

Town of Stettler

COUNCIL MEETING

MARCH 17, 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, MARCH 17th, 2020
6:30 P.M.
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
 - (a) Minutes of the Regular Council Meeting of March 3rd, 2020 5-10
 - (b) Business Arising from the March 3rd, 2020 Council Minutes
4. Citizens Forum
5. Delegations
6. Administration
 - (a) 2020 Capital Budget – Grader RFP 11-12
 - (b) 2020 Capital Budget – Website & Mobile App 13-14
 - (c) Stettler Board of Trade – Temporary Amendment to Noise Bylaw Request, August 8th, 2020 15
 - (d) 2020 Trade Show Work Schedule 16
 - (e) 2020 Budget Expense/Revenue Statement – February 29, 2020 17-18
 - (f) 2020 Capital Budget Summary – February 29, 2020 19-22
 - (g) CAO Reports 23-27
 - (h) Meeting Dates
 - Wednesday, March 25 – Thursday, March 26 – **Spring Municipal Leader's Caucus**
 - 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)
 - Monday, June 1 – Friday, June 5 – **Senior's Week**

- Tuesday, June 2 – Council – 6:30pm
- **Thursday, June 4 – Sunday, June 7 – FCM Annual Conference**
- Tuesday, June 9 – COW – 4:30pm
- Tuesday, June 16 – Council – 6:30pm
- Tuesday, July 7 – Council – 6:30pm
- Tuesday, July 21 – Council – 6:30pm
- Tuesday, August 4 – Council – 6:30pm
- Tuesday, August 18 – Council – 6:30pm
- Tuesday, September 1 – Council – 6:30pm
- Tuesday, September 8 – COW – 4:30pm
- Tuesday, September 15 – Council – 6:30pm
- **Wednesday, September 23 – Friday, September 25 – 2020 AUMA Convention**

- (i) Accounts Payable in the amount of \$303,656.64 28-33
(\$70,491.84 + \$189,920.72 + \$43,244.08)

- 7. Council
 - (a) Meeting Reports

- 8. Minutes
 - (a) Stettler District Ambulance Association Meeting – March 9, 2020 34-36

- 9. Public Hearing

- 10. Bylaws

- 11. Correspondence
 - (a) Stettler Doula Association – Maternal Mental Health Program 37-38
 - (b) Stettler Waste Management Authority Financial Statements – December 31, 2019 39-54

- 12. Items Added

- 13. In-Camera Session

- 14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MARCH 3rd, 2020 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor S. Nolls
Councillors A. Campbell, C. Barros, G. Lawlor, M. Fischer, S. Pfeiffer & W. Smith
CAO G. Switenky
Director of Operations M. Robbins
Corporate Communications Coordinator L. Angus
Media (1)

Absent: Assistant CAO S. Gerlitz

Call to Order: Mayor Nolls called the meeting to order at 6:29 p.m.

1/2. Agenda Additions/Approval:

Councillor Lawlor requested the addition of an In-Camera Session.

Motion 20:03:01 Moved by Councillor Smith to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held February 18th, 2020

Motion 20:03:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on February 18th, 2020 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the February 18th, 2020 Minutes

None

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

5. Delegations: (a) None

6. Administration:

(a) 2020 Capital Budget – Tandem RFP

CAO Switenky advised that there is \$170,000 approved from the 2019 Capital Budget to purchase a new tandem. The budget item was funded late in 2019, resulting in a 2020 RFP.

Director of Operations M. Robbins advised that the RFP was posted on Alberta Purchasing Connection and the following submissions were received (all prices exclude GST):

Dealership	Make/Model	Price
New West Freightliner	Freightliner M2 112 with Renn box	\$166,690.81
New West Freightliner	Freightliner M2 112 with Midland box	\$169,460.73
Glover International	Did not meet spec	\$184,482.25
Glover International	Did not meet spec	\$183,004.25
Western Star Trucks	Western Star 4700SB with Midland box	\$200,000.00
Great West Kenworth	Kenworth T880 with Bibeau box	\$209,700.00

Director of Operations M. Robbins advised that all RFP submissions were evaluated on meeting or exceeding specifications, price and known performance of engines. Five models met the specifications and would be considered equal for evaluation purposes.

Various options on extended warranty were offered by all companies with relatively similar terms. Trade-in of the existing 2005 Freightliner was an optional item in the RFP. Western Star and Glover offered trade-in values of \$10,000 and \$15,000. New West and Great West did not offer a trade-in.

Based on the evaluation and the pricing, the New West Freightliner M2 112 with a midland box is recommend for purchase. All town trucks currently have midland boxes and their performance and durability is proven. A 3 year extended warranty for \$7,850 is a value added item. The engine and injectors have a 2-year standard warranty, with major components having a 5-year standard warranty. Adding an extended warranty protects the engine for five (5) years.

Administration will explore options for disposal of the existing 2005 tandem either through posting for sale or selling in the Town's surplus equipment sale. Estimated value of the tandem is around \$10,000.

Discussion ensued regarding the consideration of value to purchase an extended warranty on municipal equipment over 1 ton.

Motion 20:03:03

Moved by Councillor Fischer that the Town of Stettler Council award the Tandem RFP to New West Freightliner Inc. for the purchase of a 2020 Freightliner M2 112 with midland box in the amount of 169,460.73, excluding GST and purchase the additional 3-year warranty for \$7,850.00 funded through the 2020 Capital Budget.

MOTION CARRIED
Unanimous

(b) 2020 Capital Budget – ¾ Ton Truck Tender

Director of Operations M. Robbins advised that there is \$50,000 approved in the 2020 Capital Budget to purchase a One Ton Truck. After completion of the Capital Budget, one of the existing ¾ ton truck's engine began knocking. Administration re-evaluated the fleet replacement plan and decided to move a ¾ ton truck purchase ahead from 2021 and delay the one ton truck purchase until next year to keep the fleet operational.

Tenders from the three (3) local dealerships were solicited and are summarized below (excluding GST):

Dealership	3/4 Ton 4x4 Extended Cab Truck with 8' box
Aspen Ford	\$38,977.92
Stettler GM	\$38,781.25 (did not meet spec – provided a supercab)
Stettler Dodge	\$44,122.00 (did not meet spec – provided a crew cab)

Discussion ensued over the administrative preference for an extended cab truck length.

Motion 20:03:04

Moved by Councillor Smith that the Town of Stettler Council award the ¾ ton truck Tender to Aspen Ford in the amount of \$38,977.92, excluding GST funded through the 2020 Capital Budget.

MOTION CARRIED
Unanimous

M. Robbins left the meeting at 6:41 p.m.

(c) Stettler Library Board Member at Large

CAO Switenky advised that following the Town of Stettler's advertising efforts, five (5) candidates have submitted Letters of Interest regarding the Member-at-Large position on the Stettler Library Board. Following the submissions, one candidate retracted their submission, and one candidate noted that they reside outside of the Town of Stettler.

Mayor Nolls, CAO Switenky, and Stettler Public Library Manager Rhonda O'Neill met to discuss the process for selecting a candidate. Stettler Library Board Chair Jane Skocdopole, Mayor Nolls and Councillor Lawlor will host an informal "Meet & Greet" with the three candidates on Thursday, March 5th to discuss the position and bring forward an appointment recommendation at a future Council meeting.

(d) Bank Reconciliation – January 31, 2020

Motion 20:03:05

Moved by Councillor Campbell that the Town of Stettler Council approve the Bank Reconciliation as of January 21, 2020 as presented.

MOTION CARRIED
Unanimous

(e) Meeting Dates

- Tuesday, March 10 – Outlook Training – 3:30
- 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
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- Tuesday, August 4 – Council – 6:30pm
- Tuesday, August 18 – Council – 6:30pm
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- Tuesday, September 15 – Council – 6:30pm
- Wednesday, September 23 – Friday, September 25 – 2020 AUMA Convention

(h) Accounts Payable in the amount of \$467,856.49

Councillor Pfeiffer abstained from Cheque #74341 due to a conflict of interest.

Motion 20:03:06

Moved by Councillor Barros that Accounts Payable in the amount of \$467,856.49 (\$72,947.95+ \$72,337.99 + \$236.66 + \$88,485.79 + \$29,232.82 + \$62,805.27 + \$8,727.47 + \$102,436.41 + \$30,646.13) for the period ending March 3rd, 2020 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

February 19 – Talk of the Town
February 20 – 100 Years of Kin Proclamation Signing
February 20 – County of Stettler Housing Authority
February 21 – Signed Cheques at the Town Office
February 22 – Meeting with Local Physicians and Nate Horner, MLA
February 24 – Met with the Stettler Football Field Restoration Group
February 26 – Talk of the Town
February 26 – Stettler Library Board Member-at-Large Selection Process Meeting
February 26 – Economic Development Subcommittee Meeting
February 28 – Signed Cheques and Reviewed Agenda at the Town Office

(b) Councillor Barros

February 20 – 100 Years of Kin Proclamation Signing
February 21 – Heartland Youth Centre Bowl for Kin
February 21 – Municipal Planning Commission Meeting

(c) Councillor Campbell

February 21 – Municipal Planning Commission Meeting
February 21 – Heartland Youth Centre Bowl for Kids

(d) Councillor Fischer

February 20 – 100 Years of Kin Proclamation Training
February 21 – Municipal Planning Commission Meeting

(e) Councillor Lawlor

February 11 – Committee of the Whole
February 12 – Stettler Library Board Meeting
February 20 – Consulate General of Japan Emperor's
Birthday Reception
February 26 – Economic Development Subcommittee
Meeting

(f) Councillor Pfeiffer

February 21 – Municipal Planning Commission Meeting
February 21 – Heartland Youth Centre Bowl for Kids
February 24 – FCSS Meeting
February 26 – Economic Development Subcommittee
Meeting

(g) Councillor Smith

February 21 – Municipal Planning Commission Meeting
February 24 – FCSS Meeting
February 28 – Airport Master Plan Meeting
March 3 – Stettler Elementary Igloo Day

Motion 20:03:07

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

MOTION CARRIED
Unanimous

8. Minutes:

(a) None

9. Public Hearing:

(a) None

10. Bylaws:

(a) None

11. Correspondence:

(a) KidSport – Spring Fling Contribution Request

(b) Parkland Regional Library – A New Chapter for the
Parkland Regional Library

Motion 20:03:08

Moved by Councillor Lawlor that the Town of Stettler
Council accept the correspondence items (a-b) for
information.

MOTION CARRIED
Unanimous

12. Items Added:

(a) In -Camera Session (13a)

13. In-Camera Session:

(a) FOIP – Section 16 – Third Party Business Interests

Motion 20:03:09

Moved by Councillor Fischer that the Town of Stettler
Council proceed into an In-Camera Session with the CAO
present to discuss the In-Camera items.

MOTION CARRIED

Unanimous at 7:13 p.m.

Motion 20:03:10

Moved by Councillor Fischer that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 7:50 p.m.

14. Adjournment:

Motion 20:03:11

Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 7:50 p.m.

Mayor

Assistant CAO

MEMORANDUM

Date: March 11, 2020

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: Recommendation of Award of Grader Request for Proposal

History:

Approved 2020 capital budget is \$280,000 to purchase a new grader. The Town currently has one grader in the fleet. Over the past five years we have been renting an additional grader for the winter months to assist with snow removal. Our current 2010 Volvo grader has 3245 hours. As discussed at the capital budget workshop, Volvo stopped producing graders which means components are scarce and the cost and delivery time to get parts is high. Maintaining the existing Volvo is no longer practical for our operations.

Summary of RFP's received on February 18, 2020:

RFP was posted on the Alberta Purchasing Connection. The following submissions were received and evaluated for inclusions for required components and optional items. All prices exclude GST.

Dealership	Make/Model	Price (pricing was extended to include the same options and 3 year warranty)
Finning	CAT 140	\$308,600
Brandt Tractor	John Deere 6206	\$349,900
SMS Equipment	Komatsu GD655-7	\$309,175

**both Finning and Brandt submitted additional pricing for lever controlled machines however they are not being considered at this time.*

All RFP submissions were evaluated on meeting or exceeding specifications, price and known performance of models. A trade in value for the existing 2010 Volvo grader was included in the RFP. All dealerships offered a trade with amounts varying from \$45,000 to 55,000.

The Komatsu is currently not being considered as a viable option for a grader at this time. They hold a small percentage in the Alberta market for graders and availability of parts and costs are considered in the evaluation process. The main concern is Komatsu stops production of the grader in the future due to low sales and that leaves the Town in the same situation as our current Volvo grader.

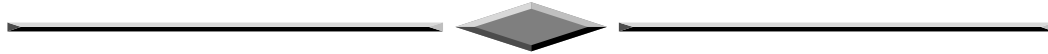
Finning provided a CAT demo model with joystick control at the shop for evaluation. All previous town graders have been lever controlled. Staff all were pleased with all aspects of the CAT grader, specifically the ease of the joystick control. Finning offered a trade in value of \$45,000.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the Grader RFP to Finning Canada for the purchase of a 2020 CAT 140 grader for \$308,600, excluding gst, and additionally purchase a snow gate for \$10,500, and trade in the 2010 Volvo grader for \$45,000 for a total net budget expenditure of \$274,100 funded through the 2020 Capital Budget

MEMORANDUM

To: Greg Switenky
From: Corporate Identity Committee
Date: March 13, 2020
Re: Website and Mobile App



Background:

The Corporate Identity Committee identified a complete website redesign and a mobile app in our #2 Target. Council approved the 2020 Capital Budget of \$50,000 to accomplish this target and achieve our strategic plan for the Town's Corporate Identity.

2020 Objectives

Engage More Media Outlets	Commission Website Redesign	Commission Mobile Application Design
<ul style="list-style-type: none">Initiate similar programs with other publications.	<ul style="list-style-type: none">Pending approval, select a Web Agency for the redesign.Develop a Content Relocation Strategy.Define website management roles.Educate selected administrators on the new CMS.Website and App Launch Event.Create a Website Mailing List	<ul style="list-style-type: none">Develop a Content Creation Strategy.Define application management roles.Educate selected administrators on the new CMS.Website and App Launch Event.

Corporate Identity Committee Review:

The committee has reviewed a number of municipal websites and apps as well as the providers of each. Through this process we discovered the challenges of identifying specific features and requirements that a Request for Proposal would require. Administration feels that relying upon minimum specifications would not appropriately accomplish the outcome.

The intention of the committee's research was to find a website and app provider who could exceed the operating requirements we desire while creating a look and a feel that aligns with the Town of Stettler's Corporate Identity. Therefore, the specifications relating to operation and integration alone will not necessarily deliver the best product.

The Town is fortunate to be able to visit the websites of nearby communities and evaluate the variety of alternatives available.

Administration looked closely at the following municipal web providers to evaluate user experience:

Municipality	Website Provider	Mobile App	App Provider
Town of Barrhead	all-net municipal solutions	No	-
City of Lacombe	Vision Internet	No	-
Town of Edson	Box Clever	Yes	Box Clever
Red Deer County	Civic Plus	No	-
Town of Vegreville	Box Clever	No	-
Town of Vermillion	iCompass	No	-
Town of Slave Lake	Civic Plus	Yes	Civic Plus
City of Camrose	Cludo	Yes	Camrose Booster Ltd.
Town of Blackfalds	Box Clever	Yes	Box Clever
Town of Three Hills	all-net municipal solutions	Yes	all-net municipal solutions

After completing our research and comparison of different web providers we found that there is a notable gap in functionality, design and features. We noted the importance of having a single provider who could run both the website platform and the app platform. By having the same provider, we can achieve the consistent look and feel on both platforms as well as streamline our content through a single contact.

After identifying the content and features necessary for the Town of Stettler's website redesign it is the Committee's position that Box Clever is the preferred provider based on review of websites, reference checks and direct contact with customer service.

Recommendation:

The Corporate Identity Committee respectfully recommends that Town of Stettler Council awards the redesign of the Website and creation of the Mobile App to Box Clever with funding from the 2020 Capital Budget.

Alternative:

That the Town of Stettler Council direct Administration to develop minimum standards for the website and app design and undertake a full RFP initiative.



Stettler Business and Tourism Centre
6606 – 50th Ave
Stettler, AB T0C 2L2

Phone (403) 742-3181
Fax (403) 742-3123
1-877-742-9499 TOLL FREE
E-mail: info@stettlerboardoftrade.com

Mayor Sean Nolls
Town of Stettler
PO Box 280
Stettler, AB T0C 2L0

Re: Temporary Amendment to Noise Bylaw

Dear Mayor Nolls,

The Stettler Regional Board of Trade and the County of Stettler are seeking permission from the Town of Stettler Council for temporary amendment regarding to bylaw 2020-11 hence forth known at the "Noise Bylaw".

This year, Taste of the Heartland will be held Saturday, August 8, 2020 with the long table dinner commencing at 16:30 on Stettler's Main Street. Taking into consideration speeches, appetizers, a main course, followed by dessert; we have approximated that dinner service will end at 20:00. Following the dinner, it is our intention to then host a street dance on Main Street beginning at 20:00. Currently the Noise Bylaw states in part 4 section A:

"No person shall within the corporate limits of the Town make, or cause to be made any noise or continuous noise likely to disturb the peace and quiet of the community, unless permission to do so has first been obtained in writing from the Council."

Taking into consideration the comfort of those residing on Main Street and within close proximity; we are requesting council approval and written acknowledgement of, that on Saturday, August 8, 2020 the Stettler Board of Trade and the County of Stettler be permitted to host a live band and street dance until 00:00 on Sunday, August 9, 2020 for the Taste of the Heartland community event.

If you would like to discuss our request, please feel free to contact me at 403-742-3181. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Donna Morris".

Donna Morris
Project Manager

STETTLER TRADE SHOW

APRIL 17, 18 & 19, 2020



<u>DATE</u>	<u>TIME</u>	<u>DEPT. HEAD</u>	<u>COUNCIL REP</u>
FRIDAY APRIL 17TH	4:00 P.M. - 6:30 P.M.	_____	_____ & _____
	6:30 P.M. - 9:00 P.M.	_____	_____ & _____
SATURDAY APRIL 18TH	10:00 A.M. - 1:00 P.M.	_____	_____ & _____
	1:00 P.M. - 4:00 P.M.	_____	_____ & _____
	4:00 P.M. - 6:00 P.M.	_____	_____ & _____
SUNDAY APRIL 19TH	11:00 A.M. - 1:00 P.M.	_____	_____
	1:00 P.M. - 4:00 P.M.	_____	_____ & _____ & _____

LUNCH WILL BE PROVIDED ON FRIDAY, APRIL 17
12:00 NOON - SRC
IN THE TOWN'S BOOTH

Revenue	2020 Budget	Actual - Feb 29, 2020	Variance	%	Notes
Administration	\$317,333	\$1,022.74	\$316,310.26	0.32%	
Clearview swimming pool - \$13,313)					
White Sands Contract - \$32,000)					
Inter Dept Utility Transfer - \$250,000)					
Police	\$565,466	\$5,095.71	\$560,370.29	0.90%	MSI Operating - \$53,680
Traffic Fines (Budget - \$60,000 / \$4,010 - 7%)					
Provincial Grant - \$347,000					
Community Resource Program - \$98,267					Clearview 50% / County 25%
Fire	\$408,427	-\$6,609.36	\$415,036.36	-1.62%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$109,950	\$112,765.00	-\$2,815.00	102.56%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$92,000 (107%) /Animal License - Budget \$21,000 - Actual \$20,365					
Roads, Streets, Walks, Lights	\$64,535	\$42.69	\$64,492.31	0.07%	
Roads Frontage - Pavement (Budget - \$67,460)					
Airport	\$10,880	\$0.00	\$10,880.00	0.00%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,147,098	\$257,311.81	\$2,889,786.19	8.18%	
Metered sale of water (Budget - \$1,961,388 / Actual - \$151,591 - 8%)					
Metered out of Town (Budget - \$1,070,000 / Actual - \$95,145 - 9%)					
Bulk water (Budget - \$40,000 / Actual \$2,005 - 5%)					
Sewer	\$950,675	\$75,258.03	\$875,416.97	7.92%	
Sewer Service Charges (Budget - \$888,655 / Actual \$75,258 - 8%)					
Garbage Collection & Disposal	\$824,660	\$65,157.14	\$759,502.86	7.90%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$623,438 / Actual \$65,023 - 10%)					
Recycling Revenue (Budget - \$168,870 / Actual - \$9.52 - 0%)					
FCSS	\$157,148	\$39,287.00	\$117,861.00	25.00%	
Cemetery	\$23,600	\$1,145.00	\$22,455.00	4.85%	
Planning & Development	\$44,500	\$2,292.94	\$42,207.06	5.15%	
Building Permits (Budget - \$30,000 / Actual - \$342 - 1%)					
Economic Development - BOT	\$222,920	\$34,741.03	\$188,178.97	15.58%	
Subdivision Land	\$2,000	\$0.00	\$2,000.00	0.00%	Subdivision Fees
Land, Housing & Rentals	\$273,780	\$47,311.65	\$226,468.35	17.28%	
Health Unit - \$197,950					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000	\$281.17	\$2,718.83	9.37%	
Recreation Programs	\$24,460	\$618.15	\$23,841.85	2.53%	Ball / Soccer
Facilities	\$1,088,705	\$82,242.26	\$1,006,462.74	7.55%	County Partnership - \$466,000
Community Hall	\$40,000	\$3,751.18	\$36,248.82	9.38%	
Senior's Center	\$22,875	\$8,542.42	\$14,332.58	37.34%	
Parks	\$100,650	\$0.00	\$100,650.00	0.00%	
Lions Campground - Budget - \$100,000 / Actual - \$0 - 0%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes / Penalties	\$8,772,236	\$29,296.62	\$8,742,939.38	0.33%	Incl Business Taxes / Penalties
Other Revenue	\$1,778,000	\$206,315.56	\$1,571,684.44	11.60%	
Franchise Fee - GAS (Budget - \$936,000 / Actual - \$119,151 - 13%)					
Franchise Fee - ELECTRIC (Budget - \$712,000 / Actual - \$67,017 - 9%)					
Return on Investments (Budget - \$130,000 / Actual - \$20,148 - 15%)					
Total Revenue	\$18,952,898	\$965,868.74	\$17,987,029.26	5.10%	

Expense	2020 Budget	Actual - Feb 29, 2020	Variance	%	Notes
Council & Legislative	\$221,300	\$41,955.78	\$179,344.22	18.96%	
Council Honorarium (Budget - \$152,300 / Actual - \$31,082 - 20%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000 / Actual - \$2,349 - 11%					
Council membership Conferences (Budget - \$16,000 / Actual - \$8,524 - 53%)					
Administration	\$1,215,838	\$151,317.49	\$1,064,520.51	12.45%	Admin, Office, Computer, Assess
Police	\$1,140,831	\$21,176.58	\$1,119,654.42	1.86%	
RCMP - Contract Billings (Budget - \$956,072)					
Fire	\$900,178	\$33,300.73	\$866,877.27	3.70%	
Disaster Services	\$20,068	\$97.95	\$19,970.05	0.49%	
Bylaw Enforcement	\$185,808	\$17,557.58	\$168,250.42	9.45%	
Common Services	\$150,597	\$6,979.87	\$143,617.13	4.63%	Shop
Roads, Streets, Walks, Lights	\$1,903,345	\$101,623.70	\$1,801,721.30	5.34%	
Airport	\$46,974	\$1,658.56	\$45,315.44	3.53%	
Water Supply & Distribution	\$3,095,880	\$182,530.23	\$2,913,349.77	5.90%	
Sewer	\$642,607	\$50,865.28	\$591,741.72	7.92%	
Garbage Collection & Disposal	\$794,016	\$23,060.66	\$770,955.34	2.90%	
FCSS	\$196,435	\$49,108.75	\$147,326.25	25.00%	
Cemetery	\$64,668	\$1,406.17	\$63,261.83	2.17%	
Planning & Development	\$380,225	\$44,741.77	\$335,483.23	11.77%	
Comm Services -Handi Bus	\$25,000	\$0.00	\$25,000.00	0.00%	
Economic Development	\$633,150	\$66,242.30	\$566,907.70	10.46%	Ec Dev, BOT. HBC
Subdivison Land	\$55,270	\$6,155.15	\$49,114.85	11.14%	
Land, Housing & Rentals (47343)	\$43,900	\$2,418.52	\$41,481.48	5.51%	
Recreation - General	\$140,775	\$13,834.17	\$126,940.83	9.83%	
Recreation Programs	\$80,280	\$3,803.61	\$76,476.39	4.74%	
Facilities	\$2,459,512	\$264,296.69	\$2,195,215.31	10.75%	
Culture	\$345,812	\$85,651.60	\$260,160.40	24.77%	Parkland, Library, Museum
Community Hall	\$104,029	\$12,448.05	\$91,580.95	11.97%	
Senior's Center	\$13,310	\$1,332.38	\$11,977.62	10.01%	
Parks	\$614,051	\$18,815.51	\$595,235.49	3.06%	
Operating Contingency	\$795,427	\$0.00	\$795,427.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$230,000) (JE made at end of year prior to Audit)					
Available for Capital from 2020 Operating Budget for 2020 Capital Budget - \$1,025,427 (Water \$51,218 + Utility \$338,712 (sewer, waste, recycling) + Total Available for Capital - \$635,497) + Contingency - Utility - \$0 / Salaries - \$0 = \$1,025,427					
Requisitions	\$2,683,612	\$0.00	\$2,683,612.00	0.00%	
ASFF (Budget - \$2,157,062 - Actual - \$0 - 0%)					
ASFF Separate School (Budget - \$177,747 - Actual - \$0 - 0%)					
County of Stettler Senior Lodges (Budget - \$347,873 - Actual \$0 - 0% Actual)					
Total Expense	\$18,952,898	\$1,202,379.08	\$17,750,518.92	6.34%	
Surplus / Deficit	\$0	-\$236,510.34	\$236,510.34		

Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2020 Budget Expense - Approved by Council	Actual - Project Expenses - February 29, 2020	Utility (Water) Avail for Capital 2020 Interim Operating Budget (Rates) - \$51,218	Utility (other) Avail for Capital 2020 Interim Operating Budget (Rates) - \$338,712	Available for Capital 2020 Interim Operating Budget (taxes)- \$635,497	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2020 Operating Budget / MSI Operating \$52,856 (\$53,391)	Debtenture / Local Improvement	Grants - MSI - (\$945,165)	Grants - FGT - (\$346,344)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	\$8121 difference in provincial Grants from feb 27 Provincial Budget	Total
ADM	Computer Replacement Program	\$0.00	\$0.00					\$0.00	Office equip							\$0.00
ADM	Server Replacement (email, data , licensing)	\$35,042.00	\$35,042.00			\$154.00		\$34,888.00	Office equip							\$35,042.00
ADM	Softward Upgrade (e services/extender info)	\$25,670.00	\$25,670.00		\$20,670.00			\$5,000.00	Software Update							\$25,670.00
ADM	Communication - Website & Mobile APP	\$50,000.00	\$50,000.00		\$50,000.00											\$50,000.00
FIRE	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000.00		\$100,000.00											\$100,000.00
FIRE	2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150.00		\$60,150.00											\$60,150.00
FIRE	Multipurpose Air Shelter Command - Regional	\$24,500.00	\$24,500.00			\$12,250.00								\$12,250.00	County	\$24,500.00
Op	2-32-09-00-01-244 Sidewalk replacement program (yearly)	\$130,000.00	\$130,000.00			\$55,000.00			\$75,000.00							\$130,000.00
	Pathway Program (Area 2c - Hwy 12 along Co-op/Stettler GM)	\$100,000.00	\$100,000.00		\$100,000.00											\$100,000.00
Op	Pathway Rehab (2017 Council Direction)	\$50,000.00	\$50,000.00						\$50,000.00							\$50,000.00
Op	Pavement Patching	\$150,000.00	\$150,000.00			\$150,000.00										\$150,000.00
Op	44th Avenue Overlay from Hwy 56-65th Street	\$950,000.00	\$950,000.00						\$52,856.00			\$600,833.89	\$296,310.11			\$950,000.00
Op	Mainstreet - 49th Avenue - 1/2 block south	\$380,000.00	\$380,000.00								\$380,000.00					\$380,000.00
Op	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street)	\$60,000.00	\$60,000.00		\$60,000.00											\$60,000.00
Op	Cemetery concrete runner sidewalk	\$30,000.00	\$30,000.00			\$30,000.00										\$30,000.00
Water	Watermain on 52ndST between 49-50ave	\$230,000.00	\$230,000.00								\$230,000.00					\$230,000.00
Water	Watermain on 61ST Grandview	\$273,000.00	\$273,000.00								\$273,000.00					\$273,000.00
Water	Install additional fire hydrants 46th street	\$30,000.00	\$30,000.00			\$30,000.00										\$30,000.00
Water	Abandon Water Wells 15, 16, 17	\$90,000.00	\$90,000.00	\$90,000.00												\$90,000.00
Sewer	Sewermain on 61ST Grandview	\$273,000.00	\$273,000.00								\$273,000.00					\$273,000.00
Sewer	Lift station pump upgrades	\$300,000.00	\$300,000.00									\$260,000.00	\$40,000.00			\$300,000.00
Storm	Cattail removal Red Willow Creek	\$250,000.00	\$250,000.00			\$250,000.00										\$250,000.00
Equip	One tonne truck	\$50,000.00	\$50,000.00			\$50,000.00										\$50,000.00
Equip	Grader (keep old one for winter)	\$280,000.00	\$280,000.00		\$280,000.00											\$280,000.00
WTP	WTP - Chlorine Analyzer	\$20,000.00	\$20,000.00	\$20,000.00												\$20,000.00
WTP	WTP - Make up air unit replacement	\$20,000.00	\$20,000.00	\$20,000.00												\$20,000.00
WTP	WTP - Membranes (build reserves)	\$50,000.00	\$50,000.00	\$50,000.00												\$50,000.00
WTP	WTP - Chlorine gas replacement	\$50,000.00	\$50,000.00	\$50,000.00												\$50,000.00
WTP	WTP - Fluoride meter	\$12,000.00	\$12,000.00	\$12,000.00												\$12,000.00
WTP	WTP - Storage pond additional shading	\$15,000.00	\$15,000.00	\$15,000.00												\$15,000.00
WTP	WTP - Potable water pump	\$50,000.00	\$50,000.00	\$50,000.00												\$50,000.00
Park	Skateboard Park - Phase 2	\$126,000.00	\$126,000.00		\$63,100.45									\$62,899.55	Association	\$126,000.00
Park	Baseball diamond utility vehicle (mule)	\$32,000.00	\$32,000.00			\$32,000.00										\$32,000.00
SRC	Scissor lift	\$12,000.00	\$12,000.00		\$12,000.00											\$12,000.00
SRC	Door Accessibility	\$24,500.00	\$24,500.00		\$24,500.00											\$24,500.00
SRC Fitness	Pec Deck Machine	\$6,550.00	\$6,550.00			\$6,550.00										\$6,550.00
SRC - Arenas	Tube Heaters	\$62,500.00	\$62,500.00		\$62,500.00											\$62,500.00
SRC - Pool	Controller Replacement	\$28,150.00	\$28,150.00			\$28,150.00										\$28,150.00
Culture	Culture Projects	\$15,000.00	\$15,000.00			\$15,000.00										\$15,000.00
	Total 2020 Capital Budget	\$4,445,062.00	\$4,445,062.00	\$0.00	\$307,000.00	\$832,920.45	\$659,104.00	\$0.00	\$39,888.00	\$177,856.00	\$0.00	\$1,156,000.00	\$860,833.89	\$336,310.11	\$75,149.55	\$4,445,062.00
	Council Motion - 20:02:03 - Feb 4, 2020	\$4,445,062.00	\$0.00			\$1,025,427.00	\$1,799,024.45									\$4,445,062.00
																\$0.00
	Total 2020 Capital Budget	\$4,445,062.00														
	Difference (Actual vs Council Budget)	\$0.00														

		2019 Carry Forward															
		Brought forward from 2019 Budget Carry Forward	2019 Approved Amount (with tender amount updates)	Actual - Project Expenses - February 29, 2020	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves		Operating Budget	Debtenture / Local Improve	MSI	FGT	BMTG	Other	Total
2019 Carry Forward - Projects not Completed																	
6-32-09-60-00-660	Pathway Expansion - (Melissa Dec 30/19 - carry forward balance - \$100,000-46,628.12 = \$53,371.88)	\$53,371.88	\$53,371.88				\$53,371.88										\$53,371.88
6-32-21-10-22-610	51st Avenue - 59-61st Street Cement and Paving - (Melissa Dec 30/19 - carry forward balance - \$0	\$141.75	\$0.00	\$141.75							\$141.75						\$141.75
6-32-21-10-01-610	Downtown StreetScape Concept Planning - (Melissa Dec 30/19 - carry forward balance - \$20,000-\$8728.79= \$11,271.21)	\$11,271.21	\$11,271.21	\$4,171.50			\$11,271.21										\$11,271.21
6-41-11-10-22-610	Watermain replace on 52nd Street between 48-49 Ave - (Melissa Dec 30/19 - carry forward balance - \$221,369.75 - \$205,400.66 = \$15,969.09)	\$15,969.09	\$15,969.09										\$15,969.09				\$15,969.09
6-41-11-10-23-610	Watermain replace west of 57ASTbetween 46-47 Ave - (Melissa Dec 30/19 - carry forward balance - \$229,465.78 - \$213,354.80 = \$16,110.98)	\$16,110.98	\$16,110.98	\$2,326.65									\$16,110.98				\$16,110.98
6-41-14-20-01-620	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790)	\$149,790.00	\$149,790.00	\$210.00									\$149,790.00				\$149,790.00
6-42-00-10-22-610	Sewermain replace west of 57ASTbetween 46-47 Ave - (Melissa Dec 30/19 - carry forward balance - \$229,465.78 - \$213,354.81 = \$16,110.97)	\$16,110.97	\$16,110.97	\$2,326.65									\$16,110.97				\$16,110.97
6-42-00-20-00-620	Lift Stations A & B Furnaces - (Melissa Dec 30/19 - carry forward balance - \$30,000 - \$0.00 = \$30,000)	\$30,000.00	\$30,000.00	\$3,717.70	\$30,000.00												\$30,000.00
6-31-11-50-00-650	3/4 Tonne Truck - (Melissa Dec 30/19 - carry forward balance - \$36,526.25 - \$0 = \$39,526.25)	\$39,526.25	\$39,526.25	\$39,526.25	\$39,526.25												\$39,526.25
6-31-11-50-02-650	Tandem - (Melissa Dec 30/19 - carry forward balance - \$170,000-0=\$170,000)	\$170,000.00	\$170,000.00										\$170,000.00				\$170,000.00
6-31-11-30-06-630	Snow Blower - (Melissa Dec 30/19 - carry forward balance - \$180,000 - 0 = \$180,000)	\$159,700.00	\$159,700.00										\$159,700.00				\$159,700.00
6-41-01-20-22-620	WTP - MCC Room Air Conditioning - (Melissa Dec 30/19 - carry forward balance - \$10,000 - \$675.96 = \$9324.04)	\$9,324.04	\$9,324.04		\$9,324.04												\$9,324.04
6-41-01-20-10-620	WTP - Cathodic Protection Distribution Line - (Melissa Dec 30/19 - carry forward balance - \$100,000 - 0 = \$100,000)	\$100,000.00	\$100,000.00		\$100,000.00												\$100,000.00
2-61-02-00-05-239	North ASP - (Melissa Dec 30/19 - carry forward balance - \$25,000 - 0 = \$25,000)	\$25,000.00	\$25,000.00						\$25,000.00	planning res							\$25,000.00
6-41-14-10-01-610	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$50,000 - 0 = \$50,000)	\$50,000.00	\$50,000.00		\$10,000.00				\$40,000.00	Coat Reservoir Exterior							\$50,000.00
6-42-01-10-11-610	Lagoon Cell B (2018) & Cell C (2019) - Desludging (Melissa Dec 30/19 - carry forward balance for desludging Cells B (2018 - Budget \$334,720 / tender amount - \$230,162.71) and C (2019 - Budget - \$300,000 / tender amount - \$153,442.67) - Total 2019 Carry forward to 2020 - (\$230,162.71+\$153,442.67-\$192,778.92 = \$190,826.46	\$190,826.46	\$190,826.46										\$190,826.46				\$190,826.46
6-42-00-10-20-610	New Sewer Dump - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$115,000 - 0 = \$115,000)	\$115,000.00	\$115,000.00			\$115,000.00											\$115,000.00
6-41-01-10-01-610	WTP - Waste Pond Dredging - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$350,000 - 1171.80 = \$348,828.20)	\$348,828.20	\$348,828.20		\$348,828.20												\$348,828.20

6-41-01-20-21-620	WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$250,000 - \$20,499.36 = \$229,500.64)	\$229,500.64	\$229,500.64	\$879.70				\$229,500.64										\$229,500.64
6-41-11-10-08-610	4203-50A Ave - Motion 18:05:20 - 2018 Carry Forward - \$140,000 to 2019 to complete (Melissa - January 7, 2019) - (Melissa Dec 30/19 - carry forward \$5000 to cover engineering inspections - \$5000)	\$5,000.00	\$5,000.00	\$129.60	\$5,000.00													\$5,000.00
6-33-00-10-01-630	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000 - 2018 Carry Forward - carry forward balance (40,000-7,450 = 32,550) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance (joint Airport Grant - runway lighting) \$32,550 - 0 = \$32,550)	\$32,550.00	\$32,550.00			\$16,275.00										\$16,275.00	County	\$32,550.00
6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance (joint Airport Grant - runway lighting) \$34,706.73 - \$2201.72 = \$32,505.01)	\$32,505.01	\$32,505.01			\$32,505.01												\$32,505.01
6-41-11-10-19-610	Motion 17:03:04 - Sewer / Water Main 51 Ave - 57 to 59 Street (Total Budget \$970,000 (450,000+520,000) Contract Price - \$737,042 - \$232,958 under budget - 2017 Carry Forward - Melissa 20/12/17 - \$25,000 Engineering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance (25,000-8587.35=16,412.65) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward \$16,413 to cover engineering inspections - \$16,413)	\$16,413.00	\$16,413.00			\$16,413.00												\$16,413.00
641111012610 / 642001014610	Motion 17:02:27 - Sewer / Water - 50 Ave back alley between 55-56 Street - (Total Budget \$500,000 (250,000+250,000) \$78,217 Under Budget - 2017 Carry Forward - Melissa 20/12/17 - \$10,000 Engineering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward \$10,000 to cover engineering inspections - \$10,000)	\$10,000.00	\$10,000.00			\$10,000.00												\$10,000.00
2-73-11-02-03-239	SRC - Red Arena - Re-vamp player boxes (glass, boards and gates) - carry forward to 2020 (Allan Sept 11)	\$16,500.00	\$16,500.00			\$16,500.00												\$16,500.00
2-77-05-00-02-239	Parks - West Stettler Park - Imp (2019 Strategic Plan) - Allan - January 6, 2020 - carry forward balance - \$25,000 - 2020 Power & Water Feature	\$50,000.00	\$50,000.00			\$50,000.00												\$50,000.00
6-56-00-60-01-660	Cemetery Columbarium - Allan - January 6, 2020 - carry forward balance - \$20,000 - \$1800 = \$18,200	\$18,200.00	\$18,200.00			\$18,200.00												\$18,200.00
6-74-14-30-02-630	Community Hall - HVAC - Allan - January 6, 2020 - carry forward balance - \$271,000.00 - \$82,917.94	\$82,917.94	\$82,917.94						\$82,917.94	Community Hall / Arts & Culture								\$82,917.94
2-26-02-00-00-263	Bylaw Enforcement - Property	\$1,289.46		\$1,289.46							\$1,289.46							\$1,289.46
6-41-01-20-24-620	WTP - Primary Coagulant (warranty credit)	-\$2,569.00		-\$2,569.00							-\$2,569.00							-\$2,569.00
6-42-01-10-12-610	Lagoon Engineering (legal)	\$1,329.10		\$1,329.10							\$1,329.10							\$1,329.10
6-73-11-30-13-630	Concession Equipment (grill replacement)	\$4,674.86		\$4,674.86							\$4,674.86							\$4,674.86

Council - Board Room Chairs - 2018 Carry Forward - Steve - Working with Clearview to find suitable chair - or stick with old ones - Stay with Old Ones (January 7, 2020)	\$0.00	\$0.00	\$0.00			\$0.00											\$0.00
Total 2019 Carry Forward	\$1,999,281.84	\$1,994,415.67	\$58,154.22	\$542,678.49	\$190,193.01	\$149,343.09	\$229,500.64	\$147,917.94		\$4,866.17	\$0.00	\$718,507.50	\$0.00	\$0.00	\$16,275.00	\$0.00	\$1,999,281.84
Total 2020 Capital (Inc 2019 Carry Forward)	\$6,444,343.84	\$6,439,477.67	\$58,154.22	\$849,678.49	\$1,023,113.46	\$808,447.09	\$229,500.64	\$187,805.94		\$182,722.17	\$0.00	\$1,874,507.50	\$860,833.89	\$336,310.11	\$91,424.55	\$0.00	\$0.00
						\$2,681,239.04		\$417,306.58		Total Grants Available			\$1,929,881.04	\$894,411.47	\$450,889.22		
						Total Reserves		\$3,098,545.62		Balance			\$55,373.54	\$33,577.58	\$114,579.11		

TO: Town of Stettler Council

DATE: 2020 02 18

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – FEBRUARY 2020

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Department Head and Staff information sharing sessions.
2. Session with ATCO representatives to review an initial viability summary for the acquisition and installation of a 144 kW CHP unit at the SRC (pool), and the related 75% grant opportunity under MCCAC.
3. Introductory logistical planning session with approved AMSC prime contractor Paul Davis Restoration Inc relating to hail damage repairs on Town facilities.
4. Review Alberta 2020 -2023 Provincial Budget documents, and participate in follow-up AUMA webinar presentation.
5. Attended an industry expert lead presentation in Beaumont hosted by EAI relating to Electricity Transmission & Distribution (T&D).
6. Vacation time off.
7. Ongoing liaison and information sharing with County Administration; working on community matters and strengthening collaborative working relationships.
8. Ongoing internal guidance and communication with Council respecting roles & responsibilities within our organization.
9. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/ratepayer concerns.

ADMINISTRATION – ASSISTANT CAO – STEVEN GERLITZ

1. Meetings attended included: Committee of the Whole, Golf Course, Economic Development Committee
2. Projects worked on included:
 - 2019 Revenue/Expense Budget Summary (December 31, 2019 – C Run)
 - 2019 Capital Budget Summary - (December 31, 2019 – C Run)
 - 2019 MSI, BMTG, FGT summary - (December 31, 2019 – C Run)
 - 2019 Reserves Summary – (December 31, 2019 – C Run)
 - 2019 Cash Flow Statement – (December 31, 2019 – C Run)
 - 2020 Capital Budget
 - Annexation areas (garbage, recycling, tax collection)

- Council prep
- Council Minutes
- AP Invoices and sign checks
- Vacation

TRANSPORTATION – IVAN WILFORD

- Sign repairs
- Graves and cremations
- Shop clean up
- Some tree trimming
- Some pot hole repairs
- Hauled stuff to the water treatment plant
- Online course training
- Flag person training
- Helped water department with cattails
- Sanded lanes
- Reviewed hazard assessments and made some revisions
- Equipment cleaning, and maintenance
- sidewalk sanding
- hauled snow from parking lots
- Swept and flooded rinks
- Catch basin and culvert thawing
- Reviewed grader RFP's, demoed unit and made recommendation

WATER – GRANT MCQUAY

1. Regular rounds, readings, locates and Bacterial sampling/Chlorine residual & turbidity testing.
2. Meter replacement program
3. Dig site maintenance
4. Frozen sewer service repair.
5. Cutting, hauling, and pushing up cattails at wetlands.
6. Weekly cleaning of sanitary tank and CL17 bottle replacement at Water Transfer Station and reservoir.
7. Monitoring wells and weir measurements.
8. Yearly and monthly building Maintenance
9. Stock

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. Dean's Machines completed the construction of the new acid and caustic pump stations safety shields. The shields have now been installed.
2. Plant staff are signed up for the required Confined Space and Fall Protection at WheelsOn in Red Deer and will be completed this month.
3. The safety rails that were constructed for around the Contact Tank #1 hatches have now been installed.

4. The new ABB Fluoride Meter is now on site and Shane's Instruments has been contacted for the installation.
5. Cleartech is performing the yearly servicing and certification of our online meters here at the plant. A new Kuntze Chlorine Meter has been set up for a trial run at contact tank #1. The meter has no waste stream and has much less waste sample water as well. The current chlorine meters at the plant and in town are aging and will have to start being replaced sometime in the near future.
6. Materials have been purchased to build a suspended curtain for the clarification settling tanks to curb the short circuiting and promote better sludge settling in the tank.
7. Regular routine plant maintenance.

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings:

- Department Head
- Outlook Training
- Parks and Public Works Planning Meeting
- Joint Health and Safety
- NW ASP Kick off meeting
- JHSC – training
- Safety Meeting
- Hail Damage to Facilities meet with contractor
- Airport Master Plan Meeting

Projects:

- Tandem Award
- ¾ ton truck award
- Airport Master Plan
- Water Reservoir Pump Upgrades
- Design and Tenders for 2020 Paving Program
- Design and Tenders for 52 Street Water main replacement
- Commercial Vehicle Safety Compliance legislative changes
- Town Life publication
- Lead in Water public information
- Highway 12 – TIA and Intersection Analysis

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2018 Permits to February 29, 2019	2019 Permits to February 29, 2020
Institutional	\$182,121.00	-
Industrial	-	-
Commercial	\$1,468,000.00	-
Residential	-	-
Total	\$1,650,121.00	-

2. Projects:

- Stettler Motel Notice of Costs
- Housing Assessment
- Golf Course Lease
- Town Life Spring 2020
- Pool Hall Plaque Replacement and Historical Review
- Economic Development Initiative
- Downtown Revitalization Initiative
- Downtown Business Walk n Talk
- Corporate Identity Initiative
- North West ASP RFP
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- NW ASP Meeting
- JHSC Training
- Safety Advisory Meeting
- Corporate Identity Meetings
- Social Media Stream Line
- Economic Development Meetings
- Joint Health and Safety Committee Meeting
- Housing Assessment
- Town Life Meeting
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Council and Committee Meetings
- Staff and Department Head

DIRECTOR OF PARKS & LEISURE SERVICES / PARKS & LEISURE SERVICES FOREMAN – ALLAN KING

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - Schedule pump operator course, determine instructor instructor assignments
 - Rapid intervention drills
 - Review response procedures regarding seat assignments
 - Review structure fire response

2. Fire Department Operations
 - Meeting - Fire officer, department head, Scott Air pack software and hardware update
 - Fire inspections - Mountain mellow, Dillmon manor lock box,
 - Fire prevention- Speak at Rotary lunch, Superfluity AGM fire safety plan
 - Structure Fire investigation- on going
 - Repair Rescue 14 light tower
 - Repaired Engine 11 coolant sensor
 - Schedule pump repair for engine 214

3. Regional Fire Department Incident Summary
 - Total calls 12 - 2 motor vehicle incidents, 1 alarm calls, 1 Structure fires, 2 Medical first response, 1 Vehicle fire, 1 Wildland fire, 1 Elevator rescue, 1 Carbon monoxide alarm, 1 trash fire, 1 Gas leak



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number 74363	74372
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Bagshaw Electric Ltd.	74363	2020-03-13	\$149.07

Invoice Description	Invoice Number	Invoice Amount	
Rec - Light battery	IC008641	\$48.30	
Rec - Battery light	IC008651	\$48.30	
Fire Joint - Straight blade	IC008720	\$52.47	

C & S Disposal	74364	2020-03-13	\$22,751.94

Invoice Description	Invoice Number	Invoice Amount	
Feb Waste & recycling collecti	59	\$22,751.94	

Cal-Trac Contracting Ltd.	74365	2020-03-13	\$9,405.45

Invoice Description	Invoice Number	Invoice Amount	
Sewer - 01.27-02.21 Cat rental	303693	\$9,405.45	

Challenger Clean Systems Ltd.	74366	2020-03-13	\$441.64

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Detergent, saniti	8768	\$441.64	

Magee, Tara	74367	2020-03-13	\$94.49

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Station wear pant	2020.03.02	\$94.49	

Ornamental Bronze Limited	74368	2020-03-13	\$510.30

Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Niche wreathe Schil	93439	\$537.60	

Receiver General for Canada	74369	2020-03-13	\$7,702.66

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Radio auth renewa	20200015021	\$6,169.72	
Trans - Radio auth renewal	20200011912	\$1,449.14	
Airport - Radio auth renewal	20200015863	\$83.80	

Sobeys Captial Inc.	74370	2020-03-13	\$355.28

Invoice Description	Invoice Number	Invoice Amount	
Fitness/Other - Janitor supply	096764	\$355.28	

Treasure House Imports Ltd.	74371	2020-03-13	\$1,763.95

Invoice Description	Invoice Number	Invoice Amount	
Pub Relations - Lapel pins	00183280	\$1,763.95	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Yellow Pages	74372	2020-03-13	\$69.30

Invoice Description	Invoice Number	Invoice Amount	
Office - Feb directory adv	20-7828373	\$69.30	
Total Cheques			\$43,244.08
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74357
Cheque Date	First	Last		74362

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	74357	2020-03-06	\$1,852.81

Invoice Description	Invoice Number	Invoice Amount	
Office &Water Billing Postage	9718595553	\$1,852.81	

Novak, Kelli	74358	2020-03-06	\$200.00

Invoice Description	Invoice Number	Invoice Amount	
Other Events Jul 29th Entertai	2020.03.04	\$200.00	

Praxair Distribution	74359	2020-03-06	\$348.23

Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Pool Cylinder Rn	94971463	\$348.23	

Receiver General for Canada	74360	2020-03-06	\$62,707.67

Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP05-20	\$52,237.49	
Town Tax Remittance	PP05-20.	\$8,664.65	
BOT Tax Remittance	PP05-20.BOT	\$1,805.53	

Unline Canada Corporation	74361	2020-03-06	\$4,894.88

Invoice Description	Invoice Number	Invoice Amount	
P&L/SRC 14 Mobile Tables	6329651	\$4,894.88	

Wheels On	74362	2020-03-06	\$488.25

Invoice Description	Invoice Number	Invoice Amount	
WTP Industrial Fall Protection	72098	\$488.25	

Total Cheques			\$70,491.84
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2020-03-10	2020-03-10		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AMSC Insurance Services Ltd.	EFT0002186	2020-03-10	\$181,639.80

Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Insurance	36353	\$181,639.80	

APEX Supplementary Pension Pla	EFT0002187	2020-03-10	\$369.92

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pensionn Plan Tr	PP05-20	\$369.92	

Barnes, Roger	EFT0002188	2020-03-10	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
SRC March Phone Allowance	2020.03.01	\$25.00	

Stettler Regional Board of Tra	EFT0002189	2020-03-10	\$867.87

Invoice Description	Invoice Number	Invoice Amount	
P.R. 2020 Trade Show Booth	1110.2	\$519.75	
HBC Trade Show Booth Final Pay	2020	\$348.12	

Canadian Union of Public Emplo	EFT0002190	2020-03-10	\$770.00

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP05-20	\$770.00	

Dahl, Steven	EFT0002191	2020-03-10	\$50.00

Invoice Description	Invoice Number	Invoice Amount	
Shop March Tool Allowance	2020.03.01	\$50.00	

Digital Connection Office Syst	EFT0002192	2020-03-10	\$598.02

Invoice Description	Invoice Number	Invoice Amount	
Office Photocopies 01.30-02.28	245537	\$598.02	

Dodd, Sonia	EFT0002193	2020-03-10	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Pool March Phone Allowance	2020.03.01	\$25.00	

Gerlitz, Steven	EFT0002194	2020-03-10	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Phone/Trvl Allow	2020.03.01	\$100.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Graham, Leann	EFT0002195	2020-03-10	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D March Phone/Trvl Allowance	2020.03.01	\$175.00	
Howe, Graham	EFT0002196	2020-03-10	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC & Cemetery Phone Allowance	2020.03.01	\$25.00	
Infor (Canada) Ltd.	EFT0002197	2020-03-10	\$926.78
Invoice Description	Invoice Number	Invoice Amount	
Computer F9 Maintenance/Support	P-68718-CA02B	\$926.78	
Loomis Express	EFT0002198	2020-03-10	\$168.37
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	8820506	\$55.20	
WTP Freight	8831723	\$37.02	
WTP Freight	8843168	\$76.15	
QM Contracting	EFT0002199	2020-03-10	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Billing Feb Meter Reader	931375	\$1,575.00	
R & E Elevator Ltd.	EFT0002200	2020-03-10	\$309.08
Invoice Description	Invoice Number	Invoice Amount	
Joint Office Reg Elevator Main	21382	\$309.08	
Robbins, Brad	EFT0002201	2020-03-10	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L March Travel Allowance	2020.03.01	\$100.00	
Standage, Maddie	EFT0002202	2020-03-10	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D March Travel Allowance	2020.03.01	\$150.00	
Stenlund, Wayne	EFT0002203	2020-03-10	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Shop March Tool Allowance	2020.03.01	\$25.00	
Stingray Radio Inc.	EFT0002204	2020-03-10	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Radio Advertising	359187-2	\$546.00	
Switenky, Greg	EFT0002205	2020-03-10	\$532.50
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Admin Travel & Subsistence		2020.02.27	\$162.50
Admin/Office March Phone/Trvl		2020.03.01	\$370.00
=====			
Team Aquatic Supplies Ltd.	EFT0002206	2020-03-10	\$942.38

Invoice Description	Invoice Number	Invoice Amount	
Pool Goods for Resale & Freigh	IN128937	\$942.38	

Total Cheques			\$189,920.72
			=====

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, MARCH 9, 2020 COMMENCING AT 10:05 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA.

PRESENT: Gord Lawlor, Town of Stettler Councillor (Vice Chairperson)
Dave Grover, County of Stettler Councillor
Sean Nolls, Town of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands

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

ABSENT: Wayne Nixon, County of Stettler Councillor (Chairperson)
Art Tizzard, Village of Big Valley
Paul McKay, Village of Donalda

Other: Greg Switenky, Town of Stettler CAO

CALL TO ORDER

The meeting was called to order at 10:05 a.m. on Monday, March 9, 2020 by Vice Chairperson Gord Lawlor.

AGENDA ADDITIONS AND APPROVAL

01.03.09.20 Moved by Sean Nolls
"that the March 9, 2020 Stettler District Ambulance Association Meeting agenda be approved as presented." Carried Unanimously

MINUTE APPROVAL

02.03.09.20 Moved by Dave Grover
"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

Health and Safety Policy 5.10 – Dangerous Work Refusal:

03.03.09.20 Moved by Dave Grover
"that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Health and Safety Policy 5.10 – Dangerous Work Refusal, as presented." Carried Unanimously

Respectful Workplaces and the Prevention of Harassment and Violence Plan and Procedures:

04.03.09.20 Moved by Carl Cornelssen
"that the Stettler District Ambulance Association Board adopt the Respectful Workplaces and the Prevention of Harassment and Violence Plan:

- Health and Safety Procedure 5.6 Type I (External Party)
- Health and Safety Procedure 5.7 Type II (Patient-to-Worker)
- Health and Safety Procedure 5.8 Type III (Worker-to-Worker)

- Health and Safety Procedure 5.7 Type IV (Domestic/Personal Relationship), as presented." Carried Unanimously

REPORTS

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

- 05.03.09.20 Moved by Blaine Brinson**
"that the Payments Register for the payments posted between December 1, 2019 and February 29, 2020, attached and forming part of these minutes, be approved as presented." Carried Unanimously
- 06.03.09.20 Moved by Sean Nolls**
"that the Bank Reconciliation for the period ending December 31, 2019, attached and forming part of these minutes, be approved as presented." Carried Unanimously
- 07.03.09.20 Moved by Carl Cornelssen**
"that the Bank Reconciliation for the period ending January 31, 2020, attached and forming part of these minutes, be approved as presented." Carried Unanimously
- 08.03.09.20 Moved by Dave Grover**
"that the Year To Date Budget for the month ending January 31, 2020, attached and forming part of these minutes, be approved as presented." Carried Unanimously

Manager's Report:

- 09.03.09.20 Moved by Sean Nolls**
"that the Stettler District Ambulance Association Manager's Report dated March 9, 2020 be received for information." Carried Unanimously

Quarterly Newsletter:

- 10.03.09.20 Moved by Blaine Brinson**
"that the Stettler District Ambulance Association's Quarterly Newsletter dated March, 2020 be received for information." Carried Unanimously

OH&S Contact Report:

- 11.03.09.20 Moved by Sean Nolls**
"that the Stettler District Ambulance Association's Contact Report for Occupational Health and Safety be accepted, as presented." Carried Unanimously

CONSENT AGENDA ITEMS

None

IN-CAMERA SESSION

- 12.03.09.20 Moved by Dave Grover**
"that the Stettler District Ambulance Association enter into an in-camera session at 10:40 a.m. to discuss items exempt from disclosure in the *Freedom of Information and Protection of Privacy Act* as:
Section 27: Privileged Information
RE: Grievance Arbitration." Carried Unanimously
- 13.03.09.20 Moved by Dave Grover**
"that the Stettler District Ambulance Association exit out of in-camera at 10:55 a.m." Carried Unanimously

NEXT MEETING

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, June 15, 2020 at 10:00 a.m.

ADJOURNMENT

14.03.09.20

Moved by Dave Grover

“that the Stettler District Ambulance Association Meeting adjourn at 10:56 a.m.”

Carried Unanimously

Chairperson

Administrator

DRAFT

Hi Council Members,

My name is Sarah Williams, I am the president of the Stettler Doula Association, we are a Non-profit group aiming at educating the community about the importance of creating a healthy transition into parenthood, this includes; pregnancy, labour/birth, breastfeeding, postpartum and the early years. Currently we are trying to create a Mom and Tot group in Stettler as the Parentlink centre has closed. This group will be for parents with children ages 0-5, we will have play space, craft time, special guests (dance, yoga, mental health councillors & more). We are starting off with a 6 week trial period running every Wednesday from May 6 - June 10 from 9am-11am - we currently have a location acquired in the Stettler mall. Through the summer we want to plan organized park meet ups and start up again in the fall.

Our main goal with this group is to help minimize the chance of postpartum depression by giving these parents time to socialize, reach out for resources and to help normalize life with young children.

We have been working with The Red Deer Maternal Mental Health Committee (an AHS program) to create a program that we believe will be well received within the community because it's already been well received in Red Deer.

Maternal Mental Health at a Glance

Mothering is one of the most important jobs in any community. A mother's mental health enhances her capacity to promote healthy practices emotionally and physically for her children, creates stability of self and emotional regulation for young children, and supports strong parent-child attachment critical to behavioral regulation, self-worth and resiliency in developing children.

All providers serving women and families can play a role in educating women about postpartum mood disorder- letting them know the experience is common, reducing stigma and advocating for interventions and treatments. Every woman works through change more productively with active support.

What many people do not know is that a woman is at highest risk in her lifetime of developing a new mental illness in the first year after a baby is born.

1 in 5 women will experience postpartum mood disorder during pregnancy and up to one year after pregnancy.

60-70% of women with a serious postpartum mood disorder have no previous history to alert them.

50 % of women with a postpartum mood disorder never seek treatment.

We have already concurred many hurdles by acquiring a location and receiving postpartum training through AHS. We are currently looking for feedback, guidance and donations for sustainability to be able to start and keep this program running. We strongly believe that this program will impact many families in a positive way!

Thank you for your time,

Stettler Doula Association

GITZEL & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS

*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA
*Barry D. Gitzel, CPA, CA (Associate) *Robert J. Krejci, CA (Associate)

STETTLER WASTE MANAGEMENT AUTHORITY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

STETTLER WASTE MANAGEMENT AUTHORITY

TABLE OF CONTENTS

AS AT DECEMBER 31, 2019

	Page
Independent Auditors' Report	1 - 2
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Financial Assets (Debt)	5
Statement of Cash Flows	6
Schedule 1 - Changes in Accumulated Surplus	7
Notes to Financial Statements	8 - 14

INDEPENDENT AUDITORS' REPORT

TO: The Members
Stettler Waste Management Authority

Qualified Opinion

We have audited the financial statements of Stettler Waste Management Authority, which comprise the statement of financial position as at December 31, 2019 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

As explained in Note 5, future site closure and post closure obligations cannot be reliably determined at this time, so adequate provision for these costs may not be recorded.

In our opinion, except for the effect of adjustments, which might have determined to be necessary related to closure and post closure obligations, as described in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2019, the results of its operations, change in its net financial assets (debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the authority to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the authority's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Stettler, Alberta

CHARTERED PROFESSIONAL ACCOUNTANTS

STETTLER WASTE MANAGEMENT AUTHORITY

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash (Note 3)	\$ 1,297,107	\$ 911,521
Accounts receivable	411,402	259,139
GST receivable	<u>10,662</u>	<u>24,909</u>
	<u>1,719,171</u>	<u>1,195,569</u>
LIABILITIES		
Accounts payable and accrued liabilities	177,308	86,510
Post closure care liability (Note 5)	<u>549,361</u>	<u>511,957</u>
	<u>726,669</u>	<u>598,467</u>
NET FINANCIAL ASSETS (DEBT)	<u>992,502</u>	<u>597,102</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 6)	1,370,947	1,491,086
Prepaid expenses	<u>5,283</u>	<u>6,313</u>
	<u>1,376,230</u>	<u>1,497,399</u>
ACCUMULATED SURPLUS (Schedule 1)	\$ <u>2,368,732</u>	\$ <u>2,094,501</u>

APPROVED ON BEHALF OF THE BOARD:

_____ Director

STETTLER WASTE MANAGEMENT AUTHORITY

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget	2019	2018
REVENUES			
Commercial and contracts	\$ 370,500	\$ 666,449	\$ 447,989
Interest	6,000	23,140	18,455
Other	2,500	1,175	1,775
Gain (loss) on disposal of assets	<u>-</u>	<u>(6,253)</u>	<u>(18,822)</u>
	<u>379,000</u>	<u>684,511</u>	<u>449,397</u>
EXPENDITURES			
Administration	60,000	60,000	60,000
Advertising	1,200	271	570
Amortization	125,000	152,574	120,919
Bad debts (recoveries)	100	-	-
Bin replacement	6,500	6,356	5,616
Closure & post closure care	37,404	37,404	37,404
Contract hauling	50,505	43,719	37,747
Engineering	2,500	-	-
Insurance	7,000	9,203	11,025
Interest	400	1,209	255
Machinery - fuel	67,000	77,548	79,804
Machinery - repairs	39,000	63,296	36,898
Maintenance	42,100	32,753	17,662
Office	5,500	15,512	6,960
Professional fees	6,500	6,799	4,750
Recycling	37,000	19,945	41,344
Telephone, freight & postage	6,000	6,106	4,987
Travel, meetings and training	3,500	2,274	-
Utilities	10,000	8,026	8,018
Wages and benefits	636,300	653,981	618,311
Water sampling	<u>15,000</u>	<u>23,724</u>	<u>20,294</u>
	<u>1,158,509</u>	<u>1,220,700</u>	<u>1,112,564</u>
OPERATING SURPLUS (DEFICIT)	(779,509)	(536,189)	(663,167)
REQUISITIONS (Note 4)	<u>810,420</u>	<u>810,420</u>	<u>773,017</u>
EXCESS OF REVENUES OVER EXPENDITURES	\$ <u>30,911</u>	<u>274,231</u>	<u>109,850</u>
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>2,094,501</u>	<u>1,984,651</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u>2,368,732</u>	\$ <u>2,094,501</u>

STETTLER WASTE MANAGEMENT AUTHORITY

STATEMENT OF CHANGES IN FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$ <u>274,231</u>	\$ <u>109,850</u>
Acquisition of tangible capital assets	(66,688)	(345,848)
Proceeds on disposal of tangible capital assets	28,000	121,500
Amortization of tangible capital assets	152,574	120,419
Net (gain) loss on sale of tangible capital assets	<u>6,253</u>	<u>19,322</u>
	<u>120,139</u>	<u>(84,607)</u>
Net use (acquisition) of prepaid assets	<u>1,030</u>	<u>(1,337)</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	395,400	23,906
NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR	<u>597,102</u>	<u>573,196</u>
NET FINANCIAL ASSETS (DEBT) - END OF YEAR	\$ <u>992,502</u>	\$ <u>597,102</u>

STETTLER WASTE MANAGEMENT AUTHORITY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Excess of revenues over expenditure	\$ 274,231	\$ 109,850
Non-cash items included		
Amortization	152,574	120,919
(Gain) loss on disposal of capital assets	6,253	18,822
Changes in non-cash current assets and liabilities		
Accounts receivable	(138,016)	(26,335)
Prepaid expenses	1,030	(1,338)
Accounts payable and accrued liabilities	<u>90,798</u>	<u>(19,898)</u>
Cash provided by operating activities	<u>386,870</u>	<u>202,020</u>
FINANCING ACTIVITIES		
Callable debt repaid	<u>-</u>	<u>(2,773)</u>
Cash provided by (used in) financing activities	<u>-</u>	<u>(2,773)</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(66,688)	(345,848)
Proceeds from sale of tangible capital assets	<u>28,000</u>	<u>121,501</u>
Cash provided by (used in) investing activities	<u>(38,688)</u>	<u>(224,347)</u>
CHANGES IN CASH AND EQUIVALENTS DURING THE YEAR	348,182	(25,100)
CASH AND EQUIVALENTS – BEGINNING OF YEAR	<u>399,564</u>	<u>424,664</u>
CASH AND EQUIVALENTS – END OF YEAR	<u><u>747,746</u></u>	<u><u>399,564</u></u>
CASH AND CASH EQUIVALENTS IS MADE UP OF:		
Cash in bank	1,297,107	911,521
Less: restricted portion of cash (Note 3)	<u>(549,361)</u>	<u>(511,957)</u>
	<u>\$ 747,746</u>	<u>\$ 399,564</u>

STETTLER WASTE MANAGEMENT AUTHORITY

SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2019

	2019				
	Equity in Tangible Assets	Reserves for Capital Purposes	Reserves for Operating Purposes	Unrestricted Net Assets	2018 Total
	Total	Total	Total	Total	Total
BALANCE – BEGINNING OF YEAR	\$ 1,491,086	\$ 438,446	\$ 7,489	\$ 157,480	\$ 1,984,651
Excess (deficiency) of revenue over expenditures	-	-	-	274,231	109,850
Tangible capital assets purchased	66,688	-	-	(66,688)	-
Disposal of tangible capital assets	(34,253)	-	-	34,253	-
Amortization expense	(152,574)	-	-	152,574	-
Transfer to reserves	-	387,187	162	(387,349)	-
BALANCE – END OF YEAR	<u>\$ 1,370,947</u>	<u>\$ 825,633</u>	<u>\$ 7,651</u>	<u>\$ 164,501</u>	<u>\$ 2,094,501</u>

STETTLER WASTE MANAGEMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

(a) Reporting Entity

The Stettler Waste Management Authority is an unincorporated, public sector, non-profit organization that operates a landfill site and transfer stations on behalf of its member municipalities and is governed by the Code of Practices for Landfills. It is funded by requisitions paid by member municipalities and by charges billed to users. Its intended community of service is Stettler and surrounding areas. The authority's activities are not taxable under the Income Tax Act.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Significant areas requiring the use of management's estimates are the obligation for post closure care and the amortization of the landfill waste cells. The amount of the post closure obligation was estimated by management at December 31, 2019. Significant changes in the costs or timing of post closure care could result in a change to this obligation. Estimated useful life of landfill cells are based on expected waste volumes. If volumes available vary from the estimated capital assets and equity in capital assets will change.

(d) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and accounts with banks.

STETTLER WASTE MANAGEMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

(e) Landfill Closure and Post-Closure Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the authority is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for based on a charge of \$3 per capita per year in agreement with the East Central Regional Health Authority.

(f) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(g) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over the estimated useful life as follows:

YEARS

Buildings	25 - 50
Equipment	5 - 20
Vehicles	10 - 25
Engineering Structures	
Landfill cells	Volume Based
Other	15 - 25

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also recorded as revenue.

STETTLER WASTE MANAGEMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

(h) Reserves for Future Expenditures

Reserves are established at the discretion of Board to set aside funds for future operating and capital expenditures. Transfers to and/or from operating reserves are reflected as an adjustment to the respective fund.

(i) Equity in Tangible Capital Assets

Equity in tangible capital assets represents the authority's remaining net investment in its total tangible capital assets after deducting the portion financed by third parties through debt.

(j) Contributions

Contributions are recorded using the deferral method. Restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses are incurred. All other contributions are reported as revenue of the current period.

(k) Revenue Recognition

The authority recognizes revenue when it is realized or realizable and earned. The authority considers revenue realized or realizable and earned when services have been provided to a customer, the price for the service is fixed or determinable and collection is reasonably assured.

(l) Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

Financial instruments of the authority consist of cash, accounts receivable, accounts payable, due to related parties and callable debt. These financial instruments held for trading are measured at their carrying value since it is comparable to their fair values due to their short maturities.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of any write-down would be recognized in net income.

The Authority recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

It is the policy of the Authority not to disclose fair value information on financial assets and liabilities for which fair value is not readily obtainable.

STETTLER WASTE MANAGEMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

(m) Pensions

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year. The authority participates in the Local Authorities Pension Plan.

2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. Management is currently evaluating the effect of adopting these standards on the financial statements.

(a) Section PS 1201 - Financial Statement Presentation

This section provides guidance on general reporting principles and disclosure of information in financial statements. Effective April 1, 2021.

(b) Section PS 2601 - Foreign Currency Translation

This section establishes standards on how to account for and report transactions that are denominated in foreign currency. Effective April 1, 2021.

(c) Section PS 3041 - Portfolio Investments

This section establishes standards on how to account for and report portfolio investments in government financial statements. Effective April 1, 2021.

(d) Section PS 3450 – Financial Instruments

This section establishes guidance on the recognition, measurement and disclosure requirements for financial instruments. Effective April 1, 2021.

(e) Section PS 3280 – Asset Retirement Obligations

This section establishes standards on how to account for a liability for retirement of a tangible capital asset and will apply in years beginning on or after April 1, 2021.

(f) Section PS 3400 – Revenue (effective April 1, 2022)

Effective April 1, 2022, this new section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations.

3. CASH AND CASH EQUIVALENTS

	2019	2018
Cash on hand	\$ 50	\$ 50
Accounts with bank	<u>1,297,057</u>	<u>911,471</u>
	<u>\$ 1,297,107</u>	<u>\$ 911,521</u>

Cash in the amount of \$549,361 (2018 - \$511,957) is restricted for the post closure care liability.

STETTLE WASTE MANAGEMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

4. RELATED PARTY TRANSACTIONS / ECONOMIC DEPENDENCE

The authority has a contractual obligation with the County of Stettler to pay \$60,000 (2018 - \$60,000) for administrative services on a quarterly basis based on actual costs.

At year end, \$186,518 (2018 - \$177,909) was receivable from related parties and \$114,711 (2018 - \$35,711) was owing to the County of Stettler for various trade accounts payable.

Related party transactions are recorded at exchange amount with regular terms of payment.

The authority relies on requisitions received from its member municipalities. During the year, the authority received the following requisitions:

	2019	2018
County of Stettler No. 6	\$ 359,190	\$ 342,613
Town of Stettler	386,880	369,024
Village of Big Valley	22,490	21,452
Village of Donalda	14,235	13,578
Village of Gadsby	2,600	2,480
Summer Village of Rochon Sands	9,165	8,742
Summer Village of White Sands	<u>15,860</u>	<u>15,128</u>
	<u>\$ 810,420</u>	<u>\$ 773,017</u>

5. POST CLOSURE CARE LIABILITY

The present value of potential reclamation costs have been estimated at \$549,361. The liability is increased annually based on the amount of waste added to the site. The estimated length of time needed for post-closure care is undetermined. Funds needed for closure and post-closure are expected to be obtained through tipping fees and annual requisitions from member municipalities. Future costs may include drainage control, water quality and leachate monitoring, and final cover and vegetation.

6. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2019	2018
Land	\$ 101,678	\$ -	\$ 101,678	\$ 101,678
Buildings	338,123	142,520	195,603	202,609
Engineering structures	553,214	545,727	7,487	11,962
Equipment	1,470,338	761,590	708,748	785,016
Vehicles	<u>501,017</u>	<u>143,586</u>	<u>357,431</u>	<u>389,821</u>
	<u>\$ 2,964,370</u>	<u>\$ 1,593,423</u>	<u>\$ 1,370,947</u>	<u>\$ 1,491,086</u>

STETTLER WASTE MANAGEMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

7. EQUITY IN TANGIBLE CAPITAL ASSETS

	2019	2018
Tangible capital assets (Note 6)	\$ <u>1,370,947</u>	\$ <u>1,491,086</u>

8. CAPITAL RESERVES

Reserves are comprised of the following:

	2019	2018
Equipment replacement	\$ 506,680	\$ 161,210
Cell development	229,482	201,718
Vehicle replacement	18,521	12,678
New landfill development	<u>70,950</u>	<u>62,840</u>
	\$ <u>825,633</u>	\$ <u>438,446</u>

9. OPERATING RESERVE

Reserve is comprised of:

	2019	2018
Reserve for future expenditures	\$ <u>7,651</u>	\$ <u>7,489</u>

10. FINANCIAL INSTRUMENTS

The authority is exposed to various risks through its financial instruments. The following analysis provides a measure of the authority's risk exposure and concentrations at the balance sheet date.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the authority is not exposed to significant currency or other price risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market rates.

The authority has fixed rate debt which is subject to fair value risk, as the value will fluctuate as a result of changes in market rates.

STETTLER WASTE MANAGEMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

10. FINANCIAL INSTRUMENTS – Continued

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The authority's accounts receivable are subject to normal industry credit risks. The carrying value of accounts receivable reflects management's assertion of the credit risk associated with these customers.

Operating Lines of Credit

At December 31, 2019 the authority had short-term bank credit facilities aggregating \$2,500 (2018 - \$2,500) of which \$NIL (2018 - \$NIL) had been drawn down. Credit facilities bear interest at 19.5%. They are reviewed annually and secured by specific assets of the authority.

Unless otherwise noted, the carrying value of the financial instruments approximate fair value.

11. LOCAL AUTHORITIES PENSION PLAN

Employees of the authority participate in the Local Authorities Pension Plan (LAPP), which is covered by the Alberta Public Sector Pension Plans Act. The plan serves about 265,813 people and 421 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The authority is required to make current service contributions to the Plan of 9.39% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 13.84% for the excess. Employees of the authority are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the Authority to the plan in 2019 were \$43,976 (2018 - \$45,783). Total current service contributions by employees to the plan in 2019 were \$39,755 (2018 - \$41,895).

At December 31, 2018, the Plan disclosed an actuarial surplus of \$3.5 billion.

12. BUDGET AMOUNTS

The budget was prepared by the authority with the Board of Directors' approval. It is presented for information purposes only and has not been audited.

13. APPROVAL OF FINANCIAL STATEMENTS

The board of directors has approved these financial statements.