

**MINUTES  
SUMMER VILLAGE OF GHOST LAKE  
REGULAR MEETING OF COUNCIL**

Dec 6, 2022, 5:30. p.m.  
SUPER 8, COCHRANE

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**ITEM    DESCRIPTION**

**1.0      CALL TO ORDER**

**22-136**

*Moved by Mayor Walsh that the December 6<sup>th</sup>, 2022 Regular Council Meeting is called to order at 5:34 p.m.*

**CARRIED**

**1.1      Land Acknowledgement**

*"We are very grateful to be located within the Treaty 7 territory, traditional lands and home of the Bearspaw, Chiniki and Good Stoney Nation, the Kainai, Piikani, Siksika Nations, the Tsuut'ina Nation, and Region 3 Métis People. We are honoured to live, work and play in their territory and commit to the work of reconciliation. "*

**1.2      New Finance Manager Introduction**

**2.0      APPROVAL OF AGENDA**

**2.1      Agenda for the December 6<sup>th</sup>, 2022 Regular Council Meeting**

**22-137**

*Moved by Councillor Foudy that that Council approve the agenda as presented with the following changes:*

**5.7.3 Hall Rental**

**5.7.4 Camera for community hall**

**5.8 Annexation**

## **8.0 Committee Updates**

## **9.0 Adjournment**

***CARRIED***

## **3.0 APPROVAL OF MINUTES**

### **3.1 Approval of Minutes for the September 26<sup>th</sup>, 2022 Regular Council Meeting**

**22-138**

***Moved by Mayor Walsh that Council approves the September 26<sup>th</sup>, 2022 Regular Council Meeting Minutes***

***CARRIED***

### **3.2 Approval of Minutes for the November 21<sup>st</sup>, 2022 Special Council Meeting**

**22-139**

***Moved by Councillor Fougere that Council approves the November 21<sup>st</sup>, 2022 Special Council Meeting Minutes***

***CARRIED***

## **4.0 DELEGATIONS**

NIL

## **5.0 OLD BUSINESS**

### **5.1 Bins**

#### **5.1.1 Garbage bins**

After investigating different options for bear proof bins, administration recommends two 6yd bearproof bins from BluPlanet for a total cost of \$6,424 plus tax. The bins may be purchased as capital from the Community Capacity

Building Fund. Administration recommended not purchasing any mixed recycling bins but will aim to share information with the village to encourage practising safe disposal procedures.

*\*Full report attached at the end of this document\**

**22-140**

***Moved by Mayor Walsh that Council approves the purchase of two 6yd bins from BluPlanet Recycling as per administration's recommendation***

***CARRIED***

### **5.1.2 Compost bins**

Administration reached out to BluPlanet Recycling to get options for acquiring compost bins for the community and getting the existing compost pile hauled away for disposal. Based on the costs, administration recommends against acquiring a fixed compost service, and instead opt for seasonal pickup service if needed.

*\*Full report attached at the end of this document\**

The village will aim to manage the existing compost pile by spreading it on site within the village through a combination of volunteer work and equipment hire. The village will also consider closing the existing compost "storage" and investigate the need and feasibility of implementing a seasonal compost collection instead.

## **5.2 Carraig Ridge Well**

Administration submitted all related documents and Notice of Appeal on behalf of Ghost Lake to AEP via email and mail.

## **5.3 Hwy 1a Realignment**

Administration had previously reached out to the Government of Alberta to request signage on the highway by the village emergency exit. Their response indicated that they will not be adding any signage as they do not want to promote the use emergency access road on a regular basis.

## **5.4 Village Signage Update**

Administration received costs from the City of Calgary for 8 small signs to be posted on a sign board by the village entrance. The costs for these signs (with vinyl coating) will be \$520 plus tax.

*\*Full report attached at the end of this document\**

Council directed administration to also acquire 6 “No Parking” signs and 2 bigger signs displaying the message, “For Ghost Reservoir Rec Area, turn around and drive East for 4 km”

## **5.5 West/Emergency Exit to Hwy 1a Update**

Discussed in 5.3

## **5.6 Beaupre Hall Agreement**

Administration has finalized and sent Beaupre Community Association the agreement which allows Ghost Lake to use the Beaupre Community Hall in case



of emergencies. The contract will be valid for a 10-year period and there is no cost associated with the rental of the hall in such situations.

*\*Full report attached at the end of this document\**

## **5.7 Community Hall**

### **5.7.1 Community Hall Survey and Open House Document**

The Community Hall Survey and Open House summary document has been posted on the village website and emailed to the community.

### **5.7.2 Internet**

Council directed administration to look at costs and pricing for internet for the village community hall.

### **5.7.3 Hall Rental**

Ghost Lake village has created an agreement that may be used for the rental of the community hall. The agreement, along with relevant information will be posted on the website for the community to access.

**22-141**

***Moved by Councillor Foudy that Council approves the agreement for the rental of the Ghost Lake Village Community Hall***

***CARRIED***

### **5.7.4 Camera**

Councillor Foudy suggested investigating options for surveillance cameras for the community hall.

## **5.8 Annexation**

Consultant Greg Birch provided update to administration that the consulting firm is undertaking further discussion with the MD of BigHorn to address any ongoing concerns from their CAO and Council regarding the annexation process.

## **6.0 FINANCIAL**

### **6.1 Finance Update**

Administration recommended Council to remove the transfer of \$7,172 into Operating Reserves and the transfer of \$5,000 into Capital Reserves from the 2022 Budget, and further direct administration to transfer any 2022-year end surplus into Operating Reserves.

*\*Full report attached at the end of this document\**

**22-142**

***Moved by Mayor Walsh to approve administration's request to remove the transfer of \$7,172 into Operating Reserves and the transfer of \$5,000 into Capital Reserves from the 2022 Budget, and further direct administration to transfer any 2022-year end surplus into Operating Reserves***

**CARRIED**

### **6.2 Operating Reserves**

*\*Full report attached at the end of this document\**

**22-143**

***Moved by Councillor Fougere that Council direct administration to create a single Operating Reserve that all current Operating Reserves are transferred***

*into and a single Capital Reserve that all current Capital Reserves, except the MR Reserve are transferred into resulting in three reserve accounts for the Summer Village of Ghost Lake*

**CARRIED**

### **6.3 Budget**

Administration presented the 2023-2025 Operating Budget and the 2023-2027 Capital Budget to Council for approval.

*\*Full report attached at the end of this document\**

*Administration will work to update the village's purchasing policy and present it to Council for approval later.*

**22-144**

*Moved by Councillor Foudy that Council approves the 2023-2025 Operating Budget and the 2023-2027 Capital Budget as presented by administration*

**CARRIED**

### **6.4 Bank Reconciliations**

**22-145**

*Moved by Mayor Walsh that Council approves the General Bank Reconciliation for the period ending October 31, 2022, as presented*

**CARRIED**

## **6.5 Cheque Register**

*\*Full report attached at the end of this document\**

## **7.0 NEW BUSINESS**

### **7.1 Property Tax Late Fee, waived for 2021 and 2022 for discussion**

Property owner requested administration to waive penalties associated with paying their property tax late in 2021 and 2022.

**22-146**

***Moved by Mayor Walsh that Council instructs the property owner (roll #6100) to pay all required penalties by June 30<sup>th</sup>, 2023, via installments or lump sum, and that no additional penalties to their outstanding balance will be applied unless the owner fails to pay before the deadline.***

**CARRIED**

### **7.2 Village Newsletter**

Administration aims to circulate the winter newsletter to the village by mid-December.

### **7.3 AED pad replacement**

Administration is working to get the AED pads for the AED device in the community hall replaced as the existing ones have expired. Council also discussed moving the AED to the library as it would allow for easier access in emergency situations.

**7.4 Marigold Library**

**22-147**

*Moved by Councillor Fougere that Council approves the amended agreement for Marigold Library and that Mayor Walsh sign the agreement.*

**CARRIED**

**8.0 COMMITTEE UPDATES**

**8.1 Emergency Management**

Working with Alberta Forestry to set up a controlled burn for 2023. Talked to Richard Payton regarding the weather station who suggested installing the weather station near the entrance of the village. Furthermore, Tim Bliet will be joining the Emergency Management committee.

**8.2 Public Works**

No new updates

**8.3 Dock Committee**

No new updates

**8.4 Community Association**

Hosted a Halloween party and a Christmas potluck dinner, both with good engagement and turnout. Working to raise money for fireworks.

**9.0 ADJOURNMENT**

**22-148**

*Moved by Mayor Walsh being that the agenda matters have been concluded, the meeting adjourn at 8:55 p.m.*

**CARRIED**



**Report Date:**  
**Contact: Mustafa Hashimi**  
**Agenda Item Number: 5.1.1**  
**Meeting Date: Dec 6<sup>th</sup> 2022**

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**TO: Council**

**FROM: Administration**

**Subject: Garbage / Bear-proof Bins**

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**RECOMMENDATION:**

THAT Council instruct administration to purchase the two 6-yd metal bearproof bins for the Garbage from BluPlanet Recycling which will cost the village a total of \$6,424 through funding drawn from the Canadian Community Building Fund (CCBF).

**REPORT SUMMARY**

Administration reached out to multiple organizations to inquire about associated costs and timelines for bear proof bins and installing barbed fences around existed outdoor bins. Attached below are details of the quotes.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

# REPORT

## BACKGROUND/CONTEXT

There have been many incidents involving bear activity near the area with the garbage and recycling bins. Council requested administration to investigate options to secure the garbage bin area or investigate pricing for bear-proof bins

## DISCUSSION

Administration investigated several different options, such as acquiring bearproof bins and barbed fences to enclose the existing bins the village has. Administration received pricing and information from Waste Management Canada, Blu Planet Recycling, and Lynx Fencing.

Attached below are options given to Administration from the vendors.

## DETAILS

### BLUPLANET RECYCLING

#### Garbage

- 2 x 6-yard metal containers with plastic slant top or flat top
- 2 x 6-yard metal containers with metal slant top or flat top
- 2 x 6-yard bear proof containers (attached photo)



- 3 x 4-yard metal bin with metal lids



### **Mixed Recycling**

Switch from two (4 yd) bins to two (3 yd) or three (3 yd) bins

\*Bins will have a plastic lid with a slot in them\*

### **WASTE MANAGEMENT CANADA**

If we use Waste Management's pickup service for bins, there is no separate charge for the bin rental.

The quotes provided are for three (3 yd) Waste bins and two (3 yd) Recycling bins.

#### **Details:**

- 3 Year term with a 12-month renewal
- Fixed annual price increase of 5% \*Does not include landfill disposal rate increases or increases to recycle facility processing rates\*
- One-time delivery charge of \$215 per bin



## COSTS

Company		Details	Total Cost
<b>Blu Planet</b>	<b>Garbage (One time purchase)</b>		
		2x 6-yd metal containers w/ plastic slant top or flat top	\$3,929
		2x 6-yd metal containers w/ metal slant top or flat top	\$4,399
		2x 6-yd bear proof containers	\$6,424
		3x 4-yd metal bin with metal lids	\$3,518
	<b>Mixed Recycling</b>		
		2x 3-yd bins. Plastic lid with a slot	-
		3x 3-yd bins. Plastic lid with a slot	-
	<b>Monthly Service Fees</b>	<b>Weekly Collection</b>	
	Garbage	2x 6-yd bins	\$660
		3x 4-yd bins	\$750
	Mixed Recycling		
		2x 3-yd bins	\$400
		3x 3-yd bins	\$600
<b>WM Canada</b>	<b>Garbage</b>		
	-	3x 3-yd metal containers w/ metal slant top	
	<b>Mixed Recycling</b>		
	-	2x 3-yd metal containers w/ metal slant top	
	<b>Monthly Service Fees</b>	<b>Weekly Collection</b>	
	Garbage	3 bins	\$600
	Mixed Recycling	2 bins	\$540
	<b>Additional Fees</b>		
	Initial One Time Service Charge		\$1,075
	Annual price increase		5%

Yearly Service Costs	Waste Management Canada	BluPlanet
Yr 1	1182	1060
Yr 2	1241	1060
Yr 3	1303	1060

- The above chart outlines the annual service costs we will incur for weekly collection of garbage and mixed recycling over a 3 year period. Waste Management Canada's services increase by 5% annually.

Long-term total costs (3yrs)	Services	Delivery Charge	Bins	Total
<b>BluPlanet</b>	\$3,180	\$0	\$6,424	\$9,604
<b>WM Canada</b>	\$3,726	\$1,075	\$0	\$4,801

## **CONCLUSION**

Administration recommends that the village acquire bear-proof bins and pickup services from BluPlanet Recycling. Administration recommends that Council instruct administration to purchase the two 6-yd metal bearproof bins for the Garbage which will cost the village a total of \$6,424. These bins once purchased will be property of the village, and funding for them can be acquired through the Canadian Community Building Fund (CCBF).

Administration recommends against acquiring any metal/bearproof bins for Mixed Recycling as recycling bins should not contain any food products or organics which attract a bear. The administration will work to spread awareness regarding the proper use of the existing Mixed Recycling bins to ensure that residents are not throwing any items in there which may attract bears.

## **REVIEWED AND APPROVED BY**

Mustafa Hashimi, CAO



**Report Date:**  
**Contact: Mustafa Hashimi**  
**Agenda Item Number: 5.3**  
**Meeting Date: Dec 6<sup>th</sup> 2022**

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**TO: Council**

**FROM: Administration**

**Subject: Hwy 1a Emergency Exit Signage**

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**RECOMMENDATION:**

THAT Council accept this report as information regarding the update to the village's request for signage near the Hwy 1a emergency exit.

**REPORT SUMMARY**

Administration reached out to Government of Alberta based on Council's direction to request signage near the emergency exit leading into Highway 1a. The operations manager who was contacted advised administration that they cannot install any signage as they don't want to promote the use of it on a regular basis with signage along the highway.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.



**Report Date:**  
**Contact: Mustafa Hashimi**  
**Agenda Item Number: 5.1.2**  
**Meeting Date: Dec 6<sup>th</sup> 2022**

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**TO: Council**

**FROM: Administration**

**Subject: Village Compost**

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**RECOMMENDATION:**

Administration recommends that Council acquire a roll-off bin from BluPlanet and opt for seasonal pickup services. This report also highlights BluPlanet's quote on pickup costs for the current organics on site, as well as an update on the soil analysis Council had previously requested.

**REPORT SUMMARY**

Administration reached out to BluPlanet Recycling for options and pricing for ongoing organic waste bins and pickup service. This report summarizes the two provided options.

# REPORT

## BACKGROUND/CONTEXT

The village does not currently have an organic waste collection system in place. In the previous Regular Council Meeting, Council advised administration to look into costs for acquiring a collection system.

## DISCUSSION

### COMPOST BINS

Administration contacted BluPlanet Recycling for a quote for ongoing organic waste collection, as well as prices for acquiring the appropriate bear proof bins.

Here are the two options BluPlanet provided:

#### Option 1 (Totes)

- Bear proof 64-gallon organic tote
- \$350 ea.
- Monthly service costs:
  - o Weekly Collection
  - o \$150 per tote
- If we get 4+ totes, monthly service costs will be \$125 for weekly collection

#### Option 2 (Roll-off Bin)

- Size of bin depends on usage
- Weekly/Bi-weekly collection
- \$700 per haul
- \$95/MT (Could be lowered down to \$55/MT depending on the material)

## **COMPOST ON SITE**

For the organics we currently have on site, BluPlanet can drop off a 30 or 40 yard roll off bin (will have to confirm due to weight limits) and the village will have to fill up the roll off bin with the material and BluPlanet can then collect it. The cost will be:

- Delivery fee \$450.00
- Haul fee (collection) \$640.00
- Metric Tonnage (MT) fee: \$95.00/MT

## **SOIL ANALYSIS**

Administration reached out to Aaron Chree from Yellow Leaf Engineering in regard to conducting a soil analysis on the compost site. Aaron recommended not conducting any tests if it is due to an environmental concern. He stated that compost is not a reason to suspect any environmental impairment, and therefore he doesn't recommend it.

## **CONCLUSION/RECOMMENDATIONS**

**Compost Bins:** Administration recommends that Council does not select any compost services. Council may instead opt to rent the roll-off bin from BluPlanet whenever there is a need to have on-site compost hauled away.

**Compost on site:** Administration recommends that Council opt for the provided option by BluPlanet to deal with the issue of compost on site.

**Soil Analysis:** Administration recommends against conducting any tests as per the recommendation provided by Aaron Chree.

## **REVIEWED AND APPROVED BY**

Mustafa Hashimi, CAO



**Report Date:**  
**Contact: Mustafa Hashimi**  
**Agenda Item Number: 5.4**  
**Meeting Date: Dec 6<sup>th</sup> 2022**

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**TO:** Council

**FROM:** Administration

**Subject:** Village Entrance Signage

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**RECOMMENDATION:**

THAT Council approves administration to purchase the village signage in 2023 at a cost of \$520 plus GST.

**REPORT SUMMARY**

Administration reached out to the City of Calgary to acquire costs for signage for the village entrance. This report summarizes the provided costs and details of the village signage.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.



# REPORT

## BACKGROUND/CONTEXT

In a community survey circulated in 2021, most villagers indicated that they were in favor of signage at the Ghost Lake Village entrance. Based on the responses, Council directed administration to acquire signage costs from the City of Calgary.

## DISCUSSION

The village signage consists of a sign board at the village entrance with 8 small signs. Each sign contains information for non-villagers such as:

- Local Traffic Only
- No Lake Access
- No Parking Beyond This Point
- No Boat Launch
- No Camping
- No Thru Traffic
- No Beach Access
- For Ghost Reservoir Rec Area, turn around and drive East for 4 km

## CONCLUSION

The costs for each sign will be \$50 ea/. Costs for a vinyl overlay to protect the signage will be an extra \$15 ea/. Administration recommends Council purchase the 8 signs with the added vinyl overlay, which will cost a total of \$520 plus GST.

## REVIEWED AND APPROVED BY

Mustafa Hashimi, CAO



**Report Date:**  
**Contact: Mustafa Hashimi**  
**Agenda Item Number: 5.6**  
**Meeting Date: Dec 6<sup>th</sup> 2022**

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**TO: Council**

**FROM: Administration**

**Subject: Beaupre Hall Emergency Management Program**

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**RECOMMENDATION:**

THAT Council accept this report as information regarding the update for the Beaupre Hall Emergency Management Program

**REPORT SUMMARY**

Administration has been working to create an agreement with the Beaupre Community Association to use their community hall for emergency evacuation purposes. The hall will be available at no cost to Ghost Lake, and the agreement is set for a term of 10 years. The agreement has been sent to Beaupre Community Association for final signatures. Administration will also be working to finding alternative spaces in the event that the Beaupre hall is unavailable for use.

**REVIEWED AND APPROVED BY**

Mustafa Hashimi, CAO



**Report Date:**  
**Contact: Mustafa Hashimi**  
**Agenda Item Number: 5.7.1**  
**Meeting Date: Dec 6<sup>th</sup> 2022**

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**TO: Council**

**FROM: Administration**

**Subject: Community Hall Survey and Open House Summary**

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**RECOMMENDATION:**

THAT Council accept this report as information. Administration has circulated a document summarizing the feedback from the 2022 Community Hall Survey and the Community Hall Open House held in 2022.

**REPORT SUMMARY**

Administration has worked to create a document summarizing all of the feedback from the 2022 Community Hall Survey and the 2022 Community Hall Open House. The document (attached below) was circulated to all of the residents and has been published on the website.

**REVIEWED AND APPROVED BY**

Mustafa Hashimi, CAO



**Report Date: November 30, 2022**

**Contact: Suzanne Gaida**

**Agenda Item Number:**

**Meeting Date: December 6, 2022**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: 2022 Financial Update**

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**RECOMMENDATION:**

**That Council accepts the Finance Update as information.**

**That Council directs Administration to remove the transfer of \$7,172 into Operating Reserves and the transfer of \$5,000 into Capital Reserves from the 2022 Budget and further directs Administration to transfer any 2022 year end surplus into Operating Reserves.**

**REPORT SUMMARY**

The November 30, 2022 Budget Variance Report is attached for Council information. There were a number of reassessments in 2022 affecting revenue. Administration does not feel that the transfer of money to reserves as indicated in the 2022 budget is possible. If the transfer occur as per the 2022 approved Budget, the Summer Village will likely be in a deficit at year end.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report

# REPORT

## BACKGROUND/CONTEXT

The Budget Variance report reflects 11 months of operation. It is anticipated that at year end, some of the line items will be over budget and some under budget. The budgeted transfer to reserves has not been completed. It is likely the Summer Village will end the year in a deficit if the reserve transfers are done. This deficit is due to not enough taxes being collected to offset the actual expenses. A number of reassessments were done after the tax bills went out and the bills were then adjusted to reflect the new assessment. This resulted in a shortfall in revenue of about \$9,000. Administration is recommending that the transfer to reserves be removed from the budget to help offset this shortfall. Any surplus remaining at the end of the year can then be transferred into reserves. As the 2024 and 2025 Financial Plan has a strategy for investing in Capital Reserves to increase them, it is recommended any surplus be put into Operating Reserves.

## DISCUSSION

Administration can answer any questions Council has on the Variance Report and the shortfall in revenues.

## CONCLUSION

Administration is recommending that Council accepts the Finance Update as information and directs Administration to remove the transfer of \$7,172 into Operating Reserves and the transfer of \$5,000 into Capital Reserves from the 2022 Budget and that Administration be directed to transfer any 2022 year end surplus into Operating Reserves.

## REVIEWED AND APPROVED BY

Mustafa Hashimi, CAO



**Report Date: November 30, 2022**

**Contact: Suzanne Gaida**

**Agenda Item Number:**

**Meeting Date: December 6, 2022**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: Operating & Capital Reserves**

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**RECOMMENDATION:**

**That Council direct Administration to create a single Operating Reserve that all current Operating Reserves are transferred into and a single Capital Reserve that all current Capital Reserves, except the MR Reserve, are transferred into resulting in three reserve accounts for the Summer Village of Ghost Lake.**

**REPORT SUMMARY**

Currently the Summer Village of Ghost Lake has nine Operating Reserves and four Capital Reserves. Administration would like to combine the reserves creating three reserves, one Capital, one Operating and an MR Reserve.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

# REPORT

## BACKGROUND/CONTEXT

The current reserves were created years ago when it was common practice to set up specific reserves for specific items. This practice makes it difficult for clear understanding of reserve balances and availability. With the creation of three reserves, Council will have a clear understanding of what is in each reserve, what is available to utilized and which reserves need to be increased.

The following are the current Operating Reserves and their balances

- Bylaw \$5,000
- Contingency \$82,748.19
- Fire \$12,223.22
- General \$6,086.66
- Library \$740.39
- Planning \$7,290
- Recreation Board \$7,641.46
- Recreation Goods \$500.00
- Roads Operating \$2,221.40

These reserves will be moved into a single Operating Reserve with a balance of \$124,451.32.

The following are the current Capital Reserves and their balances:

- Capital Works \$152,513.30
- Recreation & Parks \$6,784.21
- MSI Interest \$34.00
- MR \$34,553.25

These reserves, except the MR Reserve, will be moved into a single Capital Reserve with a balance of \$159,331.51.

Once this is complete the Summer Village of Ghost Lake will have the following three reserves:

Operating - \$124,451.32

Capital - \$159,331.51

MR - \$34,553.25

Total - \$318,336.08

## **DISCUSSION**

Council will need to determine if this is the direction they would like to proceed with. The Operating Reserve can be utilized to offset one time operational costs, the Capital Reserve can be used for capital projects and the MR Reserve can only be used for capital projects focused on parks and recreation as identified in the Municipal Government Act.

## **CONCLUSION**

Administration is recommending the combining of the thirteen current reserves into three reserves.

## **REVIEWED AND APPROVED BY**

Mustafa Hashimi, CAO





**Report Date: November 30, 2022**

**Contact: Suzanne Gaida**

**Meeting Date: December 6, 2022**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: 2023 - 2025 Operating and 2023 – 2027 Capital Budget**

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**RECOMMENDATION:**

**That Council approve the 2023 – 2025 Operating Budget and 2023 – 2027 Capital Budget.**

**REPORT SUMMARY**

Administration is presenting for approval the 2023-2025 Operating and 2023-2027 Capital Plan as per the requirements of the Municipal Government Act. Additions and changes discussed at Council's November 21 Budget Session have been included in the budgets being presented.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

# REPORT

## BACKGROUND/CONTEXT

### 2023 Operating Budget Highlights

- Land Use Bylaw Update budgeted for \$18,000 funded from Operating Reserves and MSI Operating Grant
- \$15,000 for the Compost Pile Cleanup has been budgeted and funded from Operating Reserves
- Administration has included a \$1,600 one-time cost funded from Operating Reserves to switch the Summer Village of Ghost Lake operating systems to Office 365. This will streamline Administration's work making it more efficient as the system is easier to file share and work within the system than the current Sync is. Office 365 is a more user-friendly email system for both Administration and Council.
- Regatta income and expenses are budgeted at a breakeven to account for the event within the budget.
- Throughout the budget Administration has increased a number of fixed expenses by 3-10% depending on the line item and the current economic trends.
- Other expenses are budgeted to reflect anticipated actuals from 2022.
- The addition of \$500 per month for compost pick-up is being budgeted in 2023
- The addition of \$1,200 has been included for Internet at the Community Building
- \$2,000 is included in the budget for Tennis Court Rehabilitation
- No funds have been included for the annexation in the 2023 Budget but can be added if needed throughout the year and would be funded from Operating Reserves.
- No transfer to reserves has been budgeted in 2023. The MSI Operating Grant which is normally budgeted to be transferred to reserves will be used for the Land Use Bylaw.
- The 2024-2025 Financial Plan has been developed with estimates for future % increases in expenses.
- The 2024-2025 Financial Plan includes the addition of funds to be transferred to capital reserves.

## **2023 Draft Capital Budget Highlights**

- All capital improvements identified by Council have been included in the 2023 Draft Capital Budget.
- Projects in the 2025-2027 Capital Plan have not been fully scoped and will require further details in future budgets.

## **DISCUSSION**

These Budgets are being presented for approval by Council.

## **CONCLUSION**

Approval of the Budget will ensure a budget is in place by December 31, 2022 as is required by the Municipal Government Act and will allow Administration to begin work on the projects included in the budget early in 2023.

## **REVIEWED AND APPROVED BY**

Mustafa Hashimi, CAO

# Summer Village of Ghost Lake

## Budget Variance Report

January through December 2022

	Jan - Dec 22	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1 Operating Revenues		
00 Tax Revenue		
Tax - Linear School	252.27	218.00
Tax - Municipal Linear	164.72	139.00
Tax - Municipal Tax Levy	117,304.66	126,175.00
Tax - School Levy	126,671.40	117,811.00
Taxes - Designated Industrial	5.18	5.00
<b>Total 00 Tax Revenue</b>	<b>244,398.23</b>	<b>244,348.00</b>
12 General		
Admin Fees & Sale of Goods	477.45	70.00
Fire - Prov Grants	500.00	
Gen - Investment Income	0.00	500.00
Gen - Provincial Grants	53,250.00	7,172.00
Gen - Tax Penalties and Costs	5,457.98	
Rec - Grants	7,841.00	13,680.00
Rec - Regatta Income	6,487.00	
<b>Total 12 General</b>	<b>74,013.43</b>	<b>21,422.00</b>
Revenue Transfers		
Transfers from Reserves	0.00	22,000.00
<b>Total Revenue Transfers</b>	<b>0.00</b>	<b>22,000.00</b>
<b>Total 1 Operating Revenues</b>	<b>318,411.66</b>	<b>287,770.00</b>
<b>Total Income</b>	<b>318,411.66</b>	<b>287,770.00</b>
<b>Gross Profit</b>	<b>318,411.66</b>	<b>287,770.00</b>
<b>Expense</b>		
2 Operating Expenditures		
11 Council		
Council - Honorariums	1,500.00	1,500.00
Council - Meeting Expenses	812.16	500.00
Council - Other Expenses	468.48	200.00
<b>Total 11 Council</b>	<b>2,780.64</b>	<b>2,200.00</b>
12 General Admin		
Admin - Assessment Services	4,780.84	4,781.00
Admin - Assoc & Membership F...	2,024.51	2,044.00
Admin - Audit Services	7,400.48	15,000.00
Admin - Bank Service Charges	149.70	50.00
Admin - Contr Admin Service	50,232.06	55,162.00
Admin - Land Titles Fees	0.00	50.00
Admin - Office Equipment	663.77	100.00
Admin - Photocopies & Printing	118.55	720.00
Admin - Postage & Courier	491.40	500.00
Admin - Service Fees & IT	1,922.69	600.00
Admin - Stationery	243.15	360.00
Admin - Telephone	65.46	840.00
Admin -Travel & Subsistence	2,766.56	1,611.00
Admin -Workers Compensation	870.85	1,944.00
Gen - Insurance	1,904.95	1,861.00
Provincial Grant Expenses	46,976.13	
<b>Total 12 General Admin</b>	<b>120,611.10</b>	<b>85,623.00</b>

# Summer Village of Ghost Lake

## Budget Variance Report

January through December 2022

	Jan - Dec 22	Budget
<b>23 Fire &amp; Emergency</b>		
EOC - Goods	1,725.13	2,000.00
Fire - Building Maintenance	931.11	1,000.00
Fire - Equipment Maintenance	320.53	500.00
Fire - Fuel	0.00	300.00
Fire - Goods	138.98	500.00
Fire - Insurance	3,025.96	2,212.00
Fire - Utilities	2,368.31	2,068.00
Fire - Vehicle Registration	0.00	200.00
Fire Services	345.22	3,339.00
<b>Total 23 Fire &amp; Emergency</b>	8,855.24	12,119.00
<b>32 Roads</b>		
Roads - Contr Mtce.	0.00	1,000.00
Roads - Contracted Services	0.00	500.00
Roads - Goods	313.99	2,000.00
<b>Total 32 Roads</b>	313.99	3,500.00
<b>43 Waste Management</b>		
Waste Mgmt - Cont Mtce	1,262.38	500.00
Waste Mgmt - Contract Services	14,206.75	14,100.00
<b>Total 43 Waste Management</b>	15,469.13	14,600.00
<b>61 Planning</b>		
Planning - GIS Project	1,025.00	515.00
Planning Services	3,297.50	5,000.00
<b>Total 61 Planning</b>	4,322.50	5,515.00
<b>72 Parks &amp; Recreation</b>		
Parks & Rec - Contract Services	0.00	2,000.00
Parks & Rec - Goods	326.29	
Parks & Rec Repairs & Maint	22,402.98	2,500.00
Payroll Expenses	11,484.35	17,280.00
Rec - Insurance	633.25	580.00
Rec - Regatta Expenses	8,741.62	
Rec Committee Expenses	1,500.00	1,500.00
Waterfront Contract Maintenance	0.00	2,000.00
Waterfront Permits and Fees	0.00	1,000.00
<b>Total 72 Parks &amp; Recreation</b>	45,088.49	26,860.00
<b>74 Cultural</b>		
Library - Goods & Supplies	0.00	100.00
Library - System Fees	1,095.48	881.00
<b>Total 74 Cultural</b>	1,095.48	981.00
<b>90 Operating Transfers</b>		
Transfer to Capital Programs	0.00	5,000.00
Transfer to Reserves - Gen	0.00	7,172.00
<b>Total 90 Operating Transfers</b>	0.00	12,172.00

# Summer Village of Ghost Lake

## Budget Variance Report

January through December 2022

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	Jan - Dec 22	Budget
<b>99 Requisitions</b>		
Requisition - Designated Indus	0.00	5.00
Requisition - Policing	4,367.00	6,167.00
Requisitions - Alberta School F	94,638.14	100,882.00
Requisitions - Separate School	0.00	17,146.00
<b>Total 99 Requisitions</b>	99,005.14	124,200.00
<b>Total 2 Operating Expenditures</b>	297,541.71	287,770.00
<b>Total Expense</b>	297,541.71	287,770.00
<b>Net Ordinary Income</b>	20,869.95	0.00
<b>Net Income</b>	<b>20,869.95</b>	<b>0.00</b>

# 2023 -2025 Budget

Revenue		2022 Budget	2023 Budget	Notes	2024 Plan	2025 Plan
<b>Other</b>						
	Grants - Other	\$ -	\$ -		\$ -	\$ -
	Transfer from Operating Reserves	\$ 22,000	\$ 27,600	\$11,000 LUB & \$15,000 Compost Pile Clean-up & \$1,600 for Miccrosoft Transition	\$ -	
	Investment Income	\$ 500	\$ -		\$ -	\$ -
	Tax Penalties & Costs	\$ -	\$ -		\$ -	\$ -
<b>General Administration</b>						
	Admin Fees & Sale of Goods	\$ 70	\$ 100	Tax Certificates	\$ 100	\$ 100
	Provincial Grants - MSI Operating	\$ 7,172	\$ 7,172	LUB	\$ 7,000	\$ 7,000
<b>Fire &amp; Emergency</b>						
	Fire Operating Grants	\$ -	\$ -		\$ -	\$ -
<b>Parks &amp; Recreation</b>						
	Recreation Operating Grants - STEP	\$ 13,680	\$ 13,680		\$ 13,680	\$ 13,680
	Regatta Income	\$ -	\$ 6,500	Budget to equal expenses	\$ 6,500	\$ 7,000
<b>Total Income</b>		<b>\$ 43,422</b>	<b>\$ 55,052</b>		<b>\$ 27,280</b>	<b>\$ 27,780</b>

## 2023 -2025 Budget

Expenses		2022 Budget	2023 Budget	Notes	2024 Plan	2025 Plan
<b>Council</b>						
	Honorariums	\$ 1,500	\$ 1,500		\$ 1,500	\$ 1,500
	Expenses	\$ 700	\$ 2,200	increase to reflect anticipated actual	\$ 2,200	\$ 2,200
	<b>Total</b>	\$ 2,200	\$ 3,700		\$ 3,700	\$ 3,700
<b>General Administration</b>						
	Professional Services	\$ 19,781	\$ 12,649	3% increase to Assessment Services & 1 year Audit Expenses	\$ 12,650	\$ 12,650
	Association & Membership Fees	\$ 2,044	\$ 2,105	3% increase	\$ 2,110	\$ 2,200
	Bank Service Charges	\$ 50	\$ 100	increase to reflect costs	\$ 100	\$ 100
	Administration Services	\$ 57,106	\$ 60,023	7% increase to wages to reflect CPI and WCB decreased to reflect actual	\$ 61,824	\$ 63,679
				Quickbooks - \$1,100; \$400 Web; Microsoft Licenses \$900; one time cost for transition to microsoft \$1600 and GIS Service increase 3%		
	Office Expenses	\$ 5,296	\$ 9,205	All Insurance increase 5%	\$ 7,834	\$ 8,069
	Insurance	\$ 4,653	\$ 5,842		\$ 6,000	\$ 6,300
	Election	\$ -	\$ -		\$ -	\$ 3,000
	Other Grant Expenses	\$ -	\$ -		\$ -	\$ -
	<b>Total</b>	\$ 88,930	\$ 89,926		\$ 90,518	\$ 95,997
<b>Emergency &amp; Protective Services</b>						
	EOC - Supplies	\$ 2,000	\$ 2,000		\$ 2,000	\$ 2,000
	Equipment Repair & Maintenance	\$ 500	\$ 500		\$ 500	\$ 500
	Fuel	\$ 300	\$ -	no vehicle	\$ -	\$ -
	Supplies	\$ 500	\$ 500		\$ 500	\$ 500
	Vehicle Reigstration	\$ 200	\$ -	no vehicle	\$ -	\$ -
	Fire Services - MD	\$ 3,339	\$ 3,439	3% increase	\$ 3,500	\$ 3,500
	Police Requisition	\$ 6,167	\$ 4,804	to reflect actual with a 10%increase	\$ 5,000	\$ 5,500
	<b>Total</b>	\$ 13,006	\$ 11,243		\$ 11,500	\$ 12,000
<b>Roads</b>						
	Contract Services	\$ 1,500	\$ 1,500		\$ 1,500	\$ 1,500
	Repairs & Maintenance	\$ 2,000	\$ 2,000		\$ 2,000	\$ 2,000
	<b>Total</b>	\$ 3,500	\$ 3,500		\$ 3,500	\$ 3,500



# 2023 -2025 Budget

		2022 Budget	2023 Budget	Notes	2024 Plan	2025 Plan
<b>Waste Management</b>						
Repair & Maintenance		\$ 500	\$ 15,500	includes one time cost of \$15,000 for compost pile cleanup - funded by reserves	\$ 500	\$ 500
Contract Services		14,100	20,000	anticipated \$500 more per month for compost service	20,000	20,000
<b>Total</b>		14,600	35,500		20,500	20,500
<b>Planning</b>						
Planning Contract Services		5,000	2,000		2,000	2,000
<b>Total</b>		5,000	2,000		2,000	2,000
<b>Community Services</b>						
Contract Services		2,000	2,000		2,000	2,000
Goods		-	500		500	500
Repairs & Maintenance		3,500	3,500		3,500	3,500
				10% increase from anticipated actual plus \$1,200 for addiiton of internet		
Utilities		2,068	4,390		4,829	5,312
STEP Grant Expenses		17,280	17,280		17,280	17,280
Regatta		-	6,500		6,500	7,000
Community Association		1,500	1,500		1,500	1,500
Waterfront Contract Maintenance		2,000	2,000		2,000	2,000
Waterfront Permits and Fees		1,000	1,000		1,000	1,000
<b>Total</b>		29,348	38,670		39,109	40,092
<b>Cultural</b>						
Supplies		100	100		100	100
Marigold System Fees		881	1,107		1,118	1,129
<b>Total</b>		981	1,207		1,218	1,229
<b>Operating Transfers</b>						
To Capital Reserves		5,000			1,000	2,000
To Operating Reserves		7,172	-			
<b>Total</b>		12,172	-		1,000	2,000
<b>Total Expense</b>		\$ 169,737	\$ 185,745		\$ 173,045	\$ 181,018
<b>Tax Levy</b>		-\$126,315	-\$130,693		-\$145,765	-\$153,238

## 2023- 2027 Capital Budget

Project	2023 Budget	2024 Plan	2025 Plan	2026 Plan	2027 Plan
Bear Proof Bins	\$10,000 CCBF				
Water Reservoir	\$40,000 CCBF				
Community Sign	\$3,000 CCBF				
Playground	\$75,000 MSI				
Community Hall Upgrades	\$100,000 MSI				
Shoreline Rip Rap	\$10,000 MSI				
Tennis Court Resurface			\$50,000 MSI		
Dock Upgrades				\$100,000 MSI	
Equipment Upgrades					\$50,000 MSI
West End Road Upgrades					\$150,000 MSI
<b>Total</b>	<b>\$53,000 CCBF</b> <b>\$185,000 MSI</b>		<b>\$50,000 MSI</b>	<b>\$100,000 MSI</b>	<b>\$200,000 MSI</b>

	2022 Balance	2023 Grant	2024 Grant	2025 Grant	2026 Grant	2027 Grant	Total
CCBF	\$ 67,211	\$ 9,300					\$ 76,511
MSI Capital	\$ 463,900	\$ 39,541					\$ 503,441

\*\$159,691 MSI must be spent by end of 2023



**Report Date: November 30, 2022**

**Contact: Suzanne Gaida**

**Agenda Item Number:**

**Meeting Date: December 6, 2022**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: General Bank Reconciliation**

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<p><b>RECOMMENDATION: That Council approve the General Bank Reconciliation for the period ending October 31, 2022.</b></p>
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## **REPORT SUMMARY**

The bank reconciliation for the General Bank Account for the period ending October 31, 2022 is attached for Council's review and approval. The reconciliation provides a listing of all cleared transactions as well as uncleared transactions at the time of the report printing. Administration will be able to answer questions of Council on any of the transactions.

Currently there are no investment accounts.

## **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

1:14 PM  
2022-11-30

**Summer Village of Ghost Lake**  
**Reconciliation Detail**  
**Bank - TD Canada Trust, Period Ending 2022-10-31**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						640,734.08
<b>Cleared Transactions</b>						
<b>Cheques and Payments - 15 items</b>						
Bill Pmt -Cheque	2022-08-30	1944	Christine Boyd	X	-46.34	-46.34
Bill Pmt -Cheque	2022-09-19	2056	Municipal Affairs	X	-21,601.00	-21,647.34
Bill Pmt -Cheque	2022-09-26	2059	MD of Bighorn	X	-362.48	-22,009.82
Bill Pmt -Cheque	2022-09-26	2062	Steelhead Ventur...	X	-207.00	-22,216.82
Bill Pmt -Cheque	2022-10-01	Debit	Cochrane Lake G...	X	-44.50	-22,261.32
Bill Pmt -Cheque	2022-10-03	Debit	ASFF - Provincial...	X	-31,546.04	-53,807.36
Bill Pmt -Cheque	2022-10-17	Debit	Epcor Energy Se...	X	-79.49	-53,886.85
Bill Pmt -Cheque	2022-10-19	2068	Morrison Hershfie...	X	-19,445.39	-73,332.24
Bill Pmt -Cheque	2022-10-19	2069	Scase and Partn...	X	-7,875.00	-81,207.24
Bill Pmt -Cheque	2022-10-19	2066	Benchmark Asse...	X	-1,270.47	-82,477.71
Bill Pmt -Cheque	2022-10-19	2067	Bryant Construction	X	-273.00	-82,750.71
Bill Pmt -Cheque	2022-10-26	Debit	TD Canada Trust	X	-173.87	-82,924.58
Bill Pmt -Cheque	2022-10-26	Debit	TD Canada Trust	X	-67.15	-82,991.73
Bill Pmt -Cheque	2022-10-26	Debit	TD Canada Trust	X	-56.00	-83,047.73
Bill Pmt -Cheque	2022-10-26	Debit	TD Canada Trust	X	-38.56	-83,086.29
<b>Total Cheques and Payments</b>					-83,086.29	-83,086.29
<b>Deposits and Credits - 4 items</b>						
Deposit	2022-10-04			X	60.00	60.00
Deposit	2022-10-11			X	1,050.00	1,110.00
Payment	2022-10-17		6100 Ducey/Egge...	X	2,107.79	3,217.79
Payment	2022-10-26		6100 Ducey/Egge...	X	2,141.61	5,359.40
<b>Total Deposits and Credits</b>					5,359.40	5,359.40
<b>Total Cleared Transactions</b>					-77,726.89	-77,726.89
<b>Cleared Balance</b>					-77,726.89	563,007.19
<b>Uncleared Transactions</b>						
<b>Cheques and Payments - 11 items</b>						
Bill Pmt -Cheque	2020-01-16	Debit	Cochrane Lake G...		-98.53	-98.53
Bill Pmt -Cheque	2022-09-19	2055	Municipal Affairs		-10,789.44	-10,887.97
Bill Pmt -Cheque	2022-10-19	2065	Hassan Saeed		-828.30	-11,716.27
Bill Pmt -Cheque	2022-10-31	2070	AMSC Insurance ...		-5,564.16	-17,280.43
Bill Pmt -Cheque	2022-10-31	2073	Government of Al...		-4,367.00	-21,647.43
Bill Pmt -Cheque	2022-10-31	2071	Mustafa Hashimi		-2,826.45	-24,473.88
Bill Pmt -Cheque	2022-10-31	2072	Blu Planet Recycl...		-1,233.75	-25,707.63
Bill Pmt -Cheque	2022-10-31	2075	Suzanne Gaida		-1,050.00	-26,757.63
Bill Pmt -Cheque	2022-10-31	2074	The Suck Truck		-315.00	-27,072.63
Bill Pmt -Cheque	2022-10-31	2077	Keara Foudy		-80.00	-27,152.63
Bill Pmt -Cheque	2022-10-31	2076	Karen Foudy		-55.63	-27,208.26
<b>Total Cheques and Payments</b>					-27,208.26	-27,208.26
<b>Total Uncleared Transactions</b>					-27,208.26	-27,208.26
<b>Register Balance as of 2022-10-31</b>					-104,935.15	535,798.93
<b>New Transactions</b>						
<b>Cheques and Payments - 12 items</b>						
Bill Pmt -Cheque	2022-11-14	2079	Morrison Hershfie...		-14,994.49	-14,994.49
Bill Pmt -Cheque	2022-11-14	2081	Roisin McFadden		-996.83	-15,991.32
Bill Pmt -Cheque	2022-11-14	2078	Hassan Saeed		-705.13	-16,696.45
Bill Pmt -Cheque	2022-11-14	2080	Peter The Plantm...		-31.50	-16,727.95
Bill Pmt -Cheque	2022-11-15	Debit	Epcor Energy Se...		-70.85	-16,798.80
Bill Pmt -Cheque	2022-11-16	Debit	Cochrane Lake G...		-103.40	-16,902.20
Bill Pmt -Cheque	2022-11-21	2084	Mustafa Hashimi		-3,202.12	-20,104.32
Bill Pmt -Cheque	2022-11-21	2082	Blu Planet Recycl...		-1,233.75	-21,338.07
Bill Pmt -Cheque	2022-11-21	2085	Suzanne Gaida		-1,050.00	-22,388.07
Bill Pmt -Cheque	2022-11-21	2083	Jeanette Kennard		-52.67	-22,440.74
Bill Pmt -Cheque	2022-11-28	Debit	TD Canada Trust		-240.62	-22,681.36
Bill Pmt -Cheque	2022-11-28	Debit	TD Canada Trust		-57.83	-22,739.19
<b>Total Cheques and Payments</b>					-22,739.19	-22,739.19

1:14 PM  
2022-11-30

**Summer Village of Ghost Lake**  
**Reconciliation Detail**  
**Bank - TD Canada Trust, Period Ending 2022-10-31**

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 5 items</b>						
Payment	2022-11-03	0204...	9110 Fortis Albert...		315.99	315.99
Payment	2022-11-04	CAG...	2110 Smith		93.42	409.41
Payment	2022-11-09	5058...	9120 Telus		115.25	524.66
Deposit	2022-11-20				250.00	774.66
Deposit	2022-11-20				2,500.00	3,274.66
Total Deposits and Credits					3,274.66	3,274.66
Total New Transactions					-19,464.53	-19,464.53
<b>Ending Balance</b>					<b>-124,399.68</b>	<b>516,334.40</b>



**Report Date: November 30, 2022**

**Contact: Suzanne Gaida**

**Agenda Item Number:**

**Meeting Date: December 6, 2022**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: Cheque Register September 1 – November 30, 2022**

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<p><b>RECOMMENDATION: That Council accept the cheque register for September 1 – November 30, 2022 as information.</b></p>
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## **REPORT SUMMARY**

The cheque register, outlining payments of direct withdrawals and cheques 2052 – 2085 for September 1, 2022 thru November 30, 2022 in the amount of \$157,475.50 is attached. This is provided for Council information and Administration can provide specifics on any payments outlined in the attached report for Council.

## **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

# Summer Village of Ghost Lake

## Cheque Register

### As of 30 November 2022

Num	Name	Memo	Amount
<b>Bank - TD Canada Trust</b>			
		Service Charge	-25.00
Debit	Cochrane Lake Gas Co...	August 2022 Gas	-30.98
Debit	Epcor Energy Sevices	August 2022 Power	-82.51
Debit	TD Canada Trust	August 2022 Credit Card Bill - CAO	-144.17
Debit	TD Canada Trust	August 2022 Credit Card Bill - Duputy Mayor	-360.42
Debit	TD Canada Trust	August Credit Card Bill - Mayor	-67.23
Debit	ASFF - Provincial Tresu...	October 2022 Public School Requisition	-31,546.04
Debit	Epcor Energy Sevices	September 2022 Power	-79.49
Debit	Cochrane Lake Gas Co...	September 2022 Gas	-44.50
Debit	TD Canada Trust	September 2022 Credit Card Bill - CAO	-173.87
Debit	TD Canada Trust	September 2022 Credit Card Bill - Deputy Mayor	-38.56
Debit	TD Canada Trust	September Credit Card Bill - Mayor	-67.15
Debit	TD Canada Trust	September Credit Card Bill - Councillor	-56.00
Debit	Epcor Energy Sevices	October 2022 Power	-70.85
Debit	Cochrane Lake Gas Co...	October 2022 Gas	-103.40
Debit	TD Canada Trust	October 2022 Credit Card Bill - CAO	-240.62
Debit	TD Canada Trust	October Credit Card Bill - Mayor	-57.83
2052	Blu Planet Recycling	3 Outstanding Invoices \$1,233.75/month	-3,701.25
2053	Borden Ladner Gervais	Refund for Tax Certificate Payment - Wrong Municip...	-35.00
2054	Morrison Hershfield Lim...	SVGL Climate Resilience Assessment	-14,885.05
2055	Municipal Affairs	Return Unspent Grant Project No 1415-IC-81	-10,789.44
2056	Municipal Affairs	Return Unspent Grant Project No 1718-IC-7	-21,601.00
2057	Suzanne Gaida	August 2022 Finance Manager Contract	-1,050.00
2058	The Suck Truck	VOID: Pump Septic Tank - Building 22-08-27	0.00
2059	MD of Bighorn	2021 shared portion of 911 services	-362.48
2060	Mustafa Hashimi	September 2022 Payroll	-2,821.65
2061	Mustafa Hashimi	September 2022 Expenses	-301.34
2062	Steelhead Ventures Ltd.	Cistern Fill - Community Building	-207.00
2064	Suzanne Gaida	September 2022 Finance Manager Contract & Expen...	-1,082.03
2065	Hassan Saeed	September Payroll & Expense Report	-828.30
2066	Benchmark Assessmen...	October - December 2022 Assessment Fee	-1,270.47
2067	Bryant Construction	Gravel for Roads 2021	-273.00
2068	Morrison Hershfield Lim...	SVGL Climate Resilience Assessment	-19,445.39
2069	Scase and Partners	2022 Audit	-7,875.00
2070	AMSC Insurance Servic...	2022 Annual Insurance	-5,564.16
2071	Mustafa Hashimi	October Payroll & Expense Report	-2,826.45
2072	Blu Planet Recycling	November 2022 Garbage & Recycling Contract	-1,233.75
2073	Government of Alberta.	Police Funding Model (PFM) Fiscal 21-22	-4,367.00
2074	The Suck Truck	Pump Septic Tank - Building 22-08-27	-315.00
2075	Suzanne Gaida	October 2022 Finance Manager Contract	-1,050.00
2076	Karen Foudy	Garbage Bags for the hall	-55.63
2077	Keara Foudy	Cleaning of Community Hall - 2.5 hours	-80.00
2078	Hassan Saeed	Payroll October 2022	-705.13
2079	Morrison Hershfield Lim...	SVGL Climate Resilience Assessment	-14,994.49
2080	Peter The Plantman Inc.	Fumigator for Flies in Hall	-31.50
2081	Roisin McFadden	August 29 - November 4, 2022 Payroll 53.5 hours	-996.83
2082	Blu Planet Recycling	December Garbage and Recycling Contract	-1,233.75
2083	Jeanette Kennard	2022 Regatta Expenses - Sandcastle Contest	-52.67
2084	Mustafa Hashimi	November Payroll & Expense Report	-3,202.12
2085	Suzanne Gaida	November 2022 Finance Manager Contract	-1,050.00
<b>Total Bank - TD Canada Trust</b>			<b>-157,475.50</b>
<b>TOTAL</b>			<b>-157,475.50</b>



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 January 29, 2022, 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 Marigold 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 42.
- 22. Residents of Municipalities that do not participate in any Alberta Library System are not eligible to use the services provided by 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, 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. Marigold insures the physical collection at member libraries.
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. Marigold insures the physical collection at Community Libraries.

### 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:**

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

---

Authorized Signature

Date

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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:

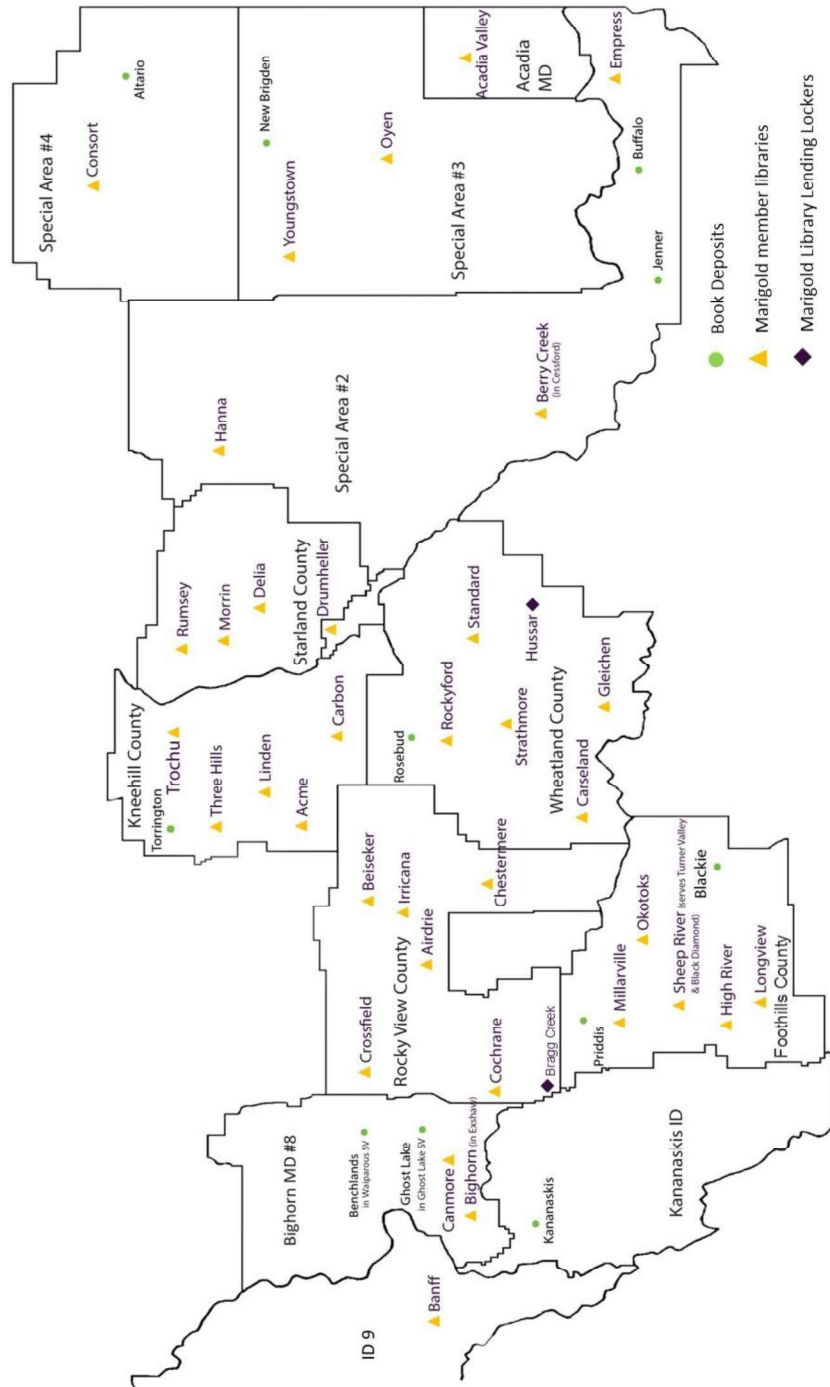
1. Council of the Municipal District of Acadia #34
2. Council of the Village of Acme
3. Council of the City of Airdrie
4. Council of the Town of Banff
5. Council of the Village of Beiseker
6. Council of the Municipal District of Bighorn #8
7. Council of the Town of Black Diamond
8. Council of the Town 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

### Map of Marigold Boundary

## MARIGOLD LIBRARIES, BOOK DEPOSITS AND LIBRARY LENDING LOCKERS



## **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*.



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 January 29, 2022, 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,
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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.

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- 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.
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  - 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. **Marigold insures the physical collection at member libraries.**
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. **Marigold insures the physical collection at Community Libraries.**

### 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.

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*(Member Municipality)*

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Authorized Signature

Date

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Print Name and Title

**Seal:**

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

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Authorized Signature

Date

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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

### Map of Marigold Boundary

## MARIGOLD LIBRARIES, BOOK DEPOSITS AND LIBRARY LENDING LOCKERS

