,380
Interest	2,000	118	379
Machinery - fuel	70,000	101,926	83,338
Machinery - repairs	52,000	60,146	48,122
Maintenance	46,100	29,133	42,534
Office	6,500	12,218	5,293
Professional fees	10,000	18,081	7,605
Recycling	53,000	60,537	46,246
Telephone, freight & postage	6,000	5,120	4,556
Travel, meetings and training	4,500	1,883	2,855
Utilities	10,000	9,994	10,430
Wages and benefits	697,000	686,755	644,814
Water sampling	23,000	17,298	14,063
	<u>1,273,405</u>	<u>1,341,926</u>	<u>1,223,108</u>
<b>OPERATING SURPLUS (DEFICIT)</b>	(805,855)	(716,263)	(804,613)
<b>REQUISITIONS (Note 5)</b>	<u>889,344</u>	<u>889,344</u>	<u>848,028</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	\$ <u>83,489</u>	<u>173,081</u>	<u>43,415</u>
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>			
As previously reported		2,850,555	2,829,720
Prior period restatement for Asset Retirement Obligations (Note 3)		<u>290,692</u>	<u>268,112</u>
As restated		3,141,247	3,097,832
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		\$ <u>3,314,328</u>	\$ <u>3,141,247</u>

# STETTLER WASTE MANAGEMENT AUTHORITY

## STATEMENT OF CHANGES IN FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	Restated (Note 3) 2022
<b>EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES</b>	\$ <u>173,081</u>	\$ <u>43,415</u>
Acquisition of tangible capital assets	(800,000)	-
Decrease (increase) in ARO asset due to current change in discount rate	(127,770)	-
Amortization of tangible capital assets	<u>137,589</u>	<u>151,437</u>
	<u>(790,181)</u>	<u>151,437</u>
Net use (acquisition) of prepaid assets	<u>(2,818)</u>	<u>(6,196)</u>
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(619,918)	188,656
<b>NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR</b>	<u>2,005,087</u>	<u>1,816,431</u>
<b>NET FINANCIAL ASSETS (DEBT) - END OF YEAR</b>	\$ <u>1,385,169</u>	\$ <u>2,005,087</u>

# STETTLER WASTE MANAGEMENT AUTHORITY

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	Restated (Note 3) 2022
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenditure	\$ 173,081	\$ 43,415
Non-cash items included		
Amortization	137,589	151,437
Changes in non-cash current assets and liabilities		
Accounts receivable	93,121	(199,555)
Prepaid expenses	(2,818)	(6,196)
Accounts payable and accrued liabilities	<u>(8,509)</u>	<u>40,975</u>
Cash provided by operating activities	<u>392,464</u>	<u>30,076</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	(800,000)	-
Decrease (increase) in ARO asset due to current changes in discount rate	<u>(127,770)</u>	<u>-</u>
Cash provided by (used in) investing activities	<u>(927,770)</u>	<u>-</u>
<b>CHANGES IN CASH AND EQUIVALENTS DURING THE YEAR</b>	(535,306)	30,076
<b>CASH AND EQUIVALENTS – BEGINNING OF YEAR</b>	<u>1,867,866</u>	<u>1,837,790</u>
<b>CASH AND EQUIVALENTS – END OF YEAR</b>	<u>1,332,560</u>	<u>1,867,866</u>
<b>CASH AND CASH EQUIVALENTS IS MADE UP OF:</b>		
Cash in bank	2,034,288	2,413,194
Less: restricted portion of cash (Note 4)	<u>(701,728)</u>	<u>(545,328)</u>
	<u>\$ 1,332,560</u>	<u>\$ 1,867,866</u>

**STETTLER WASTE MANAGEMENT AUTHORITY**

**SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

	2023					Restated (Note 3) 2022 Total
	Equity in Tangible Assets	Reserves for Capital Purposes	Reserves for Operating Purposes	Unrestricted Net Assets	Total	
<b>BALANCE – BEGINNING OF YEAR</b>						
As previously reported	\$ 964,938	\$ 1,661,380	\$ 7,954	\$ 216,283	\$ 2,850,555	\$ 2,829,720
Prior period restatement for Asset Retirement Obligation (Note 3)	(385,714)	-	-	676,406	290,692	268,112
As restated	579,224	1,661,380	7,954	892,689	3,141,247	3,097,832
Excess (deficiency) of revenue over expenditures	-	-	-	173,081	173,081	43,415
Tangible capital assets purchased	800,000	-	-	(800,000)	-	-
Amortization expense	(137,589)	-	-	137,589	-	-
Accretion of Asset Retirement Obligations	(28,630)	-	-	28,630	-	-
Transfer to (from) reserves	-	(438,434)	(4,555)	442,989	-	-
<b>BALANCE – END OF YEAR</b>	<u>\$ 1,213,005</u>	<u>\$ 1,222,946</u>	<u>\$ 3,399</u>	<u>\$ 874,978</u>	<u>\$ 3,314,328</u>	<u>\$ 3,141,247</u>



# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2023

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

##### (a) Reporting Entity

The Stettler Waste Management Authority is an unincorporated, public sector, non-profit organization that operates a landfill site and transfer stations on behalf of its member municipalities and is governed by the Code of Practices for Landfills. It is funded by requisitions paid by member municipalities and by charges billed to users. Its intended community of service is Stettler and surrounding areas. The authority's activities are not taxable under the Income Tax Act.

##### (b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

##### (c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Significant areas requiring the use of management's estimates are related to asset retirement obligations for closure and post closure care. Determining settlement amounts, discount rates and timing of settlement involves estimation. Changes to any of these estimates and assumptions may result in a change to the obligation and related assets.

Amortization is based on the estimated useful lives of property, equipment and landfill cells. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

##### (d) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and accounts with banks.

# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

(e) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post – remediation including operation, maintenance and monitoring.

(f) Asset retirement obligation

Asset retirement obligations are legal obligations associated with the retirement of a tangible capital asset. A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the authority to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. These may include, but are not limited to, decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed; remediation of contamination of a tangible capital asset created by its normal use; post-retirement activities such as monitoring; and constructing other tangible capital assets to perform post-retirement activities.

The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the authority reviews the carrying amount of the liability. The authority recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The authority continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### (g) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

#### (i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development, improvement, betterment or retirement of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Buildings	25 - 50
Equipment	5 - 20
Vehicles	10 - 25
Engineering Structures	
Landfill cells	Volume Based
Other	15 - 25

#### (ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also recorded as revenue.

#### (h) Reserves for Future Expenditures

Reserves are established at the discretion of Board to set aside funds for future operating and capital expenditures. Transfers to and/or from operating reserves are reflected as an adjustment to the respective fund.

#### (i) Equity in Tangible Capital Assets

Equity in tangible capital assets represents the authority's remaining net investment in its total tangible capital assets after deducting the portion financed by third parties through debt and related asset retirement obligations.

#### (j) Contributions

Contributions are recorded using the deferral method. Restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses are incurred. All other contributions are reported as revenue of the current period.

# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING – Continued

#### (k) Revenue Recognition

The authority recognizes revenue when it is realized or realizable and earned. The authority considers revenue realized or realizable and earned when services have been provided to a customer, the price for the service is fixed or determinable and collection is reasonably assured.

#### (l) Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

Financial instruments of the authority consist of cash, accounts receivable, accounts payable, due to related parties and callable debt. These financial instruments held for trading are measured at their carrying value since it is comparable to their fair values due to their short maturities.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of any write-down would be recognized in net income.

The Authority recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

It is the policy of the Authority not to disclose fair value information on financial assets and liabilities for which fair value is not readily obtainable.

#### (m) Pensions

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year. The authority participates in the Local Authorities Pension Plan.

### 2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. Management is currently evaluating the effect of adopting these standards on the financial statements.

#### (a) Section PS 3160 – Public Private Partnerships

This section establishes standards on accounting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner. Effective for the fiscal years beginning on or after April 1, 2023.

# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2023

#### 2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED - Continued

(b) Section PS 3400 – Revenue

This new section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. Effective for the fiscal years beginning on or after April 1, 2023.

(c) Section PSG – 8 – Purchased Intangibles

This section establishes standards on how to recognize and record purchased intangibles that meet the definition of an asset. Effective for the fiscal years beginning on or after April 1, 2023.

(d) The Conceptual Framework for Financial Reporting in the Public Sector

The Conceptual Framework a coherent set of interrelated concepts underlying accounting and financial reporting standards, prescribes the nature, function and limits of financial accounting and reporting, and is the foundation on which standards are developed and professional judgment is applied. Effective for the fiscal years beginning on or after April 1, 2026.

(e) Section PS 1202 – Financial Statement Presentation

This section sets out general and specific requirements for the presentation of information in general purpose financial statements. This new standard will effectively replace PS 1201 – Financial Statement Presentation. Effective for the fiscal years beginning on or after April 1, 2026.

#### 3. ACCOUNTING CHANGES – ASSET RETIREMENT OBLIGATIONS

The authority adopted the recommendations in the CPA Canada Handbook, Section PS 3280, *Asset Retirement Obligations*, on how to account for a liability for the retirement of a tangible capital asset for fiscal years beginning on or after April 1, 2022, applied on a modified retroactive basis with restatement of prior year comparative information. The authority chose to apply the amendments at the beginning of the earliest period presented, January 1, 2022.

Adoption of these new standards lead to adjustments to the comparative figures. As of January 1, 2022 the following balance sheet items were adjusted: increase to liabilities due to recording the asset retirement obligation less accumulated accretion up to the day of adoption in the sum of \$518,127 and a corresponding increase in the cost of tangible capital assets of \$206,271. The post closure care liability is replaced by this new obligation and therefore decreased by \$624,169. The operating surplus was increased by \$22,580 due to additional amortization expense of \$2,456, accretion expense of \$27,201, and decrease in closure and post closure care of \$52,237 relating to the current year's asset retirement obligation. Overall this increased ending accumulated surplus by \$290,692.

# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 3. ACCOUNTING CHANGES – ASSET RETIREMENT OBLIGATIONS - Continued

Adoption of this new standard lead to adjustments to the comparative figures:

	As Restated	As Previously Reported	Adjustment
<b>STATEMENT OF FINANCIAL POSITION</b>			
<b>LIABILITIES</b>			
<b>Post closure care liability</b>	\$ -	\$ 624,169	\$ (624,169)
Asset retirement obligation	545,328	-	545,328
Total liabilities	677,207	808,285	(131,078)
<b>NET FINANCIAL ASSETS (DEBT)</b>	2,005,087	1,874,009	131,078
<b>NON-FINANCIAL ASSETS</b>			
Tangible capital assets (Note 7)	1,124,552	964,938	159,614
Total non-financial assets	1,136,160	976,546	159,614
<b>ACCUMULATED SURPLUS (Schedule 1)</b>	3,141,247	2,850,555	290,692

### STATEMENT OF OPERATIONS

<b>EXPENSES</b>			
Amortization (Note 7)	151,437	148,981	2,456
Accretion (Note 6)	27,201	-	27,201
Closure and post closure care	-	52,237	(52,237)
Total Expenses	1,223,108	1,245,688	(22,580)
<b>EXCESS OF REVENUE OVER EXPENSES</b>	43,415	20,835	22,580
<b>ACCUMULATED SURPLUS – END OF YEAR</b>	3,141,246	2,850,555	290,691

### STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

<b>EXCESS OF REVENUE OVER EXPENSES</b>	43,415	20,835	22,580
Amortization of tangible capital assets	151,437	148,981	2,456
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS (DEBT)</b>	188,656	163,620	25,036
<b>NET FINANCIAL ASSETS (DEBT) – END OF YEAR</b>	2,005,087	1,874,009	131,078

### STATEMENT OF CASH FLOWS

<b>OPERATING ACTIVITIES</b>			
Excess (shortfall) of revenues over expenses	43,415	20,835	22,580
Amortization of tangible capital assets	151,437	148,981	2,456
Net cash provided by (used in) operating activities	30,076	5,040	25,036
<b>CASH AND EQUIVALENTS – END OF YEAR</b>	1,867,866	1,736,788	131,078
Restricted portion of cash (Note 3)	\$ 545,328	\$ 676,406	\$ (131,078)

# STETTLE WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED DECEMBER 31, 2023**

### 4. CASH AND CASH EQUIVALENTS

	<b>2023</b>	<b>2022</b>
Cash on hand	\$ 50	\$ 50
Accounts with bank	<u>2,034,238</u>	<u>2,413,144</u>
	2,034,288	2,413,194
Cash restricted for asset retirement obligations	<u>(701,728)</u>	<u>(545,328)</u>
	<u>\$ 1,332,560</u>	<u>\$ 1,867,866</u>

### 5. RELATED PARTY TRANSACTIONS / ECONOMIC DEPENDENCE

At year end, \$123,636 (2022 - \$110,823) was receivable from related parties and \$55,565 (2022 - \$64,152) was owing to related parties for various trade accounts payable.

The authority has a contractual obligation with the County of Stettler to pay \$80,000 (2022 - \$60,000) for administrative services on a quarterly basis.

During the year the authority paid hauling, maintenance and utility costs to the following related parties:

	<b>2023</b>	<b>2022</b>
County of Stettler No.6	\$ -	\$ 12,345
Town of Stettler	61,079	24,627
Villages	\$ 7,964	-

Related party transactions are recorded at exchange amount with regular terms of payment.

The authority relies on requisitions received from its member municipalities. During the year, the authority received the following requisitions:

	<b>2023</b>	<b>2022</b>
County of Stettler No. 6	\$ 407,952	\$ 378,488
Town of Stettler	410,040	404,736
Village of Big Valley	23,832	23,528
Village of Donalda	16,272	14,892
Summer Village of Rochon Sands	10,728	9,588
Summer Village of White Sands	<u>20,520</u>	<u>16,796</u>
	<u>\$ 889,344</u>	<u>\$ 848,028</u>

# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2023

#### 6. ASSET RETIREMENT OBLIGATION

The authority operates a landfill, therefore, the authority is legally required to perform closure and post closure care upon filling component cells. Abatement activities include future costs which may include drainage control, water quality and leachate monitoring, and final cover and vegetation. The landfill site has an estimated capacity of 879,800m<sup>3</sup>. Estimated time to closure is 64 years. Post closure time frame required is estimated at 25 years. Undiscounted future cash flows expected are an abatement cost in year 2087 of \$15,173,817. The estimated total liability of \$701,728 (2022 - \$545,328) is based on the sum of discounted future cash flows for abatement activities using a discount rate of 5% and assuming annual inflation of 3%. The authority has restricted cash in the amount of \$701,728 for settling the abatement activities.

	2023	2022
Balance, beginning of year	\$ 545,328	\$ 518,127
Change in estimated cash flows	127,770	-
Accretion expense	<u>28,630</u>	<u>27,201</u>
	\$ <u>701,728</u>	\$ <u>545,328</u>

#### 7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2023	Restated 2022
Land	\$ 901,678	\$ -	\$ 901,678	\$ 101,678
Buildings	338,123	170,547	167,576	174,583
Engineering structures	553,215	548,671	4,544	5,210
Asset retirement obligations asset	334,041	49,112	284,929	159,614
Equipment	1,448,838	1,120,616	328,222	412,343
Vehicles	<u>538,495</u>	<u>310,711</u>	<u>227,784</u>	<u>271,124</u>
	\$ <u>4,114,390</u>	\$ <u>2,199,657</u>	\$ <u>1,914,733</u>	\$ <u>1,124,552</u>

#### 8. EQUITY IN TANGIBLE CAPITAL ASSETS

	2023	Restated 2022
Tangible capital assets (Note 7)	\$ 1,914,733	\$ 1,124,552
Asset retirement obligations	<u>(701,728)</u>	<u>(545,328)</u>
	<u>1,213,005</u>	<u>579,224</u>

#### 9. CAPITAL RESERVES

Reserves are comprised of the following:

	2023	2022
Equipment replacement	\$ 1,123,660	\$ 1,169,306
Cell development	680	309,964
Vehicle replacement	98,233	87,758
New landfill development	<u>373</u>	<u>94,352</u>
	\$ <u>1,222,946</u>	\$ <u>1,661,380</u>



# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 10. OPERATING RESERVE

Reserve is comprised of:	<b>2023</b>	<b>2022</b>
Reserve for future expenditures	\$ <u>3,399</u>	\$ <u>7,954</u>

### 11. FINANCIAL INSTRUMENTS

The authority is exposed to various risks through its financial instruments. The following analysis provides a measure of the authority's risk exposure and concentrations at the balance sheet date.

#### Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the authority is not exposed to significant currency or other price risk.

#### Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market rates.

The authority has fixed rate debt which is subject to fair value risk, as the value will fluctuate as a result of changes in market rates.

#### Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The authority's accounts receivable are subject to normal industry credit risks. The carrying value of accounts receivable reflects management's assertion of the credit risk associated with these customers.

#### Operating Lines of Credit

At December 31, 2023 the authority had short-term bank credit facilities aggregating \$2,500 (2022 - \$2,500) of which \$NIL (2022 - \$NIL) had been drawn down. Credit facilities bear interest at 19.5%. They are reviewed annually and secured by specific assets of the authority.

Unless otherwise noted, the carrying value of the financial instruments approximate fair value.

# STETTLER WASTE MANAGEMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2023

#### 12. LOCAL AUTHORITIES PENSION PLAN

Employees of the authority participate in the Local Authorities Pension Plan (LAPP), which is covered by the Alberta Public Sector Pension Plans Act. The plan serves about 291,259 people and 437 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The authority is required to make current service contributions to the Plan of 8.45% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 12.23% for the excess. Employees of the authority are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 11.23% on pensionable salary above this amount.

Total current service contributions by the Authority to the plan in 2023 were \$41,389 (2022 - \$39,848). Total current service contributions by employees to the plan in 2023 were \$36,861 (2022 - \$35,541).

At December 31, 2022, the Plan disclosed an actuarial surplus of \$12.7 billion (2021 - \$11.9 billion).

#### 13. BUDGET AMOUNTS

The budget was prepared by the authority with the Board of Directors' approval. It is presented for information purposes only and has not been audited.

#### 14. APPROVAL OF FINANCIAL STATEMENTS

The board of directors has approved these financial statements.

**SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION**

**FINANCIAL STATEMENTS**

**AS AT DECEMBER 31, 2023**

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2023

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**MANAGEMENTS' RESPONSIBILITY FOR  
FINANCIAL REPORTING**

Management of Shirley McClellan Regional Water Services Commission is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the commission's financial position as at December 31, 2023 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The commission carries out its responsibilities for review of the financial statements principally through council meetings. They meet with management and the external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to Council with and without the presence of management. The commission has approved the financial statements.

The financial statements have been audited by Gitzel & Company, Chartered Professional Accountants, independent external auditors appointed by the commission. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the commission's financial statements.

  
\_\_\_\_\_  
Chief Administrative Officer

March 21, 2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Corporate Services

March 21, 2024  
\_\_\_\_\_  
Date

## INDEPENDENT AUDITORS' REPORT

TO: The Members  
Shirley McClellan Regional Water Services Commission

### Opinion

We have audited the financial statements of Shirley McClellan Regional Water Services Commission, which comprise the statement of financial position as at December 31, 2023 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes and schedules to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the commission as at December 31, 2023, the results of its operations, change in its net financial assets (debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the *Auditors' Responsibilities for the Audit of the Municipal Financial Statements* section of our report. We are independent of the commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter

A significant area requiring the use of management's estimates is the amortization of the water distribution system. The system is being amortized over 75 years. Significant changes in the useful life of the distribution system could result in changes to tangible capital assets, and equity in tangible capital assets.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the commission to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the commission's financial reporting process.

## Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Stettler, Alberta  
March 21, 2024

*Gitzel & Company*  
CHARTERED PROFESSIONAL ACCOUNTANTS

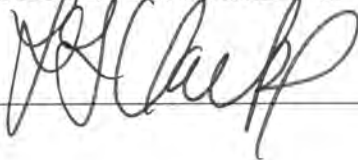
# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2023

	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments (Note 3)	\$ 3,544,727	\$ 1,871,518
Trade and other receivables	67,528	31,190
Due from members - operating	152,524	110,753
GST receivable	130,044	35,480
Provincial capital grant receivable	460,724	-
Receivable from members - capital	<u>4,243,400</u>	<u>4,219,740</u>
	<u>8,598,947</u>	<u>6,268,681</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,875,331	159,035
Deferred revenue (Note 4)	661,033	42,002
Debenture term debt (Note 5)	<u>3,894,310</u>	<u>4,093,871</u>
	<u>6,430,674</u>	<u>4,294,908</u>
<b>NET FINANCIAL ASSETS (DEBT)</b>	<u>2,168,273</u>	<u>1,973,773</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Schedule 2)	55,824,734	54,553,534
Prepaid expenses	<u>19,592</u>	<u>28,336</u>
	<u>55,844,326</u>	<u>54,581,870</u>
<b>ACCUMULATED SURPLUS</b>	\$ <u>58,012,599</u>	\$ <u>56,555,643</u>

APPROVED ON BEHALF OF THE BOARD:



Director



# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (Unaudited)	2023	2022
<b>REVENUES</b>			
Interest and other	\$ 30,000	\$ 91,111	\$ 45,319
Members capital interest support	116,179	116,178	164,775
Sale of water and user charges	<u>1,241,134</u>	<u>1,455,141</u>	<u>1,355,899</u>
	<u>1,387,313</u>	<u>1,662,430</u>	<u>1,565,993</u>
<b>EXPENSES</b>			
Administration			
Wages and benefits	6,300	6,288	6,276
Contracted and general services	106,550	104,463	77,663
Materials, supplies and utilities	2,000	1,476	1,831
Bank charges	<u>600</u>	<u>505</u>	<u>542</u>
	<u>115,450</u>	<u>112,732</u>	<u>86,312</u>
Water distribution			
Contracted and general services	230,000	279,244	227,649
Materials, supplies and utilities	62,000	93,838	76,054
Purchase of water	671,201	766,492	722,896
Interest on debentures	<u>116,179</u>	<u>115,626</u>	<u>121,337</u>
	<u>1,079,380</u>	<u>1,255,200</u>	<u>1,147,936</u>
Water transfer station			
Contracted and general services	10,500	7,046	8,788
Materials, supplies and utilities	<u>81,000</u>	<u>82,883</u>	<u>75,813</u>
	<u>91,500</u>	<u>89,929</u>	<u>84,601</u>
Amortization of tangible capital assets	<u>945,000</u>	<u>979,826</u>	<u>951,016</u>
<b>TOTAL EXPENSES</b>	<u>2,231,330</u>	<u>2,437,687</u>	<u>2,269,865</u>
<b>EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES – BEFORE OTHER</b>	(844,017)	(775,257)	(703,872)
<b>OTHER</b>			
Transfers for capital (Schedule 3)	<u>300,000</u>	<u>2,232,213</u>	<u>270,565</u>
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES</b>	\$ (544,017)	1,456,956	(433,307)
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		<u>56,555,643</u>	<u>56,988,950</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		\$ <u>58,012,599</u>	\$ <u>56,555,643</u>

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	2022
<b>EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES</b>	\$ <u>1,456,956</u>	\$ <u>(433,307)</u>
Acquisition of tangible capital assets	(2,251,026)	(315,147)
Amortization of tangible capital assets	<u>979,826</u>	<u>951,016</u>
	<u>(1,271,200)</u>	<u>635,869</u>
Net use (acquisition) of prepaid expenses	<u>8,744</u>	<u>(10,995)</u>
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS (DEBT)</b>	194,500	191,567
<b>NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR</b>	<u>1,973,773</u>	<u>1,782,206</u>
<b>NET FINANCIAL ASSETS (DEBT) - END OF YEAR</b>	\$ <u>2,168,273</u>	\$ <u>1,973,773</u>

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Excess (shortfall) of revenues over expenses	\$ 1,456,956	\$ (433,307)
Non-cash items:		
Amortization of capital assets	979,826	951,016
Non-cash changes to operations (net change):		
Trade and other receivables	(172,673)	48,200
Receivable from members for capital	(23,660)	163,802
Provincial grants receivable	(460,724)	500,269
Accounts payable and accrued liabilities	1,716,296	(44,922)
Deferred revenue	619,031	15,131
Prepaid expenses	8,744	(10,995)
Net cash provided by (used in) operating activities	<u>4,123,796</u>	<u>1,189,194</u>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	<u>(2,251,026)</u>	<u>(315,147)</u>
Net cash provided by (used) in capital activities	<u>(2,251,026)</u>	<u>(315,147)</u>
<b>INVESTING ACTIVITIES</b>		
Decrease (increase) in restricted cash and short-term investments	<u>(624,368)</u>	<u>(20,491)</u>
Net cash provided by (used) in investing activities	<u>(624,368)</u>	<u>(20,491)</u>
<b>FINANCING ACTIVITIES</b>		
Capital debt repaid	<u>(199,561)</u>	<u>(193,865)</u>
Net cash provided by (used) in financing activities	<u>(199,561)</u>	<u>(193,865)</u>
 <b>CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR</b>	 1,048,841	 659,691
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>1,851,027</u>	<u>1,191,336</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>2,899,868</u>	<u>1,851,027</u>
<b>CASH AND CASH EQUIVALENTS IS MADE UP OF:</b>		
Cash and short-term investments	3,544,727	1,871,518
Less: restricted portion of cash (Note 3)	<u>(644,859)</u>	<u>(20,491)</u>
	<u>\$ 2,899,868</u>	<u>\$ 1,851,027</u>

**SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION**

**SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<b>Unrestricted Surplus</b>	<b>Restricted Surplus</b>	<b>Equity in Tangible Capital Assets</b>	<b>2023</b>	<b>2022</b>
<b>BALANCE - BEGINNING OF YEAR</b>	\$ <u>4,579,980</u>	\$ <u>1,516,000</u>	\$ <u>50,459,663</u>	\$ <u>56,555,643</u>	\$ <u>56,988,950</u>
Excess (shortfall) of revenues over expenses	1,456,956	-	-	1,456,956	(433,307)
Unrestricted funds designated for future use	(194,000)	194,000	-	-	-
Current year funds used for tangible capital assets	(2,251,026)	-	2,251,026	-	-
Annual amortization expense	979,826	-	(979,826)	-	-
Capital debt issued for TCA	-	-	-	-	-
Capital debt repaid	<u>(199,561)</u>	<u>-</u>	<u>199,561</u>	<u>-</u>	<u>-</u>
	<u>(207,805)</u>	<u>194,000</u>	<u>1,470,761</u>	<u>1,456,956</u>	<u>(433,307)</u>
<b>BALANCE - END OF YEAR</b>	\$ <u>4,372,175</u>	\$ <u>1,710,000</u>	\$ <u>51,930,424</u>	\$ <u>58,012,599</u>	\$ <u>56,555,643</u>

**SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION**

**SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Land	Reservoir	Distribution System	Electronic Monitoring Equipment	2023	2022
<b>COST:</b>						
BALANCE - BEGINNING OF YEAR	\$ 117,899	\$ 10,456,118	\$ 54,821,745	\$ 843,064	\$ 66,238,826	\$ 65,923,679
Acquisition of tangible capital assets	<u>81,950</u>	<u>-</u>	<u>2,160,064</u>	<u>9,012</u>	<u>2,251,026</u>	<u>315,147</u>
BALANCE - END OF YEAR	<u>199,849</u>	<u>10,456,118</u>	<u>56,981,809</u>	<u>852,076</u>	<u>68,489,852</u>	<u>66,238,826</u>
<b>ACCUMULATED AMORTIZATION:</b>						
BALANCE - BEGINNING OF YEAR	-	3,076,840	7,868,669	739,783	11,685,292	10,734,276
Annual amortization	<u>-</u>	<u>232,358</u>	<u>714,305</u>	<u>33,163</u>	<u>979,826</u>	<u>951,016</u>
BALANCE - END OF YEAR	<u>-</u>	<u>3,309,198</u>	<u>8,582,974</u>	<u>772,946</u>	<u>12,665,118</u>	<u>11,685,292</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	\$ <u>199,849</u>	\$ <u>7,146,920</u>	\$ <u>48,398,835</u>	\$ <u>79,130</u>	\$ <u>55,824,734</u>	\$ <u>54,553,534</u>

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## SCHEDULE 3 – TRANSFERS

FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (Unaudited)	2023	2022
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government	\$ 80,000	\$ 2,008,992	\$ 270,565
Commission member – Capital improvement levy	<u>220,000</u>	<u>223,221</u>	<u>-</u>
	\$ <u>300,000</u>	\$ <u>2,232,213</u>	\$ <u>270,565</u>

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted are as follows:

#### (a) Reporting Entity

The Shirley McClellan Regional Water Services Commission is constituted under the Municipal Government Act and was approved by the Province of Alberta Order in Council October 10, 2007; for the purpose of providing and operating a water supply system.

The members of the Commission are County of Paintearth No. 18, The County of Stettler No. 6, Town of Castor, Town of Coronation, Village of Bawlf, Village of Big Valley, Village of Consort, Village of Donalda, Village of Halkirk, Village of Rosalind, Village of Veteran, Summer Village of Rochon Sands, Summer Village of White Sands, Special Area No. 2, Special Area No. 3, and Special Area No. 4.

The Commission is exempt from income taxation under Section 149 of the Canada Income Tax Act.

#### (b) Basis of Accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred or transfers are due.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

#### (c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Amortization is based on the estimated useful lives of property and equipment. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 1. SIGNIFICANT ACCOUNTING POLICIES - Continued

#### (c) Use of Estimates - Continued

Significant areas requiring the use of management's estimates were:

The estimated useful life of tangible capital assets has been estimated by management. The length of this useful life will affect the amount of amortization of tangible capital assets and equity in tangible capital assets in the financial statements.

There is measurement uncertainty related to asset retirement obligations. Determining settlement amounts, discount rates and timing of settlement involves estimation. Changes to any of these estimates and assumptions may result in a change to the obligation.

#### (d) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post - remediation including operation, maintenance and monitoring.

#### (e) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, and accounts with banks.

#### (f) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

#### (i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development, improvement, betterment or retirement of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Engineered structures	
Reservoir	45
Distribution system	75
Electronic monitoring equipment	5

The annual amortization charge in the year of acquisition and in the year of disposal is pro-rated based on the number of months that the asset was owned during the year. Assets under construction are not amortized until the asset is available for productive use.



# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 1. SIGNIFICANT ACCOUNTING POLICIES - Continued

#### (g) Revenue Recognition

Revenue from transactions with no performance obligation is recognized at realizable value when the commission has the authority to claim or retain an inflow of economic resources and identifies a past transaction or event giving rise to an asset.

Revenue from transactions with performance obligations is recognized as the performance obligations are satisfied by providing the promised goods or services to the payor. User fees are recognized over the period of use, sales of goods are recognized when goods are delivered. Licenses and permits with a single performance obligation at a point in time are recognized as revenue on issuance, those which result in a continued performance obligation over time are recognized over the period of the license or permit as the performance obligation is satisfied.

#### (h) Asset retirement obligation

Asset retirement obligations are legal obligations associated with the retirement of a tangible capital asset. A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the commission to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

The commission has determined its has no asset retirement obligations as at December 31, 2023.

### 2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. Management is currently evaluating the effect of adopting these standards on the financial statements.

#### (a) Section PS 3160 – Public Private Partnerships

This section establishes standards on accounting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner. Effective for the fiscal years beginning on or after April 1, 2023.

#### (b) Section PS 3400 – Revenue

This new section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. Effective for the fiscal years beginning on or after April 1, 2023.

#### (c) Section PSG – 8 – Purchased Intangibles

This section establishes standards on how to recognize and record purchased intangibles that meet the definition of an asset. Effective for the fiscal years beginning on or after April 1, 2023.

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## NOTES TO FINANCIAL STATEMENTS

**FOR THE YEAR ENDED DECEMBER 31, 2023**

### 2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED - Continued

(d) The Conceptual Framework for Financial Reporting in the Public Sector

The Conceptual Framework a coherent set of interrelated concepts underlying accounting and financial reporting standards, prescribes the nature, function and limits of financial accounting and reporting, and is the foundation on which standards are developed and professional judgment is applied. Effective for the fiscal years beginning on or after April 1, 2026.

(e) Section PS 1202 – Financial Statement Presentation

This section sets out general and specific requirements for the presentation of information in general purpose financial statements. This new standard will effectively replace PS 1201 – Financial Statement Presentation. Effective for the fiscal years beginning on or after April 1, 2026.

### 3. CASH AND TEMPORARY INVESTMENTS

	<b>2023</b>	<b>2022</b>
Cash	\$ 3,544,727	\$ 1,871,518
Cash restricted for grants held in deferred revenue	(644,859)	(20,491)
Unrestricted cash	<u>\$ 2,899,868</u>	<u>\$ 1,851,027</u>

The commission had the following transactions during the year on a cash basis:

	<b>2023</b>	<b>2022</b>
Received interest from deposits	\$ 91,114	\$ 45,319
Received interest from member debenture support	116,689	121,875
Paid interest on debenture debt	\$ 116,178	\$ 121,337

### 4. DEFERRED REVENUE

	<b>2023</b>	<b>2022</b>
Advances for future local improvement levy	\$ 16,174	\$ 21,511
Deferred grant funding	644,859	20,491
	<u>\$ 661,033</u>	<u>\$ 42,002</u>

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 5. DEBENTURE TERM DEBT

	2023	2022
Debentures	\$ <u>3,894,310</u>	\$ <u>4,093,871</u>

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2024	\$ 205,427	\$ 110,312	\$ 315,739
2025	211,468	104,272	315,740
2026	217,687	98,052	315,739
2027	224,092	91,648	315,740
2028	230,687	85,053	315,740
Thereafter	<u>2,804,949</u>	<u>462,516</u>	<u>3,267,465</u>
	\$ <u>3,894,310</u>	\$ <u>951,853</u>	\$ <u>4,846,163</u>

The long-term debt was borrowed for capital purposes.

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at the rate of 2.0650% to 3.0757% per annum and matures in 2037 to 2045. The average annual interest rate is 2.895% for 2023. Debenture debt is issued on the credit and security of the commission.

### 6. DEBT LIMITS

Section 3 of the Alberta Regulation No. 76/2000 requires that debt and debt limits for the Commission be disclosed as follows:

	2023	2022
Total debt limit	\$ <u>3,771,302</u>	\$ <u>3,131,986</u>
Total debt	3,894,310	4,093,871
Less amounts recoverable from municipalities	<u>(3,894,310)</u>	<u>(4,093,871)</u>
	-	-
Amount of debt limit unused (exceeded)	<u>3,771,302</u>	<u>3,131,986</u>
Debt servicing limit	<u>659,978</u>	<u>548,098</u>
Total debt service costs	315,739	315,739
Less amounts recoverable from municipalities	<u>(315,739)</u>	<u>(315,739)</u>
	-	-
Amount of debt servicing limit unused (exceeded)	\$ <u>659,978</u>	\$ <u>548,098</u>

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 6. DEBT LIMITS - Continued

The debt limit is calculated at 2 times revenue of the Commission (as defined in Alberta Regulation No. 76/2000) and the debt service limit is calculated at 0.35 times such revenue. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

### 7. ECONOMIC DEPENDENCY

The Commission relies on Alberta Provincial grants to fund a substantial portion of its tangible capital assets. During the year the Commission received \$2,131,471 (2022 - \$791,324). At year end amounts receivable from the province were \$460,724 (2022 - \$NIL) and deferred revenues from the province were \$644,859 (2022 - \$20,491).

### 8. RELATED PARTY TRANSACTIONS

Members of the commission have been identified as related parties. The County of Stettler is a commission member and is contracted to manage the commission operations. All related party transactions are recorded at the exchange amount which is the amount agreed to by the parties.

Amounts from commission members are:

	2023	2022
<b>Revenues:</b>		
Sales of water and user charges	\$ 1,378,387	\$ 1,288,451
Members capital interest support	116,178	164,775
Transfer for capital	223,221	151,938
<b>Expenditures:</b>		
Operating	281,938	272,592
<b>Amounts receivable:</b>		
Due from commission members for operations	152,524	110,753
Due from commission members for capital	4,243,400	4,219,740
<b>Liabilities:</b>		
Accounts payable	57,979	28,836
Deferred revenue	\$ 16,174	\$ 21,511

### 9. EQUITY IN TANGIBLE CAPITAL ASSETS

	2023	2022
Tangible capital assets (Schedule 2)	\$ 55,824,734	\$ 54,553,534
Long-term debt	<u>(3,894,310)</u>	<u>(4,093,871)</u>
	<u>\$ 51,930,424</u>	<u>\$ 50,459,663</u>

# SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

### 10. FINANCIAL INSTRUMENTS

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

The commission's financial instruments consist of cash, receivables, long term investments, accounts payable, bank indebtedness, and long-term debt. In management's opinion these financial instruments are not exposed to significant currency risks.

The commission is exposed to various risks through its financial instruments. The following analysis provides a measure of the commission's risk exposure and concentrations at the balance sheet date.

#### Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the commission is not exposed to significant currency or other price risk.

#### Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The commission is subject to credit risk with respect to various trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the commission provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk. The carrying value of accounts receivable reflects management's assessment of credit risk.

#### Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Commission manages its exposure to interest rate risk through a combination of fixed and floating rate borrowings. The fixed rate debt is subject to fair value risk, as the value will fluctuate as a result of changes in market rates. The floating rate debt is subject to interest rate cash flow risk, as the required cash flows to service the debt will fluctuate as a result of changes in market rates.

#### Operating Line of Credit

At December 31, 2023 the Commission had bank lines of credit aggregating \$250,000 (2022 - \$250,000) of which \$NIL (2022 - \$NIL) had been drawn down. Lines of credit are revolving operating and term facilities that bear interest at the prime rate less 0.25%. Lines of credit are repayable on demand. They are reviewed annually. The debt is issued on the credit and security of the Commission.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

# **SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION**

## **NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

### **11. COMMITMENTS**

The Commission is committed to the following purchases subsequent to year end:

Administration contract \$80,000 per year  
Construction contracts in the amount of \$439,003

The Commission has an agreement to purchase water from the Town of Stettler according to a specified formula which requires the Commission to forecast its annual water requirements. This agreement expires November, 2037.

### **12. CONTINGENT LIABILITES**

The commission operates water lines which in the future may incur site restoration costs. The commission is unable to determine the present value of these possible costs at this time.

### **13. APPROVAL OF FINANCIAL STATEMENTS**

The Board of Directors has approved these financial statements.

### **14. BUDGET AMOUNTS**

Budget amounts for the year ended December 31, 2023 were approved by the Board on December 16, 2022 and are for information purposes. These amounts have not been audited.