

**AGENDA
SUMMER VILLAGE OF GHOST LAKE
MEETING OF COUNCIL**

May 11th, 2022, 5:30. p.m.
GHOST LAKE VILLAGE COMMUNITY HALL

ITEM DESCRIPTION

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

3.0 DELEGATIONS

4.0 MINUTES

5.0 OLD BUSINESS

5.1 MAP Inspection

5.2 Golf Course Update

5.3 Community Champions Program Grant Update

5.4 Annexation Update

5.4.1 <https://www.rmotoday.com/md-of-bighorn/md-of-bighorn-heading-to-tribunal-over-ghost-lake-land-annexation-5305191>

5.4.2 See attached letter in documents below.

5.5 Community Hall Update

5.6 AEP Bow River Reservoir

5.6.1 Administration recommends that Council appoint Ed Grenz to the AEP
Bow River Group. Ed Grenz will attend the AEP Bow River group

meetings when the Mayor of the Summer Village of Ghost Lake cannot attend.

5.7 Post Office

5.7.1 The Summer Village of Ghost Lake is working to acquire postal service for its municipality and has reached out to the Canada Post Corporation to investigate the matter further. See the full email attached in the documents below.

6.0 FINANCIAL

6.1 Payment schedule

6.2 Bank Reconciliations

6.3 Financial Statement

6.4 Balance Sheet

7.0 CORRESPONDENCE

7.1 Water Battery Project Update

7.2 SOC Carriag Ridge Well

7.3 Rod Poitre EV Charging Station

7.4 Climate Resilience Capacity Building Program

7.4.1 <https://mccac.ca/advisory-services/climate-resilience-capacity-building-program/>

8.0 COMMITTEES

8.1 Community Association

8.2 NELS Committee

8.3 Dock Committee

8.4 Public Works

8.4.1 Controlled burns

8.5 Emergency Management

8.5.1 Firesmart exercise (Ministry of Alberta Forestry)

9.0 NEW BUSINESS

9.1 Unapproved Meeting Minutes Policy

9.2 SDAB training for clerk

9.3 Newsletter Update

9.4 Assessment Program Audit

9.5 Dock Space Reallocation

9.6 Marigold Library Agreement

9.7 BRWG Meeting – BRRO Feasibility Study

9.8 Disc Golf Course

9.9 Signs

9.10 Tax emails from Quickbooks

9.11 Summer Villages of Alberta – utilities cooperative

9.12 Canadian Summer Jobs Program

10.0 IN-CAMERA SESSION

10.1 Finance Manager Probation Period

10.2 Planning and Development Technologist Probation Period

11.0 ADJOURNMENT



Report Date: May 9 2022
Contact: Mustafa Hashimi
Agenda Item Number: 5.1
Meeting Date: May 11, 2022

TO: Council

FROM: Mustafa Hashimi, Chief Administrative Officer

BYLAW TITLE: Municipal Accountability Program (MAP) Inspection Summary

RECOMMENDATION:

That Council accept this report for information.

REPORT SUMMARY

In 2020, Alberta Municipal Affairs had conducted a Municipal Accountability Program (MAP) Inspection at the Summer Village of Ghost Lake. The goal of Alberta Municipal Affairs through this inspection is to ensure Albertans live in viable municipalities and communities with fiscally responsible, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The Municipal Government Act (MGA), which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The

Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

REPORT

BACKGROUND/CONTEXT

The Municipal Accountability Program focuses on promoting an environment supportive of accountable, well-managed local governments. The purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the MGA.
- support municipalities in achieving legislative compliance.
- support municipalities in being accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

DISCUSSION

The Summer Village of Ghost Lake was randomly selected for a municipal accountability review in 2020. Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed.

Overall, the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- designation of a municipal office;
- orientation training;
- provision of information;
- signing of municipal documents;
- repair of roads, public places, and public works;
- public presence at meetings;
- closed meetings;
- organizational meeting;
- special meetings;
- quorum;
- voting;
- pecuniary interest;
- code of conduct bylaw;
- establishment of the chief administrative officer position;

- property tax bylaw;
- bylaw enforcement officer bylaw;
- discretionary bylaws: sign bylaw;
- discretionary bylaws: fees and charges bylaw;
- Summer Village of Ghost Lake 2020 Municipal Accountability Program Report
- passing bylaws;
- public participation policy;
- operating budget;
- capital budget;
- financial records and receipts;
- municipal accounts;
- fidelity bond;
- auditor, audited financial statements, auditor report;
- salary and benefits;
- management letter;
- three-year operating plan and five-year capital plan;
- tax roll;
- prepare tax notices;
- content of assessment notices;
- content of tax notices;
- certify date of mailing;
- tax arrears list;
- tax sale;
- municipal development plan;
- land use bylaw;
- subdivision authority;
- election officials oath/statement;
- substitute returning officer;
- nomination forms;
- ballot account;
- disposition of election material;
- campaign disclosure statements;
- municipal library board; and
- systems library board.

CONCLUSION

The MAP report found that the Summer Village of Ghost Lake has to take action in the following areas to achieve compliance :

- requirement to conduct annual chief administrator officer evaluation
- requirement to provide notice when changing a regularly scheduled meeting

- requirement for council to only act by resolution or bylaw
- requirement for council meeting minutes to be documented in accordance with the MGA
- requirement to establish a local and a composite assessment review board by bylaw
- requirement for procedural bylaw to comply with the MGA
- requirement to revise and amend bylaws in accordance with the MGA
- requirement to prepare an assessment roll
- requirement to establish a development authority
- requirement to establish a subdivision and development appeal board
- requirement to list and publish policies related to planning decisions and
- requirement for municipal emergency structure, appointments, and training to be in place

Administration Has until the end of August 2022 to complete all gaps found in the inspection. Administration is confident that they have sufficient time for rectifying the outlined deficiencies and are currently working on making the appropriate updates.

REVIEWED AND APPROVED BY

Mustafa Hashimi
Chief Administrative Officer

SUMMER VILLAGE OF GHOST LAKE BYLAW NUMBER

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a council must establish by bylaw a position of chief administrative officer;

AND WHEREAS the Council of the Summer Village of Ghost Lake wishes to exercise its authority pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 by establishing the position of Chief Administrative Officer.

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the "Chief Administrative Officer Bylaw"

2. CHIEF ADMINISTRATIVE OFFICER

2.1. Council hereby establishes the position of Chief Administrative Officer.

2.2. The Chief Administrative Officer shall have all of the powers, duties and functions of a chief administrative officer as set out in the Municipal Government Act, R.S.A. 2000, Chapter M-26.

2.3. Without limiting the generality of section 2.2 of this Bylaw, the Chief Administrative officer is the head of the Summer Village of Ghost Lake, within the meaning of *FOIP*.

2.4. Unless a designated officer is expressly appointed by another bylaw of the Summer Village of Ghost Lake, the Chief Administrative Officer has all of the powers, duties and functions given to a designated officer under the Municipal Government Act or any other statute or enactment.

2.5. The Chief Administrative Officer is authorized to revise any and all of the bylaws of the Summer Village of Ghost Lake by:

- a. consolidating a bylaw by incorporating all amendments to in into one (1) bylaw; and
- b. correcting clerical, grammatical and typographical errors.

2.6. The powers, duties and functions assigned to the Chief Administrative Officer by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the Chief Administrative Officer.

2.7. The Chief Administrative Officer shall be appointed by resolution of Council.

3. GENERAL MATIERS

3.1. Bylaw Number 151 and any amendments thereto are hereby rescinded in their entirety.

3.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this

Mayor

Chief Administrative Officer

SUMMER VILLAGE Of GHOST LAKE BYLAW NUMBER 2022-03

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 requires the establishment of a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake;

AND WHEREAS Municipal Government Act, R.S.A. 2000, Chapter M-26 requires Council to provide for the procedure and conduct and the functions and duties of a Subdivision and Development Appeal Board established by Council;

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the “Subdivision and Development Appeal Board Bylaw”

2. DEFINITIONS

- a. “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
- b. “Board” means the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- c. “Member” means a voting member of the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- d. “Pecuniary Interest” means pecuniary interest as defined by section 170(1) of the **Act**;

3. ESTABLISHMENT

- 3.1. Council hereby establishes a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake.

4. AUTHORITY

- 4.1. Subject to and in accordance with the provisions of the Act, the Board shall hear and make determinations in respect of appeals brought in respect of:

- a. decisions of a Subdivision Authority which are to be heard by the Board pursuant to section 678(2) of the Act;
 - b. orders, decision or development permits made or issued by a Development Authority pursuant to section 685 of the Act;
 - c. such other matters as the Board may now or may hereafter be required to hear by the Act or by bylaw of the Summer Village of Ghost Lake.
- 4.2. The Board, when hearing an appeal respecting a subdivision application or order relating to a subdivision matter, must act in accordance with section 680 of the Act.
- 4.3. The Board, when hearing an appeal respecting a development permit or order related to a development matter, must in accordance with Section 687 of the Act.

5. MEMBERSHIP AND TERM

- 5.1. The Board shall consist of three (3) Members appointed by resolution of Council.
- 5.2. Membership terms will be set by Council at time of appointment, the terms shall not exceed three (3) years and will be made in such a manner that the expiry dates of Members are staggered.
- 5.3. Should Council choose to appoint a member of Council to the Board, only one Member of the Board shall be a member of Council.
- 5.4. To be eligible as a Member of the Board the person must be a property owner or spouse of a property owner in the Summer Village of Ghost Lake.
- 5.5. No person shall be a Member of the Board:
 - a. who is an employee of the Summer Village of Ghost Lake; or
 - b. who carries out subdivision or development powers, duties and functions on behalf of the Summer Village of Ghost Lake.
- 5.6. All membership vacancies shall be advertised on the Summer Village of Ghost Lake website requesting formal submission of applications.
- 5.7. Appointment of members will be made from those applicants responding to the advertised need.
- 5.8. There will be no automatic succession appointments.

6. RESIGNATIONS AND REMOVALS

6.1. Any Member may resign from the Board at any time by sending written notice to the Chief Administrative Officer.

6.2. Council may remove a Member at any time.

7. QUORUM AND APPOINTMENT OF CHAIR AND VICE CHAIR

7.1. Two (2) Members of the Board shall constitute a quorum.

7.2. The Board shall at its first meeting in each year, elect by a majority vote of those Members present, a chair and a vice-chair.

7.3. In the event of absence or inability of the chair to preside at a meeting, the vice-chair shall preside.

8. CLERK OF THE BOARD

8.1. Council shall appoint the Chief Administrative Officer to act as clerk of the Subdivision and Development Appeal Board with compensation as outlined in the Chief Administrative Officer's contract.

8.2. The clerk is authorized to:

- a. sign on behalf of the Board any order or decision issued by the Board;
- b. notify all Members of the Board of the arrangements for the holding of each meeting;
- c. prepare and maintain a record of the proceedings;
- d. prepare the Board's written orders for signature and transmittal; and
- e. issue any order or decision of the Board to all affected parties and persons.

9. MEETING PROCEDURES

9.1. The Board shall determine the location in which to hold meetings.

9.2. Public notice of a meeting will be provided on the Summer Village of Ghost Lake website at least one (1) day prior to the meeting.

9.3. The Board may postpone a decision to a specific date and time where the circumstances require it.

9.4. If a notice to withdraw an appeal is received after the hearing date has been set, the Board shall open the hearing to determine whether or not the appeal will continue.

9.5. The chair shall be responsible with respect to all things required to be carried out by the Board under the Act to see that they are carried out in accordance with the provision of the Act.

9.6. The chair shall:

- a. maintain order and decorum and may, if necessary, call a member to order;
- b. determine who has a right to speak;
- c. ensure all Members who wish to speak to a motion have spoken, ensure that the members are ready to vote, and subsequently call the vote;
- d. rule when a motion is out of order; and
- e. ensure persons in the gallery maintain quiet and order and may, if necessary, provide for the removal of those who do not comply.

9.7. Members shall not:

- a. speak with the appellant or any other parties prior to the appeal; or
- b. discuss the item being appealed with anyone, including other Members, outside the hearing.

9.8. When a Member has a Pecuniary Interest with respect to an appeal under consideration, the Member must disclose the nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on the matter and leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

9.9. A Member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Board's deliberation or decision on that appeal.

9.10. When a Member does not vote on a matter pursuant to 9.8 or 9.9, the abstention and reasons therefore shall be recorded in the minutes.

9.11. After hearing all submissions, the Board may deliberate and reach its decision in a meeting closed to the public.

9.12. Only the Members present and eligible to vote and the clerk shall be present in a meeting closed to the public.

9.13. A decision of the majority vote of Members present shall be deemed to be a decision of the whole Board.

9.14. A tied vote is defeated.

9.15.A Member shall not make any public statements (including verbally, in writing or via electronic media) on matters relating to an appeal before the Board, either before or after a hearing, except those statements authorized by the Board through the chair.

10. MEETING RECORDS

10.1. Agendas shall be made available to Members at least three (3) days prior to a meeting, and made available to the public at least one (1) day prior to the meeting.

10.2. The clerk shall keep record of each meeting that includes:

- a. the notice of appeal;
- b. the date, time and location of the meeting;
- c. the names of all Members present;
- d. the names of any Summer Village of Ghost Lake staff present;
- e. a list of witnesses that gave written evidence at the meeting;
- f. all written arguments presented at the meeting;
- g. a list of witnesses that gave verbal evidence presented at the meeting;
- h. any motions made at the meeting, along with the results of the vote on the motion;
- i. the evidence the Board considered and that which it did not, also known as the findings of facts; and
- j. the decision of the Board, including reasons.

10.3. Questions and debate shall not be recorded in the minutes.

10.4. Minutes of the meeting shall be adopted by motion at the next meeting of the Board and signed by the chair and clerk once adopted.

11. WITHDRAWING AN APPEAL

11.1.A notice made by the appellant to withdraw an appeal must be made in writing and submitted to the clerk;

- a. Before the hearing begins; or
- b. After the close of the hearing but before the Board issues its decision

11.2.A verbal notice to withdraw an appeal by the appellant may be made at the hearing.

12. GENERAL MATTERS

12.1.Bylaw Number 176 and any amendments thereto are hereby rescinded in their entirety.

12.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this .

Mayor

Chief Administrative Officer

File No.: 4676
VIA EMAIL

Richard.Duncan@gov.ab.ca

March 25, 2022

Land and Property Rights Tribunal
2nd Floor, 1229 – 91st Street SW
Edmonton, AB T6X 1E9

ATTENTION: RICK DUNCAN, CASE MANAGER

Dear Mr. Duncan:

Re: Notice of Intent to Annex Land in Ghost Reservoir
Land & Property Rights Tribunal File No. AN21/GHOS/V-01

We represent the Stoney Nakoda Nations whom are comprised of the Bearspaw First Nation, Chiniki First Nation and Wesley First Nation and whose reserve lands include Morley Indian Reserves 142, 143, and 144, and Rabbit Lake Indian Reserve 142B.

We are in receipt of a copy of the Notice of Intent to Annex letter of October 27, 2021 and the Notice of Acknowledgment of January 24, 2022.

We must advise that, at this point in time, the Stoney Nakoda Nations object to any application by the Summer Village of Ghost Lake to annex the subject lands.

The Nations' reasons for taking this position are as follows:

The lands presently flooded by the Ghost Reservoir were removed from Stoney Indian reserves no. 142, 143 and 144 in 1929 for the sole purpose of a hydroelectric development. Once any such lands so taken are no longer necessary for that purpose, it is our client's position that they revert to the beneficial ownership of the Stoney Nakoda Nations. This reversionary right applies to some or all of the lands presently leased to the Summer Village and those lands that are the subject matter of the notice.

In action no. 0301-19586 in the Alberta Court of Queen's Bench, Wesley v. Alberta and Canada, the Stoney Nakoda are asserting ownership to the bed and waters of that portion of the now flooded Bow River which includes the subject matter of the proposed

annexation. In addition, mineral rights underlying this land are already wholly owned by a Stoney corporation, Woste Igic Nabi Ltd.

As part of the above-referenced litigation, the Stoney Nakoda are asserting a claim pursuant to the Natural Resources Transfer Agreement and the *Constitution Act, 1930*, for a share of monies paid to TransAlta Utilities Corp. as part of the 2016 Ghost Reservoir flood control agreement with the Province of Alberta.

Alberta is presently conducting studies on a proposed new Ghost Dam that will increase the size and depth of the reservoir behind the present dam. Until a decision is made in regard to a new Ghost Dam, it would be premature to consider the annexation proposal.

Prior to any annexation application the Province of Alberta must consult with the Stoney Nakoda Nations in regard to the above and other Aboriginal rights and title and Treaty issues.

Members of the Stoney Nakoda Nations are “affected persons” as permitted by the *Municipal Government Act*, as the area to be annexed is located within one kilometre from Stoney Reserves 142, 143, 144. Further, the Notice of Intent to Annex Land, dated October 27, 2021, recognizes that the Stoney Nakoda Nations are an important stakeholder as a large adjacent land holder.

We trust you appreciate our client’s position. Should you require further information, please feel free to contact the undersigned.

Yours truly,

Rae and Company



L. Douglas Rae

LDR/mjc

cc. Barb Shellian, Canmore and Cochrane Region, Alberta Health Services
Greg Luterbach, Superintendent of Schools, Rocky View School District
Dr. Bryan Szumlas, Chief Superintendent, Calgary Catholic School District
Ryan Robb, Tribal Administrator, Stoney Nakoda Nations
Greg Birch, Birch Consulting
Dave Hunka, Fortis Alberta Inc.
Brad Mason, Cochrane Lake Gas Co-op Ltd.
Kevin Crush, Federation of Alberta Gas Co-ops Ltd.
Joan E. Allen, TransAlta Corporation
Heidi Kalyniuk, CP Rail System
Trevor Richelhof, Alberta Transportation (Calgary)

Sabhago Oad, Alberta Transportation
Michael Scheidl, Alberta Municipal Affairs
David Ardell, Alberta Environment and Parks
Mustafa Hashimi, CAO, Summer Village of Ghost Lake
Robert Ellis, CAO, Municipal District of Bighorn No. 8
L. Douglas Rae, Corporate Secretary, Woste Igic Nabi Ltd.



Box 19554 RPO South Cranston
Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date: March 28, 2022
Name: Dr. John M. Walsh
Title: Mayor
Org: Summer Village of Ghost Lake

Attention Heather Taylor Postmaster Canada Post

I am the Mayor of the Summer Village of Ghost Lake in Alberta. We are a Village of 104 properties located 65 kilometers northwest of the City of Calgary and 25 kilometers west of Cochrane, Alberta. If you enter our municipality name in the Canada postal code finder you will be misdirected to Ghost Island lane in Kars NB E5T4S7. To locate us you merely need to enter Ghost Lake, Alberta into Google maps.

Currently we have no postal service and no postal code. Ironically in 1881 the precursor to our community, the Morleyville settlement, had 60 settlers collecting their mail from the local trading post. In the intervening 140 years we have lost postal service despite our community actually being larger. Since incorporation of our municipality and establishment of the Summer Village of Ghost Lake (Ghost Lake Summer Village) we have not had any service by Canada Post.

Over the years there have been attempts by our local municipal government and residents within our community to get postal service, but no positive action has ever resulted. As a consequence, our residents have their mail delivered to addresses in neighboring communities, predominantly Calgary and Cochrane.

We strongly feel that this is an unacceptable situation, and that this inequitable situation needs to be corrected. Our former Chief Administrative Officer had begun investigating who at Canada Post would be the appropriate contact person and decision maker but unfortunately when she left her position in 2021 that process came to a halt.

Our municipality requires postal service for many reasons which include:

- 1) Canada postal and non-Canada postal delivery services is not available without this. During the past 2 years of pandemic restrictions the utilization of mail and other delivery services has been of critical importance to assist Canadians with attaining the necessities of life and reduce their potential exposure to Coronavirus infection. The residents of municipality have not been provided with this service and this inequity needs to be corrected.

2) Provincial Health care tracking is linked to postal codes. Any data relevant to our community and potential subsequent provincial health resource allocation is therefore not accessible to us without a postal code.

3) The environmental impact of having our residents drive to a postal station in another community or municipality is significant. Instead of having 100 residential addresses distributed thru those communities, a local community mailbox would potentially reduce the number of trips and associated green house gas production.

4) Service providers almost always require a postal code. Everything from insurance, power, gas, internet is tied into the postal code system. Uniformly when we attempt to access this service and inform those providers, we do not have a postal code it is a major obstacle in having service.

5) Virtually all provincial and federal forms require a postal code to accompany address information.

We do not feel that the objectives of the Canada Post Corporation are not being met and that our community and our residents are not being provided postal services in a convenient and equitable manner.

We would therefore like to be put in touch with the department and person who is capable of addressing our concerns with a view towards provision of postal service to our community as soon as possible.

Respectfully yours

Dr. John M. Walsh
Mayor Summer Village of Ghost Lake, Alberta
councillor.walsh@ghostlake.ca
403 554 5646

EMAILS:

Good evening Donald and Byron,

My name is Mustafa Hashimi and I am the new Chief Administrative Officer of the Summer Village of Ghost Lake.

We are a Village of 104 properties located 65 kilometers northwest of the City of Calgary and 25 kilometers west of Cochrane, Alberta. If you enter our municipality name in the Canada postal code finder you will be misdirected to Ghost Island lane in Kars NB E5T4S7. To locate us you merely need to enter Ghost Lake, Alberta into Google maps.

Over the years there have been attempts by our local municipal government and residents within our community to get postal service, but no positive action has ever resulted. As a consequence, our residents have their mail delivered to addresses in neighboring communities, predominantly Calgary and Cochrane.

We strongly feel that this is an unacceptable situation, and that this inequitable situation needs to be corrected. Please see attached a letter written by our mayor regarding this issue and if you could direct us to the appropriate department to get this issue resolved that would be greatly appreciated.

Regards

Mustafa Hashimi
Chief Administrative Officer
Summer Village of Ghost Lake

To whom it may concern, I understand this has been brought up on several different occasions. Unfortunately Canada Post has no current plans to provide community mailboxes to the area. You do however have mail service. It is provided by p.o. box free of charge at either Cochrane post office or the Morley post office. That is the current delivery method and there is no current plan to change this. Please feel free to contact me if you would like to discuss further.
Thank you

Jason Dunlop
Delivery Service Officer Canada Post
403 974 2000 xt 4207

Thank you for the information Jason. Unfortunately, we feel that this is not a feasible solution for our aging population. Could you please let me know what the process is to get a community mailbox in our community or what is the appeal process to try to get this decision turned. Aside from the reasons mentioned in the letter, by not having a postal service, we are also having issues with 911 dispatch not knowing where to send emergency services when required. If you could assist us in this request that would be greatly appreciated.

Regard

Mustafa Hashimi
Chief Administrative Officer
Summer Village of Ghost Lake

05/08/2022

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 11/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						588,725.91
Cleared Transactions						
Cheques and Payments - 8 items						
Bill Pmt -Cheque	11/02/2021	1924	Blu Planet Recycling	X	-1,233.75	-1,233.75
Bill Pmt -Cheque	11/04/2021	1926	Seatech Asphalt Services	X	-2,782.50	-4,016.25
Bill Pmt -Cheque	11/05/2021	1923	Benchmark Assessment	X	-1,239.47	-5,255.72
Bill Pmt -Cheque	11/22/2021	1927	Greg Birch	X	-3,018.75	-8,274.47
Cheque	11/26/2021	1929	Sherri Bureyko	X	-2,869.03	-11,143.50
Bill Pmt -Cheque	11/29/2021	1928	Blu Planet Recycling	X	-1,233.75	-12,377.25
Bill Pmt -Cheque	11/16/2021	Debit	Cochrane Lake Gas Co-op	X	-78.80	-12,456.05
Bill Pmt -Cheque	11/16/2021	Debit	Epcor Energy Services	X	-100.75	-12,556.80
Term Investment	11/09/2021	Debit	TD Term Investment		-500,000.00	-512,556.80
Total Cheques and Payments					-512,556.80	-512,556.80
Deposits and Credits - 3 items						
Deposit	11/01/2021			X	100.00	100.00
Deposit	11/15/2021			X	15.00	115.00
Deposit	11/19/2021			X	35.00	150.00
Total Deposits and Credits					150.00	150.00
Total Cleared Transactions					-512,406.80	-512,406.80
Cleared Balance					-512,406.80	76,219.11
Ending Balance					-512,406.80	76,219.11

12:20 AM
05/08/2022

Summer Village of Ghost Lake
Reconciliation Detail
Bank - TD Canada Trust, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						76,219.91
Cleared Transactions						
Cheques and Payments - 5 items						
Bill Pmt -Cheque	12/13/2021	1934	John Walsh	X	-578.33	-578.33
Bill Pmt -Cheque	12/17/2021	1931	Sudden Fun Recreation	X	-118.65	-696.98
Bill Pmt -Cheque	12/15/2021	1923	Epcor Energy Services	X	-109.56	-806.54
Bill Pmt -Cheque	12/16/2021	1927	Cochrane Lake Gas Co-op	X	-126.11	-932.65
Bill Pmt -Cheque	12/30/2021	Debit	ASFF - Provincial Treasurer	X	-37,662.66	-38,595.31
Total Cheques and Payments					-38,595.31	-38,595.31
Deposits and Credits - 3 items						
Deposit	12/06/2021			X	100.00	100.00
Deposit	12/30/2021			X	500,142.47	500,242.47
Deposit	12/31/2021			X	100.00	500,342.47
Total Deposits and Credits					500,342.47	500,342.47
Total Cleared Transactions					461,747.16	461,747.16
Cleared Balance					461,747.16	461,747.16
Ending Balance					461,747.80	537,966.27

12:20 AM
05/08/2022

Summer Village of Ghost Lake Reconciliation Detail Bank - TD Canada Trust, Period Ending 1/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						537,966.27
Cleared Transactions						
Cheques and Payments - 12 items						
Bill Pmt -Cheque	1/05/2022	1936	Planning Protocol	X	-1,186.50	-1,186.50
Bill Pmt -Cheque	1/06/2022	1961	John M Walsh	X	-60.90	-1,247.40
Bill Pmt -Cheque	1/06/2022	1962	John M Walsh	X	-59.96	-1,307.36
Bill Pmt -Cheque	1/06/2022	1937	John M Walsh	X	-61.86	-1,369.22
Bill Pmt -Cheque	1/06/2022	1963	John M Walsh	X	-60.90	-1,430.12
Bill Pmt-Cheque	1/10/2022	1932	Summer Village of Waiporous	X	-75.45	-1,505.57
Bill Pmt-Cheque	1/13/2022	Debit	Epcor Energy Services	X	-124.52	-1,630.09
Bill Pmt-Cheque	1/13/2022	1964	Blu Planet Recycling Inc.	X	-1,233.75	-2,863.84
Bill Pmt-Cheque	1/14/2022	1965	Benchmark Assessment	X	-1,239.47	-4,103.31
Bill Pmt-Cheque	1/14/2022	1930	Steelhead Ventures Ltd	X	-180.00	-4,283.31
Bill Pmt-Cheque	1/17/2022	Debit	Cochrane Lake Gas Co-op	X	-273.83	-4,557.14
Bill Pmt-Cheque	1/18/2022	1935	Federation of Cdn Municipal.	X	-112.08	-4,669.22
Total Cheques and Payments					-4,669.22	-4,669.22
Deposits and Credits - 1 item						
Deposit	1/28/2022			X	100.00	100.00
Total Deposits and Credits					100.00	100.00
Total Cleared Transactions					-4,569.22	-4,569.22
Clearing Balance					-4,569.22	-4,569.22
Ending Balance					-4,569.22	533,397.05

12:28 AM

11/08/21

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 2/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						533,397.05
Cleared Transactions						
Cheques and Payments - 15 items						
Bill Pmt -Cheque	02/07/2022	1946	Karen Foudy	X	-140.00	-140.00
Cheque	02/14/2022	1954	Karen Foudy	X	-250.00	-390.00
Bill Pmt-Cheque	02/14/2022	1945	Kevin Foudy	X	-104.98	-530.98
Cheque	02/14/2022	1955	Carey Fougere	X	-250.00	-780.98
Bill Pmt-Cheque	02/14/2022	1940	Exigent	X	-1,575.00	-2,355.98
Bill Pmt -Cheque	02/15/2022	Debit	Epcor Energy Services	X	-140.36	-2,496.34
Bill Pmt -Cheque	02/16/2022	Debit	Cochrane Lake Gas	X	-185.14	-2,681.48
Bill Pmt -Cheque	02/16/2022	1953	Blu Planet Recycling	X	-1,233.75	-4,415.23
Cheque	02/18/2022	1956	John Walsh	X	-500.00	-4,915.23
Bill Pmt -Cheque	02/22/2022	1951	Greg Birch	X	-3,462.28	-8,378.03
Bill Pmt-Cheque	02/23/2022	1952	Alberta Municipalities	X	-989.91	-9,367.94
Bill Pmt-Cheque	02/25/2022	1950	Assc. Summer Villages	X	-975.00	-10,342.94
Cheque	02/25/2022	1949	Mustafa Hashimi	X	-1,968.19	-12,311.13
Cheque	02/28/2022	1941	Samvrut Lokman	X	-416.00	-12,727.13
Cheque	02/28/2022	1947	Mustafa Hashimi	X	-7,489.00	-20,216.13
				X		
Total Cheques and Payments					-20,216.13	-20,216.13
Deposits and Credits - 1 item						
Deposit	02/28/2022			X	6,427.58	6,427.58
Total Deposits and Credits					6,427.58	6,427.58
Total Cleared Transactions					-13,788.55	-13,788.55
Cleared Balance					-13,788.55	520,142.62
Ending Balance					-13,788.55	520,142.62

12:28 AM

11/08/21

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 3/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						520,142.62
Cleared Transactions						
Cheques and Payments - 15 items						
Bill Pmt -Cheque	03/10/2022	1993	Blu Planet Recycling	X	-1,233.75	-1,233.75
Bill Pmt -Cheque	03/10/2022	1991	Scase and Partners	X	-7,875.00	-9,108.75
Cheque	03/21/2022	1994	Hassan Saeed	X	-286.42	-9,395.17
Bill Pmt-Cheque	03/16/2022	Debit	Cochrane Lake Gas	X	-184.28	-9,579.45
Bill Pmt -Cheque	03/17/2022	Debit	Epcor Energy	X	-144.55	-9,723.95
Cheque	03/28/2022	1996	Samvrut Lokman	X	-416.00	-10,139.95
Cheque	03/28/2022	1948	Mustafa Hashimi	X	-3250.00	-13,389.95
Bill Pmt-Cheque	03/31/2022	Debit	ASFF - Provincial Trea..	X	-31,546.05	-44,936.05
Total Cheques and Payments					-44,936.05	-44,936.05
Deposits and Credits - 2 items						
Deposit	03/07/2022			X	100.00	100.00
Deposit	03/31/2022			X	100.00	200.00
Total Deposits and Credits					200.00	200.00
Total Cleared Transactions					-44,736.05	-44,736.05
Cleared Balance					-44,736.05	475,406.57
Ending Balance					-44,736.05	475,406.57

12:20 AM
05/08/2022

Summer Village of Ghost Lake Reconciliation Detail

Bank - TD Canada Trust, Period Ending 4/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						475,406.57
Cleared Transactions						
Cheques and Payments - 6 items						
Bill Pmt -Cheque	4/06/2022	1999	Fred Smith Consulting	X	-252.54	-252.54
Bill Pmt -Cheque	4/07/2022	1961	Blu Planet Recycling	X	-1,233.75	-1,486.29
Cheque	4/11/2022	2000	Hassan Saeed	X	-716.74	-2,203.03
Bill Pmt -Cheque	4/13/2022	2010	Marigold Library System	X	-1,095.48	-3,298.51
Bill Pmt -Cheque	4/18/2022	Debit	Cochrane Lake Gas Co op	X	-164.02	-3,462.53
Bill Pmt-Cheque	4/19/2022	Debit	Epcor Energy Services	X	-125.34	-3,587.87
Total Cheques and Payments					-3,587.87	-3,587.87
Deposits and Credits - 3 items						
Deposit	4/18/2022				25.00	25.00
Deposit	4/18/2022				35.00	60.00
Deposit	4/29/2022				100.00	160.00
Total Deposits and Credits					160.00	160.00
Total Cleared Transactions					-3,427.87	-3,427.87
Clearing Balance					-3,427.87	471,978.70
New Transactions						
Cheques and Payments - 5 items						
Bill Pmt -Cheque	5/02/2022	2001	Mustafa Hashimi		-2,735.00	-2,735.00
Bill Pmt -Cheque	5/02/2022	2002	Mustafa Hashimi		-322.36	-3,057.36
Bill Pmt -Cheque	5/06/2022	2006	TD Visa		-69.66	-3,127.02
Bill Pmt -Cheque	5/06/2022	2005	TD Visa		-71.39	-3,198.41
Bill Pmt -Cheque	5/06/2022	2004	TD Visa		-415.84	-3,614.25
Total Cheques and Payments					-3,614.25	-3,614.25
Total New Transactions					-3,614.25	-3,614.25
Ending Balance					-7,042.12	468,364.45

GHOST LAKE

DATE MAY 05, 2022

POLICY – PUBLISHING OF UNADOPTED MEETING MINUTES

PAGE 1 OF 1

Purpose

1. The purpose of this policy is to:
 - a. Provide a procedure for publishing unadopted meeting minutes for Summer Village of Ghost Lake Council meetings

Definitions

2. The following definitions will be used in this policy:
 - a. *Council* means the Council of the Summer Village of Ghost Lake.
 - b. *Chief Administrative Officer* means the Municipal Administrator of the Summer Village of Ghost Lake as appointed by the Council
 - c. *Planning and Development Technologist* means the Municipal Policy Officer for the Summer Village of Ghost Lake as appointed by the Council

Policy Details

3. The meeting minutes recorded in every Council meeting must be recorded by the Planning and Development Technologist and;
 - a. Edited and sent to Council for review within the next 5 business days of the day the Council meeting was held, and;
 - b. Reviewed by the Council members, and sent back to the administration with feedback
4. The Planning and Development Technologist will then incorporate the feedback and publish the unadopted Council meeting minutes on the Summer Village of Ghost Lake website within the next 5 business days of sending it to Council
5. The unadopted Council meeting minutes shall be published 10 business days after the meeting has occurred
6. The adopted meeting minutes shall be published on the website once Council has officially adopted the meeting minutes during a future meeting

Adopted by Council on the



Report Date: May 9, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 9.2
Meeting Date: May 11, 2022

TO: Council

FROM: Administration

Subject: SDAB Training

RECOMMENDATION:

THAT Council accept this report as information about the appointing of Hassan Saeed as clerk for the Subdivision Appeal Board training, and Dayna Mcneil as the member of the community.

REPORT SUMMARY

This report outlines that the Summer Village's Planning and Development Technologist, Hassan Saeed has enrolled in training for the Subdivision and Development Appeal Board (SDAB) clerk, and that Dayna Mcneil has also enrolled as a member of the community for the training.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

The Chief Administrative Officer has reviewed and approved this report.

REPORT

BACKGROUND/CONTEXT

The Subdivision and Development Appeal Boards hear most subdivision and development permit appeals and stop work order appeals. New members and clerks receive their SDAB certification after successful completion of the training program.

DISCUSSION

The Council had recommended administration to appoint a member of the team to complete the training as clerk, and also have a member of the community complete the SDAB training.

CONCLUSION

Hassan Saeed and Dayna Mcneil have enrolled in the SDAB training for the summer of 2022.

REVIEWED AND APPROVED BY



Report Date: May 9, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 9.5
Meeting Date: May 11, 2022

TO: Council

FROM: Administration

Subject: Dock Space Reallocation

RECOMMENDATION:

THAT Council review and approve the letters for dock space reallocation as prepared by the Administration

REPORT SUMMARY

Administration worked with Council to create letters to be handed on behalf of the Ghost Lake Administration to property owners who have been assigned dock spaces for 2022.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

The Chief Administrative Officer has reviewed and approved this report.

REPORT

BACKGROUND/CONTEXT

Council had requested Administration to send out letters to property owners confirming that they have been assigned a dock space and showcase their dock space location.

DISCUSSION

The Administration has finalized the letter drafts to be sent out to the owners assigned the 2022 dock spaces.

CONCLUSION

Administration is awaiting Council's approval for the letter drafts and will then aim to mail the letters out to the property owners.

REVIEWED AND APPROVED BY



Box 19554 RPO South Cranston
Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date

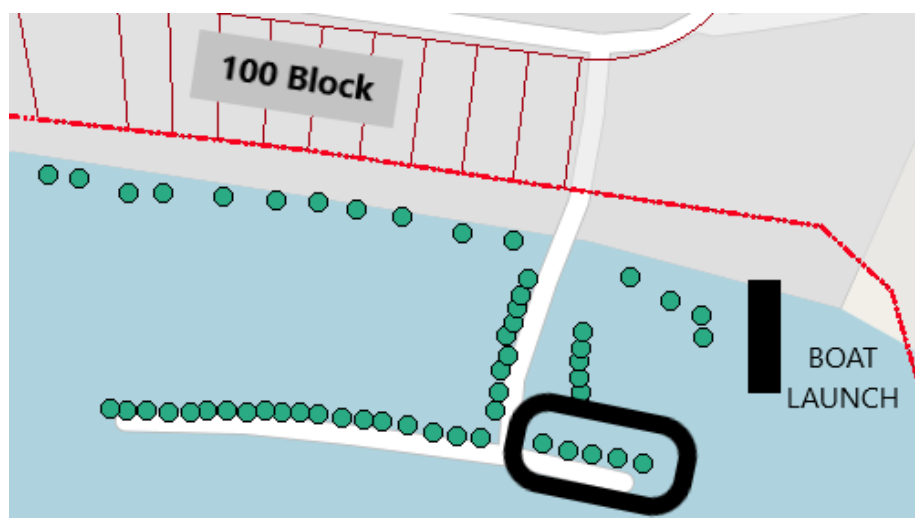
From: Ghost Lake Administration
Owner of 509 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations

We are pleased to confirm that you have been allocated the following dock space for 2022

This space is located in the A Block of the marina. It is designated as space 2A



1A West side	To be assigned / Offer pending
2A	509
3A Middle	504
4A	714
5A East side	617

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>



Box 19554 RPO South Cranston
Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date

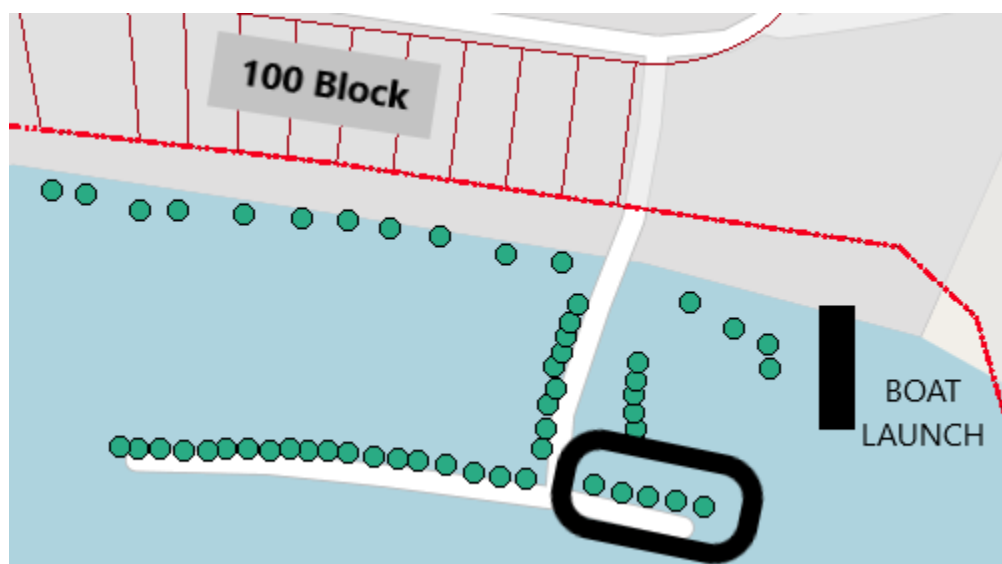
From: Ghost Lake Administration
Owner of 406 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations

We are pleased to confirm that you are being offered the following dock space for 2022

This space is located in the A Block of the marina and is designated as 1A



1A West side

406

2A

509

3A Middle

504

4A

714

5A East side

617

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>

Please let village administration know as soon as possible if you wish to accept this allocation

If you decline, the next property on the waiting list will be offered the space instead.

You will retain your position on the waiting list, and when the next available spot becomes available then you will be contacted.



Box 19554 RPO South Cranston
Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date

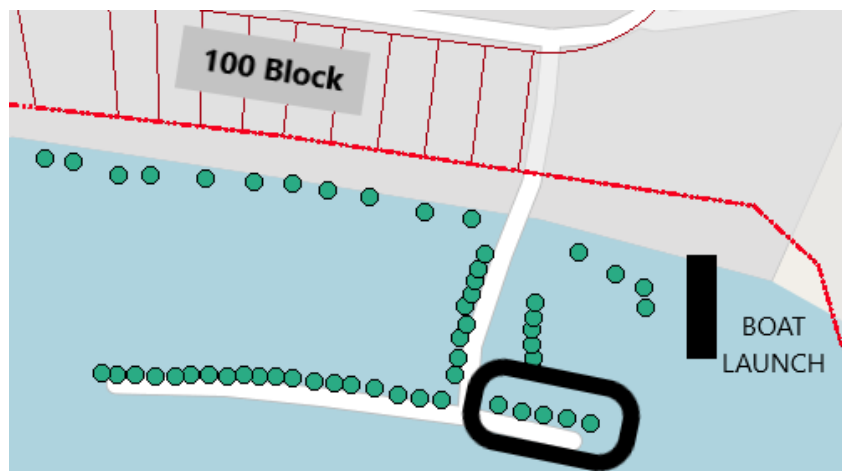
From: Ghost Lake Administration
Owner of 617 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations

We are pleased to confirm that you have been allocated the following dock space for 2022

This space is located in the A Block of the marina. It is designated as space 5A



1A West side	To be assigned / Offer pending
2A	509
3A Middle	504
4A	714
5A East side	617

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>

Note that your previously assigned space in the westend 2G will be allocated to another villager.



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Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date

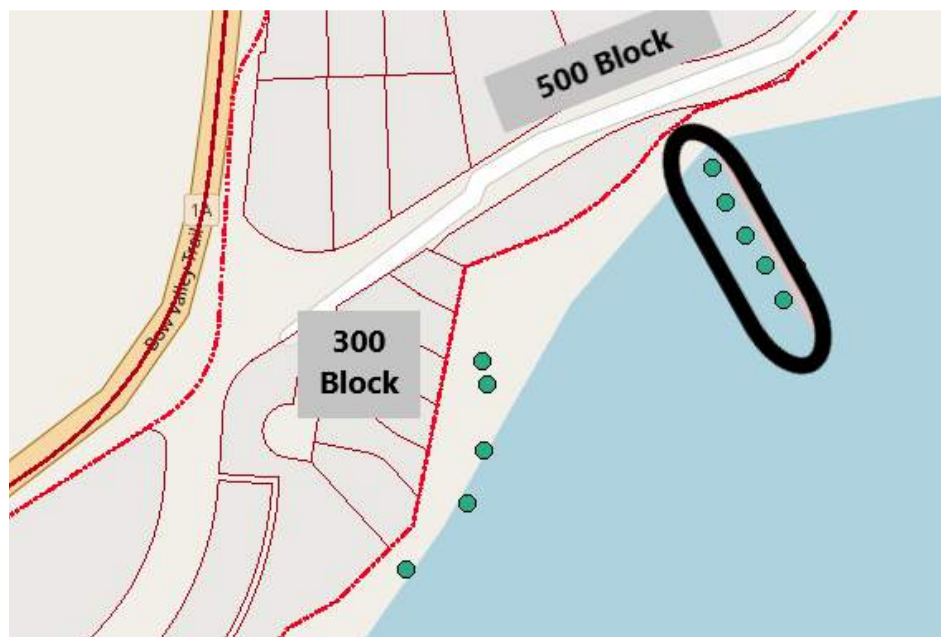
From: Ghost Lake Administration
Owner of 508 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations

We are pleased to confirm that you have been allocated the following dock space for 2022

This space is located in the G Block of the marina and designated as 2G



1G South
2G
3G
4G
5G North

503
508
614
501
Restricted access space suitable for
small boat only to be assigned

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>

Note that the previously assigned space 2H (east side of spit) will remain designated for Lot 507 SVGL



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Date

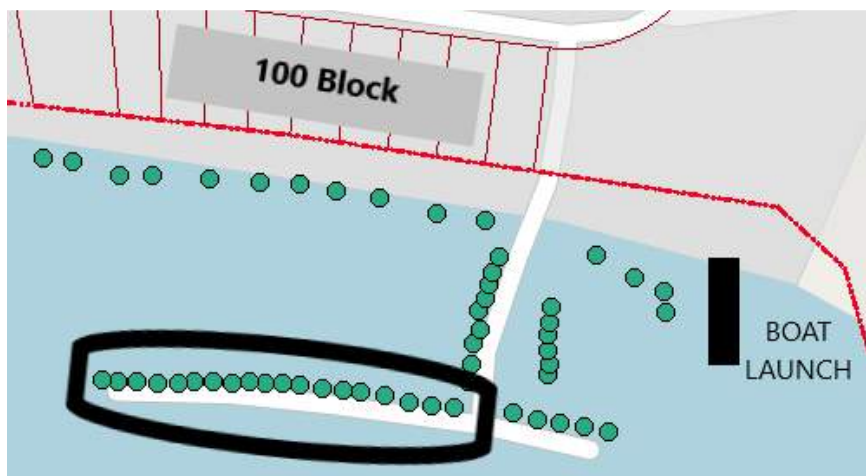
From: Ghost Lake Administration
Owner of 312 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations

We are pleased to confirm that you have been allocated the following dock space for 2022

This space is located in the E Block of the marina and designated as 14E



1E East side
13E
14E
15E
18E West side

704
718
312
608
706

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>



Box 19554 RPO South Cranston
Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date

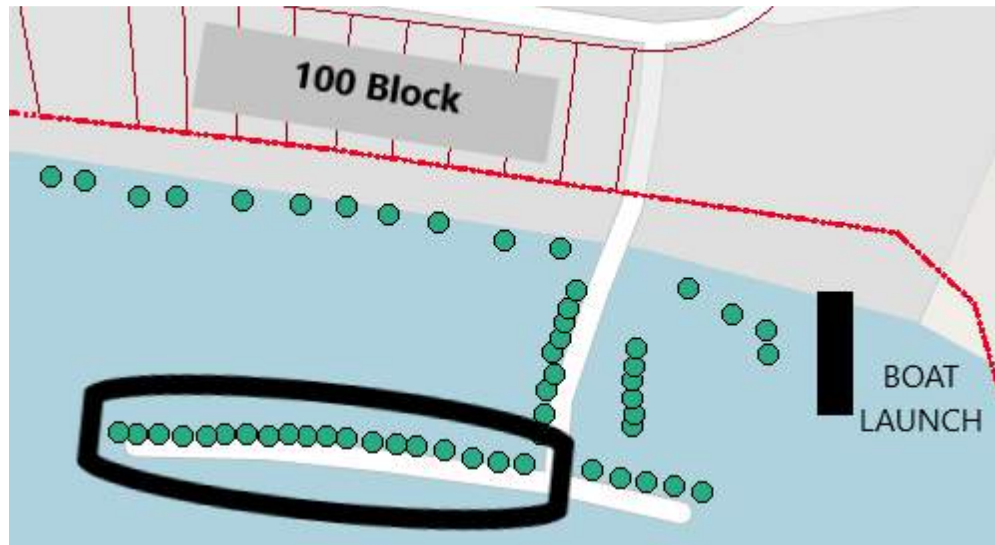
From: Ghost Lake Administration
Owner of 311 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations

We are pleased to confirm that you have been allocated the following dock space for 2022

This space is located in the E Block of the marina and designated as 11E



1E East side
10E
11E
12E
18E West side

704
708
312
716
706

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>



Box 19554 RPO South Cranston
Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date

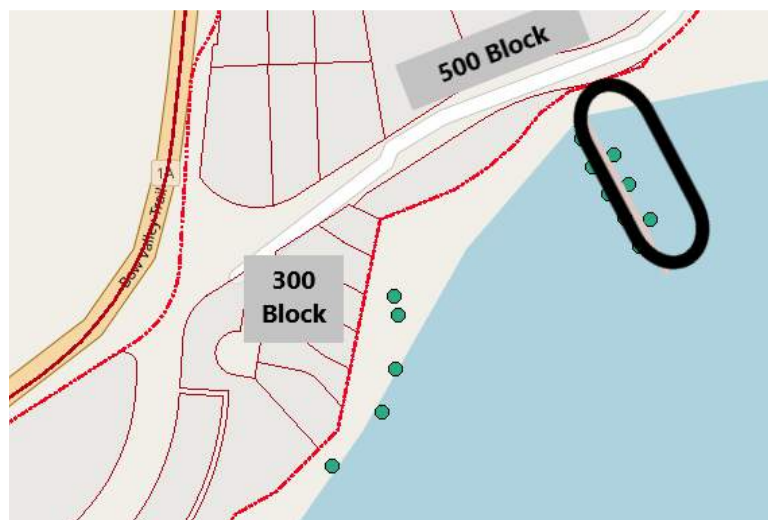
From: Ghost Lake Administration
Owner of 508 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations

We are pleased to confirm that you have been allocated the following dock space for 2022

This space is located in the E Block of the marina and designated as 2H



1H South side
2H
3H North side

506
508
Restricted access space suitable for
small boat only to be assigned

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>



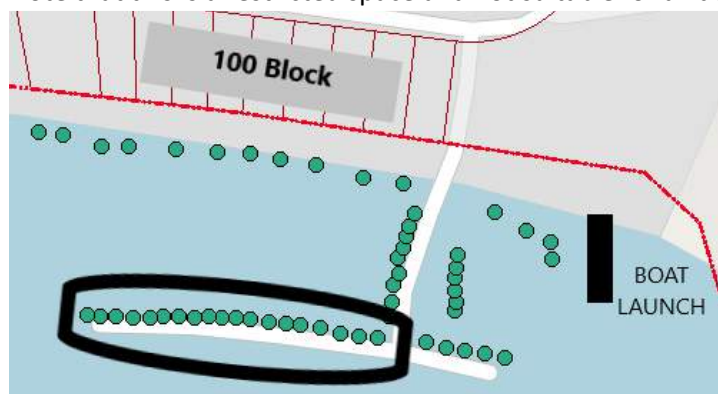
Box 19554 RPO South Cranston
Calgary, AB T3M 0V4
(825) 735 – 7224
admin@ghostlake.ca

Date

From: Ghost Lake Administration
Owner of 713 Ghost Lake Village
Re: Dock Space allocation

Hello,

Per the Summer Village of Ghost Lake Policy for Dock Space Allocations
We are pleased to offer you the following dock space for 2022
This space is located in the E Block of the marina and designated as 0E
Note that this is a restricted space and not suitable for all docks or users



0E East side

1E

2E

18E West side

Offer pending

704

628

706

If you have any questions about its location, please contact any member of the dock committee.

Please ensure that the placement of your dock does not impair or interfere with other docks, marina users and that it is securely anchored. Review the Dock policy for other rules pertaining to docks.

<http://ghostlake.ca/wp-content/uploads/2016/12/Dock-Space-Allocation-Policy.pdf>

Please let village administration know as soon as possible if you wish to accept this allocation

If you decline, the next property on the waiting list will be offered the space instead and you will retain your position on the waiting list. Currently you are fourth on the waiting list and there are no other known spots for the upcoming 2022 year.

Revised dock waiting list (lot-year)

1. 510-2010
2. 511-2010
3. 310-2010
4. 713-2017 (offer pending)
5. 403 -2020
6. 411 -2021
7. 405 -2021

April 21, 2022

Mayor John Walsh
PO Box 19554
South Cranston
Calgary AB T3M 0V4

Dear Mayor Walsh,

RE: Revised Marigold Agreement for Council Approval

Please find enclosed the revised Marigold Agreement that we are asking your Council to review, approve and sign before September 30, 2022.

A covering letter and separate package with the Marigold per capita levy rates for 2023 and 2024 is also included for Council approval. When the revised Marigold Agreement and the 'Schedule C' levy document have both been approved, the two documents will be merged into the final version of the Marigold Agreement.

All the clauses in the revised Marigold Agreement align with Alberta's *Libraries Act and Regulation*, and with the current Marigold Library Board policies and practices. Changes in the revised Agreement were informed by extensive research and consultation, including a review of other Alberta library system agreements, historical versions of the Marigold Agreement and applicable legislation. Consultants at the Public Library Services Branch (PLSB) of Municipal Affairs provided legislative advice and help with content and wording.

Changes to the revised Marigold Agreement include:

- The "Ownership of Property," section of the Agreement was changed to state that books, periodicals and library materials transferred (assigned) to a member library by Marigold will remain the property of that library or municipality, rather than the Marigold Board.
- Another important change was the reference to the 'Government of Alberta' for current municipal populations. This is because the responsibility for reporting populations has recently shifted from Municipal Affairs to Treasury, and this could change again.
- Language was added on pages 2 and 6 of the Agreement to strengthen the importance of our municipal member collaborative. Marigold exists because 43 municipalities have chosen to form a collaborative, called Marigold Library System, to provide affordable public library services to municipal residents. Expanded service descriptions were also added to Clause 28 in the revised Agreement.
- A statement was inserted to allow Marigold to negotiate a separate service contract with a governing entity that is not covered by the Libraries Act, such as a First Nations Reserve or Redwood Meadows (Clause 41).

- Definitions were updated and relocated to the beginning of the Agreement. A map was added in Schedule B, and there were minor wording changes throughout for consistency and clarity.

What is not changing is the statement in the revised Agreement explaining the conditions for approval. 60% of Marigold's member Municipalities, including those municipalities representing 60% of the population, must approve and sign the Marigold Agreement for the Agreement to go into effect.

Please contact me if you have comments and questions or require more information.

Thank you for your attention to this important document. We look forward to hearing from you before September 30, 2022.

Sincerely,



Michelle Toombs
CEO, Marigold Library System

Enclosed:

An Agreement by and between the parties comprising Marigold Library System (Draft)



Marigold is a Library System defined by the Alberta Libraries Act and Regulation and established in 1981.

- Marigold is a not-for-profit collaborative of municipalities in southern Alberta to provide affordable, state-of-the-art public library services and support. Cost savings and efficiencies are achieved with volume discounts, by consolidating work and by providing expert consultation.
- Marigold is not a public library; nor does it overlap services with public libraries. Local libraries provide the place (building), service (staff) and community connection. Marigold provides the “product” (e.g., materials, IT infrastructure, consultation and behind-the-scenes support) and Marigold supports a province-wide network of sharing print, AV and electronic resources, as well as mail service.
- Marigold provides online library services for the public such as Internet, wifi, websites and digital resources.
- Marigold’s headquarters, centrally located in Strathmore, Alberta (50 km east of Calgary), has 29 employees; 67 FTE

Service Population

- With 335,154 Albertans in its service area, Marigold Library System is the third largest library system in Alberta based on population (after Calgary & Edmonton). 348,134 including First Nations population.
- One of 7 regional library systems in Alberta.
- Serves 43 municipalities, 36 member library boards, 35 libraries, 12 book deposits, 3 Library Lending Locker installations, Siksika and Stoney Nakoda Nations.
- 43 representatives on Marigold Library Board appointed by each member municipal Council.
- Acts as the governing board for 12 municipalities that do not have their own library boards.
- 9 school-housed public libraries.

Collaborations

- TRAC (The Regional Library Automation Consortium) with Marigold, Peace, Northern Lights and Yellowhead Library Systems
- TRAC’s 180 libraries share one catalogue database to facilitate sharing of materials
- TAL (The Alberta Library) for database licensing
- PPG (Calgary and Area Public Purchasing Group); discounts and shared contracts
- WID (Western Irrigation District); co-owned and co-located building project to replace headquarters facilities and capitalize on operational efficiencies

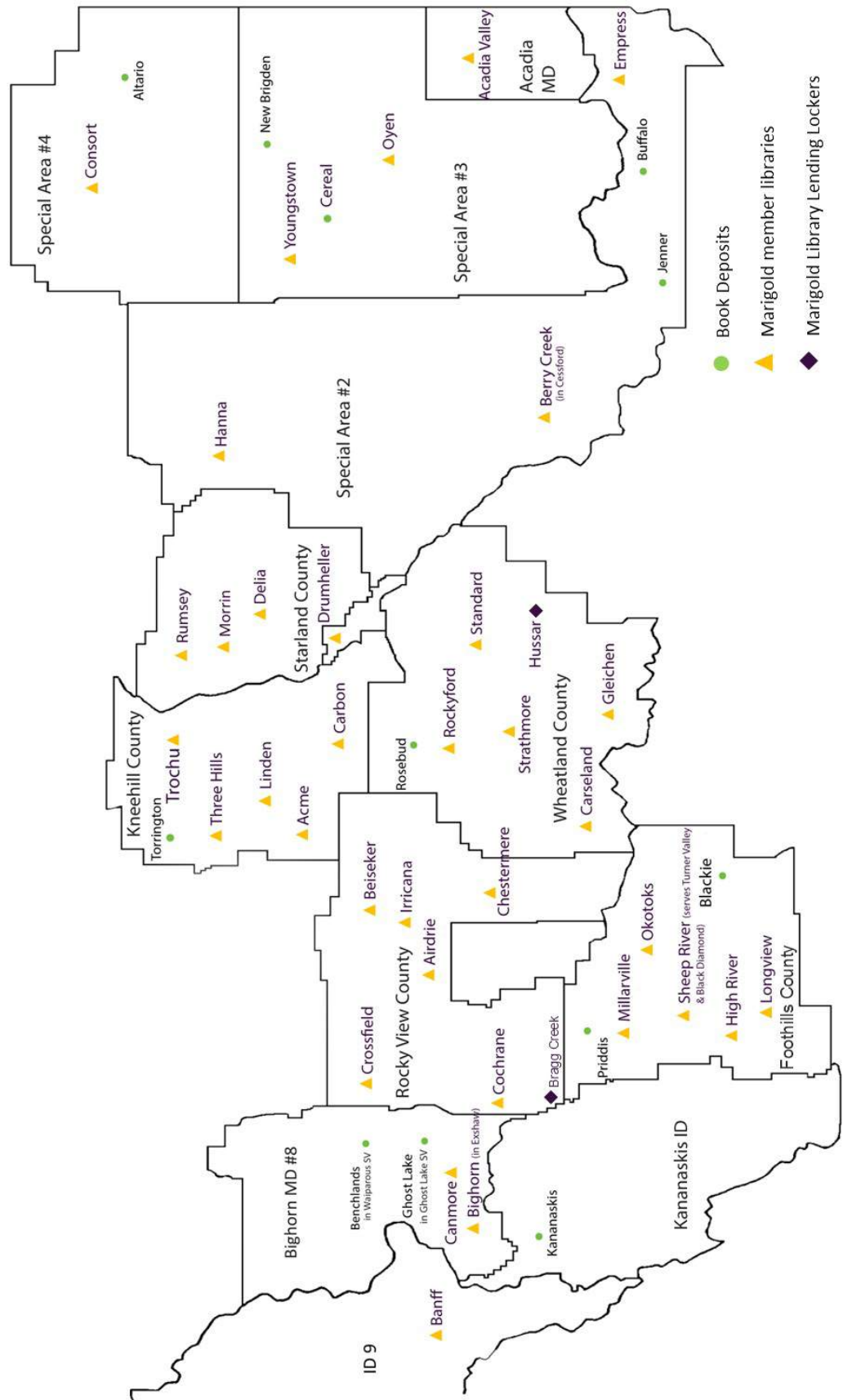
Financial

- Annual budget: \$5.6 Million in 2022
- \$951,467 in operating reserve (2 to 3 months contingency)
- Registered charity; fully audited every year
- 65% of revenue comes from municipal and library board levies based on a per capita levy rate multiplied by official municipal population (as defined the Alberta Government)
- 25% of funding comes from Municipal Affairs as a library system operating grant
- 8% of funding comes from Municipal Affairs for rural residents because Marigold is the Board of Record for 12 rural municipalities. All of this revenue is redirected to member libraries throughout Marigold
- Support for 6 libraries located in unincorporated communities with annual cash payments of \$9,760 each: Exshaw, Millarville, Carseland, Gleichen, Rumsey, Cessford

MISSION: Marigold cultivates a collaborative and inclusive library community to support a range of responsive, quality library services.

Turn page for map

MARIGOLD LIBRARIES, BOOK DEPOSITS AND LIBRARY LENDING LOCKERS





An Agreement
by and between
the parties comprising
Marigold Library System

January 1, 1984

Amended January 1, 1995

Amended April 15, 2000

Amended August 2002

Amended November 1, 2002

Amended June 20, 2007

Amended April 22, 2008

Amended August 1, 2008

Amended January 29, 2022

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An Agreement by and between
the parties comprising the
Marigold Library System
(hereinafter referred to as "this Agreement")

This Agreement is made as of the 1st day of January 1984, with amendments to August 1, 2008, between such of the Municipalities, Improvement Districts and Special Areas contained in Schedule A as have appropriately ratified, endorsed and executed this Agreement or terms identical to this Agreement.

BECAUSE the *Libraries Act and Regulation R.S.A. 2000 Chap. L-11*, as amended, hereinafter referred as "*the Act*" provides:

- a) that a Municipality, Improvement District, Special Area, Métis settlement or school authority may enter into an agreement to associate with one or more such organizations to establish, maintain and operate a Library System,
- b) for a Library System board so established to be a corporation as set out in *the Act* and
- c) that the Minister may make a grant upon the establishment of the Library System and may thereafter make annual grants where the Minister decides that the Library System is providing satisfactory service;

AND BECAUSE the Parties to this Agreement:

- a) desire to collaborate to provide enhanced public library service to their residents,
- b) are prepared to jointly finance and operate a Library System service to their residents,
- c) recognize that the most effective way to provide a high quality of library service is through collaboration,
- d) are prepared to support the development and maintenance of public library services through the Library System for the benefit of all parties, including the party that signs this Agreement,
- e) agree that all library materials which are available through their respective Library Service Points shall be Accessible to the residents of all Parties, and
- f) recognize the responsibility of each Party to have a representative fully participating in the management of the Board.

NOW the Parties to this Agreement agree with each other as follows:

1. Schedules A, B and C are attached to and form part of this Agreement.
2. When used in this Agreement, the terms defined below have the same meaning as they have in *the Act*, unless otherwise defined in this Agreement.
 - a) "Accessible" - library resources shall be available to all residents of the Parties to this Agreement in the

same way as to residents served by the Local Library. If use is restricted in a Local Library, the restriction shall apply to all residents in the system;

- b) "Community Library" - Marigold uses the term "Community Library" for those libraries (Library Service Points) located in member municipalities that do not have a Library Board.
- c) "Community Library Incorporated Society" – a Society incorporated or continued under the *Societies Act R.S.A. 2000 Chap.S-14*, that oversees the day-to-day operations and supervision of a library in a Municipality that does not have its own Library Board.
- d) "Governing Board" – Marigold Board is the "Governing Board" for municipalities that have not formed a Library Board as set out in *the Act*. These municipalities have signed this Agreement to become members of Marigold Library System, and in return Marigold Board provides public library services and promotes the value of public libraries to residents in those municipalities. Marigold also complies with the provincial requirements for reporting and for distribution of provincial per capita grants for those municipalities.
- e) "Independent Public Accountant" - a person holding a recognized professional accounting designation such as CPA (Chartered Professional Accountant), CA (Chartered Accountant), CMA (Certified Management Accountant), CGA (Certified General Accountant), or a similarly qualified individual;
- f) "Intellectual Property" – anything created by or on behalf of Marigold which results from intellectual process. Intellectual Property includes, but is not limited to, literary works (any written work intended to provide information, instruction or pleasure), artistic works and computer program files. Such works and information may be stored in any format. Intellectual Property specifically includes Marigold's automated files and databases.
- g) "Intermunicipal Library Board" - a Library Board established pursuant to Part 1.1 of *the Act*;
- h) "Library Board" - a Municipal or Intermunicipal Library Board;
- i) "Library Service Point" – in accordance with *the Libraries Regulation* (hereinafter referred to as "*the Regulation*" under *the Act*, refers to a facility that provides public library services under the control and management of a board;
- j) "Library System" - a Library System established pursuant to Part 2 of *the Act*;
- k) "Local Library" - a Municipal Library, Intermunicipal Library, or a Community Library;
- l) "Minister" - the Minister with authority for public libraries as defined in *the Act*;
- m) "Municipal Library Board" - a Library Board established pursuant to Part 1 of *the Act*;
- n) "Member Municipality" - any incorporated city, town, village, summer village, municipal district, special area, improvement district or any other eligible entity that is or could become a party to this Agreement;
- o) "Personal Property" – any movable or intangible thing that is subject to ownership and not classified as Real Property.
- p) "Real Property" - land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land. Real property can be either corporeal (ex. soil and buildings) or incorporeal (ex. easements).

Name

3. There is hereby established by Ministerial Order, a Library System known as the Marigold Library Board as set out in Section 14(2) of *the Act*, hereinafter referred to as “Marigold”.

Operation

4. The Parties to this Agreement shall maintain and operate Marigold in accordance with *the Act* and any regulations promulgated under *the Act*,
5. The Parties to this Agreement shall provide public library service to all their residents through the Library System as defined by this Agreement.
6. The Parties to this Agreement shall make all library materials and resources belonging to Marigold and local libraries accessible to the residents of all Parties.

The Marigold Library Board

7. The general management, regulation and control of Marigold is vested in and shall be exercised by the Governing Board of Marigold, hereinafter referred to as “Marigold Board”, with the powers and duties set out in *the Act*.
8. Where a Municipality is a Party to this Agreement, it shall appoint one member to Marigold Board. The preference for an appointment will be an individual who has an active involvement in the library community such as membership on the Local Library Board.
9. Appointments to Marigold Board shall be made in accordance with *the Act*.
10. Marigold Board shall be governed by *the Act*, this Agreement and the governing documents adopted by Marigold Board.
11. Marigold Board shall establish an Executive Committee of not more than ten (10) persons. That committee shall oversee the general operations of Marigold between Marigold Board meetings and carry out such further activities as may be directed by Marigold Board.
12. Marigold Board shall hire a Chief Executive Officer (CEO) whose responsibility shall be the administration of Marigold. Marigold Board shall fix the compensation and all other terms of employment of the CEO.
13. Marigold Board shall maintain adequate insurance coverage for its property, liabilities and operations.
14. Marigold Board shall cooperate with other libraries, Library Systems, library associations and with the Government of Alberta in the development, maintenance and operation of networks for enhancing public library services.

Powers and duties of Library Boards

15. Each Library Board within Marigold should:

- a) hire such Municipal Library employees as are necessary for the provision of library service to the community,
- b) act as liaison between their community, their Municipal Council and Marigold Board to communicate Library Board policy and community need,
- c) in cooperation with Marigold Board, set policies and procedures for the operation of the library including minimum number of library hours, management, use and services,
- d) cooperate with Marigold Board in implementing system-wide policies,
- e) submit copies of all library policies, bylaws, goals and objectives and plan of service documents to Marigold Board when updated,
- f) perform such additional duties as are necessary to operate library service in their community and
- g) forward a copy of its budget for the current year, a copy of its annual report and audited financial statements for the preceding year to Marigold Board on or before June 30.

16. Marigold Board will act as the Governing Board for any Municipality that does not have a Municipal Library Board or an Intermunicipal Library Board. That relationship will be governed by an agreement between Marigold and any such Municipality.

Financial

- 17. The fiscal year of Marigold and Marigold Board shall be January 1 to December 31, both dates inclusive, or as may be amended by Marigold Board from time to time.
- 18. For the purposes of the per capita requisition in paragraphs 19 and 20, the population of a Municipality that is a Party to this Agreement shall be deemed to be the population for the Municipality published by the Government of Alberta for the fiscal year prior to the fiscal year in which the requisition is paid.
- 19. Each Party to this Agreement shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within one month of the invoice date.
- 20. Each Municipal Library Board or Intermunicipal Library Board in Marigold shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within one month of the invoice date.
- 21. Increases or decreases of per capita requisitions in Schedule C constitute an amendment to this Agreement, which shall be passed in accordance with paragraph 41.
- 22. Residents of Municipalities that do not participate in any Alberta Library System are not eligible to use the services provided by the Marigold Board, as outlined in Section 28 of this Agreement.

23. Marigold Board shall keep distinct and regular accounts of its receipts, payments, credits, assets and liabilities and shall have these accounts for each fiscal year audited by an Independent Public Accountant. Such accounts shall be kept in accordance with generally accepted accounting practices as defined by the Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPPO).
24. Marigold Board shall cause audited financial statements for each fiscal year to be prepared and presented by an Independent Public Accountant by the last day of April in the year following the fiscal year to which they relate, and to be presented to Marigold Board at the Annual General Meeting.
25. Marigold Board may apply for any grants for which it is eligible.
26. Any Party not having a Municipal Library Board or an Intermunicipal Library Board authorizes Marigold Board to apply for provincial operating grants on their behalf in accordance with government regulations.

Services provided by Marigold Board

27. Subject to the provisions of *the Act* and *the Regulation* and subject to the provisions of this Agreement, the Marigold Board shall manage and control Marigold by organizing, promoting and maintaining comprehensive and efficient library services.
28. Marigold Board shall equip, establish and maintain Library System service for the residents of the Parties to this Agreement and the services provided shall include:
 - a) IT network and infrastructure support, including network management, threat protection, help desk support, equipment installation and servicing, email, website hosting and IT consultation services,
 - b) bibliographic services, including central ordering, cataloguing and processing and shared catalogue,
 - c) physical and virtual materials and collections, including materials allocation, interlibrary loans and digital/online resources,
 - d) consultation services, including professional consultation, training and continuing education,
 - e) delivery and resource sharing,
 - f) marketing and advocacy,
 - g) programming support, including support for summer reading programs and program kits,
 - h) discount ordering of materials, supplies and equipment,
 - i) direct services to Marigold residents, including book deposits, mail delivery of requested materials and access to Library Lending Lockers.

Expansion of Marigold

29. The Parties to this Agreement agree that any eligible entity within the boundaries of Marigold as set out in *the Regulation* may become a Party to this Agreement and a member of Marigold Board by:
- a) signing an agreement with Marigold Board incorporating the terms and conditions of this Agreement as amended, and
 - b) adhering to policy concerning terms and conditions for integrating library services for acceptance of new or returning Parties to this Agreement, and
 - c) receiving the approval of the Minister.
30. Admission and the date of admission shall be determined by Marigold Board.
31. Any Party to this Agreement admitted to Marigold after April 1 in any year shall pay a share as determined by Marigold Board of the annual requisition within 30 days of the date of admission.

Reports

32. Marigold Board shall present an annual report on the previous year's operations to the council and to the Library Board of each Member Municipality and to the Minister within 60 days after the Annual General Meeting of Marigold Board.
33. Marigold Board shall provide a copy of the financial statements prepared and certified by the Independent Public Accountant. Copies will be prepared and sent to each Member Municipality and to the Minister within 60 days of passing by Marigold Board.

Ownership of Property

34. Marigold owns the Real and Personal Property (including Intellectual Property rights) paid for or created by Marigold in Marigold's Municipal Libraries and Community Libraries.
35. All books, periodicals and library materials transferred to a member library's collection remain the property of that library's Library Board unless they are sent to Marigold for withdrawal or other disposition.
36. All books, periodicals and library materials transferred to a Community Library's collection remain the property of the Member Municipality unless they are sent to Marigold for withdrawal or other disposition.

Withdrawal and Termination

37. Any Party to this Agreement may withdraw from this Agreement in accordance with *the Act*. Any notice of withdrawal shall be received by Marigold Board by December 31 of any year to be effective at the end of Marigold's next fiscal year. If a Party to this Agreement gives notice to withdraw, Marigold Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing to the council and Municipal Board as appropriate, an appraisal of the expected effects on library services to the residents of the Municipality concerned. Marigold Board may request a reconsideration of the notice to withdraw.

38. If a Party to this Agreement withdraws from this Agreement pursuant to *the Act*, that Party shall be deemed to have forfeited any right, title or interest in the assets of Marigold Board, including Marigold Board's Real and Personal Property of any nature.
39. Marigold Board may expel any Party hereto from this Agreement for substantial misconduct or breach of this Agreement upon motion by the Executive Committee. At least 60 days written notice stating specific grounds for the motion shall be delivered to all the Parties to this Agreement and all Library Boards and be voted upon at the next General meeting after the notice period has expired. The motion shall be passed only upon a majority comprising 75% of Marigold Board members in attendance at said meeting.

Extension

40. The provisions of this Agreement shall be binding upon the Parties to this Agreement and any of their successors.
41. A separate contract may be negotiated by Marigold Board with any eligible non-member entity to acknowledge the different administrative and funding procedures and to define the type and extent of library service to be provided, as negotiated and approved by Marigold Board.

Amendment

42. This Agreement shall be amended by a motion for amendment passed by Marigold Board. Such amendment shall be effective upon receipt by Marigold Board of written notification from 60% of the Parties to this Agreement representing 60% of the people living within the boundaries of Marigold that they so authorized such amendment. The Parties to this Agreement shall conform to such amendment upon notification from Marigold Board that the amendment is in effect.

Entire Agreement

43. This Agreement, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter and all prior Agreements, representations, statements, negotiations and undertakings by and between the Parties to this Agreement are superseded hereby.

Execution in Counterpart

44. This Agreement may be executed in counterpart and all the executed counterparts together shall constitute this Agreement.

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

(Member Municipality)

Authorized Signature

Date

Print Name and Title

Seal:

Municipal Library Board or Intermunicipal Library Board* (City, Town, Village)

Authorized Signature

Date

Print Name and Title

*A Municipal Library Board or Intermunicipal Library Board is established pursuant to *the Act*.

Schedule A

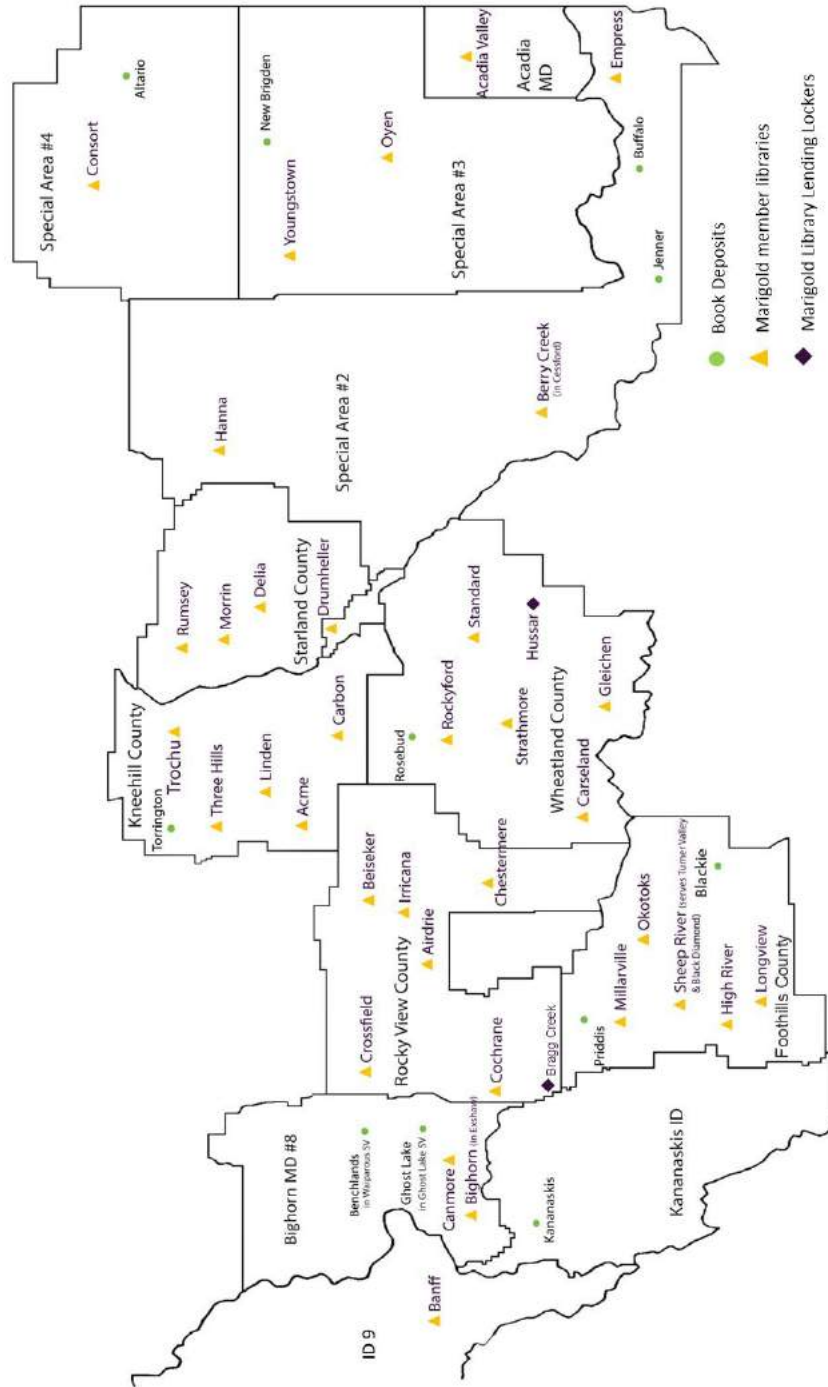
Parties which shall be admitted to Marigold Library System:

1. Council of the Municipal District of Acadia #34
2. Council of the Village of Acme
3. Council of the City of Airdrie
4. Council of the Town of Banff
5. Council of the Village of Beiseker
6. Council of the Municipal District of Bighorn #8
7. Council of the Town of Black Diamond
8. Council of the Town of Canmore
9. Council of the Village of Carbon
10. Council of the City of Chestermere
11. Council of the Town of Cochrane
12. Council of the Village of Consort
13. Council of the Town of Crossfield
14. Council of the Village of Delia
15. Council of the Town of Drumheller
16. Council of the Village of Empress
17. Council of Foothills County
18. Council of the Summer Village of Ghost Lake
19. Council of the Town of Hanna
20. Council of the Town of High River
21. Council of the Village of Hussar
22. I.D. #9 Banff (The Minister of the Department of Municipal Affairs)
23. Council of the Town of Irricana

24. Kananaskis Improvement District (The Minister of Tourism, Parks and Recreation)
25. Council of Kneehill County
26. Council of the Village of Linden
27. Council of the Village of Longview
28. Council of the Village of Morrin
29. Council of the Village of Munson
30. Council of the Town of Okotoks
31. Council of the Town of Oyen
32. Council of the Village of Rockyford
33. Council of the County of Rocky View #44
34. Special Areas #2, #3 and #4 (The Minister of the Department of Municipal Affairs)
35. Council of the Village of Standard
36. Council of Starland County
37. Council of the Town of Strathmore
38. Council of the Town of Three Hills
39. Council of the Town of Trochu
40. Council of the Town of Turner Valley
41. Council of the Village of Veteran
42. Council of the Summer Village of Waiparous
43. Council of Wheatland County
44. Council of the Village of Youngstown

Map of Marigold Boundary

MARIGOLD LIBRARIES, BOOK DEPOSITS AND LIBRARY LENDING LOCKERS



Schedule C – Requisition by the Marigold Library Board

Attached to and part of this Agreement by and between the Parties comprising the Marigold Library System.

Part I For those Municipalities without Library Boards

The contributions to the Marigold Library System by Counties, Municipal Districts, Special Areas, Improvement Districts or any other Municipality without a Library Board shall be as follows for the period stated:

2021 ~ \$10.74 per capita paid to the Marigold Library System

2022 ~ \$10.74 per capita paid to the Marigold Library System

Part II For those Municipalities with Library Boards

The contributions to the Marigold Library System by Municipalities having Municipal Library Boards or Intermunicipal Library Boards shall be as follows for the period stated:

2021 ~ \$6.24 per capita to be paid directly to Marigold Library System

2022 ~ \$6.24 per capita to be paid directly to Marigold Library System

Part III For Municipal Library Boards

The contributions to the Marigold Library System by Municipal Library Boards or Intermunicipal Library Boards shall be as follows for the period stated:

2021 ~ \$4.50 per capita to be paid directly to Marigold Library System

2022 ~ \$4.50 per capita to be paid directly to Marigold Library System

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

(Member Municipality)

Authorized Signature

Date

Print Name and Title

Seal:

Municipal Library Board or Intermunicipal Library Board* (City, Town, Village)

Authorized Signature

Date

Print Name and Title

Retain one copy for your files and forward one copy to Marigold Library System headquarters

*A Municipal Library Board or Intermunicipal Library Board is established pursuant to *the Act*.



Schedule C

Requisition for Marigold Library System

Attached to and part of this Agreement by and between the Parties comprising the Marigold Library System.

Part I For those Municipalities without Library Boards

The contributions to the Marigold Library System by counties, Municipal Districts, Special Areas, Improvement Districts or any other Municipality without a Library Board shall be as follows for the period stated:

2023 ~ \$10.85 per capita paid to the Marigold Library System

2024 ~ \$10.96 per capita paid to the Marigold Library System

Part II For those Municipalities with Library Boards

The contributions to the Marigold Library System by Municipalities having Municipal Library Boards or Intermunicipal Library Boards shall be as follows for the period stated:

2023 ~ \$6.35 per capita to be paid directly to Marigold Library System

2024 ~ \$6.46 per capita to be paid directly to Marigold Library System

Part III For Municipal Library Boards

The contributions to the Marigold Library System by Municipal Library Boards or Intermunicipal Library Boards shall be as follows for the period stated:

2023 ~ \$4.50 per capita to be paid directly to Marigold Library System

2024 ~ \$4.50 per capita to be paid directly to Marigold Library System

In WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

(Member Municipality)

Authorized Signature

Date

Print Name and Title

Seal:

Municipal Library Board or Intermunicipal Library Board* (City, Town, Village)

Authorized Signature

Date

Print Name and Title

Retain one copy for your files and forward one copy to Marigold Library System headquarters

*A Municipal Library Board or Intermunicipal Library Board is established pursuant to *the Act*.

Requisition for the Marigold Library Board Schedule C Fact Sheet



**Better Value
Better Services
Better Communities**



MARIGOLD
LIBRARY SYSTEM

Schedule C Fact Sheet

SCHEDULE C PROCESS

What is Schedule C?

Schedule C is an amendment to the Marigold Agreement¹ that outlines the per capita levy rate for municipalities and library boards.

Following approval by the Marigold Board, Schedule C and attachments are mailed to every member municipality.

Marigold requests that every municipality present Schedule C to Council for consideration and return a signed copy to Marigold before **September 30** of that year.

¹Marigold Agreement: A fundamental document signed by member municipalities that provides information associated with the Marigold membership: governance, services, membership and levy rates.

Use and needs are increasing

As **populations grow** and communities evolve, there is a **greater need** to provide collections, services and programs that are inclusive and broaden cultural awareness. Demand for training has also increased as more content-rich products and services are being introduced.



Use of public libraries in Marigold is growing. Therefore, support costs are also increasing.

To determine our levy rates, Marigold considers the following:

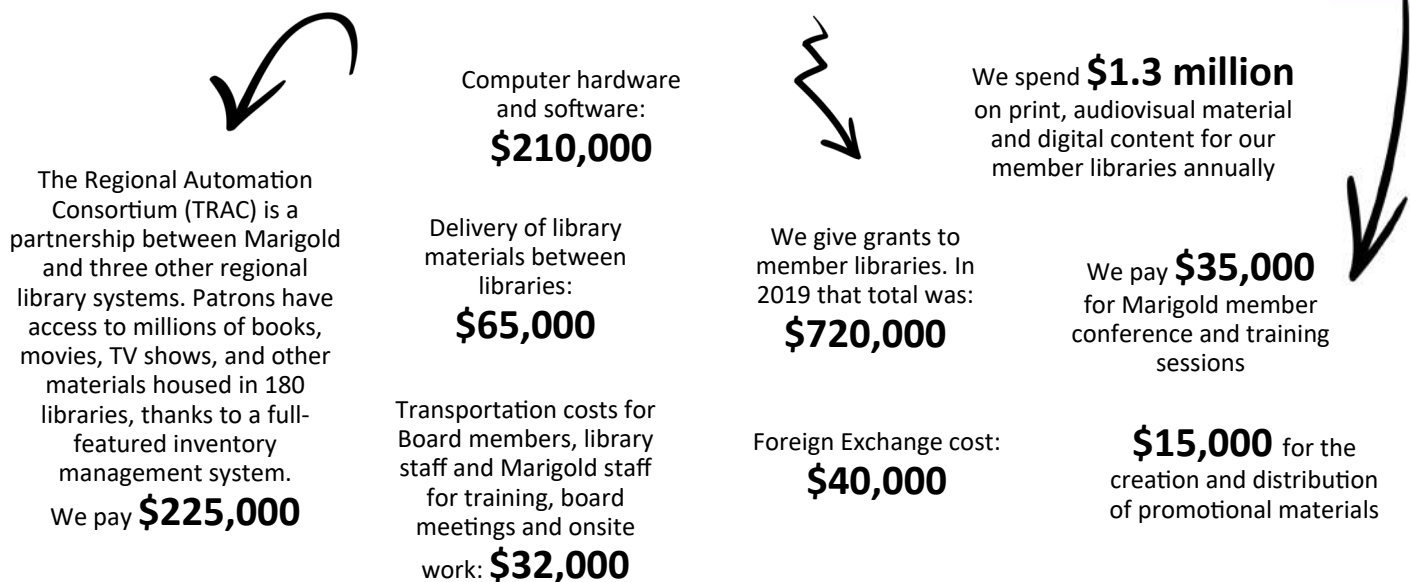
- Service cost increases that mirror population increases: delivery, materials allocations and service grants
- More training for member library managers and staff, board members and patrons
- Increases to delivery costs because of fuel costs and more frequent trips to high volume libraries
- More programs, supplies and equipment
- More downloadable eBooks and eAudio materials, music and online training and curriculum support
- Purchasing program for members with discounts on IT equipment and supplies
- Increased IT Infrastructure, support, and cybersecurity
- eBooks and eResource costs set by US vendors that are increasing faster than inflation
- Population based expenditures are increasing: TRAC levy, contract subscription fees for online resources, and organizational memberships
- The IT department is faced with increased costs due to enhanced security features and user security training. More servers will be needed and cost of licensing is increasing

Schedule C Fact Sheet



Stronger together!

Marigold is more than a service provider. It is a membership group made up of many municipalities that have chosen to collaborate to increase efficiency and save money while providing state-of-the-art public library service. Marigold makes it possible for residents in **all** member municipalities to be able to access library services at any of its service points. One library can't do it alone. Marigold invests money to provide your community access to amazing digital content, an Internet connection and wifi, thousands of books, professional consultations and much more.



*These numbers do not take into consideration the salaries of staff who provide services and programming.

And much more...

Schedule C Fact Sheet

Delivery Service & Supplies

Our fleet transports interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials and recycling.

Services and Program Support

Marigold develops and provides quality programs, and has direct relationships with residents through the books-by-mail service (L2U) and volunteer book deposits. Marigold provides administrative support for local and national programs, delivers kits and equipment to support in-house library programs at member libraries

Communications and Marketing Support

Marigold provides professional quality publications, photographs, displays, custom promotional materials and marketing software to promote resources, events and services available at the library.

Purchasing Program

Through Marigold's participation in the Public Purchasing Group (PPG), and Marigold's long-term relationships with vendors, Marigold can provide discounts to its members on IT equipment, office and processing supplies necessary for their daily operations.

How do your
**LEVY
DOLLARS**
benefit you?

Consultation and Training

Professional librarians provide training opportunities for library staff, board members and patrons. They also provide libraries with management info and direction.

Board Development

Marigold hosts Board orientations, one-on-one trustee orientations, and provides development workshop support.

IT and Network Support

Member libraries have access to our help desk, IT and Network centre, and high speed and high bandwidth Internet, wifi and office application. Software, inventory tracking, and day-to-day operational support is also available.

Collection Development, Materials and Digital Content

Consultants and library managers work together to develop collection plans and meet community needs. Through bulk purchasing, Marigold is able to access vendor and freight discounts. We provide insurance for physical collections at member libraries, and materials sorting and shipping for resource sharing. As a member of TRAC, patrons have access to collections at 180 libraries, eResource subscriptions for language learning, consumer reports, digital magazines, eBooks, music, movie and TV programs, K-12 curriculum materials, and more.



April 21, 2022

Mayor John Walsh
PO Box 19554
South Cranston
Calgary AB T3M 0V4

Dear Mayor Walsh,

RE: Enclosed documents from Marigold: revised Agreement and Schedule C

Please find enclosed two document packages for review by your Council. Both of these documents require signing before September 30, 2022.

- 1) Revised Marigold Agreement
- 2) Marigold per capita levy rates for 2023 & 2024 (Schedule C)

If you have questions or would like more information, please contact your Marigold Library Board representative and/or Marigold Headquarters: 1-855-934-5334 or michelle@marigold.ab.ca.

Marigold Library System exists to advocate for and support public library service delivery in all its communities, large and small, urban and rural. We believe that public library services inspire and galvanize strong communities along with greater civic engagement and cohesion. Forty-three municipalities have committed to forming a membership collaborative called Marigold Library System to provide support for libraries and residents in your community. Our mission is to **cultivate a collaborative and inclusive library community to support a range of responsive, quality library services.**

Just as important are the many personal benefits that come with affordable library services. The provincial government has deemed library services to be essential to daily living. Marigold and our member libraries collaborate to provide life sustaining services for people of all ages, including those in vulnerable groups. During difficult financial times with high unemployment, the public uses and depends on library service more than ever. Libraries and library systems support parents and children who are home schooling, the elderly and isolated, residents with disabilities, newcomers, and people with poor Internet and/or no computer devices to name a few. Public libraries will continue to be important civic institutions that your residents cherish.

For an overview of Marigold's philosophy and services, please view this two-minute YouTube video:

<https://youtu.be/FC0VNG9xpbQ>



Thank you for your attention to these important documents. We look forward to hearing from you before September 30, 2022.

Sincerely,

Y. Michelle Toombs, CEO
Marigold Library System

cc. Marigold Board members

Att. Marigold Library System Agreement
Schedule C documents

April 21, 2022

Mayor John Walsh
PO Box 19554
South Cranston
Calgary AB T3M 0V4

Dear Mayor Walsh,

RE: Marigold Per capita levy requisition documents

Enclosed with this letter are documents outlining the per capita levy rates that will appear on requisitions in 2023 and 2024. The Marigold Library Board is submitting this documentation for your Council approval after giving these levy rates and library services consideration.

For the last three years (2020, 2021, 2022), the Board did not increase the per capita levy because we recognized your financial challenges. Marigold also retained the 2019 Government of Alberta municipal populations for the 2020 and 2021 levy requisitions. However, rising costs and inflation are having an impact on our service provision capacity.

Marigold's mandate is to deliver library service to our forty-three member municipalities. Library systems like Marigold do not duplicate municipal library services and our governance structure is quite different from municipal libraries. While we innovate, adapt and deliver library services that are mostly behind-the-scenes, the nature of our work has not changed during or following the COVID closures.

As we prepare the 2023 and 2024 budgets for Marigold Library System, we see increasing costs for utilities, fuel, books, IT contracts and equipment, digital subscription contracts, the TRAC levy for our library system, supplies and salaries. Therefore, the Board has approved a revised levy schedule for municipalities and library boards with an \$0.11 per capita increase for each of 2023 and 2024.

Since the COVID pandemic began in 2020, municipal libraries have had to close their doors to the public at times, limit the number of people on-site, and reduce in-person programming and one-on-one patron supports, but this does not mean that library service has ceased. Quite the opposite. Libraries have innovated to provide a wider range of off-site and virtual programs. Marigold Library System has experienced significant increases in the use of its website services, online catalogue, e-book collections and digital subscriptions. Despite increased operational costs and declining provincial grants, Marigold has found operational efficiencies and invested in cyber security protections.

Every year after the April AGM, Marigold distributes **Value of Your Investment** reports for all member library boards, along with a companion document entitled **Power of Your Library Card** for counties. In these documents, we report how your levy investment has been spent to provide a wide range of supportive library services for your residents and for your municipality. The return on investment is significant and made possible by our careful and transparent use of your levy investment.



We value the support for library services that your municipality provides, and we would appreciate your review and signing of the attached Schedule C documents because we believe strongly that public libraries deliver exceptional value.

Sincerely,

Michelle Toombs, CEO
Marigold Library Board