

TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: September 19, 2022 Time: 7:00 P.M.
Location: Council Chambers: Irricana Centennial Centre, 222-2 Street

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. OATH OF OFFICE**
 - 1. Nathanial Fleming
- D. AGENDA**
- E. PRESENTATIONS**
 - 1. None
- F. MINUTES**
 - 1. Minutes from August 22, 2022 Meeting of Council
- G. CORRESPONDENCE FROM PREVIOUS MEETING**
- H. COMMITTEE REPORTS**
 - 1. Community Futures Meeting held Sept 1, 2022
- I. OLD BUSINESS**
 - 1. None
- J. NEW BUSINESS**
 - 1. RFD – Atco Gas Franchise Fee
 - 2. RFD – Line of Credit Bylaw
 - 3. RFD – Beiseker Community School Council Read-A-Thon
 - 4. Dog Park (no attachment)
- K. COMMUNICATION / INFORMATION**
 - 1. Marigold Library – August Board Meeting Highlights
- L. FOLLOW-UP/ACTION & STATUS**
 - 1. None
- M. PUBLIC INPUT**

As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.
- N. CLOSED SESSION**
- O. ADJOURN**

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
Date: August 22, 2022 Time: 7:00 pm
Location: Council Chambers: Irricana Centennial Centre, 222 – 2 Street

ATTENDANCE

Mayor:	Jim Bryson
Deputy Mayor:	Kim Schmaltz
Councillors:	Lisa McAree
Interim CAO:	Corinne Newman

CALL TO ORDER

The meeting was called to order by Mayor Bryson at 7:00 p.m.

AGENDA

- (i) Adopt Agenda
152:22 Moved by Deputy Mayor Schmaltz to adopt the Agenda as presented.
CARRIED

PRESENTATIONS

None

MINUTES

- (i) Minutes from July 27, 2022 Regular Council Meeting
153:22 Moved by Mayor Bryson to amend the July 27 2022 Minutes, Motion 150:22 to read: *that the Town of Irricana engage the services of a professional Consultant firm in the recruitment of a Chief Administrative Officer, at a cost of \$27,000.00,* removing the word 'Interim'.
CARRIED

154:22 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for July 27, 2022, as amended.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Tax Roll 5850 – Waive Tax Penalties
155:22 Moved by Mayor Bryson to deny the ratepayers request to waive the July 1, 2022 tax penalty of \$183.14 and the August 1, 2022 tax penalty of \$183.14, for Tax Roll 5850, legally described as Block 4, Lots 20-22, Plan 5087W.
Recorded Vote requested by Mayor Bryson
In Favour: Mayor Bryson, Councillor McAree
Opposed: Deputy Mayor Schmaltz
CARRIED
- (ii) RFD – Cancel Sept 6, 2022 Council Meeting
156:22 Moved by Deputy Mayor Schmaltz that the regularly scheduled Council Meeting for Tuesday September 6, 2022 be cancelled, as this date is set for the Town of Irricana's By-Election, with the next meeting to be held as scheduled on Monday September 19, 2022.
CARRIED

COMMUNICATION/INFORMATION

- (i) Financial Reports – Quarter 2
157:22 Moved by Councillor McAree to accept the Quarter 2 Financial Reports as presented.
CARRIED
 - (ii) AUMA Annual Convention Information
158:22 Moved by Deputy Mayor Schmaltz that Mayor Bryson attend the annual AUMA convention, held in Calgary September 21 – 23, 2022.
CARRIED
 - (iii) RCMP Quarterly Community Policing Report
 - (iv) Alberta RCMP Provincial Policing Report
 - (v) Call to Action – RCMP
159:22 Moved by Deputy Mayor Schmaltz to support the Call to Action to the Government of Alberta letter dated June 27, 2022.
CARRIED
- 160:22 Moved by Deputy Mayor Schmaltz to accept Communication / Information items J-2 to J-5 as presented.
CARRIED

FOLLOW-UP/ACTION & STATUS

- (i) None

PUBLIC INPUT

- (i) *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*
Questions were presented to Council.

CLOSED SESSION

- (i) Closed to Public
161:22 I, Mayor Bryson, move that Council go into Closed Session at 7:26 pm, to discuss an item of which may be considered privileged information under Section 27(1) of the FOIP Act.

- (ii) Open to Public
162:22 Moved by Mayor Bryson that Council reconvene to the public portion of the meeting at 7:53 pm.

163:22 Moved by Mayor Bryson that Council accept the terms of agreement and authorizes the settlement to the Alberta Human Rights Commission Complaint N2022/04/0019 between the Town of Irricana and the Complainant.
CARRIED

ADJOURN

- (i) Adjournment
164:22 Moved by Mayor Bryson to adjourn the meeting at 7:57 pm.

Mayor Jim Bryson

Corinne Newman
Interim Chief Administrative Officer

September 1st Futures meeting report to council

- Financial reports – Executive Summary as well as detail Actual, Budget and variance for the months of May, June & July.
- RRRF (Regional Relief & Recovery Fund) was reported
- Loan portfolio report was presented
- A letter the Strathmore Ag Society to present them with a \$1,000 contribution to attain a feasibility study for the potential Western Event Centre.
- Chantel spoken about an Agritourism Workforce Strategy grant application. More to follow in the months to come
- A schedule of free courses for the Fall (copy attached)
- Chantel explained an issue they and many other businesses were having with the internet in the area. These folks will be investigating the internet issue and how to obtain dependable high speed internet at an affordable cost.
- Next meeting will be on October 6th



Essential Skills for Your Business
FREE Fall Course Schedule!

1. Goal Setting & Accountability Tracking – September 22 from 10am-12pm



- Setting your Top 3 Business and Personal Goals
- Taking these goals and breaking them down to manageable tasks to be completed in 12 weeks
- Course includes participant workbook, spreadsheets, and video of course
- In-person or Virtual Sessions Available

2. Email Marketing using Email Management Software – October 19 from 10-11am

- Creating a lead magnet (freebie)
- Setting up an e-mail marketing platform
- Segment, Form & Workflow creation for Lead Magnet
- Email Template for Monthly newsletter
- Course includes participant workbook, spreadsheets, and video of course
- In-person or Virtual Sessions Available



3. Branding & Website Design – November 23 from 10am-12pm



- Canva Training
- Create a brand board for your business
- Create a website using free Google Sites
- Course includes participant workbook, spreadsheets, and video of course
- In-person or Virtual Sessions Available

Register Today!

<https://wildrose.albertacf.com/news-events/upcoming-events>

Request for Decision

To: Mayor Bryson and Council

From: Corinne Newman, Interim CAO

Date: September 19, 2022

Subject: ATCO Gas Franchise Fee

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY: Fiscal Responsibility and Budget

KEY ISSUES AND BACKGROUND:

A Franchise Agreement exists between the Town of Irricana and Atco Gas and Pipelines Ltd.

Each year ATCO Gas offers the Town of Irricana an opportunity to increase the franchise fee percentage, either at the time of renewal or annually by November 1st.

Irricana currently receives a percentage of 11.18% based on a percentage of the Delivery Tariff. This percentage has not changed since 2003. The Franchise Fee paid to the Town in 202 totaled \$27, 694.21.

Should Council decide to increase the franchise fee percentage, the forecasted revenue to the Town of Irricana for 2023 would increase accordingly.

BENEFITS:

1. Increased revenues to benefit the operational budget of the Town and reduce the burden on residents through property taxes.
2. Franchise Fee revenue would benefit future infrastructure needs and be set aside as reserve funds.

DISADVANTAGES:

Customers of ATCO Gas would receive an increase on their billings to reflect any increase in the franchise fee.

ALTERNATIVES:

- 1) Keep current rate of franchise fee (11.18%)
- 2) Increase franchise fee by 2.50% (13.68%)
- 3) Increase franchise fee by 3.00% (14.18%)
- 4) Increase franchise fee by 4.00% (15.18%)

IMPLICATION ON FINANCES:

- 1) Forecasted 2023 franchise fee revenue at 11.18% = 37,187.00

RECOMMENDATION:

Council to decide on the franchise fee percentage increase, if any.

RECOMMENDED MOTION:

As directed by Council.



August 26, 2022

Town of Irricana
PO Box 100
Irricana, AB T0M 1B0

Attention: Ms. Corrine Newman, Interim Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement


Pursuant to our franchise agreement, your municipality has the option to change the franchise fee percentage in 2023. A request to change the franchise fee must be received by ATCO Gas in writing prior to November 1, 2022. If you are considering changing the franchise fee in 2023, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Irricana a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Irricana, this percentage is 11.18%.

In 2021, our Delivery Tariff revenue in the Town of Irricana was \$264,222. Our forecast Delivery Tariff revenue for 2023 is \$332,623. Therefore, based on the current franchise fee percentage, your forecast 2023 franchise fee revenue would be \$37,187.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Jamie.Jaques@atco.com.

Yours truly,



Jamie Jaques
Manager, Calgary
ATCO Natural Gas Division

ATCO GAS AND PIPELINES LTD. – SOUTH RIDER "A" MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.

Method C. - Applied to gross revenues* and Rider "E".

<u>Municipalities –</u>			<u>Effective</u>	<u>Municipalities</u>			<u>Effective</u>	<u>Municipalities –</u>			<u>Effective</u>
<u>Method A</u>			<u>Date</u>	<u>Method A</u>			<u>Date</u>	<u>Method C</u>			<u>Date</u>
	<u>%</u>	<u>yymmdd</u>			<u>%</u>	<u>yymmdd</u>			<u>%</u>	<u>yymmdd</u>	
Acme	20.00	04/03/10		Foremost	21.00	04/01/21		Calgary**	11.11	91/01/01	
Airdrie	29.60	07/10/01		Fort Macleod	12.50	01/10/02		Glenwood	5.26	94/10/01	
Banff	31.20	06/03/24		Gasoline Alley	19.50	20/05/01					
Banff Ntl Park	31.20	22/01/01		Granum	12.00	13/01/01					
Barnwell	13.00	01/01/18		High River	20.00	19/05/01					
Barons	14.97	00/08/21		Hill Spring	5.00	10/03/25					
Bassano	25.00	13/01/01		Hussar	27.50	22/02/01					
Beiseker	16.00	19/01/01		Innisfail	27.00	19/01/01					
Big Valley	12.00	16/03/01		Irricana	11.18	99/12/06					
Black Diamond	16.00	17/01/01		Lethbridge	27.00	12/02/15					
Bow Island	12.00	18/01/01		Linden	15.23	04/07/09					
Bowden	22.00	07/02/16		Lomond	25.00	15/12/01					
Brooks	19.50	21/01/01		Longview	20.00	16/01/01					
Burdett	15.00	20/04/01		Magrath	15.00	10/01/18					
Canmore	30.00	21/01/01		Milk River	30.00	04/12/14					
Carbon	16.00	22/01/01		Nanton	17.00	19/01/01					
Cardston	15.00	07/10/04		Nobleford	0.00	06/10/04					
Carmangay	15.00	10/03/02		Okotoks	20.00	21/01/01					
Carstairs	25.00	07/08/01		Olds	30.00	12/01/01					
Champion	15.00	10/03/02		Penhold	25.00	18/09/01					
Chestermere	17.00	14/01/01		Picture Butte	18.00	16/09/01					
Claresholm	10.00	05/05/05		Raymond	15.00	20/10/07					
Coaldale	15.00	22/01/01		Rockyford	30.00	12/01/01					
Coalhurst	7.50	21/01/01		Rosemary	16.00	16/05/01					
Cochrane	20.00	16/01/01		Standard	0.00	22/01/01					
Coutts	20.00	08/09/09		Stavely	11.00	21/01/01					
Cowley	13.79	02/08/23		Stirling	12.00	19/01/01					
Cremona	25.00	15/09/01		Strathmore	35.00	21/04/01					
Crossfield	17.00	10/05/07		Taber	18.00	20/07/01					
Crowsnest Pass	25.00	13/01/17		Taber*	33.00	20/07/01					
Delburne	21.60	07/04/10		Trochu	20.00	15/12/01					
Didsbury	25.00	10/01/01		Turner Valley	15.00	15/10/05					
Duchess	15.00	21/01/01		Vauxhall	10.00	20/02/01					
Elнора	16.00	04/05/27		Vulcan	35.00	14/01/01					

* Applied to High Use.

** Exemption available on Rider "E" portion of natural gas feedstock quantities used by an electrical generation plant whose primary fuel source is natural gas, for the commercial sale of electricity or used by a district energy plant for combined heat and power production, if deemed by the City of Calgary to be a qualifying facility.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website www.atcogas.com.



Request for Decision

To: Mayor Bryson and Council

From: Corinne Newman – Interim CAO

Date: September 19, 2022

Subject: Municipal Borrowing Bylaw

DECISION: To approve Bylaw 005:2022 a Municipal Borrowing Bylaw for a line of credit to finance municipal operating expenditures at the towns primary bank ATB

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

Municipal Government Act

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

1994 cM-26.1 s256

BENEFITS:

To ensure a positive cash flow

DISADVANTAGES:

ALTERNATIVES:

IMPLICATION ON FINANCES:

To ensure a positive cash flow to assist with operating expenditures if required

RECOMMENDATION:

To approve Bylaw 005:2022 a Municipal Borrowing Bylaw for a line of credit to finance municipal operating expenditures at the ATB

RECOMMENDED MOTION:

That Council give first reading to Bylaw 005:2022
That Council give second reading to Bylaw 005:2022
That Council give Unanimous consent for third and final reading
That Council give third and final reading to Bylaw 005:2022

Municipal Borrowing Bylaw

For the Purpose Specified in Section 256 of the Municipal Government Act Bylaw

Bylaw #005:2022

WHEREAS the Council of the Town of Irricana (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Financing operating expenditures

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a By-law that:

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") up to the principal sum of \$490,000.00 payable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit repayable on demand and the Corporation is required to pay accrued interest monthly.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - (b) as security for any money borrowed from ATB
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: taxes, reserves, or grants
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

7. This Bylaw comes into force and effect on the date of the third and final reading.
8. This Bylaw hereby rescinds Bylaw 03:2014 and Bylaw 03:215

Certificate

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein Mentioned at a duly and regularly constituted meeting thereof held on the 19th day of September, 2022 at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

THIS Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

WITNESS our hands and the seal of the Corporation this 19 day of September, 2022

READ FOR A FIRST TIME this 19th day of September 2022

READ FOR A SECOND TIME this 19th day of September 2022 .

UNANIMOUS CONSENT FOR A THIRD AND FINAL READING given this 19th day of September 2022.

READ FOR A THIRD AND FINAL TIME this 19th day of September 2022

Chief Elected Official

Chief Administrative Officer

Request for Decision

To: Mayor Bryson and Council

From: Corinne Newman, Interim CAO

Date: September 19, 2022

Subject: Beiseker Community School Council Read-A-Thon

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

Beiseker Community School Council will be hosting their 2nd Annual Read-a-thon *‘to support literacy initiatives and further enhance the learning and literacy skills of students in Kindergarten through Grade 6.’*

This Read-a-thon will be take place from October 1st through to October 31st, which includes children reading at home as well as reading done in classrooms and learning commons.

To support this initiative / program for students attending Beiseker Community School, the School Council has submitted a letter dated Sept 6/22. This letter includes information about the program, along with a request for a donation of goods or services from the Town of Irricana, to assist in providing prizes to students.

A copy of the Letter and Donation Request is attached for Council’s consideration.

BENEFITS:

1. To support local initiatives for children’s literacy programs within the School.
2. Connecting communities and enhancing programs offered to children.

DISADVANTAGES:

1. None

ALTERNATIVES:

1. For Council to provide a donation to the Beiseker Community School Council in support of the Beiseker Community School Council's 2nd Annual Read-a-thon.
2. To decline the request submitted.

IMPLICATION ON FINANCES:

1. Annual Budget includes a donation line item.

RECOMMENDATION:

That Council approve the request from the Beiseker Community School Council by donating an amount chosen by Council, in support the 2nd Annual Read-a-thon initiative held from October 1 through to October 31, 2022.

RECOMMENDED MOTION:

As recommended above.



Beiseker Community School Council

September 6th, 2022

Beiseker Community School Council
PO Box 357
415 2nd Ave.
Beiseker, AB T0M 0G0

To Whom It May Concern,

The Beiseker Community School Council (BCSC) is a group of Parents, Students, School Staff and Community Members that work together to ensure the academic and personal success of the students and Beiseker Community School.

The BCSC is hosting their 2nd Annual Read-a-thon to support literacy initiatives and further enhance the learning and literacy skills of students in Kindergarten through Grade 6. The event will take place at home throughout the month of October, and encourages students to make reading a priority outside of the classroom by logging the amount of time they read to self, to someone else or by having someone read to them. The students success will be celebrated in early November with a draw for prizes.

As a valued business and community leader, we are writing to ask for your support by providing a monetary donation, goods or services as prizes for students to support Beiseker Community School Council's Read-a-thon. Tax receipts can be issued upon request if the value of a donation is \$20 or more.

Your financial donation, goods or services will help ensure that the students will continue to strive to build their literacy and comprehension skills through reading. We anticipate reaching all Kindergarten and Elementary students and families through this event as it is part of a community wide effort by the BCSC to help all children reach their full potential through family-school partnerships.

Don't miss your chance to support student success in our community and help all children reach their full potential! Our inaugural Read-a-Thon was a huge success, and with the amazing support of our communities we were able to provide a prize to each student who participated. This year, we are hoping to encourage more student participation by hosting the event in early autumn. We look forward to your participation in the Read-a-thon, in collaboration with Beiseker Community School's Home Reading Initiative this year.

If you have any questions or would like to make a donation, please send an email to bcscexecutive@gmail.com or contact one of the Council members directly. We respectfully request that a notification of your participation be received by October 28, 2022.

Thank you for your consideration,

Terri-Lynn Finck, BCSC Chair
for: Melanie Lichtenberger, BCSC Vice-Chair, Andrea Krill, BCSC Secretary

Terri-Lynn Finck
(403) 620-0915

Melanie Lichtenberger
(587) 226-6854

Andrea Krill
(403) 477-5745



BEISEKER COMMUNITY SCHOOL COUNCIL'S "FALL INTO READING" READ-A-THON

October will bring our second annual Read-a-thon at Beiseker Community School, in support of the Home Reading Program. This is a fun, literacy building project to further enhance our student's learning and literacy skills. Although we are **NOT** fundraising at this time, funds raised during previous School Council initiatives have gone to support bussing for swim lessons and field trips, resurfacing the tennis/basketball courts, school awards and purchasing the Garden Towers.

The Read-a-thon takes place in the comfort of home and is in addition to the reading that is done in the Classrooms and Learning Commons. From October 1st through to the 31st, we are putting the spotlight on reading. ALL reading that occurs outside of time at school counts during the dates the Read-a-thon takes place - no matter if the students are reading to themselves (read to self), to someone else or if some one is reading to them. Students will be reminded to make reading a priority every day, both in and outside of school hours and we are asking our families to become both cheerleaders and mentors at home to encourage your child's reading.

Here is how it works:

- Have your child read as much as they can throughout the month of October. Students can keep track of the number of minutes they read at home every day by filling in the details on their tracking sheet and having parents initial the number of minutes read to verify the reading has been done. For example, if your child reads for 15 minutes at home, that day's detail should look like this: 15 Minutes
Initials: BCS
- After the Read-a-thon is complete, students should total the number of minutes read for the month. Their recording form should be returned to their teacher to hand in. The **deadline** for submitting the form is **Friday, November 4th**.
- Students will be issued a ticket for the first 100 minutes they read. Additional tickets can be earned at 500 minute increments.

Most Minutes Read: The Student who reads the most minutes in each grade (a total of 7 students) will replace a member of the Admin team for an hour (Grades 4-6 as Principal, Kinderkids to Grade 3 as Assistant Principal) during which time they will be in charge of solving a complex problem impacting students at our school. This will be followed by a lunch together (Students are to bring their own lunch) celebrating leadership, collaboration, creativity and critical thinking skills.

School wide Prizes: Prizes contributed by Community Groups, Businesses and Individual Families will be drawn for from all entries. All students are eligible to enter for the school wide prizes, even if they receive one of the individual classroom prizes.

Classroom Prizes Tickets will be entered into a class draw at the end of the Read-a-thon and three students from each class will receive a prize. There will be (3) \$10 Indigo Gift Cards up for grabs in each classroom for Kinderkids to Grade 6. Each student can only win one gift card in fairness to all who participate.

Thank you for supporting our Students and our School Community!
If you have any questions or concerns regarding the Read-a-thon, please contact the School.



AUGUST BOARD MEETING HIGHLIGHTS

To Councils and Special Areas Board

MARIGOLD BOARD MEETING HIGHLIGHTS

August 27, 2022

Marigold Library System Board met in-person on Saturday, August 27 at the Marigold & Western Irrigation District Community Room. 27 Board members were in attendance.

Board Vice Chair Maxine Booker recognized new Board members:

Corinne Smith (Summer Village of Ghost Lake)

FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to July 31, 2022 were accepted for information.

- Despite fuel cost increases and supply chain delays, budget line expenditures, including delivery, library collection materials and supplies are on track. Utilities and caretaking expenditures include the old headquarters facility, which is for sale.
- Marigold received the full provincial grant in June. There is \$390,000 left to repay on the loan from Wheatland County. The Executive Committee diligently monitors our monthly financial situation and we hope to be able to pay down more on this in 2022.

2023 BUDGET ESTIMATES

Budget Estimates for 2023 were accepted for information. The \$5,750,820 Budget Estimate is 3.6% higher because of an anticipated population increase for 2023 and the new levy rates.

FACTORS AFFECTING 2023 BUDGET PROJECTIONS

- Marigold's service population and patron use of Marigold services has steadily increased, resulting in increased costs for materials, resource sharing, van deliveries, supplies and more.
- Contract costs are largely based on current population (e.g., electronic resource subscriptions; TRAC levy; TAL membership; licenses).
- Most of the budgeted expenditures are the same or a bit less in anticipation of tighter budgets going forward.

Salaries and Benefits

- Includes salary grid step increases for eligible staff. Marigold's staff costs are partially paid with Indigenous Project Grant funding and government grants. Marigold's staff complement totals 31 people including temporary summer student employees.

Materials, Delivery, Supplies

- Includes print, AV, eBook and digital purchases. Annual eBook and eResource subscription costs set by US vendors are increasing faster than inflation. Delivery volume continues to increase to meet patron demand.

Transfer Payments

- Service grants are based on population. There is a base amount for library boards in communities with smaller populations.

Admin/Finance, Board, Building, Vendor Services, Contracts

- Contracts for services such as caretaking, landscaping, snow removal, and utilities are reviewed annually.

Computers, Peripherals, Licenses, and Network

- Costs for IT services will increase with measures to enhance IT security

through more sophisticated antivirus protection and backup systems.

Consultation, Marketing and Programs

- Cost estimates for travel by Marigold consultants, IT staff for on-site installations, and by program and training staff to member libraries increased post-pandemic. Marigold also provides resources for programming including programming kits, equipment and games to support programming at member libraries.

Member Library Training

- Cost estimates include fees for conference speakers, travel, food and conference facility for the 2023 Marigold Conference.

Final Budget 2023 goes to the Marigold Board for approval in January 2023.

Contact CEO Lynne Price for budget estimate questions: lynne@marigold.ab.ca

POLICY APPROVAL & DECISION

Policies/Bylaws/Schedules reviewed and approved by the Marigold Board:

- Governance
- Resource Sharing
- Integration of Members into Marigold
- Provision of Services
- Withdrawal or Termination
- Board Member Compensation
- Continuing Education for Board Members
- Freedom of Information & Protection of Privacy Bylaw
- Library Service Points policies:
 - Accessibility for All Persons
 - Grievance Appeal Process
 - Social Media
 - Workplace Harassment Prevention
 - Workplace Violence Prevention

OUR FORMER HEADQUARTERS IS FOR SALE!

We are selling our former headquarters building in Strathmore. Check out the link to find out more information: <https://www.loopnet.ca/listing/710-2-St-Strathmore-AB/22649816/>



UPDATES

Marigold Agreement and Schedule C (Requisition by the Marigold Board)

The Marigold Agreement package including Schedule C for 2023 and 2024 was sent to Mayors and Reeves at the end of May.

Marigold Library Board and Town of Strathmore Library Board MOU

Marigold had reached out to the Strathmore Municipal Library to take on a greater lead in building connections with Siksika residents. The MOU allows the Strathmore Municipal Library to use a portion of the On Reserve funding provided to Marigold by the Public Library Services Branch (PLSB) to deliver programming, and to build and foster relationships with residents of Siksika Nation. There are several regional library systems in Alberta who currently have MOUs with libraries to take the lead on delivering services to the First Nations in their area. Strathmore library will provide statistics and information on how the On Reserve funding was used, which Marigold will include in their report to PLSB on the expenditure of the grant.

Marigold IT

IT Manager Richard Kenig provided an update on the past year in the IT Department. Several long-term projects have been completed and focus has been on user support. Headquarters IT Specialists are completing installations at member libraries for new hardware purchased with Marigold IT Capacity Fund spending accounts.

The IT Department is supporting more library moves over the next year. These include libraries in Morrin, Rumsey and a brand-new library in Langdon.

October is Canadian Library Month!

Marigold encourages member libraries to participate in Canadian Library Month, which raises awareness of library services and promotes the importance of our libraries to communities.

Library Month provides an opportunity for residents to discover the power of their library card, express appreciation and share stories. Graphics and promotional materials for 2022 will be posted at:

<https://cfla-fcab.ca/en/programs/cdn-library-month/>

PRESENTATION

Digital Experience Consultant, Jenn Laskosky

Jenn Laskosky introduced herself as the new Digital Experience Consultant at Marigold and provided an explanation of her position. She graduated from the University of Alberta with a Masters in Library and Information Studies, and enjoys the variety of work associated with her position. In her position, she is responsible for providing training on various library related topics for member library staff, providing eResources support and troubleshooting, maintaining and updating library websites, promoting Marigold resources and services through various promotions and social media, and compiling statistics. Jenn assists with various other responsibilities, such as organizing the annual Marigold Library System Conference, supervising Marigold's summer student, and actively participating in Marigold and TRAC committees.

IMPORTANT DATES

Upcoming Board Meetings

Saturday, November 26, 2022: 9:30 a.m.—Zoom

Saturday, January 28, 2023: 9:30 a.m.—Zoom





SUMMARY

MARIGOLD LIBRARY SYSTEM BUDGET ESTIMATES 2023

2022 BUDGET 2023 BUDGET

REVENUE

Municipal and Board Levies	\$ 3,657,508	\$ 3,768,867
Provincial Grants	\$ 1,944,953	\$ 1,944,953
Other (Interest, Donations & Contract Sales)	\$ 12,000	\$ 37,000

TOTAL REVENUE **\$ 5,614,461 \$ 5,750,820**

EXPENDITURES

Salaries & Benefits	\$ 2,439,000	\$ 2,553,000
Materials, Delivery, Supplies	\$ 1,377,428	\$ 1,409,260
Transfer Payments	\$ 717,396	\$ 723,826
Admin/finance, Board, Building, Vendor Services, Contracts	\$ 637,746	\$ 664,787
Computers, Peripherals, Maint. Agreements, Network Costs, TRAC	\$ 302,000	\$ 304,000
Consultation, Marketing, Programs	\$ 104,900	\$ 95,800

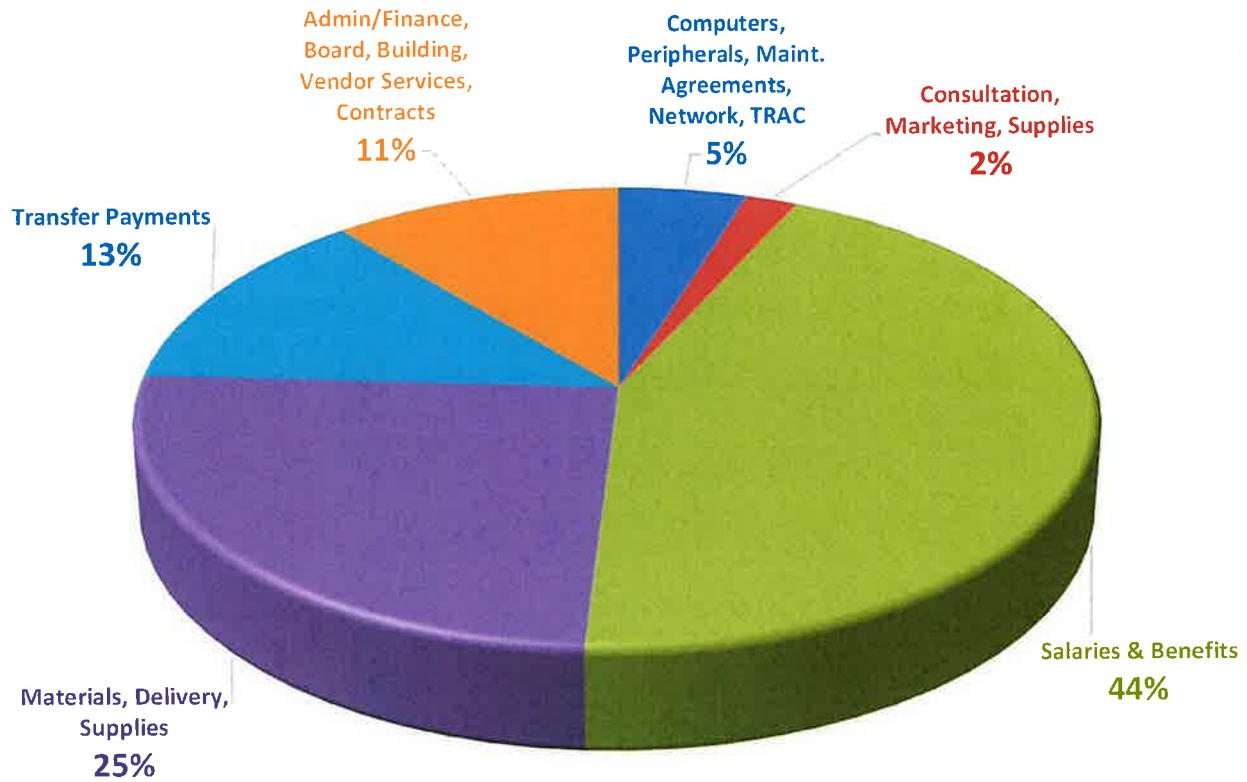
TOTAL OPERATING EXPENDITURES **\$ 5,578,470 \$5,750,673**

Capital & Project Expenditures \$ 35,991 \$ 147

TOTAL OPERATING EXPENDITURES & PROJECTS **\$ 5,614,461 \$5,750,820**

Note: The 2023 budget is passed by the Marigold Library Board in January

MARIGOLD OPERATING EXPENDITURES ESTIMATE- 2023



MARIGOLD REVENUE ESTIMATE 2023

