

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, January 27, 2025

Town Office Council Chambers Eckville, AB 6:00 pm
(Councillors may attend via electronic means)

- | | | |
|---|------|--|
| 1. CALL TO ORDER | 1.1 | |
| 2. DELEGATIONS/PUBLIC HEARING | 2.1 | Lacombe Regional Tourism-Austin Weaver 6:00 pm |
| 3. AGENDA | 3.1 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Regular Council Meeting Minutes – January 13, 2025 pg. 1-3A |
| 5. ACTION ITEMS | 5.1 | RFD-Request to Change Animal Impound Fees pg. 4-5 |
| | 5.2 | RFD-Setting Planning Rates and Fees pg. 6 |
| | 5.3 | RFD-Appointment of Auditor pg.7 |
| | 5.4 | RFD-Targeted Redevelopment Fund pg. 8-9 |
| 6. BYLAWS, POLICIES | 6.1 | |
| 7. REPORTS | 7.1 | Management Report – January 27, 2025 pg. 10-11 |
| | 7.2 | Financial Report-AP January 15 & 16, 2025 pg. 12-15 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Consent Agenda:
A. Lacombe County Highlights of Council Meet-Jan9/25 pg. 16-17
B. Parkland Regional Library Trustee Orientation pg. 18-53
C. “Thank-you” Eckville Eagles U9 team pg. 54 |
| 10. SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | |
| 11. CLOSED SESSION | 11.1 | |
| 12. COMMITTEE OF THE WHOLE | 12.1 | |
| 13. ADJOURNMENT | 13.1 | |

TOWN OF ECKVILLE – COUNCIL MINUTES

Mtg. Date Jan 27, 2025

Agenda Item 4.1

Monday, January 13, 2025
Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta
(The meeting was available via electronic means)

1. Call to Order

1.1 Mayor Ebdon called the meeting to order at 6:01 p.m.

Present: Mayor Ebdon

Councillor Engen (joined via electronic means)

Councillor Meyers

Councillor Pacholek

Councillor Palm-Fraser

Councillor See (joined via electronic means)

Councillor Thoreson (joined via electronic means)

Absent:

Staff: CAO, Jack Ramsden, Deputy CAO Darcy Webb

Press: None Present

Gallery: None

2. Delegations/Public Hearings

2.1 None

3. Agenda

3.1 Additional Agenda Items
5.3 Councillor Absence Request

Res.001.2025

Moved by Councillor Palm-Fraser that 5.3 Councillor Absence Request be added to the agenda. **Carried Unanimously.**

10.1 AB Munis Municipal Leaders Caucus

Res. 002.2025

Moved by Mayor Ebdon that 10.1 AB. Munis Municipal Leaders Caucus be added to the agenda. **Carried Unanimously**

10.2 RDP Breakfast.

Res.003.2025

Moved by Councillor See that 10.2 RDP Breakfast be added to the agenda. **Carried Unanimously.**

10.3 Parkland Regional Library Zoom meetings

Res.004.2025

Moved by Councillor Pacholek that 10.3 Parkland Regional Library Zoom Meetings be added to the agenda. **Carried Unanimously.**

3.2 Adoption of Agenda

Res.005.2025

Moved by Councillor See that the agenda be adopted with the additions.
Carried Unanimously.

Mayor Ebdon called for a 5 minute recess. Time 6:08pm. The meeting reconvened at 6:13pm

Councillor Engen joined the meeting at 6:14pm

4. Minutes

- 4.1 Regular Council Meeting Minutes – December 30th, 2024

Res. 006.2025

Moved by Councillor See that the minutes of the December 30th, 2024, Council Meeting be approved as presented. **Carried Unanimously.**

5. Action Items

- 5.1 RFD -Proposed 2025 Eckville Fire Department Honorarium Rate.

Res. 007.2025

Moved by Councillor Meyers that Eckville Town Council approve the proposed "2025 Eckville Fire Department Honorarium and Rate Payment Schedule" as presented, for calls within the Town of Eckville. **Carried Unanimously.**

- 5.2 Payment of Fire Department 3rd party invoices – discussion

CAO Ramsden requested that this item be moved to 11.1 Closed Session, Section 21: Disclosure Harmful to intergovernmental relations.

- 5.3 Councillor Absence Request.

Councillor Palm-Fraser withdrew this agenda item.

6. Bylaws, Policies

- 6.1 None

7. Reports

- 7.1 Management Report – January 13th, 2025

Res. 008.2025

Moved by Councillor Pacholek that the Management Report January 13th, 2025, be accepted for information. **Carried Unanimously.**

- 7.1 Financial Report – AP December 9, 2024 – January 9, 2025.

Res. 009.2025

Moved by Councillor Meyers that the Financial Report be accepted for information. **Carried Unanimously.**

8. Committee & Board Reports

- 8.1 Councillor Engen reported on the Medicine River Watershed Society.
8.2 Councillor Pacholek reported on the Bylaw Review committee.
8.3 Councillor Palm-Fraser reported on the Bylaw Review Committee and the Library
8.4 Councillor Meyers reported on the bylaw Review Committee.
8.5 Mayor Ebdon reported on the Bylaw Review Committee, the Library and the midsize Mayors and Reeves meeting.

Res. 010.2025

Moved by Councillor Meyers that the Committee and Board Reports be accepted. **Carried Unanimously.**

Mayor Ebdon called for a 5 minute recess. Time 7:45pm. The meeting reconvened at 7:50pm.

**9. Correspondence,
Information Items**

9.1 Consent Agenda:

- A. Lacombe County Council Meeting Highlights – Dec 12, 2024
- B. 2025 Diversity Awards.

Res. 011.2025

Moved by Councillor Palm-Fraser that the Correspondence and Information items be accepted as information. **Carried Unanimously.**

**10. Seminars, Meetings,
Special Events**

10.1 AB. Munis Municipal Leaders Caucus

Moved by Mayor Ebdon that Councillor Palm-Fraser be authorized to attend the AB Munis Municipal Leader Caucus. **Carried Unanimously.**

Res. 012.2025

10.2 RDP Breakfast.

Res.013.2025

Moved by Councillor Meyers that any member of Council be authorized to attend the RDB Breakfast. **Carried Unanimously.**

10.3 Parkland Regional Library Zoom Meetings.

Res.014.2025

Moved by Councillor Engen that Councillor Palm-Fraser be authorized to attend the Parkland Regional Library Zoom meetings. **Carried Unanimously.**

Res. 015.2025

Moved by Councillor Palm-Fraser that Seminars, Meetings & Special Events be accepted for information. **Carried Unanimously.**

11. Closed Session

11.1 Section 21: Disclosure Harmful to intergovernmental relations.

Res. 016.2025

Moved by Councillor Palm-Fraser that the meeting move into closed session, excluding all persons except Council Members, CAO, and Deputy CAO in order to discuss an item with respect to Section 21: Disclosure Harmful to intergovernmental relations. Time 7:312p.m. **Carried Unanimously**

Res.017.2025

Moved by Councilor Meyers that the meeting revert back to open session. Time 7:45 p.m. **Carried Unanimously.**

Res. 018.2025

Moved by Councillor Engen that the CAO and Mayor be authorized to meet with the CAOs' and Mayors' of Alix, Bentley and Clive to discuss the new practice of invoicing fellow municipalities for additional fire services. **Carried Unanimously.**

**12. Committee of the
Whole**

12.1 None

13. Adjournment

13.1

Res. 019.2025

Mayor Ebden adjourned the meeting. Time 8:46pm. **Carried Unanimously.**

Mayor

CAO

DRAFT

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	January 27, 2025
Originated By:	Jack Ramsden, CAO
Title:	Request to Change Animal Impound Fees

BACKGROUND: Our current contract with Klassic Kennels is \$100.00 per cat or dog. Please see a copy of their email of December 12, 2024, for details.

DISCUSSION/ALTERNATIVES: Klassic Kennels has requested an increase in these fees to help offset some of the increased costs that they are experiencing in transferring these animals to the rescue partners, Next Chapter Animal Rescue League.

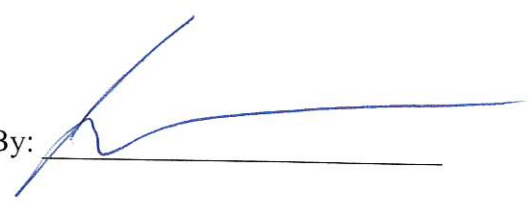
We would note that these additional fees would not be kept by Klassic Kennels but rather passed on to their rescue partners who are experiencing increased operating costs.

IMPACT ON BUDGET: This increase can be included in the 2025 Operating Budget and may cost an additional \$5000.00 to \$6,000 per year.

RECOMMENDED ACTION: That the following motion be presented for consideration:

"That Town of Eckville agree to the proposed increase to \$150.00 per cat or dog as requested by Klassic Kennels. This increase will be retroactive to January 1, 2025."

Prepared By: _____ Approved By: _____



Jack Ramsden

From: info@klassickennels.com
Sent: Thursday, December 12, 2024 4:58 PM
To: Jack Ramsden
Subject: Request for impound fee adjustment

To: Town of Eckville

Request for impound fee adjustment:

This is a request to alter our impoundment fee for unclaimed dogs and cats from within the municipality.

Our fee for the more than 10 years has been \$100.00 plus GST. When that fee was established, our partners cost for altering a cat was between \$125 to \$150 per animal. The recent upheaval in inflation has catapulted that cost to over \$225 to \$250 per animal.

We forward the current impound fee to our rescue partner, Next Chapter Animal Rescue League. That means that for every cat transferred over, they have to fundraise more than \$150 per animal. With the latest trend (last 24 months) seeing a rise in cat intakes and a drop in animals being returned to owner, this is placing a huge strain on the not for profit that is working with us.

To somewhat reduce the financial and economic burden on Next Chapter Animal Rescue League we are requesting that we move the unclaimed animal impound fee for both cats and dogs from \$100 plus GST to \$150.00 plus GST beginning January 2025.

We appreciate these are difficult times and would prefer not to make this change, but we are convinced that it is imperative and necessary at this time.

I realize that this is outside of our agreed upon impound fee and as such this is just a request. If council feels this is not reasonable, we will of course continue on with the agreed upon impound fee for the duration of our agreement.

Thank you for your consideration in this matter.

Best Regards

Jim deBoon
Animal Control Services/ Klassic Kennels

Mtg. Date Jan 27, 2025
Agenda Item 5.2

TOWN OF ECKVILLE Request to Council for Decision

Meeting: Town	Council
Meeting Date:	January 27, 2025
Originated By:	Jack Ramsden, CAO
Title:	Setting Planning Rates and Fees

BACKGROUND: We would like to propose some new rates and fees for our planning area. Firstly, we would like to propose new fees for new subdivision applications. Secondly we would like to propose new fees for subdivision and development appeals.

DISCUSSION/ALTERNATIVES:
Fees for an 8-lot subdivision.

	<u>Eckville Proposed</u>	<u>Parkland Community Planning Services</u>	<u>Town Ponoka</u>
Application Fee:	\$500.00	\$1,200 (2 lots)	\$500.00
Lot Fee:	\$125.00 per lot	\$225.00 per lot	\$125.00 per lot
Endorsement fee:	\$125.00 per lot	\$100.00 per lot	\$125.00 per lot
Total Fees:	\$2,500.00	\$3,350.00	\$2,500
Subdivision / Dev Appeal	\$100.00	N/A	\$250.00

IMPACT ON BUDGET: we should be close to breaking even after paying Parkland Community Planning Services for handling the subdivision.

RECOMMENDED ACTION: That the following motion be presented for consideration:

“That effective immediately the fee for a subdivision application shall be as follows: an application fee \$500, a lot fee of \$125.00 per lot, and an endorsement fee of \$125.00 per lot.”

And

“That effective immediately the fee for a subdivision or development appeal shall be as follows: development appeal - \$100.00 and subdivision appeal \$100.00.”

Prepared By: _____ Approved By:  _____

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TOWN OF ECKVILLE

Request to Council for Decision

Meeting:	Town Council
Meeting Date:	January 27, 2025
Originated By:	Jack Ramsden, CAO; D. Webb, Deputy CAO
Title:	Appointment of Auditor

BACKGROUND: Section 280(1) of the Municipal Government Act states that, "each Council must appoint one or more auditors for the municipality."

DISCUSSION/ALTERNATIVES: Council passed motion 218.2023 on September 5, 2023, "Moved by Councillor See that the Town accept the proposal submitted by MNP, Red Deer for the provision of Financial Statement Audit Services for the calendar years 2023 and 2024 for the base audit fees of \$30,000 and \$24,000 respectively."


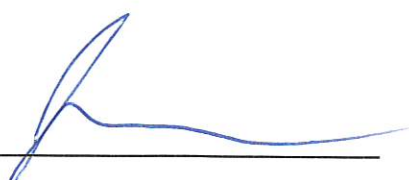
The folks engaged with providing our MAP (Municipal Accountability Program) review are of the opinion that this motion does not specifically appoint the auditor.

We are bringing forth slightly different wording in the form of a new motion. This new motion will then be submitted to the MAP staff.

IMPACT ON BUDGET: There will be no impact on the budget.

RECOMMENDED ACTION: That the following motion be presented for consideration:

"That the Town of Eckville Council appoint Melisa Milne of the Red Deer firm of MNP as auditor for the Town of Eckville for the 2024 financial year."

Prepared by:  Approved by: 

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	January 27, 2025
Originated By:	Jack Ramsden, CAO
Title:	Request for Reimbursement – Roll # 038300 - Targeted Redevelopment Program

BACKGROUND: Please find attached an invoice for the demolition and removal of an old 1986 mobile home which was located at 5132 – 55 Avenue. This work was for the demolition and removal of the previously noted mobile home.

The Property Owner is requesting the reimbursement of a portion of the costs as per our "Targeted Redevelopment Program".

DISCUSSION/ALTERNATIVES: The intent of the "Targeted Redevelopment Program" is to assist Property Owners who wish to remove and dispose of their older mobile homes so that they can be replaced with a newer manufactured home or a new home.

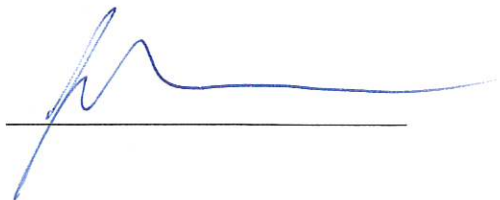
As per our "Targeted Redevelopment Program" we are recommending the reimbursement of the maximum amount of \$5,000.00 to the owner of Roll # 039100.

IMPACT ON BUDGET: This refund is covered in our 2025 operating budget.

RECOMMENDED ACTION: That the following motion be presented for consideration:

"That Administration be authorized to reimburse the owner of Roll #038300 the amount of Five Thousand Dollars (\$5,000.00) to help offset their costs to demolish and remove an old mobile home and an old garage as per the "Targeted Redevelopment Program."

Prepared By: _____ Approved By: _____


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Hellbound Services Corp.

Box 604
Eckville, Alberta T0M 0X0
Canada

INVOICE

Invoice No.: 47599
Date: Nov 19, 2024
Page: 1

PAID
PO/AFE #

Sold to:

Eckville, AB T0M 0X0

Business No.: 13921 8028 RT0001

Ticket #	Date	Quantity	Description	Tax	Unit Price	Amount
	Nov 19	1	Remove trailer from 5132 - 55 Ave -- Demolition	G	13,500.00	13,500.00
			Subtotal:			13,500.00
			G - GST @ 5%			
			GST			675.00
Comment: Paid by Money Order Thank-You!					Total Amount	14,175.00
					Amount Paid	14,175.00
					Amount Owning	0.00

**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL**

January 27, 2025

Mtg. Date Jan 27, 2025

Agenda Item 7.1

Current Activities:

- **Proposed Industrial Subdivision on 57 Avenue** – Developer Manjinder Dhillon and our Administration met with representatives from BTG Energy on January 15th and discussed the relocation of an oil pipeline that runs north through the Developer's property from the active oil well site located on our property just west of our Town Shop. We looked at three proposed alignments that were proposed by Tagish Engineering. The final recommendation was to bore the replacement pipeline along the west boundary of the subdivision, likely under the new drainage ditch.
We will be meeting in March once BTG have completed their cost estimates to review their proposal and make the final decision on the matter.
- **Active Wellsite West of the Town Shop** – Nothing further to report at this time.
- **Manufactured Homes:** The skirting has now been installed on the 16' x 76' 2002 manufactured home that was moved onto site 311 of the Eckville Estates Mobile Home Park in December 2024. Work continues on renovations and upgrades on the outside of the home. As previously mentioned this home is owned by the Mobile Home Park's Owner, and he tells us that he has another unit that he may also move into the park.
The used 2009 16' x 76' manufactured home was moved on to 5132 – 55th Avenue has been moved to the proper location and now meets the required setbacks. All of the utilities have now been connected and hopefully the Owner will be able to move in in the next week or so.
- **Public Works Highlights:**
 - **East and West Sewer Lift Stations:** The new control box has been installed in the west lift station, but we are still waiting for the new floats that operate the back up pumping system. As soon as they have it working correctly for a period of time, the control box will also be installed in the east lift station.
 - **Solar Christmas Lighting:** We have most of the bugs out of the solar street lights and Christmas decorations, but we have continued to have issues with the street light at Eckville Super Service. We continue to push Clearblue to replace at least some of our heavy-duty batteries.
 - **Winter Road Maintenance:** Our Public Works Team continues to plow snow as required and sands corners & streets on a regular basis. The ice breaker has been used on many streets and it has proved to be a real asset. Snow piles are being hauled away by a local Contractor. Thanks for the good work Guys!

Future / Planned Activities:

- **Proposed Changes to our Fire Bylaw:** We are still waiting for a meeting to be scheduled for the Mayors and CAOs of Acme, Bentley, Clive and Eckville to meet to discuss the new

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Management Report –January 27, 2025

practice of invoicing fellow municipalities for additional fire services. We will report back to you after we meet.

- **Preparation for the 2025 Town of Eckville General Election:** We will be notifying the Province of the approved changes to the makeup of our Town Council and are in the process of preparing for the upcoming General Election on October 20, 2025.
- **2024 Financial Audit:** Our Deputy CAO started his prep work for the 2024 audit process before the end of 2024 and he is gearing up to be ready for the MNP Audit Team next February and March.

Jack Ramsden, CAO



Darcy Webb, Deputy CAO

System: 2025-01-15 2:19:59 PM
User Date: 2025-01-15

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: CHEQUES
Batch Comment: Cheques

Audit Trail Code: PMCHQ00000910

Posting Date: 2025-01-15
Mtg. Date Jan 27, 2025
Agenda Item 7.2

Chequebook ID: ATB - GEN

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
028233	2025-01-15	00000000000024186	AMT01	Alberta Municipal Taxation Pro	\$247.50
028234	2025-01-15	00000000000024187	CEN016	CentralSquare	\$21,095.03
028235	2025-01-15	00000000000024188	CIP01	CIP Office Technology	\$142.80
028236	2025-01-15	00000000000024189	CPA001	Community Planning Assoc. of A	\$350.00
028237	2025-01-15	00000000000024190	DAV10	Dave Judson	\$684.58
028238	2025-01-15	00000000000024191	DPO001	DPOC	\$1,575.00
028239	2025-01-15	00000000000024192	LAC009	Lacombe Regional Tourism & Mar	\$5,939.85
028240	2025-01-15	00000000000024193	LGA001	Local Gov. Administration Ass.	\$288.75
028241	2025-01-15	00000000000024194	PAR001	Parkland Regional Library	\$2,611.18
028242	2025-01-15	00000000000024195	TOW01	Town of Didsbury	\$250.00
028243	2025-01-15	00000000000024196	WEL001	Wells Fargo Equipment Fin Co	\$486.53
028244	2025-01-15	00000000000024197	AUM002	AMSC Insurance Services Ltd.	\$12,167.97
* 028221	2025-01-15	00000000000024198	AMT01	Alberta Municipal Taxation Pro	\$247.50
* 028222	2025-01-15	00000000000024199	CEN016	CentralSquare	\$21,095.03
* 028223	2025-01-15	00000000000024200	CIP01	CIP Office Technology	\$142.80
* 028224	2025-01-15	00000000000024201	CPA001	Community Planning Assoc. of A	\$350.00
* 028225	2025-01-15	00000000000024202	DAV10	Dave Judson	\$684.58
* 028226	2025-01-15	00000000000024203	DPO001	DPOC	\$1,575.00
* 028227	2025-01-15	00000000000024204	LAC009	Lacombe Regional Tourism & Mar	\$5,939.85
* 028228	2025-01-15	00000000000024205	LGA001	Local Gov. Administration Ass.	\$288.75
* 028229	2025-01-15	00000000000024206	PAR001	Parkland Regional Library	\$2,611.18
* 028230	2025-01-15	00000000000024207	TOW01	Town of Didsbury	\$250.00
* 028231	2025-01-15	00000000000024209	WEL001	Wells Fargo Equipment Fin Co	\$486.53
* 028232	2025-01-15	00000000000024210	AUM002	AMSC Insurance Services Ltd.	\$12,167.97
Total Cheques: 24					Cheques Total: \$45,839.19

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System: 2025-01-16 10:41:37 AM
User Date: 2025-01-16

Town Of Eckville
CHEQUEBOOK POSTING JOURNAL
Payables Management

Page: 1
User ID: kristina

Audit Trail Code: PMCHQ00000912
* Voided transactions

EFT

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN	Cheque	EFT000000000159	2025-01-16	\$2,289.80
Archon IT Services Ltd.				
ATB - GEN	Cheque	EFT000000000160	2025-01-16	\$7,680.76
Empringham Disposal Corp.				
ATB - GEN	Cheque	EFT000000000161	2025-01-16	\$97.49
Everything H2O				
Total Transactions:		3		

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System: 2025-01-16 9:55:43 AM
User Date: 2025-01-16

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: CHEQUES
Batch Comment: Jan 16, 2025

Audit Trail Code: PMCHQ00000911
Posting Date: 2025-01-16

Chequebook ID: ATB - GEN

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
028245	2025-01-16	00000000000024211	AMT01	Alberta Municipal Taxation Pro	\$247.50
028246	2025-01-16	00000000000024212	CEN016	CentralSquare	\$21,095.03
028247	2025-01-16	00000000000024213	CIP01	CIP Office Technology	\$142.80
028248	2025-01-16	00000000000024214	CPA001	Community Planning Assoc. of A	\$350.00
028249	2025-01-16	00000000000024215	DAV10	Dave Judson	\$684.58
028250	2025-01-16	00000000000024216	DPO001	DPOC	\$1,575.00
028251	2025-01-16	00000000000024217	LAC009	Lacombe Regional Tourism & Mar	\$5,939.85
028252	2025-01-16	00000000000024218	LGA001	Local Gov. Administration Ass.	\$288.75
028253	2025-01-16	00000000000024219	PAR001	Parkland Regional Library	\$2,611.18
028254	2025-01-16	00000000000024220	TOW01	Town of Didsbury	\$250.00
028255	2025-01-16	00000000000024221	WEL001	Wells Fargo Equipment Fin Co	\$486.53
028256	2025-01-16	00000000000024222	AUM002	AMSC Insurance Services Ltd.	\$12,167.97
Total Cheques: 12					Cheques Total: \$45,839.19

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System: 2025-01-16 9:35:16 AM
User Date: 2025-01-16

Town Of Eckville
CHEQUEBOOK POSTING JOURNAL
Payables Management

Page: 1
User ID: Heather

Audit Trail Code: PMVPY00000230

* Voided transactions

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From	Description			
* ATB - GEN	Cheque	028233	2025-01-15	\$247.50
	Alberta Municipal Taxation Prof			
* ATB - GEN	Cheque	028234	2025-01-15	\$21,095.03
	CentralSquare			
* ATB - GEN	Cheque	028235	2025-01-15	\$142.80
	CIP Office Technology			
* ATB - GEN	Cheque	028236	2025-01-15	\$350.00
	Community Planning Assoc. of AB			
* ATB - GEN	Cheque	028237	2025-01-15	\$684.58
	Dave Judson			
* ATB - GEN	Cheque	028238	2025-01-15	\$1,575.00
	DPOC			
* ATB - GEN	Cheque	028239	2025-01-15	\$5,939.85
	Lacombe Regional Tourism & Mark			
* ATB - GEN	Cheque	028240	2025-01-15	\$288.75
	Local Gov. Administration Ass.			
* ATB - GEN	Cheque	028241	2025-01-15	\$2,611.18
	Parkland Regional Library			
* ATB - GEN	Cheque	028242	2025-01-15	\$250.00
	Town of Didsbury			
* ATB - GEN	Cheque	028243	2025-01-15	\$486.53
	Wells Fargo Equipment Fin Co			
* ATB - GEN	Cheque	028244	2025-01-15	\$12,167.97
	AMSC Insurance Services Ltd.			

Total Transactions: 12

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Mtg. Date Jan 27, 2025
Agenda Item 9.1 A

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JANUARY 9, 2025

PROPERTY TAX PAYMENT PLAN REQUEST

A motion that Lacombe County approve the payment plan proposed by Avila Energy for its tax account with payments paid over a thirty-six month period starting March, 2025, and with the stipulation that penalties during the term be waived, did not receive Council approval.

PROPERTY TAX PENALTY CANCELLATION REQUEST

A motion that Lacombe County approve the tax penalty cancellation of \$597.30, as requested by the property owner, tax roll #4027113028, did not receive Council approval.

LONG RANGE PLANNING SERVICES PROGRAM UPDATE

The Long Range Planning Services Program Update for 2025-2027 was presented to Council.

TOWN OF BENTLEY ANNEXATION

Council received an update on the Town of Bentley Annexation.

PLANNING SERVICES UPDATE

Council received an update on the progress and activities of the Planning Services department for 2024.

PARTICIPATION IN CENTRAL ALBERTA TOURISM ALLIANCE

Lacombe County will become a member of the Central Alberta Tourism Alliance (CATA), at a cost of \$5,000, for 2025.

ECONOMIC DEVELOPMENT UPDATE

Council received an update on the progress and activities related to Economic Development in the County.

2024 ENVIRONMENTAL STEWARDSHIP AWARD RECIPIENT

Mr. Nick Harper was awarded the 2024 Environmental Stewardship Award of \$1,500.

2024 CERTIFICATE OF RECOGNITION (COR) MAINTENANCE AUDIT

The County's 2024 Maintenance Certificate of Recognition (COR) Audit results were presented to Council.

WATER AVAILABILITY ENGAGEMENT STUDY

An overview of the Water Availability Engagement Survey, initiated by the Government of Alberta, was presented to Council. Council endorsed Administration's draft responses to the survey, as amended, and directed Administration to submit the finalized responses by the deadline.

CORPORATE BUSINESS PLAN UPDATE

An update to the Lacombe County 2022-2027 Corporate Business Plan was presented to Council.

AMENDMENT TO THE 2024-2028 LONG TERM ROAD CONSTRUCTION PROGRAM

An amendment to the County's 2024-2028 Long Term Road Construction Program was approved by Council.

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SUCCESS GROWS HERE!

PAID PARKING 2024 SEASON REVIEW

An overview of the Paid Parking Program for the 2024 season was presented to Council.

OPPORTUNITY FOR MEETING WITH MINISTER OF MUNICIPAL AFFAIRS

The County Manager was directed to submit a meeting request for Council to meet with the Honourable Ric McIver, Minister of Municipal Affairs, during the 2025 RMA Spring Convention.

2025 UTILITY RATE BYLAWS

Council approved first, second and third reading for the following 2025 utility rate bylaws:

- Bylaw No. 1423/24 Aspelund Industrial Parks Water and Wastewater
- Bylaw No. 1424/24 Mirror Water, Wastewater and Solid Waste Services
- Bylaw No. 1425/24 Lakeview Estates Water Services
- Bylaw No. 1426/24 Sylvan Lake Communal Sewage Services
- Bylaw No. 1427/24 QEII West Lacombe Business Parks Water & Wastewater Services

Next Regular Council Meeting is
January 30, 2025 – 9:00 a.m.

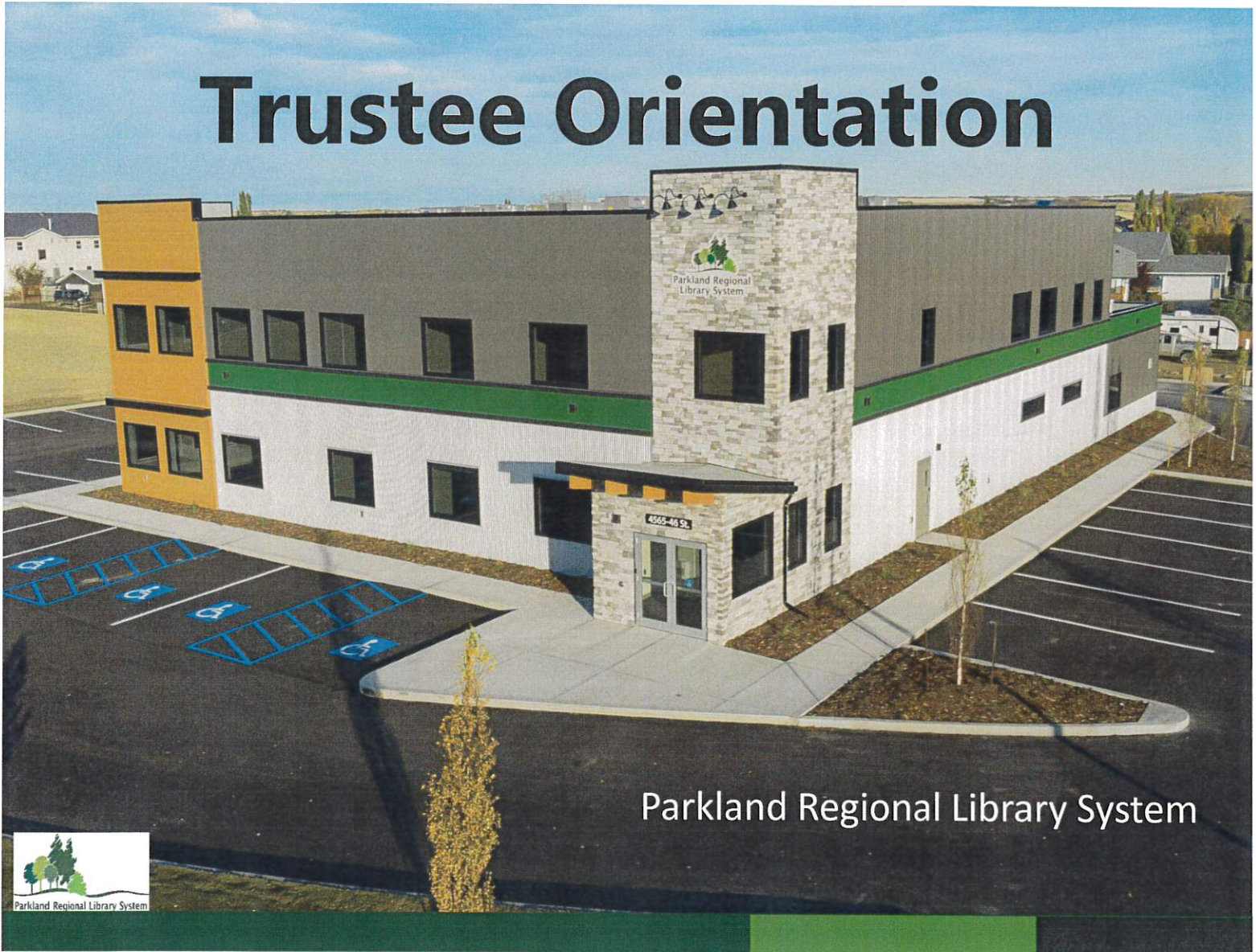
Next Committee of the Whole Meeting is
February 4, 2025 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

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Trustee Orientation



Parkland Regional Library System



What is the Parkland Regional Library System?

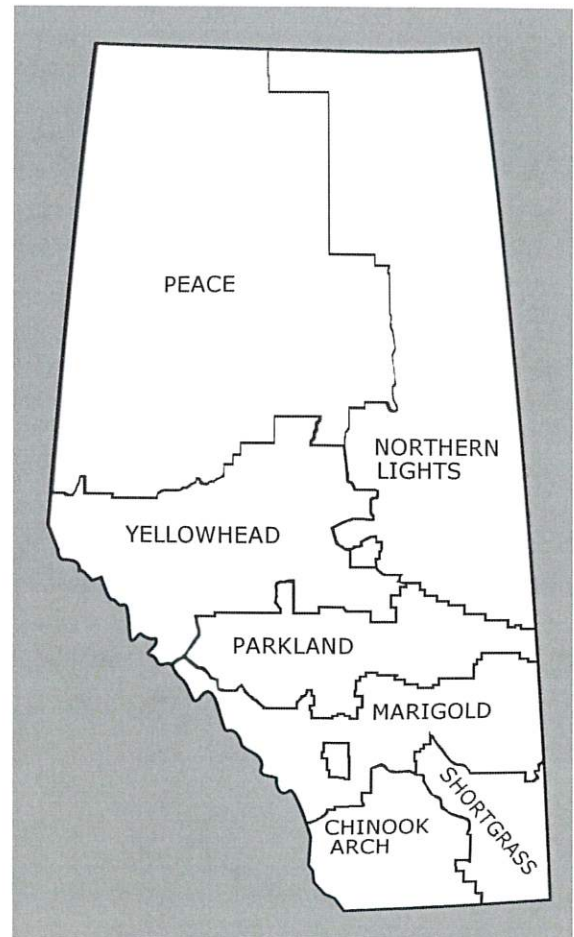
Parkland is one of seven regional library systems in Alberta

PRLS operates as a municipal cooperative/not for profit service organization

Parkland is board run

Parkland provides service, not products

Parkland ensures that even the smallest libraries have access to advice and assistance along with the cost effectiveness made possible by working with a larger unit



Quick Facts:

Formed in 1959 – Oldest of seven regional systems across the province

Service population of 237,161

63 member municipalities and six reserves

48 public libraries plus a small library service at the HBMC at Maskwacis

44 participating library boards

22 full time and 7 part-time employees

In 2024,

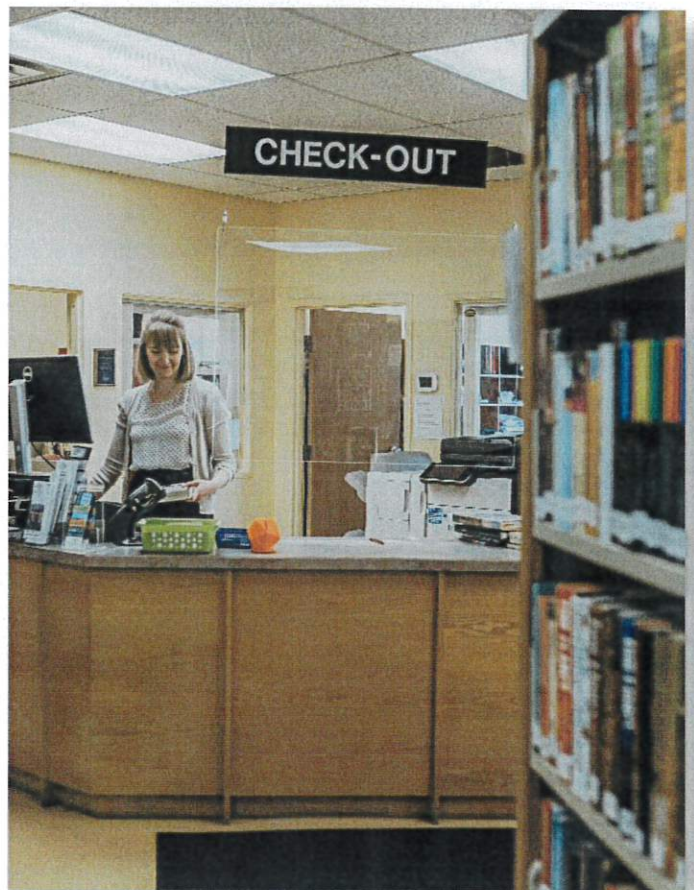
664,784 items in the system catalogue

922,430 deliveries by PRLS vans in 31,918 bins

1,310,828 physical circulations throughout the system

1,269,757 Wi-Fi sessions at libraries

330,448 website and online catalogue visits

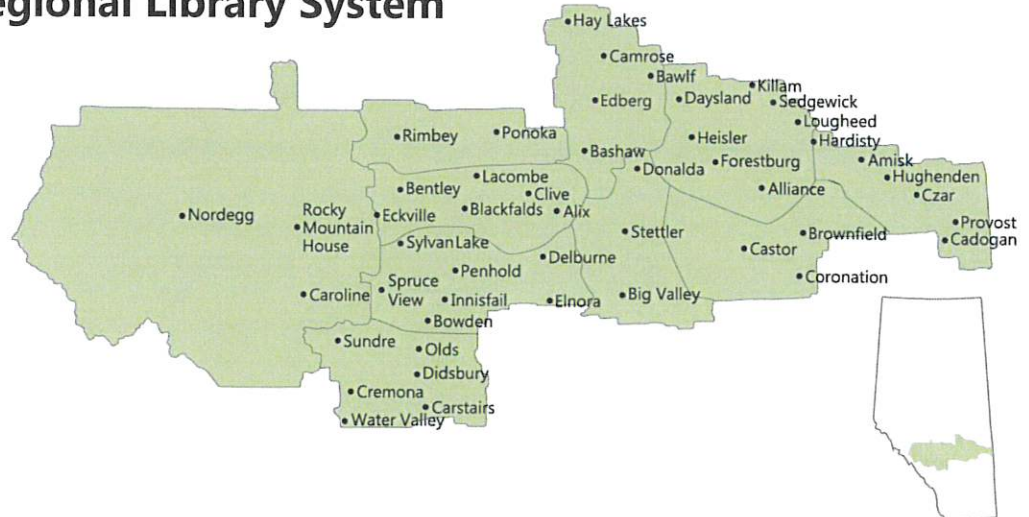


Governance

Systems are established under the Libraries Act

PRLS is formed by parties to the Parkland Regional Library System Agreement, not by government

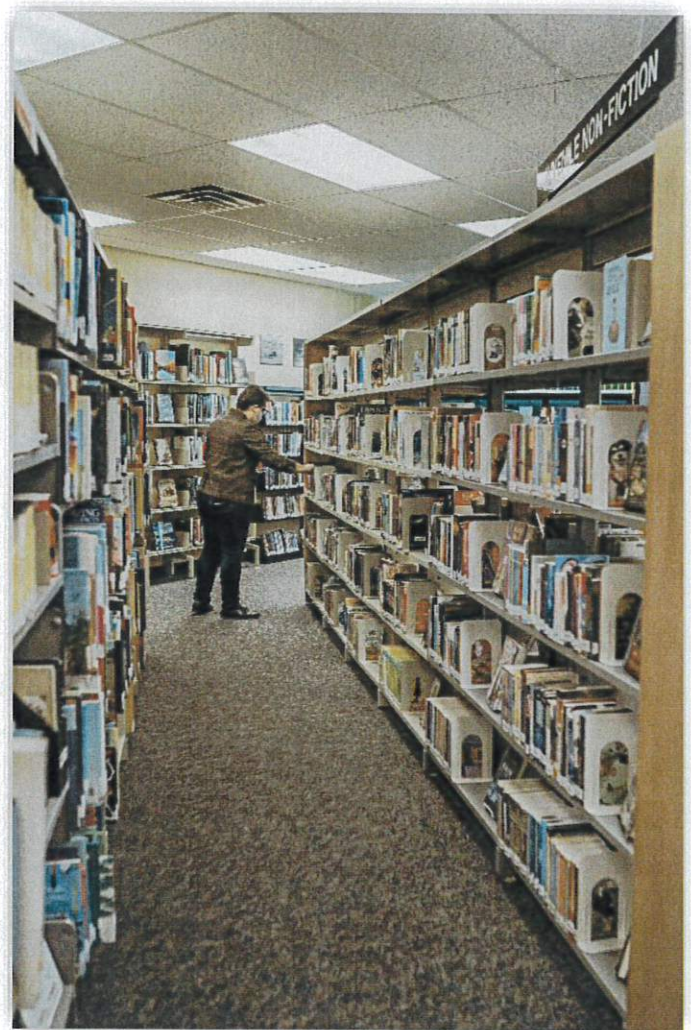
PRLS does not exist without the 63 municipalities that form it because the member municipalities are the Parkland Regional Library System



Library System Mandate

Libraries Act 2:17

"The library system board, subject to any enactment that limits its authority and the agreement.... has full management and control of the library system and shall, in accordance with the regulations and in cooperation with other library boards organize, promote, and maintain comprehensive and efficient library services...."





Library System Board

One member/trustee for each member municipality

Municipalities can appoint alternates to regional boards but not to municipal library boards

Members/trustees are appointed by the council

Appointing trustees is not mandatory

Library Boards

Library boards are governing boards working under the *Libraries Act* (not advisory)

Library boards set direction through policy and hire a senior staff person to implement the policies and deal with all other operational and staffing matters

Library boards are corporate bodies under the legislation

Library boards provide space and service



All Boards:

Role in Governing

Determine needs of the library or libraries, and the communities they serve

Plan and evaluate

Voice and vote (board members cannot abstain from a vote unless there is a conflict of interest)

Make decisions

Speak with one voice after a vote is made

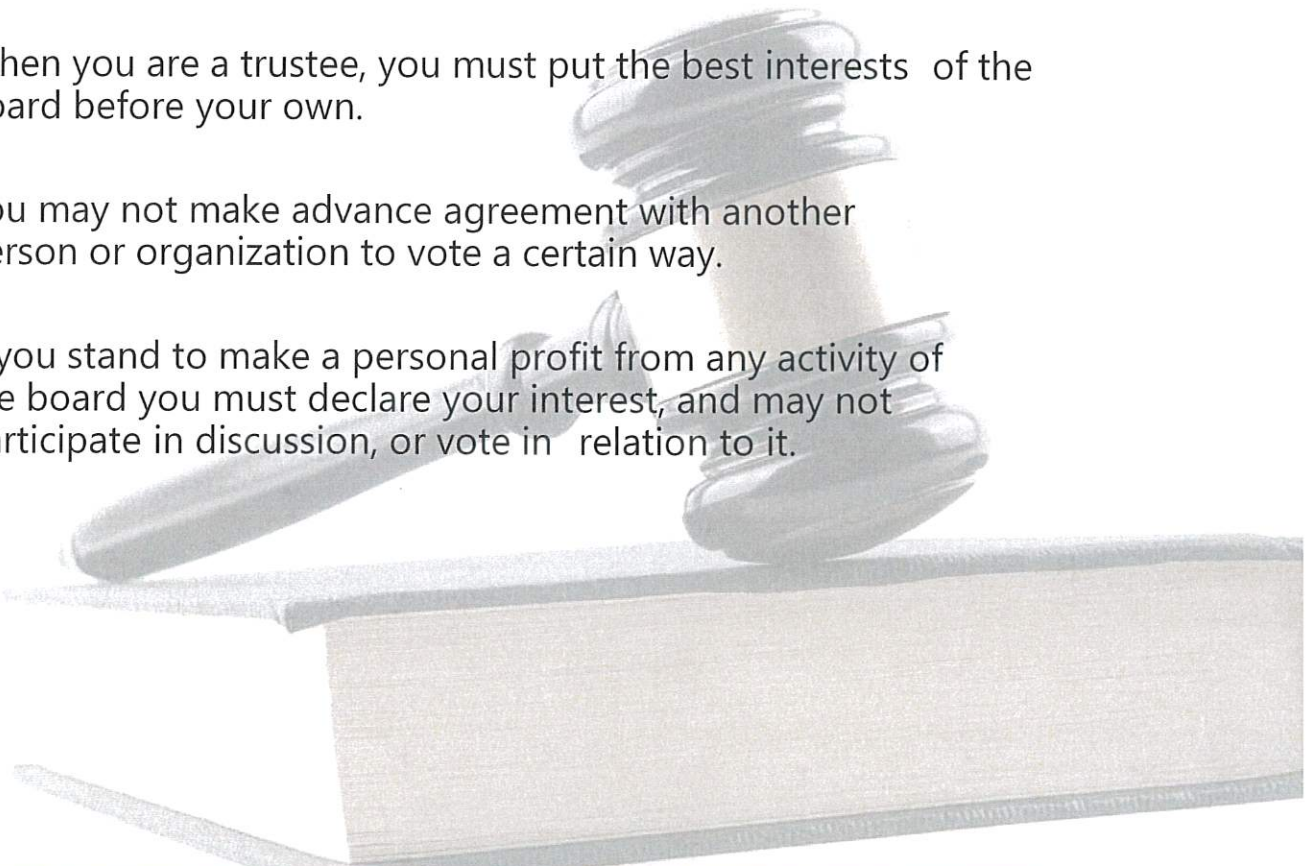


Legal Obligations

When you agreed to serve as a trustee, you took on the following six legal obligations:

1. You are expected to manage the affairs of the library system with the same degree of skill, hard work, and care you bring to your own affairs
2. You have a duty to become informed about the business of the board. This includes awareness of applicable legislation, and what you need to know to be an effective trustee. *You should come to Board meetings prepared in advance!*
3. You must keep confidential any private information you learn as a result of your activity as a trustee, and may not personally benefit from it, either during your term or after.

Legal Obligations Continued

- 
4. When you are a trustee, you must put the best interests of the Board before your own.
 5. You may not make advance agreement with another person or organization to vote a certain way.
 6. If you stand to make a personal profit from any activity of the board you must declare your interest, and may not participate in discussion, or vote in relation to it.

Moral Obligations

In addition, you have the following three ethical obligations:

1. You must want to serve as a trustee.
2. You must endorse, without reservation, the mission of the library system.
3. You must believe in the value of libraries.



Parkland's Board

Meets four times a year

Approves policy, bylaws, the budget, audit, annual report, and the Plan of Service (Strategic Plan)

Based on obligations established by the Alberta Libraries Act and Regulations, the Board meets in:

February to review the Annual Report

May to review Parkland's financial audit

September to approve the new budget

November for the organizational meeting

Specific Legislation

Alberta Libraries Act

Libraries Regulation

Freedom of Information and Privacy Act (FOIP)

Alberta Employment Standards Code

Occupational Health and Safety Act

Copyright Act (Federal)

Provincial Grant Regulations



Parkland's Executive Committee

System boards may establish an Executive Committee if there are more than 20 members on the board. Committee appointments are made at the organizational meeting in November. They must meet at least every three months.

Parkland has an Executive Committee of 10, nine of which are selected based on area representation in the region and a Chair who is elected annually by the board.

Parkland's Executive Committee meets 7 – 8 times a year between board meetings to:

- Oversee operations
- Move reserve funds when needed between board meetings
- Review Parkland's investments
- Approve Parkland's audit
- Conduct the Director's performance appraisal

Board of Record

Libraries Regulation 7:3

"A library system board shall also establish a policy with respect to the provision of municipal library services to any member municipality that does not have a municipal board and shall ensure that bylaws under section 3 and policies under subsections (1) and (2) apply to those library services."



Parkland Outlet Libraries

Parkland has four Outlet service points for whom PRLS is the board of record:

1. Brownfield Community Library (Paintearth County)
2. Spruce View Community Library (Red Deer County)
3. Water Valley Public Library (Mountain View County)
4. Nordegg Public Library (Clearwater County)

For the outlets, PRLS has agreements with:

Local municipalities
School divisions (school authority)
Local societies



*Parkland has a policy to not accept any further service points

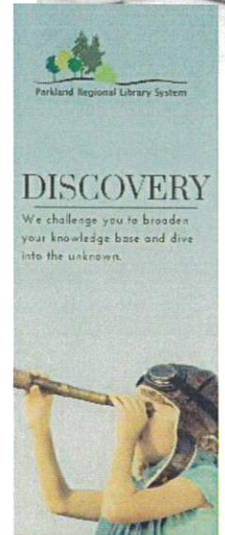
Strategic Plan

Our Mission:

Expanding opportunities for discovery, growth, and imagination for all Central Albertans.

We support our members and the residents of central Alberta through three goals and targeted measurable outcomes (objectives) that demonstrate progress towards meeting the region's identified needs.

Parkland's Strategic Plan was updated for 2023-2027.



Strategic Plan

Our Goals:

1. The Parkland Board and its member library boards will be effective library advocates and promoters of sustainable library service.
2. Member library staff and boards will have the knowledge and skills necessary to provide exemplary public library service.
3. Parkland and its libraries will operate within a collegial environment that fosters cooperation and mutual support for the efficient delivery of public library service.

Core Benefits

Access to resource sharing (interlibrary loan items lent from other libraries in Alberta and Canada, on-site borrowing at other libraries in Alberta through ME & TAL)

Integrated Library System (ILS) for materials and patron management.

Interlibrary loan management (Relais)

Delivery of materials weekly or twice weekly to all libraries

Postage reimbursement

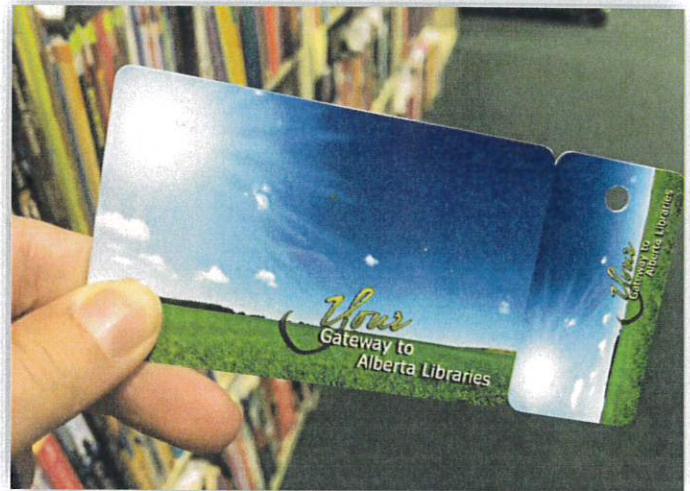


Core Benefits

Library supplies including library cards

Materials allotment calculated at \$1.13 per capita

Significant bulk discount on library books purchased through Parkland



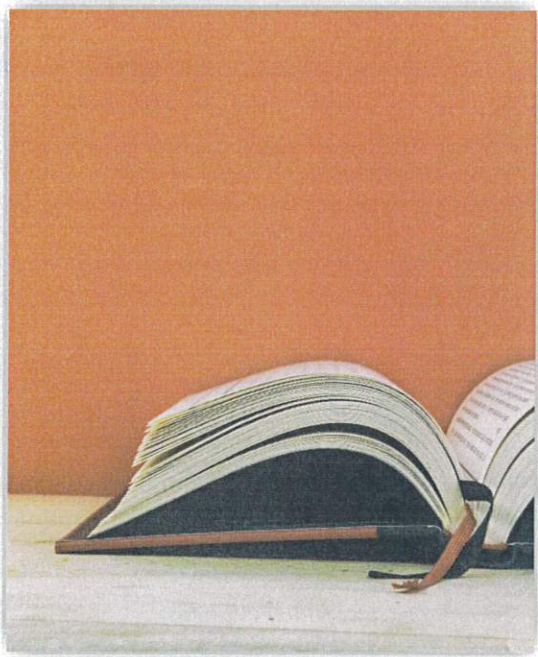
Cataloguing and shelf-ready processing of purchased and donated library material

Collections for the blind and print-disabled

Rural library service grant funding at \$5.60 per capita

Cooperative Collection Fund

Current Special Collections



- Shared regional specialty collections include large print books, audio books, program kits, technology equipment, & promotional items
- eBooks (10,566 items)
- eAudiobooks (6,585 items)
- Large Print books (9,185 items in HQ)
- Audiobooks (3,321 items in HQ)
- Programming kits (123 boxes)
- eMagazines (5,720 subscriptions)
- Overdrive and CloudLibrary resource sharing with The Regional Automation Consortium, YRL, Peace Library System, Marigold Library System, and NLLS

Network Management

Bulk purchases of computers and wireless devices for libraries

Manage a network of approximately 600 computers

Provision of internet bandwidth and SuperNet management

Website management for 44 libraries

Email hosting

Off-site network backup for all libraries

Software licensing



Computer Gaming



- Meta Quest 3 Mixed Reality VR Kit
- Oculus Quest 2 VR Kit (2)
- Computer Lab with 5 Pre-loaded Game Laptops (2)
- Nintendo Wii U Kit
- STEM Educational Kits
- Cricut Smart Cutting Machine
- Radon Testing Kits



Training for Libraries

2024 Parkland Conference: Gather. Grow. Give

With over 170 attendees, Parkland offered a day of connection and learning at the Lacombe Memorial Centre. They offered 12 different sessions and a fabulous keynote speaker. This free conference was open to member library staff, managers, board members and friend's group members.



Member Support 2024

1,445 consulting activities by Parkland staff

Staff created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing/social media



2024 Member Library Training

27 Events:

- Friends training
- Collections management training
- Intellectual freedom
- Policy workshop
- Programming workshop
- Polaris training
- Annual Report workshop
- New library manager training



Social Media Strategy



@PRLsystem

<https://www.facebook.com/PRLsystem>



prlsystem

<https://www.instagram.com/prlsystem/>



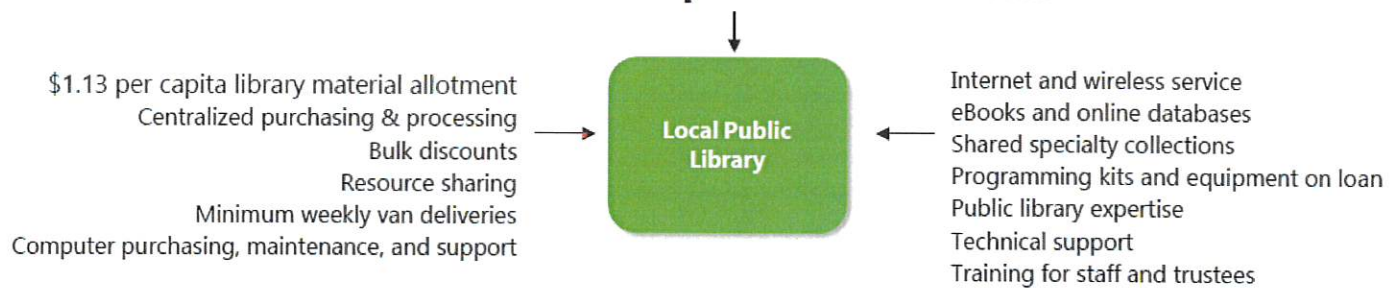
@PRLsystem

<https://twitter.com/PRLsystem>

PRLS Funding



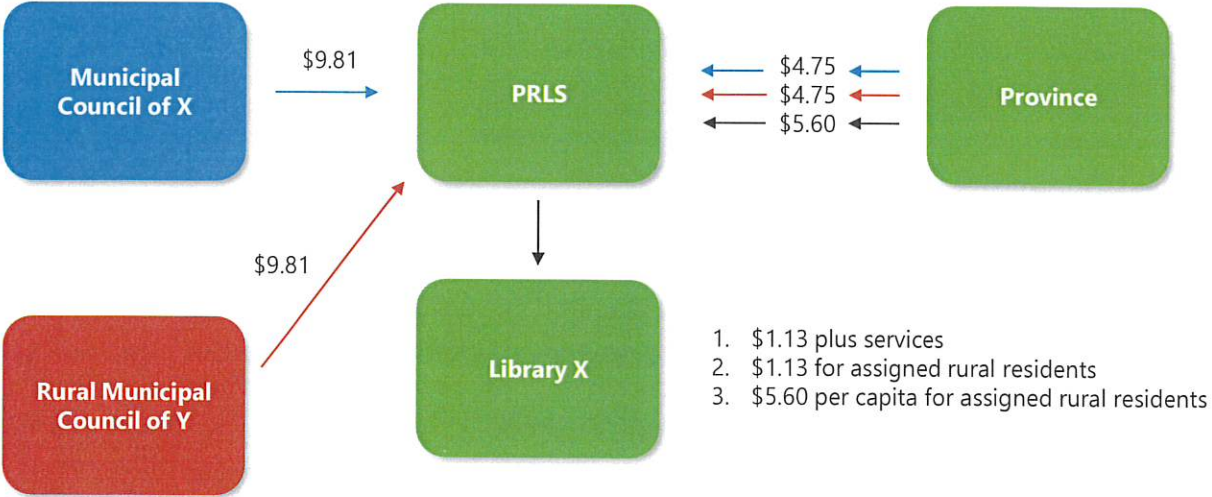
Services PRLS provides to libraries:



Rural Libraries Services Grant
\$5.60 per capita distributed to libraries within a member rural municipality that does not operate a library board. This is passed directly from the province to the libraries in the area according to the direction of the municipality, as per PRLS' membership agreement.



PRLS Funding



Budget

Parkland's budget for the upcoming year takes months to develop and usually starts in March/April with the Executive Committee

The budget is approved of by the board in September

As required by the membership agreement, the budget must be presented to member councils prior to November first

Based on the membership agreement, Parkland's budget cannot be approved without the endorsement of 2/3 of the municipalities that represent 2/3 of the population

Budget 2025

Switch from Treasury Board Estimates back to Municipal Affairs Population Lists meant a **9,277** drop in population

Due to the switch, **18** municipalities will see a reduction in the requisition

For 2025, the municipal requestion increase will be **\$0.63** cents per capita bringing the rate to **\$9.81**

Budget

Levy increase of only \$54,713 spread over all PRLS municipalities

The total estimated requisition for 2025 equals **\$2,178,075**

Overall, expenditures are anticipated to increase by **1.9%**

Approximately **42.4%** of PRLS' income will come from Government of Alberta grants in 2025

Return on Municipal Levy

Parkland Regional Library System



Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

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

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

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Library System Revenue Sources

2024

Table 1

Library System	Revenue Source (per capita)				
	<i>Municipality</i>	<i>Municipality w/o Board</i>	<i>Library Board</i>	<i>Operating Grant</i>	<i>Total Revenue</i> ¹
Chinook Arch ²	7.76	10.22	3.57	4.75	16.08
Marigold	6.46	10.96	4.50	4.75	15.71
Northern Lights	5.39	10.78	5.39	4.75	15.53
Parkland ³	9.18	9.18	0.00	4.75	13.93
Peace	6.68	9.43	2.75	4.75	14.18
Shortgrass	4.97	10.05	5.08	4.75	14.80
Yellowhead	4.65	n/a	0.00	4.75	9.40
Average⁴	\$6.44	\$10.10	\$4.26	\$4.75	\$14.23

Photo from Olds Municipal Library

Questions?



The Eckville Eagles U9 team would like to say a big Thank you to your business for your generous donation for our hockey tournament. The kids had an amazing weekend!

