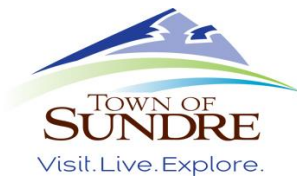




Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
June 10, 2024  
6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
  - 3.1 June 10, 2024
  - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
  - 4.1 May 27, 2024 Regular Meeting of Council Pg. 1
5. **Delegation:**
  - 5.1 RFD Sundre Library, 2023 Financial Report Pg. 4
  - 5.2 RFD Sundre Petroleum Operators Group Pg. 11
  - 5.3 RFD Request for Reimbursement of Funds Pg. 13
6. **Bylaws/Policies:** None
7. **Old Business:** None
8. **New Business:**
  - 8.1 RFD Tax Sale Pg. 18
  - 8.2 RFD 1<sup>st</sup> Quarter Financial Report Pg. 25
  - 8.3 RFD ICF Master Agreement Time Extension Request Pg. 59
  - 8.4 RFD Travel Alberta Grant Pg. 63
9. **Administration:**
  - 9.1 RFD Verbal Update Highway 27 Construction Pg. 64
10. **Council Committee Reports:** None
11. **Council Invitations / Correspondence:**
  - 11.1 RFD Invitation 2024 West Country Cruiser Car Show Pg. 65
  - 11.2 RFD Parkland Regional Library System Information Pg. 67
12. **Closed Meeting:**
  - 12.1 Advice From Officials, *FOIPP Act, Section 24*
13. **Adjournment**

*Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes, and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 or email: townmail@sundre.com*



Regular Council Meeting Minutes  
 Town of Sundre  
 Municipal Council Chambers  
 May 27, 2024

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, May 27, 2024, commencing at 6:00 p.m.

**IN ATTENDANCE:** Mayor Richard Warnock  
 Councillor Connie Anderson  
 Councillor Owen Petersen  
 Councillor Todd Dalke  
 Councillor Jaime Marr  
 Councillor Paul Isaac  
 Councillor Chris Vardas

**ABSENT:**

**STAFF:** Chief Administrative Officer, Linda Nelson  
 Director Corporate Services, Chris Albert  
 Director Community Development, Benazir Thaha Valencia  
 Manager Community Services, Jeff Elder  
 Legislative Executive Assistant, Betty Ann Fountain

**PUBLIC:** 3, including Ms. Judy Haber by Phone and Sgt. Randy Poon of Sundre RCMP Detachment

**PRESS:** 1

**CALL TO ORDER:** The meeting was called to order at 6:02 p.m., with a moment of reflection on the business of the evening.

**PUBLIC HEARING:** None

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 173-27-05-24* MOVED by Councillor Isaac that the agenda be approved as amended.  
*ADD: Introduction of Community Services Manager*

**CARRIED**

Councillor Absence: None

**ADOPTION OF THE PREVIOUS MINUTES:**

*Res. 174-27-05-24* MOVED by Councillor Dalke that the Minutes of the Regular Council Meeting of Council held on May 13, 2024, be approved as presented.

**CARRIED**

\_\_\_\_\_  
 \_\_\_\_\_  
 Initials

CAO introduced, Mr. Jeff Elder, Community Services Manager to Council. Mr. Elder joined the Town of Sundre administrative team on March 12, 2024.

**DELEGATION:**

*Res. 175-27-05-24*

**Performance Sponsorship Group Inc.**

MOVED by Councillor Vardas that the Town of Sundre Council thank the representatives of Performance Sponsorship Group for attending and for sharing information and direct Administration to bring further information to the Fall Strategic Advisory Committee meeting for further discussion and consideration in 2025

**CARRIED**

**Sundre RCMP Detachment Commander**

*Res. 176-27-05-24*

MOVED by Councillor Anderson that the Town of Sundre Council thank the Detachment Commander for attending Council and accept the 4<sup>th</sup> Quarter Sundre Provincial Community Report as information.

**CARRIED**

**BYLAWS/POLICIES:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**ADMINISTRATION:**

*Res. 177-27-05-24*

**Departmental Reports April 2024**

MOVED by Councillor Marr that the Town of Sundre Council accept the April 2024 Departmental Reports as information.

**CARRIED**

*Res. 178-27-05-24*

MOVED by Councillor Petersen that the Town of Sundre Council determine attendance at the Innisfail Parade, Sundre Rodeo Parade, Boardwalk Grand Opening, and Canada Day BBQ.

**CARRIED**

**COUNCIL COMMITTEE REPORTS:**

*Res. 179-27-05-24*

**Council Reports April 2024**

MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock’s report for April 2024 as information.

**CARRIED**

*Res. 180-27-05-24*

MOVED by Councillor Vardas that the Town of Sundre Council accept Councillor Marr’s report for April 2024 as information.

**CARRIED**

\_\_\_\_\_

\_\_\_\_\_  
Initials

**COUNCIL KEY MESSAGE:**                    **Council Key Messages, April 2024**

*Res. 181-27-05-24*                    MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the month of April 2024 as information. **CARRIED**

**COUNCIL INVITATIONS /**  
**CORRESPONDENCE:**                    **Council Invitation**

*Res. 182-27-05-024*                    MOVED by Councillor Isaac that the Town of Sundre Council accepts the invitation for Deputy Mayor Marr to participate and give opening remarks at the 10:00 a.m. opening of the Seniors Fair, June 6<sup>th</sup>, 2024. **CARRIED**

**CLOSED MEETING:**

*Res.183-27-05-24*                    MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 7:15 p.m.

*Mayor Warnock called a recess at 7:15 p.m.*  
*Mayor Warnock reconvened the closed meeting at 7:25 p.m.*

The following were in attendance for the closed meeting session:  
Chief Administrative Officer, Linda Nelson

**Topic of Closed Meeting**

- 12.1    Advice from Officials, *FOIPP Act, Section 24*
- 12.2    Advice from Officials, *FOIPP Act, Section 24*

*Res. 184-27-05-24*                    MOVED by Councillor Petersen that Council return to an open meeting at 8:12 p.m. **CARRIED**

**ADJOURNMENT**

*Res. 185-27-05-24*                    MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:13 p.m. **CARRIED**

These Minutes approved this 10<sup>th</sup> Day of June 2024.

Mayor, Richard Warnock

\_\_\_\_\_  
Chief Administrative Officer, Linda Nelson

\_\_\_\_\_  
Initials



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 10, 2024</b>
<b>SUBJECT</b>	<b>Delegation: Sundre Municipal Library Financial Report</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>5.1</b>

### **BACKGROUND/PROPOSAL**

The Board of the Sundre Municipal Library have submitted the 2023 year-end financials for Council's review.

### **DISCUSSION:**

See the attached 2023 Year End Financial Report.

### **ALIGNMENT WITH STRATEGIC PLAN**

This aligns Council's strategic priority of Pillar 2, Community Wellness and Pillar 5, Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS**

That Council thank the Sundre Library Manager for the presentation, and accept the Sundre Municipal Library's 2023 Year End Financial Report as information.

### **MOTION**

That the Town of Sundre Council thank the Sundre Library Manager for the presentation, and accept the Sundre Municipal Library 2023 Year End Financial Report as information.

### **ATTACHMENTS**

2023 Year End Financial Report

Date Reviewed: June 05, 2024

CAO: Amida Nelson

**SUNDRE MUNICIPAL LIBRARY**  
**Compiled Financial Information**  
**Year Ended December 31, 2023**



---

## COMPILATION ENGAGEMENT REPORT

---

To the Management of Sundre Municipal Library

On the basis of information provided by management, we have compiled the balance sheet of Sundre Municipal Library as at December 31, 2023, and the statement of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Sundre, Alberta  
March 30, 2024

A stylized, handwritten signature of the word "Sunstone" in a cursive script.

Sunstone Chartered Professional Accountants

**SUNDRE MUNICIPAL LIBRARY**  
**Statement of Income and Retained Earnings**  
**Year Ended December 31, 2023**

	2023	2022
<b>Revenue</b>		
Municipal funding - Town of Sundre	\$ 110,315	\$ 107,625
Municipal funding - County of Mountainview	60,973	57,532
Grants - Alberta Municipal Affairs	24,282	16,650
Grants - Library Services Rural Grant	18,306	18,520
Grants - other	11,280	20,080
Donations and fundraising	8,769	10,402
Parkland allotment	7,016	7,391
Fines, fees, and sales	3,869	2,767
Other revenue	3,657	11,071
Interest earned	218	261
	<u>248,685</u>	<u>252,299</u>
<b>Expenses</b>		
Salaries, wages and benefits	129,593	156,403
SCC operating costs	36,318	28,551
Book purchases	11,165	11,002
Programs	6,704	4,467
Janitorial	6,683	7,979
Amortization	5,071	4,243
Repairs and maintenance	4,713	4,221
Insurance	3,830	3,553
Special project	3,790	1,709
Professional fees	3,745	-
Supplies	2,557	3,019
Accounting fees	2,495	2,392
Training	1,791	152
Telecommunications	1,724	1,668
Memberships	1,481	1,876
Fundraising	914	1,226
Advertising and promotion	898	1,079
Interest and bank charges	541	386
Dues, fees and licenses	283	253
Legal fees	-	1,075
	<u>224,296</u>	<u>235,254</u>
Excess of revenue over expenses from operations	<u>24,389</u>	<u>17,045</u>
<b>Other income</b>		
Amortization of books	(11,083)	(10,743)
Add-back of capitalized book purchases	11,165	11,002
	<u>82</u>	<u>259</u>
Excess of revenue over expenses	<u>24,471</u>	<u>17,304</u>
Net assets - beginning of year	<u>193,962</u>	<u>176,658</u>
Net assets - end of year	<u>\$ 218,433</u>	<u>\$ 193,962</u>



**SUNDRE MUNICIPAL LIBRARY**  
**Notes to Compiled Financial Information**  
**Year Ended December 31, 2023**

---

**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the balance sheet of Sundre Municipal Library as at December 31, 2023, and the statement of income and retained earnings for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
  - property, plant and equipment recorded at historical cost and amortized on a declining balance method
  - accounts payable and accrued liabilities
- 

**2. PURPOSE OF THE ORGANIZATION**

Sundre Municipal Library (the "organization") is a not-for-profit organization incorporated provincially under the Libraries Act of Alberta. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The Sundre Municipal Library became a registered charity as of July 18, 2014.

---

**3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Property, plant and equipment

Property, plant and equipment are stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Books	100%	declining balance method
Furniture and fixtures	20%	declining balance method
Computer equipment	30%	declining balance method
Leasehold improvements	5 years	straight-line method

The organization regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Sundre Municipal Library follows the deferral method of accounting for revenue. Donations that are externally restricted are deferred until the related expenditure has occurred.

---

**4. RESTRICTED FUNDS**

Restricted funds consists of \$3,452 that has been externally restricted by the Town of Sundre and \$70,551 that has been internally restricted by the Board of Directors. Of this internally restricted amount, \$45,203 is restricted for an Operating Reserve, \$11,295 for Capital projects, \$7,440 is restricted for a Legal Reserve, and \$6,613 is restricted for a Technology Reserve. The internally restricted amounts are not available for other purposes without approval of the Board of Directors.

---


SUNDRE MUNICIPAL LIBRARY

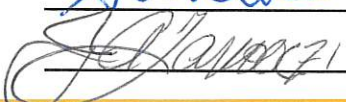
Balance Sheet

December 31, 2023

	2023	2022
<b>ASSETS</b>		
Current		
Cash	\$ 126,335	\$ 111,122
Restricted funds	74,003	73,818
Accounts receivable (Note 4)	121	24
GST recoverable	543	360
Parkland Regional Fund	492	912
	<u>201,494</u>	<u>186,236</u>
Property, plant and equipment (Note 5)	<u>25,036</u>	<u>30,027</u>
	<u>\$ 226,530</u>	<u>\$ 216,263</u>
<b>LIABILITIES</b>		
Current		
Accounts payable	\$ 4,645	\$ 18,876
Deferred income (Note 6)	3,452	3,425
	<u>8,097</u>	<u>22,301</u>
Net assets	<u>218,433</u>	<u>193,962</u>
	<u>\$ 226,530</u>	<u>\$ 216,263</u>

Approved by the Directors

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

See notes to financial information

**SUNDRE MUNICIPAL LIBRARY**  
**Notes to Compiled Financial Information**  
**Year Ended December 31, 2023**

**5. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Books	\$ 237,736	\$ 232,154	\$ 5,582	\$ 5,501
Furniture and fixtures	57,604	40,969	16,635	20,794
Computer equipment	21,319	20,568	751	1,073
Leasehold improvements	2,954	886	2,068	2,659
	<b>\$ 319,613</b>	<b>\$ 294,577</b>	<b>\$ 25,036</b>	<b>\$ 30,027</b>

**6. DEFERRED REVENUE**

Deferred revenue consists of an amount specified by the Town of Sundre to be reserved for the purpose of extraordinary legal and accounting fees. These amounts are not available for other purposes without approval of the Town of Sundre.



**REQUEST FOR DECISION**

**COUNCIL DATE** June 10, 2024  
**SUBJECT** Delegation: Sundre Petroleum Operators Group  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 5.2

---

**BACKGROUND/PROPOSAL:**

A representative of the Sundre Petroleum Operator's Group (SPOG) has requested to address Council regarding the 2024 Neighbours Day event.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Verbal presentation.

**ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Council's Strategic Plan under Pillar 2, Community Wellness

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the presentation from the SPOG representative.

**MOTION:**

That the Town of Sundre Council accept the presentation, from the SPOG representative as information.

**ATTACHMENTS:**

None

Date Reviewed: June 05, 2024

CAO: *Amida Nelson*

# NEIGHBOURS DAY TRADE FAIR & EXPO



**August 23, 2024 | 8am - 3pm**  
**Sundre Hockey Arena**



Help support "the den S.Y.C." bottle drive from 8-3



bring your bottles

## Fire & Drought



INCLUDING:



Petting Zoo 10am - 2pm



Axe Throwing 10am - 2pm

Sundre Fire Department Demonstration 11am

Live Music (TBA) 12pm - 1:30pm

Pancake Breakfast 8am - 9:30am

Beef on a Bun Lunch 12pm - 1:30pm

provided by

### COMMUNITY PARTNERS





**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>June 10, 2024</b>
<b>SUBJECT</b>	<b>Delegation: Request for Reimbursement</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>5.3</b>

---

**BACKGROUND/PROPOSAL:**

The owner of 969 – 1 Avenue N.E. has requested to address Council regarding the reimbursement of funds that were incurred for the removal of several trees from the natural watercourse on the aforementioned property. The property owner was advised that as this is an unbudgeted item, that the process to be reimbursed is by appearing before Council with their request.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Verbal Presentation.

**ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Council’s Strategic Plan under Pillar 5, Sustainable and Responsible Governance.

**COST ANALISYS**

Council is the approving authority for unbudgeted items. Total amount requested \$3,370.50 as per the receipt provided by the property owner.

**ADMINISTRATION RECOMMENDATIONS:**

At Council’s discretion.

**MOTION:**

That the Town of Sundre Council reimburse the property owner of 969 – 1 Avenue N.E. the full amount of the tree removal cost in the amount of \$3,370.50 with the funds to be drawn from the Community Services Operating Budget.

OR

That the Town of Sundre Council refuse the request by the property owner of 969 – 1 Avenue N.E. to reimburse the requested funds in the amount of \$3,370.50

Date Reviewed: June 05, 2024

CAO: *Linda Nelson*

Good morning Linda,

We had trees assessed for being dangerous or hazardous and tagged showing they require removal in the area where storm water has eroded the bank. I am attaching the quote. Please note that the three dead trees on the last part of the quote are on the far west side of our property that are dead are not on the east bank nor part of the erosion issue but have simply tired for unknown reasons and we are expecting that we will cover the costs of removal of those trees. We are, however, hoping the Town would once again see their way clear to paying for the trees to be removed on the east bank where the erosion has occurred and these trees are now near the end of their life and have become a hazard.

Please feel free to share this with those that need to be part of the decision to assist us with tree removal costs.

We can be reached at [403 638 8334](tel:4036388334) by phone or text (text preferably) if you require more information.

Gale White and Gary Henderson

# MATTERHORN FOREST ENTERPRISES LTD.

Box 4, Site 14, RR # 2, Sundre, Alberta T0M 1X0

Office: 403-638-2796 Cell: 403-559-8780

"Our Customers Matter to Us!"

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

Tree Trimming • Hazard Tree Removal • Tree Pruning • Tree & Shrub Planting

CUSTOMER Gail + Garry Henderson  
 ADDRESS Box 901  
Sundre, AB, T0M 1X0  
Ph. (403) 638-8334  
969 1st Av. NE, Sundre.

DATE May 5/24  
 TERMS \_\_\_\_\_  
 ESTIMATED DELIVERY DATE May 25/24

We thank you for the opportunity of submitting the following prices and specifications.

Quantity	Description	Unit Price	Amount
3	Removal of Spruce (in clump)	480.-	1,440.-
2	Removal of Spruce (on top of Creek bank)	560.-	1,120.-
3	Removal of dead Spruce (all above as per viewing)	190.-	570.-
	These 3 trees are on the westside of our property Alkali Henderson		
Comments - Above includes safe takedown of trees, limbing them and bucking them up into stove-length firewood (made available to owner or will be removed) - Cleaning of branches included in quote. - Completion of job (deadline) could be delayed by flow level of creek. This quotation is only valid for: 2024			
		GST	3,130.- 156.50
		TOTAL	3,286.50

*Alfred Schmitz*  
 Alfred Schmitz, Matterhorn Forest Ent. Ltd.

This is not an invoice

3310



May 27,2024

Good Morning Linda

As you may recall I did hand delivered, a letter asking to be reimbursed for the removal of trees that have suffered as a result of erosion from storm water.

Attached to the letter was a quote for the removal. I was disappointed that I received no response from you but assumed you were waiting for the actual receipt showing the work had been done and who paid for it before you reimbursed us. I have had the trees removed and I have paid Matterhorn the full amount as can be seen from the attached receipt 716. I want to be clear that I have paid for the removal so there is no confusion, as there was the last time the Town reimbursed us for the tree removal, and the wrong party was reimbursed.

Thank you in advance for a timely conclusion to the request.

The cheque can be made in both our names.

Gale White and Gary Henderson

# MATTERHORN FOREST ENTERPRISES LTD.

Box 4, Site 14, RR # 2, Sundre, Alberta T0M 1X0  
 Office: 403-638-2796 Cell: 403-559-8780  
 www.matterhornforest.com

716

DATE May 26/24

CUSTOMER Gail + Garry Henderson  
 ADDRESS Box 901, Sundre, AB, T0M1X0

DESCRIPTION	HOURS	RATE	AMOUNT
Tree Service work as per quote 3310 of May 5/24			3,130.-
Removal of 2 small dead Spruce,		40.-	80.-
Sanding Inquest # 055			
Don't you kindly			
			3,210.-
		SUBTOTAL	3,130.-
		G.S.T.	160.50
		TOTAL	3,370.50

GST# 773969118 RC3331

APPROVED A. White



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	June 10, 2024
<b>SUBJECT</b>	Tax Recovery Sale of Property
<b>ORIGINATING DEPARTMENT</b>	Corporate Services
<b>AGENDA ITEM</b>	8.1

---

**BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See attached Report to Council Item 8.1a and RFD's for 8.1b, 8.1c, and 8.1d for each Tax Roll.

**ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS**

See Item 8.1b, 8.1c, and 8.1d.

**MOTION:**

The Town of Sundre Council accept the report from the Director of Corporate Services as information.

Date Reviewed: June 7, 2024

CAO: Linda Nelson



**COUNCIL DATE:** June 10, 2024

**SUBJECT:** Tax Recovery Sales of Property

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 8.1a

---

**BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

Sections 411, 436.02 and 438 allow a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right.

Section 418(1) states “Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid”. Due to notification and reporting requirements, this section is applicable to tax accounts two years or more in arrears.

According to Section 419 of the *Municipal Government Act*, Council is to pass a resolution to set the Reserve Bid, sale conditions and to add all tax recovery expenses to the tax roll. The reserve bid must be at fair market value as determined by our Assessor or by hiring an Appraiser.

The owners of the properties on the attached list have failed to pay the tax arrears for taxes owing in 2021, 2022 and 2023. They had until March 31<sup>st</sup>, 2024 to pay the arrears prior to the requirement of the Town to offer the property for sale at public auction this year. The owners were notified of this requirement last year when we registered tax notification on title in 2023 and again in January, 2024 by letter from our Taxation Dept.

During May 2024 valuations were provided for each residential property by Wildrose Assessment Services to obtain a current “Fair Market Value”. Due to the nature of the non-residential properties, the assessor recommended the use of a formal appraisal process to determine fair value. Appraisal processes require more time to complete and therefore the non-residential requests for a decision will be brought forward at a future Council meeting.

Tax Recovery Costs (to be added to tax roll):

Advertisement in Gazette – cost TBD

Advertising in The Albertan (local newspaper) – cost TBD

Land Title Searches – cost TBD

Appraisal Services – cost TBD

Additional unpaid utilities charges transferred to taxes - TBD

Setting up auction sale and auctioneer – are part of 5% administration fee

Calculation of Tax Recovery Surplus

Revenues from sale of property:	TBD
Less:	
Tax Arrears	per attached list plus recovery costs
Other costs or expenses	TBD (MGA section 553)
5% Administration fee	<u>TBD (MGA section 553)</u>
Balance: Tax Recovery Surplus	To be paid to lien holders (or owner if no liens)

Administration wishes to hold a public auction on **Wednesday, October 23<sup>rd</sup>, 2024 at 9:00 a.m.** for each of the residential lands on the attached listing. The parcels will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title. The non-residential lands on the attached listing will be brought forward to Council at a future meeting to determine an appropriate public auction date and reserve bid.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council will be presented with a Request for Decision for each individual property outlining the specific reserve bid and sale conditions.

Council can decide not to hold a tax sale in which case there is no incentive for the property owners to pay the outstanding tax arrears and the decision should be applied consistently in the future.

Date Reviewed: June 7, 2024

CAO: *Donda Nelson*

Roll List	Lot	Block	Plan	UNC NO.	NOTIFICATION LETTERS DATE	ASSESSED VALUE (2024 Assessed Value)	2021-2022	2023	2024	JAN 1st 2024 LATE FEES	2024 UTILITIES XFER TO TAX ROLL	2024 Taxes due Jan1-Oct. 22nd	2024 Pending Penalty Fees- July&Oct	Taxes Due from Sale Proceeds	Oct 23 - Dec 31, 2024 due from Purchaser	Total Taxes Owing on JUN 4/24
537000	6	F	8542GM	0012137444	2023-01-20 2024	202,000	\$ -	\$ 774.02	\$ 2,854.18	\$ -	\$ -	\$ -	\$ -	\$ 3,628.20	\$ -	\$ 3,628.20
615003	4	F	2574JK	0017864901	2023-01-20 2024	16,560.09	\$ 16,560.09	\$ 11,900.62	\$ 9,129.02	\$ 3,415.28	\$ 229.44	\$ -	\$ -	\$ 41,234.45	\$ -	\$ 41,234.45
1014000	1	6	1589GY	0020565711	2023-01-20 2024	130,000	\$ 3,738.24	\$ 2,167.02	\$ 1,342.90	\$ 708.63	\$ -	\$ -	\$ -	\$ 7,956.79	\$ -	\$ 7,956.79
1636000	37	3	8010730	0016617482	2023-01-20 2024	230,000	\$ 7,154.93	\$ 3,660.66	\$ 2,392.06	\$ 1,297.87	\$ 1,242.18	\$ -	\$ -	\$ 15,747.70	\$ -	\$ 15,747.70
2272000	8	3	1810863	0037937109	2023-01-20 2024	361,158.38	\$ 361,158.38	\$ 276,270.24	\$ 83,606.75	\$ 76,491.43	\$ -	\$ -	\$ -	\$ 797,526.80	\$ -	\$ 797,526.80

- DRAFT -

\*Need to contract an Appraisal Company for Reserve Bid

\*\*Our Assessor provides Assessment Value

Non-Res

Residential



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>June 10, 2024</b>
<b>SUBJECT</b>	<b>Tax Recovery Sale – Roll 537.000</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.1b</b>

---

**BACKGROUND/PROPOSAL:**

See RFD 8.1a Report to Council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Report to Council.

**ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS**

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 537.000**.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$202,000 for **Lot 6, Block F, Plan 8542GM, Sundre, AB**, and furthermore

The property identified by **Roll No. 537.000** will be offered for sale by public auction, at the Town Office on **October 23<sup>rd</sup>, 2024 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 7, 2024

CAO: *Linda Nelson*



**REQUEST FOR DECISION**

**COUNCIL DATE** June 10, 2024  
**SUBJECT** Tax Recovery Sale – Roll 1014.000  
**ORIGINATING DEPARTMENT** Corporate Services  
**AGENDA ITEM** 8.1c

---

**BACKGROUND/PROPOSAL:**

See RFD 8.1a Report to Council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Report to Council.

**ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS**

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 1014.000**.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of **\$130,000** for **Lot 1, Block 6, Plan 1589GY, Sundre, AB**, and furthermore

The property identified by **Roll No. 1014.000** will be offered for sale by public auction, at the Town Office on **October 23<sup>rd</sup>, 2024 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 7, 2024

CAO: Linda Nelson





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	June 10, 2024
<b>SUBJECT</b>	Tax Recovery Sale – Roll 1636.000
<b>ORIGINATING DEPARTMENT</b>	Corporate Services
<b>AGENDA ITEM</b>	8.1d

---

### **BACKGROUND/PROPOSAL:**

See RFD 8.1a Report to Council.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Report to Council.

### **ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS**

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 1636.000**.

### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of **\$230,000** for **Lot 37, Block 3, Plan 8010730, Sundre, AB**, and furthermore

The property identified by **Roll No. 1636.000** will be offered for sale by public auction, at the Town Office on **October 23<sup>rd</sup>, 2024 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 7, 2024

CAO: Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 10, 2024</b>
<b>SUBJECT</b>	<b>2024 Q1 Financial Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.2</b>

---

### **BACKGROUND/PROPOSAL:**

Included are the four quarterly schedules outlining the revenues and expenses for each department, cash balances, Restricted Surplus provisions, and capital expenditures as at March 31, 2024.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2023, as well as corresponding budget information.

Cash Balances: As at March 31, 2024, there is almost \$3.1M in the operating account. There is also approximately \$8.4M in Restricted Surplus identified accounts, for total holdings of approximately \$11.5M.

Restricted Surplus Accounts: These accounts are a mechanism to track resources allocated by Council towards specific projects or for future life-cycling expenditures and emergent issues. The resources identified are not intended to reflect a specific bank account balance, as they may incorporate various accounts or investments.

Capital Expenditures: project specific comments are included in the schedule.

### **ALIGNMENT WITH STRATEGIC PLAN**

Pillar 5: Sustainable & Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Q1 2024 Quarterly Financial Reports, as information.

### **MOTION:**

That the Town of Sundre Council accept the Q1 2024 Quarterly Financial Reports, as information.

Attachments: Q1 2024, Proforma Report  
Q1 2024, Cash Report  
Q1 2024, RSA Report  
Q1 2024, Capital Project Listing

Date Reviewed: June 7, 2024

CAO Linda Nelson

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

**SUMMARY**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>(Over) / Under Budget</u>
<b>Taxes and Other Revenue</b>								
Municipal Taxes	-	-	-	-	-	-	-	-
Tax Penalties	116,649	-	-	-	116,649	83,412	60,000	56,649
Investment Income	103,416	-	-	-	103,416	111,072	62,500	40,916
FortisAlberta Franchise Fee	50,947	-	-	-	50,947	42,861	75,000	(24,053)
MSI - Operating	-	-	-	-	-	-	-	-
<b>Total Taxes and Other Revenue</b>	<b>271,012</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>271,012</b>	<b>237,345</b>	<b>197,500</b>	
<b>Less Interest, Requisitions and Transfers</b>								
ASFF & MVSH Requisitions	(322,434)	-	-	-	(322,434)	(321,352)	-	(322,434)
Interest on Long-Term Debt	(26,430)	-	-	-	(26,430)	(28,738)	(40,250)	13,820
Provincial Police Funding Model	(157,399)	-	-	-	(157,399)	(109,668)	-	(157,399)
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
<b>Total Taxes and Other Revenue for Operations</b>	<b>(235,251)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(235,251)</b>	<b>(222,413)</b>	<b>157,250</b>	
<b>Net Operational Excess/(Shortfall)</b>								
11 - Legislative	(51,459)	-	-	-	(51,459)	(60,691)	(156,641)	105,182
12 - Corporate Services	(100,634)	-	-	-	(100,634)	(111,464)	(145,801)	45,167
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Municipal Enforcement	(32,328)	-	-	-	(32,328)	(42,800)	(42,083)	9,755
23 - Fire	(106,652)	-	-	-	(106,652)	(8,573)	(73,585)	(33,067)
24 - Emergency Management	3,088	-	-	-	3,088	(2,842)	(9,204)	12,292
26 - Animal Control	6,137	-	-	-	6,137	(2,568)	(250)	6,387
32 - Roads	(92,072)	-	-	-	(92,072)	(64,590)	(145,844)	53,772
35 - Shop	(76,807)	-	-	-	(76,807)	(91,902)	(75,590)	(1,217)
41 - Water	136,140	-	-	-	136,140	13,666	100,116	36,024
42 - WasteWater	61,669	-	-	-	61,669	84,793	54,935	6,734
43 - Solid Waste	46,000	-	-	-	46,000	34,940	15,194	30,806
51 - FCSS	(1)	-	-	-	(1)	-	-	(1)
61 - Planning & Development	(25,215)	-	-	-	(25,215)	(30,599)	(63,549)	38,334
63 - Economic Development	(18,919)	-	-	-	(18,919)	3,429	(80,890)	61,971
75 - Library	(33,692)	-	-	-	(33,692)	(33,301)	(34,750)	1,058
77 - Sundre Community Centre	(34,283)	-	-	-	(34,283)	(15,652)	(41,511)	7,228
80 - Arena	(74,299)	-	-	-	(74,299)	(58,978)	(99,725)	25,426
82 - Greenwood Campground	(9,068)	-	-	-	(9,068)	(13,675)	(19,743)	10,675
84 - Parks	(42,839)	-	-	-	(42,839)	(37,808)	(78,718)	35,879
85 - Recreation & Culture	(73,448)	-	-	-	(73,448)	(102,875)	151,250	(224,698)
86 - Community Services	(19,337)	-	-	-	(19,337)	(35,001)	(134,585)	115,248
87 - Trails	(8,346)	-	-	-	(8,346)	(11,833)	(30,109)	21,763
89 - Outdoor Recreation	(11,336)	-	-	-	(11,336)	(17,495)	(31,729)	20,393
91 - Gas	156,641	-	-	-	156,641	211,531	58,217	98,424
<b>Total Net Operational Excess/(Shortfall)</b>	<b>(401,060)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(401,060)</b>	<b>(394,288)</b>	<b>(884,595)</b>	
<b>Year End Surplus/(Deficit)</b>	<b>(636,311)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(636,311)</b>	<b>(616,701)</b>	<b>(727,345)</b>	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

00 - General Services / Taxation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues								
Municipal Taxes	-	-	-	-	-	-	-	-
Tax Penalties	116,649	-	-	-	116,649	83,412	60,000	56,649
Investment Income	103,416	-	-	-	103,416	111,072	62,500	40,916
FortisAlberta Franchise Fee	50,947	-	-	-	50,947	42,861	75,000	(24,053)
MSI - Operating	-	-	-	-	-	-	-	-
Expenses								
Requisitions	(322,434)	-	-	-	(322,434)	(321,352)	-	(322,434)
Interest on Long-Term Debt	(26,430)	-	-	-	(26,430)	(28,738)	(40,250)	13,820
Provincial Police Funding Model	(157,399)	-	-	-	(157,399)	(109,668)	-	(157,399)
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Surplus (Deficit)	(235,251)	-	-	-	(235,251)	(222,413)	157,250	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	25	-	-	-	25	-	-	25
Expenses								
Salaries & Wages	(34,873)	-	-	-	(34,873)	(29,007)	(114,428)	79,555
Contracted Services	(1,305)	-	-	-	(1,305)	(499)	(11,025)	9,720
Materials & Supplies	(15,306)	-	-	-	(15,306)	(31,185)	(31,188)	15,882
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(51,459)	-	-	-	(51,459)	(60,691)	(156,641)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

12 - Corporate Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	5,068	-	-	-	5,068	10,037	3,500	1,568
Expenses								
Salaries & Wages	(33,308)	-	-	-	(33,308)	(31,223)	(58,669)	25,361
Contracted Services	(21,427)	-	-	-	(21,427)	(24,683)	(37,375)	15,948
Materials & Supplies	(43,354)	-	-	-	(43,354)	(57,765)	(46,963)	3,609
Utilities	(7,613)	-	-	-	(7,613)	(7,830)	(6,294)	(1,319)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(100,634)	-	-	-	(100,634)	(111,464)	(145,801)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	-

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

21 - Municipal Enforcement

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	9,000	-	-	-	9,000	105	2,500	6,500
Expenses								
Salaries & Wages	(21,407)	-	-	-	(21,407)	(19,038)	(27,058)	5,651
Contracted Services	(1,255)	-	-	-	(1,255)	(1,880)	(1,000)	(255)
Materials & Supplies	(18,666)	-	-	-	(18,666)	(21,987)	(16,525)	(2,141)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(32,328)	-	-	-	(32,328)	(42,800)	(42,083)	(42,083)



**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

23 - Fire Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	63,685	-	-	-	63,685	94,825	87,125	(23,440)
Expenses								
Salaries & Wages	(65,819)	-	-	-	(65,819)	(45,448)	(78,634)	12,815
Contracted Services	(13,221)	-	-	-	(13,221)	(10,268)	(10,775)	(2,446)
Materials & Supplies	(86,512)	-	-	-	(86,512)	(42,943)	(66,363)	(20,149)
Utilities	(4,785)	-	-	-	(4,785)	(4,739)	(4,938)	153
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(106,652)	-	-	-	(106,652)	(8,573)	(73,585)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	3,692	-	-	-	3,692	(1,838)	(1,204)	4,896
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(604)	-	-	-	(604)	(1,004)	(8,000)	7,396
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	3,088	-	-	-	3,088	(2,842)	(9,204)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	6,390	-	-	-	6,390	4,404	7,000	(610)
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	(6,840)	(7,125)	7,125
Materials & Supplies	(253)	-	-	-	(253)	(132)	(125)	(128)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	6,137	-	-	-	6,137	(2,568)	(250)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

32 - Roads

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	21,194	-	-	-	21,194	42,248	21,250	(56)
Expenses								
Salaries & Wages	(68,012)	-	-	-	(68,012)	(63,280)	(110,219)	42,207
Contracted Services	(2,481)	-	-	-	(2,481)	(2,070)	(1,750)	(731)
Materials & Supplies	(7,876)	-	-	-	(7,876)	(9,797)	(11,375)	3,499
Utilities	(34,897)	-	-	-	(34,897)	(31,691)	(43,750)	8,853
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(92,072)	-	-	-	(92,072)	(64,590)	(145,844)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(3,209)	-	-	-	(3,209)	(4,286)	(8,647)	5,438
Contracted Services	(9,073)	-	-	-	(9,073)	(6,846)	(7,875)	(1,198)
Materials & Supplies	(61,808)	-	-	-	(61,808)	(77,900)	(57,068)	(4,740)
Utilities	(2,717)	-	-	-	(2,717)	(2,870)	(2,000)	(717)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(76,807)	-	-	-	(76,807)	(91,902)	(75,590)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

41 - Water

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	250,496	-	-	-	250,496	221,394	269,250	(18,754)
Expenses								
Salaries & Wages	(52,183)	-	-	-	(52,183)	(39,452)	(89,671)	37,488
Contracted Services	(4,348)	-	-	-	(4,348)	(113,832)	(24,375)	20,027
Materials & Supplies	(35,273)	-	-	-	(35,273)	(28,186)	(32,463)	(2,810)
Utilities	(22,552)	-	-	-	(22,552)	(26,258)	(22,625)	73
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	136,140	-	-	-	136,140	13,666	100,116	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

42 - WasteWater

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	172,238	-	-	-	172,238	165,892	215,000	(42,762)
Expenses								
Salaries & Wages	(45,306)	-	-	-	(45,306)	(37,430)	(86,478)	41,172
Contracted Services	(26,256)	-	-	-	(26,256)	(10,269)	(24,500)	(1,756)
Materials & Supplies	(18,983)	-	-	-	(18,983)	(11,743)	(14,150)	(4,833)
Utilities	(20,024)	-	-	-	(20,024)	(21,657)	(34,937)	14,913
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	61,669	-	-	-	61,669	84,793	54,935	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	80,836	-	-	-	80,836	80,899	81,250	(414)
Expenses								
Salaries & Wages	(6,121)	-	-	-	(6,121)	(10,092)	(14,456)	8,335
Contracted Services	(20,908)	-	-	-	(20,908)	(18,051)	(33,100)	12,192
Materials & Supplies	(152)	-	-	-	(152)	(555)	(1,000)	848
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(7,655)	-	-	-	(7,655)	(17,261)	(17,500)	9,845
Surplus (Deficit)	46,000	-	-	-	46,000	34,940	15,194	



**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	21,937	-	-	-	21,937	21,572	-	21,937
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(3,264)	-	-	-	(3,264)	(3,702)	-	(3,264)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(18,674)	-	-	-	(18,674)	(17,870)	-	(18,674)
Surplus (Deficit)	(1)	-	-	-	(1)	-	-	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	15,136	-	-	-	15,136	25,104	13,325	1,811
Expenses								
Salaries & Wages	(32,164)	-	-	-	(32,164)	(50,248)	(56,112)	23,948
Contracted Services	(1,073)	-	-	-	(1,073)	(1,913)	(17,537)	16,464
Materials & Supplies	(7,114)	-	-	-	(7,114)	(3,542)	(3,225)	(3,889)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(25,215)	-	-	-	(25,215)	(30,599)	(63,549)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	33,802	-	-	-	33,802	75,205	25,000	8,802
Expenses								
Salaries & Wages	(21,658)	-	-	-	(21,658)	(19,398)	(49,165)	27,507
Contracted Services	(6,267)	-	-	-	(6,267)	(5,948)	(625)	(5,642)
Materials & Supplies	(15,272)	-	-	-	(15,272)	(30,139)	(46,100)	30,828
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(9,524)	-	-	-	(9,524)	(16,291)	(10,000)	476
Surplus (Deficit)	(18,919)	-	-	-	(18,919)	3,429	(80,890)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(33,692)	-	-	-	(33,692)	(33,301)	(34,750)	1,058
Surplus (Deficit)	(33,692)	-	-	-	(33,692)	(33,301)	(34,750)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

77 - Sundre Community Centre

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	28,459	-	-	-	28,459	28,962	21,250	7,712
Expenses								
Salaries & Wages	(20,550)	-	-	-	(20,550)	(10,687)	(26,423)	5,873
Contracted Services	(150)	-	-	-	(150)	(18)	(1,125)	975
Materials & Supplies	(28,489)	-	-	-	(28,489)	(20,108)	(21,963)	(6,526)
Utilities	(13,553)	-	-	-	(13,553)	(13,801)	(13,250)	(303)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(34,283)	-	-	-	(34,283)	(15,652)	(41,511)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	39,551	-	-	-	39,551	35,675	60,500	(20,949)
Expenses								
Salaries & Wages	(47,629)	-	-	-	(47,629)	(41,700)	(105,975)	58,346
Contracted Services	(3,058)	-	-	-	(3,058)	(885)	(4,325)	1,267
Materials & Supplies	(39,586)	-	-	-	(39,586)	(30,562)	(34,175)	(5,411)
Utilities	(23,577)	-	-	-	(23,577)	(21,506)	(15,750)	(7,827)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(74,299)	-	-	-	(74,299)	(58,978)	(99,725)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

82 - Greenwood Campground

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(3,418)	-	-	-	(3,418)	(6,659)	(12,356)	8,938
Contracted Services	(410)	-	-	-	(410)	(750)	(2,500)	2,090
Materials & Supplies	(3,813)	-	-	-	(3,813)	(4,679)	(4,887)	1,074
Utilities	(1,427)	-	-	-	(1,427)	(1,587)	-	(1,427)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(9,068)	-	-	-	(9,068)	(13,675)	(19,743)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	1,890	-	-
Expenses								
Salaries & Wages	(34,819)	-	-	-	(34,819)	(31,492)	(63,418)	28,599
Contracted Services	(1,633)	-	-	-	(1,633)	(905)	(2,750)	1,117
Materials & Supplies	(6,387)	-	-	-	(6,387)	(7,301)	(12,550)	6,163
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(42,839)	-	-	-	(42,839)	(37,808)	(78,718)	



**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	235,000	(235,000)
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(73,448)	-	-	-	(73,448)	(102,875)	(83,750)	10,302
Surplus (Deficit)	(73,448)	-	-	-	(73,448)	(102,875)	151,250	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	-	-	-	-	-	330	1,500	(1,500)
Expenses								
Salaries & Wages	(3,088)	-	-	-	(3,088)	(16,513)	(68,985)	65,897
Contracted Services	(1,748)	-	-	-	(1,748)	(600)	(1,500)	(248)
Materials & Supplies	(14,501)	-	-	-	(14,501)	(11,518)	(11,100)	(3,401)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	(6,700)	(54,500)	54,500
Surplus (Deficit)	(19,337)	-	-	-	(19,337)	(35,001)	(134,585)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(3,545)	-	-	-	(3,545)	(7,684)	(24,659)	21,114
Contracted Services	(1,148)	-	-	-	(1,148)	-	-	(1,148)
Materials & Supplies	(3,653)	-	-	-	(3,653)	(4,149)	(5,450)	1,797
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(8,346)	-	-	-	(8,346)	(11,833)	(30,109)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	-	-	-	-	-	-	325	(325)
Expenses								
Salaries & Wages	(6,097)	-	-	-	(6,097)	(13,574)	(25,929)	19,832
Contracted Services	(1,421)	-	-	-	(1,421)	2	(625)	(796)
Materials & Supplies	(3,818)	-	-	-	(3,818)	(3,923)	(5,500)	1,682
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(11,336)	-	-	-	(11,336)	(17,495)	(31,729)	

**Town of Sundre**  
**2024 Quarterly Pro-Forma Statement of Revenue and Expenses**

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2024</u> <u>YTD</u>	<u>2023</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	464,393	-	-	-	464,393	646,547	376,000	88,393
Expenses								
Salaries & Wages	(63,453)	-	-	-	(63,453)	(63,548)	(105,783)	42,330
Contracted Services	(40,954)	-	-	-	(40,954)	(30,240)	(21,750)	(19,204)
Materials & Supplies	(201,163)	-	-	-	(201,163)	(339,173)	(188,625)	(12,538)
Utilities	(2,182)	-	-	-	(2,182)	(2,055)	(1,625)	(557)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	156,641	-	-	-	156,641	211,531	58,217	

**TOWN OF SUNDRE  
CASH STATEMENT  
Month Ending March 31, 2024**

OPERATING ACCOUNTS					
ATB Operating	1,147,733.31				
CIBC Operating	1,933,153.17	<i>GENERAL ACCOUNT BALANCE</i>			
		Q4 2023	Q3 2023	Q2 2023	Q1 2023
<b>TOTAL OPERATING</b>	<b>3,080,886.48</b>	<b>2,044,800.16</b>	<b>3,305,771.10</b>	<b>4,173,947.35</b>	<b>2,427,539.11</b>

INVESTMENTS					
ATB 31 Day Municipal Notice Demand Account	0.00	<i>TOTAL INVESTMENTS</i>			
ATB 90 Day Municipal Notice Demand Account	0.00	Q4 2023	Q3 2023	Q2 2023	Q1 2023
<b>TOTAL INVESTMENTS</b>	<b>0.00</b>	<b>825,012.57</b>	<b>925,420.05</b>	<b>912,266.50</b>	<b>900,342.30</b>

RESTRICTED SURPLUS ACCOUNTS					
Account Name	Amount				
ATB Acct MUSH-04	4,942,795.46				
CIBC Acct 1687107	0.00				
CIBC Acct 1686909 (Off-site Levy)	339,562.17				
CIBC Acct 1686801 (Mun Cash-in-lieu)	69,152.53				
<b>TOTAL TOWN RESTRICTED SURPLUS</b>	<b>5,351,510.16</b>				
CIBC Acct 1686305 (MSI Capital)	2,139,752.21				
CIBC Acct 1686607 (CCBF)	887,916.07				
CIBC Acct 1686704 (FRIAA)	24.35				
CIBC Acct 1686402 (MSI Operating)	67,110.54				
CIBC Acct 22-39205 (Restricted Grant Funding)	0.00				
<b>TOTAL GRANT RESTRICTED SURPLUS</b>	<b>3,094,803.17</b>	<i>TOTAL RESTRICTED SURPLUS</i>			
		Q4 2023	Q3 2023	Q2 2023	Q1 2023
<b>TOTAL RESTRICTED SURPLUS</b>	<b>8,446,313.33</b>	<b>8,415,335.12</b>	<b>8,792,694.91</b>	<b>8,611,249.31</b>	<b>6,944,126.43</b>

		<i>TOTAL INVESTMENTS &amp; RESTRICTED SURPLUS</i>			
		Q4 2023	Q3 2023	Q2 2023	Q1 2023
<b>TOTAL INVESTMENTS &amp; RESTRICTED SURPLUS</b>	<b>8,446,313.33</b>	<b>9,240,347.69</b>	<b>9,718,114.96</b>	<b>9,523,515.81</b>	<b>7,844,468.73</b>

**TOWN OF SUNDRE**  
**2024 Restricted Surplus Continuity Schedule**  
**As at March 31, 2024**

<u>RSA Designation</u>	<u>Restricted Surplus Account Name</u>	<u>Opening Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	<u>Intra-Fund Transfer</u>	<u>Ending Balance</u>
A.1	General Corporate Stabilization	1,882,247.92	21,844.11	-	-	-	1,904,092.03
A.2	Corporate Services Stabilization	91,206.56	1,058.48	-	-	-	92,265.04
A.3	Protective Services Stabilization	28,584.64	331.73	-	-	-	28,916.37
A.4	Municipal Operations Stabilization	38,871.52	450.62	-	-	-	39,322.14
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	117,461.21	1,363.18	-	-	-	118,824.39
A.7	Community Services Stabilization	204,620.83	2,374.70	-	-	-	206,995.53
B.1	Municipal "New" Projects	198,325.03	2,301.65	-	-	-	200,626.68
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	885,737.96	10,279.28	-	-	-	896,017.24
C.2	Utility Infrastructure Lifecycling	2,179,603.33	25,295.02	-	-	-	2,204,898.35
D.1	Municipal Cash-in-Lieu	69,112.39	40.14	-	-	-	69,152.53
D.2	Shared Fire - Capital	558,102.85	6,476.94	-	-	-	564,579.79
D.3	Shared Fire - Operating	130,221.38	1,511.31	-	-	-	131,732.69
D.4	Sundre Golf Society	60,847.78	706.15	-	-	-	61,553.93
D.5	Transportation Off-Site Levy	259.00	-	-	-	-	259.00
D.6	Water Off-Site Levy	341,587.06	197.11	-	-	-	341,784.17
D.7	Wastewater Off-Site Levy	1,408.00	-	-	-	-	1,408.00
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
<b>Totals</b>		<b>6,788,197.46</b>	<b>74,230.42</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,862,427.88</b>

\* May differ slightly from Notes to Financial Statements due to rounding

**Town of Sundre Capital Project Listing**  
**Q1 Capital Project List as aty March 31, 2024**

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of May 30, 2024
Feb 12/18	65/18	CS18-01 (CCBF-1892)	Sundre Enhanced Trail Connections	Federal Gas Tax Fund	70,000.00	43,880.63	Project is complete, all costs in
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00	47,385.60	Site will be utilized in 2024 and 2025 by AB Transportation for a temporary roadway in conjunction with the Highway 27 paving project. Monitoring of the site will continue in 2024 and 2025 with final remediation after AB Transportation no longer needs the site.
19-Mar-2019	124-18-03-19	OP19-02	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00	355,499.24	Final stage to connect power to gazeco in Spring 2024 complete. Verifying costs, anticipated on budget.
				MSI Capital	280,000.00	280,000.00	
				MSI Capital	151,456.00	151,456.00	
				Debentures	1,307,200.00	1,307,200.00	
					2,138,721.00	2,094,155.24	
16-Dec-2019	422-16-12-19	OP19-04	Gas Line Heater	Utilities Lifecycling RSA	80,000.00	0.00	Quotes to supply and install the heater have been accepted and awarded. Work to be completed in August during the low gas consumption period.
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	57,581.36	Discussion with Alberta Environment and Alberta Transport ongoing. Permit for testing new technology approved. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Site specific technology testing for Alberta Environment has begun. Testing of the proposed wastewater treatment is ongoing, final results to be sent to Alberta Environment for review.
28-Jun-21	198-28-06-21			MSI Capital	800,000.00	0.00	
28-Jun-21	201-28-06-21			Federal Gas Tax Fund	150,000.00	0.00	
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling R	950,000.00	0.00	
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling R	200,000.00	0.00	
28-Jun-21	200-28-06-21			Provincial Funding AMWWP	7,500,000.00	0.00	
					11,700,000.00	57,581.36	
06-Dec-21	331-06-12-21	CPO22-01	CPO AFRRACS Radio	Municipal Lifecycling RSA	12,500.00	11,064.50	Project complete, all costs in.
06-Dec-21	331-06-12-21	CS22-01	Lions Pk and Prairie Creek Pathway Lighting	GTF	39,722.00	39,722.00	Project complete, all costs in.
	095-28-03-22	CS22-01		CCRF	45,278.00	45,278.00	
		CS22-01		Municipal New Projects RSA	40,354.00	39,781.66	
					125,354.00	124,781.66	
06-Dec-21	331-06-12-21	FD22-02	Superior Pumper Unit Replacement	Fire RSA	500,000.00	266,129.90	Unit delivered in May 2024 and in service. Waiting on completion of deficiency list for remaining items. Anticipated on budget. Disposal of old unit pending.
				MVC Fire	500,000.00	266,129.90	
					1,000,000.00	532,259.80	



Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of May 30, 2024
05-Dec-22	348-05-12-22	CS23-01	Permanent Outdoor Rink	CCBF	362,500.00	373,139.51	Project Complete. All costs in
05-Dec-22	348-05-12-22	CS23-02	Tall Timber Playground Replacement	CCBF	75,000.00	66,379.67	Project Complete, all costs in
05-Dec-22	348-05-12-22	CS23-03	Arena Dehumidifier	Municipal Lifecycling RSA	92,500.00	93,499.50	Project complete, all costs in
05-Dec-22	348-05-12-22	CS23-04	Boardwalk	CCBF	80,000.00	47,079.01	Construction complete 2023. Trail signage to be installed Spring 2024
05-Dec-22	348-05-12-22	CS23-05	Passive Use/Campground	CCBF Other Funding	100,000.00 200,000.00 300,000.00	6,833.20 6,833.20	Public Engagement was held at the Library June 27, 2023, Envelope Study complete. McElhanney submitted a proposed servicing budget for the site on March 5, 2024, proposal is under review.
05-Dec-22	348-05-12-22	PKS23-01	Replace Unit 110 (2002 GMC)	Municipal Lifecycling RSA	67,500.00	66,370.25	Project complete, all costs in
05-Dec-22	348-05-12-22 263-02-10-23	FD23-01	Replace Command Truck Unit 510 (2010 Chev 2500)	Fire RSA MVC Fire	84,000.00 84,000.00 168,000.00	8,250.00 8,250.00	Res# 263-02-10-23 Budget increase of \$38,000, Town's portion of \$19,000 to be drawn from Fire RSA. Build in progress with estimated delivery end of Q3
05-Dec-22	348-05-12-22	FD23-02	Lucas Resuscitation Machine	Fire RSA MVC Fire	10,000.00 10,000.00 20,000.00	9,491.21 9,491.21 18,982.42	Project complete, all costs are in.
05-Dec-22	348-05-12-22	OPS23-01	Water Treatment Plant Software Upgrade	Utility Lifecycling RSA	30,000.00		Estimated completion late 2024. Utility Operations Staff has contacted the contractor to verify the hardware and software requirements.

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of May 30, 2024
05-Dec-22	348-05-12-22	OPS23-02	Highway 27 Water & Wastewater Upgrades	MSI	1,500,000.00	1,111,224.60	Motion #218-14-08-23 approved Aug 14/23 to increase cost to \$2.9M; MSI Extension granted (letter received Nov 2023). Traffic Accommodation Strategy (TAS) was approved on April 25, 2024 and work commenced on May 2, 2024. As of May 30, 2024 all water, sanitary and stormwater work west of 2nd Street has been completed. The water line from 2nd Street east to 1st Street and the tie in on 2nd Street are completed.
	218-14-08-23			Utility Lifecycling RSA	1,400,000.00		
					2,900,000.00	1,111,224.60	
43690	217-14-08-23	PKS23-02	Temporary Dog Park	Municipal New Project RSA	21,587.00	21,349.05	Project complete, all costs in.
04-Dec-23	337-04-12-23	OP24-01	Unit 145 - replace 2007 Chev Trailblazer Water/WW	Municipal Lifecycling RSA	67,000.00	54,846.91	Unit 159 has been purchased and put into service. Unit 145 will be taken out of service and sent to auction for disposal.
04-Dec-23	337-04-12-23	CPO24-01	Replace CPO Interceptor Unit 150	Municipal Lifecycling RSA	125,000.00	75,634.65	Unit received and in-service. Waiting for final upfitting from MegaTech. Anticipate negative budget variance \$5000
04-Dec-23	337-04-12-23	OP24-02	Spray Patching Unit	Municipal New Project RSA	165,000.00		Unit has been ordered, waiting for delivery date from the vendor.
04-Dec-23	337-04-12-23	CS24-01	Barrier Free Bridge @Prairie Creek	CCBF	28,000.00		Quotes for bridge replacement/upgrade being reviewed, awaiting quote for asphalt. Estimated completion is late June weather permitting. Anticipated on schedule and on budget.
04-Dec-23	337-04-12-23	OP24-03	2nd Ave NW Undergrounds & Roadway	Municipal Lifecycling RSA Utility Life Cycling MSI Capital CCBF	375,000.00 225,000.00 1,175,000.00 225,000.00		Waterline has been installed and put in service. Regravelling the water easement area completed. Asphalt patch work has been completed on 2nd Avenue and the repaving is scheduled for August. The sidewalk installation is scheduled to be completed first week of June.
					2,000,000.00		
04-Dec-23	337-04-12-23	FD24-01	Unit 560 replace 2009 Freightliner	MVC	100,000.00		In progress with Rocky Mtn Pheonix and MVC
04-Dec-23	337-04-12-23	FD24-02	Unit 591 - Replace Rhino side x side	MVC 80% Fire RSA	24,000.00 6,000.00		On Hold pending discussion with MVC
					30,000.00		

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of May 30, 2024
29-Apr-24	142-29-04-24	OP24-04	Harley Rake	Municipal New Projects RSA	19,950.00		The unit has been purchased and is in service. Anticipate on budget
29-Apr-24	143-29-04-24	OP24-05	Confined Space Entry Equipment	General Corporate RSA	17,981.25		Equipment has been purchased and is in service. Anticipated on budget.
29-Apr-24	144-29-04-24	OP24-6	Vertical In-Line Pump & Motor	TBD			Awaiting updated quote.



**REQUEST FOR DECISION**

**COUNCIL DATE:** June 10, 2024  
**SUBJECT:** Intermunicipal Collaboration Framework Agreement Extension  
**ORIGINATING DEPARTMENT:** Legislative Services  
**AGENDA ITEM:** 8.3

---

**BACKGROUND/PROPOSAL:**

Pursuant to the mandatory requirements of the *Municipal Government Act*, Part 17.2, Section 708.26 to 708.52, the Town of Sundre and Mountain View County entered into a Intermunicipal Collaboration Framework (ICF) Master Agreement in 2018. Mountain View County (MVC) is requesting an extension to the Master Agreement that will allow MVC to defer the ICF review and renegotiation until the middle 2 years of the next electoral term (2027).

**DISCUSSION:**

See Attached.

**ALIGNMENT WITH STRATEGIC PLAN**

This item align with Council’s Strategic Plan under Pillar 5, Sustainable and Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

That the Council of the Town of Sundre accept the request for an extension for review and renegotiation of the current ICF Master Agreement as requested by Mountain View County.

**MOTION:**

That the Council of the Town of Sundre accept the request for an extension for review and renegotiation of the current ICF Master Agreement as requested by Mountain View County.

Attachments: Mountain View County Letter

Date Reviewed: June 05, 2024	CAO: <u>Amida Neban</u>
------------------------------	-------------------------



# Mountain View C O U N T Y

8.3a

June 3, 2024

Via e-mail

Mayor Richard Warnock  
Town of Sundre

Dear Mayor Warnock:

Re: ICF Master Agreement Time Extension Request

As we approach the end of the current term outlined in our Master Agreement, Mountain View County is requesting an extension that will allow us to defer the ICF Review and Renegotiation requested by our urban partners until the middle 2 years of the next electoral term.

The County is making this request based on 2 key principles.

1. The advice received from the Minister Rebecca Schulz of Municipal Affairs dated April 11, 2023, states: *"We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments."* (To the Municipal Government Act and associated Regulations). The amendments from Municipal Affairs appear to be trending towards 2025 before they will be ready.
2. To remain consistent with the intent of the ICF Master agreement. The County supports not reviewing the Master Agreements in the year of an election or the First year after an election.

In the County's opinion extending the Master Agreement will provide continuity and stability while maintaining the ability to undertake a review in the near future that is informed by likely changes implemented by Municipal Affairs.

Our partnership has proven to be mutually beneficial, fostering growth, collaboration, and success for our organizations. The County recognizes it is a mutual decision on how to proceed, therefore, should you wish to have an ICC meeting to review and discuss options moving forward please contact me directly.

Sincerely,

Angela Aalbers  
Reeve

Enclosed: April 11, 2023, Letter from Minister of Municipal Affairs



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of “at least every five years” from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at [icf@gov.ab.ca](mailto:icf@gov.ab.ca) or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6<sup>th</sup> day of April, 2023.



Rebecca Schulz  
Minister of Municipal Affairs



**REQUEST FOR DECISION**

**COUNCIL DATE** June 10, 2024  
**SUBJECT** Travel Alberta Grant  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 8.4

**BACKGROUND/PROPOSAL:**

The Sundre Tourism Association was awarded a grant through Travel Alberta.

**DISCUSSION:**

Verbal discussion by CAO

**ALIGNMENT WITH STRATEGIC PLAN**

This aligns with Council's Strategic Plan under Pillar 1, Community Development.

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the verbal report from the CAO as information.

**MOTION:**

That the Town of Sundre Council accept the verbal report from the CAO as information

Date Reviewed: June 05, 2024

CAO: *Amida Nebm*





**REQUEST FOR DECISION**

**COUNCIL DATE** June 10, 2024  
**SUBJECT** Highway 27 Infrastructure Upgrade Project Update  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 9.1

---

**BACKGROUND/PROPOSAL:**

The Town of Sundre's Highway 27 Infrastructure Upgrade Project is progressing and nearing completion.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Verbal Report by CAO.

**ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Pillar 5 of the Strategic Plan, Sustainable & Responsible Governance

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the CAO's verbal report as information.

**MOTION:**

That the Town of Sundre Council accept the CAO's verbal report on the status of the Town of Sundre's Highway 27 Infrastructure Upgrade project as information.

Date Reviewed: June 05, 2024

CAO: Donida Nelson



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>June 10, 2024</b>
<b>SUBJECT</b>	<b>Invitation to West Country Cruisers 2024 Car Show</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.1</b>

---

Correspondence or Invitations received by, and/or sent by Legislative Services.

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached correspondence or invitations for information by passing a separate Motion for each item of correspondence.

**MOTION:**

That the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate and present the “Mayor’s Choice Award” for best in show, at the 5<sup>th</sup> Annual Sundre Canada Day Car Show on June 30, 2024 at 2:30 p.m. at the Sundre Rodeo Grounds.

**ATTACHMENTS:**

11.1a West County Cruisers Invitation to Mayor Warnock

Date Reviewed: June 05, 2024

CAO Amida Ruben



11.1a

PO Box 1082  
Sundre, AB T0M1X0  
[Westcountrycruisers.sundre@gmail.com](mailto:Westcountrycruisers.sundre@gmail.com)  
Erin: 403.559.4526  
Tomas: 403.559.6388

May 31, 2024

Dear Sir/Madam:

On behalf of the West Country Cruisers, we are writing to invite His Worship Richard Warnock, Mayor of Sundre to the 5<sup>th</sup> Annual Sundre Canada Day Car Show. We are hosting a Car Show and Artisan Market to raise funds in Sundre to support the Sundre Museum and The Den, and the Sundre Community Van.

We would like Mayor Richard Warnock to walk around, admire the Participants Vehicles and to choose his choice for the Mayors Choice Award, and present the Award to the winning Participant. Our Car Show Awards will take place on June 30, 2024, at 2:30 PM at Sundre Rodeo Grounds. If Mayor Richard Warnock is not available, we would like to invite one or more of the Town of Sundre Councillors to take part in the activities of the Car Show.

Please email us with any questions or comments you may have about this event at [westcountrycruisers.sundre@gmail.com](mailto:westcountrycruisers.sundre@gmail.com). We will email your office next week to follow up.

Thank you again for your support. We look forward to hearing from you soon.

Sincerely,

  
Erin Erickson

  
Tomas Knecht



**REQUEST FOR DECISION**

**COUNCIL DATE** June 10, 2024  
**SUBJECT** Correspondence  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 11.2

---

Correspondence received by, and/or sent by Legislative Services.

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached correspondence for information by passing a separate Motion for each item of correspondence.

**MOTION:**

That the Town of Sundre Council accept the Parkland Regional Library System's, May 16, 2024 Draft Board Meeting Minutes and the 2023 Return on Investment document as information

**ATTACHMENTS:**

- 11.2a PRLS Draft Board Meeting Minutes
- 11.2b PRLS 2023 Return on Investment document

Date Reviewed: June 05, 2024

CAO

*Aminda Nelson*



# PRLS Board Meeting Minutes

May 16, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday May 16, 2024 in the Small Board Room, Lacombe.

**Present:** Barb Gilliat, Gord Lawlor, Ray Reckseidler

**Present via Zoom:** Jackie Almberg, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Jaime Coston, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

**With Regrets:** Edna Coulter, Jeff Eckstrand, Stephen Levy, Shawn Peach

**Absent:** Jul Bissell, Doug Booker, Doug Francoeur, Darryl Motley, Jacquie Palm-Fraser, Ron These

**Visitors:** Lindsey Schmidt, Erin Switenky, Tim Field (Village of Big Valley), Trina Suther (Village of Hughenden)

**Staff:** Hailey Halberg, Olya Korolchuk, Paige Mueller, Tim Spark, Donna Williams

## Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

According to section 31 (1) of the Alberta Libraries Act,

Board member disqualification

*31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.*



The following board members have sent their regrets and cannot attend today's board meeting. To ensure their continuance on the Parkland Library Board in compliance with the legislation the following motion will be made.

Motion by Gord Lawlor to excuse Edna Coulter, Jeff Eckstrand, Stephen Levy, and Shawn Peach from attendance at the board meeting on May 16, 2024 and remain a member of the Parkland Board in good standing.

CARRIED  
PRLS 11/2024

## **1.1 Agenda**

### **1.1.2 Adoption of the Agenda**

Gilliat asked if there were any additions or deletions to the agenda. Joy-Anne Murphy mentioned that the timed agenda should be noted as approximate so that there is no motion necessary if the time allotment goes over.

Motion by Ray Reckseidler to accept the agenda as amended.

CARRIED  
PRLS 12/2024

## **1.2. Approval of Minutes**

Gilliat asked if there were any amendments to the February 22, 2024 minutes.

Motion by Gord Lawlor to approve the minutes of the February 22, 2024 meeting as presented.

CARRIED  
PRLS 13/2024

## **1.3. Business arising from the minutes of the February 25, 2024 meeting**

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

## **2. Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda.

Motion by Diane Roth to approve the consent agenda as presented.

CARRIED  
PRLS 14/2024

## **3.1 Presentation of the 2023 Parkland Audit**

Gilliat turned the meeting over to Lindsey Schmidt and Erin Switenky from Parkland's audit company, MNP, to review and discuss any questions from the 2023 Financial Statement's and Audit Findings.



The audit statements and findings were previously presented by Lindsey Schmidt and Erin Switenky at the March Executive Committee meeting where they were approved. The auditors stated that;

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

Bauman noted that there is no management letter this year, or recommendations, which shows the commitment of Parkland Staff to ensuring Parkland's financial management is sound.

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 15/2024

Lindsey Bauman and Erin Switenky left the meeting at 10:41 a.m.

### **3.2 PRLS Membership Agreement**

Gilliat reviewed. At the February board meeting there was discussion about the possibility of opening and thoroughly revising Parkland's membership agreement.

At their March 21<sup>st</sup> meeting, the Executive Committee discussed whether it should recommend opening Parkland's agreement. After much discussion, the majority of Executive Committee members present at the meeting approved a motion recommending the board leave the membership agreement as it is.

Not including staff time, or additional stakeholder meeting costs, Parkland's legal firm, Chapman Riebeek, estimated that legal costs associated with a major revision of the membership agreement would cost between \$5,000 - \$7,500.

As for timelines, Parkland's Director inquired with the other library systems which undertook changes to their agreement and one system took five years, a second took between four and five years, and a third took about one year for a single amendment.

Since legislation has changed over the years, the Public Library Services Branch with Municipal Affairs would have to review any changes to the membership agreement for legislative compliance. It would also be advisable to consult with our municipal membership to see what changes they might want since the Parkland agreement is an intermunicipal agreement.

After some discussion, it was agreed that there is nothing so outdated that the agreement needs to be changed at present.

Motion by Janice Wing to receive for information.

CARRIED  
PRLS 16/2024



### 3.3. Employee Retention - Deb Smith

Smith reviewed her submission to the board package, talking about Parkland's product being its staff and that it is important to value and compensate the specialized staff that Parkland has.

Motion by Dana Kreil to receive for information.

CARRIED  
PRLS 17/2024

### 3.4. PRLS Compensation Policy

Gilliat reviewed. The Parkland board passed a new compensation policy along with a new salary grid at the board meeting in November 2023. The new grid and policy will not take effect until January 2025. At the start of 2024 staff worked with the Executive Committee on how the new salary grid would be implemented since how staff are placed on the new grid would have significant budget implications.

Williams reviewed the potential changes. When examining the new compensation policy within the context of implementing the new grid, it became apparent that some clarification in the wording of the policy would be useful. Issues for revision included:

- Clarify when a staff member qualifies for a salary increase when returning from an authorized leave
- Clearly stating that adding a cost-of-living adjustment to the grid will be optional
- Removing the sentence at the end of the policy where it states that the compensation policy can only be changed at the February board meeting because the board can change its policies at any time
- Other alterations amounted to minor changes in wording designed to clarify the policy

Deb Coombes left the meeting at 10:50 a.m.

Motion by Janice Wing to approve the changes to Parkland's 4.4.10 *Cost of Living and Compensation Policy* as amended.

CARRIED  
PRLS 18/2024

### 3.5. PRLS 2025 Budget

Williams presented the budget. In response to direction provided by the Executive Committee staff have prepared the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- 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.





- 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.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- The Government of Alberta has indicated operating grants will be funded at the same level as 2024. The system operating grant will remain at \$4.75 per capita and the rural library services grant at \$5.60 per capita (lines 1.1, 1.4, and 2.1).
- The new nine-step salary grid will be implemented by putting staff on the grid at the nearest dollar amount to where they are now but not lower. There will be no additional step increase and no COLA adjustment was added. The increase to the salary line equals approximately 2.8%.
- 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.
- 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.

All other adjustments to budget lines, up or down, are based on multi-year estimates or adjustments for inflation.

A letter from Ric McIver, the Minister of Municipal Affairs, confirming that library funding will be stable in 2025 was included in the package.

The budget with the full notes will be brought back to the board in September for formal approval. At this meeting board input is being sought as staff adjust to the return to the population figures supplied by Municipal Affairs to invoice municipalities.



Motion by Ray Reckseidler to approve the 2025 Parkland budget as presented.

CARRIED  
PRLS 19/2024

### **3.6. Audit Policy Statement**

Williams reviewed. At the May 18, 2023 meeting of the Parkland board, the following motion was made to empower the Executive Committee to review and approve Parkland's audit;

*Motion by Deb Smith to change PRLS Executive Committee policy to read "The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting".*

CARRIED  
PRLS 30/2023

While policy 2.6 the "Role of the Executive Committee" was updated, a further change in 4.4.4 of Parkland's audit policy statement was not updated. Since the direction and motion approved by the board was clear, Parkland has updated the wording of 4.4.4 to correctly reflect current practice and ensure policy 4.4.4 reflects the change made by the board.

Motion by Teresa Cunningham to receive for information.

CARRIED  
PRLS 20/2024

### **3.7. Board Room Recording Equipment**

Williams reviewed. With the advent of COVID-19 and Parkland's switch to virtual "Zoom" meetings, the technology allowed Parkland to record board discussions and motions. While the board opted for virtual meetings for 2024, many board members prefer in-person meetings and there is always the possibility Parkland will return to in-person board meetings in the future.

At the October 2023 Executive Committee meeting, a motion was made that all board meetings be recorded and posted publicly. For board meetings to be recorded, Parkland will either have to remain holding board meetings online in perpetuity, or implement upgrades to the board room's sound system to accommodate the recording of in-person meetings.

Parkland solicited a quote from the same audio/visual company that installed our current board room set up. The estimated cost is over \$33,000 to install recording equipment. Parkland has no budget line to pay for this upgrade, so funds would have to be provided from reserves.

The system Parkland looked at was a very inexpensive system which will also require significant additional staff training plus additional staff to operate during in-person board meetings. More sophisticated systems could be purchased, but costs could more than double.



After reviewing the matter at their January 25<sup>th</sup> meeting, Parkland's Executive Committee decided to table the decision on whether to upgrade the board room with recording equipment until after the auditors confirm if Parkland has a surplus from 2023, and if so, in what amount.

When expenditures from reserves in 2023 are taken into account, Parkland's net change in financial assets decreased by \$236,248. To site one example, the new websites developed for Parkland's libraries completed last year cost \$200,000 from the Technology Reserve. For 2024 technology purchases for Parkland and member libraries are anticipated to be over \$212,000. Parkland does not budget funds for reserves, and with reserve levels dropping, the Executive Committee needed to decide on what Parkland's spending priorities should be. Parkland only replenishes its reserves when there are budget surpluses.

The matter was discussed at the March Executive Committee meeting and they agreed that purchasing equipment for recording board meetings is not a priority at this time, especially if board meetings remain virtual.

Unless the board wants this matter pursued, no further action will be taken.

Motion by Teresa Cunningham to receive for information

CARRIED

PRLS 21/2024

### **3.8. Marketing and Advocacy Committee Report**

Gilliat turned the meeting over to Gord Lawlor, the Chair of the Advocacy Committee.

Parkland's new Return on Investment documents are available on Parkland's website.

In past years, the sharing of resources among libraries was calculated only using the statistics for those counties with an outlet library. However, when calculating the ROI amounts for items such as materials allotment, technology savings, and the Rural Library Services Grant, the combined statistics for all area libraries were used.

Staff discussed this matter with the Advocacy Committee and the Executive Committee. Both committees voiced strong support for including the full resource sharing numbers from all the libraires in the counties for the sake of consistency.

Copies will be sent to each municipality. As board members, your advocacy assignment is to please ensure that the ROI for your member municipality is presented to council. If council or administration has any questions about their ROI that you can't answer, please have them contact Parkland directly and staff will be happy to answer any questions or meet with municipal council or administration.

On May 10<sup>th</sup>, Parkland celebrated its 65<sup>th</sup> anniversary. There was a small celebration with cake and good company. Parkland purchased some art for the occasion and gave building tours to people who hadn't visited the new building before. Thank you to everyone who came out for the get together.



Finally, included in the package was a letter drafted and distributed by the Library Association of Alberta (LAA) on the issue of the Government of Alberta's position on *Parental Rights*. This letter was sent to all major news outlets, the LAA membership, and to all Parkland libraries by LAA's President. This is the first time in living memory a library association has taken a position on a political issue in Alberta. Parkland has been a member of LAA for decades. LAA is a multi-sector library association.

Parkland's Executive and Advocacy Committees reviewed LAA's letter. Subsequently, Parkland made inquiries with our local member of the Legislative Assembly (MLA) Jennifer Johnson and were informed no legislation has been drafted. This means the LAA was taking a position on legislation that does not yet exist.

In addition to sending Parkland's response letter to the LAA, it was sent to all Parkland member libraries. This is because the President of the LAA sent it to all Parkland libraries through her Parkland email account and not an LAA email address.

A response to Parkland's letter from the LAA was received on May 6<sup>th</sup> and another letter was received from the City of Camrose Public Library Board on May 7<sup>th</sup>. A response from PRLS Board Chair Barb Gilliat was sent to the Camrose Library Board on May 9<sup>th</sup>.

Joy-Anne Murphy from the City of Camrose spoke to the letter from the Camrose Public Library (CPL) Board. She voiced three concerns:

1. There seemed to be the same lack of consultation by Parkland with its libraries before writing their resignation letter as Parkland had pointed to LAA's lack of consultation with its members before distributing their original letter.
2. PRLS speaks to remaining impartial, on political or social issues. CPL believes the issue of intellectual freedom should not be categorized as political as it applies to all patrons in libraries.
3. CPL is concerned that this issue has created division, which could negatively impact Parkland's smaller libraries in regards to access to services from LAA.

Motion by Joy-Anne Murphy to bring back the issue of Parkland's LAA membership for review by the board in September.

CARRIED  
PRLS 22/2024

### **3.9.1. Director's Report**

### **3.9.2. Library Services Report**

### **3.9.3. Finance & Operations Report**

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

Motion by Gord Lawlor to receive the Director's, Library Services, and Finance & Operations Report for information.

CARRIED  
PRLS 23/2024



### 3.10. **Parkland Community Update**

**Hardisty Public Library** has partnered with Vision Credit Union to receive a helping hand grant for \$5,000 to provide cement steps and hand rails for the library. They also have a ground level automatic door at the side entrance to the library.

**Bentley Municipal Library** is celebrating their 75<sup>th</sup> anniversary on the 15<sup>th</sup> of June.

**Innisfail Public Library** celebrated their 120<sup>th</sup> anniversary on April 13<sup>th</sup> with a cake and time capsule. They have also launched a new program, a human library, in cooperation with the Innisfail Welcoming and Inclusive Community Committee. A resident who emigrated from Sri Lanka presented on May 15<sup>th</sup> at the library.

**Camrose Public Library** is starting a fund in cooperation with the Battle River Community Foundation, but needed seed money of \$10,000, which was provided by an anonymous donor. They will be adding monies to the fund in the future. They also have 3 summer students hired with help from a federal government program. Lastly, they are holding intellectual freedom training on May 27<sup>th</sup> with James Turk for the Camrose staff and library board.

**Stettler Public Library** have their summer student pages returning for the 4<sup>th</sup> year in a row.

**Penhold and District Public Library** acquired a telescope and are creating a policy to lend it out to the public. They are currently gearing up for summer reading club. The library manager and Board Chair came to Parkland's 65<sup>th</sup> anniversary and appreciated the time capsule on display.

### 4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:53 a.m.

CARRIED

PRLS 24/2024

---

Chair

## Town of Sundre

### 2023 Return on Investment

#### Your Membership

**Total Financial Benefits**

**\$504,201.75**

**Return on Investment**

**\$1.00 = \$22.03**

Based on a population of **2,616**, the cost of membership to Parkland Regional Library System for the Town of Sundre was **\$22,890.00** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to Sundre Municipal Library:

2023 materials allotment	\$2,956.08
Rural Library Services Grant	\$18,306.40
Allotment from Mountain View County <sup>1</sup>	<u>\$4,060.09</u>
<b>TOTAL</b>	<b>\$25,322.57</b>

#### Cost benefits of PRLS services

Technology Savings to Sundre Municipal Library:

Computers for library use	\$2,549.97
Software & Licensing	\$7,183.90
SuperNet connection	<u>\$10,242.00</u>
<b>TOTAL</b>	<b>\$19,975.87</b>

Resource Sharing Savings to Sundre Municipal Library:

Items borrowed from other libraries	14,458 @\$15.78	\$228,147.24
Digital items borrowed from PRLS	4,751 @\$48.57	<u>\$230,756.07</u>
<b>TOTAL</b>		<b>\$458,903.31</b>

**Combined Savings**

**\$478,879.18**

## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

---

<sup>1</sup> Mountain View County assigned a rural population of 3,593 to the Town of Sundre