



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, May 9, 2024 starting at 7:00 p.m.

**1. CALL TO ORDER**

**2. ACCEPTANCE OF AGENDA**

**3. DELEGATION**

- (a) 7:00 McGills Industrial Services

**4. ADOPTION OF THE PREVIOUS MINUTES**

- (a) April 11, 2024 Regular Council Meeting
- (b) April 23, 2024 Special Council Meeting

**5. POLICY & BYLAW REVIEW**

- (a) Policy Review
  - 4.3 Probationary Period
  - 4.4 Employee Benefits & Pension
  - 5.10 Information & Records Management

**6. BUSINESS**

- (a) Palliser - Development Officer Training
- (b) Utility Group Rates
- (c) Seniors Week June 3-9
- (d) Resident Letter Request – Field Posts
- (e) Firewood at campground
- (f) Summer Municipal Leadership Caucus
- (g) USP – Membership
- (h) ISDAB Training June 10th & 11th
- (i) Weed Spraying - Quote

**7. FINANCIAL**

- (a) April 2024 Bank Reconciliation and Cheque Listing

**8. COMMITTEE REPORTS**

**9. CAO, JG Water & PW Reports**

**10. CORRESPONDENCE**

- (a) Canadian Sustainability Standards Board (CSSB) Sustainability and RMs Explainer
- (b) WHMB - AHPP Response

**11. ADJOURNMENT**

Next Meeting: Thursday June 13, 2024 (Council Chambers and via. Conference call)

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, April 11, 2024**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, April 11, 2024, commencing at 6:30 pm

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IN ATTENDANCE Councillors: Les Schultz, Tim Frank, Coralee Schindel  
Elizabeth Santerre (CAO)  
0 person via conference call  
2 people in attendance

CALL TO ORDER The meeting was called to order at 6:37 pm

ACCEPTANCE OF  
AGENDA

2024-04-11-838 MOVED by Councillor Frank to accept Agenda as presented

CARRIED

MUNICIPAL  
PLANNING

COMMITTEE

2024-04-11-839

217 2<sup>nd</sup> Ave West – Accessory Building Extension

MOVED by Councillor Schultz to approve the Extension Request for the Development permit for 217 2<sup>nd</sup> Ave West

CARRIED

2024-04-11-840

213 3<sup>rd</sup> Ave East – Accessory Building

MOVED by Councillor Frank to deny at this time until suggested options are conveyed to the land owner

AMMENDED by Councillor Schindel to include that we would offer them the option of approving this development permit with the condition of there being a fence surrounding the lot first or they can join titles and fence it later, or the third option is they could place the shed on their existing property

CARRIED

DELEGATION

2024-04-11-841

Kelita – Animal License

MOVED by Councillor Schindel to approve the animal license for a third animal with the condition that the animal will be permit as soon as possible

CARRIED

2024-04-11-842

Rupert Biggs – Animal License

MOVED by Councillor Schultz to approve the third animal, the cat, for that resident

CARRIED

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, April 11, 2024**

APPROVAL OF  
MINUTES

2024-04-11-843

February 27, 2024 Public Meeting Minutes

MOVED by Councillor Frank to approve the February 27, 2024 Public Meeting minutes

CARRIED

2024-04-11-844

March 5, 2024 Regular Council Meeting

MOVED by Councillor Schindel to approve the March 5, 2024 Regular Council Meeting minutes

CARRIED

POLICY & BYLAW  
REVIEW

2024-04-11-845

Bylaw Review

- 557-24 Tax Rate Bylaw

MOVED by Councillor Schultz to accept this Tax Rate Bylaw as information at this time

CARRIED

Policy Review

The following Policies were reviewed without changes;

- 4.1 Employee Code of Ethics
- 4.2 Hiring Policy

BUSINESS

2024-04-11-846

WHMB – Request for Funds

MOVED by Councillor Schindel for the CAO to send the WHMB contribution the amount of \$3,505.00 from reserves and to include it as a line on our Capital Budget Plan

CARRIED

2024-04-11-847

Alberta Municipalities 2024 Public Risk Conference

MOVED by Councillor Frank to accept this as information at this time

CARRIED

July Council Meeting

2024-04-11-848

WRC – Unanimous Shareholder Agreement (USA)

MOVED by Councillor Frank accepting the agreement as presented

CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES

Thursday, April 11, 2024

2024-04-11-849 DEM Workshop - South Central  
MOVED by Councillor Schindel to approve the CAO attending the AEMA workshop April 17<sup>th</sup> in Airdrie

CARRIED

RECESS FROM 8:14pm to 8:24pm

FINANCIAL  
2024-04-11-850

March 2024 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Schultz to accept this as presented

CARRIED

2024-04-11-851

Interim Operating Budget 2024  
MOVED by Councillor Schindel to make the changes and bring back to a future meeting

CARRIED

2024-04-11-852

Capital Budget - 5 year Capital Plan - 10 year Capital Plan  
MOVED by Councillor Schultz for administration to make the changes to the Capital Budget, the 5 year Capital Plan, the 10 year Capital Plan as discussed and bring to the next meeting

CARRIED

COMMITTEE  
REPORTS  
2024-04-11-853

COMMITTEE REPORTS  
MOVED by Councillor Schultz to accept the Committee Reports as presented and they are to be put in the minutes and if people wish they can look them up and read them there

CARRIED

Coralee Schindel

Hussar Library Board - March 28, 2024 @ 7:00pm  
Financial Statement, and was approved. Dolly Parton Imagination Library - Does not come out here for the moment, but if enough people show interest they will. Library is looking into other avenues to bring it out here. The Charity Return is being worked on for 2023 and our Annual Return to Marigold was filed in February. 50/50 Tickets fundraiser has been approved for Summerdaze. Will be applying to AGLC now. Books for Roatan was a success. Copies of Speak were provided to the Grade 9 class, and the Cat and the Hat to Grade 1 students. There was also a \$100 donation and school supplies provided to the school. The students who attend the school are all from high risk families suffering from poverty and addiction. Most of the kids do not eat outside of school and have suffered through many abuses. The book provided to the Grade 9 students addresses some of these issues and

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES

Thursday, April 11, 2024

many students will be able to relate with the story. Summer Program was discussed and it will continue to be Tuesdays, potential dates July 9, 16, 23, 30 August 13 & 20. Considering a short program for Young Kids 1 day per month. Newsletter is still in the works so keep looking for it. 1000 Books Before Kindergarten or a similar program is in discussion for Hussar. Enquired if Playschool could be a Log check spot during the school year and was approved, as long as, the teacher is not running the program or responsible for overseeing it. Would prefer just to initial the logs and allow them to choose a prize from the supply Library monitors and upkeeps. Would need to pick another place for Logs to be checked outside Playschool and year round. Next meeting May 23, 2024 @ 7pm.

WFCSS Board Meeting - March 27, 2024 @ 7:00pm

Budget and finances are on track. Collective Cooking with teens has been a success, with 8 in attendance. Good Food Box had 42 boxes in March. Compass for the Caregiver had 3 in attendance and 4 virtual. Social Prescribing for Adults Link worker has been busy with referrals, 18 clients. Arc will be hosting a mental health BBQ May 11th. 5 for Life will be holding a cooking workshop for 2-5 year olds April 18th and more dates to follow. Collective Cooking May 4th session in Standard. Lunch & Learn Coop asked to partner to show how to use their new App to seniors. CVITP Tax Clinic dates March 18-22 and April 22-26. Elder Abuse Regional Awareness Committee is looking for Client Care Representative Staff. Currently the closest is Okotoks.

Next meeting - April 24, 2024

Tim Frank

The Drumheller and District Solid Waste Association will meet April 18th.

The Hussar Fire Association will meet June 3<sup>rd</sup> to plan for Summer Daze participation.

SAWEA Nothing to report.

Cemetery Board

Columbarium scheduled to be installed when conditions allow.

Wheatland Regional Corporation

WRC meeting April 3<sup>rd</sup>. Audited Financial Statement presented and accepted. Budget presented and accepted. AGM will be April 17 at Wheatland County Office. All Councils and CAO's are welcome.

Les Schultz – Wheatland Housing Management Body.

Since the last Council I have had three WHMB meetings to attend, March 14<sup>th</sup>, March 21<sup>st</sup>, and April 4<sup>th</sup>. Next meeting is next week April 18<sup>th</sup>. Our next meeting will also have top level staff and ministers of

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, April 11, 2024**

seniors housing from Edmonton at the meeting for clarification on some procedures and issues with the proposed new Lodge build. Should be interesting. Maybe they will share some good news about funding, but I doubt it. Most things to do with the proposed new lodge build are presented by the building committee to the board in a Draft Form and therefore discussed (In Camera) and cannot be relayed to anyone. Things are progressing well. The New Lodge will have approx. 114,000 sq.ft.of space and the Hospice will have approx. 8700 sq.ft. of space. The Lodge is at full capacity currently as usual, and things run quite smoothly with Vicky and Crystal and Christi at the helm. The lodge is filled to capacity, 89 rooms. All social housing is filled also with no vacancies in Sunset Haven, Giffen Manor or in Standard, Rockyford, Carseland or Gleichen. There are 49 on the wait list for seniors self-contained housing. Next meeting is April 18<sup>th</sup>.

**Community Futures Wild Rose**

I have had two meetings at CFWR since our last council, one was March 6<sup>th</sup> and the other was just on April 4<sup>th</sup>. Things have been very busy in the office with a couple of new staff that have fit in very well with the team and taken on their roles and responsibilities with enthusiasm. Everyone has put together a new Marketing and Awareness plan for this year and looks really good as the word is getting out there even though the organization has been around for 35 years.

The Investment Review committee has been very busy with all the applications coming in due to re-financing some RRRF loans and CERB loans which I believe were 36 loans and also a few more New Business loans were brought to the board for approval as they were over the limit that the IRC can approve. All in all the organization is thriving and busy and meeting the needs of the communities in the area that it serves. So much so that we had to transfer a million from one account into the investment account, and that's a good problem to have. And a lot of the new loans are a higher risk which is good and looks good to the head office. The loan report numbers are that there have been 13 loans paid out this fiscal at \$365,000.00 and the investment acct. Is at \$682,370.00 and the CFLIP acct. Is at \$3,800,686.91 (but we have transferred a million from this acct. To the Investment acct.)

Our next meeting will be in Beiseker at the community hall and from there we will go the Meadowlark Trail that runs through the area where we dedicate a bench to the memory of board member Karen Ursu that passed away last fall. (weather permitting at the call of the chair).

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES

Thursday, April 11, 2024

CAO REPORT  
2024-04-11-854

CAO, Public Works and JG Water Services Reports  
MOVED by Councillor Frank to accept the CAO, Public Works and JG  
Water Services reports as information

CARRIED

CORRESPONDENCE

Correspondence

The following Correspondence was discussed;

- (a) Budget 2024 Letter from Ric McIver
- (b) Palliser Permitting Announcement
- (c) Minister Letter – ICF Engagement
- (d) Keeping Political Parties out of Local Elections
- (e) 2024 Minister’s Awards for Municipal and Public Library  
Excellence
- (f) Provincial Educations Requisition Credit Program Extension
- (g) EPA Water Sharing Letter from Minister Schulz

2024-04-11-855

MOVED by Councillor Schultz to accept the correspondence as  
presented as information

CARRIED

CONFIDENTIAL  
2024-04-11-856

CONFIDENTIAL

MOVED by Councillor Schultz to go in-camera to discuss;  
Personnel Matter (as per s. 17(1) of the FOIP Act)  
TMJ Municipalities Agreement Renewal (as per s. 21(1) of the FOIP Act)

CARRIED

2024-04-11-857

MOVED by Councillor Schultz to come out of camera

CARRIED

2024-04-11-858

MOVED by Councillor Schultz to provide staff documentation on the  
matter as discussed

CARRIED

2024-04-11-859

MOVED by Councillor Schultz to sign the Memorandum of Agreement  
with the Minister of Transportation and Economic Corridors

CARRIED

ADJOURNMENT

Adjournment

Councillor Schultz adjourns the meeting at 10:45 pm

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, April 11, 2024

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Les Schultz  
Mayor

\_\_\_\_\_  
Elizabeth Santerre  
Chief Administrative Officer

DRAFT



**VILLAGE OF HUSSAR  
SPECIAL COUNCIL MEETING  
MINUTES  
Tuesday, April 23, 2024**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Tuesday, April 23, 2024, commencing at 7:00 pm

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IN ATTENDANCE

Councillors: Les Schultz, Tim Frank, Coralee Schindel  
Elizabeth Santerre (CAO)  
0 person via conference call  
1 people in attendance

CALL TO ORDER

The meeting was called to order at 7:03 pm

ACCEPTANCE OF  
AGENDA

2024-04-23-860

MOVED by Councillor Schindel to accept Agenda with the following additions to 1 (b) National Police Week and 1(c) McGill's Industrial Services

CARRIED

DELEGATION

2024-04-23-861

CONFIDENTIAL

MOVED by Councillor Schultz to go in-camera to discuss the Audited Financial Statements (Confidential as per s. 29(1) of the FOIP Act)

MOVED by Councillor Schultz to approve the Extension Request for the Development permit for 217 2<sup>nd</sup> Ave West

CARRIED

2024-04-23-862

MOVED by Councillor Schultz to come out of Camera

CARRIED

2024-04-23-863

MOVED by Councillor Schultz to accept our Audited Financial Statements as presented from Vista

CARRIED

BUSINESS

2024-04-23-864

Mother's Day

MOVED by Councillor Schindel to have Liz figure out a way to head to the Mother's Day event on Thursday May 9<sup>th</sup>, between 9:15 and 11:45am

CARRIED

2024-04-23-865

National Police Week

MOVED by Councillor Schindel to create a post recognizing May 13<sup>th</sup> to May 18<sup>th</sup> as celebrating National Police Week and to have Liz create in that post a photo collage or post some photos of past officers who have been involved in our community including the new guy

CARRIED

McGill's Industrial Services

VILLAGE OF HUSSAR  
SPECIAL COUNCIL MEETING  
MINUTES  
Tuesday, April 23, 2024

FINANCIAL

Operating Budget 2024

2024-04-23-866

MOVED by Councillor Schultz to accept Option 1 for our Operating Budget for 2024 as presented and Option A for our Tax Rate, Option A being 68% and 32%

CARRIED

Capital Budget 2024

2024-04-23-867

MOVED by Councillor Frank to approve our 2024 Capital Budget

CARRIED

5 year Capital Plan

2024-04-23-868

MOVED by Councillor Schultz to accept the 5 year Capital Plan as presented

CARRIED

10 Year Capital Plan

2024-04-23-869

MOVED by Councillor Schultz to approve the 10 Year Capital Plan

CARRIED

POLICY & BYLAW  
REVIEW

Bylaw Review

- 557-24 Tax Rate Bylaw

2024-04-23-870

MOVED by Councillor Frank to give first reading to bylaw 557-24 Tax Rate Bylaw Option 1a of the Taxation bylaw for the Village of Hussar

CARRIED

2024-04-23-871

MOVED by Councillor Schindel for second reading of bylaw 557-24 Tax Rate Bylaw Option 1a of the Taxation bylaw for the Village of Hussar

CARRIED

2024-04-23-872

MOVED by Councillor Frank to bring forth the bylaw 557-24 Tax Rate Bylaw Option 1a of the Taxation bylaw for the Village of Hussar for third reading

CARRIED

2024-04-23-873

MOVED by Councillor Schultz to bring forth bylaw 557-24 Tax Rate Bylaw Option 1a be read for a third and final time

CARRIED

ADJOURNMENT

Adjournment

Councillor Schultz adjourns the meeting at 8:25 pm

VILLAGE OF HUSSAR  
SPECIAL COUNCIL MEETING  
MINUTES  
Tuesday, April 23, 2024

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Les Schultz  
Mayor

\_\_\_\_\_  
Elizabeth Santerre  
Chief Administrative Officer

DRAFT

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# PROBATIONARY PERIOD

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to provide a period of time to evaluate the capabilities, attitude and work habits of a new employee.

## **Guidelines**

All employees are required to complete a probationary period prior to assuming permanent status.

The Village will use this period to evaluate the capabilities, attitude and work habits of a new employee.

The probationary period for a new employee is three months from the date of hire, with the exception of the CAO.

The probationary period for the CAO is six months from the date of hire.

The length of the probationary period may vary from the waiting period for benefits.

If during or at the conclusion of the probationary period, in the employer's opinion, the employee has performed unsatisfactorily or is otherwise unsuitable for the position, the employee may be terminated without notice or pay in lieu of notice. Written notice of such termination shall be given.

Council may extend a probationary period up to a maximum of one year (twelve months) from the date of hire.

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# EMPLOYEE BENEFITS & PENSION

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

Amendments: 2019-08-08-147, 2020-01-09-011; 2021-12-21-664

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## **Purpose**

The purpose of this policy is to inform employees of their eligibility for health benefits and pension provided by the Village.

## **Guidelines**

### HEALTH BENEFITS

The Village will provide a group health benefit plan to all eligible employees. Group plan health coverage and premium rates are negotiated by the Plan Administrator (CAO) and the benefit provider.

1. All permanent employees working a minimum of 20 hours per week are eligible to participate after a 3 month waiting period.
  - a. Council has the authority to waive the waiting period by way of resolution at a Regular Council meeting.
2. Employees with extended health and dental benefit coverage through another benefit provider may request approval from the CAO to opt out of the Village's Benefit coverage.
3. Temporary, Casual and Seasonal employees are not eligible for benefits.
4. Premiums for group benefits are shared 75% by the employer and 25% by the employee for the Extended Health Care, Dental Care and Group Life Insurance.
5. The Village will provide each employee with a group benefits information booklet upon their eligibility for enrollment in the program.

### PENSION

The Village will take part in the Local Authorities Pension Plan (LAPP) through Alberta Pension Services and make this plan available to all eligible employees.

1. Permanent Employees working 30 hours per week or more must enrol in LAPP after completing one year of continuous employment, unless previously enrolled in LAPP.
  - a. Employees previously enrolled in LAPP will be immediately enrolled in LAPP under the Village as long as previous contributions to the plan have not been withdrawn.
  - b. Employees may be eligible to participate in the buy back program, which includes probationary service as per LAPP regulation.
2. Premiums for LAPP are shared between the employer and the employee as per LAPP regulation.

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# Information & Records Management

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Date Approved by Council: September 16, 2021

Resolution: 2021-09-16-535

Review Date: May

Related Bylaws: N/A

Amendments:

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## **Purpose**

The Village recognizes the importance of ensuring that documents and records of the Village of Hussar regardless of the medium, are organized, secure, retrievable, retained under appropriate environmental conditions, and are managed efficiently throughout their life cycle. This policy also establishes and defines accountability, responsibility and roles for management of Village documents and records.

## **Scope**

This policy applies to all documents and records of the Village of Hussar regardless of the medium they are created, collected, processed, used, stored, and/or disposed of by the Village departments, offices, organizations, employees, and facilities as well as those acting as agents.

## **Definitions**

**Department** – Any internal division of the Village of Hussar administration including the Village office, Public Works and Water/Sewer Operations.

**Disposition** – The destruction of records or transfer of records to a contracted third party.

**Permanent Records** – Records that are no longer required for ongoing administrative or operational purposes but which are retained because of their ongoing legal, fiscal, evidentiary, or historical value.

**Record** – A record of information in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, electronic files, electronic mail transmissions, databases and spreadsheets, and any other information that is written, photographed, recorded or stored, in any manner, but does not include software or any mechanism that produces records (as per the *Freedom of Information and Protection of Privacy Act*, definition).

**Records Management** – The application of systematic control over records throughout their lifecycle, including but not limited to forms management, manuals management, records inventory, filing systems development and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance and records scheduling and disposition.

**Records Schedule** – Document approved by Village Council as part of the Records Retention Bylaw, which authorizes the length of time Village documents and records are to be retained, the medium in which they are to be preserved and the method of disposition.

**Transitory Records** – Documents or records that are not required to meet statutory obligations or to sustain administrative or operational functions. You can legally and routinely discard records that have only short-term immediate, or no value to your organization that you will not need in the future. These can include telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (paper, voice or electronic). If the information in a record will have some future administrative, financial, legal, research, or historical value, then you must file the record.

## **Roles and Responsibilities**

### **Council Responsibilities:**

Council shall:

- Review and approve document policy and schedules as developed by the CAO in accordance with this policy; and
- Review this policy to ensure the policy complies with all relevant legislation, municipal policies and the intent of the policy.

### **Administration Responsibilities:**

CAO shall:

- In accordance with this policy or as directed by Council, develop document management policy and schedules for Council approval
- Implement document management system to incorporate approved policy and schedules approved by Council
- Approve any procedures, standards or guidelines relating to a records management program
- Ensure adequate records of business decisions and transactions are kept and maintained
- Ensure that records in their custody are not disposed of unless authorized by a retention schedule approved under the Records Retention Bylaw
- Ensure all Village departments maintain compliance with this policy

All Village staff shall:

- Ensure records in their custody are maintained, recorded and scheduled as per policy
- Ensure that access to records in their department's custody complies with the *Freedom of Information and Protection of Privacy Act*
- Ensure that vital records of the department are maintained and duplicated periodically
- Ensure that records in their custody or control are not disposed of unless authorized under the Records Schedule and duly authorized by employee and the CAO
- Ensure their activities, decisions and transactions, are adequately documented
- Ensure that records in their custody or control are not removed from Village Premises unless such removal is required to conduct Village business and is authorized by the CAO.

**Inventory**

An inventory record of all recorded information will be completed by each department annually and reviewed by the CAO. An inventory will identify the records, their medium, where they are located, and if they contain any personal information

**File Classification System**

Each department will ensure that Village files are organized to allow for effective control over the records and efficient operations of the department.

**Records Schedules**

Each department will develop Records Schedules that determine the minimum period of time a record must be kept and their appropriate method of disposition. Completed records will be submitted to the CAO for approval. Approved records schedules will be applied to Village documents and recorded annually.



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 9, 2024
Title:	Palliser – Virtual Development Officer Training
Agenda Item Number:	6a.

### **BACKGROUND**

PRMS will be hosting **virtual development officer training sessions in May and June** in relation to their new Development Officer Training Manual.

The training will be setup in 2 modules:

**Session 1:** Background and the Legislative Framework (Parts A-D of the Manual)

**Session 2:** Development Permit Process (Parts E-H of the Manual)

Detailed walk through on how to accept, review, and issue a development permit from start to finish

Information from Session 1 will be key to the implementation training in Session 2, so it would be best to attend both days.

They are going to offer the training sessions twice to try to accommodate everyone's schedules. The dates of the sessions are as follows:

**May 21 9am-11am** (2 hour session)- Session 1

**May 23 10am-12pm & 1pm-3pm** (4 hour session with 1 hour for lunch). – Session 2

**June 18 9am-11am** (2 hour session) - Session 1

**June 20 10am-12pm & 1pm-3pm** (4 hour session with 1 hour for lunch) - Session 2

### **RECOMMENDATION:**

1. Motion \_\_\_\_\_
2. Accept as information at this time

## Development Officer Training RE: Development Permit Procedures Manual and online training

[REDACTED]  
Fri 2024-04-26 12:03 PM

Hello all,

As previously mentioned by Tracy below, I am happy to announce that PRMS will be hosting **virtual development officer training sessions in May and June** in relation to our new Development Officer Training Manual ([PRMS Member Resources](#)).

The training will be setup in 2 modules:

**Session 1:** Background and the Legislative Framework (Parts A-D of the Manual)

**Session 2:** Development Permit Process (Parts E-H of the Manual)

- Detailed walk through on how to accept, review, and issue a development permit from start to finish

Information from Session 1 will be key to the implementation training in Session 2, so it would be best to attend both days.

Further, we are going to offer the training sessions twice to try to accommodate everyone's schedules. The dates of the sessions are as follows:

- **May 21 9am-11am** (2 hour session)- Session 1
- **May 23 10am-12pm & 1pm-3pm** (4 hour session with 1 hour for lunch). – Session 2
- **June 18 9am-11am** (2 hour session) - Session 1
- **June 20 10am-12pm & 1pm-3pm** (4 hour session with 1 hour for lunch) - Session 2

If you would like to attend either the May or June training, please let me know by **May 14<sup>th</sup>**, so we have an idea of numbers and if the dates accommodated most people. Also, please feel free to pass this invitation a long to anyone at your municipality that would benefit from this training, or if you would like to have some cross training amongst staff in the need of back up permit issuance.

We will send out virtual meeting links for those who are attending prior to the session dates

Thanks,

[REDACTED]

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 9, 2024
Title:	Group Utility Rates

Agenda Item Number:	6b.
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### **BACKGROUND**

I had a call with AB Munis. Our current billings are 13.976/kWh cents. They advised that they are able to combine a bunch of municipalities to get a discounted rate.

Power+ will commence for a 5-year term from Jan 1<sup>st</sup>, 2025, until Dec 31<sup>st</sup>, 2029 at the 6.95 cents kWh for a 5-year term (7.58 kWh cents incl. fees).

Their service sights have been sent to the energy team so they can pull historical usage and provide recommendations. They did notice exceptionally large usage in December/January of 2023.

### **RECOMMENDATION:**

1. Motion \_\_\_\_\_
2. Accept as information at this time

# Load release form Power+ electricity Hussar AB Munis



  (187 KB)

ABMunis Load release form\_fillable.pdf;

Good morning Liz,

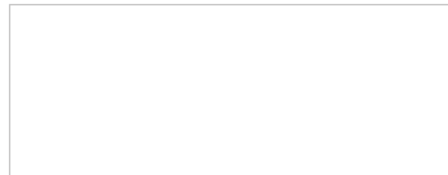
Thank you for taking the time to go over our Power+ electricity program. Please find attached the load release form. If you can complete it and send it back to me.

Power+ will commence for a 5-year term from Jan 1<sup>st</sup>, 2025, until Dec 31<sup>st</sup>, 2029 at the **6.95 cents kWh for a 5-year term (7.58 kWh cents incl. fees).**

Once we pull the Village's volumes, we can come to you with recommended volumes that you can discuss with your council.

If you would like to also include the natural gas sites on the load release form, please do so as well. I will keep the form for when we reach out to you for the natural gas aggregation later this year.

Let me know if you have any questions in the meantime.



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: May 9, 2024  
Title: Seniors Week 2024

Agenda Item Number: 6c.

### **BACKGROUND**

For 38 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 3 to 9, and will be kicked off with a provincial launch event on June 3 in the Town of Banff.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, the declaration must be made by a senior official (i.e., Mayor/Reeve, Chief) of an Alberta community. This is done at the community level, such as at a town council meeting. If your community does not have a declaration template, attached is a Community Declaration. Once your community has made the declaration, kindly notify us at [seniorinformation@gov.ab.ca](mailto:seniorinformation@gov.ab.ca) by May 31, 2024, so that we can recognize your community on [our website](#).

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit [www.alberta.ca/seniors-week.aspx](http://www.alberta.ca/seniors-week.aspx) or email us at [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) if you have any questions.

### **RECOMMENDATION:**

1. Motion to declare Seniors' Week is from June 3 to 9, 2024 in Hussar, AB.
2. Accept as information at this time



# DECLARATION

---

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3 – 9, 2024 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to be 'J. Nixon', written over a dashed line.

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 9, 2024
Title:	Resident Request
Agenda Item Number:	6d.

### **BACKGROUND**

Please see the attached letter from the resident regarding the weeds on the Village property line and the request to remove the stakes from the ground.

### **RECOMMENDATION:**

1. Motion to \_\_\_\_\_
2. Accept as information at this time

April 24, 2024



Village of Hussar  
Box 100  
Hussar, AB  
T0J 1S0

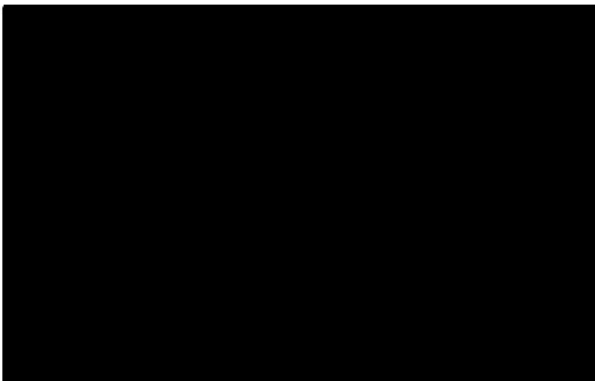
Dear Village of Hussar Councilors;

I am writing about a concern that we have had for a number of years and it appears to be getting worse.

Please find attached, pictures of the property we farm next to the walking trail. As you can see, there is a weed issue. Because of the stakes the Village has put in to mark the trail, we are unable to get our farm equipment up to the property line. We can't get our drill, combine or sprayer close enough to farm the area without the danger of hitting those posts and damaging our equipment.

As a result, the weeds are out of control. It is obvious that the town maintenance man is unable to manage the weeds either.

We would like to remove those posts so that we can farm our land properly and control the weed problem. Please let us know as soon as possible.













# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: May 9, 2024  
Title: Campground Firewood  
Agenda Item Number: 6e.

### **BACKGROUND**

Would we like to keep wood bundles at the campground for campers to purchase? Here are some estimated costs that I have found:

Unit of wood	Cost per foot	Approximate campfire burn time	Equals # of .75 ft bu
1 cord @ \$150	\$1.17	150 hours	170
1 cord @ \$250	\$1.95	150 hours	170
10 bundles (.75 ft) at \$7	\$9.33	10-12 hours	10

A cord is 128 cubic feet of split wood, 4 feet x 4 feet x 8 feet (usually three rows). A bundle is usually 1 cubic foot (sometimes 0.75 cubic feet) and is usually sold for around \$10. We would need to purchase mesh bags to hold the bundles. But a cord of wood would give us around 170 bundles x \$10 = \$1700 minus the cost. Cost would include \$1 per bag, cost of the wood approximately \$1.50/bundle, wages for packaging.

### **RECOMMENDATION:**

1. Motion to \_\_\_\_\_
2. Accept as information at this time

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 9, 2024
Title:	Summer Municipal Leadership Caucus
Agenda Item Number:	6f.

### **BACKGROUND**

Registration is now open for Alberta Municipalities' Summer 2024 Municipal Leaders Caucus! This year, Alberta Municipalities is visiting the following five communities:

June 12 – Town of Falher

June 13 – Town of Bonnyville

June 14 – City of St. Albert (also offered virtually)

June 26 – Village of Stirling

June 27 – Town of Innisfail

Caucus will consist of a one-day program and the agenda will be the same at all locations. The agenda will run from 10:00 a.m. to 3:00 p.m. each day. Registration for in-person attendance is \$110 for the day and includes light breakfast refreshments and lunch.

The session on June 14 will be streamed on Zoom to allow for members to participate who are not able to attend in-person, at a cost of \$55.

Draft Agenda is attached.

### **RECOMMENDATION:**

1. Motion to \_\_\_\_\_
2. Accept as information at this time



## Draft Agenda for Summer 2024 Municipal Leaders' Caucus

**\*Subject to Change\***

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	Icebreaker Activity
10:30 a.m.	Session I – Water Conservation
11:15 a.m.	ABmunis Advocacy Strategy and President's Report
12:00 p.m.	Lunch
1:00 p.m.	Session II – Local Election and Municipal Governance Changes
1:45 p.m.	Mini-Session I – Assessment Model Review
2:00 p.m.	Mini-Session II – Provincial Infrastructure Funding
2:30 p.m.	Session III (led by host municipality)
2:55 p.m.	Closing Remarks

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 9, 2024
Title:	Summer Municipal Leadership Caucus
Agenda Item Number:	6g.

### **BACKGROUND**

This was originally brought forward at the January 11, 2024 Council Meeting. I have continued to gather information on what this would mean for us.

USP has compared the area of the Village in their system against historical notification. For the years 2020, 2021 & 2022 the Village would have received approximately 15 locate request notifications per year.

From this information, the estimated Annual Membership fee for 2024 would be \$40. If the Village were to become a member this year, the membership fee for 2024 would be prorated for the remaining months.

The benefit of this is that it take any locates that are being request and adds the village to the list of places to be notified and approve the site digs. This helps to protect Village infrastructure.

### **RECOMMENDATION:**

1. Motion to \_\_\_\_\_
2. Accept as information at this time



## Contents

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  - Alberta One-Call ..... 1
  - Alberta Common Ground Alliance ..... 1
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- Getting Involved ..... 3
  - Best Practices Committee ..... 3
  - Education & Awareness Committee ..... 3
  - Government Relations Committee ..... 4
  - Training Standards Committee ..... 4

## History

### Alberta One-Call

Alberta One-Call was formed after the Millwood’s incident in 1979. An excavator, unaware of the presence of an underground propane line, nicked the pipeline causing an explosion and subsequent fire. Over 20,000 people were evacuated. A need was identified for excavators to know what lies below the ground before commencing excavation.

The mission of Alberta One-Call was to prevent damage to buried and overhead facilities through education, advocacy, public awareness and by providing dependable, cost effective exchange of information between facility owners and those intending to disturb the ground.

By 2021, more than 850 individual energy and utility companies had registered the location of their assets with Alberta One-Call. An average of 400,000 locate requests were generated each year and 1.4 million notifications were transmitted to registered facility owners.

### Alberta Common Ground Alliance

Alberta Common Ground Alliance was a non-profit society formed by representatives of all stakeholder groups involved with ground disturbance and damage prevention.

Alberta Common Ground Alliance was dedicated to improving worker safety, public safety, and environmental protection through the promotion of effective damage prevention practices and the development of ground disturbance training standards.

### Joint Utility Safety Team

The Joint Utility Safety Team (JUST) was a partnership between Alberta electric utilities with contributions from local municipalities. It was formed to reduce the frequency of power line contacts across the province through education, safety awareness, and resources.

The Joint Utility Safety Team created the successful “Where’s The Line?” campaign which raised awareness about working safely near overhead and underground power lines.

## Who we are Today

In 2021, The former Alberta One-Call, Alberta Common Ground Alliance, and Joint Utility Safety Team united under one name: Utility Safety Partners. With the efforts of three organizations together as one, even more lives can be saved.

We are Alberta’s trusted resource for utility safety. Awareness, education, and locates combine to prevent contact with overhead and underground lines – keeping people and infrastructure safe.

When we succeed, we save Alberta companies and taxpayers millions of dollars, while preventing costly service outages that disrupt people’s lives.

## BRAG – Business Rules Alignment Group

Over the last 35 years, Once-Call services were introduced individually across the country, serving their respective provinces. In early 2016, the western Canadian One Call Centres for British Columbia, Alberta, Saskatchewan, and Manitoba created a Business Rules Alignment Group (BRAG) to investigate the possibility of aligning business rules for One Call services in all western provinces. The group consisted of provincial industry representatives from locate contractors, CCGA regional partners, One Call Centre operations, and provincial Member Resource Committees. Where we once operated comfortably in provincial silos, we are now working together to deliver “One System / One Approach” for all of our safety partners.

In July 2016, BRAG achieved agreement on alignment of business rules and practices and produced the document “Business Rules for Use of Western Canadian One Call Services”. The alignment of business

rules allows for operational efficiency, reduction of errors, opportunities for economies of scale in advertising, awareness messaging, training, and shared technology.

In October 2016, the Western Canadian One Call Centres, collectively known as “Before You Dig Partners” selected PelicanCorp to provide a single utility notification software solution to be used in four provinces.

To view the *Business Rules for Use of Western Canadian One Call Services* document, click [HERE](#).

## Getting Involved

Utility Safety Partners provides a networking forum where stakeholders can share information and work collaboratively in the pursuit of common damage prevention goals. Utility Safety Partners actively seeks input and participation from the broadest possible representation of damage prevention stakeholders. Each volunteer committee member brings unique talents, knowledge and perspective to the table for the good of all Albertans.

As a Utility Safety Partners member, you can be part of the voice of damage prevention in Alberta and influence the work being done by the working committees.

To join a committee, contact us at [info@utilitysafety.ca](mailto:info@utilitysafety.ca).

### Best Practices Committee

The Best Practices are designed to improve worker safety, protect vital infrastructure, and ensure public safety during excavation near underground utilities. They are agreed upon by all stakeholder groups.

The Committee objectives are:

- Identification and validation of existing practices that have the potential to reduce utility damages.
- Promote the adoption of those practices by stakeholders where appropriate.
- Propose inclusion of the appropriate Alberta best practices in the Canadian Best Practices Guide.
- Identify, evaluate, and document developing damage prevention legislation from other jurisdictions.

### Education & Awareness Committee

The Education and Awareness Committee assists with the promotional outreach for Utility Safety Partners. The Committee objectives are:

- Promote effective damage prevention and safe working practices.

- Develop stakeholder communication strategies to increase membership and generate interest in damage prevention.
- Implement outreach programs to promote changes in legislation.
- Plan and participate in stakeholder events to promote Utility Safety Partners and damage prevention best practices.

### Government Relations Committee

The Government Relations Committee is dedicated to achieving damage prevention legislation in Alberta. The Committee works with our Government Relations Contractor, Concentric Public Affairs. The Committee objectives are:

- Pursue provincial damage prevention legislation for buried and above ground infrastructure in Alberta.
- Pursue federal regulation mandating registration with provincial one-call centres for telecom infrastructure.
- Advance public policy goals.

### Training Standards Committee

Utility Safety Partners is the only Regional Partners of the Common Ground Alliance in Canada that has a committee dedicated to developing training standards relating to damage prevention activities. The Committee objectives are:

- Maintain the Ground Disturbance 101 Standard, Ground Disturbance 201 Standard (Alberta), Ground Disturbance 201 Standard (British Columbia), and Ground Disturbance 201 Standard (Manitoba) training standards programs.
- Assist applicants through the endorsement process.
- Review the latest industry best practices.
- Collaborate with regional partners to establish national training standards programs.

## Reminder: Re: Register with USP

[Redacted]

Sun 2024-04-07 2:03 PM

To:Village Office <office@villageofhussar.ca>

## Please type your reply above this line ##

Hello office@villageofhussar.ca,

A ticket was sent to you 3 days ago, and we have not yet received a response. This email is a reminder that your reply is still Pending.

Here's a reminder of what your ticket was about:

.....

[Redacted] (Alberta One-Call)

Apr 4, 2024, 13 14 MDT

Good afternoon Liz,

Based on the the polygon area, we have used this to compare it within our system again historical notification. For the years 2020, 2021 & 2022 the Village would have received approximately 15 locate request notifications per year.

From this information, the estimated Annual Membership fee for 2024 would be \$40. If the Village were to become a member this year, the membership fee for 2024 would be prorated for the remaining months.

Please let me know if you have any questions!

Thank you,

[Redacted]

.....

[Redacted]

[Redacted]

Perfect! I will go ahead and start working on the estimates, and will get back to you once we have the information available.

Thank you!

[Redacted]

.....

[Redacted]

Apr 4, 2024, 08 59 MDT

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: May 9, 2024  
Title: ISDAB Training

Agenda Item Number: 6h.

### **BACKGROUND**

We have been requested by Palliser if our municipality is able to find individuals willing to be trained as members or clerks. In particular, they need trained members at large, however, councillors are also great to have on the board.

They have advised that we either do not contributed a member, or have contributed a member(s) who's training has recently expired or will be expiring soon. I believe Michelle is still an active member, but will be expiring soon.

The Development Officer (CAO) is not able to act as the clerk on behalf of PRMS, however other office staff are able to act as a Clerk and would be helpful to have on the Board.

The cost of training will be divided amongst all municipalities that are part of the ISDAB. Depending how many individuals attend the training, it will likely cost between \$100-\$300 per municipality.

### **RECOMMENDATION:**

1. Motion to \_\_\_\_\_
2. Accept as information at this time

## ISDAB Training June 10th & 11th

Hello all,

I am reaching out regarding ISDAB Training.

I have scheduled training with Gwendolyn Stewart-Palmer from Shores Jardine LLP schedule on **June 10<sup>th</sup> and 11<sup>th</sup> from 6pm-9pm**. The training will be held virtually.

I have reached out to existing members and clerks already on our trained roster with training that is either expired or will be expiring shortly. We have also recently lost a few members and clerks of the list due to retirements, staffing changes and various other reasons.

As such, I am reaching out as I do yearly to ask if municipalities are able to find individuals willing to be trained as members or clerks.

**In particular, we need trained members at large**, however, councillors are also great to have on the board.

Lastly, just a reminder that if you act as a Development Officer for your municipality, you are not able to act as the clerk on behalf of PRMS, however other office staff are able to act as a Clerk and would be helpful to have on the Board.

Please let me know if you have anyone who would be interested in taking the training ASAP.

The following municipalities have either not contributed a member, or have contributed a member(s) who's training has recently expired or will be expiring soon:

- Md of Acadia,
- Town of Coronation
- Town of Drumheller
- Town of Oyen
- Town of Hanna
- Village of Consort
- Village of Delia
- Village of Empress
- Village of Hussar
- Village of Rockyford
- Village of Standard
- Village of Youngstown
- Village of Veteran

Please reach out to me if you have questions on who your municipality currently has appointed to the ISDAB.

Lastly, just a reminder that the cost of training will be divided amongst all municipalities that are part of the ISDAB. Depending how many individuals attend the training, it will likely cost between \$100-\$300 per municipality

Thanks,





# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 9, 2024
Title:	Weed Control
Agenda Item Number:	6i.

### **BACKGROUND**

I have received a quote for the weed spraying within the Village. Please see the attached quote. They are able to have the spraying done for the week after May long, like we usually do. The previous company we use had not yet responded so I have reached out to this one as they are who the other Villages also use.

The quote is for \$5642. Normally it is around \$4500, which is what we have budgeted for. I have spoken with them and they have agreed to stay within our \$4500 budget, but they believe that it will still be pretty close to our usual treatment.

### **RECOMMENDATION:**

1. Motion to \_\_\_\_\_
2. Accept as information at this time



**FIELD WORK REPORT 2024**

116 Orchard Way  
 Strathmore, AB, T1P 1R8  
 PHONE (403) 901-2111

Ticket Number: **Quote**

DATE: May 2, 2024

CUSTOMER: Village of Hussar Work Order/Job # \_\_\_\_\_

ADDRESS: 109 - 1st Avenue East, PO Box 100, Hussar AB, T0J1S0 CONTACT NAME Liz Santerre

Contact # (403)787-3766

LOCATION : See Attached Map TYPE OF WORK: \_\_\_\_\_

Field Comments/Locations					
<b>11.64 Hectares</b>					
Broadleaf Residual Control	Equipment	Hours Worked		Cost/Day	Total Cost
					\$0.00
	Bid Item	Quantity		Cost/HA	Total Cost / Day
	Mobile Spray - On Road				\$0.00
	Mobile Spray - Off Road				\$0.00
	Mobile Spot Spray - On Road				\$0.00
	Mobile Spot Spray - Off Road				\$0.00
	Mobile Spray Premium				\$0.00
	Vegetation Control - Hand Spray				\$0.00
	Hand Spray - Premium				\$0.00
	Spray Truck: Hourly	10.00		\$120.00	\$1,200.00
	UTV Spray Unit: Hourly	20.00		\$120.00	\$2,400.00
		30.00		<b>Sub Total 1</b>	<b>\$3,600.00</b>
	Chemical & Application	Amount	Unit	Price: Cost plus 7.5%	Total Cost
	Visionmax Glyphosate		L	\$9.39	\$0.00
	2,4-D		L	\$12.73	\$0.00
	Clearview	2.677	kg	\$644.52	\$1,725.51
	Siteline A and B		kg/L	\$691.93	\$0.00
	Navius		kg	\$836.52	\$0.00
	Aspect		L	\$36.78	\$0.00
	Gateway	9.310	L	\$14.24	\$132.57
	Hi-light Dye	2.100	L	\$30.48	\$64.01
	On Target	1.160	L	\$77.74	\$90.18
	Flat Out	0.470	L	\$65.00	\$30.55
	Arsenal		L	\$110.87	\$0.00
	Esplanade		L	\$748.65	\$0.00
	Occtain XL		L	\$27.63	\$0.00
	Detail		L	\$298.88	\$0.00
	Garlon XRT		L	\$74.88	\$0.00
	Milestone		L	\$214.90	\$0.00
				<b>Sub Total 2</b>	<b>\$2,042.82</b>
					\$0.00
				<b>Sub Total 1</b>	<b>\$3,600.00</b>
				<b>Sub Total 2</b>	<b>\$2,042.82</b>
				<b>Total</b>	<b>\$5,642.82</b>

5% GST added on invoice

Customer Signature: \_\_\_\_\_

Map: \_\_\_\_\_

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 9, 2024
Title:	Community Futures Advertisement Insert
Agenda Item Number:	6j.

### **BACKGROUND**

We received the following Message from Community Futures with a request to include the following insert with our next utility billing:

As you approach the distribution of next month's utility bills, we at Community Futures Wild Rose are once again grateful for the opportunity to connect with our community through your support.

We have ensured that the design and content of the insert comply with the agreed-upon guidelines and dimensions. Should there be any additional requirements or adjustments needed, please feel free to contact me directly, and we will be happy to accommodate. We kindly request confirmation of receipt of this email and the attachment, along with any feedback or confirmation of the insert's inclusion in the next utility bill mail-out.

Thank you for your continued partnership and support in our mission. Together, we are making a meaningful impact on the lives of residents and the growth of our local economies.

### **RECOMMENDATION:**

1. Motion for CAO to send out the advertisement insert from Community Futures with our next utility billing
2. Accept as information at this time



# helping rural entrepreneurs grow

**The best way to succeed as a small business is to connect with the right kind of support.**

**Community Futures Wild Rose offers many resources, a wide variety of business coaching and training services, and flexible business loans.**

**We're here to help!**

**[wildrose.albertacf.com](http://wildrose.albertacf.com)**

- ✓ Training
- ✓ Guidance
- ✓ Free Resources
- ✓ Financial Support

**Community**   
**Futures** Wild Rose

**403.934.8888 | [wildroseinfo@albertacf.ca](mailto:wildroseinfo@albertacf.ca)**

Community Futures Wild Rose, Box 2159, Strathmore, AB, T1P 1K2

# Community Futures

Wild Rose



helping rural entrepreneurs grow  
[wildrose.albertacf.com](http://wildrose.albertacf.com)



VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185

DATE 30-Apr-24

STATEMENT BALANCE 146,620.44

ADD: OUTSTANDING DEPOSITS

Deposit in	1,650.00	
deposited April not showing on statement	113.30	
		<u>1,763.30</u>

LESS: OUTSTANDING CHEQUES

9479 Armstrong Auto	13.40	
9481 Canada Revenue Agency	2,124.83	
9488 Direct Energy	713.71	
9489 Gleichen Standard Transport	78.42	
9490 Taxervise	895.05	
9491 Telus Communitcations	122.44	
9492 Telus	37.75	
9493 Wheatland County	965.77	
9494 Wheatland WFCSS	1,375.22	
9495 Wheatland Housing Management	3,505.00	
████████████████████	████████	
9499 Canada Revenue Agency	2,055.85	
9500 Telus Mobility	112.25	
9501 Vista Accounting Services	16,275.00	
		<u>- 31,231.26</u>

OUTSTANDING TRANSFERS

CRA deposit from overpayment	- 2,638.09	
Someone paid 50 cent cash balance was .49 found a	- 0.01	
etransfer for Plot needs to be moved to cemetery ac	- 200.00	
		<u>- 2,838.10</u>

RECONCILED BALANCE	114,314.38
GL BALANCE (3000012700)	<u>114,314.38</u>
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,218.94	Interest
Community Account (Rate .05)	GL BALANCE	<u>3,218.94</u>	\$ 0.14
	Variance	-	

Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	6,745.16	Interest
Community Account (Rate .05)	GL BALANCE	<u>6,945.16</u>	0 \$ 0.92
	Variance	- 200.00	

Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT GL BALANCE Variance	29.14 <u>29.14</u> -	Interest \$ -
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT GL BALANCE Variance	1,213.36 <u>1,257.98</u> - 44.62	Interest \$ -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,787.66 <u>10,787.66</u> -	Interest \$ 13.23
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,857.26 <u>2,857.26</u> -	Interest \$ -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	29,663.83 <u>29,703.87</u> - 40.04	Interest \$ 36.53
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT GL BALANCE Variance	1,142.69 <u>1,142.69</u> -	Interest \$ -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	20,331.28 <u>20,331.28</u> -	Interest # \$ 25.84
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	936.09 <u>936.09</u> -	Interest \$ 1.15
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,286.54 <u>2,286.54</u> -	Interest \$ 0.09
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,502.46 <u>2,502.46</u> -	Interest \$ 0.10
Village Business Save more Account 723112964231 (3000013700)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ -

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2024-00036 to 2024-00045

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE			
Payment #	Date	Vendor Name	Payment Amount
█	█	█	█
█	█	█	█
9479	2024-04-11	Armstrong Auto Service	13.40
9480	2024-04-11	AMSC Insurance Services Ltd.	1,170.81
9481	2024-04-11	Canada Revenue Agency	2,124.83
9482	2024-04-11	EPCOR Utilities Inc.	4,030.39
9483	2024-04-11	Gregg Distributors LP	144.46
9484	2024-04-11	Jepson Petroleum Ltd.	381.78
9485	2024-04-11	JG Water Services	3,630.77
9486	2024-04-11	Reality Bytes Incorporated	78.75
9487	2024-04-11	Wild Rose Assessment Service	507.50
9488	2024-04-23	Direct Energy	713.71
9489	2024-04-23	Gleichen Standard Transport	78.42
9490	2024-04-23	Taxervise	895.05
9491	2024-04-23	Telus Communications Inc.	122.44
9492	2024-04-23	Telus	37.75
9493	2024-04-23	Wheatland County	965.77
9494	2024-04-23	Wheatland F.C.S.S.,	1,375.22
9495	2024-04-23	Wheatland Housing Management	3,505.00
█	█	█	█
█	█	█	█
█	█	█	█
9499	2024-04-30	Canada Revenue Agency	2,055.85
9500	2024-04-30	Telus Mobility	112.25
9501	2024-04-30	Vista Accounting Professional Corporatio	16,275.00

Total Computer Cheque: 38,249.58



**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2024-00036 to 2024-00045

**COMPUTER CHEQUE**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
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**AUTOMATIC WITHDRAWAL**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
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20240430	2024-04-30	Connect First Credit Union Ltd.	78.75
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Total Automatic Withdrawal: 78.75

Total AP: 38,328.33

Certified Correct This May 2, 2024

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator

## JGwaterservices Montly Summary For April 2024

April 7, 2024	Changed CL2 injection line
April 13, 2024	Power bump,Reset breakers (Emergency Call out)
April 19, 2024	Brooks Asphalt, locate man holes
April 19, 2024	Lift Station high alarm, cleaned the floats and reset
April 22, 2024	Repaired Leak in CL2 line.
April 29, 2024	Dewinterized campground , changed fitting in RV dump

## SUMMARY

### **Canadian Sustainability Standards Board (CSSB) Sustainability and Climate Related Financial Disclosures: Implications for Rural Municipalities with Agriculture, Energy, and other Industries**

The CSSB issued the Canadian Sustainability Standards Disclosure for Sustainability (CSDS 1) and Climate (CSDS 2) in March 2024, and they are open for comment until **June 10, 2024**. The purported objective is to fight “greenwashing” by bringing sustainability and the UN Sustainable Development Goals into all accounting.

Although the standards will hit agriculture, livestock production, and oil and gas production the hardest, the standards are meant to apply to the *entire* economy and include between 68 and 77 different industries (depending on which set of Industry-Based Guidelines are applied).<sup>1</sup>

- Once mandated and enforceable through the adoption by the Canadian Securities Administrators (including the Alberta Securities Commission),<sup>2</sup> the finances and operations of all publicly listed companies in Canada will have to comply, with the most profound implications for hydrocarbon companies and agricultural producers, particularly livestock growers. Although the standards are designed for publicly listed companies, those companies will be asking for this information from small producers and entities within their supply and value chains.
- It is unclear at this juncture what size of publicly listed entity will have to comply with these standards.
- Representatives of the Alberta Securities Commission have indicated that it will be extremely helpful to their future adjustment of these standards (likely in 2025) if there is strong and robust feedback from Alberta individuals, groups, and entities now: no comments are understood to be acceptance of the standards as they are.
- Of significant importance is that the United States is not undertaking disclosures that are as stringent as the CSDS. Currently, the Securities and Exchange Commission’s (SEC) Climate Disclosure rules have been indefinitely stayed until court cases have been resolved. Even if the SEC rules are implemented, they do not mandate water risk data disclosure, Scope 3 emissions accounting, or climate risk scenario analysis. This will put Canadian entities at a competitive disadvantage with Canada’s largest trading partner.

The key issues for rural municipalities that have livestock producers, hydrocarbon companies, agrifood companies, and other entities include mandating water risk data disclosure, Scope 3 emissions accounting, unequal treatment of industries, mandating reporting of operations on managed conservation land, potential liability for gaps or misstatements, and mandatory climate risk scenario analysis.

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<sup>1</sup>The CSSB has said that “CSDS 1 and 2 are meant to be applied by publicly listed enterprises, but they also have an industry-based approach embedded in them. They leverage the Sustainability Accounting Standards Board’s subset of sustainability issues that are relevant to the performance of 77 industries.”

<https://www.frascanada.ca/en/cssb/about/faqs>; However, within the CSDS 1 and 2, the *IFRS-ISSB Industry-based Guidance on Implementing Climate-related Disclosures* is the referenced document.

<https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>

<sup>2</sup> <https://www.ahbl.ca/cssb-standards/>

1. **Mandating water risk data disclosure.** CSDS 2 (Climate) embeds and mandates the use of the Industry-based disclosure of either the SASB standards or the IFRS-ISSB S2 Industry-based guidance.<sup>3</sup>

- The Industry-based standards apply to 11 sectors and 68 or 77 industries depending on which industry-based guidance is used. If the IFRS-ISSB S2 Industry-based guidance is used, 29 of 68 industries require baseline water stress reporting [see industry list below on p.7].
- Almost all of the 29, from oil and gas to agricultural products to restaurants and hotels, require reporting of total *fresh water drawn and consumed, percentage in High or Extremely High baseline water stress areas* identified by the World Resources Institute (WRI).<sup>4</sup>
- Other industries, such as Homebuilders must report “*Number of (1) lots and (2) homes delivered in regions with High or Extremely High Baseline Water Stress.*”<sup>5</sup>
- Almost all western Canadian livestock producers are in regions of high or extremely high baseline water stress. [See Aqueduct map below on p.6] Almost all North American large fracking regions fall under this category. There are three problems with the water risk data:
  - i. **Binary data request:** For the Food and Beverage sector, which includes Agricultural Products, Alcoholic Beverages, Meat, Poultry, Dairy, Non-Alcoholic Beverages, and Processed Foods, the requirement for water data is a binary choice – asking whether or not an operation is taking place in or is sourcing ingredients or livestock from areas of high to extreme-high water stress.
  - ii. **WRI Aqueduct data is not designed for this use:** The WRI has issued a disclaimer about the Aqueduct program and its data explaining it was designed for larger scale prioritization not local or regional assessment and the results of their computer models have not been validated: “*Aqueduct remains primarily a prioritization tool and should be augmented by local and regional deep dives.*”<sup>6</sup> The WRI also explains, “*Although the underlying models have been validated, the results are not. Water stress remains subjective and cannot be measured directly. The lack of direct validation makes it impossible to assess some of the parameters in our calculation...Finally, we should stress that Aqueduct is tailored to large-scale comparison of water-related risks. The indicators*

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<sup>3</sup> Canada Sustainability Disclosure Standard (CSDS 2) – Climate-related Disclosures, para 12, p10; para 23, p13; para 28-29, p14; para 32, p16; para 37, p17; para B65(d), p34; para B67, p34. <https://www.frascanada.ca/-/media/frascanada/sustainability/documents/cssb-ed-csds-2.pdf?rev=37dd7b66f4c049a5890502b5c852134d>

<sup>4</sup> IFRS-ISSB Industry-based Guidance on implementing Climate-related Disclosures, June 2023; <https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>

<sup>5</sup> IFRS-ISSB Industry-based Guidance on implementing Climate-related Disclosures, June 2023, Vol. 35 Homebuilders, p283; <https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>

<sup>6</sup> <https://www.wri.org/data/aqueduct-global-maps-40-data>.

*have limited added value on a local scale.*”<sup>7</sup> For this reason alone, this data requirement should not be mandated.

- iii. **Absolute water drawn:** This requirement does not differentiate between fresh water and recycled water. Although there is a subsequent metric for “produced” water, which is brackish water taken from a well, a clearer indication of responsible water use would identify and differentiate fresh water, produced water, and recycled water rather than have an absolute water metric.

**Therefore, given the severe but little-known limitations of the Aqueduct program and its data, it would be helpful to make a **strong statement** requesting that not only should the binary requirement of reporting baseline water stress data be removed from the standards but more importantly, the use of the data from the WRI Aqueduct program should not be mandated for Canada.**

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<sup>7</sup> [https://files.wri.org/d8/s3fs-public/2023-08/aqueduct-40-technical-note.pdf?VersionId=G\\_TxTR2LAnlgXGzy7xtDUP\\_5lmkXJY7d](https://files.wri.org/d8/s3fs-public/2023-08/aqueduct-40-technical-note.pdf?VersionId=G_TxTR2LAnlgXGzy7xtDUP_5lmkXJY7d)

2. **Mandating disclosure of all gross Scope 3 emissions in addition to Scope 1 and Scope 2.** Scope 3 emissions reporting is difficult to quantify because it includes everything up and down the supply chain; emissions are counted several times over and are not an accurate representation of climate risk. The compliance costs are staggering. There are several problems with Scope 3 emissions accounting:
- i. **Double or Triple Counting:** there is no clear accepted means for preventing double- or triple-counting. An accounting standard should not include data that is unverifiable and out of the control of the entity reporting; Scope 3 emissions clearly fall in this category.
  - ii. **Mandated use of GHG Protocol:** Like the WRI Aqueduct program, the GHG Protocol was not designed for this type of accounting. It was created as a thought exercise for corporations to consider their broader impact on the environment through their supply or value chains. Given that there is no way to audit emissions accounting, this presents a litigation risk for entities.
  - iii. **Only absolute emissions required:** By only asking for absolute emissions expressed as CO<sub>2</sub> equivalent, there is no place for incorporating carbon removal such as carbon capture and storage or offsets or mitigation measures in a clear and demonstrable way as part of an entity's overall net emissions. This distorts what efforts a company or entity might be taking to operate in a sustainable manner.

Scope 3 emissions accounting should not be mandatory.

3. **Unequal treatment of different industries.** The CSDS standards and the Industry-based Guidance do not treat all industries fairly or equally.
- a. **Oil and Gas Reserves' Emissions.** For example, oil and gas companies must report not only the Scope 3 emissions from others using their products (that means the emissions from combustion of oil, gas, and coal), they also must report the gross potential emissions embedded in a company's hydrocarbon reserves. This will be counted against a company as part of its overall emissions. Reserves will now be considered a liability rather than an asset.
  - b. **Standards skewed in favour of wind.** Under "materials efficiency" wind developers must disclose the top five materials consumed in greatest amounts *excluding "materials consumed in production (for example waste), freight, storage and installation (for example, foundation)." The largest emissions footprint of a wind project is the foundation and transport of the wind turbines from manufacturer to installation. By excluding the foundation and transport, wind projects receive an unfair accounting of emissions that puts them at a competitive advantage over other forms of energy production. In addition, under materials optimization, a wind developer can get credit for designs that reduce materials consumed in the installation of wind turbines such as the foundation even though it does not have to account for the foundation in its top 5 materials. Where solar developers must account for the energy required in the production of the solar panels, there is no energy accounting requirement for wind turbine production.*

**Since the standards are presented as a way to prevent “greenwashing”, skewing the standards in favour of wind projects is actually an exercise of greenwashing itself. This distortion and greenwashing needs to be addressed and ameliorated.**

- 4. Mandating reporting of pasture and grazing land managed to conservation plan.** In the Industry-Based Guidance for the Meat, Poultry, Dairy industry, the requirement for reporting the “*Percentage of pasture and grazing land managed to conservation plan,*” applies to “*land from operations that the entity owns and operates, operations with which it contracts animal production (for example, independent producers) and operations that would otherwise supply animal protein to the entity (for example, for processing by the entity.)*” A conservation plan is defined as: “*jurisdictional standards or regulations intended to promote sustainable management of natural resources, which may include soil, water, air, and related plant and animal resources.*”<sup>8</sup>

If this reporting requirement remains, it would be helpful for the municipality or the provincial government to create (if there isn’t one already) a conservation land database including specific geographical location data to simplify the process and have verifiable data so that Alberta ranchers can benefit from jurisdictional stewardship.

- 5. Liability for material gaps or misstatements.** Since a great deal of the information being required is either forward looking/future casting or out of the direct control of entities (such as Scope 3 emissions accounting), entities could be made financially liable for any perceived misstatement on emissions, future scenarios, future global developments and future weather events, the behaviours and actions of those who use an entity’s products, and reputational damage from “controversies.” A statement on the need for some kind of “safe harbour” for reporting on subjective and forward-looking information would be helpful.
- 6. Mandating climate risk scenario analysis.** There are serious problems with mandating scenario analysis such as its evolving applicability to climate as well as compliance cost. This will be an issue for larger publicly traded companies. It is unclear whether or not this will be a requirement for small or medium-sized enterprises. Issuing a statement objecting to the use of climate risk scenario analysis will be helpful for the ASC in crafting subsequent standards in 2025.

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<sup>8</sup> IFRS-ISSB Industry-based Guidance on implementing Climate-related Disclosures, June 2023, Vol. 23 Meat, Poultry, Dairy, p192; <https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>





## LIST OF INDUSTRIES MANDATED TO REPORT OPERATIONS IN WATER STRESS AREAS

\*Note Vol indicates number in IFRS-ISSB Industry-Based Guidance<sup>9</sup>

Apparel (Vol 1)  
E-Commerce (Vol 4)  
Household Personal Products (Vol 5)  
Coal Operations (Vol 7)  
Construction Materials (Vol 8)  
Iron & Steel Producers (Vol 9)  
Metals & Mining (Vol 10)  
Oil and Gas – Exploration and Production (Vol 11)  
Oil and Gas – Refining and Marketing (Vol 13)  
Agricultural Products (Vol 20)  
Alcoholic Beverages (Vol 21)  
Meat, Poultry, Dairy (Vol 23)  
Non-Alcoholic Beverages (Vol 24)  
Processed Foods (Vol 25)  
Restaurants (Vol 26)  
Electric Utilities (Vol 32)  
Home Builders (Vol 35)  
Real Estate (Vol 36)  
Water Utilities and Services (Vol 39)  
Biofuels (Vol 40)  
Pulp & Paper (Vol 43)  
Solar Technology & Project Developers (Vol 44)  
Chemicals (Vol 47)  
Containers and Packaging (Vol 48)  
Hotels & Lodging (Vol 52)  
Electronic Manufacturing Services (Vol 54)  
Internet Media Services (Vol 56)  
Semi-Conductors (Vol 57)  
Software and IT Services (Vol 58)

Includes Binary question for Ingredient Sourcing: Is it from in an area of high to extreme high water stress.

Total water consumed in areas of high to extreme high water stress. For Homebuilders: Number of lots or homes built in areas of high to extreme high water stress.

<sup>9</sup><https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>



## **Proposed New Seniors Lodge/Hospice Update**

Wheatland Housing Management Body is very disappointed to announce it was not successful in its recent grant application to the Affordable Housing Partnership Program (AHPP) for its new Build Project.

1. Thank you to our Building Committee team and everyone in the community who is working to make this project possible.
2. Many applications were submitted to AHPP. After careful review, we have been reassured that our project is impressive and sound in its planning, management, and financial considerations. Given the strong uptake in the program, evaluations were highly competitive and not all projects were able to receive funding.
3. This may be a ‘no’ for now, but it is not forever. A great amount of time and energy has been invested in our Build Project. In the letter from Assistant Deputy Minister David Williams, he encourages WHMB to re-submit for a future funding intake. The next phase of grant selection will likely be very soon.
4. In the meantime, WHMB and WAHS building committees continue to push forward. We intend to prepare our project to a Class A level “shovels in the ground” budget to put our best foot forward to all funding agencies, especially CMHC. AB Housing has indicated to us that only projects which have reached this shovel ready level of planning will be considered for future consideration of an AHPP grant.
5. Thank you to the municipal councils who have advanced their committed funds to WHMB as we proceed with our work, however frustrating the slow pace may be. Shared values and principles on large projects by both our provincial and municipal governments help diminish overall risk and promote sustainability and reflect our strength of character.

*Building Together* with Wheatland & Area Hospice Society we are committed to affordable and accessible seniors housing that reflects a people first commitment.



**MARIGOLD**  
LIBRARY SYSTEM

# 2023 Annual Report

We are pleased to present the 2023 Annual Report for Marigold Library System. It was an exciting year as two new service points officially opened in Langdon and Mîniî Thnî. Community members increased their use of library service across Marigold in 2023, as evidenced by system-wide library cardholders and circulation statistics. We are excited to see more and more people discovering, exploring, and connecting through public library service.

As the operational hub for the system, our services, expertise, and support do not overlap with what public libraries provide to

their communities. Marigold provides an IT helpdesk, completes licensing and contracts for software, services, and digital content, training for library staff, and more. We get the latest books into people's hands and on their screens. Marigold maximizes the financial investment of our members by pooling resources and capitalizing on partnerships to obtain the most valuable products and services at the lowest cost. We deliver more than any one library or municipality could achieve, and at a fraction of the cost of doing it alone. Marigold strives to enrich public library service to all member communities, no matter what size.

**114,675 people/families**  
have a library card!



**4,182 hours of IT support**  
and service



**337 kits & games loaned for**  
member library programs



**393,254 eBooks borrowed**  
by Marigold member library  
patrons



**245,000 KMS driven by**  
Marigold staff for deliveries,  
library service & support!



**Find out more at [marigold.ab.ca](http://marigold.ab.ca)**

# Message from Leadership

2023 was a year of new directions and member engagement following the completion of our 2023-2025 Plan of Service. Marigold demonstrated resiliency, stability, and fiscal stewardship, and continues to evolve as a collaborative and highly efficient organization. We extend a heartfelt thank you to the Marigold Library Board and Marigold staff for your vital roles in the delivery of sustained, topical, and relevant public library service for member communities.

In 2024, we are focusing on building community awareness of the value of public library service, supporting a connected library community that maximizes sharing and dialogue, and provide training and resources for staff and trustees that are needed the most. We will generate opportunities to connect library staff to each other, and to the larger library community. We will position Marigold for a sustainable and impactful future, and invite new audiences to learn about everything public libraries have to offer. We will continue to share stories with the province and municipalities that demonstrate the value and importance of public library service to thriving communities. We look forward to another year of growth and change shaped by the resourcefulness and creativity of staff, the governance of a committed Board, and, most importantly, the needs of Marigold's members.



John Getz, Chair



Lynne Price, CEO



Laura Taylor, COO



**MARIGOLD**  
LIBRARY SYSTEM

## Participating Municipalities & Board Members (as of March 2024)

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

Maxine Booker\* (Vice Chair)  
Daniel Leronowich  
Natasha Roberts\*  
Manuela Olibera-Dorn  
Sharon King  
Libby McMenamon  
Norah Bonsteel  
Michelle Lomond  
Daina Barbary  
Christopher Gillespie\*  
Michael Beier  
Luke Brennan  
Melody Christofferson  
Ian Huffman  
Margaret Nielsen\*  
Kelly Burgess  
Eleanor Chinnick  
Corinne Smith  
Sandra Murphy  
Laurette La Plante  
Kristen Anderson\*  
Alexandra Parkinson  
Teresa Cameron

Kananaskis I.D.  
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  
Waiparous Summer Village  
Wheatland County  
Village of Youngstown

Vacant  
Carrie Fobes  
Cynthia Klassen  
Vacant  
Alenda Gridley  
Leslie Landon  
Nicole Kiefuik\*  
Ed Hogan  
Tyler Henke  
Nicholas Wiebe\*  
  
Helen Veno  
Elaine Michaels  
Jodi Kurek  
John Getz\* (Chair)  
Lil Morrison\*  
Melissa Langmaid\*  
Miriam Kirk  
Jenny Lyver  
Janine Jevne  
Donna Biggar  
Renee Laughlin

\*Member of Executive Committee

Marigold thanks the following members for serving on the Board in 2023: Jennifer MacAulay, Lynne Thornton, Carol Best, Amber Link, Faye McGhee, and Jan Dyck.

# Marigold Library Board

**4 Board Meetings**

January, April (AGM), August & November

**17 Executive & Committee Meetings**



**16 Trustees at Orientation & Training Sessions**

## Board Committees

Committees develop policies and make recommendations to the Board. Staff support policy development through research on service, technology, governance, programs, and advocacy. Committees are catalysts for growing new ideas and ensuring regular policy review that embraces sustainability and accountability.

### Executive Committee

Ensures that the organization has the necessary resources to be able to respond to new opportunities, financial, and environmental trends. Policies are presented to the Executive before being presented to the Board.

### Standards & Services Committee

Reviews resource distribution through policy and schedules, and provides governance in the areas of programs and services to members.

### Governance Committee

Ensures that governance of Marigold is practical, efficient, and functional. Governance Committee work includes policies for community libraries and member agreements.

### HR (Human Resources) Committee

Reviews HR policies to support sound business practices and safe workplace that complies with employment standards and health and safety legislation.

### Ad Hoc Nominating Committee

Brings forward the names of Marigold Board members willing to stand for Chair and committee positions.



# Financial Overview

The Annual Report provides information regarding Marigold's finances for the purpose of providing quality services and ongoing operations.

## Expenses 2023: \$5,928,535

### **Salaries & Benefits 35%**

Marigold employs 29 staff (26.5 FTE). Staff organize and deliver services to member libraries and residents. Includes salaries, benefits, payroll expenses, and training.

### **Materials & Delivery 24%**

Library collections including ebooks and eresources (e.g. Ancestry.com), print books, audiobooks, DVDs/blu-ray, video games, large print materials, and more. Physical items are delivered shelf-ready to member libraries for patron browsing and checkout.

### **Transfer Payments/Operating Grants 13%**

Cash payments assist member libraries with resource sharing.

### **TRAC Contract, Computers & Software 4%**

TRAC includes library software license and support that enables patron service, account management, inventory and reporting, and ebook purchases.

### **Computers & Software 3%**

Maintenance agreements, network and applications, server, and operational hardware.

### **Facility (includes old HQ and new HQ) 2%**

Caretaking, insurance, maintenance, and utilities.

### **Other Expenses 19%**

Professional fees, travel, meetings, supplies, programs, memberships, marketing, postage, freight, furniture, and equipment.

## Revenue 2023: \$6,446,330

### **Municipal & Library Board levies paid to Marigold (based on 2022 population) 59%**

\$6.35 per capita: Municipalities with library boards

\$10.85 per capita: Municipalities without library boards

\$4.50 per capita: Library Board

### **Provincial Grants (based on 2019 population) 33%**

\$4.75 per capita: Library System Board Operating Grant to run System and provide services

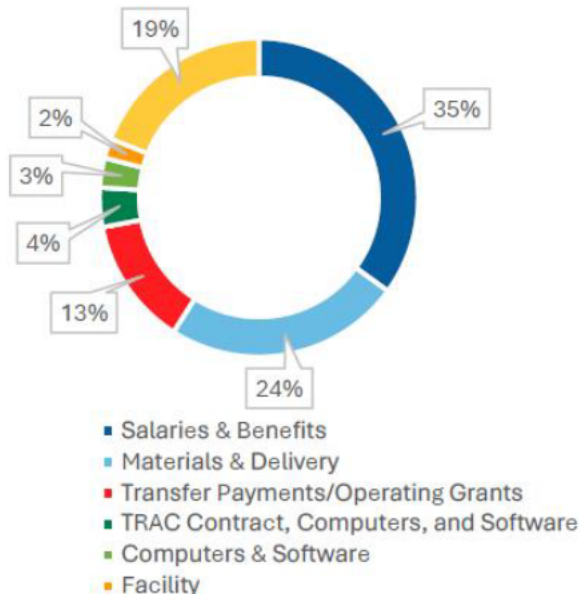
\$5.60 per capita: Rural Library Services Grant for populations where Marigold is the governing board. Pooled and redistributed as operating grants and services.

\$10.35 per resident for Indigenous Project Grant (Stoney Nakoda and Siksika Nations)

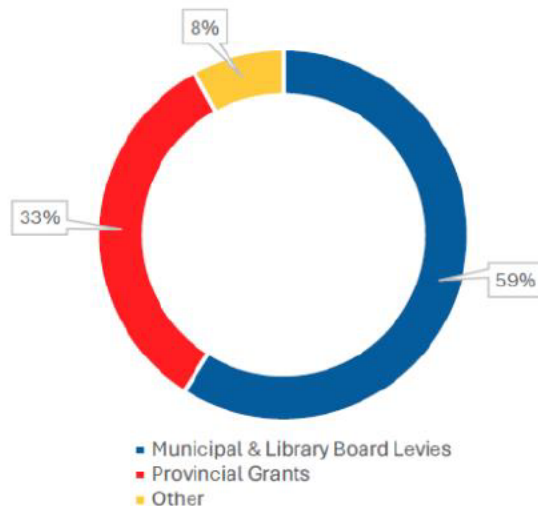
### **Other Revenue 8%**

Interest, donations, contracts, and grants.

### Expenses



### Revenue



Find out more at:  
[marigold.ab.ca](http://marigold.ab.ca)



# eResources & Digital Content

**475,927**

eBooks, eMagazines &  
eAudiobooks circulated

**\$349,718**

Spent on eResources & digital  
content

**72,459**

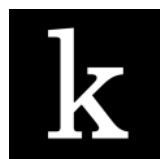
eBooks, eAudiobooks &  
eMagazines titles available in  
Libby & Cloud for member  
library patrons!

Marigold provides a wide range of digital collections for reading, watching, listening, and learning! Your residents have access to **eBooks, eAudiobooks, eMagazines, streaming movies, music, newspapers, early literacy resources, training videos, school study prep**, and more.

Marigold negotiates licensing and platform contracts with vendors and obtains better value by pooling revenue. We provide libraries with training on use and access, statistics and troubleshooting, and we create and provide marketing materials and videos for patrons to learn how to use digital collections.



**CR** Consumer Reports



freegal  
music



*..and more at*

*[marigold.ab.ca/eresources](http://marigold.ab.ca/eresources)*

Marigold's membership in TRAC stretches dollars by sharing **Overdrive/Libby and Cloud Library eBooks and eAudiobooks, eMagazines, and eResources like Novelist.**

Marigold's membership in **The Alberta Library** allows us to obtain the best pricing on eresources and digital content, such as **Ancestry.com, Consumer Reports, and Solaro online study help for grades 3-12.**



# Collection Services

Marigold orders, receives, and processes new materials for member libraries to maximize vendor discounts. Professional cataloguing makes it possible for patrons to locate and request **popular books, video games, movies, equipment, and more** in the online catalogue or app. New materials are delivered to member libraries ready for patrons to check out with barcoding, mylar protection, durable cases for AV, and labeling.

**Collection use is increasing!!**

**2,143,271**

Items checked out by patrons at Marigold member libraries



**4.42% increase from last year!**



The number of unique patrons borrowing items from libraries increased by **12%!**



**17 library staff members met with Marigold Collections Services staff to learn about acquisitions and collections services.**

**75,684**

New items added to library collections

**\$968,942**

Marigold spent on new physical library materials

**2,952,108**

Items available for your patrons to borrow at [tracpac.ab.ca](http://tracpac.ab.ca)!

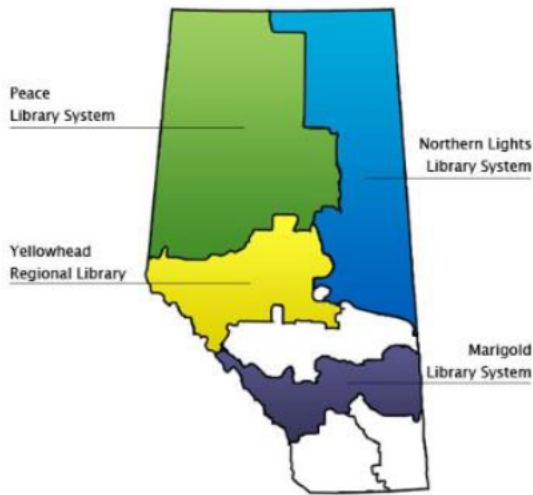
**It's the Library of Things!  
Check out a guitar, cordless drill,  
or blood pressure monitor.**

Marigold staff assist libraries with making non-traditional collections ready for residents to borrow by adding them to the library catalogue! 2023 additions included a carbon dioxide monitor, a code-reader for vehicles, an air fryer, massage gun, and more!





# The Regional Automation Consortium (TRAC)




TRAC is a society formed by Marigold Library System, Peace Library System, Yellowhead Regional Library, and Northern Lights Library System that finances and supports a shared library catalogue, eBooks, and some eResource collections.

**Patrons from Marigold member libraries can access over 3 million physical items in over 185 public libraries across Alberta!**

The TRACpac online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

**12 million** visits to  
tracpac.ab.ca in 2023!

<p>Patrons browsed and placed holds in over <b>1,661,256</b> sessions on tracpac.ab.ca</p>	<p><b>763,298</b> items loaned to Marigold patrons by TRAC libraries</p>		<p><b>Over 3 Million</b> items Available on tracpac.ab.ca for patrons to borrow!</p>
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## TRAC working groups represent the four member systems:

### TRAC Directors

Meet with Clarivate (Polaris software provider), negotiate with vendors, collaborate with other regions to maximize cost-effectiveness.

### System Administrators Group

Reviews technology for TRAC, enhances authentication services for patron access, implements best practices for end users.

### Public Services Group

Reviews procedures for patron accounts and circulation of library materials, shared eContent selection.

### Bibliographic Services Group

Reviews workflows in shared cataloguing and acquisitions, database quality and initiatives (e.g. decolonizing subject headings).

### Training Group

Reviews TRAC communication, procedures and best practices.



# Delivery Services & ILL



Interlibrary holds requested by patrons pass through Marigold headquarters for sorting, and are transported to their destination through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems) or by mail (e.g. academic libraries).

Hold requests placed by patrons are delivered to member libraries and lending lockers for patron pickup via weekly van delivery from Marigold. Drivers also deliver new collection materials, kits, games, supplies and promotional materials to member libraries.

**1,222,652**

Patron interlibrary loans via HQ!

**3,024**

Delivery stops at member libraries

**245,000**

KMs driven for ILL delivery!

**7 vehicles driven 1,921**

**times** for deliveries, IT site work, programs, & consultation support!

**ME** Alberta  
Wide  
Borrowing  
**LIBRARIES**

**Increased  
by 43.1%!**

In addition to TRAC items, cardholders from Marigold member municipalities can register online to access nearly 20 million items from public libraries across the province.



# Consultation & Professional Support

“We've made substantive improvements to our collection based on the reports and assistance [our Marigold Consultant] provided”



## Marigold *Library Services Consultants* provide advice and solutions for member libraries, including:

- Library Manager Training
- Professional Development
- Program Planning & Support
- Outreach Program Development
- Collection Development
- Weeding & Inventory
- Board Development
- Policy Development
- Standards and Best Practices
- Performance Measures
- Space Planning... and MORE!

## Trustee Orientation & Training

at Carbon & Airdrie

**124 Consultation visits** with member library managers and staff

5 Virtual *Coffee Chat* Meetings



**482 Hours of In-Person *Consultation***

## Library Manager Orientation at

Acadia, Carseland, Chestermere, Crossfield, Langdon, Linden & Three Hills

## Inventory, Weeding & Collections Projects at

Chestermere, Crossfield, Hanna, Langdon, Sheep River, & Three Hills

# Marigold Conference & Making a Difference Award Winners!



The Marigold Conference was held on May 10th, 2023. The theme of the 2023 Conference was *It Starts With Us*. It was Marigold's most attended conference to date, with **212 people attending**, including library staff, trustees, and guests.

The 2023 keynote speaker, Professor Timothy Caulfield presented on "The Role of Social Media in the Spread of Misinformation," with many attendees saying his session was the highlight of the conference. The conference also hosted two lightning talks for the first time with three presenters speaking to the themes of "Inclusion Starts With Us," and "Responding to Public Pushback."

## Marigold Making a Difference Awards

These awards acknowledge the excellent work taking place at member libraries in programming, outreach, advocacy, public relations, and partnerships. Thank you to the Marigold Board Advocacy Committee for reviewing the submissions and selecting the winners.

### 2023 Winners

**Chestermere Public Library**

*Test Drive a Hobby Kit*

**Three Hills Municipal Library**

*E-Scooter Program*

**Bighorn Library**

*Exshaw Parent Play Drop-In*

### Honourable Mentions

**Okotoks Public Library**

*Blackfoot Language Nature Scavenger Hunt*

**Irricana & Rural Municipal Library**

*Know Your Community—Newcomer's Package*

**Rockyford Library**

*Magical World of Muggles Event*



# Training & Professional Development

Marigold supports member library staff in growing their knowledge, skills, and abilities. Training is provided in the best way for library staff to access it, whether in-person at member libraries, at Marigold headquarters, virtually, or by webinar!

## In 2023:

**82** library staff attended webinars and virtual training sessions on eResources, Biblioboard, and websites.

**58** library staff attended in person training sessions on eResources, Leap, Websites, LibraryAware, and Services for Patrons with Print Disabilities.

**150** participants completed 11 eResources challenges to learn about our online digital content.

**22** library staff and trustees attended an accessibility workshop at Marigold's annual Library Leaders event in September.



## Marigold staff provide training for:

- Polaris & Leap (patron & circulation software)
- Collection Development & Management
- Simply Reports (reporting & inventory software)
- Relais (Interlibrary Loan software)
- Website Editing
- Library Apps
- LibraryAware (promotional & marketing materials)
- Using eBooks and eResources

# First Nations' Services



2,617

People/families  
have library cards



149

Books purchased for the  
Mîni Thni Book Deposit



2

Story Walks installed at  
Nakoda Elementary School

With money from Alberta Government grant for public library service to Indigenous communities, Marigold continues to provide public library services to two First Nations reserves—Stoney Nakoda and Siksika Nation.

A highlight in 2023 was the opening of the Mîni Thni Book Deposit in May. While Marigold had a presence in Mîni Thni with the Three Bands Library, the items in this space were only made up of donations. The name was generated through feedback from a community Knowledge Keeper to be more reflective of the community. New books were purchased for the book deposit, curated by Marigold's Indigenous Outreach Specialist Rose Reid. On May 24, a Grand Opening Coffee Event was held to announce the official opening of the book deposit. The Rotary Club of Canmore donated books for the occasion and the Rocky Mountain Outlook sent a reporter; they covered the event in an article which can be found [here](#).



Booklets created from archival documents from the Whyte Museum of the Canadian Rockies have continued to be popular. Copies of the booklets have been donated to Elders/Knowledge Keepers, given out as prizes at local events, and copies placed in the book deposits. Stoney Nakoda Nation members not only enjoy seeing their history, maps with traditional place names, and stories referencing their ancestors, but these documents are a useful tool when they need to provide proof of family members being Residential School survivors.



Marigold has formed partnerships with schools on the reserves which have allowed us to provide students with library cards and teach them about the various eResources that are available to them. On one trip, staff member Rose was informed that the students had just learned about a popular music listening app being blocked at the school and were upset about this. Rose was able to change their day around by promoting Freegal to them. When the Green Screen is brought along to these presentations, the students love getting their photos taken with fun backgrounds, and their parents love receiving print photos of their children. We installed a permanent StoryWalk at the Nakoda Elementary School and have been switching out the story on a bi-annual basis. The current book was written by a member of the Goodstoney First Nation.

During the summer, a member of the Stoney Nakoda Nation was hired to help run three programs: Summer Fun, Wednesday in the Woods, and a Ribbon Skirt program. Summer Fun was a Marigold run weekly program at the building the Mîni Thni Book Deposit is located in. Wednesday in the Woods was a partnership with a local organization in Mîni Thni. Both programs provided crafts and activities for local children. The Ribbon Skirt program was created by the summer student with the hope to run this program at the libraries located near the Stoney Nakoda reserve.

# IT Support & Services

Libraries need the right equipment, the right software, the right network, and the expertise to put it all together.

336

Hours of onsite work at Marigold member libraries



1001

Remote support sessions



1268

Hours providing remote support for library staff



Marigold IT strives to deliver a positive patron experience. Internet and wifi available to patrons and staff at member libraries is provided by Marigold on a robust, secure fibre-optic network. Patrons can access online library services like downloading ebooks and placing holds because IT ensures patron accounts are sustained in a safe and secure environment.

Member libraries rely on the IT team to offer remote support, monitor bandwidth, implement firewall and security protocols, troubleshoot connection issues, perform software and onsite equipment upgrades, and help library staff plan for the lifecycle of their computer equipment.



Networked services includes email hosting, cloud-based file storage, library software (Polaris ILS), software licensing, file sharing, and a toll-free telephone system.

# Programming & Support



**40 Summer programs were delivered at 28 member libraries!**

Marigold staff coordinated the national TD Summer Reading Program on behalf of participating libraries.

**StoryWalks were borrowed 40 times by 13 member libraries.**

**Kits, Games & Traveling Displays were loaned to member libraries 388 times!!!**

Libraries save money by borrowing kits, games, and displays from Marigold, such as craft and makerspace kits, travelling book displays, a karaoke machine, life-size games like Kerplunk and Sorry, and objects like a prize wheel.



**77 teens from 15 libraries participated in the online Teen Summer Reading Club.**

2 editions of the Teen Zine were published featuring art and writing by member library patrons.

The Grand Prize winner of the Teen Summer Reading Challenge received a Nintendo Switch!





# Patron & Direct Services

## 2,854 Items mailed to Marigold patrons via Library to You (L2U)!

L2U is a free mail service for those who face physical or geographic difficulties in visiting their public library in person. For patrons across Marigold, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

## 487 New Large Print books, audiobooks, high demand movies & more!

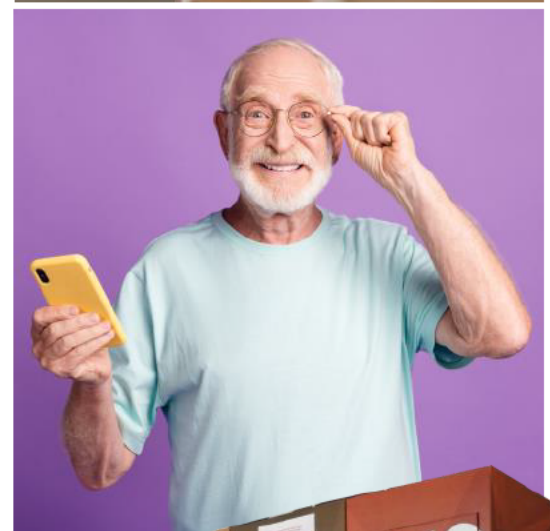
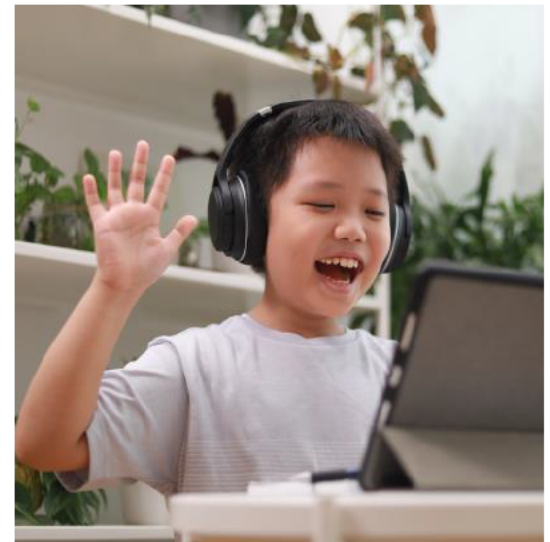
These expensive collections are shared with libraries and rotated to ensure fresh browsing material for patrons. Libraries also collaborate with senior's lodges to provide Marigold collection large print materials for residents.

## 2,070 New books for Book Deposits!

Book Deposits are located in small communities across the Marigold region. Marigold staff support local volunteers in maintaining these honour-system collections. Each month, the deposit receives new popular material from Marigold and the collection is replenished annually.

## 3,741 holds picked up by patrons at Bragg Creek & Hussar Lending Lockers!

Patrons place holds using [tracpac.ab.ca](http://tracpac.ab.ca) or the TRACpac app to pick up library materials in Hussar (Credit Union), Bragg Creek (Community Centre), or Airdrie Genesis Place. Marigold staff service the Hussar and Bragg Creek lockers, and the patrons receive automated messages that their items are ready for pick up.



# Collaborations

## SAIT

Marigold has a long-standing partnership with the SAIT Library & Information Technology (LIT) program!

- Marigold hosted practicum students from the SAIT LIT program in April and October. Each practicum lasted three weeks.
- In September, the SAIT LIT class toured the Marigold facility to learn more about Marigold's operations and opportunities for LIT's in regional library systems.



## Canadian Urban Libraries Council (CULC)

Marigold is a member of CULC, an organization open to libraries that serve an urban region of 100,000 people or more. CEO Lynne Price participates on a national listserv of CEOs to share ideas and discuss emerging issues. COO Laura Taylor participates on CULC's Futures Lab, and attended the CULC Director's Meeting in Toronto.

## The Alberta Library (TAL)

As a member of The Alberta Library, Marigold's CEO Lynne Price serves on the TAL Board. COO Laura Taylor works closely with TAL for licensing many of our eResources at TAL's discounted rates.



## *Staff Represented Marigold at the Following Conferences:*

- Ontario Library Association (OLA) - February 1—4
- Southern Alberta Library Conference (SALC) - March 3
- Alberta Health & Safety Conference - April 26—27
- Social West - June 5—7
- The American Library Association (ALA) - June 22—27
- Research Institute for Public Libraries (RIPL) - July 23—26
- Stronger Together - November 9—10

# Advocacy & Marketing Support

## Website Templates

Marigold provides website templates for member libraries to promote everything the public library has to offer! Libraries can engage with community members and provide information on resources, programming and more.



## Library Cards

Marigold pays for TRAC library cards for member libraries to issue to patrons!

**84,804**

brochures were printed at Marigold and distributed to member libraries for staff training and patron use! Brochures promote and inform library staff and patrons on various eResources, using eBook devices, accessing interlibrary loans and more!



Marigold's CEO presented on Marigold services and support to the Town of High River and the MD of Acadia. COO Laura Taylor visited local library boards to provide orientation and training.

Libraries  
**VALUE  
BEYOND**  
words

## Regional Systems Advocacy Committee

Board Chair John Getz, and Marigold CEO Lynne Price participate on the Alberta Systems Advocacy Committee, formed by the seven regional library systems in Alberta. The systems collaborated successfully to increase provincial funding for library grants in the 2023 budget. Joint letters were sent to Premier Danielle Smith and Municipal Affairs Minister Rebecca Schulz. Letters were also sent to Minister McIver after his appointment to Municipal Affairs. An advocacy how-to guide and election toolkit were circulated to member libraries. In the coming year, the Committee will focus on assisting libraries with telling their stories to Council about the impact and value of public library service.



# Demand for public library service continues to grow!



**MARIGOLD**  
LIBRARY SYSTEM

Across Marigold...

114,675 people/families have a library card

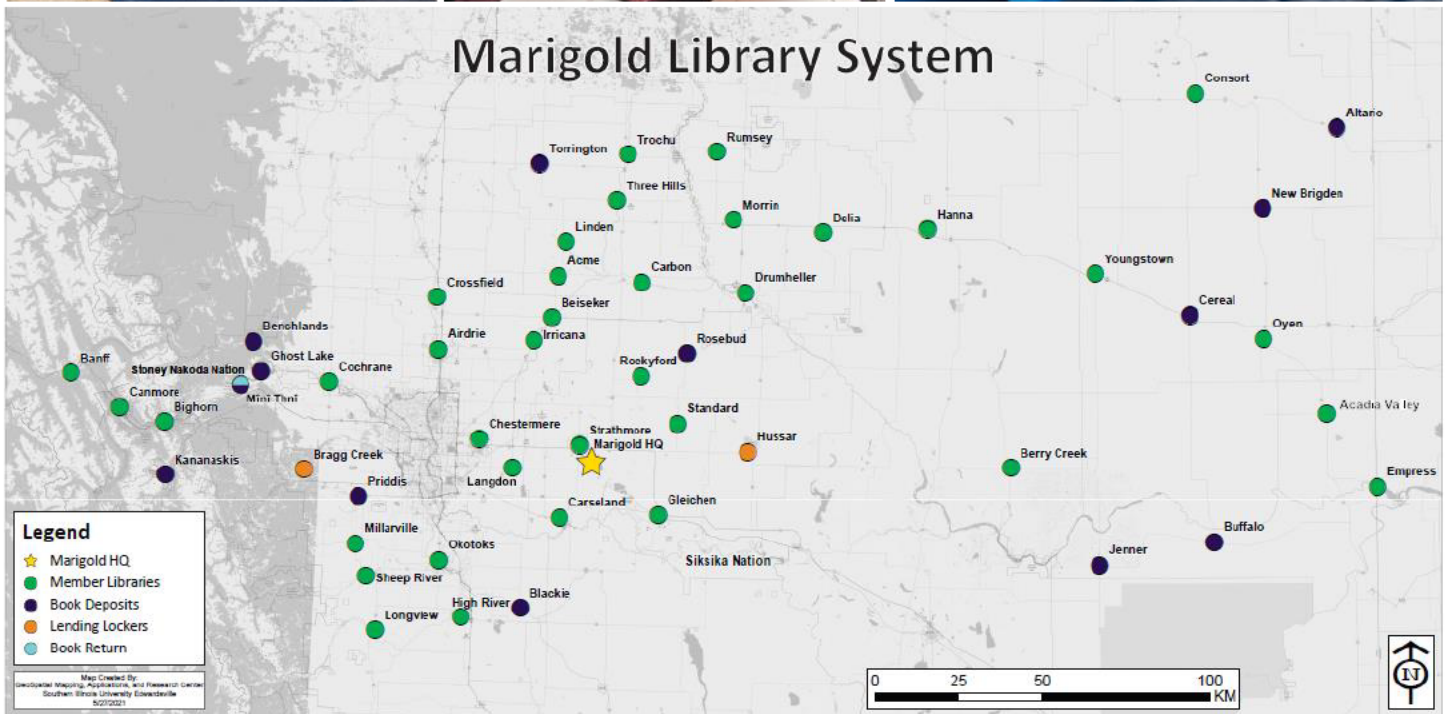
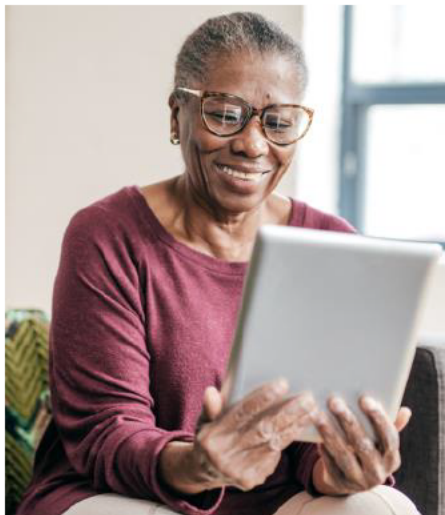
393,254 eBooks borrowed

2,143,271 items loaned to Marigold cardholders, a 4.42% increase over 2022!

8,229 programs with 117,109 participants

75,684 new items added to Marigold library collections

11 million visits to the online library catalogue



Find out more at [marigold.ab.ca](http://marigold.ab.ca)!

# Notes to Council



## April 20, 2024 AGM & Board Meeting Highlights

### Audit

2023 Audited Financial Statements were presented by auditors Gregory, Harriman & Associates and approved by the Marigold Board. It was a clean audit and Marigold is in a stable financial position.

### Financial Statements

Unaudited financial statements to March 31, 2024 were accepted as presented.

### Value of Your Investment Reports

Communications & Engagement Manager Jessie Bach presented the Value of Your Investment Reports on behalf of Chief Operating Officer Laura Taylor. This report is distributed annually to demonstrate the value of services provided by Marigold Library System. It reflects what it would cost to recreate Marigold services at the local library level, and showcases the value of Marigold's bulk purchasing power and centralized operations in getting more for each dollar.

### 2023 Annual Report

The Board approved the 2023 Annual Report as presented, for distribution to stakeholders. The report can be accessed online at: <https://marigold.ab.ca/About-Us/Publications>



**Canmore Public Library**  
2023 Value of Your Investment

This report shows the value of services provided by Marigold Library System. Working together, Marigold members accomplish more than they ever could alone. Marigold provides essential and community-focused services that enhance local library operations and the experience of library patrons.

2023 Levy Payments from Canmore to Marigold (2023 Alberta Provincial)	
For Each Levy	Proportion
Municipality	24.50
Library Board	24.50
Levy Payments from Canmore to Marigold	
TOTAL	

Direct Financial Return & Value of Marigold Services TOTAL: \$157,650.50

Direct Financial Return & Value of Marigold Services	
Item	Amount
Operating grants and allocations from Canmore Municipal Library	\$26,725.00
Services Grant Operating Grant from Marigold	\$1,000.00
IT Support Levy (Operating Account) from Marigold	\$14,125.00
Physical Library Collection Allocations & Revenues	\$15,725.50
SUBTOTAL	

2023 Total Levy Payments from Canmore to Marigold: \$157,650.50

2023 Total Direct Financial Return & Value of Marigold Services: \$1,340,076.52



**Upcoming Board Meetings:**  
Saturday, August 24, 2024 9:30 AM  
Marigold Library System & Western Irrigation  
District Community Room, Strathmore

Saturday, November 23, 2024 9:30 AM  
Virtual TEAMS Meeting

**Questions?**  
Contact CEO Lynne Price  
[lynne@marigold.ab.ca](mailto:lynne@marigold.ab.ca)

**Marigold Library System**  
B 1000 Pine Street  
Strathmore Alberta, T1P 1C1 | 1-855-934-5334  
[marigold.ab.ca](https://marigold.ab.ca)

# Notes to Council—April 20, 2024

## Policy Approval & Decision

### Policies reviewed & approved:

- Board Member Compensation Policy
- Orientation for Marigold Board Members Policy
- Policy Development Policy
- Resource Sharing Policy
- Transfer Payments Policy—Schedule A

### Governance Statements reviewed & approved:

- Marigold Library System Mission & Values

### Levy Rates for 2024

- Official population as published by Municipal Affairs will be used for the levy rates in 2024 and beyond.

## Board & Staff Service Recognition

### Board members recognized for long service:

- Nicole Kiefuik from the Town of Okotoks—5 years
- Eleanor Chinnick from Foothills Counts—10 years
- Elaine Michaels from Special Area #3—15 years

### Staff members recognized for long service:

- Clara Cao, Cataloguer—15 years
- Nancy Smith, Direct Services Clerk—15 years

## Information & Updates

Board Chair John Getz presented information about the recent Reserve Fund Study that was completed by the Pine Street Condo Corp and brought to the March Executive Committee meeting. The Reserve Fund will seed funding for future condominium building repairs and/or replacements.

CEO Lynne Price shared information about recent Board Orientation sessions, Schedule C for 2025/2026, the Annual Reports for Marigold and the community libraries, and staffing updates. In TRAC news, the consortium is exploring options to improve design and functionality of the online catalogue, and inviting feedback from Library Directors.

Director of Service Delivery Kristine den Boon provided an update on the content expansion packs recently added to Kanopy, that include Documentaries, British Cinema & TV, and Kanopy Kids.



# Hussar Municipal Library

## 2023 Value of Your Investment



This report shows the value of services provided by Marigold Library System. **Working together, Marigold members accomplish more than any one library or municipality could achieve alone.** Members benefit from economies of scale including bulk purchasing and streamlined operations from centralized workflows, IT infrastructure and delivery logistics. Marigold provides essential and community-focused services that enhance local library operations and the experience of library patrons.

### 2023 Levy Payments from Hussar to Marigold (2022 Alberta Population)

	Per Capita Levy	Population	Contribution
Municipality	\$6.35	196	\$1,244.60
Library Board	\$4.50	196	\$882.00
<b>Levy Payments from Hussar to Marigold TOTAL</b>			<b>\$2,126.60</b>

### Direct Financial Return from Marigold to Hussar Municipal Library

Operating grants and allotments from Marigold to the member library.

Services Grant (Operating Grant from Marigold)	\$3,100.00
IT Capacity Fund (Spending Account from Marigold)	\$1,000.00
Physical Library Collection Allocations & Bestsellers	\$3,435.00
<b>SUBTOTAL</b>	<b>\$7,535.00</b>

### Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of service to meet community needs and interests. Details on following pages.

**SUBTOTAL** **\$81,131.45**

**Direct Financial Return & Value of Marigold Services TOTAL** **\$88,666.45**

## 2023 Total Levy Payments from Hussar to Marigold

**\$2,126.60**

## 2023 Total Direct Financial Return & Value of Marigold Services

**\$88,666.45**

# Hussar Municipal Library

## 2023 Value of Your Investment



### Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of services to meet community needs and interests.

#### Collections

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##### **Collections Discounts for Your Library**

\$1,764.00

Marigold's bulk purchasing power provides deep discounts for new collections allotted to your library. Without membership in Marigold, your library would spend more to purchase the same collection materials. Marigold staff save library staff time by assisting with collection selection.

Marigold's membership in TRAC (The Regional Automation Consortium) gives **your library patrons access to over 3.3 million items in over 185 public library collections across Alberta**. The TRACpac online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

##### **Cataloguing & Processing of New Materials by Marigold**

\$1,450.00

Professional cataloguing makes it possible for patrons to locate and request popular books, video games, movies, equipment and more in the online catalogue or app. New materials are delivered shelf-ready to your library with barcoding, mylar protection, durable cases for AV and labelling.

##### **Unique eBook & eAudiobook Titles Borrowed by Your Cardholders**

\$6,059.90

Marigold provides a wide range of digital collections for reading, watching, listening and learning! The average cost for an eBook is \$36 and \$53 for an eAudiobook. Marigold's membership in TRAC provides your patrons with access to shared Overdrive/Libby and Cloud Library collections.

##### **Kits, Games & Travelling Displays Borrowed from Marigold**

\$30.00

Libraries save money by borrowing kits, games and displays from Marigold, such as craft and makerspace kits, travelling book displays, a karaoke machine, life-size games like Snakes and Ladders, and more.

##### **Collection Insurance**

\$0.00

Marigold insures the physical collections at member libraries.



# Hussar Municipal Library

## 2023 Value of Your Investment



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### Delivery & Resource Sharing

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#### Unique Physical Titles Borrowed from Other Libraries by Your Patrons

\$7,325.00

As a member of TRAC and an Alberta Public Library Network Partner, patrons registered at Marigold libraries can request an item through [tracpac.ab.ca](http://tracpac.ab.ca) or the TRAC app from any of the 185+ libraries in TRAC, plus other libraries across the province.

Library to You (L2U) is a free mail service for those who face physical or geographic difficulties in visiting their public library in person. For patrons across Marigold, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

#### Weekly Van Delivery Service

\$13,745.33

All interlibrary holds requested by patrons pass through Marigold headquarters for sorting, and transportation to their destination through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems) or by mail (e.g. academic libraries). Drivers also deliver new collection materials, kits, games, supplies and promotional materials to member libraries.

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### IT

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#### IT Site Visits, Helpdesk, Remote Support & Consultation

\$5,235.27

IT staff provide remote support, troubleshooting, cyber security training, and onsite installations and upgrades for your library, with the goal of reliable IT support for library staff and a positive patron experience. Marigold helps library staff plan for the lifecycle of their computer equipment.

Marigold IT manages the network of computers, devices, and systems that connect member libraries and library service to the world. Member libraries can rely on our team to offer technical support, monitor bandwidth, implement firewall protocols, troubleshoot connection issues, and perform software updates.

#### Equipment, Software, Licensing, and Library Software

\$22,450.45

Libraries need the right equipment, the right software, the right network, and Marigold provides the expertise to help put it all together. Networked services include email hosting, cloud-based file storage, software licensing, file sharing, a toll-free telephone system, and patron access to library collections and digital content in a safe and secure environment. Marigold staff negotiate complex IT vendor contracts on behalf of the system.

# Hussar Municipal Library

## 2023 Value of Your Investment



### **Supernet & Internet**

\$540.00

Internet and wifi available to patrons and staff at member libraries are provided via Marigold on a robust, secure fibre-optic network. The Alberta Public Library Services Branch (PLSB) pays for monthly SuperNet costs for libraries that are members of Marigold. Marigold pays for monthly internet costs (bandwidth).

### **Website**

\$9,197.37

Marigold provides a website for your library to share information on everything your library has to offer! The websites allow libraries to engage with community members and provide information, resources and services to the public. Marigold staff are available to assist libraries with website updates.

## **Training, Professional Development & Consultation**

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### **Training Sessions (in-person & webinars)**

\$0.00

Marigold provides training to library staff on topics such as using eBooks for mobile devices, or using eMagazines, eResources and library apps.

### **Marigold Conference & Professional Development**

\$0.00

Marigold pays for up to two library staff to travel and attend the Marigold Conference, which featured keynote speaker Timothy Caulfield in 2023, in addition to a day of sessions and networking with peers. Marigold also organizes and pays for library staff to travel and attend Library Leaders training in September, which featured sessions on accessibility and how to create a salary grid in 2023.

### **Consultation, Support & Expertise**

\$340.14

Each member library is assigned a consultant from our team of professional librarians. Our consultants have a wide range of skills and backgrounds and are experts in problem-solving and teamwork!

Your Library Services Consultant provides advice, solutions and support for library manager and staff training, personnel management, needs assessments, professional development, program planning and support, outreach program development, collection development, weeding and inventory, board and policy development, standards and best practices, reference questions, performance measures and space planning.

# Hussar Municipal Library

## 2023 Value of Your Investment



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### Marketing Materials & Supplies

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<b>Paper and Supplies for Local Collection Processing</b>	\$0.00
Marigold provides a paper allocation to support resource sharing and the cost of interlibrary loans. For eligible items added by library staff into the library catalogue, Marigold provides a supply of barcodes, spine labels and library location stickers.	
<b>Customized Plastic Library Cards</b>	\$0.00
Marigold pays for new batches of library cards, which require a special numbering sequence for each library.	
<b>Printing of Promotional &amp; Training Material</b>	\$110.00
Marigold prints custom promotional materials on behalf of your library. Marigold develops and provides professional quality publications, displays and marketing software to promote resources, events and services available at the library.	

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### Marigold Programming at Member Library

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<b>Marigold Staff Led Programs</b>	\$0.00
Marigold staff delivered <b>41</b> programs at <b>30</b> libraries to <b>337</b> participants in 2023, saving libraries staff time and money.	

**Financial Benefit TOTAL** **\$81,131.45**