

**SUMMER VILLAGE OF SUNRISE BEACH  
AGENDA**

**Tuesday, October 22, 2019 – Onoway Civic Centre,  
6:30 p.m.**

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1. Call to order

2. Agenda                      a)    Tuesday, October 22, 2019 Regular Council Meeting  
(additions & deletions)

3. Minutes:                      1-5 a)    Tuesday, September 24, 2019 Regular Council Meeting

4. Appointments                      N/A

5. Business

- 6+7 a)    Leisure Lane Lake Access Proposal – Resident from Roll # 4314, letter dated August 29, 2019. This item was tabled from our last meeting pending attendance from the residence . This letter is requesting a small dock at R5 as a viewpoint and a launch point for light non motorized watercraft such as kayaks and canoes.  
*(Direction as given by council)*

- b)    Snow Removal for the 2019, 2020 winter season. Guy Tremblay is willing to do the snow removal again this year at \$25.00 an hour and will use the equipment provided to him by the village. This item was deferred from the last meeting pending quorum of council. *(Move to accept Guy Tremblay as the village public works for the 2019 – 2020 season or some other direction as given by Council).*

- 8-15 c)    Muniware, Brandi Whiting, CEO, letter dated October 08, 2019. Attached are the 2020 Software Support Agreement and the Software License Agreement. There is a 2% increase to the Software Agreement for a total of \$1,713.60. *(Approve and authorize execution of both the Software Support Agreement and the Software Licensing agreement or some other direction as given by Council).*

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16-37

d) North Saskatchewan Water Shed Alliance (NSWSA), Leah Kongsrude email dated October 7, 2019. Further to the presentation at the last Summer Village Lac Ste Anne East from NSWSA, they are looking for a motion to support the application for funding to continue the work of Sturgeon River Watershed Alliance from the Alberta Community Partnership Grant Program. *(move to support NSWSA application for funding to continue or other direction as given by council)*

38-43

e) Sunrise Beach Draft Policies – attached are proposed new policies for the Summer Village. These policies were originally drafted by the consultant working on our bylaw and policy project. This is the second set of polices we are bringing to Council. We are requesting consideration to approve these policies as presented or with amendments. We have attached the existing policies were applicable, these will be rescinded once our new policy is approved.

1. Disposal of Municipal Reserve Lands, C-COU-DMRL-1
2. Chief Administrative Officer Performance Evaluation, C-CAO-PER-1
3. Road Inspection and Maintenance Policy, A-TRA-INSP-1

f) The December Council meeting is scheduled for December 24, 2019. *(move to change the meeting or cancel)*

44-48

i) FortisAlberta Annual Franchise Fee – please refer to the attached September 18<sup>th</sup>, 2019 email inquiring what the Summer Village wishes to have as their franchise fee the 2020 year. Currently Sunrise has a 0% fee. You will see from the information provided that many municipalities charge the maximum allowed, which is 20%. It is council's decision I am not recommending any change to this fee, but this is Councils' decision *(set fee at \_\_\_\_\_ for the 2020 year)*.

k)

l)



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY SEPTEMBER 24, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	<b>PRESENT</b>	<p>Mayor Glen Usselman  Deputy Mayor Jackie Tremblay  Councillor Vera Lynn Beck - Teleconference</p> <p>Chief Administrative Officer Wendy Wildman - Absent  Administrative Assistant Susan Dales  Public Works: 0  Public at Large:3</p>
1.	<b>CALL TO ORDER</b>	The meeting was called to order at 6:30 p.m. by Mayor Usselman.
2.	<b>AGENDA</b> Motion # 121 -19	<p><b>MOVED</b> by Deputy Mayor Tremblay that the agenda be accepted with the following addition:</p> <p>7:00 p.m. Appointment Barb Zach - Roads &amp; Land  <b>CARRIED</b></p>
3.	<b>MINUTES</b> Motion #122 - 19	<p><b>MOVED</b> by Deputy Mayor Tremblay that the minutes of the August 27, 2019 Organizational Council Meeting be approved as presented.  <b>CARRIED</b></p> <p>Motion #123 - 19  <b>MOVED</b> by Deputy Mayor Tremblay that the minutes of the August 27, 2019 Regular Meeting be approved as presented.  <b>CARRIED</b></p>
4.	<b>APPOINTMENTS</b> Motion #124 - 19	<p><b>MOVED</b> by Mayor Usselman that the presentation from Sharon McCormack on the park be accepted for information.  <b>CARRIED</b></p>
	_Motion #125 - 19	<p><b>MOVED</b> by Mayor Usselman that the presentation from Barb Zach on the roads and her property line be accepted for information.  <b>CARRIED</b></p>

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	<p><b>NEW BUSINESS</b></p> <p>5. Motion #126 - 19</p> <p>Motion #127 – 19</p> <p>Motion #128 – 19</p> <p>Motion #129 – 19</p> <p>Motion #130 – 19</p> <p>Motion #131 – 19</p>	<p>Councillor Beck left the meeting at 7:45 p.m.</p> <p><b>MOVED</b> by Mayor Usselman that the request from the property owner of 4314 Leisure Lane requesting a small dock at R5 for a viewpoint and a launch point for light non motorized watercraft be tabled to the next meeting. <b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that the request from the property owner of Block 4, Lot 7, Plan 5672KS for consideration to cancel all or a portion of fire services invoice #INV 13578 in the amount of \$615.00, be denied and that a letter be forwarded advising of same and that the property owner be advised of their opportunity to address Council directly on this matter at a future council meeting. <b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that the engagement letter with Matrix Group for the completion of the Summer Village's 2019 financial audit be approved and authorize its execution. <b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that the September 16<sup>th</sup>, 2019 report prepared by ISL Engineering on the results of the Municipal Development Plan Open Houses be accepted for information and that Council has no additional comments for the consultant at his time. <b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that the Proposed Police Funding Model, as prepared by the Government of Alberta which could see a financial contribution from Sunrise Beach of between \$3,571.00 to \$16,600.00 be accepted for information and the Summer Village continue to be engaged in this review. <b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that due to Councillor Beck leaving the meeting early, and that Deputy Mayor Tremblay would be in a conflict of interest, further discussion on 2019 snow removal for the 2019/2020 season be deferred to a future Council meeting. <b>CARRIED</b></p>
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	<p>Motion #132 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that the Summer Village proceed with road rehabilitation work on Victory Road and Shedden Drive as follows: (scope changed due to the delay in completing this project as a result of weather conditions)</p> <ul style="list-style-type: none"> <li>- Invoice 6287 for \$42,463.60 for work already completed on Victory Road (invoice paid)</li> <li>- Quote 13768R2 for \$32,302.89 for work completed on Shedden Drive (invoice not received yet)</li> <li>- Quote 13768R2 for \$14,450.13 for work on both Shedden and Victory (2 locations on each work yet to be completed)</li> <li>- Quote 13768A2 for \$50,436.00 for work Shedden Drive (work yet to be completed)</li> </ul> <p>for a total of \$139,432.62 be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>6.</p>	<p><b>FINANCIAL</b> Motion # 133 -19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that the Income &amp; Expense Statement for August 2019 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>7. 8.</p>	<p><b>COUNCIL AND ADMINISTRATION REPORTS</b></p>	
	<p>Motion # 134 -19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that the verbal Council and Administration Reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>9.</p>	<p><b>INFORMATION / CORRESPONDENCE</b> Motion # 135 -19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that the following items be accepted for information:</p> <ul style="list-style-type: none"> <li>a) Yellowhead Regional Library – letter dated August 23, 2019. Membership levies increase from \$4.30 to \$4.39 per capita in 2020 and \$4.46 per capita in 2021.</li> <li>b) Alberta Municipal Affairs, Kaycee Madu Minister, letter dated August 15, 2019 announcing: <ul style="list-style-type: none"> <li>- Interim 2019 MSI capital allocation is \$71,960 which includes \$60,899 in MSI capital funding</li> </ul> </li> </ul>

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		<p>and \$11,061 in Basic Municipal Transportation Grant Funding.</p> <ul style="list-style-type: none"> <li>- Interim 2019 MSI operating allocation \$10,427</li> <li>- 2019 GTF allocation is \$25,255 this includes \$12,399 as a result of the one time funding top-up and \$12,856 in 2019-20 GTF funding.</li> </ul> <p>c) North Saskatchewan Watershed Alliance Annual Report</p> <p>d) Morrison Herschfield – September 8<sup>th</sup>, 2019 email and attachments with respect to the service provided by this company.</p> <p>e) EQUUS – Charlene Galzer Regulatory and Compliance Leader, letter dated August 20, 2019. With respect to EQUUS customers within the summer villages having to now contract with EQUUS. This is in response to our Fortis Franchise agreement, the Alberta Utilities Commission ruling on the matter, and the summer villages subsequent bylaw.</p> <p>f) Summer Village of Yellowstone 2019 Organizational Meeting: Brenda Shewaga, Mayor, Don Bauer, Deputy Mayor, and Russ Purdy Councillor.</p> <p>g) Kyle Neslon DEM for the Summer Village has successfully completed I-200 Course on September 9-10, 2019.</p> <p>h) On Our Way – An Economic Roadmap for the Onoway/Lac Ste. Anne Partnership – This was discussed at the last Ste Anne Regional Municipalities (SARM) meeting and asked to be shared (the mediated/facility meeting).</p> <p>i) Development Permit 19DP03-44 Construction of an addition to an existing accessory building 5128 Everett Cove.</p> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<b>CLOSED MEETING SESSION</b>	N/A
11.	<b>ADJOURNMENT</b>	Mayor Usselman declared the meeting adjourned at 7:50 p.m.

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Mayor Glen Usselman

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Wendy Wildman  
Chief Administrative Officer



RECEIVED  
AUG 29 2019

Aug 29 2019

Attn.: Council, Summer Village of Sunrise Beach

Re.: Leisure Lane Lake Access Proposal

Leisure Lane properties currently have no access to the lakeshore due to the declining water levels and cattail growth. I noticed that the municipal park area, located between #4326 and #4501 has one of the narrowest bands of cattails and is on the edge of the where the lake begins to deepen. I was wondering if the Council would consider setting up a small dock at R5 as a viewpoint and launch point for light non motorized watercraft such as kayaks and canoes. It could also serve as a viewpoint, perhaps with a bench. My own interest in this is to be able to portage my kayak to a launch point rather than have to drive. Currently, the only option is a 20-30 minute portage to the Poplar Way launch. The path to the beach in front of Vera's place is currently very soft and would probably take the same amount of time due to the rougher terrain.

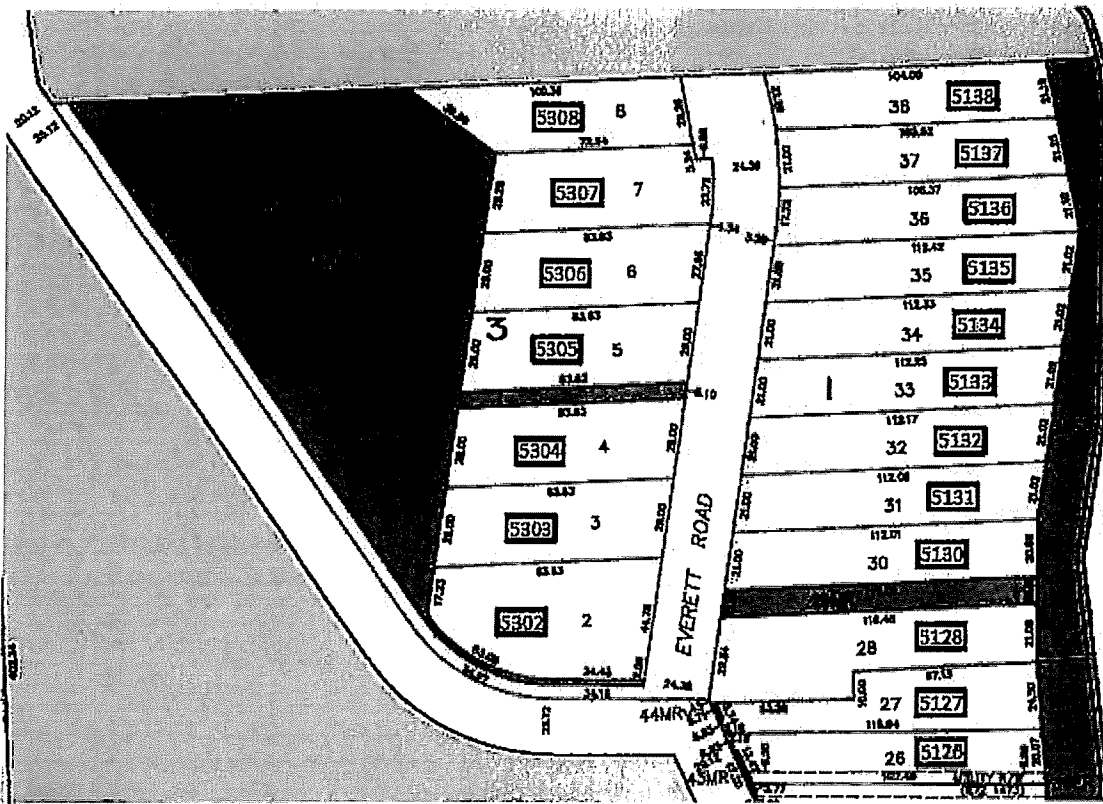
This initial enquiry is to see whether Council would consider this idea at all. I have not yet suggested this to other residents. Considerations include:

- Interest/support/concerns from other residents, particularly along Leisure Lane
- Is the lake depth enough to launch a canoe or kayak at that point ? (I can check it when I go out sometime, keeping in mind it is deeper than usual)
- Environmental: Lake shore impact (the smaller the dock, the less the impact)
- Sourcing of dock material – possibly the land-locked public boardwalk or donation of stranded dock from a resident
- Maintenance: shore structure could likely be permanent, but one section might need to be pulled out of the water for the winter; dock repair; keeping vegetation down around the dock.
- Possibility of volunteers to help with maintenance.
- Overall cost.

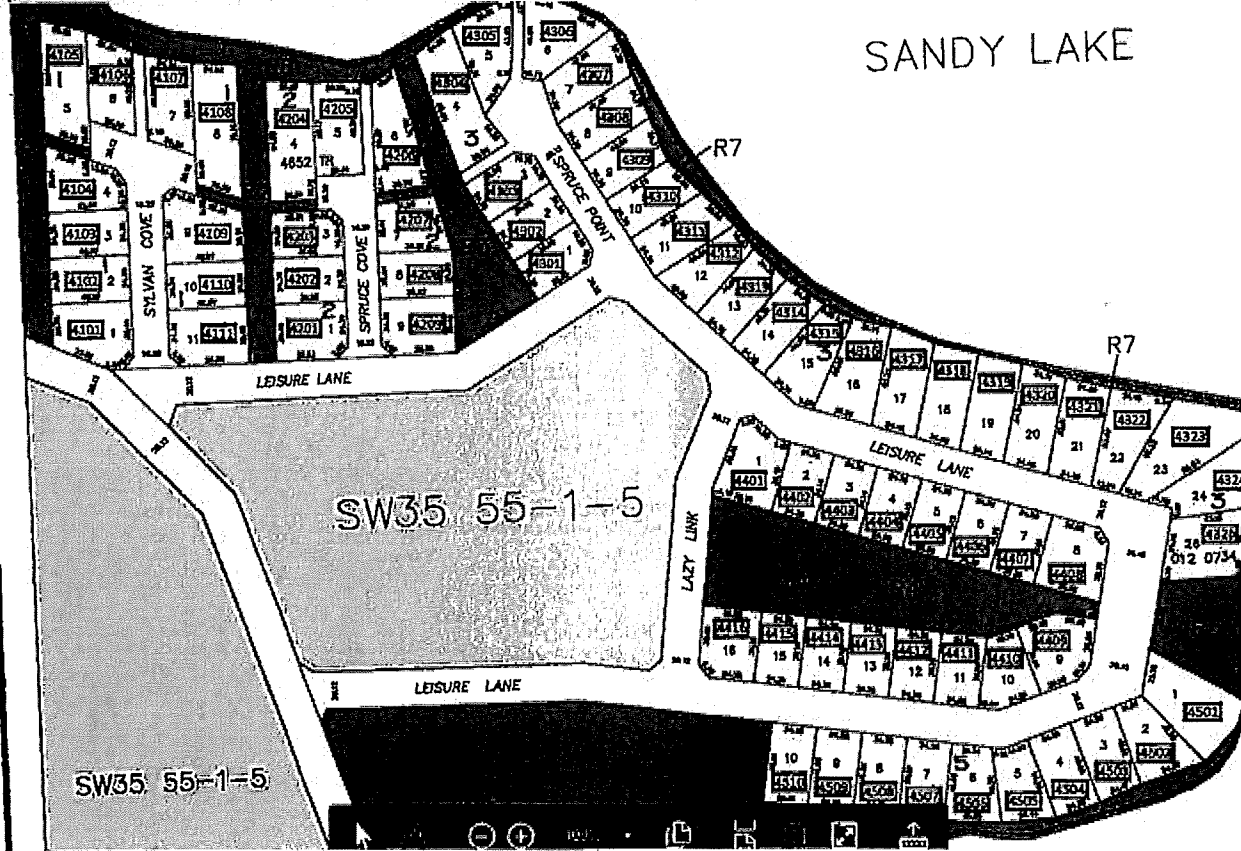
If you would be willing to consider this idea, please advise on other necessary steps before this would be considered as a formal proposal.

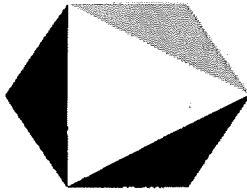
Sincerely,

6



SANDY LAKE





# MUNIWARE

40 Years Serving Our Clients 1978-2018  
Fueled by Clients... Driven by Passion

08 October 2019

SUMMER VILLAGE OF SUNRISE BEACH  
Box 1197  
ONOWAY, AB T0E 1V0  
Canada

Re: 2020 Software Support Agreement and Software License Agreement

First and foremost, we at MuniWare would like to thank you for your continued partnership with us.

Find enclosed with this letter two (2) copies of your 2020 Software Support Agreement, noting that there is a two percent (2%) increase to the Software Support Agreement for the 2020 year and (2) copies of your Licensed Agreement.

Please note that the 2020 Software Support Agreement is based on licensed modules currently installed within your organization.

Support costs for additional modules that may be licensed and installed before January 1, 2020, have not been reflected in the enclosed 2020 Software Support Agreement. At your request, an updated 2020 Software Support Agreement that includes the new support costs for these additional modules will be provided to you.

Please retain one signed copy of both the Software Support Agreement and the Software License Agreement for your records and return the other signed copy of each of these documents to our office. It is the utmost importance that our office receives these agreements back to our office on or before January 1, 2020.

On behalf of myself and my MuniWare colleagues, I would like to thank you for your continued partnership with us and look forward to assisting you in meeting your future organizational goals.

Should you have any questions or concerns regarding these agreements, please feel free to contact me directly.

Sincere regards,

*Brandi Whiting*

Brandi Whiting,  
CEO, Director of Operations  
Municipal Information Systems Inc. (MuniWare)

## Wendy Wildman

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**From:** Leah Kongsrude <Leah.Kongsrude@nswa.ab.ca>  
**Sent:** October 7, 2019 1:29 PM  
**To:** Wendy Wildman; ajensen@parklandcounty.com  
**Cc:** 'Bernie Poulin'; ddm@kronprinzconsulting.ca  
**Subject:** RE: Presentation at Summer Village meeting

Further to their  
presentation at  
Oct 5 SVLSACE  
mtg

Hi Wendy,

For the **Alberta Community Partnership** grant we are just looking for a simple resolution such as:

- "XXX supports the application for funding to continue the work of Sturgeon River Watershed Alliance from the Alberta Community Partnership grant program."

When the **Sturgeon River Watershed Management Plan** is finalized early in the new year we would like each participating municipality to pass a resolution such as:

- "XXX council, having read and considered the Sturgeon River Watershed Management Plan (2019), resolve as follows:
  1. To work collaboratively with other Sturgeon River watershed municipalities and the Sturgeon River Watershed Alliance to implement the Sturgeon River Watershed Management Plan (2019); and
  2. To reference and consider the recommendations of the Sturgeon River Watershed Management Plan (2019) in the development of new or updated statutory plans required under the MGA and in the decision making of the municipality."

We did send a copy of the second resolution to all elected officials on the Steering Committee last month asking for comments on the wording.

### Leah Kongsrude

Executive Director | North Saskatchewan Watershed Alliance  
587.525.6827  
[NSWA.AB.CA](http://NSWA.AB.CA)

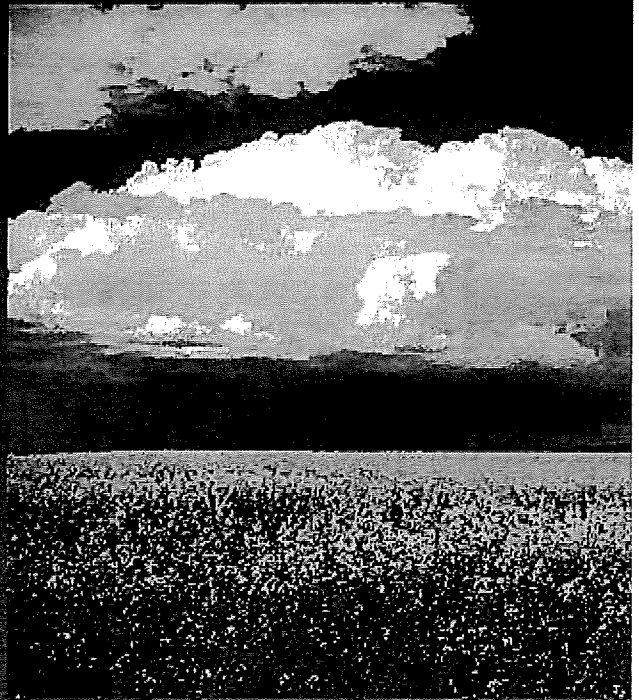
**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** October-07-19 11:32 AM  
**To:** Leah Kongsrude <Leah.Kongsrude@nswa.ab.ca>; ajensen@parklandcounty.com  
**Cc:** 'Bernie Poulin' <bpoulin@xplornet.com>; ddm@kronprinzconsulting.ca  
**Subject:** Presentation at Summer Village meeting

AnnLisa/Leah -- thank-you again for your presentation on Saturday.

To follow-up, can you email your ppp and maybe in that email just highlight the motion of support you are looking for. We will forward your email on to all 12 CAO's for them to take directly to their respective Councils.

Thanks very much.

*Leah Kongsrude  
North Saskatchewan Watershed Alliance*

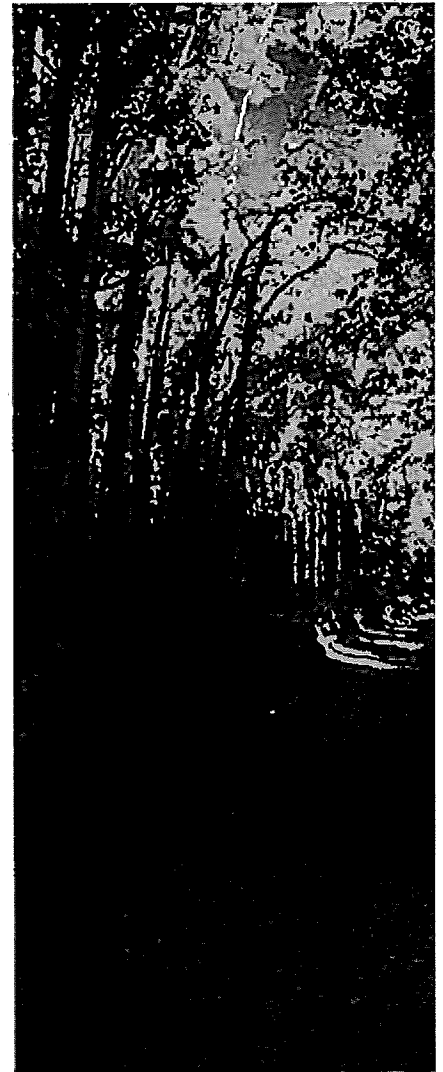


**Sturgeon River Watershed Alliance**



# Outline:

1. Background on the SRWA
2. Work completed to date
3. Draft Watershed Management Plan
4. Next Steps – getting your input and support for moving forward



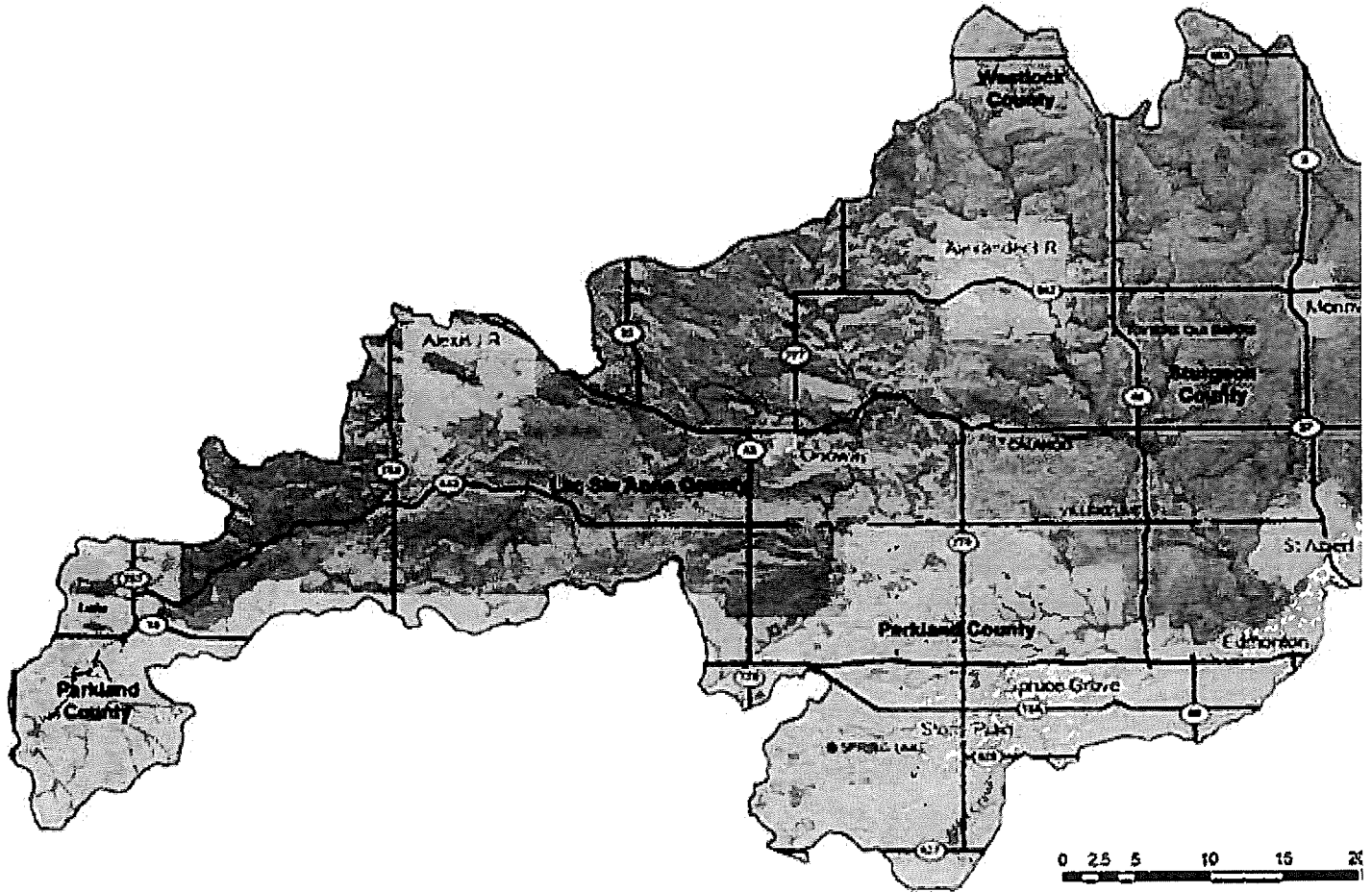


# Sturgeon

A small, precipitation-groundwater-fed

- 260 km in length
- Starts near Entwistle, Parkland County
- Flows through the Ste. Anne, Matlock Lakes
- Joins the North Saskatchewan River east of Gilman

# Sturgeon River Waters

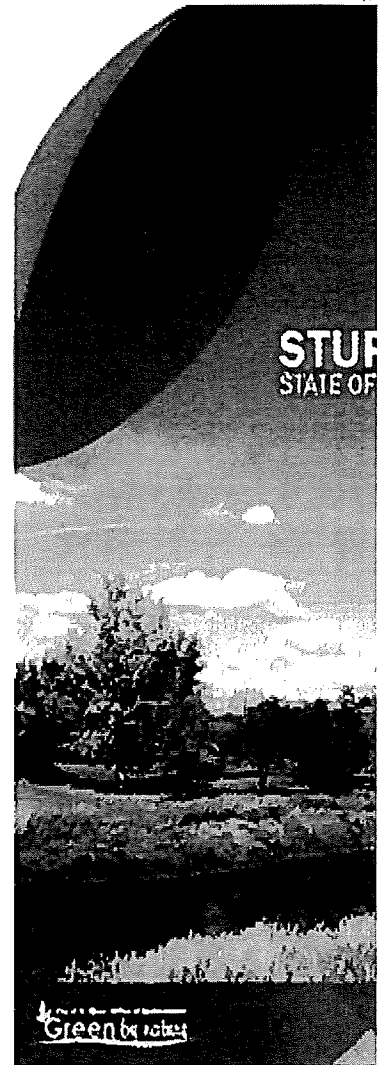


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# State of Report

- Completed in 2012 by the City of St. Albert.
- Provides a benchmark against which future activities and changes can be assessed.
- Evaluated current knowledge and documented data gaps.
- Assessed overall ecological health using 15 indicators and gave an overall grade of *FAIR*.



2



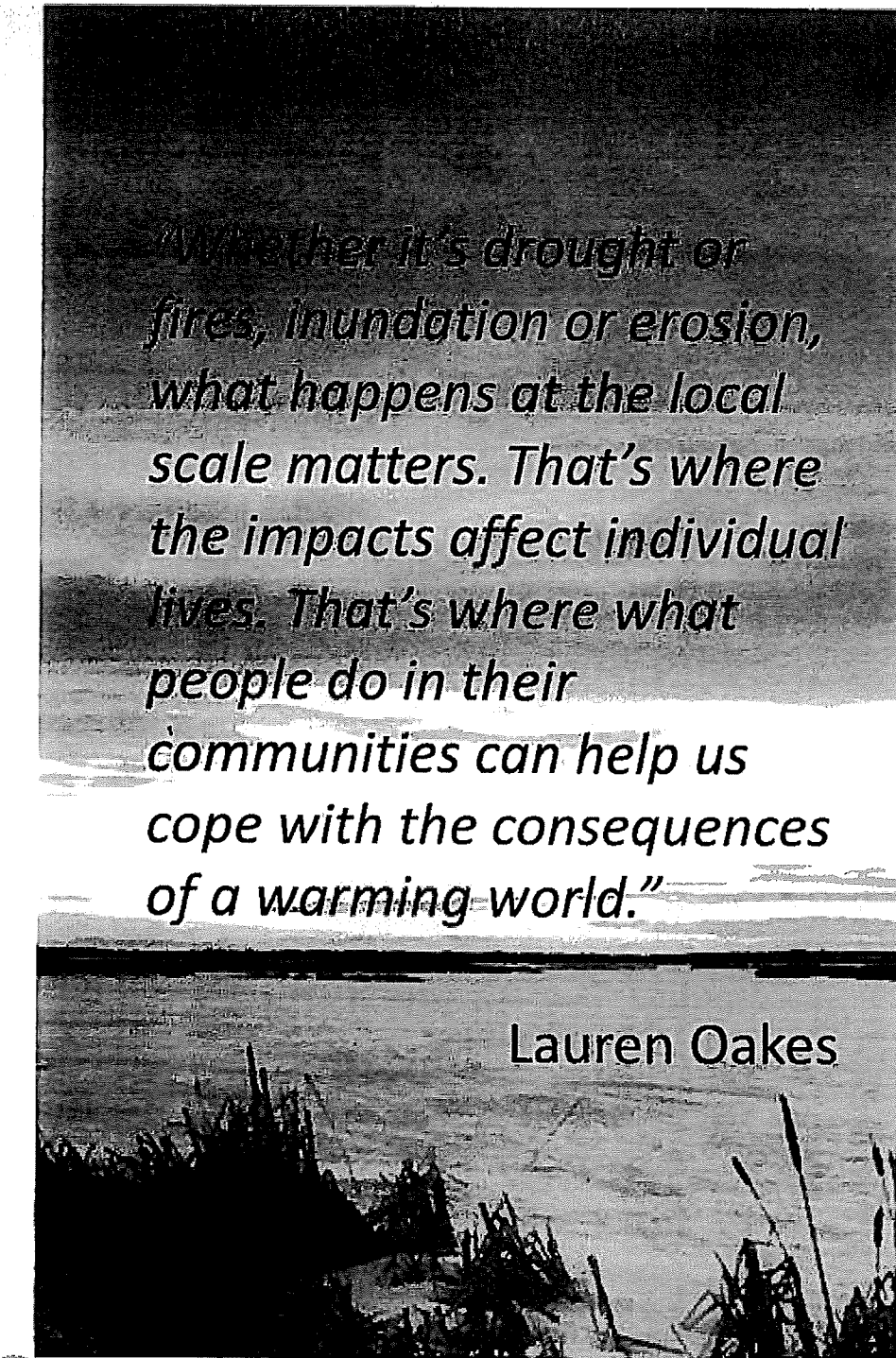
# Challenges

- Rapid urban development
- Agricultural intensification
- Loss of natural areas, and wetlands
- Low, fluctuating water quality
- High nutrient inputs and poor water quality
- Increase in stormwater runoff and pollution
- Blue-green algae, fish kills, and other species

# Report Recommended:

1. Establish a municipally led watershed group
2. Fill information gaps by completing technical studies
3. *Draft* an Integrated Watershed Management Plan
4. Implement!





*“Whether it’s drought or fires, inundation or erosion, what happens at the local scale matters. That’s where the impacts affect individual lives. That’s where what people do in their communities can help us cope with the consequences of a warming world.”*

Lauren Oakes

## Sturgeon River Watershed

- SRWA formed
- Municipalities significant influence on development
- Watershed management the sub-watershed more effective *issues can be addressed with local solutions*





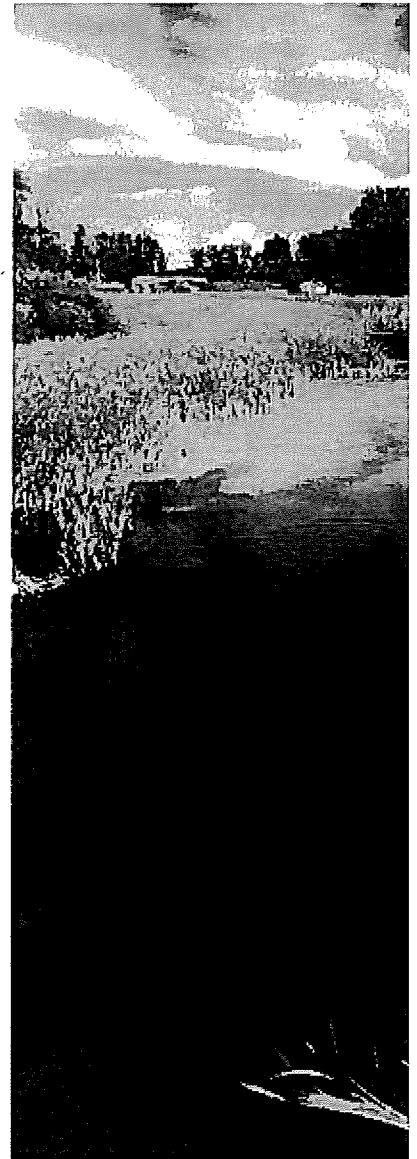
# Sturgeon River Watershed

- Lac St. Anne County
- Parkland County
- Sturgeon County
- City of Edmonton
- City of Spruce Grove
- City of St. Albert
- Town of Gibbons
- Town of Morinville
- Town of Onoway
- Town of Stony Plain
- Village of Alberta
- Summer Villages  
Anne & County E
- *Alberta Conservation*
- *Alberta Environment*
- *Big Lake Environment  
Society*
- *North Saskatchewan  
Alliance*
- *Wagner Natural Area*

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# Information Gaps

- SRWA partnership secured over \$500,000 in grants
- NSWA coordinated grants and consultants
- Municipal staff vetted reports and their implications
- All reports available on [www.nswa.ab.ca](http://www.nswa.ab.ca)



# SRWA Technical Studies

## Surface Water Quality

- Water quality historical review and recent sampling

## Surface Water Quantity

- Water balance (inputs less outputs) studies for river, c

## Groundwater

- Overview of what is currently known; connections to



# SRWA Technical Studies

## Aquatic Ecosystem Health

- Riparian habitat condition assessment of river, creeks and
- Fish habitat condition assessment including dissolved oxygen

## Land Cover / Land Use

- Watershed modelling to show impacts on water flows from development

## Intermunicipal Policy Alignment

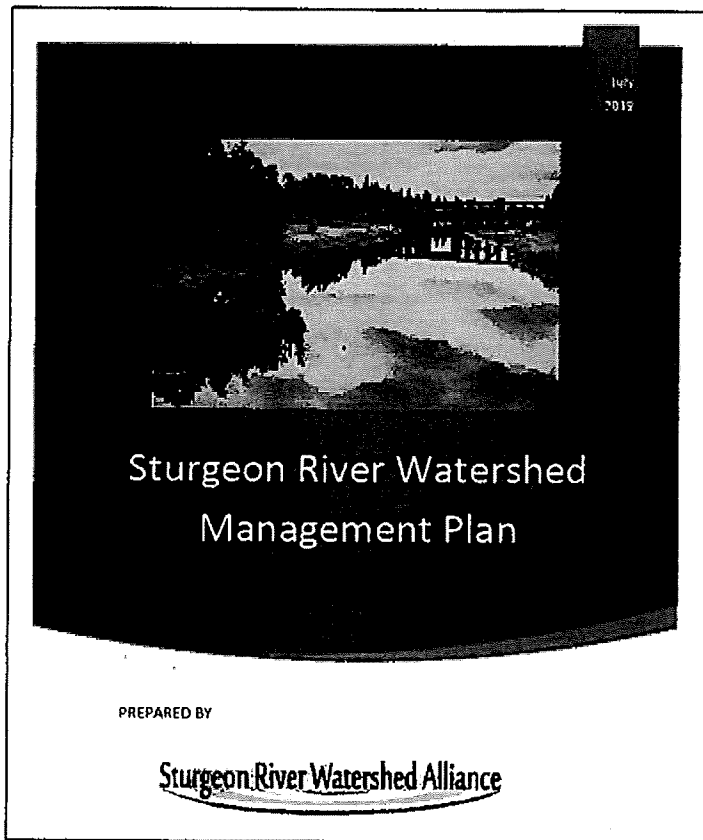
- Review of existing policies and legislation; recommendations



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# Draft Watershed Management



- ✓ Provides a **watershed approach** to management.
- ✓ An iterative and adaptive management process with **clear goals** and performance monitoring to assess progress.
- ✓ Work towards the **voluntary** adoption of regional and municipal policies that affect water and watershed health.
- ✓ Coordinates **intermunicipal** coordination and stakeholder involvement to ensure implementation of strategies and actions.
- ✓ Promotes projects. **local and regional**.
- ✓ Encourages work to identify and address **gaps**.

PS

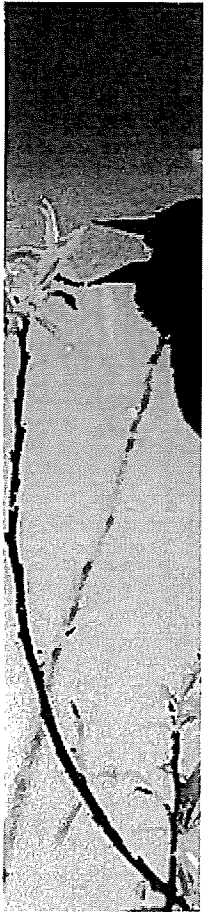


# Sturgeon River Watershed V

*The Sturgeon River watershed is recognized and valued as a natural prairie river system that connects our communities and adds to our quality of life.*

*It is healthy, sustaining its ecological structure, processes, functions, and resiliency, within its range of natural variability.*

*It is collaboratively stewarded by rural landowners, urban residents and Indigenous communities, and is managed with knowledge and ecological integrity as the foundation for decision-making that balances our social/cultural, economic and environmental well-being.*





# Key Outcomes

1. Well informed decision-making leads to all **policies and plans**, which in turn ensures a h watershed.
2. All residents have access to **safe, secure d water** supplies, whether they are on public c systems that draw from surface or groundwa
3. **Aquatic ecosystems**, including our rivers, wetlands and other waterbodies, are healthy



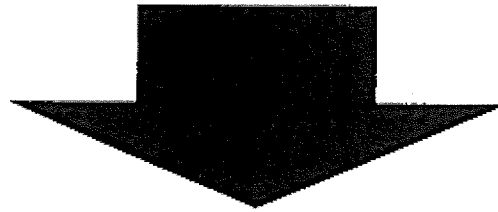
# Key Outcomes

4. Reliable, quality **water supplies** are available to support a sustainable economy.

5. **Wise land use** ensures the cumulative effects of growth and development are mitigated for, the watershed is resilient to climate change, and individuals and communities are well prepared for flood and drought events.

6. Residents and stakeholders support the St. Louis Watershed Management Plan and are willing to participate in **local and regional initiatives** to improve watershed health.

# Watershed Management Implementation



- ✓ Outcomes will be achieved via implementation strategies and actions in a 10 year workplan
- ✓ Plan will be 'evergreen'; reviewed every 5 years and updated as needed.
- ✓ Important to continue to support, collaborate

# Strategies and Actions

- Aligning policies and practices around floodplains, hazard lands identification and management, stormwater, and low impact development standards.
- Developing riparian and wetland protection and strategies.
- Developing a basin-wide watershed monitoring, and reporting framework.
- Continuing to educate ourselves and others in the benefits of a healthy and resilient watershed.



# What are we asking of Cc

1. Draft Watershed Management Plan present confirm that it captures your input.
2. A future resolution to adopt the final Sturge Watershed Management plan and to:
  - ✓ *Continue to work collaboratively to implement plan, and;*
  - ✓ *Consider plan recommendations in the development of new or updated statutory documents and in the decision making of the municipality.*

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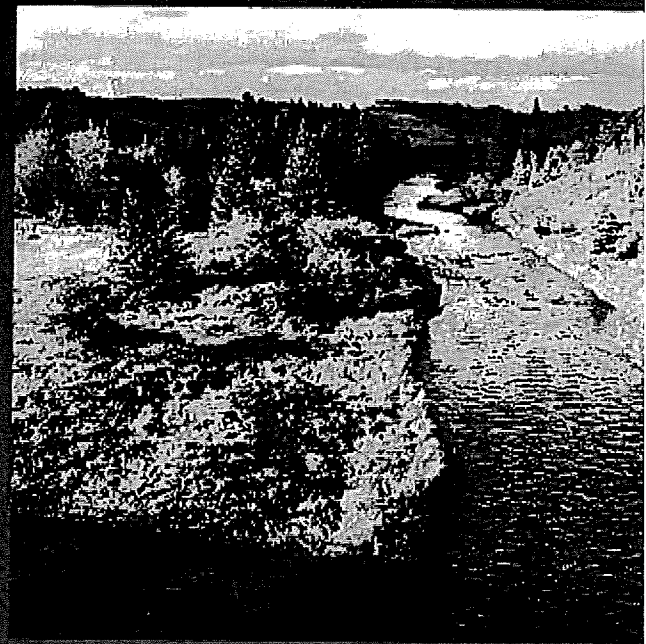
# What are we asking of Co

3. Support for new funding for implementation
  - Proposed Alberta Community Partnership grant application for \$235,000
  - A resolution to: *“support the application for continue the work of Sturgeon River Waters from the Alberta Community Partnership grant program.”*

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# Sturgeon River Watershed



[www.nswa.ab.ca](http://www.nswa.ab.ca)

**Sturgeon River Watershed Alliance**



3



# Summer Village of Sunrise Beach

## Council Policy

Number	Title			
<b>C-COU-DMRL-1</b> (I-003)	<b>Disposal of Municipal Reserve Lands</b>			
Approval	Originally Approved		Last Revised	
(CAO Initials)	Resolution No:		Resolution No:	
	Date:	February 4, 2008	Date:	March 7, 2011

### Purpose

The Municipal Government Act, Chapter M26 of the Statutes of Alberta, established procedures which must be followed should a council determine that they wish to dispose of any municipal reserve land.

### Policy Statement

Council recognizes the importance of having municipal reserves in place for the recreational use of the residents of Sunrise Beach, however, also recognizes that there may, in the future, exist a situation that would demand the use of reserve land by private property owners.

Council for Sunrise Beach will not consider disposing of designated reserve land except in situations of extreme need that can be proven by the applicant for the lands.

### Responsibilities

**Legal References:** MGA 674-675

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY

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DISPOSAL OF MUNICIPAL RESERVE LANDS

Authorization: Council Resolution

Policy:

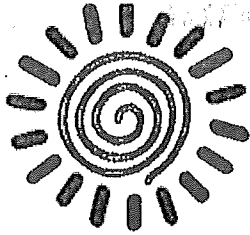
- 
1. The Municipal Government Act, Chapter M26 of the Statutes of Alberta, established procedures which must be followed should a council determine that they wish to dispose of any municipal reserve land.
  2. Council for Sunrise Beach will not consider disposing of designated reserve land except in situations of extreme need that can be proven by the applicant for the lands.
- 

Background:

Council recognizes the importance of having municipal reserves in place for the recreational use of the residents of Sunrise Beach, however, also recognizes that there may, in the future, exist a situation that would demand the use of reserve land by private property owners.

Date Effective: February 4, 2008

Confirmed: March 7<sup>th</sup>, 2011 Council Meeting



**Council Policy**

Number	Title		
C-CAO-PERF-1	Chief Administrative Officer Performance Evaluation		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:	16-102	Resolution No:
	Date:	April 12, 2016	Date:

**Purpose**

To outline the Annual Performance Evaluation of the Chief Administrative Officer.

**Policy Statement**

The Summer Village of Sunrise Beach wishes to implement best practices in the governance function.

**Principles**

1. The Summer Village of Sunrise Beach is committed to following good governance principles and practices.
2. Council will complete an Annual Performance Evaluation for the Chief Administrative Officer.
3. The Annual Evaluation is to be completed by all Council and the Mayor.
4. Once the Annual Performance Evaluation is completed, there will be a meeting between the Mayor, Council and Chief Administrative Officer to discuss the Annual Evaluation (all of Council and/or additional administration may be included if deemed appropriate).

**Revisions:**

Resolution Number	MM/DD/YY

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# Administrative Policy

Number	Title		
A-TRA-INSP-1	Road Inspection and Maintenance Policy		
Approval	Originally Approved		Last Revised
(CAO Initials)	Resolution No:		Resolution No:
	Date:		Date:

## Purpose

To provide confidentiality guidelines to Council and staff.

## Policy Statement

The Summer Village of Sunrise Beach will ensure that the roads under the direction, management, and control of the municipality are kept in a reasonable state of repair insofar as the municipality's financial resources will allow.

## Standards

1. Roads will be inspected on a regular basis. Items to be considered in these inspections are:
  - Potholes
  - Frost boils
  - Obscured intersections
  - Condition of traffic control signs
  - Visibility of traffic control signs
2. Main routes, which have high traffic volume, will be inspected on a monthly basis. Residential streets will be inspected on a bi-monthly basis. Alleys and lanes will be inspected on a semiannual basis.
3. Road inspection reports shall be recorded and maintained. The reports shall record all potential areas of concern and remedial action required. A notation shall be made on the report when the appropriate action is taken.
4. Road repairs shall be prioritized based on potential for accidents and frequency of use, with higher traffic areas receiving higher priority.

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# Administrative Policy

5. All complaints received regarding condition of roads will be recorded on a Municipal Incident Report form. A copy of the form shall be provided to the Public Works supervisor for review of the situation and arrangements for remedial work required, or to provide recommendations to the Chief Administrative Officer and Council.

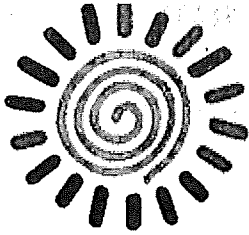
## Legal References:

## Revisions:

Resolution Number	MM/DD/YY

Roads Inspection Report

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# Administrative Policy

Date of Inspection: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Street (From – To)	Condition	Signs	Intersections & Crosswalks

**Comments/Observations: (Areas of concern that require immediate attention – action plan for addressing concerns)**

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# 2020 FortisAlberta Franchise Calculator - Please respond by Nov. 1, 2019 - Sunrise Beach

Law, Kayla [kayla.law@fortisalberta.com]

Sent: 9/18/2019 11:56 AM

To: svsunrisebeach@wildwillowenterprises.com

Cc: "Smith, Nicole" <nicole.smith@fortisalberta.com>

Good Morning:

## **RE: Request Confirmation of Electric Distribution Franchise Fee for 2020**

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either increase, decrease or keep your franchise fee the same, with written notice.

### **IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2020**

1. Review the attached Franchise Fee Calculator and present the recommendations to Council;
2. If Council is proposing an increase or decrease to your franchise fee, a resulting impact to the customer's annual billing is required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks. *(Please use the sample advertisement that is attached).*
2. If increasing your franchise fee, it must stay within the current Franchise Fee Cap of 20%.
3. **By November 1<sup>st</sup>, 2019**, please email or fax clear copies of the following to Kayla Law @ [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com) or Fax: 780-464-8398

### **INCLUDE:**

- Copies of both advertisements;
  - Publication dates for both advertisements;
  - Name & location of newspaper.
4. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in effect April 1, 2020.
  5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify Kayla Law @ [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com) or Fax: 780-464-8398

### **TIPS FOR USING THE FRANCHISE CALCULATOR**

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: Financial Impacts, you can change the Franchise Fee percentage (yellow cell)

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By changing this cell, the spreadsheet will automatically update to reflect your estimated revenue for 2020.

<b>Franchise Fee Calculator Changes:</b>	
<b>Yellow area is to calculate different franchise fee.</b>	
2020 Proposed Franchise Percentage	<b>7.00%</b>

- On the second tab: Residential Bill Impacts, you can view the impact to an average residential bill by changing cell F21 & F39.

(You will need this information for your advertisement if you are changing your current fee)

- On the third tab: 2017-June 2019 you can see how much revenue your municipality has collected over the last two and a half years.

**Please note: All rate increases/decreases are estimated and have not been filed or approved with the AUC. The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.**

If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398

[www.fortisalberta.com](http://www.fortisalberta.com)



Attachments: [July 2019 Franchise Fee Percentages - FortisAlberta.pdf](#)

[Franchise Fee fax Cover 2019-2020.doc](#)

[Franchise fee AD 2020- TEMPLATE.docx](#)

[2019-2020 Franchise Calculator - Sunrise Beach .xlsx](#)

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## MUNICIPAL FRANCHISE FEE RIDERS

**Availability** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

**Price Adjustment** A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Aome	3%	2013/07/01	03-0041	Boyle	6%	2018/07/01
01-0003	Airdrie	17%	2019/04/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	8.50%	2019/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	7%	2018/04/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmangay	5%	2018/01/01
02-0387	Banff	4%	2018/01/01	03-0055	Caroline	10%	2019/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	11.125%	2019/04/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

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## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following  
Commission approval for consumption from  
the first of the month following Commission  
approval

Muni Code	Municipality	Rider	Effective	Muni Cod	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	5%	2013/07/01
02-0082	Daysland	7%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0086	Devon	13%	2018/01/01	02-0202	Legal	10%	2018/01/01
02-0088	Didsbury	17%	2016/01/01	03-0207	Lomond	15%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0208	Longview	17%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0209	Lougheed	5%	2016/01/01
02-0095	Eckville	10%	2015/01/01	02-0211	Magrath	8%	2017/01/01
03-0096	Edberg	10%	2018/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0097	Edgerton	16%	2015/01/01	02-0215	Mayerthorpe	8%	2016/01/01
02-0100	Edson	5%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0109	Ferintosh	11%	2016/01/01	02-0218	Milk River	12%	2017/01/01
03-0112	Foremost	7%	2016/01/01	02-0219	Millet	16%	2019/01/01
02-0115	Fort Macleod	15%	2018/10/01	03-0220	Milo	20%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0224	Morinville	20%	2013/07/01
02-0124	Gibbons	10%	2013/01/01	04-0230	Nakamun Park	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	02-0232	Nanton	9%	2019/01/01
04-0129	Golden Days	0%	2017/01/01	02-0236	Nobleford	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	03-0233	New Norway	6%	2009/01/01
04-0134	Grandview	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	7.50%	2019/01/01	02-0238	Okotoks	18%	2019/01/01
03-0144	Hay Lakes	7%	2017/11/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	7.50%	2013/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	12.70%	2019/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	12%	2019/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	0%	2013/07/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	16%	2019/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwîn	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	12.75%	2019/01/01	04-0273	Ross Haven	0%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

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## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	8%	2017/04/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	5%	2019/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	16.25%	2019/04/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	9%	2018/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	4%	2019/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	9%	2019/01/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.42%	2019/01/01
04-0354	Yellowstone	3%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

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# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

October 3, 2019

Honourable Doug Schweitzer, Minister  
Alberta Justice & Solicitor General  
424 Legislature Building  
10080 – 97 Avenue  
Edmonton, AB  
T5K 2B6  
Email: [ministryofjustice@gov.ab.ca](mailto:ministryofjustice@gov.ab.ca)

Dear Honourable Schweitzer:

**RE: Police Act/Costing Review**

Thank you for the opportunity to provide feedback on the police costing review. We agree that changes need to be made to policing in Alberta and are glad that you are making policing in rural Alberta a priority.

As a small municipality we have a few concerns regarding the proposals from the September 6<sup>th</sup>, 2019 webinar, which we have outlined below:

- Distance from responding RCMP detachment should be a modifier. Municipalities that are far from a detachment see reduced service levels and increased response times, if we get a response at all. It should also be noted, that many detachments, including ours in Stony Plain, are unable to fill vacant positions that are already budgeted for. Putting extra money into the system will not help, without a plan to fill the positions.
- While we appreciate that you are using equalized assessment to help indicate ability to pay, this is disproportionately affecting seasonal or tourist communities. In Alberta Beach approximately 386 of our 865 lots are not occupied full time. These lots increase our equalized assessment per capita, but also add to the already high costs of operating a village, without providing significant revenue.
- The costs to provide services to a small community are high and we do not have very much room, if any, to increase taxes. We propose that municipalities that have a population under 2500 be exempt from paying additional policing costs as we do not have the ability to pay.
- The survey format is also a challenge for us. Many municipal councillors did not receive a link to the survey, and are unaware of how to access the survey. We understand the desire to control who is able to fill out the survey, but sending out individual links to councillors who do not know to ask for them, is not an effective way to receive feedback.

We would also like to mention that many communities, like ours, already pay for enhanced policing. Last year, Alberta Beach paid \$20,880.00 for an enhanced police officer to patrol our community on the weekends during the summer, when we have the most need. If the province moves forward with this model, we will need to cancel our enhanced policing agreement to pay for the additional costs. This will result in a reduced service level to our community, at a greater cost.

In addition, we urge you to postpone the implementation of a police costing model until a full review of the police act is complete and a rural policing plan is developed, that allow municipalities more say in how policing resources are used. This will allow the province to determine the actual revenue needed to implement the plan.

Sincerely,



Jim Benedict,  
Mayor

Cc: Honourable Jason Kenney, Premier of Alberta  
Honourable Shane Getson, MLA Lac Ste. Anne-Parkland  
Honourable Kaycee Madu, Minister Alberta Municipal Affairs  
AUMA President, Barry Morishita  
Alberta Beach Council  
Lac Ste. Anne County  
Town of Onoway  
Town of Mayerthorpe  
Summer Villages of Lac Ste. Anne East

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September 30, 2019

Ms. Wendy Wildman  
Chief Administrative Officer, Summer Village of Sunrise Beach  
PO Box 1197  
Onoway AB T0E 1V0

Municipal Indicators for Summer Village of Sunrise Beach

Dear Ms. Wildman:

In March 2018, the Deputy Minister indicated that Municipal Affairs would be implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be "not at risk" based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be "not at risk" as long as it does not trigger on a defined number of indicators. As part of the same correspondence, then Deputy Minister Pickering indicated that the ministry was committed to supporting accountable, responsible, and transparent local governments.

The ministry has compiled and verified the data collected from Alberta's municipalities for the 2018 financial year and is pleased to inform you that Summer Village of Sunrise Beach did not trigger any of the 13 indicators. The 2018 Municipal Indicator Report (<https://open.alberta.ca/publications/municipal-indicator-results>) is expected to be released in January 2020.

If you would like to discuss your results or the potential future release of these results on the Municipal Affairs website, please contact the Municipal Services and Legislation Division at toll-free 310-0000, then 780-427-2225, or via email at [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca).

Yours truly,



Gary Sandberg  
Assistant Deputy Minister

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**Table 1 - Municipal Indicators**

Indicator	Description	Expected Result	What It Means
<b>Audit Outcome</b>	Audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor has been able to complete the audit and express an opinion, and has not identified a specific concern about the ability of the municipality to meet its financial obligations.
<b>Legislation-Backed Ministry Interventions</b>	Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives have been issued pursuant to an inspection.	The municipality has not been the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a court or through a petition, and only issues directives in cases where significant concerns are evident.
<b>Tax Base Ratio</b>	Tax base ratio is the proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue.	The municipality is able to rely, in some measure, on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farm properties.
<b>Tax Collection Rate</b>	The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, well drilling equipment taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.
<b>Population Change</b>	The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer villages and improvement districts are excluded from this measure because they typically have little or no permanent population.	The population of the municipality is stable or growing.

Alberta Municipal Affairs





Indicator	Description	Expected Result	What It Means
<b>Current Ratio</b>	The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not measured if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay its current financial obligations using cash or near-cash assets.
<b>Accumulated Surplus</b>	The total assets of the municipality net of total debt, excluding tangible capital property and debts related to tangible capital property.	The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i> . Municipalities in a deficit position are required to recover the shortfall in the next year.	The municipality has more operational assets than liabilities which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.
<b>On-time financial reporting</b>	Whether the municipality has completed submission its annual financial statements and financial information returns to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 8. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	The municipality is preparing its audited financial reports on a timely basis.
<b>Debt to Revenue Percentage</b>	The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.

Indicator	Description	Expected Result	What It Means
<b>Debt Service to Revenue Percentage</b>	The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.
<b>Infrastructure Investment - asset sustainability ratio</b>	The total cost of current year additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the current year's amortization (depreciation) on all tangible capital assets.	The municipality's current capital additions exceed the current year's amortization (depreciation).	The municipality is replacing its existing tangible capital assets and investing in new assets at a rate that exceeds the estimated wear or obsolescence of its existing assets. This measure does not account for the effects of inflation; typically replacement costs for new assets exceed the historic cost of existing assets. This measure does not account for year-to-year fluctuations in capital asset construction and replacement activities.
<b>Infrastructure age - net book value of tangible capital assets</b>	The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanded facilities infrastructure, it would be expected that the ratio would be higher than 40 per cent.
<b>Interest in Municipal Office</b>	The number of candidates running in the most recent municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.



# JOINT MEDIA RELEASE IN RESPONSE TO ALBERTA JUSTICE AND SOLICITOR GENERAL'S DRAFT POLICE FUNDING MODEL Municipal Leaders Express Collective Concern Over Costs and Effects of Contemplated Change

**Sangudo, Alberta, Wednesday, October 9, 2019** – Municipal councils and administrators in Alberta's Lac Ste. Anne region seek to jointly inform ratepayers about the provincial government's contemplated plan to offload policing costs onto rural areas. Collectively and through its various media channels, the County and its neighbours will continue to engage ratepayers, municipal partners and the Government of Alberta in an ongoing dialogue about this important matter and its potential impacts on rural communities.

## Province Pitches Radical Fiscal Change in Uncertain Terms

Presently, residents in rural municipalities — and urban municipalities (Town, Villages and Summer Villages) under 5,000 population — do not directly pay for policing through their municipal taxes. Under the new model that the Government of Alberta proposed to municipalities this fall, these communities would begin paying between 15 to 70 percent of policing costs. Charts on the following page show the resultant financial impact to local municipalities if the proposed model is implemented. At the top end of the model, this would represent a burden of up to \$1.4 million for Lac Ste. Anne County — meaning an increase of more than \$400 per year to the average taxpayer.

The proposed model can be viewed on the Lac Ste. Anne County website at [LSAC.ca/police-funding](https://www.lacsteanne.ca/police-funding).

Notably, this proposed cost structure comes with no mention of a corresponding increase in police service.

"Our understanding is that any monies collected under the Province's new model would be dumped into a black hole rather than invested back into rural policing," shared Lac Ste. Anne County Reeve Joe Blakeman. "I'm confident our constituents would agree that paying considerably more for the same level of service is a losing proposition. This is why we need to ensure our voice is unified and amplified on this issue." Revenue from the model was originally earmarked for general reserves, but the Province has since changed its position, announcing in recent weeks that revenue from the cost recovery will instead feed back into policing services and public safety.

## Municipal Dissent and Attempts at Dialogue with the Province

Alberta's Minister of Justice and Solicitor General (JSG) Doug Schweitzer introduced this model to municipalities during a webinar on September 6, 2019. The content and tone of this webinar suggested to attendees that the proposed costs would come with no expectation of a corresponding increase in police service. A video of the webinar recording, as well as a PDF containing slides from the webinar, can be viewed at [LSAC.ca/police-funding](https://www.lacsteanne.ca/police-funding).

Following the webinar, Lac Ste. Anne County and its neighbours voiced their concerns to JSG Schweitzer that:

- If implemented, the proposed model would place a considerable financial burden on resource-strapped municipalities
- There is no mention of why the Province wants to change the formula or where the money would end up
- There is ambiguity over what – if any – additional policing resources municipalities could expect to receive
- The Province's responses to questions from municipal leaders have been noncommittal and ever-shifting

JOINT MEDIA RELEASE:  
Regional Leaders Express Collective Concern Over Costs and Effects of Provincial Police Funding Model

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In response to the questions and concerns posed by municipal leaders in the wake of the September 6 webinar, the Province modified its original position; stating on September 20 that:

- Consultations are ongoing and no decisions have been made yet on a new police-costing model
- Regardless of which model is chosen (if any), any contributions collected will be re-invested into frontline policing, leading to an overall increase in funding for police services in Alberta
- The model has not been finalized and the Province is only at the beginning of the consultation process

Following the September 6 webinar, JSG Schweitzer received requests for in-person meetings with municipal leaders to review questions and concerns related to the proposed model. Instead of granting individual requests, a follow-up webinar was held on October 4 with no stated mandate. During this hour-long audio-only webinar, a panel of representatives from the Justice and Solicitor General and Alberta Municipal Affairs answered questions posed via text by municipalities in attendance.

The October 4 JSG webinar contained no new or substantive information. Many of the pointed questions posed by municipal leaders in attendance were deflected with blanket responses such as “we can’t speak to the thought process behind this initiative;” “we haven’t contemplated your question before;” and “we encourage you to contact your Minister or MLA so we can consider your comments.” An explanation from panelists on what happens next was similarly vague. Attendees were told that the police funding model is still in its consultation stage, and that further conversations would occur after October 15 to determine how the model might look if it were to go ahead. When it is made available, a full transcript of this webinar will be posted at [LSAC.ca/police-funding](http://LSAC.ca/police-funding).

In addition to the two webinars, the Province has given municipalities until October 15 to complete an online survey and submit written statements to Minister Schweitzer regarding the proposed costing model. Reeve Blakeman discounts the validity of a survey in which questions are clearly skewed in favour of the JSG’s intended direction. “This survey is eerily similar to the Province’s originally-voiced intent that this will be a mandatory program, and that it’s just the level of funding that is yet to be determined,” shared the Reeve.

Blakeman also noted that, to date, the Province has only sought engagement from the municipal elected, administration and related stakeholders. “We will continue to lobby on behalf of our residents,” he continued, “but for this dialogue to be meaningful and reciprocal, the Province needs to allow *all* municipal taxpayers in rural and smaller urban centers to have a seat at the table. As municipal officials, we keep being told to voice our concerns to the MLA and Justice Minister. I encourage the ratepayers of rural Alberta to do so as well.”

### **Municipal Leaders Continue to Advocate for Ratepayers**

The process that follows the October 15 deadline has not been made clear, but provincial messaging indicates that: “Feedback will signal to the Government of Alberta what aspects require further consideration. Information gathered from this written feedback will inform the next steps.”

A common concern shared by the County and its neighbours is that without any clarity on the scale at which municipalities will be charged, or the resultant effect on policing levels – it is nearly impossible to chart a course or manage ratepayer expectations. “The province’s vacillating stance on this important issue does not give us much room to maneuver,” continued Reeve Blakeman. “What we can do, however, is continue our dialogue among regional councillors, administrators and community members; share any information as it becomes available; and make sure our voice is heard loud and clear.”

“As this matter progresses, the County and its municipal neighbours will continue to advocate for the needs and priorities of ratepayers. We need to send a clear and consistent message to the Province regarding what appears to be an ill-conceived and poorly-communicated initiative.”

Impacts to the Lac Ste. Anne region of the contemplated police funding model are shown on the following page. News updates and related resources — including contact information for the Minister of Justice and Solicitor General and the MLA for Lac Ste. Anne-Parkland — are available on the Lac Ste. Anne County website at [LSAC.ca/police-funding](http://LSAC.ca/police-funding).

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**Media Contact:**  
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Lac Ste. Anne County  
TEL 780.918.1916  
[jblakeman@LSAC.ca](mailto:jblakeman@LSAC.ca)

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## Projected Impacts of Contemplated Police Funding Model at Proposed Contribution Levels

### LAC STE. ANNE COUNTY

POP. 10,899

Contribution	Operating Budget*	Total Policing Cost	Budget %
15%	\$ 22,622,326.00	\$ 304,893.00	2.24%
30%	\$ 22,622,326.00	\$ 609,897.00	4.49%
40%	\$ 22,622,326.00	\$ 812,467.00	5.98%
50%	\$ 22,622,326.00	\$ 1,016,020.00	7.48%
60%	\$ 22,622,326.00	\$ 1,218,700.00	8.97%
70%	\$ 22,622,326.00	\$ 1,422,254.00	10.47%

### TOWN OF ONOWAY

POP. 1,029

Contribution	Operating Budget*	Total Policing Cost	Budget %
15%	\$ 1,242,683.00	\$ 24,112.00	1.94%
30%	\$ 1,242,683.00	\$ 48,224.00	3.88%
40%	\$ 1,242,683.00	\$ 64,253.00	5.17%
50%	\$ 1,242,683.00	\$ 80,350.00	6.46%
60%	\$ 1,242,683.00	\$ 96,739.00	7.75%
70%	\$ 1,242,683.00	\$ 112,477.00	9.05%

### VILLAGE OF ALBERTA BEACH

POP. 1,018

Contribution	Operating Budget**	Total Policing Cost	Budget %
15%	\$ 2,678,938.00	\$ 28,639.00	1.62%
30%	\$ 2,678,938.00	\$ 57,279.00	3.25%
40%	\$ 2,678,938.00	\$ 76,317.00	4.32%
50%	\$ 2,678,938.00	\$ 95,437.00	5.41%
60%	\$ 2,678,938.00	\$ 114,476.00	6.49%
70%	\$ 2,678,938.00	\$ 133,596.00	7.57%

### SUMMER VILLAGE OF SILVER SANDS

POP. 160

Contribution	Operating Budget*	Total Policing Cost	Budget %
15%	\$ 369,640.00	\$ 6,646.00	1.76%
30%	\$ 369,640.00	\$ 13,292.00	3.59%
40%	\$ 369,640.00	\$ 17,710.00	4.79%
50%	\$ 369,640.00	\$ 22,147.00	5.99%
60%	\$ 369,640.00	\$ 26,565.00	7.18%
70%	\$ 369,640.00	\$ 31,002.00	8.20%

### SUMMER VILLAGE OF SOUTH VIEW

POP. 67

Contribution	Operating Budget*	Total Policing Cost	Budget %
15%	\$ 181,207.00	\$ 2,419.00	1.33%
30%	\$ 181,207.00	\$ 4,839.00	2.67%
40%	\$ 181,207.00	\$ 6,447.00	3.55%
50%	\$ 181,207.00	\$ 8,063.00	4.44%
60%	\$ 181,207.00	\$ 9,671.00	5.33%
70%	\$ 181,207.00	\$ 11,286.00	6.22%

### SUMMER VILLAGE OF YELLOWSTONE

POP. 137

Contribution	Operating Budget*	Total Policing Cost	Budget %
15%	\$ 287,126.00	\$ 4,799.00	1.67%
30%	\$ 287,126.00	\$ 9,599.00	3.34%
40%	\$ 287,126.00	\$ 12,789.00	4.45%
50%	\$ 287,126.00	\$ 15,994.00	5.57%
60%	\$ 287,126.00	\$ 19,184.00	6.68%
70%	\$ 287,126.00	\$ 22,388.00	7.79%

### SUMMER VILLAGE OF WEST COVE

POP. 149

Contribution	Operating Budget*	Total Policing Cost	Budget %
15%	\$ 300,503.00	\$ 6,267.00	2.08%
30%	\$ 300,503.00	\$ 12,535.00	4.17%
40%	\$ 300,503.00	\$ 16,701.00	5.55%
50%	\$ 300,503.00	\$ 20,885.00	6.95%
60%	\$ 300,503.00	\$ 25,051.00	8.33%
70%	\$ 300,503.00	\$ 29,235.00	9.72%

### SUMMER VILLAGE OF SUNRISE BEACH

POP. 135

Contribution	Operating Budget*	Total Policing Cost	Budget %
15%	\$ 237,040.00	\$ 3,716.00	1.56%
30%	\$ 237,040.00	\$ 7,432.00	3.13%
40%	\$ 237,040.00	\$ 9,903.00	4.17%
50%	\$ 237,040.00	\$ 12,384.00	5.22%
60%	\$ 237,040.00	\$ 14,854.00	6.26%
70%	\$ 237,040.00	\$ 17,335.00	7.31%

\*In some cases, 2019 municipal operating budgets are being finalized and are subject to slight variance. These figures are shown for general comparison purposes only.

\*\*The Alberta Beach 2019 operating budget amount of \$2,678,938.00 is inclusive of fees for water, sewer and garbage.

## Ratepayers are Encouraged to Get Involved

Please visit [LSAC.ca/police-funding](http://LSAC.ca/police-funding) for news updates; background information; Government of Alberta communications materials; and contact information for Shane Getson, MLA for Lac Ste. Anne-Parkland, and Doug Schweitzer, Alberta's Minister of Justice and Solicitor General.

Box 219, Sangudo AB T0E 2A0

T 780.785.3411 TF 1.866.880.5722 F 780.785.2359 E [LSAC@LSAC.ca](mailto:LSAC@LSAC.ca)

[www.LSAC.ca](http://www.LSAC.ca)



**Yellowhead Regional Library**

October 10, 2019

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose YRL's draft 2020 budget and projections for 2020 and 2021. The YRL Board Executive Committee reviewed the draft budget on September 9, 2019 and a motion was carried recommending that the YRL Board approve the 2020 budget at the fall organizational meeting.

In accordance with the YRL Master Membership Agreement, you may appoint a representative to the YRL Board. To assist you, I have included trustee appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts Trustee Orientation sessions for newly appointed or returning trustees/alternates. This one-day seminar provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, a tour of headquarters and information about the role of Alberta Municipal Affairs Public Library Services Branch.

Meeting and Training Dates		(Held at YRL in Spruce Grove with lunch provided.)
YRL Board Organizational Meeting	November 25, 2019	10:00 a.m. to 1:00 p.m.
YRL Trustee/Alternate Orientation	January 27, 2020	9:30 a.m. to 2:00 p.m.

If you have any questions or would like more information, please do not hesitate to contact me at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003 (toll free 1-877-962-2003), extension 226.

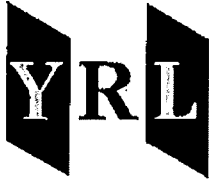
Yours truly,

Karla Palichuk, Director  
Yellowhead Regional Library

Attachments: Draft 2020 Budget with 2021-2022 Projections  
Trustee Appointment Information  
YRL Board Appointment Form

Copy: YRL Trustees and Alternates  
YRL Member Public Library Managers

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**Yellowhead Regional Library**

## **Appointing a Trustee/Alternate to the YRL Board**

October 2019

Yellowhead Regional Library (YRL) is required by the Alberta Libraries Act\* to be governed by a library system board comprised of appointed trustees from each member municipality and school division. Thus, each member municipal council and school division board will appoint one trustee to sit as its representative on the YRL Board.

The following are recommendations for selecting a YRL Board trustee/alternate.

- Appointee has a strong belief in, and commitment to, the importance of libraries.
- Appointee may be an elected official, library board member or citizen at large.
- Appointee has skill or knowledge in one or more areas of governance with regards to finance, policy, advocacy, personnel or services.
- Appointment length is suggested to be a continuous term of not more than three years (or three sequential one-year appointments).
- Appointee can attend four board meetings (March, June, September, November) from 10:00 a.m. to 1:00 p.m. at YRL's Spruce Grove office (or send an alternate).
- Appointee is prepared to vote on the annual budget each year by reading and discussing the budget with their municipality or school division prior to the vote.
- Appointee is prepared to elect the YRL Board Executive Committee or consider standing for election. Comprises 10 members with five guaranteed seats for trustees from communities with a population of 15,000 or more (as per provincial legislation) and five seats apportioned according to YRL policy.

If you have any questions or would like more information, please contact YRL Director Karla Palichuk at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003 (toll free 1-877-962-2003), extension 226.

\* The Alberta Libraries Act is available through the [Alberta Queen's Printer website](#).

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Yellowhead Regional Library  
2020 Operating Budget

REVENUE

	2019	PROJECTED 2020	VARIANCE VARIANCE	
R1 Operating Grant	1,425,939	1,405,640	(20,299)	Operational funding from Mur Branch; based on 2016 popula \$4.70 per capita; partial decre Also includes Library Services ( in Line E7: <i>Library Grant Disbu</i>
R2 Local Appropriations	1,265,881	1,288,605	22,724	Based on population figures as reflects 2% increase in 2020 ra rate increase approved at 1.59
R3 School System Levy	150,967	154,139	3,172	Based on student population f and reflects recent trend of re 2% increase in 2020 rate from (FTE) student; 2021 rate incre: student).
R4 Contract Services	78,000	78,000	-	Received under the TRAC Cent Northern Lights and Peace Lib
R5 Interest	37,500	55,000	17,500	Estimate based on projected c expected to remain.
R6 Additional Allotment	\$ 100,000	\$ 85,000	\$ (15,000)	Additional allotment purchase Purchases - Allotment); trend <i>allotment Sales</i> ).
R7 Non-allotment Sales	125,000	210,000	85,000	Prediction for the volume of n <i>Purchases - Non-allotment</i> ); r from Line R6: <i>Additional Allotr</i>
R8 Other Revenue	500	500	-	Wild Cards Advertising promo
R9 Additional Services	1,500	0	(1,500)	Received from PLS for services: the Municipal District of Gree eliminated due to the town's c

TOTAL REVENUE	\$ 3,185,287	\$ 3,276,884	\$ 91,597
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Assumptions: No decrease to provincial operating grants; no cuts/reductions to government courier; no additional deliveries



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**Yellowhead Regional Library  
2020 Operating Budget**

**EXPENSES**

ADMINISTRATION		2019	PROJECTED 2020	VARIANCE	
E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	\$ -	Credit card fees, provision for miscellaneous charges.
E2	Building Maintenance	44,000	40,000	(4,000)	Non-capital building maintenance incidentals; reduction reflects infrastructure grant funds and
E3	Employee Benefits	263,221	269,159	5,938	Reflects anticipated increase to Pension Plan increase.
E4	Employee Salaries	1,345,539	1,339,157	(6,382)	Reflects staff changes; include of the recommendations from
E5	GST Expenses	0	0	-	Eliminated after the Canada Revenue Agency advised the Municipality for GST purposes
E6	Insurance	10,750	10,700	(50)	Alberta Municipal Services Corporation (building, liability) resulting in
E7	Library Grant Disbursements	56,016	56,016	-	Income reflected in Line R1: Other to designated libraries, as directed
E8	Memberships	18,500	14,000	(4,500)	Based on actuals and eliminated (organization defunct); include (ALTA), Library Association of Alberta (slight fee increase in 2020).
E9	Office Supplies and Equipment	36,950	31,900	(5,050)	General office supplies and internet (anticipate less hardware replacement)
E10	Printing and Promotion	9,000	5,000	(4,000)	Printing of annual report, plan (reducing print copies); promote library participation in trade show materials (product and quantity)
E11	Professional Services	92,500	105,000	12,500	Audit and human resources, legal contracts with ASCI (IT) and Financial
E12	Staff Professional Development	26,000	26,750	750	Includes training, technical training

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*Assumptions: No decrease to provincial operating grant; no cuts/reductions to government courier; no additional deliveries*

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**Yellowhead Regional Library  
2020 Operating Budget**

<b>ADMINISTRATION (continued)</b>		<b>PROJECTED</b>			
		<b>2019</b>	<b>2020</b>	<b>VARIANCE</b>	
E13	Telephone and Utilities	104,250	106,500	2,250	Off-site data service fees, and utility cost decrease based on
E14	Trustee Expenses	50,000	65,500	15,500	Board and Executive Committ Alberta Library Conference.
<b>SUB-TOTAL</b>		<b>\$ 2,058,426</b>	<b>\$ 2,071,382</b>	<b>\$ 12,956</b>	

<b>BIBLIOGRAPHIC SERVICES</b>		<b>PROJECTED</b>			
		<b>2019</b>	<b>2020</b>	<b>VARIANCE</b>	
E15	Delivery	\$ 50,000	\$ 50,000	\$ -	Direct non-salary costs of the which will decrease maintena
E16	Inter-library Loan Expenses	1,100	2,100	1,000	Moving from bags to bins whi efficiency/ergonomics; includ as needed. With increased int costs for member libraries is r E15: Delivery and staff.
E17	Library Supplies and Shipping	26,775	26,000	(775)	Based on actuals and anticipa processing supplies (labels, ba
E18	Purchases - Allotment	331,615	315,981	(15,634)	2020 allotment maintained at \$1.00 per FTE student for schi allotment purchased by mem Allotment ).
E19	Purchases - Non-allotment	125,000	210,000	85,000	Offsets revenue received in Li
<b>SUB-TOTAL</b>		<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 69,591</b>	

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**Assumptions: No decrease to provincial operating grants; no cuts/reductions to government courier; no additional deliveries**

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**Yellowhead Regional Library  
2020 Operating Budget**

CLIENT SERVICES - LIBRARY DEVELOPMENT		PROJECTED			
		2019	2020	VARIANCE	
E20	Purchases - HQ Collections	\$ 220,000	\$ 220,000	\$ -	Online content, often in USD; members; includes provision of specialized topics for member leadership, supervision, techn
E21	Staff Expenses and Recruitment	7,250	15,000	7,750	Non-IT staff travel (fuel and m related costs. New staff vehicle increase to reflect plan of sen
E22	Workshops	14,000	15,500	1,500	YRL conference and in-house
<b>SUB-TOTAL</b>		<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 9,250</b>	

CLIENT SERVICES - TECHNOLOGY		PROJECTED			
		2019	2020	VARIANCE	
E23	Client Support	\$ 2,500	\$ 2,250	\$ (250)	Hot swap inventory and IT sta meals/hotels, if necessary).
E24	Leases and Licenses	120,000	101,650	(18,350)	Based on actuals; includes lice leasing and maintenance (oft storage resulted in cost increa
E25	TRAC Expenses	175,000	180,000	5,000	YRL's share of TRAC budget; r software licenses and online c
<b>SUB-TOTAL</b>		<b>\$ 297,500</b>	<b>\$ 283,900</b>	<b>\$ (13,600)</b>	

<b>TOTAL EXPENSES</b>	<b>\$ 3,131,666</b>	<b>\$ 3,209,863</b>	<b>\$ 78,197</b>
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**GENERAL FUND Surplus (Deficiency)  
Revenue Over Expenses**

<b>\$ 53,621</b>	<b>\$ 67,021</b>	<b>\$ 13,400</b>
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*Recommend allocating part of:*



*Assumptions: No decrease to provincial operating grants; no cuts/reductions to government courier; no additional deliveries*

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**Yellowhead Regional Library  
2020 Funds Budget**

REVENUE		2019	2020	General Fund 2019 vs 2020	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
R1	Operating Grant	\$ 1,425,939	\$ 1,405,640	(20,299)	-	-	-	1,405,640
R2	Deferred Gov't Contributions	-	-	-	157,000	-	-	157,000
R3	Local Appropriations	1,265,881	1,288,605	22,724	-	-	-	1,288,605
R4	School System Levy	150,967	154,139	3,172	-	-	-	154,139
R5	Contract Services	78,000	78,000	-	-	-	-	78,000
R6	Interest	37,500	55,000	17,500	-	-	-	55,000
R7	Additional Allotment	100,000	85,000	(15,000)	-	-	\$ -	85,000
R8	Non-allotment Sales	125,000	210,000	85,000	-	-	-	210,000
R9	Other Revenue	500	500	-	-	-	-	500
R10	Additional Services	1,500	0	(1,500)	-	-	-	-
<b>TOTAL REVENUE</b>		<b>\$ 3,185,287</b>	<b>\$ 3,276,884</b>	<b>\$ 91,597</b>	<b>\$ 157,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,433,884</b>

**EXPENSES**

**Administration**

E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	-	-	-	-	\$ 1,700
E2	Building Maintenance	44,000	40,000	(4,000)	-	-	-	40,000
E3	Employee Benefits	263,221	269,159	5,938	-	-	-	269,159
E4	Employee Salaries	1,345,539	1,339,157	(6,382)	-	-	-	1,339,157
E5	GST Expenses	0	0	-	-	-	-	-
E6	Insurance	10,750	10,700	(50)	-	-	-	10,700
E7	Library Grant Disbursements	56,016	56,016	-	-	-	-	56,016
E8	Memberships	18,500	14,000	(4,500)	-	-	-	14,000
E9	Office Supplies and Equipment	36,950	31,900	(5,050)	-	-	-	31,900
E10	Printing and Promotion	9,000	5,000	(4,000)	-	-	-	5,000
E11	Professional Services	92,500	105,000	12,500	-	-	-	105,000
E12	Staff Professional Development	26,000	26,750	750	-	-	-	26,750
E13	Telephone and Utilities	104,250	106,500	2,250	-	-	-	106,500
E14	Trustee Expenses	50,000	65,500	15,500	-	-	-	65,500
E15	Amortization of Capital Assets	-	-	-	236,000	-	-	236,000
<b>SUB-TOTAL</b>		<b>\$ 2,058,426</b>	<b>\$ 2,071,382</b>	<b>\$ 12,956</b>	<b>\$ 236,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,307,382</b>

**Bibliographic Services**

E16	Delivery	\$ 50,000	\$ 50,000	-	-	-	-	\$ 50,000
E17	Inter-library Loan Expenses	1,100	2,100	1,000	-	-	-	2,100
E18	Library Supplies and Shipping	26,775	26,000	(775)	-	-	-	26,000
E19	Purchases - Allotment	331,615	315,981	(15,634)	-	-	-	315,981
E20	Purchases - Non-allotment	125,000	210,000	85,000	-	-	-	210,000
<b>NOTE 1 (\$60,000 for Delivery Van)</b>		-	-	-	-	-	-	-
<b>SUB-TOTAL</b>		<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 69,591</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 604,081</b>

**Client Services-Library Development**

E22	Purchases - HQ Collections	\$ 220,000	\$ 220,000	-	-	-	-	\$ 220,000
E23	Staff Expenses and Recruitment	7,250	15,000	7,750	-	-	-	15,000
E24	Workshops	14,000	15,500	1,500	-	-	-	15,500
<b>NOTE 1 (\$40,000 for Staff Vehicle)</b>		-	-	-	-	-	-	-
<b>SUB-TOTAL</b>		<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 9,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,500</b>

**Client Services-Technology**

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## Yellowhead Regional Library 2020 Budget and 2021-2022 Projections

REVENUE		2019	2020	Projected 2021	Projected 2022
R1	Additional Allotment	\$ 100,000	\$ 85,000	\$ 85,000	\$ 85,000
R2	Additional Services	1,500	0	0	0
R3	Contract Services	78,000	78,000	78,000	78,000
R4	<i>Deferred Gov't Contributions</i>	<b>40,427</b>	<b>157,000</b>	<b>157,000</b>	<b>157,000</b>
R5	Interest	37,500	55,000	49,500	44,550
R6	Local Appropriations	1,265,881	1,288,605	1,314,378	1,334,093
R7	Non-allotment Sales	125,000	210,000	210,000	210,000
R8	Operating Grant	1,425,939	1,405,640	1,405,640	1,405,640
R9	Other Revenue	500	500	500	500
R10	School System Levy	150,967	154,139	153,369	152,602
<b>TOTAL REVENUE</b>		<b>\$ 3,225,714</b>	<b>\$ 3,433,884</b>	<b>\$ 3,453,387</b>	<b>\$ 3,467,385</b>

**EXPENSES****Administration**

E1	Bank Charges and Miscellaneous	1,700	1,700	1,717	1,734
E2	Building Maintenance	44,000	40,000	42,000	44,100
E3	Employee Benefits	263,221	269,159	274,540	280,031
E4	Employee Salaries	1,345,539	1,339,157	1,359,244	1,372,837
E5	GST Expenses	0	0	0	0
E6	Insurance	10,750	10,700	10,914	11,460
E7	Library Grant Disbursements	56,016	56,016	56,016	56,016
E8	Memberships	18,500	14,000	14,280	14,566
E9	Office Supplies and Equipment	36,950	31,900	32,538	33,189
E10	Printing and Promotion	9,000	5,000	5,100	5,202
E11	Professional Services	92,500	105,000	107,100	109,242
E12	Staff Professional Development	26,000	26,750	27,285	27,831
E13	Telephone and Utilities	104,250	106,500	108,630	110,803
E14	Trustee Expenses	50,000	65,500	66,810	68,146
E15	<i>Amortization of Capital Assets</i>	<b>185,000</b>	<b>236,000</b>	<b>212,400</b>	<b>191,160</b>
<b>SUB-TOTAL</b>		<b>\$ 2,243,426</b>	<b>\$ 2,307,382</b>	<b>\$ 2,318,575</b>	<b>\$ 2,326,316</b>

**Bibliographic Services**

E16	Delivery	50,000	50,000	52,500	55,125
E17	Inter-library Loan Expenses	1,100	2,100	2,100	2,100
E18	Library Supplies and Shipping	26,775	26,000	26,520	27,050
E19	Purchases - Allotment	331,615	315,981	317,561	319,149
E20	Purchases - Non-allotment	125,000	210,000	210,000	210,000
<b>SUB-TOTAL</b>		<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 608,681</b>	<b>\$ 613,424</b>

**Client Services-Library Development**

E21	Purchases - HQ Collections	220,000	220,000	224,400	228,888
E22	Staff Expenses and Recruitment	7,250	15,000	15,300	15,606
E23	Workshops	14,000	15,500	15,810	16,126
<b>SUB-TOTAL</b>		<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 255,510</b>	<b>\$ 260,620</b>

**Client Services-Technology**

E24	Client Support	2,500	2,250	2,273	2,295
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Yellowhead Regional Library

2019 Fund Reserves

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at December 31, 2018	\$ 203,784	\$ 188,521	\$ 1,392,019	\$ 1,378,655	\$ 188,591	\$ 3,351,57
Interfund Transfers	(203,784)			203,784		-
<b>Balance at 2018 Year End</b>	<b>\$ -</b>	<b>\$ 188,521</b>	<b>\$ 1,392,019</b>	<b>\$ 1,582,439</b>	<b>\$ 188,591</b>	<b>\$ 3,351,57</b>
<b>Excess to July 31, 2019</b>						
Revenue Over Expenses	\$ (326,780)					
Amortization to July 31, 2019		(67,389)				
Capital Asset Purchases		22,359	(22,359)			
Capital Asset Disposals		(54,562)				
Special Projects						
Deferred Contribution		23,481				
Conditional Capital Grant						
Indigenous Grant					(1,263)	
<b>Balance at July 31, 2019</b>	<b>\$ (326,780)</b>	<b>\$ 112,410</b>	<b>\$ 1,369,660</b>	<b>\$ 1,582,439</b>	<b>\$ 187,328</b>	<b>\$ 2,925,05</b>

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## 2020 Funds Budget

REVENUE		2019	2020	General Fund 2019 vs 2020	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
R1	Operating Grant	\$ 1,425,939	\$ 1,405,640	(20,299)	-	-	-	1,405,640
R2	Deferred Gov't Contributions	-	-	-	157,000	-	-	157,000
R3	Local Appropriations	1,265,881	1,288,605	22,724	-	-	-	1,288,605
R4	School System Levy	150,967	154,139	3,172	-	-	-	154,139
R5	Contract Services	78,000	78,000	-	-	-	-	78,000
R6	Interest	37,500	55,000	17,500	-	-	-	55,000
R7	Additional Allotment	100,000	85,000	(15,000)	-	-	-	\$ 85,000
R8	Non-allotment Sales	125,000	210,000	85,000	-	-	-	210,000
R9	Other Revenue	500	500	-	-	-	-	500
R10	Additional Services	1,500	0	(1,500)	-	-	-	-
<b>TOTAL REVENUE</b>		<b>\$ 3,185,287</b>	<b>\$ 3,276,884</b>	<b>\$ 91,597</b>	<b>\$ 157,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,433,884</b>

### EXPENSES

#### Administration

E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	-	-	-	-	\$ 1,700
E2	Building Maintenance	44,000	40,000	(4,000)	-	-	-	40,000
E3	Employee Benefits	263,221	269,159	5,938	-	-	-	269,159
E4	Employee Salaries	1,345,539	1,339,157	(6,382)	-	-	-	1,339,157
E5	GST Expenses	0	0	-	-	-	-	-
E6	Insurance	10,750	10,700	(50)	-	-	-	10,700
E7	Library Grant Disbursements	56,016	56,016	-	-	-	-	56,016
E8	Memberships	18,500	14,000	(4,500)	-	-	-	14,000
E9	Office Supplies and Equipment	36,950	31,900	(5,050)	-	-	-	31,900
E10	Printing and Promotion	9,000	5,000	(4,000)	-	-	-	5,000
E11	Professional Services	92,500	105,000	12,500	-	-	-	105,000
E12	Staff Professional Development	26,000	26,750	750	-	-	-	26,750
E13	Telephone and Utilities	104,250	106,500	2,250	-	-	-	106,500
E14	Trustee Expenses	50,000	65,500	15,500	-	-	-	65,500
E15	Amortization of Capital Assets	-	-	-	236,000	-	-	236,000
<b>SUB-TOTAL</b>		<b>\$ 2,058,426</b>	<b>\$ 2,071,382</b>	<b>\$ 12,956</b>	<b>\$ 236,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,307,382</b>

#### Bibliographic Services

E16	Delivery	\$ 50,000	\$ 50,000	-	-	-	-	\$ 50,000
E17	Inter-library Loan Expenses	1,100	2,100	1,000	-	-	-	2,100
E18	Library Supplies and Shipping	26,775	26,000	(775)	-	-	-	26,000
E19	Purchases - Allotment	331,615	315,981	(15,634)	-	-	-	315,981
E20	Purchases - Non-allotment	125,000	210,000	85,000	-	-	-	210,000
NOTE 1 (\$60,000 for Delivery Van)		-	-	-	-	-	-	-
<b>SUB-TOTAL</b>		<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 69,591</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 604,081</b>

#### Client Services-Library Development

E22	Purchases - HQ Collections	\$ 220,000	\$ 220,000	-	-	-	-	\$ 220,000
E23	Staff Expenses and Recruitment	7,250	15,000	7,750	-	-	-	15,000
E24	Workshops	14,000	15,500	1,500	-	-	-	15,500
NOTE 1 (\$40,000 for Staff Vehicle)		-	-	-	-	-	-	-
<b>SUB-TOTAL</b>		<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 9,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,500</b>

#### Client Services-Technology

E26	Client Support	\$ 2,500	\$ 2,250	(250)	-	-	-	\$ 2,250
E27	Leases and Licenses	120,000	101,650	(18,350)	-	-	-	101,650
E28	TRAC Expenses	175,000	180,000	5,000	-	-	-	180,000
E29	Special Projects Fund	-	-	-	-	-	25,000	25,000
<b>SUB-TOTAL</b>		<b>\$ 297,500</b>	<b>\$ 283,900</b>	<b>\$ (13,600)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 308,900</b>

<b>TOTAL EXPENSES</b>	<b>\$ 3,131,666</b>	<b>\$ 3,209,863</b>	<b>\$ 78,197</b>	<b>\$ 236,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 3,470,863</b>
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ALL FUNDS - Surplus (Deficiency) Revenue Over Expenses				\$ (79,000)	\$ -	\$ (25,000)	\$ (36,979)
GENERAL FUND - Surplus (Deficiency) Revenue Over Expenses	\$ 53,621	\$ 67,021	\$ 13,400				\$ 67,021

Staffing (Full-time equivalent)	18.72	19.12	0.40				NOTE 2
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NOTE 1: Purchases - Capital Assets				100,000	-	-	100,000
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NOTE 2: Reserve Fund Transfer to Operational Contingency Fund				67,021	-	-	67,021
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## 2020 Budget and 2021-2022 Projections

REVENUE		2019	2020	Projected 2021	Projected 2022
R1	Additional Allotment	\$ 100,000	\$ 85,000	\$ 85,000	\$ 85,000
R2	Additional Services	1,500	0	0	0
R3	Contract Services	78,000	78,000	78,000	78,000
R4	Deferred Gov't Contributions	40,427	157,000	157,000	157,000
R5	Interest	37,500	55,000	49,500	44,550
R6	Local Appropriations	1,265,881	1,288,605	1,314,378	1,334,093
R7	Non-allotment Sales	125,000	210,000	210,000	210,000
R8	Operating Grant	1,425,939	1,405,640	1,405,640	1,405,640
R9	Other Revenue	500	500	500	500
R10	School System Levy	150,967	154,139	153,369	152,602

<b>TOTAL REVENUE</b>	<b>\$ 3,225,714</b>	<b>\$ 3,433,884</b>	<b>\$ 3,453,387</b>	<b>\$ 3,467,385</b>
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### EXPENSES

#### Administration

E1	Bank Charges and Miscellaneous	1,700	1,700	1,717	1,734
E2	Building Maintenance	44,000	40,000	42,000	44,100
E3	Employee Benefits	263,221	269,159	274,540	280,031
E4	Employee Salaries	1,345,539	1,339,157	1,359,244	1,372,837
E5	GST Expenses	0	0	0	0
E6	Insurance	10,750	10,700	10,914	11,460
E7	Library Grant Disbursements	56,016	56,016	56,016	56,016
E8	Memberships	18,500	14,000	14,280	14,566
E9	Office Supplies and Equipment	36,950	31,900	32,538	33,189
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E11	Professional Services	92,500	105,000	107,100	109,242
E12	Staff Professional Development	26,000	26,750	27,285	27,831
E13	Telephone and Utilities	104,250	106,500	108,630	110,803
E14	Trustee Expenses	50,000	65,500	66,810	68,146
E15	Amortization of Capital Assets	185,000	236,000	212,400	191,160
<b>SUB-TOTAL</b>		<b>\$ 2,243,426</b>	<b>\$ 2,307,382</b>	<b>\$ 2,318,575</b>	<b>\$ 2,326,316</b>

#### Bibliographic Services

E16	Delivery	50,000	50,000	52,500	55,125
E17	Inter-library Loan Expenses	1,100	2,100	2,100	2,100
E18	Library Supplies and Shipping	26,775	26,000	26,520	27,050
E19	Purchases - Allotment	331,615	315,981	317,561	319,149
E20	Purchases - Non-allotment	125,000	210,000	210,000	210,000
<b>SUB-TOTAL</b>		<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 608,681</b>	<b>\$ 613,424</b>

#### Client Services-Library Development

E21	Purchases - HQ Collections	220,000	220,000	224,400	228,888
E22	Staff Expenses and Recruitment	7,250	15,000	15,300	15,606
E23	Workshops	14,000	15,500	15,810	16,126
<b>SUB-TOTAL</b>		<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 255,510</b>	<b>\$ 260,620</b>

#### Client Services-Technology

E24	Client Support	2,500	2,250	2,273	2,295
E25	Leases and Licenses	120,000	101,650	103,683	105,757
E26	Special Projects Fund	73,000	25,000	25,000	25,000
E27	TRAC Expenses	175,000	180,000	183,600	187,272
<b>SUB-TOTAL</b>		<b>\$ 370,500</b>	<b>\$ 308,900</b>	<b>\$ 314,556</b>	<b>\$ 320,324</b>

<b>TOTAL EXPENSES</b>	<b>\$ 3,389,666</b>	<b>\$ 3,470,863</b>	<b>\$ 3,497,322</b>	<b>\$ 3,520,684</b>
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<b>ALL FUNDS - Surplus (Deficiency)</b>				
Revenue Over Expenses	\$ (36,977)	\$ (36,979)	\$ (43,935)	\$ (53,299)
<b>GENERAL FUND - Surplus (Deficiency)</b>				
Revenue Over Expenses	\$ 53,621	\$ 67,021	\$ 36,465	\$ 5,861
Staffing (Full-time equivalent)	19.12	18.72	19.12	19.12

NOTE 1: Purchases - Capital Assets	100,000	85,000	60,000
NOTE 2: Reserve Fund Transfer to Operational Contingency Fund	67,021	36,465	5,861

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**2019 Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at December 31, 2018	\$ 203,784	\$ 188,521	\$ 1,392,019	\$ 1,378,655	\$ 188,591	\$ 3,351,570
Interfund Transfers	(203,784)			203,784		-
<b>Balance at 2018 Year End</b>	<b>\$ -</b>	<b>\$ 188,521</b>	<b>\$ 1,392,019</b>	<b>\$ 1,582,439</b>	<b>\$ 188,591</b>	<b>\$ 3,351,570</b>
<b>Excess to July 31, 2019</b>						
Revenue Over Expenses	\$ (326,780)					
Amortization to July 31, 2019		(67,389)				
Capital Asset Purchases		22,359	(22,359)			
Capital Asset Disposals		(54,562)				
Special Projects						
Deferred Contribution		23,481				
Conditional Capital Grant						
Indigenous Grant					(1,263)	
<b>Balance at July 31, 2019</b>	<b>\$ (326,780)</b>	<b>\$ 112,410</b>	<b>\$ 1,369,660</b>	<b>\$ 1,582,439</b>	<b>\$ 187,328</b>	<b>\$ 2,925,057</b>

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