

COUNTY OF PAINT EARTH NO. 18

COUNTY COUNCIL MEETING

TUESDAY, OCTOBER 1, 2024

9:00 A.M.

A G E N D A

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA
3. ADOPTION OF THE PREVIOUS MINUTES
 - A. Regular County Meeting Sept 17, 2024
4. PUBLIC HEARING
 - A. None.
5. DELEGATIONS
 - A. Doug Potter – Capital Power road construction concerns 9:00 a.m.
 - B. PACE Solar Project – Mannix Mine Solar Farm 9:30 a.m.
 - C. East Central Ambulance Association – Closed Session 10:30 a.m.
6. BUSINESS
 - A. RFD Central Mayors & Reeves 2024/25 Membership
 - B. RFD Parkland Regional Library System 2025 Budget Approval
 - C. RFD Appointment of County representative to Alberta Health working group
7. BYLAWS
 - A. None.
8. COUNCILLOR REPORTS
 - A. Verbal Reports.
9. ADMINISTRATION REPORTS

- A. Chief Administrative Officer Report
- B. Assistant Chief Administrative Officer Report
- C. Public Works Director Report
- D. Environmental Services Director Report
- E. Community Services Director Report

10. FINANCIAL

- A. None.

11. CORRESPONDENCE

- A. AUC Notice of Application – Obton Solar Canada Inc
- B. Nicholas Teekman re: Halkirk Viability Vote Letter to Minister McIver

12. CONFIDENTIAL ITEMS

- A. *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000 Chapter F-25: Part 1, Div 2, Sec 16(1)(a)(ii)

13. ADJOURNMENT

Upcoming Council Meeting Dates – October 16, November 19, December 3, December 17, 2024.
Council Meeting dates are subject to individual change and commence at 9:00 a.m.

Annual Organizational Meeting: - October 22, 2024, at 9:00 a.m.

COUNTY OF PAINTEARTH NO. 18
REGULAR COUNCIL MEETING
MINUTES
WEDNESDAY, SEPTEMBER 17, 2024

The Regular meeting minutes of the Council of the County of Paintearth No. 18 held in Council Chambers in the municipal office on Wednesday, September 17, 2024, commencing at 9:00 a.m.

IN ATTENDANCE:

Reeve:	Stan Schulmeister
Councillors:	Terry Vockeroth, Sandy Shipton, Diane Elliott, George Glazier, Dale Norton, Maurice Wiart
Chief Administrative Officer	Michael Simpson
Assistant Chief Administrative Officer	Lana Roth
Community Services Director:	Todd Pawsey
Environmental Services Director:	Jeff Cosens
Bylaw Enforcement Officer:	Colm Fitz-Gerald
Administrative Assistant:	Courtney Algot

CALL TO ORDER:

Reeve Schulmeister called the meeting to order at 9:01 a.m.

ADOPTION OF AGENDA:

09.17.24.798 Regular Council Meeting Agenda – September 17, 2024 - MOVED by Councillor Glazier to adopt the Regular Council Meeting Agenda of September 17, 2024
Carried

ADOPTION OF PREVIOUS MINUTES:

09.17.24.799 Regular County Council Meeting Minutes – September 4, 2024 – MOVED by Councillor Norton that the Previous Regular County Council Meeting Minutes for September 4, 2024, be approved as presented.
Carried

PUBLIC HEARING:

None.

BUSINESS:

09.17.24.800 RFD – Intermunicipal Collaborative Framework: County of Paintearth/MD of Provost - MOVED by Deputy Reeve Wiart that the County of Paintearth approve the renewal of the Intermunicipal Collaboration Framework between Paintearth County and the M.D. of Provost for an additional five-year term, as presented.
Carried

REGULAR COUNCIL MEETING
SEPTEMBER 17, 2024

09.17.24.801 RFD – Intermunicipal Development Plan: County of Paintearth/MD of Provost - MOVED by Councillor Glazier that the County of Paintearth approve the renewal of the Intermunicipal Development Plan between Paintearth County and the M.D. of Provost for an additional five-year term, as presented.

Carried

BYLAWS:

None.

COUNCILLOR REPORTS:

09.17.24.802 Councillor Reports – MOVED by Councillor Shipton to adopt the verbal Councillor Reports as information.

Carried

ADMINISTRATION REPORTS:

09.17.24.803 RFD – Remuneration from Rural Connect LTD: County Appointed Board Member- MOVED by Councillor Glazier that the County of Paintearth approve that the CAO, as a Council-appointed Board member for Rural Connect Ltd., be remunerated directly by Rural Connect for expenses and honorariums as per County Policy LE002.

Carried

09.17.24.804 Chief Administrative Officer's Report – MOVED by Councillor Norton to approve the Chief Administrative Officer's Report as presented.

Carried

09.17.24.805 Assistant Chief Administrative Officer's Report – MOVED by Councillor Glazier to approve the Assistant Chief Administrative Officer's Report as presented.

Carried

09.17.24.806 RFD – Intermunicipal Collaborative Framework: Flagstaff County - MOVED by Councillor Vockeroth that the County of Paintearth approve the renewal of the Intermunicipal Collaborative Framework between Paintearth County and Flagstaff County for an additional five-year term.

Carried

09.17.24.807 RFD – Intermunicipal Development Plan: Flagstaff County - MOVED by Councillor Elliott that the County of Paintearth approve the renewal of the Intermunicipal Development Plan between Paintearth County and Flagstaff County for an additional five-year term.

Carried

09.17.24.808 Community Services Director Report – MOVED by Councillor Shipton to approve the Community Services Director Report as presented.

Carried

Recess – the meeting recessed at 9:38 a.m.

Reconvene – the meeting reconvened at 9:57 a.m.

**REGULAR COUNCIL MEETING
SEPTEMBER 17, 2024**

FINANCIAL:

None.

CORRESPONDENCE:

None.

CLOSED SESSION:

09.17.24.809 **Closed Session** – MOVED by Councillor Norton that the County move to closed session at 9:59 a.m. to discuss items under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25: Part 1, Div. 2, Sec. 16(1)(c)(i), 21(1)(a), 23(1)(b)

Carried

09.17.24.810 **Closed Session** – MOVED by Councillor Norton that the County return to an open meeting at 11:20 a.m.

Carried

Recess – the meeting recessed at 11:21 a.m.

Reconvene – the meeting reconvened at 11:22 a.m. with no public present.

09.17.24.811 **RFD– Sale of County Lot in Fleet**- MOVED by Councillor Elliott that the County move to enter in negotiations for the sale of lot 9 located in Fleet under the terms and conditions discussed in camera.

Carried

09.17.24.812 **RFD– ATCO Transformer Upgrade Coronation Shop** - MOVED by Councillor Vockeroth that the County move to engage ATCO to install a 75 KVA 120/208V transformer at NE 12-37-11 W4 for an estimated County cost of \$58,000 to be funded from the County’s restricted building reserve in the final quarter of 2024.

Carried

ADJOURNMENT:

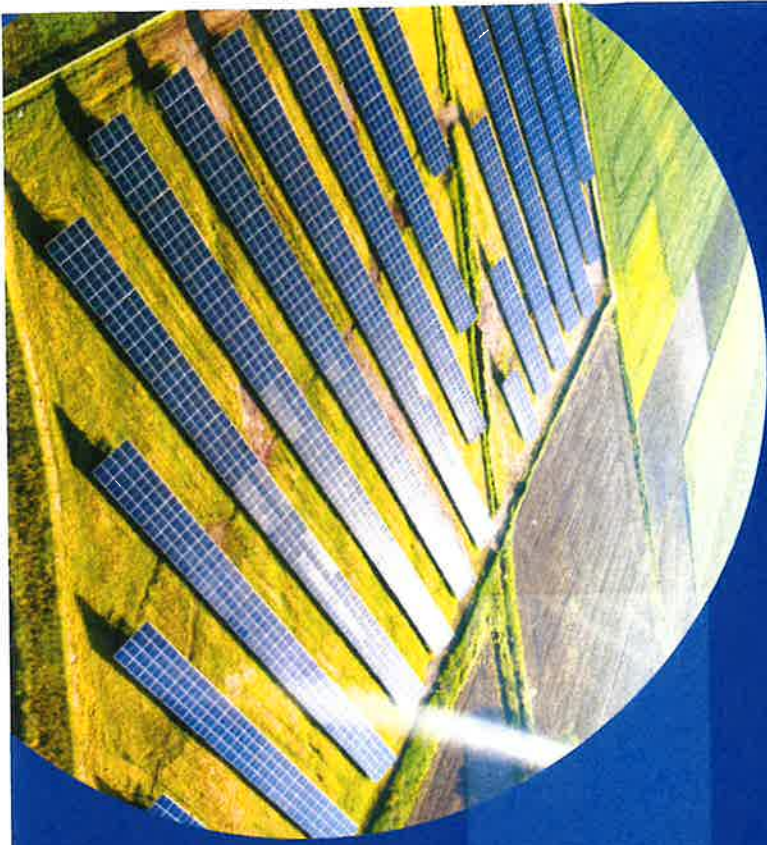
Reeve Schulmeister adjourned the meeting at 11:26 a.m.

These minutes approved this ____ day of _____, 20____.

Reeve

Chief Administrative Officer

Mannix Mine Solar Farm Update



A Solar Farm Proposal

Claude Mindorff
Director of Strategy
September 18, 2024



About PACE Canada

Who we are

- PACE Canada is a Canadian company jointly owned by Pathfinder Clean Energy in the UK, and Goldbeck Solar, a large-scale solar developer based in Germany.
- PACE is growing Canada's pipeline of clean energy community-based projects.

Our Focus

Invest, develop and manage:

- Utility Scale Solar
- Wind
- Battery Storage

Our Values

- Collaboration
- Accountability
- Passion

Solar Projects

Approximately 1.6GW of solar projects in the development pipeline



Distribution Projects

Hanna Sheerness
Caroline
Viking
Loughheed
Killam
Brooks
Hanna
Bassano
Wainwright

Transmission Projects

Mannix Mine
Paintearth
Wind River
Solar River
Joffre 3
Sheerness 3 & 4



Mannix Mine

From Coal to Solar



1954: Mannix Mine Opens



2021: Final load of coal

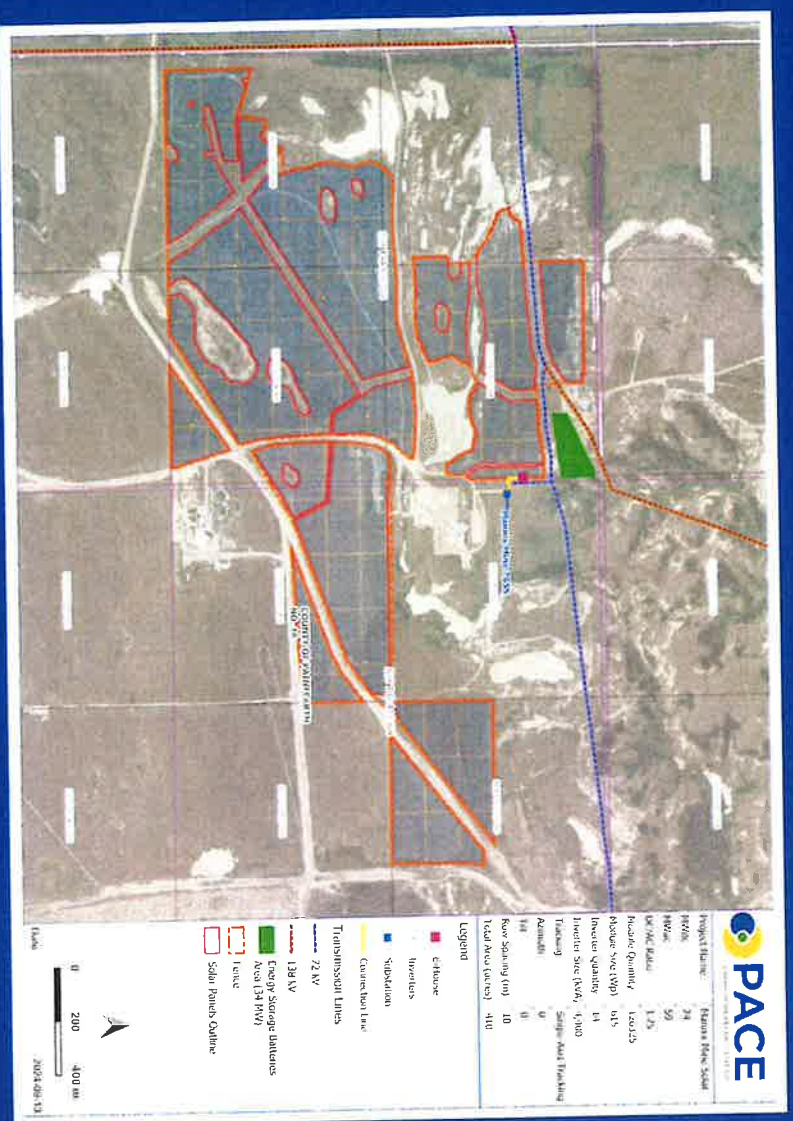


2026: Mannix Mine Solar Farm





Mannix Mine Project Details

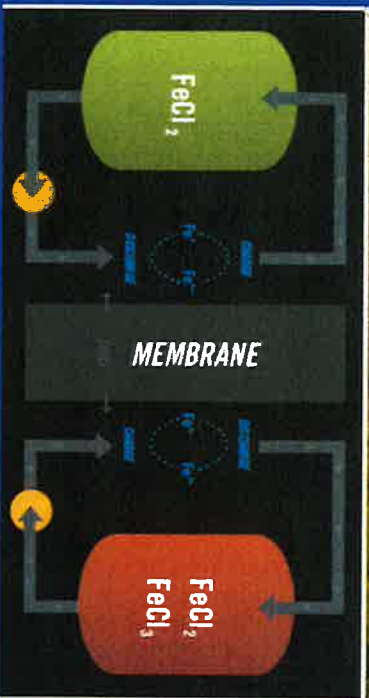


- Landowners:** WestMET
- Land:** 420 acres
- Substation:** ATCO Mannix 7655
- Mega Watts:** 59 MWac
- Solar Panels:** 128,424 LONGI LR5 bi-facial
- Inverters:** 14 x SMA 4,400 KVA
- Tracking:** Single axis
- Battery Energy Storage:** 34 MW ESS Iron-Flow Battery



Battery Energy Storage

Iron Flow



- Safe, sustainable and recyclable.
- Long duration to improve grid resiliency with up to 12 hours of storage.
- 25+ years life span with no capacity to fade or degrade.
- **NO** critical minerals such as vanadium, lithium, or cobalt, reducing the environmental impacts associated with the supply chain and reducing their lifecycle greenhouse gas footprint.
- ESS batteries are easy to site and safe to operate.



Battery Energy Storage

Iron Flow

- **Iron Salts:** The active material for the battery's electrochemical reactions. Iron is abundant, non-toxic, and inexpensive, making it an attractive choice for large-scale energy storage.
- **Electrolyte Solution:** Water with dissolved iron salts. The electrolyte solution facilitates the flow of ions across the battery, enabling energy storage and release.
- **Membrane:** A critical component that separates the two halves of the battery while allowing certain ions to pass through during the charging and discharging processes.
- **Titanium Electrodes:** Titanium is used for the electrodes due to its durability and resistance to corrosion, which are essential for the battery's longevity and efficiency.
- **Additives:** Various additives might be added to stabilize the electrolyte solution and enhance the battery's performance.



Battery Energy Storage System (BESS)

Lithium compared to Iron Flow

Lithium-ion Chemistry:

- Contain a wide variety of rare materials
- At end of life, chemistry classified as hazardous waste
- High recycling costs
- Highly combustible can result in thermal runaway

Iron flow Chemistry:

- Contain no toxic materials
- Designed to be broken down into components and recycled
- Are designed for a 25-year operating life without cell replacements required
- Not combustible
- Unable to self sustain a fire; no thermal runaway.
- Flow batteries have the lowest cradle to grave environmental impact of any BESS



Environmental Assessment

Strum Env. Consultants prepared a comprehensive environmental report that meets AEP-WM **Wildlife Directives**. The report includes wildlife habitat assessments and surveys, including pre-assessment surveys, bird migration surveys, and wetland delineation, to assess the impact on the local ecosystem and ensure all identified risks have been avoided or mitigated.

PACE has received a referral report from AEP noting the project has a low impact on wildlife, wetlands and water courses.



Environmental Assessment

Potential Risks & Mitigations



- Potential risks to sensitive bird species and amphibians due to the disturbance of natural and man-made wetlands.
- PACE will maintain buffer zones around wetlands and employ best practices to minimize habitat disruption.
- Construction will be timed to avoid critical wildlife periods.
- Continuous environmental monitoring is planned post-construction to manage and mitigate any long-term impacts and ensure compliance with environmental standards.

The Environmental Protection Plan and Conservation and Reclamation Plan are on the project website. The report has been sent to the AEP-WM, and PACE is awaiting a referral letter that will be shared on the project website once received - info.pathfinderce.com



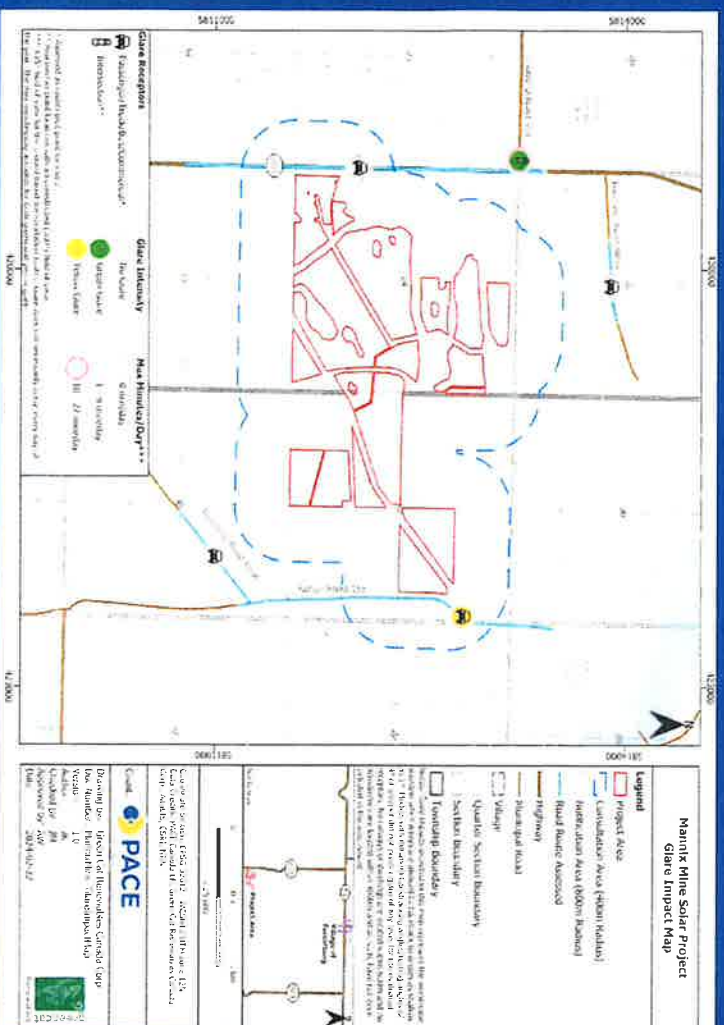
Solar Glare Hazard Assessment



- PACE hired Green Cat Renewables experts to conduct a glare assessment to assess any potential for temporary after-image within 800 m of nearby roads, dwellings, aviation traffic and communication towers, and 4,000 meters of aerodromes.
- The assessment analyzed glare impact at one nearby intersection, one highway, and three local roads. No railways or dwellings were within the specified range, nor were any aerodromes found close enough to be included in the assessment.



Solar Glare Hazard Assessment

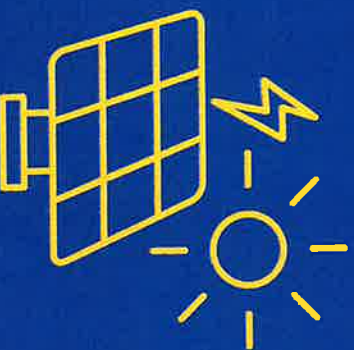
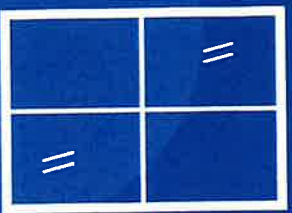


- The report shows minimal glare on assessed routes.
- The report concludes that with its current design and location, the Mannix Mine Solar Project poses a minimal yellow glare risk to nearby receptors and complies with Alberta Transportation and AUC Rule 007 requirements.
- The results will be available on the project website info.pathfinder.com



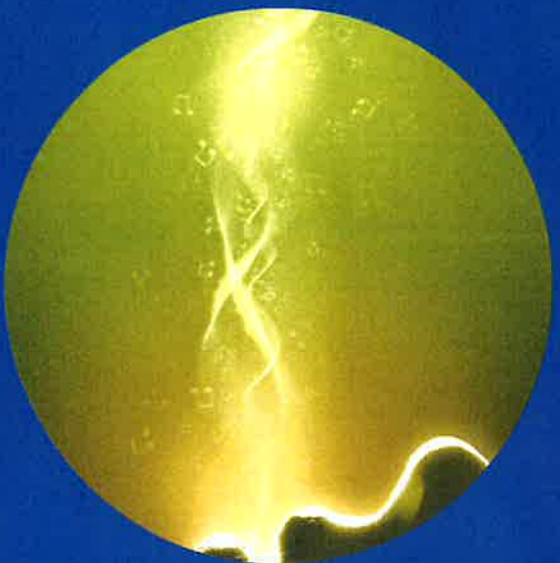
Solar Clare

- Solar panel reflects 3% of light
- Low-emissivity (low-e) glass reflects 40%-70% of light
- Mirrors reflect 99.9% of light



The Alberta Utilities Commission's Rule 007 requires developers to submit a Solar Clare Hazard Assessment conducted by qualified professionals in the field. The assessment must predict the solar glare within 800 metres from the boundary where the potential for glare is possible for highways, major roadways and railways, dwellings, communication towers and within 4000 metres for registered and unregistered aerodromes.

Noise Impact Assessment



- PACE hired Green Cat Renewables, leading experts in noise impact assessments, to assess the solar farm's noise impact on dwellings within a 1.5 km radius.
- Noise cannot exceed 50 decibels (the sound level of a normal conversation) during the day and 40 decibels at night (the sound of a typical household refrigerator).
- The report will be available on the project website - info.pathfinderce.com



Noise Impact Assessment

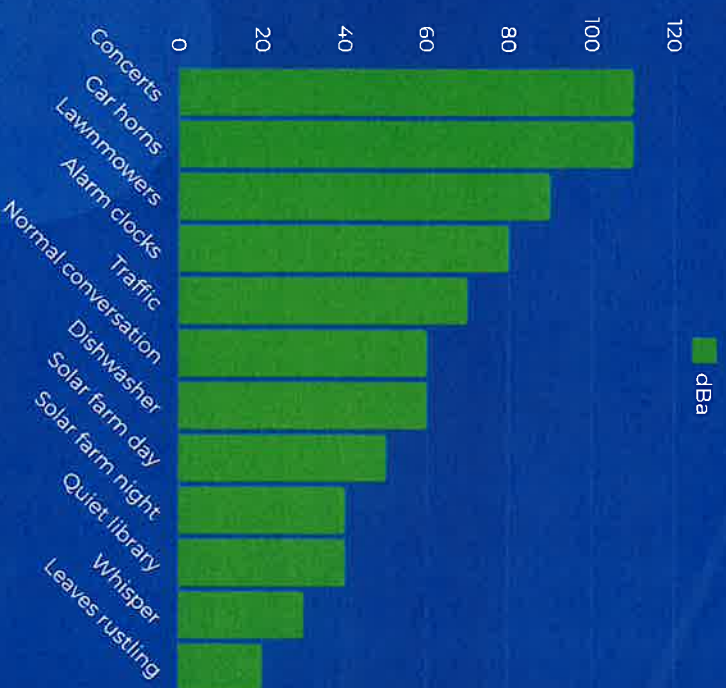


- The noise assessment focused on the 14 inverter/transformer stations and the substation as the primary noise sources.
- No residential structures were found within 1.5 km
- The study utilized software modelling to ensure compliance with the AUC's Rule 012 for noise control, predicting that the cumulative noise levels, including those from nearby energy-related facilities, would remain within permissible limits.
- The report concludes that the project sound levels comply with Rule 012.



Noise Impact Assessment

Noise levels of every day objects



The Alberta Utilities Commission regulates noise levels of renewable energy developments. All developers must provide Noise Impact Assessments conducted by experts demonstrating the project is in compliance Rule O12 as measured from the project boundary line:

50 dBa during the evening

40 dBa during the night

A project will not be permitted if it does not comply with Rule O12.



Solar Farm Benefits

Community Economic Benefits

- Approximately in annual property tax revenue.
- Approximately 100-150 temporary construction jobs and 2-3 full-time Operation and Maintenance jobs over the initial 30-year life of the project per annum.
- \$20,000 annually for investment in community initiatives.
- Local purchases to support operating costs.
 - Multiplier effect - \$2 generated for every dollar spent in the community.
- Creates non-traditional farm income for landowners.
- Supports community energy self-reliance.
- Availability of clean affordable energy helps attract new business to Alberta.
- Advisory to the municipality on renewable energy programs.
- Participation in PACE's economic development efforts around "Power to Products."
- Continued support of the agricultural sector through PACE's Agrivoltaics Farm Plan.



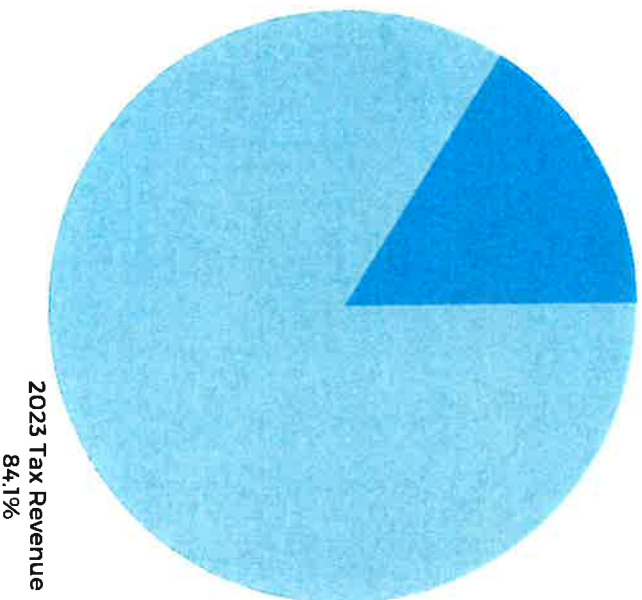
Solar Farm Benefits

- Helps Alberta and Canada achieve carbon emission reduction targets (Calculations based on a MW build).
 - 57,783 tonnes of annual GHG reductions
 - 1,504,120 tonnes of lifetime GHG reductions
 - Enough energy to power 11,036 Albertan homes
- Allows communities to achieve sustainable development goals.
- Supports the growth of native grass species and pollinators.
- Improves soil health.
- Protects wetlands.
- Conserves water (solar energy does not consume water resources unlike gas and coal).
- Allows for continued agricultural use.

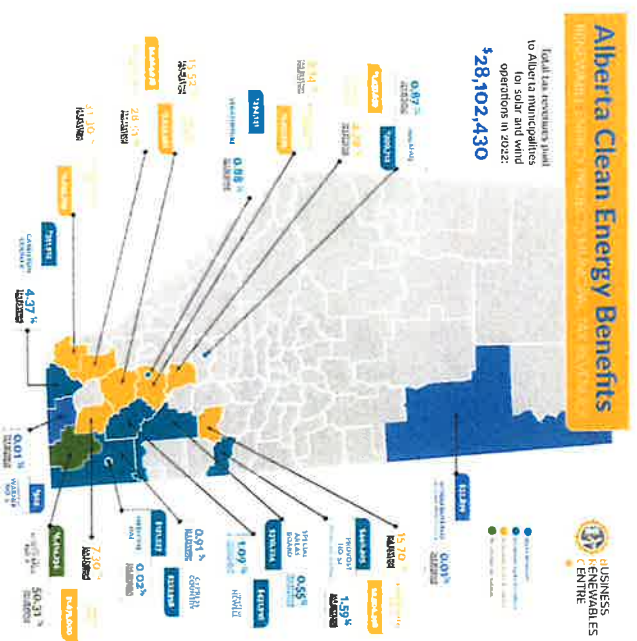
Mannix Mine Annual Tax Contributions

PACE tax contributions as a proportion of total tax revenue for Paintearth County (2023)

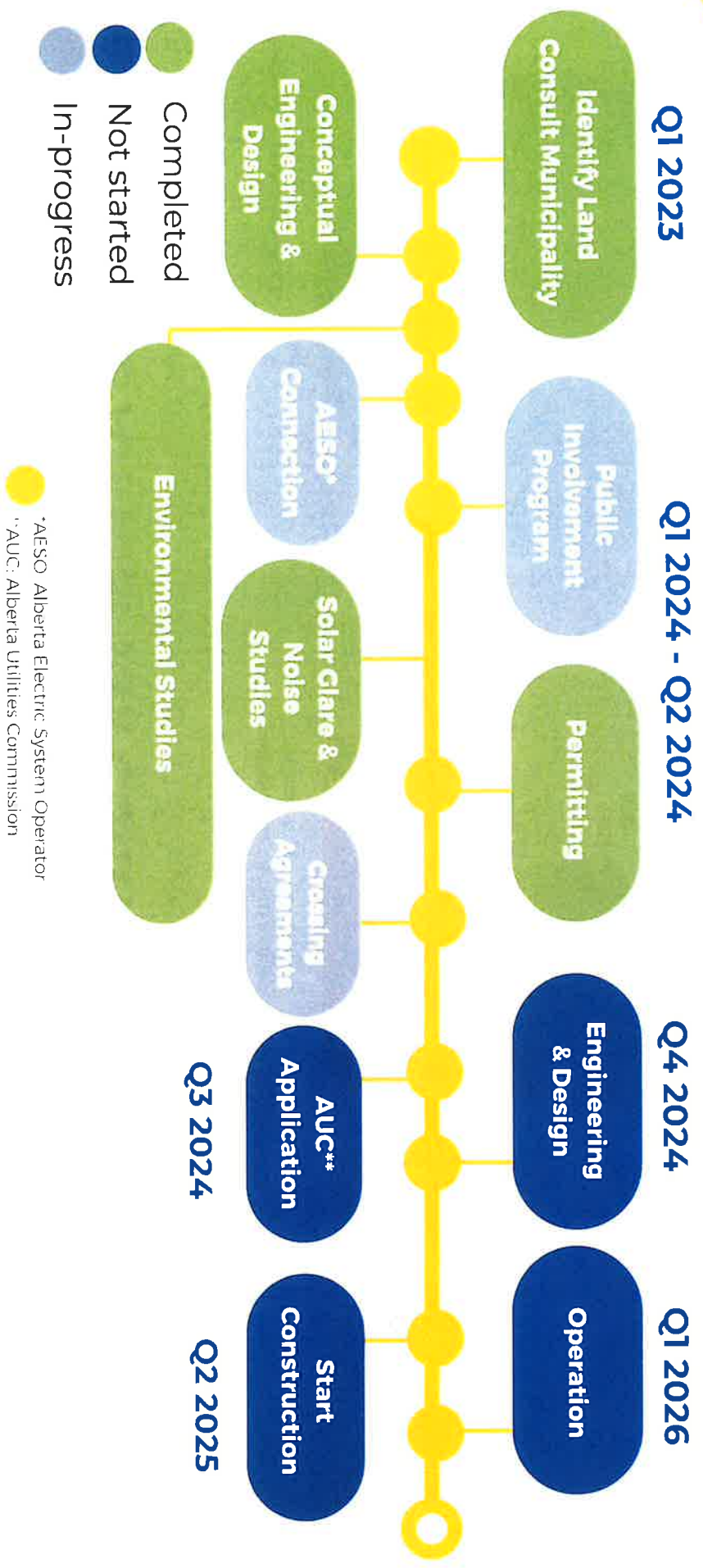
Estimated taxes from PACE
15.9%



Infographic: Alberta renewable energy municipal tax revenue map



Mannix Mine Timelines



Questions and Comments?



Clean-up Costs

The AUC requires developers to provide details on how they will ensure funds are available to cover the clean-up cost at the end of the project's lifetime.

- PACE begins investing in a fund through a central bank in year one on a per megawatt basis.
- The clean-up fund is built into the landowner lease agreement, where the landowner is named beneficiary should PACE become insolvent.
- The equipment has a salvage value of 25% of its cost.
- The total clean-up costs, including a surplus, will be reached by year 9 and account for inflation increases.



Waste Management




Circular economy principles

- 30 year warranty on solar panels & 15 year warranty on inverters.
- Solar farm materials are 90% recyclable:
 - Steel piles, racking & fencing are 100% recyclable
 - Inverters will be refurbished and reused.
 - Solar panels will be flash tested and reused in another location if warranted, or recycled.
 - Top soil preserved in berms will be reapplied to the lands.




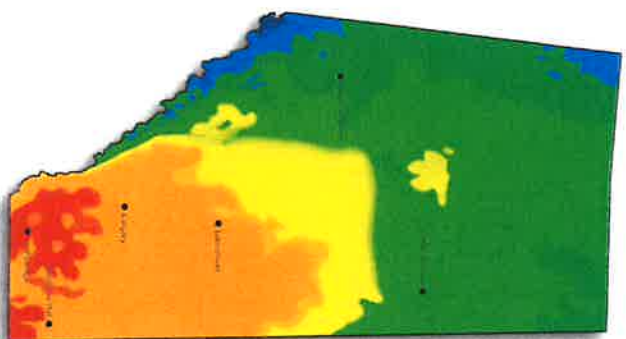
Agricultural Lands


 Agricultural Lands




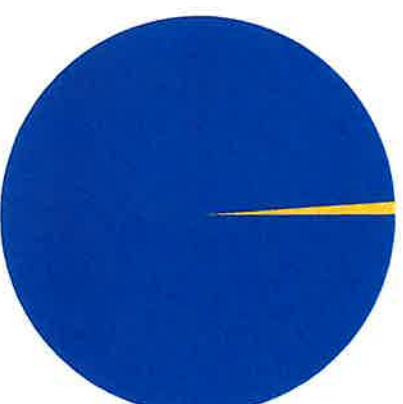
 1400 kWh solar energy / kW-yr

 1350 kWh solar energy / kW-yr



 Alberta's Agricultural lands - 49.2 million acres in 2021

 Land needed for renewables to achieve 'net zero' by 2035 (0.8%)



The real cause for the loss of agr. lands in Alberta:

- Urban expansion
- Rural residential subdivisions
- Oil and gas



Land use planning hub. (March 19, 2021). From farm to garden. <https://landusehub.ca/urban-agriculture>
 Jarril, U.; Bennington, A.; Pearce, J.M. The Agricultural Potential of Canada. Sustainability 2023, 15, 3228. <https://doi.org/10.3390/su15043228>
 Hastings, Sara; Ishaque, Simon & Therrien, Guillaume. October 2023. School of Public Policy. Farms, or solar farms? University of Calgary. Retrieved. <https://www.policyschool.ca/wp-content/uploads/2023/10/EE-TRENDS-SOLAR-OCT.pdf>

Emergency Response Plan (ERP)



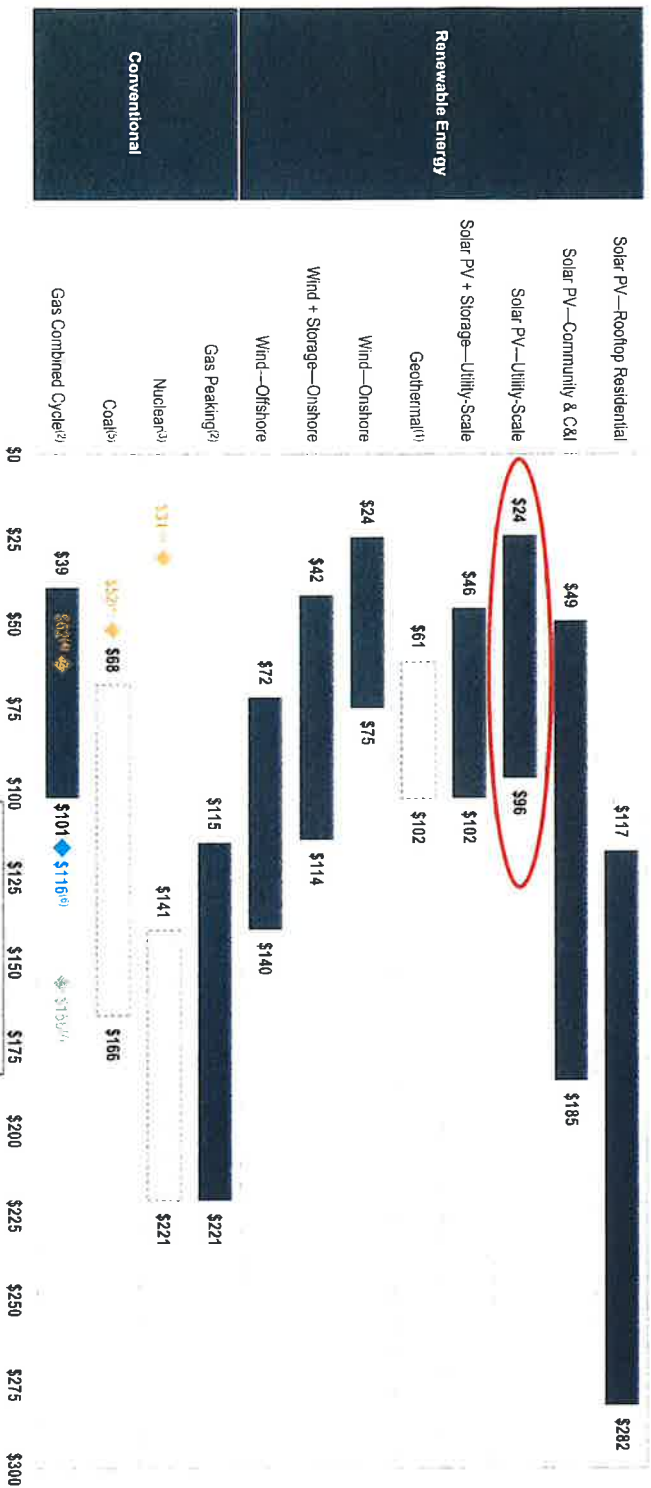
PACE develops a site-specific Emergency Response Plan and engages local fire authorities to gather feedback and ensure a mutual understanding and agreement of the ERP should a fire incident or injury occur.



Levelized Cost of Energy

Levelized Cost of Energy Comparison—Unsubsidized Analysis

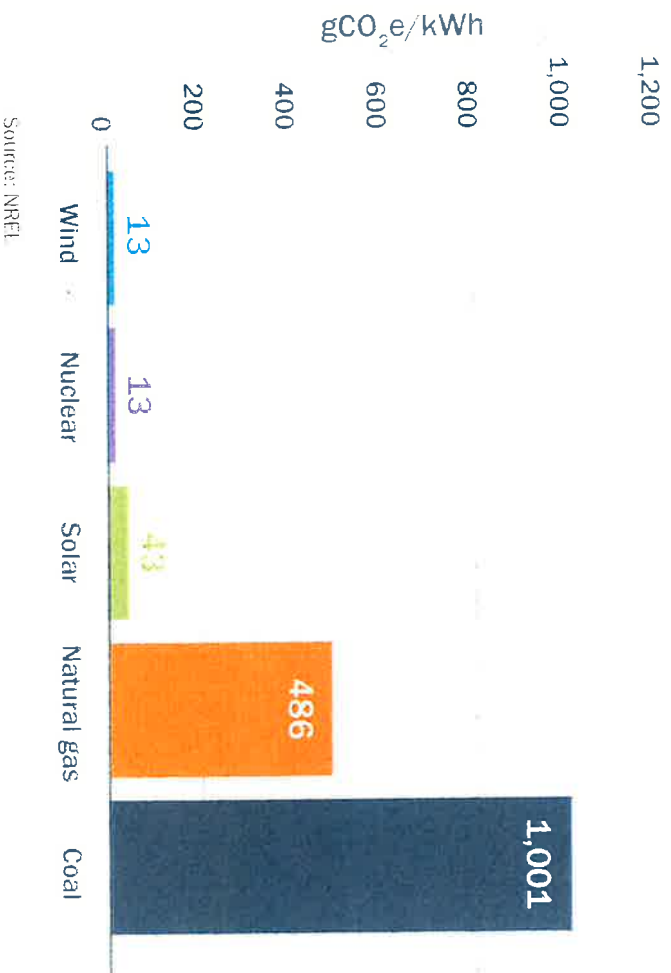
Selected renewable energy generation technologies are cost-competitive with conventional generation technologies under certain circumstances



Lazard's Levelized Cost of Energy. April 2023. Version 16. <https://www.lazard.com/research-insights/2023-levelized-cost-of-energy-plus/>

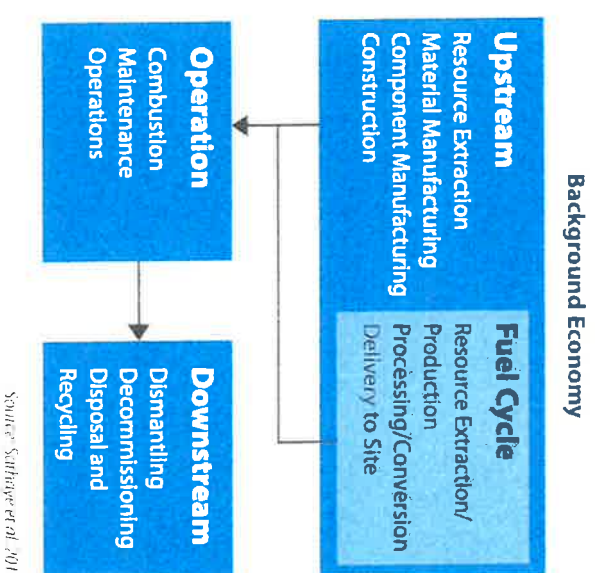
Lifecycle GHG Emissions by Energy Type

Median total life-cycle emissions

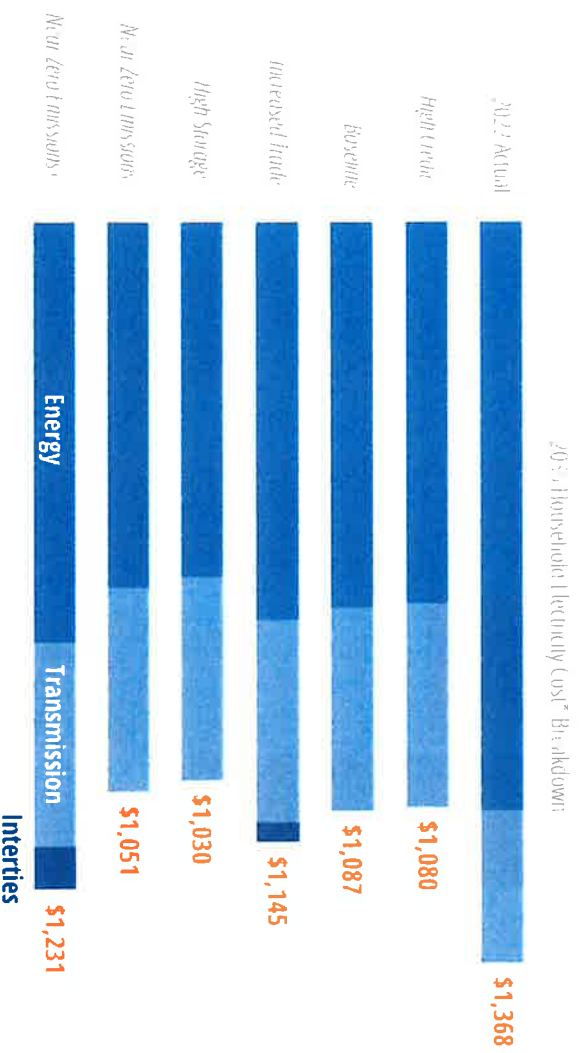


Source: NREL

Figure 1. Generalized life cycle stages for energy technologies



How Solar and Wind Affect the Cost of Electricity



The rapid expansion of solar and wind energy in Alberta will offset the cost of maintaining and expanding transmission infrastructure. The cost of electricity will be cheaper for consumer households in 2035 than it was in 2022.

Figure 16. Contributing factors in 2035 household cost estimates by scenario

* Prepared by the Centre for Energy Future Studies, 4000 Macleod Trail, S.E. Calgary, Alberta. For more information, visit <http://www.pacecanada.ca/rapid75-100-100>



Property Values



- Property values are an under-studied topic that can depend on several factors, such as the size of the solar farm, proximity of homes, the local real estate market, and community attitudes towards renewable energy.
- The research findings are mixed. Studies show a range of property values changes from -1 % to 2.5%
- Largest factor on property value is subjective perception toward renewables



Hail



- Solar panels are designed and tested to withstand a certain degree of impact.
- PACE solar panels are certified to meet international standards for impact resistance, which specify the size and velocity of hailstones that the panels should be able to withstand without significant damage.
- After a hailstorm, solar panels are inspected for visible damage, such as cracks or dents, and a qualified technician assesses the panels for any internal damage that may affect their performance. Repairs or replacements are made as necessary.



Required Studies

Regulations and Guidelines

- AEPA Wildlife Directive for Alberta Solar Energy Projects, 2017
- AUC Rule 007 Applications for Power Plants, Substations, Transmission Lines, Industrial System
- Designations, Hydro Developments and Gas Utility Pipelines, 2021
- Sensitive Species Inventory Guidelines, 2013
- Guidelines for Rare Vascular Plant Surveys in Alberta, 2012
- Alberta Bird Migration Survey Protocol, 2020
- Wildlife Directive for Alberta Solar Energy Projects, 2017
- Locations of all wetlands and watercourses identified within the proposed Project areas are documented, and all wetlands classified as per the Alberta Wetland Classification System
 - Alberta Environment and Sustainable Resource Development, 2015
- The boundaries of wetlands identified during surveys delineated as per the Alberta Wetland Identification and Delineation Directive (Government of Alberta 2015) with the use of satellite imagery.
- Watercourses classified according to the Pre-application Requirements for Formal Dispositions (AEP 2019)



County of Paintearth No. 18

6a)

Request for Decision

Title: Town of Penhold – Central AB Mayors & Reeves

Meeting: Regular Council Meeting

Meeting Date: October 1, 2024

Issue/Background:

The County Administration has received an invoice for the 2024/25 Annual membership fee of \$150 to participate as a member of the Mayor & Reeves Group, run by the Town of Penhold.

Paintearth County has not been a member in the past. This group was previously managed by Eckville and meets quarterly to discuss challenges and opportunities as well as hears presentations from guest speakers on topics of interest.

Financial:

Annual membership fee of \$150.00

Policy/Legislation:

N/A

Recommendations:

1. Council declines the invitation to participate in the Mayors & Reeves Group and does not send payment to the Town of Penhold.
2. Council chooses to send payment to the Town of Penhold and participates in the Mayors and Reeves Group and appoints the Reeve and/or Deputy Reeve to attend.



County of Paintearth No. 18

6b)

Request for Decision

Title: Parkland Regional Library System 2025 Budget and Requisition

Meeting: Regular Council Meeting

Meeting Date: October 1, 2024

Issue/Background:

Parkland Regional Library System requires member approval in order to pass their 2025 Budget for operations. The 2025 Budget provided by the Parkland Regional Library Board contains expenses of \$3,900,392 which indicates an increase in expense of \$72,213 over the 2024 budget of \$3,828,179.

Financial:

The per capita requisition required by Parkland to achieve their budget funding target has been set at \$9.81, which is an increase of \$0.63 per capita over the 2024 budget's per capita rate of \$9.18.

The PRLS Budget is built based on the assumption that the Alberta Government's operating grant will remain at \$4.75 per capita.

Policy/Legislation:

Under the Parkland Regional Library System Agreement, clause 8.2, two-thirds majority support from members of the PRLS must approve the budget in order for it to be implemented.

Under the same agreement, the population of the municipality that is applied to the per capita rate is deemed to be the most recent population figure recognized by Alberta Municipal Affairs.

Recommendations:

1. Council approve the proposed PRLS 2025 Operating Budget and send correspondence to Parkland Regional Library System indicating that Paintearth County has given member-approval.
2. Council issue payment when requisition documents have been received from PRLS at the rate set forward in the requisition.

Prepared By: Michael Simpson, Chief Administrative Officer



Proposed BUDGET 2025

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

Salaries with staff added to new grid

	Present Budget	Proposed Budget
	2024	2025
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
TOTAL Income	3,828,179	3,900,392
Support Materials & Services Direct to Libraries		
2.1 Alberta Rural Library Services Grant	452,928	452,928
2.2 Allotment Funds Issued to Libraries	262,277	251,794
2.3 Computer Maint. Agree. Software licenses	231,308	236,627
2.4 Cooperative Collection Fund	30,000	30,000
2.5 eContent Platform fees, Subscriptions	66,050	66,850
2.6 On Reserve, On Settlement Grant expenses	84,756	84,756
2.7 Freight	1,200	1,200
2.8 Internet Connection Fees	8,820	11,025
2.9 Library Services Tools	6,530	6,700
2.10 Marketing/Advocacy	20,000	20,000
2.11 Member Library Computers Allotment	69,391	66,608
2.12 Outlets - Contribution to Operating	800	800
2.13 Periodicals	1,000	1,000
2.14 ILL Postage for libraries	2,300	2,300
2.15 Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16 Vehicle expense	56,000	58,000
2.17 Workshop/Training expense	14,000	14,000
PRL Circulating Collections		
2.18 Audio Book	5,000	5,000
2.19 eContent	67,500	75,000
2.20 Large Print	12,000	12,000
2.21 Programming Kits	5,000	5,000
2.22 Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
Cost of Services		
3.1 Audit	21,000	25,000
3.2 Bank expenses	1,700	1,500
3.3 Bank Investment Fees	4,700	4,700
3.4 Building-Repairs/Maintenance	23,500	27,250
3.5 Dues/Fees/Memberships	13,000	13,000
3.6 Insurance	25,000	26,500
3.7 Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8 Photocopy	4,000	4,000
3.9 Salaries	1,777,903	1,828,510
3.10 Salaries - Employee Benefits	376,916	387,644
3.11 Staff Development	20,000	20,000
3.12 Supplies/Stationery/Building	29,000	29,000
3.13 Telephone	8,500	9,000
3.14 Travel	8,000	3,500
3.15 Trustee expense	26,000	26,000
3.16 Utilities	34,000	34,000
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.18	9.81

Notes for the Parkland Regional Library System Budget 2025

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.

8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents. Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.

By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requestion paid by each municipality in 2024 and 2025.

Parkland Regional Library System



Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$251,794
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$272,608
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$236,627
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$11,025
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$141,850
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$58,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,700
Contribution to Outlet Libraries*		\$800
Materials Discount	(41% in 2023)	\$115,536
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,025,190
Requisition		\$2,178,075
Difference Between Levy & Direct Return		92% \$152,885

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Parkland Regional Library System
Requisition Comparison for 2024 to 2025

Municipality	2024		2025		Requisition increase or decrease 2024 to 2025
	Treasury Board Population Estimates 2022		Municipal Affairs Population Lists 2023		
	Billing population	per Capita rate \$9.18	Billing population	per Capita rate \$9.81	
1 Village of Alix	835	7,665.30	774	7,592.94	(72.36)
2 Village of Alliance	150	1,377.00	166	1,628.46	251.46
3 Village of Amisk	198	1,817.64	219	2,148.39	330.75
4 Town of Bashaw	778	7,142.04	848	8,318.88	1,176.84
5 Village of Bawlf	425	3,901.50	412	4,041.72	140.22
6 Town of Bentley	1,037	9,519.66	1,042	10,222.02	702.36
7 Village of Big Valley	341	3,130.38	331	3,247.11	116.73
8 SV of Birchcliff	145	1,331.10	211	2,069.91	738.81
9 Village of Bittern Lake	234	2,148.12	216	2,118.96	(29.16)
10 Town of Blackfalds	11,962	109,811.16	10,470	102,710.70	(7,100.46)
11 Town of Bowden	1,271	11,667.78	1,280	12,556.80	889.02
12 City of Camrose	19,847	182,195.46	18,772	184,153.32	1,957.86
13 Camrose County	9,208	84,529.44	8,504	83,424.24	(1,105.20)
14 Village of Caroline	464	4,259.52	470	4,610.70	351.18
15 Town of Carstairs	4,988	45,789.84	4,898	48,049.38	2,259.54
16 Town of Castor	881	8,087.58	803	7,877.43	(210.15)
17 Clearwater County	12,099	111,068.82	11,865	116,395.65	5,326.83
18 Village of Clive	823	7,555.14	775	7,602.75	47.61
19 Town of Coronation	905	8,307.90	868	8,515.08	207.18
20 Village of Cremona	452	4,149.36	437	4,286.97	137.61
21 Village of Czar	230	2,111.40	248	2,432.88	321.48
22 Town of Daysland	810	7,435.80	789	7,740.09	304.29
23 Village of Delburne	889	8,161.02	919	9,015.39	854.37
24 Town of Didsbury	5,092	46,744.56	5,070	49,736.70	2,992.14
25 Village of Donalda	207	1,900.26	226	2,217.06	316.80
26 Town of Eckville	1,158	10,630.44	1,014	9,947.34	(683.10)
27 Village of Edberg	152	1,395.36	126	1,236.06	(159.30)
28 Village of Elnora	291	2,671.38	288	2,825.28	153.90
29 Flagstaff County	3,614	33,176.52	3,694	36,238.14	3,061.62
30 Village of Forestburg	928	8,519.04	807	7,916.67	(602.37)
31 SV of Gull Lake	202	1,854.36	226	2,217.06	362.70
32 SV of Half Moon Bay	35	321.30	65	637.65	316.35
33 Town of Hardisty	465	4,268.70	548	5,375.88	1,107.18
34 Village of Hay Lakes	525	4,819.50	456	4,473.36	(346.14)
35 Village of Heisler	157	1,441.26	135	1,324.35	(116.91)
36 Village of Hughenden	230	2,111.40	213	2,089.53	(21.87)
37 Town of Innisfail	7,672	70,428.96	7,985	78,332.85	7,903.89
38 SV of Jarvis Bay	219	2,010.42	213	2,089.53	79.11
39 Town of Killam	844	7,747.92	918	9,005.58	1,257.66
40 City of Lacombe	14,229	130,622.22	14,258	139,870.98	9,248.76
41 Lacombe County	10,807	99,208.26	10,283	100,876.23	1,667.97
42 Village of Lougheed	281	2,579.58	225	2,207.25	(372.33)
43 Mountain View County	13,877	127,390.86	12,981	127,343.61	(47.25)
44 SV of Norglenwold	275	2,524.50	306	3,001.86	477.36
45 Town of Olds	9,567	87,825.06	9,209	90,340.29	2,515.23
46 Paintearth County	2,138	19,626.84	1,990	19,521.90	(104.94)
47 SV of Parkland Beach	154	1,413.72	168	1,648.08	234.36
48 Town of Penhold	3,928	36,059.04	3,484	34,178.04	(1,881.00)
49 Town of Ponoka	7,518	69,015.24	7,331	71,917.11	2,901.87
50 Ponoka County	10,372	95,214.96	9,998	98,080.38	2,865.42
51 Town of Provost	1,870	17,166.60	1,900	18,639.00	1,472.40
52 MD Provost	2,183	20,039.94	2,071	20,316.51	276.57
53 Red Deer County	21,930	201,317.40	19,933	195,542.73	(5,774.67)
54 Town of Rimbey	2,625	24,097.50	2,470	24,230.70	133.20
55 SV of Rochon Sands	79	725.22	97	951.57	226.35
56 Town of Rocky Mtn. House	6,603	60,615.54	6,765	66,364.65	5,749.11
57 Village of Rosalind	184	1,689.12	162	1,589.22	(99.90)
58 Village of Sedgewick	816	7,490.88	761	7,465.41	(25.47)
59 Town of Stetter	5,752	52,803.36	5,695	55,867.95	3,064.59
60 Stettler County	5,777	53,032.86	5,666	55,583.46	2,550.60
61 SV of Sunbreaker Cove	94	862.92	131	1,285.11	422.19
62 Town of Sundre	2,544	23,353.92	2,672	26,212.32	2,858.40
63 Town of Sylvan Lake	16,802	154,242.36	15,995	156,910.95	2,668.59
64 SV of White Sands	135	1,239.30	174	1,706.94	467.64
	231,303	2,123,361.54	222,026	2,178,075.06	54,713.52 TOTAL

Brief Notes – September 2025

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Increased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning - also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level - reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels - includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 - since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

Complete Notes to the 2025 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget	Proposed Budget
	2024	2025
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
TOTAL Income	3,828,179	3,900,392

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

Support Materials & Services Direct to Libraries		2024	2025
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued to Libraries:

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

2.3 Computer Maint. Agree.

Software Licences:

line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, licensed services for the Polaris integrated library system, and small non-capital IT items such as monitors and bar code scanners.

2.4 Cooperative Collection:

designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

2.5 eContent Platform fees and Subscription fees:

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

2.6 On Reserve, On

Settlement Grant Exp:

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

2.8 Internet Connection

Fees:

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated— includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2024 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

reduced due to lower system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

held at \$800 - funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.

2.13 Periodicals:

held at 2024 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage

Reimbursement for Libraries:

held at 2024 level - based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

2.15 Supplies purchased

Cataloguing/Mylar:

held at 2024 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

increased slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2024 level – used to support the physical audiobook collection.

2.19 eContent: increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: held at 2024 level to help refresh the collection.

2.21 Programming Kits: held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

2.22 Reference Materials: held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2024	2025
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204

Cost of Services – line details

- 3.1 Audit:* increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider - includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.
- 3.4 Building-Repair/Maintenance:* increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

*3.5 Dues/Fees/
Memberships:*

held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)

3.6 Insurance:

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

*3.7 Janitorial/Outdoor
Maint. Expense:*

increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.

3.8 Photocopy:

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

3.9 Salaries:

to reflect the current staffing levels – includes new salary grid and compensation policy implementation.

*3.10 Salaries-Employee
Benefits:*

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

3.11 Staff Development:

funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.

*3.12 Supplies/Stationery/
Building:*

based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget 2024	Proposed Budget 2025
TOTAL Income	3,828,179	3,900,392
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.18	9.81

Budget Supplement

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2025
Amortization Reserve	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$64,913 A
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0 B
Technology Reserve	
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$44,400 -B)</i>	\$250,400
	\$315,313
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0 C
	\$0
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - PRLS assets	\$19,980 B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$24,420 B

Vehicle Reserve

Proceeds from the sale of vehicles \$0 C

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

Technology Reserve

Budgeted for member library computers \$66,608

\$111,008

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$64,913 A

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

Amortization expense anticipated for building \$78,939

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

\$143,852



CAO Report

Meeting: Regular Council Meeting

Meeting Date: October 1, 2024

1. September 18 – Present:

- a. Meeting with Auditor regarding audit-related matters pertaining to Paintearth County and Paintearth Regional Waste Management.
- b. Discussions with Connect Operations VP regarding Brownfield broadband project.
- c. Collective Bargaining with IUOE Local 955.
- d. Meeting with members of Council and Deputy Health Minister and President of Treasury and Finance regarding East Central Zone health service delivery solutions.
- e. Meeting with Planning and Development regarding road allowance development for future residential north of Castor.
- f. Meeting with Environmental Services Director regarding Crowfoot Lift Station Upgrades and truck fill.
- g. Discussions with solar contractor regarding onsite timelines for Administration Building array and Public Works site work for transformer upgrade.
- h. Final review and execution of Canada Community Building Fund (CCBF) Agreement commencing April 1, 2024.
- i. Review and execution of Crowfoot Truck Fill Tender Document regarding the Crowfoot sewer project.
- j. Review and corrections to minutes of regular council meeting Sept 17.
- k. Discussions with Community Services Director regarding Fleet Lot Purchase Agreement revisions.
- l. Review of agenda package materials
- m. Respond to information requests from IOUE 955 prior to Collective Bargaining to provide information related to the upcoming Bargaining sessions.
- n. Review of BRAED Agreement and analysis of implications of terms and conditions for parties involved.
- o. Review of Safety 2023 Action Plan outstanding items, pre-audit.
- p. Discussions with Councillors regarding fiber-optic related project matters current and future
- q. Discussions with ratepayers regarding bylaw enforcement questions

Report Prepared By: _____ Michael Simpson, Chief Administrative Officer



County of Paintearth
No. 18

96)

Assistant CAO Report

Meeting: Regular Council

Meeting Date: October 1, 2024

1. Continued correspondence with legal regarding tax collection from outstanding oil and gas properties,
2. September 16 – begin second course in NAALAA Level 2 (Organizational Design Management)
3. September 18 – meeting with Ascend regarding upcoming interim audit and other upcoming changes for County and entities
4. September 25-26 – Union Negotiations
5. Office Closure Request – As done in prior years, we are asking Council's permission to close the administration office and public works shop on December 23. As well as close the administration office to the public from 12:00-4:30 on December 31 to allow staff to complete year end processes.

Prepared By: Lana Roth, Assistant Chief Administrative Officer



County of Paintearth
No. 18

9c)

Director's Report

Department: Public Works

Meeting: Regular Council Meeting

Date: October 1, 2024

1. Road graveling has been basically completed for the year. We are currently fixing up some backroads / trails through out the county with screenings.
2. Culverts, new approaches, back sloping in the final push before freeze up.
3. Bridge replacement of BF 7175 has been completed. Final inspection done and looked good.
4. Our Safety officer has completed an external safety audit for the Town of Stettler. This process involves a lot of work includes interviews, compiling all the safety forms and grading their program.
5. Gravel tender closes on October 4th.

Prepared By: Bryce Cooke



County of Paintearth No. 18

9d)

Director's Report

Department: Environmental Services

Meeting: Regular Council Meeting

Meeting Date: October 1, 2024

ASB

- I would like to schedule an ASB meeting for this month. There is a meeting on October 17 for the Central Region ASB Conference so either the week before or the week after. I am assuming I should let know others on the Board that it would be the week after.

Utilities

- The Crowfoot Upgrades and the Truck Fill upgrades are just getting under way.
- The schedule for the truck fill is to be completed by November.
- All scheduled work is to be completed by December.
- These are just best guesses as of last week as the contractor still had not heard from his sub yet on the electrical.

Director's Report

Department: Community Services

Meeting: Regular Council Meeting

Meeting Date: October 1, 2024

1. Planning and Development

- i) IDP renewals – please see the attached emails from Stetler County regarding not needing to officially review the IDP and ICF for another 5 yrs. We would be advised to motion acceptance of the two agreements for the next 5 yrs.
- ii) Fleet North Wind Project – attached is a request from ATCO EnPower to utilize a 2 mile stretch of ROW along TR370 between RR123 and 125 east of Fleet. They have no participating or cooperating land owners for that stretch and require one collector line to be located within the ROW. As our policy states – attached for your info – this ROW is a 100' ROW and would meet policy as such.

Prepared By: Todd Pawsey, Director of Community Services

Todd Pawsey

Subject: FW: IDP Formal review - 5 year mandate

From: Craig Teal <cteal@stettlercounty.ca>
Sent: September 24, 2024 11:46 AM
To: Todd Pawsey <TPawsey@countypaintearth.ca>
Subject: RE: IDP Formal review - 5 year mandate

Hi Todd,

Sorry for the delay in getting back to you. The County of Stettler agrees to defer the review of the IDP to 2029 on the assumption that if anything pressing comes up before then we could always initiate discussions.

Craig Teal, RPP MCIP
Director of Planning & Development
County of Stettler

t: 403-742-4441 x 119
f: 403-742-1277
e: cteal@stettlercounty.ca
w: www.stettlercounty.ca

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Todd Pawsey

Subject: FW: IDP Formal review - 5 year mandate

From: Craig Teal <cteal@stettlercounty.ca>
Sent: September 30, 2024 10:07 AM
To: Todd Pawsey <TPawsey@countypaintearth.ca>
Cc: Yvette Cassidy <ycassidy@stettlercounty.ca>
Subject: RE: IDP Formal review - 5 year mandate

Hi Todd,

Our Administration does not see a need to review the ICF per se but we would like to emphasize the need to discuss connection to the regional water system. This discussion can occur under the existing ICF.

Craig Teal, RPP MCIP
Director of Planning & Development
County of Stettler

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Todd Pawsey

From: Chavez, Julia <julia.chavez@atco.com>
Sent: September 27, 2024 10:43 AM
To: Todd Pawsey
Subject: RE: TR 370 is widened - ROW usage
Attachments: FNW_Collector_RoadROW_Proposed_2024-09-24.pdf

Good Moring Todd,

As discussed, please find the attached plan for the proposed collector line within the county TWP 370 road. There will be three units, 1 collector line within the county ditch line. We anticipate the work to take about a 1 week to complete and we'll ensure to compile a traffic mitigation plan that meets the county regulations. There will be equipment and vehicles parked alongside the road while the work is being conducted. The crew is planning to trench using a cable reeling and backfill/reclaim the area.

We understand we may not be able to get an official approval however, if we could have a something close to a guarantee that the proposed work will be approved, we can include this in our package to the EPC.

If you have any questions or concerns, please feel free to contact me.

Thank you,

Julia Chavez
Surface Land Analyst

C. 403.969.8580
A. 5302 Forand St SW, Calgary, AB, Canada T3E 8B4



[ATCO.com](https://www.atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

From: Chavez, Julia
Sent: Thursday, September 5, 2024 11:23 AM
To: Todd Pawsey <TPawsey@countypaintearth.ca>
Subject: RE: TR 370 is widened - ROW usage

Hi Todd,

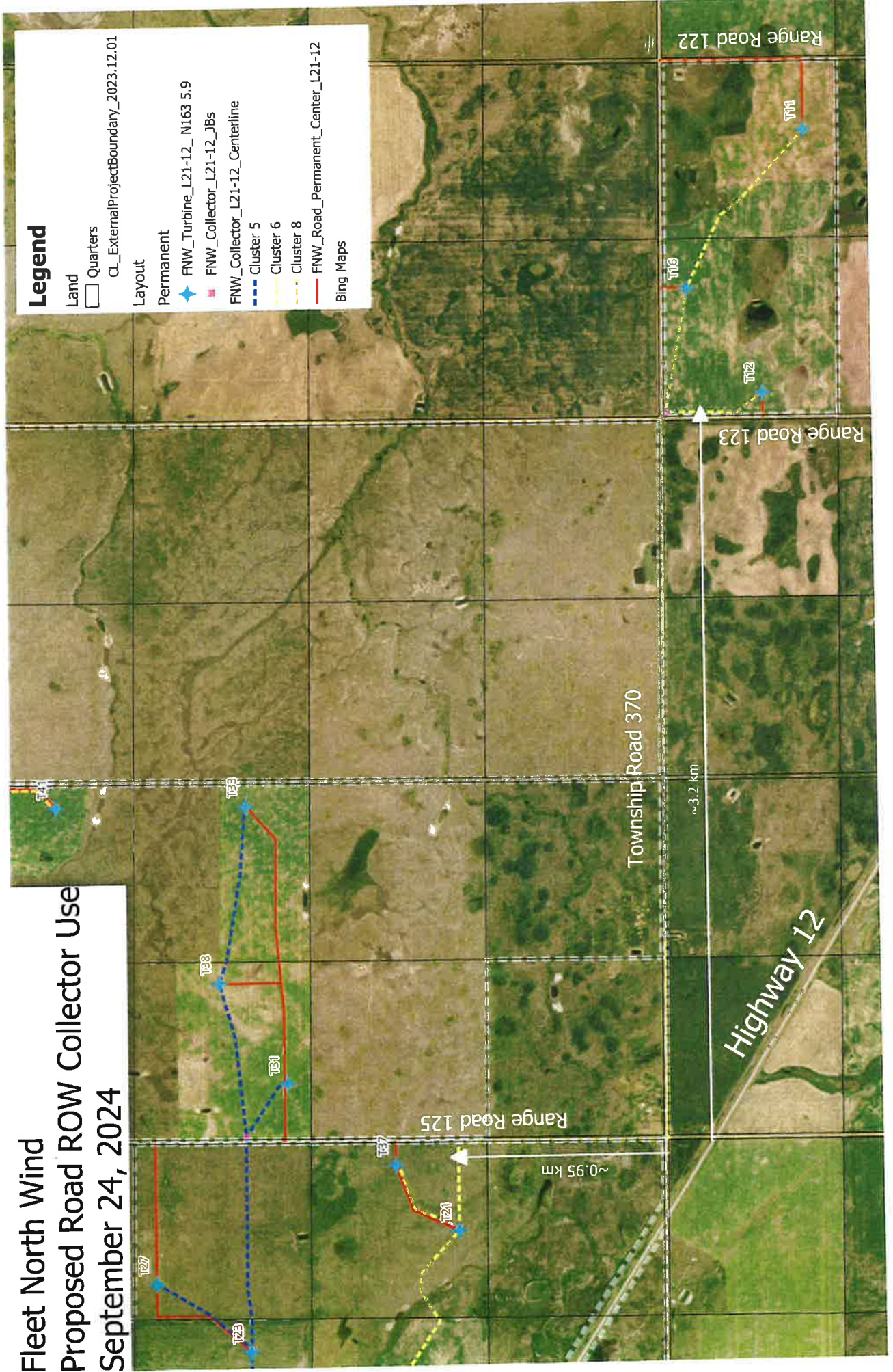
Thank you for the information, I have updated the team.

Julia Chavez
Surface Land Analyst

C. 403.969.8580
A. 5302 Forand St SW, Calgary, AB, Canada T3E 8B4



Fleet North Wind Proposed Road ROW Collector Use September 24, 2024



Title: Pipelines, Well Equipment & Utilities – Right-of-Ways

Policy: PW 019

Section: Public Works

PURPOSE: To establish an administrative procedure for locating pipelines, permanent well equipment and utility lines that parallel or intersect County road allowances.

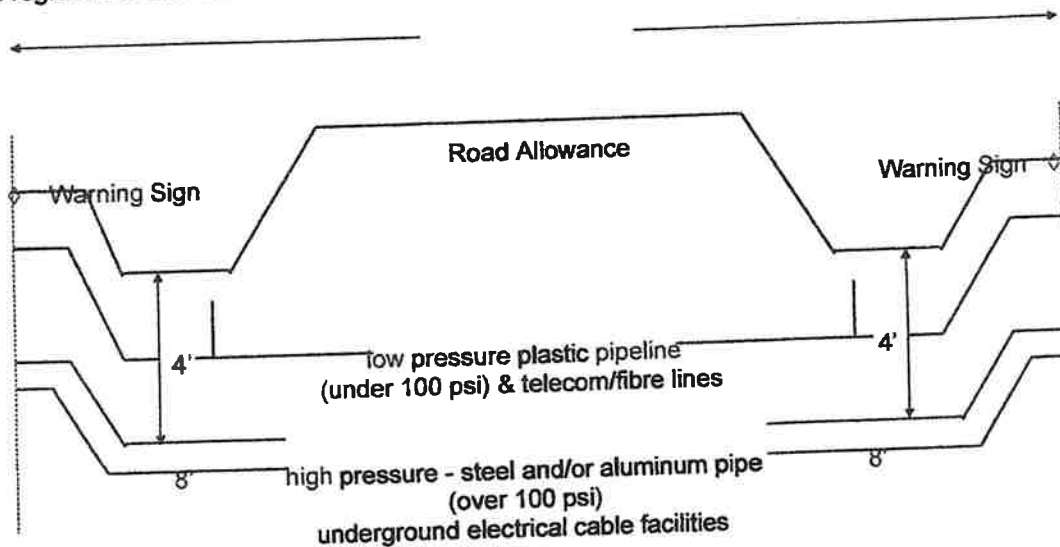
POLICY STATEMENT: Council of the County of Paintearth No. 18 recognizes the need for locating pipelines, well equipment and utility lines to parallel or cross under road allowances. The County administration is hereby authorized to approve requests to have pipelines, well equipment, or utility lines parallel or cross under road allowances subject to the following regulations. A list of approved pipelines, well equipment and utility line locations shall be provided to Council as information.

Persons wishing to construct, repair, or replace a pipeline, oil or gas well, or utility line within, under, parallel and across a road allowance must submit a letter together with a map clearly showing the route or location of the pipeline/utility crossing(s) to the Development Officer.

1. Developed road allowances shall be crossed using the boring method unless otherwise approved.
2. Undeveloped road allowances may be crossed using the open cut method of crossing.
3. Low pressure plastic pipelines as well as fibre optic or telecommunications lines crossing municipal road allowances must be placed at a minimum depth of 1.22 meters (4 feet) below the existing ditch bottom. The depth of the pipeline shall be maintained for the entire width of the road allowance or 15.24 meters (50 feet) from the centre line of the road whichever is greater.
4. High pressure steel and aluminum pipelines and all electrical lines crossing municipal road allowances must be placed at a minimum depth of 2.44 meters (8 feet) below the existing ditch bottom. The depth of the pipeline shall be maintained for the entire width of the road allowance or 15.24 meters (50 feet) from the centre line of the road whichever is greater.
5. Warning signs shall be placed on either side of the road allowance to identify the location of the buried services. These signs are to be maintained by the owner of the services.
6. Each application by an electrical, telecom, oil, gas pipeline or company to cross a road allowance with a high-pressure pipeline or other utility line shall be accompanied by a three hundred (\$300.00) fee for each road allowance crossed as per Schedule of Fees Bylaw. All local Gas Co-op facilities are exempt from the fees within this policy.
7. The applicant and/or successor must agree in writing to:
 - i) save harmless and keep indemnified the County of Paintearth No. 18 from and against any liability which the County of Paintearth No. 18 may sustain or be liable for, in consequence of having permitted the applicant to cross the road allowance with a pipeline or utility service;
 - ii) the applicant and/or successor must agree in writing to re-locate their buried services at their own expense when required by the County of Paintearth No. 18 due to road construction; and
 - iii) Maintain all road crossings at the expense and responsibility of the owner.
8. County officials are to be notified one working day prior to commencing with the pipeline/utility road allowance crossing.
9. All pipeline/utility road allowance crossings shall be restored to their original condition or to the satisfaction of the Council.

- 10. The placement of well equipment, pipelines or buried electrical and telecom utilities near roads or right-of-ways shall be as follows:
 - i) all permanent well equipment, oil and gas pipelines and risers (and related permanent equipment) must be at least 40 metres from centre line of right-of-way.
 - ii) overhead electrical and telecom utilities may be parallel and located 0.6 m within the boundary of the right-of-way.
 - iii) buried electrical and telecom utilities may be allowed parallel to right-of-way's of 100' located 0.6 m within the boundary of the right-of-way at a minimum depth of 3' subject to County approval.
 - iv) the placement of any parallel pipelines within the right-of-way is strictly prohibited.
 - v) all crossings are preferred to be 90 degree perpendicular to the right-of-way however bored crossings within 45 degrees may be approved where circumstances warrant.
 - vi) no crossings will be allowed within 30 m of an intersection.

- 11. Specific to rural commercial or industrial parks accessed by an internal service road, utilities and other buried services may be allowed within a designated utility corridor located within the right-of-way of the internal service road. This would be subject to having the utility corridor surveyed and protected as such within a plan registerable at a Land Titles Office.



Council Approved: May 17, 2022	Resolution #05.17.22.175
Reference: Former Policy 695	Originally Approved: January 20, 1983
Administrative Responsibility: Chief Administrative Officer	Reviewed: May 17, 2022
Review Cycle: As required	

Notice of application Coronation Solar Project

Obton Solar Canada Inc. has filed an application for a solar power plant in Paintearth County

Proceeding 29142
Application 29142-A001

The Alberta Utilities Commission (AUC), the independent utilities regulator, will be considering the power plant application in Proceeding 29142. If you feel you may be affected by this application you can provide input to the AUC to review before it makes its decision.

Written submissions are due October 10, 2024.

Obton Solar Canada Inc. has applied to construct and operate a 19.6-megawatt solar power plant approximately three kilometres south of Coronation, Alberta. The project would be located on 105 acres of privately owned agricultural land within Section 36, Township 35, Range 11, west of the Fourth Meridian. The application has been filed under the *Hydro and Electric Energy Act*. The location of the Coronation Solar Project is shown on the map attached to this notice.

Additional information about the application

The application and any associated documents are publicly available and can be accessed from the eFiling System on the AUC website www.auc.ab.ca. Alternatively, for more information about what is being applied for, or for a copy of the application, please contact:

O'Hara Management Inc.
Richard Haas
Phone: 780-655-2552
Email: rh@ohara.partners

For more information about how you may become involved in this proceeding, please contact us or visit our website and review the information under "Get involved."

Submissions

If you wish to participate in this proceeding, please visit our website and log in to the eFiling System, go to Proceeding 29142, and register to participate under the "registered parties" tab. For guidance on how to use the eFiling System, please visit www.auc.ab.ca/how-to-use-efiling. Alternatively, please contact us at 310-4AUC (310-4282) in Alberta or info@auc.ab.ca for more information or assistance with filing your submission. The lead application officer, Chad Bergeron, can also be contacted at 403-592-4534 or by email at chad.bergeron@auc.ab.ca.

The AUC may make its decision without further notice or process if no written submissions are received.

Submissions must include your name, address, phone number, legal land location, description of your land in relation to the proposed development and a description of your interest in the land, your business, or your activities which may be affected by the proposed project. Please also briefly describe the issues you would like the AUC to consider when making its decision.

Privacy

To support an open and transparent process, information you send to the AUC will be publicly available through the AUC's eFiling System. If there is confidential information you would like to file, a request must be made in advance of filing your submission.

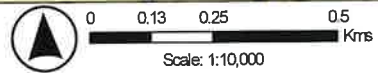
Issued on September 13, 2024.

Alberta Utilities Commission



Legend

-  Project Boundary
-  Substation



Data Source: Alberta Environment and Parks Esri Canada, Esri, TomTom, Garmin, SafeGraph, METANASA, USGS, EPA, USDA, NRCan, Parks Canada, Esri Community Maps Contributors, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METANASA, USGS, EPA, US Census Bureau, USDA, NRCan, Parks Canada

Coronation Solar Project



Coronation Area
Proceeding No. 29142
Obton Solar Canada Inc.

116)

September 30, 2024

The Honourable Ric McIver
Minister of Alberta Municipal Affairs
320 Legislature Building
10800 – 97th Avenue
Edmonton, Alberta T5K 2B6

RECEIVED
SEP 30 2024

Ph; (780) 427-3744 Fx: (780) 422-9550

Dear Honourable Minister McIver:

I am writing to you “on behalf of myself”, as a tax-paying, law-abiding, private citizen for more than twenty years in the village of Halkirk.

This letter is sent in follow-up to the Halkirk viability meeting on September 24, 2024. At this meeting, it was pointed out to the Ministry’s representatives that, since Halkirk’s last viability review, - for a provincial government whose brand is to cut red tape, and which has a Minister to cut red tape -, the village of Halkirk was been buried with bureaucratic red tape.

Being a village councillor is basically a thankless no pay or low pay job. This burden is increased with many committees, FTEs, etc. At only 90 (?) Electors, Halkirk has neither a sufficient number of people nor the gene pool to meet those onerous conditions.

At that meeting, the following approach was suggested:

1. **If it is the will of the Minister**, based on the information contained herein, it is respectfully requested to **IMMEDIATELY delay the Halkirk Viability vote from October 8, 2024 to the end of October or beginning of November** to allow the affected parties to review this proposal and either modify “Option 2: become a Hamlet” or include what is proposed herein (item (I) attached) as an Option 3 in the Viability Vote. If a delay is granted, it could be broadcast on Stettler’s country radio station on FM 93.3.
2. Under the Alberta Societies Act, establish “Halkirk Estates”, which is described herein (item (I) attached) for local village accounts administration.
3. Establish a Halkirk Electors list which is described in item (II) attached. For a village which is 112 years old, this is crucial for its existential viability vote and the potential establishment of the proposed “Halkirk Estates” administration corporation.
4. Redefine the “Accumulated Surplus, End of Year” accounting entry (see item (III) attached).

Details on the above listed concerns are elaborated in items (I), (II), and (III) attached.

The above proposal was verbally outlined at Halkirk's viability meeting on September 24, 2024.

Thank you for your attention to these matters.

Respectfully yours



Nicholas Teekman
211 George Street
P. O. Box 23
Halkirk, Alberta
T0C 1M0

(403) 884-2022

c.c.: - **Jan Koenraadt,**

Mayor

Halkirk Village Council
(403) 884-2464 Halkirk administration office
(403) 740-2964 home

- **Michael Simpson,**
Chief Administrative Officer

County of Paintearth Council
(403) 882-3211

- **Sharlene Brown**
Returning Officer

17th Floor Commerce Place
10155 - 102 Street NW
Edmonton, Alberta T5J 4L4
Dial 310-0000, then (780) 427-2225

(I). Establish "Halkirk Estates" as a Society

1. "Halkirk Estates" is created under the Alberta Societies Act.
2. All and only Electors whose principal residence is the village of Halkirk are automatically voting members.
3. The principal residence of all Directors' is the village of Halkirk.
4. After an initial General Meeting, where members elect initial directors, subsequent meetings are called by at least 2 directors or, for example, by at least 10% of the membership, only as needed.
5. **The County of Paintearth contracts with "Halkirk Estates"** to provide local administration, operation and maintenance, and other services as needed.
6. Directors retain a secretary-administrator, town man/foreman, summer student, and others at their pleasure, within the contract with the County of Paintearth.
7. Secretary-Administrator:
 - a) Directs town man/foreman, summer student, other and salary payments to same and self.
 - b) Produces, distributes, monthly utility billing then collects and deposits receipts.
 - c) Distributes property tax notices as prepared by the County of Paintearth and collects payment, and deposits same to the County of Paintearth account.
 - d) Handles local minor complaints/issues. Major complaints/issues are transferred to the County of Paintearth CAO.
 - e) Produces monthly Halkirk newsletter.

"Halkirk Estates" is responsible for collecting utility payments in arrears.

"Halkirk Estates" secretary-administrator distributes County of Paintearth's property tax notices, collects and deposits payments to the County of Paintearth account, but the County of Paintearth is responsible for collecting property taxes in arrears.

8. **Features**

- a) Flexibility, particularly regarding the terms of directors. The primary advantage of this design is Flexibility at the local level since directors can be replaced or removed at any time without involving the provincial government.
- b) Reduces Halkirk administrative burden for the County of Paintearth CAO.

9. **County of Paintearth**

The County of Paintearth handles all political administration, i.e. Paintearth county bylaws in existence now or in the future automatically apply to the residents of Halkirk, development permits, building permits, committees, determine mill rate & property taxes, capital expenditure planning, capital expenditures for Halkirk, Halkirk liability (& other) insurance, animal control, etc.

(II). Halkirk Elector's list

The production of the village of Halkirk **electors list for all electors resident in Halkirk as at October 7, 2024** (or other date), as in the *Local Authorities Election Act* (as at December 15, 2022), of sections 47, 48, 49, 50, and 51 specifically in Section 50. This Elector list is essential for Halkirk's Viability vote and the establishment of "Halkirk Estates" as a Society.

Marcy Renschler, Halkirk's current CAO, has access to all the names and addresses of Halkirk's utility customers and property tax payers. This Elector's list could be done in one day.

NOTE:

The two residences on the east side of Range Road 160 in Halkirk (the Gondas, Brodersons), even though they pay Halkirk gas, water and sewage utilities, they are residents of the County of Paintearth.

The three residences on Alberta Avenue west of the Halkirk transfer station, even though they pay Halkirk gas, water and sewage utilities, they are residents of the County of Paintearth.

The election officer/enumerator should be provided/appointed by the Government of Alberta (since they are running this viability vote), or through bylaw of Halkirk village council (Section 50. *Local Authorities Election Act* (as at December 15, 2022)).

Electors, who are those residents whose principal residence is the village of Halkirk, vote for their local Paintearth councillor.

(III) Accumulated Surplus, End of year

Based on information provided by the Ministry at the Halkirk viability meeting on September 24, 2024, this nomenclature conflates fixed asset dollars with liquid asset dollars which hides cash flow problems at the bottom line.

Fixed Assets

- a) Are sunk costs, namely, they are not recoverable.
- b) Instead they are depreciated over time according to rates assigned to specific asset classes where these rates are determined either by government fiat or by Generally Accepted Accounting Principles (GAAP).
- c) This amortization is provided as an operating expense in Exhibit 1, even though there is no actual physical exchange of money for this expense. Rather it shows up as a physical transfer of cash to the lender for the pay down of interest and capital for a physical loan for which the quantity and amount is determined by the lender.

Liquid Assets

- a) In my view
Liquid Assets are cash, namely they are readily movable into or out of an organization's Operations as Revenue or Expenses.
- b) In any given year, there can be an
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES (Exhibit 1).
- c) This should be applied against the "money in the bank" at the beginning of the year to determine
The ACCUMULATED CASH SURPLUS/DEFICIT, END OF YEAR
If there is a deficit at the end of the year, then the organization will have to have borrowed money in order to cover this operating deficit or declare insolvency.
- d) This valuable information is far from transparent in the information presented in the accounting in Exhibit 1 from the auditor's audited report for the village of Halkirk. Is this manner of information presented in Exhibit 1 determined by government fiat?

Chief Administration Officer

It is government policy that to be a Chief Operating Officer, you must be just qualified as such to be a CAO for a large city such as Calgary as for Halkirk. This makes CAOs very expensive for small villages. In Exhibit 2 attached the cost **\$94,741** which for 90(?) Electors means more than **\$1,000 for each Elector**. This is an obscene amount of money for a mercenary CAO who lives in Edmonton, puts a teenager with no training occupying the village office, who through phone can only reach their answering machine, as well as other more deeply egregious activities against the law-abiding citizens of Halkirk.

**VILLAGE OF HALKIRK
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget \$ (Unaudited)	2023 \$	2022 \$
REVENUE			
Net municipal taxes (Schedule 3)	117,851	112,260	98,363
User fees and sales of goods	206,994	174,764	208,569
Government transfers for operating (Schedule 4)	79,905	140,217	83,415
Investment income	1,804	30,321	923
Penalties and cost on taxes	4,800	9,589	5,672
Concession and franchises	6,304	7,470	8,277
Other revenue	11,416	11,316	11,059
Total Revenue	<u>429,074</u>	<u>485,937</u>	<u>416,278</u>
EXPENSES			
Operating	16,266	9,869	11,490
Legislative	160,184	216,796	136,835
Administration	34,701	29,148	26,979
Protection Services	54,514	52,168	57,964
Roads, streets, walks, lighting	57,552	61,943	54,705
Water supply and distribution	15,550	7,095	13,468
Wastewater treatment and disposal	6,111	8,558	6,119
Waste management	7,417	6,753	6,770
Family and community support	7,216	9,942	4,821
Planning and development	41,793	39,407	41,556
Parks and recreation	3,743	2,670	1,821
Cemeteries	65,000	47,216	72,830
Natural gas operations	168,107	185,539	161,541
Amortization of tangible capital assets	-	13,199	-
Loss on disposal of tangible capital assets	-	-	-
Total Expenses	<u>638,154</u>	<u>690,303</u>	<u>596,899</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES - BEFORE OTHER	<u>(209,080)</u>	<u>(204,366)</u>	<u>(180,621)</u>
OTHER			
Donations from local organizations and insurance proceeds	5,000	74,822	19,885
Government transfers for capital (Schedule 4)	210,531	370,918	25,300
	<u>215,531</u>	<u>445,740</u>	<u>45,185</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	6,451	241,374	(135,436)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>2,908,564</u>	<u>2,908,564</u>	<u>3,044,000</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>2,915,015</u>	<u>3,149,938</u>	<u>2,908,564</u>

VILLAGE OF HALKIRK
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2023

10. Salary and Benefits Disclosure

Disclosure of salary and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta regulation 313/2000 is as follows:

	Salaries \$	Benefits & Allowances \$	2023 \$	2022 \$
Councilor 1 (part year)	2,575	-	2,575	3,300
Councilor 2 (part year)	1,700	29	1,729	3,254
Councilor 3 (part year)	1,100	-	1,100	-
Councilor 4 (part year)	-	-	-	1,984
Councilor 5 (part year)	300	-	300	-
Councilor 6 (part year)	300	-	300	-
Chief Administrative Officer (part year)	-	-	-	24,037
Chief Administrative Officer (contract wage)	87,750	6,991	94,741	56,993

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honorarium and any other direct cash remuneration.
2. Benefits and allowances include employer's share of all employee benefits and contributions or payments made on behalf of employees.

11. Financial Instruments

The Village's financial instruments consist of cash and temporary investments, accounts receivable, accounts payable and accrued liabilities. It is management's opinion that the Village is not exposed to significant interest or currency risks arising from these financial instruments.

The Village is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Village provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

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

12. Commitments

The Village is a member of the Shirley McClellan Regional Water Services Commission. The commission has obtained debenture funding and repayment of this debenture will be funded by its member communities. The Villages's total payments on this debenture during 2023 were \$153 (2023 - \$306). At December 31, 2023 the Village's share of the remaining balance is estimated at \$4,140 (which includes the second instalment of \$153.04 for the 2023 debenture not paid until after year end). Payments for 2024 are expected to total \$459 for the year including interest. The amount outstanding can fluctuate based on the other members of the commission and the Village's share of water usage.