

**STATUTORY DECLARATION**

CANADA	) In the Matter of an Arbitration before
	) Arbitrator Deborah Howes, between the
PROVINCE OF ALBERTA	) Town of Whitecourt and Woodlands
	) County regarding an Intermunicipal
TO WIT:	) Collaboration Framework


I Chelsea Grande, of the Town of Whitecourt, DO SOLEMNLY DECLARE THAT:

1. I am the Director of Community Services, employed by the Town of Whitecourt.
2. Attached as **Exhibit A** is my sworn statement of evidence with respect to the library, for use in the arbitration between the Town of Whitecourt and Woodlands County regarding an Intermunicipal Collaboration Framework between those parties. I solemnly declare that, to the best of my knowledge, the information contained in Exhibit A is true and accurate.

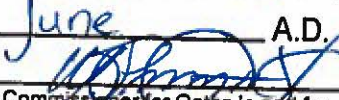
I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me  
at Whitecourt,  
in the Province of Alberta  
this 28 day of June, 2021

  
Chelsea Grande

  
A Commissioner for Oaths in and for  
Alberta

**W.K. Grimstad-Davidson**  
**Commissioner for Oaths - Alberta**  
**Expiry Date: April 18, 2023**

This is Exhibit " A " referred to in the  
affidavit of Chelsea Grande <sup>000002</sup>  
sworn before me this 28 day of  
June A.D. 2021  
  
A Commissioner for Oaths in and for  
the Province of Alberta

**W.K. Grimstad-Davidson**  
**Commissioner for Oaths - Alberta**  
**Expiry Date: April 18, 2023**

**A. Service History**

1. The Town has provided library services to the area now incorporated as Woodlands County since 1984. Historical bylaws regarding the provision of library services by the Town to residents of what is now the County include:
  - Bylaw 704 (See **Appendix 1: Bylaw 704**);
  - Bylaw 946 (See **Appendix 2: Bylaw 946**); and
  - Bylaw 1073 (See **Appendix 3: Bylaw 1073**).
2. The 2008 Cost Sharing Agreement between the Town and County, and the amended Cost Share Agreement executed in 2013, included provisions for cost sharing on library services, including the Town's library facility. See **General Evidence Summary for copies of the previous Cost Sharing Agreements**.
3. Although, not documented in the agreement, the cost share area was reduced for the library to take into consideration the County population that may be served by the Blue Ridge Library. The cost share was adjusted to 18.5% in 2011, instead of the 24.8% that was used for the rest of the community services cost share. A spreadsheet showing the revised population figures which led to the cost share adjustment in 2011 is attached at **Appendix 4: Cost Share Percentage Calculation and Map**.
4. Currently, the Town's Library is operated by the Town of Whitecourt Library Board, as established under Bylaw 1524 (see attached **Appendix 5: Bylaw 1524**). The Board includes one representative appointed by the County. Public members from the County are also able to sit on the library board as voting members as long as they reside in the cost share area and at no time County public members exceed Town public members. The Board has full management and control over the Town's library, and is responsible for the organization, promotion, and maintenance of efficient library services at the Whitecourt Public Library.
5. The Library Board is required to prepare a budget for library services no later than November 1 of each year, and submit it to the Town's Chief Administrative Officer for consideration.
6. The Library Board is not responsible for the library building and grounds, including lifecycle maintenance, building custodial, grounds keeping and planning for the

construction of new library facilities. The Town is responsible for all maintenance and capital projects associated with the delivery of library services in the Town.

7. On May 26, 2021, the County announced it had reached an agreement with the Town's Library Board with respect to contributing to the Library Board's operating costs over the next five years. The draft agreement sets out the County's funding obligations to the Library Board for operational expenses during that timeframe (see attached at **Appendix 6: Draft Library Agreement between Woodlands County and Library Board.**). Since the County's contributions for operational expenses should be dealt with in the context of a bilateral agreement between the Library Board and County, operational expenses do not need to be dealt with in the context of the ICF between the Town and County. It is important to note that while the draft agreement sets out operational expense contributions, these do not address the janitorial and other maintenance work done at the Library, additional administrative support to library services provided by the Town's Administration, anticipated life cycle costs to maintain the existing library facility, or costs to construct a new library in conjunction with the proposed Municipal Centre.
8. Costs related to the construction of a new library at the Municipal Centre are addressed in the evidence summary pertaining to that project. The Town has not prepared a Lifecycle Plan estimating costs to maintain the existing library facility over the next 20 years, since it is anticipated that the existing facility will no longer be used as a library once the new facility is built. In the event this Arbitration results in a decision that does not include any obligation for the County to contribute to the proposed Municipal Centre, the Town requests that the County contribute to the continued maintenance and upkeep of the existing Library facility, based on a 20-year Lifecycle Plan to be developed by the Town.
9. A map showing catchment areas based on the AUMA/AMSC catchment principles is attached. See attached **Appendix 7: AUMA/AMSC Catchment Map.**

#### **B. Scope of Services**

10. The Town pays for and otherwise provides the following services to the Library, for use by Town and County residents:
  - Building maintenance and preventative maintenance;
  - Lifecycle maintenance projects and other capital projects related to library facilities;
  - Custodial (2 hours 2 days/week, plus seasonal cleaning);
  - Mowing, trimming, tree and lawn care, and weed control;
  - Concrete repairs (as needed);
  - Snow removal (as needed);
  - Garbage pick-up (weekly); and

- Administrative support to the Library Director (as needed, budget).

### **C. User Statistics**

10. The Library Board has gathered statistics regarding the number of library users who are from the Town and County (see attached at **Appendix 8: Library Statistics**). Serena Lapointe, the Library Board Chair, will be made available for questioning regarding these statistics.

### **D. Administrative Overhead**

11. The Town's Administration provides overall administrative support and direction to the operation of library services. The Town has provided a spreadsheet estimating administrative overhead costs associated with the operation of library services. See **Appendix 9: Library Administrative Overhead**.

### **E. Budget Summary**

12. The Library Budget Summary 2019 -2021 and the Sub function budget reports for 2019 and 2020 actuals, and 2019-2021 budget has been attached at **Appendix 10: Library Budget Summary 2019-2021**.

## TOWN OF WHITECOURT

## BY-LAW NO. 704

A BY-LAW OF THE TOWN OF WHITECOURT IN THE PROVINCE OF ALBERTA, AUTHORIZING THE ENTERING INTO OF AN AGREEMENT WITH THE MINISTER OF MUNICIPAL AFFAIRS FOR THE PURPOSE OF SHARING OF THE MUNICIPAL CONTRIBUTIONS TO THE WHITECOURT AND DISTRICT PUBLIC LIBRARY BOARD.

WHEREAS, Council deems it expedient and proper under the authority of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 1980 and amendments thereto, to enter into an agreement with the Minister of Municipal Affairs representing Improvement District #15 for the purpose of cost sharing of the municipal contributions to the Whitecourt and District Library Board.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF WHITECOURT, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That the Mayor and Municipal Manager be authorized to execute, under the corporate seal of the Town, an agreement with the Minister of Municipal Affairs on behalf of Improvement District #15 for the purpose of cost sharing of municipal contributions towards the Whitecourt and District Library operations.
2. That the agreement shall provide for a representative of the Minister of Municipal Affairs to be appointed to the Library Board.
3. That the agreement may be amended from time to time as found necessary and mutually agreeable by the parties thereto.
4. That this by-law shall take effect upon the date of final passing thereof.

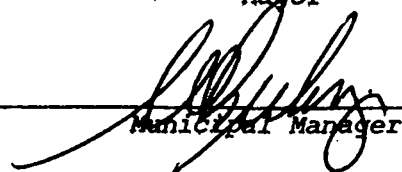
READ a first time this 20th day of August, 1984.

READ a second time this 20th day of August, 1984.

READ a third time by unanimous consent this 20th day of August, 1984 and finally passed.



Mayor



Municipal Manager

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**THE MINISTER OF MUNICIPAL AFFAIRS, AS  
COUNCIL FOR IMPROVEMENT DISTRICT NO. 15**

**OF THE FIRST PART**

**AND**

**THE TOWN OF WHITECOURT**

**OF THE SECOND PART**

**RE: THE PROVISION OF LIBRARY SERVICES TO  
THE TOWN OF WHITECOURT AND TO A PORTION OF IMPROVEMENT  
DISTRICT NO. 15**

**ALBERTA MUNICIPAL AFFAIRS  
OFFICE OF THE MINISTER**

MEMORANDUM OF AGREEMENT MADE THIS 15 DAY OF *September* A.D., 1989

BETWEEN

THE MINISTER OF MUNICIPAL AFFAIRS  
AS COUNCIL FOR IMPROVEMENT DISTRICT NO. 15  
(hereinafter referred to as the "Minister")

OF THE FIRST PART

and

THE TOWN OF WHITECOURT  
(hereinafter referred to as the "Town")

OF THE SECOND PART

WHEREAS, the Town has established a Municipal Library Board (hereinafter referred to as the "Board") to provide a range of library services to residents of the Town and residents of a portion of Improvement District No. 15;

AND WHEREAS, the Town and the Minister wish to share the municipal portion of the cost of the library operations;

AND WHEREAS, the Minister wishes to have representation on the Board.

-2-

NOW THEREFORE, the parties to this Agreement, in consideration of the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. BOUNDARIES: The area covered by this agreement shall be the corporate boundaries of the Town and that portion of Improvement District No. 15 outlined in red on Schedule "A" attached and described as follows:
  - a) Townships 58, 59, and 60, Ranges 11, 12, and 13, West of the Fifth Meridian.
  
2. MEMBERSHIP: The Board shall consist of five (5) members, selected as follows and appointed by the Town:
  - a) One (1) member, to be designated by the Town, shall be a member of the Town Council.
  - b) One (1) member, who shall be a resident of the Improvement District, shall be designated by the Minister.
  - c) Three (3) members, who shall be residents of the Town, shall be designated by the Town.
  
3. FINANCING: (a) Any contribution for capital construction from the Minister to the library facilities shall be separately negotiated by the parties to this agreement, and must be covered in a separate agreement.

. . . 3/

-3-

- (b) The Minister shall contribute annually to the Municipal portion of the cost of operating the library on a prorated per capita basis calculated according to Schedule "B" attached, to a maximum of \$6,000.00 per year.
  - (c) Annually, on or before the first day of April, the Town shall submit to the Minister for approval, a preliminary estimate of the Minister's contribution for the following calendar year.
  - (d) Annually, on or before the first day of April, the Town shall submit to the Minister for approval, a final estimate of the contribution requested from the Minister for the current year.
4. CONFLICT RESOLUTION: In the event of any dispute between the parties to the agreement arising out of this agreement, such dispute shall be settled pursuant to the provisions of the Arbitration Act of the Province of Alberta.
5. TERMINATION: This agreement may be terminated by either of the parties giving six (6) months notice in writing to the other party indicating the intention to opt out of the agreement. Termination of the agreement will only become effective on January 1st of the following year.

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-4-

6. COMING INTO FORCE  
AND AMENDMENTS:

- a) This agreement shall come into effect upon the signing by all parties and will remain in force until termination.
- b) This agreement may be amended by written consent of the parties hereto.

7. NOTICES:

Notices with regard to this agreement shall be forwarded in writing:

in the case of the Minister, to:

Minister of Municipal Affairs  
c/o Rudy Goettel, I.D. Manager  
Improvement District No. 15  
201 Provincial Building  
WHITECOURT, Alberta  
T0E 2L0

and

in the case of the Town, to:

Town of Whitecourt  
Box 509  
Whitecourt, Alberta  
T0E 2L0

...5/

IN WITNESS WHEREOF the parties hereunto have affixed their signatures on the day and year first above written.

P

Marilyn C. Zukowski  
WITNESS

[Signature]  
MINISTER OF MUNICIPAL AFFAIRS  
As Council for Improvement  
District No. 15

[Signature]  
WITNESS

[Signature]  
MAYOR, TOWN OF WHITECOURT

[Signature]  
WITNESS

[Signature]  
MANAGER, TOWN OF WHITECOURT

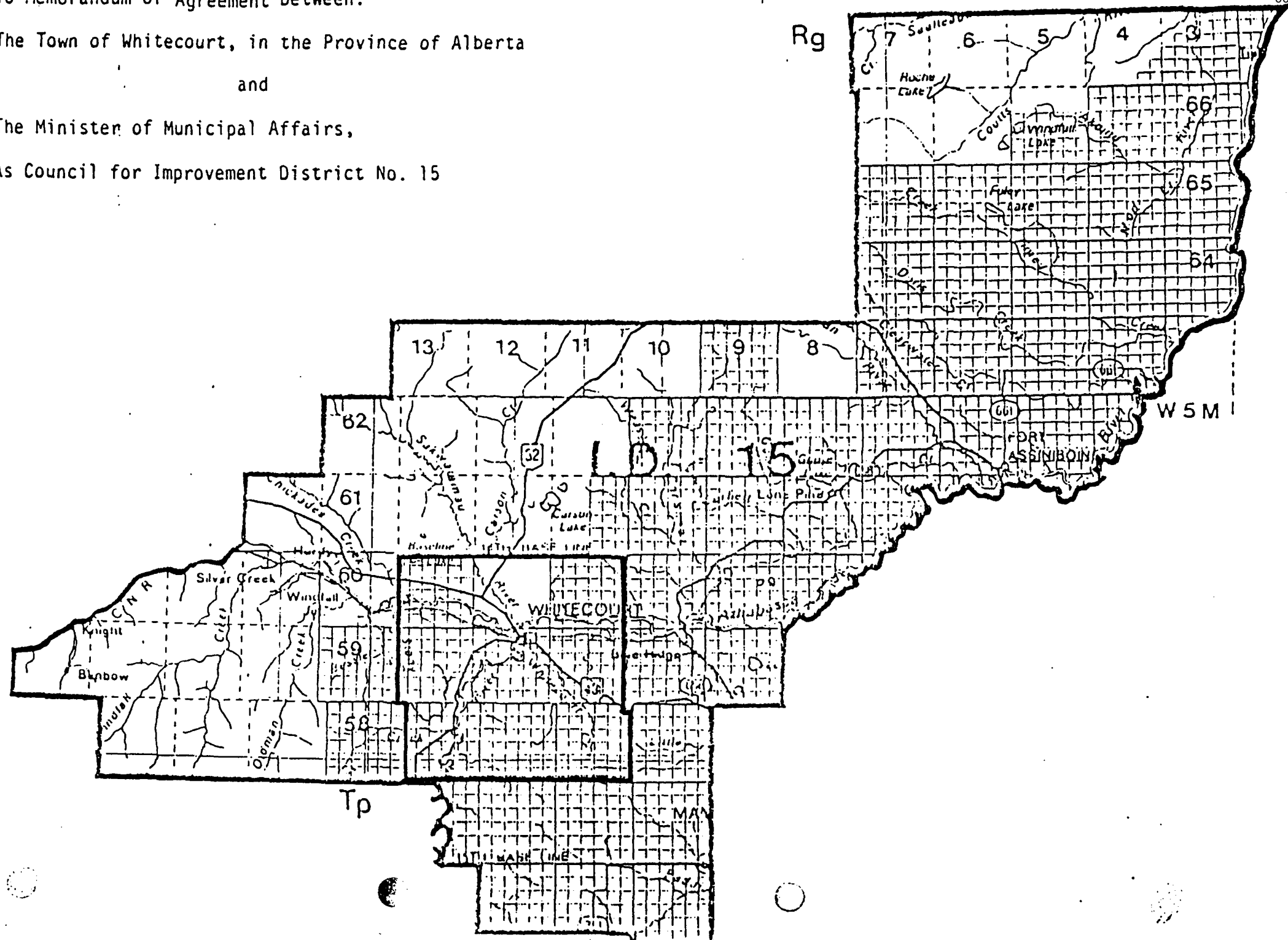
To Memorandum of Agreement between:

The Town of Whitecourt, in the Province of Alberta

and

The Minister of Municipal Affairs,

As Council for Improvement District No. 15



SCHEDULE "B"

Calculation of Minister's contribution to the Town for the municipal portion of the cost of operating the Municipal Library.

The total of \$ \_\_\_\_\_

1. The Minister for that portion of the Improvement District No. 15 included in the agreement area will contribute a grant of two dollars (\$2.00) per capita to the Town, and
2. The Minister will contribute a share of the municipal cost of operating the library building on the basis of the following formula:

$$\text{Municipal Cost} \times \frac{\text{population of Improvement District No. 15 (within the agreement area)}}{\text{Town population} + \text{population of Improvement District No. 15 (within the agreement area)}}$$

\$ \_\_\_\_\_ = Minister's share of municipal cost of library building operation.

\$ \_\_\_\_\_ = Total Minister's contribution.

MEMORANDUM OF AGREEMENT

BETWEEN

THE TOWN OF WHITECOURT

and

THE MINISTER OF MUNICIPAL AFFAIRS,  
AS COUNCIL FOR IMPROVEMENT DISTRICT NO. 15

RE: The provision of Library Services to portions  
of Improvement District No. 15

*THIS AGREEMENT  
- SUPERCEDED -  
- AGREEMENT DATED  
SEPTEMBER 15, 1989  
NOW REFERS -*

ALBERTA MUNICIPAL AFFAIRS  
OFFICE OF THE MINISTER

MEMORANDUM OF AGREEMENT MADE THIS 9 DAY OF Oct A.D., 19 84

BETWEEN

The Town of Whitecourt, in

Province of Alberta

(hereinafter referred to as the "Town")

and

The Minister of Municipal Affairs

as Council for Improvement District No. 15

(hereinafter referred to as the "Minister")

WHEREAS, the Town has established a Municipal Library Board(hereinafter referred to as the "Board") to provide a range of library services to residents of the Town and residents of a portion of Improvement District No. 15, and

WHEREAS, the Town and the Minister wish to continue sharing the municipal portion of the cost of the library operations, and

WHEREAS, the Minister desires to have representation on the Municipal Library Board.

THEREFORE, the parties to this agreement, in consideration of the mutual covenants and conditions to be observed and performed by each party, agree as follows:

1. BOUNDARIES: The area to come under the jurisdiction of this agreement shall be the Town of Whitecourt and that portion of Improvement District No. 15 outlined in red on Schedule "A" attached and described as follows:

Townships 58,59,60, Range 11 West of the 5th Meridian.

Townships 58,59,60, Range 12 West of the 5th Meridian.

Townships 58,59,60, Range 13 West of the 5th Meridian.

2. MEMBERSHIP:

The Board shall consist of five (5) members appointed by the Town as follows:

1. One (1) member shall be a member of the Town Council
2. One (1) member shall be designated by the Minister
3. Three (3) members shall be selected from the residents of the Town.

3. FINANCING:

- (a) Any contribution for capital construction from the Minister to the Town's library facilities, shall be separately negotiated by the parties to the agreement, and must be covered in a separate agreement.
- (b) The Minister shall contribute annually to the Municipal portion of the cost of operating the library on a prorated per capita basis calculated according to Schedule "B" attached.
- (c) Annually on or before the first day of August, the Town shall submit to the Minister, for approval a preliminary estimate of the contribution to be requested from the Minister for the following calendar year.

(d) Annually on or before the first day of April, the Town shall submit to the Minister for approval, a final estimate of the contribution requested from the Minister for the current year.

4. CONFLICT RESOLUTION: In the event of any dispute between the parties to the agreement arising out of this agreement, such dispute shall be settled pursuant to the provisions of the Arbitration Act of the Province of Alberta.

5. TERMINATION: This agreement may be terminated by either of the parties by giving six (6) months notice in writing, to the other party indicating the intention to opt out of the agreement. Termination of the agreement will only become effective on January 1st of the following year.

6. NOTICES: Notices with regard to this agreement shall be forwarded in writing by single registered mail; in the case of the Town to:

Town of Whitecourt

Box 509

Whitecourt, Alberta

TOE 2LO

and in the case of the Minister, to:

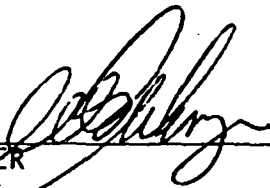
Minister of Municipal Affairs  
c/o Improvement District Office  
Provincial Building  
Whitecourt, Alberta  
TOE 2LO

IN WITNESS WHEREOF the parties hereto have affixed their  
signatures and corporate seals.

TOWN OF WHITECOURT



MAYOR



TOWN MANAGER



MINISTER OF MUNICIPAL AFFAIRS  
AS COUNCIL FOR IMPROVEMENT  
DISTRICT NO. 15

SCHEDULE "B"

Calculation of Minister's contribution to the Town for the municipal portion of the cost of operating the Municipal Library.

The total of

1. The Minister for that portion of Improvement District No. 15 included in the agreement area will contribute a grant of one dollar and fifty cents (\$1.50) per capita to the Town, and
2. The Minister will contribute a share of the municipal cost of operating the library building on the basis of the following formula:

$$\text{Municipal Cost} \times \frac{\text{population of Improvement District No. 15 (within the agreement area)}}{\text{Town population} + \text{population of Improvement District No. 15 (within the agreement area)}}$$

= Minister's share of municipal cost of library building operation.

= Total Minister's contribution.

## BY-LAW NO. 946

A BY-LAW OF THE TOWN OF WHITECOURT, IN THE PROVINCE OF ALBERTA, AUTHORIZING THE ENTERING INTO OF AN AGREEMENT WITH THE MINISTER OF MUNICIPAL AFFAIRS FOR THE PURPOSE OF SHARING OF THE MUNICIPAL CONTRIBUTIONS TO THE WHITECOURT AND DISTRICT LIBRARY BOARD.

WHEREAS, Council deems it expedient and proper to enter into an agreement with the Minister of Municipal Affairs representing Improvement District #15 for the purpose of cost sharing of the municipal contributions to the Whitecourt and District Library Board.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1980, and amendments thereto, the Municipal Council of the Town of Whitecourt, in the Province of Alberta, duly assembled, enacts as follows:

1. That the Mayor and Municipal Manager be authorized to execute, under the corporate seal of the Town, an agreement with the Minister of Municipal Affairs on behalf of the Improvement District #15 for the purpose of cost sharing of municipal contributions towards the Whitecourt and District Library operations, attached to this By-Law and marked as Appendix "A."
2. That By-Law No. 704 be rescinded in its entirety.
3. That this By-Law shall take effect on the date of final passing thereof.

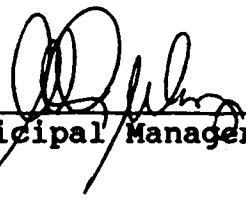
READ a first time this 27th day of May, 1991.

READ a second time this 27th day of May, 1991.

READ a third and final time by Unanimous Consent and finally passed this 27th day of May, 1991.



Mayor



Municipal Manager

SCHEDULE "A"

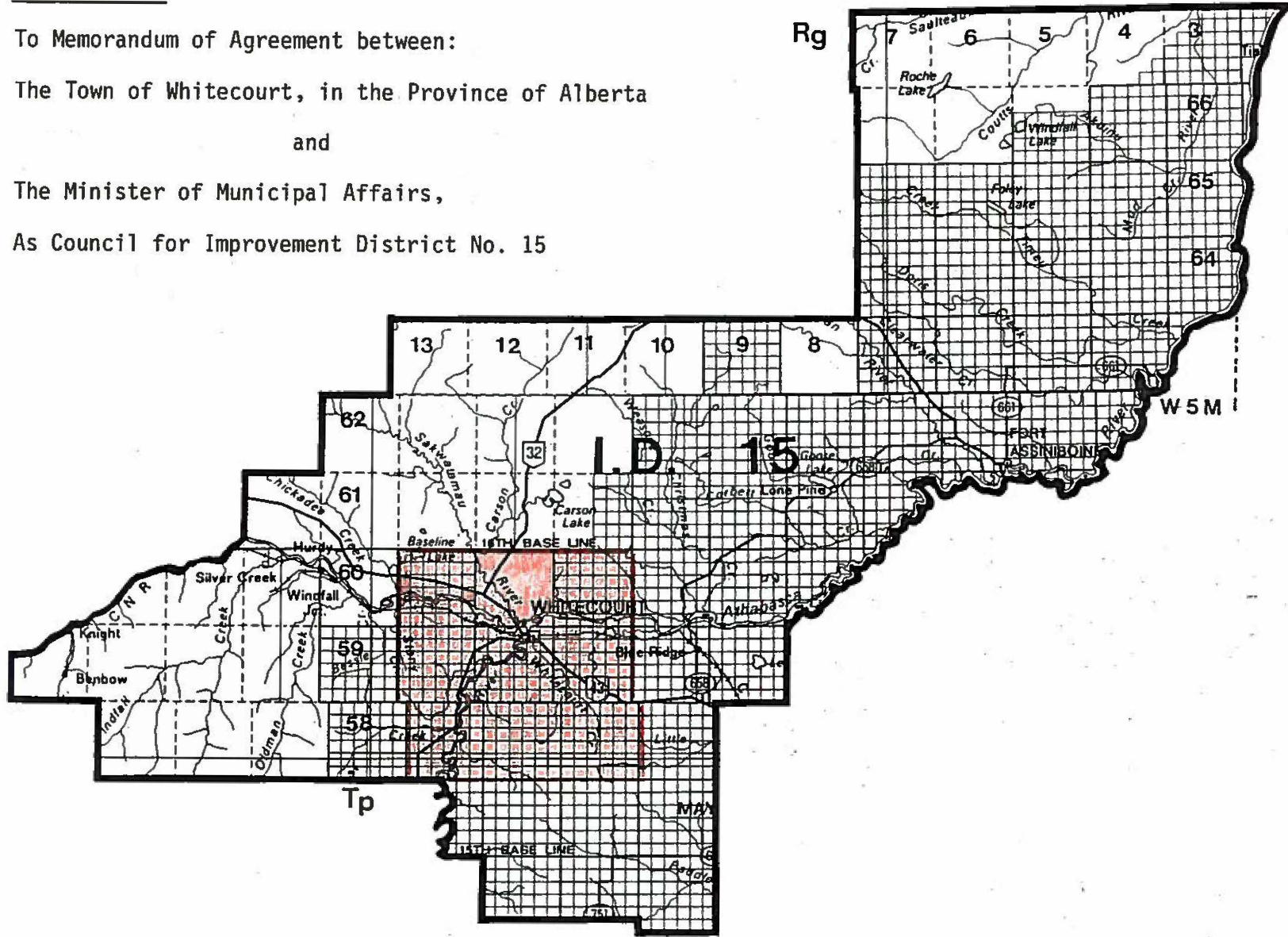
To Memorandum of Agreement between:

The Town of Whitecourt, in the Province of Alberta

and

The Minister of Municipal Affairs,

As Council for Improvement District No. 15



SCHEDULE "B"

Calculation of Minister's contribution to the Town for the municipal portion of the cost of operating the Municipal Library.

The total of \$ \_\_\_\_\_

1. The Minister for that portion of the Improvement District No. 15 included in the agreement area will contribute a grant of three dollars and fifteen cents (\$3.15) per capita to the Town, and
2. The Minister will contribute a share of the municipal cost of operating the library building on the basis of the following formula:

$$\text{Municipal Cost} \times \frac{\text{population of Improvement District No. 15 (within the agreement area)}}{\text{Town population} + \text{population of Improvement District No. 15 (within the agreement area)}}$$

\$ \_\_\_\_\_ = Minister's share of municipal cost of library building operation.

\$ \_\_\_\_\_ = Total Minister's contribution.

MEMORANDUM OF AGREEMENT

BETWEEN

THE MINISTER OF MUNICIPAL AFFAIRS, AS  
COUNCIL FOR IMPROVEMENT DISTRICT NO. 15

OF THE FIRST PART

AND

THE TOWN OF WHITECOURT

OF THE SECOND PART

RE: THE PROVISION OF LIBRARY SERVICES TO  
THE TOWN OF WHITECOURT AND TO A PORTION OF IMPROVEMENT  
DISTRICT NO. 15

ALBERTA MUNICIPAL AFFAIRS  
OFFICE OF THE MINISTER

MEMORANDUM OF AGREEMENT MADE THIS 10 DAY OF June A.D., 1991

BETWEEN

THE MINISTER OF MUNICIPAL AFFAIRS  
AS COUNCIL FOR IMPROVEMENT DISTRICT NO. 15  
(hereinafter referred to as the "Minister")

OF THE FIRST PART

and

THE TOWN OF WHITECOURT  
(hereinafter referred to as the "Town")

OF THE SECOND PART

WHEREAS, the Town has established a Municipal Library Board (hereinafter referred to as the "Board") to provide a range of library services to residents of the Town and residents of a portion of Improvement District No. 15;

AND WHEREAS, the Town and the Minister wish to share the municipal portion of the cost of the library operations;

AND WHEREAS, the Minister wishes to have representation on the Board.

-2-

NOW THEREFORE, the parties to this Agreement, in consideration of the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. BOUNDARIES: The area covered by this agreement shall be the corporate boundaries of the Town and that portion of Improvement District No. 15 outlined in red on Schedule "A" attached and described as follows:
  - a) Townships 58, 59, and 60, Ranges 11, 12, and 13, West of the Fifth Meridian.
  
2. MEMBERSHIP: The Board shall consist of five (5) members, selected as follows and appointed by the Town:
  - a) One (1) member, to be designated by the Town, shall be a member of the Town Council.
  - b) One (1) member, who shall be a resident of the Improvement District, shall be designated by the Minister.
  - c) Three (3) members, who shall be residents of the Town, shall be designated by the Town.
  
3. FINANCING: (a) Any contribution for capital construction from the Minister to the library facilities shall be separately negotiated by the parties to this agreement, and must be covered in a separate agreement.

. . . 3/

-3-

- (b) The Minister shall contribute annually to the Municipal portion of the cost of operating the library on a prorated per capita basis calculated according to Schedule "B" attached, to a maximum of \$6,000.00 per year.
  - (c) Annually, on or before the first day of April, the Town shall submit to the Minister for approval, a preliminary estimate of the Minister's contribution for the following calendar year.
  - (d) Annually, on or before the first day of April, the Town shall submit to the Minister for approval, a final estimate of the contribution requested from the Minister for the current year.
4. CONFLICT RESOLUTION: In the event of any dispute between the parties to the agreement arising out of this agreement, such dispute shall be settled pursuant to the provisions of the Arbitration Act of the Province of Alberta.
5. TERMINATION: This agreement may be terminated by either of the parties giving six (6) months notice in writing to the other party indicating the intention to opt out of the agreement. Termination of the agreement will only become effective on January 1st of the following year.

...4/

-4-

6. COMING INTO FORCE  
AND AMENDMENTS:

- a) This agreement shall come into effect upon the signing by all parties and will remain in force until termination.
- b) This agreement may be amended by written consent of the parties hereto.

7. NOTICES:

Notices with regard to this agreement shall be forwarded in writing:

in the case of the Minister, to:

Minister of Municipal Affairs  
c/o Rudy Goettel, I.D. Manager  
Improvement District No. 15  
201 Provincial Building  
WHITECOURT, Alberta  
T7S 1N2

and

in the case of the Town, to:

Town of Whitecourt  
Box 509  
Whitecourt, Alberta  
T7S 1N6

...5/

IN WITNESS WHEREOF the parties hereunto have affixed their signatures on the day and year first above written.

L. Kachowski  
WITNESS

[Signature]  
MINISTER OF MUNICIPAL AFFAIRS  
for As Council for Improvement  
District No. 15

Flora Budy  
WITNESS

[Signature]  
MAYOR, TOWN OF WHITECOURT

Flora Budy  
WITNESS

[Signature]  
MANAGER, TOWN OF WHITECOURT

BY-LAW NO. 1073

A BY-LAW OF THE TOWN OF WHITECOURT, IN THE PROVINCE OF ALBERTA, AUTHORIZING THE ENTERING INTO OF AN AGREEMENT WITH THE MUNICIPAL DISTRICT OF WOODLANDS #15 FOR THE PROVISION OF ACCESS TO TOWN FACILITIES AND PROGRAMS FOR RESIDENTS OF THE MUNICIPAL DISTRICT OF WOODLANDS #15.

WHEREAS, Council deems it expedient and proper to enter into an agreement with the Municipal District of Woodlands #15 for the provision of access to Town facilities and programs for residents of the Municipal District of Woodlands #15.

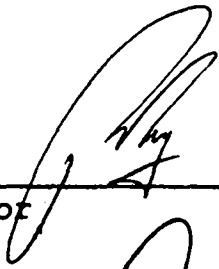
NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1980, and amendments thereto, the Municipal Council of the Town of Whitecourt, in the Province of Alberta, duly assembled, enacts as follows:

1. That the Mayor and Municipal Manager be authorized to execute, under the corporate seal of the Town, an agreement with the Municipal District of Woodlands #15 for the provision of access to Town facilities and programs for residents of the Municipal District, attached to this By-Law and marked as Appendix "A."
2. That this By-Law shall take effect on the date of final passing thereof.

READ a first time this 12th day of September, 1994.

READ a second time this 12th day of September, 1994.

READ a third and final time by Unanimous Consent and finally passed this 12th day of September, 1994.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Manager

MEMORANDUM OF AGREEMENT MADE THIS 3rd DAY OF August, A.D. 1994.

BETWEEN:

THE MUNICIPAL DISTRICT OF WOODLANDS #15,  
a municipal corporation of the Province of Alberta  
(hereinafter called the "Municipal District")

OF THE FIRST PART

- and -

THE TOWN OF WHITECOURT  
a municipal corporation of the Province of Alberta  
(hereinafter called the "Town")

OF THE SECOND PART

WHEREAS, the Town operates a number of facilities and programs; and

WHEREAS, the Municipal District recognizes that citizens of the  
Municipal District access the facilities and programs operated by the Town.

NOW THEREFORE, in consideration of the promises and of the mutual  
terms, covenants, and conditions to be observed and performed by each of the  
parties hereto, the Municipal District agrees with the Town and the Town  
agrees with the Municipal District as follows:

#### SERVICES PROVIDED

- A. That the citizens of the Municipal District shall have the right to  
access facilities and programs, as hereinafter described, operated by  
the Town, under the same terms and conditions that the citizens of the  
Town access those facilities and programs.

The facilities and programs covered by this agreement include:

1. Fire protection and prevention services at a level of service  
previously described in an agreement between the Town and the  
Municipal District's predecessor Improvement District #15 and dated  
July 15, 1983.
2. Community Services including Parks and Recreation Services and  
preventive social services at a level of service described in the  
agreements dated April 15, 1994 and June 3, 1991 respectively and  
as provided in the Town's Parks and Recreation, and Community  
Services By-Laws.

3. Public Library Services as provided by the Whitecourt and District Library Board in accordance with the Libraries Act of Alberta.

**REPRESENTATION**

- B. The Municipal District will appoint two representatives to the Whitecourt and District Community Services Board and such member shall have the rights and obligations as described in the Town's Community Services By-Law.

**REPORTING**

- C. The Town shall provide the Municipal District with an annual report of the services provided by the Town. The report shall be filed with the Municipal District by April 30 of the year subsequent to the report year.

**CONSIDERATION**

- D. In consideration of the facilities and programs provided by the Town, the Municipal District agrees to pay an annual sum of \$160,000, such payment to be made in instalments of \$80,000 on July 1 and December 31 of each year of the agreement.

**TERM**

- E. The term of this agreement shall be five (5) years, beginning January 1, 1995, and ending December 31, 1999.

**AMENDMENTS**

- F. This agreement may be amended by mutual consent of the parties hereto.

**CONFLICT RESOLUTION**

- G. In the event of any dispute arising out of this agreement and between the parties to this agreement, such dispute shall be settled pursuant to the provision of the Arbitration Act of Alberta.

**TERMINATION**

H. This agreement may be terminated by either of the participating parties by giving one (1) year's notice in writing to the other party.

**NOTICE**

I. Notices with regard to this agreement shall be forwarded in writing to:

TOWN OF WHITECOURT  
Box 509  
WHITECOURT, Alberta  
T7S 1N6

and in the case of the Municipal District, to:

THE MUNICIPAL DISTRICT OF WOODLANDS #15  
Room 201, Provincial Building  
WHITECOURT, Alberta  
T7S 1N2

TOWN OF WHITECOURT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Manager

THE MUNICIPAL DISTRICT OF WOODLANDS  
#15

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Municipal Administrator

**Woodlands County  
Census 2004**

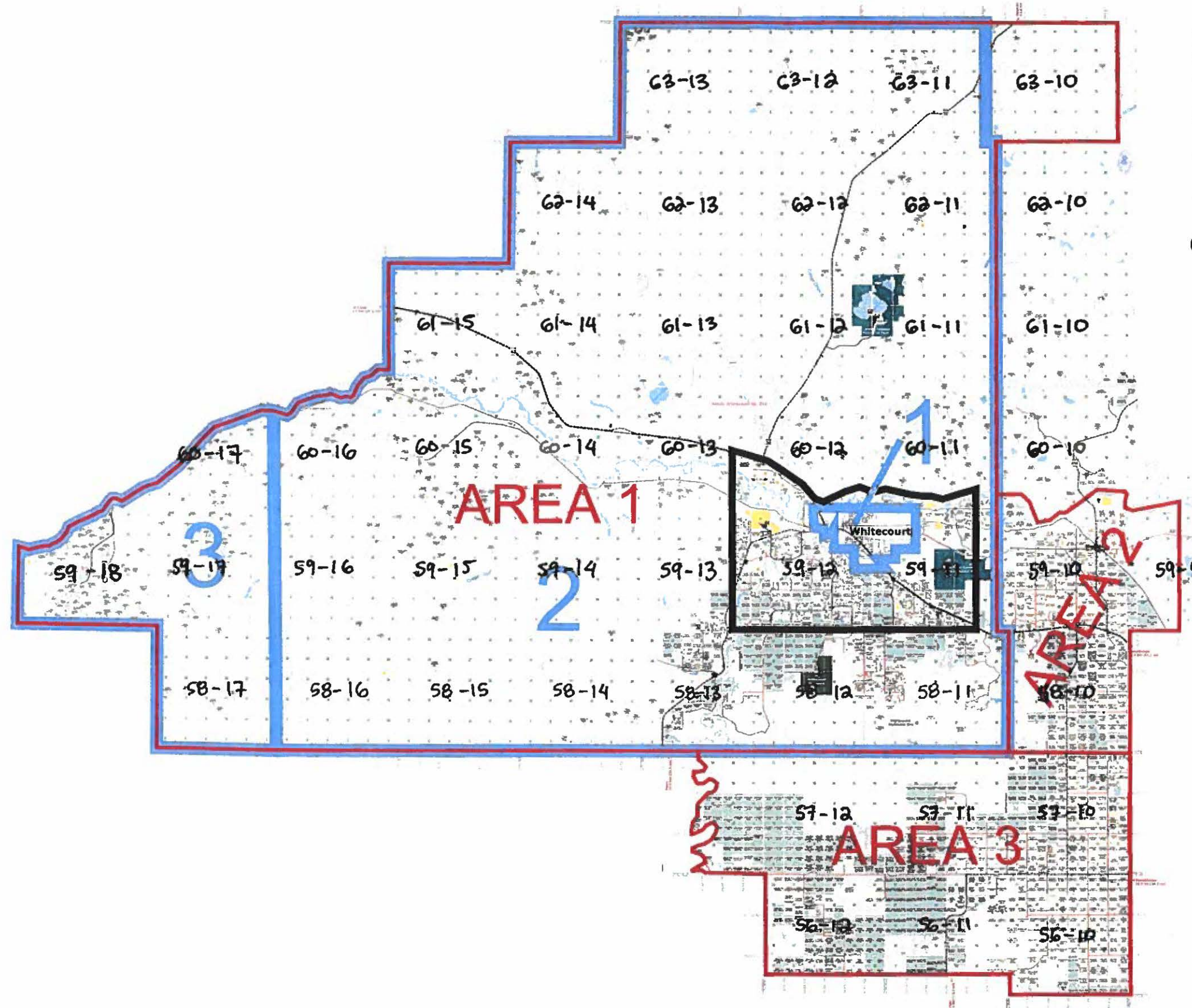
Township - Range	Population	Area 3 at				Library	
		50%	Area 1	Area 2	Total		
56-10	85	43			43	43	
56-11	8	4			4	4	
56-12	5	2.5			2.5	2.5	
57-10	141	70.5			70.5	70.5	
57-11	32	16			16	16	
57-13	10	5			5	5	
58-10	112			112	112	112	
58-11	85		85		85		
58-12	108		108		108		
58-13	104		104		104		
59-9	4			4	4	4	
59-10	326			326	326	326	
59-11	492		492		492		
59-12	809		809		809		
59-13	236		236		236		
60-10	6		6		6		
60-11	37		37		37		
	<b>2600</b>	<b>0</b>	<b>141</b>	<b>1877</b>	<b>442</b>	<b>2460</b>	<b>583</b>

Sections 56-10,-56-11,56-12,57-10,57-11,and 57-13 are in Area 3 and 50% only




	County Cost % from 2004 - 2014		Library Calculation Adjusted in 2011 for Blue Ridge Library	
Town's Population	8747	78%	8747	82%
County's Population	2460	22%	1877	18%
Total	<b>11207</b>	<b>100%</b>	<b>10624</b>	<b>100%</b>

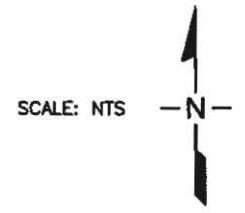
Total County Population for all Areas less Area 2 and 3

(2460-583=1877 )



### LEGEND

- TAX REVENUE SHARING AREAS 
- WATER AND WASTEWATER AGREEMENT AREAS 
- COST SHARING AREAS 



**OF THE TOWN OF WHITECOURT  
PROVINCE OF ALBERTA**

**A BYLAW TO ESTABLISH THE WHITECOURT LIBRARY BOARD**

**WHEREAS**, pursuant to the provisions of the Libraries Act, being Chapter L-11, 1 of the Revised Statutes of Alberta, 2000, and amendments thereto, a Council may, on its own initiative, pass a Bylaw providing for the establishment of a Municipal Library Board; and,

**WHEREAS** the Municipal Council of the Town of Whitecourt deems it advisable and expedient to establish the Town of Whitecourt Library Board to manage and control the Whitecourt Public Library.

**NOW THEREFORE**, the Municipal Council of the Town of Whitecourt, duly assembled, enacts as follows:

**PART I – DEFINITIONS:**

1. (a) "Chief Administrative Officer" means the person appointed by Council pursuant to the Municipal Government Act or anyone authorized by the Chief Administrative Officer to act on his/her behalf;
- (b) "Council" means the Mayor and Councillors of the Town of Whitecourt elected pursuant to the provisions of the Municipal Government Act;
- (c) "The Board" shall mean the Town of Whitecourt Library Board.

**PART II – APPOINTMENTS:**

1. A Municipal Library Board to be known as the Town of Whitecourt Library Board is hereby established in and for the Town of Whitecourt.
2. The Board shall consist of seven (7) voting members of which,
  - (a) Six (6) members shall be appointed by resolution of Whitecourt Town Council in the following manner:
    - i. One (1) member from Whitecourt Town Council;
    - ii. Five (5) members from the public at large.
  - (b) One (1) member of Woodlands County Council as appointed by Woodlands County Council.
3. That the term of a member is at the discretion of the authority that made the appointment of such member, as outlined in Clause 2, and that the normal term of office shall be as follows:
  - (a) Town Council representative shall be appointed for a one year term.
  - (b) Woodlands County Council representative shall be appointed for a one year term.
  - (c) Public at large members shall be appointed for a maximum three (3) year term. A public member may serve on the Board for a maximum of three (3) consecutive, three (3) year terms after which he or she shall step down for at least one year before being eligible to serve again, unless at least 2/3 of the whole Council passes a resolution stating that the member may be re-appointed as a member for more than three consecutive terms.
  - (d) Appointments of all public members shall be made by resolution of Whitecourt Town Council, and will be made in such a manner that public at large members rotate their terms so that no more than one-half of the Board members shall change in any one year.
4. That all persons appointed by Whitecourt Town Council as a member of the Board shall be residents of the Town of Whitecourt or the cost-sharing agreement area of Woodlands County as outlined in the Whitecourt-Woodlands County Inter-Municipal Cost Contribution Agreement and shall qualify to remain as a member only during such time as they continue to be residents of the Town of Whitecourt or Woodlands County agreement area. At no time shall the number of public at large members residing from Woodlands County be more than two (2) members.
5. The Chair of the Board shall be appointed by a majority vote of the Board on an annual basis. The Chair shall be selected from a member of the public at large.
6. A person is disqualified from remaining a member of the Board if he/she fails to attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for three (3) consecutive regular meetings, and is deemed to have resigned his/her seat on the Board.
7. In the event of a vacancy occurring, the person appointed by resolution of Council to fill such vacancy, shall hold office for the remaining term of his/her predecessor.

**PART III – PROCEEDINGS:**

1. The Board shall meet no less than once every four months, and shall endeavor to meet at least nine (9) times per calendar year, with the time and date to be determined by the Board on an annual basis. The Board, when necessary, can alter the time and date of regular meetings.
2. Sub-committees of the Board may be established when necessary.
3. The Board may appoint members of the Board and interested citizens to sit on Sub-committees of the Board to deal with any special matters coming within the scope and jurisdiction of the Board.
4. Special meetings of the Board or Sub-committees may be called on a twenty-four hour notice by the Chair of the Board or Sub-committee, or at the request of any three members of the Board.
5. All minutes, resolutions and bylaws shall be entered in books to be kept for that purpose, and the Chair or Acting Chair shall sign the books. Copies of all minutes and bylaws shall be forwarded to the Chief Administrative Officer.
6. A quorum of the Board shall be a majority of the members of the Board.
7. The Chair shall have a vote on any question and in the event of a tie, the motion shall be declared defeated.

**PART IV – ROLE OF THE BOARD:**

1. The Board shall have full management and control of the Municipal Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of these services.
2. The Board shall, before November 1<sup>st</sup> in each year, prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.
3. The budget and the estimate of the money shall be forthwith submitted to the Chief Administrative Officer.
4. Council may approve the estimate in Part IV, Section 2 in whole or in part.
5. The Board shall:
  - (a) Keep accounts of its receipts, payments, credits and liabilities;
  - (b) Have the accounts audited by a person approved by Council; and
  - (c) Have the audit submitted to Council immediately after its completion.

**PART V – ENACTMENT:**

1. That Bylaw 1416, and any amendments there to, is hereby rescinded in its entirety.
2. That this Bylaw shall come into force and have effect upon final reading thereof.

READ a first time this 28 day of November 2016.

READ a second time this 28 day of November 2016.

READ a third and final time this 28 of November 2016.

  
 \_\_\_\_\_  
 Mayor  
  
 \_\_\_\_\_  
 Chief Administrative Officer

Signed by the Mayor and Chief Administrative Officer this 16 day of December, 2016

**From:** Serena Lapointe [<mailto:serenalapointe@yahoo.ca>]

**Sent:** Friday, June 04, 2021 11:45 AM

**To:** Chelsea Grande <[chelseagrande@whitecourt.ca](mailto:chelseagrande@whitecourt.ca)>

**Subject:** Agreement for Library

Hi Chelsea,

This is the agreement that the Whitecourt & District Library Board voted to sign and send to Woodlands County. The vote took place on June 3.

Serena Lapointe  
Board Chair

May 31, 2021

Mayor John Burrows and Council  
Municipal Office – Box 60, #1 Woodlands Lane  
Whitecourt, Alberta T7S 1N3

**Re: Whitecourt & District Library Funding**

Thank you for your letter dated May 20, 2021. Attached is the signed five-year agreement for grant funding to provide library services to Woodlands County residents. Once your signatures are affixed, please return a copy by e-mail or mail and we will confirm receipt.

The library is thrilled by your kind recognition in Woodlands County's May 27 news release confirming council's approval of the funding agreement and we look forward to many more years of successful partnership.

Sincerely,

Serena Lapointe, Board Chair  
Whitecourt & District Public Library  
E-Mail: [serenalapointe@yahoo.ca](mailto:serenalapointe@yahoo.ca)  
Cell: 780-706-5895

Cc: Woodlands County Library Board

Agreement for the Contribution and Use of Operational Funding

Memorandum of Agreement made this \_\_\_ day of \_\_\_\_\_, 2021

Between

Woodlands County  
(**“Woodlands”**)

and

Town of Whitecourt Library Board  
(**“Library Board”**)

WHEREAS Woodlands and the Library Board wish to enter into a cooperative arrangement to ensure the delivery of quality public library services that provide benefits to Woodlands residents;

AND WHEREAS the Library Board has established a municipal library known as the Whitecourt and District Public Library (the **“Library”**) situated in premises located within the Town of Whitecourt, which is the vehicle by which the Library Board delivers public library services (the **“Library Services”**);

AND WHEREAS Woodlands wishes to ensure its residents access to the Library and the Library Services through a cooperative arrangement with the Library Board;

AND WHEREAS Woodlands and the Library Board wish to record in writing their mutual commitment to accountability and transparency in Woodlands’ contribution of Grant Funding in consideration for the delivery of Library Services and Library access to benefit Woodlands residents, as documented in this agreement (**“this Agreement”**);

AND WHEREAS the Library Board agrees that Woodlands residents may use the Library and Library Services subject to, and in accordance with, the terms, conditions and provisions set out in this agreement;

AND WHEREAS Woodlands agrees that the Library Board may use the Grant Funding contributed by Woodlands under this agreement subject to, and in accordance with, the terms, conditions and provisions set out in this agreement;

NOW THEREFORE the Parties to this agreement, in consideration of the mutual covenants and conditions to be observed and performed by each party, agree as follows:

## **ARTICLE 1 - DEFINITIONS**

- 1.1 In this Agreement, the following words and expressions shall have the meanings set forth in this Agreement:
- (a) “Woodlands” shall mean Woodlands County, being a municipality within the meaning of section 1(1)(s) the *Municipal Government Act*, RSA 2000, c M-26 (the “MGA”);
  - (b) “Chief Administrative Officer” has the meaning attributed to it in section 1(1) of the *MGA* and includes the designate of the Chief Administration Officer (“CAO”);
  - (c) “Grant Funding” means annual funding provided by Woodlands to the Library Board for the delivery of Library Services for the benefit of Woodlands residents, in the amount of \$65,000, plus a cost of living increase of 2.0% per year as follows, such Grant Funding to be payable to the Library Board no later than June 30 of each calendar year as noted below:
    - (i) 2021: \$65,000.00;
    - (ii) 2022: \$66,300.00;
    - (iii) 2023: \$67,626.00;
    - (iv) 2024: \$68,979.00;
    - (v) 2025: \$70,358.00.
  - (d) “Library” shall mean the library facility operated by the Library Board;
  - (e) “Library Board” shall mean the Town of Whitecourt Library Board;
  - (f) “Library Services” includes in general any and all services the Library provides to its members and the general public, and in particular:
    - (i) The loan of library materials from the circulating collection;
    - (ii) A suite of online electronic materials and resources;
    - (iii) Access to the internet regardless of Library account standing;
    - (iv) The use of reference information services from the Library collection and local resources;
    - (v) Equivalent access to the Library during public operating hours;
    - (vi) Specialized Library supports including materials for the impaired, supports for technological and digital literacy and access, a gateway to local history, post-secondary examination proctoring, and referral to community resources;

- (vii) Library programs, events, outreach activities, mobile resources, resource kits, and loans of special resources.
- (g) “Library Services” does not include building upkeep and custodial costs currently covered by the Whitecourt-Woodlands cost share agreement, nor future capital expenditures such as the construction or renovation of buildings.
- (h) “Party” means Woodlands or the Library Board;

## **ARTICLE 2 - LIBRARY BOARD OBLIGATIONS**

- 2.1 In consideration of the Grant Funding provided by Woodlands to the Library, the Library Board agrees:
- (a) To provide access to the Library and Library Services to Woodlands residents without discrimination relative to residents of other municipalities to whom the Library Board delivers the Library Services, and at no additional cost to Woodlands residents;
  - (b) To operate the Library and provide Library Services in compliance with the *Libraries Act*, RSA 2000, c.L-11.
- 2.2 Woodlands shall have representation on the Library Board through which the Library Board shall provide to Woodlands for feedback and information:
- (a) By October 31 the draft Library operating budget for the upcoming year;
  - (b) By March 31 the final or most up to date version of the Library operating budget for the current year;
  - (c) By March 31 a copy of the annual report submitted to the province for the previous year;
  - (d) By June 30 a copy of the Library’s official financial statements completed for the previous year; and,
  - (e) A current copy of the Library’s Plan of Service and annual updates.
- 2.3 The Library Board will add Woodlands specific information throughout the annual Plan of Service update starting in 2021 and will add a dedicated “Woodlands Services” section starting with the 2023 Library Plan of Service.
- 2.4 The Library Board shall be solely responsible for maintaining adequate property and liability insurance coverage throughout the term of this agreement.

- 2.5 The Library Board shall indemnify and hold harmless Woodlands, its councilors, employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Library Board, its employees or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.

### **ARTICLE 3 - WOODLANDS OBLIGATIONS**

- 3.1 In consideration of the Library Board providing access to the Library and Library Services to Woodlands residents during the term of this Agreement, Woodlands shall provide the Grant Funding to the Library Board, to be used for the Library Board's Library Services. The amount will be cumulatively adjusted as described under article 1.1(c) of this Agreement.
- 3.2 The expenditure of the Grant Funding is at the sole discretion of the Library Board with the understanding that the Library Board will spend the monies in good faith towards the provision of Library Services.
- 3.3 Woodlands shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be sustained by the Library Board, its employees or its agents in the performance of this Agreement.

### **ARTICLE 4 - COMING INTO FORCE AND AMENDMENTS**

- 4.1 This Agreement will come into effect upon signing thereof by all parties and will remain in force until termination.
- 4.2 Either Party may terminate this Agreement on one year's notice, which notice shall be delivered not later than December 31 of a given calendar year and effective December 31 of the following calendar year.
- 4.3 This Agreement may be altered from time to time by mutual written consent of the Parties.

### **ARTICLE 5 - GENERAL**

- 5.1 Notices with regard to this agreement may be sent via e-mail, however if no written reply to the e-mail is received by the sender, a Notice shall only be considered "received" by the other Party if it is also forwarded in writing by registered mail to:

<p>(a) in the case of the Library Board:</p> <p>Chairperson  Town of Whitecourt Library Board  Box 150 STN Main  Whitecourt, Alberta  T7S 1N3</p>	<p>(b) in the case of Woodlands:</p> <p>Chief Administrative Officer ( CAO)  Box 60 #1 Woodlands Lane  Whitecourt, Alberta  T7S 1N3</p>
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5.2 This Agreement constitutes the entire agreement between the parties. No other warranties or representations are given or implied. For greater clarity, any past verbal or written agreements between the parties concerning the annual operating grant are hereby repealed.

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals in the presence of their proper officers and the individual Parties have hereunto set their hands and seals as of the day and year first above written.

**WOODLANDS COUNTY**

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Mayor

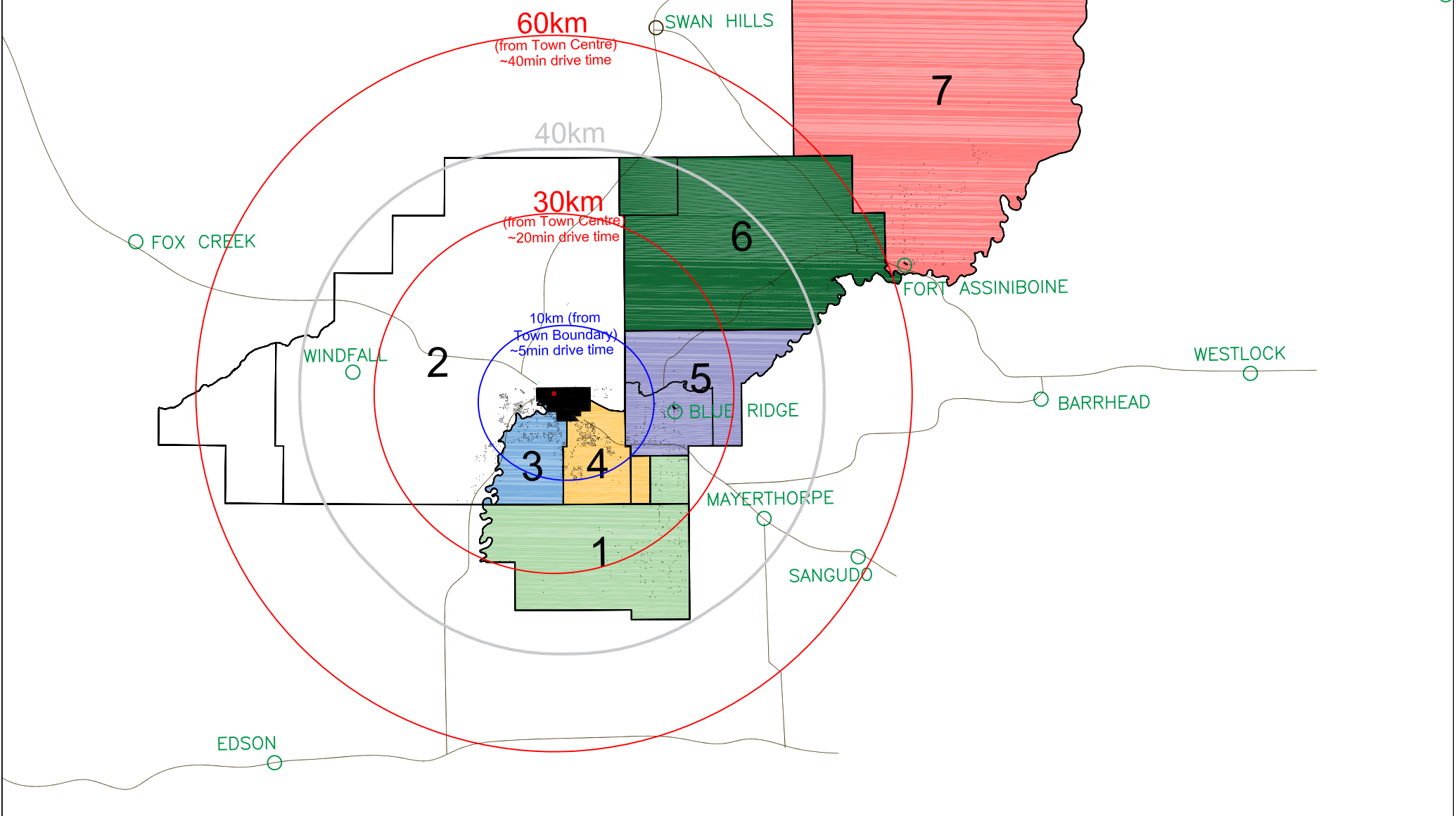
Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Chief Administrative Officer

**WHITECOURT AND DISTRICT PUBLIC LIBRARY BOARD**

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Director

Electoral District	Population	30km Radius (% of Population)	60km Radius (% of Population)	10km Radius (% of Population)
1 - Anselmo	460	60%	100%	0%
2 - Whitecourt West	868	100%	100%	80%
3 - Whitecourt Central	748	100%	100%	100%
4 - Whitecourt East	1157	100%	100%	100%
5 - Blue Ridge	661	80%	100%	20%
6 - Goose Lake	403	15%	100%	0%
7 - Fort Assiniboine	457	0%	0%	0%
<b>Total</b>	<b>4754</b>	<b>3772</b>	<b>4297</b>	<b>2558</b>



## Whitecourt & District Public Library Services to Woodlands Statistics

Below is a summary of e-mail communication between the Library Director and Yellowhead Regional Library staff concerning Whitecourt & District Public Library (WDPL) services to Woodlands County. Even after discussion some gaps exist in the data. Therefore, the following points were assumed for the Library's December 1 presentation to Woodlands County Council:

1. WDPL provides at least half of the total library services used by all county residents. This is a conservative estimate. It is possible we provide around 80% of services, but data is unavailable at this time to prove it. The 80% is based on the majority of county residents living closer to WDPL than to the Blue Ridge and Fort Assiniboine libraries.
2. County residents using WDPL account for approximately 20% of our activity. The 20% is based on available data for our core service, which is lending out materials. Statistics for things like program delivery do not track users by place of residence. A flat 20% of other services being filled with county residents is a fair estimate. Anecdotally, there may be some variance. For example, public computers may be used more by county residents, while outreach programs and service referrals may lean more towards town residents.
3. The most succinct way to present usage statistics is to point to the 2018 and 2019 calendar year infographics and say, "approximately 20% of these statistics represent county usage."

### Summary of E-mails:

- WDPL management asked YRL to verify their active patron count. As of October 2020 WDPL has 2140 active patrons. Of these, 324 (15.14%) are listed as Woodlands residents. Total patrons YTD increased by 10.8% from the 2019 1932 total.
  - Note that during the process of obtaining this data it was discovered that approximately 204 patrons listed as living in "Town of Whitecourt" have a Whitecourt PO box as an address on file. This means that County residents may represent anywhere between the stated 15.14% and approximately 25% of the library's total patrons. Again, 20% can be used as a total estimate.
  - Management devised a procedure to clarify these records as patrons renew their accounts over the next 12 months.
- WDPL management asked YRL to review/provide:
  - Circulation to Fort Assiniboine and Blue Ridge patrons who physically come here to the Whitecourt Library.
  - Total active County patrons and the percentage of those that come to use the Whitecourt Library.
  - Circulation to Whitecourt Library patrons that are listed as living in Woodlands County.
  - Interlibrary loans showing we are a net lender to County Libraries.

- The response management received:
  - Circulation statistics defined by where the user resides (“circ by UDF.”) For example, if the patron’s account lists “Whitecourt” as the location of residence and they check out 1 movie, this would be 1 “Whitecourt” circulation. If the patron’s account lists “Woodlands County” as the location of residence and they check out materials at WDPL, their circulation counts towards the “Woodlands County” total regardless of which library the account is registered at. The County numbers below may be higher, see discussion of active patron records at the start of this summary.
    - In 2020, Whitecourt has had 34340 Circs to date.
      - 4523 circs to Woodlands County account for 13% of total 2020 circs.
      - 4 circs from Blue Ridge account for 0.0001% of total 2020 circs.
      - 28931 circs from Whitecourt account for 84% of total circs.
      - There is no data for Fort Assiniboine (no activity took place.)
    - In 2019, Whitecourt had 68699 circs.
      - 9411 circs to Woodlands County account for 14% of total 2019 circs.
      - 55424 circs to Whitecourt account for of 80% your total 2019 circs.
      - There is no specific data for Blue Ridge or Fort Assiniboine (no activity.)
  - Circulation statistics defined by where the user is registered (“patron cross-borrowing.”) This includes a combination of users travelling to WDPL as well as those registered here. For example, if a Whitecourt user picks up one item here and one in Blue Ridge, only the one picked up here counts. If a user from Blue Ridge picks up an item owned by Spruce Grove here, the transaction counts for WDPL because it happened here.
    - In 2020 Whitecourt has had 34257 circs to date.
      - 1 Circ from 1 Fort Assiniboine card accounted for 0.000029% of total 2020 circs.
      - 274 Circs from 14 Blue Ridge cards accounted for 0.0080% of total 2020 circs.
      - 33405 Circs from 1109 Whitecourt cards accounted for 98% of total 2020 circs.
    - In 2019, Whitecourt had 67261 circs.
      - 9 circs from 1 Fort Assiniboine card accounted for 0.00013% of total 2019 circs.
      - 465 circs from 20 Blue Ridge cards accounted for 0.0069% of total 2019 circs.
      - 65026 circs from 1606 Whitecourt cards accounted for 97% of total 2019 circs.
  - Circ by UDF vs. Patron Cross Borrowing. These two reports give you the same information, just differently. If the goal is to see patrons who live in Woodland County’s usage of AWH, regardless of their home library, then Circ by UDF is the report go to with. Other things to know:

- The Patron Cross Borrowing shows circulations where AWH is the transacting location.
  - This report includes renewals whereas Circ by UDF separates them. The figures will still add to the same number of circulations.
  - Keep in mind, the majority of renewals are done online and not necessarily a in-person transaction. When renewals are done through TRACpac, that transaction is associated with their home library, not where the item was checked out.
  - Both these reports include checkouts of eContent (OverDrive and CloudLibrary). However, circulations of eContent would be attributed to Whitecourt Public Library in the Patron Cross-Borrowing report.
  - If you're looking for the in-person transactions from Blue Ridge and/or Fort Assiniboine patrons, the Patron Cross Borrowing is the report to look at.
- Circulation statistics defined by where the item is registered. For example, if an item owned by WDPL is checked out once by a WDPL patron here, sent once to Blue Ridge and checked out by a Blue Ridge patron, and sent once outside the system to Calgary, this counts as 3 circulations.
  - In 2020, Whitecourt amassed 34628 circs representing 19845 items.
    - 75 circs representing 56 items went to Fort Assiniboine library
    - 26 circs representing 24 items went to the Blue Ridge library.
    - 22745 circs representing 11722 items went to Whitecourt library.
    - 11422 went to other libraries and systems.
  - 2019 – reports would need to be run during off hours to calculate.
- Circulation statistics defined by the “item loaning branch.” For example, an item owned by any library other than WDPL and checked out here by any patron counts as 1 circulation.
  - In 2020
    - 70 circs and 52 items came from Fort Assiniboine.
    - 56 circs and 43 items came from Blue Ridge.
  - 2019 – reports would need to be run during off hours to calculate.
- Management asked YRL:
  - *If* circs by UDF in 2019 were 68699 and 14% of that was Woodlands people for a total of 9411 circs. **Than** .... How many circs by UDF did BR and Fort A have in total? **Because** that total plus 9411 = total usage of Woodlands people. If for example, that number was 19,000 circs... I could say that approx. 50% of library usage from Woodlands.
  - Despite multiple follow-ups, this information is still pending.

Library Administrative Overhead			
	Salaries and Benefits	Operating Overhead %	Total
Corporate Services	\$ 1,498,195	0.18%	\$ 2,697
Community Safety	\$ -	0.18%	-
Planning and Development	\$ -	0.18%	-
Infrastructure	\$ 182,423	0.18%	328
Administrative Expenditures	\$ 787		\$ 787
<b>Total Administrative Overhead</b>			<b>\$ 3,812</b>

## Library Administration Overhead Fee

Position	2021 Salary and Benefits	% Allocated		
Controller		0.18%		
Senior Finance Clerk		0.18%		
Tax Clerk		0.00%		
Utility Clerk		0.00%		
Reception		0.18%		
Payroll coordinator		0.18%		
Payroll Administration		0.18%		
A/P Clerk		0.18%		
Payroll Finance Clerk		0.18%		
A/R Clerk		0.18%		
Finance Clerk AJMC(2.5) & Town(2.5)		0.00%		
Director of Infrastructure		0.18%		
Engineering Tech		0.00%		
Engineering Intern		0.00%		
Director of Planning and Development		0.00%		
Planning Assitant		0.00%		
Director of Community Safety		0.00%		
CAO		0.18%		
Dir. Corp Services		0.18%		
Records Retention		0.18%		
Legislative Clerk 4		0.18%		
Admin Assist		0.18%		
Legislative Manager		0.18%		
<b>Total Administration</b>	<b>\$ 2,581,899</b>		<b>\$ 3,025</b>	<b>0.12%</b>

## Overhead - 2021 Budget

Revenue	12-01	(25,850)		
Administration	12-02	61,889		
Other General Government	12-03	35,000		
Finance	12-05	(25,765)		
Assessment	12-06	-		
Misc General Gov't	12-10	21,000		
Professional Services	19-01	199,804		
Fiscal Services	19-03	-		
Election	19-06	-		
Safety	24-05	29,301		
Employee Benefits	19-96	118,201		
		<u>413,580</u>	\$	485
Common Services	12-08	\$ 396,509		
Town Office	12-09	99,885		
Town Office Reserve	12-99	-		
		<u>496394</u>		
Town Office approximately 10000 square feet		10000		
Each office is approximately 190 square feet				
Total Offices 21*190 3990 square feet		0.519		
Common Areas 1200 square feet				
Total average percentage for staff		0.06%		
			\$	302
<b>Total Library allocation</b>			<b>\$</b>	<b>3,812</b>

2021 Operating Budget Library - \$68,582

2021 Operating Budget Summary - \$38,668,710

0.001773

## 2021 Summary

### Function: 74 - Library

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		2019 Budget	2020 Budget	2021 Budget
<b>Revenue</b>				
Library	1-74-01	15,337	21,117	15,281
Library Staff	1-74-02	417,348	399,985	413,293
Capital	5-74-01	-	4,809	-
<b>Total Revenue:</b>		<b>432,685</b>	<b>425,911</b>	<b>428,574</b>
<b>Expenditures</b>				
Library	2-74-01	376,688	381,818	375,582
Library Staff	2-74-02	462,385	445,816	458,762
Capital	6-74-01	-	4,809	-
<b>Total Expenditures:</b>		<b>839,073</b>	<b>832,443</b>	<b>834,344</b>
<b>Net Gain/Loss from Operations:</b>		<b>(406,388)</b>	<b>(406,532)</b>	<b>(405,770)</b>

Note: Sub Function 74-02 and 6-74-01 are not included in the Cost Share

**2021 Summary**  
**Function: 74 - Library**  
**Sub Function: 74-01 - Library**

Account	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget
<b>Revenue</b>					
Recovered Costs	1-415	3,000	3,000	3,000	3,000
Transfer from Local Gov't	1-850	12,337	10,520	13,308	9,104
Transfer from Reserve	1-920	-	-	4,809	-
Transfer from Capital	1-940	-	-	-	2,254
<b>Total Revenue:</b>		<b>15,337</b>	<b>13,520</b>	<b>21,117</b>	<b>14,358</b>
<b>Expenditures</b>					
Salary	2-111	3,059	2,669	3,114	2,803
Wages	2-121	29,462	24,757	29,840	21,179
Overtime Wages	2-122	500	1,136	500	288
Employee Benefits	2-135	7,567	5,050	7,922	4,400
Travel / Training	2-210	-	-	-	30
Contracted Services	2-251	-	-	-	10
Purchased Bldg Maint	2-252	6,650	4,829	10,950	868
Equipment Rental	2-263	500	-	-	-
Insurance	2-274	2,413	2,362	3,029	3,223
Janitorial Supplies	2-513	3,000	4,146	2,000	1,350
Materials & Supplies	2-519	3,700	1,066	4,400	1,843
Ground Requirements	2-532	-	188	-	-
Power	2-540	7,000	6,271	7,056	5,748
Gas	2-541	3,430	3,624	3,700	3,156
Water	2-542	1,000	819	900	856
Transfer to Reserve	2-764	-	-	-	1,852
Regional Landfill - Operating Contribution	2-765	-	-	-	-
Grants	2-770	307,000	307,000	307,000	307,000
Equipment Charges	2-960	1,407	3,031	1,407	2,890
<b>Total Expenditures:</b>		<b>376,688</b>	<b>366,948</b>	<b>381,818</b>	<b>357,496</b>
<b>Net Gain/Loss:</b>		<b>(361,351)</b>	<b>(353,428)</b>	<b>(360,701)</b>	<b>(343,137)</b>
		<b>(360,301)</b>			