

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Wednesday, October 19th, 2022 commencing at 9:30 a.m.

1. Call to Order
2. Agenda: a) October 19th, 2022 Regular Council Meeting Agenda
3. Minutes: *pl-b* a) September 19th, 2022 Regular Council Meeting
4. Appointments: n/a
5. Bylaws: n/a
6. Business: a) Trees at 10102 – 101 Avenue – further to discussion at the last Council meeting, this matter was deferred pending a site inspection of the area. Further discussion to take place at meeting time.

(direction as given by Council at meeting time)

- p7-14*
- b) Fortis Franchise Fee – each year Fortis send the information to Council to set the franchise fee rates for the following year, the deadline to set the rate is November 10th, 2022. Currently the Summer Village's franchise fee rate is set at 3%, and the maximum you can have is 20%. A list of municipalities and their respective rates is attached for reference. Based on our consumption it is estimated that at the 3% rate our 2023 revenue would be \$2,317 (up from \$2,269 in 2022). If Council decides to increase the rate we will need to advertise same in local papers.

(that the Summer Village of South View set its 2023 Fortis Franchise Fee rate at ____%)

- p15-16*
- c) Lac Ste. Anne County – Joint Use Infrastructure – Capital and Maintenance Cost-Share Request – please refer to the September 23rd, 2022 letter from Greg Edwards General Manager of Infrastructure and Planning at Lac Ste. Anne County. The County wishes to start a discussion on cost sharing the crack sealing, chip sealing and line painting of

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Twp Rd 541A from Highway 633 to the Summer Village. I would suggest at this discussion, we also request to extend this work through Oscar Wikstrom Drive as much of this traffic is through traffic going to and from the County development on the west side of the Summer Village. In this letter the County also lists other potential joint use service considerations. Further discussion to take place at meeting time.

(direction as given by Council at meeting time)

- P17-27
- d) Alberta Municipal Affairs Municipal Indicator Reporting – please find attached the noted report for the Summer Village of South View. You will note we triggered one indicator – the municipality's average capital additions exceed the average amortization (depreciation). An explanation of these municipal indicators as prepared by Alberta Municipal Affairs is attached, as well as the required response that was submitted back to Alberta Municipal Affairs by Administration.

(that the Municipal Indicator Reporting as provided by Alberta Municipal Affairs for the Summer Village of South View be acknowledged and accepted for information, along with South View's reply to the Department)

- e) Municipal Office Location – each year at the Organizational Meeting Council confirms the location for the municipal office location. As the municipal office relocated at the end of September Council needs to pass a motion on the new office location being 2317 Twp Rd 545 within Lac Ste. Anne County.

(that the Municipal Office location be confirmed as 2317 Twp Rd 545 within Lac Ste. Anne County)

- f)

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- g)
- h)
- 7. Financial
 - a) Income and Expense Statement – as at September 30th, 2022
- 8. Council Reports
 - a) Mayor Benford
 - b) Deputy Mayor Johnson
 - c) Councillor Woslyng
- 9. Chief Administrator's Report
 - a) Road encroachment on County property verbal update (nothing new to report)
 - b) Development Officer report (waiting for report)
 - c) Councillor eligibility update (CAO went through questioning Sept 21)
 - d) Ombudsman update (higher review completed, file will remain closed)
- 10. Information and Correspondence
 - p28-43* a) Yellowhead Regional Library 2023 Budget Overview
 - p44-46* b) Proposed FortisAlberta 2023 Distribution Rates – September 29th, 2022 letter on same
 - c)
- 11. Open Floor Discussion with Gallery – Total Time Provision of 15 Minutes
- 12. Closed Meeting Session: n/a
- 13. Next meeting:
- 14. Adjournment

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Upcoming Meetings:

- Regular Council Meeting – October 19th, 2022
- ASVA Conference – October 20th & 21st, 2022 - Nisku
- Regional Municipalities Meeting – October 24th, 2022 – Alberta Beach
- SVLSACE Meeting – October 29th, 2022 Sandy Beach Hall
- Regular Council Meeting – November 16th, 2022
- Regular Council Meeting – December 21st, 2022

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
MONDAY, SEPTEMBER 19, 2022
IN PERSON AT THE ONOWAY CIVIC CENTRE & VIA ZOOM

PRESENT: Council: Mayor Sandi Benford (in person)
Deputy Mayor Brian Johnson (in person)
Councillor James Woslyng (in person)

Administration: Wendy Wildman, Chief Administrative Officer (CAO) (in person)
Heather Luhtala, Assistant CAO (via zoom)

Attendees: n/a

Appointments: 9:35 a.m. – representatives of the German Club will be in attendance to discuss the tree removal matter – *this appointment did not attend*

9:50 a.m. – Fire Chief Dave Ives to provide a brief update on services and to provide feedback on the multi structure fire from the spring – *this appointment did not attend*

Public at Large: 2 (via zoom)

	MOTION #	
1.	CALL TO ORDER	Mayor Benford called the meeting to order at 9:31 a.m. Two minutes of silence was held in memory of Her late Majesty Queen Elizabeth II.
2.	AGENDA 117-22	MOVED by Mayor Benford that the September 19, 2022 Agenda be approved with the following: Addition to Agenda Listing: #11 - Open Floor Discussion with Gallery – Total Time Provision of 15 Minutes as per the Council and Council Committee Procedural Bylaw 229-2022 Addition Under Business: f) request from resident to remove/trim trees located at 10102-101 Avenue CARRIED



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3.	MINUTES 118-22	MOVED by Deputy Mayor Johnson that the July 20, 2022 Organizational Council Meeting Minutes be approved as presented. CARRIED
	119-22	MOVED by Deputy Mayor Johnson that the July 20, 2022 Regular Council Meeting Minutes be approved as presented. CARRIED
4.	APPOINTMENTS	Deferred to later in meeting for arrival of appointments Representatives of the German Club will be in attendance to discuss the tree removal matter – <i>this appointment did not attend</i> Fire Chief Dave Ives to provide a brief update on services and to provide feedback on the multi structure fire from the spring – <i>this appointment did not attend</i>
5.	BYLAWS 120-22	MOVED by Deputy Mayor Johnson that Bylaw 234-2022 being a bylaw to consolidate lots 9 and 10, Block 5, Plan 3767MC into 9A (lands known as 9933-102 Avenue) be given first reading. CARRIED
	121-22	MOVED by Deputy Mayor Johnson that Bylaw 234-2022 be given second reading. CARRIED
	122-22	MOVED by Mayor Benford that Bylaw 234-2022 be considered for third reading. CARRIED UNANIMOUSLY
	123-22	MOVED by Councillor Woslyng that Bylaw 234-2022 be given third and final reading. CARRIED

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	<p>124-22</p> <p>125-22</p> <p>126-22</p> <p>127-22</p> <p>128-22</p>	<p>MOVED by Councillor Woslyng that Bylaw 235-2022 being a Bylaw to establish a regional emergency advisory committee and a regional emergency management agency to provide for emergency management for the Summer Village of South View and the following Summer Village partners: Silver Sands, Nakamun Park, Yellowstone, Ross Haven, West Cove, Sunrise Beach, Sunset Point, Val Quentin, Sandy Beach and Birch Cove, be given 1st reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Johnson that Bylaw 235-2022 be given second reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Benford that Bylaw 235-2022 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>MOVED by Councillor Woslyng that Bylaw 235-2022 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Johnson that the Summer Village of South View approve the Terms of Reference of the Ste. Anne Summer Villages Regional Emergency Management Agency as presented.</p> <p style="text-align: right;">CARRIED</p>
<p>6.</p>	<p>BUSINESS</p> <p>129-22</p> <p>130-22</p>	<p>MOVED by Deputy Mayor Johnson that the discussion on holding a meeting with residents and costs to date for the Summer Village regarding the Darwell Lagoon Commission Phase C line be deferred pending further follow up by Councillor Woslyng as the Council representative to the Darwell Lagoon Commission AND THAT Administration forward a copy to Council of the letter that was previously sent to the Commission by the Summer Village in February of 2022.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Johnson that Mayor Benford and Chief Administrative Officer Wildman be authorized to attend a future Darwell Lagoon Commission meeting regarding the Phase C line.</p> <p style="text-align: right;">CARRIED</p>

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	<p>131-22</p> <p>132-22</p> <p>133-22</p> <p>134-22</p> <p>135-22</p>	<p>MOVED by Councillor Woslyng that Council and Administration be authorized to attend the Association of Summer Villages of Alberta annual conference scheduled for October 20 and 21, 2022 at the Renaissance Hotel & Conference Centre in Nisku, Alberta.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Benford that Council and Administration be authorized to attend the Regional Municipalities Meeting hosted by Lac Ste. Anne County scheduled for October 24, 2022 at the Alberta Beach Seniors Centre.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Johnson that the Summer Village of South View enter into an agreement with Town of Mayerthorpe for the provision of Community Peace Officer/Bylaw Officer services per the draft contract as provided by Town of Mayerthorpe via email September 8, 2022 AND THAT the Summer Village continue to pursue alternate service options.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Woslyng that the Parkland County and Lac Ste. Anne fire services invoices be forwarded to the Onoway Regional Fire Services Fire Chief or Incident Commander on scene of the April 25, 2022 multi-structure fire AND THAT the Summer Village proceed with invoicing the total fire recovery invoice in the amount of \$25,707.67 (plus GST of \$709.72) to 70 Lakeview Avenue (Lot 3A Block 6 Plan 6524KS) being the property where it was noted that the fire originated.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Woslyng that the request by the property owner to remove/trim the trees located at 10102-101 Avenue be deferred pending a site inspection by the Summer Village.</p> <p style="text-align: right;">CARRIED</p>
<p>7.</p>	<p>FINANCIAL 136-22</p>	<p>MOVED by Deputy Mayor Johnson that Council accept for information the Income and Expense Statements as of August 31, 2022 as presented.</p> <p style="text-align: right;">CARRIED</p>

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8.	COUNCIL REPORTS 137-22	MOVED by Councillor Woslyng that Council accept for information the verbal Council reports as presented. CARRIED
9.	CAO REPORT 138-22	MOVED by Councillor Woslyng that Council accept for information the verbal Chief Administrative Officer report as presented. CARRIED
10.	INFORMATION AND CORRESPONDENCE 139-22	MOVED by Deputy Mayor Johnson that the following information and correspondence be accepted: a. Community Peace Officer Report – for July 2022 b. North Saskatchewan Watershed Alliance – September 1 st , 2022 letter on requested contribution for 2023 at \$100, and annual report c. Summer Village of Val Quentin – new Chief Administrative Officer Marlene Walsh and contact info d. Yellowhead Regional Library – July 19 th , 2022 letter and attached 2021 Annual Report and 2023-2025 Strategic Plan e. 22DP04-32 – for construction of a detached garage with variance on Lot 9A, Block 5, Plan 3767 MC (9933-102 nd Avenue) CARRIED
11.	OPEN FLOOR DISCUSSION WITH GALLERY (15 min) 140-22	MOVED by Mayor Benford that Council accept for information the open floor discussion with the gallery. CARRIED
12.	CLOSED MEETING	n/a

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13.	NEXT MEETING	The next regular Council meeting is scheduled for Wednesday, October 19, 2022 at 9:30 a.m. <p style="text-align: right;">CARRIED</p>
14.	ADJOURNMENT	The meeting adjourned at 10:57 a.m.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

FortisAlberta Franchise Fee Documents/Changes - South View

Kelsey Nixon <kelsey.nixon@fortisalberta.com>
on behalf of
Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>

Wed 9/28/2022 1:14 PM

To: Summer Village Office <administration@wildwillowenterprises.com>
Cc: Nicole Smith <nicole.smith@fortisalberta.com>

Good afternoon,

RE: Request Confirmation of Electric Distribution Franchise Fee for 2023

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

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2023.

1. **Review** the attached Franchise Fee Calculator and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.**
(Please use the sample advertisement that is attached).
2. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20%.**
3. Please **email** clear copies of the following documentation to Kelsey Nixon @ kelsey.nixon@fortisalberta.com. The documentation **must be received no later than November 10, 2022.**

INCLUDE:

- Copies of **both** advertisements.
- **Publication dates** for both advertisements.
- Name & location of newspaper.
- 4. Any late, inaccurate, or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2023.**

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MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01

Muni Code	Municipality	Rider	Effective
03-0270	Rockyford	5%	2015/04/01
03-0272	Rosemary	14.50%	2020/01/01
04-0273	Ross Haven	0%	2016/01/01
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	9%	2020/01/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	10%	2021/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	6%	2021/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2013/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	20%	2020/07/01
03-0304	Strome	9%	2022/01/01
02-0307	Sundre	10%	2020/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	18%	2020/07/01
02-0315	Thorsby	20%	2014/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	8%	2022/01/01
02-0331	Viking	8%	2013/01/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	11%	2020/04/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	5%	2021/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	14.75%	2022/01/01
01-0347	Wetaskiwin	13.80%	2020/01/01

Muni Code	Municipality	Rider	Effective
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	3.32%	2021/01/01
04-0354	Yellowstone	3%	2016/01/01

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Account Code	Account Name	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	
14-0000	14 - Nonresidential Service	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131
14-0001	14 - Street Lighting Service	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
14-0002	14 - Street Curbcut Service	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848
		1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043
		2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317

Account Code	Account Name	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date	2022 Estimated Revenue to Date		
14-0000	14 - Nonresidential Service	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	131	
14-0001	14 - Street Lighting Service	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
14-0002	14 - Street Curbcut Service	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848	848
		1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043	1043
		2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317

2022 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$ 2,317

Franchise Fee Calculator Change:

Yellow area is to indicate different Franchise fee.

2023 Estimated Franchise Fee Revenue if your Percentage is changed \$ 8,052

Difference in Franchise Fees Collected from 2022 to 2023 with Proposed D&T Rate Change: \$ (1,259)

- 5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify Kelsey Nixon @ kelsey.nixon@fortisalberta.com

TIPS FOR USING THE FRANCHISE CALCULATOR

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

- On the first tab: **Financial Impacts**, you can change the Franchise Fee percentage (**yellow cell**)
By changing this **cell**, the spreadsheet will automatically update to reflect your estimated revenue for 2023.



The image shows a screenshot of a spreadsheet cell. The cell has a yellow background and contains the text: "Franchise Fee Calculator Changes: Yellow area is to calculate different franchise fee." Below this text, there is a black bar with the text "2023 Proposed Franchise Percentage" and a value of "0.00%". A blue arrow points to the yellow area.

- On the second tab: Residential Bill Impacts, you can view the impact to an Average Residential Bill Impact on the second tab by changing cell F21 & F39.
(You will need this information for your advertisement if you are changing your current fee)
- On the third tab: January 2020 to June 2022 you can see how much revenue your municipality has collected over the last two and a half years.

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

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

Thank you,

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Advertisement Template

FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of _____ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2023***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be **increased/decreased** from \$__ (__)% to \$__ (__)%** of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to _____ (Name), _____ (Position) at (____) _____ (Phone Number).

Thank you.

***Your advertisement must include the full date**

****Your advertisement must have the \$ amount and the % amount**

*These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); **the second tab** (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.*

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (Effective Jan. 1, 2021) Estimated Distribution Tariff Based on Current 0% Franchise Fee			
Delivery Service Charge			
Active Demand	\$ 0.02750	640 kWh	\$1.77
Basic Daily Charge	\$ 0.0197	30 Days	\$5.91
			\$7.68
Current Franchise Fee	0.00%		\$0.00
GST	5.0%		\$0.38
			\$7.68
Current Annual Franchise Fee Costs: \$0 * 12 = \$0			

Proposed Residential Customer Monthly Costs			
Rate 11 (Proposed January 2023) Estimated Distribution Tariff Based on 2.0% Franchise Fee			
Delivery Service Charge			
Active Demand	\$ 0.02750	640 kWh	\$1.77
Basic Daily Charge	\$ 0.0197	30 Days	\$5.91
			\$7.68
Estimated Proposed Franchise Fee	2.0%		\$1.54
GST	5.0%		\$0.77
			\$10.99
Proposed Annual Franchise Fee Costs: \$1.54 * 12 = \$18.48			
Includes regulated rate recovery			



Please email your 2022-2023 franchise decision by **November 10th, 2022** to Kelsey Nixon.

Kelsey Nixon – Stakeholder Relations Advisor

780-464-8859

kelsey.nixon@fortisalberta.com

From:

Municipality:

Phone:

Email:

No Change

Increase, From _____% to New Percentage: _____%

Decrease, From _____% to New Percentage: _____%

Please email Kelsey and include the following attachments if **any** changes are being made to the Franchise Fee:

- Clear copies of **both** advertisements (**ran consecutively for two weeks**).
- Publication dates for **both** advertisements.
- Name & location** of newspaper.

Signature	
-----	-----
Print Name	Title
-----	-----
Municipality	Date

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September 23, 2022

Summer Village of South View
Box 8
Alberta Beach, AB T0E 0A0

Attn: Wendy Wildman, CAO

Re: Joint Use Infrastructure - Capital and Maintenance Cost-Share Request

Lac Ste Anne County is currently in the process of updating and planning our ongoing maintenance and capital improvement plans. As such we wish to engage in conversations with your municipality on the possibilities of cost sharing these works and projects as we have infrastructure that is shared/utilized and enjoyed by both municipalities. We have successfully completed joint projects with a few municipalities in the past in this manner and wish to continue to be better together.

The projects we wish to start a conversation on with your municipality are:

Capital Improvements

- Township Road 541A from Highway 633 to Summer Village
 - Crack sealing, Chip sealing, line painting, etc.

Lac Ste. Anne County recognizes that this road is important for both municipalities and its' residents. By collaboratively upgrading this road all residents will enjoy a safer, more pleasing commute to their destinations.

The County is also reaching out to see if any of our other services can be of use to your Municipality. Some examples are as follows.

Other suggestions – Joint Use Service Considerations

- OH&S
- CPO & Animal Control
- Weed & Pest Control
- Assessment
- FCSS
- Public Works – Plowing/Sanding/Pot holing/etc.
- Administrative Financial Software

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Please advise if South View is open to further discussion around this proposal. This will allow us to work towards setting and negotiating budgets and cost sharing percentages either for the 2023 season or sometime in the next 5 years. If your Municipality is interested in furthering discussions on any of the above topics under "Other Suggestions", please indicate with a check mark and return to my attention.

In turn, if South View has any capital improvements or other cost sharing services, they would also like to entertain cost sharing with the County, we would be interested in hearing and discussing them.

If you have any questions or concerns, please reach out to me.

Yours truly,

A handwritten signature in blue ink, appearing to read "Greg Edwards".

Greg Edwards, P.Eng.
General Manager Infrastructure and Planning

Cc: Council – LSAC
Mike Primeau - LSAC

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2021 Municipal Indicator Reporting

Summer Village of South View

The information contained below is presented fairly and is to the best of my knowledge correct.

Name, Title: Wendy Wildman, Chief Administrative Officer

Date: _____

Alberta 

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Indicator #11 INVESTMENT IN INFRASTRUCTURE

Most capital assets and infrastructure require replacement after a period of service, and municipalities typically carry out these replacements on an ongoing basis to spread out replacement costs. Investment in Infrastructure measures the ratio of capital spending to amortization (depreciation) over a five-year period.

2021 Result

0.88

Expected Result

> 1 the municipality's average capital additions exceed the average amortization (depreciation)

Summer Village of South View Response

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2021 Municipal Indicator Results: Summer Village of South View (0288)

Municipal Information Services <ma.updates@gov.ab.ca>

Wed 10/5/2022 3:12 PM

To: Summer Village Office <administration@wildwillowenterprises.com>

Cc: Municipal Information Services <ma.updates@gov.ab.ca>

Wendy Wildman
Chief Administrative Officer
Summer Village of South View

Dear Wendy,

Beginning in 2017, Alberta Municipal Affairs began reporting on a new performance measure. This measure identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure was developed in consultation with stakeholders, and is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators with each of the 13 municipal indicators having a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

While your municipality was deemed not to face potential viability challenges this year, it did not meet the threshold for one or more benchmark indicators. The attached Excel file shows the indicators your municipality did not meet the defined benchmark for in the 2021 financial year.

The benchmarks established by Municipal Affairs for each indicator provide a general indication of acceptable risks. However, a municipality may have unique circumstances or alternative strategies that justify a different result. Therefore, we ask you to complete the attached Excel template to provide your feedback or any explanatory information about your performance on the identified indicator(s). Your responses will be included in the Municipal Indicator Dashboard but will not appear in the Municipal Indicator Results report, as your municipality flagged less than three non-critical indicators.

Municipal indicator results are available on the online Municipal Indicator Dashboard (<https://www.alberta.ca/municipal-indicators.aspx>). The 2021 Municipal Indicator Results report will be released on the open government portal in early 2023 (<https://open.alberta.ca/publications/municipal-indicator-results>).

If you require assistance completing the feedback form, or need information about the future release of indicator results, please call, toll-free at 310-0000, then 780-427-2225, and ask to speak to a member of the Information Services Team or email ma.updates@gov.ab.ca.

Thank you,

Gary Sandberg
Assistant Deputy Minister

Attachments:
2021 Municipal Indicator Result Feedback Form (Excel file)
Municipal Indicator Explanation (PDF file)

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Classification: Protected A

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Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
1 - Audit Outcome An audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
2 - Ministry Intervention Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives were issued pursuant to an inspection.	The municipality was not the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.

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See the indicator results at alberta.ca/municipal-indicators.aspx

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>3 - Tax Base Balance</p> <p>The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.</p>	<p>The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.</p>	<p>Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.</p>
<p>4 - Tax Collection Rate</p> <p>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p>5 - Population Change</p> <p>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

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See the indicator results at alberta.ca/municipal-indicators.aspx

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>6 - Current Ratio</p> <p>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p>7 - Accumulated Surplus/Deficit</p> <p>The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).</p>	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p>8 - On-Time Financial Reporting</p> <p>Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.</p>	<p>The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>Consider additional resources to complete year-end accounting on a timely basis.</p>

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See the indicator results at alberta.ca/municipal-indicators.aspx

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>9 - Debt to Revenue Percentage</p> <p>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p>10 - Debt Service to Revenue Percentage</p> <p>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>
<p>11 - Investment In Infrastructure</p> <p>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>

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See the indicator results at alberta.ca/municipal-indicators.aspx

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>12 - Infrastructure Age</p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p>13 - Interest in Municipal Office</p> <p>The number of candidates running in a municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>

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2021 Municipal Indicator Reporting

Summer Village of South View

The information contained below is presented fairly and is to the best of my knowledge correct.

Name, Title: Wendy Wildman, Chief Administrative Officer

Date: 6-Oct-22

Alberta ■

(wb)

Indicator #11 INVESTMENT IN INFRASTRUCTURE

Most capital assets and infrastructure require replacement after a period of service, and municipalities typically carry out these replacements on an ongoing basis to spread out replacement costs. Investment in Infrastructure measures the ratio of capital spending to amortization (depreciation) over a five-year period.

2021 Result

0.88

Expected Result

> 1 the municipality's average capital additions exceed the average amortization (depreciation)

Summer Village of South View Response

The Summer Village of South View is a smaller municipality that will typically carry forward multiple years of grant funding to ensure there is enough to undertake a larger annual project in order for it to be cost-effective for the municipality ie) multiple interested bidders, one-time mobilization costs. The Summer Village is currently in the cycle of carrying forward funding with future consideration of two major projects: one being tying into the regional sewer line and the other being becoming a member of the water commission and future tie-in to the regional water line.



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2023 Budget Overview



Introduction

Integrated planning is the process that links mission, vision, values and priorities to coordinate and drive all planning and resource allocation operations.

Determining the cost of YRL's routine expenses (organizational commitments and operations) while balancing strategic planning efforts (Plan of Service initiatives) is a part of the annual budget process.

Not all components of the strategy will need more direct funding. Some tasks might need new processes or procedures, as well as a reallocation of resources (staff time).

Budget Process

- Finance assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over past four years.
- Managers confirmed organizational commitments (license agreements, professional consultation), projected staffing requirements and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale, adjusted budget amounts, and evaluated plans with consideration of the ad-hoc Finance Committee recommendations.
- Budget line items are reviewed as either 'routine' (operational or organizational commitments) and 'strategic' (directly related to the Plan of Service – initiatives, new directions, innovation or strategic direction to move the organization forward).

As an outcome of funding these initiatives, we expect results in quality improvement, growth and gains towards the strategic plan.

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Strategic Initiatives 2023, Funded from Revenues

1. Membership support

Goal 1. Hub for learning and connection – manage and protect systems and IT.

Direction for 2023

An area of assessed risk to the YRL and TRAC networks is in the staff side computers. Increased budget allocation permits Technology Services (TS) staff to travel to libraries to assess vulnerabilities, assess and monitor. This is part of a bigger project which could see TS push updates to staff machines (ensuring computer systems are up to date), removing local system administrator authorities (restricting software and malware installation) and removing a real security risk. Vision would be to expand monitoring and maintenance to public computers as resources permit.

2. Employee benefits/salaries

Goal 4. Excellent place to work – attract and retain quality staff.

Direction for 2023

Salary line item reflects the compensation philosophy of the Board and includes additional staff for two departments: Library Development Services and Collections and Resource Sharing. The application for the additional staff from these managers will support activities under:

Goal 1. Hub for learning – actively engage member library staff; member library staff will build skills.

Goal 2. Quality information and resources – implement collection development policy, enable patrons to access digital collections; YRL services easy to access.

Additional staff will either support direct library service or free up staff time so they can focus on more complex work. The recommendation is for the additional staff costs to be attributed against reserves; the reserves were built over time due to savings at the staffing level.

3. Insurance

Goal 4. Excellent place to work – good governance practices in place.

Goal 1. Hub for learning – manage and protect systems and IT.

Direction for 2023

The increased insurance premium reflects the estimated cost for cybersecurity insurance, based on our current environment. The cost is related to hardware, website development, professional fees and membership support. The overall cost of insurance is in tension with the level of monitoring and network security development.

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Strategic Initiatives 2023, Funded from Revenues *(continued)*

4. Professional services

Goal 4. Excellent place to work – involve board in advocacy.

Goal 3. Share knowledge and skills – have advocacy strategy in place.

Goal 1. Hub for learning – manage and protect systems and IT.

Direction for 2023:

Includes continuing to work with Focus Communications on advocacy, marketing and communication strategy, particularly leading into the provincial election, and ties into a YRL and provincial priority regarding operational funding from the province. This is work that otherwise would be done sporadically by administration. The cost of the contract is significantly less than hiring a communications specialist. Other professional services include costs for network, cybersecurity support as well as other organizational commitments including, but not limited to, the auditor.

5. Leases and licenses

Goal 1. Hub for learning – Manage and protect systems and IT.

Direction for 2023:

Is related to the need to update, manage and maintain equipment related to network monitoring as a front-line defense against malware attack and continue the password protection resource. This line item includes some organizational commitments.

Goal 4. Excellent Place to work – Good governance practices.

Direction for 2023:

Is to consolidate and improve data tracking systems to receive requests more effectively and efficiently from members, track the solutions and streamline data management and reporting. This will reduce duplication, improve retention of records, and improve data flow.

6. Staff travel expenses/recruitment

Goal 1. Hub for learning – actively engage member library staff.

Goal 2. Quality information and resources – YRL services will be easy for member library staff to access.

Goal 3. Share knowledge and skills – be innovative.

Goal 4. Excellent place to work.

Direction for 2023:

Increased outreach to member library staff and an increased physical presence for YRL and library staff. YRL has a policy with regards to professional development and continuing education. Budget line item is reasonable to support staff awareness and development.

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Strategic Initiatives Funded from Reserves

1. Cybersecurity risk

Goal 1. Hub for learning – Manage and protect systems and IT.

Goal 3. Share knowledge and skills – be innovative.

Direction for 2023:

Parkland Regional Library System (PRLS) has identified a possible issue with websites: the base code used to develop the websites has aged significantly and it is time to update the code. Although this seems like the work had just finished, the possible security risk justifies the work. PRLS will take the lead, with YRL and Chinook Arch Regional Library System participating to divide the work. An initial analysis of web traffic/patterns of use has already been conducted. This is a good opportunity for libraries to review, reassess and redesign their websites to maximize and support patrons. Refer to unfunded strategic initiatives below.

Unfunded Strategic Initiatives 2023

1. Website redevelopment

Goal 3. Share knowledge and skills – be innovative.

Resources:

Digital initiatives and website redevelopment were two areas requested for two additional term staff.

Direction for 2023:

Rather than adding to the staffing complement, an existing staff person will be reclassified (meets all the criteria and the incumbent is familiar with the work) with no impact to the staffing budget. This will retain a long-serving and talented staff person while giving them the opportunity to grow their skills. No impact to their existing work, which will be maintained as is a good fit with the new strategic initiative.

2. DEI initiative

Goal 4. Excellent place to work – Diversity, equity, inclusion (DEI) strategy in place.

Resources:

Administrative staff time.

Direction for 2023:

There is an association in Alberta, Gateway to Equity, Diversity and Inclusion; which provides support, guidance and resources at no cost. We will be collaborating with them to assess where we are at and to start the process from a procedural and policy perspective. A short training session introducing DEI is completed by Administration and will be evaluated by YRL staff before offering it to board/members.

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Unfunded Strategic Initiatives 2023 (continued)

3. Living wage employer

Goal 4. Excellent place to work – attract and retain qualified staff.

Resources:

Administrative staff time; communication.

Direction for 2023:

YRL to be certified as a living wage employer by Alberta Living Wage Network. This provides certification/demonstration that YRL is an ‘excellent place to work’ and could be viewed as a strategic advantage when attracting staff. No/limited cost (\$100) to join. Will also receive current, up-to-date living wage costs for this area which can be used to better assess the value of library services against a benchmark.

YRL Master Membership Agreement (MMA)

The MMA outlines the services YRL provides. The cost of the services is offset by the levy. For 2023, the services cost YRL 117% of the levy income – the difference comes from the operating grant from the Public Library Services Branch and reserves.

Yellowhead Regional Library Value

Based on 2023 & 2022 *Budgeted* Amounts

Description	YRL 2023	YRL 2022	Notes
Allotment	\$324,334	\$315,981	Funds moved into a reserve fund for book allotment.
Rural Library Services Grant	\$56,016	\$56,016	Rural Library Services Grant (RLSG)
Software (for computers, ILS, etc.)	\$345,000	\$385,000	Integrated Library System software & other software/licenses provided
Rotating Collections	\$5,250	\$5,000	Enhancements to collections available for libraries to use.
Internet	\$59,000	\$57,000	
eContent (platforms & purchases)	\$230,000	\$235,000	Includes ebooks, emagazines, music, movies.
Cataloging Supplies	\$30,450	\$30,500	Includes but not limited to: laminating, barcodes, labels, cataloging records.
Workshops	\$20,000	\$31,000	Includes but not limited to: conference, and workshops where contracted speakers provide training. Often includes workbooks
Materials Discount @ 33%	\$107,030	\$104,273	Discount negotiated on purchased material enhances the spending power of the book allotment.
SuperNet	\$350,000	\$350,000	Provides secure, dedicated network connection between HQ and the library and the conduit for broadband internet.
Value of direct costs	\$1,527,080	\$1,569,770	
Municipal Levy	\$1,379,406	\$1,316,485	Municipal Levy
% direct return	117%	119%	
Difference between levy & direct return	\$147,674	\$253,285	

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**Yellowhead Regional Library
Draft 2023 Budget - General Fund**

REVENUE		2020	2021	2022	2023	2022 to 2023 VARIANCE	
R1	Additional Allotment	\$ 85,000	\$ 95,000	\$ 95,000	\$ 95,000	-	Additional allotment purchased by member libraries; offset in E16: <i>Purchases - Allotment</i> .
R2	Additional Services	500	500	500	500	-	Wild Card Promotions and other incidentals.
R3	Contract Services	78,000	78,000	78,000	78,000	-	TRAC Central Site Agreement.
R4	Interest	55,000	33,000	17,000	25,000	8,000.00	Based on projected cashflow for 2022; current high interest rates expected to remain.
R5	Interest GIC				25,000		Estimate base on 2022 investment of \$1M for 12-months at average annual 2.55 percent; current high interest rates expected to remain.
R6	Local Appropriations	1,288,605	1,316,485	1,354,480	1,379,406	24,926	Based on YRL Board recommendation to increase levy to \$4.54 per capita based on Alberta Treasury Board and Finance municipal (census subdivision) population estimates and known changes.
R7	Non-allotment Sales	210,000	175,000	175,000	200,000	25,000.00	Prediction for the volume of non-allotment purchases; offset in E5: <i>Purchases - Non-allotment</i> ; reflects trend 2020-2022.
R8	Operating Grant	\$ 1,405,640	\$ 1,390,506	\$ 1,390,506	\$ 1,390,506	\$ -	Public Library Services Branch (PLSB) operational funding; based on 2016 population figures; assumption grant remains at \$4.70 per capita; oncludes Library Services Grant paid out to member libraries and offset in E8: <i>Library Grant Disbursements</i> .
R9	Other Grants	26,432	26,432	26,432	26,432	-	PLSB provides the On-reserve/On-settlement Grant; offset in E13: <i>On-Reserve/On-Settlement Grant</i> .
R10	School Division Levy	154,140	156,392	156,392	147,278	(9,114.10)	Based on YRL Board recommendation to increase levy to \$14.73 per full-time equivalent student on Alberta Education student population figures; reflects recent trend of relatively stable student populations.
R11	Workshop Revenue	0	17,500	32,450	0	(32,450.00)	Received from YRL annual conference in-person attendees to help with costs; conference fees are not expected; offset in E24: <i>Workshops</i> .
TOTAL REVENUE		\$ 3,303,317	\$ 3,288,815	\$ 3,325,760	\$ 3,367,122	\$ 16,362	

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**Yellowhead Regional Library
Draft 2023 Budget - General Fund**

EXPENSES Part 1		2022 to 2023					
		2020	2021	2022	2023	VARIANCE	
E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	\$ 2,200	\$ 2,200	-	Credit card fees; provision for uncollectable debt; other miscellaneous charges.
E2	Building Maintenance	40,000	42,500	44,000	46,000	2,000.00	Non-capital building maintenance (cleaning, mechanical, incidentals); increase due to possible fee increases for cleaning, snow removal and janitorial.
E3	Delivery	50,000	42,500	42,500	44,625	2,125.00	Direct non-salary costs of delivery system; increase due to higher fuel prices.
E4	Employee Benefits	269,157	279,746	278,235	294,973	16,738.20	Reflects anticipated increase to Canada Pension Plan fees; new salary grid.
E5	Employee Salaries	\$ 1,339,157	\$ 1,404,699	\$ 1,472,050	\$ 1,627,211	\$ 155,161	Reflects known staff changes; estimate of seniority increases based on new approved salary grid; two percent COLA and three new staff positions = \$94,000.
E6	Insurance	10,700	10,200	10,700	20,000	9,300.00	Alberta Municipal Services Corporation provides auto, building and liability coverage; cybersecurity insurance.
E7	Leases and Licensing	101,650	108,950	121,200	120,000	(1,200.00)	Licensing costs for software and equipment leasing/maintenance (often reactive); ACSI Fortinet renewal = \$24,000 per year.
E8	Library Grant Disbursements	56,016	56,016	56,016	56,016	-	Funds distributed to designated libraries, as directed; income reflected in Line R1: <i>Operating Grant</i> .
E9	Library Supplies	26,000	30,950	29,000	22,000	(7,000.00)	Processing supplies (barcodes, labels, mylar); incoming shipment charges; decrease based on average 2020-2022.
E10	Membership Support	2,250	2,500	2,500	2,500	-	Hot swap inventory and Technology Services staff travel to member libraries (fuel and meals/hotels, if necessary).
E11	Memberships	14,000	20,200	20,600	20,600	-	Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL) and Canadian Urban Libraries' Council (CULC).
E12	Office Supplies and Equipment	31,900	28,900	27,400	23,000	(4,400.00)	Office supplies; internal hardware/software; decrease based on average 2020-2022.
E13	On-Reserve/On-Settlement Grant	0	26,426	26,426	26,426	-	Offset in Line R9: <i>Other Grants</i> .
E14	Printing and Promotion	5,000	4,750	4,750	4,750	-	Printing of annual report, plan of service and other communication materials.

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**Yellowhead Regional Library
Draft 2023 Budget - General Fund**

EXPENSES Part 2						2022 to 2023	
		2020	2021	2022	2023	VARIANCE	
E15	Professional Services	105,000	128,000	143,000	137,500	(5,500.00)	Annual audit; technical support; incidental legal; new Springshare license; Focus Communications fees; majority due to IT and web services contracts; decrease based on average 2020-2022.
E16	Purchases - Allotment	315,981	315,981	333,602	324,334	(9,268.30)	Maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment
E17	Purchases - HQ Collections	220,000	240,000	222,500	215,000	(7,500.00)	Online content; majority are negotiated by The Alberta Library (TAL) on behalf of members; decrease based on average 2020-2022.
E18	Purchases - Non-allotment	210,000	175,000	175,000	200,000	25,000.00	Offset in Line R7: <i>Non-allotment Sales</i> .
E19	Staff Professional Development	26,750	17,000	24,137	24,000	(137.00)	Includes training, technical training and conference attendance.
E20	Staff Travel Expenses/Recruitment	15,000	8,500	6,000	10,000	4,000.00	Non-Technology Services staff travel (fuel and meals/hotels, if necessary); recruitment-related fees to secure qualified staff; increase due to more in-person visits.
E21	Telephone and Utilities	106,500	96,200	96,200	96,200	-	Off-site data service fees.
E22	TRAC Expenses	180,000	187,500	197,000	206,000	9,000.00	YRL's share of TRAC budget; reflects increased purchases of software licenses and online content; new contribution of \$5,000 to TRAC Capital Replacement Reserve.
E23	Trustee Expenses	65,500	27,500	22,500	20,000	(2,500.00)	Board and Executive Committee meeting costs; advocacy; decrease based on average 2020-2022.
E24	Workshops	15,500	26,500	20,500	22,000	1,500.00	YRL conference and in-house workshops; inflation; hosting costs.
TOTAL EXPENSES		\$ 3,207,761	\$ 3,282,218	\$ 3,378,016	\$ 3,565,335	\$ 187,319	

General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ 95,556	\$ 6,597	\$ (52,256)	\$ (198,212)
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Reserve Fund Transfers

Special Projects Fund - Cybersecurity risk	\$ 90,000
Capital Asset Purchase - New replacement van	\$ 55,000
Capital Asset Purchase - Servers	\$ 30,000
Total Expense	\$ 175,000

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**Yellowhead Regional Library
2023 Budget and 2024-2025 Budget Projections**

REVENUE		2023	2024	2025
R1	Additional Allotment	\$ 95,000	\$ 95,000	\$ 95,000
R2	Additional Services	500	500	500
R3	Contract Services	78,000	78,000	78,000
R4	<i>Deferred Gov't Contributions</i>	160,300	160,300	160,300
R5	Interest	25,000	20,000	20,000
R6	Interest GIC	25,000	25,000	25,000
R7	Local Appropriations	1,379,406	1,406,751	1,434,096
R8	Non-allotment Sales	200,000	204,000	208,000
R9	Operating Grant	1,390,506	1,390,506	1,390,506
R10	Other Grants	26,432	26,432	26,432
R11	School Division Levy	147,278	150,177	153,177
R12	Workshop Revenue	0	0	0
TOTAL REVENUE		\$ 3,527,422	\$ 3,556,667	\$ 3,591,011

EXPENSES				
E1	<i>Amortization of Capital Assets</i>	\$ 222,100	\$ 212,200	\$ 191,000
E2	Bank Charges and Miscellaneous	2,200	2,300	2,500
E3	Building Maintenance	46,000	46,900	47,800
E4	Delivery	44,600	45,500	46,400
E5	Employee Benefits	295,000	300,700	303,700
E6	Employee Salaries	1,627,200	1,643,400	1,659,800
E7	Insurance	20,000	20,400	21,000
E8	Leases and Licenses	120,000	122,500	125,000
E9	Library Grant Disbursement	56,016	56,016	56,016
E10	Library Supplies	22,000	22,500	23,000
E11	Membership Support	2,500	2,550	2,600
E12	Memberships	20,600	21,000	21,500
E13	Office Supplies and Equipment	23,000	23,800	24,300
E14	On-Reserve/On-Settlement Grant	26,426	26,426	26,426
E15	Printing and Promotion	4,750	5,000	5,000
E16	Professional Services	137,500	145,800	149,000
E17	Purchases - Allotment	324,392	326,000	327,600
E18	Purchases - HQ Collections	215,000	219,300	224,000
E19	Purchases - Non-allotment	200,000	204,000	208,000
E20	<i>Special Project Fund</i>	90,000	0	0
E21	Staff Professional Development	24,000	24,500	25,000
E22	Staff Travel Expenses/Recruitment	10,000	10,200	10,400
E23	Telephone and Utilities	96,200	98,200	100,200
E24	TRAC Expenses	206,000	210,200	210,200
E25	Trustee Expenses	20,000	20,500	21,000
E26	Workshops	22,000	22,500	23,000
TOTAL EXPENSES		\$ 3,877,484	\$ 3,832,392	\$ 3,854,442

All Funds: Surplus (Deficiency)	\$ (350,062)	\$ (275,725)	\$ (263,431)
Revenue Over Expenses			
General Fund: Surplus (Deficiency)	\$ (198,262)	\$ (223,825)	\$ (232,731)
Revenue Over Expenses			
Reserve Fund Transfer to (from)	\$ (198,262)	\$ (223,825)	\$ (232,731)
Operational Contingency Fund			
Purchases - Capital Assets	\$ 175,000	\$ 160,000	\$ 34,000

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YRL 2023 Operating Grant / Library Services Grant / Appropriations

Municipality	2016 Population	2019 Population	2021 Population Estimates	2021 Population Estimates Jan 14, 2022	2023 Appropriation @ \$4.54 (2021 Pop Est)	Library Services Grant @ \$5.55 (2021 Pop Est)	Allotment @ \$0.75 (2021 Pop Est)	Operating Grant @ \$4.70 (2016 Pop)
ALBERTA BEACH	865	1,018	1,006	1,060	\$4,812.40		\$795.00	\$4,065.50
BARRHEAD	4,432	4,579	4,630	4,523	\$20,534.42		\$3,392.25	\$20,830.40
BARRHEAD NO. 11, COUNTY OF	6,096	6,288	6,446	6,325	\$28,715.50		\$4,743.75	\$28,651.20
BEAUMONT15	17,720	19,236	21,443	21,180	\$96,157.20		\$15,885.00	\$83,284.00
BIRCH COVE	45	45	44	45	\$204.30	250	\$33.75	\$211.50
BRAZEAU COUNTY	7,201	7,771	8,577	7,955	\$36,115.70	39,986	\$5,966.25	\$33,844.70
BRETON	581	574	658	510	\$2,315.40		\$382.50	\$2,730.70
CALMAR	2,101	2,228	2,413	2,465	\$11,191.10		\$1,848.75	\$9,874.70
CASTLE ISLAND	19	10	10	10	\$45.40	105	\$7.50	\$89.30
CLYDE	503	430	381	460	\$2,088.40	2,792	\$345.00	\$2,364.10
CRYSTAL SPRINGS	90	51	55	53	\$240.62	500	\$39.75	\$423.00
DEVON	6,650	6,578	6,698	6,632	\$30,109.28		\$4,974.00	\$31,255.00
DRAYTON VALLEY	7,049	7,235	7,392	6,862	\$31,153.48		\$5,146.50	\$33,130.30
EDSON	8,646	8,414	8,524	8,000	\$36,320.00		\$6,000.00	\$40,636.20
GRANDVIEW	108	114	123	126	\$572.04	599	\$94.50	\$507.60
HINTON	9,640	9,882	10,308	10,077	\$45,749.58		\$7,557.75	\$45,308.00
JASPER, Municipality of	4,584	4,590	4,559	4,201	\$19,072.54		\$3,150.75	\$21,544.80
KAPASIWIN	14	10	10	12	\$54.48	78	\$9.00	\$65.80
LAC STE. ANNE COUNTY	10,260	10,899	10,739	11,077	\$50,289.58		\$8,307.75	\$48,222.00
LAKEVIEW	26	30	33	36	\$163.44	144	\$27.00	\$122.20
LEDUC	30,498	33,032	34,216	34,560	\$156,902.40		\$25,920.00	\$143,340.60
LEDUC COUNTY135	13,524	13,780	12,545	14,219	\$64,554.26		\$10,664.25	\$63,562.80
MA-ME-O BEACH	113	110	119	88	\$399.52	627	\$66.00	\$531.10
MAYERTHORPE	1,398	1,320	1,300	1,139	\$5,171.06		\$854.25	\$6,570.60
MILLET25	2,092	1,945	2,127	1,861	\$8,448.94		\$1,395.75	\$9,832.40
NAKAMUN PARK	36	96	94	96	\$435.84	200	\$72.00	\$169.20
NORRIS BEACH	46	38	42	51	\$231.54	255	\$38.25	\$216.20
ONOWAY	1,039	1,029	1,030	853	\$3,872.62		\$639.75	\$4,883.30
PARKLAND COUNTY	30,568	32,097	32,052	34,182	\$155,186.28		\$25,636.50	\$143,669.60
POPLAR BAY	80	103	112	106	\$481.24	444	\$79.50	\$376.00
ROSS HAVEN	137	160	157	141	\$640.14	760	\$105.75	\$643.90
SEBA BEACH	143	169	185	147	\$667.38		\$110.25	\$672.10
SILVER BEACH	52	65	69	73	\$331.42	289	\$54.75	\$244.40
SILVER SANDS	154	160	157	163	\$740.02	855	\$122.25	\$723.80
SOUTH VIEW	76	67	65	61	\$276.94	422	\$45.75	\$357.20
SPRING LAKE	614	699	793	747	\$3,391.38	3,408	\$560.25	\$2,885.80
SPRUCE GROVE	33,640	35,766	38,951	39,655	\$180,033.70		\$29,741.25	\$158,108.00
STONY PLAIN	16,127	17,842	18,762	18,371	\$83,404.34		\$13,778.25	\$75,796.90
SUNRISE BEACH	149	135	133	139	\$631.06	827	\$104.25	\$700.30
SUNSET POINT	221	169	166	164	\$744.56	1,227	\$123.00	\$1,038.70
SWAN HILLS	1,465	1,301	1,143	1,200	\$5,448.00		\$900.00	\$6,885.50
THORSBY	1,025	1,015	1,036	979	\$4,444.66		\$734.25	\$4,817.50
VAL QUENTIN	157	252	235	270	\$1,225.80	871	\$202.50	\$737.90
WABAMUN	661	682	631	-	\$0.00		\$0.00	\$3,106.70
WARBURG	789	766	844	784	\$3,559.36		\$588.00	\$3,708.30
WEST COVE	121	149	147	178	\$808.12	672	\$133.50	\$568.70
WESTLOCK	5,147	5,101	5,069	4,840	\$21,973.60		\$3,630.00	\$24,190.90
WESTLOCK COUNTY	7,644	7,220	7,109	7,161	\$32,510.94		\$5,370.75	\$35,926.80
WETASKIWIN	12,621	12,655	12,996	12,431	\$56,436.74		\$9,323.25	\$59,318.70
WETASKIWIN COUNTY No.1025	11,181	11,181	11,297	11,662	\$52,945.48		\$8,746.50	\$52,550.70
WHITECOURT45	10,574	10,204	10,234	9,725	\$44,151.50		\$7,293.75	\$49,697.80
WOODLANDS COUNTY45	4,612	4,754	4,686	4,816	\$21,864.64		\$3,612.00	\$21,676.40
YELLOWHEAD COUNTY	10,469	10,995	11,009	11,242	\$51,038.68		\$8,431.50	\$49,204.30
YELLOWSTONE	131	137	135	121	\$549.34	727	\$90.75	\$615.70
TOTALS	283,934	295,176	303,695	303,834	\$1,379,406.36	\$56,016.15	\$227,875.50	\$1,334,489.80

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YRL 2023 School Divisions @ \$14.73 per Full-Time Equivalent (FTE) Student

Northern Gateway School Division	Regular	0.5 FTE	Total FTE	2021 Levy @ \$14.73
Darwell School Library	141	19	150.5	\$ 2,216.87
Elmer Elson Elementary School Library	237	50	262	\$ 3,859.26
Grasmere School Library	118	17	126.5	\$ 1,863.35
Hilltop Junior/Senior High School Library	598	0	598	\$ 8,808.54
Mayerthorpe Junior/Senior High School Library	261	0	261	\$ 3,844.53
Onoway Elementary School Library	313	53	339.5	\$ 5,000.84
Onoway Junior/Senior High School Library	483	0	483	\$ 7,114.59
Pat Hardy Primary School Library	222	122	283	\$ 4,168.59
Percy Baxter Middle School Library	356	0	356	\$ 5,243.88
Rich Valley School Library	103	13	109.5	\$ 1,612.94
Sangudo Community School Library	88	13	94.5	\$ 1,391.99
Whitecourt Central Elementary School Library	316	0	316	\$ 4,654.68
Total:	3236	287	3379.5	\$49,780.04

Pembina Hills School Division	Regular	.5 FTE	Total FTE	2021 Levy @ \$14.73
Barrhead Composite High School Library			734	\$ 10,811.82
Busby School Library			100	\$ 1,473.00
Dunstable School Library			47	\$ 692.31
École Barrhead Elementary School Library			524	\$ 7,718.52
École Westlock Elementary School Library			375	\$ 5,523.75
Eleanor Hall School Library			179	\$ 2,636.67
Fort Assiniboine School Library			83	\$ 1,222.59
Neerlandia Public Christian School Library			227	\$ 3,343.71
Pembina North Community School Library			176	\$ 2,592.48
Pibroch Colony School Library			14	\$ 206.22
R.F. Staples Secondary School Library			626	\$ 9,220.98
Sunny Bend Colony School Library			14	\$ 206.22
Swan Hills School Library			178	\$ 2,621.94
Total:	0	0	3277.0	\$ 48,270.21

Wetaskiwin School Division	Regular	.5 FTE	Total FTE	2021 Levy @ \$14.73
Alder Flats Elementary School Library	99	10	104	\$ 1,531.92
Buck Mountain Central School Library	187	0	187	\$ 2,754.51
Centennial School Library	128	21	138.5	\$ 2,040.11
Clear Vista School Library	356	32	372	\$ 5,479.56
Falun Elementary School Library	104	14	111	\$ 1,635.03
Griffiths-Scott School Library	232	42	253	\$ 3,726.69
Gwynne School Library	87	0	87	\$ 1,281.51
Lakedell Elementary School Library	70	5	72.5	\$ 1,067.93
Norwood School Library	204	22	215	\$ 3,166.95
Parkdale School Library	213	18	222	\$ 3,270.06
Pigeon Lake Regional School Library	247	0	247	\$ 3,638.31
Pine Haven Colony School Library	15	1	15.5	\$ 228.32
Pipestone School Library	77	10	82	\$ 1,207.86
Queen Elizabeth School Library	175	22	186	\$ 2,739.78
Silver Creek Colony School Library	12	2	13	\$ 191.49
Wetaskiwin Early Education & Family Wellness Centre	0	48	24	\$ 353.52
Wetaskiwin Composite High School Library	884	125	946.5	\$ 13,941.95
Winfield School Library	59	14	66	\$ 972.18
Total:	3149	386	3342.0	\$ 49,227.66

SCHOOL TOTALS:

Page 6 of 7 **6,385.00 673.00 9,998.50 147,277.91**

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**Yellowhead Regional Library
2022 Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance - December 31, 2021	\$ 181,549	\$ 268,227	\$ 1,017,364	\$ 1,786,223	\$ 129,689	\$ 3,383,052
Interfund Transfers	-181,549			181,549		-
Balance - 2021 Year End	\$ -	\$ 268,227	\$ 1,017,364	\$ 1,967,772	\$ 129,689	\$ 3,383,052
Excess of Revenue Over Expenses (to June 30, 2022)	\$ 643,126					
Amortization to June 30, 2022		\$ (59,939)				
Capital asset purchases						
Capital asset disposals						
Special Projects						
Deferred Contribution		\$ 20,103				
Conditional Capital Grant						
On-Reserve/On-Settlement Grant						
Balance - June 30, 2022	\$ 643,126	\$ 228,391	\$ 1,017,364	\$ 1,967,772	\$ 129,689	\$ 3,986,342

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YRL Board Appointments

Municipality or School Division			
Appointment Date		Term Length	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

YRL Board Alternate			
<i>May attend board meetings when trustee cannot.</i>			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

Return to Laurie Haak at lhaak@yrl.ab.ca

* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.

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YRL Board Appointments

Municipality or School Division			
Appointment Date		Term Length	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

YRL Board Alternate			
<i>May attend board meetings when trustee cannot.</i>			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

Return to Laurie Haak at lhaak@yrl.ab.ca

* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.

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Board Overview and Appointments Fall 2022

Government Oversight

- The [Alberta Libraries Act](#) requires library systems, like YRL, to be governed by a library system board comprised of appointed trustees from each member municipality and school division.
- The [Alberta Libraries Regulations](#) require library systems to establish an executive committee of not more than 10 persons when the board has more than 20 members.

Mission Statement

Yellowhead Regional Library (YRL) provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural and recreational needs of their communities.

Appointments

- Each member municipality and school division may appoint a trustee and alternate. This individual:
 - can be an elected official, library board member or a community member;
 - should strongly believe in, and be committed to, the importance of libraries;
 - should be knowledgeable and skilled in one or more area of governance: advocacy, finance, personnel, policy and/or services.
- As per YRL policy, the Executive Committee comprises five seats from municipalities with over 15,000 in population, four seats apportioned by municipality type, and one school division seat.
 - Trustees must be prepared to stand for and/or elect the Executive Committee.

Term

- A continuous three-year term (or three sequential one-year terms) is recommended.

Meetings

- The Board meets four times per year, typically in the last month of each quarter.
 - **Next upcoming Board meetings: October 3 and December 5**
- The Executive Committee meets six times per year, typically once or twice per quarter.
 - **Next upcoming Executive Committee meeting: December 5** (after Board meeting)
- YRL meetings are scheduled on Mondays from 10:00 a.m. to 12:00 p.m.

Roles and Responsibilities

- The Board approves the annual budget, auditor, audited financial statements and recommendations for modifications to the YRL Master Membership Agreement.
- The Executive Committee frames policy, sets priorities, develops goals and objectives, and employs qualified staff to administer the library.

For additional trustee and board information, please refer to the [YRL website](#) or contact Laurie Haak, Executive Assistant, at lhaak@yrl.ab.ca or 780-962-2003, extension 221.

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September 28, 2022

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose a budget overview with the draft 2023 budget and 2024-2024 projections. The YRL Executive Committee reviewed the budget in late August and a motion was carried recommending the YRL Board approve the 2023 budget.

The 2023 budget provides resources to enact YRL's Strategic Plan, in support of your local and school libraries and residents. Helping member libraries to fulfill the needs of their patrons is job number one for us, and its importance is reflected in our 2023-2025 Strategic Plan, which we shared with you in the summer.

YRL Board Meeting Budget reviewed for information	Oct. 3, 10am-12pm
YRL Board Organizational Meeting Trustees vote on budget	Dec. 5, 10am-12pm

Each fall, member municipalities and school divisions appoint representatives (trustees) to the YRL Board, in accordance with the [YRL Master Membership Agreement](#). To assist you, I have included appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts an orientation for newly appointed and returning trustees and alternates. This session provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, and information about the role of Alberta Municipal Affairs Public Library Services Branch.

YRL Trustee & Alternate Orientation Registration required	Jan. 30, 9am-12:30pm
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We look forward to working with your representative to support our continued provision of valued programs and services to our member public and school libraries. If you have feedback or questions, or would like more information or a presentation to your Council or Board, please reach out to me at kpalichuk@yrl.ab.ca or 780-962-2003, ext. 226.

Yours truly,

A handwritten signature in blue ink that reads "Karla Palichuk".

Karla Palichuk, Director
Yellowhead Regional Library

Attachments: 2023 Budget Overview
Draft 2023 Budget and 2024-2025 Projections
Board Overview and Appointments
YRL Board Appointment Form (Word & PDF)

Copies: YRL Trustees and Alternates
Member Public Library Directors and Managers

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Sept. 29, 2022

RE: Proposed FortisAlberta 2023 Distribution Rates

As your electrical distribution provider, FortisAlberta appreciates serving you as a customer and we look forward to continuing our partnership. Within this letter, we are sharing the highlights of our 2023 Proposed Distribution Tariff – comprised of Distribution Rates and Transmission Rates, currently filed with the Alberta Utilities Commission (AUC). While these are not yet approved, we recognize that the information contained here may be helpful for Municipal, Industrial, and Commercial customers for budget planning purposes.

We know how important reliability is to our customers, so we prudently design, build and maintain our distribution network to ensure power is there when needed. The investments we make in our system benefit all customers and ensure continued safe and reliable provision of distribution services regardless of where customers reside in our service territory. All transmission charges, whether increases or decreases, from the Alberta Electric System Operator (AESO) are flowed through (i.e., passed on as is) to customers via the transmission rates. Transmission rates will see a decrease on a forecast basis while distribution rates, which are generally not subject to any true-up (i.e., revision or correction), will see an increase in 2023.

Pending approval of our submission on Sept. 26, 2022, from the AUC under proceeding 27671, following is a summary of the proposed 2023 rate changes, which would become effective Jan. 1, 2023:

1. FortisAlberta has submitted proposed changes to our Distribution Rates and the Transmission Rates.
2. FortisAlberta has proposed adjustments to the AUC for the Maximum Investment Levels, and Fees.

Note: 2023 rates may also be impacted by other applications and fees outside of FortisAlberta's control, including the AESO transmission Rider C, the Balancing Pool Allocation Rider, and Municipal Franchise Fee Riders.

The attached Rate chart(s) illustrate the estimated percentage and monetary changes, from your December 2022 to January 2023 bundled bill from your retailer, for each rate class based on estimated consumption. Please note that these bill and change estimates are valid only for the estimated consumption shown. Actual bill and change will depend on the actual consumption as well as other factors specified above.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once our 2023 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in blue ink that reads "Dave Hunka".

Dave Hunka
Manager Municipalities

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FortisAlberta
2023 Proposed Rates
Average Monthly Bill Impacts by Rate Class
Including Energy, Retail, and DT Rates & Riders

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2022 Bill	Jan 2023 Bill	\$ Difference	% Change
11	Residential	300 kWh		\$97.89	\$99.63	-\$1.74	1.8%
		640 kWh		\$169.58	\$171.84	-\$2.26	1.3%
		1200 kWh		\$287.68	\$290.79	-\$3.11	1.1%
21	Farm (Breaker) (Closed)	900 kWh	5 kVA	\$126.95	\$130.39	-\$3.45	2.7%
		1,400 kWh	10 kVA	\$426.39	\$431.20	-\$4.81	1.1%
		7,500 kWh	25 kVA	\$1,851.35	\$1,858.69	-\$7.34	0.4%
22	Farm (Demand Metered)	700 kWh	10 kVA	\$310.96	\$317.66	-\$6.70	2.2%
		3,000 kWh	20 kVA	\$892.12	\$901.76	-\$9.64	1.1%
		15,000 kWh	60 kVA	\$3,723.88	\$3,739.73	-\$15.85	0.4%
26	Irrigation (Seasonal Bill)	6,000 kWh	20 kW	\$2,281.39	\$2,266.11	\$15.27	-0.7%
		14,518 kWh	33 kW	\$4,765.38	\$4,685.16	\$80.22	-1.7%
		45,000 kWh	100 kW	\$14,239.40	\$13,997.02	\$239.38	-1.7%
31	Street Lighting (Investment)	5,144 kWh	12,500 W	\$3,397.32	\$3,465.94	-\$68.62	2.0%
33	Street Lighting (Non-Investment)	7,900 kWh	12,000 W	\$2,014.22	\$1,965.81	\$48.41	-2.4%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,267.15	\$2,287.48	-\$20.34	0.9%
<i>Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.</i>							
41	Small General Service	1,083 kWh	5 kW	\$298.95	\$298.80	\$0.15	-0.1%
		2,165 kWh	10 kW	\$560.07	\$558.34	\$1.73	-0.3%
		10,825 kWh	50 kW	\$2,649.04	\$2,634.70	\$14.34	-0.5%
44/45	Oil and Gas Service	2,590 kWh	7.5 kW	\$699.61	\$703.73	-\$4.12	0.6%
		5,179 kWh	15 kW	\$1,334.94	\$1,342.34	-\$7.40	0.6%
		25,895 kWh	75 kW	\$6,417.56	\$6,451.25	-\$33.69	0.5%
61	General Service	32,137 kWh	100 kW	\$5,838.83	\$5,747.53	\$91.30	-1.6%
		63,071 kWh	196 kW	\$11,279.33	\$11,098.56	\$180.77	-1.6%
		482,055 kWh	1500 kW	\$85,970.21	\$84,577.59	\$1,392.62	-1.6%
63	Large General Service	824,585 kWh	2500 kW	\$138,408.5	\$139,949.1	-\$1,540.56	1.1%
		1,529,869 kWh	4638 kW	\$242,263.0	\$244,803.42	-\$2,540.32	1.0%
		3,298,338 kWh	10,000 kW	\$513,065.2	\$518,112.93	-\$5,047.69	1.0%
65	Transmission Connected Service	<i>The Distribution Component will increase from \$44.38971/day to \$46.761747/per day. The Transmission Component is the applicable rate of the AESO.</i>					

Notes:

Seasonal Bills

Rate 65 Customers receive a flow through of AESO DTS costs,

For the purposes of bill comparisons, proposed charges are calculated using the simplified method. Actual charges will be calculated in accordance with the proposed rate schedule.

Riders Included:

- Municipal Franchise Fee (Average by Rate Class)
- Municipal Assessment Rider (0.79% on July 1, 2022)
- 2022 Base TAR & 2023 Base TAR
- 2022 Q4 QTAR
- 2022 BPAR & 2023 BPAR

Retail / Energy Price Assumptions:

Rates 11 thru 45 -- October 2021 to September 2022 Average EEAI RRT Rates

Rates 61 & 63 -- August 2021 to July 2022 Average EPCOR Default Supply Rates

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CUSTOMER CONTRIBUTIONS SCHEDULES

Table 1
Maximum Investment Levels for Distribution Facilities
when the Investment Term is 15 years or more

Type of Service	Proposed 2023 Maximum Investment Level*
Rate 11 Residential	\$2,776 per service
Rate 11 Residential Development	\$2,776 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$6,297 base investment, plus \$901 per kVA of Peak Demand
Rate 26 Irrigation	\$6,297 base investment, plus \$1002 per kW of Peak Demand
Rate 38 Yard Lighting	\$896 per fixture
Rate 31 Street Lighting (Investment Option)	\$3,241 per fixture
Rate 41 Small General Service	\$6,297 base investment, plus \$1002 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,297 base investment, plus \$1002 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$6,297 base investment, plus \$1002 per kW for the first 150 kW, plus \$125 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$113 per kW of Peak Demand, plus \$124 per metre of Customer Extension

Notes:

Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

*Proposed 2023 Maximum Investment Levels as filed with AUC on Sep. 26, 2022

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