



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, JUNE 25, 2024 AT 5:30 P.M.**  
**IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

*Barrhead....a quality community....giving a quality lifestyle*

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – June 11, 2024
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Barrhead Regional Fire Services
    - Member Gina Kneller
    - Member Tyler Kalmbach
    - Member Hielke Vandermeulen
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Monthly Bank Statement for the month ending May 31, 2024
  - (b) Council Meetings – Summer Months Schedule
  - (c) Funding Application – Enabling Accessibility Fund Small Projects Component

8. Reports
  - (a) Council Reports
9. Minutes
  - (a) Yellowhead Regional Library – June 17, 2024
10. Bylaw
  - (a) There are no Bylaws
11. Correspondence Items
  - (a) Letter from Mr. Ric McIver, Minister of Alberta Municipal Affairs
  - (b) Email from the Engagement Team, Municipal Services Division, Alberta Municipal Affairs dated June 14, 2024
  - (c) Letter from the Barrhead Public Library Board dated May 24, 2024
12. For the Good of Council
13. Tabled Items
14. Closed Session
  - (a) Land – Pursuant to Section 16 of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, JUNE 11, 2024,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Mayor McKenzie, Crs: T. Assaf , D. Kluin, R. Klumph, A. Oswald and D. Sawatzky  
Officials: Ed LeBlanc, CAO and Mr. James Davies, of DCG Executive Search  
Services Ltd.

**ABSENT** Cr. D. Smith

**OTHERS:** Barry Kerton, Barrhead Leader

**CALL TO  
ORDER** Mayor McKenzie called the meeting to order at 5:30 p.m.

**AGENDA** The agenda was reviewed.

191-24 Moved by Cr. Assaf that the agenda be accepted with the following amendments:

- Addition – 7(b) Recreation Board
- Addition – 8(d) Federation of Canadian Municipalities Annual Conference, FCM
- Addition – 14(c) Closed Session – Legal – Pursuant to Section 24(i) of the FOIP Act

CARRIED UNANIMOUSLY

**CONFIRMATION  
OF MINUTES**

The Minutes of the Town Council Regular Meeting of May 28, 2024, were reviewed.

192-24 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of May 28, 2024 be approved as presented.

CARRIED UNANIMOUSLY

**CLOSED SESSION –  
PERSONNEL & LAND FOIP  
ACT SECTIONS 17(1), 23 & 25**

193-24 Moved by Cr. Kluin that Council go in closed session at 5:32 p.m.

CARRIED UNANIMOUSLY

**EXITED** Ed LeBlanc, CAO exited the Chambers at 5:33 p.m.

**OUT OF CLOSED SESSION**

194-24 Moved by Cr. Sawatzky that the Council come out of closed session at 6:45 p.m.

CARRIED UNANIMOUSLY

**RECESSED**

195-24 Moved by Cr. Assaf to recess the meeting at 6:45 p.m.

CARRIED UNANIMOUSLY

**EXITED** Mr. James Davies, of DCG Executive Search Services Ltd. exited the Chambers at 7:09 p.m.

**RECONVENED**

196-24 Moved by Cr. Kluin to reconvene the meeting at 7:11 p.m.

CARRIED UNANIMOUSLY

**TEMPORARY ROAD  
CLOSURE REQUEST**

For Town Council to consider a request to temporary close a portion of 55A Street, was reviewed.

197-24 Moved by Cr. Kluin that Council approves the request from the Town of Barrhead's Parks and Recreation Department to temporary close a portion of 55A Street from 55<sup>th</sup> Street to 51<sup>st</sup> Avenue for their All-Wheel Park Party scheduled to be held on June 22, 2024 from 1:00 p.m. to 5:00 p.m.

CARRIED UNANIMOUSLY

198-24 Moved by Cr. Assaf that Council amends Road Closure Policy No. 32-010 to include All-Wheel Park Party – 55A Street from 55<sup>th</sup> Street to 51<sup>st</sup> Avenue.

CARRIED UNANIMOUSLY

**RECREATION BOARD**

For Town Council to consider the development of a Community Recreation Advisory Committee, was received.

199-24 Moved by Cr. Oswald that Council instruct Administration to move forward with the development of a Community Recreation Advisory Committee.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of June 11, 2024, were reviewed:

- Agricultural Society

200-24 Moved by Cr. Sawatzky that the Agricultural Society Report to Council as of June 11, 2024, be accepted as information and as presented.

CARRIED UNANIMOUSLY

201-24 Moved by Cr. Klumph that the CAO's Report for month ending May 31, 2024 be accepted as information.

CARRIED UNANIMOUSLY

202-24 Moved by Cr. Klumph that the Council Action List to May 28, 2024 be accepted as information.

CARRIED UNANIMOUSLY

203-24 Moved by Cr. Oswald that the FCM, Federation of Canadian Municipalities Annual Conference report, be accepted as information.

CARRIED UNANIMOUSLY

## MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Barrhead & District Family and Community Support Services – April 18, 2024

204-24

Moved by Cr. Kluin that the Minutes of the Barrhead & District Family and Community Support Services – April 18, 2024, be accepted as information and as presented.

CARRIED UNANIMOUSLY

## CORRESPONDENCE ITEMS

The following correspondence items were reviewed:

Letter from the Barrhead & District Senior Citizens Society dated May 13, 2024, requesting financial sponsorship for their upgrades.

205-24

Moved by Cr. Sawatzky that Council deny the request from the Barrhead & District Senior Citizens Society for their facility upgrades.

CARRIED UNANIMOUSLY

Letter from Municipal Affairs dated May 21, 2024, confirming the 2024 LGFF Capital and LGFF Operating allocations for our community as follows:

- The 2024 LGFF Capital allocation is \$744,316.00
- The 2024 LGFF Operating allocation is \$305,840.00

Letter from Municipal Affairs dated May 24, 2024, clarifying Bill 20: the Municipal Affairs Statutes Amendment Act and the changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)* and advising that it has been tabled, and received an amended version of Bill 20.

Email from MADD Canada dated May 28, 2024, requesting financial sponsorship advertising.

206-24

Moved by Cr. Oswald that Council accepts the following correspondence, as information:

- The letter from Municipal Affairs dated May 21, 2024, confirming the 2024 LGFF Capital and LGFF Operating allocations for the Town,
- The letter from Municipal Affairs dated May 24, 2024, clarifying Bill 20: the Municipal Affairs Statutes Amendment Act and the changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)* and advising that it has been tabled, and received an amended version of Bill 20,
- The email from MADD Canada dated May 28, 2024, requesting financial sponsorship advertising.

CARRIED UNANIMOUSLY

## FOR THE GOOD OF COUNCIL

Cr. Klumph commended the Town's Public Works along with the Parks and Recreation Departments for their efforts to reclaim the old tennis court area.

**CLOSED SESSION –  
PERSONNEL & LAND FOIP  
ACT SECTIONS 17(1), 23 & 25**

207-24 Moved by Cr. Assaf that Council go in closed session at 8:12 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

208-24 Moved by Cr. Sawatzky that the Council come out of closed session at 9:08 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

209-24 Moved by Cr. Klumph that the Council Meeting be adjourned at 9:08 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** July 25, 2024

**Re:** 5:30 p.m. Delegation – Barrhead Regional Fire Services

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## 1.0 **PURPOSE:**

To hear and discuss the recent training event a few members of the Regional Fire Services' Department attended.

## 2.0 **BACKGROUND AND DISCUSSION:**

Every second-year the Barrhead Regional Fire Services' operating budget allows for a few members to attend the Fire Department Instructors Conference (FDIC). Every year, the conference is held in Indianapolis, Indiana.

This year Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen attended the conference.

Administration wanted these members to share their experience with Town Council.

The following is some information found on the FDIC's website:

*FDIC International offers thousands of Fire & Rescue professionals from around the world, quality world-class instructors, classrooms, workshops, H.O.T. (Hands On Training) Evolutions and the most innovative products and services available to the industry displayed by over 800 exhibiting companies. The FDIC experience is more than your traditional trade show it's about the learning and sharing with your peers formally and informally through hallway conversations, developing life-long friendships, and recharging your passion for the industry. Simply, there is no other event like FDIC International and to experience it you have to attend.*

*FDIC International offers some of the top training and Education courses for fire and rescue service. Learn the latest technology and techniques in our Hands-On-Training Evolutions, Pre-Conference Workshops, Classroom Sessions, and Women in Fire Conference.*

*FDIC International is a one of kind experience, bring together members of the fire service from around the world to exchange information, network with other firefighters.*

**3.0 ALTERNATIVES:**

- 3.1 Council accepts the presentation from the Barrhead Regional Fire Services' members, Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen as information.
- 3.2 Council tables the presentation from the Barrhead Regional Fire Services' members, Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen and request further information to be presented at the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Limited

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

Council accepts the presentation from the Barrhead Regional Fire Services' members, Gina Kneller, Tyler Kalmbach and Hielke Vandermeulen as information.

Edward LeBlanc  
CAO



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** June 25, 2024

**Re:** Monthly Bank Statement – for month ending May 31, 2024

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**1.0 PURPOSE:**

To approve the Monthly Bank Statement for the month ending May 31, 2024.

**2.0 BACKGROUND AND DISCUSSION:**

None

**3.0 ALTERNATIVES:**

3.1 That Council approves the Monthly Bank Statement for the month ending May 31, 2024, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending May 31, 2024 and instructs Administration to provide further information at the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Monthly Bank Statement for month ending May 31, 2024.

**9.0 RECOMMENDATION:**

That Council approves the Monthly Bank Statement for the month ending May 31 2024, as presented.

(original signed by the CAO)  
Edward LeBlanc  
CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED MAY 31, 2024**

<b>PER TOWN OF BARRHEAD:</b>	<b>SERVUS GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	5,890,636.24	3,500,000.00
Receipts	4,015,890.03	
Interest	35,028.41	
Transfers from/to Term Deposits	0.00	
Cancelled Cheques	0.00	
<b>SUBTOTAL</b>	<b>9,941,554.68</b>	<b>3,500,000.00</b>
Disbursements	1,368,634.18	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	1,500,000.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>8,572,920.50</b>	<b>2,000,000.00</b>
*****		
<b>PER BANK:</b>		
Balance at end of month	8,576,036.44	2,000,000.00
Outstanding Deposits	139,594.44	
<b>SUBTOTAL</b>	<b>8,715,630.88</b>	<b>2,000,000.00</b>
Outstanding Cheques	142,710.38	
<b>NET BALANCE AT END OF MONTH</b>	<b>8,572,920.50</b>	<b>2,000,000.00</b>

**TERM DEPOSIT SUMMARY  
FOR MONTH ENDED MAY 31, 2024**

<b><u>Financial Institution</u></b>		<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
<b>Scotiabank</b>	\$	2,000,000.00	5.22	07-Jun-24	Maturity Date Dec. 9, 2024

# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Edward LeBlanc, CAO  
**cc:** File  
**Date:** June 25, 2024  
**Re:** Council Meetings – Summer Months Schedule

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**1.0 PURPOSE:**

To discuss the frequency of Council Meetings during the summer months.

**2.0 BACKGROUND AND DISCUSSION:**

It has been the past practice of the Town to only have one Council meeting per month during the months of July and August.

A few years ago, during the October Organizational Meeting, Council decided to have two Council meetings during the months of July and August.

Mayor McKenzie is wondering if Council should go back to only one Council Meeting per month for July and August.

**3.0 ALTERNATIVES:**

3.1 Council confirms that there will be two regular Council Meetings scheduled for the months of July and August, 2024.

3.2 Council cancels the July 23, 2024 and the August 20, 2024 Council Meetings.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

Administration will wait for further direction from Council.

(original signed by the CAO)  
Edward LeBlanc  
CAO

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** June 25, 2024

**Re:** Funding Application – Enabling Accessibility Fund Small Projects Component

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## 1.0 **PURPOSE:**

For Council to discuss the details of submitting a federal grant application for improving accessibility.

## 2.0 **BACKGROUND AND DISCUSSION:**

On Tuesday June 18<sup>th</sup>, the Town’s Director of Parks and Recreation along with the Executive Director of FCSS, Karen Pronishen and myself participated in a webinar hosted by the Employment and Social Development Canada to learn about a newly announced federal grant that provides funding for the construction renovations or retrofit that will increase accessibility in Canadian communities.

Some examples of eligible projects are:

- Building ramps, accessible doors and accessible washrooms
- Creating an accessible playground

Municipalities and non-for-profit organizations are eligible applicants.

The maximum grant amount for any one project is \$125,000.00 with a minimum of 25% cash contribution from the applicant.

It is important to note that the Federal Department has prioritize the following types of projects:

- Shelters for those experiencing violence and gender-based violence and/or are at risk of homelessness.
- Food Banks
- Clothing Banks
- Indigenous projects

The deadline for grant submission is no later than July 23, 2024.

Administration has scheduled a meeting with the Accessibility Coalition on June 24<sup>th</sup> to obtain their thoughts on a potential project that would be share with Town Council.

The successful applicants will be contacted by the Federal Department this Fall.

**3.0 ALTERNATIVES:**

3.1 Council instruct Administration to submit an application to Employment and Social Development Canada for the maximum grant amount of \$125,000.00 under the enabling Accessibility Fund Small Projects Component.

3.2 Council tables a grant application to Employment and Social Development Canada under the Enabling Accessibility Fund Small Projects Component and instruct Administration to bring further information at the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Should the Town be successful in its application, the Town will have to invest at least \$41,650.00 (25% of the total cost of the project).

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

As previously noted, the grant program is administered by the Federal Government.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

Council instruct Administration to submit an application to Employment and Social Development Canada for the maximum grant amount of \$125,000.00 under the enabling Accessibility Fund Small Projects Component.

(original signed by the CAO)  
Edward LeBlanc  
CAO



**COUNCIL REPORTS  
AS OF JUNE 25, 2024**

		Meeting (since last council)
Agricultural Society	Cr. Oswald (Alt. Cr. Kluin)	_____
Barrhead Accessibility Coalition	Cr. Kluin	_____
Barrhead Cares Coalition	Cr. Assaf	_____
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	_____
Barrhead Attraction & Retention Committee	Mayor McKenzie	_____
Barrhead & District Social Housing Association	Cr. Smith	_____
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith	_____
Barrhead Regional Airport Committee	Mayor McKenzie and Cr. Assaf	_____
Barrhead Regional Landfill Committee	Cr. Sawatzky and Cr. Klumph	_____
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith (Alt. Cr. Oswald)	_____
Capital Region Assessment Services Commission	Cr. Klumph	_____
Chamber of Commerce	Cr. Oswald	_____
Community Futures Yellowhead East	Cr. Assaf (Alt. Cr. Kluin)	_____
Economic Development Committee	Committee of the Whole	_____
Enhanced Policing School Resource Officer Committee	Cr. Sawatzky (Alt. Mayor McKenzie)	_____
Family & Community Support Services Society	Cr. Kluin and Cr. Oswald	_____X_____
Intermunicipal Collaboration Framework Committee	Cr. Assaf, Cr. Smith and Mayor McKenzie	_____
Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____X_____
Municipal Emergency Advisory Commission	Cr. Assaf, Cr. Kluin and Cr. Smith	_____
Municipal Planning Commission	Cr. Assaf, Cr. Oswald and Cr. Sawatzky (Alt. Cr. Smith)	_____
Subdivision & Development Appeal Board	Cr. Klumph	_____
Twinning Committee	Cr. Klumph	_____
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____X_____



## **YRL Board of Trustees Meeting**

**June 17, 2024, 10:00 a.m.**

**YRL Boardroom and [Zoom](#)**

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### **Mission and Values**

YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, recreational, and cultural needs of their communities.

Collaboration – Inclusion – Responsiveness – Value for Investment

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### **CALL TO ORDER & INTRODUCTIONS**

1. Approval of Agenda
2. Approval of Minutes – March 4, 2024 \*

### **DECISION ITEM**

3. Second Reading of Bylaw 10: Public Attendance and Presentation at Board Meetings \*

### **INFORMATION ITEMS**

4. Executive Committee Meeting Minutes of April 15 and May 13, 2024 \*
5. Director's Q2 Report \*
6. Risk Management Framework – Process, Procedures and Matrix – April 2024 \*
7. Diversity, Equity, Inclusion, and Belonging (DEIB) Strategy \*
8. 2023-2024 On-Reserve On-Settlement (OROS) Grant Final Report – March 2024 \*
9. Financial Statements to April 30, 2024 \*
10. Policy Manual Revisions
  - a. Bylaw and Policy Making Policy \*
  - b. Employee Benefits Policy \*
  - c. Grievances Policy \*
  - d. Parliamentary Procedure and Meeting Policy \*
11. [Stronger Together Library Conference](#), Oct. 3 & 4, [DoubleTree by Hilton West Edmonton](#)
12. YRL Public Libraries' Council (PLC) Update
  - a. PLC Terms of Reference – April 2024 \*
13. Alberta Library Trustees' Association (ALTA) Update

**NEXT MEETING** Monday, October 7, 2024, 10:00 a.m.

### **ADJOURNMENT**

\* Document(s) in meeting package.

## YRL Board of Trustees Meeting

Boardroom and Zoom, March 4, 2024

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### Mission and Values

YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, recreational, and cultural needs of their communities.

Collaboration – Inclusion – Responsiveness – Value for Investment

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#### **Present**

Chair Hendrik (Hank) Smit, Town of Hinton  
Vice Chair Tara Elwood, Village of Alberta Beach  
Abby Keyes, Town of Westlock  
Bill Elliot, City of Wetaskiwin  
Bridgitte Coninx, Town of Onoway  
Carla Frybort, City of Leduc  
Carol Ohler, Lac Ste. Anne County  
Christine Wiese, Westlock County  
Cory Gilbert, Town of Thorsby  
Dana McFaul, Leduc County  
Doug Peel, Town of Millet  
Dwayne Mayr, Village of Warburg  
Harold Pawlechko, Town of Stony Plain  
Jan Gillett, City of Spruce Grove  
Jason Shewchuk, Village of Spring Lake  
Kathy Dion, Summer Village of Sunset Point and  
Summer Village of Val Quentin  
Kathy Rooyackers, County of Wetaskiwin No. 10  
Liz Turnbull, Summer Village of Silver Sands  
Margaret Gagnon, Summer Village of Crystal Springs  
Maureen Schnirer, Pembina Hills School Division  
Michael Harney, Summer Village of Sandy Beach  
Peter Taylor, Town of Edson  
Rod Klumph, Town of Barrhead  
Ron Kleinfeldt, County of Barrhead No. 11  
Sally Kucher Johnson, Parkland County  
Sandi Benford, Summer Village of South View  
Sandy Morton, Town of Mayerthorpe  
Sean Carnahan, Town of Calmar  
Serena Lapointe, Town of Whitecourt  
Wendy Hall, Municipality of Jasper

#### **Guests**

Ashley Zutz, Grant Thornton LLP  
Joseph Kubelka, YRL Public Libraries' Council (PLC)  
and Whitecourt & District Public Library  
Sue Heuman, Focus Communications

#### **Proxy Votes**

Barb Maddigan, Northern Gateway School Division  
John McIvor, Summer Village of Kapasiwin  
Kathryn Weremey, Wetaskiwin School Division

#### **Staff**

Karla Palichuk, Director  
Wendy Sears Ilnicki, Deputy Director  
Jessica Knoch; Mgr., Library Development Services  
Jocie Wilson; Mgr., Collections and Resource Sharing  
Stephanie Thero; Mgr., Technology Services  
Tatiana Zavatin, Senior Accountant  
Laurie Haak, Executive Assistant and Recorder

#### **Absent**

Allan Aubry, Summer Village of Seba Beach  
Bob Parkyn, Village of Breton  
Brian Brady, Summer Village of Yellowstone  
Christine Holmes, Summer Village of Ma-Me-O Beach  
Cody Brooks, Brazeau County  
Dave Kusch, Woodlands County  
Donna Moore, Village of Clyde  
Fraser Hubbard, Summer Village of Poplar Bay  
Gurk Dhanoa, Town of Devon  
Jeff Goebel, Town of Swan Hills  
Keith Pederson, Summer Village of Nakamun Park  
Michael Klause, Summer Village of Grandview  
Monika Sherriffs, Town of Drayton Valley  
Penny Lowe, Yellowhead County

#### **Trustee Not Appointed**

City of Beaumont  
Summer Village of Birch Cove  
Summer Village of Castle Island  
Summer Village of Lakeview  
Summer Village of Norris Beach  
Summer Village of Ross Haven  
Summer Village of Silver Beach  
Summer Village of Sunrise Beach  
Summer Village of West Cove

**CALL TO ORDER**

H. Smit called the meeting to order at 10:02 a.m. *Note: Documents in meeting package unless otherwise stated.*

**1. Approval of Agenda**

MOVED by D. McFaull the agenda be approved as presented. SECONDED by B. Coninx.	CARRIED	4083
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**2. Approval of Minutes**

MOVED by D. Mayr the Dec. 4, 2023 minutes be approved as presented. SECONDED by J. Gillett.	CARRIED	4084
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*K. Dion and M. Schnirer entered the meeting.*

**DECISION ITEMS****3. 2023 Audit**

*S. Morton entered the meeting followed by J. Kubelka; D. McFaull left and returned to the meeting.*

MOVED by C. Frybort the Audited Financial Statements to December 31, 2023 be approved as presented. SECONDED by D. Peel. PROXY VOTES: Three in favour.	CARRIED	4085
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*A. Zutz left the meeting.*

**4. Interfund Transfers**

MOVED by S. Carnahan that of the \$134,182 General Fund surplus, \$64,182 be transferred to the Operational Contingency Fund, \$50,000 to the Capital Reserve Fund, and \$20,000 to the Special Projects Fund for the 2024 conference. SECONDED by S. Benford. PROXY VOTES: Three in favour.	CARRIED	4086
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**5. 2023 Annual Reports****a. Provincial Annual Report**

MOVED by M. Schnirer the 2023 Systems Annual Report be approved for submission to Alberta Municipal Affairs Public Library Services Branch. SECONDED by S. Morton. PROXY VOTES: Three in favour.	CARRIED	4087
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**b. Member Annual Report**

MOVED by H. Pawlechko the 2023 Annual Report be approved for distribution to YRL members and their libraries, government, and other library organizations. SECONDED by J. Gillett. PROXY VOTES: Three in favour.	CARRIED	4088
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**6. Ad Hoc 2024 Finance Committee**

MOVED by K. Dion the 2024 Finance Committee be comprised of B. Coninx, C. Gilbert, J. Gillett, J. Shewchuk and H. Pawlechko. SECONDED by M. Harney.	CARRIED	4089
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**INFORMATION ITEMS**

**7. Executive Committee Meeting Minutes – Dec. 4, 2023 and Feb. 12, 2024**

**8. Director’s Q1 Report**

- Legal opinion for minor Master Membership Agreement changes: members would need to approve.
- Funding in this year’s budget for a third Desktop and Network Administrator, Technology Services, to support public access computers in member public libraries; Roshan Singh started Feb. 20.
- Second interviews taking place this week for the Librarian, Library Development Services position.

*S. Carnahan left the meeting.*

**9. 2023 PLSB On-Reserve On-Settlement Grant Reporting Tool Results – Feb. 7, 2024**

**10. Policy Manual Procedural Updates – Employee Benefits Policy and Time Off and Leaves Policy**

**11. YRL Trustee and Alternate Orientation Evaluation Summary – Jan. 29, 2024**

**12. Save-the-Date: Stronger Together Conference, Oct. 3 & 4, 2024, West Edmonton**

*S. Carnahan returned to the meeting.*

**13. [YRL Public Libraries’ Council \(PLC\)](#) – Joseph Kubelka, PLC Chair**

- Next meeting is morning of Apr. 5 followed by a policy development/ workshop in the afternoon.
- Libraries have been busy completing their annual report to the province and applying for grants.
- Thank you to YRL for taking over the management of public access computers – great addition!

**14. [Alberta Library Trustees’ Association \(ALTA\)](#) – Hank Smit, ALTA Vice President**

- Funded by an Alberta Municipal Affairs Public Library Services Branch grant, ALTA has eight videos in its [library trustee webinar series](#).
- Will be presenting two sessions at the May [Marigold Library System](#) Conference in Strathmore.
- There will not be a full-day Stronger Together Conference session but will be presenting sessions.

MOVED by D. McFaull the Executive Committee meeting minutes. Director’s Q1 report, 2023 PLSB OROS Grant reporting tool results, Policy Manual updates, Trustee and Alternate Orientation evaluation summary, Stronger Together Conference save-the-date, and the PLC and ALTA updates be accepted as presented for information. SECONDED by A. Keyes.	CARRIED      4090
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**NEXT MEETING**

The YRL Board of Trustees meeting is on June 17, 2024 at 10:00 a.m.

**ADJOURNMENT**

MOVED by R. Klumph the meeting adjourn at 10:51 a.m.	CARRIED      4091
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\_\_\_\_\_  
Hendrik Smit, Chair

\_\_\_\_\_  
Karla Palichuk, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **YRL Board of Trustees Meeting**

### **Decision Item**



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**Second Reading of Bylaw 10: Public Attendance and Presentation at Board Meetings**

---

**Item 3**

**Recommendation**

- Give second reading to the newly created Public Attendance and Presentation at Board Meetings Bylaw.

**Alternative Recommendation**

- None.

**Background**

- YRL did not have a bylaw relating to Board meeting attendance or presentations.

**Current Situation/Challenges**

- This is part of the policy review. This is recommended as a bylaw to enforce standards of behaviour including requesting law enforcement if necessary.

**Draft Motion**

- The YRL Board of Trustees give second reading to Bylaw 10: Public Attendance and Presentation at Board Meetings as presented.

**Moved by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_



## YRL Bylaw 10: Public Attendance and Presentation at Board Meetings

<p><b>Topic:</b> Governance, Board Meetings, Freedom of Information and Protection of Privacy, Collection Development, Records Retention</p> <p><b>Oversight:</b> Board and Executive Committee</p>	<p><b>First Reading:</b> May 13, 2024</p> <p><b>Second Reading:</b> June 17, 2024</p> <p><b>Third Reading:</b> October 7, 2024</p> <p><b>Revised:</b></p> <p><b>Review period:</b> October 2027</p>
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### Statement

Yellowhead Regional Library (YRL) Board meetings are open to the public. The public, any person or group, may request to make a presentation to the Board if the topic relates to the Board and its services to members. This process is regulated through Alberta Public Libraries' legislation that governs the attendance of the public at a board meeting.

YRL values and prioritizes equity, diversity, inclusion, and accessibility. YRL is committed to providing fair and equitable access of its services to its members. YRL upholds the Alberta Human Rights<sup>1</sup> Code that all persons are equal in dignity, rights, and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

### Purpose

This bylaw outlines the protocols required for a member(s) of the public to attend any regular YRL Board meeting as per YRL Policy, G1, Board and, if requested, to make a presentation to the YRL Board. This policy is compliant with the Libraries Act<sup>2</sup> and Regulation as well as the Freedom of Information and Protection of Privacy (FOIP) Act<sup>3</sup> and Regulations.

YRL Board meetings are typically held in a hybrid environment, with some Board members attending in person, while others attend virtually. The public are not allowed to participate in any closed sessions as per the list noted in YRL Policy, G8, Parliamentary Procedure and Meeting Policy. Closed sessions are created for the following reasons:

1. The security of the property of the library.
2. Proposed or pending acquisition of property by or for the library.
3. Personal information of an individual is being discussed:
  - a. YRL Employee.
  - b. YRL Board Trustee.
  - c. Individuals being considered for positions at YRL.
  - d. Employee negotiations or labour relations.
  - e. Law enforcement matter; litigation or potential litigation including administrative tribunals affecting YRL.
4. Consideration of a request for access to information under FOIP Act.

Public attendance at a YRL Board meeting is subject to the following conditions and as noted in the procedures section.

1. Member of public makes an online request and provides notice a minimum of five (5) business day in advance of the regularly scheduled meeting they wish to attend.
2. The written request will provide the following:
  - a. First and Last Name,

<sup>1</sup> Alberta Human Rights Act, RSA 2000, c A-25.5, <<https://canlii.ca/t/560xr>>

<sup>2</sup> Libraries Act, RSA 2000, c L-11, <<https://canlii.ca/t/55pdx>>

<sup>3</sup> Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, <<https://canlii.ca/t/567d6>>

## YRL Bylaw 10: Public Attendance and Presentation at Board Meetings

- b. Mailing Address,
  - c. Email Address,
  - d. Phone Number,
  - e. Attending in person or virtually, and
  - f. FOIP Act acknowledgement is required.
3. On meeting day, sign-in is required when in person; registration link is made available ahead of the meeting start time if virtual. In person attendance may be restricted by board room capacity and fire safety laws.
  4. Board meetings are not public hearings; the public may not comment on proceedings or communicate to attendees during the meeting unless a request to present had been approved in advance.
  5. The public will follow the rules of conduct as noted in the responsibilities section below. Failure to comply will result in immediate withdrawal from the meeting.
  6. The grounds and driveways surrounding the YRL building are private property and are not open to public demonstrations or activities.

Public presentation at a YRL Board meeting is subject to the following conditions and as noted in the procedures section.

1. Member of public makes an online request and provides notice a minimum of five (5) business day in advance of the regularly scheduled meeting they hope to present at.
2. The written request will provide the following:
  - a. First and Last Name,
  - b. Mailing Address,
  - c. Email Address,
  - d. Phone Number,
  - e. An outline of the presentation topic and all relevant documentation, and
    - i. The topic must relate to the Board and its service, if the presentation topic is outside this scope, the presentation will not be approved.
  - f. FOIP Act acknowledgement is required.
3. The Chair or designate agrees to schedule the presentation on the agenda of the next regularly scheduled board meeting or at a future board meeting, depending upon the topic of the presentation and the relevancy of the presentation to the Board's operations or services.
4. If the member of the public is unable to attend a meeting in person, they may submit a written submission via email as noted in the procedures section below. This submission must meet the procedures and deadline for and in person presentation.
5. Presentations by the public are limited to five (5) minutes per submission. This time may be reduced or extended at the discretion of the Chair or designate.
6. Presentations by individuals or organizations will have a maximum of two (2) speakers.
7. The maximum amount of time for public presentations will be 15 minutes per Board meeting, for example: three public presentations of 5 minutes in length.
8. Board members will not respond to public presentations at the time of the presentation; however, will reserve the right to ask questions for clarification. If a response or decision needs to be communicated, the Board through the Chair or designate will respond to the presentation in writing within 10 business days.
9. Any written or verbal submissions including the name, but not personal contact information, will form part of the Board meeting minutes and is made available to the public.
10. The public will follow the rules of conduct as noted in the responsibilities section below. Failure to comply will result in withdrawal from the meeting.

## YRL Bylaw 10: Public Attendance and Presentation at Board Meetings

### Responsibilities

1. Any member of the public attending or presenting at a regular scheduled meeting of the YRL Board is responsible for:
  - a. Following the rules as outlined in this document and in the procedures section below.
  - b. Conducting themselves in a manner that is respectful and civil to all including:
    - i. Being a silent observer during the proceedings of the meeting unless making an approved presentation.
    - ii. When making a presentation, only speak on the subject to which they have received prior approval and follow the time limits, e.g. five minutes.  
Note: Written submissions will follow the same protocol as spoken presentations.
    - iii. Obeying the rules of procedure and any decision by the Chair or designate.
    - iv. Refraining from using offensive language or images or gestures.
    - v. Refraining from speaking disrespectfully of any other person.
    - vi. Refraining from making unauthorized recordings or taking photographs while the meeting is in progress.
    - vii. Refraining from texting or other forms of electronic communication during the meeting to any participants in the meeting; all communication equipment including cell phones need to be on silent mode throughout the duration of the meeting.

Note: Failure to comply with any of these requirements is grounds for the Chair or designate to conclude or curtail a presentation and request that the non-compliant public in attendance withdraw from the meeting immediately. This action will be enforced by law enforcement if necessary.
2. Administration is responsible for:
  - a. Following the rules as outlined in this document and in the procedures section below.
  - b. Reviewing the information provided by the public for accuracy and to meet the timelines detailed.
  - c. Recording the information provided accurately in meeting packages and minutes.
3. The YRL Board Chair or designate is responsible for:
  - a. Following the rules as outlined in this document and in the procedures section below.
4. The Executive Committee is responsible to review this policy every three years or as the need may arise.
5. The Board will receive this policy as information every three years.

### Administrative Procedures

1. Notice of YRL regularly scheduled board meetings are posted on the YRL website and a link is available to a form for the public to request attendance.
2. Public wishing to attend will complete and submit the form prior to the deadline as noted above.
  - a. The form should be submitted to the email address noted in the form<sup>4</sup>
  - b. Failure to complete the form fully will result in public not attending the meeting.
3. Public wishing to present will complete and submit the form prior to the deadline as noted in above.
  - a. The form should be submitted to the email address noted in form.
  - b. Failure to complete the form fully will result in the presentation not being approved for the meeting.
4. The public in attendance or presenting will receive an email acknowledging the submitted form:
  - a. Public attending in person will receive the date, location and time to arrive.
    - i. They will be given a seat and provided with the agenda and meeting package.

<sup>4</sup> The request form to attend and/or present at a YRL Board Meeting is found in Appendices.

## YRL Bylaw 10: Public Attendance and Presentation at Board Meetings

- ii. If presenting, the Chair or designate will call upon the presenter(s) to provide a few minutes to set up to use technology for presentation if needed.
  - iii. Presenters are limited to five (5) minutes.
  - iv. Only three approved public presentations per meeting, a maximum of two (2) presenters for each approved presentation.
- b. Upon arrival at the meeting, the public will be asked to sign-in and review/sign the FOIP Act declaration required for attendance or presenting at the meeting.
5. Public attending virtually will be provided the meeting link two (2) hours ahead of the meeting time to the email provided in the form.
  - a. Upon signing in, all participants including public will be reminded of the FOIP Act declaration for the meeting proceedings.
  - b. Their continued presence in the meeting implies their official consent to the FOIP Act declaration.
6. The public will follow the rules of conduct and procedure as outlined in this document. Failure to comply will result in the Chair or designate asking the public to withdraw immediately from the meeting.

### In Person Public Attendees or Presenters

- a. The RCMP will be called by administration if the public member does not wish to willingly withdraw if they have not complied with rules of conduct and procedures.
- b. The meeting will be put into recess by the Chair or designate to allow all participants to take a break while waiting for the public member to be removed.
- c. The meeting will resume after the public has left the YRL building and surrounding area including the driveway and parking lots which are private property.

### Virtual Public Attendees or Presenters

- a. Will be removed from the virtual meeting by administration and not allowed to re-enter virtually.
7. Any public member that has been removed from a YRL Board meeting either in person or virtually will not be allowed to request to attend future board meeting, depending upon the severity of the refusal to comply with this bylaw. This will be judged on a case-by-case basis and may require legal advice to ensure safety of all participants before approving a future attendance.

### Request to Attend YRL Board Meeting:

The YRL Board invites you to submit this Request to Attend form if you are interested in attending a regular scheduled YRL Board meeting. Should you wish to present to the YRL Board, please complete page two (2) of this form. Please note: Incomplete requests will not be considered. Please check each box below to declare that you understand and agree to the conditions of the regular Board meeting:

Provide the following contact information:

First and Last name

Mailing Address

Email Address

Phone Number

Date of the YRL Board meeting you wish to attend.

By checking the box below, you declare you understand and will comply with the terms and conditions detailed in the YRL Public Attendance and Presentation at Board Meetings Bylaw including the following conduct:

- I will be a silent observer throughout the meeting and keep personal devices on silent.
- I will not video or photograph any part of the meeting.

## YRL Bylaw 10: Public Attendance and Presentation at Board Meetings

- I will not communicate with any other meeting attendees during the meeting (including electronic messaging).
- I am subject to dismissal from the meeting should I contravene this declaration and understanding.
- I am completing this request for myself only, any other attendees must complete their own form.
- I am aware that this meeting may be recorded digitally and in recorded minutes, and my personal information as per FOIP Act is being collected.<sup>5</sup>
- Members of the media may be present and may take images, video, or audio recordings. If you are presenting at the meeting, you may appear in images, video, or audio recordings.

### Request to Present at YRL Board Meeting

Do you want to be considered as a potential presenter who will be added to the Yellowhead Regional Library Board meeting agenda? Yes or No

Topic of five-minute presentation: (maximum of 25 words)

Details of five-minute presentation: (maximum of 50 words)

By checking the box below, you declare you understand and will comply with the following:

- I will only present a topic or subject that falls under the governance of the YRL Board, any other topic will not be approved for presentation.
- I will not present on any topic or subject that violates the Freedom of Information and Protection of Privacy (FOIP) Act.
- I will not present any topic or subject that contravenes legislation or YRL Policy.

No more than two (2) representatives from a group or organization are permitted to present or attend dealing with the presentation topic.

Signature and Date.

(This will need to be updated once passed.)

# YRL Board of Trustees Meeting

[Back to Calendar](#) ↗

Date: **Monday, June 17, 2024**

Time: **10:00 a.m. - 12:00 p.m.**

Cost: **Free**

Location:

**Yellowhead Regional Library: In-person & Virtual**

Join us in person or virtually for the June YRL Board of Trustees Meeting.

Email [askyrl@yrlab.ca](mailto:askyrl@yrlab.ca) for the link to register for virtual access.

<sup>5</sup> Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, <<https://canlii.ca/t/567d6>>

Notice: your personal information is being collected under the authority of section 33:c of the act for administration and management of room space for attendees as well as to manage presentation requests at YRL Board meetings. The use and disclosure of your personal information is managed in accordance with the FOIP Act. If you have any questions about the collection, use, or disclosure of this information, please contact our FOIP officer, [Jessica Knoch](#).



## **YRL Board of Trustees Meeting**

### **Information Items**

## YRL Executive Committee Meeting

Boardroom and Zoom, April 15, 2024

### Mission and Values

YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, recreational, and cultural needs of their communities.

Collaboration – Inclusion – Responsiveness – Value for Investment

#### Present

Chair Hank Smit, Town of Hinton  
 Vice Chair Tara Elwood, Village of Alberta Beach  
 Bridgitte Coninx, Town of Onoway  
 Carla Frybort, City of Leduc  
 Harold Pawlechko, Town of Stony Plain  
 Kathy Rooyakkers, County of Wetaskiwin No. 10  
 Maureen Schnirer, Pembina Hills School Division

#### Absent

Jan Gillett, City of Spruce Grove  
 Sally Kucher-Johnson, Parkland County  
 City of Beaumont (representative not appointed)

#### Guests

Joseph Kubelka, YRL Public Libraries' Council (PLC) and Whitecourt & District Public Library  
 Sue Heuman, Focus Communications  
 Sue Parkinson, YRL PLC and Calmar Public Library

#### Staff

Karla Palichuk, Director  
 Wendy Sears Ilnicki, Deputy Director  
 Jessica Knoch; Mgr., Library Development Services  
 Jocie Wilson; Mgr., Collections & Resource Sharing  
 Stephanie Thero; Mgr., Technology Services  
 Laurie Haak, Executive Assistant and Recorder

### CALL TO ORDER

H. Smit called the meeting to order at 10:01 a.m. *Note: Documents in meeting package unless otherwise stated.*

#### 1. Approval of Agenda

MOVED by H. Pawlechko the agenda be approved as presented.	CARRIED	E24-10
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#### 2. Approval of Minutes

MOVED by B. Coninx the Feb. 12, 2024, minutes be approved as presented.	CARRIED	E24-11
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### DECISION ITEMS

#### 3. Ad Hoc Director Performance Review Committee

MOVED by K. Rooyakkers the 2024 Director Performance Review Committee be comprised of H. Smit, T. Elwood, and M. Schnirer.	CARRIED	E24-12
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### INFORMATION ITEMS

4. Risk Management Framework – Process, Procedures and Matrix – April 2024
5. 2023-2025 Plan of Service Progress Report – April 2024
6. 2023-2024 On-Reserve On-Settlement (OROS) Grant Final Report – March 2024
7. Director's Q1-2 Report – March/April 2024
  - a. Ad Hoc Finance Committee Meeting – May 13, 2024 at 1:00 p.m.

**8. Financial Statement to Mar. 31, 2024**

**9. YRL Public Libraries’ Council (PLC) Update and PLC Terms of Reference as of April 2024**

- PLC meeting earlier this month was well attended.
- The revised Terms of Reference including a mission statement were approved.
- New for these meetings and continuing going forward will be an overview from the Alberta Public Library Administrators’ Council (APLAC) and Library Association of Alberta (LAA).
- Policy development workshop in the afternoon was also well attended.
- The PLC has a robust YRL Intranet page.

**10. Alberta Library Trustees’ Association (ALTA) Update**

- Presenting sessions at the Marigold Library System conference (being a good library board trustee) and the Parkland Regional Library System conference (responsibilities of chair and trustees).
- Will also be presenting at the Stronger Together Conference on Oct. 3-4.
- Met with LAA to discuss advocacy.

**11. The Alberta Library (TAL) Update**

- After four years on the TAL board including a two-year term as chair and one year as past chair, K. Palichuk is no longer a member of the board.
- New CEO, Darel Bennedbaek, has been doing a great job in his first few months.
- Looking at having a list of people who can step into library administrator positions when needed on a short-term basis.

MOVED by B. Coninx the risk management framework: process, procedures and matrix, 2023-2025 Plan of Service progress report, 2023-2024 OROS grant final report, Director’s Q1/2 report, Q1 financial statements, and the PLC, ALTA and TAL updates be accepted as presented for information.	CARRIED E24-13
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**NEXT MEETING**

The next YRL Executive Committee meeting is on May 13, 2024, at 10:00 a.m.

**ADJOURNMENT**

MOVED by H. Pawlechko the meeting adjourn at 11:39 a.m.	CARRIED E24-14
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\_\_\_\_\_  
Hendrik Smit, Chair

\_\_\_\_\_  
Karla Palichuk, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## YRL Executive Committee Meeting

Boardroom and Zoom, May 13, 2024

### Mission and Values

YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, recreational, and cultural needs of their communities.

Collaboration – Inclusion – Responsiveness – Value for Investment

#### Present

Chair Hank Smit, Town of Hinton  
Vice Chair Tara Elwood, Village of Alberta Beach  
Bridgitte Coninx, Town of Onoway  
Carla Frybort, City of Leduc  
Harold Pawlechko, Town of Stony Plain  
Jan Gillett, City of Spruce Grove  
Kathy Rooyakkers, County of Wetaskiwin No. 10  
Maureen Schnirer, Pembina Hills School Division  
Sally Kucher-Johnson, Parkland County

#### Absent

City of Beaumont (representative not appointed)

#### Guests

Joseph Kubelka, YRL Public Libraries' Council (PLC) and Whitecourt & District Public Library  
Sue Heuman, Focus Communications  
Sue Parkinson, YRL PLC and Calmar Public Library

#### Staff

Karla Palichuk, Director  
Jessica Knoch; Mgr., Library Development Services  
Jocie Wilson; Mgr., Collections & Resource Sharing  
Stephanie Thero; Mgr., Technology Services  
Laurie Haak, Executive Assistant and Recorder

### CALL TO ORDER

H. Smit called the meeting to order at 10:01 a.m. *Note: Documents in meeting package unless otherwise stated.*

#### 1. Approval of Agenda

MOVED by H. Pawlechko the agenda be approved as presented.	CARRIED	E24-15
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*J. Gillett entered the meeting.*

#### 2. Approval of Minutes

MOVED by B. Coninx the Apr. 15, 2024, minutes be approved as presented.	CARRIED	E24-16
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### DECISION ITEMS

#### 3. Policy Manual Revisions

MOVED by K. Rooyakkers the Bylaw and Policy Making Policy be approved as presented.	CARRIED	E24-17
MOVED by C. Frybort the Parliamentary Procedure and Meeting Policy, and the Grievances Policy be approved as amended.	CARRIED	E24-18

### DISCUSSION ITEMS

#### 4. First Reading of Bylaw 10: Public Attendance and Presentation at Board Meetings

MOVED by B. Coninx the Executive Committee give first reading to Bylaw 10: Public Attendance and Presentation at Board Meetings as amended.	CARRIED	E24-19
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#### 5. Diversity, Equity, Inclusion, and Belonging (DEIB) Strategy

**6. Executive Committee Document Repository**

- A Microsoft SharePoint site will be created later this year for Board of Trustees and Executive Committee documentation.

*BREAK – 10:49 to 11:00 a.m.*

**INFORMATION ITEMS**

**7. Director's Q2 Report – April/May 2024**

**a. Stronger Together Library Conference – Oct. 3 & 4 – DoubleTree by Hilton West Edmonton**

- New website will be launching soon.
- Registration will open in early June and will be shared on social media and in the newsletter.
- Keynote and panel sessions each morning for all audiences.
- Three session times each afternoon with three concurrent offerings each.

**8. Financial Statement to Apr. 30, 2024**

**9. YRL Public Libraries' Council (PLC) Update**

- The next PLC meeting is on June 7 with an afternoon training session on mental health.
- Attending the TRAC Advisory Council meeting being hosted at YRL on June 4.

**10. Alberta Library Trustees' Association (ALTA) Update**

- One of six partner organizations hosting the Stronger Together Library Conference.
- Presented on being a good library board trustee at the Marigold Library System conference, and about the responsibilities of chair and trustees at the Parkland Regional Library System conference.
- Annual general meeting is being held later this week and there will potentially be a new chair.
- Continue to work on advocacy projects with several organizations.

MOVED by S. Kucher Johnson the director's Q2 report, financial statements to Apr. 30, 2024, and the PLC and ALTA updates be accepted as presented for information. CARRIED	E24-20
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**NEXT MEETING**

The next YRL Executive Committee meeting is on Aug. 26, 2024, at 10:00 a.m.

**ADJOURNMENT**

MOVED by T. Elwood the meeting adjourn at 11:31 a.m.	CARRIED	E24-21
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\_\_\_\_\_  
Hendrik Smit, Chair

\_\_\_\_\_  
Karla Palichuk, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### Issues Resolved

- No longer on the Board of The Alberta Library; Vice-Chair of TRAC.
- Presentations completed:
  - April 16: City of Spruce Grove Library Board (Hank, Karla, Duncan)
  - April 17: Pembina Hills School Division Board (Hank, Karla, Jessica)
  - April 27: Alberta Beach, Lac Ste. Anne County, Onoway and Mayerthorpe Library Boards and Societies – Workshop on risk, occupational health and safety, and the role of library boards vs. library societies (Karla)
  - May 1: Village of Alberta Beach Library Board – Plan of Service (Jessica, Duncan)
  - May 4: Village of Breton Library Board – Policy Workshop (Jessica, Jocie)
  - May 8: Town of Drayton Valley Council (Hank, Karla)
  - May 22: Town of Swan Hills Council (Hank, Karla)
  - May 27: Town of Westlock Council (Hank, Karla)
- Presentation scheduled:
  - July 9: Village of Spring Lake Council (Hank, Karla)
- Consultation topics included: Risk analysis and human resource issues.
- Launched a new resource April 4 – [Comics Plus®](#). This provides immediate and simultaneous access to comic books, graphic novels, and manga. In the first month: 803 items borrowed (Children: 343; Teen and YA: 332, Adult:138).
- Email 1 from Stony Plain Public Library (SPPL): “Heard from our practicum student (who just moved here from Nova Scotia and took her LIT schooling there) that she learned all about YRL and TRAC in library school in Nova Scotia. Your reputation is national!”
- Email 2 from SPPL:
 

**From:** Darythe Hill <[DarytheH@mypspl.ca](mailto:DarytheH@mypspl.ca)>  
**Sent:** Thursday, April 25, 2024 4:10 PM  
**To:** Alice Howes <[alice@social-ability.co.uk](mailto:alice@social-ability.co.uk)>; Andrew Nierenhausen <[ANierenhausen@yrl.ab.ca](mailto:ANierenhausen@yrl.ab.ca)>; Laina Kelly <[lainak@mypspl.ca](mailto:lainak@mypspl.ca)>; MacLeod, Lorisia <[lmacleod@thealbertalibrary.ab.ca](mailto:lmacleod@thealbertalibrary.ab.ca)>  
**Subject:** Happiness Programme – Story for Stakeholders

Good day everyone,

You are receiving this email because you are a stakeholder in The Happiness Programme pilot project at SPPL. I just wanted to share this story from my visit to one of the local care centres today.

The care centre I visited today had me do The Happiness Programme in their dementia cottages. I set up the Holi Colour game (for those who don't know, that's where you pop virtual balloons and coloured paint bursts out) in their recreation room. During my visit, four residents passed through the recreation room, but one individual stayed for the entire duration. Remarkably, this resident, who typically remains in their room and avoids activities, actively engaged with the programme. Several staff members approached me to express their astonishment, noting that it was the first time in about a year that they had seen this resident participate in any activity outside their room.

This is the third time I've done this event with this facility. One of the nurses, who has not seen me before, was very curious and is wondering about having me come in to run it more often than the once a month I'm currently doing. Their program coordinator has asked me to do a quick write up about what I do there so they can showcase it in their newsletter alongside photos of their residents enjoying the activity.

I wanted to share this wonderful story with you all and express my sincere gratitude for your unwavering support of this initiative. Your contributions have enabled SPPL to make a meaningful impact in the community.

### Issues Ongoing

- Return of one staff person (sortation) who was on educational leave. Two staff in the sorting area resigned, and two summer positions were hired for the sorting area.
- Provincial library systems advocacy committee met, and a direction was set for 2024 to focus on municipalities, value and awareness.
- 2025 budget planning.

### New Issues

- The Public Library Services Branch (PLSB) called a system/node director meeting on May 1.
  - The revised [Libraries Act](#) has been released. No significant changes. Removal of 'community library boards'; the maximum number of boards included in an intermunicipal library board has been increased; and some language changes.
  - The [Libraries Regulation](#) amendments were approved May 17, 2024.
    - The plan of service for library system are now five years, instead of three.
    - Communities of 10,000+ are still required to have an MLIS – no change.
  - Received indication that public libraries are included under [Bill 18, Provincial Priorities Act](#). This could impact access to the [Community Facility Enhancement Program](#) (CFEP) and summer employment grants.
- Other provincial legislative changes: the introduction of political parties at the municipal level. From an advocacy perspective, we will need to pay attention to platforms leading into election cycles (Thank you, Sue!).
- Planning for planning of the 2026-2030 Plan of Service.

# Risk Management Framework – Process, Procedures and Matrix

## April 2024

### Background

This document contains definitions, procedures, and guidance to assist administration to execute its responsibilities as documented within YRL's Risk Management Policy.

All risks are to be identified, assessed, managed, monitored, and reported in a thorough and systematic fashion in accordance with this framework. Through this framework, YRL will:

- Anticipate and respond to the changing operating environment,
- Manage risk in accordance with leading practice and demonstrate due diligence in decision making,
- Balance the cost of controls with the anticipated benefits, and
- Provide understanding of the need for enterprise-wide risk management.

### Approach to Risk Management

Risk is to be identified, assessed, managed, monitored, and reported in a thorough and systematic fashion in accordance with the risk management procedures outlined in this framework. As depicted in the diagram, YRL's approach has five stages:

1. Risk Identification
2. Risk Assessment
3. Risk Response and Action
4. Risk Monitoring
5. Risk Reporting



### 1. RISK IDENTIFICATION

Identification of risks occurs on an on-going basis (at least annually) and on an ad-hoc basis as required for significant changes or new processes, programs, and initiatives. The process involves identification of key risks on an organizational or functional basis which are then integrated by administration. On an annual basis YRL discusses and modifies its top risks. Risks are considered within the following categories:

1. Financial,
2. Learning and growth,
3. Community,
4. Internal operations, and
5. Corporate/administration.

When identifying risks, YRL shall consider:

- Current and future expected risks,
- Risks associated with internal changes,
- Risks associated with external change, and
- The root causes for the risks (i.e., the source of the risk: why, how, and where the risks originate, either outside the organization or within its processes or activities) in order to achieve a more rigorous risk assessment and to better position YRL to respond.

## Risk Management Framework – Process, Procedures and Matrix April 2024

### 2. RISK ASSESSMENT

Risk assessment is performed to identify the significance of events that might affect the achievement of YRL's objectives. Risk assessment includes consideration of the likelihood of a risk occurring and the impact of a risk on the achievement of YRL's objectives within a three- to five-year planning horizon.

#### Likelihood

The likelihood of identified risks is to be assessed by estimating the probability of the risk occurring during the planning horizon using the likelihood factors in the table below.

Risk Likelihood Matrix				
1 – Rare	2 – Unlikely	3 – Possible	4 – Likely	5 – Almost Certain
<ul style="list-style-type: none"> <li>➤ The event may occur only in exceptional circumstances.</li> <li>➤ Extremely rare.</li> <li>➤ Has rarely happened at YRL or any other regional library system.</li> <li>➤ Event occurs once every 10+ years.</li> <li>➤ Less than 10% probability of occurrence.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The event could occur at some time.</li> <li>➤ Has happened occasionally at YRL or other regional library systems in the past.</li> <li>➤ Event occurs once every 10 years.</li> <li>➤ 10-24% probability of occurrence.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The event should occur at some time.</li> <li>➤ Periodic occurrence at other regional library systems or possible occurrence at YRL.</li> <li>➤ Event occurs once every five years.</li> <li>➤ 25-60% probability of occurrence.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The event will probably occur.</li> <li>➤ Has happened at YRL in the past and could reasonably occur again.</li> <li>➤ Event occurs once every two-three years.</li> <li>➤ 61-90% probability of occurrence.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The event is expected to occur.</li> <li>➤ Extremely likely to occur at YRL.</li> <li>➤ Event occurs every year.</li> <li>➤ Greater than 90% probability of occurrence.</li> </ul>

#### Impact

The impact of the identified risk is assessed by estimating how the impact would be characterized if the risk occurred:

- **Insignificant** – The consequences are dealt with by routine operations.
- **Minor** – The consequences would threaten the efficiency or effectiveness of some aspects of YRL but would be dealt with internally.
- **Moderate** – The consequences would not threaten YRL, but the program/process would be subject to significant review or changed ways of operating.
- **Major** – The consequences would threaten the continued effective function of YRL and require the intervention of the Board of Trustees.
- **Catastrophic** – The consequences would threaten YRL's ability to provide core services, or possibly cause major problems for stakeholders. Possible need for a significant, mid-year financial adjustment.

The impact of identified risks to be assessed by considering the impact factors included as Appendix A.

## Risk Management Framework – Process, Procedures and Matrix April 2024

### 3. RISK RESPONSE AND ACTION

A risk evaluation matrix is used to calculate the residual risk exposure with a score of 1 to 25 based on the risk likelihood and the risk impact. The risk evaluation matrix is used to determine the top enterprise-wide risks for YRL. The matrix is a tool only – YRL’s administration and managers will consider matrix results in determining key organization-wide risks and will use other knowledge or “reality checks” prior to finalization.

Monitoring processes facilitate a no-surprises approach to ensuring risks are effectively assessed and appropriate risk responses and controls are in place.

For each identified risk, administration should establish an appropriate “response option” in order to optimize risk management. Five possible response options are identified as follows:

- **Accept** – YRL accepts and monitors the level of risk and takes no action to reduce the risk (e.g. cost of mitigation is great than the benefit).
- **Mitigate** – YRL accepts some risk by implementing control processes to manage the risk within established tolerances.
- **Transfer** – YRL transfers the risk to a third party (e.g. obtaining insurance).
- **Avoid** – YRL feels the risk is unacceptable and will specifically avoid the risk (e.g. cease the activity).
- **Increase** – YRL feels the risk is below its risk appetite and will reallocate resources and accept more risk.

The following diagrams depict the risk evaluation matrix and “response options” to residual risk ratings.

Risk Evaluation Matrix					
5 Almost Certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5
<b>Likelihood Impact</b>	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic

Guidance on Response to Residual Risk Rating	
Risk Rating	Action Required
<b>Extreme (16-25)</b>	Mitigate, transfer, or avoid. Immediate attention required. Action plan developed by risk owner.
<b>High (10-15)</b>	Mitigate or transfer. Action plan for mitigation or transfer developed by risk owner.
<b>Moderate (5-9)</b>	Accept or mitigate. Action plan for mitigation developed by risk owner.
<b>Low (1-4)</b>	Accept, monitor or increase. Possibly no further action required.

#### The Risk Register

All risks identified will be listed and described in the risk register within its related category. YRL will designate “risk owners” for all risks thereby assigning responsibility for the “response to the residual risk rating”, and each related key mitigating procedure and control. The risk owner and a summary of any action plan response are included in the risk register.

## Risk Management Framework – Process, Procedures and Matrix April 2024

Within the risk register, YRL will identify the key organization-wide risk mitigation processes or controls that are in place to address the key organization-wide risks. This should take the form of a succinct description of what is being done to manage the risk and should only include key controls that comprise actions and processes which are demonstrably managed and clearly relate to mitigating risk in question. This works with the business continuity planning structure already in use.

### **Business Planning Process Integration**

YRL will ensure that the top organizational risks, and corresponding action plans, mitigating processes and controls, as documented in the risk registry are formally discussed and considered during the development of YRL's strategic plan, business and operational plans along with business continuity plans and budget. There should be a clear linkage between the top enterprise-wide risks and strategies.

### **Budgeting Process Integration**

This process result provides significant input to resource allocation decisions. Once a linkage between the top organizational wide risks to YRL's strategies is established, then the budget process should link limited human and financial resources to strategies. The benefits of doing so include helping to ensure:

- Any requests for additional funding are viewed through a risk-management lens (i.e., if there is competition for scarce resources, activities that mitigate key organizational-wide risks would typically get priority).
- Any requirements to reduce costs are viewed through a risk-management lens (i.e., do not eliminate activities that mitigate key risks without careful consideration).
- Budget is secured for any strategies that have been developed to address key risks that are not being sufficiently mitigated.
- Budget is available to pursue strategic innovations and opportunities to leverage risk.

## **4. RISK MONITORING**

This process requires periodic monitoring and updating of YRL's risk profile to identify and react to changes in key risks affecting the organization on a timely basis. Such a monitoring process also helps ensure that risks are being analyzed to identify patterns and accumulations of risk and help ensure that enterprise-wide responses are effectively planned and implemented where necessary.

YRL will engage in a high-level review of the risk register once per year (approximately six months after the last annual risk assessment) to identify whether new key risks have emerged or changes in existing key risks or mitigating processes have arisen since the last annual risk assessment.

Risks and risk response activities should be monitored by the "risk owner" and administration to ensure that action plans are completed, high or extreme risks remain within acceptable risk levels, emerging risks and gaps are identified, and that risk response and control activities are adequate and appropriate.

## **5. RISK REPORTING**

### **Internal Reporting Minimum Requirements**

#### **Annual Reporting of Risk Assessment Results:**

Upon the completion of the annual risk assessment process, the following is reported to the Executive Committee:



## **Risk Management Framework – Process, Procedures and Matrix April 2024**

- Prioritized risk register displaying the top organization-wide risks,
- The corresponding key risk mitigation processes or controls, and
- Any strategies that were developed to address key risks that were determined to be insufficiently mitigated.

### **Status Reporting**

At least once per year, YRL will engage in high-level reviews of the risk register. The following is reported to the Executive Committee:

- That the review has been undertaken,
- Any new risks that have been identified, including ranking the new risk based on the impact and likelihood criteria, and
- Significant changes in existing key risks or mitigations processes.

### **External Reporting Minimum Requirements**

Any discussions of risk that occur within externally facing reports, such as the Annual Report or Strategic Plan, should be consistent with the annual risk assessment results. That is, the identification of risks for external disclosure purposes should not be a completely separate process from the regular risk management process with different key risks being identified in external reporting.

Rating	RISK IMPACT MATRIX					
	DESCRIPTION	Examples	FINANCIAL	LEARNING AND GROWTH	STAKEHOLDERS	INTERNAL OPERATIONS
1 - Insignificant	The consequences are dealt with by routine operations.	<ul style="list-style-type: none"> <li>➤ <i>Permanent unfavourable variances of &lt;10% in 2 functional areas</i></li> <li>➤ <i>Routine building maintenance</i></li> <li>➤ <i>Vacancy volume and nature is considered 'normal'</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Financial impact can be absorbed within current budget and planned capital replacement schedule</li> <li>➤ Minimal impact</li> <li>➤ Impact of risk &lt;30K</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unavailability of skilled staff or inability to hire contract labour to support programs, services, and/or corporate functions occurs but no interruption in service</li> <li>➤ Board governs effectively</li> <li>➤ Existing products and services are still being actively utilized</li> <li>➤ One objective of a major program not achieved</li> </ul>	<ul style="list-style-type: none"> <li>➤ Negative feedback is dealt with internally</li> <li>➤ No overall impact on perceptions of YRL</li> <li>➤ No impact on utilization of system services</li> <li>➤ System services offline for X days/hours</li> <li>➤ Business continuity plan followed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Impact of event can be absorbed through normal management activity</li> <li>➤ Minor issues with minimal effect on any service or project</li> <li>➤ Power outage/system failure up to 1-day business continuity planning</li> </ul>
2 - Minor	The consequences would threaten the efficiency or effectiveness of some aspects of YRL but would be dealt with internally. -dealt with by administration	<ul style="list-style-type: none"> <li>➤ <i>Vacancy of several positions</i></li> <li>➤ <i>Major project has delays</i></li> <li>➤ <i>Use of system services drops</i></li> <li>➤ <i>Impact of partners' labour disputes; loss of courier</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Financial impact requires reallocation of projects/priorities</li> <li>➤ One-time significant expenditure</li> <li>➤ Impact of risk between \$30K and \$75K</li> </ul>	<ul style="list-style-type: none"> <li>➤ Availability of skilled staff causes minor interruption of services</li> <li>➤ Board is skilled and experienced, but some individual training is needed to enhance their effectiveness</li> <li>➤ One or more minor program objectives not achieved</li> </ul>	<ul style="list-style-type: none"> <li>➤ Recovery of reputation between 3 months to 6 months; stakeholder confidence not an issue</li> <li>➤ Some reduction in use of system services, usually small group of vocal users</li> <li>➤ System services offline for X days/hours</li> </ul>	<ul style="list-style-type: none"> <li>➤ Some management effort is required to manage the impact of the event on YRL's mandate or operations</li> <li>➤ Some delays in a nonessential service</li> <li>➤ Minor delays on a major project</li> <li>➤ Power outage/system failure of 1-2 days</li> </ul>
3 - Moderate	The consequences would not threaten YRL, but the administration of programs would be subject to significant review for the year  - Think of more in the short-term – i.e. one time only	<ul style="list-style-type: none"> <li>➤ <i>Surpluses/under-expenditures</i></li> <li>➤ <i>Vacancy in &gt;4 staff</i></li> <li>➤ <i>Major project is deferred to following year</i></li> <li>➤ <i>Serious pandemic</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Financial impact requires reallocation of projects/priorities within YRL</li> <li>➤ Perception of not managing funds</li> <li>➤ Short-term on-going expenditures required</li> <li>➤ Impact of risk between \$75K and \$100k</li> </ul>	<ul style="list-style-type: none"> <li>➤ Availability of skilled staff significantly impacts delivery of a program</li> <li>➤ Moderate need for training at the Board level</li> <li>➤ Achievement of program objectives are at risk</li> </ul>	<ul style="list-style-type: none"> <li>➤ Concerns raised by stakeholders and/or library boards</li> <li>➤ Relevancy and quality of YRL's products and services is questioned</li> <li>➤ Recovery of reputation between 6 months to 1 year; stakeholder confidence not an issue</li> </ul>	<ul style="list-style-type: none"> <li>➤ A significant event that can be managed under normal circumstances with moderate effort</li> <li>➤ Disruption of essential service up to one week</li> <li>➤ Moderate delays on a major project</li> <li>➤ Power outage/system failure of &gt;2-7 days</li> </ul>

Rating	RISK IMPACT MATRIX					
	DESCRIPTION	Examples	FINANCIAL	LEARNING AND GROWTH	COMMUNITY	INTERNAL OPERATIONS
4 - Major	The consequences would threaten the continued effective function of YRL and require Board involvement and decision-making.	<ul style="list-style-type: none"> <li>➤ OOS vacancies of &gt;4 or in key positions</li> <li>➤ HQ inoperable due to facility issues or staff shortages</li> <li>➤ High-profile project is deferred indefinitely</li> <li>➤ Serious or fatally injury .</li> <li>➤ Major system lost; no ability to track materials (e.g. Polaris down for &gt;one week; Provincial ILL)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Financial impact may require Board approval of a transfer from reserves</li> <li>➤ Expectation of continuing shortfall in expenditures</li> <li>➤ Impact of risk between \$100k and \$200k ongoing or \$100k-300k one time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Availability of skilled staff significantly impacts delivery of services; some corporate functions may be stopped</li> <li>➤ Significant training needed at the Board level to enhance their effectiveness</li> <li>➤ Program objectives for more than one program will not be achieved</li> </ul>	<ul style="list-style-type: none"> <li>➤ Negative Provincial media or media coverage between 4 and 7 days</li> <li>➤ Negative comments in social media continue for more than one month</li> <li>➤ Sustained concerns raised by stakeholders or plan/program owners</li> <li>➤ Recovery of loss; recovery of stakeholder confidence between 1 to 3 years</li> <li>➤ Significant ongoing decline of system services</li> </ul>	<ul style="list-style-type: none"> <li>➤ A critical event for which significant managerial effort will be required</li> <li>➤ Management capacity is stretched beyond its ability to conduct normal operations</li> <li>➤ Major disruption of an essential service of one week to 20 days</li> <li>➤ Significant delays on a major project</li> <li>➤ Power outage/system failure of &gt;1 week with significant recovery issues</li> </ul>
5 - Catastrophic	The consequences would threaten YRL's ability to provide core services, or possibly cause major problems for stakeholders.	<ul style="list-style-type: none"> <li>➤ Discontent in library boards and councils result in notices of withdrawal; up to 5 in a year would be catastrophic</li> <li>➤ Unable to consistently meet quorum</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Financial impact challenges the fiscal capacity of the library</li> <li>➤ Large on-going expenditures</li> <li>➤ Impact of risk &gt;\$200K ongoing or &gt;\$300K one time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Availability of skilled staff means delivery of many programs/initiatives or corporate functions stops</li> <li>➤ Board not able to provide direction to the organization</li> </ul>	<ul style="list-style-type: none"> <li>➤ Recovery of loss; recovery of stakeholder confidence greater than 3 years</li> <li>➤ Stakeholders lose faith in the library (management and/or board)</li> </ul>	<ul style="list-style-type: none"> <li>➤ An event that requires a significant change to YRL's mandate or organization, or results in an entire loss of YRL's ability to provide a core service</li> <li>➤ Fundamental change that renders invalid a foundational policy, program, or decision</li> <li>➤ Acute disruption of essential service &gt;21 days</li> <li>➤ Failure or cancellation of a major project</li> <li>➤ Program objectives for many programs will not be achieved</li> <li>➤ Full loss of systems and data; uncertain if recovery possible</li> </ul>

AREA – Finance: Budget Surplus					
<b>Level of Risk:</b> Response Level	<b>Insignificant:</b> None required	<b>Low/Minor:</b> Enhance monitoring	<b>Moderate:</b> Change to policy, practice, or workplans	<b>High/Major:</b> Change in operating model, plan of service	<b>Catastrophic:</b> Change to Master Membership Agreement
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>Plan for reserves.</li> <li>Capital replacement schedule.</li> <li>Monitor expenditures.</li> </ul>				
AREA – Finance: Under-expended Book Allotment					
<b>Level of Risk:</b> Response Level	<b>Insignificant:</b> None required	<b>Low/Minor:</b> Enhance monitoring	<b>Moderate:</b> Change to policy, practice, or workplans	<b>High/Major:</b> Change in operating model, plan of service	<b>Catastrophic:</b> Change to Master Membership Agreement
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>Communication with library managers.</li> </ul>				
AREA – HR: Psychological safety (OHS)					
<b>Level of Risk:</b> Response Level	<b>Insignificant:</b> None required	<b>Low/Minor:</b> Enhance monitoring	<b>Moderate:</b> Change to policy, practice, or workplans	<b>High/Major:</b> Change in operating model, plan of service	<b>Catastrophic:</b> Change to Master Membership Agreement
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>100% of staff complete and pass required training.</li> <li>100% of managers complete required training and work to enhance skill development in key areas (emotional intelligence, leadership, management skills).</li> <li>90% of staff feel psychologically safe.</li> <li>Staff understand differences between performance management and harassment.</li> </ul>				
AREA – Technology: Cybersecurity					
<b>Level of Risk:</b> Response Level	<b>Insignificant:</b> None required	<b>Low/Minor:</b> Enhance monitoring	<b>Moderate:</b> Change to policy, practice, or workplans	<b>High/Major:</b> Change in operating model, plan of service	<b>Catastrophic:</b> Change to Master Membership Agreement
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>100% of staff complete and pass required training on cybersecurity through KnowB4.</li> <li>100% of staff use password vaults.</li> <li>85% of library managers and staff use password vaults.</li> <li>85% of library managers and staff pass required training on cybersecurity.</li> <li>Development of service level agreements for IT support.</li> <li>Transfer some risk through insurance.</li> <li>Additional ITS staff to support public access computers.</li> <li>YRL pay for and install deep freeze or similar management software.</li> <li>Deploy remote monitoring for public computers enabling remote upgrades.</li> </ul>				

# Diversity, Equity, Inclusion, and Belonging Strategy

May 2024

## Introduction

YRL strives to create an inclusive, diverse, and equitable workplace where everyone feels valued, respected, and that they belong.

YRL wants to provide a workplace where every employee may be themselves. In doing so, we hope they reach their potential and help achieve our organizational goals.

We want YRL to be innovative, collaborative, and productive so we can deliver the best services to our members. We need diversity to help us achieve this.

The more we collaborate and value differences in thoughts and opinions at all levels, the closer we come to achieving this vision.

This strategy provides a road map to create an inclusive, welcoming, and diverse workplace. To help us in achieving this, we need the commitment of the YRL Board and every employee to understand what we are trying to achieve, to work together, and to be open to change.

This strategy is everyone's responsibility.

## Vision

To have a respectful and supportive workplace that enables YRL to attract and retain a diverse workforce which represents our community.

## Purpose

This document provides a direction for the organization. It comprises key goals, priorities, and actions we will take over the next two years. It outlines the key roles and responsibilities along with evaluation metrics.

This plan integrates elements of existing work.

## Goals

1. Workforce Diversity: Recruit from a diverse and qualified group of candidates to increase diversity of thought and perspective.
2. Workplace Inclusion: Foster a culture that encourages collaboration, flexibility, and fairness to enable all employees to contribute, reach their potential, and increase retention.
3. Sustainability and Accountability: Identify and break down systemic barriers by embedding diversity, equity, inclusion, and belonging (DEIB) into policy and practices, equipping leaders with the ability to manage diversity and be accountable for results.

## Roles and Responsibilities

All employees have the responsibility to maintain an environment that is safe, respectful, and productive.

Everyone has the right to be treated fairly within the workplace in an environment that recognizes and accepts diversity.

Managers and supervisors can contribute by displaying a positive commitment to workplace diversity and inclusion, being role models, fostering an inclusive workplace culture, dealing quickly and effectively with inappropriate behaviour, and participating in diversity training and encouraging team members to attend.

# Diversity, Equity, Inclusion, and Belonging Strategy

May 2024

## Goal 1: Workforce Diversity

Objectives	Actions	Accountability	Metrics
Recruit from a diverse, qualified group of candidates to increase diversity of thinking and perspective.	<ul style="list-style-type: none"> <li>• Advertise roles broadly.</li> <li>• Recognize and mitigate areas of bias in shortlisting. Example: similarity bias, name bias, bias against prior schools or workplaces.</li> <li>• Use of clear language in job descriptions and job ads; post salary ranges and be clear on skills and competencies which candidates must have to be successful vs. nice to have.</li> <li>• Screen candidates based on competencies and skills.</li> <li>• Offer highly structured, standardized interviews linked clearly to the competencies and work. Questions should be clearly related to the job. Distribute the questions to candidates in advance.</li> <li>• Create structured rating guide to prompt interviewers for specific behaviours and types of answers.</li> <li>• Create formalized and consistent reference check processes focusing on competencies, skills, and observed behaviours.</li> </ul>	All hiring managers	<ul style="list-style-type: none"> <li>• Increase in the representation of diverse candidates.</li> <li>• Positive interview experience for candidates and hiring managers.</li> <li>• Clear rationale for hiring decisions, not relying on 'fit' or 'feeling'.</li> </ul>

## Goal 2: Workforce Inclusion

Objectives	Actions	Accountability	Metrics
Foster a culture that encourages collaboration, flexibility, and fairness to enable all employees to contribute, reach their potential, and increase retention.	<ul style="list-style-type: none"> <li>• Workplace psychological safety training.</li> <li>• Communication training.</li> <li>• Emotional intelligence training for leadership team.</li> <li>• Understanding of biases in the workplace and how they encourage groupthink.</li> <li>• Leadership inclusiveness to minimize experience and status gaps.</li> <li>• Sharing expertise-based knowledge.</li> <li>• Fostering a collective group identity.</li> </ul>	All staff	<ul style="list-style-type: none"> <li>• Workplace psychological safety survey results.</li> <li>• Number of human resources interventions or investigations.</li> <li>• Application of training.</li> <li>• Increasing creativity and problem solving.</li> <li>• Growth and development of staff.</li> </ul>

# Diversity, Equity, Inclusion, and Belonging Strategy

May 2024

## Goal 3: Sustainability and Accountability

Objectives	Actions	Accountability	Metrics
Identify and break down systemic barriers by embedding DEIB into policy and practices, equipping leaders with the ability to manage diversity and be accountable for results.	<ul style="list-style-type: none"> <li>Review policies and procedures to identify and remove systemic barriers to inclusion (i.e. tacit or written expectations or assumptions).</li> <li>Scan legislation for trends which may impact policies/procedures (i.e. for staff with religious/faith differences).</li> </ul>	Leadership / Administration Board	<ul style="list-style-type: none"> <li>Up to date policies demonstrating YRL's commitment to a healthy and inclusive work environment.</li> </ul>

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### Introduction

The Yellowhead Regional Library (YRL) was granted \$27,746 by the Public Library Services Branch (PLSB) for the 2023-2024 On-Reserve On-Settlement (OROS) Grant. The purpose of this grant is to expand library services to the Alexis Nakota Sioux Nation and Paul First Nation communities. This report offers a breakdown of how the grant funds were utilized. Please note although the work described below funded going forward to November 2024, this report will provide details of work completed during 2023-2024, in keeping with the OROS granting cycle. With the submission of this report, YRL will now be up to date with the OROS granting timelines.

### Overview of the 2023-2024 Grant Recipient Project

The Spruce Grove Public Library (SGPL) secured the 2023-2024 grant and allocated the funds towards sustaining support and services both on-reserve and across YRL libraries through the SGPL Indigenous Knowledge Keeper staff position. The proposal received full funding approval, with the entirety of the funds earmarked for the salary of the Indigenous Knowledge Keeper from January 1 to November 30, 2024.

The purpose of the position was to provide on-reserve, in-library and community-based training and programming on topics related to Indigenous knowledge, traditions, and practices. Examples of her work throughout the year include:

- Classes and instruction in Cree language, protocol, and communication.
- Indigenous story telling.
- Conversation Circles.
- Indigenous traditions and practices.
- Participation in the National Day of Truth & Reconciliation Day.
- Information and teachings about Indigenous art forms.
- Provision of accurate, and authentic Indigenous resources to all libraries in the YRL region.
- Book recommendations to purchase for the library collection.
- Professional Development support for library staff and volunteers.

Throughout this year, the SGPL Knowledge Keeper and staff have provided statistics and photos to YRL on the programs and services developed and offered. The activities have been rich with examples of community building and the generous sharing of Indigenous knowledge with Spruce Grove community members, local Indigenous communities and the YRL community. Examples of programs and events:

- Provision of expertise, guidance, and information on cultural practises, implementing Indigenous programming, and recommended resources to YRL member libraries via online webinars. (March 2023)



# OROS Grant

## 2023-2024 Final Report

- Indigenous Story Times at various locations in the tri-region area. These story times include puppet shows, books and beginner Cree protocol and words. (weekly, ongoing)
- Sharing Circle partnerships with Alberta Parenting for the Future Association and the Spruce Grove Family Connection Centre. (monthly, ongoing)
- Drop-in conversational Cree, all levels. (monthly, ongoing)
- Advanced Nêhiyawêwin (Cree) classes via zoom. (weekly, ongoing)
- Hosted Talking Circles for all ages at SGPL. (monthly)
- Creating selection lists and reading recommendations to build the SGPL collection and to help staff with recommending [Indigenous materials](#) to library patrons. (ongoing)
- Hosted a Red Dress Pin Beading workshop. (April 2023)
- Partnered with the City of Spruce Grove, Town of Stony Plain and [Skydancer Indigenous Culture Centre](#) to host the “Walk to End Violence” in honour of Missing and Murdered Indigenous Women, Girls, Men, Boys and Two-Spirit Peoples. (May 2023)
- Provided reading corner for staff to take time to read sacred stories from Indigenous Storytellers. (ongoing)
- Developed Indigenous education kit that includes instructions, resources and materials for proper protocol and smudging. (complete and available)
- Provide story times and crafts for children at Paul First Nation School. (May/June 2023)
- Delivery of new books and story kits to Paul First Nation School. (September 2023)
- Delivery of new books to Paul First Nation Wellness Centre. (September 2023)
- Support celebrations and Indigenous events in the tri-region area: National Indigenous Peoples Day, RCMP 150-year celebration, [Kung Jaadee](#) performance. (Ongoing)

These events and activities are a portion of the incredible work that the SGPL Knowledge Keeper and staff have accomplished because of receiving the OROS grant from YRL through the PLSB.

*See Appendix 1: 2023-2024 Spruce Grove Public Library (SGPL) Grant Application Proposal.*

### **2023-2024 On-Reserve On-Settlement Grant Expenditures**

A total of \$27,764.14 was transferred on March 27, 2024 to Spruce Grove Public Library. This amount represents the 2023-2024 grant amount of \$27,746 and an additional \$18.14, which was unspent funds remaining from the 2022-2023 OROS grant.

*See Appendix 2: Spruce Grove Public Library OROS Grant Expenditures Report*

*See Appendix 3: SGPL Receipt of Funds Received*

### Other Public Library Services to Indigenous Communities

The PLSB annually requests that libraries provide a detailed overview of services to Indigenous communities. YRL gathers this data on behalf of the libraries in the region via an online survey and submits the detailed statistics report through LibPAS, the PLSB's online reporting tool.

Statistics indicate that services to Indigenous patrons, both on-reserve/on-settlement and in the community, are returning to pre-pandemic numbers. Restrictions resulted in a loss of some key relationships on-reserve with whom the libraries collaborated with to deliver programming and other services. There is continued work in progress to rebuild these connections with the Indigenous communities in the region.

*See appendix 4: Summary Report of YRL OROS Grant Reporting Tool Results*

### Conclusion

The 2023-2024 granting year continues to offer unique challenges to libraries wanting to ensure equitable service to Indigenous populations in the YRL region. As we build new relationships and foster old ones with Alexis Nakota Sioux Nation and Paul First Nation, we must continue to find ways to be proactive and intentional about providing library services that meet their needs. With this in mind, YRL will be using the 2024-2025 OROS grant to fund a one-year Indigenous Initiatives Librarian position to build connections with local Indigenous communities and support member libraries in delivering culturally relevant library services to Indigenous communities within the Yellowhead regional Library system.

YRL acknowledges and thanks the Spruce Grove Public Library for their commitment in maintaining an Indigenous Knowledge Keeper position. YRL would also like to thank Municipal Affairs Public Library Services Branch for the provision of funding for expanding public library services to on-reserve and on-settlement populations, as well as for project deadline extensions to accommodate delays in funding given the unusual and extenuating circumstances of disruptions caused by the pandemic.

### Appendices

- Appendix 1: 2023-2024 Spruce Grove Public Library (SGPL) Grant Application Proposal
- Appendix 2: Spruce Grove Public Library OROS Grant Expenditures Report
- Appendix 3: SGPL Receipt of Funds Received
- Appendix 4: Summary Report of YRL OROS Grant Reporting Tool Results (full report submitted via LibPAS in February 2024)

### Appendix 1: Spruce Grove Public Library (SGPL) Grant Application Proposal

#### Financial Support for On Reserve on Settlement Grant 2023-2024 Application Form

**Library name:** Spruce Grove Public Library

**Contact person:** Leanne Myggland-Carter, [leanne@sgpl.ca](mailto:leanne@sgpl.ca), 780-962-4423, ext. 202

**Date:** March 3, 2024

**Reservation(s) or settlement(s) served:** Paul First Nation and Alexis Nakota Sioux Nation; Parkland County, City of Spruce Grove, and Town of Stony Plain; and Yellowhead Regional Library Locations

**Requested amount:** \$27,746

**If YRL is unable to provide the full amount requested, is your library willing to contribute funds to the project? If yes, how much?**

The Knowledge Keeper position has been approved in the SGPL budget for 2024, but there are no project-specific funds allocated towards incorporating program and resource delivery to the Tri-Region and all YRL members; the project would not continue in its entirety and as expansively without financial support from this grant.

**Please provide the project details.**

Funds will be used to ensure ongoing employment of Indigenous Knowledge Keeper to support libraries within the YRL region. The Spruce Grove, Parkland County, and Stony Plain Public Libraries are proud to once again partner and request funding as a tri-regional team with a project that will not only benefit those in our respective communities and all YRL member libraries but most importantly our neighboring First Nations including Paul and Alexis Nakota Sioux. The Indigenous Knowledge Keeper will provide:

- On-reserve and on-settlement programs, trainings, and other in-person activities and events to the Tri-Communities of Spruce Grove, Stony Plain, and Parkland County
  - Cree language, protocol, and communication
  - Indigenous story telling
  - Conversation Circles
  - Indigenous traditions and practices
  - National Day of Truth & Reconciliation Day
  - Indigenous art forms
- YRL Member-wide YRL access to up-to-date, accurate, and authentic Indigenous resources
  - History, diversity, and community locally, regionally, provincially, and nationally.
  - Truth & Reconciliation Commission of Canada Calls to Action, priorities of local First Nations, and cultural celebrations and events
  - Digital content that shares and expands authentic knowledge across online platforms

# OROS Grant

## 2023-2024 Final Report

- o Book recommendations to purchase for the library collection.
- o Professional Development support for library staff and volunteers

**If approved, how long will it take to complete the project?**

Employment will take place over the following periods: Winter January 1, 2024 – March 30, 2024; Spring April 1 – June 30; Fall September 1 – November 30.

**Please provide a breakdown of the project expenses:**

Employment Costs:

Hourly Wage	Hours per Week	Number of Weeks	MERC
\$27.49	30	29	15%
\$23,916.30			\$3587.45
<b>\$27,503</b>			

*Project Expense (Rounded) Summary*

Description	Rounded Amount	Funding Source
Employment Cost - WAGE	\$24,150	YRL
Employment Cost - MERC	\$ 3,590	YRL
<b>TOTAL</b>	<b>\$27,746</b>	<b>YRL</b>

Respectfully Submitted,



Leanne Myggland-Carter, Director of Library Services  
35 Fifth Avenue Spruce Grove, AB T7X 2C5  
[Treaty 6 Territory](#)  
PH: 780-962-4423 Ext. 202

### Appendix 2: Spruce Grove Public Library OROS Grant Expenditures Report

#### 1. Overview

<i>Library Name</i>	<i>Spruce Grove Public Library</i>
<i>Project Name</i>	<i>Indigenous Knowledge Keeper</i>
<i>Total Amount Received</i>	\$27,764.14

#### 2. Project Expenditures Summary

Year	Hourly Wage	Hours Per Week	Number of Weeks	Total Wage	MERC 15%	Total
2024	\$27.48	30	29	\$23,916.30	\$3587.45	\$27,503

#### 3. Project Expense (Rounded) Summary:

Description	Rounded Amount	Funding Source
Employment Cost - WAGE	\$24,150	YRL
Employment Cost - MERC	\$ 3,590	YRL
<b>TOTAL</b>	<b>\$27,746</b>	<b>YRL</b>

#### 4. Project Expense Details

**Employment Costs:** \$27,746 to provide hourly wage for 30 hours per week from January 1, 2024 – November 30, 2024 paid by SGPL for the services of an Indigenous Knowledge Keeper. Key duties include: Develop and deliver tri-library and on-reserve services and programs.



### Appendix 4: Summary Report of YRL OROS Grant Reporting Tool Results (full report was submitted via LibPAS in February 2024)

## 2023 Public Library Services Branch On-Reserve/On-Settlement Grant Reporting Tool Results

### Background

Yellowhead Regional Library (YRL) reports annually to Alberta Municipal Affairs Public Library Services Branch (PLSB) documenting the library services offered in Indigenous communities in the region as well as library programming and staff training related to Indigenous knowledge and culture. This report outlines activities completed in 2023.

### Indigenous Communities Served in the YRL Region in 2023

YRL receives funding from PLSB to support services to Alexis Nakota Sioux Nation and Paul First Nation. In 2023, YRL member libraries also provided service to the following reserves and settlements: Alexander First Nation, Enoch Cree Nation, Ermineskin First Nation, Louis Bull Tribe, Maskwacis First Nation, Montana First Nation, Pigeon Lake 138A, Saddle Lake Cree Nation and Samson Cree Nation.

### 2023 Statistical Overview

The On-Reserve/On-Settlement Grant Reporting tool survey was sent to all YRL member library managers on January 10, the survey closed on January 31 and 26 survey responses were received from libraries for 2023. Of the 26 responses, Indigenous programming and initiatives were offered by 17 libraries.

Statistics indicate that services to Indigenous patrons, both on Reserve or Settlement and in the community, are returning to pre-pandemic numbers. Restrictions resulted in a loss of some key relationships on-reserve with whom the libraries collaborated with to deliver programming and other services. There is continued work in progress to rebuild these connections with the Indigenous communities in the region.

Description	2023	2022
Library awareness activities	16	19
Partnerships created	28	15
Notable meetings with stakeholders for services to Indigenous patrons	5	3
Library (in-library or community) programs and initiatives	136	51
Hours dedicated to in-house programs and initiatives	2,221	1,838

# OROS Grant

## 2023-2024 Final Report

On-site (on Reserve or Settlement) programs and initiatives	9	0
Hours dedicated to on-site programs and initiatives	68	12
Total on-site program attendance	204	0
Total Indigenous cardholders	1,277	1,226
Total circulation to Indigenous cardholders	2,546	2,851
Visits to Indigenous Resources pages on member library websites	1,883	4,052
Libraries attending Indigenous Cultural Training Opportunities	10	9
Library visits to the YRL Indigenous Resources Intranet Page	82	n/a

### 2023-2024 Plans

To restore the originally planned granting timelines disrupted by the pandemic, YRL intends to allocate both the 2023-2024 and 2024-2025 grants within the 2024 calendar year.



**Yellowhead Regional Library**  
**Statement of Earnings - General Fund**  
**4 Periods Ended 4/30/2024**

	BUDGET	CURRENT YTD	OVER / UNDER BUDGET	% SPENT
REVENUE:				
Additional Allotment	150,000	23,758	(126,242)	16
Additional Services	-	21	21	0
Contract Services	78,000	42,952	(35,048)	55
Revenue - Other	27,726	-	(27,726)	0
Interest	145,000	51,517	(93,483)	36
Local Appropriations	\$ 1,433,185	\$ 574,552	\$ (858,633)	40
Non-allotment Sales	200,000	70,247	(129,753)	35
Operating Grant	1,462,572	-	(1,462,572)	0
School System Levy	147,761	68,006	(79,755)	46
SRP / Workshop Revenue	12,000	750	(11,250)	6
<b>TOTAL REVENUE</b>	<b>\$ 3,656,244</b>	<b>\$ 831,802</b>	<b>\$ (2,824,441)</b>	<b>23</b>

**Yellowhead Regional Library**  
 Statement of Expenses - General Fund  
 4 Periods Ended 4/30/2024

	#N/A			
	BUDGET	CURRENT YTD	(OVER)UNDER BUDGET	Actual % SPENT
<b>EXPENSES:</b>				
<b>EMPLOYEE EXPENSES:</b>				
Salaries	1,922,834	535,641	1,387,193	28
CPP Expense	120,608	31,028	89,580	26
EI Expense	35,211	11,562	23,649	33
Benefit Plans	\$ 95,999	\$ 28,944	\$ 67,055	30
Pension Plans	110,615	35,018	75,596	32
WCB Expense	6,737	877	5,860	13
Staff Expense - Professional Development	33,800	7,355	26,445	22
Staff Expense - General	10,000	1,617	8,383	16
<b>TOTAL EMPLOYEE EXPENSE</b>	\$ 2,335,803	\$ 652,043	\$ 1,683,760	28
<b>MEMBER LIBRARY SERVICES EXPENSE:</b>				
Book Purchases-Allotment	\$ 330,000	\$ 116,613	\$ 213,387	35
Book Purchases-Non-allotment	200,000	69,429	130,571	35
Data Services	50,000	19,765	30,235	40
Delivery	46,856	18,850	28,006	40
Materials - E-Resources	230,000	88,888	141,112	39
Materials - Physical Collections	9,250	603	8,647	7
Membership Support	2,500	-	2,500	0
Processing Supplies	25,000	14,209	10,791	57
Software - Licensing	121,500	61,619	59,881	51
TRAC Expense	200,000	213,370	(13,370)	107
Workshops Expense	22,000	9,726	12,274	44
<b>TOTAL MEMBER LIBRARY SERVICES EXPENSE</b>	\$ 1,237,106	\$ 613,071	\$ 624,035	50
<b>GENERAL OFFICE &amp; ADMINISTRATIVE EXPENSES:</b>				
Bank Charges	2,310	1,157	1,153	50
Building Maintenance	48,300	19,018	29,282	39
Computer Equipment - Hardware	12,000	7,335	4,665	61
Equipment Lease	13,500	3,362	10,138	25
Insurance	20,000	17,903	2,097	90
Memberships	20,600	12,835	7,765	62
Office Equipment	2,000	1,128	872	56
Office Supplies	7,350	3,273	4,077	45
Photocopy	1,650	1,637	13	99
Printing / Promotion	5,500	109	5,391	2
Professional Services	140,500	76,192	64,308	54
Resource Sharing Supplies	-	2,576	(2,576)	0
Telephone	9,500	2,440	7,060	26
Trustees - Training/Conferences	30,000	9,564	20,436	32
Utilities	40,500	13,848	26,652	34
<b>TOTAL OTHER EXPENSE</b>	\$ 353,710	\$ 172,377	\$ 181,333	49
<b>TOTAL EXPENSE</b>	\$ 3,926,619	\$ 1,437,491	\$ 2,489,129	\$ 37

# *Yellowhead Regional Library*

## Balance Sheet

As Of April 30, 2024

Page 1

Unaudited

### ASSETS

Current assets:

Bank CDN current account	193,899.52
Bank CDN High Interest	2,623,306.90
Bank USD current account	6,076.42
USD Valuation	2,276.23
Petty Cash	214.50
Accounts Receivable Trade	24,736.95
Accounts Receivable Staff	245.72
Prepaid Purchases	153,799.48
Total current assets	3,004,555.72

Fixed assets:

Building	1,587,132.79
Building Improvements	1,609,262.64
Equipment & Furnishings	132,046.49
Vehicle	289,168.13
Computer Hardware	485,165.36
Computer Software	17,813.89
Remote Access Equipment	19,379.00
Less accumulated depreciation	2,845,324.70
	1,294,643.60

Other assets:

	0.00
	4,299,199.32

# *Yellowhead Regional Library*

## Balance Sheet

As Of April 30, 2024

Page 2

### LIABILITY AND SHAREHOLDER'S EQUITY

Current liabilities:

Accounts Payable	16,612.67
Accrued Accounts Payable Trade	42,930.80
Accounts Payable US	7,000.43
Accts. Payable US Valuation	2,622.36
Staff Fund Liability	1,779.30
Salaries & Wages Payable	18,635.98
Group Benefit Plan Payable	7,992.22
National Health Payable	(5,591.58)
Accrued Vacation	23,840.43
GST on sales	2,221.46
GST Paid On Purchases	(5,698.47)
O/S Purchase Commitments	<u>385,726.74</u>
Total current liabilities	<u>498,072.34</u>

Long term liabilities:

0.00

Shareholders' equity:

<a href="#">Deferred Gov't. Contributions</a>	254,954.45
<a href="#">Deferred Capita Grant Revenue</a>	762,410.71
<a href="#">Capital Assets</a>	348,184.85
<a href="#">Capital Reserve</a>	831,175.35
<a href="#">Special Projects Reserve</a>	116,243.16
<a href="#">Operational Contingency</a>	<u>2,171,957.36</u>

Profit (loss) for period	<u>(683,798.90)</u>
Total shareholders' equity	<u><u>3,801,126.98</u></u>
	<u><u>4,299,199.32</u></u>

## YRL Bylaw and Policy Making Policy

<b>Title:</b> Bylaw and Policy Making Policy	<b>Policy Number:</b> A1
<b>Topic:</b> Bylaw and Policy Creation, Board, Committees, Parliamentary Procedure <b>Oversight:</b> YRL: Executive Committee	<b>Approved:</b> May 15, 2021 <b>Revised:</b> <b>Review period:</b> May 2024

### Statement

The Yellowhead Regional Library Board (YRL), in accordance with the Alberta Libraries Act and other legislation, is mandated to create, maintain and review bylaws and policies required for the effective and safe operation of the library system. Bylaws and policies set the framework and rules for how YRL can conduct its operations internally and with its members.

### Purpose

Consistent, proactive and constructive policies and bylaws allow the YRL Board, Executive Committee and staff to successfully fulfill YRL's mission and strategic plan, and follow provincial, federal and jurisdictional legislation and regulation. The Board has authorized the Executive Committee to be responsible for bylaw and policy making. Below are the necessary steps to ensure policy and bylaws are effectual, current and compliant.

1. New bylaws or bylaw changes will have three readings at Board meeting(s).
2. No more than two readings may be made at a single Board meeting unless the trustees agree unanimously to consider a third reading.
3. With few exceptions, policies shall consist of the following parts:
  - a. Dates for policy approval, revisions, and review period.
  - b. A statement explaining why the policy is necessary.
  - c. A purpose detailing how the policy is enacted at YRL.
  - d. Responsibilities listing the person(s) charged with ensuring the policy is followed.
  - e. Administrative procedures are provided and is separate from the policy itself.
    - i. The administrative procedures are not part of the policy and may be amended by the Director and staff as required without Executive Committee approval.
4. During an emergent situation, the Executive Committee or Board may waive the foregoing policies if needed.
5. In the absence of policy or insufficient policy, the Director is authorized by the Board to take an appropriate course of action when needed.

### Responsibilities

1. The Director, in consultation with the Executive Committee, is responsible for:
  - a. Drafting new policies and bylaws as required.
  - b. Amending existing policies as needed.
  - c. Maintaining the Board's policy manual including recording recommendations and changes in the appropriate sections.
2. The Executive Committee is responsible for:
  - a. Approving new policies.
  - b. Reviewing existing policies for relevancy or updates.

## YRL Bylaw and Policy Making Policy

- c. By motion approval, adopting new policies or amendments to existing policies.
  - d. Presenting the policies to the Board.
3. The Board, the Executive Committee and staff are responsible for understanding and upholding the policies and bylaws as presented.
  4. Administration is responsible for sending new policies or amendments to existing policies to Alberta Municipal Affairs Public Library Services Branch.

### Administrative Procedures: Bylaw Creation, Policy Creation, Policy Review

These will ensure policies and bylaws are developed and maintained in a timely and accurate fashion.

#### Bylaw creation

“Bylaws concern those policies that are legally enforceable. If someone violates a bylaw, law enforcement personnel can respond. Financial obligations created through bylaws can be enforced through debt collectors and other methods.”<sup>1</sup>

As YRL is not a public building, nor does it serve the public directly, bylaw creation is limited for YRL. If something should change, e.g.: YRL became a board of record for a municipality with a library, then more bylaws would need to be passed.

#### Policy creation

The following groups may suggest or recommend policy creation and changes to existing policy.

1. Board members
2. Executive Committee members
3. Director
4. YRL Joint Health and Safety Committee
5. Member library boards or member library staff
6. Various levels of government and funding jurisdictions

Suggestions are taken seriously and are initially reviewed by administration before presentation to the Executive Committee for possible policy creation.

#### Policy review

1. Performed by the Executive Committee ~~each year, usually in the spring meetings and based upon the review period listed in the policy~~ quarterly each year based upon the policy review period.
2. Reviewers should consider the following:
  - a. Clarity of meaning so there is little or no ambiguity.
  - b. Unbiased, inclusive language that encourages fair, consistent treatment.
  - c. Ensuring the policy aligns with YRL’s mission and plan of service.

## YRL Employee Benefits Policy

<b>Title:</b> Employee Benefits Policy	<b>Policy Number:</b> H6
<b>Topic:</b> Benefits, Pensions, Health Spending <b>Oversight:</b> Executive Committee	<b>Approved:</b> May 2018 <b>Revised:</b> September 2022 <b>Review period:</b> September 2025

### Statement

Yellowhead Regional Library (YRL) offers additional benefits to its employees to help protect the well-being of employees and their families.

### Purpose

YRL provides additional benefits for eligible employees and their dependents to aid in protecting their health and wellness as well as creating a sense of security for the future. Access to these benefits is determined by YRL and subject to the restrictions of the benefits provider. These benefits include but are not limited to the following:

- Health, extended health, life, and dental plan – Single or Family Coverage
- Long term disability (LTD) and life insurance – Single Coverage
- Employee and Family Assistance Program (EFAP) – Single or Family Coverage
- Health Spending Account (HSA) – Single or Family Coverage
- Pension plan – Single Coverage
- Workers Compensation Board (WCB) Coverage – Single Coverage

Both YRL as an employer and the employee are responsible for contributing to cover the cost of these benefits based upon percentages that are subject to change depending upon YRL's overall financial sustainability. Participation and eligibility to access these benefits is noted below:

#### Local Authorities Pension Plan (LAPP):

- Participation is mandatory for the following defined positions:
  - Director
  - Manager
  - Librarian
  - Accountant
  - Executive Assistant
- Eligible permanent employees are enrolled in LAPP after successfully completing their ninety (90) day probation period.
- Eligible employees must work a minimum of 30 hours per week on a regular basis to participate in LAPP.

#### Alberta Communities Pension Plan (ACPP)

- Participation is mandatory for the following defined positions not including those eligible for LAPP:
  - Permanent full- or part-time employees (0.6 full-time equivalent [FTE] or higher).
  - Any eligible employee hired before January 1, 2013 that made a one-time choice to join ACPP.
  - Any eligible employee hired after January 1, 2013.
  - YRL will contribute five (5) percent of regular salary per year towards ACPP.
  - Eligible employees will contribute five (5) percent of regular salary to ACPP per year.
- Eligible employees are enrolled in ACPP after successfully completing their ninety (90) day probation period

## YRL Employee Benefits Policy

### Group Registered Retirement Savings Plan (GRRSP)<sup>1</sup>

- Participation is mandatory for any position not eligible for LAPP, hired before January 1, 2013 and did not make the one-time election to join ACPP.
- YRL will contribute five (5) percent of regular salary to GRRSP per year.
- Eligible employees will contribute five (5) percent of regular salary to GRRSP per year.

### Group Health, Dental, and Employee and Family Assistance Plan (EFAP)

- Participation is mandatory for all permanent employees that work a minimum of 20 hours per week on a regular basis, e.g. overtime hours are not included.
- All eligible employees are enrolled in the Group Health, Dental and EFAP plan after successfully completing their ninety (90) day probation period.
- Eligible employees also have access to Long Term Disability (LTD) and Life Insurance as part of the Group Health benefits.
  - LTD coverage is subject to the age restrictions of the plan.
- Eligible employees upon enrollment must declare single or family coverage depending upon their circumstances and may change their choice subject to any restrictions of the group benefit plan provider.
- There is an annual ceiling cost per employee that YRL pays as part of the employer contribution. If this annual ceiling is exceeded in any given benefit year, the employees are responsible to pay the employer portion of their plan premium.

### Health Spending Account (HSA)

- Participation is mandatory for all permanent employees that work a minimum of 20 hours per week on a regular basis, e.g. overtime hours are not included.
- YRL will ensure that all eligible employees will receive the approved amount annually.

### Workers Compensation Board (WCB)

- Eligibility for WCB coverage extends to any employees, permanent or contractors performing work for YRL unless the workers maintain their own WCB account.

### **Responsibilities**

1. Employees are responsible for:
  - a. Providing accurate information upon enrollment and updating their personal information as necessary.
  - b. Following the rules and restrictions of each type of benefit plan.
    - i. Including payment of fees not covered by YRL according to fee structures in each plan.
2. Managers are responsible for:
  - a. Completing employee probationary performance reviews within the ninety (90) day period after the employee's start date.
  - b. Notifying Administration that the employee has successfully completed their probationary period.
3. Administration is responsible for:
  - a. Enrolling the employee in a timely fashion once a successful probation period has been completed.
  - b. Providing access to training or documentation to employees on the various benefits programs.
  - c. Reviewing plans for annual costs and adjusting benefits providers as necessary to keep benefits costs sustainable for YRL and eligible employees.
  - d. Monitoring.

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<sup>1</sup> The Group Registered Retirement Savings Plan is only available to those employees that made a one-time election to remain on this plan as of January 1, 2013 and the plan will be discontinued when employees leave YRL employment.



## YRL Employee Benefits Policy

- e. Performing any audit or dealing with concerns regarding a benefits provider in a timely fashion.
4. The Executive Committee is responsible to review this policy every three years.
5. The YRL Board will receive this policy as information every three years.

### Administrative Procedures

#### General Instructions

- Administration is defined at this time as the Manager, Administrative Services, and the Senior Accountant.
- Training provided by each benefits provider and any instructional documentation is kept on the YRL shared drive under Admin > Financial > Benefits Administration.
- Lane Quinn is a benefits broker that YRL uses for reviewing group health benefits plans annually.  
YRL is advised to “go to market” every 3-5 years to review costs associated with the group health plans to ensure we are getting the best cost.
- Administration staff are the only communication contacts with benefits providers outside of the employees’ access to an online employee portal or help number provided for employee usage only. Questions regarding benefits usually need to go through the Administration contacts, e.g.: Manager, Administrative Services and/or the Senior Accountant.
- Annually there is a ceiling cost for group health/dental/extended health plans that YRL as the employer portion paid per employee. In 2022, this ceiling is budgeted for around \$4,200 per employee on the plan. If the ceiling is exceeded in any benefit year, the employees will be responsible for the employer portion of their plan premium. Monitoring of the benefits plan cost throughout the benefits year is essential to avoid extra costs to the employees if the ceiling is exceeded.
- The Health Spending Account is set as of 2022 at \$500 per year per eligible employee. If the full amount is not spent within the calendar year, any unspent funds will be rolled over into the next year.  
The eligible amount will never exceed \$1,000 in any given year.
- Permanent employees going on an approved leave of absence, WCB or LTD, who have successfully passed their probationary period, will arrange with accounting to have their benefits. Employees are responsible for making the total payment of premiums, including any Pension Plan Premiums. If arrangements to continue benefit coverage are not made, all benefits will be cancelled with Administration authorization.

## YRL Grievances Policy

<b>Title:</b> Grievances Policy	<b>Policy Number:</b> H7
<b>Topic:</b> Employee grievances, complaints, workplace harassment	<b>Approved:</b> September 2018
<b>Oversight:</b> Executive Committee	<b>Revised:</b> May 13, 2024
	<b>Review period:</b> May 2027

### Statement

Maintaining good relationships between employees and their colleagues as well as employees and their managers produces a healthy and productive work environment. Dealing with grievances and complaints in a timely fashion ensures the important work of Yellowhead Regional Library (YRL) continues uninterrupted and to the best of the YRL staff's ability.

### Purpose

YRL has instituted this policy to provide employees with an outlet to express any dissatisfaction with respect to issues related to their employment. Therefore, to foster and maintain good staff/employer relations, YRL has established a grievance review system to resolve any issues or misunderstandings around interpretation, application, administration or alleged violation of any YRL policy or employment contract.

YRL adheres to all provincial and federal employment legislation including but not limited to:

- Employment Standards Code and Regulation
- Human Rights Code and Legislation
- Workers' Compensation Board
- Occupational Health and Safety Code
- Employment Insurance, Record of Employment and Tax Deductions.

As such, this policy deals with those employee complaints to do with the following:

- Salary/wages
- Working conditions
- Administration of human resources policies.
- Perceived unfair or inequitable treatment.
- Termination<sup>1</sup>

### Responsibilities

1. Employees are responsible to work through the following grievance resolution steps:
  - a. Make every attempt to resolve the matter by speaking to the individual that they perceive is causing the difficulty, even if it means having more than one meeting.
  - b. Consult the YRL Policy Manual to determine whether the resolution to the grievance is found within the manual.
  - c. Meet with their manager about the grievance to seek a resolution.
    - i. If the issue is with the employee's manager and the employee does not feel comfortable speaking to them about the matter, then the employee should seek guidance from Director or Deputy Director in charge of human resources matters.
  - d. If a grievance is not resolved by administration, the employee will submit a detailed written letter of grievance to the Executive Committee and attach any pertinent

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<sup>1</sup> Note: This policy does not deal with perceived cases of workplace harassment or bullying as any such incident would fall under the Workplace Violence and Harassment Policy.

## YRL Grievances Policy

documentation within five business days<sup>2</sup> of the events giving rise to the aforementioned grievance.

- e. If after meeting with Executive Committee, the employee does not feel that the matter has been solved, the employee would be able to seek legal help.
2. Managers are responsible to:
    - a. Meet with and respond to any verbal or written grievance from a direct report in a timely fashion, e.g.: within five business days of being notified of the employee's grievance.
    - b. Review the YRL Policy Manual and apply the procedures found within to resolve any issue that the manager has the scope of authority to initiate.
    - c. Inform the Director or Deputy Director of the grievance and what resolution if any has been reached.
      - i. Escalation of the grievance to the Director or Deputy Director may occur depending upon the nature of the grievance.
  3. The Director or Deputy Director are responsible to:
    - a. Meet with and respond to any verbal or written grievance in a timely manner, e.g.: within five business days of being notified of the grievance.
    - b. Review the YRL Policy Manual and apply the procedures found within to resolve the issue.
    - c. Apply any resolution in the most expedient manner possible.
    - d. Update the Executive Committee about the grievance if no resolution is found and the employee has submitted a written letter of grievance and requested a meeting with the Executive Committee.
    - e. Seek legal counsel if deemed to be necessary by the nature of the grievance.
  4. The Executive Committee are responsible to:
    - a. Meet with an employee in a timely fashion, e.g.: within five business days of being made aware of the request and receiving the written grievance letter.
      - i. If the employee is the Director, the Board-Director Relationship Policy and the Director's employment contract will determine how the grievance should be managed.
      - ii. An ad hoc committee of the Executive Committee can be formed with up to five members to ensure timely response to the grievance request.
      - iii. The meeting with the employee to review the grievance may occur in a virtual, hybrid or in-person meeting format depending upon availability of participants.
      - iv. All meetings are confidential and ~~in-camera~~ in a closed session (in accordance with the Freedom of Information and Protection of Privacy [FOIP] Act).
      - v. Any resolutions are written and signed by both parties.
      - vi. If no resolution is found, the employee will be directed to consult legal help if necessary.
      - vii. Depending upon the nature of the grievance and subsequent resolution, a report may be brought to the Board of Trustees ~~in-camera~~ in a closed session (in accordance with the FOIP Act) to maintain confidentiality but also to provide any information on the matter that could affect the Board of Trustees or YRL operations to some degree.
    - b. Review this policy every three years.
  5. The Board is responsible to:
    - a. Receive any grievance report in confidence as noted above.
    - b. Receive this policy as information every three years.

<sup>2</sup> Deadlines may be modified if mutually agreed to by both the employee initiating the grievance and the person(s) involved in resolving the grievance. The change in timelines for the grievance should be written, dated and signed by both parties before the new timeline is initiated.

## YRL Grievances Policy

### Administrative Procedures

1. For a grievance to be considered, it must discuss specific incidents or circumstances which have directly affected the employee and suggest or request improvements which are both reasonable and within the control of YRL.
2. Anonymous grievances shall not be reviewed.
3. No employee shall be disciplined for using the grievance review process.
4. All documentation relating to a formal written grievance will be kept in the employee's personal file as a record.
  - a. Personnel files are kept in a secure location; however, the grievance information may be placed in a sealed envelope in the personnel file for greater confidentiality.
  - b. All resolutions to a grievance will be formally written and signed by both parties.
  - c. Any changes to any operational policy or procedure will be dealt with that arise from the resolution of grievance and will be made within a time frame agreed upon by both parties.
5. Depending upon the nature of the grievance, staff such as the Senior Accountant and the Executive Assistant may provide:
  - a. Documentation on such areas of wages, salaries, records of employment, etc. and/or
  - b. Administrative support with recording the written resolution(s)/meeting notes.

Note: Both positions maintain confidential records and by the nature of their work are required to maintain privacy with employees' personal information.

## YRL Parliamentary Procedure and Meeting Policy

<b>Title:</b> Parliamentary Procedure and Meeting Policy	<b>Policy Number:</b> G8
<b>Topic:</b> Parliamentary Procedure, Business continuity, Emergency planning	<b>Approved:</b> September 14, 2020 <b>Revised:</b> May 13, 2024
<b>Oversight:</b> YRL Executive Committee	<b>Review period:</b> May 2027

### Statement

The Yellowhead Regional Library (YRL) Board is committed to sound parliamentary procedures as outlined in the rules of order in the book: “Call to Order” by Herb Perry<sup>1</sup>. Any exceptions are noted below. The Libraries Act, Chapter 11: Guide to the Legislation, Section 33 on meetings, also defines the compliance requirements for the holding of Board or Executive Committee meetings.

### Purpose

This policy is in place to provide clear direction for holding well-run and efficient meetings at both the Board and Executive Committee level ensuring all measures are in place to meet the requirements of the legislation and establish productive meeting protocols.

Additionally, this policy exists to ensure that meeting attendees obtain information in an organized fashion, make thoughtful decisions as needed, receive updates, and hold discussions in a manner that is participatory, well-defined, and effective. These parliamentary and meeting protocols are key to supporting YRL’s operational workflows and strategic planning activities from a governance perspective.

### Responsibilities

1. The Director or named delegate is responsible for ensuring the following duties are actioned:
  - a. Preparation, planning, distribution of meeting content.
  - b. Scheduling and timely notification of meetings to the attendees and public, if necessary.
  - c. Accurate record keeping of minutes or notes.
  - d. Determination of type of meeting according to the situation:
    - i. In-person
    - ii. Virtual or teleconference
    - iii. ~~In-camera~~ Closed session (absence of public) according to criteria listed in Administrative Procedures section
    - iv. Special meeting outside of regular schedule due to emergent situation
    - v. Combination of any of the above
    - vi. All meeting proceedings are considered valid, regardless of format, as participants can communicate with each other and can participate in discussion.
2. The Board Chair or named delegate is responsible for ensuring the following criteria are met:
  - a. Meetings are conducted according to parliamentary procedure and meeting protocols.
  - b. Attendees are permitted to discuss meeting agenda items in a timely and efficient manner.
  - c. All motions are voted on before the Board or Executive Committee.
  - d. A recorded vote is allowed if requested in advance of the vote being taken.
3. The Executive Committee or any ad-hoc committee and their members are responsible for the following:
  - a. Attending scheduled meetings or sending their alternate whenever possible to ensure meeting quorum is met.
  - b. Reviewing meeting documents to make informed decisions.
  - c. Making motions with single mover.

## YRL Parliamentary Procedure and Meeting Policy

- d. Voting to pass by majority of attendees, 50 percent plus one.
  - e. Voting on all motions unless a conflict of interest is declared, and trustee leaves the meeting until the item has been voted upon.
  - f. The Executive Committee is responsible to review this policy every three years.
4. The Board and member trustees are responsible for the following:
- a. Attending scheduled meetings or send their alternate whenever possible to ensure meeting quorum is met.
  - b. Reviewing meeting documents to make informed decisions.
  - c. Sending in a proxy vote on a decision item ahead of time if a trustee is unable to attend in person; if no proxy vote is submitted, the vote of the absent trustee is counted as approving the motion.
  - d. Following parliamentary procedure and the Chair’s direction.
  - e. Voting to pass motions using the 2/3 members plus 2/3 population rule as defined in the YRL Master Membership Agreement, Clause 18.
  - f. Voting on all motions unless a conflict of interest is declared, and trustee leaves the meeting until the item has been voted upon.
  - g. The Board will receive this policy as information every three years.

### Administrative Procedures

1. The following table provides the information for conducting a successful YRL Board or Executive Committee meeting.

Type of Meeting	Reason for Meeting	Attendees	Requirements
In-person Board meeting	Preferred for greater collaboration and sharing of information.	Trustees, YRL staff, guests, the public.	Agenda and minutes are created, distributed and available to the public. Attendees follow rules of order and direction from the Chair.
In-person committee meeting	Preferred for greater collaboration and sharing of information.	Committee members, YRL staff, invited guests only, not open to the public except by invitation only.	Agenda and minutes are created. Distribution to the public is available upon written request. Attendees follow rules of order and direction from the Chair.
In-person <del>in-camera (closed)</del> <u>closed</u> session meeting	Held when dealing with the following subjects: <ul style="list-style-type: none"> <li>• Security, acquisition, or disposition of the property of the Board.</li> <li>• Personal information of an individual, including employee of the Board <u>and Request for Information (FOIP)</u>.</li> <li>• Performance management of Director.</li> </ul>	Only trustees and named YRL staff attend, others are required to leave during <del>in-camera</del> <u>the closed session</u> and rejoin the meeting once the <del>in-camera closed</del> session is <del>closed</del> <u>done</u> .	Motion is needed to go in and out of <del>in-camera</del> <u>a closed</u> session; time recorded in minutes. Record motion from discussion if decision is made.

## YRL Parliamentary Procedure and Meeting Policy

	<ul style="list-style-type: none"> <li>• Labour relations or employee negotiations e.g.: contract negotiation with Director, escalation around performance as per policy, etc.</li> <li>• Law enforcement matter, litigation or potential litigation including matters before administrative tribunals affecting the Board.</li> <li>• On request by a trustee at a Board or Executive Committee meeting with the approval of the Chair.</li> </ul>		
<p>Virtual <del>in-camera</del> (<del>closed</del>), closed session meeting</p>	<p>Held when dealing with the following subjects:</p> <ul style="list-style-type: none"> <li>• Security, acquisition, or disposition of the property of the Board.</li> <li>• Personal information of an individual, including employee of the Board.</li> <li>• Performance management of Director.</li> <li>• Labour relations or employee negotiations e.g.: contract negotiation with Director, escalation around performance as per policy, etc.</li> <li>• Law enforcement matter, litigation or potential litigation including matters before administrative tribunals affecting the Board.</li> <li>• On request by a trustee at a Board or Executive Committee meeting with the approval of the Chair.</li> <li>• Required during an emergent situation when it is not possible to bring people together due to time constraints, e.g. pandemic.</li> <li>• Trustee may inform YRL in advance that they will attend a meeting virtually if they are unable to attend in person.</li> </ul>	<p>Only trustees and named YRL staff attend, others are required to leave during <del>in-camera</del>, <u>the closed session</u> and rejoin the meeting once the <del>in-camera</del> closed session is <del>closed</del> <u>done</u>.</p> <p>Attendees are provided with a link or telephone number to contact.</p>	<p>No notes are taken during <u>an in-camera a closed</u> session. Agenda and minutes are provided. Participants require suitable internet connections and/or telephones to connect to meeting. Virtual meeting etiquette is followed.</p>

### 2. Virtual/Teleconference Guidelines

## YRL Parliamentary Procedure and Meeting Policy

- a. Virtual meeting guidelines are provided in the agenda, attendees review ahead of meeting.
- b. A current computer with speaker/camera/microphone (access for audio/speaker via telephone is acceptable) is required for connection.
- c. Use of a broadband data connection for good visual/audio quality is recommended.
- d. If an attendee does not have access to the above, contact YRL HQ well in advance of the meeting for alternative suggestions.
- e. Removal of distractions such as pets, electronic devices, other people and avoiding multi-tasking is recommended.
- f. Attendees are provided instructions/links to meeting.
- g. Attendees sign into meeting at least 10 minutes ahead of start time to allow for time to deal with any technical issues.
- h. Attendees use chat function to identify themselves; providing full name and the name of the municipality or organization they are representing.
- i. All attendees will be muted until they are required to speak; use "Raise hand" feature to alert moderator to unmute the attendee.
- j. When speaking, attendee will identify themselves and then proceed with comments/ questions.
- k. After attendee is finished speaking, the attendee will be muted by the moderator.
- l. Instructions for voting on motions will be noted in the meeting package and attendees prepare to vote when directed by the Chair.
- m. Attendees indicate to the moderator via the chat feature if they are permanently leaving the meeting before it has been officially adjourned for quorum purposes.



# Yellowhead Regional Library Public Libraries' Council Terms of Reference

Initially Approved – October 15, 2021

Last Approved – April 5, 2024

## 1. Mission Statement

The YRL Public Libraries' Council (PLC) is a supportive place to discuss, learn and be heard on topics of interest to member public libraries of YRL.

## 2. Role

The PLC is a forum for YRL member public libraries to provide input on YRL services, for YRL staff to share information/address issues, and to discuss common interests in a broader fashion.

## 3. Responsibilities

- Provide feedback on YRL services through surveys or open discussion of issues.
- Ensure that meetings are scheduled regularly, and elections held in a timely manner.
- Provide input for YRL and/or TRAC policies, procedures, or protocols as appropriate.
- Utilize professional networks to communicate quickly and efficiently.
- Provide opportunities for library managers to communicate and collaborate on local or regional initiatives.
- Facilitate professional development opportunities as appropriate.
- Relay member library priorities to YRL leadership, Board of Trustees, or Executive Committee as appropriate.
- Recruit volunteers to YRL-hosted focus groups as required.
- The Terms of Reference will be reviewed and voted on by the PLC membership every two years in the spring.

## 4. Membership

The PLC was formed in April 2001 to establish ongoing dialogue between member public library managers and YRL leadership and staff. In 2009, the PLC restructured to ensure equal representation for all communities in discussions and decisions. The division into small, medium, and large library groups is determined by the direct population served by the member county, intermunicipal, joint or municipal library boards as listed below.

- Small: Less than 2,500 population served.
- Medium: Between 2,500 and 4,999 population served.
- Large: More than 5,000 population served.

Discussion on matters is open to library staff members or managers attending PLC meetings; however, PLC voting is limited to one ballot per county, intermunicipal or joint library board as noted. As of April 2024, there are 43 library sites comprising 34 voting ballots.

- Barrhead Library Board: Barrhead and Neerlandia.
- Westlock Intermunicipal Library Board: Westlock, Fawcett and Jarvie.
- Parkland County Library Board: Duffield, Entwistle, Keephills, Tomahawk and Wabamun.
- Yellowhead County Library Board: Evansburg, Niton and Wildwood

## 5. Meetings

Three PLC meeting dates will be chosen at the fall meeting for the following calendar year.

- Spring meeting in March or April
- Summer meeting in June
- Fall meeting in October or November

# Yellowhead Regional Library Public Libraries' Council Terms of Reference

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In-person meetings are typically held at YRL headquarters with a hybrid meeting option for remote participants to join using YRL's videoconferencing technology (e.g. Zoom). Time will be reserved at the end of each meeting as needed for candid conversations without YRL staff.

YRL leadership, librarians and other staff are encouraged to attend meetings when available.

## 6. Elected Positions

There are three elected PLC positions that are held for a two-year term starting at the spring meeting with an option to step down after one year. Each position is responsible for coordinating PLC activities as noted.

- Chair: Facilitates three regularly scheduled PLC meetings each year and extends invitations to relevant third parties as needed and attends four YRL Board of Trustees meetings each year as a liaison.
- Vice Chair: Acts as a backup for the chair and secretary positions in the event they are not available to fulfill their duties.
- Secretary: Calls for agenda items two week prior to each meeting. Forwards the agenda and attachments to YRL for distribution one week prior to each meeting. Will record the meeting notes and forward to YRL for distribution to PLC members and storage as described below.

In addition to the above, the three elected positions are also expected to attend five YRL Executive Committee meetings each year as a liaison and participate in the annual TRAC Advisory Council meeting.

## 7. Meeting Notes

Meeting notes are documentary records that are prepared by the Secretary to capture key conversations, themes, and decisions.

YRL will retain the notes submitted by the Secretary or their designate. Records of each meeting will be held for posterity in perpetuity at YRL in two formats: a digital copy and a physical copy.

## REQUEST FOR DECISION

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**To:** Town Council  
**From:** Administration  
**cc:** File  
**Date:** June 25, 2024  
**Re:** Correspondence Item

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**Item (a)** Letter from Mr. Ric McIver, Minister of Alberta Municipal Affairs, advising that the Canada-Alberta agreement for the Canada Community-Building Fund (CCBF) for 2014-24 expired on March 31, 2024. The Alberta government is in negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

**Background Information:**

Based on the previous direction from Town Council, the pre-construction “shovel-design” for the 61<sup>st</sup> Avenue (from 47 street – 43 street) project is nearly completed.

Should the noted senior government grant program be extended, the 61<sup>st</sup> Avenue project could be the next construction project – subject to final approval by Council.

**Recommendation:**

That Council accepts the letter from Mr. Ric McIver, Minister of Alberta Municipal Affairs, advising that the Canada-Alberta agreement for the Canada Community-Building Fund (CCBF) for 2014-24 expired on March 31, 2024. The Alberta government is in negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period, as information.

**Item (b)** Email dated June 14, 2024 from the Engagement Team, Municipal Services Division, Alberta Municipal Affairs, regarding Council to submit a request for a meeting with Minister Ric McIver during the September 25-27, 2024 convention.

**Recommendation:**

Administration awaits further direction from Council.

**Item (c)** Letter from the Barrhead Public Library Board dated May 24, 2024, thanking the Town of Barrhead for the annual monetary assistance grant.

**Recommendation:**

That Council accepts the letter from Barrhead Public Library Board dated May 24, 2024, thanking the Town of Barrhead for the annual monetary assistance grant, as information.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers

## Edward LeBlanc

---

**From:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Sent:** June 14, 2024 11:37 AM  
**To:** MA Engagement Team  
**Subject:** [EXTERNAL] - Meeting request with Minister McIver – ABmunis Fall 2024 Convention

You don't often get email from ma.engagement@gov.ab.ca. [Learn why this is important](#)

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **July 12, 2024**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

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

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

Engagement Team  
Municipal Services Division  
Municipal Affairs

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small blue square to the right of the text.

Barrhead Public Library

5103 – 53 Avenue

Barrhead AB

T7N 1N9

May 24, 2024

Mr. Dave McKenzie, Mayor

Town of Barrhead

5014-50 Ave.

Barrhead AB

T7N 1N2

Dear Mr. McKenzie:

On behalf of members of the Barrhead Public Library Board, I would like to thank you, and our Town Councillors, for the annual grant you give our library. This grant is essential in providing library service for The Town of Barrhead, County of Barrhead, and the surrounding areas.

It is a bonus to have a Town Councillor participate on our local board, as well as attend Yellowhead Regional Library meetings, acting as one of Barrhead Public Library's representatives. We appreciate Ron Klumpf's accounting skills, and the oversight and suggestions he brings to our budgeting process.

This past year has again been a challenge for public libraries. Inflation continues to affect many of the areas of library service, such as purchasing materials, the number of programs offered, the amount of technical time and support available, and community outreach. Funding, staffing, and budgeting are always foremost in our minds. Your support makes this aspect of what we do, as a Board, much easier.

Delivering service to our patrons has meant every dollar has been critical for reaching our goals. Without your grant, we would not be able to deliver materials and books patrons request, present online programming, supervise educational testing, offer audio and visual assistance to the physically challenged, provide technical centres and printing services for the public, or answer the many questions received during daily operation.

It has been rewarding to hear from the community how much they appreciate our efforts. Whether it is activity kits for children, the latest best seller, technical support for phones, computers, tablets etc., a good magazine, or just a friendly face and a safe space to relax, learn, and share common experiences, the role of the public library has never been more important. A library membership is one item that has remained a wise and inexpensive investment over the years!

We are still participating in activities such as Barrhead's Street Festival, Storytelling for Pre-schoolers, the Pancake Breakfast, Children's LEGO CLUB, Summer Reading Club, Summer Arts Camps, Scholastic Book Sales, Used Book Sales, and developing specialized collections, such as Talking Books, Large Print editions, and areas of special interest, such as mysteries and westerns.

This year we added two afternoons a month to serving the needs of residents at Hillcrest. They can order titles which we will deliver, return books with us, get assistance with on-line searches for authors, titles or specific area of interest, receive technical support for their various devices, discuss anything library related, and often just have someone willing to visit and listen. As one of the participants in these visits, I can tell you how much these contacts with seniors have meant to the residents and our staff!

None of this would be possible without the monetary assistance provided to libraries through grants. We have faced serious budget adjustments, but, thanks to the assistance of you and the Council, we have been able to meet our patrons' needs.

So, on behalf of the Barrhead Public Library Board, and all the people we serve, thank you. We look forward to continuing our relationship with you in the years ahead.

Sincerely,

Susan McLaren, Board Member

Barrhead Public Library