

Date: June 14, 2022

Agenda Item No: 09.03

Marigold Library System – Information Update

Recommended Motion

That Council accept the annual reports and profile documents provided by the Marigold Library System for information.

Background

The Marigold Library System Agreement requires that an annual report and financial statements be provided to the council and library board of each member municipality. In addition to the annual report and financial statements, Marigold Library System provides the following reports to update Council regarding the services Marigold provides through the Hanna Municipal Library.

1. Marigold Profile – April 2022
2. Marigold Report – April 2022 AGM and Board Meeting Highlights
3. 2021 – Town of Hanna Value of Investment Letter
4. 2021 – Town of Hanna Value of Investment Report

The reports are provided for Council's information.

Communications

N/A

Financial Implications

Operating:	N/A	Capital Cost:	N/A
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

1. Marigold Library System Profile – April 2022
2. Marigold Library System – 2021 Audited Financial Statements
3. Marigold Report – April 2022 AGM and Board Meeting Highlights
4. Marigold - 2021 Annual Report
5. Marigold - 2021 – Town of Hanna Value of Investment Letter
6. Marigold - 2021 – Town of Hanna Value of Investment Report

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



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

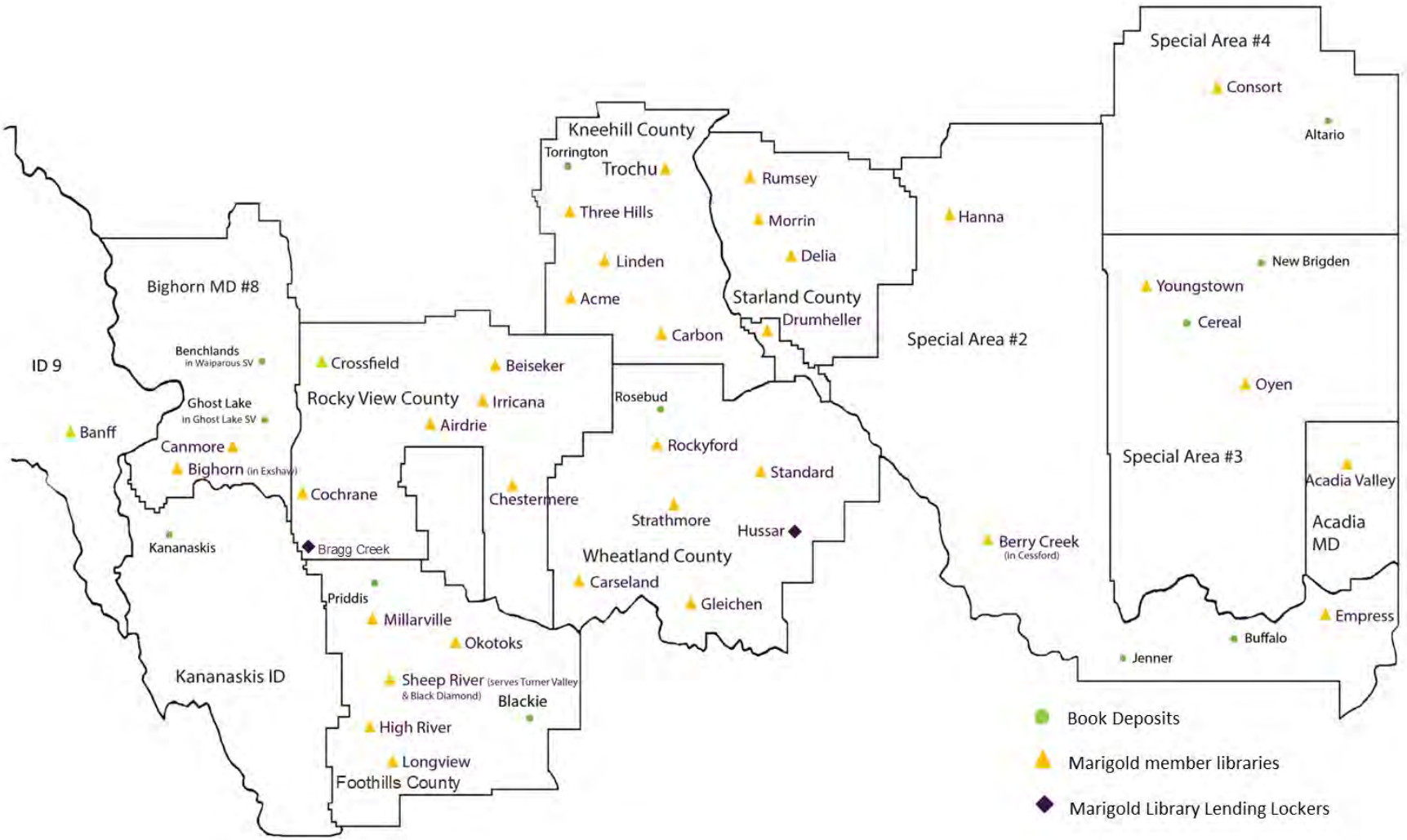
Financial

- 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



GHA

GREGORY
HARRIMAN
& ASSOCIATES LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

MARIGOLD LIBRARY SYSTEM

FINANCIAL STATEMENTS

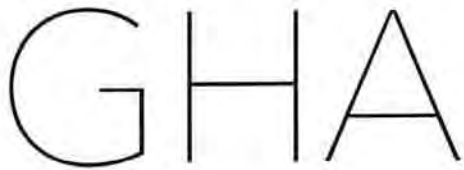
DECEMBER 31, 2021

MARIGOLD LIBRARY SYSTEM

DECEMBER 31, 2021

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INDEPENDENT AUDITORS' REPORT

To the Board of Marigold Library System:

Opinion

We have audited the financial statements of Marigold Library System (the System), which comprise the statement of financial position as at December 31, 2021, and the statement of operations and changes in fund balances and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Marigold Library System as at December 31, 2021, the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the System in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the System's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the System's financial reporting process.

Auditors' Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omission, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the System's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' report. However, future events or conditions may cause the System to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Gregory, Harriman & Associates LLP

Strathmore, Alberta
April 30, 2022

Gregory, Harriman & Associates LLP
Chartered Professional Accountants

**MARIGOLD LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2021**

	<u>OPERATING FUND</u>	<u>CAPITAL FUND</u>	<u>TOTAL</u>	
	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>
CURRENT ASSETS				
Cash and Cash Equivalents <i>(Note 4)</i>	\$ 1,669,792	\$ 313,000	\$ 1,982,792	\$ 5,383,964
Accounts Receivable	17,242	-	17,242	42,461
Goods and Services Tax Receivable	4,521	-	4,521	51,687
Prepaid Expenses <i>(Note 5)</i>	165,492	-	165,492	554,855
	<u>1,857,047</u>	<u>313,000</u>	<u>2,170,047</u>	<u>6,032,967</u>
TANGIBLE CAPITAL ASSETS, Net <i>(Note 6)</i>	<u>-</u>	<u>7,421,214</u>	<u>7,421,214</u>	<u>3,799,464</u>
INTANGIBLE CAPITAL ASSETS, Net <i>(Note 7)</i>	<u>-</u>	<u>61,606</u>	<u>61,606</u>	<u>70,244</u>
TOTAL ASSETS	<u>\$ 1,857,047</u>	<u>\$ 7,795,820</u>	<u>\$ 9,652,867</u>	<u>\$ 9,902,675</u>
CURRENT LIABILITIES				
Accounts Payable and Accrued Liabilities <i>(Note 8)</i>	\$ 239,217	\$ 102,544	\$ 341,761	\$ 544,913
Deferred Revenue <i>(Note 9)</i>	437,061	-	437,061	412,419
Current Portion of Capital Lease <i>(Note 10)</i>	-	10,593	10,593	10,216
	<u>676,278</u>	<u>113,137</u>	<u>789,415</u>	<u>967,548</u>
LONG TERM DEBT				
Obligations under Capital Lease <i>(Note 10)</i>	-	19,729	19,729	30,228
Unamortized External Contributions <i>(Note 11)</i>	-	2,460,468	2,460,468	3,203,266
	<u>-</u>	<u>2,480,197</u>	<u>2,480,197</u>	<u>3,233,494</u>
TOTAL LIABILITIES	<u>676,278</u>	<u>2,593,334</u>	<u>3,269,612</u>	<u>4,201,042</u>
FUND BALANCES				
Invested in Capital Assets <i>(Note 12)</i>	-	4,889,486	4,889,486	694,029
Internally Restricted <i>(Notes 3, 13)</i>	1,001,467	313,000	1,314,467	4,830,800
Unrestricted	179,302	-	179,302	176,804
	<u>1,180,769</u>	<u>5,202,486</u>	<u>6,383,255</u>	<u>5,701,633</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 1,857,047</u>	<u>\$ 7,795,820</u>	<u>\$ 9,652,867</u>	<u>\$ 9,902,675</u>

ECONOMIC DEPENDENCE *(Note 2)*

SUBSEQUENT EVENTS *(Note 17)*

Approved by: Ms. Kieft Director L. Ryster Director Chair

The accompanying notes form an integral part of these financial statements.
Gregory, Harriman & Associates LLP

MARIGOLD LIBRARY SYSTEM
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>OPERATING FUND</u>	<u>CAPITAL FUND</u>	<u>INTERNALLY RESTRICTED</u>	<u>TOTAL</u>	
	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>
REVENUE (Schedule 1)	\$ 5,573,885	\$ 171,242	\$ -	\$ 5,745,127	\$ 5,710,226
EXPENSES (Schedule 2)	5,301,716	333,345	-	5,635,061	5,315,853
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	272,169	(162,103)	-	110,066	394,373
Direct Increase in Capital Fund (Note 11)	-	571,556	(571,556)	-	-
Transfers (from) to Reserves (Note 13)	70,000	3,446,333	(3,516,333)	-	-
Interfund Transfers (Note 15)	(339,671)	339,671	-	-	-
	<u>2,498</u>	<u>4,195,457</u>	<u>(3,516,333)</u>	<u>681,622</u>	<u>394,373</u>
Fund Balances, beginning of year	<u>176,804</u>	<u>694,029</u>	<u>4,830,800</u>	<u>5,701,633</u>	<u>5,307,260</u>
FUND BALANCES, END OF YEAR	<u>\$ 179,302</u>	<u>\$ 4,889,486</u>	<u>\$ 1,314,467</u>	<u>\$ 6,383,255</u>	<u>\$ 5,701,633</u>

The accompanying notes form an integral part of these financial statements.
 Gregory, Harriman & Associates LLP

**MARIGOLD LIBRARY SYSTEM
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2021**

	<u>2021</u> Total Invested in Capital Assets	<u>2021</u> Capital Internally Restricted	<u>2021</u> Operating Internally Restricted	<u>2021</u> Operating Unrestricted	<u>2021</u> Total	<u>2020</u> Total
FUND BALANCES, beginning of year	\$ 694,029	\$ 3,759,333	\$ 1,071,467	\$ 176,804	\$ 5,701,633	\$ 5,307,260
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(162,103)	-	-	272,169	110,066	394,373
DIRECT INCREASE IN CAPITAL FUND <i>(Note 11)</i>	571,556				571,556	
INTERFUND TRANSFERS <i>(Note 15)</i>	3,786,004	(3,446,333)	(70,000)	(269,671)	-	-
FUND BALANCES, end of year	<u>\$ 4,889,486</u>	<u>\$ 313,000</u>	<u>\$ 1,001,467</u>	<u>\$ 179,302</u>	<u>\$ 6,383,255</u>	<u>\$ 5,701,633</u>

The accompanying notes form an integral part of these financial statements.
Gregory, Harriman & Associates LLP

**MARIGOLD LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021**

	OPERATING ACTIVITIES	FINANCING & INVESTING	TOTAL	
	Operating Fund	Capital Fund		
	2021	2021	2021	2020
SOURCES OF CASH AND CASH EQUIVALENTS				
Municipal Levies	\$ 3,403,388	\$ -	\$ 3,403,388	\$ 3,403,388
Grants	1,953,636	-	1,953,636	1,919,047
Other Contributions	2,272	-	2,272	90,675
Reimbursements	234,738	-	234,738	147,158
Investment Income	29,712	-	29,712	76,677
	<u>5,623,746</u>	<u>-</u>	<u>5,623,746</u>	<u>5,636,945</u>
USES OF CASH AND CASH EQUIVALENTS				
Purchases and Salaries	(5,238,914)	170,576	(5,068,338)	(5,194,791)
Purchase of Capital Lease	-	-	-	43,328.00
Purchase of Tangible Capital Assets	-	(3,946,456)	(3,946,456)	(2,404,578)
Repayment of Obligations under Capital Lease	-	(10,124)	(10,124)	(2,884)
	<u>(5,238,914)</u>	<u>(3,786,004)</u>	<u>(9,024,918)</u>	<u>(7,558,925)</u>
NET CASH AND CASH EQUIVALENTS INCREASE (DECREASE)	<u>384,832</u>	<u>(3,786,004)</u>	<u>(3,401,172)</u>	<u>(1,921,980)</u>
Cash and Cash Equivalents, Opening	1,624,631	3,759,333	5,383,964	7,305,944
Interfund Adjustments	(339,671)	339,671	-	-
CASH AND CASH EQUIVALENT CLOSING	<u>\$ 1,669,792</u>	<u>\$ 313,000</u>	<u>\$ 1,982,792</u>	<u>\$ 5,383,964</u>
CASH AND CASH EQUIVALENTS REPRESENTED BY:				
Cash (Note 4)	1,669,792	313,000	1,982,792	3,725,093
Redeemable Deposits (Note 4)	-	-	-	1,658,871
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 1,669,792</u>	<u>\$ 313,000</u>	<u>\$ 1,982,792</u>	<u>\$ 5,383,964</u>

The accompanying notes form an integral part of these financial statements.
Gregory, Harriman & Associates LLP

MARIGOLD LIBRARY SYSTEM
SCHEDULE 1 - REVENUE
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>OPERATING FUND</u>		<u>CAPITAL FUND</u>		<u>TOTAL</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
REVENUE						
Municipal Levies	\$ 3,403,388	\$ 3,403,388	\$ -	\$ -	\$ 3,403,388	\$ 3,403,388
Provincial Grants	1,851,329	1,850,585	169,254	-	2,020,583	1,850,585
Indigenous Grant	93,624	93,624	-	-	93,624	93,624
Adjustment for Deferral - Indigenous Grant	(24,642)	(10,634)	-	-	(24,642)	(10,634)
Reimbursements	203,020	175,344	-	-	203,020	175,344
Interest	29,712	67,904	-	-	29,712	67,904
Special Grants	8,682	34,225	1,988	985	10,670	35,210
Other Revenue	8,772	8,428	-	-	8,772	8,428
Member Fees	-	82,181	-	4,196	-	86,377
TOTAL REVENUE	\$ 5,573,885	\$ 5,705,045	\$ 171,242	\$ 5,181	\$ 5,745,127	\$ 5,710,226

The accompanying notes form an integral part of these financial statements.
 Gregory, Harriman & Associates LLP

MARIGOLD LIBRARY SYSTEM
SCHEDULE 2 - EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2021

	OPERATING FUND		CAPITAL FUND		TOTAL	
	2021	2020	2021	2020	2021	2020
EXPENSES						
Salaries and Wages	\$ 1,986,003	\$ 2,056,396	\$ -	\$ -	\$ 1,986,003	\$ 2,056,396
Materials	1,310,144	1,293,263	-	-	1,310,144	1,293,263
Transfer Payments	669,390	672,490	-	-	669,390	672,490
Employee Benefits and Payroll Expenses	308,038	292,459	-	-	308,038	292,459
The Regional Automation Consortium Funding (Note 14)	206,760	194,330	-	-	206,760	194,330
Reimbursed Purchases and Expenses	203,020	175,339	-	-	203,020	175,339
Equipment	156,356	122,116	-	-	156,356	122,116
Building	139,441	76,008	-	-	139,441	76,008
Network	71,488	68,681	-	-	71,488	68,681
Delivery	58,670	50,773	-	-	58,670	50,773
Supplies	45,860	75,059	-	-	45,860	75,059
Travel and Meetings	29,643	27,563	-	-	29,643	27,563
Professional Fees	26,915	27,059	-	-	26,915	27,059
Programs	23,526	43,095	-	-	23,526	43,095
Training and Development	20,766	8,051	-	-	20,766	8,051
Marketing	16,078	14,666	-	-	16,078	14,666
Memberships	14,618	14,879	-	-	14,618	14,879
Miscellaneous	9,235	-	-	-	9,235	-
Bank Charges	3,924	2,429	-	-	3,924	2,429
Postage and Freight	1,841	1,609	-	-	1,841	1,609
Amortization	-	-	330,271	82,294	330,271	82,294
Loss on Disposal of Capital	-	-	3,074	17,294	3,074	17,294
TOTAL EXPENSES	\$ 5,301,716	\$ 5,216,265	\$ 333,345	\$ 99,588	\$ 5,635,061	\$ 5,315,853

The accompanying notes form an integral part of these financial statements.
 Gregory, Harriman & Associates LLP

MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

1) Purpose of the Organization

Marigold Library System ("System") is a library resource and information centre established for all participating residents of the System. The Board of Management of the Marigold Library System is established by virtue of the Alberta Libraries Act.

2) Economic Dependence

The System is dependent on contributions from the Province of Alberta in order to continue operations.

3) Significant Accounting Policies and Reporting Practices

Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Basis of Accounting

Marigold Library System follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for revenue and expenses relating to the organization's program delivery and administrative activities.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the organization's capital assets.

Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the Capital Fund.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted non-capital contributions are deferred and recognized as revenue in the year when the related expenses are incurred.

Externally restricted capital contributions are recorded as deferred capital contributions until the amount is invested in capital assets. Amounts invested representing externally funded capital assets are then transferred to unamortized external capital contributions. Unamortized external capital contributions are recognized in the periods in which the related amortization expense of the funded capital asset is recorded.

Internally Restricted Assets

The Internally Restricted balance is not available for other purposes without the approval of the Board of Directors.

Cash and Cash Equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in GICs and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than 90 days.

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**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021**

3) Significant Accounting Policies and Reporting Practices (continued)

Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair market value at the date of contribution. Additions to the organization's tangible capital assets are recognized for expenditures in excess of \$2,000 with a useful life beyond two years.

All tangible capital assets are amortized at fixed rates applied to diminishing balances. The rates can be summarized as follows:

Buildings	4%
Computer Equipment	55% and 100%
Data Network Infrastructure Equipment	30%
Under Capital Lease	20%
Furniture and Equipment	20%
Automotive Equipment	30%

Amortization expense is reported within the Capital Fund.

The half year rule is in effect in the year of acquisition. No amortization is taken in the year of disposition or if the asset is not ready for use.

Intangible Capital Assets

Intangible capital assets are recognized at cost and amortized on the basis of their useful life using the straight-line method. The rates are summarized as follows:

Website	10 years
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Amortization expense is reported within the Capital Fund.

The half year rule is in effect in the year of acquisition. No amortization is taken in the year of disposition or if the asset is not ready for use.

Capitalized Leases

A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

Contributed Materials and Services

An undeterminable amount of materials and volunteer services are contributed in order to assist the System in carrying out its library services. Because of the difficulty in determining their fair value, contributed materials and services are not recognized in the financial statements.

Income Taxes

As a registered not-for-profit organization, the organization is exempt from paying income taxes under Section 149(1)(f) of the Income Tax Act (Canada).

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**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021**

3) Significant Accounting Policies and Reporting Practices (continued)

Government Assistance

Funding to finance operating expenses is provided by Municipal Levies, First Nations Grant and Province of Alberta Library Service Grant. This funding is recorded as revenue when earned in the Statement of Operations.

Foreign Currency Translation

All assets and liabilities of operations denominated in currencies other than Canadian dollars have been translated into Canadian dollars at the rate of exchange in effect at the balance sheet date. Gains and losses resulting from the translation of assets and liabilities are reflected in net income.

Revenue and expense accounts are translated at the average rates of exchange prevailing during the period.

Library Books and Periodicals

All books and periodicals purchased as library stock are expensed in the year of acquisition. Management believes that this accounting policy best matches the services potential of these acquisitions to the period of substantial benefit.

Financial Instruments

The organization initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions. The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

4) Cash and Cash Equivalents

	<u>2021</u>	<u>2020</u>
<i>Operating</i>		
Bank	\$ 1,669,592	\$ 1,624,431
Petty Cash	200	200
	<u>\$ 1,669,792</u>	<u>\$ 1,624,631</u>
<i>Capital</i>		
Bank	\$ 313,000	\$ 2,100,462
Deposit Accounts	-	1,658,871
	<u>\$ 313,000</u>	<u>\$ 3,759,333</u>
Total	<u>\$ 1,982,792</u>	<u>\$ 5,383,964</u>

5) Prepaid Expenses

	<u>2021</u>	<u>2020</u>
<i>Operating</i>		
Electronic Resources and Telecommunication	\$ 130,402	\$ 137,548
Other	35,090	53,562
	<u>\$ 165,492</u>	<u>\$ 191,110</u>
<i>Capital</i>		
Prepaid Capital	\$ -	\$ 363,745
Total	<u>\$ 165,492</u>	<u>\$ 554,855</u>

MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

6) Tangible Capital Assets

			2021	2020
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Tangible Assets				
Buildings	\$ 7,275,441	\$ 994,184	\$ 6,281,257	\$ 2,643,630
Computer Equipment	44,817	44,597	220	589
Data Network Infrastructure Equipment	-	-	-	1,988
Under Capital Lease	43,328	12,132	31,196	38,995
Furniture and Equipment	554,410	104,152	450,258	418,810
Automotive Equipment	278,991	192,264	86,727	123,896
Land	571,556	-	571,556	571,556
Total	<u>\$ 8,768,543</u>	<u>\$ 1,347,329</u>	<u>\$ 7,421,214</u>	<u>\$ 3,799,464</u>

7) Intangible Capital Assets

			2021	2020
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Intangible Assets				
Website	\$ 86,375	\$ 24,769	\$ 61,606	\$ 70,244
Total	<u>\$ 86,375</u>	<u>\$ 24,769</u>	<u>\$ 61,606</u>	<u>\$ 70,244</u>

8) Accounts Payable and Accrued Liabilities

	2021	2020
Operating		
Trade Payables	\$ 79,582	\$ 101,382
Vacation Payable	57,741	50,669
Wages Payable	42,203	41,721
Credit Card Payable	23,988	19,213
Accrued Liabilities	18,475	18,475
Payroll Remittances Payable	17,228	17,739
	<u>\$ 239,217</u>	<u>\$ 249,199</u>
Capital		
Trade Payables	\$ 102,544	\$ 295,714
Total	<u>\$ 341,761</u>	<u>\$ 544,913</u>

9) Deferred Revenue

	2021	2020
Operating		
Establishment Grants	\$ 389,293	\$ 389,293
Indigenous Project Funding	47,768	23,126
Total	<u>\$ 437,061</u>	<u>\$ 412,419</u>

Amounts represent unspent contributions received for future projects.

**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021**

10) Obligations under Capital Lease

	2021	2020
2021 Canon photocopier lease contract, repayable in quarterly payments of \$2,949.16, 4.55% interest.	\$ 30,322	\$ 40,444
	30,322	40,444
Amounts payable within one year	(10,593)	(10,216)
Total	\$ 19,729	\$ 30,228
Capital lease repayment terms are approximately:		
2022	11,797	
2023	11,797	
2024	8,842	
Total minimum lease payments	32,436	
Less: amount representing interest	(2,114)	
Present value of minimum lease payments	\$ 30,322	

11) Unamortized External Contributions

	2021	2020
Capital		
Building Grant	\$ 2,460,468	\$ 3,201,278
Establishment Grants	-	1,988
Total	\$ 2,460,468	\$ 3,203,266

The unamortized external capital contributions will be recognized in revenue as the related amortization expense for the capital addition is incurred. An amount of \$742,798 has been recognized in the current year. Of this amount, \$171,242 has been recognized as income for current year amortization on these projects. While \$571,556 represents the addition of land which has been recognized as a direct increase to the Capital Fund.

12) Invested in Capital Assets

This balance represents Marigold Library System's net investment in capital assets. It is the original asset cost, less accumulated amortization, unamortized external contributions and debt directly related to the capital assets.

**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021**

13) Internally Restricted Funds

The organization has internally restricted funds for operations and special projects as well as for capital purchases as listed below. The internally restricted funds are not available for unrestricted purposes without approval of the Board of Directors.

	<u>2020</u>	<u>Increases</u>	<u>Decreases</u>	<u>2021</u>
<i>Operating Internally Restricted</i>				
Operating	\$ 996,467	\$ 555,000	\$ (600,000)	\$ 951,467
Airdrie Collection	75,000	-	(25,000)	50,000
	<u>\$ 1,071,467</u>	<u>\$ 555,000</u>	<u>\$ (625,000)</u>	<u>\$ 1,001,467</u>
<i>Capital Internally Restricted</i>				
Building, Equipment & Furniture	\$ 3,550,153	\$ 160,000	\$ (3,550,153)	\$ 160,000
Vehicle Replacement	103,000	20,000	-	123,000
Computer - Hardware/Software upgrade	106,180	30,000	(106,180)	30,000
	<u>\$ 3,759,333</u>	<u>\$ 210,000</u>	<u>\$ (3,656,333)</u>	<u>\$ 313,000</u>
<i>Total Internally Restricted</i>	<u>\$ 4,830,800</u>	<u>\$ 765,000</u>	<u>\$ (4,281,333)</u>	<u>\$ 1,314,467</u>

14) Related Party Transactions

During the year Marigold Library System contributed \$206,760 (2020 - \$194,330) towards The Regional Automation Consortium ("TRAC"), shown under Expenditures on the Statement of Operations and Changes in Fund Balances. TRAC is a not-for-profit organization in which Marigold is one of four participating organizations along with Northern Lights Library System, Yellowhead Regional Library System and Peace Library System, which share a centralized computer system for library automation.

This funding was determined based on an equal funding from each member and the members' intent was to provide financial assistance to this organization.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

15) Interfund Transfers

Interfund transfers were required to fund the cash outlays for capital asset acquisitions and loan principal payments. During the year, \$539,671 was transferred from operations, \$3,246,333 was transferred from capital reserves, \$70,000 was transferred from operating reserves and \$3,786,004 was transferred to fund capital purchases.

16) Financial Instruments

The organization's financial instruments consist of: cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities and obligations under capital lease. The risks attached to these financial instruments are as follows:

Credit Risk

Credit risk arises from the possibility that the entities to which the organization provides services may experience financial difficulty and be unable to fulfill their obligations. The organization is exposed to financial risk that arises from the credit quality of the entities to which it provides services. As the organization provides products and services to a variety of customers, its credit risk is minimized.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The organization is exposed to financial risk from interest rate differentials between market interest rates and the rates used on their financial instruments.

continues...

**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021**

16) Financial Instruments *(continued)*

Fair Value

The fair values of cash and cash equivalents, accounts receivable and accounts payable and accrued liabilities, correspond closely to their carrying amount because of their short term maturity dates.

Currency Risk

Currency risk is the risk to the entity's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The organization is exposed to foreign currency exchange risk on cash and cash equivalents and accounts payable held in U.S. dollars.

17) Subsequent Events

Covid-19

In March 2020, The World Health Organization declared a global pandemic due to the Novel Coronavirus (COVID-19). The situation is constantly evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies.

The full impact of the COVID-19 outbreak continues to evolve through the world including Canada. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the impact on Marigold Library System will not be known with certainty for months to come.

Although Marigold Library System cannot estimate the length or the gravity or the impact of the COVID-19 outbreak at this time, if the pandemic continues, it may have a material adverse effect on Marigold Library System's results of future operations, financial position, and liquidity in fiscal year 2022.

Wheatland County Loan

During the year, Marigold Library System applied for a \$500,000 loan from Wheatland County. The System received approval from Wheatland County that they would be receiving the money in January 2022 and received the cash payment February 2022.

Repayment terms will be open to payments throughout the duration of the term and the loan can be repaid at any time by Marigold Library System. Repayments of the loan shall be applied firstly to pay any expenses of Wheatland County which, by the terms of the agreement, are to be paid by Marigold Library System, secondly to repay any interest accrued on the loan and thirdly to repay the principal amount of the loan. Interest will be calculated based on the annual average daily rate that Wheatland County investments yield in accordance with the County's investment policies plus 0.25% and will be calculated on a daily basis. The loan must be repaid in full by December 31, 2038.

18) Comparative Figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.

19) Approval of Financial Statements

The Board of Directors approved these financial statements.

MARIGOLD REPORT

To Councils and
Special Areas Board

MARIGOLD BOARD MEETING HIGHLIGHTS:

April 30, 2022

Marigold Library System Board held its Annual General Meeting (AGM) and regular Board Meeting in-person in the Marigold/WID Community Room at Marigold's new headquarters building; 30 Board members were in attendance.

Board Chair Lynda Lyster recognized new Board members:

Emmanuelle (Manuela) Olibera-Dorn
Town of Banff
Alexandra Janecke—I.D. No.9
Manon Miller — Kananaskis I.D.

BOARD MEETING

FINANCIAL

Unaudited financial statements to March 31, 2022 were accepted as presented. Marigold services and support for municipal residents and member libraries continued throughout 2021.

AUDIT

2020 Audited Financial Statements were prepared by auditors Gregory, Harriman & Associates. It was a clean audit.

Revenues increased by \$34,901 mostly due to reimbursements.

Operating Surplus of \$272,169, due to carefully managed and redirected expenditures during another pandemic year.

Marigold remains in a healthy financial position even with the construction of our

ELECTIONS AND COMMITTEE APPOINTMENTS

Lynda Lyster resigned her position as Chair, and John Getz was appointed Chair by the Board during the AGM. Maxine Booker was appointed as Vice Chair and Nicole Kiefuik was reappointed as Treasurer by the Executive Committee.

EXECUTIVE COMMITTEE 2022 - 2023

John Getz – Village of Standard, Board Chair
Maxine Booker – MD of Acadia, Vice Chair
Nicole Kiefuik—Town of Okotoks, Treasurer
Kristen Anderson – Village of Hussar
Melissa Langmaid – Town of Strathmore
Lil Morrison – Starland County
Susan Roper – Town of Cochrane
Margaret Nielsen – Town of Drumheller
Natasha Roberts— City of Airdrie
Nicholas Wiebe—Rocky View County

STANDING COMMITTEES 2022-2023

Advocacy

Lil Morrison
(Chair)
Lynda Lyster
Helen Veno
Denise Peterson
Jordan Elliott
Teresa Cameron
Melanie Jensen

Human Resources (HR)

Susan Roper
(Chair)
Maxine Booker
Teresa Cameron
Lynda Lyster
Sandra Murphy
John Getz

Finance

Nicole Kiefuik (Chair)
John Getz
Melissa Langmaid
Melody Christopherson

Governance

Kristen Anderson (Chair)
John Getz
Eleanor Chinnick
Jan Dyck
Margaret Nielsen

Standards & Services

Maxine Booker (Chair)
Elaine Michaels
Jo Tennant
Faye McGhee
John Getz
Natasha Roberts

new headquarters building and the continuation of COVID pandemic health measures.

Audited Financials are available at:
www.marigold.ab.ca/About-Us/Financial

MARIGOLD AGREEMENT AND SCHEDULE C

Marigold sent out the Marigold Agreement and Schedule C to be signed by member municipalities before September 30. Marigold needs signatures from 60% of municipalities, representing 60% of the population, for the Marigold Agreement and Schedule C to be approved.

LANGDON LIBRARY

The Rocky View County Recreation Governance Committee agreed to proceed with a hybrid youth centre and temporary library in partnership with the Langdon Library Society and the Langdon Communication Association. Marigold helped the Langdon Library Society with their Business Case, prepared a draft operating budget, advised them on fundraising, policies and practices, staffing and offered support and guidance.

ROCKY VIEW ONLINE SCHOOL PROJECT

The Rocky View Online High School approached Marigold about forming a partnership to provide access to digital subscriptions for 200 students living in RVC. Marigold signed the Memorandum of Agreement with Rocky View Online High School to launch this initiative.

IMPORTANT DATES

- Saturday, August 27, 2022 9:30 am—
Marigold/WID Community Room
- Saturday, November 26, 2022 9:30 a.m.
—Zoom

REPORTS

MARIGOLD ANNUAL REPORT:

Getting to a better future. The Board approved the Annual Report for distribution to stakeholders. Read more about Marigold's achievements and milestones at: www.marigold.ab.ca/About-us/publications

In 2021, much of our focus was spent on the construction of Marigold's new headquarters building. Staff moved into the facility in the Fall of 2021. The project took much collaboration, deliberation, research, careful spending and budgeting. In addition, Marigold's departments thrived throughout yet another pandemic year.

- Usage of eResources spiked—some digital platforms as much as 69%
- Marigold's delivery volume doubled. Despite facing continued COVID pandemic health measures, delivery vans still logged over 230,000 km—more than the previous year
- Marigold organized and delivered a first-rate virtual Member Library Conference by shifting to an online platform. The conference was attended by over 500 registrants from across Canada and beyond
- The Marigold IT Department completed over 1,300 tickets and more than 900 remote support sessions. They also ensured that Marigold's systems remained safe and secure against cyber attacks while also making sure the transition of IT services and infrastructure to the new facility went off without a hitch
- Marigold provided advice to the Cereal Library Board and coordinated a plan to dispose of assets and prepare for a book deposit following the dissolution announcement of the hamlet. Marigold also advised the Hamlet of Langdon on their Business Case to open a public library
- The Bragg Creek Library Lending Lockers were operational starting in April 2021
- For a more detailed report take a look at our **Annual Report**

MARIGOLD HQ BUILDING:

Marigold has been operating out of the new headquarters facility since October 2021. The building's design provides improved workflow, efficient operations, enhanced service delivery and has increased capacity for future expansion.

- The formation of a Condo Corporation is in progress
- Remaining landscaping will be completed by the end of May 2022
- Building costs are 10% under budget

Marigold has accepted a conditional offer for the sale of the former headquarters building.

VALUE OF YOUR INVESTMENT reports show the value of services provided annually by Marigold. Libraries and municipalities benefit directly through the pooling of revenues so that all residents have access to public library resources and services.

POWER OF YOUR LIBRARY CARD reports highlight services provided annually by Marigold that are of value to residents living in Counties, Improvement Districts, Special Areas and MDs. Members are encouraged to share these reports with their local boards and councils.

Please contact Deputy CEO Laura Taylor for more information about the Value of Your Investment laura@marigold.ab.ca

BOARD AND STAFF RECOGNITION

Trustees—Long Service:

Michael Beier—5 years
Ed Hogan—5 years
Daniel Leronowich—10 years

Staff—Long Service:

Devon Hall—5 years
Rose Reid—5 years
Bradley Hoffman—15 years

Retirements and departures over 10 years:

Lynda Lyster, Board Chair —17 years of service
Susan Roper, Board member—11 years of service
Michelle Toombs, Marigold CEO —13 years of service



Marigold CEO Michelle Toombs welcomed the WID's Board Chair Dan Shute and Board Member Ray Kettenbach to the AGM and presented them with two books: *Grain Elevators: Beacon of the Prairies* and *Ranching under the Arch: Stories from the Southern Alberta Rangelands*.

ANNUAL REPORT

2021



Back Row: Lynne Price, Wendy Rezanoff, Bradley Hoffman, Jaspreet Singh, Steven Copland, Dave McCaig and Ian John. **Second Row:** Lynn Blain, Jennifer Muckle, Kim Visser, Kristine Den Boon, Alida Pituka, Barb Froese and Bruce Paschal. **Third Row:** Mike Froese, Jenn Laskosky, Nora Ott, Michelle Toombs, Laura Taylor and Nancy Smith. **Front Row:** Glenn Russell and Devon Hall.

Absent: Richard Kenig, Jessie Bach, Miriam Thompson, Misty Haugen, Clara Cao, Rob Cielen and Rose Reid.

Getting to a better future

OUR ORGANIZATION

Marigold remembers a historic year settling into a new headquarters building, embracing another COVID year and playing to its strengths of bringing library services to Albertans.

As Marigold faced another pandemic year riddled with many more waves of COVID, public health restrictions and gathering uncertainties, the dedication and support to our residents and member libraries never wavered.

When COVID-19 reared its head in 2020, we adjusted our processes to ensure safe working conditions and equip and connect staff working from home. By doing so, Marigold was able to continue to serve our member libraries and thousands of Albertans without hesitation and to our full abilities in 2021. In fact, patrons continued to rely on our digital resources with some digital database and Alberta curriculum support use spiking between 6% to 69%. Our delivery volume doubled resulting in our drivers logging more than 230,000 km last year, and our staff organized and delivered a first-rate virtual Member Library Conference—shifting to an online platform where it had previously been in-person.

Along with keeping our operations running smoothly, Marigold had its sights set on the new headquarters building construction and relocation that dictated much time, resources

and collaboration. Staff worked tirelessly to turn what was once just an idea into a bold vision and now a reality.

Staff moved into the new facility at the end of September. Since then, staff have enjoyed larger spaces to organize kits and games, IT equipment and multiple bays for our delivery vehicles.

Above all Marigold now houses a state-of-the-art automated sortation system that can sort over 2 million items a year and makes the process more efficient.

2021 also proved to be a crucial year in bringing library services to more communities. We were part of making sure Library Lending Lockers were installed in Bragg Creek, supported the Langdon Library Society in their efforts to bring a library to their community and made sure Cereal still has access to materials through a book deposit after their hamlet dissolved.

Unmistakably, 2021 was a year of many positive changes for our organization that will prepare and propel us forward into the future.





INTRODUCTION

MESSAGE FROM THE MARIGOLD BOARD CHAIR



Lynda Lyster, Board Chair

The theme “Stronger Together” from the TAL, Yellowhead, Peace and Parkland Conference in May of 2021 became very noticeable at Marigold. We forged a much stronger relationship working with our partner Western Irrigation District (WID) as we built our beautiful new headquarters building in Strathmore. Two seemingly unlikely organizations, one that focuses on the flow of water and irrigation (WID) and another that focuses on the flow of knowledge and information (Marigold), realized that we had shared values and goals. We appreciate how important community is for both of us. We both strive to unlock potential. WID focuses on the environment symbolized by the preservation of the wetlands and catchment basin on our new property. Marigold uses the river of rocks at the headquarters’ front door to

symbolize the flow of knowledge and personal passions through the Library Services that Marigold provides. In 2021, Marigold staff did an amazing job of working from home as the COVID pandemic raged around us. It opened new ways of how we do our work, allowing our staff choices that we hope will continue. Marigold was always a leader in communication with our use of Video Conferencing but that was quickly replaced with the arrival of Zoom! Doing meetings through the Internet saved Marigold time and money, but many people longed for the opportunity to have face-to-face meetings again. The completion of our new headquarters building will give us the opportunity to come together again and celebrate our wonderful library family, Marigold.

PARTICIPATING MUNICIPALITIES AND BOARD MEMBERS

(as of April 2022)

Acadia M.D. #34
 Village of Acme
 City of Airdrie
 Town of Banff
 Village of Beiseker
 Bighorn M.D. #8
 Town of Black Diamond
 Town of Canmore
 Village of Carbon
 City of Chestermere
 Town of Cochrane
 Village of Consort
 Town of Crossfield
 Village of Delia
 Town of Drumheller
 Village of Empress
 Foothills County
 Ghost Lake Summer Village
 Town of Hanna
 Town of High River
 Village of Hussar
 ID 9 (Banff)
 Town of Irricana
 Kananaskis ID

Maxine Booker *
 Daniel Leronowich
 Natasha Roberts *
 Manuela Olibera-Dorn
 Sharon King
 Lynda Lyster * (Chair)
 Ian Huffman
 Jennifer MacAulay
 Michelle Lomond
 Daina Barbary
 Susan Roper *
 Michael Beier
 Luke Brennan
 Melody Christopherson
 Margaret Nielsen*
 Nora Sunderland
 Eleanor Chinnick
 Donna Bauer
 Sandra Murphy
 Lynne Thornton
 Kristen Anderson *
 Alexandra Janecke
 Teresa Cameron
 Darren Enns

Kneehill County
 Village of Linden
 Village of Longview
 Village of Morrin
 Village of Munson
 Town of Okotoks
 Town of Oyen
 Village of Rockyford
 Rocky View County
 Special Areas Board:
 - Area #2
 - Area #3
 - Area #4
 Village of Standard
 Starland County
 Town of Strathmore
 Town of Three Hills
 Town of Trochu
 Town of Turner Valley
 Waiparous Summer Village
 Wheatland County
 Village of Youngstown

Faye McGhee
 Cynthia Klassen
 Jan Dyck
 Alenda Gridley
 Vacant
 Nicole Kiefuik* (Treasurer)
 Ed Hogan
 Tyler Henke
 Nicholas Wiebe*

 Helen Veno
 Elaine Michaels
 Jodi Kurek
 John Getz * (Vice Chair)
 Lil Morrison *
 Melissa Langmaid
 Carol Best
 Jenny Lyver
 Ian Huffman
 Janine Jevne
 Amber Link
 Renee Laughlin

* Member of Executive Committee

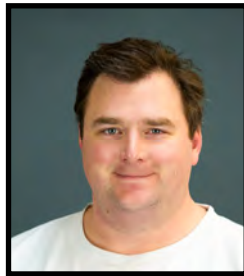
Marigold thanks the following members for serving on the Board in 2021: Anne Metikosh, Bonnie Munro, Brigitte Hopkins, Dalia Cheshire, Denise Peterson, Dimitri Dimopoulos, Glen Keiver, Jean-Marc Stelter, Jennifer Isherwood, Jo Tennant, Jordan Elliot, Leon Cygman, Marilyn Sept and Melanie Jensen.



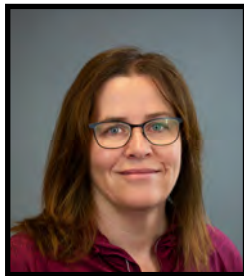
Lynda Lyster, Chair
Bighorn M.D.



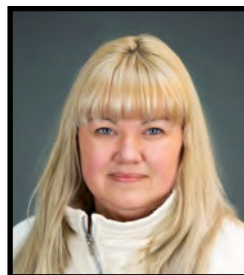
John Getz, Vice Chair
Village of Standard



Nicholas Wiebe
Rocky View County



Maxine Booker
Acadia M.D.



Natasha Roberts
City of Airdrie



Susan Roper
Town of Cochrane



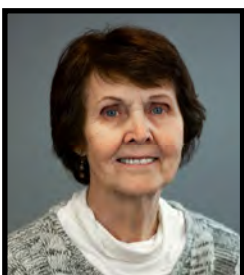
Margaret Nielsen
Town of Drumheller



Kristen Anderson
Village of Hussar



Nicole Kiefuik,
Treasurer
Town of Okotoks



Lil Morrison
Starland County

EXECUTIVE COMMITTEE



Four Marigold Board meetings took place in 2021; January, April, August and November. Meetings were held via Zoom



Twenty-six Board members volunteered to sit on one or more of Marigold's 9 active committees



There were **28** Board, committee and special meetings; mostly via Zoom Teleconference

STANDING COMMITTEES

Marigold's committees review and make recommendations to the Board based on research presented by management staff regarding plans for service, technology, governance, programs, and advocacy. Standing committees are catalysts for: growing new ideas; reviewing policies on a regular basis; making sure member communities are represented and members priorities are heard; ensuring financial and governance practices are sustainable, ethical, transparent, and accountable; and taking advantage of diverse meetings and training opportunities.

EXECUTIVE COMMITTEE

The Executive Committee ensures that the organization has the necessary resources to respond to new opportunities, leadership transitions, financial and environmental trends. All policies are presented to the Executive Committee for approval before being presented to the Board.

STANDARDS AND SERVICES COMMITTEE

This committee vets resource distribution through Board policies and schedules, and directs the work of Marigold in the area of programs and services to the member municipalities.

GOVERNANCE COMMITTEE

The Governance Committee ensures that governance of Marigold is practical, efficient, and functional. Policies and agreements for Marigold and for community libraries originate with this committee.

HR COMMITTEE

The HR Committee reviews and revises HR policies for Marigold employees to support sound HR business practices that comply with employment standards and health and safety legislation. A safe workplace is a priority.

BUILDING COMMITTEE

Marigold's Building Committee recommends upgrades and repairs that are essential to maintain a safe working environment for staff. This committee was fundamental in the planning of Marigold's new headquarters building.

FINANCE COMMITTEE

This committee monitors policy statements in the areas of finance and gives direction on banking, investments, and other financial practices.

ADVOCACY COMMITTEE

Advocating for Marigold to the communities, governments, partners, and other agencies is crucial to advancing Marigold's mission. This committee plays a role in assisting the Marigold community to inform and influence decision makers and stakeholders, and guides our corporate brand, image, and use of branding.

MESSAGE FROM MARIGOLD CEO



Michelle Toombs, CEO

2021 will go down in Marigold's record books as an extraordinary year of achievements and challenges. This was the year that construction on our new headquarters building was completed and Marigold staff moved in. The achievement was

even more remarkable because this was the second year that we faced COVID pandemic gathering restrictions.

Four years ago, when we first envisioned building in partnership with Western Irrigation District, we had no idea how many steps, details and time would be needed to make this colossal project a reality. What a time it has been for accelerated learning! The detailed planning work that went into the design has paid off; staff are elated with their new workspaces. The careful attention to budgeting, tracking expenditures and carefully choosing what to compromise on (or not), has resulted in a functional and pleasing space that will serve Marigold for many decades to come.

Many thanks to our building partner, Western Irrigation District. Marigold benefitted from WID Staff and Board expertise, vision, cost-sharing and collaboration. We nurtured a productive relationship with BRZ Partnership, Lear Construction and the many trades, consultants and service providers. We are grateful for the whole-hearted support from the Town of Strathmore Councillors, Administrative and Planning teams, and from Wheatland County who had our backs, financially speaking. Many thanks to Lynne Price, Project Lead, and all the Marigold staff who worked tirelessly to ensure that the preparation and transition to the new HQ was smooth and uneventful

and that we have furnishings, equipment and décor that will stand the test of time. We are also grateful to our Chair, Lynda Lyster, Executive and Board members who believed in us, shared our vision and supported us through thick and thin. Personally, I do a happy dance every time I see the intricate automated sortation system that has made our operations so much more efficient and manageable. This equipment is symbolic of having a vision, taking a risk, reimagining workflows, and implementing a future-forward outcome.

Marigold's operations did not cease during the COVID lockdowns. Staff carefully observed COVID-safe precautions while providing the background services that member municipalities count on. These included services for our member libraries: collection provision; IT equipment and support; resources sharing and deliveries; consultation; communication and administrative services. Direct services for municipal residents were also sustained: L2U mail service, support for Library Lending Lockers and volunteer-run book deposit support and website access to digital resources and virtual services. Again in 2021, as in 2020, patron use of virtual and website services, digital resources and eBook collections, and training resources increased, and we were moved by the public's need for these services.

Other noteworthy achievements in 2021 included the launch of the satellite library in Bragg Creek with state-of-the-art Library Lending Lockers. We provided IT and consultation support for Okotoks Public Library to move into its amazing new facility and for Delia Public Library's move into a new school. Marigold continued to work closely with Rocky View County and with Langdon Library Society to make a case for a first-time public library in the Hamlet of Langdon with its youthful population of 6,000 residents. Marigold supported operations at the Cereal Library for another five months in 2021 after the Village of Cereal dissolved, and we facilitated the relocation of the Cereal Library collection and furnishings for the Langdon Library when it opens. Marigold's investment in IT equipment, infrastructure and cyber security did not skip a beat either. Marigold has a bright outlook with much more to accomplish in the future.

MISSION:

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

340,550 SERVICE POPULATION OF MARIGOLD

VISION:

Leaders in library service and innovation

VALUES:

- Leadership
- Respect
- Responsiveness
- Communication
- Integrity
- Inclusiveness
- Accountability

STRATEGIC PLAN, VISION 2022

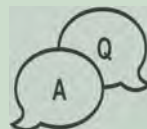
The Marigold Board approved the mission, vision, values and goals for Marigold’s Plan of Service (Strategic Plan) for 2021 and 2022 on August 29, 2020. Vision 2022 is a roadmap for Marigold to manage the smooth transition of operations in a new headquarters facility, and allow Marigold to streamline operations, expand its presence in the community and implement new service delivery options. Strategic planning will begin again the Fall of 2022.



Marigold will invest in its operational assets and capacity to allow for service expansion.



Marigold will increase its services to member libraries, as space at headquarters and staff time permit.



Marigold is committed to efficient operations and sustainable fiscal stewardship to provide member municipalities with library services that are recognized as good value.



Marigold will capitalize upon and nurture the knowledge, skills, and abilities of its community.

LONG-STANDING MEMBERS



Marigold’s Accounting Administrator Alida Pituka, Deputy CEO Laura Taylor and Board Chair Lynda Lyster.

MY LIFE WITH MARIGOLD

Lynda Lyster—Board Chair (2008-2022)

In the fall of 2006, I became the Marigold Representative for the M.D. of Bighorn. My first meeting was in the library in High River. I brought along a huge orange binder that was beautifully color-coded and a complete mystery to me.

My strongest memory of that first meeting was watching Director Rowena Lunn and Assistant Director Karen Lubuik lead a discussion about Banff withdrawing from Marigold. Not a good start to a new organization!

In 2008, Sheila Macklin decided to retire as chair and asked me if I would replace her. My gracious reply was “I was really hoping that as the vice president, Carole Anne would take on the role of chair. She has had a great deal more experience than I have.” Nevertheless, Sheila passed my name on to Elaine Michaels who was on the Nominating Committee, and still is all these years later! Thanks, Elaine!

Elaine asked me if I would take the position and cleverly wrote: “At this point, we are looking at just a one-year term, although of course that could be extended.” When I consulted with Sheila she said, “I know you can handle the position, so the question is, are you willing to devote the time to it?”

Yes! I was willing to devote the time to it! In 2007 there were four Standing Committees, now we have 11. I feel the added number of committees have helped to build the strong relationships we have with our member libraries.

There have been so many highlights over the years. Piloting RISE Videoconferencing, welcoming new libraries to the Marigold family, and choosing a great new logo to represent Marigold Libraries. There must be something special about people who love libraries because they are the most congenial people to work with in an organization. The ALTA Library Conferences in Jasper were a wonderful combination of networking, new learnings, and the best food at a conference.

Another highlight for me has been working with Michelle Toombs, CEO, and the staff at Marigold. Michelle has been an incredible leader. I admire her people skills and how wise she is. She has hired and nurtured a very talented and accomplished staff. Together, they have made Marigold a leader in Alberta.

The biggest accomplishment for me was our completion of a beautiful new headquarters building in Strathmore. We had talked about this for years, and although I didn’t get my suggestion of a roof top patio, we have left a wonderful legacy for the future of libraries. Chair of Marigold has been the best volunteer job I’ve ever had!

BOARD CHANGES AND RECOGNITION

The Municipal Election took place on October 18. There have been nine official changes to Marigold’s appointed Trustees because of election results and Council appointments. We sincerely thank these individuals for their contributions to Marigold over the years.

3 YEARS

Jordan Elliott—Village of Delia

4 YEARS

Bonnie Munro—Town of Trochu
Melanie Jensen—Town of Hanna

6 YEARS

Dimitri Dimopoulos—Rocky View County

8 YEARS

Jo Tennant—Town of Crossfield
Denise Peterson—Town of Strathmore

14 YEARS

Glen Keiver—Kneehill County

MARIGOLD—BEST JOB EVER!

Michelle Toombs—CEO (2009-2022)

As I prepare for retirement at the end of June, I think about my 13 years as CEO at Marigold and how I have been super lucky to have had the opportunity to work for the Marigold Library Board. Pat Cavill, Marigold's first Director, phoned to suggest that I apply in 2009 and I was quite amazed to be offered the job. Working with and for Lynda Lyster and the Marigold Executive has been a dream come true. Lynda has been my mentor and champion – I cannot thank Lynda enough.

Marigold Library System is a good place to work. We are surrounded and embraced by good people – good people who volunteer to be on library boards and share their expertise and commitment; good people who are talented and work in libraries because they love the work; good people who are community-minded ambassadors for public library service in Alberta; good people who embrace the ideals of an institution that welcomes everyone and does not require people to open their wallets for service; and good people who see firsthand how their work and advocacy makes a difference in their communities.

During my 13 years at Marigold and 46 years as a professional librarian, I have witnessed many changes, including a shift in priorities from preserving physical book collections to engaging the public through appealing collections in many formats, programming, gatherings, interactive activities, access to virtual services and

collections, digital literacy, art exhibits, makerspaces, and much more. Libraries are people places and it has been an honour to serve the libraries and library boards that deliver these vital services that are now deemed essential to daily living.

Because I am rather fond of making lists, I compiled a list of what I am most proud of at Marigold. No surprise that the list is quite long, and I certainly could not have done any of it without the support of Marigold staff, Board members and my Library System Director colleagues. If I were to mention everyone's names, the music would come on just like at the Oscars!

I have witnessed a transformation in the service philosophy of Marigold with open communication, accountability, operational efficiencies, expansion of services, Board engagement and positive relationship-building with Marigold members. Five strategic plans in 13 years have endorsed Marigold's mission and purpose. Marigold has raised public library visibility, use and support through community building and partnerships.

I am also proud that Banff and Crossfield joined Marigold; that we have three locations in Marigold where Library Lending Lockers extend access to public library collections that are shared across the province; that Langdon will be getting a library soon with Cereal's collection and furnishings; that we kept everyone employed during the COVID pandemic;

that our IT services have been innovative and responsive; and that we supported RISE videoconferencing for many years before Zoom came along. I am proud that Marigold has an impressive team of talented, capable, and committed staff members.

When I first started in September 2009, I was told there would be a new building in two years. Twelve years later and with lots of persuasion, careful facility planning and responsible financial arrangements in place, our new headquarters facility is a well-designed building that is greatly appreciated by staff and that we share in partnership with Western Irrigation District. The automated sortation equipment is practical and a thing of beauty. This is a career achievement that positions Marigold to move forward into the future with a new CEO and a new vision.

And one last thought. As long as I can remember as a child, I wanted to become a librarian, in part because my home community did not have a library. That came later, but I always felt that communities with libraries are better places to live and thrive. Everyone in Alberta deserves to have access to a public library, large and small, urban and rural.

A heartfelt thanks to everyone in Marigold's awesome Community. I will miss you all!

BOARD AND STAFF LONG-SERVICE RECOGNITION

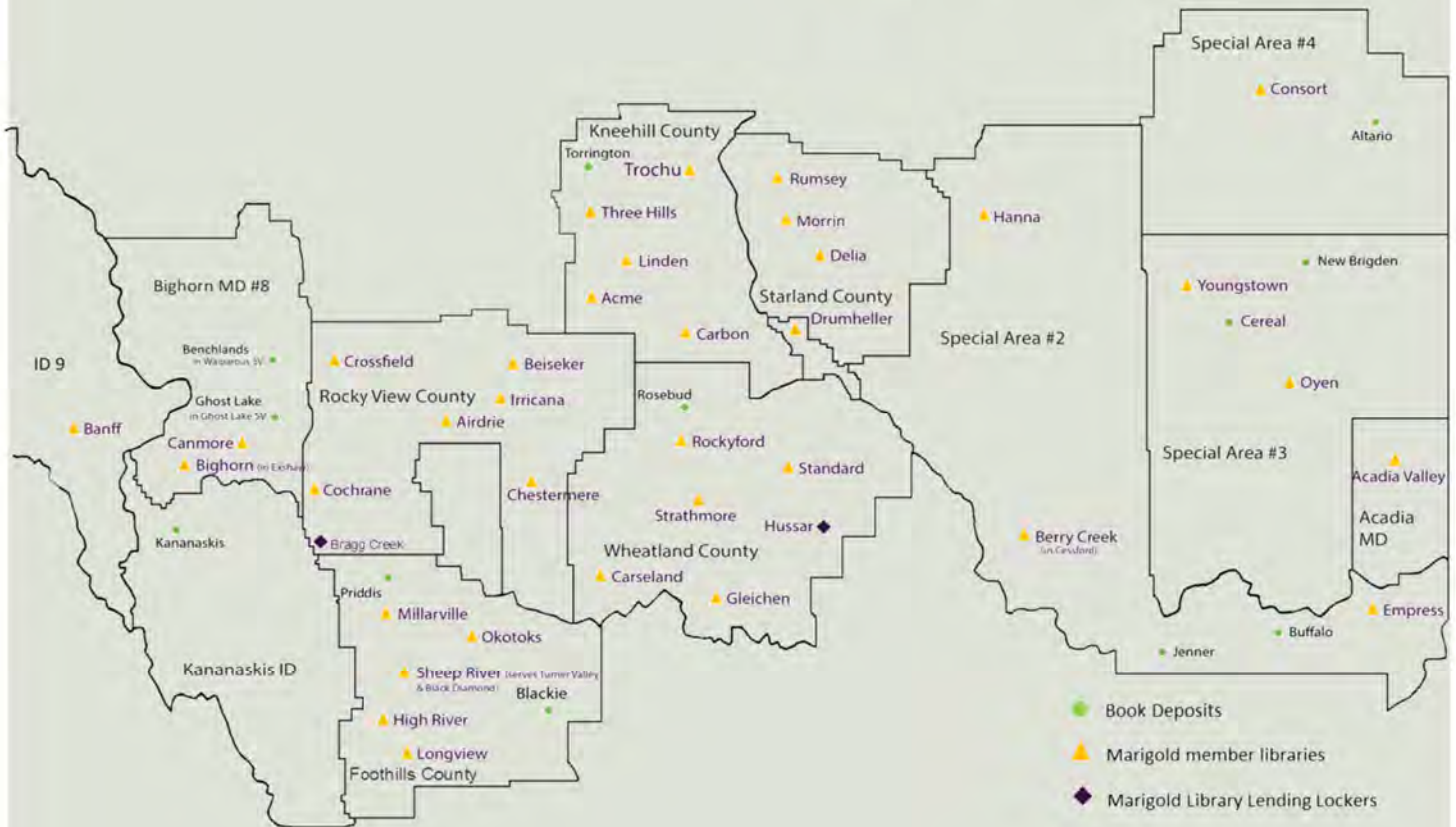
MARIGOLD TRUSTEE

5 Years	Janine Jevne, Summer Village of Waiparous
10 Years	Jan Dyck, Village of Longview Susan Roper, Town of Cochrane
15 Years	John Getz, Village of Standard
20 Years	Lil Morrison, Starland County Helen Venno, Special Areas #2
25 Years	Kristen Anderson, Village of Hussar

MARIGOLD STAFF


5 Years	Misty Haugen, Bibliographic Services Technician
10 Years	Nora Ott, Administrative Assistant and HR Coordinator
15 Years	Laura Taylor, Deputy CEO

MARIGOLD LIBRARIES, BOOK DEPOSITS AND LIBRARY LENDING LOCKERS



OPERATIONS

OUR OPERATIONS

TOTAL
KMs

265,145KM

IT
SESSIONS

842
HOURS

 64
IN-PERSON
& REMOTE
CONSULTATION SESSIONS

DIRECT SERVICES

LIBRARY TO YOU (L2U)

Marigold loans books and DVDs by mail. L2U patrons also have remote access to library materials such as downloadable eBooks, music, and digital subscriptions.

INTERLIBRARY LOAN & DELIVERY

Marigold staff fill the Library Lending Lockers in Hussar and Bragg Creek so borrowed collection items go directly into the hands of patrons. Marigold expedites Interlibrary loan access to patron-requested materials from academic and public libraries throughout Alberta, Canada and beyond. Marigold pays for Interlibrary Loan costs to borrow items from institutions outside Alberta.

BOOK DEPOSITS

Book deposits are located in 12 communities within Marigold, where residents can borrow materials on an honour system. Marigold provides books for the deposits, supports local volunteers and signs up people for library cards.

VEHICLES & DELIVERY SERVICES

Using our fleet of seven vehicles, Marigold drivers make it possible to support resource-sharing and connect member libraries with Marigold headquarters and libraries across Alberta. The vans transport interlibrary loans, new materials, supplies, correspondence, kits and games, and promotional materials to 35 Marigold libraries with a minimum of one delivery per week. Our vehicles are also used for IT installation and repair trips, collection deselection and inventory, consultations, Board visits, and much more.

- **234,206** total km driven in 2021
- **265,145 km** driven by all HQ staff including IT trips

TRAINING

With the growing use of digital and other library services, Marigold offers training on interlibrary loans, programming, statistics and reports, use of digital subscriptions, Board development, management and leadership, and communications and marketing. For library and headquarters staff and patrons:

- **34 Webinar training** sessions
- **23,589 promotional materials** were printed by Marigold headquarters staff on behalf of member libraries

CONSULTATION

Professional librarians do research and provide management information and advice during frequent communications with member library staff and local library Board members.

- **64 consultation visits** at member libraries and by videoconference

DESELECTION AND COLLECTION INVENTORIES

Marigold staff provided leadership and hands-on assistance for deselection (weeding) and collection inventory projects at member libraries.

STAFF AND STUDENTS

NEW STAFF MEMBERS

Marigold had one staff recruitment in 2021, a Digital Experience Consultant. Job descriptions for most of Marigold positions were updated.

SUMMER STUDENTS

The summer student who was hired for 16 weeks:

- Delivered 20 virtual and in-person programs to 128 participants
- Created YouTube craft and Storytime videos which had 383 views by December 2021

IT & NETWORK SUPPORT SERVICES

Marigold headquarters is the central hub for the delivery of computerized public library services to Marigold member libraries. By following the direction outlined in the Technology Plan and the Information Technology Policy, Marigold continues to expand its technology culture to further support problem solving, collaboration, innovation, and exceptional customer service.

CYBER SECURITY

Marigold continues to educate staff and strengthen its cyber security.

- Confirmed Cyber Liability Insurance
- Migrated email threat protection and anti-spam service to a new cloud platform
- Conducted a Cyber Security Assessment with ACSI
- Strengthened the Cyber Security Response Plan
- Implemented Sophos cyber security training sessions for staff and member library staff with Marigold email addresses

IT staff completed **1,375 tickets** and conducted **961 remote support sessions** for a total of **842 hours**. Marigold's Zoom subscription was used **300 times** for member library board meetings and virtual programs. Each member library received a spending credit of **\$1,000** through the IT Capacity Fund to acquire computer

equipment. Marigold spent **\$121,149.85** on member libraries in 2021 for IT equipment, including the IT Capacity Fund.

IT OPERATIONS

In 2021, Marigold IT staff was tasked with the smooth transition of IT services and infrastructure to the new Marigold headquarters building.

- Learned new networking hardware and engineered a new configuration for the new building
- Investigated and acquired new equipment
- Implemented new phone system
- Completed hybrid environmental set-up with Microsoft; transitioned all users to cloud emails without interruptions of service
- Integrated eCommerce with TRACpac patron accounts at several libraries

WEBSITE DEVELOPMENT

Marigold continues to work together with MUGO programmers to improve and enhance the Marigold and member library websites. Improved 'Events' function on the website.



Marigold's IT staff now have a staging area to operate with more ease and efficiency.

LIBRARY USE STATISTICS

BIBLIOGRAPHIC SERVICE ENHANCEMENTS

- Implemented new bibliographic workflows and equipment in the new building with minimal disruption to library service
- Provided quality cataloguing services to increase visibility of library materials
- Staff participated in SQL training and used this new expertise to create and implement a workflow solution that saved the Shipping and Receiving department time and money. It also allowed Marigold to make the most efficient use of the new Automated Sortation System.
- Designed and delivered unique reports to help member libraries manage collections and inventory
- Collaborated with Marigold Consultants to expedite material selection for member libraries

PURCHASING PROGRAM

Member libraries received savings of **\$12,165.47** and Marigold HQ saved **\$7,411.48**. Staff sourced, ordered and delivered supplies from preferred vendors. Twenty-nine member libraries participated in this reimbursement program last year with 773 supply orders filled. Benefits include:

- Convenience, cost savings and no shipping costs on many items
- Marigold has preferred pricing because of long-time vendor relationship and membership in Calgary and Area Public Purchasing Group (PPG)

2021 library use statistics gathered from TRAC, demonstrate the continued usage and importance of public libraries in Marigold

Marigold library cards (people/family) **110,331 (-1.85%)**

Items loaned **1,685,492 (+17.54%)**
Items loaned to Marigold cardholders

Library items **1,184,272 (+35.08%)**
Items loaned and borrowed between libraries

eBooks borrowed **328,565 (+3.8%)**
OverDrive & Cloud Library

TRACpac online catalogue **3.2 Million**
Items available in the TRACpac online catalogue

TRACpac online activity **13 Million**
Page views of TRACpac online catalogue

SERVICES & PROGRAM SUPPORT

Marigold provides and supports year-round programming, pays for eResources, and takes part in outreach initiatives to issue library cards and promote library services.

- Arranged **Story Walks** so that libraries could post outdoor venues to promote reading and literacy
- Coordinated with vendors to assist Chestermere Library in purchasing Parenting to Go and Inclusivity Collection items
- Relaunched ILL support for member libraries and patrons, including a manual and training webinar for member libraries

SHIPPING & RECEIVING, DELIVERIES

- Purchased, installed, programmed and arranged for the training of a Lyngsoe Automated Sortation System
- Coordinated, implemented and presented results of the GIS Spatial Analysis by the University of Southern Illinois. Rewards include immediate and long-term cost savings in van delivery services
- Revamped delivery routes to accommodate greater volume and more delivery stops; ie. Bragg Creek

eRESOURCE STATISTICS

Marigold patrons have access to a wide variety of digital content, including online books, magazines, music and videos



eBooks & eAudio Books 332,399

OverDrive & Cloud Library: 328,565 borrowed
Tumblebooks: 3,834 accessed

Music Downloads & Streaming 157,236

Freegal: 24,362 downloads
Freegal: 132,874 streamed

eNewspapers 93,925

PressReader: 93,925 online views

eMagazines 17,882

RBDigital: 14,399 downloads
Flipster: 2,397 downloads
Flipster: 1,086 views

Movies, TV Shows, Music, eBooks/eAudio, Comics Streaming Service 25,566

Hoopla: 25,566 items downloaded and streamed

Curriculum Support 17,961

Solaro: 17,961 uses (content, quizzes and tests)

Tutorials 15,457

Niche Academy: 14,997 views
LinkedIn Learning: 460 views
LinkedIn Learning: 520 courses completed

Online Records 72,711

Ancestry: 72,711 searches, citation images and text accessed

PROJECT LAUNCH



Marigold's Automated Sortation System

EXTENDING LIBRARY SERVICE

BRAGG CREEK LIBRARY LENDING LOCKERS

Marigold played a significant role in bringing library lending lockers to the Bragg Creek area—a collaboration between Marigold Library System, The Cochrane Public Library, Rocky View County and the Bragg Creek Community Centre. Over the past year, Marigold staff participated in vendor negotiations, assisted with installation and resolved technical issues, managed lockers to assign holds, registered new users, created a website forum for membership applications, assisted with the set-up and preparation of signage and participated in the launch party at Bragg Creek Community Centre. The 29 lockers have been in operation since April 2021 and are well used. The Community Centre also houses a 'Take One, Leave One' collection supplied with donations from the Cochrane Public Library.



LANGDON

Last year, Marigold supported the Langdon Library Society in their vision of bringing a community library to Langdon. Marigold contributed to the Business Case and prepared a draft operating budget, provided support and advice for the Langdon Library Society on fundraising, SuperNet, Community Library policies and practices, staffing and more. In addition, Marigold staff attended meetings with the Rocky View County Council and the Administration staff to explain library services, and assisted

with the set-up of the library society. In March 2022, Rocky View County's Recreation Governance Committee approved a hybrid youth Centre and temporary library solution.

CEREAL, DELIA AND OKOTOKS

After the municipality of Cereal dissolved on January 1, 2021, Marigold provided supervision and support to keep the Cereal Library open until the end of May. This included an arrangement with PLSB to provide SuperNet for five months, preparation for the library's closure, and arrangement to transfer Cereal Library assets to storage in Langdon. Cereal now has a book deposit in the local bank. Marigold staff worked together with Delia and Okotoks public library staff for a smooth transition of public library services during their move to their new facilities last year.

AUTOMATED SORTATION SYSTEM & GIS SPATIAL ANALYSIS

Marigold staff is excited about the installation of the Lyngsoe Automated Sortation System. This state-of-the-art machine helps sort over 2.2 million items per year and has already improved ergonomics and workflow for our shipping and receiving staff. Items are now sorted at a much faster rate. (See image above)

Last year Marigold participated in a GIS Spatial Analysis with the University of Southern Illinois. Improved logistics resulted in immediate and long-term cost savings in our van delivery services.

Marigold Library System Service Video



In 2021, Marigold began working with Focus Communications to create a two-minute video to explain Marigold's purpose, what we do and our service philosophy. The video acts as a promotional tool when presenting to Councillors, Municipal Administration staff, Marigold Board and local board members, member library staff, partners and vendors. The video was completed in early 2022. To view the video, visit this link <https://youtu.be/FC0VNG9xpbQ>.

NEW HEADQUARTERS BUILDING

After more than a decade of careful planning, attention to budgeting and strong collaborations, Marigold turned their vision of a much-needed, modern, state-of-the-art office facility into a reality.

NEW HEADQUARTERS BUILDING

2021 was a historical year for Marigold as construction on the new headquarters building was completed and our staff moved into the new facility. Over the past year we:

- Attended biweekly meetings, coordinated joint decisions and purchases with WID, while communicating with Board members, HQ staff, the Joint Facility Committee, BRZ Partnership Architecture and Lear Construction staff
- Co-ordinated investigation of furnishing and equipment
- Successfully relocated IT servers and network equipment and moved IT SuperNet and IT equipment and network with only a couple hours of downtime
- Launched a “New HQ Transition Committee to engage and collaborate with staff and transition to the New HQ. This included onboarding, orientation and new workflows
- Participated in utilities training
- Prepared and listed the old HQ building and property for sale
- Sourced and prepared artwork and a large map of Marigold’s service area in our entry way
- Staff moved into their offices and workspaces in late September 2021
- Started hosting tours for local, provincial and federal politicians as well as former staff members and new Board members.

The new facility’s open concepts allows our staff to continue working together while practicing safe distancing; the new automated sortation system and ergonomic furniture means we can work more efficiently and safely; raised access floor in the open workspace makes it easy to access wires and cables without presenting a tripping hazard; staff have large, bright modern workspaces; the IT department now has enough room to store and stage IT equipment; a large yard and delivery bays make it easy for our drivers and shipping and receiving staff to load and unload thousands of items; and a beautiful shared common area means Marigold can now host large meetings and events.

Marigold maintained an excellent working relationship with WID that benefited us with shared staff and Board expertise and cost-sharing. We received solid support from the Town of Strathmore Councillors, Administrative and Planning departments and Wheatland County. Throughout construction, Marigold worked collaboratively with our construction company, Lear Construction Management Ltd., as well as many trades, consultants and service providers. Most importantly, our Executive and Board members never wavered in their support and belief in turning our shared vision into a reality.

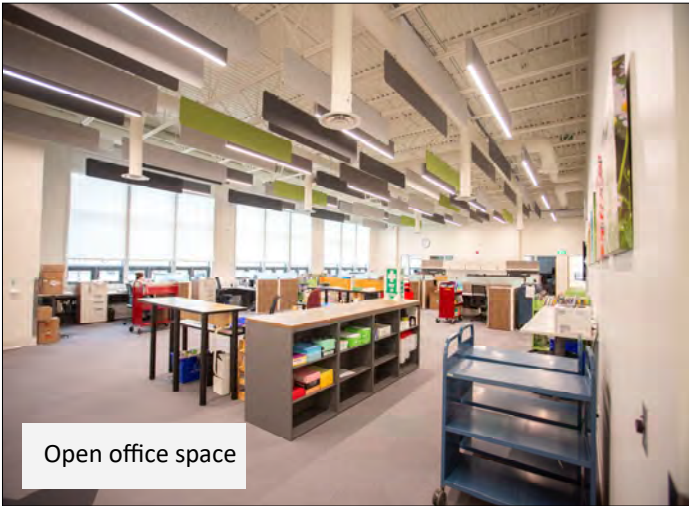
The *New HQ* publication detailed our construction process. The reports can be found on our website: www.marigold.ab.ca





NEW HQ BUILDING

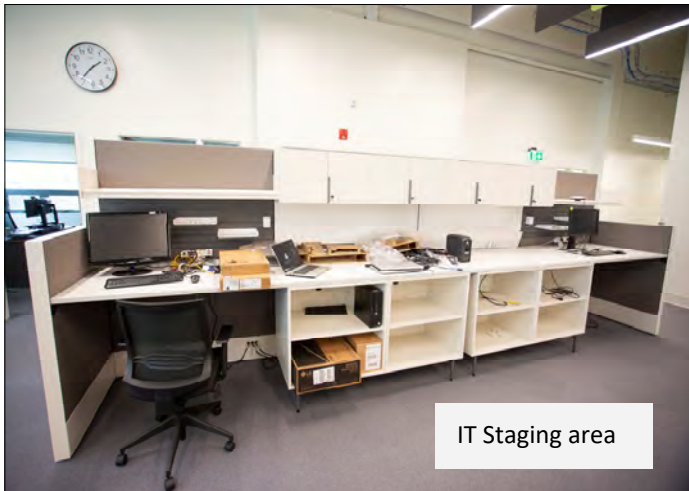
NEW HQ FACILITY



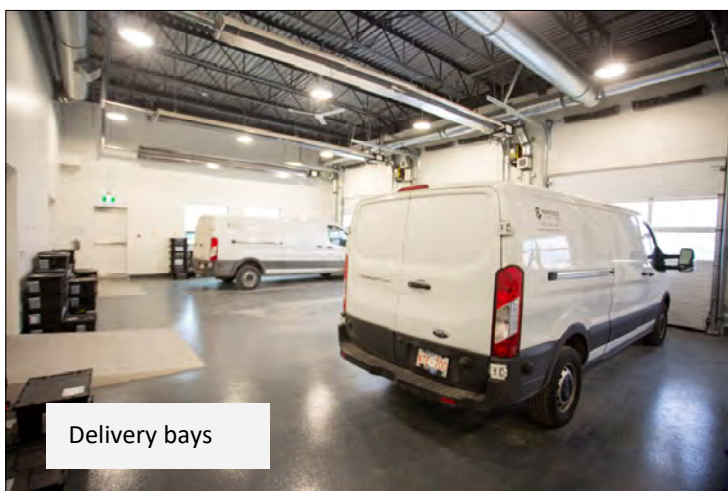
Open office space



Direct Services and Kits and Games



IT Staging area



Delivery bays



Entry space



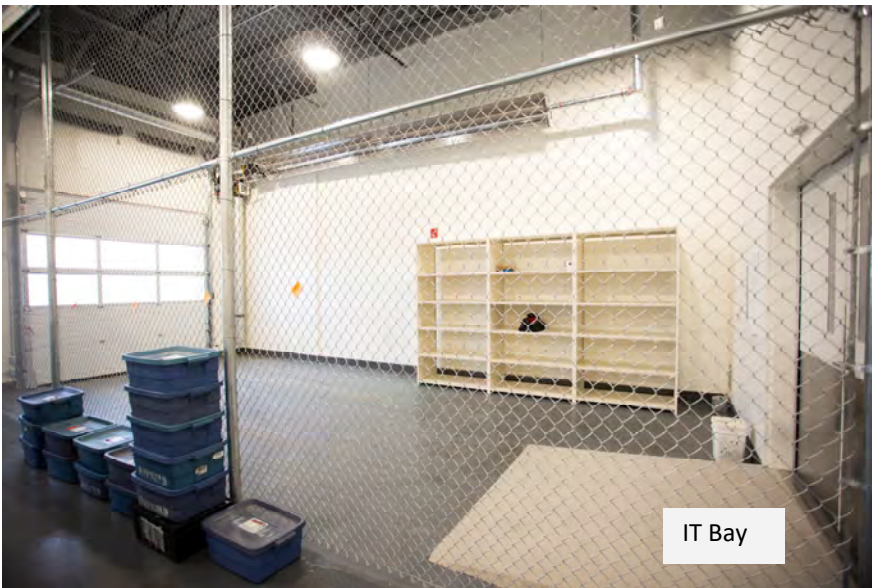
Automated Sortation System



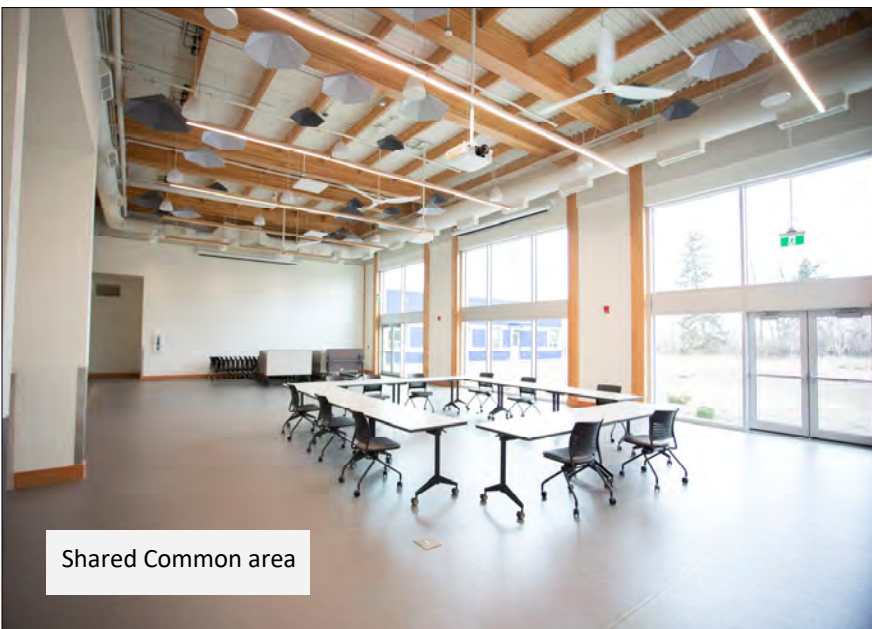
Automated Sortation System



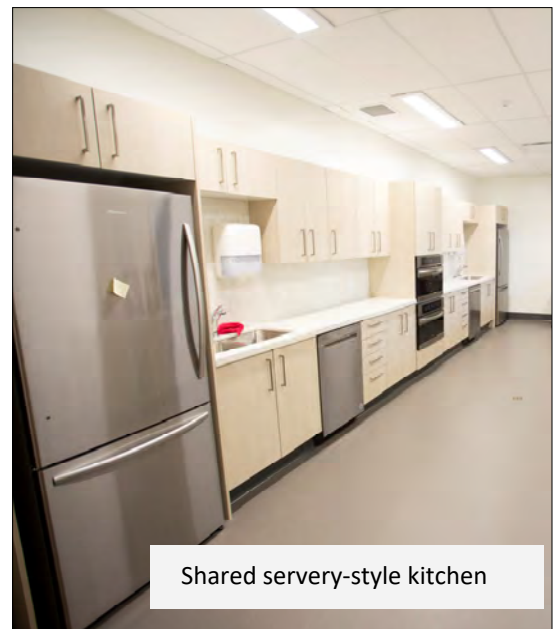
Meeting room



IT Bay



Shared Common area



Shared servery-style kitchen

MARIGOLD LIBRARY SYSTEM CONFERENCE

Winners were announced at the first virtual Marigold Library System Conference on May 12, 2021. A total of **537** registrants from across Canada and beyond were in attendance.



RECOGNIZING OUR LIBRARIES

Photo: Participants of the Delia Municipal Library's **Family Reading Challenge Book & Pizza**. The Delia Municipal Library was the winner of the Making a Difference Award in the small library category. One library won for each category: Large, medium and small. Marigold also awarded three libraries with honourable mentions.

Photo Submission: Delia Municipal Library



MAKING A DIFFERENCE AWARD

Marigold's **Making a Difference Award** recognizes and celebrates excellence and innovation in library service. The award acknowledges member libraries that have displayed excellence in programming, outreach, advocacy and public relations, and partnerships. A winner and honourable mention from a small, medium, and large library were chosen by the Marigold Advocacy Committee.

WINNERS

HONOURABLE MENTION

LARGE
BASED ON POPULATION

Canmore Public Library

The Canmore Public Library took their motto, 'Books and Beyond' to a new meaning with their **Appreciation Convoy**, by organizing a parade that brought cheer and appreciation to their local health care workers, seniors and the community. Police, Town Bylaw and the Fire Department were all part of the initiative. The library was able to connect with their patrons and community partners and found a creative way to thank first responders and health care workers.

Cochrane Public Library

Zoom for Seniors—a program organized by the Cochrane Public Library—helped seniors affected by isolation, lockdown and social distancing by identifying technology barriers and offering a program to teach digital literacy and computer skills. The program helped mitigate the social isolation individuals experienced during the pandemic and taught them valuable skills.

MEDIUM
BASED ON POPULATION

Irricana & Rural Municipal Library

The Irricana & Rural Municipal Library's **Virtual Alberta Culture Days Celebration**, utilized social media to highlight the wide-ranging talents of 66 community members through a virtual showcase talent show. The feedback afterwards proved how important the connection amongst community members was during the pandemic.

Town of Oyen Library

The Town of Oyen Library partnered with the Alberta Health Services Mental Health Capacity to create **Family Grab & Go Packs**. The themed and customized packs contained library books for all ages, a craft and mental health activity sheets. The initiative inspired a love for literacy and garnered a lot of attention from the community.

SMALL
BASED ON POPULATION

Delia Municipal Library

Delia Municipal Library jumped into action with their **Pivoting Programs During the Pandemic** initiative, to provide virtual programs to their community. The library partnered with other community organizations to provide online and outdoor spaces for their community to gather and engage in the library. Some programs included To-Go Craft, in-person Scholastic Book Fair for students, a virtual fair for parents and family reading challenges.

Millarville Community Library

The **Safe Outdoor Summer Program** at the Millarville Community Library provided a safe place within the community during the pandemic. The library provided a space for children to move, create, learn and safely interact socially by partnering with other community organizations and offering crafts, science experiments, story times and theatre productions.

INDIGENOUS RELATIONS



With money from Alberta Government's Grant for Public Library Service to Indigenous Communities, Marigold is able to provide essential public library services to two First Nations reserves—Stoney Nakoda and Siksika Nation.

Because of COVID-19 gathering restrictions that continued for much of 2021, Marigold faced challenges in providing many in-person programming and outreach opportunities for the Siksika and Stoney Nakoda First Nations Reserves last year. The Nations minimized guests and visitors to ensure the safety of their residents and to control the number of COVID cases.

OUTREACH EFFORTS

Marigold's Indigenous Outreach Specialist Rose Reid continued to cultivate and strengthen relationships with community members, Elders and institutions on the Stoney Nakoda Nation. Rose made efforts to be onsite at the Three Bands Reading Room—similar to a Marigold Book Deposit— to interact with residents, advocate library services and issue or renew cards. She also participated regularly in the virtual Stoney Nakoda Language classes provided by Edmonton Public Library in partnership with the Canadian Native Friendship centre. Discussions have also taken place with the Rotary Club of Canmore Indigenous Action Group to pay and install a Story Walk at the Nakoda Elementary School.

Following the discovery of the remains of former residential school students in Kamloops, Rose was asked to join Stoney Nakoda Nation residents in creating a memorial for the 215 children. Participants placed teddy bears along the fences bordering the Stoney Nakoda Nation off of Highway 1.

Marigold regularly promotes eResources to a variety of groups on the Stoney Nakoda Nation and at Old Sun College and some of the schools on the Siksika Nation. The Stoney Nakoda Library News Facebook site continues to be viewed by hundreds of people and now has more than 230 members, some who have started to share their own original content to the page. Rose also wrote a number of articles for the Marigold eNewsletter to raise awareness of Truth and Reconciliation Calls to Action and other related Indigenous topics.

Rose Reid and Marigold Library Services Consultant Kim Visser participated in the provincial Voices of the Land Steering Committee. Voices of the Land is a digital space to share learning, understanding and celebration of Indigenous Peoples.

Marigold continued to connect and build relationships with Siksika Nation. Work began to create an MOU between the Marigold Library Board and the Town of Strathmore Library Board for the Strathmore Municipal Library to play a bigger role in the relationship development and delivery of programming to the Nation. Marigold has also connected with the Town of Strathmore Indigenous Liaison, Astokomii Smith.

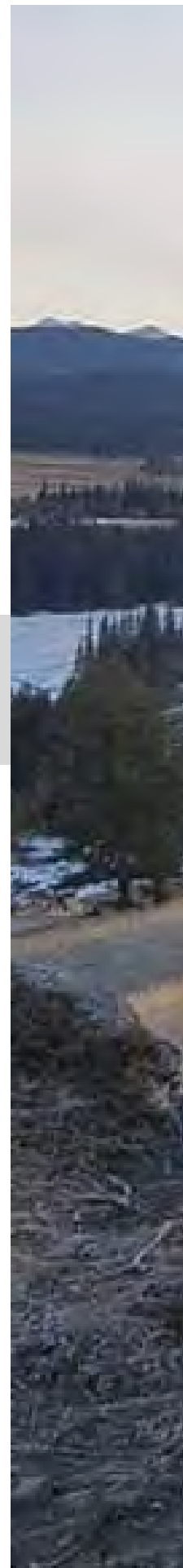




Photo Submitted: Taylor Crowspreadshiswings and her daughter Heavenly are Indigenous dancers from Stoney Nakoda Nation and were featured in one of Rose Reid's articles for the Marigold eNewsletter.

STONEY NAKODA & SIKSIKA NATIONS

FINANCIAL OVERVIEW

The Annual Report provides information regarding Marigold’s financial situation for the purpose of providing quality services and ongoing operations.

EXPENSES 2021: \$5,635,061

Salaries & Benefits

Marigold employs 29 staff (26.40FTE) who organize and deliver direct services to member libraries and residents. This category includes salaries, employee benefits, payroll expenses, and training & development

40%

Materials & Delivery

Books & AV, World Language, paperbacks & shared collections, professional collection & subscriptions, large print, Audiobooks, electronic resources, delivery, processing for shelf-ready content

23%

Transfer Payments

Cash payments to help with resource sharing expenses at member libraries; funding comes from Rural Library Services Grant and from Marigold operating revenues

13%

TRAC

Library Management System licenses and support (Polaris), eBook purchases (per capita costs based on population)

4%

Computers

Computer network & license applications, equipment and maintenance agreements

4%

Building

Caretaking, insurance, maintenance, landscaping, utilities, furniture and equipment

3%

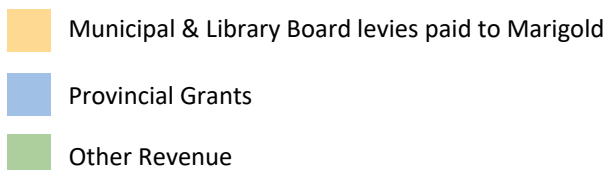
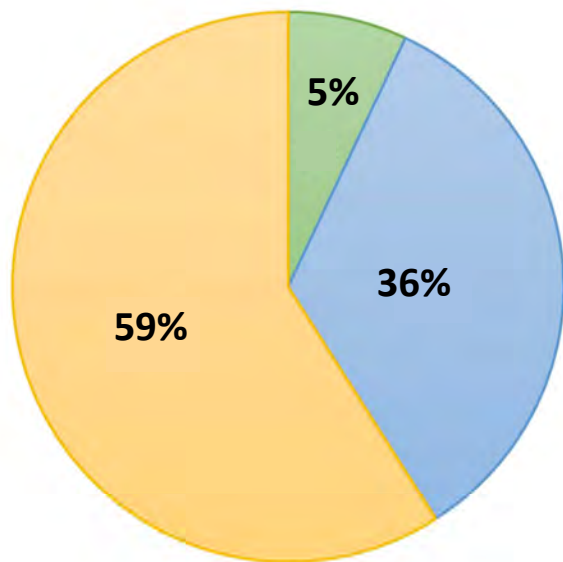
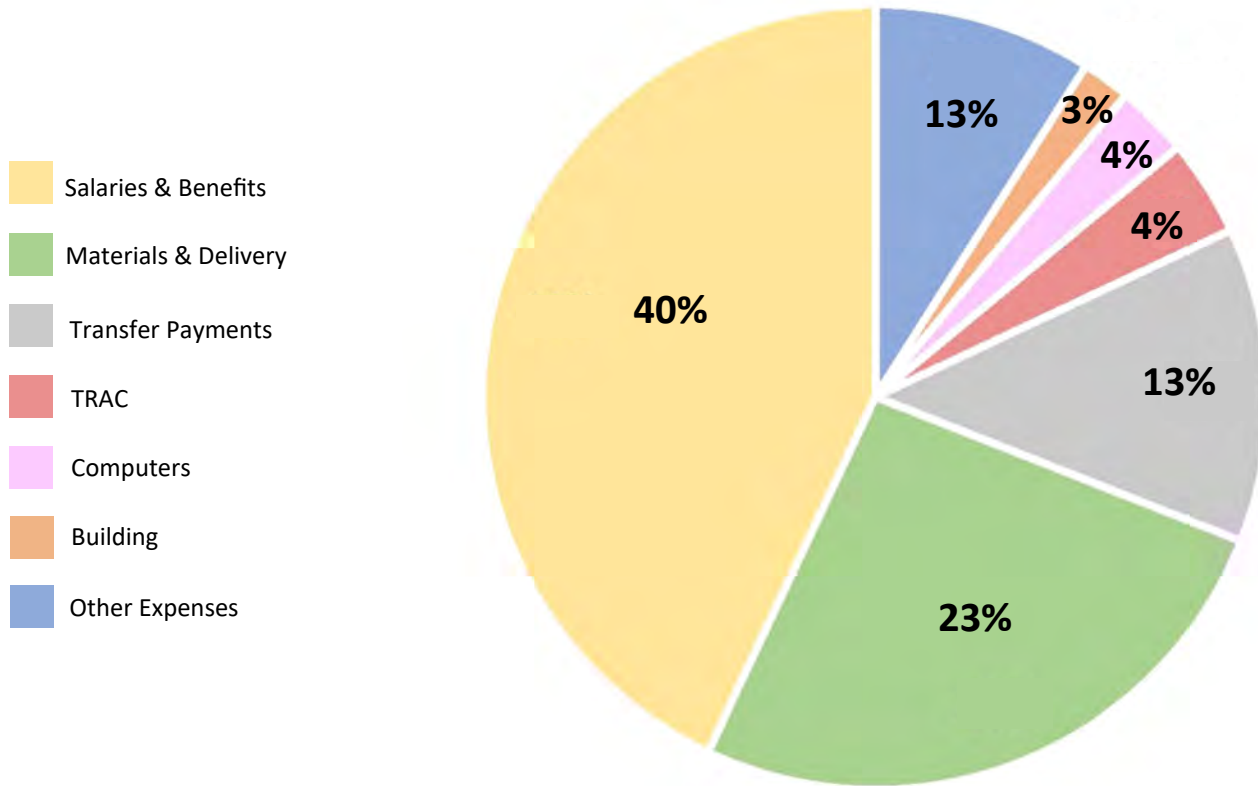
Other Expenses

Professional fees, travel and meetings, supplies, programs, amortization, memberships, marketing, postage, freight, Board expenses

13%

Complete Financial Statements are available upon request.
 Access Marigold’s 2021 Audited Financial Statements at marigold.ab.ca/About-Us/financial

FINANCE



REVENUE 2021: \$5,745,127

Municipal and Library Board levies paid to Marigold

- **\$6.24 per capita** — Municipalities with library boards
- **\$10.74 per capita** — Municipalities without library board
- **\$4.50 per capita** — Library Board

59%

*all based on 2021 official population from the Alberta Government (Treasury)

Provincial Grants

- **\$4.70 per capita** — **Library System Board Operating Grant** to run System & provide services (based on 2016 official population)
- **\$5.55 per capita Rural Library Services Grant** — for population in rural municipalities without library boards where Marigold is the governing board (based on 2016 official population) and redistributed to Marigold Libraries as Services Grants
- **\$10.25 per resident** — **Indigenous Project Grant** (Stoney Nakoda & Siksika Nations) based on 2016 population reserves

36%

Other Revenue

Interest, Donations, Contracts and Sales, Grants

5%

ADVOCACY & COMMUNICATIONS

Advocacy is a priority at Marigold to keep our member municipal councils and local library boards informed about our purpose, services, library use trends and new facility plans.

TRUSTEE ORIENTATION

- Six **Marigold Board orientations** with CEO Michelle Toombs and Deputy CEO Laura Taylor; Cochrane, Trochu, Three Hills, Banff, Canmore and Okotoks

NEW BUILDING TOURS

- Five newly elected and appointed Trustees toured and received an orientation at the new Marigold headquarters facility
- Michelle Toombs, Laura Taylor, Marigold Library Board Chair Lynda Lyster and Marigold Library Board Vice Chair John Getz provided Bow River MP Martin Shields and his staff with a tour of Marigold's new building on October 28
- In 2021, Marigold welcomed back former staff to see the new facility. The visit included Norma Hutchinson, Margaret Newton, Sandy Watson and Nicole Dunnewold

SAIT LIBRARY INFORMATION TECHNOLOGY PROGRAM

Marigold CEO Michelle Toombs and Marketing and Communications Specialist Miriam Thompson provided

SAIT students with a video tour of the Marigold building followed by an online discussion.

STAFF PRESENTATIONS

- Bibliographic Services Manager Jessie Bach described the inner workings of the bibliographic services department to the Marigold Library Board in November
- Marigold Library Services Consultants Kristine Den Boon and Kim Visser told the Board all about the work that goes into their job at the August meeting

SPREADING THE WORD

2021 Alberta Municipal Election: Michelle Toombs and Miriam Thompson created a Tool Kit to send to member libraries for the municipal elections last year. The Advocacy Committee provided input and direction.

Marigold Promotion: Marigold regularly shares photos, videos and documents with our Board and stakeholders. Our website is maintained on an ongoing basis and we cultivate relationships with local media through interviews, providing content, press releases and photographs.

HEALTH AND SAFETY

- No major safety incidents and no traffic accidents
- Workplace Health and Safety Committee met three times
- Continuous advocacy and training for a highly effective health and safety culture at Marigold
- Information and consultation on COVID precautions, mental health training, office ergonomics and working from home health precautions
- Arranged for all HQ staff to participate in First Aid training
- Updated the Emergency Response Manual
- OHS training video prepared and shared with member library staff
- Marigold Administrative Assistant & HR Coordinator Nora Ott assisted member libraries with OH&S materials, information, and standards advice.

Canadian Occupational Health and Safety legislation requires employers to have a health and safety program in their workplace.



CONSORTIA PARTNERS

BEHIND THE SCENES WITH OUR CONSORTIA PARTNERS



The Regional Automation Consortium

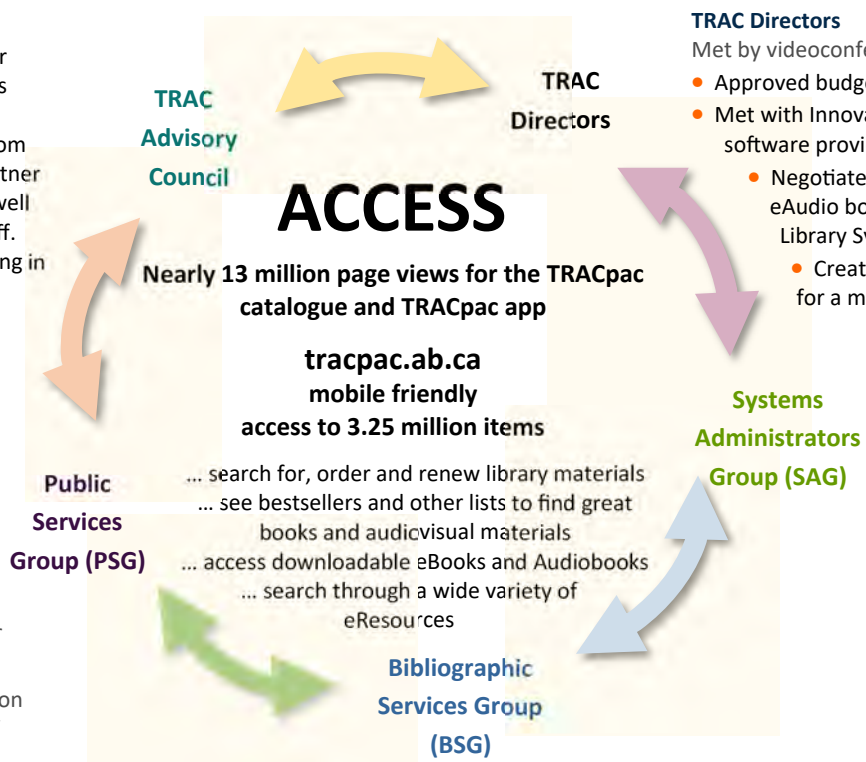
TRAC is a society in good standing that finances and supports a shared catalogue, integrated library system, shared eResources, and online customer conveniences. The four regional library systems (Peace Library System, Northern Lights Library System, Yellowhead Regional Library, and Marigold Library System) are members of TRAC, with 180 libraries across Alberta. Members collaborate to develop new online library services, as well as the TRACpac online catalogue and TRACpac app.

Advisory Council

- Meets once per year with representatives from up to three member libraries from each of the four partner library systems, as well as directors and staff. There was no meeting in 2021

PSG met via videoconference to:

- Ensured procedures are in place for effective daily operations and circulation activities of member libraries
- Encouraged discussion and development of customer-centered projects that positively affect library services
- Formed working groups for collaborative training and eContent selection



TRAC Directors

Met by videoconference:

- Approved budget, TRAC levy
- Met with Innovative Interfaces Inc (Polaris software provider)
- Negotiated with Overdrive (eBooks and eAudio books) and Parkland Regional Library System to share digital collections
- Created a TRAC policy to be prepared for a member library withdrawal

SAG

Met via videoconference or teleconference:

- Reviewed library services workflows in system administration to create the most efficient use of all technology in TRAC
- Shared technology innovations and experiences to extend and/or enhance library service
- Ensured best practices have been developed and are being followed by end users

BSG met by videoconference to:

- Reviewed workflows in key areas of cataloguing and acquisitions to create the most efficient use of ILS (Polaris)
- Enhanced discoverability with 'patron first' cataloguing practices in library catalogue
- Collaborated on decolonizing subject headings and catalogue descriptions

BEYOND OUR ORGANIZATION

Our staff take an active role with other boards and organizations throughout Alberta.

TRAC—Marigold CEO Michelle Toombs continued her role as president of The Regional Automation Consortium (TRAC). Marigold staff members that were a part of TRAC working group leaders: Jessie Bach, Kristine den Boon and Richard Kenig.

TAL— Deputy CEO Laura Taylor was the Chair of The Alberta Library Licensing Committee. The committee was disbanded in October 2021.

Polaris Idea Lab— Lynne Price and Jessie Bach are moderators, and library management software functionality reviewers and enhancement promoters.

PCP— Accounting Administrator Alida Pituka maintained her Payroll Compliance Practitioner (PCP) designation with the Canadian Payroll Association.

LISAA—Kristine Den Boon served as the Administrative Officer for the Library and Information Studies Alumni Association Executive (LISAA).

Provincial Decolonizing Description Working Group—Jessie Bach contributed to PLSB initiative to update language in online catalogues, especially for Indigenous People.

Voices of the Land Steering Committee— Indigenous Outreach Specialist Rose Reid and Library Services Consultant Kim Visser participate in this digital platform to understand and celebrate Indigenous Peoples.

RELATIONSHIPS & COLLABORATIONS

Enhancing collaborations within and outside of Alberta

Partnerships inspire innovative services

- Calgary & Area Public Purchasing Group (PPG)
- The Alberta Library (TAL)
- The Regional Automation Consortium (TRAC) - Marigold, Peace and Yellowhead library systems
- Town of Strathmore and Wheatland County
- Western Irrigation District (WID)
- Innovative Interfaces

National and international connections

- American Library Association (ALA)
- Innovative Users Group (IUG)
- Library Association of Alberta (LAA)
- Alberta Trustee Association (ALTA)
- Foothills Library Association (FLA)
- Alberta Association of Library Technicians (AALT)
- Alberta Public Library Administrator's Council (APLAC)
- Canadian Federation of Library Associations (CFLA)
- Library Association of Alberta (LAA)
- Alberta Municipalities (AM, formerly AUMA)
- Rural Municipalities of Alberta (RMA)

May 2, 2022

Dear Mayors,

Please find enclosed the Value of Your Investment report from Marigold Library System. Marigold is requesting that this information be put on your council agenda as correspondence.

The Value of Your Investment outlines Marigold-provided library services and benefits that positively impact residents in your community. Imagination and experiences, ideas and inspiration are discovered through public library services and resources. Children can access thousands of picture books to enhance early literacy, residents can learn a new language, skill, craft, or explore their genealogy and newcomers can build confidence and resiliency. Residents of all ages have access to technologies and high-speed Internet that connect them to the community and beyond.

As a member municipality in Marigold, residents in your community receive numerous benefits through Marigold member libraries and other Marigold-supported services.

Below is a summary of those benefits:

1. Access to a TRAC library card that can be used in all Marigold member libraries, along with all the benefits that come with the TRACpac app and online services.
2. Access to collections for browsing and check-out in member libraries. These collections in many formats are continuously refreshed and tailored to community needs and interests.
3. Access to resource sharing that allows cardholders to view and place requests for over 3.2 million items in the TRAC bibliographic database. These requests are delivered to a convenient Marigold library for pick-up and check-out by cardholders.
4. Access to mail services and Library Lending Lockers for TRAC cardholders.
5. Access to digital resources purchased by Marigold and TRAC, as well as those digital resources and collections provided by the Province of Alberta.
6. Access to computers and online services such as Internet access and Wi-Fi in Marigold member libraries.
7. Access to computer software such as MS Word, Excel and PowerPoint.
8. Access to equipment, kits and games that are loaned to member libraries for public programs.
9. Access to modern public library services that are facilitated by the many supports and services that Marigold provides to its member libraries.
10. Access to websites and social media for information about library services and library news.
11. Access to network and IT services to upgrade and maintain computer equipment and technologies in member libraries so that all member libraries and cardholders have access to current technologies.

Access to in-person borrowing at libraries outside of Marigold and TRAC is possible with a current TRAC library card and by registering this library card number with the MELibraries website, which is a service of Alberta's Public Library Network.

Marigold Library System thanks you for your support. Please contact CEO Michelle Toombs or me if you have any questions.



Sincerely,

Laura Taylor
Deputy CEO

Enclosure

2021 Value of Your Investment

Hanna Municipal Library

This report shows the value of services provided annually by Marigold Library System. Hanna Municipal Library benefits directly through the pooling of revenues so that all Marigold residents have access to all library system resources.

Levy Payments

Based on 2019 Municipal Affairs population of 2,559 and Schedule C of the Marigold Agreement for 2021.

	per capita levy	population	contribution
MUNICIPALITY	\$6.24	2,559	\$15,968.16
LIBRARY BOARD	\$4.50	2,559	\$11,515.50

Total Levy Payments **\$27,483.66**

Total value of services provided by Marigold **\$130,741.85**

Note: Where precise costs per library are known, those dollar amounts are used. Otherwise, totals are divided by members to extrapolate value.

Services Grant

A Services Grant is paid in three installments to the library board. The amount of the grant is set in the Marigold Board's Transfer Payment Policy and is largely intended to support the sharing of resources within Marigold and TRAC. The amount is reviewed by the Marigold Board each year.

\$6,398.00

IT Capacity Fund

Each member library receives a spending account with Marigold to make IT hardware purchases. This account is established through the IT Capacity Fund Policy and is reviewed by the Marigold Board each year.

\$1,000.00

IT and Network Support

IT support includes HelpDesk assistance, virtual meeting and webinar support, troubleshooting, installations, upgrades and maintenance. Network support includes SuperNet/Internet connectivity, email hosting and cloud-based file storage, file sharing and centralized backup. Wireless software, software licensing and a toll-free telephone system are provided. Polaris library software enables customer service, maintenance of patron accounts, reporting, ordering, circulation of library materials and the online catalogue.

Note: Marigold's 2021 annual investment for IT and Network Support is \$299,000. This is the central hub for the delivery of computerized public library service for Marigold member libraries.

IT SITE VISITS - valued at \$250/hour with a 3 hour minimum	\$7,250.00
IT HELPDESK, TROUBLESHOOTING & CONSULTATION	\$8,318.12
IT EQUIPMENT, SOFTWARE & LICENSING PURCHASES, WIRELESS & MAINTENANCE - \$50,000 replacement cost	\$12,444.01
SUPERNET/INTERNET CONNECTION	\$280.55
POLARIS LIBRARY SOFTWARE - \$950,000+ to replace Polaris	\$2,402.84

\$30,695.52

Materials and Digital Content

The collection distribution schedule in the Collection Management Policy and is reviewed by the Marigold Board each year. Marigold also provides a monthly bestsellers program and an AV supplementary collection beyond the collection distribution total. Because of bulk purchasing, Marigold has access to vendor discounts and discounted freight charges. Patrons have access to over 3.2 million items in TRACpac online catalogue because of Marigold's partnership with three other library systems. Your residents also have access to digital collections including eBooks & eAudiobooks, eMagazines, music, newspapers, early literacy resources, training videos, school curriculum support, and much more.

Note: Marigold's annual investment of \$1,256,793 for collection materials benefits all residents of Marigold Library System.

Physical Materials -	
BOOKS & AV - 550 items @ \$18.00/item	\$9,900.00
BESTSELLER PROGRAM	\$900.00
SHARED COLLECTIONS & BESTSELLER PROGRAM -@ \$7.50/item	\$1,200.00
WORLD LANGUAGES, LARGE PRINT & PROFESSIONAL COLLECTIONS	\$608.30
AV SUPPLEMENTARY COLLECTION	<u>\$857.70</u>
Digital Content -	
DIGITAL SUBSCRIPTION ACCESS	\$8,150.52
(\$320,000/year)	
eBOOK/eAUDIO PLATFORMS - OverDrive and Cloud Library	<u>\$1,872.09</u>
(Over \$1 million invested in OverDrive and Cloud Library)	
	<u>\$23,488.61</u>

Municipal Affairs Department through PLSB (Public Library Services Branch) funds online content for library patrons, including a language learning software (Pronunciator), PressReader (access to 7,000 newspapers from 120+ countries in 60+ languages) and Alberta published eBooks.

Collection Services

Centralized workflow at headquarters ensures the selection of balanced collections and the quick distribution of materials to member libraries. Professional cataloguing makes it possible for patrons to locate and request print, AV and digital titles in the online catalogue. Physical materials are processed and delivered shelf-ready to member libraries. Processing includes barcoding, plastic covers, repackaging AV materials into durable cases and labeling.

Note: Marigold invests \$60,000 annually in bibliographic tools and resources to aid in the creation of cataloguing records.

\$20,375.21

Professional Consultation

Marigold provides in-person, videoconference, email and telephone consultation for member library staff and board members by Marigold's professional librarians. Visits include: preparation; travel or videoconferencing connection, and follow-up based on each library's unique needs. Major projects completed for libraries include weeding and inventory of library collections. Consultation is valued at \$250/hour with a 3 hour minimum, and often involves more than one staff member.

\$18,864.15

Insurance

Marigold pays for the insurance on the materials collections housed at member libraries. This amount also includes a portion of the insurance costs of the Marigold Headquarters building.

Note: Marigold invests over \$48,000 annually for insurance coverage.

\$1,050.31

Training for Members

Marigold provides training opportunities for member libraries and patron presentations on topics such as eBooks for Mobile Devices; programming; statistics and reports; use of digital subscriptions; board development; management and leadership; and communications and marketing. Value includes training preparation, travel and follow-up by headquarters staff based on each library's unique needs. In 2021, Marigold staff provided many virtual training opportunities for library staff and trustees including the Marigold Library System Conference.

TRAINING SUPPORT	\$1,668.86
TRAINING SESSIONS & BOARD DEVELOPMENT - valued at \$200/session	\$600.00
MARIGOLD LIBRARY SYSTEM CONFERENCE	\$410.88
	<hr/>
	\$2,679.74

Delivery Service and Supplies

Van delivery supports resource sharing and connects your library with Marigold headquarters and libraries across Alberta. Three vans and drivers transport interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials and book recycling. Marigold pays for interlibrary loan costs to borrow items from institutions outside Alberta. Marigold provides supplies to member libraries to support resource sharing (e.g. paper allocation, bins, scotch tape, bubble wrap). Each library receives a minimum of one delivery a week, and 11 libraries receive deliveries twice a week or more.

Note: Marigold's annual investment of \$63,000 for Delivery Service and Supplies benefit all residents of Marigold Library System. Over 2.2 million items were delivered to member libraries in 2021.

\$15,598.43

Administrative Costs

Staffing, facility and resources are in place to support member libraries: human resources and financial management; Board training and professional development; building occupancy costs; and memberships to professional organizations. Marigold Board provides governance and direction to the Marigold Library System and acts as the Governing Board for municipalities which do not have library boards.

\$5,373.90

Purchasing Program

Through Marigold's long-standing vendor accounts and participation in the Public Purchasing Group (PPG), Marigold is able to provide bulk discounts on collection items, office supplies, IT equipment, furniture and processing supplies required for the daily operation of your library. Marigold purchases items at request of library staff, receives and delivers the items to the library, and then invoices the library. A total value of \$136,901.73 was purchased on behalf of member libraries.

Communication and Marketing Support

Marigold provides professional quality publications, displays and marketing software to promote resources, events and services available at the library, and to communicate news to library staff and boards. Marigold also prints custom promotional materials at Marigold on behalf of your library.

\$3,019.45

Services and Programs

- Materials, prizes and support for STEAM programming and the national TD Summer Reading Program including administrative support by Consultants and the summer student. In 2021, 20 virtual and in-person programs were delivered to 128 participants. Several craft and storytime videos were created and made available on Marigold's YouTube channel. \$1,386.64
- Marigold develops and implements programming for children, teens and families through the marigoldprograms.ca website.
- Marigold organizes and pays for programming to benefit both the staff and the public. In 2021, several webinars and tutorials were made available to staff, including Keep it Fun! Engage Youth in Your Community with Book Clubs.
- Marigold administers, schedules and delivers kits and equipment to support programs. Libraries may borrow resources such as craft and makerspace kits, travelling book displays, karaoke machine with cds, gaming consoles with games, life size games including Jenga and Kerplunk, board games, and objects like prize wheels and puppet theatres. \$811.89

\$2,198.53

TOTAL value of services provided by Marigold \$130,741.85

TOTAL levy payments from municipality with library board \$27,483.66

Marigold Libraries are Thriving. In 2021:

1,342 People/families from Hanna have library cards registered at Marigold Member Libraries or as L2U patrons



Your Marigold Trustee...

Attended **2** of **4** Marigold Board meetings

Attended **1** Marigold Committee meetings including Advocacy

Across Marigold...

110,331 people/families have a library card

328,565 eBooks borrowed

1,685,492 items loaned and borrowed between libraries

4,727 programs with **88,760** participants

1,184,272 items loaned and borrowed between libraries

3.2+ million items available in TRACpac online catalogue

12+ million visits to the online library catalogue

Date: June 14, 2022

Agenda Item No: 09.04

Audit Services Proposal

Recommended Motion

That Council accepts the proposal from Ascend LLP Chartered Professional Accountants to provide Audit Services for the Town of Hanna for a three-year period commencing with the 2022 Fiscal year.

Background

The Town of Hanna has contracted with Ascend Chartered Professional Accountants to conduct auditing services for more than 25 years (initially as Ell & Anderson Accounting then Endeavor Chartered Accountants). In 2011 the Town of Hanna issued a request for proposals for Audit Services. At that time there were two proposals received, one from Endeavor and the other from an Edmonton firm. Administration recommended to Council that the proposal from Endeavor Chartered Accountants be accepted for the following reasons:

- The difference in price was minimal
- Endeavor had more experience and familiarity with Municipal Government requirements.
- Endeavor had provided satisfactory audit services for the Town for several years.
- Endeavor was familiar with the Town's accounting and computer software systems.

The contract with Endeavor expired following the conclusion of the 2014 Audit. Since there were no local accounting firms who submitted a proposal in 2011 and administration had not been approached by any of the local accounting firms about providing audit services, administration requested a proposal from Endeavor to provide auditing services for an additional three years to run through the 2017 fiscal year. During the 2018 Audit, administration noticed that the previous contract with Endeavor had expired, however Endeavor agreed to conduct the audit at the same rate as the previous year.

Following the completion of the 2018 fiscal year audit, administration requested a proposal from Endeavor to provide auditing services for an additional three years to run through the



2021 fiscal year. Council entered into a new three-year agreement in May of 2019 to cover the fiscal years of 2019 – 2021.

Following the completion of the 2021 audit administration requested a proposal from Ascend representatives for a further three-year agreement to conduct the 2022 – 2024 audit. Ascend provided administration with a proposal to conduct the 2022 – 2024 audit with the fee for their audit services being \$35,775 plus GST annually for each of the three years. The 2019 – 2022 fee for audit services was \$33,000 plus GST.

Administration is recommending that the proposal from Ascend Chartered Accountants to provide auditing services to the Town of Hanna for the fiscal years 2022 – 2024 be accepted for the following reasons.

- Ascend staff are very experienced with the Town of Hanna accounting systems, computer systems and staff.
- Ascend has provided excellent audit services for the Town of Hanna in the past.
- Ascend is a local firm complete with a storefront business and currently invested in our community.
- Administration has not been approached by any other local accounting firms expressing an interest in providing the Town of Hanna Audit services.

Communications

N/A

Financial Implications

Operating:	N/A	Capital Cost:	N/A
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Municipal Government Act – Part 8, Section 276-283



Attachments

1. Proposal for 2022-2024 Audit Services – Ascend LLP Chartered Professional Accountants

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Ascend LLP
Chartered Professional Accountants
Address: 410 2nd Avenue West, Hanna, Alberta, T0J 1P0
Phone number: 403-854-4421
Contact: Peter J Stone, CPA, CA
Date: May 13, 2022

The Town of Hanna – Audit Services



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August 18, 2021

The Town of Hanna
Attention: Kim Neill,
Chief Administrative Officer
302 2nd Avenue West,
Box 430
Hanna, Alberta
ToJ 1Po

Re: Audit Services

Kim Neill:

We would like to sincerely thank you for allowing our firm, Ascend LLP, to provide a detailed proposal highlighting why we should be re-selected as your auditors.

In response to your request, we are pleased to provide a quote to complete the audit of the consolidated financial statements of The Town of Hanna for the fiscal years ended December 31st, 2022 through 2024 for a fee of \$35,775 plus GST, per year.

The audit team will complete interim audit procedures and financial statements, as well as, reporting to Alberta Municipal Affairs. We will prepare a special purpose audit for Local Authorities Pension Plan (LAPP).

Our firm has extensive knowledge and experience pertaining to the *Canadian Generally Accepted Accounting Principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada*. With our staff of over 120, including 35 professionally designated accountants, we have been extremely successful in meeting the filing deadlines imposed upon organizations. We have the capabilities of completing the audit within both GAAS requirements as well as specific procedures required by the Alberta Municipal Affairs.

Enclosed you will find our proposal for your December 31st, 2022 through 2024 financial statement audits. This proposal will outline how our partners, management and staff will apply our skills and expertise to help you meet the standards and complete the audit in future years.

Please note that we are independent of The Town of Hanna in accordance with the ethical requirements that are relevant to this audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements.

If you have any questions or require further information about our Firm and the services that we can provide for you, do not hesitate to contact myself, Peter Stone, CPA, CA at (403) 854-4421. We look forward to your response.

Sincerely,



Peter J Stone, CPA, CA

Partner

Ascend LLP

Chartered Professional Accountants

Profile of the Firm

OUR FIRM

We are a full-service public accounting firm, with 19 offices in five provinces and we are a member of Porter Hétu International. Our services include audit and assurance engagements, personal and corporate tax services, accounting and compliance, bookkeeping, and other speciality areas. However, we perform more than just accounting services, we also provide accounting solutions to our clients across Canada.

Audit and assurance are a core line of business for Ascend LLP. Continuous improvement is one of our core values, we are committed to providing our clients with experienced professionals whose skills and knowledge are updated through both mandatory and elective professional development and education.

We apply a team approach to all our engagements which gives our clients access to a group of professionals that would otherwise only be available to much larger businesses or organizations. With over 120 team members, 35 of which are professionally designated, we can work with you and determine how best to meet your accounting and assurance solution needs. This team approach is especially important when performing audit engagements.

OUR STRUCTURE

- **Partners** – Our firm is currently comprised of 14 partners operating in 19 locations in five provinces.

All partners are active in the day to day operations and client management at each of the Firm's locations.

Peter is the partner in our Hanna office. He has over 30 years of accounting and assurance experience. He has performed as an Audit Engagement Partner for many audits. He has extensive knowledge in dealing with municipalities as well as profit and not-for-profit organizations. Peter, in his role as the Engagement Partner will be the liaison to the Organization.

- **Management Team** - Our firm believes that in order to provide a superior client experience we need to be committed to the personal growth of our staff. This growth includes both technical and personal growth. One of the ways that we achieve this is through utilizing our management team. These highly qualified and experienced individuals bring a wealth of experience in our key service areas. They use this experience to help train our professional staff and to work with our partners to provide exceptional client service.

- **Professional Staff** - We have professional staff that range from the staff accountant to senior accountant level. We have students working towards their professional accounting designations and staff that have many years of public accounting experience combined with industry knowledge. All these varying strengths add a significant amount of depth to our overall firm structure and your client experience.
- **Locations** – As a national firm we have locations across Canada including 9 offices in Alberta, 2 offices in British Columbia, 5 offices in Ontario, 2 offices in New Brunswick and 1 office in Nova Scotia. Each of our offices employ team members that work closely with each other to meet deadlines, while providing specialized and personalized services to our clients.

STAFF EMPLOYED IN OUR LOCAL OFFICES

As noted above, our Hanna office will oversee the Town of Hanna audit. The staff from this office that will be assisting with the audit are as follows:

- Engagement Partner - Peter Stone, CPA, CA
- Manager – Aiden Macdonald, CPA
- Junior Auditor – Junlyn Ticguingan
- Accountant – Basit Rizwan
- Accountant – John Mora

Summary of Qualifications

STAFFING AND EXPERIENCE

We will be providing a fully qualified and knowledgeable team to complete your engagement in an efficient manner. This team will be based out of our Hanna, AB office. While unforeseen circumstances may require us to adjust our audit engagement team, we plan to utilize the following team members:

Audit Engagement Partner - Peter Stone, CPA, CA

Peter completed his degree at Brock University in 1993 and his CA designation in 1998. Peter has over 30 years of experience with providing public accounting services for small to medium sized enterprises and various government agencies. Peter moved to Alberta from Ontario in 2013 and is a member of the *'Chartered Professional Accountants Association of Alberta'* in good standing. Peter will be using his position as the Audit Engagement Partner to be the liaison between those charged with governance and the engagement team. He will be involved in the planning and completion stages of the engagement and will be providing mentorship to the rest of the engagement team when necessary. He will perform the in-depth file review to ensure that all documentation is complete. As an Audit Engagement Partner, Peter will present the financial statements and management letter to Council.

Senior Auditor – Aiden Macdonald, CPA

Aiden graduated from the University of Lethbridge in 2016 and obtained his CPA designation in 2021. Aiden has worked as a municipal auditor since 2017 and presently manages the audits of several Villages, Towns, Counties and government corporations in East Central and Central Alberta. Aiden will manage the audit team in the field and provide guidance to the junior auditors. He will also be responsible for audit work in more complex sections, such as tangible capital assets. Aiden enjoys working collaboratively with management to help improve accounting practices and make the audit streamlined and painless. Aiden will also review the audited fieldwork and audited financial statements to ensure compliance with public sector accounting standards.

Junior Auditor – Junlyn Ticguingan

Junlyn is a CPA articling student with experience performing audits of municipalities. As part of the Hanna office of Ascend she prepares compilation and review reports, as well as corporate and personal taxes. She also participates on the audit team, and has attended both interim and final audits which are mostly municipal audits (village, town, and counties). Currently, Junlyn is taking Core 2 in the CPA program.

RECENT EXPERIENCE

ASCEND LLP completes well over 50 audits each year, with the majority being prepared for municipalities and not-for-profit organizations. Our proposed auditing team has many years of relevant experience. In the current year our Hanna office has completed:

- Several municipal audits of towns and villages; these audits include special reporting requirements to The Government of Alberta (various Ministries) and Alberta Pension Services Corporation.
 - County of Paintearth
 - Starland County
 - Town of Hanna
 - Town of Carstairs
 - Town of Coronation
 - Town of Crossfield
 - Palliser Regional Municipal Services
 - Village of Morrin
 - Village of Munson
 - Village of Delia
 - Village of Acme

- Multiple special purpose audits, which require specialized auditing procedures.

- We work closely with many not-for-profit organizations to keep them compliant under their specialized reporting requirements.

Scope Section

TIMELINE

- **November:** Communication will commence with Town of Hanna staff to schedule interim audit work.
- **November: *Pre-Audit Meeting*** - The Audit Engagement Partner and Senior Auditor will meet with staff to discuss the upcoming audit including timing and substantial changes in the organization that have occurred. We will provide an audit material listing and copies of the control documentation. This will allow the organization time to review the controls and identify any changes for the auditor.
- **End of November: *Planning, Scheduling & Interim Audit*** - The Senior Auditor will meet with the Audit Committee to discuss the control documentation and testing that will be done during the interim audit. The Senior Auditor and Junior Auditor staff will be on-site to perform system walk-throughs based upon the control documentation, and any other procedures that can be done on an interim basis. We will schedule the start of our field work at this time.
- **First Week of March** - The audit team will receive all reconciliations and working papers that were included on the audit materials list from the Audit Committee. The audit team will be at the office and will complete the remaining fieldwork and initial preparation of the draft financial statements, including notes.
- **Second Week of March: *In-Depth & Engagement Partner Review*** - The audit team will follow up with the Audit Committee if there is additional documentation required based upon the in-depth review.
- **Third Week of March** - Peter will meet with the Audit Committee to review the draft audit report and financial statements. Peter will also review the draft internal control letter, administration letter and final report. Any additional audit work that is discussed during this meeting will be completed as necessary.
- **End of March** - We will issue two bound hard copies and one unbound copy of the audited financial statements with original signatures on the final report, one electronic PDF version and the certification of the financial information return.
- **Presentation to council** - Peter will present the audited financial statements to council at a regular council meeting. Timing to be determined.

Both the Town of Hanna and the auditor will be jointly responsible for the preparation and processing of all confirmation letters.

Scope of work

Overview of Our Audit Approach & Internal Procedures

All of our audit engagements are performed in compliance with the *Canadian Generally Accepted Auditing Standard* as required in the *CPA Canada Handbook*. Our report will provide an opinion on whether the financial statements present fairly, in all material respects, the financial position of the organizations in accordance with *Canadian Generally Accepted Accounting Standards as per the Public Sector Accounting Standards Board*. This engagement will be performed using a risk-based approach.

In most engagements we use substantive based audit testing as it is the most efficient way to perform an audit on a small to medium sized entity. However, even if an auditor is using a substantive approach, we are still required to obtain an understanding of an organization's controls. This would involve an intensive discussion in the first year, followed by the documentation of changes, in the following years.

We have provided an outline of our normal audit engagement process; however, this is not comprehensive and is adapted based upon each individual engagement as necessary. Please note that during all phases of the audit process, the organization's management and staff will be called upon to be involved with the audit process. It is our firm's intention to always be aware of the day to day work commitments of management and staff, and as such, our audit team will always make an effort to streamline our procedures to minimize the impact of the audit while still obtaining all of the required information and documentation.

In order to complete the audit in an efficient manner while maintaining compliance with *Canadian Auditing Standards*, we partition each audit engagement into three main sections:

- Planning;
- Fieldwork; and
- Completion.

As your organization requires the completion of interim audit work, the planning and fieldwork sections described below will be spread over both the interim and final audit stages. The audit work performed at interim will be primarily involve planning, control documentation and substantive testing in areas where it is deemed to be efficient and to add value.

Planning

Approximately one-third of our allotted time and budget will involve the planning process. This is done by the Senior Auditor with some assistance from the Junior Auditor and with guidance from the Audit Engagement Partner. During the planning phase we will:

- Obtain an understanding of your organization and its internal processes/controls through research and discussions with management and staff which includes an understanding of any acts and regulations to which the organization is subject;
- Identify and assess the risks to your organization that could impact the financial statements and result in a material misstatement. These would include, but are not limited to, the assessment of overall audit risk, inherent risks, control risks and fraud. We will adapt our audit procedures around the results of this risk assessment;
- Calculate the statistical sample sizes;
- Calculate an overall materiality and performance materiality based upon appropriate criteria. Materiality is used to indicate which balances and accounts require specific audit work, and is used to design our procedures, calculate sample sizes and provide thresholds for our analytical procedures; and
- Provide a detailed audit material listing to management and staff that will outline schedules, agreements and other documentation required. This is based upon what is known during the planning stage. Additional information may be needed as the audit progresses, however, the list helps provide initial guidance to your management and staff.

Fieldwork

The middle portion of our allotted time and budget will involve the actual fieldwork and performance of the substantive audit procedures and analytical testing. The most efficient method to complete this portion of the audit is for our audit team to perform this work onsite at your location with direct access to your accounting and management staff.

During the fieldwork phase we will:

- Perform system walk-throughs of the internal control processes identified in the planning phase;
- Perform the substantive audit procedures designed in the planning phase in order to support managements' assertions on both account balances and transactions within the financial statements. The audit procedures will include confirmations, re-calculations, vouching and tracing. This is not an exhaustive list of procedures but simply some examples;
- Discuss with management and staff the reasoning behind any material account variances from prior year and document our findings;
- Prepare a schedule of unadjusted errors which will include any potential year-end adjustments that would not materially affect the financial statements on a whole but should be considered;

- Prepare the draft financial statements, including notes, and ensure that sufficient documentation is provided to support all of the figures;
- Prepare a draft internal control letter outlining any weaknesses identified in managerial control and/or operations during planning and fieldwork. If no such weaknesses are identified, then this will be stated in our letter;
- Prepare a draft administration letter outlining any weaknesses identified in administration and accounting procedural matters during the planning and fieldwork. If no such weaknesses are identified, then this will be stated in our letter;
- Prepare a draft report, including an executive summary, outlining key conclusions and any other issues that the organization may wish to consider; and
- Preparation of the Annual report for the Alberta Seniors Ministry and, when required, preparation of the LAPP audit.

Completion

The final portion of our allotted time and budget will include a two-tier review of the engagement file and issuance of the audit report. This is done at our location. During the completion stage we will perform the following:

- In-depth file review by the Audit Engagement Partner of all audit working papers, financial statements and the management letter prepared by the Senior Auditor and Junior Auditor;
- The Senior Auditor will use the guidance from this process to address any outstanding items within the engagement and obtain any additional audit documentation required to complete the audit file. This may include reaching out to management and accounting staff of the organization;
- The Engagement Partner will perform a high-level review of the audit file and financial statements;
- The Quality Control Partner will provide final review the of the documentation and disclosures are complete.
- The Engagement Partner will arrange a meeting with management and those charged with governance to present the draft audited financial statements, draft internal control letter, draft administration letter, draft report and draft schedule of unadjusted errors;
- The Engagement Partner will discuss any subsequent events and any potential issues that may have occurred between the time of the fieldwork and the issuance of the audit report. The Audit report will be dated and issued when approval has been received that those charged with governance have accepted the financial statements, including the notes; and
- The Engagement Partner will present the audit report, financial statements, and internal control, administration and final report to the Board, Stakeholders or other public interest forums as necessary.

HOW CAN THE TOWN OF HANNA ASSIST?

Over the scope of the audit, The Town of Hanna will be required to offer some assistance to allow for the audit to go smoothly.

Facility Requirements

During our field work phase of the audit we would require access to a secured room with access to a computer system linked to your accounting systems. In addition, our team will require access to the internet either by WIFI or hard wire connection. Telephone systems are not required as our team carry mobile phone.

Assistance from Accounting Staff

During our audit, our team will require access from the following individuals for interviews and questions:

- Administrative staff;
- Finance Manager;
- Mayor and Council; and
- CAO.

All interview and questions will be properly scheduled within the Town's operational hours and structured as conveniently as possibly around the staff's schedule.

Please note that our ability to maintain this proposed schedule is dependent upon timely access to all information relevant to the preparation of the financial statements and to complete the audit. We will require unrestricted access to people within your organization that we have determined are necessary to obtain our audit evidence.

We have outlined our detailed audit approach in the 'Proposed Audit Approach' which will include our methodologies around gaining an understanding of the organization and any specific techniques or processes used during both the interim and final audit.

OTHER SERVICES

Changes in Accounting Principles or Legislation

In order to stay abreast of any changes in accounting principles or legislation, our staff are continuously undertaking professional development which includes courses delivered by specialists in all areas of the accounting profession. These courses include updates on upcoming changes to professional accounting and auditing standards. We are normally aware of any significant changes well in advance of actual implementation and this allows us time to reach out to any clients that we feel will be impacted by these changes.

If the changes are going to be significant, we will contact the CAO in order to set up a meeting to discuss the changes and how they will affect the commission. If they are not significant, the discussion will likely be had during the planning meeting for the upcoming audit.

Non-Auditing & Innovative Services

Our firm is very diverse, and our service offerings support this. We have provided the following services to other government agencies:

- Internal accounting including month end reporting and software support;
- Budget preparation, analysis and assistance; and
- Advice relating to various Canada Revenue Agency technical interpretations relating to goods and services sales tax (GST).

In addition to the examples noted above that relate to assistance provided to government agencies we also offer Key Performance Indicators & Business Analytics services. Our firm takes pride in helping our customers manage the performance of their business. Every business organization is unique with their own definition of success. Our firm works with the customer to mine out the important performance measures from the data available to the organization. We work with management to define a handful of indicators that are considered most relevant to the critical success factors of the organization. Once these measures and indicators are defined, our firm implements a reporting solution designed to report on them on a regular recurring basis. This information enlightens the management team with respect to the business operations and allows them to make better decisions on a timelier basis.

Compensation

BILLING POLICY

Note that we do not charge for routine calls that require only a few minutes of time.

Schedule of hourly rates

For other assistance unrelated to the specific audit engagement, our charges are as follows:

Advisory/Partner – Peter J. Stone	\$400 / hour
Senior accountant level – Aiden Macdonald	\$180 / hour
Payroll/Staff level – various staff members	\$100 / hour

PROPOSED AUDIT FEES

Title	Staff Member	Rate	Hours	Total
Audit Engagement Partner	Peter Stone, CPA, CA	400	12	4,800
Quality Control	Krista Monroe CPA, CA	260	5	1,300
Senior Auditor	Aiden Macdonald	180	75	13,500
Junior Auditor	Junlyn Ticguingan	100	55	5,500
Accountants	Basit Rizwan and John Mora	100	90	9,000
Administrative	Randa Reed	75	4	300
Total			241	34,400

LAPP AUDIT,

Title	Staff Member	Rate	Hours	Total
Audit Engagement Partner	Peter Stone, CPA, CA	400	1	400
Senior Auditor	Aiden Macdonald	180	5	900
Administrative	Randa Reed	75	1	75
Total			7	1,375

Overall Total			248	35,775
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Date: June 14, 2022

Agenda Item No: 09.05

Assessment Services – Contract Renewal

Recommended Motion

That Council authorizes the Chief Administrative Officer to enter into an agreement with Municipal Property Consultants (2009) Ltd. to provide assessment services for the Town of Hanna for a term effective June 13, 2022 to June 13, 2027 based on the proposal dated May 9, 2022 to provide assessment services to the Town of Hanna.

Background

The Municipal Government Act states that each municipality must prepare annually an assessment for each property in the municipality, except linear property and property listed in Section 298 of the Act. The Town has contracted Municipal Property Consultants (2009) Ltd. to provide assessment services since 2012. At that time the previous assessor under contract (local individual) retired and Administration met with representatives from two assessment service providers to discuss and review the Town's assessment needs. Both companies operated out of Red Deer and were asked to submit quotes to provide assessment services for a five-year term.

Municipal Property Consultants (2009) Ltd. were retained by the Town of Hanna with a five-year agreement in 2012 and the Town of Hanna entered into a new agreement in 2017 which expires in June 2022. Administration has requested and received a new proposal from Municipal Property Consultants (2009) Ltd. for a five-year period to provide the Town of Hanna with assessment services until 2027.

Administration has been pleased with the level of service provided by the Municipal Property Consultants (2009) Ltd. and although at times there have been discrepancies in the value of a property between the owners and the assessors, they have always been able to justify the assessment and or make the necessary adjustments based on information they may not have had on the property.



The duties of the Assessor are for a complete assessment service including the following:

1. Conduct an onsite inspection of all properties issued a building permit.
2. Assess all new land subdivisions.
3. Re-inspect a minimum of 20% of the total parcels annually.
4. Keep all assessments within Provincial guidelines regarding market value.
5. Provide an Assessment summary to the Town.
6. Handle all enquiries and appeals including defending assessments at all Review & Government Boards.
7. Handle all enquires and appeals

The fee payable to the assessors is based on a price per parcel. The submission provided to the Town of Hanna from Municipal Property Consultants will have the price per parcel remain at 2022 rates (\$27.30/parcel) for the fiscal years 2023 & 2024 with a 1.5% increase in the following three years of the contract. The Town of Hanna currently has 1604 separate parcels of land that are assessed annually.

The agreement provides a termination clause that either party can invoke with three months written notice prior to the end of the current assessment year.

Administration would recommend to Council to retain the services of Municipal Property Consultants (2009) Ltd. for the years 2022 – 2027 based on their proposal.

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

1. Municipal Government Act – Part 9 - Division 1 - Section 285 – 301.1

Attachments

1. Proposal for 2022-2027 Assessment Services – Municipal Property Consultants (2009) Ltd.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

MUNICIPAL PROPERTY CONSULTANTS (2009) LTD.

A2 83 Burnt Park Drive
Red Deer, AB. T4P 0J7
Phone (403) 309-4190
Fax (403) 309-4149

May 9, 2022

Winona Gutsche
Director of Corporate Services
Town of Hanna
302-2nd Avenue West
Hanna, AB.
T0J 1P0

Re: SUBMISSION FOR ASSESSMENT SERVICES

YEAR	ANNUAL RATE PER PARCEL	INCREASE
June 13, 2022 to June 13, 2023	\$27.70 / parcel	
June 13, 2023 to June 13, 2024	\$27.70 / parcel	
June 13, 2024 to June 13, 2025	\$28.10 / parcel	1.5%
June 13, 2025 to June 13, 2026	\$28.52 / parcel	1.5%
June 13, 2026 to June 13, 2027	\$28.95 / parcel	1.5%

PLEASE NOTE THE FOLLOWING CONDITIONS

1. The per parcel rate will be charged per account per annum.
2. G.S.T. will be applied to the above quoted prices.
3. The above quotes are for a complete assessment service for the 2022 to 2027 assessment.
4. Based on our annual CAMA lot software lease, the Town will be responsible for the cost

per parcel for the CAMA lot computer system.

5. Method of payment will be mutually agreed on by both parties.

Sincerely,

Terry Willoughby AMAA
A2 83 Burnt Park Drive
Red Deer, AB.
T4P 0J7
t.willoughby@mpc2009.com

Date: June 14, 2022

Agenda Item No: 09.06

Community Services Board Member Appointment

Recommended Motion

That Council approves the appointment of Kalli Cooper to the Community Services Board as a youth representative for a term ending October 31, 2024.

Background

The Town of Hanna annually advertises for people to fill vacancies on the committees or boards that require Council to appoint members from the public for a specified term. The terms vary depending upon the board or council bylaws.

At the organizational meeting held on October 26, 2021, there were several appointments approved for public members, but there were still vacancies remaining on the Community Services Board. At the May 16, 2022, Community Services Board Meeting the Board passed a motion stating, "That the Community Services Board recommends the appointment of Kalli Cooper to the Community Services Board as the youth representative for a term expiring October 31, 2024."

Following this appointment there will be two vacancies remaining on the Community Services Board.

<u>COMMITTEE OR BOARD</u>	<u>CURRENTLY</u>	<u>INITIAL APPOINTMENT</u>	<u>TERM ENDING</u>
COMMUNITY SERVICES BOARD			
Council appointment Three-Year Terms	Gerald Campion Kalli Cooper	Oct 2021 June 2022	Oct 2022 Oct 2024
Two Consecutive terms	Elaine Johnston	Nov 2021	Oct 2024
Maximum of 10 members – Including Councillor & SA Board appointee	Cody Dale-McNair	Oct 2021	Oct 2024
	Sam Lockhart	Dec 2020	Oct 2023
	Vern Thuroo	Oct 2020	Oct 2023
	Nadine Wood	April 2020	Oct 2022
	Darlene Herzog	Oct 2017	Oct 2022



Communications

Letters are written to the applicant and the Board chair to confirm Council appointments.

Committee & Board Appointments are communicated through the Town of Hanna Social Media programs.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: June 14, 2022

Agenda Item No: 09.07

Alberta Municipalities - Electricity Retail Program – Power Plus Agreement

Recommended Motion

That Council authorizes the Chief Administrative Officer to enter into an agreement with the Alberta Municipal Services Corporation to provide the Town of Hanna with Electricity for all Town operations for a seven-year term beginning January 1, 2027 and ending December 31, 2033.

Background

The Alberta Municipal Services Corporation (AMSC) Energy Program was launched in 2001 which was the time that Alberta deregulated its electricity utility industry. AUMA members at that time were offered the opportunity to participate in the program which consisted of the procurement of natural gas, electricity, and green power at wholesale rates through the aggregation of as many members as interested. Incorporated in 2005, the Alberta Municipal Services Corporation (AMSC) is a wholly owned subsidiary of Alberta Municipalities that provides aggregated services to member municipalities, their employees, associates, community related organizations and not for profit organizations. The AMSC Energy Program is a member owned program governed by the elected and appointed AMSC Board of Governors and delivered through strategic partnerships with industry. Originally, the AMSC Energy partners were Trans Alta Energy Marketing Corp. and Cognera Corporation. Trans Alta is Alberta based with a 100-year history as well as being the largest publicly traded generator in Alberta. Cognera is Alberta's premium billing provider and had over eight years' experience serving dynamic deregulated and regulated utility markets.

AMSC with their 2014 Energy Program became a retailer and thus has direct control of retailing functions and costs. This means cost savings, enhanced flexibility and customization of products, processes, and program direction. By becoming a retailer AMSC increased efficiency by functioning as an aggregator, energy marketer, customer care provider, billing provider and agent for commodity purchases on behalf of its members.



The Town of Hanna joined the program in the year 2001 and has used AMSC as their electricity and natural gas retailer until December 31, 2018, when both contracts expired. As part of the lead up to new contracts to take effect January 1, 2019, Administration received pricing from both AMSC and ATCO for varying terms and products.

After reviewing the detailed program package supplied by AMSC and ATCO, Administration recommended that the Town of Hanna enter into Agreements with ATCO to be the Town of Hanna Natural Gas retailer for a period of five years ending December 31, 2023, and AMSC to be the Town of Hanna Electricity retailer for a period of three years ending December 31, 2021. At that time, with the turmoil in the energy market as a result of the Government proposed change to a capacity market, the retailers were only offering a maximum of a three-year term for electricity.

Alberta Municipalities has unveiled a new Electricity Retail program called Power Plus which is a 10-year electricity Retail Program that is effective January 1, 2024. The Town recently entered into a five-year electricity retail program that became effective January 1, 2022 and expires December 31, 2026 so we are not able to participate in this program until January 1, 2027 but Alberta Municipalities requires a commitment from the Town of Hanna to enter into this program by June 15, 2022.

After June 15th Alberta Municipalities will take the aggregate load from all committed municipalities and go through a public procurement directly with Generators. Their research indicates that a substantial savings on the retail pricing can be achieved. There is no price guarantee until after the aggregation and the procurement period is completed. If the best price received during this process is not viable Alberta Municipalities will not accept the tender. If they believe the price is a good price based on the estimated long-term forecasts they will enter into an agreement and the Town will also be bound by that agreement.

The forecasted electricity retail pricing is anticipated to see an increase over the next ten years and Alberta Municipalities are recommending that municipalities join the new program as it is anticipated to provide the best long term electricity retail rates.

Pricing (January 1, 2014 – December 31, 2018)

Electricity Block \$53.47 MW

Pricing (January 1, 2019 – December 31, 2021)

Electricity Block **AMSC** \$53.68 MW (3 year) **ATCO** \$54.50 MW (3 Year)

Pricing (January 1, 2022 – December 31, 2026)

Electricity Block **AMSC** \$71.59 MW (5 year) **ATCO** Declined to Participate



The Town of Hanna has used the Block model as it provides good stability at a lower cost.

AUMA is the sole shareholder of AMSC and uses revenue generated for funding advocacy on behalf of its members. In addition, AMSC often provides a rebate back to their members based on the number of services used.

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

1. Excerpt from the Alberta Municipalities Website – Power +

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

POWER+

Sign-up by June 15, 2022 to take advantage of this new offer.

[Home](#) / [Products & Services](#) / [Energy Program](#) / Power+

Long-term budget stability + Innovation

For over 20 years, Alberta Municipalities has been procuring electricity for members through a unique aggregation process. We have fine-tuned our process, developed customized customer care and achieved great energy rates for our members.

Now, more than ever, Alberta's communities are looking for long-term budget stability and are aware of the changes facing the energy industry.

Our new offering, Power+, offers the same reliability and cost savings we achieve through our unique aggregation process: the ability to lock in for 10 years. This long-term solution allows you to access energy pricing right from its source, avoiding the costs of dealing with intermediaries and mitigating long-term carbon cost increases.



Ready to take your power purchasing to the next level?

Connect with us and find out what participating in Power+ could mean for your municipality

Our team will help you explore the benefits, walk you through our transparent approach, and discuss the right term for your organization

[FIND OUT YOUR ORGANIZATION'S ESTIMATED SAVINGS](#)

Did you know?

Our latest electricity aggregation secured electricity rates below market forecasts and resulted in cost savings of \$6.4 million for participating members – this is in 2021 alone!

Learn more about the evolution of our energy aggregation, email us for information & to receive our Power+ brochure.

Speak to our team today

Call [780.433.4431](tel:780.433.4431) / [310.MUNI](tel:310.MUNI) or

Email: clientdevelopment@abmunla.ca

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Date: June 14, 2022

Agenda Item No: 09.08

2022 Tax Recovery – Public Auction

Recommended Motion

That in accordance with the Tax Recovery Process as set out in the Municipal Government Act, a Public Auction be set for Monday, September 12th, 2022, at 2:00 p.m. in the Town Council Chambers to proceed with the sale of the following properties:

1. Lots 13-14, Block 17, Plan 6133AW
2. Lot 2, Block 1, Plan 7510722
3. Lot 7, Block 1, Plan 7510722

and further that:

the reserve bid for these properties be set as the 2022 assessed value and the purchaser be required to make a 10% non-refundable deposit at the time of the auction and full payment within 30 days from the date of the auction.

Background

The Municipal Government Act provides municipalities with the authority to enforce payment of legally levied taxes which are in arrears through the Tax Recovery Process. Taxes are in arrears if they remain unpaid after December 31st of the year in which they are imposed. If taxes remain in arrears for more than one year, they are placed on the Tax Arrears List submitted to the Registrar at the Land Titles Office by March 31st each year. Notice is sent to the owner of the property at the same time.

Once the Registrar has endorsed the tax recovery notification, the owner of the parcel and anyone with an interest or encumbrance on the property is sent a notice from Land Titles advising that if the taxes are not paid by March 31st of the following year the municipality will offer the parcel for sale at public auction. The municipality may become the owner of the parcel if it is not sold at public auction.

As part of the Town's tax procedures, letters are sent twice a year to property owners with outstanding balances, confirming the outstanding tax amount, and advising of future penalty dates.



Eighteen properties were placed on the Tax Recovery Arrears List in March of 2021 and as of June 14, 2022, there remains three properties with outstanding taxes that can be auctioned. The municipality MUST offer the property for sale at public auction prior to March 2023.

It is recommended that administration be authorized to proceed with the sale of the property in accordance with the Tax Recovery Process as set out in Sections 418 - 425 the Municipal Government Act. The date of the Public Auction must be advertised in the Alberta Gazette, which requires notice not less than 40 days, but not more than 90 days prior to the sale. Considering publication dates of the Alberta Gazette, the earliest date we could set for auction of this property is September 12th, 2022.

Notice of the auction must also be placed in the local newspaper prior to the sale date and the Town must send a registered letter to the owner, advising that the property will be offered for sale at auction.

As per Section 419 of the MGA, Council must set a reserve bid that is as close as reasonably possible to the market value of the land for sale at the public auction. It is recommended that the 2022 assessed value be used to determine the reserve bid amount.

It is also recommended that the purchaser be required to make a 10% non-refundable deposit at the time of the auction with full payment within 30 days from the date of the auction.

The properties under consideration are:

Lots 13-14, Block 17, Plan 6133AW	Current balance owing \$9,029.10 2022 assessed value \$41,290
Lot 2, Block 1, Plan 7510722	Current balance owing \$3,372.71 2022 assessed value \$44,570
Lot 7, Block 1, Plan 7510722	Current balance owing \$2,449.94 2022 assessed value \$29,440

The owner or interested party may pay the tax arrears, penalties, and costs at any time prior to the auction.



Communications

- 1. The Tax Recovery Auction will be advertised as required in the Alberta Gazette and the local newspaper.
- 2. The Tax Recovery Auction may be communicated in the Town newsletters, on the Town website and through the Town Social Media Programs.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

- 1. Municipal Government Act – Part 10, Division 8

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: June 14, 2022

Agenda Item No: 11.00

Council Reports & Roundtable

Recommended Motion

That Council accepts the Council Reports for information.

Background

This portion of the agenda allows Council members to provide written or verbal reports to update other members of Council with information resulting from meetings they have attended since the previous Council meeting.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

The highlights of the reports may be communicated through the Town of Hanna Social Media programs.

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

Policy and/or Legislative Implications

N/A



Attachments

1. Mayor Povaschuk
2. Councillor Beaudoin
3. Councillor Campion
4. Councillor Crowle
5. Councillor Murphy
6. Councillor Olsen
7. Councillor Warwick

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

COUNCIL REPORTS & ROUNDTABLE

Council Date: June 14, 2022

Prepared by: Sandra Beaudoin

Meeting: Municipal Planning Commission
Location: Chamber
Date & Time: May 24, 2022 12:30 pm

Meeting: Harvest Sky Ag Facility Meeting
Location: JC Charyk Theatre
Date & Time: May 24, 2022 7:00 pm

Discussions about the Ag Facility & considerations for potential leads for the project. Dr Quaschnick attended via Teams & was able to provide some additional information.

Meeting: Council Info Session
Location: Chamber
Date & Time: May 25, 2022 8:30 am

1. 818 Studios: Some changes requested. Good discussion & review

2. Alberta Environment James Jorgenson: Interesting background info outlined how the property was obtained by the Town. James outlined this site as the Higher Risk for Approval. Approval is every 10 years where company can make amendments. Changes can be made but Alberta Environment needs "Letters of Concern" to become involved & Alberta Environment is not obligated to notify the Town. A Developing Permit would be required by GFL which should inform Council of any changes.

The Strathmore site was a problem with Alberta Environment before GFL purchased the site & became a GFL problem. Hanna allowed only Finished Compost, identified as no longer consuming O2= Category A (Same as available in hardware store). Alberta Environment checks paperwork regarding Class A compost received. If there are issues, then Alberta Environment will check the compost provider who categorizes the quality of compost.

Finished product is now to be stored in new building (built as a result of complaints). Composted product to be stored on site & used to pile on top of compost with smell. Misting while mixing will help control dust. Will shut down when wind hits about 30 km. GFL is going to pave driveway to cut down on dust from trucking.

When GFL receives a complaint, they are to contact Alberta Environment which hasn't been done & Alberta Environment will be checking on Ambient air monitoring cannot be enforced by Alberta Environment because one single source cannot be identified.

GFL has done everything AE has asked them to do & upper management is aware of the situation & wants to make it right for residents & the Town of Hanna.

Meeting: Harvest Sky
Location: Teams
Date & Time: June 6, 2022 3:00 pm

Summit 72 presented the Report on Lead Generation & Investment Attraction. Special Areas 2, Hanna & Youngstown: Building on existing attributes.

Type A:

1. Cryptocurrency: Concerns expressed by attendees with the agreements for oil leases were not with other uses & do not contribute to a tax base. There was a comment about complaints of noise issues.

2. Data Centers: House large computer systems & consume large amounts of electricity.

3. Rural Community Practice: Proposed Center builds on Ag regional strengths eg: Veterinary, Animal Health, Research & Education

4. Hydrogen Production: Potential to be part of low emissions future. Water requirements

5. Microbrewery

Type B:

1. Value Added Beef Processing

2. Real Estate Development

3. Value Added Agriculture

More research to be done, prioritizing & marketing.

Meeting: **Mayors Garden Party**
Location: Community Center
Date & Time: June 7, 2022 12:00 pm

Wonderful turnout! Good food to acknowledge the Ukraine, by Karin Miller & good response! JC Charyk Choir sang to the attendees & presentation by FCSS outlining information available to seniors. It was fun to visit with those in attendance as serving coffee & tea, meals & cleaning up.

Upcoming Meetings:

Meeting: **Harvest Sky Economic Dev Board meeting**
Location: Hub
Date & Time: June 14, 2022 10:00 am

Meeting: **Council Meeting**
Location: Council Chambers
Date & Time: June 14, 2022 6:00 pm

Meeting: **Harvest Sky Ag Center Meeting**
Location: HLC Board Room
Date & Time: June 28, 2022 7:00 pm

Meeting: **Council Info Session**
Location: Council Chambers
Date & Time: June 29, 2022 8:30 am

COUNCIL REPORTS & ROUNDTABLE

Council Date: June 14, 2022
Prepared by: Councillor Gerald Campion

Meeting: Community Services Board
Location: Town Council Chambers
Date & Time: May 16, 2022 7:00 p.m.

- Introduced Miss Kalli Cooper (my granddaughter) to the Board as she plans on joining as the Board Youth Member. Had some good discussions about CAO and Community Services Coordinator reports and discussed budget overview and MAIS reports.

Meeting: Red Deer River Municipal User Group
Location: Zoom
Date & Time: May 19, 2022 10:30 a.m. & 1:00 p.m.

- Executive Meeting – discussed crown reservation, regional workshops, water shed alliance update and our action plan (water security).
- Regional Meeting – Presenters: Ralph Wright from Alberta Agriculture & Forestry and Katie Duffett from Alberta Water Council. Ralph presented about Alberta climate information collected from 470 meteorological stations since 1861 and back to 1884. Katie shared research work the guide to on building resilience to multi-year drought in Alberta.

Meeting: Council Information Session
Location: Council Chambers
Date & Time: May 25, 2022 8:30 a.m.

- 818 Studio – some big decisions to make on what projects to spend the money on.
- Alberta Environment – very good explanation about GFL, this should help us clear the air and rumors on the facilities complaints.
- CAO – very interesting news about Prairieland project.

Upcoming Meetings:

Big Country Waste Management Commission

- June 15, 2022, 3:00 p.m. Consort

Henry Kroeger Regional Water Commission Services

- June 2, 2022, 7:00 p.m. Youngstown SAB,

Council Information Session

- June 29, 2022, 8:30 a.m.

COUNCIL REPORTS & ROUNDTABLE

Council Date: June 14th 2022

Prepared by: Fred Crowle

Meeting: Alberta-Japan Twinned Municipalities Association

Location: Taber, Alberta

Date & Time: June 3rd & 4th 2022

- A very informative, heart wrenching & influencing conference. The history of the Canadian Immigrants from Japan is very heart touching, interesting and well disguised information. I became a very strong believer, that we as Albertans should continue to communicate, support, and encourage the AJTMA to continue their purpose as an organization. I feel Hanna has to get back into the AJTMA program. Angie Warwick will have a very good report on this convention. I am very happy, honored, and supportive that I attended this conference.

Meeting: Scapa Strawberry Tea

Location: Scapa, Alberta

Date & Time: June 6th 2022 2:00-4:00 p.m.

- I volunteered to take 12 elderly residents of the Hanna Lodge, 2 from the Manor and 1 local senior to the Scapa Strawberry Tea. This was part of Seniors Week. The lodge handibus was not available because the Manager was off for a week prior to senior's week and also off for a couple days of senior week.

Meeting: Mayor's Garden Party

Location: Community Centre

Date & Time: June 7th 2022 11:30 – 3:30 p.m.

- Debbie and I delivered 7 residents from the Hanna Lodge to the community centre. I served more coffee in the 2 ½ hours that I was in attendance than I have ever served. I really enjoyed the gathering of Hanna citizens, it was a good day of laughter, companionship and visiting.

Upcoming Meetings:

Meeting: Council Meeting

Location: Council Chambers

Date & Time: June 14th 2022 6:00 p.m.

Meeting: Big Country Waste Management
Location: Consort, Alberta
Date & Time: June 15th 2022 6:00 p.m.

- Attending as the alternate for Councillor Campion

Meeting: Veteran's Memorial Highway Association
Location: Castor, Alberta
Date & Time: June 17th 2022 11:00 a.m.

- Annual General Meeting

Meeting: Council Information Meeting
Location: Council Chambers
Date & Time: June 29th 2022 8:30 a.m.

COUNCIL REPORTS & ROUNDTABLE

Council Date: June 14, 2022
Prepared by: Councilor Kyle Olsen

Event: Learning Centre Board Meeting
Location: Hanna Learning Centre
Date & Time: May 17, 4:30 PM

Doray continues to find funding to improve programming. Courses like First Aid are continuing with strong attendance, the weekly hot meal is growing in popularity and making connections for people that can use the resources offered. Lease agreement has been signed with GoA for the building, despite many CALPs struggling with it. Lots of time and effort going into a Victim Services (or equivalent) program and grant funding.

Event: MPC Meeting
Location: Council Chambers
Date & Time: May 24, 12:30PM

Approved 2 new developments, one for a shop, one for bed and breakfast inside a residence.

Event: Council Info Session
Location: Council Chambers
Date & Time: May 24, 8:30 AM

Discussion with 818 Studios regarding signage and senior amenity zone, as well as good discussion with a representative from Alberta Environment.

Event: Golf Course Board meeting
Location: Call in
Date & Time: June 1, 7:00 PM

Discussion on state and progress of the clubhouse/golf course with the absence of a manager. Senior staff have done a great job and will continue this way for the season. Intend to advertise for a manager to start the fall and be prepared for next season.

Event: Grade 6 class studying local government
Location: Council Chambers
Date & Time: June 8, 1:00 PM

Was fun to engage with students, answer questions and hear their thoughts on the town.

Event: Staff introduction
Location: Palliser Regional Municipal Services
Date & Time: June 10, 10:00 AM

Met with the new planner. Looking forward to spreading the workload for current staff at Palliser.

COUNCIL REPORTS & ROUNDTABLE

Council Date: June 14th, 2022

Prepared by: Councillor: Angie Warwick

Meeting: Council Information Meeting

Date & Time: Wednesday May 25th, 2022 at 8:30 AM

Meeting: Wake Exchange Committee AGM Conference in Taber

Date & Time: Friday June 3rd and 4th, 2022 at 7:00 PM & 7:00 AM

Meeting: Lead Generation and Investment Attraction: Harvest Sky

Date & Time: Monday June 6th, 2022 at 3:00 PM

Meeting: Jim's Hot Dog Day: Parkview Manor's & Villas Hanna, Seniors Housing

Date & Time: 11:30 AM

Meeting: Changing The Narrative: Todd Hirsch; PEP

Date & Time: June 9th 4:30 PM

Meeting: P.E.P. AGM

Date & Time: Friday June 10th, 2022 at 10:00 AM in Acadia Valley

FUTURE MEETINGS:

Meeting: CF Meridian Region Meeting in Kindersley, Saskatchewan

Date & Time: June 20th, 2022 at 10:00 AM

Meeting: Council Information Meeting

Date & Time: Wednesday June 29th, 2022 at 8:30 AM

Date: June 14, 2022

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.17 for information

Background

Council is provided with various items of correspondence at each meeting for information. Correspondence may be in the form of a letter, note, newsletter, report or meetings minutes. Meeting minutes are most often from committees or boards that are affiliated with the Town but may not have an appointed representative.

Correspondence items do not usually require a response from Council, however if there is an item that a Councillor would like to bring forward for action, a motion can be put on the floor at that time.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

Highlights of the correspondence reports may be communicated through the Town Social Media Programs.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

1. Town of Coaldale – Utilities Commission Support Letter
2. Town of Mundare – RCMP Policing Support Letter
3. Minister of Transportation – Approved Strategic Transportation Infrastructure Program – Airport lighting
4. Harvest Sky Newsletter May 2022
5. PLSD – Board Highlights April 26, 2022
6. Minister of Municipal Affairs – Town of Hanna 2022 Funding Letter
7. Town of Fox Creek – Letter to Minister of Justice – Further Support for the RCMP
8. Town of Bon Accord – 2022 Alberta Utilities Commission – Increasing Utility Fees
9. Prairie Land Pride Newsletter – Volume 7 Issue 4 April 2022
10. Town of Redcliff – Increasing Utility Fees
11. National Police Federation – Support the Call to Action
12. Town of Tofield – Alberta Provincial Police Force
13. Town of Tofield – Increasing Utility Fees
14. Municipal Affairs – Opportunity to meet with the Minister
15. PLSD Board Highlights May 24, 2022
16. Battle River – Crowfoot – Damien Kurek – Thank you
17. MP Shannon Stubbs – Federal Funding for Rural Communities Letter

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

May 9, 2022

Alberta Utilities Commission

106 Street Building
10th Floor, 10055 106
Street Edmonton,
Alberta T5J 2Y2

Dear Utilities Commission:

RE: Increasing Utility Fees

Please accept this correspondence as a letter of support in addition to the correspondence you have already received from the Town of Fox Creek, dated March 23, 2022.

The Town of Coaldale joins in the increasing concern across the province regarding the rising utility fees for both natural gas and electricity. This concern is being felt throughout the public and private spheres, and we urge the Commission to take serious note of the concerns herein.

Over the past two years, residents of both Coaldale and the province have felt the ever-increasing strain of the ongoing COVID-19 pandemic coupled with increasing job insecurity and the rapid inflation of food, fuel, and housing costs. The rising costs of utilities have placed an additional strain on residents' already thin bottom lines.

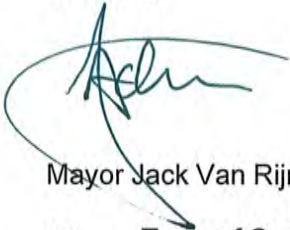
It is important to note that the rising costs are not just impacting residents, but non-profits, small businesses, and commercial industries. Many of the aforementioned are in jeopardy of closing or being forced to stop their services to our communities due to the increasing costs of utilities.

As representatives of our community, we also note that it is wholly unacceptable that the rising costs of utilities have led to increased private profits, as has been noted in the media lately. In our estimation, increased private profits seems to be a step too far given the undue hardship the public has faced these past two years and will likely continue to face unless the Commission takes swift action. As members of Council and representatives for our community's citizens, we believe now is not the time to be taking more money from the pockets of Albertans. Now is the time to be supporting Albertans when and where they need it most.

Alongside the Town of Fox Creek, the Town of Coaldale is urging the Commission to review the fees being charged on top of the actual usage fees while giving strict attention to the amount of profit corporations are making off of our residents and Albertans.

Your time and consideration for our residents, businesses, and non-profits is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jack Van Rijn", with a large, sweeping flourish that loops back to the left.

Mayor Jack Van Rijn

cc: Town of Coaldale Council
Mr. Grant Hunter, MLA
Alberta Municipalities
Town of Fox Creek



TOWN OF MUNDARE

P.O. Box 348, Mundare, Alberta T0B 3H0

Telephone: (780) 764-3929

Fax: (780) 764-2003

E-mail: reception@mundare.ca

www.mundare.ca

May 9, 2022

The Honourable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

Re: Alberta Provincial Police Force

Town council discussed the Alberta Provincial Police Service Transition Study after attending a municipal engagement session. Based on the information provided, Town Council cannot support the transition to a provincial police force.

The information provided at the engagement session did not provide enough information that a provincial police force would provide a better service than what we currently receive. In fact, it raised a question if our service level will be reduced. Under the proposed Hub model, we do not know if our detachment would lose members to work in the service hub.

What was evident from the session is that the Provincial cost to operate a provincial police force would increase. As per the information provided, the Province currently pays \$399 million for police services and the cost of the provincial police force would be between \$538-562 million, however there was no information provided as to how this extra cost would be funded.

As you are aware, as of April 1, 2020, municipalities that receive policing under the Provincial Police Services Agreement (PPSA) are required to pay a portion of the policing costs. In 2023/2024, that portion will be 30%. It stands to reason that the costs to these municipalities would increase with the implementation of a provincial police force.

The requirement to pay for policing puts enormous pressure on our budget. In 2023, it is estimated that the town will pay \$47,740 which is equal to about a 0.5 mill based on the 2022 assessment. Further increases in policing costs may result in reduced services to our residents.

We believe that before the Province makes any decision on the transition to a provincial police force, it is imperative that further information be provided to municipalities on how our current service will be affected and how the transition and increased operating expenses will be funded.

Council would also like to raise the issue of fine and penalty revenue. The intent of Section 162 of the Traffic Safety Act is that fines and penalties should be distributed on the basis of who pays for policing, however, this section does not apply to PPSA communities. We hereby ask that section 162 be amended to allow for the distribution of fines and penalties to PPSA communities at the same percentage that they pay for police services.

We thank you for considering our requests.

Sincerely yours,



Cheryl Calinoiu
Mayor

cc: Honourable Jason Kenney, Premier
MLA Jackie Armstrong-Homeniuk, Vegreville-Fort Saskatchewan
Alberta Municipalities
AB Munis
RMA



ALBERTA
TRANSPORTATION

Office of the Minister

May 12, 2022

AR 89587

His Worship Danny Povaschuk
Mayor
Town of Hanna
PO Box 430
Hanna, AB T0J 1P0
dpovaschuk@hanna.ca

Dear Mayor Povaschuk:

I am pleased to advise your council that the following projects will be funded under the Strategic Transportation Infrastructure Program.

Community Airport Program:

Based on your submitted application(s), the approved grant is 75 per cent of the eligible project cost.

Airport Runway Lighting, maximum grant: \$352,500

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant amount.

Budget 2022 focuses on protecting lives and livelihoods. Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to undertake this work. As part of the previous approval conditions, no cost increases can be considered.

While I look forward to sharing the news about this important investment, I ask that you please do not publicly communicate this project approval until provincial announcements are made.

Sincerely,

Rajan Sawhney
Minister of Transportation

cc: Honourable Nate Horner, MLA, Drumheller-Stettler
Mr. Mike Damberger, Regional Director, Central Region



Economic Development Newsletter

Invest here. Visit here. Live here.

Welcome to the Harvest Sky Region!

Endless possibilities await investors, residents, and visitors.

Agricultural Centre Update

We had a productive meeting on May 3rd for the Agricultural Centre. A committed group of people met to start investigating next steps for the project.



Project information is available on our website under the Harvest Sky EDC tab:

<https://harvestsky.ca/harvest-sky-economic-development-corporation/>

If you're interested in learning more, contact Mark Nikota at 403-854-0589 or mark.nikota@harvestsky.ca

Next meeting: May 24th at 7pm in the JC Charyk School theatre

Lead Generation and Investment Attraction

Our investment attraction specialist has completed preliminary research into high priority industries and areas we want to target to come to the region. In collaboration with our regional partners, we will start actively pursuing companies looking to expand or diversify their operations into new areas.

One such partnership is assisting the Special Areas find and secure an anchor tenant for their industrial park project. When we find that first industry, more will follow.

Promoting the Brand

If anyone is going to tell our story, it should be our community and its people. We need your help in telling anyone who wants to visit or join us here, what makes the Harvest Sky Region special. Here's how:

- **Learn** – Visit harvestsky.ca to learn more about our new brand.
- **Talk** – Incorporate the regional brand into your language when talking about the region.
- **Champion** – Tell others about how the Harvest Sky Region is an ideal place to live, own a business, or visit.
- **Use** – please use the Harvest Sky name in any business or promotional work you do; the more the merrier!

Attracting Visitors, Residents & Businesses



Social Media Advertising

Maybe you haven't noticed but hopefully you have, we're putting a lot of resources behind advertising our region.

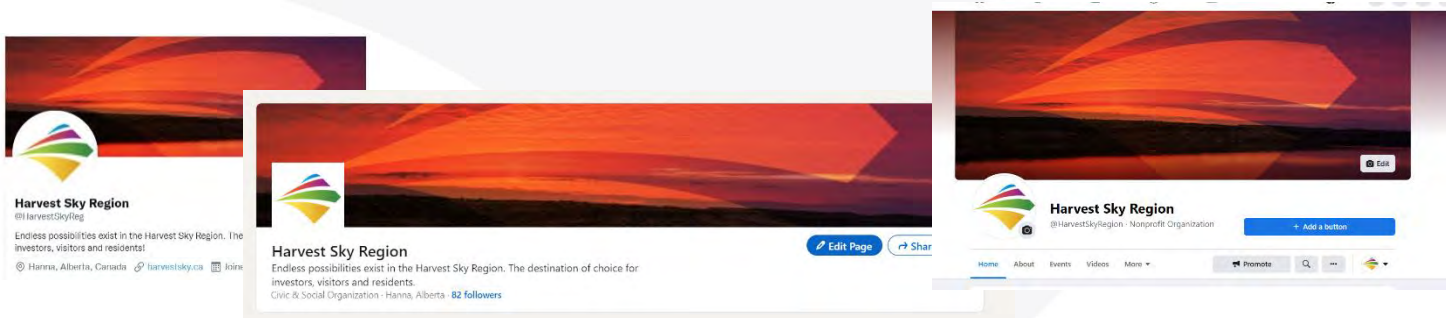
Whether its highlighting why a family should move here for affordable living and a great quality of life or great tourism attractions like camping, golfing or our rich history, we're putting the Harvest Sky Regions name out there. We're actively targeting people living in large urban centers and telling them exactly why they should consider visiting or moving to our communities.

However, the most important advertising we can do costs us nothing at all. Its word of mouth and having a positive, welcoming attitude when someone comes to check us out whether its online, at the local gas station or just walking down main street. If we're expressing positivity, it spills out and attracts people to come here which has a more profound affect on economic development than any advertising. So let's welcome that new person to our community and let them know why the Harvest Sky Region is the best place to visit, work and live!

Regional Partnerships

We continue to assist our municipal partners, especially Hanna & Youngstown, with community development projects. Projects include downtown revitalization, signage replacement and solar installation, all aimed at making our communities more attractive for business, tourists and residents to check out.

Social Media – Follow us on Twitter, LinkedIn and Facebook



HARVEST SKY REGION
ECONOMIC DEVELOPMENT CORPORATION

For more information contact

Mark Nikota, Economic Development Manager
at 403-854-0589 or mark.nikota@harvestsky.ca

BOARD HIGHLIGHTS

Board of Trustees Meeting

April 26, 2022

Bus Driver Collective Agreement Ratification

The Prairie Land Board of Trustees ratified the collective agreement with our Bus Drivers after brief and cordial negotiation. The 4 year agreement, ending in August 2024, will see increases of 1.25% in September 2023 and 1.5% in February 2024 with the possibility of an additional 0.5% based on the GDP 20 year average exceeding 2.7%. The Drivers and the Board look forward to a continued positive relationship.

In-year Approval for J.C. Charyk School Grounds and Athletic Field/Track

The Board passed a motion to repair and upgrade the south field and track at J.C. Charyk School as a result of the increased safety concerns that have been mounting over the past number of years. Along with this work, efforts will also be made to repair and improve the landscaping on the south side of the school. The sidewalks, asphalt loop, removal of dead trees and the grass play area will all be attended to.

Veteran School Nature Zone

Staff and students from the Veteran School presented to the Board a vision for Veteran School's Nature Zone. Areas of unique interest within the nature zone include an outdoor classroom, a hillside amphitheatre, a tee pee and fire pit, a gazebo classroom, a sunroom learning space, reading swings, an outdoor archery range and learning centres and murals. As a result of an increased awareness of the value of outdoor learning and play, the nature zone will provide an educational journey unique to the school community of Veteran.

For additional information please contact: Cam McKeage, Superintendent of Schools, Prairie Land Public School Division 403.854.4481



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108536

May 16, 2022

His Worship Danny Povaschuk
Mayor
Town of Hanna
PO Box 430
Hanna AB T0J 1P0

Dear Mayor Povaschuk:

The Government of Alberta continues to build on its commitment to invest responsibly and sustainably in Alberta's communities and support local infrastructure needs. As part of this commitment, I am pleased to confirm that \$485 million will be allocated to local governments in Municipal Sustainability Initiative (MSI) capital funding and \$30 million in MSI operating funding in 2022. Combined with \$1.196 billion in funding front-loaded in 2021, MSI capital funding over the last three years of the program, from 2021 to 2023, will average \$722 million per year.

In addition, in 2022, Alberta will receive \$255 million in federal funding under the Canada Community-Building Fund (CCBF).

For the Town of Hanna:

- **The 2022 MSI capital allocation is \$277,616.**
This amount is equivalent to 40.6 per cent of your 2021 allocation, a reduction based on year-over-year change in overall program funding from \$1.196 billion to \$485 million.
- **The 2022 MSI operating allocation is \$152,833.** This includes \$124,542 in Sustainable Investment funding.
Your 2022 operating allocation will be the same as in 2021.
- **The 2022 CCBF allocation is \$153,350.**
This amount was calculated using the 2019 Municipal Affairs Population List, the most current municipal-level population data available for the purpose of calculating CCBF funding.

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at open.alberta.ca/publications. MSI allocation estimates for 2023, the last year of the MSI, are available on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx.

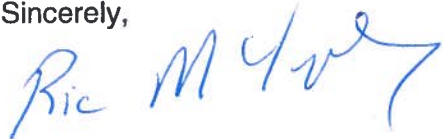
.../2

The new Local Government Fiscal Framework (LGFF) program is scheduled for implementation in 2024. The new funding arrangement will ensure predictable long-term infrastructure funding at sustainable levels tied to growth in provincial revenues. I recognize how important it is for you to have the opportunity to provide input on the design of the LGFF, and value your expertise in the development of the new program.

I am pleased to announce that engagement with our local government stakeholders on the LGFF program has already begun. I had the privilege to initiate the LGFF engagement process by meeting with representatives from Alberta Municipalities, Rural Municipalities of Alberta, the Metis Settlements General Council, and the cities of Calgary and Edmonton. This engagement will include a survey on the LGFF program design, which is being sent out to all local governments. The results of these consultations are anticipated to be shared with you by early 2023.

We have a busy year ahead, and I am looking forward to working with you to develop the LGFF to ensure the program reflects local priorities, while aligning with provincial objectives and respecting our taxpayers.

Sincerely,



Ric McIver
Minister

cc: Kim Neill, Chief Administrative Officer, Town of Hanna



April 13, 2022

Shandro, Tyler, Honourable
Minister of Justice and Solicitor General, Deputy House Leader
Office of the Minister
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
ministryofjustice@gov.ab.ca

RE: FURTHER SUPPORT FOR THE RCMP

Dear Minister Shandro,

In the early parts of 2020, the Town of Fox Creek learned of the province's proposal to replace the RCMP with a Provincial Police Force. At that time, we had also received an abundance of letters from fellow municipalities voicing their support for the RCMP and their concerns over the proposal. We followed suit and shared our opposition to the plan with your predecessor as well.

As such, we at the Town of Fox Creek are having a hard time understanding why this proposal is still moving forward given the amount of opposition that the province has received.

We know that all municipalities who spoke up provided sound arguments against the proposal; arguments that aligned with our own. Arguments that should have been enough for the province to reconsider their position on this matter.

For your reference, we will reiterate just some of what the negative implications of a Provincial Police Force are.

1. Increase in operating costs, ultimately at the expense of taxpayers.

As we are just starting to come out of the pandemic, where many people and businesses struggled financially under the strain of closures and loss of employment, now is not the time to be increasing taxes to compensate for the operating costs of a Police Force that that majority of the province is not in favour of.

2. Policing services are already strained in many rural communities.

Services, including that of policing, are already strained in rural communities and with the provincial cuts to funding and changes to policies, it would not be conjectured to say that the installation of a Provincial Police Force would not be an improvement for these communities. If anything, it would act as an additional cause of attrition.

3. Now is not the time to distance ourselves from the rest of Canada.

We strongly believed, and continue to believe, that now is not the time to further distance ourselves from the nation. Now is the time to work towards building better relationships for the betterment of the province. As stated in the previous letter, alienation is a great way to further reduce Alberta's voice on the larger national and international stage.

We sincerely hope that the province stops to listen to their constituents, and reconsiders continuing with their proposed Alberta Provincial Police Force. We also hope that the province sees that, instead of replacing them, there is an opportunity to bolster and support the betterment of the existing RCMP.

Sincerely,



Sheila Gilmour
Mayor
sheila@foxcreek.ca

cc: The Honourable Jason Kenney, Premier
Arnold Viersen, MP, Peace River – Westlock
Todd Loewen, MLA, Central Peace – Notley
Alberta Municipalities Members

May 17, 2022

Via email: info@auc.ab.ca

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 Street
Edmonton, AB T5J 2Y2

RE: Increasing Utility Fees

Dear Alberta Utilities Commission,

Please accept this correspondence as a letter of support in addition to that of the Town of Fox Creek, dated March 23, 2022.

As you are aware, there have been many challenges in the last two years. A pandemic, which is still in effect, continues to burden our health care system and overall social, emotional, and financial wellbeing. These effects are evident with our province's unemployment rates, which reached a staggering 11.4% in 2020 and remained higher than it has been in 40 years for the better part of 2021. Now is not the time to increase utility fees, especially when many families, businesses, industries, and not-for-profits have yet to fully recover from these hardships.

We, as a municipality, have also been impacted by the financial strain of these decisions, with lower MSI funding allocations and an inflation rate of 6.7% - an all time high in 31 years. Nevertheless, we remain dedicated in assisting our residents to alleviate financial stressors, including reductions in waste collection fees and franchise fees in 2021, and no tax rate increases since 2020.

The Town of Bon Accord stands united with the Town of Fox Creek in support of a thorough review of the Commission's fees and corporate profits gained from proposed increases.

As a "trusted leader that delivers innovative and efficient regulatory solutions for Alberta", we ask, what will the Alberta Utility Commission do to help its fellow Albertans? When the light at the end of the tunnel finally appears within reach, will you help close the gap or will you turn off the light?

Our residents, businesses and non-profits appreciate your time and consideration in this important matter.

Sincerely,



Brian Holden
Mayor
Town of Bon Accord

Cc: Town of Fox Creek
Honourable Dale Nally, MLA, Morinville – St. Albert
Mr. Dane Lloyd, MP, Sturgeon River – Parkland
Alberta Municipalities

Sources:

<https://economicdashboard.alberta.ca/unemployment>
<https://tradingeconomics.com/canada/inflation-cpi>
<https://www.auc.ab.ca/our-mission/>



PRAIRIE LAND PRIDE

Small schools preparing students for big futures.

Prairie Land Public School Division

Volume 7, Issue 4 April 2022

Honouring Prairie Land's Indigenous Roots

Have you noticed? In the past several years, official ceremonies in Prairie Land have often begun with a land acknowledgement.

What is a Land Acknowledgement?

Land acknowledgements can take three forms: Verbal, visual and educational.

A **verbal land acknowledgement** is usually included as part of the introduction to an official ceremony, meeting, or even informal gathering.

Statements can range in formality and length, depending on the situation.

In Prairie Land, the places where we meet, learn and play each day, are located on traditional territories, lands and meeting grounds of many diverse Indigenous peoples.

The southern part of Prairie Land, *recognized as Treaty 7 territory, is the traditional*



home and meeting grounds for the Blackfoot Confederacy – comprising the Siksika, Piikani, and Kainai First Nations, the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). In the northern reaches of Prairie Land, designated as Treaty 6 territory, we recognize the traditional lands of the Cree, Saulteaux, Nakota Sioux and the Dene nations.

We also acknowledge that Prairie Land exists within Metis Region #3.

We recognize the Inuit and other diverse Indigenous peoples whose ancestors have marked their territory since time immemorial. We choose to recognize these territories as an act of reconciliation and gratitude to those whose territory on which we reside or are visiting—a place that has welcomed many people from around the world to make their home

here.

Visual acknowledgements can include visual displays such as posters, monuments or plaques, as well as raising corresponding Treaty and Metis Nation flags, such as those flown at Prairie Land schools and at the Central Office in Hanna.

Educationally, recognizing territory serves as a means to teach staff and students about the history of the areas where we live, and the people who resided in our area for centuries before us.

Understanding Indigenous peoples' relationship to land serves as an act of reconciliation, and a strategy used to repair relationships between Indigenous and non-indigenous people. Identifying each Nations that are included in each territory also helps us understand that Indigenous societies are unique and individual.

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Indigenous Committee Provides Rich Learning Opportunities

Throughout the division, Prairie Land staff are incorporating First Nations, Metis and Inuit teachings into their classrooms.

The Prairie Land Indigenous Committee's mission is to enhance understanding of, and respect for, Indigenous cultures and teachings.

Prairie Land Public School Division's Indigenous Committee provides all staff and students with resources to help provide rich learning opportunities to enhance students' appreciation of Indigenous histories, cultures, languages, contributions, perspectives, experiences and contemporary contexts to embrace truth and promote reconciliation.

From classroom resources to funding for designated field trips, the committee wants to make sure staff have the resources they need.

There are hands on kits that include samples of animal hides, replicas of artifacts, as well as age appropriate Indigenous films and books for various grade levels.

One of the unique resources is a large Canadian geographic floor map showcasing Indigenous groups' historical territories, language groups, residential schools and First Nations communities locations.

Schools throughout the division are incorporating First Nation, Metis and Indigenous teachings into their classrooms and school culture.

Each year schools across the division participate in Orange Shirt Day on September 30. There are also celebrations on National Indigenous Peoples Day on June 21.

Some also take part in Bear Witness Day on May 10 promoting Jordan's Principle, which ensures all First Nations children can access the services and supports they need, when they need them.

To honour the first National Day for Truth and Reconciliation students spent the day learning about Indigenous culture and history, including residential schools. Students also participated in a wide variety of Indigenous games.

Videos, picture books and discussion guides were all provided by the

committee.

Schools can also bring in guest speakers to help provide staff and students with first hand knowledge as well as authentic experience when discussing various Indigenous topics.

Another way the committee helps to provide hands on experience is by subsidizing field trips.

For example, many schools have taken trips Blackfoot Crossing Historical Park where students can learn more about the signing of Treaty 7.

"Field trips and other enhancement projects are being undertaken in multiple schools to further knowledge and understanding."

In 2019 the committee held a contest to create a student-designed shirt for Orange Shirt Day. The committee then purchased shirts for all of the staff and students in the division.

The committee was also instrumental

The Prairie Land Indigenous Committee's mission is to enhance understanding of, and respect for, Indigenous cultures and teachings. Prairie Land Public School Division's Indigenous Committee provides all staff and students with resources to help provide rich learning opportunities to enhance students' appreciation of Indigenous histories, cultures, languages, contributions, perspectives, experiences and contemporary contexts to embrace truth and promote reconciliation.

Prairie Land Indigenous Committee Mission Statement

in helping with the presentation of an Inclusivity Project in 2019.

Grade 10 students from Delia and JCC brought students and a counselor from the Piikani First Nation, at Brocket, Alberta.

Prairie Land's Indigenous Committee plans to continue to provide resources and funding to help enhance students' understandings of Indigenous history, teachings and beliefs.



During their presentation of their 2019 Inclusivity Project, Jensen Battle, Sonya Nielsen and Liam McKeage stand with members of the Piikani First Nation from Brocket, Alberta—the introduction was facilitated by the Indigenous Committee.

Students Pay Tribute to Indigenous Culture



Students at Morrin School take part in some fun Indigenous games on the National Day for Truth and Reconciliation (2021).



Students from Morrin School enjoy Blackfoot Crossing. Field trips like these are partially funded by the Prairie Land Indigenous Committee (2019).



Altario School celebrated its open house with the raising of a tipi (2022).



Veteran School participates in Orange Shirt Day (2019).



Grade 9 students at Delia School check out a large Canadian map showing the location of Indigenous groups' historical territories, language groups, residential schools and First Nations communities (2022).

The Importance of Indigenous Professional Development

For its professional development days, Prairie Land often dedicates time to Indigenous culture and foundational knowledge.

Indigenous PD sessions are important because they provide staff an opportunity to learn.

“It’s important to teach our teachers,” explained Jason Sansregret during his presentation of *Indigenous Foundational Knowledge*,

“Your job as educators is so important—you are teaching the truth.”

Sansregret’s session focused on the Medicine Wheel and the Seven Sacred Teachings.

Jennifer Laux, SIS Data Coordinator for Prairie Land, said Sansregret’s presentation was very impactful.

“I believe that every person in every culture can use the Seven Sacred Teachings in

their own lives, as guiding principles to live by,” said Laux.

“And if we all did that—we would have a much better world.”

Sansregret is a regular presenter throughout the division, his storytelling and personal experience are incredibly moving.

Beatrice Bosch, a teacher at Berry Creek Community School, heard Sansregret speak at a previous PD day.

“I thought he was a dynamic speaker who challenged my personal way of thinking about situations and relationships,” explained Bosch.

As a mathematics teacher, Bosch wants to provide her students an authentic learning experience.

“One of my goals this year is to find authentic stories, information and knowledge

to include within the classroom setting,” she said.

Another PD session provided the opportunity for staff to learn about the *History and Legacy of Residential Schools* from Stacey Running Rabbit with the ATA.

In talking about residential schools, Running Rabbit discussed the history of the schools and the steps needed for reconciliation—awareness of the past, acknowledgement, atonement and action.

She also acknowledged that it is difficult content for many.

“It is a very difficult topic to discuss but it is a part of Canada’s history,” she said.

Project Reach Manager, Andrea Olsen attended the session and she agrees.

“We need to recognize the mistakes that we made so

that we can learn from them and do better,” said Olsen.

“If we don’t take time to acknowledge our past, how can we ever really try to reconcile with it and make changes to our society?”

Hope Christian School also held its own session for staff focusing on the Sixties Scoop—the removal of thousands of Aboriginal children from their homes into the child welfare system.

“It was very interesting and I wanted our staff to have some additional exposure to some of these issues,” said Hope Christian Principal Dale Anger.

Not only do sessions like these help staff meet the curricular outcomes regarding Indigenous history and teachings, Anger says they allow staff to gain a more personal experience with the material.

Altario School Celebrates Cree Heritage

Altario School hosted an Open House on April 4, showcasing the school’s agriculture program. A significant portion of the day was dedicated to First Nations, Metis and Inuit culture.

“It was important to acknowledge that a land-based agriculture program has a much earlier origin than local settlers,” explained Altario School principal Kevin Van Lagen.

“As an act of reconciliation, we wanted to acknowledge the first nations who came before us.”

The day included a tipi raising, prayers, singing with First Nations Elders, and a round dance.

“In the spirit of truth and reconciliation, we acknowledge that the land on which we enjoy our agriculture program was marked by the footsteps of the many First Nations, Metis, and Inuit who came before us,” said Van Lagen.

The geographical area surrounding Altario was also given a Cree name by Elder Russell Joseph—Mule Deer Haven Hills (jimy-uz apsymosis wa-chees).

“It is such an honour to receive this name,” explains Van Lagen.

The day ended with a Round Dance. First Nations elders and youth, new immigrants, and generational Canadians of all ages held hands in the spirit of friendship.



Prairie Land Public School Division



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Prairie Land Pride is a bi-monthly publication focusing on the incredible work of our staff and students.

For more information or to submit story ideas please email tanya.duckworth@plrd.ab.ca.

CONNECT WITH YOUR SCHOOL TODAY

Al-Amal Academy

Phone: 825-996-5399

Address: 9 Royal Vista Drive NW Calgary, AB T3G 0E2

Altario School

Phone: 403-552-3828

Address: General Delivery Altario, Alberta T0C 0E0

Berry Creek Community School

Phone: 1-844-566-3743

Address: General Delivery Cessford, Alberta T1R 1E2

Consort School

Phone: 403-577-3654

Address: Bag Service 1002 Consort, Alberta T0C 1B0

Delia School

Phone: 403-364-3777

Address: Box 236 Delia, Alberta T0J 0W0

Hope Christian School

Phone: 403-897-3019

Address: Box 235 Champion, Alberta T0L 0R0

J.C. Charyk Hanna School

Phone: 403-854-3642

Address: 801 4th Street West
Box 1270 Hanna, Alberta T0J 1P0

Morrin School

Phone: 403-772-3838

Address: Box 10 Morrin, Alberta T0J 2B0

Veteran School

Phone: 403-575-3915

Address: Box 649 Veteran, Alberta T0C 2S0

Youngstown School

Phone: 403-779-3822

Address: Box 69 Youngstown, Alberta
T0J 3P0

Colony Schools

Contact Rebecca Webster Phone: 403-820-5250
Rebecca.webster@plrd.ab.ca

Prairie Land Online Academy

Phone: 403-854-4481 x 0600

Brian.giesbrecht@plrd.ab.ca

Prairie Land Outreach School

Phone: 403-854-3642

Learning Cree Teachings at Kaniyasihk Culture Camp



Students from Berry Creek Community School, Altario School and Consort School pose with Cree elders at Kaniyasihk Camp.

Dog sledding, preparing hides, snow shoeing and participating in talking circles—these are just a few of the activities students participated in at Kaniyasihk Culture Camp.

Students from Altario, Berry Creek Community School and Consort took part in a four day outdoor camp where they were fully immersed in Cree culture and teachings.

“The camp allowed students to be immersed in a First Nations land-based culture camp,” explained Kevin Van Lagen, Principal of both Altario and Consort Schools.

Spending the majority of their time outdoors, the students, grades 9 to 12, gained some amazing hands on experience.

They did ice fishing with nets, learned how to clean their fish. The group also learned about fleshing, buttering and preparing hides.

Van Lagen said some of the students called the experience “life changing.”

“The overall response was excellent and students are hopeful to attend this type of camp in the future,” he said, adding parents were also very impressed and thankful their children had this opportunity.



Replicas of Indigenous artifacts that are available to staff and students for education purposes courtesy of the division's Indigenous Committee.

Schools find Unique Ways to bring Indigenous History and Culture into Classrooms

Schools throughout the division are finding creative ways to bring Indigenous teachings to life. From field trips and guest speakers to hands on activities, Prairie Land students are learning the importance of Indigenous history and culture.

All schools participated in the first National Day for Truth and Reconciliation. In 2019, Prairie Land's Indigenous Committee held a contest for a student-designed shirt for Orange Shirt Day, which all schools take part in each year.

Guest speakers are also a great way to bring first hand experience and stories to the classroom.

Delia School invited Jason Sansregret from Without Regret Consulting to speak to the Grade 5/6 and Grade 9 Social classes. The classes were learning about Metis / Indigenous culture.

"Jason's extensive knowledge and first hand experience made the presentation very enjoyable and entertaining—it was super beneficial for student learning," explains Junior High Social Studies teacher Tara Poole.

Storytelling is prevalent in Indigenous culture and Sansregret says it is a great way to personalize the past and give students a more personal lesson in the classroom.

Al-Amal Academy is an Islamic school located in Calgary and

every Wednesday the school plays the Canadian National Anthem in Ojibwe.

Students have also participated in First Nations games in PE class, story telling and arts and crafts.

Older students are learning about Indigenous history through documentaries.

In 2020 J.C. Charyk Hanna School, in partnership with Trickster Theatre, put on *Exploring Reconciliation*.

For this production First Nation consultants worked directly with staff and students to put on an engaging and meaningful performance exploring reconciliation. Indigenous community members participated in the production by way of a drumming circle.

There are also many practical teachings which Hope Christian School has identified.

Chemistry students researched Indigenous ways to extract Aspirin from willow bark; math students have calculated the circumference of a medicine wheel as well as calculated the dimensions of a tipi using trigonometric ratios.

Thanks to the dedication of Prairie Land schools and its staff members, students of all ages are learning the importance of Indigenous history, culture and specific practices.

Indigenous Resources for Prairie Land Staff

Do you want to expand your own professional learning and understanding of Indigenous Cultures and Ways of Knowing?

- NFB website — www.nfb.ca
 - Films, some with accompanying lessons.
- Rupertsland Institute — www.rupertsland.org/—
 - Videos and lesson plans.
- Rupertsland Institute Free: Metis Foundational Knowledge Course - <https://www.rupertsland.org/teaching-learning/empowering-educators/> (register on this webpage)
- University of Alberta - Indigenous Canada <https://www.ualberta.ca/admissions-programs/online-courses/indigenous-canada/index.html>
- University of British Columbia - Reconciliation Through Indigenous Education <https://www.edx.org/course/reconciliation-through-indigenous-education>

Share your Story

The Prairie Land Indigenous Committee wants to hear from you.

"We want to compile an historical narrative created from stories from our staff and local areas."

What stories did your family tell?



TOWN OF REDCLIFF

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Office of the Premier
307 Legislature Building
10800 - 97 Avenue
Edmonton, Alberta, T5K 2B6

May 16, 2022

RE: Increasing Utility Fees

Dear Premier Kenney,

The Town of Redcliff joins in the increasing concern across the province regarding the rising utility fees for both natural gas and electricity. This concern is being felt throughout public and private sectors, and we are urging you to take serious note of this.

Over the past two years, residents of both Redcliff and the province have felt the increasing strain of the ongoing COVID-19 pandemic coupled with increasing job insecurity and the rapid inflation of food, fuel, and housing costs. The rising costs of utilities have placed an additional strain on residents' already thin bottom lines. Many residents, small businesses and commercial industries are in danger of closing or have already been forced to stop their services to our communities due to the increasing costs of utilities.

We as representatives of our community also note that it is wholly unacceptable that the rising costs of utilities have led to increased profits as has been noted in the media lately. Our local paper recently reported "Energy Division Rakes in \$105M" (<https://medicinehatnews.com/news/local-news/2022/04/07/energy-division-rakes-in-105m/>). In our estimation, increased private profits seems to be a step too far given the undue hardship the public has faced these past two years and will likely continue to face unless you or the Alberta Utilities Commission can correct this practice. As members of Council and representatives for our community's citizens, we believe now is not the time to be taking more money from the pockets of Albertans. Now is the time to be supporting Albertans when and where they need it most.

Alongside other municipalities in the province, we are urging yourself and the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit corporations are making from our residents and ultimately, all Albertans.

Your time and consideration for our residents, businesses, and non-profits is greatly appreciated.

Dwight Kilpatrick
Mayor, Town of Redcliff

Cc Alberta Municipalities
Alberta Utilities Commission
Michaela Frey, MLA

Kim Neill

From: Maryanne King <mking@npf-fpn.com>
Sent: May 18, 2022 3:26 PM
To: Kim Neill
Subject: Proposal to Join Our Call to Action - NPF
Attachments: GoA Call to Action.pdf

REMINDER: If you are interested in signing onto the Call to Action, please reply to this email and include your logo

Good afternoon,

I am writing to you today, with a proposal to join our Call to Action to the Government of Alberta to halt the idea of a new provincial police service and to invest the proposed new monies into underfunded critical services within Alberta. This injection of funding would have a larger and more immediate impact within our communities to improve community safety and the health and well-being of all Albertans.

As you are aware, the Government of Alberta is reviewing the possibility of transitioning away from the RCMP to a new Alberta Provincial Police Service (APPS). Last year, they released a [Transition Study](#), which outlined potential exorbitant costs, including \$366 million in one-time transition costs over six-years and \$139 million in additional policing costs annually, increasing with inflation. With that said, over just a six-year period costs would total over \$1.2 billion.

Through [polling](#) that the NPF has conducted over the past year, it is clear that Albertans feel the same with. An overwhelming 84% of Albertans support retaining the RCMP and believe the Government of Alberta should instead focus on addressing the root causes of crime and improving social services.

As the Government of Alberta continues to consult and push the idea of a new and expensive police service forward, now is the time for all impacted stakeholders to come together to tell the government that the proposed money would be better invested into critical services to address under resourcing, staffing shortages, and the lack of social support programs.

Attached to this email is a draft of the Call to Action to the government for your review.

Our goal is to have stakeholders sign on and to release publicly in a joint effort.

If you are interested in signing onto the Call to Action, please reply to this email and include your logo for use which will be added to the Call to Action, as soon as possible.

If you have any questions, comments, or concerns, please don't hesitate to contact me.

Maryanne King

Policy Advisor | Conseiller Politique

National Police Federation | Fédération de la Police Nationale

(587) 672-0695

<https://npf-fpn.com>

The NPF has moved! La FPN a déménagé!

**Our new head office address is: / L'adresse de notre nouveau siège social est :
220 Laurier Avenue West/Ouest**

8th Étage – Suite 800

Ottawa, Ontario

K1P 5Z9



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**

 @NPFFPN

 NPF_FPN

 nationalpolicefederation

 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.
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April XX, 2022

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
 - *Expand Police and Crisis Teams with police and Alberta Health Services*
 - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
 - *Ensure timely trials by prioritizing violent over non-violent crimes*
 - *Hire more Crown prosecutors and appoint more Provincial Court Judges*



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May 25, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Alberta Provincial Police Force

Minister Shandro, Town of Tofield Council have attended the Presidents Summit, read, and reviewed the Price Waterhouse Cooper report, and have attended municipal engagement sessions on the proposed Provincial Police Force, all of which have discussed and debated the merits of Provincial Policing.

Minister, please note: Town of Tofield Council in no way supports this initiative to replace the RCMP with an Alberta Provincial Police Force.

The rationale behind this seems poorly timed and ill researched. The Fair Deal panel provided, in our opinion, solid evidence for this potential project to be halted and not further investigated. For review, at the time of results 65% of respondents were not in support of this initiative. Once again, in our opinion, this should have been a large enough response to have negated taking this process any further.

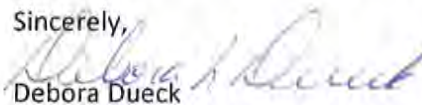
In a time of already uncertain economic forecasts, this seems to be short sighted. The costs to have a transfer to a Provincial Policing Force would be astronomical. Considering these potential costs as well as the current Police Funding Model which we must now shoulder does not sit well with Council and does not sit favorably with the community. Respectfully, this initiative seems to be somewhat tone deaf.

The RCMP have proven to be a pillar of strength, guidance, and protection not only for our community but the Province as a whole. It is without question that Tofield Council support our local detachment of exceptionally skilled and hard-working individuals, but also the members across our fine Province of Alberta.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
Page 2

Minister Shandro, Tofield Council respectfully implore you reconsider the movement to a Provincial Policing Force. Tofield stands in solidarity with our friends at the Town of Mundare, as well as the other numerous Alberta Municipalities who have voiced similar concerns. We ask that you instead look to strengthen and improve your work with the RCMP for the true betterment of our Province.

Sincerely,



Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



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May 26, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 ST
Edmonton, AB
T5J 2Y2


Re: Alberta Utility Fees

The following correspondence is being sent in a movement of solidarity. There have been multiple municipalities across Alberta who have reached out with grave concern, regarding the rising fees for both electricity and natural gas.

In a time of extreme economic downturn, supply shortages and employment volatility, the fee increases appear to be exceptionally short sighted. The province of Alberta and its hardworking people have been wrought with challenges over the past two years, and this is simply providing further stress and instability to the people of this province.

Mayor and Council for the Town of Tofield implore the Commission to truly review the fees and the charges being unfairly downloaded to the Alberta residents. In what has proven to be the most challenging time of many people's lives, these life essential utilities should not be viewed as an opportunity for profit.

Sincerely,


Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA

Kim Neill

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: May 27, 2022 10:34 AM
Subject: INVITATION TO REQUEST A MEETING WITH THE MINISTER- 2022 AM FALL CONVENTION

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2022 AM Fall Convention, scheduled to take place at the Calgary Convention Centre from September 21 – 23, 2022. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than July 8, 2022.

In your meeting request, please be sure to include one specific policy item or issue your municipality would like to discuss with the Minister

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Stakeholder Relations
Municipal Affairs

BOARD HIGHLIGHTS

Board of Trustees Meeting

May 24, 2022

2022-2023 Budget

The 2022-2023 Operating and Capital budget was passed unanimously by the Prairie Land Board of Trustees on May 24, 2021. An operating surplus of \$876,940 will enable the support of additional capital purchases that will provide upgrades to fleet vehicles, maintenance equipment, activity buses for extracurricular events, and additional funds to augment the future retrofit of the Morrin gymnasium into a CTS facility. These capital commitments will reduce the surplus by \$1.2 million for a net draw on operational reserves of \$323,057 which will be submitted to the Minister of Education for approval.

2022-2025 Education Plan

The Board of Trustees passed a motion to approve the 2022-2025 Education Plan. This document was developed as a result of the community assurance meetings, in addition to staff, public and student surveys. The Board would like to thank the committee members and the school communities for their input and work into the assurance framework. Please visit the Prairie Land website at www.plrd.ab.ca for it and any further information that you may require.

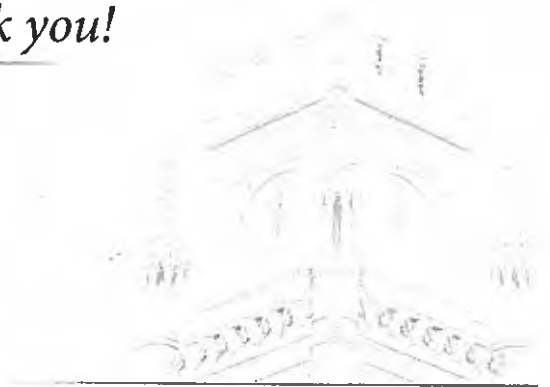
For additional information please contact: Cam McKeage, Superintendent of Schools, Prairie Land Public School Division 403.854.4481



Damien C. Kurek

Battle River-Crowfoot
1-800-665-4358
damien.kurek@parl.gc.ca
@dckurek

Thank you!



Meyer, Council, + Admin
Thank You for your
hospitality and allowance
to host my recent town-
hall in your council chambers
It was great to connect with
our shared constituents.

Keep up the good work!

D. Kurek



MAYOR VACANT
PO BOX 430 202 - 1ST ST. WEST
HANNA AB T0J 1P0

Ottawa, June 2022

Dear MAYOR VACANT and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at shannon.stubbs@parl.gc.ca, M.P. Kurek at damien.kurek@parl.gc.ca, or M.P. Gourde at jacques.gourde@parl.gc.ca.

Thank you for your time.

Shannon Stubbs, M.P.
Shadow Minister for Rural Economic Development
and Rural Broadband Strategy
Lakeland

Damien C. Kurek, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Battle River—Crowfoot

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