

Town of Stettler

COUNCIL MEETING

JANUARY 7, 2020

6:30 P.M.

BOARD ROOM



TOWN OF STETTLER MISSION STATEMENT

WE WILL PROVIDE A HIGH
QUALITY OF LIFE FOR OUR
RESIDENTS AND VISITORS
THROUGH LEADERSHIP AND
THE DELIVERY OF EFFECTIVE,
EFFICIENT AND AFFORDABLE
SERVICES THAT ARE SOCIALLY
AND ENVIRONMENTALLY
RESPONSIBLE

TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, JANUARY 7, 2020
6:30 P.M.
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
 - (a) Minutes of the Regular Council Meeting of December 17th, 2019 5-13
 - (b) Business Arising from the December 17th, 2019 Council Minutes
4. Citizens Forum
5. Delegations
 - (a) Clint Sader – Steel Wheel Stampede – 6:35pm Verbal
6. Administration
 - (a) Community Culture Funding Request 14-21
 - (b) Live Barn – SRC Venue Agreement 22-44
 - (c) Alberta Community Partnership Grant Application 45-46
 - (d) Policy II-7(i) – Employee Code of Ethics 47-50
 - (e) Policy XIV-4 – Organizational Communication 51-56
 - (f) 2019 Capital Budget – Snow Blower Tender Award 57-58
 - (g) Meeting Dates
 - Monday, January 13 – 2020 Strategic Planning Workshop – 3:00pm
 - Tuesday, January 14 – COW – 4:30pm
 - Tuesday, January 21 – Council – 6:30pm
 - Tuesday, January 28 – 2020 Capital Budget Deliberations – 3:00pm - SRC
 - Tuesday, February 4 – Council – 6:30pm
 - Thursday, February 6 – Brownlee LLP – Emerging Trends 2020 – Calgary (MF, GL, SP)
 - Tuesday, February 11 – COW – 4:30pm
 - Tuesday, February 18 – Council – 6:30pm
 - Tuesday, March 3 – Council – 6:30pm
 - Tuesday, March 10 – COW – 4:30pm
 - Tuesday, March 17 – Council – 6:30pm
 - Monday, April 6 – Regional Water – 1:00pm

- Tuesday, April 7 – Council – 6:30pm
- Tuesday, April 14 – COW – 4:30pm
- Tuesday, April 21 – Council – 6:30pm (2019 Financial Statement)
- Tuesday, May 5 – Council – 6:30pm
- Tuesday, May 12 – 2020 Tax Budget Council Deliberations – 3:00pm
- Tuesday, May 12 – COW – 4:30pm
- Tuesday, May 19 – Council – 6:30pm (2020 Tax Budget and Tax Rate Bylaw)

(h) Accounts Payable in the amount of \$948,952.92 59-77
 (\$231,389.98 + \$44,333.75 + \$113,530.77 + \$363,518.16 + \$52,426.42 +
 \$85,329.39 + \$28,696.48 + \$29,727.97)

7. Council

(a) Meeting Reports

8. Minutes

- (a) Parkland Regional Library Board Meeting – November 7, 2019 78-88
- (b) Stettler Waste Management Authority Meeting – December 13th, 2019 89-93
- (c) Stettler District Ambulance Association Meeting – December 16th, 2019 94-96

9. Public Hearing

10. Bylaws

11. Correspondence

- (a) Clearview Public Schools – Agreement for Services – School Resource Officer 97
- (b) ACFA – Cancellation of Alberta Capital Finance Authority Shares 98
- (c) P&H Elevator – Christmas Party Invitation – January 11, 2020 99-102

12. Items Added

13. In-Camera Session

- (a) Golf Course Lease Renewal – Third Party Information – FOIP – Section 16
- (b) Unsightly Property Update – Third Party Information – FOIP – Section 16

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 17th, 2019 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor Sean Nolls

Councillors A. Campbell, C. Barros, G. Lawlor, M. Fischer, S. Pfeiffer & W. Smith

CAO G. Switenky
Assistant CAO S. Gerlitz

Absent: None

Call to Order: Mayor Nolls called the meeting to order at 6:30 p.m.

1/2. Agenda Additions/Approval:

Motion 19:12:18 Moved by Councillor Barros to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held December 3rd, 2019

Motion 19:12:19 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on December 3rd, 2019 be approved as amended.

MOTION CARRIED
Unanimous

(b) Business Arising from the December 3rd, 2019 Minutes

None

(c) Minutes of the Committee of the Whole held December 10th, 2019

Motion 19:12:20 Moved by Councillor Pfeiffer that the Minutes of the Regular Meeting of Council held on December 3rd, 2019 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the December 10th, 2019 Minutes

None

4. Citizen's Forum: (a) No one was present at the Citizen's Forum

5. Delegations: (a) None

6. Administration:

(a) Committee of the Whole Recommendation – December 10, 2019

Motion 19:12:21

Moved by Councillor Campbell that the Town of Stettler Council approve the 5-year contract with C & S Disposal Inc. for the Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal from January 1, 2020 to December 31, 2024 at a cost of:

- 2020 - \$285,780.24
- 2021 - \$285,780.24
- 2022 - \$291,664.20
- 2023 - \$297,556.56
- 2024 - \$303,483.36
- Total 5-Year Contract Cost - \$1,464,264.60

MOTION CARRIED
Unanimous

(b) 2019 Capital Budget – RFP NWASP Award

CAO G. Switenky advised that there is an approved capital budget of \$25,000 to redevelop the existing North West Area Structure Plan (NW ASP) dated February 5, 1985. The new NW ASP will reflect the development that has occurred in the area and ensure all necessary planning is in place to accommodate future development. The new NW ASP will include a servicing plan, storm water modelling, road alignments, lot plan and phasing plan.

Summary of Proposals Received:

Al-Terra Engineering (Red Deer) Ltd.	\$26,017.44
Tagish Engineering Ltd.	\$67,830.00
MPE Engineering Inc.	\$108,000.00

*pricing does not include GST.

Motion 19:12:22

Moved by Councillor Smith that the Town of Stettler Council award the North West Area Structure Plan Proposal to Al-Terra Engineering (Red Deer) Ltd for \$26,017.44 to be funded from the 2019 Capital Budget.

MOTION CARRIED
Unanimous

(c) 2020 Interim Operating Budget

CAO Switenky advised that the three-year Interim Operating Budget forecasts the following property tax increases for municipal purposes:

The three-year Interim Operating Budget forecasts the following property tax increases for municipal purposes:

2020	1% (subject to further detailed review prior to setting the 2020 Tax Rate)
2021	1%
2022	1%

And also forecasts the following municipal utility Bylaw rate increases effective January 1, 2020:

- Proposed **Municipal Tax** increase of **1%** (\$87,637)
- Proposed **Water Rate** increase of **\$0.02m³** (\$2.80 to \$2.82) (\$12,004)
- Proposed **Sewer Rate** increase of **\$0.25** (\$22.50 to \$22.75) (\$6,335)
- Proposed **Garbage Rate** increase of **\$0.25** (\$23.50 to \$23.75) (\$6,570)
- Proposed **Recycling Rate** no change **\$0.00** (\$6.50 to \$6.50) (\$0.00)
- Proposed Financial Impact on Average Residential Customer (municipal only) **+0.90%**

CAO Switenky advised that Council and Senior Administration held an Interim Operating Budget Session on December 10, 2019 at which time Council reviewed the financial impacts on three consecutive years of organizational activities 2020 – 2022.

Several funding requests were received in relation to the 2020 Operational Budget:

- STARS - \$2 per capita - \$11,904 – after discussion, it was agreed to add the STARS Contribution of \$11,904 to the Interim Budget as an individual line item within the budget document
- Music Festival – after discussion and a review of the financial information submitted by the Music Festival Committee, it was agreed to accept the funding request for information
- Steele Wheel Stampede - \$10,000 (2017-\$10,000, 2018-\$10,000, 2019-\$10,000) – it was noted that The Steele Wheel Stampede Delegation will be attending Council on January 7, 2020

2020 – 2022 Budget Highlights

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Total Revenues	\$15,787,405	\$16,344,323	\$17,475,500	\$17,785,191	\$18,345,659	\$18,753,734	\$18,952,898	\$19,181,603	\$19,386,917
Total Expenditures *	\$14,817,975	\$15,421,559	\$16,184,230	\$16,801,224	\$17,318,754	\$17,677,384	\$17,927,471	\$18,223,287	\$18,448,452
Net Revenue Generated	\$969,430	\$922,764	\$1,291,270	\$983,967	\$1,026,905	\$1,076,350	\$1,025,427	\$958,316	\$938,465
Available for Capital									
Utility Source Capital	\$561,500	\$629,283	\$579,417	\$523,839	\$445,438	\$396,822	\$389,930	\$375,413	\$347,014
General Source Capital	\$407,930	\$293,481	\$711,854	\$460,128	\$581,467	\$679,528	\$635,497	\$582,903	\$591,451
Net Revenue Generated	\$969,430	\$922,764	\$1,291,271	\$983,967	\$1,026,905	\$1,076,350	\$1,025,427	\$958,316	\$938,465
Plus External Grants (pending)									
Basic Municipal Transportation Grant	\$344,880	\$344,880	\$344,880	\$344,880	\$357,120	\$357,120	\$357,120	\$357,120	\$357,120
Federal Gas Tax (FGTF)	\$325,631	\$301,327	\$309,892	\$310,904	\$328,277	\$672,579	\$346,344	\$346,344	\$346,344
MSI Operating - Police	\$54,446	\$54,445	\$53,284	\$52,513	\$53,680	\$54,199	\$53,391	\$53,484	\$53,484
MSI Capital	\$1,063,495	\$1,125,861	\$1,043,475	\$1,947,237	\$561,531	\$566,378	\$945,165	\$867,888	\$867,888
Total Grants	\$1,788,452	\$1,826,513	\$1,751,531	\$2,655,534	\$1,300,608	\$1,650,276	\$1,702,020	\$1,624,836	\$1,624,836
Total New Available Funds	\$2,757,882	\$2,749,277	\$3,042,802	\$3,639,501	\$2,327,513	\$2,726,626	\$2,727,447	\$2,583,152	\$2,563,301

Motion 19:12:23

Moved by Councillor Lawlor that the Town of Stettler Council Adopt, per section 242(2) of the Municipal Government Act, the Interim 2020-2022 Operating Budget Estimates with Expenditures totaling \$17,927,471, Revenues totaling \$18,952,898 and Amount Available for Capital of \$1,025,427 for the year 2020 as an Interim Operating Budget for that part of 2020 prior to the Operating Budget being adopted by Council.

MOTION CARRIED
Unanimous

(d) 2019 Bad Debt Write-Offs

CAO G. Switenky advised that Policy VII (b) – Collection of and Write-Off of Bad Debt Accounts requires the Assistant CAO to present a Statement of the Bad Debt Write-Offs to Town Council prior to December 31st of each year. Town Council is required to authorize the write-off accounts in excess of \$300.00. The Assistant CAO is also required to disclose the total dollar value of bad debts under \$300.00 that will be written off. Collection activity procedures will continue after an account has been written off.

HISTORY:	2016	2017	2018	2019	2019 A/C's over \$300	2018 A/C's over \$300	2017 A/C's over \$300	2016 A/C's over \$300
Utilities	\$15,118.07	\$9,808.29	\$11,184.81	\$5,178.10	11	23	19	23
Accounts Receivable								
Fire Calls A/R			\$2,047.66	\$3,382.50	2	1		
Lions Campground	\$897.52		\$635.00			2		
Taxes		\$3,044.22		\$1,368.91	2			
Business Taxes								
Community Hall								
Recreation Fees								
TOTALS	\$16,015.59	\$12,852.51	\$13,867.47	\$9,929.51	15	27	19	23

For 2019, \$9,929.51 should be expensed as bad debts in excess of \$300.00, which represents fifteen (15) accounts. Another twenty (20) accounts under \$300.00 totaling \$2,500.03 and seventeen (17) inactive accounts with credit balances totaling \$416.21 have been expensed.

Based on local 2019 utility revenues of approximately \$3,467,252.76 the Utility write-offs totaling \$7,005.63 represents 0.20% of revenues (2018=0.37%)

Motion 19:12:24

Moved by Councillor Fischer that the Town of Stettler Council approve the 2019 Bad Debt Write-Off of fifteen (15) accounts, each in excess of \$300, totaling \$9,929.51, and further acknowledges that an additional twenty (20) accounts, each under \$300, totaling \$2,500.03 and seventeen (17) credit balances totaling (\$416.21) will be written-off under Administration's authority.

MOTION CARRIED
Unanimous

(e) 2019 Budget – Revenue/Expense Statement – November 30, 2019

Motion 19:12:25

Moved by Councillor Pfeiffer that the Town of Stettler Council Approve the Revenue/Expense Statement as of November 30, 2019 as presented.

MOTION CARRIED
Unanimous

(f) 2019 Capital Budget Summary – November 30, 2019

Motion 19:12:26

Moved by Councillor Barros that the Town of Stettler Council Approve the Capital Budget Summary as of November 30, 2019 as presented.

MOTION CARRIED
Unanimous

(g) 2019 Bank Reconciliation – November 30, 2019

Motion 19:12:27

Moved by Councillor Lawlor that the Town of Stettler Council Approve the 2019 Bank Reconciliation as of November 30, 2019 as presented.

MOTION CARRIED
Unanimous

(h) Meeting Dates

- Tuesday, January 7 – Council – 6:30pm
- Monday, January 13 – 2020 Strategic Planning Workshop – 3:00pm
- Tuesday, January 14 – COW – 4:30pm
- Tuesday, January 21 – Council – 6:30pm
- Tuesday, January 28 – 2020 Capital Budget Deliberations – 3:00pm – SRC
- Tuesday, February 4 – Council – 6:30pm
- Thursday, February 6 – Brownlee LLP – Emerging Trends 2020 – Calgary (MF, GL, SP)
- Tuesday, February 11 – COW – 4:30pm
- Tuesday, February 18 – Council – 6:30pm
- Tuesday, March 3 – Council – 6:30pm
- Tuesday, March 10 – COW 4:30pm
- Tuesday, March 17 – Council – 6:30pm
- Monday, April 6 – Regional Water – 1:00pm
- Tuesday, April 7 – Council – 6:30pm
- Tuesday, April 14 – COW – 4:30pm
- Tuesday, April 21 – Council – 6:30 (2019 Financial Statement)
- Tuesday, May 5 – Council 6:30pm
- Tuesday, May 12 – 2020 Tax Budget Council Deliberations – 3:00pm
- Tuesday, May 19 – Council – 6:30pm (2020 Tax Budget and Tax Rate Bylaw)

(h) Accounts Payable in the amount of \$732,685.65

Motion 19:12:28

Moved by Councillor Barros that Accounts Payable in the amount of \$732,685.65 (\$236,669.71 + \$19,131.61 + \$4505.04 + \$212,740.29 + \$185,944.18 + \$73,694.82) for the period ending December 17th, 2019 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

December 4 – Talk of the Town
December 4 – Stettler Elementary Tour and Q&A
December 4 – Stettler Independent Council Interview
December 4 – Resident Meeting
December 4 – Town & County Joint Meeting
December 6 – Signed Cheques at Town Office
December 9 – Resident & Business Owner Meeting
December 10 – Interim Budget Session
December 10 – Committee of the Whole Meeting
December 11 – Talk of the Town
December 11 – Physician Recruitment Meeting in Red Deer
December 13 – Stettler Waste Management Authority Meeting
December 13 – Stettler Regional Fire Authority Meeting
December 16 – Stettler District Ambulance Association Meeting

(b) Councillor Barros

December 4 – Heartland Beautification Meeting
December 4 – Town & County Joint Meeting

December 10 – Interim Budget Session
December 10 – Committee of the Whole Meeting
December 13 – Stettler Regional Fire Advisory Meeting

(c) Councillor Campbell

December 4 – Town & County Joint Meeting
December 10 – Interim Budget Session
December 10 – Committee of the Whole Meeting
December 17 – Red Deer River Watershed Association Meeting

(d) Councillor Fischer

December 4 – Town & County Joint Meeting
December 5 – Schnell Hardy Jones Open House
December 9 – Regional Water Meeting
December 10 – Interim Budget Session
December 10 – Committee of the Whole Meeting
December 13 – Stettler Waste Management Authority Meeting
December 13 – Stettler Regional Fire Advisory Meeting

(e) Councillor Lawlor

December 4 – Town & County Joint Meeting
December 5 – Parkland Regional Library Advocacy Meeting
December 10 – Stettler Board of Trade Meeting
December 10 – Interim Budget Session
December 10 – Committee of the Whole Meeting
December 12 – Heartland Youth Centre Boys Club Christmas Event
December 16 – Stettler District Ambulance Association Meeting

(f) Councillor Pfeiffer

December 4 – Joint Town & County Meeting
December 6 – FCSS Christmas Party
December 10 – Stettler Board of Trade Meeting
December 10 – Interim Budget Session
December 10 – Committee of the Whole Meeting
December 16 – Economic Development Webinar
December 16 – FCSS Meeting

(g) Councillor Smith

December 4 – Heartland Beautification Meeting
December 4 – Joint Town & County Meeting
December 10 – Interim Budget Session
December 10 – Committee of the Whole Meeting
December 11 – Community Christmas Choir
December 12 – FCSS Christmas Party
December 16 – FCSS Meeting

Motion 19:12:29

Moved by Councillor Fischer that the Town of Stettler approve the Council Reports as presented.

MOTION CARRIED
Unanimous

8. Minutes:

(a) Joint Town and County Meeting – December 4, 2019

(b) Regional Water – December 9, 2019

Motion 19:12:30

Moved by Councillor Pfeiffer that the Town of Stettler approve the Minutes (a-b) as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

(a) None

10. Bylaws:

(a) Bylaw 2123-19 – Waste Control Bylaw

Mayor Nolls explained that Bylaw 2123 – 19 is a bylaw to regulate and provide curbside collection and disposal of garbage, curbside collection and disposal of recyclable materials, and collection of composting materials located at composting site locations within the Town of Stettler

Motion 19:12:31

Moved by Councillor Smith that the Town of Stettler Council give first reading to Bylaw 2123 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:32

Moved by Councillor Lawlor that the Town of Stettler Council give second reading to Bylaw 2123 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:33

Moved by Councillor Barros that the Town of Stettler Council give permission for third and final reading to Bylaw 2123 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:34

Moved by Councillor Fischer that the Town of Stettler Council give third and final reading to Bylaw 2123 – 19 as presented.

MOTION CARRIED
Unanimous

(b) Bylaw 2124-19 – 2020 Sewer Rates

Mayor Nolls explained that Bylaw 2124 – 19 is a bylaw to Amend Bylaw 1604, being a bylaw to provide for the levying of sewer service rates and for the collection thereof

Motion 19:12:35

Moved by Councillor Pfeiffer that the Town of Stettler Council give first reading to Bylaw 2124 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:36

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 2124 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:37 Moved by Councillor Smith that the Town of Stettler Council give permission for third and final reading to Bylaw 2124 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:38 Moved by Councillor Lawlor that the Town of Stettler Council give third and final reading to Bylaw 2124 – 19 as presented.

MOTION CARRIED
Unanimous

(c) Bylaw 2125-19 – 2020 Water Rates

Mayor Nolls explained that Bylaw 2125 – 19 is a bylaw to Amend Bylaw 1856-02, being a bylaw relating to the water system of the Town of Stettler, including the fixing of rates, charges and conditions for the supply of potable water.

Motion 19:12:39 Moved by Councillor Barros that the Town of Stettler Council give first reading to Bylaw 2125 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:40 Moved by Councillor Fischer that the Town of Stettler Council give second reading to Bylaw 2125 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:41 Moved by Councillor Pfeiffer that the Town of Stettler Council give permission for third and final reading to Bylaw 2125 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:42 Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 2125 – 19 as presented.

MOTION CARRIED
Unanimous

(d) Bylaw 2126-19 – 2020 Garbage Rates

Mayor Nolls explained that Bylaw 2126 – 19 is a bylaw to authorize the residential premises fee.

Motion 19:12:43 Moved by Councillor Smith that the Town of Stettler Council give first reading to Bylaw 2126 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:44 Moved by Councillor Lawlor that the Town of Stettler Council give second reading to Bylaw 2126 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:45 Moved by Councillor Barros that the Town of Stettler Council give permission for third and final reading to Bylaw 2126 – 19 as presented.

MOTION CARRIED
Unanimous

Motion 19:12:46 Moved by Councillor Pfeiffer that the Town of Stettler Council give third and final reading to Bylaw 2126 – 19 as presented.

MOTION CARRIED
Unanimous

11. Correspondence:
- (a) Alberta Municipal Affairs – Shallow Gas Tax Relief Approved Application
 - (b) Alberta Municipal Affairs – Town of Stettler MSI Funding
 - (c) AUMA – Let it Snow: Statutory Protections from Liability in the MGA

Motion 19:12:47 Moved by Councillor Fischer that the Town of Stettler Council accept the correspondence items (a-c) for information.

MOTION CARRIED
Unanimous

12. Items Added: (a) None

13. In-Camera Session: (a) None

14. Adjournment:

Motion 19:12:48 Moved by Councillor Fischer that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 7:27 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Greg Switenky, CAO
From: Brad Robbins, Manager Rec & Culture
Date: December 23, 2019
Re: Community Culture Funding Request

Background:

A funding request has been submitted for consideration by the Town of Stettler to access funds in the Community Culture Fund by the Fine Arts Board of the William E. Hay Secondary Campus and Stettler & District Music Festival and. From time to time this fund has been accessed by various community groups to assist with culture related projects, the most recent being the purchase of a "Green Screen" used by graphic and media arts classes at William E. Hay.

Request Outline:

1. Wireless Mic Sound System - \$9,000.00
 - The new sounds system will greatly improve the audience experience.
 - There is some urgency regarding sound and mic upgrades as a result of the upcoming performance of Mama Mia in late February.

2. Lighting Upgrade - \$60,000
 - Upgrading existing incandescent lighting fixtures to LED fixtures.
 - LED fixtures produce much less heat making the space more comfortable during full-house events that occur throughout the year.
 - Colored LED fixtures have color mixing capabilities which provide thousands of onstage color options.
 - Architectural control system was recently upgraded to handle LED lighting.
 - Option to purchase in phases
 - Phase 1 - \$9,000 + GST
 - Phase 2 - \$12,000 + GST
 - Phase 3 - \$11,000 + GST
 - Phase 4 - \$28,000 + GST
 - Fine Arts Board has approx. \$30,000 currently in place.

Additional Documentation:

1. Request Letter from Fine Arts Board, Wm E. Hay Secondary Campus – N. Baharally, Principle
2. Request Letter from Stettler & District Music Festival – W. Staal, Chair
3. Quote – Sound/Mic Upgrades



Wm. E. Hay Stettler Secondary Campus



Phone: 403-742-3466
Fax: 403-742-3260
5411 - 50 Ave., Stettler Alberta T0C 2L2

November 15th, 2019

Mr. Brad Robbins
Manager, Parks and Culture
Town Of Stettler

I am writing this letter on behalf of Wm. E. Hay Stettler Secondary Campus, The Performing Arts Centre, citizens of the Town Of Stettler and its many users. Stettler's Performing Arts Centre is a highly-utilized facility in our town for showcasing the arts, culture and entertainment offered in our community. This is one of the best facilities in Central Alberta if not the best. In order for us to be able to maintain such a beautiful facility, there are some things that would be beneficial to be upgraded. It is with this intent that I am asking for financial support from the Town of Stettler Parks and Culture department.

The technology infrastructure in the PAC has become quite dated and is in need of an upgrade. As such, we would like to apply to the town for assistance in upgrading the incandescent lighting fixtures to LED fixtures.

LED stage lighting fixtures produce much less heat than traditional tungsten fixtures. Since much less heat is generated, LED fixtures will reduce the heat in the entire facility which would be a great benefit for all of the patrons, especially at the many full-house events that occur over the course of the year (Christmas Concerts, Dance Recitals, HATS Productions, Stettler Variety Showcase performances, School Productions and the Town of Stettler Remembrance Day Service to name a few).

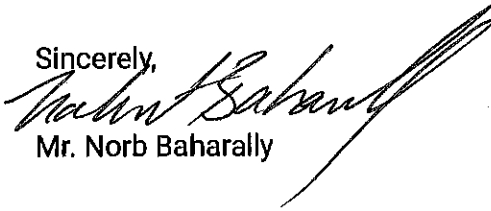
LED fixtures are more expensive to purchase than tungsten fixtures but you do receive some extra benefits in the functionality of the LED fixtures. One of the greatest benefits of LED stage lighting fixtures is that colored LED stage fixtures have color mixing capabilities which can provide thousands of color options. Tungsten light fixtures use gels in frames to color light, and they cannot be altered during a performance. This means you get an expanded set of color options with LED fixtures and don't have to pay for gel filters to change the color of the light, nor does anyone have to climb up into the rafters to set up new colors. There are also LED fixtures available which have the ability to move, change focus and color, and have animated gobo effects (a gobo is a pattern which can be projected).

We have recently upgraded the architectural control system for the PAC, so it is ready for handling LED lighting. We currently have 12 LED fixtures, but unfortunately they are older, low-output, limited color range fixtures.

We are appealing to the Town of Stettler for support in upgrading our lighting capabilities. The total cost to replace all of the existing lights to LED lighting is approximately \$60,000. This quote was provided by Christie Lites Sales out of Calgary. Currently, our school and Fine Arts Board does not have this kind of money. However, the full system of new LED lighting can be achieved by purchasing and installing them in phases. For example, Phase 1 cost would be approximately \$9,000 plus GST, Phase 2, \$12,000 plus GST, Phase 3, \$11,000 plus GST and Phase 4, \$28,000 plus GST. Our school and Fine Arts Board has approximately \$30,000 that we can access to be used for this LED Lighting project but we will need help from the Town of Stettler and our community to see this project right through to the end.

On behalf of our school, our community and the Performing Arts Center, thank you for your consideration.

Sincerely,



Mr. Norb Baharally

Principal

Wm. E. Hay Stettler Secondary Campus

Stettler Outreach School

Dear Brad Robbins and Town of Stettler Council,

It is my understanding that the Wm E Hay Fine Arts Board as well as the School Administration itself has approached the Town of Stettler for funding in regards to the lighting and sound/mic upgrade for the Performing Arts Center facility.

The Stettler and District Music Festival has been a long-standing user of this facility. This facility is used non-stop by the community as the booking of this facility needs to be done well in advance. This town is blessed to have such a facility in its borders. The music festival hosts several days and our culminating Grand Concert in this facility where we use the lights, sound system and stand-alone microphones. Each year we have seen the decline of these systems, as happens with all technology. Lighting and sound are huge part of the user/audience experience. The sound system helps everyone to hear and enjoy all the details happening on stage. We find with the older population it is imperative that each performer has a mic during the grand concert day; which really helps everyone to hear comfortably. I believe the microphones the Fine Arts board are looking at purchasing are around \$9000.00. As for the lighting, if these could all be changed to the LED system this would incredibly help with the overall visual experience but it also would have a residual effect of less heat being generated. Every spring/summer show has had some sort of an issue with the facility heating up, sometimes to the extremes. The heat effects the performers (fainting and puking has happened) as well as making it uncomfortable for the audiences.

The Stettler and District Music Festival writes this letter in support of the Town putting forward dollars from the Arts and Culture fund to help improve both lighting and sound systems at the PAC for the Wm E Hay Fine Arts Board.

Thank you for your consideration,



Wendy Staal

Stettler & District Chairperson

403-740-3198

Nov. 6, 2019

PFEIFFER HOUSE OF MUSIC

Stettler, AB.

Ph. 403-742-3777

pfemusic@telus.net

Attn. Darren Fleischacker

Wm. E. Hay Secondary Campus

Stettler, AB.

Hi Darren,

Please find attached quote for theatre wireless mic systems for the PAC.

Quotation #110619 for Darren Fleischacker

Re: Wireless Mic Systems for PAC Theatre and Mic antenna system:

4 x Shure BLX1-H9 Bodypack transmitters with TA4F Connector

(to add to existing handheld systems in place) Reg. \$239. @ Spec. \$199. = \$796.

4 x WL93 Black Omnl Lavalier Microphone Reg. \$135. @ Spec. \$115. = \$460.

(also available in tan)

8 x BLX14R/W93-J10 Shure Omni dlrectional Wireless Lavalier

System with WL93 mic

(584-608 Mhz away from gym systems, and Audio Technica mic)

Reg. \$725. @ Spec. \$579. = \$4632.

2 x UA844+SWB Shure 5 way Active Antenna System w/ power

Supply (this can support up to 5 wireless receivers so this is why you

Would need 2 of these systems) Reg. \$893. @Spec. \$719. = \$1438.

Cont'd./

2 x UA825 Shure Coaxial RG58 Antenna cable -25' (can do 50' as

Well if longer length is needed). @ \$79. = \$ 158.

2 x UA874US Active Directional Antennas Reg. \$571 Spec. @\$471. = \$942.

SUBTOTAL	\$ 8426.00
GST	\$ 421.30
TOTAL	\$ 8847.30

To follow up from above, this quote shows the 4x BLX bodypacks (and lavs) so you can make use of their existing 4x BLX handheld receivers kits. These unfortunately aren't able to be integrated into the antenna distro system, as they don't have external antenna BNC jacks.

The quote shows the 8x BLX systems (with antenna distro / paddles). (The receivers are the BLXR ones, which are rackmountable / have external antenna jacks on them).

There are upgrades available to this system where you can move to the next series up, the QLXD (which is a digital UHF system). These have many improvements over the BLX series, some features include:

- metal bodypacks

- *removeable / replaceable antenna*
- *encrypted audio*
- *improved sound quality / reception*
- *many, many more channels can be run at once.*

For the BLX quote, the additional 8ch of mics are in J10, so that they stay away from the gym wireless mics, and the Audio Technica, just to be on the safe side of things.

Price does not include XLR microphone cables, so this would be a small additional cost. Installation cost is also extra although I would provide installation at no charge if I had a helper from the school to put in the system.

You could possibly build this system in stages over a period of a few years if this exceeds your current budget.

Please contact me if you have questions and I am happy to be of service.

Kind Regards,

Scott Pfeiffer

PFEIFFER HOUSE OF MUSIC

Cell 403-742-3777; pfemusic@telus.net

MEMORANDUM

To: Greg Switenky, CAO
From: Brad Robbins, Manager Rec & Culture
Date: December 31, 2019
Re: LiveBarn at the SRC

Background:

LiveBarn is requesting to install its proprietary broadcast streaming services in both the Blue and Red Arena's at the SRC, at no cost, to the Town of Stettler.

LiveBarn is considered a leader in amateur sports broadcasting in North America and provides venues with a fully-automated, HD Live streams and video storage solution. Their proprietary tracking system automatically follows the flow of the game. Broadcasts are available via desktop and mobile browsers in addition to the LiveBarn iOS app.

Why?

- Never Miss a Moment - More and more parents/relatives are working away from home and LiveBarn provides opportunity for them to watch their athlete either live or on-demand.
- Hassle Free – LiveBarn has the ability for its camera's to "Wake Up" and "Go to Sleep". Additionally, venue has control of the system and the ability to specifically "Black-out" activity in venue as they wish.
- Players/Coach/Official Development – Games are stored for 30 days with the ability to download 30 min segments or 30 sec plays allowing player and official instruction post game. There is also a tagging and editing software to be launched in 2020.
- Unique User Experience – Users can choose tracking that automatically follows the flow of the game or control camera with panoramic view, zoom or 180 controls.
- Security and Accountability – Cameras can be used to assist with in venue security and surveillance with Live broadcast and on-demand video archives. System also increases accountability of game participants, coaches and spectators.

Budget Impact

LiveBarn is provided to the facility at no cost. This includes the initial installation, marketing, on-going ISP charges, product development and customer service.

The Town of Stettler (SRC) will be responsible for providing 2 TV screens inside lobby at a location of our choosing and will also be responsible for assuming the cost of electricity for the components installed in connection with the agreement.

There is a revenue generation component, for the Town of Stettler (SRC). When users use the unique code offered through the SRC to become a member, LiveBarn will pay the Town of Stettler (SRC) thirty percent (30%) of the revenues generated from those memberships over the lifetime of the membership. Payments are made to the host venues one a quarterly basis. While we do not anticipate this to be a significant revenue stream it will assist with minor administration requirements that may be required from time to time and justify the venue and its internal partners to assist in marketing the system in their venue.

Current Venue's in Alberta

- Beiseker
- Chestermere
- Cochrane (2)
 - Cochrane Arena
 - Spray Lakes Sports Centre
- Sylvan Lake
- Viking
- Calgary (6)
 - Crowchild Twin
 - Northeast Sportsplex
 - Lake Bonavista
 - Springbank Park
 - Thorncliffe
 - Trico Centre

Additional Documentation:

1. Corporate Profile
2. Marketing Package
3. Agreement Template
4. Signage Sample

Live Barn



**PLAY
WATCH
SHARE**

Town of
Stettler

**LIVE & ON DEMAND
BROADCASTING**
OF AMATEUR & YOUTH SPORTING EVENTS



Download on the
App Store



www.livebarn.com

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EXECUTIVE SUMMARY

LiveBarn: Watch Amateur Hockey Live and On Demand. Anytime. Anywhere.

LiveBarn is requesting to install its proprietary broadcast streaming services, at no cost, to the both of City of Stettler Arenas in Stettler, Alberta.

LiveBarn Inc. (“LiveBarn”) is the leader in amateur sports broadcasting in North America, servicing tens of thousands of customers through partnerships with over 600 venues across North America. Our cutting-edge technology uses a proprietary tracking system that automatically follows the flow of the game. LiveBarn’s new 180° technology provides viewers with even more options than a traditional television broadcast. Broadcasts are available via desktop and mobile browsers as well as the LiveBarn iOS app. All users can download 30-second highlight clips to their mobile device or computer.

LiveBarn is installed in Ice Hockey arenas, Basketball courts, indoor and outdoor Soccer facilities and outdoor Baseball fields. We provide a comprehensive, low-cost monthly or annual service subscription offering that ensures that parents, grandparents and coaches never miss a moment of the game.



LiveBarn is provided at **no cost to the venues**; this includes initial installation, marketing, on-going ISP charges, product development, customer service and marketing. Once Live, venues are assigned – and can create additional – promotional codes to disseminate to their constituents (home teams, clubs, associations, tournament participants and visitors). These codes not only entitle subscribers to a 10% discount, but also provide a **revenue share** back to the venue when utilized. With successful marketing, LiveBarn can evolve into a significant revenue stream.

LiveBarn’s venue partners include private and public facilities, as well as both National Hockey League and American Hockey League affiliated arenas. This includes 13 NHL partners (Penguins, Kings, Islanders, Sharks, Stars, Avalanche, Hurricanes, Wild, Coyotes, Blackhawks, Blue Jackets, Predators & Jets), the Schwan Super Rink (the largest rink facility in North America with 8 sheets of ice), the American Sports Center (the largest indoor court facility in the world that features 34 volleyball courts which convert into 25 basketball courts) and the Lou Berliner Sports Park (the largest baseball/softball diamond complex).



Live Channels
1016



Live Hours Broadcast/Day
19,304



Available VOD Hours
598,424



Total Live Hours
22,606,432

COMPANY PROFILE

History

LiveBarn Inc. (“LiveBarn”) was first conceptualized in the fall of 2012, with a mission to be a global leader in the online broadcasting of youth and amateur sports. Following careful development of the required technology, LiveBarn was incorporated under the *Canada Business Corporations Act* on July 4, 2014 and remains a validly existing Canadian corporation. After implementing a successful pilot program, LiveBarn was able to expand to over 40 locations in North America, covering 8 different provinces and states by the summer of 2015. In 2016, LiveBarn expanded its coverage to more than 20 states and 6 provinces. In 2017, the company added two key US Volleyball court facilities. By March 2018, LiveBarn launched their first indoor soccer installation and outdoor baseball field.



[LiveBarn Interactive Venue Map](#)

LiveBarn now offers over 900 live channels, which produces over 19K hours of live broadcasting per day and has accumulated over 22M total hours of broadcasting.

Cutting Edge Technology & High Quality, Affordable Online Broadcasting Service

LiveBarn uses patented, cutting-edge technology to deliver Live and On Demand streaming of youth and amateur sporting events across North America. LiveBarn’s

official launch focused on amateur and youth athletes – offering parents, grandparents and coaches the opportunity to never again miss a game or practice.

LiveBarn operates on a subscription-based service model. Members pay a monthly fee of \$16.95 to watch any of the 930+ surfaces on its network. With a Premium plan (\$26.95/month), LiveBarn subscribers have the added ability to download 30-minute segments for a more in-depth analytical breakdown of practices and games or archival purposes. Discounted pricing is available if an annual plan is purchased, with an additional 10% reduction if the subscriber uses a venue promo code. LiveBarn monthly subscribers are free to cancel their service at any time with no long-term commitment.

Revenue Generation

The foundation of the venue partnership agreement is **revenue generation** created by subscriptions. The LiveBarn service is provided at **no cost** to the venues; this includes initial installation, marketing, on-going ISP charges and maintenance/replacement of initial equipment. Once Live, venues are assigned – and can create additional – promotional codes to disseminate to their constituents (home teams, clubs, associations, tournament participants and visitors). These codes not only entitle subscribers to a 10% discount of monthly rates, but also provide a revenue share back to the venue when utilized. Revenue Share checks are disseminated on a quarterly basis. With successful marketing, LiveBarn can evolve into a significant revenue stream.

Privacy and Consent

LiveBarn takes privacy concerns very seriously and has structured its services accordingly. LiveBarn's software was designed to ensure that venue partners have complete control over what content is made available to members, both Live and On Demand. Venue partners have the ability to "black out" their broadcasts at any time using a scheduling feature within the LiveBarn Admin Console. This prevents any live streaming or recording of content. Additionally, "privacy screens" can also be established by a venue with LiveBarn for any event. A privacy screen allows a venue to create a specific 4-digit code and restrict viewing access to only those subscribers to whom it has been provided. For example, if the venue and its users want to restrict viewing access to the live streaming or On Demand content for a specific event, the venue would create a code within the LiveBarn Admin Console and provide it to the specific subscriber audience (such as parents of players at a youth sporting event). When a LiveBarn member seeks to access this content, the

access code would be required or viewing access would be denied. Persons not provided with the access code would be unable to view the content. Effectively, privacy screens allow venues to control who views their events.

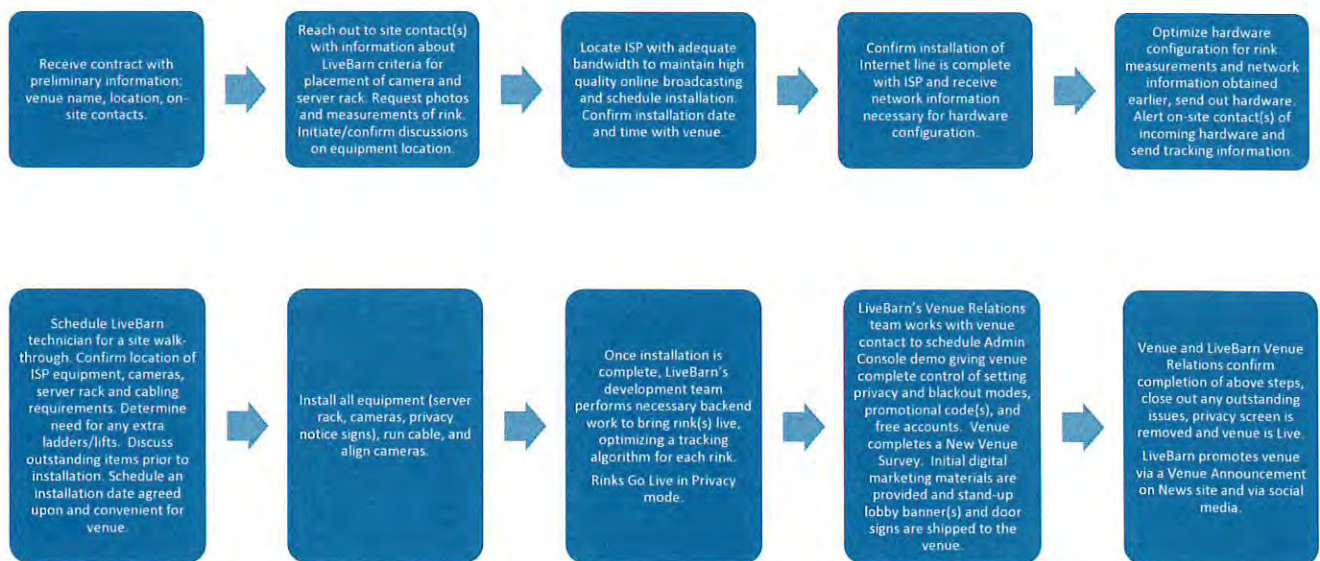
THE LIVEBARN SYSTEM

The entire process from contract delivery to Go Live takes an average of three weeks, depending most significantly on responsiveness of the venue and speed with which the Internet Service Provider (ISP) can install its line.

Process

LiveBarn has extensive experience in ensuring that venues are well prepared and supported throughout the partnership. Because of its experience, LiveBarn has established streamlined processes for assisting venues with the setup of equipment.

LiveBarn's process for onboarding new venues consists of the following steps:



Equipment

All equipment shipped and installed by LiveBarn is new, configured and shipped by LiveBarn's manufacturing department or delivered direct from LiveBarn's suppliers. LiveBarn's standard equipment installation for a venue includes cameras/camera

related equipment (mics, mounts) and accessories, internet/network related devices and power.

The LiveBarn Venue Manager can detect most hardware damage, particularly misalignments and incapacitating damage. Should this occur, LiveBarn covers the complete expense of the repair, including scheduling labor and replacement equipment, usually within 24-48 hours.

LIVEBARN ONGOING SUPPORT & OPERATIONS

Development

LiveBarn's development team is comprised of individuals experienced in software programming, algorithm design, and information technology infrastructure management, optimizing LiveBarn's operations. The development team is uniquely positioned to quickly identify and resolve any issues that may arise as they were responsible for creating and designing the original software platform. Their experience configuring over 900 surfaces with varying dimensions and environmental conditions has given them the ability to adapt to individual system settings and optimize tracking and streaming operations on any rink.

LiveBarn uses a cloud-based server to store and disseminate the recorded games. An external server maintenance company performs 24-hour physical maintenance and repairs of those systems. LiveBarn's development team maintains control of the cloud-based server tools, which allows them to diagnose connection issues, restart servers, reallocate server space and perform other operations as needed. In conjunction with LiveBarn's proprietary Venue Manager system, these tools allow LiveBarn to quickly identify and resolve issues affecting any of LiveBarn's operations.

Operations

Members of the operations team have extensive experience in general information technology infrastructure, audio/video installation and cabling, and project management. The Operations team handles on-site issues, schedules logistics and works with venue partners to diagnose, troubleshoot, and resolve technical issues. With over 850 completed installations, LiveBarn's operations team is extremely well versed on potential installation and operations challenges, the measures required to prevent foreseeable issues, and effective troubleshooting techniques leading to quick resolutions.

LiveBarn's complete network is monitored by its **Venue Manager System** which was developed in-house. Venue Manager allows LiveBarn to identify system errors in real time, from a disconnected camera, to an Internet outage (or speed and fluctuation issues), to errors in its cloud-hosting servers. In addition to receiving email alerts of errors picked up by Venue Manager, LiveBarn maintains a rotational schedule of employees who constantly monitor Venue Manager during a 6:00 am to midnight operating window. LiveBarn's initial response time for service issues is typically under 15 minutes, with resolution of the issue in most cases achieved within an hour, provided the solution does not require an on-site visit or is due to an ISP outage. Where an on-site visit is required, LiveBarn coordinates as required with the venue to ensure prompt resolution of the issue with minimum inconvenience.

Customer Support

Customer Support handles inbound inquiries from both venues and subscribers ranging from inquiries about specific venues, identifying system issues, resolving billing/payment issues and subscription management and answering questions related to blackouts and privacy codes. LiveBarn responds to all customer and venue partner inquiries, in person, usually within minutes.

Customers notify LiveBarn of any concerns or issues through a web-based form, which in turn sends an email to LiveBarn's Help Desk. Every concern or issue is tracked with an individual ticket. Once logged and ticketed, a Customer Service agent responds to the inquiry within a matter of minutes. LiveBarn investigates all complaints brought forth by users to determine whether the problem is related to LiveBarn's system, venue facilities, Internet service provider, or the user's hardware/software and uses the appropriate triage protocols to address and close the ticket. LiveBarn Customer Service also responds to individual user/device issues, venue relations questions, and requests for refunds and cancellations.

Marketing and Venue Relations

LiveBarn's marketing team works closely with each venue to ensure that the online broadcasting service is effectively marketed as required to generate subscriptions and thus revenue share. LiveBarn provides marketing and social media materials tailored to the venues needs to ensure successful deployment and maintenance of LiveBarn's service. This includes digital marketing, venue announcements, social media shares and printed marketing materials (i.e. standup lobby banners and door signs) to be displayed on site.

The Venue Relations Director provides training on the Venue Admin Console to ensure that venues understand how to implement blackout and privacy screens as well as manage any other system-related processes that may be required (in conjunction with Customer Operations and Support). They also communicate with venues on an on-going basis to ensure that LiveBarn is aware of tournaments, playoffs and special events that require additional marketing support and/or coordination with event partners.

Finally, the Venue Relations Director updates the venue on significant gains or losses of subscribers and alerts them when they will be receiving a quarterly revenue share check.

OPERATIONS TEAM

LiveBarn maintains offices in Montréal, Québec and New York City and currently employs 15 people on a full-time basis and an additional 10 people on a part-time/commission basis. LiveBarn's team demonstrate a broad range of skills and experience to provide both its venue partners and members with outstanding service. The team has in-depth experience in subject areas including software development, media, programming, video production, SaaS, marketing, sales and customer service. Individually, LiveBarn's team members have made notable achievements and contributions in other technology-related ventures, including as founders of successful Internet companies and key employees at Fortune 500 companies such as IBM and ESPN.

Ray Giroux – Chief Operating Officer

As Chief Operating Officer at LiveBarn since May of 2015, Ray's responsibilities cover a wide range of duties, from overseeing the Marketing & Operations team to making strategic decisions on the current and future direction of the company. Since joining LiveBarn, Ray has been intimately involved in every aspect of LiveBarn's business operation. Ray's expertise ranges from Customer Service to fundraising. During his tenure, LiveBarn successfully expanded from a pilot program to having over 550 partnerships and 1,000 surfaces live in under four years. In addition to this, Ray also hired, trained and continues to work closely with each member of the leadership team.

Sean Powell – Director of Venue Installations

Sean manages the installation team. While at LiveBarn, Sean has overseen the installation of 1,000+ surfaces. Sean works directly with LiveBarn’s manufacturing team and technicians to ensure all installations go smoothly.

Tom McCarter – Director of Venue Coordination

Tom is the primary point of contact for the venue once a LiveBarn installation is complete. Prior to bringing a rink live, Tom delivers the Admin Console demonstration and educates the appropriate venue contacts on how to use this tool. Tom also works with each of LiveBarn venues to identify key high-volume events, and develop a marketing action plan to maximize revenue generation. Tom coordinates and produces the numerous weekly videos that are produced for social media sharing and web publication that are a marketing differentiator for LiveBarn and drive subscriber engagement and enthusiasm. These include user submitted LiveBarn Plays of the Week, Tournament/Playoff Highlights and Games of the Week.

Kristina Young – Director of Marketing and Social Media

Kristina provides venues with a comprehensive set of marketing and social media materials to ensure a successful communication deployment of the service. This includes digital web and social media shares as well as printed materials such as stand-up banners, door signs and venue handouts. She also crafts new venue announcements and ensures publication throughout all web and social media channels. She oversees the LiveBarn News site to ensure on-going and consistent publication of web content to promote engagement of LiveBarn subscribers.

Darren Carolla – Head of Technical and Customer Support

Darren is the lead agent for LiveBarn’s technical and Customer Support & Service team. This team responds to all inquiries made through its website, including e-mail, phone, text message and social media. LiveBarn typically responds to incoming inquiries within minutes. This team is also responsible for maintaining and monitoring the systems to ensure the quality of the broadcast, using LiveBarn’s venue management software.

REFERENCES

Based on potential client requirements, LiveBarn will immediately provide references from Venue Owners and Managers, Subscribers, Tournament partners and Industry partners.

"Since we voted to use LiveBarn league-wide in 2016, it has been a huge benefit for all involved. We use LiveBarn video to ensure accountability from our coaches, players and referees – while parents and coaches use the video for enjoyment and performance enhancement. We had always been interested in live streaming, but with League games happening all over New England it was never feasible until we partnered with LiveBarn."

- Jerry Buckley, President & Commissioner, EHF

"LiveBarn has been a tremendous asset to the StarCenter rinks by allowing friends and family to be part of the hockey experience no matter where they live. This product has helped us provide a great additional value to our loyal customers."

- Damon Boettcher, Vice President Dallas Stars StarCenters

"Our LiveBarn experience to date has been tremendous, and the support from your team has far exceeded our expectations."

- Rich Hixon, President UPMC Lemieux/Penguins

"LiveBarn provided the complete end-to-end installation and service to Lake Myrtle Sports Park in time for our RussMatt 2019 Invitational. The turn-key solution, with automated smart cameras, allowed us to focus on what we do best – hosting baseball tournaments – while LiveBarn handled the rest. Live streaming is a prerequisite for any size and level of sporting events and LiveBarn seamlessly made this possible."

- Rob Sitz – President of Baseball Operations, DS Holdings

"LiveBarn has been a great addition to my indoor soccer facility. The install was quick and painless, and the marketing materials they created for me made it easy to promote the service right away. LiveBarn is simple to use and a must for parents, players, coaches. Since day one they've been true to their word. LiveBarn has indeed been completely free and on top of that I earn revenue share!"

- Ron Szczybor – General Manager, Maryland Sports Arena

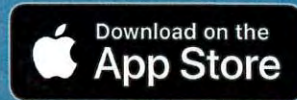
Live Barn



**PLAY
WATCH
SHARE**

Town of
Stettler

**LIVE & ON DEMAND
BROADCASTING**
OF AMATEUR & YOUTH SPORTING EVENTS



www.livebarn.com



Never miss a moment of the game.

LiveBarn provides venues with a fully-automated, hassle-free HD Live streaming and video storage solution. Parents, grandparents and friends can watch remotely from any device. Athletes and coaches are able to review footage on demand to improve player and team performance. LiveBarn is offered at no cost to the facility and comes with a built-in revenue share program with a proven monetization model through our subscription-based service.



1016
Live Channels



19,304
Live Broadcast Hours/Day



598,424
Available On Demand Hours



22,606,432
Total Live Hours Broadcast to Date

SUBSCRIBER BENEFITS



Never Miss a Moment

Watch fully automated HD Live & On Demand broadcast from anywhere, at any time, on any device.



Choose How to View

Choose tracking that automatically follows the flow of the game or control camera with panoramic view, zoom or 180 controls.



Watch Any Venue

View games and practices from the ever-expanding network of LiveBarn-installed facilities.



Share Highlight & Save Games

Share highlights via social media and email via Monthly subscription. Save video for personal archive or analyze plays to improve team/player performance.



Efficiently Scout Teams & Players

Leverage the ability to watch multiple teams and players from any LiveBarn venue at your own convenience.

VENUE BENEFITS



Revenue Generation

Generate profit through a proven monetization model via a generous revenue share program.



Hassle Free Camera

Eliminate scheduling of individual events or worrying if system is ON. Cameras automatically "wake up" and "go to sleep."



Access Restriction

Control access to online feeds by creating Blackout or password-protected Privacy Sessions.



Accountability & Incident Review

Increase accountability for everyone including Coaches, Athletes and Parents with Live broadcast and On-Demand video archives.



No Hidden Fees

Pay nothing. Zero costs means zero cost. No additional fees for installation, ISP, cloud storage, usage or maintenance.

For more information, contact venues@livebarn.com



A turnkey solution for all sports venues.

Venues are provided with any and all necessary assistance including: installation, maintenance, end-to-end branded marketing deliverables, operational support and Customer Service.

<u>FEATURE</u>	<u>CURRENT SERVICE</u>	<u>PLANNED 2020</u>
4K capable camera with HD streaming of all events (games and practices)	✓	
Cloud management and storage (VOD available for 30 days)	✓	
Complete broadcast control via password protected viewing	✓	
Access to entire LiveBarn Network of hundreds of venues	✓	
Proven revenue share and monetization model	✓	
TV for Live & On Demand streaming from venue restaurant or lounge	✓	
Clip 30-second plays on desktop or mobile and save to camera roll or files	✓	
Download 30-minute segments for coaching and archival purposes	✓	
LiveBarn iOS App with favorited venues, pan & zoom, sharing	✓	
Share highlights via social media, email and text	✓	
Live & On-Demand tagging and editing software		✓
Automated game analysis		✓
Auto-generation highlights/Live highlight clips		✓
In-venue replay system with live rewind		✓



"Since we voted to use LiveBarn league-wide in 2016, it has been a huge benefit for all involved. We use LiveBarn video to ensure accountability from our coaches, players and referees - while parents and coaches use the video for enjoyment and performance enhancement. We had always been interested in live streaming, but with League games happening all over New England it was never feasible until we partnered with LiveBarn."

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"LiveBarn has been a great addition to my indoor soccer facility. The install was quick and painless, and the marketing materials they created for me made it easy to promote the service right away.

LiveBarn is simple to use and a must for parents, players, coaches. Since day one, they've been true to their word. LiveBarn has indeed been completely free and on top of that I earn revenue share!"

- Ron Szczybor - General Manager, Maryland Sports Arena



1010 Sainte-Catherine, Suite 1100 - Montreal, Quebec H3B 5L1

DATE:

BETWEEN: LIVEBARN INC. ("LiveBarn")

and

("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Ice Rink Sheet described in the attached Schedule "A" (each being an "Ice Rink Sheet") a fully automated sports broadcasting system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Broadcast Service");

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE BROADCAST SERVICE

1.1 LiveBarn shall, at its own expense, install and maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Broadcast Service in regards to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal broadcast quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one advertising management box adjacent to a TV screen that is provided by the Venue. The LiveBarn advertising management box will continuously display a combination of LiveBarn highlights and a Live feed, as well as additional

information, including Venue Owner's own unique code described in Subsection 1.5.

1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.

1.4 All content broadcast using the Automated Online Broadcast Service, including the video and audio relating to all sports and recreational activities occurring on each Ice Rink Sheet (collectively, the "Content"), will be made available to LiveBarn's subscribers on a monthly subscription basis, subject to sections 1.7 and 1.8 below. LiveBarn will determine the pricing for its offerings of the Automated Online Broadcast Service. From time to time LiveBarn may provide a free trial at its discretion.

1.5 Revenue generated from the Automated Online Broadcast Service will be the property of LiveBarn; however, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay Venue Owner thirty percent (30%) of the revenues generated from these memberships over the full lifetime of these memberships - until such membership is discontinued. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. This code will track the memberships generated by Venue Owner on a quarterly basis. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter together with a corresponding revenue statement, and this revenue share distribution will commence upon Venue Owner achieving an average total of 20 code subscribers per month (from amongst all its codes - 60 total) per Ice Rink sheet, in a calendar quarter. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.

1.6 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to broadcast the Content for all purposes and in any manner it determines in its sole discretion, including by providing its broadcast signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the Automated Online Broadcast Service, subject to sections 1.7 and 1.8 below.

1.7 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner in its discretion to "blackout" any particular dates or time periods from being broadcast on any selected Ice Rink Sheet (the "Blackout Restrictions").

1.8 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any

broadcasts from its Venue to a pre-selected potential audience for privacy purposes.

1.9 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.

1.10 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

2.1 The term of this Agreement commences on the date hereof and continues until the six year anniversary of the Latest Install Date (the "Term"), and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.

2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.

2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.

2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for a period of six (6) years from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to broadcast Content from each of the Ice Rink Sheets using an automated (without individuals operating cameras) online broadcasting system. For greater certainty, the said exclusivity shall apply for the six (6) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Broadcast Service and that LiveBarn would not have entered into this

Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.

3.3 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Subsection 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

4 SUPPLY OF AUTOMATED ONLINE BROADCAST SERVICE

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Broadcast Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Broadcast Service.

4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Broadcast Service upon giving Venue Owner notice. This would occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.

4.3 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Broadcast Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.

4.4 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue. Venue Owner will be responsible to supply such person when necessary.

5 NOTICE TO PUBLIC

5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Ice Rink Sheet, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during

its initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn broadcasting at the Venue and requiring such parties to notify all their users of the Venue of this.

6 MARKETING

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue's best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with Venue Owner's unique code described in Subsection 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use their facility.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

7 GENERAL

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn hereby represents that it maintains \$2,000,000 of General Liability Insurance, \$2,000,000 in Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will become a Certificate Holder, with its name and location included in such insurance policies.

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, martin@livebarn.com and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties, and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the State of New York. Any disputes shall be heard in the courts of the City of New York.

7.10 Each party shall keep the terms contained herein confidential and neither of its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.

7.11 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.



VENUE AGREEMENT

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.

Per: _____

VENUE OWNER

Per: _____

Print Name:

PLEASE FILL OUT SCHEDULE A

Venue Name and Address:

Primary Contact - Venue General Manager or Decision Maker:

Name:

Work Number:

Cell Phone:

Email Address:

Name of Each Rink:

(i.e. Rink #1 or Main Rink)

Secondary Contact or On-Site Manager:

Name:

Work Number:

Cell Phone:

Email Address:

Venue Marketing Contact:

Name:

Work Number:

Cell Phone:

Email Address:

Venue Technical Contact:

Name:

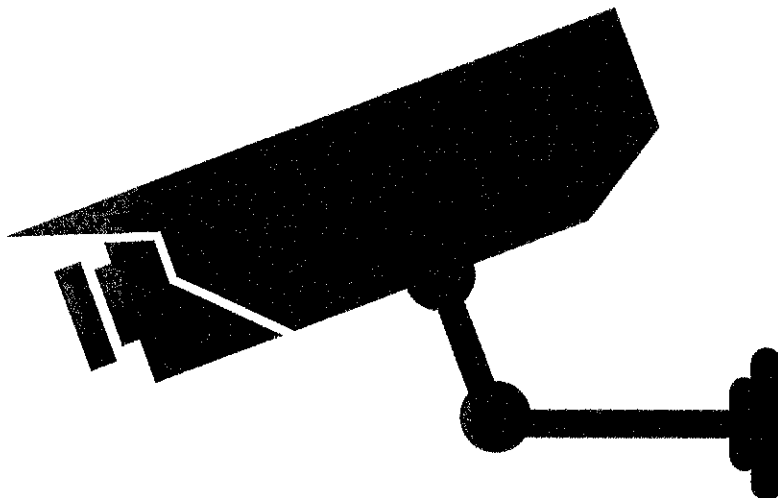
Work Number:

Cell Phone:

Email Address:

PUBLIC NOTICE

This venue is monitored by video cameras for security, safety and commercial purposes, including the online broadcast of events herein. All participants and patrons waive any claim relating to the capture or public transmission of his/her participation while at the venue.



MEMORANDUM

To: Greg Switenky
From: Leann Graham
Date: December 31, 2019
Re: Alberta Community Partnership Grant Application



Background:

The Alberta Community Partnership is accepting Grant Applications for Intermunicipal Collaboration projects including development of regional land use plans and service delivery frameworks. The Town and the County have previously completed a Red Willow Creek Basin Study and a Master Servicing Study under a similar grant program. Following the completion of these studies it was always intended to complete a review of the Intermunicipal Development Plan (IDP) followed by a new South East Area Structure Plan (SE ASP).

The process of developing a new SE ASP cannot begin until the completion of a routine review and amendment to the IDP as the area is completely within the IDP boundary and includes property within both municipal jurisdictions (see attached). The completed Master Servicing Study and a Red Willow Creek Basin Study will be incorporated into the IDP amendment and New SE ASP.

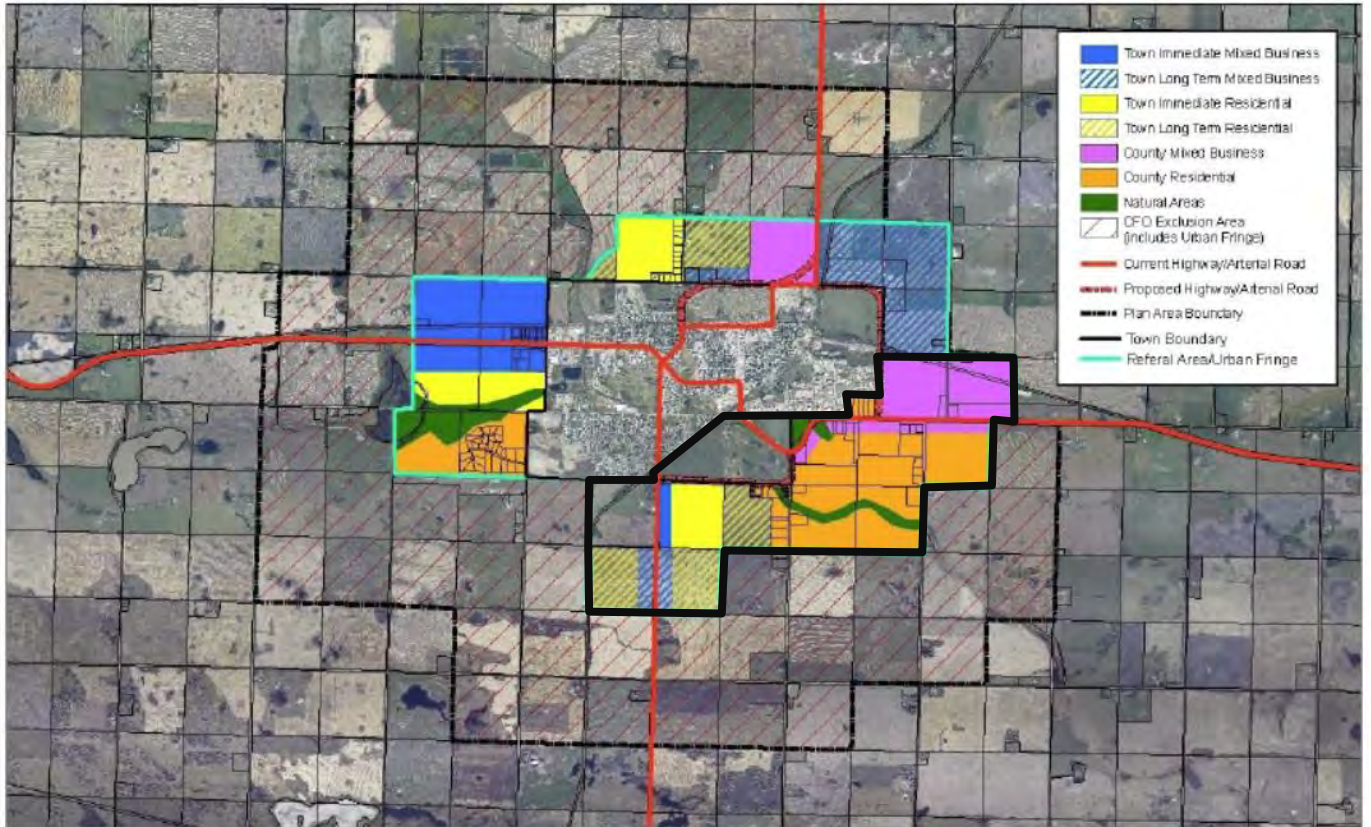
As a part of the ACP Grant Application we must provide a council resolution or motion from both participating partners to confirm the project commitment and involvement. Jacinta Donovan will be taking a similar request to County Council on January 14, 2020. And the completed application will be submitted prior to the January 20, 2020 deadline.

Recommendation:

Administration respectfully recommends that Town of Stettler Council make a motion in support of the Town's involvement in a review and amendment to the Town and County Intermunicipal Development Plan followed by a New South East Area Structure Plan and designate the Town of Stettler as the managing partner for the project under the Alberta Community Partnership Grant requirements.



Stettler IDP Vision



0 500 1,000 2,000 3,000 Meters
Scale: 1:45,000

Please note that the land use boundaries are only exact when they are coterminous with the quartersection boundaries.

Provided by the County of Stettler No.6
Cartographer: Benjamin Ansaldo
November 2, 2009
Photography 2007

TOWN OF STETTLER

Prepared by: Corporate Identity Committee Number: II-7(i)
Adopted by: Town of Stettler Council Original Policy: 1997 05 06
Previous Policy: 2001 07 17
Current Policy: 2020 01 07

Title: Employee Code of Ethics

Purpose:

- 1 To encourage ethical conduct by outlining expected behavior standards.
- 2 To discourage unethical conduct by outlining potential consequences.
- 3 To encourage employees to bring forward ethical concerns in the public interest.

General Statement: Observe the highest ethical standards in the performance of their duties and shall put public interest above individual, group, or special interest and consider their occupation as an opportunity to serve society.

Policy Statement:

Employees follow Town ethical standards and serve the interests of The Town and its citizens when carrying out the financial and operational duties of The Town by:

- (1) respecting and maintaining the confidentiality of information received in the course of their duties;
- (2) conducting The Town's business in compliance with all laws, regulations, and other legal requirements;
- (3) avoiding situations where a private or personal interest of an employee conflicts with the interest of The Town, including when a private or personal interest could reasonably appear to influence the objectivity or impartiality of work-related decisions. Otherwise, employees must disclose and seek direction from their supervisor regarding potential conflicts of interest;
- (4) not accepting substantial or frequent gifts, discounts, or hospitality, which could reasonably be perceived to influence

a business decision. Employees can accept gifts, discounts, or hospitality considered usual business practice, as long as they transparently report to their supervisor any value received greater than \$50;

- (5) not using Town property or purchasing items on behalf of the town for personal benefit;
- (6) not influencing or seeking to influence the hiring of friends or relatives; Disclosure to and involvement of the CAO is required should a friend or relative be considered for hiring, discretion is provided to the CAO in this regard.
- (7) not using confidential or "insider" Town information for personal benefit;
- (8) avoiding off-duty conduct, including on-line activity, that could harm or damage The Town's reputation, interfere with the employee fulfilling the employee's work responsibilities, or reasonably lead to refusal, reluctance, or inability of other employees to work with them.
- (9) not knowingly making false or misleading statements or allegations;
- (10) exercising diligence to prevent, detect, and report suspected fraud; and
- (11) bringing forward ethical concerns or reporting questionable conduct involving other Town employees or persons conducting business with The Town.

In addition to the above, there are a number of specific items for Employees to be aware of relative to following Town ethical standards:

1. Outside Employment

A Town employee may take additional employment including self-employment, unless this additional employment:

- a) Causes an actual or apparent conflict of interest;
- b) Is performed so that it appears to have been performed on behalf of the Town;
- c) Interferes with the performance of the employee's duties for the Town;
- d) Involves the use of Town facilities or equipment including telephones;

- e) Involves an activity related to this additional or self employment which is carried out during Town working hours;
- f) Involves activities which must be undertaken during business hours, in which case the employee must use vacation time, which will require approval.

2. Criminal Offenses

- a) Employees charged and/or convicted with a criminal offense will have their employment reviewed by the Town Manager and may face suspension or loss of employment.

3. Political Activity

- a) The Employee shall not actively campaign for a political candidate during working hours.
- b) Employees shall not campaign for a person seeking office as a Councillor or Mayor.
- c) Employees wishing to run for political offices may seek a leave without pay which shall be at the Town Manager's discretion.
- d) Employees elected to the Legislative Assembly, the House of Commons or Town of Stettler Municipal Council shall resign their position with the Town. Any Employees elected to a municipal office other than the Town of Stettler, School Board or Hospital Board shall not allow the interests of the elected body to conflict with the Town of Stettler.

Employees are expected to exercise sound judgment, and to be guided in their actions at all times by a sincere intent to be honest, forthright, and ethical in performing their duties and fulfilling their employment responsibilities. It is not possible to document all possible ethical concerns that could arise in the course of employment. Therefore, employees should seek guidance from their supervisor or Human Resources if they have any doubt about how this policy would apply in specific situations.

Employees face appropriate employer action when not following Town ethical standards, which may include disciplinary consequences up to and including termination, claims for restitution or reimbursement of losses, and/or referral to legal prosecution.

Employees with ethical concerns have reporting options available to them and are supported and protected from reprisal/retaliation,

even if the reported concerns are later found to be without merit, as long as employees acted honestly and in good faith in bringing forward concerns.

Options for reporting include the ability to report serious allegations anonymously.

Penalties and Appeals

This Code of Ethics is an integral part of an Employee's terms and conditions of employment. Failure by an Employee to comply with this code will result in corrective and/or disciplinary action being taken by the Town of Stettler. This may include a reprimand, suspension or dismissal.

When an Employee feels the corrective and/or disciplinary action taken by the Employer is excessive or unjust, the Employee may:

- grieve the action through the normal procedure in the respective Collective Agreement for bargaining unit members.
- appeal the decision and for non-union Employees the appropriate sections of the current Collective Agreement would be used for guidance purposes.

Definitions:

Fraud: An act committed by one who, by deceit, falsehood, or other fraudulent means, whether or not it is a false pretense, defrauds, or attempts to defraud The Town, whether ascertained or not, of any property, money, or valuable security, or any service. Fraud will typically involve the use of a dishonest act or omission in an attempt to gain some personal benefit or advantage, but can also include the abuse of authority, assigned to or entrusted upon an individual by The Town, to achieve an improper end.

Reprisal/Retaliation: Oral or written reprimand, suspension, termination, loss of advancement opportunities, change in duties, reduction in pay, change in reporting structure, change in work location, harassment, threats, coercion, interference, or intimidation, directed at an Employee because the Employee had, in good faith, made a report, or participated in an investigation, proceeding, or hearing with respect to a suspected violation of any Town Policy, Procedure, or other rule/expectation respecting the conduct of employees.

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	XIV-4
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2020 01 07
		<u>Previous Policy:</u>	N/A
		<u>Current Policy:</u>	2020 01 07

Title: Organizational Communication

Purpose: To establish roles and protocols for the organizational communication of Town of Stettler employees and to align the brand and tone of the Town's public presence.

Policy Statement:

Social Media

Roles

Employees involved in the development and maintenance of the Town of Stettler's social media pages are responsible for building a strong online presence that reflects the Town's identity. All employees who have access to a Town of Stettler or Stettler Recreation Centre social media channel must receive social media training and agree to partake in future training as the need arises.

1. Corporate Communications Coordinator

Develops, monitors, and posts content on the Town of Stettler social media. Provides back up to the Stettler Recreation Centre social media pages.

2. Parks and Leisure Office Supervisor

Develops, monitors and posts content on the Stettler Recreation Centre social media. Provides back up to the Town of Stettler social media pages.

3. Social Media Administrators

Develops content for the Town of Stettler or Stettler Recreation Centre social media channels and sends to the Corporate Communications Coordinator or Parks & Leisure Office Supervisor to be shared.

- The Director of Operations will be maintained as an administrator for operational urgent after-hours situations.
- The Aquatic Supervisor will be maintained as an administrator Aquatic Centre matters outside of Parks & Leisure office hours.

Non – Administrators

An employee who wishes to have a post made to a Town of Stettler or Stettler Recreation Centre social media account but does not have permission to access the page may submit a *Social Media Post Request Form* (Appendix i).

Accounts

Information posted on behalf of the Town of Stettler should be convenient for residents to locate; therefore, the number of social media accounts that the Town maintains should be limited. The accounts that are currently approved are:

1. Town of Stettler
2. Stettler Recreation Centre

It is prohibited to create a new social media page that claims affiliation to the Town of Stettler without the express permission of the CAO. A request for the creation of a new social media account may be done by completing a *Social Media Account Request Form* (Appendix ii) with the recommendation of the Corporate Communications Coordinator.

Personal Use/External Agency Use

Every employee of the Town of Stettler is perceived as an ambassador of the organization, both on and off duty. It is crucial to acknowledge the difference between personal and professional social media use. For more information on the appropriate use of personal social media and online public forums, please see the Town of Stettler Employee Code of Ethics.

Engagement & Messaging

Comments, likes, shares, private messages, and other forms of digital interaction are equally important to original posts. When engaging with users, please adhere to the following:

- Comments involving questions should be responded to promptly and professionally. If the administrator is unsure of the correct answer, consult the appropriate Department Head before responding.
- Avoid slang and jargon; maintain a professional tone, but explain concepts using layman's terms.
- If a comment thread extends beyond one Town of Stettler response, offer to continue the conversation via phone or e-mail.
- Comments that target individual employees, employ harassment tactics, or contain inappropriate language will not be tolerated. The Town of Stettler reserves the right to remove hostile or vulgar comments.
- Treat every online conversation with respect, regardless of the quality of the comment or message.
- Messages or comments sent to the Town of Stettler or Stettler Recreation Centre pages are to be responded to during operating hours only, except in the case of an emergency.

Posting & Creating Content

Posts shared to the Town of Stettler and Stettler Recreation Centre social media accounts should highlight happenings at each organization using a professional and friendly tone. All posts made to the Town of Stettler Facebook page must be facilitated through the Corporate Communications Coordinator, and posts made to the Stettler Recreation Page must be facilitated through the Parks and Leisure Office Supervisor.

- Content is not to be created or shared to social media on behalf of outside organizations or events. If the Town or Stettler Recreation Centre is directly involved in an event, that involvement may be promoted.

- Although different administrators may manage the same channel, a page should portray one, clear voice. Aim to maintain a similar tone and vocabulary to the page's main administrator.
- All posts must be edited for spelling and grammar before posting.

Legality

Content shared to social media must respect:

- FOIP
- Intellectual Property Legislation
- Canadian Anti-Spam Legislation
- Terms & Conditions of the channel

Public Engagement

Through all available mediums of communication, the Town of Stettler aims to provide communication that is accurate, concise, and courteous.

Mediums

The Town of Stettler acknowledges that different demographics have varying preferences for receiving communication and news, and will offer a variety of communication channels based on the diverse needs of residents.

Concerns & Inquiries

Questions or concerns received within working hours will be promptly and accurately answered. If the recipient of the concern or question is unable to address the issue properly, they are to forward the inquiry to the appropriate Department Head.

Public Discourse

Employees will not speak in a disrespectful manner regarding other employees, members of Council, Town of Stettler business associates, or the Town of Stettler;

Employees will not divulge sensitive or confidential information to members of the public;

Employees will not discuss personal opinions on Town-related matters or figures with members of the public;

Employees may invite members of the public to contact the appropriate Department Head during operational hours in response to questions, complaints or comments received outside of working hours.

Media Relations

The Town of Stettler acknowledges the importance of a strong and transparent relationship between the municipality and media. The Town of Stettler aims to provide timely, accurate and relevant information to the media for the overall benefit of residents.

Spokespeople (Reactive Media Relations)

Not every employee of the Town of Stettler is an authorized spokesperson; only authorized spokespeople may speak on behalf of the Town of Stettler.

General inquiries from members from the media should be directed to the Corporate Communications Officer. Specific inquiries may be referred to the appropriate Department Head.

Statements made to the media are not to include personal perspectives in the case that the opinion conflicts with the official position of the Town of Stettler.

News Releases (Proactive Media Relations)

Town-related news, decisions or events may be promoted through news releases. News releases are to be created and distributed through the Corporate Communications Coordinator. Any requests or suggestions for a news release are to be sent to the Corporate Communications Coordinator.

Contentious Topics

In the case of a media request regarding a controversial matter, the Corporate Communications Coordinator is to

collaborate with the CAO and relevant Department Heads to develop an inclusive statement.

Emergency/Disaster Management

In the case of an Emergency, the Public Information Office will act as the primary media and public liaison.

MEMORANDUM

Date: December 31, 2019

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services
Ivan Wilford
Transportation Foreman

Re: Recommendation of Award of 2020 Snow Blower RFP

History:

Approved 2019 capital budget is \$180,000 to purchase a new Loader Mounted Snow Blower.

Summary of RFP's received on December 5, 2019:

RFP's were sent out for a new 2020 loader mounted snow blower including many standard and some optional specifications.

3 proposals were received. Administration completed a pre-qualification of all models to determine which met the specified criteria. At this point, only 2 proposals met the minimum specifications. Staff travelled to view both qualifying models for evaluation.

The following proposals were evaluated:

Company Name	Brand/ Model	Base Price	Hydraulically operated tilt chute	Hard Surfacing chute and drum	Color display screen	Total
Falcon Equipment Ltd.	LaRue D50	154,000	5,700.00	included	included	\$159,700.00
Industrial Machine Inc.	RPM 220	145,880	8,010.00	8,094.85	2,140.00	\$164,124.85
Tenco Inc.	Tenco TCS 202	Did not meet specifications				

Evaluation of Machines:

Demo units were made available by Falcon Equipment Ltd. and Industrial Machine Inc. All units were evaluated on individual components such as serviceability, visibility, stability, ergonomics, chute placement, noise and overall quality of machine.

Both machines are quality units meeting all specifications with similar evaluations and pricing. The Larue is the preferred machine because of serviceability. Both mechanic's evaluation showed access and component location was preferable for the Larue. Operators noted the Larue was a quieter machine with a more robust loading chute with thicker metal in the front augers. Both machines have a one year warranty on the blower and two years on the engine.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the purchase of the 2020 Loader Mounted Snow Blower to Falcon Equipment Ltd., including the hydraulically operated tilt chute for a total purchase price of \$159,700, excluding gst. Funding provided by the 2019 Capital Budget.

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74233
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Auto Xtras Ltd.	74233	2019-12-20	\$177.75

Invoice Description	Invoice Number	Invoice Amount	
Fire Husky Xact Fit Floor LLine	802216	\$177.75	

Big Hill Services Ltd.	74234	2019-12-20	\$5,209.35

Invoice Description	Invoice Number	Invoice Amount	
SRC & Park 2 Outdoor Rink Nets	25765	\$5,209.35	

Broadport Canada Inc.	74235	2019-12-20	\$6,336.75

Invoice Description	Invoice Number	Invoice Amount	
Annual Web License & Hosting	1476	\$6,336.75	

Corspraying	74236	2019-12-20	\$1,557.06

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trsf Stn/Seweer Rodent	201946	\$1,557.06	

County of Stettler	74237	2019-12-20	\$768.75

Invoice Description	Invoice Number	Invoice Amount	
Emergency REsponse #19-130	IVC031039	\$768.75	

Desert Planters	74238	2019-12-20	\$4,998.29

Invoice Description	Invoice Number	Invoice Amount	
HBC - 8 Planters	2019-900-644 A	\$4,998.29	

GP Concrete Services	74239	2019-12-20	\$7,875.00

Invoice Description	Invoice Number	Invoice Amount	
Sidewalks - Remove & Replace	058	\$7,875.00	

Magee, Harry	74240	2019-12-20	\$2,600.00

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns Clay for Shop Supply	752601	\$2,600.00	

MPE Engineering Ltd	74241	2019-12-20	\$14,112.17

Invoice Description	Invoice Number	Invoice Amount	
WTP Eng Serv 400 mm Valve Cham	4360-001-00-05	\$14,112.17	

Stettler Independent	74242	2019-12-20	\$68.25

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC Newspaper Subscription	2020		\$68.25
Supply Co.	74243	2019-12-20	\$630.38
Invoice Description	Invoice Number	Invoice Amount	
Fire 8 -Hand Held Paddles	INV59		\$630.38
	Total Cheques		\$44,333.75

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74244
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Campbell, Al	74244	2019-12-27	\$87.50

Invoice Description	Invoice Number	Invoice Amount	

Council Travel & Subsistence	2019.12.17	\$87.50	

Dave's Electric	74245	2019-12-27	\$2,220.73

Invoice Description	Invoice Number	Invoice Amount	

Fire Joint Repair Floursecent	1209	\$316.51	
Fire Joint Wire Aerial bay fan	1210	\$1,236.12	
Fire Joint Repair Fluorescents	1211	\$549.97	
Fire Joint Hang Fans	1212	\$118.13	

ElectroGas Monitors Ltd.	74246	2019-12-27	\$241.50

Invoice Description	Invoice Number	Invoice Amount	

Fire Joint 1 Calgas Quad Gas	SO-1409	\$241.50	

Motion Canada	74247	2019-12-27	\$41,282.22

Invoice Description	Invoice Number	Invoice Amount	

Fire Joint 5 Sets Pants & Tail	AB39-334780	\$20,641.11	
Fire Joint 5 sets Pants & Tail	AB39-334877	\$20,641.11	

Receiver General for Canada	74248	2019-12-27	\$41,484.84

Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP26-19	\$32,179.27	
Town Tax Remittance	PP26-19.	\$7,975.91	
BOT Tax Remittance	PP26-19.BOT	\$1,329.66	

Town Trophy & Gifts	74249	2019-12-27	\$12.60

Invoice Description	Invoice Number	Invoice Amount	

HBC Walk N Roll Trophy Plaque	15233	\$12.60	

Total Cheques			\$85,329.39
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74250
Cheque Date	First	Last		74251

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
County of Stettler	74250	2019-12-31	\$29,707.97

Invoice Description	Invoice Number	Invoice Amount	

Fire Village Agreements SVRS	IVC031078	\$8,193.72	
Fire Village Agreements SVWS	IVC031080	\$17,943.80	
Fire Village Agreements Gadsby	IVC031081	\$3,570.45	

Just Safety Supplies & Service	74251	2019-12-31	\$20.00

Invoice Description	Invoice Number	Invoice Amount	

Clearing Gloves CR#254111	5927	\$20.00	

	Total Cheques		\$29,727.97

			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-12-17	2019-12-17		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Accu-Flo Meter Service Ltd.	EFT0001935	2019-12-17	\$14,817.60

Invoice Description		Invoice Number	Invoice Amount

Water 28 5/8 E-Coder 2-1" Code		88033	\$14,817.60

Alberta Animal Services	EFT0001936	2019-12-17	\$13,617.38

Invoice Description		Invoice Number	Invoice Amount

Bylaw Nov Enforcement		11809	\$13,617.38

Alberta One-Call Corporation	EFT0001937	2019-12-17	\$75.60

Invoice Description		Invoice Number	Invoice Amount

Water Trans Nov 1st Calls		IN155523	\$75.60

AMSC Insurance Services Ltd.	EFT0001938	2019-12-17	\$327.74

Invoice Description		Invoice Number	Invoice Amount

Trans - Unit #117 Insurance		35829	\$11.49
Stettler Variety Showcase Ins		35828	\$316.25

APEX Supplementary Pension Pla	EFT0001939	2019-12-17	\$385.17

Invoice Description		Invoice Number	Invoice Amount

Supplementary Pension Plan Tr		PP25-19	\$385.17

Apple Fitness Store Ltd.	EFT0001940	2019-12-17	\$1,391.25

Invoice Description		Invoice Number	Invoice Amount

Fitness Area Concept II Model		IN000000473	\$1,391.25

Baharally, Charlene	EFT0001941	2019-12-17	\$61.78

Invoice Description		Invoice Number	Invoice Amount

Fitness Area Bldg Repair Mater		2019.12.04	\$61.78

Stettler Regional Board of Tra	EFT0001942	2019-12-17	\$4,550.00

Invoice Description		Invoice Number	Invoice Amount

Employee Recognition Policy		1326	\$4,550.00

Canadian Union of Public Emplo	EFT0001943	2019-12-17	\$742.50

Invoice Description		Invoice Number	Invoice Amount

Union Dues		PP25-19	\$742.50

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Capital H2O Systems Inc.	EFT0001944	2019-12-17	\$152.25

Invoice Description	Invoice Number	Invoice Amount	
WTP Evaluation Fee	16470	\$152.25	

Central Sharpening	EFT0001945	2019-12-17	\$189.00

Invoice Description	Invoice Number	Invoice Amount	
SRC Sharpen Ice Knife	28024	\$189.00	

ClearTech Industries Inc.	EFT0001946	2019-12-17	\$3,825.06

Invoice Description	Invoice Number	Invoice Amount	
Pool Chemicals & Container Dep	815021	\$3,879.96	

Commercial Truck Equipment Cor	EFT0001947	2019-12-17	\$4,954.29

Invoice Description	Invoice Number	Invoice Amount	
Fire Rescue Switch & Freight	CA-0004531600	\$388.63	
Fire Rescue Unit Replace Circu	CA-0004532264	\$4,565.66	

Digitex Canada Inc.	EFT0001948	2019-12-17	\$121.50

Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopies 11.4-12.3	IN605918	\$121.50	

Dodd, Sonia	EFT0001949	2019-12-17	\$170.00

Invoice Description	Invoice Number	Invoice Amount	
Admin RUSA Conference	2019.12.06	\$170.00	

East Central Alberta Catholic	EFT0001950	2019-12-17	\$37,031.29

Invoice Description	Invoice Number	Invoice Amount	
4th Qtr School Requisition	9322	\$37,031.29	

GT Hydraulic & Bearing	EFT0001951	2019-12-17	\$1,413.46

Invoice Description	Invoice Number	Invoice Amount	
Shop Supplies/Hydrovac Parts	000-324096	\$622.16	
Parks/Trans/Water Asso Filters	000-324238	\$791.30	

Heartland Auto Supply	EFT0001952	2019-12-17	\$1,692.49

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Ratchet	001-432090	\$45.79	
Fire Hi Pressure O-Rings	001-428603	\$45.85	
Shop Fuses	001-432681	\$225.71	
Shop Tools/Rubber Gloves/Tools	001-432066	\$832.28	
Trans 1/2" Bolts	001-432395	\$4.81	
Trans Headlight unit #137	001-433156	\$14.53	
Trans Wiper Blades unit #2	001-432694	\$30.74	
Trans Cord and Wire for Tree	001-434346	\$48.10	
Trans Orings & Pocket light,	001-432340	\$65.57	
Trans Elevator bolts, nuts #6	001-433312	\$23.47	
Trans bolts for Tree Fence	001-433493	\$10.16	
Trans Spring for Tree Switch	001-434296	\$4.15	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans Decorations Tie Straps	001-432993		\$1.18
Trans Wire & Tape for Tree	001-433882		\$86.63
Water Tower Gate Chain	001-434187		\$3.67
Water Battery isolater unit#73	001-431925		\$178.40
Water Hydraulic Filter unit #1	001-433565		\$12.72
Water Chainsaw oil	001-433381		\$10.23
Water Chain Saw oil	001-433477		\$11.20
Water Marking Chalk	001-434026		\$1.06
Parks Heater hose & clamps #4	001-432495		\$36.24
=====			
Heartland Express	EFT0001953	2019-12-17	\$267.45
=====			
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight from Finning	10303	\$68.54	
Trans Freight from Bob Cat	10320	\$43.01	
Shop Freight from Strongco	10342	\$37.63	
Shop & Water Trans Freight	10363	\$118.27	
=====			
Hi Way 9 Express Ltd.	EFT0001954	2019-12-17	\$91.88
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Freight from Commer	12090272	\$37.93	
Trans Freight from Joe Johnson	12077124	\$53.95	
=====			
IJD Inspections Ltd.	EFT0001955	2019-12-17	\$3,871.98
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&D April Building Permits	ST2019-11	\$3,871.98	
=====			
Joe Johnson Equipment	EFT0001956	2019-12-17	\$937.58
=====			
Invoice Description	Invoice Number	Invoice Amount	
Street Clean Bearings, shields	P31715	\$1,207.39	
=====			
King, Allan	EFT0001957	2019-12-17	\$187.06
=====			
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2019.12.05	\$187.06	
=====			
Lifesaving Society	EFT0001958	2019-12-17	\$52.02
=====			
Invoice Description	Invoice Number	Invoice Amount	
Pool 3-Bronze Medal Exam Fees	9733	\$52.02	
=====			
Maxwell, Darin	EFT0001959	2019-12-17	\$250.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns CUPE Clohting Allowan	2019.12.06	\$250.00	
=====			
McQuay, Grant	EFT0001960	2019-12-17	\$225.71
=====			
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns CUPE Clothing Allowan	2019.12.09	\$225.71	
=====			
Northstar Trucking Ltd.	EFT0001961	2019-12-17	\$2,203.98
=====			
Invoice Description	Invoice Number	Invoice Amount	
Trn Bedding Sand/Screened Rock	319035	\$2,203.98	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount															
OK Tire Stettler	EFT0001962	2019-12-17	\$1,142.70															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Shop Front Tires unit #48</td> <td>IN059156</td> <td>\$588.82</td> </tr> <tr> <td>Parks Front tires unit #75</td> <td>IN059074</td> <td>\$553.88</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Shop Front Tires unit #48	IN059156	\$588.82	Parks Front tires unit #75	IN059074	\$553.88						
Invoice Description	Invoice Number	Invoice Amount																
Shop Front Tires unit #48	IN059156	\$588.82																
Parks Front tires unit #75	IN059074	\$553.88																
Olson, Amy	EFT0001963	2019-12-17	\$843.57															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Admin MRV Management Course</td> <td>2019.12.05</td> <td>\$843.57</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Admin MRV Management Course	2019.12.05	\$843.57									
Invoice Description	Invoice Number	Invoice Amount																
Admin MRV Management Course	2019.12.05	\$843.57																
Perry, Desirae	EFT0001964	2019-12-17	\$250.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>SRC CUPE Clothing Allowance</td> <td>2019.12.02</td> <td>\$250.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	SRC CUPE Clothing Allowance	2019.12.02	\$250.00									
Invoice Description	Invoice Number	Invoice Amount																
SRC CUPE Clothing Allowance	2019.12.02	\$250.00																
R & E Elevator Ltd.	EFT0001965	2019-12-17	\$670.52															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Jnt Office Regular Maintenance</td> <td>20859</td> <td>\$303.02</td> </tr> <tr> <td>SRC Regular Maintenance</td> <td>20952</td> <td>\$367.50</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Jnt Office Regular Maintenance	20859	\$303.02	SRC Regular Maintenance	20952	\$367.50						
Invoice Description	Invoice Number	Invoice Amount																
Jnt Office Regular Maintenance	20859	\$303.02																
SRC Regular Maintenance	20952	\$367.50																
Rally Rentals	EFT0001966	2019-12-17	\$42.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Shop tips for mig welder</td> <td>23346</td> <td>\$42.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Shop tips for mig welder	23346	\$42.00									
Invoice Description	Invoice Number	Invoice Amount																
Shop tips for mig welder	23346	\$42.00																
Rural Municipalities of Albert	EFT0001967	2019-12-17	\$1,073.73															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Trans Oil & Filters unit #182</td> <td>946453301</td> <td>\$760.64</td> </tr> <tr> <td>Water Mirros unit #152</td> <td>90815529</td> <td>\$226.11</td> </tr> <tr> <td>Trans 2 Bump Signs</td> <td>1121-50015334</td> <td>\$86.98</td> </tr> <tr> <td>Water Trans Freight</td> <td>90814289</td> <td>\$184.68</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Trans Oil & Filters unit #182	946453301	\$760.64	Water Mirros unit #152	90815529	\$226.11	Trans 2 Bump Signs	1121-50015334	\$86.98	Water Trans Freight	90814289	\$184.68
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Trans 2 Bump Signs	1121-50015334	\$86.98																
Water Trans Freight	90814289	\$184.68																
Rollies Vac Systems	EFT0001968	2019-12-17	\$672.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Landfill Pumpout</td> <td>20136</td> <td>\$336.00</td> </tr> <tr> <td>Comm Hall Pumpout Grease Trap</td> <td>20143</td> <td>\$336.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Landfill Pumpout	20136	\$336.00	Comm Hall Pumpout Grease Trap	20143	\$336.00						
Invoice Description	Invoice Number	Invoice Amount																
Landfill Pumpout	20136	\$336.00																
Comm Hall Pumpout Grease Trap	20143	\$336.00																
Rowles, Marty	EFT0001969	2019-12-17	\$118.06															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>SRC CUPE Clothing Allowance</td> <td>2019.12.04</td> <td>\$118.06</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	SRC CUPE Clothing Allowance	2019.12.04	\$118.06									
Invoice Description	Invoice Number	Invoice Amount																
SRC CUPE Clothing Allowance	2019.12.04	\$118.06																
Russell Food Eq	EFT0001970	2019-12-17	\$635.55															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Comm Hall Kitchen Supplies</td> <td>1550628</td> <td>\$635.55</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Comm Hall Kitchen Supplies	1550628	\$635.55									
Invoice Description	Invoice Number	Invoice Amount																
Comm Hall Kitchen Supplies	1550628	\$635.55																
Spartan Controls Ltd.	EFT0001971	2019-12-17	\$332.70															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>WTP Probe Cable</td> <td>90107123</td> <td>\$332.70</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	WTP Probe Cable	90107123	\$332.70									
Invoice Description	Invoice Number	Invoice Amount																
WTP Probe Cable	90107123	\$332.70																

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Building Supplies Ltd	EFT0001972	2019-12-17	\$196.65

Invoice Description	Invoice Number	Invoice Amount	
SRC Building Materials	AC2110	\$127.37	
Pool Facility Lift Epoxy	AC1358	\$69.28	
Tagish Engineering Ltd.	EFT0001973	2019-12-17	\$5,885.46

Invoice Description	Invoice Number	Invoice Amount	
Roads TS00 Eng Services	17372	\$1,701.00	
Roads TS95 Eng Services	17375	\$2,619.54	
Water/Sewer TS89 Eng Services	17373	\$1,564.92	
Team Aquatic Supplies Ltd.	EFT0001974	2019-12-17	\$111.30

Invoice Description	Invoice Number	Invoice Amount	
Pool Programs Uniforms & Freig	IN126817	\$111.30	
TNT Work & Rescue	EFT0001975	2019-12-17	\$1,809.31

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 300 Bags & Freight	44599	\$1,809.31	
Trinus Technologies Inc	EFT0001976	2019-12-17	\$802.20

Invoice Description	Invoice Number	Invoice Amount	
Computer Tech Support	P354-26115	\$173.25	
Computer Anti-Virus/email Host	R48577-26295	\$628.95	
Urban Dirtworks Inc.	EFT0001977	2019-12-17	\$104,079.12

Invoice Description	Invoice Number	Invoice Amount	
TS93 57A ST Water/Sewer Replac	PP#2-2019	\$104,079.12	
Wally's Backhoe Services Ltd.	EFT0001978	2019-12-17	\$18,794.75

Invoice Description	Invoice Number	Invoice Amount	
PPC#2 TS94 Holdback Release	PPC# TS94	\$18,794.75	
WTS Manufacturing & Sales Inc.	EFT0001979	2019-12-17	\$324.34

Invoice Description	Invoice Number	Invoice Amount	
Shop Metal & Sewer Pipe for	1491	\$292.84	
Hydrovac Muffler repair materi	1504	\$31.50	
Total Cheques			\$231,389.98
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0001980
Cheque Date	First	Last		EFT0002012

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																																																																														
Action Plumbing & Excavating	EFT0001980	2019-12-24	\$1,504.93																																																																														
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Hydrovac Water Tank pipe fitti</td> <td>I024485</td> <td>\$10.75</td> </tr> <tr> <td>Water Trans Replace Sewer</td> <td>W32607</td> <td>\$560.37</td> </tr> <tr> <td>Sewer Repair town side</td> <td>W32651</td> <td>\$866.03</td> </tr> <tr> <td>Com Hall Bath Fixture Wax Seal</td> <td>I024407</td> <td>\$16.80</td> </tr> <tr> <td>Comm Hall Bath Fixture Part</td> <td>I024409</td> <td>\$24.93</td> </tr> <tr> <td>Comm Hall Bath Fixture Parts</td> <td>I024414</td> <td>\$13.45</td> </tr> <tr> <td>Lions Campground Shower Drain</td> <td>I024458</td> <td>\$12.60</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Hydrovac Water Tank pipe fitti	I024485	\$10.75	Water Trans Replace Sewer	W32607	\$560.37	Sewer Repair town side	W32651	\$866.03	Com Hall Bath Fixture Wax Seal	I024407	\$16.80	Comm Hall Bath Fixture Part	I024409	\$24.93	Comm Hall Bath Fixture Parts	I024414	\$13.45	Lions Campground Shower Drain	I024458	\$12.60																																																						
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AMSC Insurance Services Ltd.	EFT0001981	2019-12-24	\$13.23																																																																														
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Trans Rented Grader Insurance	35900	\$13.23																																																																															
Black Press Group Ltd.	EFT0001982	2019-12-24	\$246.34																																																																														
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>PR - Veterans/ P&D Dev Permits</td> <td>33815360</td> <td>\$246.34</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	PR - Veterans/ P&D Dev Permits	33815360	\$246.34																																																																								
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PR - Veterans/ P&D Dev Permits	33815360	\$246.34																																																																															
Bounty Onsite Inc.	EFT0001983	2019-12-24	\$4,732.48																																																																														
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Brenda's Country Catering	EFT0001984	2019-12-24	\$238.88																																																																														
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire Joint Meeting Lunch	3499		\$238.88
Brownlee LLP	EFT0001985	2019-12-24	\$3,206.23
Invoice Description	Invoice Number	Invoice Amount	
Admin Legal Stettler Golf Cour	490782	\$3,206.23	
Burmac Mechanical 2000	EFT0001986	2019-12-24	\$69.88
Invoice Description	Invoice Number	Invoice Amount	
Shop Bathroom Faucet Cartridge	95324	\$69.88	
Can Pak Environmental Inc.	EFT0001987	2019-12-24	\$26,971.53
Invoice Description	Invoice Number	Invoice Amount	
Nov Waste & Recycling Collecti	RD000000009677	\$26,971.53	
Canadian Tire #671	EFT0001988	2019-12-24	\$1,177.65
Invoice Description	Invoice Number	Invoice Amount	
Trans Dewalt Light	4001	\$83.98	
Trans Chrstrmas Tree Remote	4000	\$19.62	
SRC Janitor Supplies	3994	\$12.57	
SRC Snow Brushes & Shovels	3990	\$322.22	
SRC 7 Extension Cords	3991	\$54.53	
Downtown Xmas Parks Lights	4002	\$214.07	
Downtown Park Decorations	4012	\$144.84	
Downtown Park Lights	4014	\$53.52	
Parks Tools	4015	\$272.30	
Cas Tech Inc.	EFT0001989	2019-12-24	\$664.13
Invoice Description	Invoice Number	Invoice Amount	
Computer Windows 10 Upgrade	31121	\$118.13	
Computer Monitor Cables	31177	\$211.05	
P&L Office Supplies	31216	\$334.95	
Center Ice Concession	EFT0001990	2019-12-24	\$552.00
Invoice Description	Invoice Number	Invoice Amount	
PR Town & County Meeting Lunch	056	\$420.00	
HBC Nov Meeting Lunch	054	\$60.00	
HBC Dec Meeting Lunch	055	\$72.00	
Chapman Riebeek	EFT0001991	2019-12-24	\$1,858.06
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Oct Legal Services	1911104	\$720.91	
Bylaw Nov Legal Services	1912047	\$1,137.15	
Clearview Public Schools	EFT0001992	2019-12-24	\$2,135.74
Invoice Description	Invoice Number	Invoice Amount	
Joint Office Nov Expenses	6064	\$2,135.74	
Contact Safety Service Ltd.	EFT0001993	2019-12-24	\$70.02
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop Recharge fire ext unit#28	9075		\$31.43
Trans 4 Head Monitor Rental	9126		\$38.59
=====			
Dean's Machine Inc.	EFT0001994	2019-12-24	\$7,991.97
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans Build Tails Gate pins #2	43012	\$311.22	
WTP 2 Hatch Safety Rails	43080	\$7,182.00	
Water Trans Tamper Plate	43022	\$498.75	
=====			
Heartland Stationers (2014) Lt	EFT0001995	2019-12-24	\$433.65
=====			
Invoice Description	Invoice Number	Invoice Amount	

Office Stationery	18140	\$257.93	
Office Stationery	18176	\$31.16	
SRC Office Supplies	18190	\$117.33	
Office Stapler	18315	\$27.23	
=====			
Stettler Home Hardware	EFT0001996	2019-12-24	\$700.49
=====			
Invoice Description	Invoice Number	Invoice Amount	

Office 3 Water Refills	118572	\$15.75	
Office 3 Water Refills	118799	\$15.75	
Trans 3 water refills	118462	\$11.25	
WTP broom & dust pan	118783	\$22.04	
WTP Tools	118782	\$234.13	
Water Trans Shop Cat Food	118639	\$23.09	
Shop 2 water refills	118645	\$7.50	
P&L Decoration Lights	118798	\$12.57	
SRC Spray Foam	118809	\$28.32	
SRC Ice Scoop	118765	\$13.64	
Comm Hall Counter Top Repair	118690	\$20.45	
Com Hall 4 Replacement Tables	118776	\$239.36	
Downtown Park decorations	118766	\$56.64	
=====			
i. d. Apparel	EFT0001997	2019-12-24	\$1,611.54
=====			
Invoice Description	Invoice Number	Invoice Amount	

SRC 12-Hi-Vis Hoodies 12 Vest	96510	\$1,611.54	
=====			
Kal Tire	EFT0001998	2019-12-24	\$1,051.05
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop rear tires unit #48 & #45	647233907	\$1,051.05	
=====			
Keen Klean	EFT0001999	2019-12-24	\$1,747.83
=====			
Invoice Description	Invoice Number	Invoice Amount	

Comm Hal Clean Carpets	569678	\$1,747.83	
=====			
Keiths Refrigeration	EFT0002000	2019-12-24	\$2,467.92
=====			
Invoice Description	Invoice Number	Invoice Amount	

Health Unit Repair HVAC	19578	\$231.00	
Health Unit Repair HVAC	19613	\$231.00	
Health Unit Repair HVAC	19538	\$1,407.84	
Health Unit Repair HVAC	19551	\$598.08	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Lifesaving Society	EFT0002001	2019-12-24	\$153.00
Invoice Description	Invoice Number	Invoice Amount	
Pool 3 AEC Exams & 3 Lifeguard	10087	\$153.00	
Municipal Property Consultants	EFT0002002	2019-12-24	\$6,805.31
Invoice Description	Invoice Number	Invoice Amount	
Dec 2019 Assessor	17126	\$6,805.31	
Mutual Propane Ltd.	EFT0002003	2019-12-24	\$864.19
Invoice Description	Invoice Number	Invoice Amount	
Lagoon Fill Propane Tank	A-14336	\$864.19	
Receiver General for Canada	EFT0002004	2019-12-24	\$239,018.00
Invoice Description	Invoice Number	Invoice Amount	
2nd Qtr Municipal Policing	7001371	\$239,018.00	
RMA Fuel Ltd.	EFT0002005	2019-12-24	\$13,941.46
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Equip Gas Oil	PF-7858-80576	\$10,156.03	
Park/Trans/Water Diesel Marked	PF-7880-80822	\$3,261.38	
Parks Hydraulic Oil/Fire Diese	PF-7889-80907	\$278.44	
Wtr Trsf Stn Engine Oil	PF-7917-81024	\$245.61	
Rocky Mountain Phoenix	EFT0002006	2019-12-24	\$3,246.08
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 6 Helmet Shields	IN0120676	\$3,246.08	
Shanes Instrument Services Ltd	EFT0002007	2019-12-24	\$7,961.86
Invoice Description	Invoice Number	Invoice Amount	
WTP install new ammonia sensor	20354	\$7,961.86	
The Soap Stop	EFT0002008	2019-12-24	\$355.82
Invoice Description	Invoice Number	Invoice Amount	
SRC Janitor Supplies	447513	\$355.82	
Spartan Controls Ltd.	EFT0002009	2019-12-24	\$1,792.18
Invoice Description	Invoice Number	Invoice Amount	
WTP Repair Kits	90120885	\$477.65	
WTP Ph Probe	90124236	\$1,314.53	
Stettler Telephone Answering S	EFT0002010	2019-12-24	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
WTP DEC Working Alone Monitori	121	\$120.75	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Tagish Engineering Ltd.	EFT0002011	2019-12-24	\$28,013.96
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
TS98-2020 Downtown Streetscape	17442	\$2,705.68	
TS95-2019 Road Construction Pr	17439	\$455.02	
TS89-50A Ave Water & Sanitary	17436	\$178.61	
TS97-61st St. Laneway Replacem	17377	\$5,771.59	
TS93-57A St Lan Infrastructure	17437	\$10,637.61	
TS94-52nd St Water Main Replac	17438	\$178.61	
TS97-61st St. Laneway Replace	17441	\$3,855.60	
TS96-2019 Desludging Lagoons	17440	\$4,231.24	
=====			
Yost, Dustin & Maria Cristine	EFT0002012	2019-12-24	\$1,800.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Comm Hall Dec Hall Janitor	2019.12.01	\$1,800.00	

Total Cheques			\$363,518.16
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0002013
Cheque Date	First	Last		EFT0002016

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Loomis Express	EFT0002013	2019-12-24	\$332.12
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop & WTP Freight	8708453	\$161.02	
WTP Freight	8673430	\$128.66	
WTP Freight	8719751	\$42.44	
=====			
Stettler & District Handibus	EFT0002014	2019-12-24	\$239.80
=====			
Invoice Description	Invoice Number	Invoice Amount	

Nov Handibus Garage Utilities	3152	\$239.80	
=====			
Wally's Backhoe Services Ltd.	EFT0002015	2019-12-24	\$51,754.50
=====			
Invoice Description	Invoice Number	Invoice Amount	

Bylaw Demo Stettler Motel	419	\$51,754.50	
=====			
Yost, Dustin & Maria Cristine	EFT0002016	2019-12-24	\$100.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Comm Hall Extra Hall Cleaning	2019.12.14	\$100.00	
=====			

	Total Cheques		\$52,426.42
		=====	

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0002017
Cheque Date	First	Last		EFT0002026

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0002017	2019-12-31	\$385.17

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tru	PP26-19	\$385.17	

Bearcom Canada Corp.	EFT0002018	2019-12-31	\$13,373.43

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Preventative Maint	4947853	\$13,373.43	

Bhimani, Akbar	EFT0002019	2019-12-31	\$1,092.85

Invoice Description	Invoice Number	Invoice Amount	
Trans 2 Routers & Cables	2019.12.19	\$1,092.85	

Canadian Union of Public Emplo	EFT0002020	2019-12-31	\$742.50

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP26-19	\$742.50	

Chapman Riebeek	EFT0002021	2019-12-31	\$78.75

Invoice Description	Invoice Number	Invoice Amount	
Bylaw Legal Services	1911105	\$78.75	

Commercial Truck Equipment Cor	EFT0002022	2019-12-31	\$2,477.04

Invoice Description	Invoice Number	Invoice Amount	
Fire Diagnose & Repair Inops	CA-0004535044	\$2,477.04	

Derks	EFT0002023	2019-12-31	\$7,010.75

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint & County Uniform	123819RP	\$998.34	
Fire Joint & County Uniform	123821RP	\$1,041.34	
Fire Joint & County Uniform	123823RP	\$1,018.24	
Fire Joint & County Uniform	123824RP	\$989.94	
Fire Joint & County Uniform	123818RP	\$1,017.61	
Fire Joint & County Uniform	123825RP	\$951.14	
Fire Joint & County Uniform	123820RP	\$994.14	

Hach Sales & Service Ltd.	EFT0002024	2019-12-31	\$3,290.40

Invoice Description	Invoice Number	Invoice Amount	
WTP Freight & Standards/Reagen	208058	\$2,155.45	
WTP Freight & Lab Supplies	208556	\$1,134.95	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ventnor, Coralee	EFT0002025	2019-12-31	\$71.36

Invoice Description	Invoice Number	Invoice Amount	
Other Events Christmas Lights	2019.12.21	\$71.36	

Wet Water Industries Ltd.	EFT0002026	2019-12-31	\$174.23

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 12 Bags of Salt	AR18307	\$174.23	

Total Cheques			\$28,696.48
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000240
Cheque Date	First	Last		ONL000245

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000240	2019-12-20	\$20,171.41

	Invoice Description	Invoice Number	Invoice Amount

	Joint Office Nov Gas Bill	201911-3693	\$953.56
	Fire Joint Nov Gas Bill	201911-3687	\$882.83
	Town Shop Nov Gas Bill	201911-3694	\$628.90
	Airport Nov Gas Bill	201911-3686	\$190.61
	WTP Nov Gas Bill	201911-3689	\$5,142.93
	Water Trans Nov Gas Bill	201911-3684	\$241.77
	Sewer 1 Nov Gas Bill	201911-3685	\$350.98
	Sewer 2 Nov Gas Bill	201911-3692	\$188.18
	SRC & Pool Nov Gas Bill	201911-3691	\$10,608.04
	Community Hall Nov Gas Bill	201911-3690	\$471.65
	Lions Parks Nov Gas Bill	201911-3688	\$200.56
	Gear Up Nov Gas Bill	201911-3679	\$311.40

Corporate Payment Systems	ONL000241	2019-12-20	\$9,278.26
	Invoice Description	Invoice Number	Invoice Amount

	BOT Corp Visa	2019.12.05.BOT	\$629.30
	PR 2019 Town Life Mail Out	2019.12.05.164	\$453.83
	Admin Discharges/Fire Bulbs	2019.12.05.221	\$19.87
	SVWS Corp Visa	2019.12.05.SVW	\$253.01
	SRC New Stove for the Concessi	2019.12.05.343	\$704.88
	Joint Office New Dishwasher	2019.12.05.492	\$1,590.56
	Trans New Plate #174 Belt Tens	2019.12.05.623	\$221.82
	Trans Christmas Tree Materials	2019.12.05.727	\$1,249.75
	Water Trans RUSE Conference	2019.12.05.748	\$1,668.55
	Pool Microwave/Office Supplies	2019.12.05.762	\$626.38
	Shop Christmas Tree Lights	2019.12.05.763	\$26.18
	SRC Staples Parks Grinder Disc	2019.12.05.764	\$32.63
	Fitness Area Christmas Prizes,	2019.12.05.768	\$827.66
	WTP Management Course	2019.12.05.832	\$276.13
	GIS Municipal Government Act	2019.12.05.854	\$263.47
	P&L Office Supplies/Christmas	2019.12.05.981	\$434.24

Enmax Energy Corporation	ONL000242	2019-12-20	\$83,048.28
	Invoice Description	Invoice Number	Invoice Amount

	November Power Bill	19-2883180	\$83,048.28

Poulin's Professional Pest Con	ONL000243	2019-12-20	\$198.45
	Invoice Description	Invoice Number	Invoice Amount

	WTP Monthly Pest Control	1208609	\$198.45

Shaw Cablesystems GP	ONL000244	2019-12-20	\$109.15
	Invoice Description	Invoice Number	Invoice Amount

	Fitness Area Jan 2020 Cable TV	2019.12.01	\$109.15

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
United Farmers of Alberta	ONL000245	2019-12-20	\$725.22

Invoice Description	Invoice Number	Invoice Amount
Trans Mechanic Ramp Materials	304237720	\$161.00
Water Trans Shelving Material	304240314	\$119.66
Water Trans Insul Styrofoam	304237855	\$47.23
Water Trans Insulation to fill	304240064	\$6.69
Water Trans 2 Gates Lagoons	304237235	\$377.98
Water Trans Building Materials	304237281	\$12.66

Total Cheques \$113,530.77

**PRL Board Meeting Minutes
November 7, 2019**

The regular meeting of the Parkland Regional Library Board was called to order at 12:35 p.m. on Thursday November 7, 2019 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Cora Knutson, Gord Lawlor, Faye Leicht, Daryl Lougheed, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias, Gavin Bates (Alternate for Glen Carrit), Greg Harris (Alternate for Dwayne Fulton),

With Regrets: Glen Carrit, Agnes Hoveland, Philip Massier, Heather Ryan, Stephen Levy

Absent: Jackie Almberg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, May Douglas Chamber, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Blair Morton, Roger Nichols, Rick Pankiw, Corby Parsons, Chris Ross, Sonia Temple,

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton, Haley Amendt

Guests: Bob Green, Ken Allan and Miranda McGuire (PLSB)

Call to Order

Meeting called to order at 12:35 p.m. by Smith.
Smith welcomed everyone, and asked them to introduce themselves.

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Stulberg, to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 59/2018-19

1.2. Approval of minutes

Motion by Sanchez, to approve the minutes of the September 12, 2019 meeting as presented.

CARRIED UNANIMOUSLY
PRL 60/2018-19

1.3. Business arising from the minutes of September 12, 2019 meeting

Smith asked if there was any business arising from the minutes. There was none.

2.8. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda.

Motion to approve the consent agenda as presented was made by Gilliat.

CARRIED UNANIMOUSLY

PRL 61/2018-19

3.1. Trustee Orientation by Ken Allan and Miranda McGuire, Board Member Orientation

Smith called the meeting back to order at 1:40 p.m.

3.2. Election of Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Lawlor nominated Deb Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Windsor that nominations cease.

CARRIED UNANIMOUSLY

PRL 62/2018-19

Smith became the Board Chair by acclamation. Smith accepted the position and resumed the duty of chair.

3.3. Election of Executive Committee

PRL's Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Regulation allows for:

25(1) (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;

The Board Chair accounts for one seat on the committee.

In accordance with Parkland's master agreement with the municipalities,

Members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area.

Included in the package was an information page which demarcated the electoral constituencies within Parkland. These boundaries were approved by the PRL board at their February 22, 2018 meeting.

On occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipality or municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the

organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that municipality or group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board.

Members were divided into groups and a representative chosen from each area. The Executive Committee was chosen as follows:

Board Chair	Debra Smith – Village of Lougheed
Seat 2	No Representative Chosen
Seat 3	Sharolyn Sanchez – Town of Penhold
Seat 4	Jason Alderson – Town of Rocky Mtn. House
Seat 5	Kevin Ferguson – Town of Ponoka
Seat 6	Bruce Gartside – Village of Donalda
Seat 7	Ray Olfert – Town of Blackfalds
Seat 8	Janine Stannard – Town of Coronation
Seat 9	Heather Ryan – Town of Olds
Seat 10	Megan Hanson – Town of Sylvan Lake

Motion by Penney to accept the Executive Committee as appointed.

CARRIED UNANIMOUSLY
PRL 63/2018-19

3.4. Advocacy Committee Activity

The Advocacy Committee has met once since the last board meeting. Nevertheless, they have been able to move forward on several objectives.

- A brief What you need to know trustee handout is in its first draft. Board members received it at this meeting.
- A Return on Investment (ROI) document that demonstrates the value municipalities receive from their membership in Parkland is nearing completion.
- The committee is working to educate PRL board members on their role as trustees and to promote attendance at board meetings. Staff will now track board member attendance so they can advise municipalities when a trustee misses two consecutive meetings. Under the Libraries Regulation it is assumed that a trustee who misses three consecutive meetings has resigned. Committee members have also committed to reaching out to new board members and helping them navigate meetings and get up to speed.
- There will soon be a document that clarifies the role of council in relation to their local library board.
- Advocacy Committee members contributed thoughts on how libraries are well positioned to help the provincial government balance their budget (for example, as an agency for service delivery).
- They discussed the value of regional library staff manning a booth at the AUMA trade show and are investigating whether presenting a session at AUMA instead would be a better use of time and money for this conference.

Thanks to the enthusiasm of committee members, they have accomplished a lot since their first meeting in March 2019. One priority for the December meeting will be revisiting their overall advocacy plan to assess their past and future activities for moving towards their objectives.

3.5. Election of Advocacy Committee

Lawlor stated that all of the current Advocacy Committee members wish to continue their service to the PRL Board; there is room for two more members. The current Advocacy Committee working group members are:

Gord Lawlor, Chair – Town of Stettler
Barb Gilliat, Vice Chair – Village of Alix
Jeanny Fisher – Town of Daysland
Stephen Levy – Town of Sedgewick
Norma Penney – Village of Clive
Janine Stannard – Town of Coronation
Cora Knutson – Town of Bentley
Deb Smith, Ex Officio – Village of Lougheed

Lawlor called for volunteers for the Advocacy Committee. Bill Rock from the Village of Amisk volunteered.

Motion by Ebden to appoint Gord Lawlor, Barb Gilliat, Jeanny Fisher, Stephen Levy, Norma Penney, Janine Stannard, Cora Knutson, Deb Smith and Bill Rock to the Advocacy Committee.

CARRIED UNANIMOUSLY
PRL 64/2018-19

After the meeting Shannon Wilcox volunteered for the Advocacy Committee.

3.6. Board Signing Authorities

Parkland Regional Library requires that two trustees act as cheque signing authorities. It is most convenient if the Board signing authorities live or work close to PRL headquarters. Currently the PRL staff signing authorities are:

Ron Sheppard	Director
Colleen Schalm	Manager of Library Services
Tim Spark	Manager of Technology Infrastructure
Karyn Goodwillie	Collections Librarian

Donna Williams, the Manager of Finance and Operations, Alida Burnard, Finance Technician, and Kara Hamilton, Office Administrator, all have full access to the financial records, accounts, and safety deposit box at PRL's banking institution. However, they are not signing authorities.

New signing authorities will have to register at PRL's principal bank, ATB Financial.

Smith asked if there were volunteers who were close to Lacombe and able to come to Parkland to sign cheques. Ray Olfert from the Town of Blackfalds and Barbara Gilliat from the Village of Alix let their names stand as signing authorities.

Motion by Stannard to accept Ray Olfert and Barbara Gilliat as PRL's board signing authorities.

CARRIED UNANIMOUSLY
PRL 65/2018-19

3.7. 2020 Alberta Library Conference Attendees

In 2020, PRL will pay for three board members in addition to the Board Chair to attend the Alberta Library Conference (ALC) being held in Jasper between April 23 – April 25, 2020. The current criteria to attend ALC is as follows:

Parkland will pay hotel costs, meals, session registration costs, and transportation costs. Trustees should rent a car where possible since this will save significantly over mileage reimbursement.

Parkland will pay the expenses for trustees that desire to attend pre-conference sessions.

Spouses, family members, or other individuals can attend the conference but any additional costs associated with bringing family members or guests must be borne by the trustee.

If trustees have attended the ALC before on behalf of Parkland, or are an alternate PRL Board member, they were asked not to put their name in the draw. Nine board members interested in attending the ALC entered the draw. Three names were chosen. The remaining six names will be kept in case one or more of the three chosen are not able to attend for any reason. The following three people's names were drawn to attend ALC:

Gord Lawlor – Town of Stettler
Ann Zacharias – Summer Villages of Sylvan Lake
Barb Gilliat – Village of Alix

3.8. Budget Approval Update

Sheppard reviewed the Budget. There are currently enough municipalities that voted to pass the budget. Staff is still waiting for the population numbers necessary, as there is not quite enough yet.

Motion by Olfert to receive for information.

CARRIED UNANIMOUSLY
PRL 66/2018-19

3.9. LAPP Audit

The Local Authorities Pension Plan (LAPP) requires that an independent auditor or accountant conduct a compliance review (audit) at a minimum of once every three years for each employer in the Plan. During this process the auditor or accountant examines the employer's records, policies and procedures relevant to pension processes to confirm the accuracy and integrity of the data submitted and the processes followed. The auditor

or accountant reports the findings directly to LAPP's plan administrator, Alberta Pensions Services Corporation (APS), and to the employer.

Each LAPP employer has the option to file a compliance report annually or once every three years (triennially).

Parkland Regional Library had their audit completed for the 2016, 2017, and 2018 years by RSM Canada in May 2019.

APS administration has been in contact with Parkland staff and have completed their review of the report. APS has also confirmed that no actions are required on the three issues noted in the audit and that all transactions for the years audited are complete. Parkland received a positive Compliance Audit Report Card on October 22nd indicating that the audit is correct and complete.

The Executive Committee reviewed the audit at their October 10th meeting and were satisfied. No additional comments were offered.

Motion by Wilcox to receive for information

CARRIED UNANIMOUSLY
PRL 67/2018-19

3.10. Review of PRL Investments

Smith reviewed the briefing note for PRL Investments.

According to Parkland's Annual Agenda policy, the Executive Committee is to review PRL's investments at least twice a year. The meetings for the review of investments in 2019 occur in April and October. According to the Investment statement of PRL's Finance Policy:

The Parkland Library Board recognizes the need for sound investment practices to support operations and reserve fund accounts. Investment earnings are to be maximized through activities which minimize risk but should ensure the rate of return is greater than the rate of inflation over the long term. To this end, funds shall be committed to appropriate investment vehicles until they are needed for current expenses.

Normally, Parkland has both long and short term investment strategies.

Long term strategies may include PRL's investment in vehicles such as, but not limited to, equities, mutual funds, and bonds. The Executive Committee is responsible for, and must approve all decisions relating to, PRL's long term investments. Parkland's Director and/or designate is then responsible for implementing the investment decisions of the Executive Committee.

Short term investments may include, but are not limited to, guaranteed investment certificates (GICs) and the management of funds in PRL's current bank account(s). The Director and/or designate has full discretion to make decisions and changes to PRL's short term investments.

In past years, PRL invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities manages PRL's bond portfolio.

Following PRL's policy of providing sound investment practices, the Executive Committee approved a change of financial institutions. Parkland is now working with ATB Financial, partly because our accounts receive superior interest rates. PRL has opened a Notice Demand Account, which is ATB's solution to continually rolling over short term GICs. The enhanced interest rate for the Demand Account is currently 2.05%. Staff project that funds will be required in the near future for PRL's land purchase and new building, and consequently moved \$1.3 million of the building fund into this account.

Staff did not recommend changing PRL's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRL does not currently have funds invested in GICs.

The Executive Committee did not mandate any changes to PRL's investment strategy at their October 10th meeting.

Motion by Stulberg to receive for information.

CARRIED UNANIMOUSLY
PRL 68/2018-19

3.11. Building Update

Sheppard gave a report on PRL's new building project.

- Tricon Developments has forwarded PRL's application for a development permit to the City of Lacombe. Williams, along with representatives from Tricon, will present the request to council for approval on November 12th. Sheppard planned on attending but must attend the Sylvan Lake Council meeting on the same night to present Parkland's budget.
- Tricon is working on Engineering Drawings.
- Tricon is also working on the agreement between for the construction of the new building and selling of the current headquarters building to Tricon. When complete, this agreement will provide the most cost-effective way to finance the new building.
- Signing the agreement with Tricon should occur soon, since, based on the draft construction schedule, pouring the concrete pilings for the new building should occur by the end of November.
- Based on cost estimates, PRL may have to move more of its current furniture than expected. There may be insufficient money to purchase large amounts of new furniture.
- Staff have already investigated the cost of moving the contents of the current headquarters building. Representatives from Outsource Installations Ltd. have come to Parkland and taken an inventory of our building contents. A quote is being prepared so staff has an estimate for moving.
- Staff are also developing a moving plan since operations will have to be shut down for an as yet unspecified period.

- Based on the draft construction schedule, Parkland’s planned move in date is the end of October 2020.
- Bell/Axia has still not provided a quote for the installation of SuperNet to the new building.

Motion by Harris to receive for information.

CARRIED UNANIMOUSLY
PRL 69/2018-19

3.12. Red Tape Reduction Feedback

Included in the package was an email from the Public Library Services Branch (PLSB) with Alberta Municipal Affairs. The PLSB is soliciting ways of reducing government administrative inconvenience (red tape) as it affects Alberta’s public libraries.

At the Executive Committee meeting on October 10th, they asked staff to complete the questionnaire with suggestions, and present it to the board at this meeting.

After soliciting input from the board, staff were instructed to submit the survey to the PLSB. It was also decided that the survey will not be sent to each board member to fill it out individually.

Motion by Sanchez to accept the responses for the Reduction of Red Tape Feedback survey to send to the PLSB.

CARRIED UNANIMOUSLY
PRL 70/2018-19

3.13 Dates for 2020 Meetings

The following dates for 2020 board meetings have been suggested:

February 20, 2020	12:30 p.m. – 3:30 p.m. (Annual Report, Year in Review)
May 28, 2020	12:30 p.m. – 3:30 p.m. (2019 Financial Statements)
September 17, 2020	12:30 p.m. – 3:30 p.m. (Budget presentation for 2021)
November 12, 2020	12:30 p.m. – 3:30 p.m. (Organizational Meeting)

Motion by Gilliat to accept the dates for 2020 meetings, subject to change if necessary.

CARRIED UNANIMOUSLY
PRL 71/2018-19

3.14.1. Director’s Report

3.14.2. Library Services

3.14.3. Finance and Operations

3.14.4. IT

3.14.5. ALTA

Sheppard asked if there were any questions arising from the PRL staff reports.

Motion by Fossen to accept the reports for information

CARRIED UNANIMOUSLY
PRL 72/2018-19

3.15. Parkland Community Update

Stettler Public Library will host a Wine Survivor night on November 16th at 7:00 p.m. The entry fee is \$20.00 and a bottle of wine. Last year they raised \$2,000.00 for the library.

Sundry Municipal Library held a \$500.00 contest to local artists to have a mural painted in their library, with the winner Dax Stringer unveiling the Barb Bell memorial mural on September 30th.

Alix Public Library won the contest for Library Card Sign-up Month in September with a whopping 34% increase in membership. They received the Nintendo Prize package from PRL. There was an overall rise in memberships across the Parkland region of 4.5%

The Public Library Services Branch (PLSB) has added new unlimited comic books online. It was also mentioned that Ancestry.com is free for the public in any PRL library.

4. Adjournment

Motion by Stannard to adjourn the meeting at 2:41 p.m.

CARRIED UNANIMOUSLY
PRL 73/2018-19

Meeting adjourned at 2:41 p.m.

Chair



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 7, 2019

Organizational Meeting

Parkland's board has 12 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation. One vacancy remains on the Executive Committee. The board has until the February 20th board meeting to fill the vacancy, otherwise the seat will remain empty until the next year's organizational meeting in November.

Executive Committee

The Executive Committee has one new face, along with returning members.

Debra Smith, Board Chair (Village of Lougheed)

Sharolyn Sanchez, (Town of Penhold)

Jason Alderson, (Town of Rocky Mountain House)

Kevin Ferguson, (Town of Ponoka)

Bruce Gartside, (Village of Donalda)

Ray Olfert, (Town of Blackfalds)

Janine Stannard, (Town of Coronation)

Heather Ryan, (Town of Olds)

Megan Hanson, (Town of Sylvan Lake)

2020 Budget Approval

As of the date of the board meeting, PRL's 2020 budget was not yet approved. However, by November 13th, the budget reached approval by 73% of the member municipalities representing 67% of the population.

Trustee Orientation

A Board Member Orientation was given by Ken Allan with Miranda McGuire from the PLSB.

Alberta Library Conference 2019

Parkland will cover the costs for 3 board members plus the Board Chair to attend the Alberta Library Conference held from April 23 to 25, 2020 in Jasper. Barb Gilliat (Village of Alix), Gord Lawlor (Town of Stettler), and Ann Zacharias (Summer Villages of Sylvan Lake) will attend. Attendees are selected to attend through a ballot process.

2020 Board Meeting Dates

February 20 – Annual Report, Year in Review

May 28 – 2019 Financial Statements

September 17 – Budget Presentation for 2021

November 12 – Organizational Meeting

Library Card Sign up Month

PRL's Library Card Sign-up Month campaign was held this September. Alix Public was the star library this year, with a 34% increase in memberships. They received the Nintendo Prize package from PRL. There was an overall rise in memberships across the Parkland region of 4.5%

Building Update

Tricon Developments has forwarded PRL's application for a development permit to the City of Lacombe. Williams along with representatives of Tricon presented the request to council on November 12th, which was approved.

Tricon is working on the agreement between PRL and Tricon for the construction of the new building and selling of the current headquarters building. When complete, this agreement will provide the most cost-effective way to finance the new building. Signing an agreement with Tricon should occur soon, since based on the draft construction schedule, pouring the concrete pilings for the new building should occur by the end of November.

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Based on the draft construction schedule, Parkland's planned move in date is the end of October 2020.

Advocacy Committee Activity

The Advocacy Committee has met once since the last board meeting. Nevertheless, they have been able to move forward on several objectives.

- A brief *What You Need to Know* trustee handout is in its first draft. Board members received it at this meeting.
- A Return on Investment (ROI) document that demonstrates the value municipalities receive from their membership in Parkland is nearing completion.
- The committee is working to educate PRL board members on their role as trustees and to promote attendance at board meetings. Staff will now track board member attendance so they can advise municipalities when a trustee misses two consecutive meetings. Under the Libraries Regulation it is assumed that a trustee who misses three consecutive meetings has resigned.
- There will soon be a document that clarifies the role of council in relation to their local library board.
- Advocacy Committee members contributed thoughts on how libraries are well positioned to help the provincial government balance their budget (for example, as an agency for service delivery).
- They discussed the value of regional library staff manning a booth at the AUMA trade show and are investigating whether presenting a session at AUMA instead would be a better use of time and money for this conference.

Lawlor stated that all of the current Advocacy Committee members wish to continue their service to the PRL Board; making room for two more members. Bill Rock volunteered and has joined the committee.

The Advocacy Committee members are:

Gord Lawlor, Chair, (Town of Stettler)

Barb Gilliat, Vice Chair (Village of Alix)

Jeanny Fisher, (Town of Daysland)

Stephen Levy, (Town of Sedgewick)

Norma Penney, (Village of Clive)

Janine Stannard, (Town of Coronation)

Cora Knutson, (Town of Bentley)

Deb Smith, Ex Officio, (Village of Lougheed)

Bill Rock, (Village of Amisk)

Community News from Trustees

Stettler Public Library will host a Wine Survivor night on November 16th at 7:00 p.m. The entry fee is \$20.00 and a bottle of wine. Last year they raised \$2,000.00 for the library.

The **Sundry Municipal Library** held a \$500.00 contest to local artists to have a mural painted in their library, with the winner Dax Stringer unveiling the Barb Bell memorial mural on September 30th.

Alix Public Library won the contest for Library Card Sign-up Month in September with a whopping 34% increase in membership. They received the Nintendo Switch Prize package from PRL.

Board Members Present

Debra Smith (Board Chair), Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Cora Knutson, Gord Lawlor, Faye Leicht, Daryl Lougheed, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias, Gavin Bates (Alternate for Glen Carrit), Greg Harris (Alternate for Dwayne Fulton)

With Regrets

Glen Carrit, Agnes Hoveland, Philip Massier, Heather Ryan, Stephen Levy

Absent

Jackie AlMBERG, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, May Douglas Chamber, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Blair Morton, Roger Nichols, Rick Pankiw, Corby Parsons, Chris Ross, Sonia Temple

Guests

Bob Green, Ken Allan and Miranda McGuire (PLSB)

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Haley Amendt, Kara Hamilton

Next Meeting: February 20, 2020, 12:30 PM.

**MINUTES OF THE REGULAR STETTLER WASTE MANAGEMENT AUTHORITY MEETING
HELD ON FRIDAY, DECEMBER 13, 2019 AT 10:01 A.M., IN THE COUNCIL CHAMBERS OF
THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA**

PRESENT: Wayne Nixon, County of Stettler Councillor (Chairperson)
Ernie Gendre, County of Stettler Councillor
Sean Nolls, Town of Stettler Councillor (Vice Chairperson)
Malcolm Fischer, Town of Stettler Councillor
Clark German, Village of Big Valley
Paul McKay, Village of Donalda (arrived at 10:25 a.m.)
Dan Hiller, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Grace Fix, Volunteer Recycling Member (joined by teleconference)

Other: Rene Doucette, Manager/SWMA Representative
Greg Switenky, Town of Stettler CAO
Yvette Cassidy, County of Stettler CAO (SWMA CAO)
Andrew Brysiuk, Director of Municipal Services
Christa Cornelssen, Director of Corporate Services
Marlene Hanson, County of Stettler Executive Assistant

CALL TO ORDER

The meeting was called to order at 10:01 a.m., Friday, December 13, 2019 by Chairperson Malcolm Fischer.

AGENDA ADDITIONS AND APPROVAL

36.12.13.19 Moved by Dan Hiller

"that the December 13, 2019 agenda for the Stettler Waste Management Authority Meeting be approved as presented."

Carried Unanimously

Clark German and Art Tizzard are the new Councillors for the Village of Big Valley.

Yvette Cassidy took over as Chairperson.

ORGANIZATIONAL ITEMS

Election of Chairperson:

Yvette Cassidy called for nominations of Chairperson.

Sean Nolls nominated Wayne Nixon.

Yvette Cassidy called for nominations a second time.

Yvette Cassidy called for nominations a third and final time.

37.12.13.19 Yvette Cassidy declared

"the appointment of Wayne Nixon for Chairperson of the Stettler Waste Management Authority."

Election of Vice Chairperson:

Yvette Cassidy called for nominations of Vice Chairperson.

Malcolm Fischer nominated Sean Nolls.

Yvette Cassidy called for nominations a second time.

Yvette Cassidy called for nominations a third and final time.

38.12.13.19 Yvette Cassidy declared

"the appointment of Sean Nolls for Vice Chairperson of the Stettler Waste Management Authority."

Executive Committee Member:

Yvette Cassidy called for nominations of Executive Committee Member.

Sean Nolls nominated Dan Hiller.

Yvette Cassidy called for nominations a second time.

Yvette Cassidy called for nominations a third and final time.

39.12.13.19

Yvette Cassidy declared

"the appointment of Dan Hiller as Executive Committee Member for the participating Villages of the Stettler Waste Management Authority."

Member at Large:

40.12.13.19

Moved by Malcolm Fischer

"that the Stettler Waste Management Authority appoint Mark Fox as a Member at Large." Carried Unanimously

Recycling Representative (Heartland Beatification Committee):

It was noted that this is to be a paid position. Grace Fix suggested that in the future the position be opened up to ratepayers. It was noted that the agreement between municipalities would need to be amended in order to do that. The new signature agreements can be completed after February 1, 2020.

41.12.13.19

Moved by Wayne Nixon

"that the Stettler Waste Management Authority Board appoint Grace Fix as Recycling Representative (Heartland Beatification Committee)."

Carried Unanimously

Appointment of Chief Administrative Officer:

42.12.13.19

Moved by Malcolm Fischer

"that the Stettler Waste Management Authority confirm the appointment of Stettler County's Chief Administrative Officer Yvette Cassidy as Chief Administrative Officer."

Carried Unanimously

Legislative Policy 1.3 - Member at Large and Committee Member

Remuneration:

43.12.13.19

Moved by Ernie Gendre

"that the Stettler Waste Management Authority accept Legislative Policy 1.3 - Member at Large and Committee Member Remuneration, as presented."

Carried Unanimously

Wayne Nixon took over as Chairperson.

Signing Authority:

44.12.13.19

Moved by Sean Nolls

"that Stettler Waste Management Authority's Signing Authority be one of Chair Wayne Nixon, Vice Chairperson Sean Nolls, alternate Ernie Gendre or alternate Malcolm Fischer and SWMA Chief Administrative Officer Yvette Cassidy or Director of Municipal Services Andrew Brysiuk."

Carried Unanimously

MINUTES APPROVAL

45.12.13.19

Moved by Malcolm Fischer

"that the September 20, 2019 Stettler Waste Management Authority Meeting minutes be approved as presented." Carried Unanimously

REPORTS

Manager:

Fridge Refrigerant:

- Grace Fix suggested that Stettler Transfer Site build a fence, gated and locked to control the release of refrigerants. (People are cutting out copper and releasing refrigerant.)
- Fridges are taken to Wainwright where refrigerant is purged/removed (Grace Fix noted that we have never received any paperwork to verify.)
- Rene Doucette will investigate and present a quote for a secure area (fence, gate and lock) for fridges at the Stettler Transfer Site.
- CAO Cassidy suggested that a chain link fence be placed around the Transfer Site and possibly installing a game camera.

Paul McKay – joined the meeting at 10:25 a.m.

Take it or Leave it Building:

- was backed into.
- Metalex was going to look at and determine repair costs.
- Costs can be recouped from person who is responsible for creating the damages.

46.12.13.19

Moved by Malcolm Fischer

“that the Stettler Waste Management Manager’s Report dated December 13, 2019 be received for information.”

Carried Unanimously

Recycling:

47.12.13.19

Moved by Malcolm Fischer

"that the Stettler Waste Management Authority approve purchasing Pallet Forks and continue the mattress recycling program up to the \$23,000 budget amount, and upon exceeding the budget amount to reconsider the Mattress Recycling Program.”

In favour: Paul McKay, Malcolm Fischer, Ernie Gendre, Carl Cornelssen, Clark German, Dan Hiller and Wayne Nixon

Opposed: Sean Nolls

Carried

Ag Plastics Recycling:

- Suggested to look into becoming a collection site.
- Wayne Nixon identified that Quinton Beaumont with the County Agricultural Service Board is considering a site within the County of Stettler. The County could deliver to the Transfer Station.
- Yvette Cassidy noted that manpower in order to implement may be an issue.
- Greg Switenky noted that at this point it appears to be a County project and SWMA should step back.

48.12.13.19

Moved by Sean Nolls

“that the Stettler Waste Management Recycling Report dated December 13, 2019 be received for information.”

Carried Unanimously

Recycling Conference:

Town of Stettler recycling program – will continue with the present program.

- 49.12.13.19 Moved by Malcolm Fischer**
"that the Stettler Waste Management Report on the 2019 'Sea Change' Recycling Conference be received for information."
Carried Unanimously

NEW BUSINESS

2020 Cost of Living Allowance:

- 50.12.13.19 Moved by Dan Hiller**
"that the Stettler Waste Management Authority Board approve a Cost of Living increase to all staff, effective January 1, 2020 at the rate of 1.6%."
Carried Unanimously

2020 Budget:

Christa Cornelssen explained the 2020-2023 proposed budget and that the \$3.00 increase will allow for the continuation of reserves.

- 51.12.13.19 Moved by Malcolm Fischer**
"that the Stettler Waste Management Authority Board approves the Budget for the period of 2020, 2021, 2022 and 2023 as presented, attached and forming part of these minutes." Carried Unanimously

2020 Requisition:

- 52.12.13.19 Moved by Paul McKay**
"that the Stettler Waste Management Authority Board approve a \$68.00 per capita Operating Requisition effective January 1, 2020."
Carried Unanimously

Purchase Truck:

- 53.12.13.19 Moved by Malcolm Fischer**
"that the Stettler Waste Management Authority Board authorize the purchase of a 2020 Ford ¾ Ton Pickup Truck from Aspen Ford, Stettler, Alberta, for \$40,400.00 plus fees and GST;
and
to sell the 2018 GM Canyon Extended Cab Pickup Truck to the County of Stettler No. 6 for \$28,000.00."
Carried Unanimously

BUSINESS ARISING FROM PREVIOUS MINUTES

None

FINANCIALS

Payment Register, Bank Reconciliations, Reserves and Year to Date

Budget Report:

- 54.12.13.19 Moved by Paul McKay**
"that the Payment Register for payments posted between September 11 and November 30, 2019; Bank Reconciliations for the periods ending August 31, September 30 and October 31, 2019; Reserves for August 31, September 30 and October 31, 2019; and Year to Date Budget Report for the period ending October 31, 2019, attached and forming part of these minutes, be approved as presented."
Carried Unanimously

NEXT MEETING

The next meeting is scheduled for March 13, 2020 at 10:00 a.m.

ADJOURNMENT

55.12.13.19

Moved by Sean Nolls

“that the Stettler Waste Management Authority Meeting be adjourned
at 11:40 a.m.”

Carried Unanimously

Chairperson

SWMA Chief Administrative Officer

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, DECEMBER 16, 2019 COMMENCING AT 10:05 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA.

PRESENT: Wayne Nixon, County of Stettler Councillor (Chairperson)
Dave Grover, County of Stettler Councillor (joined the meeting at 10:08 a.m.)
Gord Lawlor, Town of Stettler Councillor (Vice Chairperson)
Sean Nolls, Town of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Paul McKay, Village of Donalda

Other: Linda Borg, Shift Supervisor
Andrew Brysiuk, Director of Municipal Services
Yvette Cassidy, Chief Administrative Officer
Marlene Hanson, Executive Assistant

ABSENT: Art Tizzard, Village of Big Valley
Greg Switenky, Town of Stettler CAO

CALL TO ORDER

The meeting was called to order at 10:05 a.m. on Monday, December 16, 2019 by Chairperson Sean Nolls.

AGENDA ADDITIONS AND APPROVAL

43.12.16.19 Moved by Paul McKay

"that the December 16, 2019 Stettler District Ambulance Association Meeting agenda be approved with the addition of:

- Election of Officers."

Carried Unanimously

VOTING – SECRET BALLOT OR SHOW OF HANDS

44.12.16.19 Yvette Cassidy declared

"that Stettler District Ambulance Association proceed with elections with voting being performed by a show of hands."

ORGANIZATIONAL ITEMS

Election of Chairperson:

Yvette Cassidy called for nominations of Chairperson.

Sean Nolls nominated Wayne Nixon

Yvette Cassidy called for nominations a second time.

Yvette Cassidy called for nominations a third and final time.

45.12.16.19 Yvette Cassidy declared

"that the nomination for Chairperson of the Stettler District Ambulance Association cease."

46.12.16.19 Yvette Cassidy declared

"Wayne Nixon as Chairperson of the Stettler District Ambulance Association."

Election of Vice Chairperson:

Yvette Cassidy called for nominations of Vice Chairperson.

Sean Nolls nominated Gord Lawlor.

Yvette Cassidy called for nominations a second time.

Yvette Cassidy called for nominations a third and final time.

Dave Grover joined the meeting at 10:08 a.m.

47.12.16.19 Yvette Cassidy declared
"that the nomination for Vice Chairperson of the Stettler District Ambulance Association cease."

48.12.16.19 Yvette Cassidy declared
"that Gord Lawlor be appointed as Vice Chairperson of the Stettler District Ambulance Association."

Appointment of Chief Administrative Officer:
49.12.16.19 Moved by Dave Grover
"that Yvette Cassidy be appointed as Chief Administrative Officer for the Stettler District Ambulance Association." Carried Unanimously

Signing Authority:
50.12.16.19 Moved by Wayne Nixon
"that Stettler District Ambulance Association's Signing Authority be the Chairperson or Vice Chairperson with SDAA Chief Administrative Officer Yvette Cassidy and/or Director of Municipal Services Andrew Brysiuk." Carried Unanimously

Wayne Nixon resumed as Chairperson.

MINUTE APPROVAL
51.12.16.19 Moved by Sean Nolls
"that the December 16, 2019 Stettler District Ambulance Association Meeting Minutes be approved as presented." Carried Unanimously

DELEGATION

None

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

Policy Review Following Collective Agreement Ratification:
52.12.16.19 Moved by Sean Nolls
"that the Stettler District Ambulance Association amend Stettler District Ambulance Association Policy and Procedure Manual's Policies:
• Policy 3.16 – Notification of Manager
• Policy 3.36 – Station Duties
• Policy 3.41 – Responding and Clearing from an EMS Event
• Policy 3.47 – Third Practitioner Requests for Calls
• Policy 4.18 – Vacation Time
• Policy 4.21 – Sick Leave
• Policy 4.27 – Registration Renewal
• Policy 5.2 – Respectful Workplaces and the Prevention of Harassment and Violence
• Policy 5.3 – Fatigue Management
as presented." Carried Unanimously

Attendance Awareness Policy:
53.12.16.19 Moved by Gord Lawlor
"that the Stettler District Ambulance Association adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources 4.31 – Attendance Awareness Policy, as presented." Carried Unanimously

Modified Work, Duty to Accommodate Policy:

54.12.16.19

Moved by Paul McKay

“that the Stettler District Ambulance Association adopt Stettler District Ambulance Association Policy and Procedure Manual’s Human Resources 4.22 – Modified Work/Duty to Accommodate Policy, as presented.”

Carried Unanimously

Body Armour Third Party External Carrier Policy:

55.12.16.19

Moved by Carl Cornelssen

“that the Stettler District Ambulance Association adopt Stettler District Ambulance Association Policy and Procedure Manual’s Human Resources 4.31 – Body Armour Third Party External Carrier Policy, as presented.”

Carried Unanimously

REPORTS

Payment Register; Bank Reconciliation; and Year to Date Budget Reports:

56.12.16.19

Moved by Paul McKay

“that the Payments Register for the payments posted between September 1 and November 30, 2019; the Bank Reconciliation and Reserves for the periods ending August 31, September 30, October 31 and December 31, 2019; and the Year To Date Budget for the month ending October 31, 2019 (all attached and forming part of these minutes) Reports to be approved as presented.”

Carried Unanimously

Manager’s Report and the Quarterly Newsletter:

57.12.16.19

Moved by Dave Grover

“that the Stettler District Ambulance Association Manager’s Report dated December 16, 2019 and the Quarterly Newsletter be received for information.”

Carried Unanimously

Promotional Video:

The video was shared with all.

CONSENT AGENDA ITEMS

None

NEXT MEETING

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, March 9, 2020 at 10:00 a.m.

ADJOURNMENT

58.12.16.19

Moved by Sean Nolls

“that the Stettler District Ambulance Association Meeting adjourn at 11:05 a.m.”

Carried Unanimously

Chairperson

Administrator



December 20, 2019

County of Stettler
Box 1270
6602 - 44 Ave.
Stettler, AB T0C 2L0

Town of Stettler
Box 280
5031 - 50 Street
Stettler, AB T0C 2L0

RE: Agreement for Services - School Resource Officer

As you are aware, since 2001 a successful partnership has been formed with the County of Stettler, the Town of Stettler, and Clearview Public Schools for the provision of a School Resource Officer (SRO) position.

Over the years, while there are always competing priorities for services and resources, the partnership has continued as a strategic planning priority for all three parties, with the schools and students from the Town and County communities benefiting.

Following the recent provincial election, school divisions in Alberta have been given the opportunity with the Alberta Government to address a shortfall in resources. This opportunity can be difficult as with less funding certain supports that have been provided will be reduced to ensure the highest priorities towards student success can be maintained.

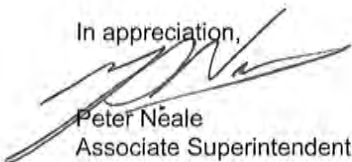
Clearview Public Schools has experienced a shortfall in resources in 2019-20, due in part to a funding gap provided in October 2019 by the Alberta Government, of over \$1,125,000. This gap in available resources and services is expected to grow further as the Alberta Government seeks their opportunities to address their mandate for financial balance.

While we are looking at all areas for efficiencies, we have consulted with our schools in past budget cycles on opportunities for cost savings for site services. One such opportunity is the SRO position. As shared above, historically the benefits of the position are appreciated, and with declining resources challenging decisions are being made.

In accordance with our agreement, we are providing twelve (12) months notice that we are withdrawing from the agreement. Our hope is with the formal notice, further conversations can be held on the future of this position and alternative funding arrangements, if any. As you can appreciate, the notice of withdrawal is with some expectation for funding announcements in the spring of 2020 that will impact Clearview in 2020-21. If it is better for all concerned and an earlier timeline is suitable, August 31, 2020 aligns with our operating cycle as an alternative end date.

Thank you again for the partnership on this position. If you would like to accept our offer for further conversations and discuss the future of this position, please contact me and we can make arrangements with Clearview leadership and Trustees.

In appreciation,



Peter Neale
Associate Superintendent

cc Peter Barron, Superintendent
Board of Trustees, Clearview

December 13, 2019

DELIVERED BY Canada Post to:

Town of Stettler (Local Authority)
5031 - 50 Street
P.O. Box 280
STETTLER, AB T0C 2L0



Attention: Robert Stoutenberg

Subject: Cancellation of Alberta Capital Finance Authority Shares and issuance of value

Pursuant to amendments to the *Alberta Capital Finance Authority Act* made by way of the *Reform of Agencies, Boards and Commissions and Government Enterprises Act, 2019*, effective November 22, 2019, all shares of the Alberta Capital Finance Authority (Corporation) have been cancelled and are to be exchanged for the issued value of \$10.00 per share.

According to the Corporation's shareholder registry, as of December 6, 2019, the Local Authority acquired:

<u>Number of Shares</u>	<u>Certificate Numbers</u>
4	0022

In view of the above information, the Local Authority is entitled to the total value of \$40 for its shares.

The Corporation confirms the above value will be electronically transferred to the account of the Local Authority before the Corporation dissolves.

If you have any questions or concerns, please do not hesitate to contact the writer.

Regards,



Bernadiene Hsie
Vice-President, Senior Financial Officer

P & H Elevator Preservation Society

Christmas 2019

Newsletter

Issue #33

We Wish You A Merry Christmas and A Happy New Year

P&H Elevator Christmas Party

January 11, 2020

Located in the Hub
(Stettler Rec Centre)

Doors open at 5:30 followed by
meal at 6:00 and entertainment
and door prizes

EVERYONE WELCOME

Advance tickets can be purchased at
Wells Furniture or at the Elevator on Saturdays until
January 6th for \$30 per person.
Advanced tickets qualify you to be entered into our draw
to have your ticket reimbursed. Tickets will be
available at the door.

For more information call 403- 742-4703
or email stettlergrainelevator@gmail.com



Season's Greeting and Many Thanks!

From the P & H Elevator Society Executive

President

Stan Eichhorn

Vice President

Verna Rock

Secretary

Donna Langille

Treasurer

Directors ~ Ben Ayotte, Oliver Bull,
Les Howlett, Craig Hague, Bill Kirtley
Evelyn Shursen

Web Master ~ Mary Freimark

THE YEAR IN REVIEW

We started the year with our Christmas supper and welcomed 160 friends

The Annual Pancake Breakfast was again a success when 300 people came out to support the day

The hail storm that hit Stettler this summer did a fair bit of damage including broken windows, siding and shingles torn off. The coal shed suffered the most damage and will require a new paint job next year



Memories of the fall supper



COMING EVENTS IN 2020

This year marks the 100th Anniversary of the Elevator, special plans are being considered.

Any suggestions that will make this a wonderful celebration with the opportunity for fund raising are welcome. Point of interest ~ Alberta Prairie Steam Locomotive was also built in 1920.

We are starting to work on the upstairs installing insulation etc.

We will be finishing the siding and skirting on the exterior of the feed shed addition.

Volunteer workers would be appreciated.

SNACK BAR

Huge thank you to Mary Ann Bull, Susan Mitchell, Kay Andersen, Chris Shewchuck, Janet Wittaker, Jane Doan, Enid Anderson, Tracy Robinson, Doris Berezan, Joan Strandberg, Keirsten Docherty, Verna Rock (cinnamon buns)



TOUR GUIDES

Oliver Bull, Dave McCourt, Keirsten Docherty

COFFEE STOP

Elaine Scheerschmidt, Virginia Nielsen, Judy Robinson, Dale & Donna Chapman, Oliver Bull

*****Save The Dates*****

Pancake Breakfast May 31, 2020

Fall Supper August 29, 2020



Yard Light Installation



Preparation of Floor



Floor Completed

SPECIAL THANK YOU

- **Gerd Leibe and his crew for getting the cement floor into the new addition**
- **To Dustin of *On A Dime Lighting & Signs* for the new yard light that really brightens up the area to keep us all safe**
- **To Lorissa of *Metalex* for the metal to finish the skirting on the new addition**
- **To Heartland Glass for replacing the windows following the hailstorm.**
- **Bernie Jackson of Wells Furniture for helping sell tickets for Christmas Party**

We thank each of you that have helped us over the past year, all those that purchased memberships, donated time, money, other items. We will strive to make you proud to be associated with this project. Because of you we are preserving an important part of our heritage and a prairie icon for present and future generations. Our faithful volunteers have worked hard over the past year and deserve a very heart felt thank you!



It is with great sadness that we learned of the passing of Jim Pearson. Jim for the past 15 years had spent his life documenting the history of every grain elevator in the four western provinces. His work was unprecedented and will provide forever a record of the history to date of the "Prairie Sentinels." Jim was a great help to us all with the information posters in the Elevator complex that were drafted and written by himself. Our sympathy to his family and friends.

We are also saddened by the passing of Ethel Howlett wife of Les Howlett, she was a great supporter to the Elevator and will be remembered for her happy disposition and her baking for the volunteers. Sympathy to Les and his family.

We were saddened by the passing of Margaret Martin, she was a very active member in the early years, we send our condolences to her family.

We will be looking for a new summer student as Kiersten will be finishing her studies at the U of A, names of potential candidates are welcome.

ANNUAL MEMBERSHIPS

2020 Memberships are appreciated
 Adults \$20.00 a year
 Children \$2.00 a year
 Lifetime \$150.00 a year

P & H Elevator Society
 Box 1437,
 Stettler, AB
 T0C 2L0

Membership 2020

NAME

ADDRESS

POSTAL CODE _____

TELEPHONE _____

EMAIL _____

In Memorial

In Memorial

The following names have been added to our memorial wall

Jim Baugh
Clarence Blaney
Bill Chapman
Mae Dempsey
Werner Kruger
Rudolph Hennel
Lydia Scheerschmidt
Ken Penosky
Maurice Smith
Hardy Scheller
Rod Walstrom
Morris Turville
John Baird
Gerald Tobin
Vivian Aldcorn
Jim Andersen
Hugh Charles
John Fischer
Bryce Mailer
John Anderson
Marie Barnece
Chris Fischer
Rick Smith
Steve Gordon
Dale Handyside
Rex Shuckburgh
Phyllis Hague
Kay Scheerschmidt
Coy McKay
Len Watson
Jim Scheerschmidt
Walter Treherne
Lloyd & Helen Smith

George Smith
Jack Chapman
Walter Haustein
Ken Bauman
John Kvill
Thomas D. Lyle
Archie Smith
Glenn Nixon
Marion & Gertrude Scheerschmidt
Don Tash
Adrian & Wilma Glasier
Leo & Vera Shuckburgh
Manny & Melissa Gray
Earl & Wilda Gibbon
Harvey & Reta Pooley
George Layman & Letiasa Stotts
Judge Wm B. & Maggie Gray
Paul & Anna Scheerschmidt
Juri & Marie Klaus
Paul & Agnes Klaus
Archie & Edith White
Louis & Mary Zeigler
Norman McCourt
Bernard Gendre
Jack Groat
Henry Eichhorn
Scotty & Phyl Wood
Tom O'Shea
Fred Scheerschmidt
Dave & Ann Harbison

*Dave and Ann Harbison
remembered by
Sam & Bev Harbison*

*Fred Scheerschmidt
remembered by
Donna and Dale
Chapman*

Website

Check out the Website
Give us your comments
www.stettlergrainelevator.com

Follow us on Facebook



Email

Anyone that would like to receive their Newsletter by e-mail please send us your email address to stettlergrainelevator@gmail.com

Coffee Shop

Wednesday & Thursday
9:00 ~ 11 AM
Everyone Welcome

