

Town of Stettler

COUNCIL MEETING

JUNE 16, 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, JUNE 16th, 2020
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of June 2nd, 2020 6-9
 - (b) Business Arising from the June 2nd, 2020 Council Minutes
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
 - (a) COVID-19 Relaunch – Phase 2 Update Verbal
 - (b) 2020 Capital Budget - Sidewalk Replacement RFP 10
 - (c) 2020 Capital Budget – Paving Program RFP 11-12
 - (d) Land Use District DC4: Urban Reserve Direct Control - Request for Decision 13-17
 - (e) Policy IV-1: Building & Development Permit Fee Schedule 18-27
 - (f) Assistant CAO S. Gerlitz Performance Assessment – Request for Feedback Verbal
 - (g) Bank Reconciliation – May 31st, 2020 28
 - (h) Expense/Revenue Summary – May 31st, 2020 29-30
 - (i) Capital Budget Summary – May 31st, 2020 31-33
 - (j) CAO Reports 34-38
 - (k) Meeting Dates
 - 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

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- **Wednesday, September 23 – Friday, September 25 – 2020 AUMA Convention – PENDING**
- Tuesday, October 6 – Council – 6:30pm
- Tuesday, October 13 – COW – 4:30pm
- Tuesday, October 20 – Council – 6:30pm
- Tuesday, November 3 – Council – 6:30pm
- Tuesday, November 10 – COW – 4:30pm
- Tuesday, November 17 – Council – 6:30pm
- Tuesday, December 1 – Council – 6:30pm
- **Monday, December 7 – Regional Water Meeting**
- **Tuesday, December 8 – 2021 Interim Budget Deliberations – 3:30pm**
- Tuesday, December 8 – COW – 4:30pm
- Tuesday, December 15 – Council (2021 Interim Operating Budget) – 6:30pm
- Tuesday, January 5 – Council – 6:30pm
- **Monday, January 11 – 2021 Strategic Planning Workshop – 3pm**
- Tuesday, January 12 – COW – 4:30pm
- Tuesday, January 19 – Council – 6:30pm
- **Monday, January 25 – 2021 Capital Budget Deliberations**

(l) Accounts Payable in the amount of \$421,468.88 39-51
(\$44,222.78 + \$1,143.15 + \$95,295.50 + \$70,298.54 + \$88,033.37 +
\$4,987.50 + \$61,396.44 + \$56,091.60)

7. **Council**

(a) Meeting Reports

8. **Minutes**

(a) Parkland Regional Library Board – May 28th, 2020 52-58

9. **Public Hearing**

10. **Bylaws**

11. **Correspondence**

(a) Concrete Alberta & Cement Association of Canada – COVID-19 Update 59-60

(b) Parkland Regional Library – 2019 Return on Investment for Town of Stettler 61-62

(c) Parkland Regional Library – 2019 Approved Financial Statements 63-79

(d) STARS - Partnership Update 80-81

12. **Items Added**

13. **In-Camera Session**

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(a) Unsightly Property – FOIP – Section 16

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JUNE 2nd, 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
Assistant CAO S. Gerlitz
Director of Parks & Leisure Services A. King
Manager of Recreation and Culture B. Robbins

Absent:

None

Call to Order:

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

1/2. **Agenda Additions/Approval:**

Traffic Lights – Highway 12 & 56 was added to the agenda under 12(a).

Motion 20:06:01

Moved by Councillor Fischer to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held May 19th, 2020

Motion 20:06:02

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on May 19th, 2020 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the May 19th, 2020 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 – Summer Cancellations

CAO G. Switenky advised that traditionally, the July and August Committee of the Whole Meetings have been cancelled due to reduced matters of business over the summer. A special meeting may be called, if necessary, to deal with any emerging issue.

Motion 20:06:03

Moved by Councillor Campbell that the Town of Stettler Council cancel the June, July and August Committee of the Whole Meetings.

MOTION CARRIED
Unanimous

(b) 2020 Canada Day Celebration Planning – Request for Input

Director of Parks & Leisure Services A. King and Manager of Recreation & Culture B. Robbins provided context for the planning of this year's Canada Day Celebration with consideration of the current COVID-19 restrictions.

A. King and B. Robbins advised that under normal circumstances, this is a well-attended event featuring a live band, fireworks and cupcakes as refreshments. A. King and B. Robbins advised that the cost of fireworks for a 2020 celebration would be approximately \$12,000, which people could watch from their vehicles due to the social distance requirements currently in place.

A. King and B. Robbins also suggested that non-gathering activities could be organized for residents to enjoy throughout the day, such as decorating their houses and yard activities.

Town of Stettler Council agreed to have the Parks & Leisure Department continue to work with Alberta Health Services on Canada Day protocol of providing fireworks and following all current COVID-19 regulations.

(c) 2020 Music in the Park – Request for Input

Manager of Recreation and Culture B. Robbins provided context for the planning of this year's Music in the Park Festival with consideration of the current COVID-19 restrictions. Discussion ensued.

B. Robbins advised that our weekly Music in the Park is scheduled to start on Wednesday, June 24th. As of yet, no performers have been formally cancelled as it is believed that the events can be safely managed under current COVID-19 restrictions. In previous years, these events have typically attracted between 100-150 people. Under current COVID-19 restrictions, outdoor gatherings are limited to fifty (50) people and non-family social distancing of two (2) metres must be maintained. Masks are encouraged if social distancing can not be reasonably maintained. It was noted that ample space is available at West Stettler Park. It is felt that with guidance from Alberta Health Services, the Town of Stettler would be able to accommodate and monitor social distancing requirements.

Town of Stettler Council agreed to have the Parks & Leisure Department continue to work with Alberta Health Services to coordinate Music in the Park under current COVID-19 regulations.

Parks & Leisure Updates

A. King and B. Robbins provided a general Parks & Leisure Department update. Libraries are scheduled to open as part of the second stage of the provincial relaunch, with a tentative date of June 19th. Staff continue to work with library personnel to ensure a safe opening.

The Parks & Leisure Department is moving forward with field maintenance. All baseball and soccer fields have had

initial layers of sand applied. Top soil and seed mixture will be applied shortly and the fields will have to be closed to ensure proper growth.

A. King and B. Robbins also advised that the amount of garbage that is being left behind at the Stettler Skate Park is becoming a problem. Staff are continuing to monitor the situation, but it was advised that a temporary closure may be necessary if littering continues. Signage and social media warnings will be published to advise the public of the problem and potential closure. Town of Stettler Council agreed that although it would be a shame to close the Skate Park due to unlawful activity, it may be a necessary course of action.

Mayor Nolls thanked A. King and B. Robbins for their informative presentation and discussion.

A. King and B. Robbins left the meeting at 7:06 pm.

(d) Meeting Dates

- **Thursday, June 4 – Sunday, June 7 – FCM Annual Conference - CANCELLED**
- Tuesday, June 9 – COW – 4:30pm - CANCELLED
- 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**

(e) Accounts Payable in the amount of \$218,053.48

Motion 20:06:04

Moved by Councillor Barros that Accounts Payable in the amount of \$218,053.48 for the period ending June 2nd, 2020 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

May 20 – Talk of the Town
May 27 – Talk of the Town
May 27 – Stettler Local TV
May 29 – Signed Cheques at the Town Office

(b) Councillor Barros

May 20 – Memorial Park Tulip Planting

(c) Councillor Campbell

No report.

(d) Councillor Fischer

No report.

(e) Councillor Lawlor

May 7 – Parkland Regional Library Meeting
May 12 – Town of Stettler Tax Budget Deliberations
May 28 – Parkland Regional Library Meeting

(f) Councillor Pfeiffer

May 25 – Stettler FCSS Meeting

(g) Councillor Smith

May 25 – Stettler FCSS Meeting

Motion 20:06:05

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) None

12. **Items Added:**

(a) Street Lights – Highway 12 & 56 Intersection

It was noted that the intersection of Highway 12 and Highway 56 pose significant safety issues that could potentially be fatal to pedestrians and drivers. Council expressed that they understand that the current traffic lights meet provincial standards; however, vehicles moving through the intersection continue to race the yellow light or run the red light. Potential solutions such as red light cameras and increased police presence/enforcement were discussed by Council. Following discussion, Council agreed to direct Administration to invite the RCMP and Alberta Transportation representatives to a future Council meeting to discuss these safety concerns and potential solutions.

13. **In-Camera Session:**

(a) None

14. **Adjournment:**

Motion 20:06:06

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

MOTION CARRIED
Unanimous at 7:23 p.m.

Mayor

Assistant CAO

MEMORANDUM

Date: June 12, 2020

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: Recommendation of Award of 2020 Sidewalk Replacement Tender

History:

Approved 2020 capital budget is \$130,000 to replace miscellaneous sections of concrete throughout the town to ensure compliance with Council Policy XV-3(a) – Sidewalk and Pathways Inspection and Maintenance.

Tender Received on June 10, 2020:

Only one tender was received this year. Two of the regular bidders declined to submit due to lack of personnel and a committed construction schedule. Jo's Concrete Services Ltd. has previously bid on the past tenders and is Border paving's subcontractor for the 2020 Paving Program Tender.

Tender prices exclude GST.

- Jo's Concrete Services Ltd. \$119,712.00

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the 2020 Sidewalk Replacement tender to Jo's Concrete Services Ltd. in the amount of \$119,712.00, excluding gst with funding provided by the 2020 Capital Budget.

MEMORANDUM

Date: June 10, 2020

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: Recommendation of Award of 2020 Paving Program Tender

History:

2020 Capital Budget includes the following paving projects:

- 44 Avenue Rehab 65 Street – Highway 56 \$950,000
- Pathway Improvements \$100,000
- Pathway Rehab \$50,000
- Pavement Patching \$150,000
- Total Project Expenditure \$1,250,000

Summary of Tenders Received by Tagish Engineering on June 9, 2020:

Tender prices do not include GST or contingency.

- Border Paving \$791,924.18
- Central City Asphalt \$830,938.29
- Rubydale Asphalt \$840,883.79

Budget Breakdown:

Project	Capital Budget	Tender Value	Contingency/Other Costs	Total Project Expenditures
44 Avenue	\$950,000	\$537,943.50	\$200,000	\$737,943.50
Pathway Improvements	\$100,000	16,520.00	\$75,000	\$91,520.00
Pathway Rehab	\$50,000	\$51,800.00	-	\$51,800
Pavement Patching	\$150,000	\$147,950.00	-	\$147,950.00

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the 2020 Paving Tender to Border Paving in the amount of \$791,924.18, plus a contingency of \$200,000 for additional base repairs ~~Á } Á I @ Á ^~~, for a total contract of \$991,924.18 plus gst and utilizes Tagish Engineering for engineering services of \$55,000 and approves \$75,000 for material costs to build the pathway base for a total project expenditure of \$1,121,924.18 excluding gst., with funding from the 2020 Capital Budget.

Application:

Development Permit Application: 3219-2020
Applicant: Randy Chmelnyk
Proposed Location: Lot 13, Block 2, Plan 0628175
Municipal: 4509 – 47 Avenue
Development: Accessory Building – 12’ x 20’ Shed

General:

The owner/ applicant is proposing to build a new accessory building in the form of a 12’ x 20’ Shed on skids at 4504 – 47 Avenue. The development is proposed in the Land Use District DC4: Urban Reserve Direct Control. The proposed shed will be used for additional storage on the lot and features a 6’ x 6’ roll up door in to safely and securely store larger items, such as a mower.

In September 2008 Bylaw 1978-08 was passed rezoning this block as Land Use District DC4: Urban Reserve Direct Control and therefore, unlike other zoned districts, all decisions pertaining to development must be directed to Council for approval (not even MPC).

The long range plan identified in the Municipal Development Plan for this area is Industrial. The intention of the DC4: Urban Reserve Direct Control District was to allow existing uses to remain while maintaining the long term plan to have this area transition into mixed commercial/industrial.

The general purpose of this district is to provide an area that is compatible with residential and commercial and industrial land uses with the long term plan to transition to commercial or Industrial land use. Based on the existing use of residential, the eventual transition to industrial and the siting/location of the proposed accessory building administration does not foresee any conflict with the application for an accessory building in the form of a 12’ x 20’ Shed on skids.

Recommendation:

That Town of Stettler Council approves the applicants request for an accessory building in the form of a detached garage at 4409 - 47 Avenue subject to the following conditions:

1. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
2. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
3. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
4. The proposed development (Shed) shall be located in accordance with the approved plan; any changes to this site plan must be approved by the Town of

- Stettler;
5. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
 6. The owner/applicant must obtain a building permit for this development following the mandatory 21 day appeal period.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Land Use Bylaw 2060-15 and the Intermunicipal Development Plan.

Development Review:

Requirements pertaining to the proposed development are regulated under **Section 34 and 92** of the Land Use Bylaw 2060-15 as follows:

“**ACCESSORY USE**” means a use customarily incidental and subordinate to the main use of building and is located on the same parcel of land with such main use or building.

“**ACCESSORY BUILDING**” means a building or structure, which, in the opinion of the Development Authority, is incidental, subordinate and exclusively devoted to the principal use or building and is located on the same parcel.

Section 34: Accessory Buildings and Structures

34.1 General Conditions:

- 34.1.1 All Accessory Buildings must meet the provisions of the Alberta Safety Codes Act.
- 34.1.2 Where an accessory building is attached to the principal building on a parcel by a roof or an open or enclosed structure, except carports where vehicular access to the rear yard is not obstructed, said building is to be considered part of the principal building and not as an accessory building and shall, therefore, adhere to the setback requirements for the principal buildings as specified in the land use districts.
- 34.1.3 An accessory building or structure on a corner lot or double fronting lot, in any District, shall be subject to the front yard requirements for the lot as determined by Section 40 of this Bylaw, and the Land Use District in which the lot is situated.
- 34.1.4 Accessory buildings shall not be used as dwellings,
- 34.1.5 There shall be no more than two accessory buildings per site.

Section 92: DC4 Direct Control Urban Reserve

92.1 Purpose:

The general purpose of this district is to provide an area that is compatible with residential and commercial and industrial land uses; while maintaining the long term plan as set forth in the Municipal Development Plan to have this area transition to commercial or Industrial land use.

92.2 Uses:

Permitted Uses	Discretionary Uses
Existing residences and accessory buildings at the time of the passage of this bylaw	
Such improvements necessary to existing residences as deemed by Council to be compatible with this area	
Such industrial uses as deemed by Council to be compatible with the area	

92.3

Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Building Design and Landscaping	Unless otherwise specified by Council, regulations pertaining to setbacks, building design, building height, minimum yards, minimum parcel area, floor area and maximum parcel coverage shall be the same as outlined in the Land Use Bylaw for similar type developments.
Outdoor Storage and Display	Unless otherwise specified by Council, all outdoor storage shall be screened. Unless otherwise specified by Council, storage is not allowed in a minimum front yard. Unless otherwise specified by Council, garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.
Access	As established by Council in order to safely serve both vehicular and pedestrian traffic.

Other Comments:

Existing Use – DC4: Urban Reserve Direct Control with an Existing Single Family Dwelling

Alternatives:

1. Council defeats the application stating reasons
2. Council Approves the application with additional conditions

Author:

Leann Graham, Director of Planning and Development

Site Plan of Shed on Skids



Property in Question



MEMORANDUM

To: Greg Switenky
From: Leann Graham
Date: June 11, 2020
Re: Building & Development Permit Fee Schedule Policy Amendment

Background:

In 2019 the Town of Stettler issued 57 building permits with a total construction value of \$7.8 Million. This total was approximately 1.2 Million in residential construction and 6.6 Million in combined commercial, industrial and institutional construction. The following is a breakdown of the permit fees collected based on our existing fee schedule (IJD currently receives 65% of the permit fees while the Town retains 35%):

Permit Fees Collected:	\$55,186.78
IJD Revenue 65% of Permit Fee:	\$34,748.58
Town Revenue 35% of Permit Fee:	\$20,438.20

The original Policy IV-1 was implemented in 1992 and has since seen several updates including a minimum building permit fee update in 2015 and an increase to the plumbing, gas, and electrical fees in 2012. This proposed update will only influence building permits and the calculation thereof.

Fee Schedule and Policy Review:

- a) In discussion with IJD Inspections, the Town of Stettler's minimum permit fee of \$95.00 is not equitable in covering the costs and time it takes to issue, inspect, and close permits. IJD has requested the Town of Stettler review the minimum building permit fee and implement an increase. Town Administration has researched 20 municipalities and has provided a small sample for comparison of minimum building permit fees in Schedule A.
- b) After discussion with IJD Inspections and an internal review of the Town of Stettler's Building & Development Permit Fee Schedule it has been determined that the current construction costs are not an accurate representation of the current market construction values. Construction costs were last updated on November 21, 2006. Town Administration has researched 20 municipalities and determined that we have below average construction value calculations and therefore below average building permit fees for the Town of Stettler and IJD Inspections. Please see Schedule B for a building permit fee comparison.

Recommendation:

That the Town of Stettler Council amends Policy IV-1 "Building and Development Permit Fee Schedule" to increase the minimum building permit fee to \$110.00 for residential permits and \$175.00 for commercial, industrial and institutional building permits.

That the Town of Stettler Council amends Policy IV-I “Building and Development Permit Fee Schedule” to increase construction values as referenced below.

	COST PER M ²	COST PER FT ²
RESIDENTIAL		
Single Family Dwelling: Main Floor	\$1,237.00 \$1,614.60	\$115.00 \$150.00
Second Floor	\$816.00 \$914.94	\$75.00 \$85.00
Attached/Detached Garages, Carports and Permanent Foundation Shed	\$376.60 \$484.38	\$35.00 \$45.00
Nonpermanent Shed	\$376.74	\$35.00
Basement Construction	\$538.00 \$645.84	\$50.00 \$60.00
Crawl Space-Foundation	\$215.20 \$322.92	\$20.00 \$30.00
Deck	\$376.74	\$35.00
Duplex/Multi-Family/Townhouses (<= 3 Storeys)	\$1,130.00 \$1,345.50	\$105.00 \$125.00
Multi-Family (> 3 Storeys)	\$1,183.00 1,399.32	\$110.00 \$130.00
Multi-Family Basement Parkades	\$538.00	\$50.00
Multi-Family Above Ground Parkades	\$430.00	\$40.00
Mobile Homes (all)	Purchase Price	
Renovations	\$538.00 \$645.84	\$50.00 \$60.00
Additions	\$807.00 \$914.94	\$75.00 \$85.00
*COMMERCIAL AND INDUSTRIAL		
Hotel/Motel	\$1,614.00 \$1,883.70	\$150.00 \$175.00
Hotel/Motel Basement Parkades	\$538.00	\$50.00
Hotel/Motel Above Ground Parkades	\$430.00	\$40.00
Renovations	\$807.30	\$75.00
Storage with No Floor or Heat	\$322.80 \$538.20	\$30.00 \$50.00
All Other Commercial and Industrial	\$1,183.00 \$1,614.60	\$110.00 \$150.00
* Tendered Cost with Professional Involvement (cost per FT² and M² = minimum construction cost calculation)		
INSTITUTIONAL		
All Construction	Tendered Cost with Professional Involvement	
DEMOLITION		
All Construction	Minimum Fee \$95.00-Designated by District	

SCHEDULE A

Below is a comparison of minimum building permit fees for five comparable municipalities in Alberta. Latest population count indicated with municipal name in parentheses (). Minimum fees have been separated into two groups: (1) residential and (2) commercial, industrial and institutional, in order to show the most accurate averages and trends that were observed through this comparison.

Municipality	Residential Minimum	Commercial, Industrial and Institutional Minimum
Stettler (5,952)	\$95	\$95
Bonnyville (6,422)	\$150	\$150
Ponoka (7,524)	\$85	\$200
Wetaskiwin (12,925)	\$100	\$100
Drumheller (8,092)	\$100	\$100
Didsbury (5,292)	New Build \$250 *Alterations \$150	\$400
Average	\$113	\$174

*Used to calculate average.

SCHEDULE B

Below is a comparison of building permit fees based on examples of developments which occurred in the Town of Stettler. All prices are shown including the 4% SCC Levy.

Residential Examples

	Shed 192 sq. ft \$6,720	Detached Garage 432 sq. ft \$19,440	SFD Main 1745 sq. ft Base 1509 sq. ft Garage 789 sq. ft Deck 200 sq. ft \$394,795	Basement Development 1408 sq. ft \$84,480	Mobile Home 1520 sq. ft Purchase Price \$162,000
Bonnyville	\$156.00	\$156.00	\$2,920.32	\$543.40	\$1010.88
Ponoka	\$89.50	\$89.50	\$2,433.60	\$494.00	\$790.40
Wetaskiwin	\$79.50	\$104.50	\$1,712.67	\$292.86	\$156.00
Drumheller	\$104.50	\$110.07	\$3,407.04	\$691.60	\$109.50
Didsbury	\$130.00	\$260.00	\$1,985.72	\$585.73	\$208.00
Average	\$109.83	\$136.60	\$2,345.87	\$495.61	\$519.53
Current Stettler	\$99.50	\$99.50	\$1,615.85	\$366.08	\$842.40
Proposed Stettler	\$114.50	\$114.50	\$2,052.93	\$439.30	\$842.40

Commercial, Industrial and Institutional Examples

	Cold Storage Tent 800 sq. ft \$40,000	Commercial Renovation 2500 sq. ft Tendered Cost \$130,000	New Industrial Build 5424 sq. ft Tendered Cost \$850,000	Institutional Renovation 181 sq. ft Tendered Cost \$58,337.17
Bonnyville	\$162.24	\$878.80	\$5,746.00	\$333.69
Ponoka	\$208.00	\$676.00	\$4,420.00	\$303.35
Wetaskiwin	\$162.24	\$878.80	\$5,746.00	\$394.36
Drumheller	\$174.72	\$946.40	\$7,072.00	\$845.37
Didsbury	\$416.00	\$811.20	\$5,304.00	\$416.00
Average	\$208.00	\$811.20	\$5,451.33	\$432.69
Current Stettler	\$124.80	\$676.00	\$4,420.00	\$303.35
Proposed Stettler	\$208.00	\$975.00	\$4,420.00	\$303.35

TOWN OF STETTLER

Prepared By: Administration Number: IV-1
Adopted By: Town of Stettler Council Original Policy: 1992 02 10
Previous Policy: 2015 02 03
Current Policy: 2020 06 16

Title: **Building & Development Permit Fee Schedule**

Purpose: To establish the fees for granting of permits.

Policy Statement:

1. **The Fee for a Development Permit shall be as follows:**
Development Permit Fee(s): \$75.00 unless otherwise stated.

Demolition	no charge
Single Family	\$75.00
Multi Family	\$75.00 + \$25.00 per dwelling unit to a maximum of \$250.00
Commercial	\$125.00
Industrial	\$125.00
Institutional	\$125.00

Municipal Planning Commission Application	\$50.00.
This fee is in addition to the applicable Development Permit Fee	
Amendment to Land Use Bylaw	\$100.00
If this amendment proceeds past 1 st reading the applicant is to pay for all advertising cost plus an administration fee of \$35.00 for each application	+ ad costs +35.00 admin fee

2. **The Fee for a Building Permit shall be as follows:**

Building Permit Fee Calculation Method as follows:

The method of calculating the Building Permit fee to a construction value as determined by the square footage (or meters) times a pre-determined rate per square foot (or square meter) as per Schedule "A" (attached).

The minimum Residential Building Permit Fee shall not be less than \$110.

The minimum Commercial, Industrial and Institutional Building Permit Fee shall not be less than \$175.

Building Permit Fee Increase as follows:

Building Permit fee of \$5.00 per \$1,000 of construction value to a maximum \$1,000,000 and \$3.00 per \$1,000 of construction value thereafter.

Should work have been found started before an application was submitted, the permit fee in Section (2) shall be doubled (2x).

Should the work have to be suspended and provided that the suspension does not exceed 1 year and that no changes in the plan have been made, the fee for a new permit shall be one-half (1/2x) of that required in Section (1).

Should the application contain substantial errors or omissions, the fee for re-submittal shall be one-quarter (1/4x) of that required in Section (2).

Provincial Safety Codes Fee = Additional current Safety Codes Council fee

Fire Department Plans Review Fee Calculation Method as Follows:

Plans review fee for Commercial, Industrial, Institutional and High Density Residential based on \$.50 per \$1000 of construction value to a maximum \$1,000,000 of construction value. The minimum fee shall not be less than \$50.00. Declaration of this fee is as per Fire Service Fees Policy XVII-1 (a).

SCHEDULE "A"

	COST PER M²	COST PER FT²
RESIDENTIAL		
Single Family Dwelling:		
Main Floor	\$1,614.60	\$150.00
Second Floor	\$914.94	\$85.00
Attached/Detached Garages, Carports and Permanent Foundation Shed	\$484.38	\$45.00
Nonpermanent Foundation Shed	\$376.74	\$35.00
Basement Construction	\$645.84	\$60.00
Crawl Space-Foundation	\$322.92	\$30.00
Deck	\$376.74	\$35.00
Duplex/Multi-Family/Townhouses (<= 3 Storeys)	1,345.50	\$125.00
Multi-Family (> 3 Storeys)	\$1,399.32	\$130.00
Mobile Homes (all)	Purchase Price	
Renovations	\$645.84	\$60.00
Additions	\$914.94	\$85.00
*COMMERCIAL AND INDUSTRIAL		
Hotel/Motel	\$1,883.70	\$175.00
Renovation	\$807.30	\$75.00
Storage with No Floor or Heat	\$538.20	\$50.00
All Other Commercial and Industrial	\$1,614.60	\$150.00
* Tendered Cost with Professional Involvement (cost per FT² and M² = minimum construction cost calculation)		
INSTITUTIONAL		
All Construction	Tendered Cost with Professional Involvement	
DEMOLITION		
All Construction	Minimum Fee Designated by District	

*For Commercial and Industrial Construction the Town of Stettler will accept the tendered cost with professional involvement, rather than the calculated construction value as the calculated construction value by FT² and M² is a minimum construction value.

HOMEOWNER PLUMBING, GAS AND ELECTRIC PERMIT FEES

Electrical- New Single Family Dwellings	
Square Footage Being Wired Including Basement	Permit Fee
Up to 1000	\$200.00
501 to 1000	\$250.00
1001 to 2000	\$300.00
2001 to 3000	\$350.00
3001 to 4000	\$400.00
Attached Garage	add \$75.00

Electrical- Additions or Renovations	
Square Footage Being Wired	Permit Fee
Up to 500	\$150.00
501 to 1000	\$250.00
1001 to 2000	\$300.00

Electrical- Miscellaneous	
Description	Permit Fee
Connection Only - Manufactured Homes, Relocated Homes or RTMs	\$150.00
Detached Garage/Shop Under 1200 ft ²	\$150.00
Detached Garage/Shop Over 1200 ft ²	\$300.00
Service Upgrade (100 Amps Max)	\$150.00
Hot Tub Connection	\$150.00
Service Connection	\$150.00
Temporary Power	\$150.00

Private Sewage Disposal	
Septic Tank Only	\$175
Holding Tank	\$175
Open Discharge, Disposal field, Treatment Mound	\$250

Gas- Single Family Dwellings or Farms	
Number of Outlets	Permit Fee
1-3	\$175.00
4	\$195.00
5	\$220.00
6	\$230.00
7	\$240.00
\$10 per additional outlet	

Gas- Miscellaneous	
Description	Permit Fee
Temporary Heat	\$90.00
Service Connection	\$150.00
Appliance Replacement	\$150.00
Garage/Shop Unit Heater	\$150.00
Propane Tank Set	\$120.00
Grain Dryer	\$225.00

Plumbing -Single Family Dwellings or Farms	
Number of Fixtures	Permit Fee
1-6	\$175.00
7-10	\$205.00
11-14	\$225.00
15-18	\$255.00
\$10 per additional fixture	

Plumbing- Manufactured or Ready to Move Home	
On Blocking or Piles	\$150.00
On Basement or Crawl Space	Permit Fee is based on actual number of fixtures including basement rough-in

CONTRACTOR PLUMBING AND GAS PERMIT FEES

Plumbing Fee Schedule		
Number of Fixtures	Permit Fee	SCC Levy
1	\$90	\$4.50
2	\$100	\$4.50
3	\$110	\$4.50
4	\$115	\$4.60
5	\$120	\$4.80
6	\$125	\$5.00
7	\$130	\$5.20
8	\$135	\$5.40
9	\$140	\$5.60
10	\$145	\$5.80
11	\$150	\$6.00
12	\$155	\$6.20
13	\$165	\$6.60
14	\$170	\$6.80
15	\$175	\$7.00
16	\$180	\$7.20
17	\$185	\$7.40
18	\$190	\$7.60

Gas Fee Schedule- Residential		
Number of Outlets	Permit Fee	SCC Levy
1	\$90	\$4.50
2	\$105	\$4.50
3	\$120	\$4.80
4	\$135	\$5.40
5	\$145	\$5.80
6	\$155	\$6.20
7	\$165	\$6.60
8	\$175	\$7.00
9	\$185	\$7.40
10	\$195	\$7.80
Add \$10 for each outlet over 10		

Gas Fee Schedule - Non- Residential		
Number of BTUs	Permit Fee	SCC Levy
0 - 400,000	\$105.00	\$4.50
400,001 - 700,000	\$155.00	\$6.20
700,001 - 1 million	\$195.00	\$7.80
Add \$5.00 for each 100,000 BTU over 1 million		

Propane		
Description	Permit Fee	SCC Levy
Propane Tank Set	\$90.00	\$4.50
Refill Centers	\$175.00	\$7.00
Grain Dryers	\$225.00	\$9.00

Temporary Heat	
Residential	\$90.00
Commercial / Industrial	\$120.00

Manufactured Home or Ready to Move (RTM)		
Description	Permit Fee	SCC Levy
On Blockings or Piles	\$95.00	\$4.50
On Basement Or Crawlspace	Permit Fee is based on actual number of fixtures including basement rough-in	

Private Sewage Disposal		
Description	Permit Fee	SCC Levy
Holding Tank	\$150	\$6.00
Septic Tank Only	\$150	\$6.00
Fields or Mounds	\$250	\$10.00
Open Discharge	\$250	\$10.00
Treatment Plant	\$250	\$10.00

CONTRACTOR ELECTRICAL PERMIT FEES

Installation Cost (\$)	Permit Fee	SCC Fee
0.00-1500	\$95.00	\$4.50
1501-2500	\$120.00	\$4.80
2501-3500	\$140.00	\$5.60
3501-4000	\$145.00	\$5.80
4001-4500	\$150.00	\$6.00
4501-5000	\$155.00	\$6.20
5001-6000	\$160.00	\$6.40
6001-7000	\$170.00	\$6.80
7001-8000	\$180.00	\$7.20
8001-10,000	\$190.00	\$7.60
10,001-15,000	\$220.00	\$8.80
15,001-20,000	\$250.00	\$10.00
20,001-25,000	\$280.00	\$11.20
25,001-30,000	\$300.00	\$12.00
30,001-35,000	\$325.00	\$13.00
35,001-40,000	\$375.00	\$15.00
40,001-45,000	\$400.00	\$16.00
45,001-50,000	\$450.00	\$18.00
50,001 - 60,000	\$500.00	\$20.00
60,001 - 70,000	\$550.00	\$22.00
70,001 - 80,000	\$600.00	\$24.00
80,001 - 90,000	\$650.00	\$26.00
90,001 - 100,000	\$700.00	\$28.00
100,001 - 125,000	\$750.00	\$30.00
125,001 - 150,000	\$800.00	\$32.00
150,001 - 175,000	\$850.00	\$34.00
175,001 - 200,000	\$950.00	\$38.00
200,001 - 225,000	\$1,050.00	\$42.00

Installation Cost (\$)	Permit Fee	SCC Fee
225,001 - 250,000	\$1,150.00	\$46.00
250,001 - 275,000	\$1,250.00	\$50.00
275,001 - 300,000	\$1,350.00	\$54.00
300,001 - 325,000	\$1,450.00	\$58.00
325,001 - 350,000	\$1,550.00	\$62.00
350,001 - 375,000	\$1,650.00	\$66.00
375,001 - 400,000	\$1,750.00	\$70.00
400,001 - 450,000	\$1,900.00	\$76.00
450,001 - 500,000	\$2,000.00	\$80.00
500,001 - 550,000	\$2,150.00	\$86.00
550,001 - 600,000	\$2,300.00	\$92.00
600,001 - 650,000	\$2,450.00	\$98.00
650,001 - 700,000	\$2,600.00	\$104.00
700,001 - 750,000	\$2,750.00	\$110.00
800,001 - 850,000	\$3,100.00	\$124.00
850,001 - 900,000	\$3,300.00	\$132.00
900,001 - 1,000,000	\$3,500.00	\$140.00
Over 1 Million	Additional \$200 per \$100,000.00 value	

Temporary Power	\$90.00	\$4.50
Annual Permits	\$300.00	\$12.00

**TOWN OF STETTLER
BANK RECONCILIATION
AS OF May 31, 2020**

Net Balance at End of Previous Month	\$ 8,117,183.00
ADD: General Receipts (summarized below)	1,101,781.10
Interest Earned (Prime 3.95% less 1.65% = 2.30%)	5,821.03
Investments Matured	-
SUBTOTAL	9,224,785.13
LESS: General Disbursements	489,391.74
Payroll	135,522.83
Investments	-
Debenture Payments	-
Returned Cheques	780.61
Bank Charges	643.08
SUBTOTAL	626,338.26
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$ 8,598,446.87
Balance at End of Month - Bank	8,749,097.16
ADD: Outstanding Deposits	13,915.20
LESS: Outstanding Cheques	164,565.49
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$ 8,598,446.87

THIS STATEMENT SUBMITTED TO COUNCIL THIS 16th DAY OF JUN 2020

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	245,727
4	Utility	AR	269,923
5	ATCO	Franchise	60,366
6	AltaGas	Franchise	219,601
7	Hwy 12/21	Water	24,547
8	Library	Salary Reversal	24,671
9	Gov't of AB	FCSS Grant	13,096
10	AB Trans	Traffic Calls	11,685
11	BOT	Salary Reversal	31,606
12	Shirley Mclellan	Water	96,363
13	WCB	PIR	13,356
14	AE Kennedy	Rent	16,573
15	Other		74,267
16		Total	1,101,781

Revenue	2020 Budget	Actual - May 31, 2020	Variance	%	Notes
Administration	\$317,333	\$97,621.95	\$219,711.05	30.76%	
	Clearview swimming pool - \$13,313 / White Sands Contract - \$32000 / Inter Department Transfer - \$250,000				
Police	\$520,024	\$15,299.40	\$504,724.60	2.94%	MSI Operating - \$54,199
	Traffic Fines (Budget - \$60,000 / \$14,214 - 24%)				
	Provincial Grant - \$347,000 / Community SRO - \$54,825 (Clearview 50% SRO / County 25% SRO)				
Fire	\$402,577	-\$2,611.86	\$405,188.86	-0.65%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$109,950	\$113,805.00	-\$3,855.00	103.51%	Animal / Business License
	Business Licenses (Budget - \$86,250 - Actual \$93,250 (108%) / Animal License - Budget \$21,700 - Actual \$19,995				
Roads, Streets, Walks, Lights	\$64,535	\$62,463.55	\$2,071.45	96.79%	
	Roads Frontage - Pavement (Budget - \$62,075)				
Airport	\$10,880	\$4,613.20	\$6,266.80	42.40%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,032,318	\$918,366.03	\$2,113,951.97	30.29%	
	Metered sale of water (Budget - \$1,879,608 / Actual - \$574,364 - 31%)				
	Metered out of Town (Budget - \$1,070,000 / Actual - \$274,773 - 26%)				
	Bulk water (Budget - \$15,000 / Actual \$6,687 - 45%)				
Sewer	\$905,963	\$312,324.58	\$593,638.42	34.47%	
	Sewer Service Charges (Budget - \$855,943 / Actual \$292,131 - 34%)				
Garbage Collection & Disposal	\$824,660	\$273,240.10	\$551,419.90	33.13%	SWMA haul rebate - \$23,000
	Residential Garbage Revenue (Budget - \$623,438 / Actual \$204,828 - 33%)				
	Recycling Revenue (Budget - \$168,870 / Actual - \$56,543 - 33%)				
FCSS	\$157,148	\$65,479.00	\$91,669.00	41.67%	
Cemetery	\$23,600	\$3,445.00	\$20,155.00	14.60%	
Planning & Development	\$34,100	\$9,118.87	\$24,981.13	26.74%	
	Building Permits (Budget - \$20,000 / Actual - \$3,172 - 16%)				
Economic Development - BOT	\$149,585	\$32,444.38	\$117,140.62	21.69%	
Subdivision Land	\$200	\$0.00	\$200.00	0.00%	Subdivision Fees
Land, Housing & Rentals	\$273,780	\$108,221.89	\$165,558.11	39.53%	
	Health Unit - \$197,950				
	Ambulance Station - \$20,100				
	SRC - Library - Budget - \$42,000				
Recreation - General	\$3,000	\$2,575.17	\$424.83	85.84%	
Recreation Programs	\$3,500	\$2,452.74	\$1,047.26	70.08%	N0 Ball / Soccer - ice in sept
Facilities	\$848,805	\$135,851.03	\$712,953.97	16.00%	County Partnership - \$431,500
Community Hall	\$20,000	\$2,282.84	\$17,717.16	11.41%	
Senior's Center	\$14,437	\$9,104.29	\$5,332.71	63.06%	
Parks	\$50,650	\$3,931.35	\$46,718.65	7.76%	
	Lions Campground - Budget - \$100,000 / Actual - \$3,531-7%)				
Operating Contingency	\$100,146	\$0.00	\$100,146.00	0.00%	Over/under levy
Taxes / Penalties	\$8,595,384	\$8,559,039.87	\$36,344.13	99.58%	Incl Business Taxes / Penalties
Other Revenue	\$1,777,800	\$719,764.60	\$1,058,035.40	40.49%	
	Franchise Fee - GAS (Budget - \$936,000 / Actual - \$426,481 - 46%)				
	Franchise Fee - ELECTRIC (Budget - \$712,000 / Actual - \$234,068 - 33%)				
	Return on Investments (Budget - \$130,000 / Actual - \$59,216 - 46%)				
Total Revenue	\$18,240,375	\$11,448,832.98	\$6,791,542.02	62.77%	

Expense	2020 Budget	Actual - May 31, 2020	Variance	%	Notes
Council & Legislative	\$208,300	\$72,429.45	\$135,870.55	34.77%	
Council Honorarium (Budget - \$152,300 / Actual - \$59,737 - 39%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$15,000 / Actual - \$2,575 - 17%)					
Council membership Conferences (Budget - \$10,000 / Actual - \$6,348 - 63%)					
Administration	\$1,230,121	\$510,597.17	\$719,523.83	41.51%	Admin, Office, Computer, Assess
Police	\$1,140,831	\$51,386.67	\$1,089,444.33	4.50%	
RCMP - Contract Billings (Budget - \$956,072)					
Fire	\$889,028	\$205,912.69	\$683,115.31	23.16%	
Disaster Services	\$32,068	\$288.39	\$31,779.61	0.90%	
Bylaw Enforcement	\$185,808	\$61,016.44	\$124,791.56	32.84%	
Common Services	\$150,597	\$33,567.53	\$117,029.47	22.29%	Shop
Roads, Streets, Walks, Lights	\$1,903,345	\$447,275.61	\$1,456,069.39	23.50%	
Airport	\$46,974	\$8,018.85	\$38,955.15	17.07%	
Water Supply & Distribution	\$3,095,880	\$889,252.20	\$2,206,627.80	28.72%	
Sewer	\$642,607	\$196,943.44	\$445,663.56	30.65%	
Garbage Collection & Disposal	\$722,866	\$188,285.31	\$534,580.69	26.05%	
FCSS	\$196,435	\$98,217.50	\$98,217.50	50.00%	
Cemetery	\$64,668	\$7,459.27	\$57,208.73	11.53%	
Planning & Development	\$342,725	\$114,105.06	\$228,619.94	33.29%	
Comm Services -Handi Bus	\$25,000	\$0.00	\$25,000.00	0.00%	
Economic Development	\$532,150	\$152,462.89	\$379,687.11	28.65%	Ec Dev, BOT. HBC
Subdivison Land	\$55,270	\$18,089.68	\$37,180.32	32.73%	
Land, Housing & Rentals (47343)	\$43,900	\$9,378.44	\$34,521.56	21.36%	
Recreation - General	\$140,775	\$54,596.21	\$86,178.79	38.78%	
Recreation Programs	\$80,280	\$11,716.42	\$68,563.58	14.59%	
Facilities	\$2,431,270	\$738,884.29	\$1,692,385.71	30.39%	
Culture	\$345,812	\$162,877.90	\$182,934.10	47.10%	Parkland, Library, Museum
Community Hall	\$104,029	\$31,736.75	\$72,292.25	30.51%	
Senior's Center	\$13,310	\$1,763.71	\$11,546.29	13.25%	
Parks	\$618,745	\$81,338.98	\$537,406.02	13.15%	
Operating Contingency	\$319,247	\$0.00	\$319,247.00	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 - \$549,247 (Water (\$63,562) + Utility \$365,150 (sewer, waste, recycling) + Total Available for Capital - \$247,659) + Contingency - Utility - \$0 / Salaries - \$0 = \$549,247					
Requisitions	\$2,678,334	\$753,904.90	\$1,924,429.10	28.15%	
ASFF (Budget - \$2,159,570 - Actual - \$536,295 - 25%)					
ASFF Separate School (Budget - \$167,527 - Actual - \$42,451 - 25%)					
County of Stettler Senior Lodges (Budget - \$350,318 - Actual \$175,159 - 50% Actual)					
Total Expense	\$18,240,375	\$4,901,505.75	\$13,338,869.25	26.87%	
Surplus / Deficit	\$0	\$6,547,327.23	-\$6,547,327.23		

Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2020 Budget Expense - Approved by Council	Actual - Project Expenses - May 31, 2020	Utility (Water) Avail for Capital 2020 Interim Operating Budget (Rates) = (-\$63,562)	Utility (other) Avail for Capital 2020 Interim Operating Budget (Rates) = \$365,150	Available for Capital 2020 Interim Operating Budget (taxes) - \$247,659	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 - \$943,458 (\$945,165)	Grants - FGT - \$340,465 (\$346,344)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	\$8121 difference in provincial Grants from feb 27 Provincial Budget	Total
ADM 6-12-03-00-30-630	Computer Replacement Program	\$0.00	\$0.00					\$0.00	Office equip							\$0.00
ADM 6-12-03-00-31-630	Server Replacement (email, data , licensing)	\$35,042.00	\$35,042.00			\$154.00		\$34,888.00	Office equip							\$35,042.00
ADM 6-12-03-00-30-630	Softward Upgrade (e services/extender info)	\$25,670.00	\$25,670.00	\$3,520.00	\$20,670.00			\$5,000.00	Software Update							\$25,670.00
ADM 6-64-01-00-00-630	Communication - Website & Mobile APP	\$50,000.00	\$50,000.00		\$50,000.00											\$50,000.00
FIRE 6-23-99-91-00-764	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000.00	JE at end of year	\$0.00	\$100,000.00										\$100,000.00
FIRE 6-23-00-00-30-630	2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150.00	JE at end of year	\$0.00	\$60,150.00										\$60,150.00
FIRE 6-23-00-30-00-630	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
Op 6-32-09-60-02-660	Pathway Program (Area 2c - Hwy 12 along Co-op/Stettler GM)	\$100,000.00	\$100,000.00		\$0.00		\$33,000.00	\$67,000.00	Pathway							\$100,000.00
Op 2-32-09-00-03-244	Pathway Rehab (2017 Council Direction)	\$50,000.00	\$50,000.00						\$50,000.00							\$50,000.00
Op 2-32-21-00-03-536	Pavement Patching	\$150,000.00	\$150,000.00		\$150,000.00	\$0.00										\$150,000.00
Op 6-32-21-00-13-610	44th Avenue Overlay from Hwy 56-65th Street	\$950,000.00	\$950,000.00	\$2,617.30					\$52,856.00			\$600,833.89	\$296,310.11			\$950,000.00
Op 6-32-21-10-05-610	Mainstreet - 49th Avenue - 1/2 block south	\$380,000.00	\$380,000.00	\$11,587.07							\$380,000.00					\$380,000.00
Op 6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street)	\$60,000.00	\$60,000.00		\$60,000.00											\$60,000.00
Op 6-56-00-10-00-610	Cemetery concrete runner sidewalk	\$30,000.00	\$30,000.00			\$30,000.00										\$30,000.00
Water 6-41-11-10-24-610	Watermain on 52ndST between 49-50ave	\$230,000.00	\$230,000.00	\$13,684.05							\$230,000.00					\$230,000.00
Water 6-41-11-10-06-610	Watermain on 61ST Grandview	\$273,000.00	\$273,000.00	\$9,898.54							\$273,000.00					\$273,000.00
Water 6-41-11-10-05-610	Install additional fire hydrants 46th street	\$30,000.00	\$30,000.00		\$15,000.00	\$15,000.00										\$30,000.00
Water 2-41-16-00-00-554	Abandon Water Wells 15, 16, 17	\$90,000.00	\$90,000.00		\$15,000.00	\$75,000.00										\$90,000.00
Sewer 6-42-00-10-03-610	Sewermain on 61ST Grandview	\$273,000.00	\$273,000.00	\$9,000.53							\$273,000.00					\$273,000.00
Sewer 6-42-00-10-05-610	Lift station pump upgrades	\$300,000.00	\$300,000.00									\$260,000.00	\$40,000.00			\$300,000.00
Storm 6-42-00-00-15-610	Cattail removal Red Willow Creek	\$250,000.00	\$250,000.00	\$1,537.92	\$100,000.00	\$69,000.00		\$81,000.00	WTS Operations							\$250,000.00
Equip 6-31-11-00-50-650	One tonne truck	\$50,000.00	\$50,000.00			\$0.00		\$50,000.00	Common Services							\$50,000.00
Equip 6-31-11-30-25-630	Grader (keep old one for winter)	\$280,000.00	\$280,000.00	\$15,400.00	\$280,000.00											\$280,000.00
WTP 6-41-01-20-13-620	WTP - Chlorine Analyzer	\$20,000.00	\$20,000.00		\$20,000.00											\$20,000.00
WTP 6-41-01-20-00-620	WTP - Make up air unit replacement	\$20,000.00	\$20,000.00		\$20,000.00											\$20,000.00
WTP 6-41-01-20-19-620	WTP - Membranes (build reserves)	\$50,000.00	\$50,000.00		\$50,000.00											\$50,000.00
WTP 6-41-01-20-11-620	WTP - Chlorine gas replacement	\$50,000.00	\$50,000.00		\$50,000.00											\$50,000.00
WTP 6-41-01-20-26-620	WTP - Fluoride meter	\$12,000.00	\$12,000.00	\$12,935.00	\$12,000.00											\$12,000.00
WTP 2-41-01-00-06-252	WTP - Storage pond additional shading	\$15,000.00	\$15,000.00		\$15,000.00											\$15,000.00
WTP 6-41-01-20-09-620	WTP - Potable water pump	\$50,000.00	\$50,000.00		\$50,000.00											\$50,000.00
Park 6-77-81-60-00-660	Skateboard Park - Phase 2	\$126,000.00	\$126,000.00		\$63,100.45								\$62,899.55	Association		\$126,000.00
Park 6-77-02-30-07-630	Baseball diamond utility vehicle (mule)	\$32,000.00	\$32,000.00			\$0.00		\$32,000.00	Common Services							\$32,000.00
SRC 6-73-11-30-03-630	Scissor lift	\$12,000.00	\$12,000.00	\$8,731.77	\$12,000.00											\$12,000.00
SRC 2-73-13-03-04-252	Door Accessibility	\$24,500.00	\$24,500.00		\$24,500.00											\$24,500.00
SRC Fitness 6-73-12-30-00-630	Pec Deck Machine	\$6,550.00	\$6,550.00			\$6,550.00										\$6,550.00
SRC - Arenas 6-73-11-20-05-620	Tube Heaters	\$62,500.00	\$62,500.00		\$62,500.00											\$62,500.00
SRC - Pool 6-73-13-00-30-630	Controller Replacement	\$28,150.00	\$28,150.00			\$28,150.00										\$28,150.00
Culture 2-74-99-91-00-764	Culture Projects	\$15,000.00	\$15,000.00	JE at end of year		\$15,000.00										\$15,000.00
Total 2020 Capital Budget		\$4,445,062.00	\$4,445,062.00	\$88,912.18	\$232,000.00	\$912,770.45	\$391,254.00	\$33,000.00	\$269,888.00	\$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	2.00%		\$549,247.00	\$1,536,024.45						-\$84,873.00	-\$532,556.89	\$20,809.89		\$4,445,062.00
Total 2020 Capital Budget		\$4,445,062.00														\$0.00
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 - May 31, 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	\$575.10						\$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	\$10,249.74			\$11,271.21									\$11,271.21
6-41-11-10-22-610 - CAP-11501	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	\$13,775.67								\$15,969.09				\$15,969.09
6-41-11-10-23-610 - CAP-11502	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	\$3,267.67								\$16,110.98				\$16,110.98
6-41-14-20-01-620 - CAP-11503	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 - CAP-11502	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	\$3,267.68								\$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	\$15,433.03	\$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	\$40,006.25	\$39,526.25											\$39,526.25
6-31-11-50-02-650 - CAP-11506	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 - CAP-11507	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				\$159,700.00
6-41-01-20-25-620	WTP - MCC Room Air Conditioning - (Melissa Dec 30/19 - carry forward balance - \$10,000 - \$675.96 = \$9324.04)	\$9,324.04	\$9,324.04	\$3,881.58	\$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	\$20,795.41								\$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	\$11,985.20				\$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	\$562.95	\$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
64111019610 - CAP-8973	Motion 17.02.04 - Sewer Water Main 52 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
64111012610 / 642001014610 - CAP-8974	Motion 17.02.04 - Sewer Water Main 52 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	\$43,387.86				\$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
2-061-02-00-03-239	Planning - ASP	\$2,364.12		\$2,364.12				\$2,364.12	Planning Reserve										\$2,364.12
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)	\$0.00		\$0.00															\$0.00
2-41-01-00-06-252	WTP - Large Concrete Blocks	\$2,000.00		\$2,000.00						\$2,000.00									\$2,000.00
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		\$2,002,316.86	\$1,994,415.67	\$334,857.58	\$542,678.49	\$190,193.01	\$149,343.09	\$229,500.64	\$150,282.06		\$5,537.07	\$0.00	\$718,507.50	\$0.00	\$0.00	\$16,275.00	\$0.00	\$2,002,316.86	
Total 2020 Capital (Inc 2019 Carry Forward)		\$6,447,378.86	\$6,439,477.67	\$423,769.76	\$774,678.49	\$1,102,963.46	\$540,597.09	\$262,500.64	\$420,170.06		\$183,393.07	\$0.00	\$1,874,507.50	\$860,833.89	\$336,310.11	\$91,424.55	\$0.00	\$0.00	
							\$2,418,239.04		\$682,670.70		Total Grants Available		\$1,928,174.04	\$894,411.47	\$450,889.22				
							Total Reserves		\$3,100,909.74		Balance - Dec 31, 2020		\$53,666.54	\$33,577.58	\$114,579.11				

TO: Town of Stettler Council

DATE: 2020 06 16

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – MAY 2020

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Office staff (localized) information sharing.
2. Organizational COVID-19 continuity planning with Senior Administration.
3. Ongoing (Alberta.ca) Provincial COVID-19 information updates and releases.
4. Participate in numerous COVID-19 Telephone Town Halls, teleconferences, and webinars.
5. 2020 Operating (Tax) Budget presentation for Council's consideration of responsible & reasonable assumptions, as well as alternative options & impacts.
6. Rotational staff levels return to full with interdepartmental separation continuing and new hazard controls being implemented to ensure employee safety and prevent the spread in accordance with CMOH & AHS guidelines.
7. Reopening of skatepark and playground structures in accordance with provincial relaunch guidelines.
8. Hair cut...
9. Ongoing liaison and information sharing with County Administration; working on community matters and strengthening collaborative working relationships.
10. Ongoing internal guidance and communication with Council respecting roles & responsibilities within our organization.
11. 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: Senior Administration COVID 2020 Meetings, Numerous Town Hall Meetings (listening), Dr. Hinshaw Daily COVID Updates (listening), AUMA "ask the experts – Phase 2" webinar
2. Projects worked on included:
 - COVID planning, info and research
 - 2020 Cash Flow Statement follow up

**CAO REPORT
MAY 2020
PAGE 2**

- 2020 Tax Budget follow up
- 2020 Tax Levy Bylaw follow up
- 2020 Capital Budget Summary – May 31, 2020
- 2020 Operating Budget Summary – May 31, 2020
- 2020 Reserves Update – May 31, 2020
- 2020 Grant Updates – May 31, 2020
- Garbage and Recycling Inquiries
- Compost Bins Inquiries
- Staff Performance Appraisal
- Council Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

TRANSPORTATION – IVAN WILFORD

- Dig graves and cremations
- Sign repairs
- Street sweeping
- Boulevards sweeping
- First round lane grading completed
- Turn and clean up compost piles at transfer site
- Swept uptown parking lots
- Took down snow fencing
- Pot hole repairs
- Completed highway and boulevard sweeping for Emcon
- Packed winter graves at cemetery
- Kept catch basin covers clean
- Put tarp rollers on tandem trucks
- Dug out soft spot on 52 Ave by hwy. 9
- Added gravel to some spring soft spots

WATER – GRANT MCQUAY

- 1) Rounds, readings, locates and meters.
- 2) Reservoir basement pipes, painted.
- 3) Hydrant repairs, finished inspections.
- 4) On line courses.
- 5) Sewer flushing problem mains.
- 6) Curbstop repair/replace.
- 7) Water main valve repairs.
- 8) Lagoon sampling/opened up Wetlands.
- 9) Water leak repairs.
- 10) Weekly cleaning of WTS sanitary tank and CL17 analyzer bottles changed out.
- 11) Dig site maintenance.

- 12) Sewer service repair.
- 13) Weekly water distribution sampling for bacti and chlorine residuals.
- 14) Weekly testing for lift station emergency system.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. In the month of May the water treatment plant continued with the town's Covid protocols. We remained in the two crew rotation to limit exposure. Any workers coming into the plant were required to don masks and safe distances kept in place.
2. Less expensive surgical style masks have been ordered in for the plant to maintain Covid safety.
3. The cleaning of the CT tank #2 and clearwell was scheduled with divers and had be postponed until June 16-18th.
4. The cleaning of the settling tanks will be scheduled after the divers have completed their work and hopefully be completed by the end of June.
5. Potassium permanganate is still being injected into the raw water reservoir and a new higher capacity pump for doing so has been installed.
6. This years' ice breakout on the river caused a few challenges as water levels came up quite high with the ice jams. We were able to stop taking water from the river during its most turbid times and just take water from the reservoir.
7. The sludge ponds are scheduled to be cleaned out starting June 1 for approximately 20 days.
8. The new streaming current meter is proving helpful with maintaining the correct alum dosages with the changing spring waters.
9. The new fluoride meter is working well and giving us good readings.
10. The UPS has failed at the low lift pumphouse and a new one has been ordered in and will arrive shortly.
11. During this period of Covid scheduling protocols the staff at the plant have been able to keep up with the routine maintenance and reporting. They have done an excellent job under the circumstances that we have found ourselves in and I expect they will continue to do so as the "new normal" takes shape.
12. No major problems at the plant to report at this time.

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings:

- COVID-19 Dept Head meeting
- Tax Budget Deliberations
- Relaunch conference call Stage 1

Projects:

- 57A Street water/sewer replacements – construction clean up and alley restoration
- WTP Waste Pond Desludging

- Lagoons Desludging and odor concerns evaluation – considering alternate solutions including bacterial analysis to improve function
- Sidewalk Replacement Tender
- Water Reservoir – Exterior improvements – obtaining quotations
- WTP 400mm Transmission Valve tender
- AltaGAS replacements Phase 2 program underway – approving alignment changes
- Misc. drainage concerns inquiry
- Follow up of late 2019 projects – clean up and restoration

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2018 Permits to April 30, 2019	2019 Permits to April 30, 2020
Institutional	\$897,004.00	\$10,000.00
Industrial	-	\$577,000.00
Commercial	\$2,487,924.00	\$25,000.00
Residential	\$568,690.00	\$1,052,550.00
Total	\$3,953,618.00	\$1,664,550.00

2. Projects:

- Score Development
- Parcel's Trucking Re-Development
- Shell Development
- P&L Lease Agreement
- Corporate Identity Initiative
- North West ASP
- Building & Development Permit Fee Schedule Policy Review
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- Pandemic Plan Meetings
- Council Tax Budget Meeting
- Corporate Identity 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

1. **Meetings:** Department head meetings, several zoom meetings with various groups, insurance walk through pertaining to recreation facilities, Heartland beatification, and meetings with contractors.
2. **Projects:** Pool maintenance, rehab of sports fields, planted tulips in memorial park, stump and root grinding, garbage picking, Covid guards at the Town office, board of trade, Library, and the SRC. Other projects include planting flowers, mowing/weed eating grass, hedge trimming, and working with Clearview to help prep for the high school graduation.
3. We had a small fire on the roof of the pool on June 9th. Thankfully not much damage was done. I would like to thank the staff for their quick response in assisting extinguishing the fire. I would also like to thank the SRFD for their quick response and professionalism.

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - Provided practical vehicle extrication training in small groups with continues masking
2. Fire Department Operations
 - Meeting - Virtual CAFTA and AFCA region 5
 - Moved engine 11 to Donalda waiting for parts out of service
 - Moved tender 35 to station 1 in place of engine 11
 - Rescue 14 out of service waiting for parts
 - Moved essential rescue equipment to other apparatus while rescue 14 is out of service
 - Structure Fire investigation-Working on fire investigation reports on going.
 - Working on apparatus exhaust modification to connect Niederman exhaust hose to remaining apparatus at station 1
 - Update Alberta Fire Ban web site regarding removal of fire restriction
3. Regional Fire Department Incident Summary
 - Total calls 21 - 3 motor vehicle incidents, 2 alarm calls, 2 vehicle fire, 3 medical first response, 1 public hazard (power line down), 10 wildland fires.



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	AFX REF#201500005
Cheque Date	First	Last		AFX REF#201500005

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Emergency Services Marketing C	AFX REF#201500005	2020-05-29	\$1,143.15

Invoice Description	Invoice Number	Invoice Amount
Fire Joint Iam Responding Sub	2020.03.25	\$1,143.15
Total Cheques		\$1,143.15

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2020-06-02	2020-06-02		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Air Liquide Canada Inc.	EFT0002404	2020-06-02	\$91.24

Invoice Description	Invoice Number	Invoice Amount	
Shop Supplies Cylinder Lease	71307320	\$103.55	

Alberta One-Call Corporation	EFT0002405	2020-06-02	\$415.80

Invoice Description	Invoice Number	Invoice Amount	
Water Trans April 1st Calls	IN158665	\$415.80	

APEX Supplementary Pension Pla	EFT0002406	2020-06-02	\$369.92

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tr	PP11-20	\$369.92	

Stettler Regional Board of Tra	EFT0002407	2020-06-02	\$1,500.00

Invoice Description	Invoice Number	Invoice Amount	
Ec Dev Dr. Recruitment/Retenti	1451	\$1,500.00	

Bond-O Communications Ltd.	EFT0002408	2020-06-02	\$564.38

Invoice Description	Invoice Number	Invoice Amount	
Parks Lions Campground WiFi	BONDOIN126860	\$564.38	

Bounty Onsite Inc.	EFT0002409	2020-06-02	\$2,214.12

Invoice Description	Invoice Number	Invoice Amount	
Trans Tools	001-096984	\$130.20	
SRC/Admin COVID-19 Supplies	001-096876	\$100.80	
SRC/Admin COVID-19 Supplies	001-096940	\$269.32	
SRC/Admin COVID-19 Supplies	001-097155	\$299.04	
SRC/Admin COVID-19 Supplies	001-097196	\$74.46	
SRC/Admin COVID-19 Supplies	001-097431	\$86.00	
Shop 10' Ladder	001-096793	\$281.36	
Water Paint Marking Paint	001-096395	\$72.94	
Water Case of Rags Dig Trailer	001-096930	\$53.30	
Water Sewer Line Flushing Supp	001-096931	\$485.09	
Water Locate Marking Paint	001-097448	\$282.86	
SRC Janitor Supplies	001-097524	\$78.75	

Brownlee LLP	EFT0002410	2020-06-02	\$3,054.98

Invoice Description	Invoice Number	Invoice Amount	
Sewer Legal Services Lagoon Ae	497471	\$3,054.98	

Burmac Mechanical 2000	EFT0002411	2020-06-02	\$461.06

Invoice Description	Invoice Number	Invoice Amount	
Trans Shop Supplies	96555	\$136.49	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans Shop Supplies	96663		\$61.25
Trans Coil Cleaner #7 & #80	96611		\$213.23
Water Stinger Valve Fittings	96636		\$50.09
=====			
Canadian Union of Public Emplo	EFT0002412	2020-06-02	\$825.00
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP11-20	\$825.00	
=====			
Center Ice Concession	EFT0002413	2020-06-02	\$129.00
Invoice Description	Invoice Number	Invoice Amount	
Park Summer StaffWelcome Lunch	38	\$129.00	
=====			
Clearview Public Schools	EFT0002414	2020-06-02	\$2,046.93
Invoice Description	Invoice Number	Invoice Amount	
Joint Office April Expenses	6177	\$2,046.93	
=====			
Dean's Machine Inc.	EFT0002415	2020-06-02	\$422.84
Invoice Description	Invoice Number	Invoice Amount	
Trans Build pin unit #36	43486	\$252.90	
Trans Build Bushings unit #39	43432	\$169.94	
=====			
Glover International Trucks Lt	EFT0002416	2020-06-02	\$849.23
Invoice Description	Invoice Number	Invoice Amount	
Trans Transfer pump unit #86	675938	\$849.23	
=====			
GT Hydraulic & Bearing	EFT0002417	2020-06-02	\$941.37
Invoice Description	Invoice Number	Invoice Amount	
Equip Battery #39/Ball Valve	000-330578	\$540.19	
Trans Recharge AC unit #42	999-023988	\$401.18	
=====			
Heartland Stationers (2014) Lt	EFT0002418	2020-06-02	\$788.72
Invoice Description	Invoice Number	Invoice Amount	
Office Stationery	19470	\$99.75	
Office SharpEL2201Calculator	19508	\$156.45	
Office 2 Cases of Paper	19588	\$111.20	
Water Bro DR221 Drum	19533	\$177.40	
WTP Stationery	19558	\$264.29	
=====			
Heartland Auto Supply	EFT0002419	2020-06-02	\$1,248.83
Invoice Description	Invoice Number	Invoice Amount	
Fire/County COVID-19 Supplies	001-444521	\$326.97	
Shop Supplies	001-444294	\$172.95	
Hydrovac fittings unit #162	001-444422	\$15.75	
Trans AC Compressor unit #42	001-444765	\$407.87	
Trans Pumpoil & Filter unit #8	001-445866	\$10.47	
Trans Tools	001-446215	\$19.64	
Water Pipe Primer	001-444582	\$232.98	
Parks 3 Lights unit #81	001-444780	\$20.05	
Parks Fuel cap Unit #4	001-445217	\$24.54	
P&L Safety Glasses	001-446294	\$17.61	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Heartland Express	EFT0002420	2020-06-02	\$319.93

Invoice Description		Invoice Number	Invoice Amount

Trans Freight from Bobcat		10695	\$37.63
Trans Freight from Glover		10729	\$37.63
Trans Freight from Titan		10748	\$90.05
Trans Freight from Titan		10761	\$154.62

Hi Way 9 Express Ltd.	EFT0002421	2020-06-02	\$119.01

Invoice Description		Invoice Number	Invoice Amount

Shop Freight from Superior Tru		12142230	\$37.34
Trans Freight from Joe Johnson		12154669	\$81.67

IJD Inspections Ltd.	EFT0002422	2020-06-02	\$84.43

Invoice Description		Invoice Number	Invoice Amount

Plan & Dev Building Permits		ST2020-04	\$84.43

Industrial Machine Inc.	EFT0002423	2020-06-02	\$24.45

Invoice Description		Invoice Number	Invoice Amount

SRC Repair Materials Freight		35620.2	\$24.45

Joe Johnson Equipment	EFT0002424	2020-06-02	\$1,523.51

Invoice Description		Invoice Number	Invoice Amount

Street Clean Drag Shoes unit#6		P33364	\$1,523.51

Meridian OneCap Credit Corp	EFT0002425	2020-06-02	\$806.40

Invoice Description		Invoice Number	Invoice Amount

P&L Jun/Jul/Aug Copier Lease		200601 454801	\$806.40

OK Tire Stettler	EFT0002426	2020-06-02	\$85.80

Invoice Description		Invoice Number	Invoice Amount

Trans Tire Repair		IN061739	\$26.78
Parks Replace Tire Golf Course		IN062457	\$36.44
Parks Tire Repair unit #178		IN062463	\$22.58

Olson, Amy	EFT0002427	2020-06-02	\$166.66

Invoice Description		Invoice Number	Invoice Amount

Admin COVID-19 Phone Expenses		2020.05.20	\$166.66

Rural Municipalities of Albert	EFT0002428	2020-06-02	\$1,763.97

Invoice Description		Invoice Number	Invoice Amount

Roads Grader Blades/Hardware		1551818	\$557.89
Trans Grader Blades/Hardware		1552049	\$1,052.27
Water Tire Repair unit #3		647235489	\$63.82
Water Tire Repair unit #3		647235577	\$63.00
Water Nozzle Lock Pins		4735965	\$26.99

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
RMA Fuel Ltd.	EFT0002429	2020-06-02	\$13,077.60
=====			
	Invoice Description	Invoice Number	Invoice Amount
	Shop Shell Gadus V460D	PF-8222-83766	\$83.79
	Parks/Trans/Water Diesel Marke	PF-8229-83825	\$1,331.41
	Parks/Trans/Water Diesel/Gas	PF-8230-83868	\$1,474.20
	Parks/Trans/Water Shell Rotell	PF-8248-83938	\$864.01
	Parks/Trans/Water Shell Pennzo	PF-8258-84002	\$969.01
	Misc Dept Equip Gas OIL	PF-8195-83628	\$8,355.18
=====			
Tagish Engineering Ltd.	EFT0002430	2020-06-02	\$8,527.60
=====			
	Invoice Description	Invoice Number	Invoice Amount
	Roads TS101 2020 44 Ave Paving	17763	\$2,748.17
	Roads TS98-2020 Downtown	17761	\$3,910.03
	Water TS97-61 Street Water	17760	\$942.92
	Water TS99 52st Watermain	17762	\$926.48
=====			
Yost, Dustin & Maria Cristine	EFT0002431	2020-06-02	\$1,800.00
=====			
	Invoice Description	Invoice Number	Invoice Amount
	Comm Hall May Janitor	2020.05.01	\$1,800.00
=====			
	Total Cheques		\$44,222.78
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number EFT0002432	EFT0002449
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Barnes, Roger	EFT0002432	2020-06-09	\$25.00

Invoice Description	Invoice Number	Invoice Amount	

SRC June Phone Allowance	2020.06.01	\$25.00	

C & S Disposal	EFT0002433	2020-06-09	\$25,233.18

Invoice Description	Invoice Number	Invoice Amount	

May Waste/Compost/Recycling	154	\$25,233.18	

Dahl, Steven	EFT0002434	2020-06-09	\$50.00

Invoice Description	Invoice Number	Invoice Amount	

Shop June Tool Allowance	2020.06.01	\$50.00	

Digital Connection Office Syst	EFT0002435	2020-06-09	\$163.73

Invoice Description	Invoice Number	Invoice Amount	

Office/Wtr Photocopy 4.30-5.29	258730	\$163.73	

Dodd, Sonia	EFT0002436	2020-06-09	\$25.00

Invoice Description	Invoice Number	Invoice Amount	

Pool June Phone Allowance	2020.06.01	\$25.00	

Gerlitz, Steven	EFT0002437	2020-06-09	\$100.00

Invoice Description	Invoice Number	Invoice Amount	

Admin/Office June Trvl Allowan	2020.06.01	\$100.00	

Graham, Leann	EFT0002438	2020-06-09	\$175.00

Invoice Description	Invoice Number	Invoice Amount	

P&D June Phone/Trvl Allowance	2020.06.01	\$175.00	

Howe, Graham	EFT0002439	2020-06-09	\$25.00

Invoice Description	Invoice Number	Invoice Amount	

Cemetery/SRC June Phone Allowa	2020.06.01	\$25.00	

Maxwell, Darin	EFT0002440	2020-06-09	\$83.96

Invoice Description	Invoice Number	Invoice Amount	

Wtr Trans CUPE Clothing Allowa	2020.05.29	\$83.96	

Stettler Town & County Museum	EFT0002441	2020-06-09	\$34,000.00

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
2020 Museum Grant Motion		2020	\$34,000.00
QM Contracting	EFT0002442	2020-06-09	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water May Meter Reader	931376	\$1,575.00	
Robbins, Brad	EFT0002443	2020-06-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L June Travel Allowance	2020.06.01	\$100.00	
Standage, Maddie	EFT0002444	2020-06-09	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D June Travel Allowance	2020.06.01	\$150.00	
Stenlund, Wayne	EFT0002445	2020-06-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Shop June Tool Allowance	2020.06.01	\$25.00	
Stettler & District Handibus	EFT0002446	2020-06-09	\$25,000.00
Invoice Description	Invoice Number	Invoice Amount	
2020 Handibus Grant Motion	2020	\$25,000.00	
Stingray Radio Inc.	EFT0002447	2020-06-09	\$682.50
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept May Advertising	359187-5	\$682.50	
Switenky, Greg	EFT0002448	2020-06-09	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Jun Phone/Trvl Al	2020.06.01	\$370.00	
Varghese, Cyril	EFT0002449	2020-06-09	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2020.05.21	\$250.00	
Total Cheques			\$88,033.37

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000302
Cheque Date	First	Last		ONL000306

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Enmax Energy Corporation	ONL000302	2020-06-05	\$65,975.27

Invoice Description		Invoice Number	Invoice Amount

April Power Bills		20-2912638	\$65,975.27

Poulin's Professional Pest Con	ONL000303	2020-06-05	\$198.45

Invoice Description		Invoice Number	Invoice Amount

WTP Monthly Pest Control		1257746	\$198.45

Rogers	ONL000304	2020-06-05	\$86.10

Invoice Description		Invoice Number	Invoice Amount

Fire Joint Data 05.19 to 06.18		9889075537	\$86.10

Telus Communications	ONL000305	2020-06-05	\$2,992.06

Invoice Description		Invoice Number	Invoice Amount

Telus Comm May 22 to Jun 21		2020.05.23	\$2,992.06

Telus Mobility Inc.	ONL000306	2020-06-05	\$1,046.66

Invoice Description		Invoice Number	Invoice Amount

Telus Mobility May 22 to Jun 2		2020.05.21	\$1,046.66

		Total Cheques	\$70,298.54

			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number 74486	74497
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Big Hill Services Ltd.	74486	2020-06-05	\$3,068.73

Invoice Description	Invoice Number	Invoice Amount	
Admin COVID-19 Sneeze Guard	26497	\$3,068.73	

Brennan Auto Body Repair Ltd.	74487	2020-06-05	\$182.12

Invoice Description	Invoice Number	Invoice Amount	
Trans Hail Damage GST Entry	22959	\$182.12	

Canada Post Corporation	74488	2020-06-05	\$1,614.89

Invoice Description	Invoice Number	Invoice Amount	
Water Billing Postage	9729543997	\$1,614.89	

County of Stettler	74489	2020-06-05	\$11,070.00

Invoice Description	Invoice Number	Invoice Amount	
Emergency Response #20-019	IVC033037	\$1,537.50	
Emergency Response #19-195	IVC033039	\$4,305.00	
Emergency Response #19-202	IVC033040	\$1,845.00	
Emergency Response #20-008	IVC033042	\$3,382.50	

Heartland Youth Centre	74490	2020-06-05	\$50,000.00

Invoice Description	Invoice Number	Invoice Amount	
2020 Playground Program	2020.06.01	\$50,000.00	

Howe's Greenhouse	74491	2020-06-05	\$8,254.05

Invoice Description	Invoice Number	Invoice Amount	
Park Flowers for around Town	304	\$8,254.05	

Praxair Distribution	74492	2020-06-05	\$348.23

Invoice Description	Invoice Number	Invoice Amount	
Pool Clyinder Rental	96679127	\$348.23	

Red Deer River Watershed Allia	74493	2020-06-05	\$2,976.00

Invoice Description	Invoice Number	Invoice Amount	
Water 2020 Funding Contribtuti	0000259	\$2,976.00	

SecondchanceCPR	74494	2020-06-05	\$2,203.50

Invoice Description	Invoice Number	Invoice Amount	
Admin COVID-19 Masks	6803	\$2,203.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shirley McClellan Regional Wat	74495	2020-06-05	\$14,646.63

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trsf Stn 2020 1st Debentur	SMRWSC-001273	\$14,646.63	

Swann Hallberg & Associates	74496	2020-06-05	\$862.05

Invoice Description	Invoice Number	Invoice Amount	
Lagoon Aeration Bldg Legal Cos	1006KCN	\$862.05	

Yellow Pages	74497	2020-06-05	\$69.30

Invoice Description	Invoice Number	Invoice Amount	
Office May Directory Advertisi	20-7871768	\$69.30	

Total Cheques			\$95,295.50
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74498
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Global Power Systems Inc.	74498	2020-06-08	\$4,987.50

Invoice Description	Invoice Number	Invoice Amount	
Water Irrigation Pipe Wetlands	001-042241	\$4,987.50	

	Total Cheques	\$4,987.50	-----
		=====	

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74499
Cheque Date	First	Last		74504

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Flowpoint Environmental	74499	2020-06-12	\$834.75

Invoice Description		Invoice Number	Invoice Amount

Water Water +7 Software		5437	\$834.75
=====			
AltaLIS Ltd.	74500	2020-06-12	\$283.50

Invoice Description		Invoice Number	Invoice Amount

GIS Urban Cadastral Subscripti		54532	\$283.50
=====			
Diverse Signs N Designs Inc.	74501	2020-06-12	\$1,584.97

Invoice Description		Invoice Number	Invoice Amount

Admin COVID 19 Supplies		6592	\$111.80
Parks Maintance & Safety Signs		6618	\$1,473.17
=====			
Just Safety Supplies & Service	74502	2020-06-12	\$1,804.51

Invoice Description		Invoice Number	Invoice Amount

Roads Safety Clothing		6107	\$1,312.37
Water Trans Sewer Flusing PPE		6106	\$492.14
=====			
Receiver General for Canada	74503	2020-06-12	\$56,783.71

Invoice Description		Invoice Number	Invoice Amount

Town Tax Remittance		PP12-20	\$47,042.58
Town Tax Remittance		PP12-20.	\$4,523.38
BOT Tax Remittance		PP12-20.BOT	\$2,091.53
SVWS Tax Remittance		PP12-20.SVWS	\$406.96
Library Tax Remittance		PP12-20.LIBRAR	\$2,719.26
=====			
Town of Stettler - Petty Cash	74504	2020-06-12	\$105.00

Invoice Description		Invoice Number	Invoice Amount

SVWS Expense		2020.06.08	\$105.00

		Total Cheques	\$61,396.44
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74505
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Receiver General for Canada	74505	2020-06-12	\$56,091.60

Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP10-20	\$48,290.63	
Town Tax Remittance	PP10-20.	\$3,260.22	
BOT Tax Remittance	PP10-20.BOT	\$1,813.24	
SVWS Tax Remittance	PP10-20.SVWS	\$86.30	
Library Tax Remittance	PP10-20.LIBRAR	\$2,641.21	

	Total Cheques	\$56,091.60	
		=====	

**PRL Board Meeting Minutes
May 28, 2020**

The regular meeting of the Parkland Regional Library Board was called to order at 1:12 p.m. on Thursday May 28, 2020 in the Front Office Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Agnes Hoveland, Cora Knutson, Dana Kreil (late) Gord Lawlor, Faye Leicht, Stephen Levy, Josephine McKenzie, Philip Massier, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Shannon Wilcox (late), Bill Windsor, Bonita Wood, Ann Zacharias

With Regrets: Dana Kreil, Blair Morton

Absent: Jackie Almberg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Glen Carrit, Amanda Derksen, Colleen Ebdon, Clark German, Trudy Kilner, Lonnie Kozlinski, Daryl Loughheed, Rick Pankiw, Corby Parsons, Doug Weir, Sharon Williamson

Guests: Lindsey Schmidt, Joey Ingram, MNP

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

Smith welcomed everyone, and did a roll call for all the members attending via Zoom. She also asked that anyone acting as an alternate identify themselves at that time. There were none. She asked that motions all be made by the same person to simplify the meeting. Heather Ryan was asked if she would fill that role. Ryan agreed.

Call to Order

Meeting called to order at 1:12 p.m. by Smith.

According to section 31 (1) of the Alberta Libraries Act,

Board member disqualification:

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

As part of PRL's compliance procedures, board members who send regrets should be officially excused at the start of each meeting.

Motion by Heather Ryan to excuse Dana Kreil and Blair Morton from attendance at the board meeting on May 28, 2020 and remain members of the Parkland board in good standing.

CARRIED UNANIMOUSLY

PRL 15/2020

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 16/2020

Doreen Blumhagen entered the meeting at 1:16 p.m.

1.2. Approval of minutes

Motion by Heather Ryan to approve the minutes of the February 20, 2020 meeting as presented.

CARRIED UNANIMOUSLY
PRL 17/2020

1.3. Business arising from the minutes of February 20, 2020 meeting

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

2.6. Business Arising from the Consent Agenda

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

Motion by Heather Ryan to approve the consent agenda as presented.

CARRIED UNANIMOUSLY
PRL 18/2020

3.1. Approval of the 2019 Audit

Smith turned the meeting over to auditor Joey Ingram from MNP. Ingram presented the audit. They completed the audit of Parkland in February of 2020. The accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Findings from the audit include three recommendations for improving controls. These recommendations relate to 1) fixed asset disposal; 2) impairment testing for property, plant, and equipment; and 3) the review of the Director's credit card transactions. As recommended, staff are preparing additions to the finance policy to meet the auditor's recommendations.

Dana Kreil entered the meeting at 1:35 p.m.

Ingram stated that there were no significant changes in the balance sheet, however, there were some minor adjustments made after the board package was sent in regards to two wording adjustments in the notes and some aligning of budget amounts to actuals on the income statement. The three recommendations for improving controls were minimal and are already being changed in policy by Parkland staff.

Shannon Wilcox entered the meeting at 1:41 p.m.

Motion by Heather Ryan to approve the *Parkland Regional Library 2019 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2019* and the *Financial Statements for December 31, 2019* as presented.

CARRIED UNANIMOUSLY
PRL 19/2020

Joey Ingram and Lindsey Schmidt left the meeting at 1:45 p.m.

3.2. eContent Purchasing

For 2020, Parkland budgeted \$20,000 each for eBooks and eAudiobooks. Due to the COVID-19 crisis, Parkland has expended almost all of this \$40,000 for eBooks and eAudio books for 2020. The intention was to enhance the access to eContent since library patrons have almost no access to physical content. The early expenditure of our budget meant that there would be no money for additional eContent later in the year.

Due to vacant staff positions that we are unable to fill because of restrictions related to the pandemic, we are destined to have another surplus in 2020. To use Parkland's money responsibly, staff asked the Executive Committee for permission to overrun the eContent budget line by \$20,000.

Due to the increased demand for eBooks and eAudio books, caused by the shutdown of libraries during the COVID pandemic, the Executive Committee approved the additional eContent expenditures at their April 30th meeting.

In addition, Parkland staff reached out to the Lions Clubs earlier in the year to ask for contributions to purchase eAudiobooks for the regional collection, which supports the visually impaired community. The Lions Clubs in Innisfail, Forestburg, Killam and Clive have graciously donated \$1,828.58, which provided 25 more titles for the Parkland Collection.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY
PRL 20/2020

3.3. Advocacy Committee Report

The Chair of the Advocacy Committee, Gord Lawlor, spoke to the Advocacy Committee Report.

Earlier this year, the goal that the Advocacy Committee decided they needed to focus on is that municipalities are aware of and support public library services at the regional and local levels. Despite the COVID-19 pandemic, this advocacy goal has not changed.

At their last meeting, the committee considered some important questions:

1. How do we position libraries as essential or at least valued services?
2. How do we continue to prove the value of Parkland and local library budgets in the post-pandemic economy?
3. What do post-COVID libraries look like?

4. What kind of messaging do we need to advocate for Parkland and local library budgets in the post-pandemic economy?

After a lengthy facilitated session, the committee provided an extensive amount of material that can be categorized into a number of themes:

- Libraries need to innovate and continue to provide service even during the pandemic. The worst thing a library board can do is shut down services entirely.
- The board and staff must place a high emphasis on communication within the community to both funders and their patrons. During this period of closure to the public, library communication is more important than ever.
- Libraries need to be realistic about the post-pandemic world. Patrons might have developed different service expectations (e.g. want a continuation of virtual services, curbside pickup, etc.), and/or they may be reticent about in-person library visits and using library materials.
- Library boards need to be realistic about their budget expectations if they want their budgets to pass. Municipalities are struggling, so boards should only be asking for what they absolutely need.

The vast majority of libraries continue to have staff on duty with many providing innovative services. Of Parkland's 50 libraries, 39 are currently providing some level of service to their communities. Furthermore, Parkland continues to serve as a support and distribution hub to share information and resources between member libraries so that they can provide the most service possible at this time.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY
PRL 21/2020

3.4.1. Director's Report

3.4.2. Library Services Report

3.4.3. IT Report

3.4.4. Finance and Operations Report

Agnes Hoveland left the meeting at 2:01 p.m.

Smith asked if there were any questions regarding the reports included in the package. There were none.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY
PRL 22/2020

3.5. Parkland Community Update

Olds & District Municipal Library - Heather Ryan reported that their library board has been very proud of all the work the staff at the Olds library has been doing during the pandemic. Staff is now working on their re-launch plan.

Stettler Public Library - Les Stulberg reported that they now have enhanced online programming and are offering curbside pickup. They are also helping to provide PPE items to their local hospital. They have been both busy and innovative.

Lacombe County - Dana Kreil reported that they are using this time to replace the flooring at the Eckville Municipal Library. They anticipate offering curbside pickup when the library is put back together.

Amisk Public Library is now offering curbside service. They are also collaborating with the Buffalo Trail School Division to loan Chromebooks for online crafts for their summer reading club.

Lougheed & District Public Library is offering craft kits that can be picked up from the library so that children can participate in online craft time.

4. Adjournment

Motion by Deb Smith to adjourn the meeting at 2:12 p.m.

CARRIED UNANIMOUSLY
PRL 23/2020

Meeting adjourned at 2:12 p.m.

Chair



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 28, 2020

Audit Report Approved

PRL's audit was presented to the board by MNPs Lindsey Schmidt and Joey Ingram. In the documents provided, the auditors state:

The accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Findings from the audit include three recommendations for improving controls. These recommendations relate to 1) fixed asset disposal; 2) impairment testing for property, plant, and equipment; and 3) the review of the Director's credit card transactions. As recommended, staff are preparing additions to the finance policy to meet the auditor's recommendations.

There were no significant changes in the balance sheet. The three recommendations for improving controls were minimal and are already being changed in policy by Parkland staff.

A copy of the Auditor's Report and Report to the Board will be sent to your municipality.

eContent Purchasing

For 2020, Parkland budgeted \$20,000 each for eBooks and eAudiobooks. Due to the COVID-19 crisis, Parkland has expended almost all of this \$40,000 for eBooks and eAudio books for 2020. The intention was to enhance

the access to eContent since library patrons have almost no access to physical content. The early expenditure of our budget meant that there would be no money for additional eContent later in the year.

Staff asked the Executive Committee for permission to overrun the eContent budget line by \$20,000. Due to the increased demand for eBooks and eAudio books, caused by the shutdown of libraries during the COVID pandemic, the Executive Committee approved the additional eContent expenditures at their April 30th meeting.

In addition, Parkland staff reached out to the Lions Clubs earlier in the year to ask for contributions to purchase eAudiobooks for the regional collection, which supports the visually impaired community. The Lions Clubs in Innisfail, Forestburg, Killam and Clive have graciously donated \$1,828.58, which provided 25 more titles for the Parkland Collection. We are very grateful for their support.

PRL Advocacy Committee

Earlier this year, the goal that the Advocacy Committee decided they needed to focus on is that municipalities are aware of and support public library services at the regional and local levels. Despite the COVID-19 pandemic, this advocacy goal has not changed.

At their last meeting, the committee considered some important questions:

1. How do we position libraries as essential or at least valued services?
2. How do we continue to prove the value of Parkland and local library budgets in the post-pandemic economy?
3. What do post-COVID libraries look like?
4. What kind of messaging do we need to advocate for Parkland and local library budgets in the post-pandemic economy?

After a lengthy facilitated session, the committee provided an extensive amount of material that can be categorized into a number of themes:

- Libraries need to innovate and continue to provide service even during the pandemic. The worst thing a library board can do is shut down services entirely.
- The board and staff must place a high emphasis on communication within the community to both funders and their patrons. During this

- period of closure to the public, library communication is more important than ever.
- Libraries need to be realistic about the post-pandemic world. Patrons might have developed different service expectations (e.g. want a continuation of virtual services, curbside pickup, etc.), and/or they may be reticent about in-person library visits and using library materials.
 - Library boards need to be realistic about their budget expectations if they want their budgets to pass. Municipalities are struggling, so boards should only be asking for what they absolutely need.

The vast majority of libraries continue to have staff on duty with many providing innovative services. Of Parkland's 50 libraries, 39 are currently providing some level of service to their communities. Furthermore, Parkland continues to serve as a support and distribution hub to share information and resources between member libraries so that they can provide the most service possible at this time.

Community News from Trustees

Olds & District Library- Heather Ryan reported that their library board has been very proud of all the work the staff at the Olds library has been doing during the pandemic. Staff is now working on their re-launch plan.

Stettler Public Library - Les Stulberg reported that they now have enhanced online programming and are offering curbside pickup. They are also helping to provide PPE items to their local hospital. They have been both busy and innovative.

Lacombe County - Dana Kreil reported that they are using this time to replace the flooring at the Eckville Municipal Library. They anticipate offering curbside pickup when the library is put back together.

Amisk Public Library is now offering curbside service. They are also collaborating with the Buffalo Trail School Division to loan Chromebooks for online crafts for their summer reading club.

Lougheed & District Public Library is offering craft kits that can be picked up from the library so that children can participate in online craft time.

Board Members Present via Zoom

Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Agnes Hoveland, Cora Knutson, Dana Kreil (late), Gord Lawlor, Faye Leicht, Stephen Levy, Josephine McKenzie, Philip Massier, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Shannon Wilcox (late), Bill Windsor, Bonita Wood, Ann Zacharias

With Regrets

Dana Kreil (Late) and Blair Morton

Absent

Jackie AlMBERG, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Glen Carrit, Amanda Derksen, Colleen Ebden, Clark German, Trudy Kilner, Lonnie Kozlinski, Daryl Lougheed, Rick Pankiw, Corby Parsons, Doug Weir, Sharon Williamson

Guests via Zoom

Lindsey Schmidt, Joey Ingram, MNP
Also in the office, Debra Smith (Board Chair)

PRL Staff

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

**Next Meeting: September 17,
2020, 1:00 PM.**

For more information or if you want a copy of the draft minutes from this board meeting, please contact PRL.

June 3, 2020

***Via email: snolls@stettler.net
cc: gswitenky@stettler.net***

Mayor Sean Nolls
Town of Stettler
PO Box 280
Stettler, Alberta TOC 2L0

Mayor Nolls,

We are writing on behalf of the concrete and cement industry in Alberta to ask for your support in stimulating local construction activity as you continue to mitigate the unprecedented health and economic impacts of COVID-19.

With over 110 concrete plants and two cement plants in Alberta, our industry has a significant local presence in virtually all Alberta communities. Our industry is founded on local jobs, using local sand, gravel, and water in addition to Alberta produced cement, to produce sustainable, long-lasting concrete building materials. We are a critical part of the local economic structure, supporting up to 34,000 direct and indirect jobs across the province.

In these difficult times, it is vital that all levels of government continue to stimulate local economic activity by proceeding with infrastructure projects that will get local construction businesses back in operation and employees back to work. More than ever, shovel-ready and shovel-worthy projects and simplified procurement and tendering processes will be of immediate advantage in stimulating your local construction activity and economic supply-chain channels.

Concrete plays an essential role in ensuring the infrastructure you build on behalf of your residents will serve your community now and for generations to follow, manufactured in an environmentally responsible manner using materials such as lower carbon cements. Concrete is resilient in the harshest of conditions; strong enough to resist impacts, strong winds, blasts and natural catastrophes like earthquakes, tornadoes and floods (concrete does not swell, warp or rot when wet). Concrete is durable in all environments, maintaining a finish resistant to damage from direct exposure to fire, rain, hail, UV rays, airborne pollutants and other persistent weathering conditions.

A road made of concrete provides the potential for cost savings when lifecycle costs are considered, and almost always provides significant savings on maintenance costs.

- Over a 50-year period, a concrete road requires only a third of the maintenance of an asphalt road.
- Concrete pavements require significantly less energy and base material (stone, sand and gravel) than asphalt pavements.
- Concrete's light colour and natural reflectance brightens roads, parking areas and sidewalks, reducing exterior lighting requirements at night by up to 24%.
- Concrete pavement keeps communities cooler by reducing the urban heat island effect.

As all levels of government move forward with economic recovery plans in response to the COVID-19 pandemic, and you begin to make decisions on stimulus funding for strategic capital investments, the concrete and cement industry in Alberta encourages you to ensure that concrete is strongly considered as the building material of choice.

Specifically, for roads and pavements, we ask that you consider concrete as an alternative to asphalt. Alberta Transportation has recently confirmed concrete as a potential alternative paving material for roundabouts and other slow-moving, heavy-traffic applications (turning lanes, intersections, etc.). We ask that municipalities do the same and consider concrete pavement as long-lasting solution to your pavement projects. There are numerous success stories of concrete pavements in communities across Alberta, Canada and the United States. Attached are only a few of those examples. Our industry is available to you as a resource for any questions you may have regarding this approach.

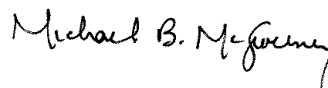
It is important that we highlight how our industry has implemented extraordinary measures to support your efforts and those of local health authorities to stop the spread of COVID-19. Our new health and safety protocols are designed to protect our employees, our construction colleagues and the communities in which they operate.

We are committed to working with you and our provincial and federal partners to stimulate local economic activity and your municipality's shovel-ready infrastructure projects. Please contact Concrete Alberta at dan.hanson@concretealberta.ca or (780) 436-5645 at your earliest convenience so that we can discuss how we can best work through this unprecedented crisis and economic recovery together.

Sincerely,



Dan Hanson
Executive Director
Concrete Alberta
4944 Roper Road NW
Edmonton, AB T6B 3T7



Michael McSweeney
President and CEO
Cement Association of Canada
86 Elgin Way SE
Calgary, AB T2Z 3Y8

Attachment: Concrete Pavement in Alberta Case Studies



2019 Return on Investment for Town of Stettler

Town of Stettler membership levy to Parkland Regional Library = \$49,104.00

(Based on official 2019 population of 5,952 x \$8.25 requisition amount)

Direct financial return to Stettler Public Library

2019 materials allotment	\$6,725.76
2019 allotment from county population ¹	\$5,227.38
2019 allotment from county population ²	\$865.80
Postage reimbursement for resource sharing	\$120.46
	\$12,939.40

Technology Savings to Stettler Public Library

Computers for library use	\$0.00
Software & licensing	\$6,514.88
SuperNet connection	\$10,776.00
	\$17,290.88

Resource Sharing Savings to Stettler Public Library

38,665 items borrowed from other libraries ³	\$447,354.05
5,175 digital items borrowed from PRL ⁴	\$232,875.00
	\$680,229.05

Total financial benefits to Stettler Public Library \$710,459.33

Town of Stettler Return on Investment \$1 = \$14.47

Stettler Public Library averaged a 37% discount on books purchased through PRL

¹ Stettler County assigned a rural population of 4,626 to Town of Stettler

² SV of Rochon Sands and SV of White Sands assigned their combined population of 156 to Stettler Public Library

³ With bulk purchasing, PRL's average purchase price for library books was \$11.57

⁴ PRL paid an average price of \$45 each for eBooks and eAudiobooks

Strong Libraries, Strong Communities

With PRL membership, Town of Stettler residents gain:

- Access to the 650,000 items in the collective PRL collection
- Free access to 7,000+ eBooks, 9,500 eAudiobooks, 72 eMagazine subscriptions, eComics and shared eBooks from 4 other regional libraries
- Free access to subscription online resources Ancestry (genealogy), Solaro (Alberta curriculum support), Consumer Reports, and Grant Connect; Press Reader international newspaper and magazine collection, Pronunciator language learning software, and Alberta eBooks collection
- Free broadband internet connection (SuperNet) and free wi-fi
- Access to library collections across Alberta and Canada

With PRL membership, Stettler Public Library has access to:

- Province-wide resource sharing, including interlibrary lending and onsite borrowing at libraries across Alberta, to meet patron needs
- SuperNet connection paid for by the Government of Alberta
- The database that manages library borrowers and materials (Integrated Library System)
- The online library catalogue providing public access to library resources and personal account management
- The library's free managed website
- Free delivery of materials weekly or twice weekly
- Free library supplies including library cards
- 37% bulk discount on library books purchased through Parkland
- Free cataloguing and shelf-ready processing of purchased and donated library material
- Access to digital content, including books, audio, magazines, newspapers, comics, and subscription databases
- Shared regional specialty collections including
 - large print books
 - audio books
 - program Kits (storytime, maker activities, coding, gaming, virtual reality)
 - technology equipment & promotional items
- Access to national library collections for the blind and print-disabled
- Free computer, network, and website support
- Free professional library expertise (consulting service) and access to regional knowledge sharing
- Free training for library staff and trustees

Strong Libraries, Strong Communities

PARKLAND REGIONAL LIBRARY

FINANCIAL STATEMENTS

DECEMBER 31, 2019

PARKLAND REGIONAL LIBRARY
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DECEMBER 31, 2019

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MANAGEMENT'S REPORT

To the Members of Parkland Regional Library:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library.

Independent Auditor's Report

To the members of Parkland Regional Library:

Opinion

We have audited the financial statements of Parkland Regional Library (the "Library"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, accumulated operating surplus, changes in net financial assets, cash flows and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library 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.

Other Matter

The financial statements of the Library for the year ended December 31, 2018 were audited by another public accounting firm who expressed an unmodified opinion statements on May 23, 2019.

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 Library's ability 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 liquidate the Library or to cease operations, or has no realistic alternative but to do so.

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

Auditor's 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 auditor's 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 control.
- 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 purpose of expressing an opinion on the effectiveness of the Library'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 Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 our auditor's report. However, future events or conditions may cause the Library 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.

Lacombe, Alberta

May 28, 2020


Chartered Professional Accountants

MNP

PARKLAND REGIONAL LIBRARY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash and cash equivalents (note 3)	\$ 3,139,666	\$ 2,992,473
Accounts receivable	25,609	22,145
Long-term investments (note 4)	753,850	722,787
TOTAL FINANCIAL ASSETS	3,919,125	3,737,405
LIABILITIES		
Accounts payable and accruals (note 5)	\$ 99,890	\$ 97,523
Book allotment	15,983	20,362
Deferred revenue (note 6)	2,458,167	2,421,246
TOTAL LIABILITIES	2,574,040	2,539,131
NET FINANCIAL ASSETS	1,345,085	1,198,274
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 9,263	\$ 13,403
Prepaid expenses	88,791	147,914
Tangible capital assets (schedule 1)	139,911	613,013
Tangible capital assets held for sale (schedule 1)	435,922	-
TOTAL NON-FINANCIAL ASSETS	673,887	774,330
COMMITMENTS (note 7)		
SUBSEQUENT EVENTS (note 8)		
ACCUMULATED SURPLUS	2,018,972	1,972,604
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 9)	2,005,951	1,972,791
Accumulated remeasurement gain (loss) on long-term investments	13,021	(187)
	2,018,972	1,972,604

Approved by the Library Board:



Chairman



Director

PARKLAND REGIONAL LIBRARY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget	2019	2018
REVENUE			
Book and supply outside sales	\$ -	\$ 135,969	\$ 143,275
Investment income	27,000	33,037	35,458
Member fees	1,801,371	1,803,409	1,772,955
Miscellaneous and donations	-	1,480	1,937
Provincial funding (note 10)	1,529,193	1,575,249	1,579,192
	<u>3,357,564</u>	<u>3,549,144</u>	<u>3,532,817</u>
EXPENSES			
Administration and utilities	\$ 60,000	\$ 58,103	\$ 59,193
Amortization	-	56,170	88,512
Audit	16,200	14,900	20,700
Books and supply outside purchases	-	135,488	143,082
Communications, marketing and advocacy	11,500	35,059	13,717
Continuing education	20,000	14,349	14,786
Dues, fees, and memberships	11,500	11,066	10,745
First Nations grant expense	59,357	105,252	73,957
Freight and postage reimbursement	13,500	8,818	14,752
Insurance	13,750	16,380	15,924
Investment fees	4,500	4,176	4,014
Library materials	361,237	378,018	377,980
Library service grant	428,738	428,738	428,738
Miscellaneous	800	800	800
Planned member technology purchases	65,504	41,068	79,715
Professional fees	-	352	1,074
Repairs and maintenance - building	51,500	37,607	46,453
Salaries and benefits	1,913,629	1,709,370	1,702,768
Supplies and stationary	55,000	46,409	43,102
Technology equipment and systems	178,849	304,143	212,632
Travel	12,000	7,834	9,065
Trustee	22,000	32,087	26,730
Vehicle	43,000	44,259	40,146
Workshops and advisory group	15,000	14,562	16,525
	<u>3,357,564</u>	<u>3,505,008</u>	<u>3,445,110</u>
Excess of revenue over expenses, before other expenses	-	44,136	87,707
OTHER EXPENSES			
Loss on investments	-	(4,595)	(1,522)
Loss on disposal of tangible capital assets	-	(6,381)	(3,361)
Excess of revenue over expenses	-	33,160	82,824
Accumulated surplus, beginning of year	1,972,791	1,972,791	1,889,967
Accumulated surplus, end of year (Note 9)	1,972,791	2,005,951	1,972,791

PARKLAND REGIONAL LIBRARY
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
Excess of revenue over expenses	\$ 33,160	\$ 82,824
Acquisition of tangible capital assets	(25,372)	(86,775)
Amortization of tangible capital assets	56,170	88,512
Proceeds on disposal of tangible capital assets	-	5,000
Loss on disposal of tangible capital assets	6,381	3,361
Change in prepaid expenses	59,124	(49,384)
Change in inventory for consumption	4,140	(1,380)
Change in accumulated remeasurement gain (loss) on long-term investments	<u>13,208</u>	<u>(8,005)</u>
Increase in net financial assets	146,811	34,153
Net financial assets, beginning of year	<u>1,198,274</u>	<u>1,164,121</u>
Net financial assets, end of year	<u>1,345,085</u>	<u>1,198,274</u>

PARKLAND REGIONAL LIBRARY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 1,938,761	\$ 1,940,856
Cash receipts from grants	1,565,223	1,589,218
Investment income received	84,663	78,359
Cash paid for materials and services	(1,253,460)	(1,313,129)
Cash paid for salaries and benefits	(1,709,947)	(1,704,121)
Cash paid for library service grant	(428,740)	(428,740)
Interest paid	(1,487)	(1,549)
	195,013	160,894
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(25,372)	(86,775)
Proceeds on disposal of tangible capital assets	-	5,000
	(25,372)	(81,775)
INVESTING ACTIVITY		
Purchase of long-term investments	(96,449)	(107,281)
Proceeds on sale of long-term investments	74,000	85,072
	(22,449)	(22,209)
Net increase in cash	147,192	56,910
Cash and cash equivalents, beginning of year	2,992,473	2,935,563
Cash and cash equivalents, end of year	3,139,665	2,992,473

PARKLAND REGIONAL LIBRARY
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2019	2018
Balance, beginning of year	404,649	955,129	613,013	\$ 1,972,791	\$ 1,889,967
Excess (deficiency) of revenue over expenses	33,160	-	-	33,160	82,824
Reserves used for (transferred from) operations	(119,993)	119,993	-	-	-
Reserves used for tangible capital assets	-	(25,372)	25,372	-	-
Disposal of tangible capital assets	6,381	-	(6,381)	-	-
Annual amortization expense	56,170	-	(56,170)	-	-
Balance, end of year	<u>380,367</u>	<u>1,049,750</u>	<u>575,834</u>	<u>2,005,951</u>	<u>1,972,791</u>

PARKLAND REGIONAL LIBRARY
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
Accumulated remeasurement gain (loss) on long-term investments, beginning of the year	(187)	\$ 7,818
Increase (decrease) in market value	13,208	(8,005)
Accumulated remeasurement gain (loss) on long-term investments, end of year	13,021	(187)

PARKLAND REGIONAL LIBRARY
SCHEDULE OF TANGIBLE CAPITAL ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2019
SCHEDULE 1

	Vehicles	Building - Held for sale (1)	Technology equipment and systems	Equipment	Furniture and fixtures	2019	2018
Original Cost:							
Balance, beginning of year	133,058	1,375,359	495,688	86,693	25,095	2,115,893	2,120,760
Acquisition of tangible capital assets	-	-	25,372	-	-	25,372	86,775
Disposals of tangible capital assets	-	-	(227,211)	(8,549)	(8,195)	(243,955)	(91,642)
Balance, end of year	133,058	1,375,359	293,849	78,144	16,900	1,897,310	2,115,893
Accumulated Amortization:							
Balance, beginning of year	66,956	939,437	415,760	56,969	23,758	1,502,880	1,497,649
Annual amortization	19,830	-	31,033	5,070	238	56,170	88,512
Disposals	-	-	(225,354)	(4,172)	(8,048)	(237,574)	(83,281)
Balance, end of year	86,786	939,437	221,439	57,867	15,948	1,321,477	1,502,880
Net Book Value	46,272	435,922	72,410	20,277	952	575,833	613,013

(1) At year-end, there is a contract with Tricon for the sale of the existing building to occur after year-end (see note 8).
 As such, this building has been classified as held for sale and amortization has not been taken in the current year.

PARKLAND REGIONAL LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Nature of activities

Parkland Regional Library (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met. Unrestricted provincial funding and grants are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

The cost less residual value, of the tangible capital assets are amortized on over the estimated useful life as follows:

	<i>Method</i>	<i>Rate</i>
Vehicles	declining balance	30%
Building	declining balance	4%
Technology equipment and systems	declining balance	30%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

2. Significant accounting policies (continued from previous page)

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

Long-term investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Financial instruments

The Library measures its financial instruments initially at fair value and subsequently measures them at amortized cost, except for long-term investments which are measured at fair value.

Transaction costs related to financial instruments recorded at amortized cost are added to the carrying value of the instrument. Transaction costs related to financial instruments recorded at fair value are expensed as incurred.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

3. Cash and cash equivalents

	2019	2018
Unrestricted	\$ 681,597	\$ 581,253
Building renovation and maintenance	2,458,068	2,411,220
Total Cash	3,139,665	2,992,473

Cash accounts bear interest at bank prime rate (3.95%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.60% (2.35%) on \$701,152 and prime less 1.90% (2.05%) on \$2,842. The building account bears interest at prime less 1.55% (2.40%).

The building renovation and maintenance account is restricted for use in the maintenance, renovation or upgrade of the Library's current facilities (note 6).

4. Long-term investments

	2019	2018
Bonds (original cost of \$737,927; 2018 - \$720,358)	753,850	\$ 722,787

Bonds bear interest at rates ranging from 2.10% to 4.20% and have maturity dates ranging from June 2020 to September 2029. Included in long-term investments is \$2,902 (2018 - \$2,590) of accrued interest.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

5. Accounts payable and accruals

	2019	2018
Trade accounts payable and accruals	31,656 \$	38,235
Employee benefit obligations	56,133	51,007
Goods and Services Tax payable	12,101	8,281
	99,890	97,523

Included in trade accounts payable and accruals is a balance of \$4,556 on ATB Financial Mastercards with a total credit limit of \$15,000.

Employee benefit obligation consist of estimated sick leave benefits of \$35,000 (2018 - \$35,000) that accumulate but do not vest, as well as vacation and lieu time of \$20,801 (2018 - \$16,007) that employees have earned and deferred to future years.

6. Deferred Revenue

	2019	2018
Minister of Municipal Affairs building renovation and maintenance grant	\$ 2,458,167	\$ 2,411,220
Minister of Municipal Affairs Voices of Amiskwaciy grant	-	10,026
	2,458,167	2,421,246

In 2017, the Library received \$2,400,000 from the Government of Alberta for maintenance and renovation of the Library's current headquarters or update of its existing facilities. Interest income of \$51,626 (2018 - \$41,877) on the cash basis has also been deferred during the year. Expenditures of \$4,679 (2018 - \$0) occurred in the year.

In 2018, the Library received \$10,000 plus interest from the Minister of Municipal Affairs as a culture grant. Expenditures of \$10,026 (2018 - \$0) occurred in the year.

7. Commitments

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases.

The Library has a 3 year commitment for TAL core products, of which they only have 1 year remaining. Estimated commitment is \$26,439 subject to exchange rate changes.

8. Subsequent events

Subsequent to year-end, the Library entered into a contract to acquire a building for the purchase price of \$4,522,179. A deposit was made in the amount of \$2,500,000, and the remainder payable on completion.

Subsequent to year-end, the Library entered into a contract to sell their existing building for \$1,975,001. As at year-end, the building was recorded as held for sale.

Subsequent to year end, the COVID-19 pandemic is causing significant financial market and social dislocation. The situation is dynamic with various cities and countries around the world responding in different ways to address the outbreak. The Library continues to monitor its operations and assess the impact COVID-19 will have on its business activities. The extent of the effect of the COVID-19 pandemic on the Library is uncertain.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

9. Accumulated operating surplus

	2019	2018
Unrestricted operating fund	380,367	404,649
Internally restricted		
Operating reserves		
Technology	357,712	282,193
Building	250,000	250,000
Contingent liability	50,000	50,000
	657,712	582,193
Capital reserves		
Amortization	221,864	252,762
Vehicle	120,174	70,174
Equipment/furnishings replacement	50,000	50,000
	392,038	372,936
Total reserves	1,049,750	955,129
Equity in tangible capital assets	575,834	613,013
	2,005,951	1,972,791

10. Provincial Funding

	2019	2018
Government of Alberta - Municipal Affairs		
Operating grant	\$ 990,830	\$ 990,830
Library Service grant	428,738	428,738
Provincial First Nations grant	145,602	109,624
Provincial one time grant - Voice of Maskwacyi	10,079	-
	1,575,249	1,529,192
Alberta Culture and Tourism		
Community Initiative Program (CIP)	-	50,000.00
	1,575,249	1,579,192

11. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 259,714 people and 420 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

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

The Library is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2019 were \$121,142 (2018 - \$121,019). Total current service contributions by employees of the Library to the LAPP in 2019 were \$104,683 (2018 - \$110,416).

As at December 31, 2018, the LAPP disclosed an actuarial surplus of \$3.469 billion (2017 - \$4.835 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2019.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

12. Economic Dependence

The Library is dependent on funding from government grants to maintain its operations. In 2019, the Province of Alberta contributed \$1,575,249 (2018 - \$1,579,192) of revenue to the Library, equalling approximately 44% (2018 - 45%) of total revenue. If funding is not received, its operations would be significantly reduced.

13. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, long-term investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in long-term investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from two municipalities in connection with trade receivables represents 46% of total accounts receivable at December 31, 2019. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the Libraries municipality and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library managers exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate long-term investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its long-term investments due to changes in quoted market rates on investments.

14. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

15. Approval of financial statements

These financial statements were approved by the Library board on May 28, 2020.

June 4, 2020

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

Dear Mayor Nolls and Council Members;

I hope this letter finds your Council and residents, safe and well during this time of uncertainty. Let us all continue to work together as we hope for a brighter tomorrow.

I did see a news release stating that your council has approved joining most of Alberta's municipalities, in support of STARS. I cannot express to you, how much that means to us, especially now during times like these. I wish I could be there to thank you all in-person.

Like all essential healthcare providers, STARS does not have the option of putting things on hold until life returns to normal, whatever that will mean in the months ahead. The reality is, STARS has experienced a substantial increase in the volume of incoming calls to the Emergency Link Centre in Calgary, since the COVID-19 crisis erupted. Across all six bases in Western Canada, we have seen as high as, 650 incoming calls within one week. Although, we did not fly on all these requests, our STARS air medical crews have responded to numerous COVID-related cases, in addition to the daily demands of medical distress like heart attack, stroke, and trauma.

Our STARS Transport Physicians and air medical crew also, continue to provide critical care guidance to rural healthcare providers and respond to industry requirements. In providing this assistance, it may have helped ease the possibility of overwhelming tertiary care centres during the height of the pandemic as well. STARS continues to fly an average of 8 missions daily to aid the communities and rural residents that we proudly serve. Since the outbreak, even though the economy has come to a halt and many continue to be at a stand-still, our crews are not among those, indicating the need for continued critical care response, despite the circumstances.

For many, the pandemic has brought on countless hardships, financial and other stresses and we realize that you are experiencing many difficult times too. This has had an adverse effect on STARS as well. We too have suffered through downsizing of staff members and although the requests for STARS has increased, our ability to fundraise 80% of the operational funding required, has dramatically decreased. We are seeing a reduction in donations and the economy being impacted by the COVID-19 Pandemic, is a concern for us all. This is magnified by the fact that we are unable to host most of our fundraising events i.e. golf tournaments, galas and community events, for the

unforeseeable future. In times like these, we must rely on our community partners like you, now more than ever and we thank you for your support. Life still happens and STARS will respond.

STARS truly values the life-saving partnership that we are building with the Town of Stettler. You are now a vital part of the *Municipal Initiative Program*, that validates the extraordinary efforts of Alberta's municipalities, to preserve that the highest level of critical care services will continue to be available to Albertans. Thank you.

First and foremost, our primary focus is the safety of our crew and our patients. We must remain diligent and meticulous in our quest to be mission ready. Keeping this in mind, STARS is taking a very calculated gradual approach to a relaunch strategy. I remain hopeful that life will return to normal but, for now, travel is not permitted for me and may be months away.

It is my sheer privilege to work with your council and I am hopeful that I will be able to see you in-person again, in the coming months for another update but, current circumstances call for additional options to be made available just in case.

If council is interested, I am accessible through these online platforms: Microsoft Teams, Zoom or Skype and we can set up an online presentation. In the meantime, I look forward to continuing to work closely with your council and will continue to send periodic updates by email.

Together, we will continue to fight for life. Wishing you a wonderful summer.

Take care and stay safe,



Sr. Municipal Relations Liaison

STARS Foundation

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