



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, NOVEMBER 14, 2022, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of November 14, 2022  
**Motion:** To adopt the agenda of November 14, 2022

**4. ADOPTION OF MINUTES**

- 3 - 5 a) Adoption of Council Organizational Minutes of October 24, 2022  
(addendum 4.a)

**Motion:** To adopt the Council Organizational minutes of October 24, 2022



- 6 - 8 b) Adoption of Regular Council minutes of October 24, 2022 (addendum 4.b)  
**Motion:** To adopt the Regular Council minutes of October 24, 2022



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

- 9 - 30 a) Parkland Regional Library System Budget (addendum 5.a)



**6. DELEGATIONS**

- a) Carstairs Half Century Association - Donna Maxwell  
b) Carstairs Citizens on Patrol - Danny Morrison

**7. BYLAWS AND POLICIES**

**8. NEW BUSINESS**

- 31 - 41 a) Event Emergency Response Plan (addendum 8.a)



- 42 - 43 b) Mountain View Seniors' Housing Requisition (addendum 8.b)





- c) Carstairs Public Library Board Appointment-Dwayne Fulton
- d) Subdivision Development Appeal Board Appointment-Kayleigh Van Es

**9. COMMITTEE REPORTS**

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) POLICY & GOVERNANCE COMMITTEE
- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA PARTNERSHIP

**10. COUNCILOR REPORTS**

- a) COUNCILOR ALLAN
- b) COUNCILOR BALL
- c) COUNCILOR FRICKE
- d) COUNCILOR RATZ
- e) COUNCILOR ROBERTS
- f) COUNCILOR WILCOX
- g) MAYOR COLBY

**11. CORRESPONDENCE**

**12. CAO'S REPORT**

**13. COUNCILOR CONCERNS**

**14. PUBLIC QUESTION PERIOD**

**15. MEDIA QUESTION PERIOD**

**16. CLOSED MEETING**

- a) Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

**17. ADJOURNMENT**

**MINUTES OF THE COUNCIL ORGANIZATIONAL MEETING  
MONDAY, OCTOBER 24, 2022 AT 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**PRESENT:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts and Wilcox, CAO Rick Blair, Director of Legislative & Corporate Services Shannon Allison, and Recording Secretary Amy Phillips

**ABSENT:** Nil

**CALL TO ORDER:** Mayor Colby called the Council Organizational meeting of October 24, 2022, to order at 7:00 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Ratz to adopt the Council Organizational agenda of October 24, 2022 as presented. **CARRIED**

**SELECTION OF DEPUTY MAYOR:** Motion by Councilor Wilcox to elect Councilor Allan as the Deputy Mayor. **CARRIED**

**APPOINTMENT OF DATES, TIME, AND PLACE FOR COUNCIL:**

**1. Regular Council Meetings**

- Regular Council meetings will take place on the second and fourth Monday of each month. If Monday is a holiday, then the meeting is moved to Tuesday. There will be only one meeting during the months of July, August, and December.

- Council meeting dates are as follows:

- November 14 and November 28, 2022.
- December 12, 2022.
- January 9 and January 23, 2023.
- February 13 and February 27, 2023.
- March 13 and March 27, 2023.
- April 11 and April 24, 2023.
- May 8 and May 23, 2023.
- June 12 and June 26, 2023.
- July 10, 2023.
- August 28, 2023.
- September 11 and September 25, 2023.
- October 10 and October 23, 2023.

Motion by Councilor Allan to accept the dates of the regular Council meetings to be the second and fourth Monday of each month, unless it falls on a holiday, then meeting will move to Tuesday. **CARRIED**

**2. Time and Place**

- Regular Council meetings will be held at 7:00 p.m. in the Council Chambers at the Town Office.

Motion by Councilor Roberts to set the time of the regular Council meetings to be held at 7:00 p.m. in Council Chambers at the Town Office. **CARRIED**

**SIGNING AUTHORITIES:** **1. Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services**

Motion by Councilor Ratz to authorize that the signing authorities on the Town of Carstairs accounts to consist of Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services. **CARRIED**

**COMMITTEES:** **1. Legislative & Emergency Services Committee**

Motion by Councilor Wilcox to appoint Councilors Allan, Ball, and Ratz to the Legislative & Emergency Services Committee. **CARRIED**

**2. Strategic Planning & Corporate Affairs Committee**

Motion by Councilor Allan to appoint Councilors Ball, Fricke, and Roberts to the Strategic Planning Committee.

**CARRIED**

**3. Policy & Governance Committee**

Motion by Councilor Ratz to appoint Councilors Fricke, Roberts, and Wilcox to the Policy and Governance Committee.

**CARRIED**

**APPOINTMENT OF MEMBERS-AT-LARGE COMMITTEES:**

**1. Municipal Planning Commission**

Motion by Councilor Roberts to appoint Councilors Allan, Ball, and Wilcox to the Municipal Planning Commission.

**CARRIED**

**2. Director of Emergency Management**

Motion by Councilor Allan to appoint Rob McKay as the Director of Emergency Management and Ernie Bradley as Deputy Director.

**CARRIED**

**3. Inter-Municipal Subdivision & Development Appeal Board**

Motion by Councilor Ratz to appoint Sandi Roberts to the Inter-Municipal Subdivision & Development Appeal Board.

**CARRIED**

**4. Carstairs Library Board**

Motion by Councilor Fricke to appoint Councilor Wilcox to the Carstairs Library Board.

**CARRIED**

**APPOINTMENT OF COUNCIL REPRESENTATION:**

**1. Municipal Area Partnership**

Motion by Councilor Wilcox to appoint Mayor Colby and alternate Councilor Allan to the Municipal Area Partnership.

**CARRIED**

**2. Mountain View Regional Water Commission**

Motion by Councilor Fricke to appoint Mayor Colby and alternate Councilor Roberts to the Mountain View Regional Water Commission.

**CARRIED**

**3. Mountain View Regional Waste Commission**

Motion by Councilor Ratz to appoint Councilor Wilcox and alternate Councilor Ball to the Mountain View Regional Waste Commission.

**CARRIED**

**4. Mountain View Senior Housing Authority**

Motion by Councilor Wilcox to appoint Councilor Ratz and alternate Councilor Fricke to the Mountain View Seniors' Housing Authority.

**CARRIED**

**5. Parkland Regional Library**

Motion by Councilor Allan to appoint Councilor Wilcox and alternate Councilor Fricke to the Parkland Regional Library Board.

**CARRIED**

**6. Inter-Municipal Collaboration Committee**

Motion by Councilor Wilcox to appoint Mayor Colby and Councilors Allan and Ball to the Inter-municipal Collaboration Committee.

**CARRIED**

**TOWN APPOINTMENTS: 1. Solicitors**

Motion by Councilor Ratz to appoint MacPherson, Leslie, & Tyerman LLP as the solicitor for the Town of Carstairs.

**CARRIED**

**2. Planners**

Motion by Councilor Roberts to appoint ISL Engineering and Land Services as the planners for the Town of Carstairs.

**CARRIED**

**3. Building Inspector**

Motion by Councilor Fricke to appoint IJD Inspections Ltd. as the building inspector for the Town of Carstairs.

**CARRIED**

**4. Engineers**

Motion by Councilor Wilcox to appoint CIMA Canada Inc. as the engineers for the Town of Carstairs.

**CARRIED**

**5. Assessor**

Motion by Councilor Allan to appoint Wild Rose Assessment Service as the assessor for the Town of Carstairs.

**CARRIED**

**6. Auditors**

Motion by Councilor Wilcox to appoint MNP LLP as the auditors for the Town of Carstairs.

**CARRIED**

**ADJOURNMENT:**

Motion made by Councilor Roberts to adjourn the Council Organizational meeting of October 24, 2022, at 7:08 p.m.

**CARRIED**

\_\_\_\_\_  
**Lance Colby, Mayor**

\_\_\_\_\_  
**Rick Blair, CAO**

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, OCTOBER 24, 2022, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

- ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, and Wilcox, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, and Recording Secretary Amy Phillips
- ABSENT:** Councilor Ball
- CALL TO ORDER:** Mayor Colby called the meeting of October 24, 2022, to order at 7:08 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:**
- Motion 298/22 Motion by Councilor Wilcox to adopt the Regular Council agenda of October 24, 2022, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
- Motion 299/22 Motion by Councilor Wilcox to adopt the Regular Council minutes of October 11, 2022, as presented. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:** Nil
- DELEGATIONS:** Nil
- BYLAWS & POLICIES:**
- 1. Policy No. 32-003-22 Sidewalk Inspection Policy**
- Motion 300/22 Motion by Councilor Allan to adopt Policy No. 32-003-22 Sidewalk Inspection Policy as amended. **CARRIED**
- 2. Policy No. 32-005-22 Walking Path Inspection Policy**
- Motion 301/22 Motion by Councilor Ratz to adopt Policy No. 32-005-22 Sidewalk Inspection Policy as amended. **CARRIED**
- 3. Policy No. 26-019-22 Emergency Services Employee Attendance at Conferences & Development Session Policy**
- Motion 302/22 Motion by Councilor Allan to adopt Policy No. 26-019-22 Emergency Services Employee Attendance at Conferences & Development Session Policy as presented. **CARRIED**
- NEW BUSINESS:**
- 1. Proclamation of Family Violence Prevention Month**
- Motion 303/22 Motion by Councilor Wilcox to proclaim the month of November as Family Violence Prevention Month in the Town of Carstairs. **CARRIED**
- COMMITTEE REPORTS:**
- 1. Legislative & Emergency Services Committee**  
- Councilor Allan gave an oral report on the October 18, 2022, meeting.
- 2. Strategic Planning & Corporate Affairs Committee**  
- Councilor Roberts gave an oral report on the October 24, 2022, meeting.
- 3. Policy & Governance Committee**  
- Councilor Fricke gave an oral report on the October 20, 2022, meeting
- 4. Mountain View Regional Waste Commission**  
- Next Meeting November 28, 2022.
- 5. Mountain View Regional Water Commission**  
- Mayor Colby gave an oral report on the October 12, 2022, meeting.  
- Next meeting is on November 16, 2022.

**6. Mountain View Seniors' Housing**  
- Next meeting is on November 3, 2022.

**7. Municipal Area Partnership**  
- Next meeting is on November 17, 2022

**8. Central Alberta Economic Partnership (CAEP)**  
- Next meeting is November, 2022.

Motion 304/22

Motion by Councilor Wilcox to accept all Committee Reports as information.

**CARRIED**

**COUNCILOR REPORTS:**

**Councilor Allan**  
- Attended Legislative & Emergency Services Committee meeting on October 18, 2022  
- Council Organizational meeting this evening

**Councilor Ball**  
- Attended Strategic Planning & Corporate Affairs Committee on October 24, 2022, via Zoom

**Councilor Fricke**  
- Attended the Zoom workshop Part 1 for Public Library Service in Alberta on October 12, 2022  
- Attended Policy & Governance meeting on October 20, 2022  
- Attended Strategic Planning & Corporate Affairs Committee meeting on October 24, 2022:  
- Council Organizational meeting this evening

**Councilor Ratz**  
- Attended Legislative & Emergency Services Committee meeting on October 18, 2022  
- Attended a Mountain View Seniors' Housing succession planning meeting on October 20, 2022

**Councilor Roberts**  
- Attended Mountain View Regional Water Commission meeting on October 12, 2022  
- Attended Policy & Governance meeting on October 20, 2022  
- Attended Strategic Planning & Corporate Affairs Committee on October 24, 2022

**Councilor Wilcox**  
- Attended Carstairs Public Library Board meeting on October 13, 2022  
- Attended Policy & Governance meeting on October 20, 2022  
- Council Organizational meeting this evening

**Mayor Colby**  
- Attended Mountain View Regional Water Commission meeting on October 12, 2022  
- Council Organizational meeting this evening

Motion 305/22

Motion by Councilor Roberts to accept all Councilor Reports as information.

**CARRIED**

**CORRESPONDENCE:**

**1. Thank-you Card – MVSH**

Motion 306/22

Motion by Councilor Fricke to accept the Thank you Card from MVSH as information.

**CARRIED**

**2. Facility Request – Rosebud Health Foundation**

Motion 307/22

Motion by Councilor Ratz to approve the request from the Rosebud Health Foundation and authorize administration to provide a discounted rental rate for the Community Hall on May 6, 2023.

**CARRIED**

**CAO'S REPORT:**

1. Sent a letter to Premier Smith regarding EMS coverage and response times
2. Sent a letter to Parkland Regional Library concerning the use of different population numbers for grants and requisitions
3. Had a meeting with the new auditors
4. Continue to work on golf course irrigation mitigation

- 5. Had a meeting with Lane Quinn Benefit Consultants
- 6. Had an inquiry over seniors' housing land
- 7. Waiting to get pricing on the lagoon sludge cleanout
- 8. Will be taking the operations staff on a tour of the Anthony Henday water plant on Thursday
- 9. Received funds and all meeting minutes from CCDEP
- 10. Working with the Lions for location of their Christmas hampers
- 11. Our IT RFP closed and have been reviewing proposals
- 12. Ongoing budget preparations and meetings with each director
- 13. Ongoing work on updating our salary grid
- 14. Moved the Asset Management department back in to the administration office and have another position for data entry
- 15. Submitted the Proposed 2023 Fire Budget to Mountain View County; will be scheduling an ICC meeting

Motion 308/22                      Motion by Councilor Fricke to accept CAO's Report as information.

**CARRIED**

**COUNCILOR CONCERNS:** Nil

**PUBLIC QUESTION PERIOD:**

**1. Is the Strategic Planning committee open to public?**  
CAO Blair commented that committee meetings are open to the public.

Motion 309/22                      Motion by Councilor Roberts to accept the Public Question Period as information.

**CARRIED**

**MEDIA QUESTION PERIOD:**

Nil

**CLOSED MEETING:**

*Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).*

Motion 310/22                      Motion by Councilor Allan that Council closes the meeting to the public at 7:31 p.m. to discuss closed meeting session items.

**CARRIED**

Motion 311/22                      Motion by Councilor Ratz to come out of the closed meeting session at 8:19 p.m.

**CARRIED**

**NEXT MEETING:**                      Monday, November 14, 2022 at 7:00 p.m.

**ADJOURNMENT:**

Motion 312/22                      Motion by Councilor Roberts to adjourn the meeting of October 24, 2022, at 8:19 p.m.

**CARRIED**

\_\_\_\_\_  
**Lance Colby, Mayor**

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**Rick Blair, CAO**





# Proposed BUDGET 2023

**PARKLAND REGIONAL LIBRARY SYSTEM  
Proposed 2023 Budget**

		Present Budget	
		2022	2023
<b>Income</b>			
1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500
<b>TOTAL Income</b>		<b>3,536,451</b>	<b>3,597,800</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,345,787</b>	<b>1,329,492</b>
<b>Cost of Services</b>			
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
<b>TOTAL Cost of Services</b>		<b>2,190,664</b>	<b>2,268,308</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,536,451</b>	<b>3,597,800</b>
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>8.55</b>	<b>8.75</b>

**Notes for the Parkland Regional Library System Budget 2023**

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

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2023, there is a twenty-cent increase to the municipal per capita requisition to \$8.75. Parkland has held the requisition at \$8.55 for the previous three consecutive years. For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

**Points within the budget to note include:**

Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases. The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement. The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.

Cooperative Collection Fund has been discontinued as a line item but for this year will be funded from reserves, (see the Budget Supplement section). This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs.

Provincial grants amount to approximately 43.6% of PRLS' total income.

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$219,600 which includes a wireless upgrade project for libraries. In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500). One other reserve fund transfer for 2023 is for the one-time use of funds to continue the Cooperative Collection project requested at \$35,000. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 98% of the 2023 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.



**Parkland Regional Library System**

**Return on Municipal Levy**  
Based on 2022 and 2023 Budgeted Amounts

	<b>2022</b>	<b>2023</b>
Materials Allotment for Libraries (Books, DVD's, Audiobooks, etc.)	\$256,396	\$259,362
Rural Library Services Grant	\$429,742	\$429,742
Cooperative Collection Fund (from Reserves in 2023)	\$35,835	\$35,000
Technology (Hardware– budget plus reserves)	\$162,800	\$219,600
Postage (Reimbursement for Interlibrary Loan)	\$4,500	\$2,000
Software (For computers, ILS, etc.)	\$201,885	\$208,205
Rotating Collections (Large Print, Audiobooks, Programming Kits, etc.)	\$21,000	\$21,000
Internet (Connectivity provided to member libraries)	\$8,820	\$8,820
eContent (Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$135,600	\$135,600
Vehicle Expense (\$40,500 from reserves for new van plus ongoing budgeted expenses )		\$99,500
Marketing/Advocacy	\$20,000	\$20,000
Workshop/Training	\$14,000	\$14,000
Cataloguing Supplies	\$31,500	\$32,000
Contribution to Outlet Libraries*	\$800	\$800
Materials Discount (42% in 2022)	\$107,686	\$98,558
SuperNet (Fiber Optic connection provided by GOA to library system members)	\$370,022	\$370,022
<b>Sub-Total</b>	<b>\$1,800,586</b>	<b>\$1,954,209</b>
<b>Requisition</b>	<b>\$1,939,986</b>	<b>\$2,001,335</b>
	<b>93%</b>	<b>98%</b>
<b>Difference Between Levy &amp; Direct Return</b>	<b>\$139,400</b>	<b>\$47,126</b>

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

**Brief Notes – September 2023****INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$8.75
- 1.4 Based on statements from PLSB and calculated at \$5.55 per capita
- 1.5 Held at 2022 level - reflects the anticipated returns on investments

**SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES**

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – has been discontinued as a line item and will be funded through reserves.
- 2.5 Line reduced to \$45,000 due to changes in use patterns and changes in fess covered – funds shifted to 2.9 and 2.19 - for platform and library services subscriptions
- 2.6 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Reduced - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2022 level
- 2.9 Name changed and items consolidated from line 2.5 – increased to \$6,500
- 2.10 Newly created in 2022 -amount held - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual
- 2.14 Reduced based on actual - includes both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Increased, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Increased significantly – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs continuing to rise
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2022 amount
- 2.19 Increased to \$87,500 to reflect use patterns – funds shifted from 2.5
- 2.20 Increased slightly to \$11,000
- 2.21 Held at 2022 amount
- 2.22 Reduced to \$2,600 – Grant Connect fee moved to line 2.5

COST OF SERVICES

- 3.1 Increased to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS’ lawyer required for the audit process
- 3.2 Increased slightly to \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2022 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$21,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$12,750 - to cover PRLS’ cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased slightly – reflects fees for photocopiers and estimated usage
- 3.9 Reflects current staff levels
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2022 amount
- 3.12 Reduced slightly - based on a five-year review
- 3.13 Increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2022 level – based on 3-year review of actual expenses
- 3.15 Reduced to \$26,000 – due to the use of virtual meetings. Includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.16 Based on actual in new building to date and then estimated – reduced to \$36,000

**Complete Notes to the 2023 Budget**

**PARKLAND REGIONAL LIBRARY SYSTEM**

**Proposed 2023 Budget**

Present  
Budget

**Income**

- 1.1 Provincial Operating Grant
- 1.2 First Nations Grant
- 1.3 Membership Fees
- 1.4 Alberta Rural Library Services Grant
- 1.5 Interest Income

2022	2023
992,621	992,621
145,602	145,602
1,939,986	2,001,335
429,742	429,742
28,500	28,500
<b>3,536,451</b>	<b>3,597,800</b>

**TOTAL Income**

**Income – line details**

*1.1 Provincial Operating Grant:*

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

*1.2 First Nations Grant:*

The First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system, the \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

*1.3 Membership Fees:*

\$8.75 per capita – requisition to municipalities to balance the budget, a twenty cent increase per capita. The previous note was held at \$8.55 for three consecutive years.



*1.4 Alberta Rural Library  
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

*1.5 Interest Income:*

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is estimated at 2022 levels.

<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2022</b>	<b>2023</b>
<b>2.1</b>	Alberta Rural Library Services Grant	429,742	429,742
<b>2.2</b>	Allotment Funds issued to Libraries	256,396	259,362
<b>2.3</b>	Computer Maint. Agree. Software licenses	201,885	207,512
<b>2.4</b>	Cooperative Collection Fund	35,835	0
<b>2.5</b>	eContent Platform fees, Subscriptions	78,100	45,000
<b>2.6</b>	FN Provincial Grant expenses	78,839	78,839
<b>2.7</b>	Freight	1,800	1,200
<b>2.8</b>	Internet Connection Fees	8,820	8,820
<b>2.9</b>	Library Services Tools	3,000	6,500
<b>2.10</b>	Marketing/Advocacy	20,000	20,000
<b>2.11</b>	Member Library Computers Allotment	68,070	68,617
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,000	1,000
<b>2.14</b>	ILL Postage for libraries	4,500	2,000
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	18,500	19,000
<b>2.16</b>	Vehicle expense	46,000	59,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	5,000	5,000
<b>2.19</b>	eContent	57,500	87,500
<b>2.20</b>	Large Print	10,000	11,000
<b>2.21</b>	Programming Kits	2,000	2,000
<b>2.22</b>	Reference	4,000	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,345,787</b>	<b>1,329,492</b>

**Support Materials & Services Direct to Libraries - line details**

*2.1 Alberta Rural Library*

*Services Grant:*

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

*2.2 Allotment Funds Issued*

*to Libraries:*

reflects allotment rate of \$1.13 per capita – held at the 2022 level.

*2.3 Computer Maint. Agree.*

*Software Licenses:*

line slightly increased – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS’ management of wireless networks, PRLS’ computer licenses, and licensed services for the Polaris integrated library system. Also includes small non-capital IT items as needed such as monitors and bar code scanners.

*2.4 Cooperative Collection:*

this line has been eliminated as a budgeted item but for this year will be funded from reserves, see the Budget Supplement at the end of the budget section. This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs.

*2.5 eContent Platform fees  
and Subscription fees:*

decreased from 2022 level due to the cancelation of two resources based on usage statistics and feedback from local library staff - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume and Grant Connect.

*2.6 FN Provincial  
Grant Expense:*

funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland’s six First Nations reserves.

*2.7 Freight:*

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – reduced based on actual.

*2.8 Internet Connection  
Fees:*

for internet service provision to member libraries and HQ – held at 2022 level.

- 2.9 Library Services Tools:* name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).
- 2.10 Marketing/Advocacy:* newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.
- 2.11 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
- 2.12 Outlet - Contribution to Operating:* operating funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds – held at \$800.
- 2.13 Periodicals:* held at 2022 level - based on actual, includes professional development publications and library journals.
- 2.14 ILL Postage Reimbursement for Libraries:* reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.
- 2.15 Supplies purchased Cataloguing/Mylar:* increased slightly - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.
- 2.16 Vehicle Expense:* increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

*2.17 Workshop/Training:* includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2022 amount.

**PRLS Circulating Collections**

*2.18. Audiobook Materials:* held at 2022 level– used to support the physical audiobook collection.

*2.19 eContent:* increased from 2022 with funding shifted from the eContent Platform fees line (2.5) - based on feedback from local library staff and usage statistics - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, as well as Overdrive eMagazines and potentially other eContent.

*2.20 Large Print Books:* slight increase from 2022 level to help refresh the collection.

*2.21 Programming Boxes:* held at 2022 level - to refresh and build new programming kits for programming in member libraries.

*2.22 Reference Materials:* decreased due to moving Grant Connect costs to the eContent Platform fees line (2.5) – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

<b>Cost of Services</b>		<b>2022</b>	<b>2023</b>
<b>3.1</b>	Audit	16,500	20,000
<b>3.2</b>	Bank expenses	1,600	1,700
<b>3.3</b>	Bank Investment Fees	4,700	4,700
<b>3.4</b>	Building-Repairs/Maintenance	18,000	21,500
<b>3.5</b>	Dues/Fees/Memberships	12,200	12,750
<b>3.6</b>	Insurance	19,000	20,500
<b>3.7</b>	Janitorial/Outdoor maintenance expense	34,000	35,000
<b>3.8</b>	Photocopy	4,000	4,300
<b>3.9</b>	Salaries	1,588,659	1,666,962
<b>3.10</b>	Salaries - Employee Benefits	349,505	353,396
<b>3.11</b>	Staff Development	20,000	20,000
<b>3.12</b>	Supplies/Stationery/Building	32,500	29,000
<b>3.13</b>	Telephone	8,000	8,500
<b>3.14</b>	Travel	8,000	8,000
<b>3.15</b>	Trustee expense	35,000	26,000
<b>3.16</b>	Utilities	39,000	36,000
<b>TOTAL Cost of Services</b>		<b>2,190,664</b>	<b>2,268,308</b>

**Cost of Services – line details**

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland’s triannual LAPP Audit requirement and includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* increased slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2022 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

- 3.5 Dues/Fees/  
Memberships:* for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.
- 3.6 Insurance:* this line has increased slightly and accounts for cyber insurance, the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime employee drivers abstracts and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor  
Maint. Expense:* increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage with a slight increase, based on actual.
- 3.9 Salaries:* to reflect the current staffing level.
- 3.10 Salaries-Employee  
Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.
- 3.12 Supplies/Stationery/  
Building:* based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies - reduced slightly. Based on a five year review.

- 3.13 Telephone:* increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* reduced due to virtual meetings - accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf).
- 3.16 Utilities:* based on actual since moving into the new building in October 2020 and then estimated for a full year – reduced slightly.



**PARKLAND REGIONAL LIBRARY SYSTEM  
Proposed 2023 Budget**

	Present Budget 2022	Proposed Budget 2023
TOTAL Income	3,536,451	3,597,800
TOTAL Support Materials & Services Direct to Libraries	1,345,787	1,329,492
TOTAL Cost of Services	2,190,664	2,268,308
TOTAL Expenses (library materials & cost of service)	3,536,451	3,597,800
Surplus/Deficit	0	0
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>8.55</b>	<b>8.75</b>

**Budget Supplement**

**Explanation points to the 2023 Budget dealing with Capital Assets, Amortization and Reserves.**

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

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

Parkland will be purchasing one new vehicle in 2023 (estimated at \$40,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

As described elsewhere in the budget document, Parkland will continue to fund the Cooperative Collection project in 2023 using funds from the Unrestricted Reserve (\$35,000).

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

**Parkland Regional Library System**

**Budget Supplement - Movement of Funds - 2023**

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2023</b>	
<b>Amortization Reserve</b>		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$72,720	<b>A</b>
<b>Vehicle Reserve</b>		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$40,500	<b>B</b>
<b>Technology Reserve</b>		
Anticipated funds required for Technology purchases <i>(may include Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRL assets - 2023, \$40,600 -B)</i>	\$219,600	
<b>Unrestricted Reserve</b>		
Funds to purchase library materials for Cooperative Collection project	\$35,000	<b>D</b>
	<b>\$367,820</b>	
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>		
Anticipated vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	<b>C</b>
	<b>\$5,000</b>	
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>		
<b>Amortization Reserve</b>		
Residual Amortization anticipated - PRLS assets	\$46,620	<b>B</b>
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$34,480	<b>B</b>
<b>Vehicle Reserve</b>		

Proceeds from the sale of vehicles \$5,000 C  
*(actual amounts will be based on exact selling price in the year)*

**Technology Reserve**

Budgeted for member library computers \$68,617  

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\$154,717

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**4 CAPITAL ASSET EXPENSE ALLOCATION**

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Amortization expense anticipated w/o building \$72,720 A  
*(actual amount will be affected by asset disposals during the year)*

Amortization expense anticipated for building \$78,939  

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\$151,659

**Speaking Notes for PRLS' 2023 Budget**

- Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.
- For 2023, there is a twenty-cent increase to the municipal per capita requisition to \$8.75. This increase was approved by the Parkland Board at their May board meeting.
- Parkland has held the requisition at \$8.55 for the previous three consecutive years.
- For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.
- The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

**Points within the budget to note include:**

- Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases.
- The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement but no step increases have been provided to staff.
- The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.
- Parkland is also planning a number of purchases funded partially or entirely from reserves. For 2023 these include:
  - The purchase is for computer hardware from the Technology Reserve estimated to be valued at \$219,600 which includes a wireless upgrade project for libraries.
  - In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500).
- By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

**Other points for the board member:**

- Included within the budget is a document comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budgeted amounts, an equivalent of 98% of the 2023 levy is returned to member libraries in tangible form. This return is before considering services provided by Parkland or the costs of running the Parkland system headquarters.
- Point council to their individual Return on Investment document found on the Parkland Website at: <https://www.prl.ab.ca/about-us/return-on-investment>

- Provincial grants amount to approximately 43.6% of PRLS' total income.
- ***Please*** inform your council that Parkland is coordinating a province-wide advocacy effort to get an increase in provincial funding for both municipal libraries and library systems. The per capita rate and population figures used for calculating provincial grants has not changed since 2017. Having municipal support in lobbying the provincial government is crucial as we approach a provincial election next spring.



**Event Emergency Response Plan**

**SECTION 1 - EVENT DETAILS**

Event Name	
Event Date(s)	
Event Location(s)	
Plan Prepared By	
Anticipated Attendance	

**Event Description**

The event description should include the event date(s) and times, the purpose of the event, location(s) specifying aspects of the event that will be indoors and/or outdoors, expected attendance numbers and demographic of attendees, parking details, set-up and take-down times, basic event schedule, what kind (if any) food or beverage will be provided, whether or not alcohol will be served, if merchandise will be sold and details about any other activities planned for the event.

Insert Info Here:



**Site Map/Details**

Include a map that includes the following:

- Event location.
- North Arrow
- Infrastructure (labeled) (i.e - tents and what they are for, food trucks, washrooms, activity locations).
- Label key safety plan locations. (first aid, lost child meeting place, muster point, emergency response vehicle meeting point, emergency response vehicle route, etc).
- Identify where electrical support will be required.

**SECTION 2 - CONTACT INFORMATION**

In this section, include all key event people, role title, and event day contact phone number.

<b>Role</b>	<b>Name</b>	<b>Phone #</b>
Volunteer Coordinator		
Event Emergency Coordinator*		
Event Coordinator		
First Aid Provider		
Other Positions (media relations, public spokesperson, community contact, security, weather monitor, etc..)		

\* Person(s) responsible for coordinating the emergency response - i.e. for staff, volunteers, and the public.





**External Resource Contacts**

This section will identify external resources and should include the names of contacts, telephone numbers, and email addresses if possible. Include appropriate resources such as fire departments, police, municipal agencies, hospitals, doctors, weather information service and news media.

<b>Agency</b>	<b>Contact #</b>
Fire	911
Police	911
Ambulance	911
RCMP – Didsbury – Non-Emergency	403.335.3382
Emergency Services	403.337.2362
Operational Services	403.337.3446
Security	
Poison Control Centre	1.800.332.1414
Didsbury Hospital	403.335.9393
Environment Canada (weather)	1.800.667.8676
Environmental Spills	1.800.222.6514
Alberta Health Service (Food/beverage)	403.912.8495

**SECTION 3 - COMMUNICATION PLAN**

In this section indicate the following:

- Volunteer and staff orientation plan - how are you going to ensure all staff/volunteers are aware of emergency procedures.
- Communication methods - i.e. - radios, cellphones, runners, PA system, etc. If cell phones are the main methods of communication event organizers should have a comprehensive phone list of all volunteers.



- Indicate roles and responsibilities during an emergency or disaster. Identify each responder's position, duties and reporting relationship. Sufficient details should be provided to ensure that all critical activities are covered. Flow charts and action checklists are valuable for communicating activation procedures, condensing information and making decisions. If checklists are used, they should contain sufficient detail to ensure that all crucial activities are considered. Key roles: emergency services contact person, public spokesperson/media relations, muster point leads, first aid provider, volunteer/staff management, role of security staff.

Insert Info Here:

**SECTION 4 - HAZARD & RISK IDENTIFICATION**

Based on the type of event, venue and audience identify hazards, risks and threats and develop a mitigation plan for the protection of life, property and the environment. Potential risks include extreme weather (storms, winds, precipitation, temperature, smoke/air quality, etc.), medical emergencies, lost persons, environmental spills, etc.

Include a lost child/person's procedure. Ensure monitoring of weather, news and social media for potential impacts or risks to the event are also considered.

Consider risk against the things you wish to protect. Protection of life is the most important. You also need to protect other things including property, community interests, environment, financial interests, legal obligations, reputation and infrastructure. With every risk identified you should identify how to prevent, respond or minimize its effects.



**What could go wrong?**

The first step is to compile a list of the various types of likely hazards that may pose a risk. Hazards can often be grouped into four categories;

- Human
  - Medical emergencies.
  - Vehicle vs. pedestrian traffic.
  - Crime related emergencies.
- Mechanical or Technical
  - Infrastructure failures.
  - Loss of power.
- Venue
  - Pinch points due to infrastructure.
  - Environmental: are there risks with the venue such as large trees, rough terrain, etc.
  - Weather for outdoor events (extreme heat/cold, severe weather, air quality, etc.).
- Activities that are taking place
  - Dangers inherent to the activities (inflatables, extreme physical demands, other extreme sports, rodeo etc).
  - Alcohol service related: impaired driving risk, intoxications, sexual assault risk etc.

It is also important to examine the whole event, including set up and take down. Done properly, the number of risks identified may be large and seem overwhelming. It is important, however, to be thorough.

**Plan Activation and Response**

For each identified risk for your event complete for the following:

Risk (some examples of risks are: severe weather, medical emergency, bomb threat, etc.)
Activation (What triggers the plan to take effect)
Notification (Who/what agencies need to be notified)
Response (actions to take, resources to utilize, cancellation policy)
Communications (what message needs to be provided to event staff, public, emergency responders)



Safety (what protective actions need to be taken)
Reporting (document details and response actions for future reference).

**SECTION 5 - VEHICLE & PEDESTRIAN TRAFFIC PLAN**

Regardless of the location of your event, determine if and how traffic control is required. For example, vehicles driving on a park space and on roadways about vehicles in the road closure area. Ensure unimpeded access for emergency services at all times (minimum of a 3-meter lane required), and that there is a permitted and approved road closure plan.

A pedestrian traffic plan is required when the movement of people in and around the event poses a possible risk to public safety. This plan should also predict what ingress and egress will look like at the beginning and end of the event when large groups of people are arriving/leaving at the same time.

Insert Info Here:
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**Roadway Events - Emergency Planning**

- Static
  - Volunteers/staff or security to watch the road closure barricades (2 key reasons; avoid people accidentally trying to drive around or move the barriers AND if emergency vehicles are needed on site this position can move the barricades to allow access).
  - Emergency vehicles require a 3m lane through any road closure. If a fire or another emergency occurs on site, this will ensure their access is not prevented.
    - Indicate where the emergency lane will be placed on your site map.
  - Have a plan in place to move the crowd away from an emergency using your staff and/or volunteers.



- Moving
  - Marshals; are key positions required to assist participants in runs/walks/processions, etc. Not only do they direct participants along the correct route, they can also ensure traffic from alleyways or intersections do not enter the course at the wrong time.
    - If the route crosses arterial roadways, Town of Carstairs staff may be required to control traffic.
    - All runs/walks/etc that use roadways (sidewalks too) are required to provide a route map that includes the location of every marshal along the route.
    - If your route includes road closures and/or arterial roadways, the Town of Carstairs may require to have marshals or staff at key locations. This information will be shared in the TAP (Traffic Accommodation Plan) by your Festivals & Events Liaison.
  - Have a plan in place to move the crowd away from an emergency using your staff / volunteers / marshals.

#### **SECTION 6 - CROWD MANAGEMENT**

The objective of crowd management is to control the capacity and movement of event attendees in and around the event site a safe manner. The size of the venue and its terrain, the layout of the event site and the type of event all contribute to the level of crowd management that is required.

Efforts should be made to minimize pinch points or areas where a crowd of people can be trapped or crushed in a panic situation. Entrances and exits should be well marked, unobstructed and staffed where appropriate.

##### Considerations

- Is the event site open or fenced in? If fenced in, where are the entrances and exits?
- What is the capacity of the event site?
- What actions will be taken if capacity is reached?
- Does the event site plan allow for free flow of people? Or are adjustments required?
- Will line control be required? If yes, where and how will it be set up?
- Will security be required to control the flow of people before, during and after the event?
- How will staff be briefed on strategies or concerns regarding crowd management?



Insert Info Here:

**SECTION 7 - SECURITY PLAN**

Depending on the size and scope of the event, a security plan may be necessary. Security should be part of the event emergency plan if there are VIPs, insecure equipment, cash/valuables on hand, performers, and a beer/beverage garden.

(liquor service - required by AGLC, large amounts of cash on site, stage performers, etc)

Considerations

- paid vs volunteer security
- easily identifiable
- where are they located and what are their roles?
- what are their roles in an emergency
- how will you communicate with them?
- is there a lead for security?
- who from the event team will be the main contact for the security team?
- do they need additional equipment? (e.g. flashlights, safety vest, etc)

Insert Info Here:

**SECTION 8 - FIRST AID**

First Aid is important for all events. At a minimum, an event should have a well stocked first aid kit to respond to minor emergency situations, as well as, an active cell phone on hand to call 911 when it is required. The first step in determining the level of first aid support required for an event is to identify the potential risks and medical needs for the event. This involves reviewing the type of activities



being conducted at the event, the event environment, demographics and special needs of the attendees, as well as, the ability of the staff and volunteers to provide these services. An analysis of these event aspects will assist the event organizer in deciding the appropriate level of medical services that need to be available on-site during the event.

**Considerations**

- Location of First Aid Support and how it is identified ie. signage, identified on site map, flag, visible first aid cross on top of tent.
- Training and certification of first aid providers.
- Level of first aid responders required for event ie. volunteer, paid medical, EMS.
- First aid supplies / equipment / bottled water.
- Shelter location for casualties while waiting for emergency response to arrive.
- Transportation through event site (how to get patient to first aid or vica versa).
- Emergency access routes (for emergency response vehicles).
- Plan for how routine medical emergencies will be dealt with (cuts, scrapes, heat stroke, heart attacks, slips/trips/falls, breaks and sprains).
- Plan for incidents such as fire, collapse, explosion, etc... that affect more than one casualty.
- Plan for site safety mitigation to prevent incidents from occurring.
- Protocols for dealing with injured animals/wildlife.

Insert Info Here:

**SECTION 9 – Inclement Weather**

If an inclement weather event occurs, please consider the following steps:

1. Ensure personal safety (ensure you are safe to initiate emergency procedures).
2. Do your best to provide safety to all those at the event (e.g. move people away from the emergency, provide shelter, evacuate to a muster point, etc).
3. At your earliest opportunity, call 911 and follow their directions.
4. Call your Festival and Events Liaison.



**SECTION 10 – On Site Meeting Notes**

Add any additional hazards that are noticed on the event site.

Insert Info Here:

**SECTION 11 - FAQ**

**When do I call my Festivals & Events Liaison?**

Your Festivals and Events Liaison can be a resource to you during your event. The following are examples of when you might contact your Festivals & Events Liaison for additional support in an emergency situation:

General - In the event of an emergency situation regardless of event location

- If there are any minor emergencies during your event, please advise your liaison **after the event via email or phone**. (A minor emergency doesn't cause you to stop the event or call in emergency services).
- If there are any moderate to major emergencies during your event, please call your liaison **after the moderate to major emergency has been resolved**. (A moderate to major emergency causes you to stop or delay the event beyond booking times or emergency services have been called to site).
- If you decide to cancel your entire event.

Roadway Events

- If an unknown vehicle is inside the road closure area or blocking access to the roadway/alley.
- Facility Emergencies: broken infrastructure (e.g. street light).





Park Events

- Trees down, mechanical issues.
- Facility Emergencies: Water line issues, blocked trails/routes, wildlife encounters, vulnerable population interactions that are interfering with the event, vandalized/broken equipment.

Civic Precinct Events

- Facility Emergencies: Water line or power issues, broken washroom components, vulnerable population interactions that are interfering with the event, crime, protests/rallies.
- Weather Emergencies: High winds, equipment damage, trees down, heavy rain, thunderstorms (30-minute safety wait), smoky conditions.
- Cancellation of event.

**The contents of this template are intended as a guideline only. Additional information or emergency response procedures may be required depending on the nature of activities or infrastructure involved in an event.**

Reviewed on site by:

Event Coordinator:

\_\_\_\_\_  
Name Signature

Event Emergency Coordinator:

\_\_\_\_\_  
Name Signature

Town of Carstairs:

\_\_\_\_\_  
Name Signature

Date: \_\_\_\_\_



**Mountain View Seniors' Housing**

#301, 6501 - 51st Street  
Olds, Alberta T4H 1Y6  
Phone: 403-556-2957  
Fax: 587-796-0773  
[www.mvsh.ca](http://www.mvsh.ca)

October 30, 2022

Rick Blair, CAO  
Town of Carstairs  
P.O. Box 420  
Carstairs, AB T0M 0N0

**Re: 2023 Mountain View Seniors' Housing Municipal Requisitions**

We are writing to advise you that the 2023 Municipal Requisitions for Mountain View Seniors' Housing (MVSH) were approved at our October 6, 2022 Board meeting.

Attached please find a breakdown of the MVSH requisitions by Municipality for 2023. The shared apportionment is currently based on the 2022 Equalized Assessment. This will be updated, and a final calculation provided to you, as soon as the 2023 Equalized Assessment becomes available.

If you have any questions or concerns, please contact me by email at [rsekhon@mvsh.ca](mailto:rsekhon@mvsh.ca)

Best regards,

Handwritten signature of Rasbir Sekhon in blue ink.

Rasbir Sekhon, CPA, CA  
Controller

Enclosures:

- 2023 Requisition – Summary of Apportionment

**Our Vision** - We enhance lives by providing quality care and self-sustainable living through innovative leadership.



## Mountain View Seniors' Housing 2023 Requisition

<b>Municipality</b>	<b>2022 Equalized Assessment*</b>	<b>Percentage</b>	<b>2023 Shared Apportionment</b>
County	4,631,255,204	59.72%	1,995,136
Olds	1,509,103,878	19.46%	650,119
Didsbury	549,943,965	7.09%	236,915
Carstairs	635,560,794	8.20%	273,798
Sundre	382,717,812	4.94%	164,874
Cremona	45,892,675	0.59%	19,770
Totals	7,754,474,328	100.00%	3,340,611

**Alberta Housing Act:**

**Section 7**

Each Municipality shall pay to the Management Board the amount of the requisition determined in accordance with Section 7 of the Alberta Housing Act within 90 days\* of the delivery of this assessment.

\* Please note - Invoices for the 2023 requisition will show requisition payments due quarterly. Failure to pay within 90 days of quarterly due dates will result in a 1.5% per month penalty charge on overdue amounts.