

**SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
October 20, 2025 @ 9:30 AM
Location: Municipal Office
#8 Front Street, White Sands
and streamed onto YouTube**

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13. Adjournment	

**Public Welcome to observe the meeting in person or view on our YouTube Channel
If you wish to speak to council as a delegation, contact the Village Office at 403-740-1572**

Next Regular Council Meeting will be November 17, 2025

**MINUTES OF THE REGULAR MEETING
SUMMER VILLAGE OF WHITE SANDS
COUNCIL**

**held on September 17, 2025
White Sands Municipal Office
#8 Front Street, White Sands, AB and
electronically streamed to YouTube.**

Present:

Dan Zembal, Mayor
Paul Ashford, Councillor
Leona Thorogood, Councillor
Melissa Beebe, CAO
Erin Weinzierl, Administrative Assistant
Cam Russell, S. Sg. Stettler RCMP Detachment
Brad MacDonald, Municipal Planning Services
Jane Dauphinee, Municipal Planning Services
Sarah Kun, Aptus Engineering
Brandon Wetmore, Aptus Engineering

Absent:

Public: (0)

1. Call to Order:

Mayor Zembal calls the Council Meeting to order at 9:30 AM

2. Adoption of Agenda

Motion 25:09:01 Moved by Councillor Zembal to approve the agenda as amended:

- Switch items 7 above 6, and 6 down to 7

MOTION CARRIED

3. Adoption of Previous Minutes:

3.1. Regular Council Meeting Minutes of July 9, 2025

Motion 25:09:02 Moved by Councillor Ashford to adopt the items 3.1 to 3.2.

MOTION CARRIED

4. Public Hearing: None

5. Delegation/Presentation:

5.1. S. Sgt. Cam Russell, Stettler RCMP Detachment

- Now have bodycams on the police officers in Stettler. Dashcams still in the vehicles.
 - Can capture statements on the camera instead of paper statements
 - People can send pictures to camera via a link for easy access to pictures to help for investigations
 - Mandated throughout Canada
- Status quo for policing
- Resource issues and having to help cover both Bashaw and Stettler

S. Sgt Russell withdraws from the meeting at 9:48 AM.

Motion 25:09:03 Moved by Councillor Thorogood to accept S. Sgt Russell's presentation as information.

MOTION CARRIED

6. Business:

6.1. RFD – Shoreline Management Plan, Municipal Planning Services

Motion 25:09:06 Moved by Mayor Zembal to schedule a meeting with MPS and Council to complete a walk-through on the beach and shoreline on October 1, 2025, at 10:00 am.

MOTION CARRIED

6.2. RFD – Boat Launch Proposal, Aptus Engineering

Motion 25:09:07 Moved by Councillor Thorogood to table the boat launch proposal until after the shoreline walk-through with MPS on October 1, 2025, until the regular council meeting scheduled in October.

MOTION CARRIED

6.3. RFD – Summer Village of White Sands' Drainage Plan and Water Act Overview, Aptus Engineering

Motion 25:09:08 Moved by Mayor Zembal to accept Summer Village of White Sands' Drainage Plan and Water Act overview as information.

MOTION CARRIED

Councillor Ashford calls for a 10-minute recess at 11:30 am.
Mayor Zembal calls meeting to order at 11:44 am.

6.4. RFD – Transportation Routing & Vehicle Information System (TRAVIS) Memorandum of Agreement

Motion 25:09:04 Moved by Councillor Ashford to approve the signing of the renewal of the TRAVIS Memorandum.

MOTION CARRIED

6.5. RFD – Apex Utilities Franchise Fee 2026

Motion 25:09:05 Moved by Mayor Zembal to continue the approval the 0% franchise fee with Apex Utilities.

MOTION CARRIED

6.6. RFD – Vegetation Clean-Up Bin

Motion 25:09:09 Moved by mayor Zembal to table this to the November or December regular council meeting, and administration to come back with a plan.

MOTION CARRIED

7. Bylaws & Policies:

7.1. Meeting Rate Review of CNL 2.1: Council Remuneration Policy

Motion 25:09:10 Moved by Mayor Zembal to amend the remuneration policy “Schedule A” to keep the honourariums as is and change the “Meeting Per Diem Rates” up to 4 hours from \$75 to \$125 per meeting, and meetings over 4 hours from \$100 to \$200 per meeting, effective on October 1, 2025.

MOTION CARRIED

7.2. P&R 4.6: Municipal & Environmental Reserve Land Dead-Standing Tree Policy

Motion 25:09:11 Moved by Councillor Thorogood to table P&R 4.6: Municipal & Environmental Reserve Land Dead-Standing Tree Policy for amendments and bring back to the regular October council meeting.

- Fire-risk component
- Who is responsible for what
- Precises steps
- Add annual review and removal of dead-standing trees

MOTION CARRIED

7.3. Adoption of Revised Human Resources Policy – ADM 1.4: Employee Hiring & Employee Process/Human Resources

Motion 25:09:12 Moved by Mayor Zembal to approve the revised ADM 1.4: Employee Hiring & Employee Process/Human Resources as amended:

- 3.1. first bullet, add “Any closures within these hours will be posted with reasonable notice and advertised.”
- 5. Annual performance review: Change “may” to “will”.
- Discipline: change to “will normally” a progressive format.

MOTION CARRIED

7.4. ADM 1.9: Respectful Workplace & Fair Treatment Policy

Motion 25:09:13 Moved by Mayor Zembal to approve ADM: 1.9: Respectful Work Place & Fair Treatment policy with amendments:

- Communication Plan bullet 1: add “and elected officials”
- Page 48 of agenda: Reviewed every three-years
- Bullet not floating
 - Fair & Respectful Treatment of Employees
 - Respectful Communication Standards

MOTION CARRIED

7.5. ADM 1.10: Employee Wage & Compensation Policy

Motion 25:09:14 Moved by Councillor Ashford to approve ADM: 1.10: Employee Wage & Compensation Policy as presented.

MOTION CARRIED

8. Council Reports:

8.1. Mayor Zembal (Verbal Report)

- BLMT: Sept 15th

- Report on Gull Lake and Buffalo Lake.
 - Final design phase, proposed April pumping in Gull. Was funded by Agricultural and Irrigation.
 - Buffalo Lake must be patient. Letter to remove suspension. Same consultant. Require larger filters (36" line vs. 24" line). Require more filters and system. Consultant study. Request final removal of moratorium of pumping. Pumping historically is only increase 10cm/yr above evaporation. Right now, below 1.3m, not the lowest but comparable to '60s. Take 9-10 years to fill. No major repairs until approval. 2010 pumps have been off and public engagement could happen in spring of 2026, and possibly open in 2027 (earliest possible).
- Old business: boat launches not working or challenges. Pelican Point used rubberized rig mats for launches.
- Would like to formalize this group to be able to have more pull when it comes to public engagement.
- Rochon is sending a letter to remove the rocks in the bay (use to be apart of an old road) and possible dredging of the marina.
- Waste Meeting was postponed to November/December due to lack of agenda items.,

8.2. Councillor Thorogood (Verbal Report)

- Munis 101 Training
- Fire Commission meeting is on Sept 18

8.3. Councillor Ashford (Written Report)

Motion 25:09:14 Moved by Councillor Thorogood to approve the Council Reports 8.1 to 8.3 as information.

MOTION CARRIED

9. CAO Reports

9.1. Written Report

9.2. CAO Action List

9.3. Municipal Elections Statistical Report – Erin Weinzierl, Returning Officer

Motion 25:09:15 Moved by Mayor Zembal to accept the CAO report 9.1 to 9.3 as information.

MOTION CARRIED

10. Financial Reports:

- 10.1. Council Revenue and Expenditures as August 31, 2025**
- 10.2. Capital Revenue and Expenditures as of August 31, 2025**
- 10.3. Bank Reconciliation as of July 31, 2025**
- 10.4. Bank Reconciliation as of August 31, 2025**
- 10.5. Outstanding Property Taxes as of September 3, 2025**
- 10.6. Councillor Expenses as of July 31, 2025**
- 10.7. RFD – Lakeside Artisan Shop (Service Award Recognition)**

Motion 25:09:16 Moved to Councillor Ashford bring back cost to date of shoreline, drainage, office to the October regular meeting.

MOTION CARRIED

Motion 25:09:17 Moved by Councillor Thorogood to bring back any information for any encumbrances for the two reserves for the December regular meeting.

MOTION CARRIED

Motion 25:09:18 Moved to Councillor Ashford approve items 10.1 to 10.6 of Financial Reports as presented.

MOTION CARRIED

Motion 25:09:19 Moved by Councillor Thorogood to approve Lakeside Artisan Shop invoice of \$250 to be paid through Council – Other Goods budget

MOTION CARRIED

Motion 25:09:20 Moved to Councillor Ashford have administration draft a policy for recognition and community promotion, and present at the October regular meeting.

MOTION CARRIED

11. Correspondence

- 11.1. **Re: Water Levels at Buffalo Lake – Honourable Rebecca Schultz, Environment & Protected Areas Minister**
- 11.2. **Fact Sheet – Community Organization Property Tax Exemption Regulation (COPTER)**
- 11.3. **White Sands Hall Society AGM Minutes, June 29, 2025**
- 11.4. **Buffalo Lake IDP Minutes, January 17, 2025**
- 11.5. **CCBF Grant 2025 Allocation**
- 11.6. **ASVA Conference Information, October 16-17, 2025**
- 11.7. **Alberta Municipalities Conference**
- 11.8. **Stettler District Ambulance Association – Re: SDAA Agreement – Member-at-Large, August 27, 2025**
- 11.9. **Bylaw 200-23: Procedural Bylaw**

Motion 25:09:21 Moved by Mayor Zembal to post on our municipal website and Facebook page the letter issued on item 11.1.

MOTION CARRIED

Motion 25:09:22 Moved by Councillor Thorogood to have Councillor Ashford report back on as the reasoning for a need of option for a second Member-at-large and report back to Council at the October regular council meeting.

MOTION CARRIED

Motion 25:09:23 Moved by Mayor Zembal to approve Correspondence 11.1 to 11.8 as information.

MOTION CARRIED

Motion 25:09:24 Moved by Mayor Zembal accept the Procedural Bylaw 200-23 as information.

MOTION CARRIED

12. Closed Meeting Session: None

13. Adjournment

Motion 25:09:25 Moved by Mayor Zembal adjourns the meeting at 2:11 PM.

MOTION CARRIED

Next Regular Council Meeting is October 20, 2025. Public Welcome.

Mayor

Chief Administrative Officer



Request for Decision (RFD)

Meeting Date: October 20, 2025

Presented by: Administration

Agenda & Topic

6.1 Adoption of Revised Policy P&R 4.6: *Dead Standing Tree Management on Municipal Reserve and Recreation Lease Lands*

Background

The existing *P&R 4.6 Municipal and Environmental Reserve Land Dead-Standing Tree Policy* provides broad direction for environmental reserve management and general vegetation control. However, its language offers limited clarity for residents or staff on how to request removal of dead or hazardous trees, leading to inconsistent application and potential misunderstandings regarding property boundaries and municipal authority.

The new *P&R 4.6 Dead Standing Tree Management* was drafted to separate operational tree-management procedures from broader land stewardship objectives. It introduces standardized forms, inspection timelines, environmental restrictions, and documentation procedures to ensure transparent and consistent administration under *Bylaw 198-23 Use of Public Lands*.

Analysis

Clarity and Administrative Improvements

Category	Previous Policy (P&R 4.6)	New/Amended Policy
Policy Focus	Broad ecological management with limited procedural guidance.	Targeted operational policy addressing safety, environmental timing, and recordkeeping.

Category	Previous Policy (P&R 4.6)	New/Amended Policy
Resident Requests	Informal “request for review.”	Formal application process with mapping, flagging, and inspection timelines.
Boundary Definition	No mechanism to confirm property/reserve distinction.	New amendment requires survey or RPR proof when boundaries are uncertain.
Inspection & Decision Timelines	Not specified.	Clear 14-day inspection / 21-day decision standards.
Environmental Protection	General environmental statements.	Seasonal restrictions (Oct 15 – Mar 31) and lower-vegetation preservation.
Recordkeeping & Accountability	Minimal documentation.	Municipal record of tree location, removal date, and disposal method.
Fire Risk & Safety	Not addressed.	Adds proactive fire-risk coordination and public advisories.
Administrative Roles	Implicit CAO/council responsibility.	Defines duties of Council, CAO, staff, and residents.

The revision establishes clearer expectations, improves administrative consistency, and provides a documented process to manage requests efficiently within municipal capacity.

Alignment with Bylaws and Legislation

- *Municipal Government Act (RSA 2000, c. M-26)*
- *Use of Public Lands Bylaw No. 198-23*
- *Recreation Lease Agreement with Alberta Environment and Parks*

Options for Council

1. **Adopt** P&R 4.6 as revised (including the boundary-verification amendment).
2. **Adopt without amendment** if Council prefers to retain current boundary practices.

3. **Refer back to Administration** for further adjustment.
4. **Maintain existing Policy P&R 4.6** and defer adoption of the new policy.

Administrative Recommendation

That Council adopt *Policy 2025-01 Dead Standing Tree Management on Municipal Reserve and Recreation Lease Lands*, including the **added requirement for survey confirmation where property boundaries are unclear**, and direct Administration to rescind the former *P&R 4.6 Municipal and Environmental Reserve Land Dead-Standing Tree Policy*.

Attachments

- Revised P&R 4.6 (including amendment)
- Existing Policy P&R 4.6 (Municipal and Environmental Reserve Land Dead-Standing Tree Policy)

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration

Number: P&R 4.6

Adopted by: White Sands Council

Date: October 20, 2025

Amended:

Resolution#

TITLE: P&R 4.6: Dead Standing Tree Management on Municipal Reserve and Recreation Lease Lands

1. Policy Statement

The Summer Village of White Sands will manage dead standing trees on Municipal Reserve (MR), Environmental Reserve (ER), and recreation lease lands in a manner that protects public safety, preserves shoreline integrity, mitigates fire risk, and respects municipal resource constraints.

2. Purpose

To establish transparent procedures for identifying, approving, and removing dead standing trees while minimizing ecological disturbance, ensuring resident safety, and limiting municipal liability.

3. Scope

This policy applies to:

- All Municipal Reserve (MR) and Environmental Reserve (ER) lands.
- Public lands drainage rights-of-way leased to the municipality for recreational use.
- Activities carried out by municipal staff or approved residents.

4. Definitions

- **Dead Standing Tree** means a tree that is lifeless, lacking live foliage, brittle, and structurally unsound.
- **Lower Groundcover Vegetation** means native shrubs, seedlings, and grasses beneath tree canopies that contribute to shoreline and soil stability.
- **Recreation Lease Lands** means public lands leased by the municipality from the Province for recreation purposes.
- **Municipal Reserve / Environmental Reserve Lands** means lands designated under the Alberta Municipal Government Act for public and environmental use.

5. Responsibilities

- *Council:*
 - Approves and amends this policy.
- *Chief Administrative Officer (CAO):*
 - Oversees implementation, resourcing, and enforcement of the policy.
- *Municipal Maintenance Staff:*
 - Conduct shoreline inspections.
 - Process tree removal applications.
 - Coordinate and record approved municipal removals within budget and staffing capacity.
- *Residents:*
 - Report suspected dead trees using the Tree Removal Application Form.
 - Retain a registered arborist when requested.
 - Complete approved removals and remove all debris as required.

6. Removal Criteria

1. A dead standing tree qualifies for removal if it:
 - Poses an imminent hazard to roads, trails, or public access;
2. Threatens municipal infrastructure or shoreline stability; or
3. Obstructs municipal maintenance activities.

Tree removal is not permitted for view enhancement, creation of private trails or storage areas, or any other purpose not approved under this policy.

7. Application and Approval Process

1. A Tree Removal Application is required for all requests to remove dead standing trees.
2. The application must include a location map clearly marking the property boundary and tree location(s).
3. Prior to inspection, the applicant must flag or visibly mark each tree in question for onsite review by municipal staff.
4. Boundary Verification Requirement: Where there is uncertainty regarding the boundary between private property and reserve land, the applicant may be required to provide a legal survey plan or Real Property Report confirming the tree location prior to approval.
5. Municipal staff will inspect the site within 14 days of receiving the completed application.
6. If tree condition is unclear, the applicant may be required to provide a certified arborist report.
7. A written decision will be issued within 21 days after submission of a complete application.

8. Resident Removal Requirements

Approved removals must:

- Minimize disturbance to lower groundcover vegetation.
- Ensure all debris is removed to private property within 30 days.
- Pass both pre-inspection and post-inspection by municipal staff.
- Be completed within the timeframe specified in the approval.

Where private property access is impractical, limited access through the shoreline or frozen ground (fall/winter period) may be approved to reduce disturbance and comply with environmental regulations.

9. Municipal Removal Procedures

Where the municipality performs removal:

- Work will be scheduled according to available staffing and budget.
- Public notices will be issued if access or trails are affected.
- Records will be maintained for tree location, removal date, and disposal method.

10. Timing and Access Restrictions

- Non-emergency removals permitted between October 15 and March 31 only.
- No removals during spring thaw or high-erosion periods.
- All shoreline and recreation lease removals must comply with Alberta Environment lease requirements.

11. Fire Risk Mitigation

- The municipality will issue annual advisories regarding spring fire risks from poplar pollen and dry vegetation.
- Ignition sources are prohibited near removal sites during high-risk periods.
- The municipality will coordinate with the Local Fire Department to mitigate fire risk factors and ensure compliance with local fire advisories.

12. Liability and Resource Limitations

- The municipality limits its liability following inspections and authorized removals.
- Continuous monitoring of all MR/ER lands is not guaranteed.
- Resident participation is essential due to limited municipal staffing and budget constraints.
- Unauthorized removals are subject to enforcement under municipal bylaws and applicable legislation.

13. References

- Municipal Government Act (RSA 2000, c. M-26)
- Recreation Lease Agreement with Alberta Environment and Parks
- Summer Village of White Sands Bylaws and Environmental Policies
- Use of Public Lands Bylaw No. 198-23

14. Attachments

- Attachment A – Tree Removal Application Form
 - Form includes applicant information, property details, map/photo of tree location, species and condition details, access plan, and acknowledgment of requirements. Municipal Use section records approval or denial, inspection notes, and completion deadlines.
- Attachment B – Tree Removal Approval Letter Template
 - Provides standardized written approval with conditions for removal, deadlines, debris removal, and inspection requirements. Specifies contact with the Village office for post-removal inspection and notes enforcement for unauthorized removals.
- Attachment C – Municipal Tree Removal Record Form
 - Used by staff to record tree location, inspection and removal dates, disposal methods, staff responsible, and notes for municipal recordkeeping compliance.

Tree Removal Application Form – Municipal Reserve and Recreation Lease Lands

For Dead Standing Trees on Municipal Reserve or Recreation Lease Lands

Applicant Information

NAME:	
MAILING ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	

Property and Tree Location

CIVIC ADDRESS/LOT NUMBER ADJACENT TO TREE:	
LEGAL DESCRIPTION (if known):	
APPROXIMATE TREE LOCATION: (Check one)	<input type="checkbox"/> Adjacent to my Property <input type="checkbox"/> Along municipal trail <input type="checkbox"/> Within shoreline recreation lease area

Attach a map or photo showing tree location.

Tree Information

NUMGER OF TREES REQUESTED FOR REMOVAL:	
DESCRIPTION (SPECIES, CONDITION, ESTIMATED HEIGHT):	
<input type="checkbox"/> Tree appears dead <input type="checkbox"/> Tree poses hazard <input type="checkbox"/> Arborist Report Attached	

Access and Removal Plan

Describe access and removal plan:

Will debris be removed to private property? Yes No

Estimated completion within 30 days of approval.

Applicant Acknowledgment

I understand that:

- No work may begin until approval is received.
- Removal for view enhancement or private use is prohibited.
- Debris must be removed within timeframe.
- Municipality may inspect pre- and post-work.

Applicant Signature: _____ Date: _____

Municipal Use Only

Date Received: _____

Inspection Completed: Approved Denied

Inspection Notes:

Arborist Report Required: Yes No

Approval Date: _____

Completion Deadline: _____

Approved By: _____

Title: _____

Signature: _____

Date: _____

Tree Removal Approval Letter Template

Date: _____

To: [Applicant Name]

[Mailing Address or Email]

Subject: Approval – Tree Removal Application on Municipal Reserve / Recreation Lease Lands

Dear [Applicant Name],

The Summer Village of White Sands has reviewed your Tree Removal Application dated [Application Date] for the identified dead standing tree(s) located adjacent to [Property Description].

Your request has been approved subject to the following conditions:

1. Removal is limited to the approved dead standing tree(s).
2. All work must be completed by [Deadline Date].
3. Minimize disturbance to surrounding vegetation.
4. Remove all debris from municipal property.
5. Coordinate with the Local Fire Department during dry conditions.
6. Notify the Summer Village Office for post-removal inspection.

Unauthorized removal or disturbance remains prohibited and may result in enforcement action.

Sincerely,

[Name]

Chief Administrative Officer

Summer Village of White Sands

2a. The applicant is required to clearly map and flag the dead standing tree(s) in question before inspection to assist municipal staff in accurate identification.

Municipal Tree Removal Record Form

For Municipal Use – Documentation of Tree Removal Activity

Tree Location: _____

Inspection Date: _____

Removal Date: _____

Disposal Method: _____

Staff Name: _____

Notes: _____

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** [Policy #]
Adopted by: White Sands Council **Date:** [Original Date]
Amended: [Amended dates if any] **Resolution#** [Resolution #]
Amended: [Amended dates if any] **Resolution#** [Resolution #]

Title: Municipal and Environmental Reserve Lands Dead-Standing Tree Policy

Purpose: This policy provides direction for the management and protection of Municipal Reserve (MR) and Environmental Reserve (ER) lands within the Summer Village of White Sands.

The objectives are to:

- Preserve natural ecosystems, vegetation, and wildlife habitats.
- Define permitted and prohibited uses of MR and ER lands.
- Set out a tree management and hazard mitigation process.
- Protect public access while managing municipal liability.
- Ensure compliance with the Use of Public Lands Bylaw No. 198-23.
- Promote public access and connectivity to water bodies and natural spaces.
- Establish requirements for land dedication, remediation, and environmental protection.
- Engage the community through education and stewardship.
- Provide a clear framework for enforcement and municipal administration.

Scope: This policy applies to all lands designated as:

- **Environmental Reserve (ER)**
- **Municipal Reserve (MR)**

within the jurisdiction of the Summer Village of White Sands.

Environmental Reserve lands are primarily protected for environmental conservation and hazard prevention, often in a natural state. Municipal Reserve lands support passive recreation, trails, and limited public amenities.

Definitions: **Environment Reserve (ER):** Land dedicated to protect natural features

such as shorelines, wetlands, or steep slopes.

Municipal Reserve (MR): Land dedicated for parks, pathways, open space, and recreation.

Environmental Reserve Easement (ERE): A tool for protecting environmental features on private land while retaining private ownership.

Dedication and Connectivity of Reserve Lands:

- Dedication of ER may provide public access to lakes and watercourses.
- New ER lands should connect with existing ones to form continuous green corridors.
- The Village may require developers to reclaim or remediate degraded lands before accepting dedication.

Use of Environmental Reserve Easements (ERE):

- The Village does not normally accept EREs in subdivisions.
- EREs may be used where access is unnecessary or environmental sensitivity is high.
- EREs will not be accepted along lakes or rivers where public access is desired.

Permitted Uses of MR and ER Lands:

Permitted uses include:

- Passive recreation (e.g. walking, birdwatching)
- Trails, benches, and signage (where approved)
- Educational activities (by permit)
- Municipally approved seasonal access points

Prohibited Uses: Prohibited without written permission:

- Tree/vegetation removal
- Private storage or landscaping
- Structure placement
- Use of motorized vehicles
- Modifications for private views or access

Temporary Use and Permitting:

- Temporary structures (e.g. docks, stairs) must be removable and permitted under Bylaw 198-23
- Cannot obstruct public access or damage shoreline vegetation

May be subject to inspection and removal

Tree Management

9.1 General

and Removal: All trees on MR/ER lands belong to the Village. Residents may not remove or cut trees without approval.

9.2 Municipal Tree Work

Condition	Action	Approval
Immediate danger	Village removes	No
Threat to infrastructure	Arborist review	Yes
Impact on adjacent property	Resident requests	Yes

9.3 Resident Pruning at Property Line

Residents may prune dead/damaged branches overhanging their yard **up to the property line** if:

- No trunk or roots are damaged
- No access to Village land is needed
- No heavy equipment is used
- It is not for view enhancement

Residents are encouraged to notify the Village before undertaking any pruning.

9.4 Tree Concern / Request for Review

Residents may file a request. The Village will assess based on the risk matrix and staff availability.

Tree Risk and Hazard Prioritization Matrix:	Tree Risk & Hazard Prioritization Matrix		
	Priority	Description	Target Response Time
	High	Tree danger over trail or structure	3–5 days
	Medium	Large limbs over yards	2–4 weeks
	Low	Fallen tree off-trail	As resources permit
	Very Low	View concerns	No action

Acts of Nature and Natural Tree

- The Village is **not liable** for damage caused by acts of nature such as wind, storms, or erosion unless gross negligence is proven.

<u>Falls:</u>	<ul style="list-style-type: none"> Residents must notify the Village if a tree from reserve land falls onto private property. The Village may assist if public safety is at risk.
Unauthorized removal of trees on reserve lands is prohibited	
<u>Enforcement:</u>	<p>Violations may result in:</p> <ul style="list-style-type: none"> Fines under Bylaw 198-23 Orders for site remediation Suspension of future access or approvals
<u>Limitations of Liability (Updated):</u>	<p>The Summer Village of White Sands disclaims liability for injury, damage, or loss resulting from natural conditions or acts of nature, including but not limited to wind, storms, snowfall, erosion, or the failure of trees on Municipal Reserve (MR) or Environmental Reserve (ER) lands, unless it is proven that the Village acted with gross negligence.</p> <p>If a tree-related concern is reported by a resident and the Village inspects the tree and determines that it is healthy or not an imminent hazard, the Village shall not be held liable if that tree is later damaged, uprooted, or causes harm due to natural events such as strong winds, heavy snow, or excessive rainfall.</p> <p>The Village’s responsibility is to respond to known and reported hazards in a timely, reasonable, and risk-informed manner. It is not responsible for guaranteeing the absolute safety of natural elements or preventing damage caused by weather or environmental conditions beyond its control.</p>
<u>Public Communication and Signage:</u>	<ul style="list-style-type: none"> Signs will mark MR/ER boundaries Activities allowed and restricted will be posted Fences/barriers may be used to prevent unauthorized access
<u>Inventory, Monitoring, and Maintenance:</u>	<ul style="list-style-type: none"> A baseline inventory of all MR and ER lands will be maintained Annual monitoring will ensure compliance Community groups may assist with stewardship and maintenance
<u>Public Education:</u>	<p>The Village will provide public information on:</p> <ul style="list-style-type: none"> The purpose of reserve lands Appropriate use and reporting procedures Environmental protection initiatives
<u>Bylaw Support and Administration:</u>	<ul style="list-style-type: none"> Supported by Bylaw 198-23 Council may delegate administration to the CAO or designate

<u>Policy Review:</u>	This policy will be reviewed every four (4) years, or sooner as needed.
<u>Note on Provincial Jurisdiction – Bed and Shore of Water Bodies:</u>	<p>The Summer Village of White Sands recognizes that the bed and shore of lakes and water bodies are typically Crown lands, governed by the Province of Alberta under the Water Act and Public Lands Act.</p> <p>This policy does not authorize any activity below the ordinary high-water mark.</p> <p>Activities like:</p> <ul style="list-style-type: none"> • Vegetation clearing • Dock or lift installation • Shoreline stabilization • Fill placement <p>may require approval from Alberta Environment and Protected Areas (AEPA).</p> <p>It is the landowner’s responsibility to consult with AEPA. The Village accepts no liability for unauthorized use of Crown lands.</p>
<u>Statement:</u>	The Summer Village of White Sands is committed to preserving its reserve lands in their natural state, ensuring they serve environmental, recreational, and public access purposes, while balancing ecological sustainability and municipal risk management.
<u>General:</u>	This policy applies to all MR and ER lands within the Village’s jurisdiction. It establishes use rules, enforcement protocols, and guidance on vegetation and structure management consistent with provincial laws and Bylaw 198-23.
<u>Parameters:</u>	<ul style="list-style-type: none"> - Applies to all MR and ER land parcels. - Requires written approval for any activities not explicitly permitted. - Recognizes Crown jurisdiction below the ordinary high-water mark.
<u>Helpful Resources:</u>	<p>Alberta Environment and Protected Areas (AEPA)</p> <p>Public Lands Act & Water Act</p> <p>Use of Public Lands Bylaw</p>

REVISED AS PER MOTION 25:09:11



Request for Decision (RFD)

Meeting Date: October 20, 2025

Presented by: Administration

Agenda & Topic

6.2 ADM 1.11: Recognition and Community Promotion

Policy

Background

Council previously passed a motion directing Administration to draft a policy that would provide consistent guidance on recognizing service and managing community promotion activities within a limited municipal budget.

The Recognition and Community Promotion Policy consolidates two functions:

1. Recognition – acknowledging the service and contributions of elected officials, staff, and volunteers; and
2. Community Promotion – supporting community-based events or promotional initiatives that enhance public awareness and pride in the Summer Village.

This version simplifies budget procedures, clarifies CAO authority, and introduces a clear annual budget limit to support transparency and financial control.

Key Points of Policy

- Combines recognition and community promotion under one unified policy.
 - Introduces a simplified annual budget section (Section 5), ensuring expenditures remain within approved amounts.
 - Sets a recommended annual limit of \$1,000 for recognition and promotion combined.
 - Allows CAO approval of smaller expenses within delegated authority.
 - Includes a standardized Schedule A – Request Form for tracking and reporting purposes.
-

Budget Costs/Source Funding (if applicable)

A maximum allocation of \$1,000 annually for recognition and community promotion will be included in the annual municipal operating budget, subject to Council approval.

Administrative Recommendation

That Council adopt the updated ADM 1.9 – Recognition and Community Promotion Policy as presented.

Alternatives:

1. Approve the policy as presented.
 2. Approve with amendments as directed by Council.
 3. Table the policy for further review or clarification.
-

Attachments

- ADM 1.11: Recognition and Community Promotion Policy
 - Schedule A – Recognition and Community Promotion Request Form

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration

Number: ADM 1.11

Adopted by: White Sands Council

Date: October 20, 2025

Amended:

Resolution#

TITLE: ADM 1.9 – Recognition and Community Promotion Policy

1. Policy Statement

Council values the contributions of individuals and groups that serve the Summer Village and contribute to community pride. Recognition and community promotion will be carried out within the approved annual budget, based on Council or CAO approval, and in a manner that benefits or positively promotes the community.

2. Purpose

The purpose of this policy is to provide clear direction on how the Summer Village of White Sands will recognize service and support community promotion in a consistent and fiscally responsible manner. This policy ensures that recognition and promotional activities are meaningful, within budget, and aligned with Council's priorities.

3. Scope

This policy applies to:

- Elected officials, municipal staff, and long-term volunteers recognized for their service;
- Community members, organizations, or events that promote the Summer Village or enhance local spirit;
- Requests for sponsorships, donations, or promotional support.

4. Recognition and Community Promotion

4.1 Recognition

Council may recognize individuals or groups for service or contributions to the municipality through a certificate, letter, or token of appreciation. The level or type of recognition will depend on the situation and available budget. All recognition expenditures must fit within the annual budget allocation and be approved by Council or, where appropriate, by the CAO within delegated financial authority.

4.2 Community Promotion

The Summer Village may provide modest support for activities that promote community pride or increase awareness of the municipality, such as:

- Local events (e.g., fishing derbies, volunteer appreciation, community cleanups);
- Conference auction or door prize items representing the Summer Village;
- Modest sponsorships or promotional items for events outside the municipality that showcase community engagement.

All requests must be submitted in writing to Administration, demonstrate a clear community or promotional benefit, and be approved by Council or by the CAO if within budget and delegated authority.

5. Budget and Funding

Council will include funds each year in the municipal budget for recognition and community promotion. All spending must stay within this approved amount and be authorized by Council or the CAO, depending on delegated authority. The annual allocation should normally not exceed \$1,000, unless Council approves a higher amount. The CAO may approve smaller expenses within the available budget. Administration will keep a record of all spending and report to Council each year.

6. Exceptions

Council may approve exceptions to this policy by resolution where the request provides significant community benefit or regional promotion.

7. Administration

The CAO is responsible for administering and maintaining this policy, ensuring expenditures and approvals are documented, and recommending updates to Council as needed.

Schedule A – Recognition and Community Promotion Request Form

Summer Village of White Sands

Policy Reference: ADM 1.9 – Recognition and Community Promotion Policy

Date Submitted: _____

1. Applicant / Organization Information

NAME:	
ORGANIZATION: (if applicable)	
MAILING ADDRESS:	
PHONE NUMBER:	
EMAIL:	

2. Type of Request (Check one)

- Recognition of Service
- Community Promotion / Sponsorship
- Donation / Event Support
- Promotional Items or Materials

3. Description of Request

Provide a brief explanation of the request, including event details, dates, or purpose of recognition:

4. Community Benefit

Describe how this request supports community spirit, promotes the municipality, or benefits residents:

5. Administration Review

- Within approved budget allocation Exceeds budget – Council consideration required
- Eligible under ADM 1.9 Not eligible

CAO Comments / Recommendation:

6. Approval

Approved By: Council CAO

DATE APPROVED:	
AMOUNT APPROVED:	\$ _____
RESOLUTION: (if applicable)	

7. Follow-up / Notes

Date completed / item purchased / event held: _____

Comments / notes for record:

File Reference: ADM 1.9 – Recognition and Community Promotion Policy

Retention: Administrative Records – 7 years



Request for Decision (RFD)

Meeting Date: October 20, 2025

Presented by: Councillor Thorogood

Agenda & Topic

6.3 RDS 3.1: Snow Removal Policy & Bylaw Concerns

Background

The Summer Village of White Sands currently operates with a small municipal staff complement consisting of two office staff and one public works maintenance person. Snow removal services are carried out using a ¾-ton truck equipped with a plow and sander, and a tractor with a Bobcat V-blade attachment. The municipality does not own a grader, and snow removal is prioritized based on a tiered system outlined in Policy RDS 3.1.

This policy was originally adopted on September 6, 2019, and has been amended several times, most recently on April 9, 2025. It outlines service levels for snow removal and provides guidance for residents regarding snow management on private property.

On September 24, 2025, a resident submitted the following concerns regarding:

1. Roadway Maintenance and Access

“Please grade the gravel in front of our property and clear the snow just as it is done in front of all the other properties. Grass and weeds have grown over for years. We’ve asked before, and Lorne expressed concern that children would slip on their way to the playground. Gravel provides more traction than weeds and grass: and we need a proper

road for access. We were also told the tractor can't access. My son in law, a grain farmer with plenty of tractor experience assured me tractors can back up and they can clearly avoid our parking gravel.

Please let me know that this can be arranged."

Concern Summary: The resident requests gravel grading and snow clearing in front of their property, citing safety concerns due to overgrown vegetation and lack of traction. They dispute previous claims that municipal equipment cannot access the area and request equitable treatment compared to other properties. Given the current equipment limitations, access to certain areas may be restricted, but the resident's concerns warrant a site inspection and operational review.

2. Animal Control and Bylaw Enforcement

"The rooster and aggressive dogs. I'm sure town and village bylaws do not allow roosters. There is a limit for chickens in bylaws . What if I wanted five roosters... it sets a precedent. No one wants to listen to it crow all day long and early - in our happy places. The dogs have been loose and have attacked other dogs and a neighbours hand as she tried to rescue her dog.... Loose once is too often. But we know it's been more than once. Where's the liability fall when it's a child. I will not let my grandkids walk down to their cousins across the street from these dogs. It's not safe and it's just a matter of time. Council should be proactive not reactive."

Concern Summary: The resident raised concerns about a rooster and aggressive dogs in the community, citing noise disturbances and safety risks.

UPDATE: Municipal Enforcement has issued tickets related to the animal control concerns. The matter is currently being addressed through enforcement procedures.

Discussion/Options/Benefits/Disadvantages:

Option 1: Maintain Current Policy and Respond to Resident Concerns Operationally

- Reaffirm existing snow removal priorities and procedures.
- Conduct a site inspection to assess the feasibility of snow clearing and gravel maintenance in the area identified by the resident.
- Continue enforcement of animal control bylaws. Provide a written update to the resident confirming that tickets have been issued.

Option 2: Amend Policy to Include Discretionary Access Review Clause

- Add a clause to the policy allowing for discretionary review of access concerns raised by residents, subject to equipment capabilities and staffing.
- Continue enforcement of animal control bylaws and provide regular updates to Council on enforcement actions.

Option 3: Council Considers Creation of a Public Works Committee via Bylaw

- Council may consider establishing a Public Works Committee through bylaw to assist with reviewing operational concerns and policy amendments.
 - This option would require additional administrative setup and may not be immediately feasible given current staffing levels.
-

Budget Costs/Source Funding (if applicable)

Option 1: Minimal cost. Any gravel grading or snow clearing would be handled within existing operational budgets and equipment capabilities. No additional enforcement costs are anticipated.

Option 2: Slight administrative cost to update the policy and communicate changes. Operational costs remain minimal, as discretionary reviews would be subject to feasibility and existing resources.

Option 3: Potential future costs associated with committee setup, including administrative time, meeting coordination, and possible recommendations for expanded services or equipment. No immediate financial impact unless committee recommendations are implemented.

Administrative Recommendation

Administration does not present a recommended action and is asking Council to review the options and associated financial implications and determine the preferred course of action.

Attachments

- RDS 3.1: Snow Removal Policy

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration

Number: RDS 3.1
(Formerly Policy X)

Adopted by: White Sands Council

Date: September 6, 2019

Amended: February 9, 2022

Resolution# 22:01:034

Amended: April 17, 2024

Resolution# 24:04:04

Amended: January 15, 2025

Resolution# 25:04:04

Amended: April 9, 2025

Resolution# 25:04:06

Title: Snow Removal for Property Access

Purpose: To provide guidelines to outline the levels of service that the Summer Village of White Sands may provide regarding roadway snow removal.

Policy Statement: Plowing of public roads is done as needed to ensure access for emergency vehicles and safe passage for other vehicles. The municipality maintains municipal snow plowing for smaller snow events but may be dependent on contracting out plowing services during large snow events.

Procedure:

1. Snow plowing will commence within 24 hours following the end of a snowfall event with an accumulation of 2.76 inches (7 cm) or greater, or at the discretion of Public Works.
2. The municipality does not have a guaranteed removal time but do provide the following levels of service as required:

Priority Level 1: Main roads: Buffalo Road, Jennifer Drive and Municipal Road

Priority Level 2: Transfer Site, Hall, Front Street and School Bus Routes

Priority Level 3: Lake View Avenue, 1st to 4th Street, Aimee Avenue, Destini Drive and Mackenzie Way.

Priority Level 4 all other roads and cul-de-sacs including boat launch road loop.

Priority Level 5 Boat launch Parking area and emergency lake access opening, Lake View Avenue Parking areas and windrow removal of Beach accesses.

Priority Level 6 Jacks Pond Parking area and Gazebo Hill Parking area.

3. The municipality allows for pushing of snow from private property across the municipal roadways once the roads have been cleared as long as property owners are refraining from doing the following:
 - a) Leaving large deposits of snow and ridges on the roadway.
 - b) Do not plow large snow piles over culverts to create freezing and water back up issues on municipal land or affecting adjacent landowners.
 - c) Are not clearing down to gravel base or displacing road gravel into the ditches that impact maintenance and drainage in the spring.
 - d) The municipality encourages property owners to do their due diligence to maintain all snow accumulation within their properties to allow the municipality room to maintain snow deposits on public roadways.

4. If the property owner does not adhere to the guidelines 3a) thru d), then the property owner may be subject to a notice, possible enforcement of the clean up and subject to future refusal or cease and assist for private property snow clearing across public roadways.

5. **Plowing services do not include:**
 - a) Clearing of driveways (including snowdrifts caused by natural factors), sidewalks, walkways, paths, or beach accesses is not guaranteed.
 - b) Guaranteeing plowing by a particular time.
 - c) Best efforts will be made to minimize the amount of snow deposited in driveways during road clearing. Staff will aim to avoid creating a snow ridge higher than six inches (6") at residential driveways. However, discretion will be exercised based on factors such as the presence of hazards, the equipment's capabilities, and the priority level or snow accumulation of the event.
 - d) Non-permanent residents must provide 72 hours' notice to the Municipal Office during regular operating hours for the removal of municipal plowed windrows or ridges adjacent to the roadway, to ensure access to their property. If notice is given after hours or on weekends, the 72-hour notice period will begin the next business day. Please note that during weather events, priority levels

may take precedence, potentially affecting the timely completion of this service.

- e) As the municipality does not have snow storage facilities, snow plowing and storage are maintained within the current municipal road right-of-ways.
- f) Residents are referred to the private sector for snow plowing and snow removal services on private property, such as clearing driveways.

End of Policy



RDS 3.1 Snow Removal for Property Access
 (Formerly Policy X: Snow Removal for Property Access)



Request for Decision (RFD)

Meeting Date: October 20, 2025

Presented by: Aptus Engineering

Agenda & Topic

7.1 Boat Launch Proposal

Background

Council made a motion at the June regular meeting:

Moved by Councillor Ashford to engage with the Municipal Engineers to complete a preliminary engineering review and construction estimates to determine the most viable long-term solutions.

Council made a motion at the September regular meeting:

Moved by Councillor Thorogood to table the boat launch proposal until after the shoreline walk-through with MPS on October 1, 2025, until the regular council meeting scheduled in October.

Discussion

Please see attachment

Budget Costs/Source Funding (if applicable)

Cost estimate for a preliminary engineering review would be approximately \$23,275

Administrative Recommendation

1. Council to receive as information.
OR
 2. Council to approve to continue with the boat launch preliminary plans with Aptus Engineering and pull from General Reserves to cover the costs to create the plan.
OR
 3. Council to approve to continue with the boat launch preliminary plans with Aptus Engineering and apply to MIS Capital grant to cover the costs to create the plan.
-

Attachments

- Aptus Engineering Letter Re: Boat Launch – Preliminary Engineering Review

2025-07-11

Aptus-File: 5488-4-10

Summer Village of White Sands
#8 Front Street
White Sands, AB
Sent via email

Attn: Melissa Beebe, CAO

Re: Boat Launch – Preliminary Engineering Review

1. Introduction

This proposal outlines the scope and approach for a preliminary engineering review of the existing boat launch facility located within the Summer Village of White Sands. The review will assess the current condition of the launch, identify potential concerns, and provide the groundwork for long-term improvement planning.

2. Scope of Work

• Site Assessment

A detailed on-site assessment will be conducted to evaluate the physical condition, functionality, and accessibility of the existing boat launch. This will include a review of current usage patterns, site constraints, and surrounding features.

• Identification of Structural and Environmental Concerns

The review will identify any visible structural deficiencies such as erosion, concrete degradation, or safety hazards. Environmental considerations including shoreline stability, potential impacts on aquatic habitat, and compliance with applicable regulatory requirements will also be documented.

It is understood that the Summer Village has experienced some issues with the boat launch in recent years. Prior to the Site Assessment, Aptus would meet with the Summer Village to discuss and better understand the specific issues being encountered.

• Preliminary Design Options

Based on the site assessment and identified concerns, conceptual design options will be developed to improve or replace the boat launch. These options will consider factors such

as durability, accessibility, environmental impact, and seasonal water level fluctuations.

Once preliminary design options have been determined, additional consultation may be required with either a structural or geotechnical engineer.

Environmental impacts and permitting requirements will be discussed with our environmental subconsultant.

- **Class D Cost Estimates**

Each proposed design option will be supported by Class D (order-of-magnitude) construction cost estimates. These estimates will assist the Summer Village in budgeting and funding applications for future phases of design and construction.

3. Deliverables

The final deliverable will be a brief report summarizing site observations, concerns, preliminary design options, and corresponding Class D cost estimates. Supporting photos, sketches, and relevant maps will be included.

4. Schedule

The preliminary review and reporting can be completed within 6-8 weeks of project initiation.

5. Fees

Our proposed fees for the preliminary engineering review are listed below. This budget is valid for 3 months, at which time we request the ability to review our pricing if the project is to proceed at a later date. We propose to complete this project on an hourly basis, using the fees presented below as the upset limit.

Task	Upset Limit
Data Collection and Site Evaluation (no survey anticipated at this stage)	\$4,980
Design Options (includes discussion, cost estimates, concept figures, report, meetings)	\$13,545
Engage Structural Engineer (if required)	(\$1,000 placeholder)
Engage Geotechnical Engineer (if required)	(\$1,000 placeholder)
Engage Environmental Consultant (initial discussion for design options)	\$2,750
Total (upset limit)	\$23,275

APTUS ENGINEERING LTD.

#202, 4708 - 50th Avenue • Red Deer, Alberta, T4N 4A1
Office: 403 340 3022 • Fax: 403 340 3039 • Email: info@aptuseng.ca

WWW.APTUSENG.CA



Please note that upon completion of the preliminary works, once a design option is selected to proceed forward with, new budgets will be required. At this point the Environmental Consultant will be fully engaged for permitting.

We look forward to the opportunity to assist the Summer Village of White Sands in planning for long-term improvements to this important community amenity.

Regards,

Sarah Kun, P.Eng.
Project Manager
Aptus Engineering Ltd.

APTUS ENGINEERING LTD.

#202, 4708 - 50th Avenue • Red Deer, Alberta, T4N 4A1
Office: 403 340 3022 • Fax: 403 340 3039 • Email: info@aptuseng.ca

WWW.APTUSENG.CA





REQUEST FOR DECISION (RFD)

Meeting Date: October 20, 2025

Presented By: Administration

Agenda & Topic

7.2 Fire Service Invoicing

Background

In May 2025, the Stettler Regional Fire Department (SRFD) responded to a fire within the Summer Village boundaries. Following the response, SRFD issued an invoice to the Village for \$9,675 to cover fire suppression and cleanup costs.

Administration divided this amount equally among six properties on Destini Drive and Kaylee Crescent, invoicing each property owner \$1,612.50.

Three letters of concern have been received:

- **Domenico & Amber Venturo (Sept 30, 2025)** – Questioned being billed when fire protection is already funded through the regional fire requisition.
- **Rob & Arlene Lane (Oct 2, 2025)** – Requested reconsideration, noting the fire’s possible origin near Municipal Reserve and querying whether all six properties benefited equally.
- **Corinne Phelan (October 16, 2025)** – Disputes the \$9,675 fire-fighting invoice, arguing the fire originated on municipal property (Jennifer Drive), firefighters did not attend her lot, residents handled hotspots, and any “benefit” extended to the whole village rather than six properties. She asks the Summer Village to assume full responsibility and claim insurance.

All letters are attached for Council’s review.

911 Call Classification and Its Impact

The original 911 call reporting the incident was classified as “multiple structures on fire” rather than as a grass or brush fire. This classification had significant operational and financial implications:

1. Dispatch and Equipment Mobilization

- A “multiple structure” report automatically triggered a full structural response, including multiple fire engines, tankers, and personnel.
 - Under the 2018 Fire Service Agreement, billing begins at the time of dispatch and is based on the number and type of units deployed.
 - This classification therefore resulted in a larger-scale and higher-cost response than would have occurred for a confirmed grassfire.
2. Billing and Cost Recovery
- The higher dispatch level directly increased the SRFD invoice to the Village.
 - Because the incident was treated as structure-related, properties reported or observed to be in potential danger were deemed “benefiting properties” under Section 5 of Fire Control Bylaw 202-24.
 - Even though the fire was ultimately determined to be on or near Municipal Reserve land, the response was justified and billed as structure protection.
3. Bylaw Interpretation and Fairness Consideration
- Section 5 of Bylaw 202-24 allows cost recovery from any property owner who benefited from firefighting services.
 - When a 911 report elevates a call to a structure fire response, those properties are treated as directly protected — regardless of whether structures actually burned.
 - However, because the report led to an escalated response and higher cost based on an initial misclassification, Council may wish to consider whether it is equitable to recover those costs from property owners.
 - In such cases, it may be more appropriate to treat the response as a municipal event, fundable through insurance or reserves, rather than passing costs to individual residents acting in good faith.

Relevant Bylaw

Fire Control Bylaw 202-24, Section 5 – Fire Protection Charges

- The Village may recover firefighting costs from:
 - Any person who caused or contributed to the fire; or
 - The owner or occupant of property benefiting from fire protection services if the cause is unknown.

Cost Recovery Process:

Section 5 authorizes the Village to recover firefighting costs by invoice or, if unpaid, to add the amount to the property tax roll under the Municipal Government Act.

Summary of Fire Service Agreement (2018)

The 2018 Fire Service Agreement between the Summer Village of White Sands and the Stettler Regional Fire Department sets out how fire services are provided and billed.

- **Service Provision:** The SRFD provides response services at the discretion of the Fire Chief and within available resources.
- **Incident Billing:** The Department charges \$300 per unit per hour, based on 49% of Alberta Infrastructure's fee rate. Additional mutual aid costs may apply. Billing starts when trucks are dispatched and ends when they return to service.
- **Vehicle Incidents:** Charged per the Alberta Infrastructure fee schedule in effect at the time.
- **Payment Terms:** The Village must pay the Town of Stettler (on behalf of SRFD) within 60 days of the invoice.
- **Annual Requisition:** The Village also pays an annual per-parcel fee (originally \$89.76 in 2018, adjusted yearly by CPI or 2%) for readiness and service availability.
- **Insurance & Indemnification:** The Village agrees to indemnify the Department for damages and must carry liability insurance.

This agreement confirms that incident costs (such as the May 2025 fire) are in addition to the annual requisition fee, which funds ongoing service readiness.

Analysis

1. Interpretation of "Benefiting Property"

The SRFD report references Municipal Reserve and Jennifer Drive as possible ignition areas. Section 5 does not exclude public land, creating uncertainty about whether the municipality itself could be considered a benefiting property.

This ambiguity complicates cost-sharing when both private and municipal lands are involved.

2. Fire Requisition vs. Incident Billing

The annual fire requisition covers readiness only—not direct operational response costs. The SRFD bills separately for specific incidents. Section 5 permits, but does not require, the Village to recover these costs from affected property owners.

3. Financial Implications

The 2025 Fire Fighting & Preventive budget (\$53,500) represents the annual requisition, not a contingency fund.

The SRFD invoice remains payable regardless of whether property owners are billed.

If Council rescinds the invoices, payment must come from reserves or through a municipal insurance claim, with any deductible paid from reserves.

4. Regional Comparison

Most municipalities have similar cost-recovery provisions but typically apply them only when the cause or responsible party is identified. Dividing costs among several properties without a confirmed cause is less common.

Municipality	Bylaw	Section	Cost Recovery Clauses
Town of Stettler	2192-25	11	May bill person who caused incident or property owner involved
Town of Bashaw	770-2015	11	May bill person causing fire or property owner/occupant
Village of Clive	548-21	18	May bill person who caused fire or property owner/occupant
Village of Veteran	512-13	12	Fire Chief may bill responsible person or property owner
City of Camrose	3069-19	25	Similar authority for recovery from responsible person or owner
SV Parkland Beach	2018-07	10	May bill person who caused incident, owner/occupant, or owner of involved property
SV Gull Lake	318-04	14	May bill person causing fire or property owner/occupant

This comparison shows that the Summer Village's bylaw is consistent regionally but may benefit from clearer direction where the cause is unknown or municipal land is involved.

Options for Council

Option 1 – Uphold the Invoices

- Confirm that Section 5 applies to properties deemed to have benefited from fire protection, even when the cause is unknown.
- Direct Administration to continue cost recovery and collection per the Bylaw.
- *This option maintains the principle of user-pay cost recovery but may create administrative challenges or financial hardship for property owners in a small community context.*

Option 2 – Rescind the Invoices and Pay from Municipal Funds

- Determine that the uncertain cause and municipal involvement warrant the Village covering the cost.
- Direct Administration to make a full claim under the municipal insurance policy and pay any deductible from reserves.
- Alternatively, Council may choose to add the municipality as a seventh property on the invoice, dividing the total cost equally among seven properties, with the Village paying its share from reserves.
- *This option recognizes the uncertainty of fire origin and the involvement of public land. It limits hardship to individual ratepayers but would require reserve use and a possible deductible payment.*

Option 3 – Request Policy or Bylaw Clarification

- Direct Administration to draft a policy or amendment clarifying:
 - When Section 5 applies;
 - The difference between requisition and incident billing;
 - How to treat fires on municipal or reserve lands; and
 - When insurance or reserves should be used.
 - *This option focuses on long-term fairness and transparency. It is recommended for small municipalities with limited administrative resources to avoid inconsistent application in future events.*
-

Administrative Recommendation

That Council:

1. Receive this report and correspondence for information;
 2. Acknowledge that the 911 call classification as “multiple structures on fire” directly influenced response scale and invoicing;
 3. Authorize Administration to submit a full insurance claim for the May 2025 fire response cost;
 4. Pay any insurance deductible from municipal reserves; and
 5. Direct Administration to prepare a policy or bylaw amendment clarifying Section 5 to ensure fair, consistent, and transparent cost recovery in the future.
-

Attachments

1. Fire Control Bylaw 202-24 (Section 5 Excerpt)
2. SRFD Emergency Response Invoice AR20255149
3. Letter – Domenico & Amber Venturo (Sept 30, 2025)
4. Letter – Rob & Arlene Lane (Oct 2, 2025)
5. Regional Bylaw Comparison Table

- b. Prevent interference with the efforts of persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any Fire.

SECTION 4 POWERS OF OFFICERS OF A FIRE DEPARTMENT

- 4.1 Each Officer shall have the authority and power to:
 - a. Commandeer and authorize payment for the possession or use of any equipment for the purposes of fighting the Fire.
 - b. Perform work relating to the extinguishing or controlling the Fire or the operations to preserve life and Property and enter onto any Property for the purpose of extinguishing or controlling the Fire.
 - c. Prevent interference with the efforts of persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any Fire.

SECTION 5 FIRE PROTECTION CHARGES

- 5.1 Fire Protection Charges incurred by the Summer Village, directly or indirectly, as a result of providing Fire Protection Services within the Summer Village's boundaries may be recovered by the Summer Village from:
 - a. Any person causing or contributing to the Fire; or
 - b. The owner or occupant of any Property benefiting from the Fire Protection Services, if the person responsible for causing the fire, or the cause of the fire, is unknown;

And the above are jointly and severally liable for the Fire Protection Charge.

- 5.2 The schedule of fees for Fire Protection Charges shall be as set out in Schedule "A" attached hereto and forming part of this bylaw.
- 5.3 Fire Protection Charges shall be paid within sixty (60) days of being levied.
- 5.4 Collection of unpaid Fire Protection Charges may be undertaken by civil action in the court of competent jurisdiction, and any civil action does not invalidate any lien which the Summer Village is entitled to on the Property in respect of which the indebtedness is incurred.
- 5.5 The owner of a parcel to which Fire Protection Services are provided is liable for Fire Protection Charges incurred, and the Summer Village may add unpaid Fire Protection Charges to the tax roll of the parcel of land for which the services were provided.

SECTION 6 CONTROL OF FIRE HAZARDS

- 6.1 If the Council finds within its municipal boundaries on privately owned land or occupied public land conditions that in its opinion constitute a Fire Hazard, it may order the owner or the person in control of the land on which the Fire Hazard exists to reduce or remove the Fire Hazard within a fixed time and in a manner prescribed by the Summer Village.
- 6.2 If the Council finds that the order it made pursuant to Section 6.1 has not been carried out, the Chief Administrative Officer or Designated Officer may enter onto the land with any equipment and any person Council considers necessary and may perform the work required to eliminate or reduce the Fire Hazard.

SUMMER VILLAGE OF WHITE SANDS
BOX 119
STETTLER, AB T0C2L0
(403) 740-1572



Invoice #	20255149
GST #	130221039RT0001
Date	2025-Sep-23
P.O. #	
Location	
Account #	244

VENTURO, DOMENICO



AR Invoice

Service Provided: Emergency Response						
Date of Service: 2025-05-25						
Code	Description	Quantity	Price	GST	Extended	GST
FIRE	Fire Fighting/Clean-Up	1.00	1,612.50	0.00	1,612.50	<input type="checkbox"/>
Subtotal					1,612.50	
Total GST					0.00	
Invoice Total					1,612.50	

As per Bylaw 202-24: Fire Control Bylaw Section 5. Please see details of the invoice attached.

Terms : Net 30 Days

A rate of 24.00% per annum (2.00% per month) interest will be charged on overdue accounts.

Town of Stettler

Box 280
Stettler, AB T0C 2L0

Administration
(403)742-8305 Fax (403)742-1404
Parks & Leisure Services
(403)742-4411 Fax (403)742-3480
Home Page: www.stettler.net

Invoice

Summer Village of White Sands
Box 119

Stettler, AB T0C 2L0

Invoice #: **IVC049045**
Date: 2025-09-19
ID: SVWS
PO#:

Quantity		Unit Price	Total
1.00	EMERGENCY RESPONSE	\$9,675.00	\$9,675.00
0.00	INCIDENT #25-134	\$0.00	\$0.00
0.00	DATE: MAY 25-2025	\$0.00	\$0.00
0.00	LOCATION: 6 KAYLEE CRESCENT	\$0.00	\$0.00

Total bill divided by the 6 affected properties = \$1612.50 each

GST #: 108130048RT0001

Payment Terms: Net 30

Subtotal

\$9,675.00

Tax

\$0.00

Total

\$9,675.00

Stettler Regional Fire Department

Invoice 25-032 Continued

Aug 12 25

APPARATUS

Unit	Leave Station	Return to Station	Total Time	First 60 min cost	15 min cost	15 min cost after 60 minutes	Total Cost
ENGINE 11	19:12:00	23:54:52	283 min	\$300.00	\$75.00	\$75.00	\$1,425.00
ENGINE 13	19:28:33	23:54:52	266 min	\$300.00	\$75.00	\$75.00	\$1,350.00
BRUSH 16	19:25:13	23:54:52	270 min	\$300.00	\$75.00	\$75.00	\$1,350.00
RESCUE 14	19:52:02	23:54:52	243 min	\$300.00	\$75.00	\$75.00	\$1,275.00
TENDER 15	19:21:48	23:54:52	273 min	\$300.00	\$75.00	\$75.00	\$1,425.00
ENGINE 21	19:34:43	22:25:52	171 min	\$300.00	\$75.00	\$75.00	\$900.00
SQUAD 38	19:25:13	22:40:07	195 min	\$0.00	\$0.00	\$0.00	\$0.00
BRUSH 36	19:31:31	22:40:12	189 min	\$300.00	\$75.00	\$75.00	\$975.00
ENGINE 31	19:32:19	22:40:00	188 min	\$300.00	\$75.00	\$75.00	\$975.00
RESCUE 34	19:43:08	22:40:03	177 min	\$0.00	\$0.00	\$0.00	\$0.00

Grand Total:	\$9,675.00
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Paid:	\$0.00
Owing:	\$9,675.00

County of Stettler Unit #330 Tank Truck (3 Hours)	\$0.00
County of Stettler Unit #391 Tank Truck (3 Hours)	\$0.00
County of Stettler Unit #314 3/4 Ton Truck (3 Hours)	\$0.00

Erin

From: Domenic Venturo [REDACTED]
Sent: Tuesday, September 30, 2025 12:25 PM
To: Erin; Paul Ashford; Leona Thorogood; Dan Zembal
Cc: Amber Venturo
Subject: Re: Emergency Response Invoice, May 2025

Dear Summer Village of White Sands Council,

We are in receipt of the invoice for \$1,612.50, listed as one-sixth of the total cost for the May 2025 emergency fire response. We wish to clarify our position regarding this matter.

We did not cause, contribute to, or have any involvement in the incident, nor were we present when the fire occurred. As taxpayers within the Summer Village of White Sands, we understand that the municipality participates in a regional fire services agreement specifically to ensure the provision of fire protection and emergency response. The Village's approved 2025 budget already allocates an estimated \$52,500.00 toward this service.

On this basis, we believe the total cost of the emergency response should be the responsibility of the Summer Village of White Sands. We respectfully ask that this invoice be reviewed and withdrawn accordingly.

If the Village determines it will not assume responsibility for the total amount, we request clarification on the following points:

- Should the Village itself not bear an equal share of the invoice, particularly given that Municipal Reserve land was also involved in the fire?
- For previous fires in the Village requiring emergency fire response, were homeowners invoiced directly? If so, under what circumstances, and were those homeowners deemed to be the cause of the fire?
- Can we receive a copy of the aerial photos taken by the fire department drone to document the affected areas?

We would appreciate your timely response and clarification on these matters.

Sincerely,
Domenico and Amber Venturo

On Tue, Sep 23, 2025 at 10:39 AM Erin <erin@whitesandsab.ca> wrote:

Good morning,

Please see attached invoice.

From: [Rob Lane](#)
To: [Erin](#); [Paul Ashford](#); [Dan Zembal](#); [Leona Thorogood](#); [CAO](#)
Cc: [REDACTED]
Subject: Re: Emergency Response, May 2025
Date: October 3, 2025 1:57:21 PM

Hi Erin:

Good, afternoon,

We acknowledge receipt of your email on September 23, 2025 providing an invoice, an excerpt from Summer Village of White Sands ("SVWS"), Fire Control Bylaw 202-24 (the "Bylaw"), copy of Town of Stettler Invoice and Stettler Regional Fire Department ("SRFD") correspondence (collectively, the "Package"). Our understanding is the Town of Stetter invoice for \$9,675 was equally divided between 16 Destini Drive, 14 Destini Drive, 12 Destini Drive, 10 Destini Drive, 4 Kaylee Crescent and 5 Kaylee Crescent. After giving it some time to settle, at this time based on this information, our understanding of the events of the day and the SVWS publicly available financial information we ask the SVWS to reconsider the application of the Bylaw in this situation given the following:

- According to the Package, the invoice provided is based on the section of the Bylaw stating, "The owner or occupant of any Property benefiting from the Fire Protection Services, if the person responsible for causing the fire, or the cause of the fire, is unknown". However, it is our understanding that the six personal properties named in the SRFD correspondence were not the only properties that benefited. Specifically, the Municipal Reserve and Jennifer Drive roadway which are also named in the SRFD correspondence benefited from the Fire Protection Services with the correspondence stating that Jennifer road was the probable location of the initiation of the fire. The definition of Property in the Bylaw does not appear to exclude these properties. Additionally, all other properties in the SVWS especially those north and west of these six properties given the direction of the wind on that day could also be considered to have been Properties benefiting from the Fire Protection Services. It is not feasible to determine which Properties benefited or that only the six properties receiving the invoices benefited from the Fire Protection Services.
- In reviewing the SVWS's 2025 Operating Budget, it is noted that the SVWS has budgeted \$53,500 for Fire Fighting & Preventive. As at August 31, 2025, the SVWS has incurred \$851.88 for Fire Fighting & Preventive expenses. Additionally, the SVWS has an operating surplus of \$507,390.36 being almost 50% of its total 2025 revenue after 8 months. In this unusual case, the fire occurred with an unknown cause and with apparent initiation on SVWS property. As a result, it seems reasonable that expenses would be covered by the SVWS Fire Fighting & Preventive budget and not solely by individuals impacted by the village's fire. Moreover, if funds are not available in the Fire Fighting & Preventive category then by the SVWS's significant surplus.

Overall, we wish to believe that the spirit and intent of the Bylaw is not to be punitive to select specific residents of the SVWS. Therefore, based on the above we request the SVWS please reconsider the application of the Bylaw and the corresponding invoices in this matter.

Please confirm this email will be added to the agenda for Council's consideration at the next SVWS meeting as we will not be able to attend in person. Please confirm Council will review this request and respond after the meeting.

Kind Regards,

CAO

From: corinne phelan [REDACTED]
Sent: Thursday, October 16, 2025 9:32 AM
To: CAO
Cc: Paul Ashford; Leona Thorogood; Dan Zembal
Subject: FIRE INVOICE #20255148

Follow Up Flag: FollowUp
Flag Status: Flagged

Good Day. I am writing in response to the Fire Fighting invoice sent to me, dated September 23, 2025. I am in complete disagreement that this Invoice has been passed onto myself or any other resident of White Sands. In reading the Fire Department's report, I note the following:

1. The fire started on Jennifer Drive (Municipal Property)
2. The report states that the firefighters attended and extinguished hot spots BEHIND 10 Destini Drive (Municipal Property), Not ON 10 Destini Drive.

In addition to the report that clearly states the fire was fuelled by poplar fuzz, Any and All witnesses to the fire are in agreement that the fire started in the ditch on Jennifer Drive (Municipal Property). And that the wind direction that day moved towards all properties that were affected by the fire. There is absolutely no way that the poplar fuzz self ignited and therefore was obviously caused by a negligent passer-by on Jennifer Drive (Municipal Property). Furthermore, please note that NOT ONE resident whose property was affected by the fire were in White Sands at the time of the incident and therefore cannot possibly be responsible for igniting the fire. As well, Any and All witnesses have notified me that at NO time was a member of the Fire Department on my property at 10 Destini Drive. All hot spots from the fire were extinguished by the efforts of White Sands residents, NOT the fire department.

In addition, when I responded to administration regarding the invoice it was stated to me that the invoice was split between 6 properties as determined to have "benefitted" from the fire department's response. There are actually over 300 properties who benefitted as this was in a village with Multiple properties that easily could have been damaged as a result of the fire. I am also confused as to why the Summer Village of White Sands was not added into this original calculation as the report clearly states Municipal Property that was tended to by the fire department.

Please note that I have photos of the fire damage on Jennifer Drive (point of origin) that are clearly OUTSIDE of the fenceline and ON the Municipal Property on Jennifer Drive. As well, other residents who were affected have stated that a council member had assured them that this incident would NOT be individualized and not to worry about any claims.

Again, there are many witnesses to this event, should this need to be investigated or determined further. In conclusion, I would ask that the Summer Village of White Sands take FULL responsibility for the Invoice of \$9675.00 for reasons stated above as well as given the fact that the village carries insurance for incidences such as this.

I look forward to your response. And request that this be added to your agenda for the next council meeting on October 20, 2025.

Regards,
Corinne Phelan
[REDACTED]

Municipality	Bylaw	Section	Cost Recovery Clauses
Town of Stettler	BYLAW 2192-25		<p>11 If the Stettler Fire Department responds to a fire, emergency, or even a false alarm to protect people or property, the Town can charge the costs of that response to help cover expenses. These costs may be billed to:</p> <p>The person who caused the incident, The owner or occupant of the land where it happened, or The owner of the property involved, even if it's not on private land.</p>
Town of Bashaw	770-2015		<p>11 If the Fire Department takes any action—such as putting out a fire, responding to an emergency, or even attending a false alarm—either within or outside the municipality, to protect life or property, the Town can charge the costs of that response to:</p> <p>The person who caused the fire or emergency, or The owner or occupant of the property involved.</p>
village of clive	548-21		<p>18 If the Fire Department responds to a fire, false alarm, or emergency to protect life or property, the Village can charge the costs to the person who caused the fire or to the owner or occupant of the property involved.</p>
village of veteran	512-13		<p>12 If the Fire Department responds to a fire, emergency, or false alarm—whether inside or outside the Municipality—to protect life or property, the Fire Chief may charge the costs to the person who caused the fire or to the owner or occupant of the affected property.</p>
City of Camrose	3069-19	Point 25	<p>If the Fire Department responds to a fire, emergency, or false alarm—whether inside or outside the Municipality—to protect life or property, the Fire Chief may charge the costs to the person who caused the fire or to the owner or occupant of the affected property.</p>
SV Parkland Beach	Bylaw 2018-07		<p>10 If the Regional Fire Services responds to a fire, emergency, or even a false alarm to protect people or property, the Town can charge the costs of that response to help cover expenses. These costs may be billed to:</p> <p>The person who caused the incident, The owner or occupant of the land where it happened, or The owner of the property involved, even if it's not on private land.</p>
SV Gull Lake	318-04		<p>14 If the Fire Department responds to a fire, emergency, or false alarm—whether inside or outside the Municipality—to protect life or property, the Fire Chief may charge the costs to the person who caused the fire or to the owner or occupant of the affected property.</p>

Paul's Council Update Oct 20, 2025

Board Updates:

SDAA (Stettler District Ambulance Association) Board meeting 2025/09/15:

- Meeting cancelled with approval from the Chairman, as there were no agenda items needing discussion, next meeting will be in December.

CSHA (County of Stettler Housing Authority) Board meeting 2025/09/18: Attended in person.

- In-camera discussion included updates on the recruitment and hiring of the CAO position. As resolved coming out of the in-camera session, the position was offered to and accepted by Chris Lachowsky, who had been the acting CAO.
- Several significant building repairs needing immediate attention: Willow Creek sewer line replacement (underway, now complete), new boiler at Willow Creek (in progress), reroofing of Parragon place (imminent), elevator replacement required soon. Provincial funds may be available for elevator replacement, funds for other repairs will likely need to draw on reserves.

Other:

- Attended Munis 101 Councillor training (virtual) September 13.
- Shoreline walkthrough with AB Environment and environmental consultants October 1st. Great insights that will inform the shoreline management proposal that will be prepared to accompany our shoreline lease renewal with the AB government.

Upcoming Meetings:

- ASVA conference October 16-17, Edmonton
- CSHA Board meeting October 16, will try to attend remotely, dependent on ASVA conference schedule.

Follow up action item from September Council meeting:

1. Background on the letter dated August 27, 2025 from SDAA asking for member municipalities to approve the addition of a second member-at-large:

This letter stems from a discussion from the December 2024 SDAA Board meeting, when a Board member indicated that they had heard from a member of the community who was interested in participating in the Board, and who would potentially be a beneficial addition

to the Board. As the current Member-at-Large's appointment is a 4-year term ending in the fall of 2026, there was no opportunity to consider adding the interested party. As a result of the ensuing discussions, the Board voted to make future Member-at-Large appointments effective for a 2-year term, and directed administration to bring back more information on adding a second Member-at-Large.

Ensuing discussion at the March 2025 SDAA meeting confirmed that the composition of the Board is defined by the SDAA forming agreement and subsequent amending agreements. Therefore, any change to the Board composition must be ratified by each member municipality. A motion was then made to make a recommendation to the member municipalities to approve a second member-at-large position to allow the possibility of appointing a second member-at-large, which would then enable the board to add the interested community member as a second member at large. The SDAA Board unanimously approved this motion.

2. Provide date to Councillor Leona of next meeting of the PRLS Board:

Next meeting is planned for November 27, 2025 10:00 am. This will be the annual organizational meeting. Proposed meeting dates for 2026 are Feb 26, May 21, Sept 17, and Nov 19, all 10:00 am.

Chief Administrative Officer (CAO) Report – White Sands Summer Village

Reporting Period: September 11 – October 14, 2025

- **Municipal Reserve Access – Brushing Project**

- September 10: Met with brushing contractor; received a quote within the 2025 budget (\$4,000).
- Purpose: Brush cutting of the Municipal Reserve access right-of-way to improve maintenance access behind residential areas (3rd and 4th Street).
- September 18: Information letters were distributed to adjacent property owners regarding the project.
- October 2: Brushing work was completed as scheduled.
- Next Steps: Municipality to meet with adjacent property owners to determine optimal locations for Emergency Access Gates.

-

- **2. Fire Services Coordination**

- September 18: Participated in a Fire Meeting focused on Fire Commissions.
- September 22: Met with other Summer Village CAO's to review Fire Meeting outcomes and explore service delivery options with neighboring municipalities.
- September 24: Joint meeting held between Summer Village CAOs and the Town of Stettler CAO to discuss Fire Services coordination.
- October 9: Summer Village CAO's met with the County of Stettler Administration to discuss Fire Service Commission details, including cost structures, formula options, agreement amendment considerations and service delivery models.

-

- **3. Environmental & Shoreline Management Activities**

- September 24: Met with Alberta Environment to coordinate attendance for the October 1 Beach Walkthrough.
- October 1: Conducted a Beach Walkthrough at White Sands with Council, Administration, Maintenance, Shoreline Management Consultants, and Alberta Environment.
- Purpose: Discussed options to include in the shoreline management plan and potential amendments for recreational lease renewal over the drainage right-of-way.

-

- **4. Occupational Health & Safety (OH&S)**

- October 9: Provincial OH&S inspection completed an on-site visit.
- Outcome: Identified outstanding compliance items to be addressed within a specified timeframe.
- Action Taken: Staff enrolled in WHMIS and Workplace Violence & Harassment courses.

- All Staff will train in Emergency Management Incident Command System Course Levels 100 and 200 levels to be completed by the end of 2025.

- **See Attached Report** from Alberta Provincial OH&S department
-

- **5. Buffalo Lake Intermunicipal Development Plan Committee Meeting**

- October 10 meeting Key Updates:
 - Gull Lake Filter System installation approved; construction expected late 2025/early 2026.
 - Buffalo Lake Stabilization work ongoing, focusing on intake and outfall maintenance.
 - Pumping systems projected to stabilize, not significantly raise, water levels.
 - Public consultation will be required for Buffalo Lake stabilization plans or upgrades to include the filtration system.
-

- **6. Postal Service Update**

- October 14: Canada Post advised of plans to install 8 mailbox modules (16 slots each) with target completion of box install this fall, weather dependent.
 - Area Requirement: Approximately 8 meters in length.
 - Full mail service to begin: Spring 2026, pending staffing availability.
-

- **7. ASVA Conference Attendance**

- October 16–17: Scheduled attendance at the Alberta Summer Villages Association (ASVA) Conference in Edmonton to discuss municipal priorities and initiatives for 2025.
-

12. Upcoming Committee meetings/Training Sessions

- **Oct 28:** Come for a Byte session, Sponsored by the Stettler Public Library, White Sands Community Hall, 11am to 1:30 pm
- **November 7:** Local Authorities Elected Official Emergency Management Course, Stettler
- **November 12,** Shirley McClelland Regional Water Services Commission
- **November 17,** White Sands Regular Council Meeting
- **November 27,** Parkland Regional Library Board Meeting
- **December 5,** Stettler Waste Management Authority Meeting
- **December 8,** Stettler District Ambulance Association Meeting
- **December 16,** White Sands Regular Council Meeting
- **December 18,** Shirley McClelland Regional Water Services Commission Meeting

13. Council Resolution Action List, See attached

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: SUMMER VILLAGE OF WHITE SANDS operating as SUMMER VILLAGE OF WHITE SANDS	Employer Representative/Title: Melissa Beebe / CAO
Work Site Party Name Provided: Summer Village of White Sands	Phone Number: (403) 740-1572
Work Site Address: 8 FRONT ST, WHITE SANDS, ALBERTA, T0C 3B0	Email Address: cao@whitesandsab.ca
Site Name / Description: White Sands Municipal Facilities	Completed By: Carol Southwood

Contact Activities

Item	Details	Date
Meeting	<p>On October 9, 2025, at 10:00h, Occupational Health and Safety Officer (OHS Officer) conducted a meeting with the CAO, Administrative Assistant and Public Works Supervisor as employer representatives for the Summer Village of White Sands. The purpose of the meeting was to introduce the 2025/2026 M.D. Towns and Villages inspection initiative.</p> <p>During the meeting, the OHS Officer and employer representatives discussed the following:</p> <ul style="list-style-type: none"> • Reason for the inspection initiative – WCB premiums and injury rates between 2019-2024 • The internal responsibility system and workers rights • Review of employer's compliance history and worker training • Vulnerable workers (summer students) • What to expect during an OHS inspection • Scheduling of work site inspections and unannounced field inspections on outdoor activities. 	October 09, 2025
Inspection	<p>On October 9, 2025, at 10:30h, Occupational Health and Safety Officer (OHS Officer) met with the CAO, as employer representative for the Summer Village of White Sands. An inspection was conducted at the Summer Village Office located at #8 Front Street in White Sands as part of the 2025/2026 M.D. Towns and Villages inspection initiative.</p> <p>During the inspection, the OHS Officer observed and discussed the following with the employer:</p> <ul style="list-style-type: none"> • Employer regularly employed 3 workers, with an anticipated two summer students to be hired in May of 2026. • An effective communication system had been established for workers who work alone in accordance with Section 394(1) of the AB OHS Code. • Cleaning/janitorial services were conducted in-house at this work site. • A safety manual dated January 2024 had been developed. <p>On conclusion of the inspection the pending Contact Report and Publications were explained by the OHS Officer to the employer.</p>	October 09, 2025

Publications Delivered	The following publication links were provided to the employer in support of their ongoing health and safety program development.		October 09, 2025
	Catalogue Number	Document Title	
	LI051	Internal Responsibility System	
	BP035TMP	Occupational Health and Safety Starter Kit: Template Package	
	BP035	Occupational Health and Safety Starter Kit	
	LI045	Violence and Harassment in the Workplace	
	BP018	Hazard Assessment and Control: A Handbook for Alberta Employers and Workers	

Order Issued

ORDERS ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item	Details	Date
Order Open 01	<p>OBSERVATION(S)/FINDING(S): Current occupational health and safety law was unavailable at the work site for reference by the employer or workers.</p> <p>REQUIREMENT: The employer shall ensure that a current version of the occupational health and safety law is readily available at the work site as per Section 3(5) of the AB OHS Act.</p> <p>APPLICABLE OHS LEGISLATION: General Obligations-Obligations of employers 3 3(1) Every employer shall ensure, as far as it is reasonably practicable for the employer to do so, (a) the health, safety and welfare of (i) workers engaged in the work of that employer, (ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and (iii) other persons at or in the vicinity of the work site whose health and safety may be materially affected by identifiable and controllable hazards originating from the work site, (b) that the workers engaged in the work of that employer are aware of their rights and duties under this Act, the regulations and the OHS Code, (c) that none of the employer’s workers are subjected to or participate in harassment or violence at the work site, (d) that the employer’s workers are supervised by a person who (i) is competent, and (ii) is familiar with this Act, the regulations and the OHS Code that apply to the work performed at the work site, (e) that the joint health and safety committee, if there is one, or the health and safety representative, if there is one, complies with all requirements imposed on the joint health and safety committee or the health and safety representative under this Act, the regulations or the OHS Code, and (f) that health and safety concerns raised by workers, supervisors</p>	<p>Compliance Date November 12, 2025</p>

and the joint health and safety committee, if there is one, or the health and safety representative, if there is one, are resolved in a timely manner.

(2) Every employer shall ensure that workers engaged in the work of that employer are adequately trained in all matters necessary to perform their work in a healthy and safe manner.

(3) If work is to be done that may endanger a worker, the employer shall ensure that the work is done

(a) by a worker who is competent to do the work, or

(b) by a worker who is working under the direct supervision of a worker who is competent to do the work.

(4) Every employer shall keep readily available information related to work site hazards, controls, work practices and procedures and provide that information to

(a) the joint health and safety committee, if there is one, or health and safety representative, if there is one, at the work site,

(b) the workers, and

(c) the prime contractor, if there is one.

(5) Every employer shall ensure that current paper or downloaded or stored electronic copies of this Act, the regulations and the OHS Code are readily available for reference by workers, the joint health and safety committee, if there is one, and the health and safety representative, if there is one.

(6) Every employer who is a self-employed person engaged in an occupation but is not in the service of an employer for that occupation shall comply with all requirements imposed on an employer, with any necessary modifications.

(7) Every employer shall cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS Code.

<p>Order Open 02</p>	<p>OBSERVATION(S)/FINDING(S): The employer had failed to assess the work site for existing or potential hazards.</p> <p>REQUIREMENT: The employer must assess the work site for existing and potential hazards as per Section 7(1) of the AB OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: Hazard Assessment, Elimination and Control-Hazard Assessment 7 7(1) An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site. (2) An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified. (3) An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it. (4) An employer must ensure that the hazard assessment is repeated (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, (b) when a new work process is introduced, (c) when a work process or operation changes, or (d) before the construction of significant additions or alterations to a work site. (5) Repealed</p>	<p>Compliance Date November 12, 2025</p>
<p>Order Open 03</p>	<p>OBSERVATION(S)/FINDING(S): The employer had failed to establish a site-specific emergency response plan.</p> <p>REQUIREMENT: The employer must establish an emergency response plan for the workplace in accordance with Section 115(1) of the AB OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: Emergency Preparedness and Response-Emergency Response Plan 115 115(1) An employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation. (2) An employer must involve affected workers in establishing the emergency response plan. (3) An employer must ensure that an emergency response plan is current.</p>	<p>Compliance Date November 12, 2025</p>

<p>Order Open 04</p>	<p>OBSERVATION(S)/FINDING(S): The employer had failed to develop and implement a violence and harassment prevention plan.</p> <p>REQUIREMENT: At the time of re-inspection, the employer must have developed and implemented a violence and harassment prevention plan in accordance with the requirements of Section 390(1) of the AB OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: Violence and Harassment-Violence and Harassment Prevention Plan 390 390(1) An employer must develop and implement a violence and harassment prevention plan that includes the following: (a) measures to eliminate or, if that is not reasonably practicable, control the hazards of violence and harassment to workers; (b) any applicable requirements referred to in section 392.2; (c) procedures to inform workers of the nature and extent of the hazard of violence and harassment, including information related to specific or general threats of violence or harassment that exist or may exist; (d) procedures to report violence or harassment; (e) procedures to investigate complaints and incidents of violence or harassment; (f) provisions to protect the confidentiality of all parties involved in a complaint or incident, except where disclosure is (i) necessary to (A) investigate the complaint or incident, (B) take corrective action, or (C) inform the parties involved in the complaint or incident of the results of the investigation and of any corrective action to be taken to address the complaint or incident, (ii) necessary to inform workers of a specific or general threat of violence or potential violence, or (iii) required by law. 390(2) When developing and implementing a violence and harassment prevention plan, an employer must consult with (a) the joint health and safety committee, if there is one, (b) the health and safety representative, if there is one, or (c) affected workers, as far as reasonably practicable to do so, if there is no joint health and safety committee or health and safety representative.</p>	<p>Compliance Date November 12, 2025</p>
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<p>Order Open 05</p>	<p>OBSERVATION(S)/FINDING(S): The OHS Officer viewed WHMIS labelled hazardous products on site. The employer had failed to ensure that workers had received WHMIS training.</p> <p>REQUIREMENT: At the time of re-inspection, the employer must ensure that workers who work with or near hazardous products have received WHMIS training in accordance with the requirements of Section 397(1) of the AB OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: Workplace Hazardous Materials Information System (WHMIS)- Training 397 397(1) An employer must ensure that a worker who works with or near a hazardous product or performs work involving the manufacture of a hazardous product is trained in (a) the content required to be on a supplier label and a work site label and the purpose and significance of the information on the label, (b) the content required to be on a safety data sheet and the purpose and significance of the information on the safety data sheet, (c) procedures for safely storing, using and handling the hazardous product, (d) if applicable, the procedures for safely manufacturing the hazardous product, (e) if applicable, the methods of identification referred to in section 402, (f) the procedures to be followed if there are fugitive emissions, and (g) the procedures to be followed in case of an emergency involving the hazardous product. 397(2) An employer must develop and implement the procedures referred to in subsection (1) in consultation with the joint health and safety committee or health and safety representative, if there is one.</p>	<p>Compliance Date November 12, 2025</p>
<p>Order Open 06</p>	<p>OBSERVATION(S)/FINDING(S): The employer had hazardous products on site. The employer had failed to ensure that safety data sheets (SDS) were readily available to workers who work with or near hazardous products in the office.</p> <p>REQUIREMENT: At the time of re-inspection, the employer must ensure that SDS are readily available to workers in accordance with the requirements of Section 407 of the AB OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: Workplace Hazardous Materials Information System (WHMIS)- Availability of safety data sheet 407 407 An employer must ensure that the safety data sheet required by this Part is readily available at a work site to workers who may be exposed to a hazardous product and to the joint health and safety committee or health and safety representative, if there is one.</p>	<p>Compliance Date November 12, 2025</p>

<p>Order Open 07</p>	<p>OBSERVATION(S)/FINDING(S): The employer had failed to ensure that an adequate number of trained first aiders were designated for the work site.</p> <p>REQUIREMENT: The employer must designate trained first aid providers in accordance with Schedule 2, Table 5 - 7 and Section 181(1) of the AB OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: First Aid-First Aid Providers 181 181(1) A prime contractor or, if there is no prime contractor, an employer must (a) designate first aiders in accordance with Schedule 2, Table 5, 6 or 7, (b) except as provided in subsection (3), ensure a worker who is designated as a first aider has successfully completed training in first aid from an approved training agency, and (c) make and maintain a report of workers at a work site who are currently designated as first aiders. 181(2) If an advanced first aider, advanced care paramedic or nurse with an advanced first aid certificate is required at a work site, a prime contractor or, if there is no prime contractor, an employer must ensure that (a) the advanced first aider, advanced care paramedic or nurse with an advanced first aid certificate is based at or near the first aid room for workers, (b) when not in the first aid room for workers, the advanced first aider, advanced care paramedic or nurse with an advanced first aid certificate is readily available, (c) an effective means of communication to contact the advanced first aider, advanced care paramedic or nurse with an advanced first aid certificate is in place, and (d) if the advanced first aider, advanced care paramedic or nurse with an advanced first aid certificate is required to perform non-first aid duties, such duties must be of a type that let the advanced first aider, advanced care paramedic or nurse with an advanced first aid certificate remain in a fit and clean condition. 181(3) Subsection (1)(b) does not apply if the first aider is an emergency medical responder, advanced care paramedic or primary care paramedic. 181(4) This section does not apply to a hospital, medical clinic, physician's office or nursing home where a physician, nurse or licensed practical nurse is always readily available.</p>	<p>Compliance Date November 12, 2025</p>
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<p>Order Open 08</p>	<p>OBSERVATION(S)/FINDING(S): The employer had a first aid kit on site. The employer had failed to ensure that the first aid kit was stocked to the current legislated requirements.</p> <p>REQUIREMENT: At the time of re-inspection, the employer must ensure that first aid kits at the work site are stocked according to the requirements of Schedule 2, Table 5-7 and Section 178(1) of the AB OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: First Aid-Providing services, supplies, equipment 178 178(1) A prime contractor or, if there is no prime contractor, an employer must provide first aiders, first aid supplies, first aid equipment, first aid kits and a first aid room for workers in accordance with the applicable requirements of Schedule 2, Tables 4 to 7. 178(2) If a first aid room for workers is a temporary or mobile facility, a prime contractor or, if there is no prime contractor, an employer must ensure that the room meets the requirements of Schedule 2, Table 4, except that (a) the room may be used for other services if it is maintained appropriately to provide first aid, and (b) where it is not reasonably practicable to provide a supply of hot and cold potable running water, a supply of cold potable water is acceptable. 178(3) A prime contractor or, if there is no prime contractor, an employer must ensure that each first aid kit required to be provided under Schedule 2, Tables 4 to 7, is equipped in accordance with CSA Standard Z1220-17, First aid kits for the workplace. 178(4) Despite subsections (1), (2) and (3), if there are 2 or more employers involved in the work at the work site and there is no prime contractor, the employers may enter into a written agreement to collectively provide first aiders, first aid supplies, first aid equipment, first aid kits and a first aid room for workers in accordance with the applicable requirements of Schedule 2, Tables 4 to 7.</p>	<p>Compliance Date November 12, 2025</p>
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This Contact Report was delivered electronically to: Melissa Beebe on October 09, 2025

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and posted for so long as the orders remain in effect.

Section 45 of the Occupational Health and Safety Act allows for orders and some decisions to be appealed. Visit [Occupational Health and Safety](#) or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx

CAO ACTION LIST UP TO OCTOBER 2025

Motion #	Motion	Status	Completed Date	Notes
25:04:10	Moved by Council Zembal to approve administration to move forward with investigation with Canada Post to see about mail service boxes to be installed in the Summer Village and bring back findings to the next council meeting, May 14, 2025.	Pending	Phoned on Oct 14th	Site Placement: 8 Front Street. Secure, easy to maintain, central, etc. August 7, received update that a postal code has been created: T4K 1W1. Once sites are installed then transition can begin. Waiting for notification of install with indication before freeze up but will not be serviced until Spring 2026.
25:06:04	Moved by Councillor Zembal accepts the MRPAC Committee Survey Report and will take it forward to the strategic planning sessions after the 2025 General Election and post the results on the website and Facebook.	Pending		Completed posted results on June 23rd. Taking to Strategic Planning, working on dates with a Facilitator (Leann Graham). Dates discussed will be December 2025.
25:06:12	Moved by Councillor Zembal to instruct the coming new council to review the Land Use Bylaw 186-22 in the fall 2025.	Pending		Working on Dates with Contracted Development Office (GraCore)
25:06:13	Moved by Councillor Zembal to ask Mayor Thurston to ask Fire and Flood review the community flood mitigation and proposal contract.	Outstanding	7-Oct-25	Update: Lorne Thurston is awaiting information from Fire and Flood, possible information presentation in November council meeting.
25:07:05	investigation of operational hours of municipal office as information and Friday tracking interactions of office (emails, voicemails, appointments, etc.) and bring	Outstanding	Dec-25	Strategic Planning, working on dates with a Facilitator (Leann Graham). December 2025 proposed
25:07:07	Moved by to have admin review what Rochon Sands, Erskine, Donalda, etc. does with their halls and request to have 2 delegates from the White Sands Hall Society to attend a fall regular council meeting.	Outstanding	2-Oct-25	Hall Society emailed unable to attend October meeting. November's meeting they cannot attend but the December meeting they are able to be a delegation.
25:07:08	Moved by Councillor Zembal to approve Lorne Thurston to continue the discussion with Fire and Flood and to submit a written report back to council for discussion.	Outstanding	7-Oct-25	Update: Lorne Thurston is awaiting information from Fire and Flood, possible information presentation in November council meeting.
25:07:09	Moved by Councillor Zembal to approve Lorne Thurston to arrange a tour of the SMRWSC water distribution station, Town of Stettler treatment plant, Buffalo Lake Stabilization pumphouse and gate system with province (Denis Johnson) for new council, CAO, and resident (Pete Andrews)	Outstanding	1-Oct-25	Lorne Thurston, Update: Provincial Coordination – BLMT Tour Invitation, Carlin Soehn, Operations Infrastructure Manager with Alberta Agriculture & Irrigation, confirmed that a site tour can be arranged but suggested extending the invitation to include the full Buffalo Lake Management Team (BLMT) and one additional council member from each municipality. Carlin will coordinate further details with Dennis Johnson and provide a proposed date once finalized.
25:07:11	Moved by Councillor Zembal to have administration create a dead-standing tree removal policy in regards to municipal and environmental reserves and bring back to the next regular council meeting.	Completed	2025-09-17, Revised October 20, 2025	Attached under Policies in the agenda

CAO ACTION LIST UP TO OCTOBER 2025

Motion #	Motion	Status	Completed Date	Notes
25:09:06	Moved by Mayor Zembal to schedule a meeting with MPS and Council to complete a walk-through on the beach and shoreline on October 1, 2025, at 10:00 am.	Completed	1-Oct-25	Walk through completed with Alberta Environment attending, information under council reports october meeting
25:09:07	Moved by Councillor Thorogood to table the boat launch proposal until after the shoreline walk-through with MPS on October 1, 2025, until the regular council meeting scheduled in October.	Completed	20-Oct-25	Agenda Item 7.1
25:09:09	Vegitation Clean up Bin, Moved by mayor Zembal to table this to the November or December regular council meeting, and administration to come back with a plan.	Pending		
25:09:11	Moved by Councillor Thorogood to table P&R 4.6: Municipal & Environmental Reserve Land Dead-Standing Tree Policy for amendments and bring back to the regular October council meeting.	Completed	20-Oct-25	Agenda Item 6.1
	<ul style="list-style-type: none"> • Fire-risk component • Who is responsible for what • Precises steps • Add annual review and removal of dead-standing trees 			
25:09:16	Moved to Councillor Asford bring back cost to date of shoreline, drainage, office to the October regular meeting.	Completed	20-Oct-25	Agenda Item 10.4
25:09:17	Moved by Councillor Thorogood to bring back any information for any encumbrances for the two reserves in JCM Development Agreement for the December regular meeting.	Pending		
25:09:20	Moved to Councillor Ashford have administration draft a policy for recognition and community promotion, and present at the October regular meeting.	Completed	20-Oct-25	Agenda Item 6.2
25:09:22	Ambulance Committee: Moved by Councillor Thorogood to have Councillor Ashford report back on as the reasoning for a need of option for a second Member-at-large and report back to Council at the October regular council meeting.			



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending September 30, 2025

For the month of

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance
*	General Administration	(22,340.00)	(64,417.88)	288.35
*	Protective Services	(825.00)	0.00	0.00
*	Transportation	(2,000.00)	(4,560.00)	228.00
*	Water	0.00	0.00	0.00
*	Planning & Development	(29,700.00)	(29,714.71)	100.05
*	Recreation & Parks	(7,560.00)	(3,180.00)	42.06
*	Taxes & Penalties	(972,441.04)	(961,764.65)	98.90
*	Other Revenue	0.00	0.00	0.00
**	TOTAL REVENUE	(1,034,866.04)	(1,063,637.24)	102.78
*	Council & Legislative	18,040.00	16,170.34	89.64
*	General Administration	235,821.08	167,018.05	70.82
*	Policing	23,000.00	5,563.00	24.19
*	Fire Fighting & Preventive	53,400.00	17,201.88	32.21
*	Disaster Services	10,256.00	(627.81)	(6.12)
*	Bylaw Enforcement	2,810.00	0.00	0.00
*	Transportation	157,130.00	120,944.20	76.97
*	Water Department	5,991.91	3,025.35	50.49
*	Landfill & Recycling	25,412.00	19,718.83	77.60
*	Planning & Development	21,484.00	6,253.53	29.11
*	Park & Recreation	51,866.07	23,515.08	45.34
*	Culture	26,395.00	10,918.42	41.37
*	Contingency	0.00	0.00	0.00
*	Requistitions	403,187.00	316,250.96	78.44
**	TOTAL EXPENSES	1,034,793.07	705,951.83	68.22
***	(SURPLUS)/DEFICIT-Before Amort	(72.97)	(357,685.41)	490,161.31

*** End of Report ***



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending September 30, 2025

For the Month of December 2024

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance
Capital Revenue				
5-12-00-00-00-840	Admin - Provincial Grant	(50,000.00)	0.00	0.00
5-31-00-00-00-830	Common Services - Federal Grant	(60,000.00)	0.00	0.00
5-31-00-00-00-840	Common Services - Provincial Grant	(12,500.00)	0.00	0.00
5-32-00-00-00-840	Trans - Provincial Grant	(50,000.00)	0.00	0.00
5-41-00-00-00-840	Water - Provincial Grant	(13,000.00)	0.00	0.00
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(20,000.00)	0.00	0.00
*	TOTAL CAPITAL REVENUE	(205,500.00)	0.00	0.00
Capital Expenditure				
6-12-00-00-20-620	Admin - Office Project	50,000.00	56,140.47	112.28
6-31-00-00-36-630	Common Services - Electronic Speed Signs	60,000.00	0.00	0.00
6-31-00-00-50-650	Common Services - Vehicle	12,500.00	12,500.00	100.00
6-32-00-00-11-610	Trans - Dust Control	50,000.00	16,833.00	33.66
6-37-00-00-10-610	Drainage - Project 1	0.00	3,951.38	0.00
6-41-00-00-00-610	Water - Phase6/7	13,000.00	0.00	0.00
6-61-00-00-00-239	Planning & Dev - Shoreline Mngt Plan	0.00	0.01	0.00
6-72-00-00-20-620	Parks & Rec - Playground Equipment	10,000.00	0.00	0.00
6-72-00-00-31-630	Parks & Rec - Parks & Trail Plans	10,000.00	0.00	0.00
*	TOTAL CAPITAL EXPENDITURE	205,500.00	89,424.86	43.52
**	SURPLUS/(DEFICIT)	0.00	89,424.86	0.00

*** End of Report ***

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
for the period of September 30, 2025**

Net Balance at End of Previous Month	\$	1,139,788.58
ADD: General Receipts		31,018.56
Interest Earned		1,202.38
Investments Matured		<u>0.00</u>
SUBTOTAL		1,172,009.52
LESS: General Disbursements		183,301.08
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		<u>77.44</u>
SUBTOTAL		<u>183,378.52</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>988,631.00</u>
Balance at End of Month - Bank General		119,927.24
ADD: Outstanding Deposits		120.00
LESS: Outstanding Cheques		<u>34,518.83</u>
SUBTOTAL		<u>85,528.41</u>
Balance at End of Month - Money Market Savings		600,340.95
NET BALANCE AT END OF CURRENT MONTH - GENERAL		<u>685,869.36</u>
INVESTMENTS:		
TD Canada Trust Investment GIC Maturing October 13, 2025 @ 2.75%		<u>302,761.64</u>
SUBTOTAL		<u>302,761.64</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	988,631.00
RESTRICTED GRANT FUNDS:		
Unearned MSI Grants		214,760.91
Unearned LGFF		(31,218.84)
Unearned CCBF Grants		<u>0.00</u>
SUBTOTAL		<u>183,542.07</u>
TOTAL OPERATING FUNDS	\$	805,088.93
Public Land Reserve (Restricted based on agreements)		152,750.00
General Reserve (unrestricted)		515,760.00

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MUNICIPAL OFFICE BUILDING 2023-2025 (MSI GRANT)

Office Building	\$307,608.70
Bldg permit	\$1,000.50
TOTAL BLDG	\$308,609.20

Engineering (Geotechnical - Foundation)	\$19,836.36
Foundation (pilings)	\$14,050.00
Pre site preparations-relocate power/leveling	\$6,451.44
Power/Internet	\$7,032.00
Gas/Sewer/Water	\$18,812.05
Deck/Stairs/Ramp/Skirting/landscaping/AC	\$45,506.75
TOTAL BUILDING INSTALLATION COST	\$420,297.80

Technology Move/installation	\$8,381.00
Office Furniture	\$3,000.00
Blinds	\$1,000.00

Shoreline Management Plan (to date) \$18,830.00**Project 02 Community Master Drainage Plan**

Description of work being invoiced:

- Selective Survey (snow cover) based on discussion with White Sands
- Review and Input Survey with LiDar
- Review and Further Assessment of Existing Connectivity, Potential Connectivity, and Possible Outlets
- Master SWM Report with Recommendations and High Level Cost Estimates

Functional Planning - Engineering Services:**i) Aptus Personnel (incl. disbursements):**

i) White Sands Municipal SWMP	\$39,190.00	at	100%	complete =	\$39,190.00
ii) Lot 12/3rd Street Pond Area (includes provisional environmental)	\$26,645.00	at	100%	complete =	\$26,645.00
		Subtotal Personnel:			<u>\$65,835.00</u>

Notes for the Parkland Regional Library System Budget 2026

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. For 2026, there is an eighteen-cent increase to the municipal per capita requisition to \$9.99. This amounts to a \$0.18 or 1.84% increase in the requisition.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of \$4.75 per capita and the rural library services grant will remain at \$5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 0.99% in 2026.
- For 2026, seventeen expense lines are projected to remain unchanged from 2025, thirteen will see increases, and eight will decrease.
- The budget for 2026 is based on a new population figure of 223,641.
- Interest income is down because of a sharp decline in interest paid on Parkland's current bank account (line 1.5).
- The Cooperative Collection has been reduced by \$5,000 to pay for additional eContent (line 2.4).
- eContent platform fees have been increased by \$6,150 to cover cost increase for existing products (line 2.5).
- Internet connection fees are also down. Parkland's network infrastructure department had set aside funds for an increase in bandwidth it does not judge as necessary (line 2.8).
- Library Services tools have increased slightly due to an increase in the cost of one of Parkland's frequently used survey tools (line 2.9).
- Outlet contributions have dropped slightly since by 2026. The library in Nordegg will no longer be a Parkland service point (line 2.12).
- Line 2.13 has been eliminated with the funds added to line 2.22.
- The Workshop and Training lines have been increased slightly to cover the increased costs for Parkland's in-person conference which was reinstated in 2024 (line 2.17).
- eContent has been increased by \$10,000 due to requests made by a few libraries for more eContent. (line 2.19).
- Audit fees are down slightly because 2024 had a Local Authorities Pension Plan audit in addition to Parkland's regular audit – LAPP audits only occur every third year (line 3.1).
- The salaries line (3.9) has increased to accommodate eligible employees moving up a step on the salary grid.
- The Supplies/Stationery/Building line (line 3.12) has been reduced by \$7,600 and Supplies Purchased (line 2.15) increased by the same amount to reflect the inventory items purchased for member libraries.
- The Telephone line (line 3.13) has increased due to the number of staff who now require multi-factor authentication as part of their job with Parkland. Staff receive a \$50 per month subsidy towards their phone plan.
- Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

Also included with the budget documents, is Parkland's 2026 return on the Municipal Levy Document and a spreadsheet showing what each municipality can anticipate paying in requisition for 2026.



Proposed BUDGET 2026

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget	
	2025	2026	
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,178,075	2,234,174
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	67,500	50,000
	TOTAL Income	3,900,392	3,938,991
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
PRLS Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Professional Development Materials (formerly reference)	2,600	3,600
	TOTAL Support Materials & Services Direct to Libraries	1,423,188	1,451,466
Cost of Services			
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
	TOTAL Cost of Services	2,477,204	2,487,525
	TOTAL Expenses (library materials & cost of service)	3,900,392	3,938,991
	Surplus/Deficit	0	0
	AMOUNT PER CAPITA REQUISITION	9.81	9.99

Notes for the Parkland Regional Library System Budget 2026

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 2026, there is an eighteen-cent cent increase to the municipal per capita requisition to \$9.99. This amounts to a \$0.18 or 1.84% increase in the requisition.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of \$4.75 per capita and the rural library services grant will remain at \$5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

Points within the budget to note include:

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- Library Services tools have increased slightly due to an increase in the cost of one of Parkland's frequently used survey tools (line 2.9).
- Outlet contributions have dropped slightly since by 2026. The library in Nordegg will no longer be a Parkland service point (line 2.12).
- Line 2.13 has been eliminated with the funds added to line 2.22.
- The Workshop and Training lines have been increased slightly to cover the increased costs for Parkland's in-person conference which was reinstated in 2024 (line 2.17).
- eContent has been increased by \$10,000 due to requests made by a few libraries for more eContent. (line 2.19).
- Audit fees are down slightly because 2024 had a Local Authorities Pension Plan audit in addition to Parkland's regular audit – LAPP audits only occur every third year (line 3.1).
- The salaries line (3.9) has increased to accommodate eligible employees moving up a step on the salary grid.
- The Supplies/Stationery/Building line (line 3.12) has been reduced by \$7,600 and Supplies Purchased (line 2.15) increased by the same amount to reflect the inventory items purchased for member libraries.
- The Telephone line (line 3.13) has increased due to the number of staff who now require multi-factor authentication as part of their job with Parkland. Staff receive a \$50 per month subsidy towards their phone plan.
- Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

At the end of the budget, is the Budget Supplement. In this section the board pre-approves purchases from reserves for the upcoming year and known transfers between reserves. In 2026, Parkland will be purchasing at least one new vehicle (estimated at \$65,000). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a Return on Municipal Levy document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 91% of the 2026 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2026 Budgeted Amounts

2026

Materials Allotment for Libraries	(Books, DVD's, audiobooks, etc.)	\$ 253,392
Cooperative Collection Fund		\$ 25,000
Technology	(Hardware – budget plus reserves)	\$ 161,092
Postage	(Reimbursement for Interlibrary Loan)	\$ 2,300
Software	(For computers, ILS, etc.)	\$ 242,398
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$ 25,600
Internet	(Connectivity provided to member libraries)	\$ 9,600
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$ 158,000
Vehicle Expense		\$ 58,000
Marketing/Advocacy		\$ 20,000
Workshop/Training		\$ 16,000
Cataloguing Supplies		\$ 34,600
Contribution to Outlet Libraries*	(\$200 each for Brownfield, Spruce View and Water Valley)	\$ 600
Materials Discount	(34% in 2024)	\$ 224,997
Additional Services/Funding Available to Parkland Libraries:		
Rural Libraries Services Grant	(Given to PRLS and distributed directly to libraries)	\$ 452,928
SuperNet	(Fiber Optic connection provided by GOA)	\$ 370,022
Sub-Total		\$ 2,054,529
Requisition		\$ 2,234,174
		91%
Difference Between Levy & Direct Return		\$ 179,645

**Parkland Regional Library System
Requisition Comparison for 2026 TO PREVIOUS 2025 YEAR**

	2026		2025		Requisition change based on 9.99 2025 to 2026
	billing population	per capita 9.99	billing population	per capita rate \$9.81	
ALIX	783	7,822.17	774	7,592.94	229.23
ALLIANCE	166	1,658.34	166	1,628.46	29.88
AMISK	219	2,187.81	219	2,148.39	39.42
BASHAW	848	8,471.52	848	8,318.88	152.64
BAWLF	412	4,115.88	412	4,041.72	74.16
BENTLEY	1,042	10,409.58	1,042	10,222.02	187.56
BIG VALLEY	331	3,306.69	331	3,247.11	59.58
BIRCHCLIFF SV	211	2,107.89	211	2,069.91	37.98
BITTERN LAKE	216	2,157.84	216	2,118.96	38.88
BLACKFALDS	11,415	114,035.85	10,470	102,710.70	11,325.15
BOWDEN	1,280	12,787.20	1,280	12,556.80	230.40
CAMROSE	18,772	187,532.28	18,772	184,153.32	3,378.96
CAMROSE COUNTY	8,504	84,954.96	8,504	83,424.24	1,530.72
CARSTAIRS	5,313	53,076.87	4,898	48,049.38	5,027.49
CASTOR	803	8,021.97	803	7,877.43	144.54
CLEARWATER M D*	12,335	123,226.65	11,865	116,395.65	6,831.00
*Plus population of Caroline					
CLIVE	775	7,742.25	775	7,602.75	139.50
CORONATION	868	8,671.32	868	8,515.08	156.24
CREMONA	437	4,365.63	437	4,286.97	78.66
CZAR	248	2,477.52	248	2,432.88	44.64
DAYSLAND	789	7,882.11	789	7,740.09	142.02
DELBURNE	919	9,180.81	919	9,015.39	165.42
DIDSBURY	5,070	50,649.30	5,070	49,736.70	912.60
DONALDA	226	2,257.74	226	2,217.06	40.68
ECKVILLE	1,014	10,129.86	1,014	9,947.34	182.52
EDBERG	126	1,258.74	126	1,236.06	22.68
ELNORA	288	2,877.12	288	2,825.28	51.84
FLAGSTAFF COUNTY	3,660	36,563.40	3,694	36,238.14	325.26
FORESTBURG	807	8,061.93	807	7,916.67	145.26
GULL LAKE	226	2,257.74	226	2,217.06	40.68
HALF MOON BAY SV	65	649.35	65	637.65	11.70
HARDISTY	548	5,474.52	548	5,375.88	98.64
HAY LAKES	456	4,555.44	456	4,473.36	82.08
HEISLER	135	1,348.65	135	1,324.35	24.30
HUGHENDEN	213	2,127.87	213	2,089.53	38.34
INNISFAIL	7,985	79,770.15	7,985	78,332.85	1,437.30
JARVIS BAY SV	213	2,127.87	213	2,089.53	38.34
KILLAM	918	9,170.82	918	9,005.58	165.24
LACOMBE	14,258	142,437.42	14,258	139,870.98	2,566.44
LACOMBE COUNTY	10,283	102,727.17	10,283	100,876.23	1,850.94
LOUGHEED	225	2,247.75	225	2,207.25	40.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	127,343.61	2,336.58
NORGLNWOLD SV	306	3,056.94	306	3,001.86	55.08
OLDS	9,209	91,997.91	9,209	90,340.29	1,657.62
PAINTEARTH COUNTY	1,990	19,880.10	1,990	19,521.90	358.20
PARKLAND BEACH SV	168	1,678.32	168	1,648.08	30.24
PENHOLD	3,484	34,805.16	3,484	34,178.04	627.12
PONOKA	7,331	73,236.69	7,331	71,917.11	1,319.58
PONOKA COUNTY	9,998	99,880.02	9,998	98,080.38	1,799.64
PROVOST	1,900	18,981.00	1,900	18,639.00	342.00
PROVOST MD	2,071	20,689.29	2,071	20,316.51	372.78
RED DEER COUNTY	19,933	199,130.67	19,933	195,542.73	3,587.94
RIMBEY	2,470	24,675.30	2,470	24,230.70	444.60
ROCHON SANDS SV	97	969.03	97	951.57	17.46
ROCKY	6,765	67,582.35	6,765	66,364.65	1,217.70
ROSALIND	162	1,618.38	162	1,589.22	29.16
SEDGEWICK	761	7,602.39	761	7,465.41	136.98
STETTLER	5,695	56,893.05	5,695	55,867.95	1,025.10
STETTLER COUNTY	5,666	56,603.34	5,666	55,583.46	1,019.88
SUNBREAKER COVE SV	131	1,308.69	131	1,285.11	23.58
SUNDRE	2,672	26,693.28	2,672	26,212.32	480.96
SYLVAN LAKE	16,275	162,587.25	15,995	156,910.95	5,676.30
WHITE SANDS	174	1,738.26	174	1,706.94	31.32
	223,641	2,234,173.59	222,026	2,178,075.06	56,098.53

Brief Notes – September 2026

INCOME

- 1.1 The Provincial Operating grant remains the same, as per notification from statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.99 population is based on 2024 Alberta Municipal Official Population List
- 1.4 Based on notifications from PLSB and calculated at \$5.60 per capita
- 1.5 Decreased - reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection. Reduced by \$5,000 to pay for additional eContent (line 2.19)
- 2.5 This line increased by \$6,150 to cover cost increase for existing products
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2025 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Line reduced as bandwidth increase is deemed unnecessary
- 2.9 Increased slightly to \$8,000 – Tools to assist with cataloguing library materials
- 2.10 Held at 2025 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Increased slightly as this is based on current population at \$0.30 per capita
- 2.12 Decreased to \$600 - operating funding provided to PRLS' three outlet libraries (Nordegg no longer a Parkland service point)
- 2.13 Line eliminated with funds added to line 2.22
- 2.14 Held at 2025 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services - used for purchasing library material

processing items such as laminated book covers, cataloguing records, library cards and multimedia cases

- 2.16 Held at 2025 level - for the operation 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
- 2.17 Increased by \$2,000 with funds taken from line 3.11 to cover increased cost for Parkland's in-person conference - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS CIRCULATING COLLECTIONS

- 2.18 Held at 2025 level \$5,000
- 2.19 Increased \$10,000 due to demands by libraries and renewal of license agreements. Some funds coming from line 2.4 -includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2025 level \$12,000
- 2.21 Held at 2025 level \$5,000
- 2.22 Increased to \$3,600 from funds from eliminated line 2.13

COST OF SERVICES

- 3.1 Decreased as no LAPP audit required in 2026
- 3.2 Reduced slightly to \$1,200 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2025 level of \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$27,250 - actual costs reviewed plus an estimated increase in the building requiring more service calls
- 3.5 Held at 2025 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Held at \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$38,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Held at 2025 level – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Decrease \$2,000 based on actual expenses
- 3.12 Decreased \$7,600 going to line 2.15 to reflect inventory items that were for library support - based on a five-year review
- 3.13 Increase to \$11,000 based on review - includes line charges, toll free number, mobile telephones, long-distance costs, staff phone reimbursement

- 3.14 Held at 2025 level – since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses
- 3.15 Held at 2025 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2025 of \$34,000 - based on review of actual costs and estimated increases

At the end of the budget documents, you will find the Budget Supplement which indicates planned purchases from reserves. The largest planned purchase is for computer hardware from the Technology Reserve, most of which is for member libraries. Expenditures are projected to be valued at \$169,250. Parkland will also need to replace at least one vehicle in 2026 which is reflected by a planned expenditure of \$65,000 from the Vehicle Reserve. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Also included is a "Return on Municipal Levy" document. It is based on comparing the amount of the municipal levy to items of direct financial benefit to member libraries. For 2026, it is projected an equivalent of 91% of the levy is returned in tangible form. This return is before considering the services provided by Parkland or taking into account the cost of running Parkland's system headquarters.

Another document has been included comparing the change in requestion paid by each municipality in 2025 and 2026.

Complete Notes to the 2026 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget 2025	Proposed Budget 2026
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,178,075	2,234,174
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	67,500	50,000
TOTAL Income	3,900,392	3,938,991

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 2019 population statistics at \$4.75 per capita - this rate is potentially subject to change annually

1.2 On Reserve, On Settlement Grant

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 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 \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6

1.3 Membership Fees \$9.99 per capita requisition to municipalities to balance the budget, an eighteen-cent increase per capita using the 2024 Municipal Affairs Population List

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 dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries

1.5 Interest Income reduced in 2026 - 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

Support Materials & Services Direct to Libraries

		2025	2026
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	3,600
	TOTAL	1,423,188	1,451,466

Support Materials & Services Direct to Libraries - Line Details

2.1 Alberta Rural Library

Services Grant

a \$5.60 per capita 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 materials allotment rate of \$1.13 per capita – using 2024 Municipal Affairs Population

2.3 Computer Maint. Agree. Software Licenses

Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners

2.4 Cooperative Collection

decreased by \$5000 - designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting 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 and improve the system-wide collection

2.5 eContent Platform fees and Subscription fees

increased by \$6150 – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for Ancestry Library Edition along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines

2.6 On Reserve, On Settlement Grant Exp

funding provided through a provincial government grant program calculated at \$5.60 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 – held at 2025 level

2.8 Internet Connection Fees

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ

- 2.9 Library Services Tools** increased, based on increase in actual costs – includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData
- 2.10 Marketing/Advocacy** amount held at the same level as 2025 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Member Library Computers** slight increase based on system population - 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** decrease to \$600 - funds for Parkland’s three outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.
- 2.13 Periodicals** line eliminated; funds added to line 2.22
- 2.14 ILL Postage Reimbursement for Libraries** held at 2025 level - based on actual and estimates – reimbursement for items interlibrary loaned (ILL) by member libraries and ILLs sent for libraries from Parkland
- 2.15 Supplies purchased Cataloguing/Mylar** increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services funds for direct support items being included here – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases, barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries
- 2.16 Vehicle Expense** held at 2025 level – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles). Also includes tire replacements

2.17 Workshop/Training increased by \$2000 with funds coming from the Staff Development line (3.11) - 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

PRLS Circulating Collections

2.18. Audiobook Materials held at 2025 level – used to support the physical audiobook collection

2.19 eContent increased 10,000 due to demands for additional content by libraries and renewal of license agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent

2.20 Large Print Books held at 2025 level to help refresh the collection

2.21 Programming Kits held at 2025 level - to build new programming kits and replace consumables in current kits for programming in member libraries

2.22 Reference Materials increased by \$1000 due to line 2.13 being eliminated – to purchase limited amounts of reference material for use by member libraries and PRLS staff, and periodicals. eResources for reference and professional development purposes can also be purchased using this budget line

Cost of Services

	2025	2026
3.1 Audit	25,000	23,500
3.2 Bank expenses	1,500	1,200
3.3 Bank Investment Fees	4,700	4,700
3.4 Building-Repairs/Maintenance	27,250	27,250
3.5 Dues/Fees/Memberships	13,000	13,000
3.6 Insurance	26,500	26,500
3.7 Janitorial/Snow removal/Outdoor maintenance	37,600	38,000
3.8 Photocopy	4,000	4,000
3.9 Salaries	1,828,510	1,844,451
3.10 Salaries - Employee Benefits	387,644	391,024
3.11 Staff Development	20,000	18,000
3.12 Supplies/Stationery/Building	29,000	21,400
3.13 Telephone	9,000	11,000
3.14 Travel	3,500	3,500
3.15 Trustee expense	26,000	26,000
3.16 Utilities	34,000	34,000
TOTAL	2,477,204	2,487,525

Cost of Services – Line Details

- 3.1 Audit** decreased - three-year quote for audit services with MNP - no LAPP audit required this year, includes costs for an annual letter from PRLS' lawyers required for the audit process
- 3.2 Bank Expenses** decreased 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 2025 level.
- 3.4 Building-Repair/Maintenance** held at 2025 level – based on actual costs as reviewed

3.5 Dues/Fees/ Memberships	held at 2025 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
3.6 Insurance	held at 2025 level - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, 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 \$38,000 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal
3.8 Photocopy	reflects fees for photocopiers and estimated usage, based on 3-year average costs
3.9 Salaries	reflects current staffing levels and includes a step up the grid for qualifying staff
3.10 Salaries-Employee Benefits	reflects predicted costs for employer contributions and staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross, WCB
3.11 Staff Development	funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items and activities- reduced to \$18,000
3.12 Supplies/Stationery/ Building	reduced - direct library supplies costs moved to line 2.15- includes, but not limited to, book processing-related supplies, building and stationery supplies
3.13 Telephone	increased slightly - includes line charges, toll free number, mobile telephones, long-distance costs, and mobile phone reimbursement for staff. Based on actual costs.

3.14 Travel

held at 2025 level - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.57 per km to staff when they are unable to use the PRLS staff vehicles)

3.15 Trustee Expense

accounts for a 10-member Executive Committee and a 6-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, 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) – held at 2025 level

3.16 Utilities

held at 2025 level - based on multi-year review of actual expenses

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
TOTAL Income	3,900,392	3,938,991
TOTAL Support Materials & Services Direct to Libraries	1,423,188	1,451,466
TOTAL Cost of Services	2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)	3,900,392	3,938,991
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.81	9.99

Budget Supplement

Explanation points to the 2026 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 at least one new vehicle in 2026 (estimated at \$65,000). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

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 - 2026

Explanation points to the 2026 Budget dealing with Capital Assets, Amortization and Reserves.

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.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2026	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$89,810	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$65,000	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$169,250	
<i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i>		
<i>(Estimated capital PRLS assets - 2025, \$132,250 -B)</i>		
	\$324,060	
<hr/>		
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$10,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$10,000	
<hr/>		
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$75,763	B
Current Year Amortization estimated - PRLS Assets	\$56,487	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		

Vehicle Reserve

Proceeds from the sale of vehicles \$10,000 **C**

(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers \$67,092

\$209,342

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$89,810 **A**

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

(actual amount will be affected by asset disposals during the year)

\$168,749



PRLS Board Meeting Minutes

September 11, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 9:06 a.m. on Thursday September 11, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill

With Regrets: Lauren Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Absent: Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Staff: Karyn Goodwillie, Hailey Halberg, Kara Hamilton, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 9:06 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

Motion by Stephen Levy to excuse Lauren Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Shawn Peach, and Harvey Walsh from attendance at the board meeting on September 11, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 32/2025



Agenda

1.1.2 Adoption of the Agenda

Motion by Gord Lawlor to accept the agenda as presented.

CARRIED
PRLS 33/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 15, 2025 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 15, 2025 meeting as presented.

CARRIED
PRLS 34/2025

1.3. Business arising from the minutes of the May 15, 2025 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Paul Patterson to approve the consent agenda as presented.

CARRIED
PRLS 35/2025

Les Fee entered the meeting at 9:18 a.m.

3.1 2026 Parkland Budget

Sheppard reviewed the proposed 2026 budgets. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. Budget scenario A only provided eligible staff a step up the salary grid while scenario B provided a step and COLA. After some discussion, the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641 (+1,615 population)
- Provincial grants amount to approximately 41% of Parkland's total income.

Motion by Phillip Massier to approve 2026 budget scenario B.

DEFEATED
PRLS 36/2025



Motion by Paul Ashford to approve 2026 budget scenario A.

CARRIED

PRLS 37/2025

3.2 New Salary Grid

Sheppard reviewed. For the last several years, Deputy Directors at Parkland were remunerated based on line 1 of the salary grid, the manager line. For the extra duties expected from the Deputy Director, an additional \$5,000 stipend was added to their salary.

With the retirement of Donna Williams, the role of Deputy Director has been fixed as a specific position within the organization. As a result, an additional line has been added to the salary grid specifically attributable to the Deputy Director. The new line was created after inquiring with the other library systems what their Deputies are paid and by comparing the approximate variations in the lines of the current Parkland grid. With the departure of two senior staff, the addition of the new salary line has no material effect on the salary line of the 2026 budget.

With the addition of the new line on the salary grid, Parkland's Cost of Living and Compensation policy had to be changed. In the policy, it states *"The Deputy Director will receive a stipend in addition to their salary."* With a new grid line for the Deputy Director, the line referring to the stipend can be removed.

Motion by Carlene Wetthuhn to approve the Compensation Policy as amended.

CARRIED

PRLS 38/2025

Marc Mousseau entered the meeting at 9:55 a.m.

3.3 Board Members Appointed by Multiple Municipalities as their Representative

Julie Maplethorpe reviewed. At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove

According to the Alberta Libraries Act, Section 16, any municipal member of a library system may appoint a person to the system board who is acceptable to municipal council. There is no prohibition whatsoever in Alberta's library legislation, Parkland's policies, bylaws, or membership



agreement preventing one person from representing multiple municipalities on a system board. However, none of the previously mentioned documents state whether those individuals who represent multiple municipal jurisdictions are to be accorded one vote per jurisdiction they represent.

The standing practice on the Parkland Board has always been that each board member only gets one vote.

After some discussion, the board decided that board members would continue to be accorded one vote each. Staff will bring a change in policy back to the board in November affirming that each board member is accorded one vote.

Motion by Julie Maplethorpe to recognize board members who are appointed as representatives to the PRLS Board for multiple municipalities to be awarded one vote per municipality whereby the votes are cast are unanimous in nature from the representative, and the votes will not be split.

DEFEATED
PRLS 39/2025

3.4 Reserve Transfers

Sheppard reviewed. Parkland does not budget for reserves. However, in years where the auditors adjust the level of the Unrestricted Reserve due to their year-end adjustment (usually budget surpluses), Parkland uses these funds to replenish other reserves.

As of May 31st, the Unrestricted Reserve was valued at \$308,007. To replenish Parkland's reserves, at their June 19th meeting, the Executive Committee moved funds from the Unrestricted Reserve to other reserves as follows:

- \$14,500 to the Building Reserve to bring that reserve to recommended minimum level of \$250,000.
- \$12,295 to the Equipment/Furnishings Reserve to bring it up to its recommended maximum level of \$50,000.
- \$125,000 to the Technology Reserve which has a recommended maximum of \$500,000. Following the transfer, the Technology Reserve balance was \$308,329.
- \$25,000 into the vehicle reserve since Parkland's staff vehicles are starting to age and will eventually need replacing. The current value of the Vehicle Reserve is \$204,454.32.

Following these transfers, the Unrestricted Reserve has a remaining balance of \$131,212.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 40/2025



3.5 Investment Signing Authority

Sheppard reviewed. Parkland's investments are managed by RBC Dominion Securities. Donna Williams, who was also the head of Parkland's Finance & Operations Unit, and Ron Sheppard were the only individuals authorized as signing authorities allowed to make changes related to Parkland's bond portfolio. With Donna's retirement, Valerie Schellenberg as the new head of the Finance and Operations unit and Andrea Newland as Deputy Director have been added as signing authorities in addition to the Director.

Motion by Paul Patterson to receive for information.

CARRIED
PRLS 41/2025

3.6 HR Manual Changes

Sheppard reviewed. According to board policy 4.11.1 and 4.11.2, the board needs to be informed of all changes to the Human Resource Manual and Organizational Chart.

A new position has been created at Parkland; The Library Services Assistant. Reporting to the Deputy Director, the Library Services Assistant is primarily responsible for providing support to the Library Services team and to other departments within Parkland. Funding for this position became available when Parkland's Finance Technician retired in April. The Finance Technician position was eliminated.

Other changes to the Human Resource Manual include limiting the number of sick days part-time staff can accumulate to 45 days. Management also decided to allow temporary, contracted employees to be paid for all designated holidays and the three "board days" at Christmas.

Reimbursement rates have also been updated for un-receipted meal expenses to the current Government of Alberta rates.

In addition, Parkland's mileage reimbursement rate was updated from \$0.550 to \$0.570 per km to conform with the new provincial rates.

The same reimbursement rates have also been updated in Appendix II, the "Finance Reimbursement Schedule" of Parkland's policy manual. Nordegg has been removed from the schedule since it is no longer a Parkland outlet library.

Reimbursement rates had not been updated since 2015.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 42/2025

3.7 Advocacy and Marketing Report

Halberg reviewed. Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals,



target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Advocacy Materials

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards. An email will be sent out and telephone calls will be made to member libraries offering further assistance from the Advocacy Committee.

Parkland has continued to have a prominent role in provincial advocacy. Sheppard reviewed the resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, representatives from Calgary and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution on Friday September 12th.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRLS 43/2025

3.7a P.D. Component

Sheppard gave a short presentation to the board about Provincial and Regional Library Funding and how it impacts the Parkland budget.

Motion by Gord Lawlor to receive the P.D. presentation for information

CARRIED
PRLS 44/2025

Naomi Tercier left the meeting at 11:03 a.m.

3.8 2026 Meeting Dates

Sheppard reviewed the proposed 2026 meeting dates for Parkland's board meetings which will need to be reviewed by the Board at the organizational meeting in November.

February 26, 2026	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 21, 2026	10:00 a.m. – 12:00 p.m. (2025 Financial Statements presented)
September 17, 2026	10:00 a.m. – 12:00 p.m. (Budget presented)
November 19, 2026	10:00 a.m. – 12:00 p.m. (Organizational meeting)



The board discussed if it wants to continue meeting using Zoom or return to in-person meetings. If the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology. Parkland also lacks the technology to host hybrid board meetings. After some discussion, it seemed there was appetite for one board meeting per year to be in person, in May. The board will review the matter again in November.

Motion by Teresa Cunningham to receive the 2026 board meeting dates for information.

CARRIED
PRLS 45/2025

3.9. Updates

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

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

Deputy Director Andrea Newland added to her Library Services Report that she, along with a team of staff; will be visiting all of Parkland's member library staff by holding meetings based on counties. The intention is to ensure Parkland's services are as responsive as possible to member library needs.

Motion by Ray Reckseidler to receive the Director's, Library Services, and IT Reports for information.

CARRIED
PRLS 46/2025

Len Phillips and Edna Coulter left the meeting at 11:12 a.m.

3.10. Parkland Community Update

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books to patrons and schoolchildren in grades 4-6 on horseback.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

Stettler Public Library is working with the local museum, the town, County of Stettler, and Board of Trade to present a number of indigenous activities on Saturday September 13th at the Stettler museum for Culture Days. In addition, the Friends of the Library are holding their Spooktacular book sale on October 11th.

Megan Hanson and Cal David left the meeting at 11:23 a.m.



Penhold & District Public Library has a “Power Hour” utility presentation for seniors. Their summer reading club tracker necklaces was, as always, very popular. They gave away 432 necklaces, and 3,445 beads (worth 20 minutes reading each), and there were 445 entries for their contest prizes. 68,900 minutes were read all together. In addition, their summer reading program held 37 programs for 407 children.

Cremona Municipal Library On August 18th, Calgary Public Library, Mountain View County, and the Cremona Recreation Board sponsored 4-time World champion Dallas Marchand, a First Nations hoop dancer to perform for residents of Cremona.

Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

Gilliat asked everyone to stay after adjournment to fill out a short three-question survey.

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:29 a.m.

CARRIED

PRLS 47/2025

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 11, 2025

2026 Budget

The board approved the draft 2026 budget. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. The first budget scenario provided eligible staff a step up the salary grid while the second scenario provided a step and COLA. The board decided to approve the budget scenario granting staff a step up the grid but not COLA. Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641
- Provincial grants amount to approximately 41% of Parkland's total income.

The Parkland budget with full notes will be sent to municipalities for approval next week.

Board Members Representing Multiple Municipalities

At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove.

The board discussed whether these board members should have one vote per represented municipality or continue to have one vote per board member. The board ultimately decided to continue with the practice of one vote per board member.

Advocacy & Marketing Report

Social Media Strategy

Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals, target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from member public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Election Advocacy

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards.

Provincial Advocacy

Parkland has continued to have a prominent role in provincial advocacy. The Town of Stettler was involved in creating a resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, on Friday, September 12th, representatives from Calgary Public Library and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

2026 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2026 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 26, May 21, September 17, and November 19, 2026. The board discussed holding one board meeting in-person next year, most likely in May.

Committee News from Trustees

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books on horseback to select patrons and schoolchildren in grades 4-6.

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Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

2025 Board Survey

The Parkland board evaluated itself with three survey questions:

Do you believe you have a good understanding of Parkland's role and services? 25 out of 25 people said yes.

By the end of a board meeting, do you believe you have received the information you need to be able to speak to council about what transpired? 22 out of 25 people said yes.

Would you willingly come back to serve another year on the Parkland Board? 18 out of 25 said yes.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie AlMBERG, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Absent

Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Absent with Regrets

Lauren Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Guests

Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill

From: [Stephanie Kainz](#)
To: [Paul Ashford](#); [Leona Thoroqood](#); [Dan Zembal](#); [CAO](#)
Subject: Stormwater Plan Info
Date: September 17, 2025 2:58:32 PM

Hi,

I was watching the council meeting today and a couple questions came up on why the stormwater flood plan should be implemented. From my understanding and history on this topic over the last 4 years-Alberta Environment required the village to get a plan in place or their pumping licence would not be renewed in the future by Alberta Environment. Just a heads up that you should check with Alberta Environment on this because if you can no longer renew the licence in the future, their will be annual flooding into a basement or two on 3rd street.

It is 100% necessary for the water level to not exceed a certain mark in the 3rd street pond or basement flooding occurs on some properties. When these homes were built, the development across Buffalo Road did not exist and the water from that division is being directed to the 3rd street pond via culverts. The 3rd street pond does fill up in years without drought.

Also, the last time the pond was pumped, the pipe became disconnected and flooded our property. The liability for the damage was on the village, not my homeowner insurance and the village insurance covered the damage. Just a heads on village liability as that came up on the meeting today too.

Another topic to look into is that overland flooding is not something a homeowner can actually purchase insurance for anymore for properties at a lake from my understanding. A letter was issued on this a couple years ago from insurance companies-I am with Intact and that's who I got the letter from.

Stephanie Kainz



Erin

From: Rob Lane [REDACTED]
Sent: Friday, October 10, 2025 12:38 PM
To: CAO; Dan Zembal; Paul Ashford; Leona Thorogood; Erin
Subject: Request for storage of fire suppression / water tank trailer

The volunteer Summer Village of White Sands Fire Committee would like to request permission from the Summer Village of White Sands to store the fire suppression / water tank trailer we have inside a SVWS building (any of the shop bays that has reasonable space for the trailer) for the winter season.

The trailer is 4 feet tall by 4 feet wide by 8 feet long.

Please confirm this can be accommodated and I will arrange to have Bob Greene or Mark VanDusen bring it over at a convenient time.

Thank you,
Rob Lane
Summer Village of White Sands Fire Committee Volunteer

TO COUNCIL
& STAFF

THANKS FOR THE
CLOCK & PRESENTATION

I will never forget
your kindness.

YOU ARE ALL
THE BEST
LORNE THE OLD
GREY MAYOR

