



AGENDA

Town Council

November 10, 2021 - 5:00 PM
Town Administration Building -
Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY, NOVEMBER 10, 2021 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA

Page

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

3.1 Minutes of Regular Council October 26, 2021

4 - 12

[RFD 3.1 Minutes](#)

[RFD 3.1 2021 10 26 Minutes of Organizational Meeting](#)

[RFD 3.2 2021 10 26 Minutes of Regular Council Meeting](#)

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1 [RFD 7.1 Council Meeting Dates and Times](#)

13 - 14

7.2	RFD 7.2 2021 Interim Operating Budget	15 - 18
	RFD 7.2.1 Salary Ranges comparison	
	RFD 7.2.2 Salary Ranges comparison with 4% increase	
7.3	RFD 7.3 Member on Board Request	19 - 21
	RFD 7.3.1 Rimbey Adult Learning Request	
7.4	RFD 7.4 Parkland Regional Library Proposed Budget 2022	22 - 42
	RFD 7.4 PRLS Proposed Budget 2022	

8. REPORTS

8.1. Department Reports

	RFD 8.1 Department Reports	43
8.1.1	Chief Administrative Officer Report	44
	RFD 8.1.1 Chief Administrative Officer Report	
8.1.2	Director of Finance Report	45
	RFD 8.1.2 Payable Listing Nov 02, 2021	

8.2. Boards/Committee Reports

to accept the FCSS Meeting Minutes, as information.

	RFD 8.2 Boards Committee Reports	46 - 51
	RFD 8.2.1 FCSS Meeting Minutes September 2021	

8.3. Council Reports

	RFD 8.3 Council Reports	52
8.3.1	Mayor Pankiw's Report	53
	RFD 8.3.1 Mayor Pankiw's Report	
8.3.2	Councillor Clark's Report	54
	RFD 8.3.2 Councillor Clark's Report	
8.3.3	Councillor Coston's Report	55
	RFD 8.3.3 Councillor Coston's Report Template	
8.3.4	Councillor Curle's Report	56
	RFD 8.3.4 Councillor Curle's Report	
8.3.5	Councillor Rondeel's Report	57
	RFD 8.3.5 Councillor Rondeel's Report	

9. CORRESPONDENCE

10. OPEN FORUM

(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

11. CLOSED SESSION - FOIP Section 16(1) Disclosure harmful to business interest

12. ADJOURNMENT



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	November 10, 2021
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Organizational Council October 26, 2021 3.2 Minutes of Regular Council October 26, 2021
Recommendation	Motion by Council to accept the Minutes of the Organizational Council Meeting of October 26, 2021, as presented. Motion by Council to accept the Minutes of the Regular Council Meeting of October 26, 2021, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 2, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 2, 2021

Date



MINUTES

Organizational Meeting

Tuesday, October 26, 2021 - 5:00 PM
Town Administration Building - Council Chambers

1. CALL TO ORDER ORGANIZATIONAL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Public: (0) members of the public

2. AGENDA APPROVAL AND ADDITIONS

Motion 207/21

Moved by Councillor Clark to accept the Agenda for the October 26, 2021 Organizational Meeting, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3. GENERAL ITEMS

Motion 208/21

Moved by Councillor Curle to schedule the Regular Council Meetings for every second and fourth Thursday of the month at 5:00 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 209/21

Moved by Councillor Rondeel to schedule Regular Council Meetings in July and August of 2022 on the fourth Thursday of the month at 5:00 p.m.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 210/21

Moved by Councillor Clark to schedule the Regular Council Meeting in December 2021 on the first Thursday of the month at 5:00 p.m.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 211/21

Moved by Councillor Coston to schedule the Regular Council meeting on the fourth Thursday of January and February at 1:00 p.m. to allow the elementary schools to attend the Council meeting during school hours.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4. APPOINTMENTS

Motion 212/21

Moved by Councillor Coston to accept the appointments of Mayor and Councillors to the Boards and Committees.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 213/21

Moved by Councillor Rondeel to appoint Faith Pilgrim, MaryAnn Josephson and Bill Coulthard to the Rimbey Family and Community Support Services Board for the period of October 27, 2021 to the next Organizational Meeting in 2022.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 214/21

Moved by Councillor Clark to appoint Janet Carlson and Allan Tarleton to the Bylaw Committee from October 27, 2021 to the next Organizational Meeting in 2022 and to advertise in the Rimbey Review and on the Town website for the vacant position.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4.4. Deputy Mayor Position

Motion 215/21

Moved by Councillor Coston to change the term for the position of Deputy Mayor to one year and to discuss at the next Organizational meeting in 2022.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 216/21

Moved by Councillor Clark to appoint Councillor Lana Curle as Deputy Mayor for the first term.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 217/21

Moved by Mayor Pankiw to schedule the Strategic Planning Meeting to be held on Saturday, November 6, 2021 at 10:00 am in Council Chambers.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

5. ADJOURNMENT

5.1. Adjournment

Motion 218/21

Moved by Mayor Pankiw to adjourn the meeting at 5:25 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer



MINUTES

Town Council Meeting

Tuesday, October 26, 2021 - 5:00 PM
Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:25 p.m. with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Public: (0) members of the public

2. AGENDA APPROVAL AND ADDITIONS

Motion 219/21

Moved by Councillor Curle to accept the agenda of the Regular Council Meeting of October 26, 2021, as amended.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3. MINUTES

3.1. Minutes of Regular Council September 14, 2021

Motion 220/21

Moved by Councillor Rondeel to accept the Minutes of the Regular Council Meeting of September 14, 2021 as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

Motion 221/21

Moved by Mayor Pankiw to approve an increase of 4% from 16% to 20% to the Fortis Alberta Franchise Fee, for the 2022 budget year.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 222/21

Moved by Councillor Coston to reduce the arena concession rate to \$350 plus GST per month until the current provincial capacity and dining restrictions are relaxed or lifted.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 223/21

Moved by Councillor Curle to reduce the Rimbey Nursery School annual lease payment from \$3,443.66 plus GST to \$286.97 plus GST for the 2021 year, due to the COVID-19 circumstances and resulting reduction in enrollment.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.4. Alberta Transportation Update - ADDITION

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 224/21

Moved by Councillor Clark to accept the department reports, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 225/21

Moved by Councillor Curle to accept the Tagish Engineering Ltd. projects status update to October 14, 2021; Parkland Regional Library Meeting Minutes September 16, 2021; PRLS Board Talk September 16, 2021; Parkland Regional Library Proposed Budget 2022; and the FCSS June 17, 2021 Board Minutes, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.3. COUNCIL REPORTS

9. CORRESPONDENCE

Motion 226/21

Moved by Councillor Curle to accept the correspondence from Mayor Terry Leslie, the Town of Sundre, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 227/21

Moved by Councillor Clark to adjourn the meeting at 6:12 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.1
Council Meeting Date	November 10, 2021
Subject	Council Meeting Dates and Times
For Public Agenda	Public Information
Background	<p>At the last Organizational Council Meeting held on October 26, 2021 the following motions were made:</p> <p><i>Motion 208/21</i> <i>“Moved by Councillor Curle to schedule the Regular Council Meetings for every second and fourth Thursday of the month at 5:00 pm.</i></p> <p><i>Motion 209/21</i> <i>Moved by Councillor Rondeel to schedule Regular Council Meetings in July and August of 2022 on the fourth Thursday of the month at 5:00 p.m.</i></p> <p><i>Motion 210/21</i> <i>Moved by Councillor Clark to schedule the Regular Council Meeting in December 2021 on the first Thursday of the month at 5:00 p.m.</i></p> <p><i>Motion 211/21</i> <i>Moved by Councillor Coston to schedule the Regular Council meeting on the fourth Thursday of January and February at 1:00 p.m. to allow the elementary schools to attend the Council meeting during school hours.</i></p> <p>After some consideration, Mayor Pankiw has requested Council consider changing the Regular Council Meetings from every second and fourth Thursday to every second and fourth Monday or Wednesday.</p>
Relevant Policy/Legislation	<p>MGA 192(1) MGA 193 (1), (2), (3)</p>
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council schedule the Regular Council meetings for every second and fourth Monday of the month at 5:00 pm, unless it falls on statutory holiday and then the meeting would be moved to the following Wednesday. 2. Administration recommends Council schedule the Regular Council meetings in July and August of 2022 on the fourth Monday of the month at 5:00 pm. 3. Administration recommends Council schedule the Regular Council meetings in December 2021 on the second Monday of the month at 5:00 pm.



TOWN OF RIMBEY REQUEST FOR DECISION

- 4. Administration recommends Council schedule the Regular Council meetings on the fourth Monday of January and February at 1:00 pm to allow for the elementary schools to attend the Council meeting during school hours.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 3, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 3, 2021

Date



Council Agenda Item	7.2
Council Meeting Date	November 10, 2021
Subject	2022 Interim Operating Budget and Three Year Financial Plan
For Public Agenda	Public Information
Background	The Municipal Government Act Section 242 states that each Council must adopt an operating budget for each calendar year. If an operating budget is not adopted by January 1, Council may adopt an interim operating budget. The interim operating budget will be in effect until the final operating budget is adopted.
Discussion	<p>The Town of Rimbey typically schedules budget deliberations in March after the final property assessments have been received. Since the 2022 Operating Budget will not be adopted until April of 2022, Administration is presenting the 2021 Operating Budget as the 2022 Interim Operating Budget with one revision.</p> <p>Council and staff salaries for 2021 remained at 2020 levels with no cost of living or merit increases. The actual inflation rate in Alberta for 2020 was 1.1% and for 2021 is predicted to be at least 4.0%.</p> <p>The Town of Sunde conducted a salary comparison study in January 2021. The study included 12 Alberta municipalities and compared the salary ranges for each municipality. Attached is a comparison of the Town of Rimbey salary ranges to the study results. The mid-point in each Town of Rimbey salary range is consistently lower than the average base salary of all municipal salaries used in the study.</p> <p>Administration is requesting that a cost of living increase of 4% for all staff and Council be implemented as part of the 2022 Interim Operating Budget. Salary increases would be effective January 1, 2022. Any applicable merit increases would be included in the regular budget deliberations in March of 2022.</p>
Relevant Policy/Legislation	MGA 242 (1) (2) (3)
Options/Consequences	<ol style="list-style-type: none"> 1. Adopt the 2022 Interim Operating Budget and Three Year Financial Plan as presented with a 4.0% cost of living increase as of January 1, 2022. 2. Adopt the 2022 Interim Operating Budget and Three Year Financial Plan without the 4.0% cost of living increase. 3. Adopt the 2022 Interim Operating Budget and Three Year Financial Plan with other revisions.
Financial Implications	2021 Operating budget with an increase to expenses of \$75,680 to reflect a 4.0% cost of living increase.



TOWN OF RIMBEY REQUEST FOR DECISION

Attachments	2022 Interim Operating Budget and Three Year Financial Plan Salary Range Comparisons
Recommendation	To adopt the 2022 Interim Operating Budget and Three Year Financial Plan as presented with a 4.0% cost of living increase as at January 1, 2022.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 5, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 5, 2021

Date

**TOWN OF RIMBEY
SALARY RANGES COMPARISON (2021)**

Occupation Title	Town of Rimbey	Sundre Survey	
	Mid range	Average	% Difference
Mayor (Base Pay)	24,267	27,043	11.44%
Deputy Mayor (Base Pay)	16,828		
Councillor (Base Pay)	15,514	13,549	-12.67%
Chief Administrative Officer	86.65	88.03	1.59%
Director of Finance	59.38	61.44	3.47%
Director of Community Services	47.16	50.38	6.83%
Director of Public Works	47.25	52.03	10.12%
Executive Assistant	30.19	36.79	21.86%
Office Admin 1 (Entry level)	22.66	30.79	35.88%
Office Admin 2	25.66	33.21	29.42%
Office Admin 3	28.68	40.94	42.75%
RCMP Admin 1	22.66	30.79	35.88%
Recreation Secretary	22.66	30.79	35.88%
Recreation Building Attendant	22.66	28.26	24.71%
Arena Operator 1	22.66		
Arena Operator 2	25.66	28.26	10.13%
Arena Operator 2/Pool Manager	30.84	37.05	20.14%
Public Works Admin 1	22.66	30.79	35.88%
Equipment Operator 1	22.66	26.33	16.20%
Equipment Operator 2	25.66	31.36	22.21%
Equipment Operator 3	28.68	40.15	39.99%
Utility Operator 1	26.54	28.33	6.74%
Utility Operator 2	28.68	34.87	21.58%
Summer Staff	18.87	16.04	-15.00%

TOWN OF RIMBEY
SALARY RANGES COMPARISON WITH 4% INCREASE

Occupation Title	Town of Rimbey	Sundre Survey	
	Mid range	Average	% Difference
Mayor (Base Pay)	25,268	27,043	7.03%
Deputy Mayor (Base Pay)	17,501		
Councillor (Base Pay)	16,135	13,549	-16.03%
Chief Administrative Officer	90.11	88.03	-2.31%
Director of Finance	61.75	61.44	-0.50%
Director of Community Services	49.04	50.38	2.73%
Director of Public Works	49.14	52.03	5.88%
Executive Assistant	31.39	36.79	17.20%
Office Admin 1 (Entry level)	23.56	30.79	30.69%
Office Admin 2	26.68	33.21	24.48%
Office Admin 3	29.82	40.94	37.29%
RCMP Admin 1	23.56	30.79	30.69%
Recreation Secretary	23.56	30.79	30.69%
Recreation Building Attendant	23.56	28.26	19.95%
Arena Operator 1	23.56		
Arena Operator 2	26.68	28.26	5.92%
Arena Operator 2/Pool Manager	32.07	37.05	15.53%
Public Works Admin 1	23.56	30.79	30.69%
Equipment Operator 1	23.56	26.33	11.76%
Equipment Operator 2	26.68	31.36	17.54%
Equipment Operator 3	29.82	40.15	34.64%
Utility Operator 1	27.60	28.33	2.64%
Utility Operator 2	29.82	34.87	16.93%
Summer Staff	19.62	16.04	-18.25%

	REQUEST FOR DECISION
-----------------------------------------------------------------------------------	----------------------

Council Agenda Item	7.3
Council Meeting Date	November 10, 2021
Subject	Ponoka & Rimbey Adult Learning Board Member Request
For Public Agenda	Public Information
Background	Administration received a letter from Tanya Mercredi from the Ponoka & Rimbey Adult Learning requesting a representative join their board as they currently have only one (1) board member from the Rimbey area.
Discussion	<p>Council members sit on various committees and boards throughout the community. These appointments are discussed and appointed at the Organization Meeting held each October.</p> <p>Meetings are held every 3rd Monday of the month at 1:30 pm, usually lasting about 1 hour.</p> <p>Administration recommends Council determine if they wish to appoint one member of Council to the Ponoka & Rimbey Adult Learning Board. The appointment would commence immediately and would continue until the Town of Rimbey Organizational Meeting in October 2021 when all Board and Committee appointments are reviewed.</p>
Attachments	Email from Tanya Mercredi with Ponoka & Rimbey Adult Learning
Recommendation	Council determine if they wish to appoint one (1) member to the Ponoka & Rimbey Adult Learning Board.

Prepared By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

November 2, 2021
 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

November 2, 2021
 Date

Bonnie Rybak

From: Tanya Mercredi <rimbey@adultlearningsociety.com>
Sent: Thursday, March 18, 2021 10:44 AM
To: Kathy; Rick Pankiw
Subject: Board Member Request

Good morning. I'm wondering if the Town of Rimbey would consider having a representative join our board? Ponoka & Rimbey Adult Learning Society has been active in Rimbey for almost 40 years, bringing valuable learning opportunities to our community. We have only one representative on our Board from the Rimbey area and I would like to change that.

Ponoka & Rimbey Adult Learning is one society with two branches. We are part of the Community Adult Learning Program (**CALP**). **CALP's** are grassroots community-based organizations funded by Alberta Advanced Education to provide, promote and increase access to learning opportunities for **foundational learners** in areas such as:

- Adult Literacy
- Numeracy
- English Language Learning
- Basic Digital Skills
- Community Capacity Building
- Skills for Learning

Who is a *foundational learner*? These individuals struggle to perform basic tasks, such as reading a medicine label or filling out a job application and often face personal, cultural, social or economic challenges that create barriers to their participation in learning. These learners are also hard to reach and engage in learning, and due to the complexity of their lives, are difficult to retain in foundational programs. Adults with limited foundational skills are more likely to live in poverty and experience social isolation, health problems, encounters with the justice system, and other adverse socio-economic issues. Reaching these learners can be a difficult task because we don't always know who they are, but our community partners do, so we want to do our best to help everyone understand our goal. Empowering foundational learners to improve their lives helps our community as a whole.

We also host a variety of community capacity-building projects throughout the year either on our own or collaborating with other community groups. We have a few great programs coming up the first is in partnership with Rimbey Neighbourhood Place and Evergreen Co-op called The Cooking Circle - Exploring Rimbey's cultural diversity through food. It should be a lot of fun! The second is an Indigenous Awareness seminar (online) that will provide a certificate that can be applied towards professional learning for those who are mandated to do so.

Our second branch is Campus Alberta Central (**CAC**). **CAC** brings post-secondary programs to our community through regional stewardship with Olds and Red Deer College. Many of the programs offered are online or blended meaning students can remain in their own community. Programs that require in-person attendance such as Health Care labs are done at the Ponoka Learning Centre.

In the last two years, we have offered post-secondary programs such as

Council Agenda Item 7.3

- Health Care Aide (another one will be coming Spring of 2022)
- Heavy Equipment Operators
- Management Skills for Supervisors
- Trauma-Informed Educators Certificate

Other programs (and potential programs) coming up are

- Licensed Practical Nursing (this fall)
- Accounting Technician
- Drone Piloting for Farmers
- Office Administration Certificate and more.

We would welcome a representative from the Rimbey area. Currently, meetings are once a month online between August and June (we are closed for the month of July).

Thank you for your time. Should you have any questions, please do not hesitate to contact me at your convenience.

--

Warm regards,

Tanya Mercredi

Pronouns: She/Her

Ponoka & Rimbey Adult Learning Coordinator

Your Community Partner in Lifelong Learning

Phone: 403 843-3201

Email: rimbey@adultlearningsociety.com

Website: ponokarimbeyalc.com


Facebook: <https://www.facebook.com/RimbeyAdultLearningandFamilyLiteracy/>

This message may contain confidential information and is intended for the individual named. If you have received it by mistake, please delete it and inform the sender. Thank you.



	REQUEST FOR DECISION
-----------------------------------------------------------------------------------	----------------------

Council Agenda Item	7.4
Council Meeting Date	November 10, 2021
Subject	Parkland Regional Library Proposed Budget 2022
For Public Agenda	Public Information
Background	The Town of Rimbey became a member of the Parkland Regional Library in November of 1997. The Town of Rimbey pays a cost per capita to be a member.
Discussion	<p>The Parkland Regional Library is requesting approval of the Proposed 2022 Budget.</p> <p>For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2021, at \$8.55 per capita. Prior years requisition was based on a population of 2,567 with the total requisition at \$21,948. Parkland Regional Library proposed 2022 budget is basing the \$8.55 per capita on a population of 2,720 with the total requisition at \$23,256.</p>
Relevant Policy/Legislation	Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3
Financial Implications	2022 requisition estimated at \$23,256.
Attachments	Parkland Regional Library Proposed Budget 2022
Recommendation	Administration recommends Council approve the Parkland Regional Library 2022 Proposed Budget estimated requisition for the Town of Rimbey at \$8.55 per capita, for a total of \$23,256.

Prepared By:	 <hr style="width: 60%; margin: auto;"/>	<u>November 5, 2021</u> Date
	Lori Hillis, CPA, CA Chief Administrative Officer	
Endorsed By:	 <hr style="width: 60%; margin: auto;"/>	<u>November 5, 2021</u> Date
	Lori Hillis, CPA, CA Chief Administrative Officer	



Proposed BUDGET 2022

Council Agenda Item 7.4

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

Present
Budget

		2021	2022
Income			
1.1	Provincial Operating Grant	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787
Cost of Services			
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)		3,478,487	3,536,451
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.36	8.55

Notes for the Parkland Regional Library System Budget 2022

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley libraries

Brief Notes – September 2022

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents and based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 Freight:* vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2021 level.

2.9 Internet Connection

Fees:

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland’s strategic plan.

2.11 Member Library

Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

operating funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

reduced slightly based on actual, includes professional development publications and library journals.

2.14 ILL Postage

Reimbursement for Libraries:

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from HQ’s.

2.15 Supplies purchased

Cataloguing/Mylar:

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

2.17 Workshop/Training:

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.

PRLS Circulating Collections

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland’s triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/ Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor

Maint. Expense:

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

3.11 Salaries-Employee

Benefits:

reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.

3.12 Staff Development:

renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

**Proposed 2022 Budget
 PARKLAND REGIONAL LIBRARY SYSTEM**

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System
 Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2022	
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets) (Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	B
	<hr/>	
	\$275,882	
<hr/>		
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C
	<hr/>	
	\$5,000	
<hr/>		
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C

Technology Reserve Budgeted for member library computers	\$68,070
	<hr/> \$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$33,759	B
Amortization expense anticipated (w/o building amount) <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
	<hr/> \$113,341	

	REQUEST FOR DECISION
-----------------------------------------------------------------------------------	----------------------

Council Agenda Item	8.1
Council Meeting Date	November 10, 2021
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi monthly advising Council of the work progress for the time period.
Discussion	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report
Recommendation	Motion by Council to accept the department reports, as information.


Prepared By:



Lori Hillis, CPA, CA
Chief Administrative Officer

November 2, 2021
Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer

November 2, 2021
Date



Highlights

Municipal Election:

- Congratulations to Mayor Pankiw and Councillors Wayne Clark, Jamie Coston, Lana Curle, and Gayle Rondeel on their successful election to Rimbey Town Council.

Meetings:

- Attended a presentation from Eco Tree at Ponoka County Office on Urban Farming and tree recycling. Eco Tree will be coming to a future Council meeting to present their ideas.
- Met with Fortis and Alberta Transportation regarding the ownership of the streetlights on Highway 53 and 20A. We have clear ownership of the lights along Highway 53 and we will be asking for ownership of the lights along Highway 20A.

Staffing:

- Welcome to Erin Davis who has been hired to fill the vacation position at the Town Office.

Lori Hillis
Chief Administrative Officer

Council Board Report 8.1.2
Council Agenda Report

Supplier : 1020405 to ZIM1598
Fund : 1 GENERAL FUND
Include all Payment Types : Yes

Date Range: 22-Oct-2021 to 02-Nov-2021
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
556436 Alberta Ltd.	47678	29-Oct-2021	Central Sharpening - sharpen ice knife/etc	351.75
Alsco	47679	29-Oct-2021	Alsco - janitorial supplies	308.18
AMSC Insurance Services Ltd.	47680	29-Oct-2021	AMSC Insurance - mayor/council - Nov.2021	39.04
AN Adventure Distribution & Consulting	47681	29-Oct-2021	An Adventure - safety glasses	69.30
Animal Control Services	47682	29-Oct-2021	Animal Control- July 2021 inv.	1,428.00
Blakely,Katherine	47683	29-Oct-2021	Kathy Blakely - 2021 Mun. Election Services	2,651.00
Border Paving Ltd.	47684	29-Oct-2021	Border Paving Ltd - cold mix	1,018.45
Canadian Pacific Railway Company	47685	29-Oct-2021	CP Rail - Hoadley crossing	296.00
Cimco Refrigeration	47686	29-Oct-2021	Cimco Refrigeration - Rec Centre - renewal agree	3,702.73
Hillis,Lori	47687	29-Oct-2021	Lori Hillis - advanced voting - lunch	390.19
Imperial Esso Service (1971)	47688	29-Oct-2021	Imperial Esso - propane - arena	79.00
Kinsmen Club of Rimbey	47689	29-Oct-2021	Kinsmen Club of Rimbey - 2022 calendar	199.50
Longhurst Consulting	47690	29-Oct-2021	Longhurst Consulting - Oct. 2021 inv.	2,092.65
MCKINLAY,HEIDI	47691	29-Oct-2021	Heidi McKinlay - facility deposit refund	100.00
Municipal Property Consultants (2009) Ltd.	47692	29-Oct-2021	Municipal Prop. Consultants - Nov. 2021 inv.	3,578.35
New Can Truck Parts	47693	29-Oct-2021	New Can Truck Parts - Unit 52 - 2015 F550 - brai	1,470.00
Nikirk Bros. Contracting Ltd.	47694	29-Oct-2021	Nikirk - topsoil	8,139.60
Ponoka County	47695	29-Oct-2021	Ponoka County - July-Aug-Sept 2021 - tippage fe	4,135.60
Rimbey Furnace Care & Gas Fitting Ltd.	47696	29-Oct-2021	Rimbey Furnace Care - Town Office - supplies/lal	487.20
Rimbey Trees	47697	29-Oct-2021	Rimbey Trees - 23 swedish aspen	6,641.25
Sanitec	47698	29-Oct-2021	Sanitec - supplies	168.66
SHERWIN-WILLIAMS CO.	47699	29-Oct-2021	Sherwin Williams - paint thinner/road painting	225.17
Staples Professional	47700	29-Oct-2021	Staples Professional - supplies	66.30
Sunbelt Rentals of Canada Inc	47701	29-Oct-2021	Sunbelt Rentals - winterizing lines - RV park	232.91
TELUS CUSTOM SECURITY SYSTEMS	47702	29-Oct-2021	Telus Custom Security - service call - move key p	275.63
TOWLE,TAYLOR	47703	29-Oct-2021	Taylor Towle - election services	100.00
True Way Tire Ltd.	47704	29-Oct-2021	True Way Tire - Unit 14 - tire repair	26.25
Uni First Canada Ltd.	47705	29-Oct-2021	UniFirst - coveralls/supplies	116.10
Wolseley Industrial Canada INC	47706	29-Oct-2021	Wolseley - PW - bleach	1,046.59
Canada Revenue Agency	00085-0001	29-Oct-2021	CRA - deductions (Oct.10-23/21) Oct.29/21 biwee	13,221.19
INNOV8 DIGITAL SOLUTIONS INC.	00085-0002	29-Oct-2021	Innov8 - Sept.21 inv - copies - Town Office	643.94
LAPP	00085-0003	29-Oct-2021	LAPP - biweekly payroll Oct.298/21 (Oct.10-23/21	8,901.95
Meridian OneCap Credit Corp	00085-0004	29-Oct-2021	Meridian One-Camp - quarterly copier lease	1,977.15
Telus Communications Inc.	00085-0005	29-Oct-2021	Telus - Oct.10/21 - Beatty House	2,406.46
Total:				66,586.09



REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	November 10, 2021
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply minutes of their board meetings to Council for their information.
Discussion	8.2.1 FCSS Meeting Minutes of September 16, 2021
Recommendation	Motion by Council to accept the FCSS Meeting Minutes of September 16, 2021, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 4, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

November 4, 2021
Date

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
September 16, 2021
10:00 a.m. Best Western-Chateau Inn
5027 Lakeshore Dr., Sylvan Lake

PRESENT: N. Hartford, Chairperson (Virtual)
M. Josephson, Board Member
I. Steeves, Vice Chairperson
K. Maconochie, Recording Secretary
P. Makofka, Executive Director
G. Rondeel, Board Member
R. Schaff, Board Member
D. Noble, Board Member
F. Pilgrim, Board Member

REGRETS: B. Coulthard, Board Member

1. CALL TO ORDER
The meeting was called to Order by I. Steeves at 9:41 a.m.

2. APPROVAL OF AGENDA

21-09-01 MOTION: By: M. Josephson: That the agenda is adopted as presented or with the following changes.
11.12 Hazard Assessment
11.13 AHS Vaccination Policy
11.14 Vaccine Incentives

CARRIED

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

4. PREVIOUS MEETING MINUTES – June 17, 2021

21-09-02 MOTION: By: G Rondeel: That the Minutes of the June 17, 2021, Board Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

5.1 none

6. OLD BUSINESS

6.1 Mobile special Event Cart update:

We spent \$4393.00 on this project. The golf cart is stored in M. Josephson's garage.

6.2 40th Anniversary updates

Legacy Bench is installed on north side of the provincial building. Corporate wear (vest) is being ordered. Swag items on site, marketing plans underway, Events- BBQ, dedication ceremony & monthly themes are being planned & confirmed by November. L. Bousfield from Rimbey Review has proposed we could get \$7000.00 value of advertising for \$3500.00 as they would match our contribution. Radio advertising will be researched.

21-09-03 Motion: By: N. Hartford: \$7000.00 budget for advertising for 40th anniversary.

Seconded by: G Rondeel

CARRIED

6.3 HCA Education update- mannequin is on order.

Norquest College- Arlene Henkleman is ready to tutor for us. HR Coordinator has completed an update to the loan agreement on September 8, 2021.

6.4 Kits for Kids

24 KIDS helped this year, donations were up over last year.

6.5 FCSS new staff hired in 2021

Pictures passed around so staff and Board could put a face to a name.

6.6 Nav-Care update

21-09-04 Motion By: F Pilgrim to proceed with the Nav-Care program

CARRIED

7. FINANCE

7.1 September 16, 2021, Finance Committee Meeting Highlights

21-09-05 Motion: By: I Steeves That the Highlights of the September 16, 2021, Finance Committee Meeting be accepted as information.

CARRIED

8. WRITTEN REPORTS

8.1 Monthly Board Reports-did not review

8.2 Big Brothers Big Sisters – quarterly, did not receive reports

8.3 Catholic Social Services – quarterly, did not receive reports

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

21-09-06 Motion: By: F Pilgrim That the following policies be adopted and included in the policy manual.

- FCSS-0228.21 JD-Food Bank Intake Clerk
- FCSS-0229.21 JD-Human Resources
- FCSS-0230.21 JD-Health Care Program Assistant-2
- FCSS-0208.18 JD-Health Care Programs Assistant-1
- FCSS-0055.05 Program Manager Pay Grid

- FCSS-0196.19 JD-Community Programs Coordinator
- FCSS-0220.19 JD-On Call RN

CARRIED

21-09-07 Motion: By: F Pilgrim: That the following policy to be rescinded from FCSS/RCHHS Policy and placed in the Rescinded file on the server.

- FCSS-0198.10 JD-Healthy Families Home Visitor

CARRIED

Next meeting for QIRM: September 30 at 10:30 am.

10. DIRECTOR'S REPORT

21-09-08 Motion: By: D Noble That the Director's Report is accepted as information.

CARRIED

11. NEW BUSINESS

11.1 Senior Leadership Succession Plan:

21-09-09 Motion By: D Noble that we proceed with hiring a temporary contract position to shadow the current Executive Director and the outcome to be able to hire the individual as a F/T Executive Director to replace the current Executive Director in the future.

CARRIED

11.2 Staffing Re-Structure

21-09-10 Motion By: M Josephison to increase the Community Program coordinator job description to include a focus on programming and increase hours of work to 28 hours per week, beginning October 1, 2021.

Seconded by G Rondeel

CARRIED

21-09-11 Motion By: D. Noble to research talent needed, draft a job description and proposed budget for a data analyst position.

CARRIED

21-09-12 Motion By: M. Josephison to increase RN hours for teaching for a combined 4 days a week between RN and Executive Director and replace the hours on reception by another 14 hours per week (from 21 hours currently) for agency admin duties and job to be shared between 2 P/T staff effective October 1, 2021.

CARRIED

11.3 Rimbey Women's conference- request for admin support

21-09-13 Motion by: M. Josephison that RCHHS/FCSS offer administration support to the Rimbey Conference Committee for their 2022 annual conference and planning cycle.

CARRIED.

11.4 FCSSAA Virtual conference –

21-09-14 Motion by: F Pilgrim that the FCSS/RCHHS Board attend the virtual conference for FCSSAA on December 2 & 3, 2021 at the expense of the agency.

CARRIED.

11.5 Open for Business – Covid Re-launch plans

Waiting for announcements that may put more restrictions in place again.

11.6 HCA Appreciation event-

Movie and lunch plans set for October 17 in Sylvan Lake.

11.7 Authorization to Settle

21-09-15 Motion by: M Josephson to authorize C. Cutforth and/or P. Makofka to settle the matter before the courts on behalf of the agency.

Seconded by: R. Schaff

CARRIED.

11.8 Leased Space

Change in Procedure as our ministry will now be responsible for our lease and no longer under Alberta Infrastructure.

11.9 Nursing Student

90 hours between September and December to be completed in a volunteer capacity role and will prepare a Community Support Plan for mental health.

21-09-16 Motion by: G. Rondell to approve the special project proposed by MacEwan University nursing student for the fall of 2021.

11.10 Health Care Managers- Wellness Luncheon:

There were 13 guests that attended the luncheon on August 13th with a stress management presentation and gift bags were given out.

11.11 Truth & Reconciliation

The purpose of the truth and reconciliation acknowledgement was reviewed and t-shirts for board members and staff were distributed.

11.12 Hazard assessment- Board member-

Reviewed and updated for 2021.

11.13 Open for Business- COVID Re-launch Plans

21-09-17 Motion by: F. Pilgrim that all FCSS/RCHHS staff and volunteers be required

to follow current AHS POLICY #1189.

CARRIED.

11.14 Vaccine Incentives

No action taken at this time.

12. Workplace Health & Safety Committee – next Meeting: September 21, 2021, at 1:30 p.m.

13. Review of Statistics

- 13.1 2021 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2021
- 13.3 AHS (HC) & Private (HS) billing 2016-2021
- 13.4 AHS (HC) Client Totals & Hours 2016-2021
- 13.5 Private (HS) Client Totals & Hours 2016-2021
- 13.6 Food Bank Hamper Stats 2016-2021
- 13.7 Client Safety Reports – quarterly

21-09-18 MOTION: By: R. Schaff: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

- 14.1 McMan Grand Opening- Wetaskiwin office
- 14.2 FCSSAA Board Highlights
- 14.3 Alberta Government- ACCA 6000 new bed announcement
- 14.4 Thank you- Compassion fund

15. NEXT MEETING DATE: Board Meeting: October 21, 2021, November 18 & December 16, 2021.

16. ADJOURNMENT

21-09-19 Motion By: I Steeves: That the FCSS Board meeting adjourns at 12:27 p.m.

CARRIED

17. BOARD SHARING TIME

I Steeves, Vice Chairperson

K. Maconochie, Recording Secretary



REQUEST FOR DECISION

Council Agenda Item	8.3
Council Meeting Date	November 10, 2021
Subject	Council Reports
For Public Agenda	Public Information
Background	The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.
Attachments	8.3.1 Mayor Pankiw's Report 8.3.2 Councillor Clark's Report 8.3.3 Councillor Coston's Report 8.3.4 Councillor Curle's Report 8.3.5 Councillor Rondeel's Report
Recommendation	Motion by Council to accept the reports of Council, as information.
<p>Prepared By:</p> <p style="text-align: center;"><i>Lori Hillis</i></p> <p style="text-align: center;">_____</p> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"><u>November 2, 2021</u> Date</p> <p>Endorsed By:</p> <p style="text-align: center;"><i>Lori Hillis</i></p> <p style="text-align: center;">_____</p> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"><u>November 2, 2021</u> Date</p>	



Highlights

Date	Event	Details of Event
Oct 26,2021	Council Meeting	Regular Council Meeting and Organizational Meeting
Oct 26,2021	Meeting with Fortis, Alberta Transportation and Main Road	Met with CAO Hillis and these organizations to discuss ownership of street lights on Highways 53 and 20a
Oct 27, 2021	Rimoka Meeting	Organizational meeting and Regular Rimoka Meeting
Nov 6, 2021	Strategic Meeting	Meeting with new Council to discuss strategy for next term
Nov 10, 2021	Regular Council Meeting	

Numerous commissionaire of oath's
Cheque Runs

Rick Wm. Pankiw
Mayor



Highlights

Date	Event	Details of Event
Mon. Nov. 1, 2021	Rimbey District Cops	No meeting are being held due to Covid
Wed. Nov. 10, 2021	Regular Council mt	Date changed due to Remembrance Day

Submitted by
Wayne Clark
Councillor



COUNCILLOR COSTON'S REPORT

Highlights

Date	Event	Details of Event
No written report received at time of publication of the agenda		

Submitted by
Jamie Coston
Councillor



Highlights

Oct 26	Town Council	Organizational meeting of new council, regular meeting of council
Oct 27	Rimoka board	Regular meeting of Rimoka board, held at Ponoka Town office.
Oct 31	Town Council	Halloween Block party, had 280 children attend, from 4-7PM
Nov 10	Town council	Regular meeting, held at Town of Rimbey Council Chambers

Submitted by Lana Curle,
Councillor



Highlights

Date	Event	Details of Event
October 21st	FCSS Regular board meeting	Discussed, covid restrictions, vaccinations, 40th anniversary plans
October 26th	Regular Council meeting and organizational meeting	Discussed meeting dates, committees, rent relief for renters in town facilities
October 31st	Halloween	Took part in the block party, lots of fun and some great costumes
November 4th	Chamber of Commerce	?
November 10th	Regular Council Meeting	See minutes

Submitted by
 Gayle Rondeel
 Councillor