

Town of Stettler

COUNCIL MEETING

APRIL 16, 2018

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, APRIL 16, 2019
6:30 P.M.
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
 - (a) Minutes of the Regular Council Meeting of April 2nd, 2019 6-11
 - (b) Business Arising from the April 2nd, 2019 Council Minutes
 - (c) Minutes of the Committee of the Whole Meeting of April 9th, 2019 12-14
 - (d) Business Arising from the April 9th, 2019 Committee of the Whole Minutes
4. Citizens Forum
5. Delegations
 - (a) 6:35pm – Justin Tanner, CPA, CA – Gitzel & Company; Laurie Tait & Kim Hymers, Town of Stettler Managers of Accounting & Financial Services re: Financial Statements for the Year ended December 31, 2018 15-64
6. Administration
 - (a) Taste of the Heartland – Temporary Bylaw Amendment 65
 - (b) Economic Development Committee - Housing Strategy RFP 66-67
 - (c) 2019 Capital Budget – Community Hall Maintenance Updates 68-75
 - (d) 2019 Revenue / Expense Statement – March 31, 2019 76-77
 - (e) Bank Reconciliation – March 31st, 2019 78
 - (f) CAO Reports 79-84
 - (g) Meeting Dates
 - Tuesday, May 7 – Council – 6:30pm
 - Tuesday, May 14 – 2019 Tax Budget Council Deliberations – 3:00pm
 - Tuesday, May 14 – COW – 4:30pm
 - Tuesday, May 21 – Council – 6:30pm (2019 Tax Budget and Tax Rate Bylaw)
 - Tuesday, May 28 – COW – 4:30pm
 - **Wednesday, May 29 – June 2 – FCM Annual Conference**

COUNCIL AGENDA

APRIL 16, 2019

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- Tuesday, June 4 – Council – 6:30pm
- Tuesday, June 11 – COW – 4:30pm
- Tuesday, June 18 – Council – 6:30pm
- Tuesday, June 25 – COW – 4:30pm
- Tuesday, July 2 – Council – 6:30pm
- Tuesday, July 9 – COW – 4:30pm
- Tuesday, July 16 – Council – 6:30pm
- Tuesday, July 23 – COW – 4:30pm
- Tuesday, August 6 – Council – 6:30pm
- Tuesday, August 13 – COW – 4:30pm
- Tuesday, August 20 – Council – 6:30pm
- Tuesday, August 27 – COW -4:30pm
- Tuesday, September 3 – Council – 6:30pm
- Tuesday, September 10 – COW – 4:30pm
- Tuesday, September 17 – Council – 6:30pm
- Tuesday, September 24 – COW – 4:30pm
- Tuesday, September 24 -27 – AUMA Annual Conference
- Tuesday, October 1 – Council – 6:30pm
- Tuesday, October 8 – COW – 4:30pm
- Tuesday, October 15 – Council – 6:30pm
- Tuesday, October 22 – COW – 4:30pm
- Tuesday, November 5 – Council – 4:30pm
- Tuesday, November 12 – COW – 4:30pm
- Tuesday, November 19 – Council – 6:30pm
- Tuesday, November 26 – COW – 4:30pm
- Tuesday, December 3 – Council – 6:30pm
- Tuesday, December 10 – COW – 4:30pm
- Tuesday, December 17 – Council – 6:30pm

(h) Accounts Payable in the amount of \$335,932

(\$131,369.62 + \$133,963.89 + \$4,077.52 + \$40,345.54 + \$26,175.43)

85-93

7. Council

(a) Meeting Reports

8. Minutes

(a) Regional Water Services Commission Meeting – April 8, 2019

94-96

9. Public Hearing

(a) None

10. Bylaws

(a) None

11. Correspondence

(a) None

12. Items Added

13. In-Camera Session

(a) 2018 Financial Statement – Management Letter - FOIP – Labour – Section 13-1

(b) Stettler Gymnastics Club – FOIP – Third Party – Section 16

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 2ND, 2019 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor Sean Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Press (1)

Absent:

Call to Order: Mayor S. Nolls called the meeting to order at 6:32 p.m.

1/2. Agenda Additions/Approval:

Motion 19:04:01 Moved by Councillor Pfeiffer to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held March 19, 2019

Motion 19:04:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on March 19, 2019 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the March 19, 2019 Minutes

None

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

5. Delegations: (a) Mike Lawlor – Stettler Skateboard Association

Mayor Nolls welcomed M. Lawlor, President of the Stettler Skateboard Association to the meeting and congratulated the Association on the great work on the Skateboard Park. It is a great benefit to Stettler.

M. Lawlor advised that the Association has continued to fundraise for the final phase of the Skateboard Park, which would include a bowl. The Association currently has \$62,932 remaining in their account. However, the Association has met their mandate and at this time are unable to manage the completion of the final phase. M. Lawlor indicated that the Skateboard Association would be interested in assigning the balance of funds of \$62,932 to the Town of Stettler. If the Town agrees to the completion of the final phase of the Skateboard Park in the next two (2) years. It was noted that the estimated cost of the final phase would be \$120,000 including concept design and drawings.

General discussion ensued regarding the completion of the final phase of the Skateboard Park.

Motion 19:04:03

Moved by Councillor Lawlor that the option presented by the Skateboard Park Association to see the completion of the final phase of the Skateboard Park be included in the agenda on the April 9, 2019 Committee of the Whole meeting.

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Lawlor for his presentation and for ongoing commitment to the Skateboard Park in Stettler

M. Lawlor left the meeting at 6:57 p.m.

6. Administration:

(a) Heartland Victim Services Regimental Ball – April 27

CAO G. Switenky advised that the Heartland Victim Services has been in operation in the Stettler RCMP Detachment area for the past twenty years. Victim services provides clients with emotional and practical support, information about the police investigation and the criminal justice system as well as referrals to community agencies and legal services. Emergency accommodation, meals, gas cards, transportation to shelters, legal appointments, and family court proceedings are also offered.

Funding had previously been provided by the Victims of Crimes fund (VOCF); however, recent changes have limited the amount of funds available and could potentially decrease the range of services offered. In order to continue providing services to victims of non-criminal circumstances, funds must come through fundraising events and donations. Every five years, Heartland Victim Services hosts a Regimental Ball, which this year will be held on Saturday, April 27th.

General discussion took place regarding Policy V111-4 – Miscellaneous Requests for Funds – Fundraising Initiatives. It was noted that Councillor Barros and CAO G. Switenky will be attending the RCMP Regimental Ball on April 27, 2019.

Motion 19:04:04

Moved by Councillor Fischer that the Town of Stettler accept the invitation to the Heartland Victim Services Regimental Ball on April 27 for information.

MOTION CARRIED
Unanimous

(b) Resource Communities of Canada Coalition

Assistant CAO S. Gerlitz advised that the AUMA is collaborating with members and other municipal associations to form a Resource Communities of Canada Coalition. The overarching goal of this coalition is to ensure municipal perspectives are being heard on issues impacting resource development.

The RCC's three (3) immediate goals are as followed:

1. Education Campaign at FCM Conference in Quebec
2. Bill C-69 Advocacy

3. Formally Establish the Resource Communities of Canada

The RCCC is partnering with sister municipal associations and municipalities nation-wide in order to formalize the RCCC and develop a strategic and long-term approach. Ultimately, the RCCC aims to ensure that the municipal voice is represented on issues of responsible resource development.

Motion 19:04:05

Moved by Councillor Barros that the Town of Stettler Council approve the Town of Stettler support of the Resource Communities of Canada Coalition:

WHEREAS responsible resource development is essential for the future of Canadian municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interests.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

MOTION CARRIED
Unanimous

(c) Meeting Dates

- Tuesday, May 7 – Council – 6:30pm
- Tuesday, May 14 – 2019 Tax Budget Council Deliberations – 3:00pm
- Tuesday, May 14 – COW – 4:30pm
- Tuesday, May 21 – Council – 6:30pm (2019 Tax Budget and Tax Rate Bylaw)
- Tuesday, May 28 – COW – 4:30pm
- **Wednesday, May 29 – June 2 – FCM Annual Conference**

(d) Accounts Payable in the amount of \$564,538.79

Councillor Pfeiffer abstained from voting on Cheque Number 73593 – Pfeiffer House of Music

Motion 19:04:06

Moved by Councillor Smith that Accounts Payable in the amount of \$564,538.79 (\$189,640.40 + \$106,029.15 + \$77,376.54 + \$64,589.66 + \$51,549.41 + \$26,073.58 + \$23,372.28 + \$13,237.93 + \$12,489.84 + \$180) for the period ending March 19, 2019 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council: Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- March 20 – Talk of the Town
- March 20 – Culture Days Meeting
- March 20 – Stettler Elementary School Leadership Day
- March 20 – Steel Wheel Stampede Meeting
- March 21 – UCP Meet & Greet
- March 22 – Stettler Waste Management Authority Meeting
- March 22 – Stettler Regional Fire Meeting
- March 26 – Talk of the Town
- March 27-28 – AUMA Leadership Caucus
- March 29 – Economic Development Committee Meeting
- March 29 – Signed cheques and reviewed agenda at the Town Office
- April 1 – Provincial Election All Candidates Forum
- April 2 – Health Update at the Hospital

(b) Councillor Barros

- March 22 – Stettler Regional Fire Meeting
- March 26 – Municipal Planning Commission Meeting
- April 1 – Provincial Election All Candidates Forum

(c) Councillor Campbell

- March 20 – Stettler Elementary School Leadership Day
- March 21 – Red Deer River MUGS Meeting
- March 21 – Canadian Badlands Conference Mixer
- March 22 – Canadian Badlands Annual General Meeting
- March 26 – Municipal Planning Commission Meeting

(d) Councillor Fischer

- March 20 – Stettler Elementary School Leadership Day
- April 1 – Provincial Election All Candidates Forum

(e) Councillor Lawlor

- March 20 – Stettler Elementary Leadership Day
- March 20 – Stettler Library Meeting
- March 22 – Heartland Youth Centre Bowl for Kids Appreciation Award Presentation
- March 26 – Municipal Planning Commission Meeting
- March 29 – Economic Development Committee Meeting
- April 1 – Provincial Election All Candidates Forum

General Discussion took place regarding the cost of the Community Hall rental on April 1, 2019 for the 2019 Provincial Election All Candidates Forum.

It was noted that the forum was co-sponsored by the Stettler Public Library and Stettler Board of Trade.

Following discussion Council agreed to add the Community Hall Rental for the Candidate's Forum held on April 1, 2019 to the April 9 Committee of the Whole meeting Agenda.

(f) Councillor Pfeiffer

- March 20 – Stettler Elementary School Leadership Day
- March 22 – Stettler Waste Management Authority Meeting
- March 25 – FCSS Meeting
- March 26 – Municipal Planning Commission Meeting

(g) Councillor Smith

- March 25 – FCSS Meeting
- March 26 – Municipal Planning Commission Meeting
- April 1 – Provincial Election All Candidates Forum

Motion 19:04:07

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

MOTION CARRIED
Unanimous

8. Minutes:

(a) Stettler Waste Management Authority Meeting – March 22

Motion 19:04:08

Moved by Councillor Barros to approve the Minutes (a) as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

(a) None

10. Bylaws:

(a) Rescind – Bylaw 2117-19 – Land Use Bylaw 2060-15 – Rezoning – Lot 24, Block 4, Plan 7722835

Mayor Nolls informed Council that the application to rezone has been withdrawn and as a result, Bylaw 2117-19 is to be rescinded.

Moved by Councillor Barros that the Town of Stettler rescind Bylaw 2117-19 – Land Use Bylaw 2060-15 – Rezoning – Lot 24, Block 4, Plan 7722835.

Motion 19:04:09

MOTION CARRIED
Unanimous

11. Correspondence:

- (a) AUMA – 2019 Federal Budget Invests in Municipalities
- (b) AUMA Launches “Strong Communities Build Alberta” Campaign for Provincial Election

Motion 19:04:10

Moved by Councillor Campbell that correspondence items 11(a-b) be accepted for information.

MOTION CARRIED
Unanimous

12. Items Added:

(a) None

13. In-Camera Session:

(a) Land Purchase – Section 17(1) and Section 25 – FOIP

Motion 19:04:11

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

MOTION CARRIED

Unanimous at 8:06 p.m.

Motion 19:04:12

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

MOTION CARRIED
Unanimous at 8:20 p.m.

14. Adjournment:

Motion 19:04:13

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

MOTION CARRIED
Unanimous at 8:20 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
April 9, 2019

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Absent: None.

Call to Order: Mayor S. Nolls called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions - None
2. Agenda Approval

Moved by Councillor Smith that the agenda be approved as presented.

MOTION CARRIED
Unanimous

3. Discussion – Councillor Recognition – Policy I-5(b)

CAO G. Switenky advised that Policy I-5(b) was to establish recognition for members of Town of Stettler Council that are leaving office. The Mayor will coordinate with the CAO and the outgoing Member of Council a form of recognition gift that reflects individuality; meaning that it does not have to be the same for each outgoing Member of Council. A general guideline will be up to \$50/per year of service and that the basic value/cost of the gift be relatively increased based on years served beyond 1 term.

General discussion took place regarding the general guideline of \$50/year of service.

Following discussion, Council agreed that the general guideline in Policy I-5(b) be amended to: \$100/year for a Councillor and \$200/year for Mayor. The Policy will be brought back to Council for approval.

4. Discussion – Multi-Use Facility – Next Steps – 2019 Strategic Plan #3

CAO G. Switenky summarized the Required Actions and Guiding Principles from the Town of Stettler Strategic Plan:

Required Actions -

1. Engagement with Ponoka to determine further benefits of collaboration
2. Environmental approval process
3. Further development on "shelf ready" design

Guiding Principles

- Build upon 2018 realities
- 2019 Provincial & Federal elections (funding)
- Red Willow Creek/ Golf alignment report

COMMITTEE MINUTES

April 9, 2019

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- Does a collaboration with Ponoka still hold value?
- There was support for a multi-use fieldhouse at Council and last year's Trade Show
- John Hall (architect)

General Discussion ensued regarding the next steps including concept design drawings to have a "shelve ready project".

Following discussion, Council agreed to lobby the Provincial Government following the Provincial Election on April 16, 2019 to inquire about the status of the 33.3% Provincial Funding. Also Council agreed to direct Administration to pursue the costing of design concept drawings with John Hall (Architect).

5. Discussion - Provincial Election – All Candidates Forum, April 1, 2019 – Hall Rental

CAO G. Switenky advised that a Councillor request, to review the Community Hall rental of the All Candidates Forum on April 1, was received at the last Council meeting on April 2. It was noted that the Candidates Forum was co-sponsored by the Stettler Board of Trade and the Stettler Public Library.

General discussion ensued regarding the cost of hall rental for public benefit events such as the candidate's forum. It was noted that the Community Hall has an operational deficit of \$68,000 in 2019, also that Election Alberta is renting the Community Hall for a polling station on April 16, 2019.

Following discussion council agreed to accept discussion for information.

6. Discussion – Stettler Skatepark Association – Completion of Phase 3 Request

CAO G. Switenky advised that during the April 2, 2019 Council meeting M. Lawlor, President - Stettler Skatepark Association advised that the Association has continued to fundraise for the final phase of the Skateboard Park, which would include a bowl.

The Association currently has \$62,932 remaining in their account. However the Association has met their mandate and at this time are unable to manage the completion of the final phase. M. Lawlor indicated that the Skateboard Association would be interested in assigning the balance of funds of \$62,932 to the Town of Stettler if the Town of Stettler agrees to the completion of the final phase of the Skateboard park in the next 2 years. It was noted that the estimated cost of the final phase would be \$120,000 including concept design and drawings.

CAO G. Switenky also advised that the Current Recreation Agreement with the County of Stettler states:

6. It is agreed that should the need arise for earlier than expected additional capital funding, the County will consider providing such additional funds above the Annual Contribution to the Town in order to generate immediate funds for specific projects as an advance against future contributions. Extraordinary requests for capital funding may be considered, but will be in the discretion of County Council.

COMMITTEE MINUTES

April 9, 2019

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Excluded Facilities

13. All previous recreation/leisure contribution or funding agreements whereby the County has agreed to provide funds to the Town for those purposes are hereby revoked and replaced by this Agreement. However, the Parties acknowledge and agree that this Agreement does not apply to the following facilities within the Town and/or funding arrangements:

- (a) facilities where Clearview School Division No. 71 holds the controlling interest;
- (b) the Stettler Agricultural Society;
- (c) existing joint agency funding such as Stettler Town and Country Museum and the Stettler Public Library; and
- (d) unforeseen future major recreation/leisure needs as mutually agreed upon.

General discussion ensued regarding the completion of Phase 3.

Councillor M. Fischer left the meeting at 5:58 p.m.

Following discussion Council agreed to add the completion of Phase 3 of the Skateboard Park to the list of Capital Items for Council to consider during the 2020 Capital Budget discussions in January 2020. Council also directed Administration to work with M. Lawlor, President, Stettler Skatepark Association for a process of what to do with the funds of the Association and also to be a partner with the Town of Stettler for the design, drawings and construction of Phase 3.

7. Additions - none

8. Adjournment

Moved by Councillor Campbell that the Committee of Whole Meeting be adjourned.

MOTION CARRIED
Unanimous at 6:14 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: April 16, 2019

Re: 2018 Financial Statements

Recommendation

That the Town of Stettler Council accept the 2018 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2018 as presented, including correspondence from the Auditor as follows:

1. A Management Letter dated April 16, 2019. (in camera)
2. An Auditor Opinion Letter dated April 16, 2019
3. **The Auditors' Report on the 2018 Consolidated Financial Statements**, dated April 16, 2019.
4. **The Auditors' Report on the 2018 Municipal Financial Information Return** dated April 16, 2019.

Background Information

Plans & Bylaws

Financial Implications

Alternatives to the Recommendation

Points to Ponder

Communication

- J. Tanner, Auditor – Gitzel Krejci Dand Peterson
- L. Tait – Office Administrator
- G. Switenky – CAO

Documentation

- 2018 Expense and Revenue Statement
- 2018 Reserves
- 2018 Capital Budget Summary

GITZEL & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

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

April 16, 2019

Council
Town of Stettler
Box 280
Stettler, AB
T0C 2L0

Dear Council:

The purpose of this report is to summarize certain aspects of the audit that we believe would be of interest to the Council.

We performed an audit of the financial statements of Town of Stettler for the year ended December 31, 2018. The financial statements are the responsibility of the municipality's management. Our responsibility is to express an opinion on these financial statements based on our audit. Canadian auditing standards require that we communicate the following information with you in relation to our audit.

Our audit included:

- Assessing the risk that the financial statements may contain material misstatements;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management; and
- Gaining a sufficient understanding of internal controls in order to plan the audit and determine the level of control risk. Where control risk is assessed at below maximum, a combined audit approach will be used. Where control risk is assessed at maximum or where it is determined that it would be more cost-efficient, a substantive audit approach will be used. It should be noted that we have not expressed an opinion about the operating effectiveness of internal controls.

The engagement team must undertake a documented planning process prior to commencement of the audit in order to identify concerns, address independence considerations, assess the engagement team requirements, and plan the nature, timing and extent of audit work required.

Management is responsible for the fair presentation of the financial statements and for the design, and implementation of internal controls to prevent and detect fraud and error.

We would like to communicate the following issues:

1. We will be submitting a letter to management regarding internal control and other matters that we feel should be brought to their attention.
2. Uncorrected misstatements are summarized on the attached form "Unadjusted Misstatement Schedule."

This report is intended solely for the use of Council, management and others within the municipality and should not be used for any other purposes. We accept no responsibility to a third party who uses this communication.

The matters identified above are a by-product of the financial statement audit. The audit would not necessarily identify all matters that may be of interest to communicate to you.

We look forward to discussing with you the matters addressed in this letter.

To ensure there is a clear understanding and record of the matters discussed, we ask that a member of the Council sign their acknowledgement in the space provided below. Should any member of the Council wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Yours very truly,

Gitzel & Company

GITZEL & COMPANY

Acknowledgement of Council:

I have read and reviewed the above disclosures and understand and agree with the comments therein:

_____ (Date)

TOWN OF STETTLER
UNADJUSTED MISSTATEMENT SCHEDULE
FOR THE PERIOD ENDED DECEMBER 31, 2018

		Dr (Cr) Statement of Income			Dr (Cr) Balance Sheet Items		
File Ref	Description of Misstatement	Identified Misstatements	Likely or Projected Misstatements	Aggregate Misstatements	Assets	Liabilities	Closing Equity
28.1	Reclass prepaids - overstated by additional costs on land for sale	\$ -	\$ -	\$ -	\$ (34,873)	\$ -	\$ -
28.1	Record additional costs on land for sale - accounted for as prepaids	-	-	-	34,873	-	-
20.1 .1	Credit balances in tax accounts receivable	-	-	-	17,790	(17,790)	-
20.1 .1	Credit balances in utility accounts receivable	-	-	-	22,374	(22,374)	-
		-	-	-	-	-	-
	a) TOTALS CURRENT YEAR	\$-	\$-	\$ -	\$ 40,164	\$ (40,164)	\$ -
	b) Effects of unadjusted misstatements from previous years			-	-	-	-
	c) Aggregate likely misstatements (i.e. a+b)			-	40,164	(40,164)	-
	d) Materiality (Performance)	\$325,000		-	325,000	(325,000)	-
	e) Amount remaining for further possible misstatement (if NEGATIVE materiality has been exceeded)			\$ -	\$ 284,836	\$ 284,836	\$ -

Conclusion:

The proposed adjustments noted above do not affect the fair presentation of the financial statements.

**TOWN OF STETTLER
BOX 280**

**Stettler, AB
T0C 2L0**

April 16, 2019

Gitzel & Company
Chartered Professional Accountants
Box 460
STETTLER, AB T0C 2L0

Dear Sir or Madam:

We are providing this letter in connection with your audit of the financial statements of Town of Stettler as of December 31, 2018 and for the period then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of financial activities, and cash resources in accordance with Canadian public sector accounting standards. We acknowledge that we are responsible for the fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for the design and implementation of internal control to prevent and detect fraud and error.

We understand that your examination was planned and conducted in accordance with Canadian auditing standards and accordingly included such tests of the accounting records and such other auditing procedures for the purpose of expressing an opinion on the financial statements. While your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We hereby confirm that to the best of our knowledge and belief as of the date of this letter, the following representations made to you during your audit.

A. Financial statements and financial records

1. Significant accounting policies and any changes in these policies, have been disclosed.
2. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. We believe the effects of those uncorrected financial statement misstatements aggregated by you during the review are immaterial, both individually and in the aggregate to the financial statements taken as a whole. Attached to this letter is a summary of such items.
3. All liabilities, contingencies, unusual contractual obligations or substantial commitments which would materially affect the financial statements have been recorded or disclosed in the financial statements.

4. All known related parties have been disclosed to you as well related party balances and transactions, including guarantees, non-monetary transactions and transactions for no consideration. They have been properly measured, recorded and disclosed in the financial statements.
5. Where appropriate, all transactions between the Municipality and its councillors occurring throughout the year have been segregated.
6. Information regarding the terms and conditions of interest rate risk, credit risk and foreign exchange risk of financial instruments has been disclosed. There were no derivative or off-balance sheet financial instruments held at period end.
7. Fair value of financial instruments has been disclosed. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
8. Business transacted at council meetings requiring disclosure has been disclosed correctly in the financial statements.
9. We have reviewed, approve and accept full responsibility for the year-end adjusting entries which you prepared or changed, and account codes you determined or changed, which form a part of the Municipality's books-of-account.
10. We have read and approve the issue of the financial statements referred to above. They present fairly, in all material respects, the financial position of the Municipality as at December 31, 2018, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.
11. We have responded fully to all inquiries made to us and have made available to you all financial records and related data and all minutes of the meetings of shareholders, directors and committees of directors.

B. Ownership

1. The Municipality has satisfactory title to (or lease interest in,) all assets and there are no liens or encumbrances on the Municipality's assets.
2. All assets which are owned by the Municipality are recorded in the accounts.

C. Valuation

1. Our present plans and intentions are appropriately reflected by the carrying value and classification of the Municipality's assets and liabilities.
2. Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:
 - (a) appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary.
3. Adequate provisions have been recorded in the accounts for all anticipated losses related to obsolete, slow-moving and defective inventories and all known or anticipated losses from uncollectible accounts receivable.

4. The nature of all material measurement uncertainty has been appropriately disclosed in the financial statements, including all estimates where it is possible that the estimate will change in the near term and the effect of the change could be material to the financial statements. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

D. Completeness

1. All goods shipped or services rendered prior to the year-end have been recorded as sales of this year except that no amount has been included in sales and accounts receivable for goods shipped on consignment, on approval, or subject to repurchase agreements.
2. All additions to property and equipment during the year represent actual additions and no expenditures of a capital nature have been charged to expense during the year.
3. All property and equipment sold or dismantled (and all capital lease terminations) during the year have been properly accounted for in the accounts.
4. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
5. All accounting and financial records and related data of the Municipality have been made available to you and nothing was withheld from you.

E. Fraud and illegal acts

1. Management has assessed the risk as low, that the financial statements may be materially misstated as a result of fraud.
2. We have no knowledge of fraud or suspected fraud affecting the entity involving management; or employees who have significant roles in the system of internal control; or others where the fraud could have a non-trivial effect on the financial statements.
3. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect fraud.
4. Management is not aware of any fraud, possible fraud, suspected fraud, illegal or possibly illegal acts the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.

F. General

1. The minute books of the Municipality contain a true record of all councillors' meetings and all the business transacted to date.
2. We have disclosed to you all significant customers and/or suppliers of the Municipality who individually represent a significant volume of transactions with our municipality. We are of the opinion that the volume of transactions done by the Municipality with any one party is not of sufficient magnitude that discontinuance would have a material effect on the ongoing operations of the Municipality.
3. We are aware of the environmental laws and regulations that impact on our municipality and we are in compliance.
4. Any pledge or assignment of municipality assets as security for liabilities has been disclosed to you.

5. All transactions of the Municipality which were not at arm's length have been disclosed to you.
6. We are not aware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
7. We are not aware of any violations or possible violations of laws or regulations, the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
8. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
9. We have disclosed to you, and the municipality has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.

G. Events subsequent to the year-end

1. There have been no events subsequent to the balance sheet date up to the date of this letter that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

Yours very truly,

TOWN OF STETTLER

Per: _____ Title: _____

Per: _____ Title: _____

TOWN OF STETTLER
UNADJUSTED MISSTATEMENT SCHEDULE
FOR THE PERIOD ENDED DECEMBER 31, 2018

		Dr (Cr) Statement of Income			Dr (Cr) Balance Sheet Items		
File Ref	Description of Misstatement	Identified Misstatements	Likely or Projected Misstatements	Aggregate Misstatements	Assets	Liabilities	Closing Equity
28.1	Reclass prepaids - overstated by additional costs on land for sale	\$ -	\$ -	\$ -	\$ (34,873)	\$ -	\$ -
28.1	Record additional costs on land for sale - accounted for as prepaids	-	-	-	34,873	-	-
20.1 .1	Credit balances in tax accounts receivable	-	-	-	17,790	(17,790)	-
20.1 .1	Credit balances in utility accounts receivable	-	-	-	22,374	(22,374)	-
		-	-	-	-	-	-
	a) TOTALS CURRENT YEAR	\$-	\$-	\$ -	\$ 40,164	\$ (40,164)	\$ -
	b) Effects of unadjusted misstatements from previous years			-	-	-	-
	c) Aggregate likely misstatements (i.e. a+b)			-	40,164	(40,164)	-
	d) Materiality (Performance)	\$325,000		-	325,000	(325,000)	-
	e) Amount remaining for further possible misstatement (if NEGATIVE materiality has been exceeded)			\$ -	\$ 284,836	\$ 284,836	\$ -

Conclusion:

The proposed adjustments noted above do not affect the fair presentation of the financial statements.



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

TOWN OF STETTLER
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

INDEPENDENT AUDITORS' REPORT

TO: The Mayor and Council
The Town of Stettler

Opinion

We have audited the financial statements of The Town of Stettler, which comprise the statement of financial position as at December 31, 2018 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the town as at December 31, 2018, the results of its operations, change in accumulated surplus and 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

Stettler, Alberta
April 16, 2019

CHARTERED PROFESSIONAL ACCOUNTANTS

**TOWN OF STETTLER
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2018**

	<u>2018</u>	<u>2017</u>
FINANCIAL ASSETS		
Cash and Temporary Investments (Note 2)	\$ 9,033,725	\$ 6,979,759
Taxes and Grants-in-lieu Receivables (Note 3)	237,712	248,231
Local Improvement Taxes Receivable	1,454,350	1,575,400
Trade and Other Receivables	1,415,165	1,394,547
Receivable from Governments	332,183	588,688
Land Inventory Held for Resale	393,882	393,881
Long-term Investments (Note 4)	40	40
Other Assets	<u>1,351</u>	<u>681</u>
TOTAL FINANCIAL ASSETS	\$ 12,868,408	\$ 11,181,227
LIABILITIES		
Accounts Payable and Accrued Liabilities	\$ 1,714,427	\$ 1,689,595
Deposit Liabilities	20,350	22,025
Deferred Revenue (Note 5)	1,647,986	451,674
Other Long-term Liabilities (Note 19)	105,359	105,359
Long-term Debt (Note 7)	<u>6,004,090</u>	<u>6,502,626</u>
TOTAL LIABILITIES	\$ 9,492,212	\$ 8,771,279
NET FINANCIAL ASSETS (DEBT)	\$ 3,376,196	\$ 2,409,948
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Note 9)	99,269,005	102,714,924
Prepaid Expenses	<u>17,781</u>	<u>53,514</u>
TOTAL NON-FINANCIAL ASSETS	\$ 99,286,786	\$ 102,768,438
ACCUMULATED SURPLUS (Note 11)	\$ 102,662,982	\$ 105,178,386
CONTINGENCIES (NOTE 15)		

Mayor

Date

**TOWN OF STETTLER
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>2018</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
REVENUES			
Net Taxes (Schedule 3)	\$ 5,791,526	\$ 5,787,901	\$ 6,101,253
Sales and User Fees	5,270,128	5,525,953	5,408,754
Government Transfers (Schedule 4)	1,495,789	1,550,941	1,469,092
Investment Income	90,960	191,951	127,709
Penalties and Costs on Taxes	82,950	88,062	84,411
Licenses and Permits	155,250	145,118	150,329
Fines	81,700	64,941	65,266
Franchise and Concession Contracts	1,603,110	1,551,013	1,156,040
Rentals	791,972	743,456	798,372
Gain on Sale of Tangible Capital Assets	-	-	-
Other	-	1,713	(38)
Total Revenue	<u>\$ 15,363,385</u>	<u>\$ 15,651,049</u>	<u>\$ 15,361,188</u>
EXPENDITURES (Schedule 5)			
Legislative	204,390	194,661	185,901
Administration	1,101,225	1,057,600	1,067,367
Protective Services	2,320,619	2,107,860	2,055,751
Transportation	2,152,616	2,198,825	1,810,364
Water Supply and Distribution	2,269,658	2,131,735	2,113,102
Wastewater Treatment and Disposal	536,513	471,326	619,278
Waste Management	705,120	681,293	816,065
Public Health and Welfare	261,425	238,654	250,394
Subdivision Land Development	1,039,922	1,005,965	808,018
Recreation, Culture and Parks	3,166,700	3,114,694	3,063,128
Amortization (Note 18)	-	6,208,320	6,090,573
Total Expenditures	<u>\$ 13,758,188</u>	<u>\$ 19,410,933</u>	<u>\$ 18,879,941</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSE EXPENSES - BEFORE OTHER	\$ 1,605,197	\$ (3,759,884)	\$ (3,518,753)
OTHER			
Government Transfers for Capital (Schedule 4)	<u>2,841,322</u>	<u>1,244,480</u>	<u>2,601,557</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	4,446,519	(2,515,404)	(917,196)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>105,178,386</u>	<u>105,178,386</u>	<u>106,095,582</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 109,624,905</u>	<u>\$ 102,662,982</u>	<u>\$ 105,178,386</u>

TOWN OF STETTLER
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u> <u>Budget</u> <u>Unaudited</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	<u>\$ -</u>	<u>\$ (2,515,404)</u>	<u>\$ (917,196)</u>
Acquisition of Tangible Capital Assets	-	(2,875,073)	(4,567,459)
Proceeds on Disposal of Tangible Capital Assets	-	83,350	-
Amortization of Tangible Capital Assets	-	6,208,320	6,090,573
(Gain) Loss on Sale of Tangible Capital Assets	-	<u>29,322</u>	<u>180,388</u>
	<u>\$ -</u>	<u>\$ 3,445,919</u>	<u>\$ 1,703,502</u>
Acquisition of Prepaid Assets	-	(17,781)	(53,514)
Use of Prepaid Assets	-	<u>53,514</u>	<u>46,483</u>
	<u>\$ -</u>	<u>\$ 35,733</u>	<u>\$ (7,031)</u>
(INCREASE) DECREASE IN NET DEBT	<u>\$ -</u>	<u>\$ 966,248</u>	<u>\$ 779,275</u>
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	<u>\$ -</u>	<u>\$ 2,409,948</u>	<u>\$ 1,630,673</u>
NET FINANCIAL ASSETS (DEBT), END OF YEAR	<u>\$ -</u>	<u>\$ 3,376,196</u>	<u>\$ 2,409,948</u>

**TOWN OF STETTLER
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018**

NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
OPERATING		
Excess (Shortfall) of Revenues Over Expenditures	\$ (2,515,404)	\$ (917,196)
Non-cash items included in excess (shortfall) of revenues over expenditures:		
Amortization of Tangible Capital Assets (Note 18)	6,208,320	6,090,573
(Gain) Loss on Disposal of Tangible Capital Assets	29,322	180,388
Non-cash Charges to Operations (net change):		
Taxes and Grants-in-lieu Receivables	10,519	(10,796)
Local Improvement Taxes Receivables	121,050	(325,223)
Government Trade and Other Receivables	235,887	108,447
Other Financial Assets	(670)	1,010
Prepaid Expenses	35,733	(7,031)
Accounts Payable and Accrued Liabilities	24,832	20,535
Land Held for Resale	(1)	16,337
Deferred Revenue	1,196,312	(1,008,708)
Long Term Liability	-	(19,352)
Deposit Liabilities	(1,675)	600
Net Cash Provided by (used in) Operating Activities	<u>5,344,225</u>	<u>4,129,584</u>
CAPITAL		
Acquisition of Tangible Capital Assets	(2,875,073)	(4,567,459)
Sale of Tangible Capital Assets	83,350	-
Cash Applied to Capital Transactions	<u>(2,791,723)</u>	<u>(4,567,459)</u>
INVESTING		
Decrease (increase) in Restricted Cash or Cash Equivalents	<u>(1,086,491)</u>	884,953
Cash Provided by (Applied to) Investing Transactions	<u>(1,086,491)</u>	<u>884,953</u>
FINANCING		
Other Long-Term Debt	-	-
Long-Term Debt Issued	-	-
Long-Term Debt Repaid	(498,536)	(476,555)
Cash Provided by (Applied to) Financing Transactions	<u>(498,536)</u>	<u>(476,555)</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	\$ 967,475	\$ (29,477)
CASH AND EQUIVALENTS - BEGINNING OF YEAR	<u>6,528,085</u>	<u>6,557,562</u>
CASH AND EQUIVALENTS - END OF YEAR	\$ <u>7,495,560</u>	\$ <u>6,528,085</u>
Cash and Cash Equivalents is Made up of:		
Cash and Temporary Investments (Note 2)	\$ 9,033,725	\$ 6,979,759
Less: Restricted Portion of Cash and Temporary Investments (Note 2)	<u>(1,538,165)</u>	<u>(451,674)</u>
	\$ <u>7,495,560</u>	\$ <u>6,528,085</u>

TOWN OF STETTLER
SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2018

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2018 Actual	2017 Actual
BALANCE, BEGINNING OF YEAR	2,516,449	6,449,639	96,212,298	105,178,386	106,095,582
Excess (deficiency) of Revenues over Expense	(2,515,404)	-	-	(2,515,404)	(917,196)
Unrestricted Funds Designated for Future Use	(2,687,464)	2,687,464		-	-
Restricted Funds Used for Operations	432,625	(432,625)		-	-
Restricted Funds Used for TCA		(1,827,489)	1,827,489	-	-
Current Year Funds Used for TCA	(964,234)		964,234	-	-
Donated and Contributed TCA	-		-	-	-
Disposal of TCA	29,322		(29,322)	-	-
Annual Amortization Expense	6,208,320		(6,208,320)	-	-
Long Term Debt Repaid	(498,536)		498,536	-	-
Long Term Debt Used for TCA			-	-	-
Long Term Debt Issued			-	-	-
				-	-
Change in Accumulated Surplus	4,629	427,350	(2,947,383)	(2,515,404)	(917,196)
BALANCE, END OF YEAR	2,521,078	6,876,989	93,264,915	102,662,982	105,178,386

TOWN OF STETTTLER
SCHEDULE 2 - TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2017

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2018 Actual	2017 Actual
COST:								
BALANCE, BEGINNING OF YEAR	1,460,741	5,849,715	56,820,389	110,128,570	6,566,538	4,092,261	184,918,214	181,624,502
Acquisition of Tangible Capital Assets								
Construction-in-Progress	-	370,352	557,308	1,204,713	742,700	-	2,875,073	4,567,459
Disposal of Tangible Capital Assets								
Write Down of Tangible Capital Assets	-	-	-	(648,777)	(520,971)	-	(1,169,748)	(1,273,747)
BALANCE, END OF YEAR	1,460,741	6,220,067	57,377,697	110,684,506	6,788,267	4,092,261	186,623,539	184,918,214
ACCUMULATED AMORTIZATION:								
BALANCE, BEGINNING OF YEAR	-	1,926,329	14,022,064	61,374,623	2,851,387	2,028,887	82,203,290	77,206,076
Annual Amortization		254,292	1,145,276	4,185,545	418,974	204,233	6,208,320	6,090,573
Accumulated Amortization on Disposals			-	(617,015)	(440,061)	-	(1,057,076)	(1,093,359)
BALANCE, END OF YEAR	-	2,180,621	15,167,340	64,943,153	2,830,300	2,233,120	87,354,534	82,203,290
2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	1,460,741	4,039,446	42,210,357	45,741,353	3,957,967	1,859,141	99,269,005	102,714,924
2017 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	1,460,741	3,923,386	42,798,325	48,753,947	3,715,151	2,063,374	102,714,924	

TOWN OF STETTLER
SCHEDULE 3 - PROPERTY AND OTHER TAXES
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
TAXATION			
Real Property Taxes	\$ 8,226,139	\$ 8,222,609	\$ 7,971,808
Linear Property Taxes	158,245	158,245	149,037
Government Grants-in-lieu of Property Taxes	37,874	37,874	37,139
Special Assessments and Local Improvement Taxes	-	-	448,724
Business Taxes	6,450	6,375	6,300
Subtotal	<u>\$ 8,428,708</u>	<u>\$ 8,425,103</u>	<u>\$ 8,613,008</u>
REQUISITIONS			
Alberta School Foundation Fund - Basic	2,322,377	2,322,377	2,221,393
Seniors Foundation	314,393	314,393	290,362
Designated Industrial Property	412	432	-
Subtotal	<u>\$ 2,637,182</u>	<u>\$ 2,637,202</u>	<u>\$ 2,511,755</u>
NET MUNICIPAL TAXES	<u>\$ 5,791,526</u>	<u>\$ 5,787,901</u>	<u>\$ 6,101,253</u>

TOWN OF STETTLER

SCHEDULE 6 - SEGMENTED DISCLOSURE

FOR THE YEAR ENDED DECEMBER 31, 2018

	General Government	Protective Services	Transporation	Environmental Use & Protection	Public Health & Welfare	Planning & Development	Recreation & Culture	2018 Actual
REVENUE:								
Net Municipal Taxes	5,787,901							5,787,901
Sales to Other Governments	32,000							32,000
Sales and User Charges	41,554	48,270	12,226	4,752,967	23,074	264,434	351,428	5,493,953
Penalties and Costs on Taxes	63,124			24,938				88,062
Licenses and Permits		101,727				43,391		145,118
Fines		64,941						64,941
Franchise and Concession Contracts	1,551,013							1,551,013
Returns on Investments	159,246	2,419	25,466	2,309	1,269	1,242		191,951
Rentals			6,377			270,647	466,432	743,456
Contributed and Donated Assets		-						-
Federal Government Transfers							6,396	6,396
Provincial Government Transfers	-	400,888	279,385	786,552	157,148	2,393	214,153	1,840,519
Local Government Transfers	-	470,485	4,500		-	-	473,521	948,506
Other Revenues	670	-			-	-	1,043	1,713
Total Revenue	7,635,508	1,088,730	327,954	5,566,766	181,491	582,107	1,512,973	16,895,529
EXPENSES:								
Salaries, Wages and Benefits	840,294	572,249	950,607	1,189,540	34,992	458,290	1,747,097	5,793,069
Contracted and General Services	331,466	361,786	305,039	689,127	1,002	260,213	320,352	2,268,985
Purchases from Other Governments		986,091						986,091
Materials, Goods, Supplies and Utilities	42,359	185,625	898,585	802,633	6,225	261,898	727,199	2,924,524
Provision for Allowance		-		16,407	-			16,407
Transfer to Other Governments						284		284
Transfer to Local Boards and Agencies				369,024	196,435		271,244	836,703
Transfer to Individuals and Organizations			3,255	1,700	25,279		5,393	35,627
Bank Charges	8,459			265			5,725	14,449
Interest on Capital Long Term Debt	29,701		42,979	159,020			33,398	265,098
Net Loss on Sale of TCA		-	22,537	2,532			4,253	29,322
Other Expenditures	(18)	-		32,040			32	32,054
Total Expense	1,252,261	2,105,751	2,223,002	3,262,288	263,933	980,685	3,114,693	13,202,613
NET REVENUE, BEFORE AMORTIZATION	6,383,247	(1,017,021)	(1,895,048)	2,304,478	(82,442)	(398,578)	(1,601,720)	3,692,916
Amortization	89,585	145,470	4,118,171	998,947	2,376	145,899	707,872	6,208,320
NET REVENUE	6,293,662	(1,162,491)	(6,013,219)	1,305,531	(84,818)	(544,477)	(2,309,592)	(2,515,404)

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Stettler are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of all of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources. Included with the municipality are the following:

Town of Stettler Fire Department
Stettler Regional Board of Trade and Community Development

The schedule of taxes levied also includes requisitions for educational, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of Accounting

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

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of Estimates

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

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

(e) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(f) Land Held For Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

(g) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(h) Non-Financial Assets

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

i) Tangible Capital Assets

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

	YEARS
Land Improvements	15 - 45
Buildings	25 - 50
Engineered Structures	
Roadway System	5 - 60
Water System	45 - 75
Wastewater System	45 - 75
Storm System	45 - 75
Machinery and Equipment	5 - 40
Vehicles	7 - 25

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii) Contributions of Tangible Capital Assets

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

iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(i) Cash & Cash Equivalents

Cash and cash equivalents consist of cash on hand, accounts with banks and short-term, highly liquid investments with maturity dates not in excess of 1 year at the date of purchase.

(j) Pensions

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

2. CASH AND TEMPORARY INVESTMENTS

	<u>2018</u>	<u>2017</u>
Cash	\$ 7,033,725	\$ 6,979,759
Temporary Investments	<u>2,000,000</u>	<u>-</u>
Total	<u>\$ 9,033,725</u>	<u>\$ 6,979,759</u>

Interest is earned on the General Account at Prime Rate less 1.65%. Included in Cash and Temporary Investments is a restricted amount of \$1,538,165 (2017 - \$451,674) received from various Provincial Programs and related to deferred grant funding (Note 5). The temporary investment is non-redeemable, bears interest at 2.73% and matures in September 2019.

Included in cash is a restricted balance of \$48,079 (2017 - \$66,064) related to trust funds held at year end (Note 12).

3. TAXES AND GRANTS IN LIEU RECEIVABLES

	<u>2018</u>	<u>2017</u>
Current and Grants-in-lieu	\$ 137,536	\$ 146,307
Arrears Taxes	112,687	114,435
Less: Allowance for Doubtful Accounts	<u>(12,511)</u>	<u>(12,511)</u>
Total	<u>\$ 237,712</u>	<u>\$ 248,231</u>

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

4. LONG-TERM INVESTMENTS

	<u>2018</u>	<u>2017</u>
AMFC Shares, at Cost	\$ <u>40</u>	\$ <u>40</u>
Total	\$ <u>40</u>	\$ <u>40</u>

5. DEFERRED REVENUE

	<u>2018</u>	<u>2017</u>
Municipal Sustainability Initiative	\$ 1,310,117	\$ 252,452
New Deal Communities	76,718	-
Police Assistance	86,904	86,496
Basic Municipal Transportation	51,949	-
Other	12,477	11,595
Other - P&L	12,830	18,868
Other - BOT	96,991	82,263
Total	\$ <u>1,647,986</u>	\$ <u>451,674</u>

Conditional grants are deferred until the prescribed expenditures are made.

6. RESTRICTED FUNDS

Reserves for operating and capital activities changed as follows:

<u>Operating Reserves</u>	<u>2017</u>	<u>Increases</u>	<u>Decreases</u>	<u>2018</u>
RCMP (Records Check)	57,417	5,809	541	62,685
Rescue Van	126,002	29,588	23,347	132,243
Land Farmed Site	7,650			7,650
Walking Pathway	67,982			67,982
Landfill Site Maintenance	3,000			3,000
Perpetual Care	66,064	6,715	24,700	48,079
West Stettler Planning	3,747			3,747
BOT Community Event	11,000			11,000
Building Maintenance	30,800	2,200		33,000
SCR Building Maintenance	41,561		32,350	9,211
Culture	96,000	15,000		111,000
Office Automation	7,825			7,825
RCMP Contract	230,000			230,000
Street Light Replacement	52,280	16,510		68,790
Mun 2000 Beautification	13,139			13,139
Coat Exterior Reservoir	40,000			40,000
Sewer Offsite	272,566			272,566
SE Industrial Planning	50,000			50,000
Land Development	1,145,469		8,655	1,136,814
Health Unit	12,500			12,500
Playground Program	3,000			3,000
Tree Maintenance	2,950	3,000		5,950
Senior HUB	311	6,000	5,394	917
Gravel	35,300			35,300

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018

Cold Lake Survey	13,250			13,250
SRC Projection System	2,712			2,712
Community Orchard	8,560	49,666	44,568	13,658
ARB	6,000			6,000
WTS Operations	81,129			81,129
Memorial Park	4,864			4,864
Slurrey Seal	48,942		45,000	3,942
Trade Show	45,628	23,061		68,689
In Memorium	23,818		457	23,361
Water Well Building	50,000			50,000
General Reserve	1,620,423	513,680	366,799	1,767,304
Available for Capital	395,461	570,579	733,365	232,675
Utilities - Other	419,651	361,336	325,669	455,318
Utilities - Water	677,144	493,060	334,203	836,001
Total Operating Reserves	\$ 5,774,145	\$ 2,096,204	\$ 1,945,048	\$ 5,925,301

Capital Reserves	2017	Increases	Decreases	2018
Admin Equipment/Computer	56,669	26,900	46,509	37,060
Disaster Services	6,008			6,008
Chainlink Fence	9,646			9,646
Compost Bins/Pads	2,880			2,880
Cemetery	2,497			2,497
GIS System	6,703			6,703
Fire Equipment	250,299	100,000		350,299
Common Services Equipment	20,000			20,000
Drainage	29,582			29,582
Sewer	13,900			13,900
Community Hall	24,063	197,460		221,523
Campground Expansion	20,986			20,986
WTP	30,698			30,698
Senior Centre	19,250			19,250
ML Sports Park	16,419			16,419
Cemetery Road	150,000		1,657	148,343
Water Dispensing System	3,220			3,220
Recreation Agreement	-	266,900	266,900	-
Fishing Pier	8,780			8,780
East Industrial Loop	3,894	-	-	3,894
Total Capital Reserves	\$ 675,494	\$ 591,260	\$ 315,066	\$ 951,688

TOTAL RESTRICTED FUNDS	\$ 6,449,639	\$ 2,687,464	\$ 2,260,114	\$ 6,876,989
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7. LONG-TERM DEBT

	<u>2018</u>	<u>2017</u>
Tax Supported Debentures	\$ 1,488,761	\$ 1,634,169
Self Supported Debentures	4,515,329	4,868,457
Total	\$ 6,004,090	\$ 6,502,626

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

Principal and interest repayments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 521,568	\$ 245,491	\$ 767,059
2020	478,163	221,356	699,519
2021	499,514	200,004	699,518
2022	488,528	177,683	666,211
2023	502,626	156,231	658,857
Thereafter	<u>3,513,691</u>	<u>589,405</u>	<u>4,103,096</u>
Total	<u>\$ 6,004,090</u>	<u>\$ 1,590,170</u>	<u>\$ 7,594,260</u>

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 6.500% per annum, and mature in periods 2019 through 2036. The average annual interest rate is 4.49% for 2018 (4.49% for 2017).

Debenture debt is issued on the credit and security of the Town at large.

Future interest repayment annual amounts have been calculated using the accrual method. The Town's total cash payments for interest in 2018 were \$265,098 (2017 - \$284,785)

8. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Stettler be disclosed as follows:

	<u>2018</u>	<u>2017</u>
Total Debt Limit	\$ 23,476,574	\$ 23,041,782
Total Debt	<u>6,004,090</u>	<u>6,502,626</u>
Amount of Debt Limit Unused	<u>\$ 17,472,484</u>	<u>\$ 16,539,156</u>
Service on Debt Limit	\$ 3,912,762	\$ 3,840,297
Service on Debt	<u>767,059</u>	<u>767,059</u>
Amount of Debt Servicing Limit Unused	<u>\$ 3,145,703</u>	<u>\$ 3,073,238</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

9. TANGIBLE CAPITAL ASSETS

Net Book Value	<u>2018</u>	<u>2017</u>
Land	\$ 1,460,741	\$ 1,460,741
Land Improvements	4,039,446	3,923,385
Buildings	42,210,357	42,798,323
Engineered Structures		
Distribution Systems - Roads	21,692,502	24,988,025
Distribution Systems - Water	8,246,386	8,002,838
Distribution Systems - Wastewater	12,300,392	12,195,048
Distribution Systems - Storm	3,502,073	3,568,040
Machinery & Equipment & Furnishings	3,957,967	3,715,150
Vehicles	<u>1,859,141</u>	<u>2,063,374</u>
Total	<u>\$ 99,269,005</u>	<u>\$ 102,714,924</u>

10. EQUITY IN TANGIBLE CAPITAL ASSETS

	<u>2018</u>	<u>2017</u>
Tangible Capital Assets (Schedule 2)	\$ 186,623,539	\$ 184,918,213
Accumulated Amortization (Schedule 2)	(87,354,534)	(82,203,289)
Long Term Debt (Note 7)	<u>(6,004,090)</u>	<u>(6,502,626)</u>
Total	<u>\$ 93,264,915</u>	<u>\$ 96,212,298</u>

11. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2018</u>	<u>2017</u>
Unrestricted Surplus (deficit)	\$ 2,521,078	\$ 2,516,449
Restricted Funds (Note 6)	6,876,989	6,449,639
Equity in Tangible Capital Assets (Note 10)	<u>93,264,915</u>	<u>96,212,298</u>
Total	<u>\$ 102,662,982</u>	<u>\$ 105,178,386</u>

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

12. TRUST FUNDS

The Town of Stettler administers the following trust:

	<u>2018</u>	<u>2017</u>
Cemetery Perpetual Care		
Balance, Beginning of Year	\$ 66,064	\$ 60,584
Sale of Cemetery Plots/Columbarium Niche	6,715	5,480
Headstone Sidewalk Purchase	<u>(24,700)</u>	<u>-</u>
Balance, End of Year	<u>\$ 48,079</u>	<u>\$ 66,064</u>

13. SALARY & BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by provincial regulation is as follows:

2018				
	<u>#of</u> <u>Persons</u>	<u>Salary (1)</u>	<u>Benefits &</u> <u>Allowances (2&3)</u>	<u>Total</u>	<u># of</u> <u>Persons</u>	<u>Total</u>
Councillor D. Bachman		-	-	-		16,347
Councillor C. Barros	1	18,556	604	19,160	1	4,102
Councillor W. Brown		-	-	-		15,792
Councillor A. Campbell	1	22,586	165	22,751	1	22,508
Councillor M. Fischer	1	23,106	754	23,860	1	22,527
Councillor G. Lawlor	1	19,856	647	20,503	1	4,239
Councillor S. Pfeiffer	1	19,076	621	19,697	1	3,824
Mayor S. Nolls	1	37,632	1,234	38,866	1	22,663
Mayor R. Richards		-	-	-		34,347
Councillor W. Smith	1	17,646	574	18,220	1	3,269
CAO. G. Switenky	1	180,989	34,936	215,925	1	210,780

- (1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- (2) Employers share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition
- (3) Benefits and allowances figures also include the Employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans and club memberships.

14. LOCAL AUTHORITIES PENSION PLAN

- Employees of the Town of Stettler participate in the Local Authorities Pension Plan (LAPP), which is covered by the Public Sector Pension Plans Act. The Plan serves about 259,714 people and 420 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund.
- Contributions for current service are recorded as expenditures in the year in which they become due.

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018

- The Town of Stettler is required to make current service contributions to the Plan of 10.39% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 14.84% for the excess.
- Employees of the Town of Stettler are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable salary above this amount.
- Total current and past service contributions by the Town of Stettler to the Local Authorities Pension Plan in 2018 were \$456,411 (2017 - \$481,526) Total current and past service contributions by the employees of the Town of Stettler to the Local Authorities Pension Plan in 2018 were \$416,887 (2017 - \$443,100)
- At December 31, 2017 the Plan disclosed an actuarial surplus of \$4,84 billion for the Plan.

15. CONTINGENCIES

The Town of Stettler is a member of the Alberta Local Authorities Reciprocal Insurance Exchange. Under the terms of membership, the Town of Stettler could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town of Stettler, the County of Stettler, and all other incorporated municipalities within the geographical boundaries of the County of Stettler provide funds for the operation of the Stettler Waste Management Authority. The Authority is accumulating reserves to fund future estimated site cleanup obligations. The member municipalities may be liable for future costs in excess of the reserves.

The Town of Stettler and the County of Stettler through joint agreement provide funds for the operation of the Stettler Family and Community Support Services. The amounts noted in this financial statement represent only the Town of Stettler portion of contributions made to F.C.S.S.

16. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and temporary investments, accounts receivables, a line of credit, investments, accounts payable, accrued liabilities, deposit liabilities, requisition over-levy and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivable, and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides service may experience financial difficulty and may be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

The Town is exposed to interest rate risk on temporary bank indebtedness, as the interest rate will fluctuate with change in the prime lending rate.

The fixed rate debentures are subject to interest rate risk, as the value will fluctuate as a result of changes in market rates.

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018

17. SEGMENTED DISCLOSURE

The Town provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

18. AMORTIZATION

Amortization is a non-cash expense and is allocated to the different functions as follows:

	<u>2018</u>	<u>2017</u>
General Administration	\$ 89,585	\$ 91,134
Police Protective Services	-	-
Fire Protective Services	145,470	149,147
Common and Equipment Pool	293,228	266,221
Roads, Streets, Walks, Lighting	3,741,563	3,738,990
Airport	17,413	17,040
Storm Sewers and Drainage	65,967	65,967
Water Supply and Distribution	676,397	672,616
Wastewater Treatment and Disposal	321,560	323,341
Waste Management	989	989
Cemeteries	2,376	2,276
Land Use Planning	18,962	3,245
Economic Development	2,587	2,587
Public Housing Operations	85,967	85,967
Land, Housing and Building Rentals	38,383	38,383
Parks and Recreation	668,656	595,745
Culture	39,217	36,925
Total	<u>\$ 6,208,320</u>	<u>\$ 6,090,573</u>

19. OTHER LONG-TERM LIABILITIES

	<u>2018</u>	<u>2017</u>
Tax Sales In Trust	\$ -	\$ -
Reserve for Public Lands	105,359	105,359
Total	<u>\$ 105,359</u>	<u>\$ 105,359</u>

20. OPERATING LINE OF CREDIT

At December 31, 2018 the Town had a short-term line of credit for \$100,000 (2017 - \$100,000) of which nothing had been drawn down. The interest rate on advances would be Prime minus 1/4%.

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018

21. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

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

(a) Section PSAS 3041 - Portfolio Investments

This standard addresses the distinction between temporary and portfolio investments. The standard is beginning on or after April 1, 2021, when sections PS1201, PS2601 and PS3450 are adopted.

(b) Section PSAS 3450 - Financial Instruments

This standard establishes recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments. Applies to years beginning on or after April 1, 2021.

(c) Section PSAS 2601 - Foreign Currency Translation

This section establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statements. Applies to years beginning on or after April 1, 2021.

(d) Section PSAS 1201 - Financial Statement Presentation

Revised standard is effective beginning on or after April 1, 2021 when sections PS2601 and PS3450 are adopted.

(e) Section PSAS 3280 - Asset Retirement Obligation

This standard is intended to provide guidance on accounting for ARO's and will apply in years beginning on or after April 1, 2021.

(f) Section PSAS 3400 - Revenue

This standard will provide greater clarity on the difference between exchange and non-exchange transactions. Applies to years beginning on or after April 1, 2022.

22. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

23. BUDGET AMOUNTS

Budget figures for the year ended December 31, 2018 were approved as May 15, 2018 and are for information purposes. These amounts have not been audited.

**INDEPENDENT AUDITORS' REPORT
MUNICIPAL FINANCIAL INFORMATION RETURN**

TO: The Mayor and Council
Town of Stettler

Opinion

We have audited the municipal financial information return of the Town of Stettler, which comprises the schedule of financial position as at December 31, 2018 and the schedules of change in accumulated surplus, financial activities and supplementary schedules for the year then ended.

In our opinion, the accompanying municipal financial information return presents fairly, in all material respects, the financial position of the town as at December 31, 2018, the results of its operations and change in its accumulated surplus for the year then ended in accordance with Canadian public sector accounting standards.

It is understood that this report, as requested by the Minister of Alberta Municipal Affairs, is to be used primarily for statistical purposes. We have issued an audit report dated April 16, 2019 on the financial statements of the Town of Stettler for the year ended December 31, 2018 and reference should be made to those audited financial statements for complete information.

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 *Auditors' Responsibilities for the Audit of the Financial Information Return* section of our report. We are independent of the town in accordance with the ethical requirements that are relevant to our audit of the financial information return 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.

Emphasis of Matter – Basis of Accounting

The financial information return is prepared to assist the town to meet the requirements of the Municipal Government Act (Section 277(1)). As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Municipal Financial Information Return

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

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

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

Auditors' Responsibilities for the Audit of the Municipal Financial Information Return

Our objectives are to obtain reasonable assurance about whether the municipal financial information return as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information return. 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 information return, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the town'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 town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report and to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the municipal financial information return, and whether the municipal financial information return represents the underlying transactions and events in a manner that achieves fair presentation.

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

Stettler, Alberta
April 16, 2019

CHARTERED PROFESSIONAL ACCOUNTANTS

MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2018

Municipality Name: TOWN OF STETTLER

CERTIFICATION

The information contained in this Financial Information Return is presented fairly to the best of my knowledge.

Signature of Duly Authorized Signing Officer

Steven Gerlitz

Print Name

Date

FINANCIAL POSITION

Schedule 9A

	Total 1
Assets	0010
Cash and Temporary Investments	0020 9,033,725
Taxes and Grants in Place of Taxes Receivable.....	0030
. Current	0040 137,536
. Arrears	0050 112,687
. Allowance	0060 -12,511
Receivable From Other Governments	0070 332,183
Loans Receivable	0080
Trade and Other Receivables	0090 1,415,165
Debt Charges Recoverable.....	0095
Inventories Held for Resale	0130
. Land	0140 393,882
. Other	0150
Long Term Investments	0170
. Federal Government	0180
. Provincial Government	0190
. Local Governments	0200
. Other	0210 40
Other Current Assets	0230 1,351
Other Long Term Assets	0240 1,454,350
	0250
Total Financial Assets	0260 12,868,408
Liabilities	0270
Temporary Loans Payable	0280
Payable To Other Governments	0290 345,643
Accounts Payable & Accrued Liabilities	0300 1,368,784
Deposit Liabilities	0310 20,350
Deferred Revenue	0340 1,647,986
Long Term Debt	0350 6,004,090
Other Current Liabilities	0360
Other Long Term Liabilities	0370 105,359
	0380
Total Liabilities	0390 9,492,212
	0395
Net Financial Assets (Net Debt)	0395 3,376,196
Non Financial Assets	
Tangible Capital Assets.....	0400 99,269,005
Inventory for Consumption.....	0410
Prepaid Expenses	0420 17,781
Other.....	0430
	0440
Total Non-Financial Assets	0440 99,286,786
	0450
Accumulated Surplus	0450 102,662,982

CHANGE IN ACCUMULATED SURPLUS

Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	2,516,449	6,449,639	96,212,298	105,178,386
Net Revenue (Expense)	0505	-2,515,404			-2,515,404
Funds Designated For Future Use	0511	-2,687,464	2,687,464		
Restricted Funds - Used for Operations	0512	432,625	-432,625		
Restricted Funds - Used for TCA	0513		-1,827,489	1,827,489	
Current Year Funds Used for TCA	0514	-964,234		964,234	
Donated and Contributed TCA	0516				
Disposals of TCA	0517	29,322		-29,322	
Annual Amortization Expense	0518	6,208,320		-6,208,320	
Long Term Debt - Issued	0519				
Long Term Debt - Repaid	0521	-498,536		498,536	
Capital Debt - Used for TCA	0522				
	0523				
Other Adjustments	0524				
Accumulated Surplus - End of Year	0525	2,521,078	6,876,989	93,264,915	102,662,982

FINANCIAL ACTIVITIES BY FUNCTION

Schedule 9C

	Revenue 1	Expense 2
Total General	0700 7,561,585	
Function	0710	1150
General Government	0720	1160
Council and Other Legislative	0730	1170 194,661
General Administration	0740 73,922	1180 1,147,185
Other General Government.....	0750	1190
Protective Services	0760	1200
Police	0770 565,414	1210 1,122,779
Fire	0780 415,389	1220 925,919
Disaster and Emergency Measures	0790	1230 24,637
Ambulance and First Aid	0800	1240
Bylaws Enforcement	0810 107,926	1250 179,996
Other Protective Services.....	0820	1260
Transportation	0830	1270
Common and Equipment Pool	0840 25,995	1280 412,647
Roads, Streets, Walks, Lighting	0850 291,083	1290 5,611,353
Airport	0860 10,877	1300 60,906
Public Transit	0870	1310
Storm Sewers and Drainage	0880	1320 232,090
Other Transportation	0890	1330
Environmental Use and Protection	0900	1340
Water Supply and Distribution	0910 3,528,623	1350 2,808,132
Wastewater Treatment and Disposal	0920 1,252,144	1360 792,885
Waste Management	0930 785,999	1370 682,282
Other Environmental Use and Protection	0940	1380
Public Health and Welfare	0950	1390
Family and Community Support	0960 157,148	1400 196,435
Day Care	0970	1410
Cemeteries and Crematoriums	0980 24,343	1420 44,595
Other Public Health and Welfare	0990	1430
Planning and Development	1000	1440
Land Use Planning, Zoning and Development	1010 42,591	1450 322,528
Economic/Agricultural Development	1020 251,407	1460 499,138
Subdivision Land and Development	1030 24,090	1470 182,549
Public Housing Operations	1040	1480 85,967
Land, Housing and Building Rentals	1050 264,020	1490 61,682
Other Planning and Development.....	1060	1500
Recreation and Culture	1070	1510
Recreation Boards	1080	1520
Parks and Recreation	1090 1,449,545	1530 3,349,039
Culture: Libraries, Museums, Halls	1100 63,428	1540 473,528
Convention Centres	1110	1550
Other Recreation and Culture.....	1120	1560
Other Utilities	1125	1565
Gas	1126	1566
Electric	1127	1567
Other	1130	1570
Total Revenue/Expense	1140 16,895,529	1580 19,410,933
Net Revenue/Expense		1590 -2,515,404

FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

		Total 1
Revenues	1700	
Taxation and Grants in Place	1710	
Property (Net Municipal)	1720	5,781,526
Business	1730	6,375
Business Revitalization Zone	1740	
Special	1750	
Well Drilling	1760	
Local Improvement	1770	
Sales To Other Governments	1790	32,000
Sales and User Charges	1800	5,493,953
Penalties and Costs on Taxes	1810	88,062
Licenses and Permits	1820	145,118
Fines	1830	64,941
Franchise and Concession Contracts	1840	1,551,013
Returns on Investments	1850	191,951
Rentals	1860	743,456
Insurance Proceeds	1870	
Net Gain on Sale of Tangible Capital Assets	1880	
Contributed and Donated Assets	1885	
Federal Government Unconditional Transfers	1890	
Federal Government Conditional Transfers	1900	6,396
Provincial Government Unconditional Transfers	1910	
Provincial Government Conditional Transfers	1920	1,840,519
Local Government Transfers	1930	948,506
Transfers From Local Boards and Agencies	1940	
Developer Agreements and Levies	1960	
Other Revenues	1970	1,713
Total Revenue	1980	16,895,529
Expenses	1990	
Salaries, Wages, and Benefits	2000	5,793,069
Contracted and General Services	2010	2,268,985
Purchases from Other Governments	2020	986,091
Materials, Goods, Supplies, and Utilities	2030	2,924,524
Provision For Allowances	2040	16,407
Transfers to Other Governments	2050	284
Transfers to Local Boards and Agencies	2060	836,703
Transfers to Individuals and Organizations	2070	35,627
Bank Charges and Short Term Interest	2080	14,449
Interest on Operating Long Term Debt	2090	
Interest on Capital Long Term Debt	2100	265,098
Amortization of Tangible Capital Assets	2110	6,208,320
Net Loss on Sale of Tangible Capital Assets	2125	29,322
Write Down of Tangible Capital Assets	2127	
Other Expenditures	2130	32,054
Total Expenses	2140	19,410,933
Net Revenue (Expense)	2150	-2,515,404

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative	2210				
General Administration	2220	41,554		89,585	29,701
Other General Government.....	2230				
Protective Services	2240				
Police	2250	5,810			
Fire	2260	42,460		145,470	
Disaster and Emergency Measures	2270				
Ambulance and First Aid	2280				
Bylaws Enforcement	2290				
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool	2320		25,995	293,228	
Roads, Streets, Walks, Lighting	2330	12,226	253,391	3,741,563	42,978
Airport	2340			17,413	
Public Transit	2350				
Storm Sewers and Drainage	2360			65,967	
Other Transportation	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution	2390	3,085,951	415,425	676,397	93,656
Wastewater Treatment and Disposal	2400	881,017	355,847	321,560	65,365
Waste Management	2410	785,999		989	
Other Environmental Use and Protection	2420				
Public Health and Welfare	2430				
Family and Community Support	2440				
Day Care	2450				
Cemeteries and Crematoriums	2460	23,074		2,376	
Other Public Health and Welfare	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development	2490			18,962	
Economic/Agricultural Development	2500	241,144			
Subdivision Land and Development	2510	23,290		2,587	
Public Housing Operations	2520			85,967	
Land, Housing and Building Rentals	2530			38,383	
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards	2560	4,265			
Parks and Recreation	2570	331,918	193,822	668,656	33,398
Culture: Libraries, Museums, Halls	2580	15,245		39,217	
Convention Centres	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas	2606				
Electric	2607				
Other	2610				
Total	2620	5,493,953	1,244,480	6,208,320	265,098

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative	2710				
General Administration	2720	52,393			44,175
Other General Government.....	2730				
Protective Services	2740				
Police	2750				
Fire	2760				
Disaster and Emergency Measures	2770				
Ambulance and First Aid	2780				
Bylaws Enforcement	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool	2820	220,775			
Roads, Streets, Walks, Lighting	2830	699,681			82,799
Airport	2840	7,450			
Public Transit	2850				
Storm Sewers and Drainage	2860				
Other Transportation	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution	2890	488,329			141,951
Wastewater Treatment and Disposal	2900	408,529			161,066
Waste Management	2910				
Other Environmental Use and Protection	2920				
Public Health and Welfare	2930				
Family and Community Support	2940				
Day Care	2950				
Cemeteries and Crematoriums	2960	24,700			
Other Public Health and Welfare	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development	2990				
Economic/Agricultural Development	3000				
Subdivision Land and Development	3010				
Public Housing Operations	3020				
Land, Housing and Building Rentals	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards	3060				
Parks and Recreation	3070	930,675			68,545
Culture: Libraries, Museums, Halls	3080	42,541			
Convention Centres	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas	3106				
Electric	3107				
Other	3110				
Total	3120	2,875,073			498,536

CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
Tangible Capital Assets - Cost					
Engineered Structures	3200				
Roadway Systems.....	3201	75,497,363	374,489	633,874	75,237,978
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	13,099,691	421,695	4,051	13,517,335
Wastewater Systems.....	3204	16,801,956	408,529	10,852	17,199,633
Storm Systems.....	3205	4,729,560			4,729,560
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures	3210	110,128,570	1,204,713	648,777	110,684,506
Construction In Progress.....	3219				
Buildings	3220	56,820,389	557,308		57,377,697
Machinery and Equipment	3230	6,566,538	742,700	520,971	6,788,267
Land	3240	1,460,741			1,460,741
Land Improvements.....	3245	5,849,715	370,352		6,220,067
Vehicles	3250	4,092,261			4,092,261
Total Capital Property Cost	3260	184,918,214	2,875,073	1,169,748	186,623,539
Accumulated Amortization					
Engineered Structures	3270				
Roadway Systems	3271	50,508,120	3,640,782	604,644	53,544,258
Light Rail Transit Systems	3272				
Water Systems	3273	5,098,076	178,147	4,051	5,272,172
Wastewater Systems	3274	4,606,907	300,649	8,320	4,899,236
Storm Systems	3275	1,161,520	65,967		1,227,487
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures	3280	61,374,623	4,185,545	617,015	64,943,153
Buildings	3290	14,022,064	1,145,276		15,167,340
Machinery and Equipment	3300	2,851,387	418,974	440,061	2,830,300
Land	3310				
Land Improvements.....	3315	1,926,329	254,292		2,180,621
Vehicles	3320	2,028,887	204,233		2,233,120
Total Accumulated Amortization	3330	82,203,290	6,208,320	1,057,076	87,354,534
Net Book Value of Capital Property	3340	102,714,924			99,269,005
Capital Long Term Debt (Net)	3350	6,502,626			6,004,090
Equity in Tangible Capital Assets	3400	96,212,298			93,264,915

LONG TERM DEBT SUPPORT

Schedule 9H

		Operating Purposes 1	Capital Purposes 2	Total 3
Long Term Debt Support	3405			
Supported by General Tax Levies	3410		1,488,761	1,488,761
Supported by Special Levies	3420		1,574,996	1,574,996
Supported by Utility Rates	3430		2,940,333	2,940,333
Other	3440			
Total Long Term Debt Principal Balance	3450		6,004,090	6,004,090

LONG TERM DEBT SOURCES

Schedule 9I

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority.....	3500		6,004,090	6,004,090
Canada Mortgage and Housing Corporation	3520			
Mortgage Borrowing	3600			
Other	3610			
Total Long Term Debt Principal Balance	3620		6,004,090	6,004,090

FUTURE LONG TERM DEBT REPAYMENTS

Schedule 9J

		Operating Purposes 1	Capital Purposes 2	Total 3
Principal Repayments by Year	3700			
Current + 1	3710		521,568	521,568
Current + 2	3720		478,163	478,163
Current + 3	3730		499,514	499,514
Current + 4	3740		488,528	488,528
Current + 5	3750		502,626	502,626
Thereafter	3760		3,513,691	3,513,691
Total Principal	3770		6,004,090	6,004,090
Interest by Year	3780			
Current + 1	3790		245,491	245,491
Current + 2	3800		221,356	221,356
Current + 3	3810		200,004	200,004
Current + 4	3820		177,683	177,683
Current + 5	3830		156,231	156,231
Thereafter	3840		589,405	589,405
Total Interest	3850		1,590,170	1,590,170

PROPERTY TAXES AND GRANTS IN PLACE

Schedule 9K

	Property Taxes 1	Grants - in Place 2	Total 3
Property Taxes	3900		
Residential Land and Improvements	3910	5,229,068	27,725
Non-Residential	3920		
Land and Improvements (Excluding M & E).....	3935	2,989,876	10,149
Machinery and Equipment	3950		
Linear Property	3960	158,245	158,245
Railway	3970	672	672
Farm Land	3980	2,993	2,993
Adjustments to Property Taxes	3990		
 Total Property Taxes and Grants In Place	4000	8,380,854	37,874
 Requisition Transfers			4010
Education			
Residential/Farm Land			4031
Non-Residential			4035
Seniors Lodges			4090
Other			4100
Adjustments to Requisition Transfers			4110
 Total Requisition Transfers			4120
 Net Municipal Property Taxes and Grants In Place			4130

GRANTS IN PLACE OF TAXES

Schedule 9L

	Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government	4200	10,149		10,149
Provincial Government	4210	27,725		27,725
Local Government	4220			
Other	4230			
 Total	4240	37,874		37,874

DEBT LIMIT

Schedule 9AA

	1
Debt Limit	5700 23,476,574
Total Debt	5710 6,004,090
Debt Service Limit	5720 3,912,762
Total Debt Service Costs	5730 767,059

Enter prior year Line 3450 Column 2 balance here:

6,502,626

TRIAL BALANCE RECONCILIATION			
AS OF DECEMBER 31, 2018			
Surplus:	Other	4,627.71	
Surplus:	Local Improvement set up Bylaw 2080-16 Pavement	-	
Current Year Surplus (Deficit) Before Capital			4,627.71 ✓
Adjustments:	Amortization Expense	(6,208,319.96)	
	Net Book Value of Disposed Assets	(112,671.91)	
			(6,320,991.87)
Overall Current Year Surplus (Deficit)			(6,316,364.16) ✓
Less:	Transfer from Reserve in Operating Revenue	-	
Less:	Transfer from Reserve in Operating Revenue	(432,625.40)	
Plus:	Transfer to Reserve in Operating Expense	905,179.33	
Plus:	Transfer to Reserve in Capital Expense	297,460.55	
Plus:	Transfer for Contingency in Operating Expense	1,484,825.00	
Plus:	Capital Debt Repayment	498,536.14	
Plus:	Capital Revenue	964,234.38	
Plus:	Sale of TCA	83,350.05	
			3,800,960.05
Excess (Shortfall) of Revenue Over Expense per Financial Statement			(2,515,404.11) ✓

2018 Budget Summary

dec 31, 2018 (Final)

Revenue	2018 Budget	Actual 31/12/2018	Variance	%	Notes
Administration	\$306,363	\$323,922.28	-\$17,559.28	105.73%	County IDP revenue
Clearview swimming pool - \$13,315)					
White Sands Contract - \$32,000)					
Inter Dept Utility Transfer - \$250,000)					
Police	\$587,187	\$565,954.88	\$21,232.12	96.38%	MSI Operating - \$53,680
Traffic Fines (Budget - \$80,000 / \$58,741 - 73% - 2017 Total Fines - \$62,341)					
Provincial Grant - \$347,208					
Community Resource Program - \$99,975					Clearview 50% / County 25%
Fire	\$391,754	\$438,735.78	-\$46,981.78	111.99%	Regional Unit
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$110,650	\$107,926.42	\$2,723.58	97.54%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$82,451 (97%) /Animal License - Budget \$23,200 - Actual \$19,375					
Roads, Streets, Walks, Lights	\$272,400	\$186,784.17	\$85,615.83	68.57%	
Airport	\$10,610	\$10,876.86	-\$266.86	102.52%	
Drainage	\$0	\$75,097.44	-\$75,097.44	0.00%	Drawn for Op Reserves
Water Supply & Distribution	\$3,037,542	\$3,181,676.55	-\$144,134.55	104.75%	
Metered sale of water (Budget - \$2,057,770 / Actual - \$1,874,359.41 - 91%)					
Metered out of Town (Budget - \$819,410 / Actual - \$1,159,553 - 142%)					
Bulk water (Budget - \$40,000 / Actual \$27,330 - 68%)					
Sewer	\$948,010	\$896,296.91	\$51,713.09	94.55%	
Sewer Service Charges (Budget - \$880,000 / Actual \$885,910 - 101%)					
Garbage Collection & Disposal	\$801,615	\$785,998.45	\$15,616.55	98.05%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$609,615 / Actual \$580,642 - 95%)					
Recycling Revenue (Budget - \$162,000 / Actual - \$177,779 - 110%)					
FCSS	\$157,148	\$157,148.00	\$0.00	100.00%	
Cemetery	\$19,400	\$24,342.48	-\$4,942.48	125.48%	
Planning & Development	\$44,500	\$55,984.05	-\$11,484.05	125.81%	
Building Permits (Budget - \$30,000 / Actual - \$23,318 - 78%)					
Economic Development - BOT	\$237,760	\$296,350.46	-\$58,590.46	124.64%	Donation - Orchard
Subdivision Land	\$2,000	\$32,745.34	-\$30,745.34	1637.27%	Subdivision Fees/land sale
Land, Housing & Rentals	\$268,612	\$264,019.95	\$4,592.05	98.29%	
Health Unit - \$190,582					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$40,000 (\$2000 GST)					
Recreation - General	\$3,520	\$9,161.31	-\$5,641.31	260.26%	SCP Grant (labour)
Recreation Programs	\$22,300	\$21,421.92	\$878.08	96.06%	Ball / Soccer
Facilities	\$1,101,000	\$1,125,659.96	-\$24,659.96	102.24%	County Partnership - \$474,500
Community Hall	\$52,000	\$59,952.57	-\$7,952.57	115.29%	
Senior's Center	\$16,500	\$23,868.78	-\$7,368.78	144.66%	
Parks	\$90,650	\$111,325.62	-\$20,675.62	122.81%	STEP grant
Lions Campground - Budget - \$90,000 / Actual - \$83,995 - 93%)					
Operating Contingency	\$0	\$669.31	-\$669.31	0.00%	
Taxes / Penalties	\$8,485,708	\$8,487,858.17	-\$2,150.17	100.03%	Incl Business Taxes / Penalties
Other Revenue	\$1,693,110	\$1,710,259.77	-\$17,149.77	101.01%	
Franchise Fee - GAS (Budget - \$939,000 / Actual - \$882,938.06 - 94%)					
Franchise Fee - ELECTRIC (Budget - \$664,110 / Actual - \$668,075.38 - 101%)					
Return on Investments (Budget - \$90,000 / Actual - \$159,246 - 177%)					
Total Revenue	\$18,660,339	\$18,954,037.43	-\$293,698.43	101.57%	

Expense	2018 Budget	Actual 31/12/2018	Variance	%	Notes
Council & Legislative	\$206,390	\$196,660.85	\$9,729.15	95.29%	
Council Honorarium (Budget - \$146,690 / Actual - \$139,500 - 95%)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$16,000/ Actual - \$16,528 - 103%)					
Council membership Conferences (Budget - \$14,000 / Actual - \$16,026 - 114%)					
Administration	\$1,153,405	\$1,109,775.35	\$43,629.65	96.22%	Admin, Office, Computer, Assess
Police	\$1,335,743	\$1,182,268.16	\$153,474.84	88.51%	
RCMP - Contract Billings (Budget - \$986,091)					
Fire	\$835,760	\$812,036.93	\$23,723.07	97.16%	
Disaster Services	\$17,219	\$24,637.34	-\$7,418.34	143.08%	
Bylaw Enforcement	\$187,181	\$179,995.48	\$7,185.52	96.16%	
Common Services	\$146,907	\$153,169.44	-\$6,262.44	104.26%	Shop
Roads, Streets, Walks, Lights	\$2,041,344	\$2,079,935.14	-\$38,591.14	101.89%	
Airport	\$48,165	\$43,493.30	\$4,671.70	90.30%	
Water Supply & Distribution	\$2,861,228	\$3,036,430.69	-\$175,202.69	106.12%	trans to reserve
Sewer	\$754,073	\$742,553.40	\$11,519.60	98.47%	
Garbage Collection & Disposal	\$717,620	\$702,003.45	\$15,616.55	97.82%	
FCSS	\$196,435	\$196,435.00	\$0.00	100.00%	
Cemetery	\$64,990	\$48,933.84	\$16,056.16	75.29%	
Planning & Development	\$357,885	\$306,465.96	\$51,419.04	85.63%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$592,597	\$544,653.49	\$47,943.51	91.91%	Ec Dev, BOT, HBC
Subdivison Land	\$53,440	\$182,548.88	-\$129,108.88	341.60%	Unsightly Property
Land, Housing & Rentals (47343)	\$40,800	\$25,498.91	\$15,301.09	62.50%	
Recreation - General	\$136,550	\$121,620.57	\$14,929.43	89.07%	
Recreation Programs	\$73,190	\$72,940.29	\$249.71	99.66%	
Facilities	\$2,214,347	\$2,312,784.32	-\$98,437.32	104.45%	
Culture	\$319,574	\$322,026.36	-\$2,452.36	100.77%	Parkland, Library, Museum
Community Hall	\$118,749	\$122,367.63	-\$3,618.63	103.05%	
Senior's Center	\$13,870	\$10,916.95	\$2,953.05	78.71%	
Parks	\$645,870	\$512,230.61	\$133,639.39	79.31%	
Operating Contingency	\$864,825	\$1,244,825.00	-\$380,000.00	143.94%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$240,000) (JE made at end of year prior to Audit)					
Available for Capital from 2018 Operating Budget for 2018 Capital Budget - \$1,026,905 (Water \$176,314 + Utility \$277,932 (sewer, waste, recycling) + Total Available for Capital - \$570,579) + Contingency - Utility - \$30,000 / Salaries - \$50,000 = \$1,104,825					
Requisitions	\$2,637,182	\$2,637,202.38	-\$20.38	100.00%	
ASFF (Budget - \$2,145,576 - Actual - \$2,145,349 - 100%)					
ASFF Separate School (Budget - \$176,801 - Actual - \$177,028 - 100%)					
County of Stettler Senior Lodges (Budget - \$314,393 - Actual \$314,393 - 100% Actual)					
Total Expense	\$18,660,339	\$18,949,409.72	-\$289,070.72	101.55%	
Surplus / Deficit	\$0	\$4,627.71	-\$4,627.71		
2018 Total Salaries & Wages	\$5,894,410	\$5,793,069.32	\$101,340.68	98.28%	
2018 Gas and Power	\$1,082,407	\$1,091,146.71	-\$8,739.71	100.81%	

Town of Stettler

2018 Reserves

31-Dec-18

Final

Capital Reserves		2015	31-Dec-16	31-Dec-17	2018 Additions	2018 Deletions	31-Dec-18
4-15-00-00-12-700	Office - Computer	\$32,986.03	\$43,964.33	\$56,668.68	\$26,900.00	-\$46,508.84	\$37,059.84
4-16-00-00-24-760	Disaster Services	\$6,008.00	\$6,008.00	\$6,008.00			\$6,008.00
4-16-00-00-31-760	Chain Link Fence	\$9,646.00	\$9,646.00	\$9,646.00			\$9,646.00
4-16-00-00-43-760	Compost Bins/Pads	\$2,880.20	\$2,880.20	\$2,880.20			\$2,880.20
4-16-00-00-56-760	Cemetery	\$8,006.40	\$8,006.40	\$2,497.40			\$2,497.40
4-16-00-00-61-760	GIS System	\$6,703.29	\$6,703.29	\$6,703.29			\$6,703.29
4-16-00-01-23-760	Fire Capital	\$150,298.99	\$150,298.99	\$250,298.99	\$100,000.00		\$350,298.99
4-16-00-03-74-760	Senior Centre	\$0.00	\$19,250.00	\$19,250.00			\$19,250.00
4-16-00-01-31-760	Common Service - Equipment	\$20,000.00	\$20,000.00	\$20,000.00			\$20,000.00
4-16-00-01-37-760	Drainage	\$29,581.72	\$29,581.72	\$29,581.72			\$29,581.72
4-16-00-01-74-760	Community Hall	\$85,463.22	\$85,463.22	\$24,063.22	\$197,459.55		\$221,522.77
4-16-00-01-77-760	Campground Expansion	\$34,570.89	\$34,570.89	\$20,986.21			\$20,986.21
4-16-00-02-77-760	ML Sport Park	\$25,498.68	\$16,418.68	\$16,418.68			\$16,418.68
4-16-00-03-32-760	Cemetery Road	\$150,000.00	\$150,000.00	\$150,000.00		-\$1,657.10	\$148,342.90
4-16-00-03-73-760	Recreation Agreement	\$385,300.00	\$652,200.00	\$0.00			\$0.00
4-16-00-02-41-760	WTP	\$78,347.12	\$30,698.18	\$30,698.18			\$30,698.18
4-16-00-03-41-760	Water Dispensing System	\$3,220.28	\$3,220.28	\$3,220.28			\$3,220.28
4-16-00-01-42-760	Sewer capital	\$0.00	\$0.00	\$13,900.00			\$13,900.00
4-16-00-05-77-760	Downtown Park	\$12,317.27	\$0.00	\$0.00			\$0.00
4-16-00-04-77-760	Fishing Pier	\$8,780.00	\$8,780.00	\$8,780.00			\$8,780.00
4-16-00-07-41-760	East Industrial Loop Water	\$3,893.82	\$3,893.82	\$3,893.82			\$3,893.82
Total Capital Reserves		\$1,053,501.91	\$1,281,584.00	\$675,494.67	\$324,359.55	-\$48,165.94	\$951,688.28

Operating Reserves		2015	31-Dec-16	31-Dec-17	2018 Additions	2018 Deletions	31-Dec-18
4-15-00-00-21-700	RCMP Criminal Records Fee	\$47,722.61	\$52,703.05	\$57,417.27	\$5,268.11		\$62,685.38
4-15-00-00-23-700	Rescue Unit	\$88,750.23	\$123,250.23	\$126,002.35	\$6,240.81		\$132,243.16
4-15-00-00-31-700	Land Farmed Site	\$7,650.00	\$7,650.00	\$7,650.00			\$7,650.00
4-15-00-00-32-700	Walking Path	\$167,982.14	\$167,982.14	\$67,982.14			\$67,982.14
4-15-00-00-43-700	Landfill Site Maintenance	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-00-42-700	Sewer General	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-00-56-700	Perpetual Care Fund	\$55,919.08	\$60,584.08	\$66,064.08	\$6,715.00	-\$24,700.00	\$48,079.08
4-15-00-00-61-700	West Stettler Planning	\$3,746.93	\$3,746.93	\$3,746.93			\$3,746.93
4-15-00-00-64-700	BOT - Community Events	\$11,000.00	\$11,000.00	\$11,000.00			\$11,000.00
4-15-00-00-69-700	Building Maintenance	\$26,400.00	\$28,600.00	\$30,800.00	\$2,200.00		\$33,000.00
4-15-00-00-73-700	SRC - Building Maintenance	\$113,367.40	\$49,689.92	\$41,560.47		-\$32,350.00	\$9,210.47
4-15-00-00-74-700	Culture (2017 Community Hall Carry Forward)	\$82,000.00	\$97,000.00	\$96,000.00	\$15,000.00		\$111,000.00
4-15-00-00-97-700	General	\$1,336,489.68	\$1,572,507.61	\$1,620,422.51	\$407,487.00	-\$260,605.27	\$1,767,304.24
4-16-00-01-12-760	Office Building	\$7,825.15	\$7,825.15	\$7,825.15			\$7,825.15
4-15-00-01-21-700	RCMP Contract	\$230,000.00	\$230,000.00	\$230,000.00			\$230,000.00
4-15-00-01-23-700	Fire - Telus Tower	\$8,900.00	\$8,900.00	\$0.00			\$0.00
4-15-00-01-31-700	Salt Shed	\$6,500.00	\$6,500.00	\$0.00			\$0.00
4-15-00-01-32-700	Street Light Replacement	\$19,259.84	\$35,769.84	\$52,279.84	\$16,510.00		\$68,789.84
4-15-00-01-64-700	Beautification	\$13,138.98	\$13,138.98	\$13,138.98			\$13,138.98
4-15-00-01-41-700	Coat Exterior Reservoir	\$40,000.00	\$40,000.00	\$40,000.00			\$40,000.00
4-15-00-01-42-700	Sewer Offsite	\$246,682.00	\$272,565.90	\$272,565.90			\$272,565.90
4-15-00-01-61-700	SE Industrial Plan	\$50,000.00	\$50,000.00	\$50,000.00			\$50,000.00
4-15-00-01-66-700	Land Development	\$934,973.70	\$1,081,152.70	\$1,145,468.60		-\$8,655.35	\$1,136,813.25
4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00

4-15-00-01-77-700	Tree maintenance	\$2,950.00	\$2,950.00	\$2,950.00	\$3,000.00		\$5,950.00
4-15-00-01-69-700	Health Unit				\$12,500.00		\$12,500.00
4-15-00-01-74-700	Seniors HUB			\$310.60	\$606.73		\$917.33
4-15-00-02-23-700	Regional Squad Unit	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-32-700	Gravel		\$35,300.00	\$35,300.00			\$35,300.00
4-15-00-02-61-700	Cold lake Survey	\$18,800.00	\$13,250.00	\$13,250.00			\$13,250.00
4-15-00-02-64-700	BOT - Physician Recruitment	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-73-700	SRC Projector System	\$2,712.06	\$2,712.06	\$2,712.06			\$2,712.06
4-15-00-02-77-700	Community Orchard	\$2,800.00	\$2,800.00	\$8,560.00	\$5,097.78		\$13,657.78
4-15-00-03-12-700	ARB	\$6,000.00	\$6,000.00	\$6,000.00			\$6,000.00
4-15-00-03-41-700	WTS Operations	\$81,129.09	\$81,129.09	\$81,129.09			\$81,129.09
4-15-00-03-64-700	Parade Float	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-03-77-700	Memorial Park	\$4,864.44	\$4,864.44	\$4,864.44			\$4,864.44
4-15-00-04-64-700	Trade Show			\$45,628.18	\$23,061.22		\$68,689.40
4-15-00-04-77-700	In memorium			\$23,818.18	-\$457.04		\$23,361.14
4-15-00-04-32-700	Slurry Seal	\$48,942.42	\$48,942.42	\$48,942.42		-\$45,000.00	\$3,942.42
4-15-00-05-41-700	Well Building	\$25,000.00	\$50,000.00	\$50,000.00			\$50,000.00
Total Operating Reserves		\$3,697,505.75	\$4,174,514.54	\$4,269,389.19	\$503,229.61	-\$371,310.62	\$4,401,308.18
4-15-00-00-98-700	Utilities - Other	\$491,432.86	\$467,617.99	\$419,650.69	\$361,336.71	-\$325,669.58	\$455,317.82
4-15-00-00-96-700	Utilities - Water	\$256,518.79	\$441,033.82	\$677,144.42	\$493,059.35	-\$334,203.28	\$836,000.49
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$0.00	\$240,478.60	\$395,460.85	\$570,579.00	-\$733,365.11	\$232,674.74
Total Interim Budget - Available for Capital (rates /tax)		\$747,951.65	\$1,149,130.41	\$1,492,255.96	\$1,424,975.06	-\$1,393,237.97	\$1,523,993.05
Total Operating Reserves		\$4,445,457.40	\$5,323,644.95	\$5,761,645.15	\$1,928,204.67	-\$1,764,548.59	\$5,925,301.23
Total Capital & Operating Reserves		\$5,498,959.31	\$6,605,228.95	\$6,437,139.82	\$2,252,564.22	-\$1,812,714.53	\$6,876,989.51



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

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

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

Re: Temporary Amendment to Noise Bylaw

Mayor Nolls,

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

This year, Taste of the Heartland will be held August 10th with the long table dinner commencing at 17:00 on Stettler's Main Street. Taking into consideration speeches, appetizers, a main course, followed by dessert; we have approximated that dinner service will end at 20:30. Following the dinner, it is our intention to then host a street dance on Main Street beginning at 21:00. Currently the Noise Bylaw states in part 4 section A:

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

Taking into consideration the comfort of those residing on Main Street and within close proximity; we are requesting council approval and written acknowledgement of, that on August 10, 2019 the Stettler Board of Trade be permitted to host a live band and street dance until 00:30 on August 11th, 2019 for the Taste of the Heartland community event.

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

Sincerely,

A handwritten signature in black ink that reads "Hayley Fawcett". The signature is written in a cursive, flowing style.

Hayley Fawcett
Administration & Communication

MEMORANDUM

To: Greg Switenky
From: Leann Graham - Economic Development Strategy Committee
Date: April 11, 2019
Re: Housing Needs Assessment and Strategy



Background

The Town's 2018 Strategic Goals identified an Economic Development Plan as the number 4 priority. As a result, an Adhoc Economic Development Committee was formed to move the action items forward. The committee members include of Mayor Nolls, Councillor Lawlor, Councillor Pfeiffer, Assistant CAO Steven Gerlitz, Board of Trade Executive Director Stacey Benjamin and Director of Planning & Development Leann Graham.

One of the target discussions of this committee is identifying a variety of housing needs in our community. Although staff can see trends in the real estate market it is difficult to attract housing/condo developers without substantial data and reporting identifying the gaps in our community.

The County of Stettler Housing Authority has budgeted \$10,000 to have a seniors focused Housing Needs Assessment completed in 2019. In meeting with Betty Tschritter, a discussion ensued regarding a partnership with the Town of Stettler to expand the scope of the assessment to an inclusive look at the housing continuum including but not limited to homelessness and special needs housing, affordable rental housing, rental market housing and the owner market housing. Although grant funding for the assessment itself is challenging there is confidence that grant funding may be available for action items identified through the housing assessment particularly on the affordable and seniors housing spectrum (i.e.: Rosedale Apartments).

Housing Assessment Scope

The purpose of the housing needs assessment is to:

- Assess the need and demand for non-market (subsidized) housing in the Town of Stettler.
- Assess the need and demand for owner market housing (purchased) in the Town of Stettler.
- Assess the need and demand for rental market (un subsidized) housing in the Town of Stettler.
- Identify gaps and priorities in the continuum of housing including but not limited to homelessness and special needs housing, affordable rental housing, rental market housing and the owner market housing.

The assessment would be completed using existing data and population projections of past trends to 2026. The data area collected would include statistics from both the Town and County of Stettler. The focus for the housing assessment would be limited to the Town of Stettler but include an identified trend of seniors relocating to the Town for services and housing.

The report will include the following areas:

- County of Stettler Housing Authority Portfolio Analysis
- Town of Stettler Housing Market Assessment
- Housing Overview:
 - Summary of housing market characteristics
 - Demographic analysis – population and households
 - Housing affordability analysis
- Current and Future Need for:
 - families including lone parents,
 - singles and
 - seniors
- Gaps and Unmet Housing Needs Identification
- Recommendations
- Draft and Final Report

Recommendation

Administration respectfully recommends that Town of Stettler Council approve the partnership with the County of Stettler Housing Authority to jointly issue a Request for Proposals for a Housing Needs Assessment for the Town of Stettler and authorizes \$10,000 from existing funding within the 2019 Operating Budget (Municipal Planning and/or Community Development).

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: April 16, 2019

Re: 2019 Capital Budget – Community Hall maintenance updates

Recommendation:

1. That the Town of Stettler accept the quote in the amount of \$28,700 from Action Plumbing and Heating for HVAC upgrades to the public area of the Community Hall, with funding to come from the 2019 Capital Budget
2. That the Town of Stettler accept the quote in the amount of \$36,140 from Bagshaw Electric for lighting replacement in the Community Hall, with funding to come from the 2019 Capital Budget
3. That the Town of Stettler accept the quote in the amount of \$14,575 from Stettler Flooring for carpet tile replacement in the Community Hall, with funding to come from the 2019 Capital Budget
4. That the Town of Stettler accept the quote in the amount of \$28,200 from Action Plumbing and Heating for HVAC upgrades to the kitchen area of the Community Hall, with funding to come from the 2019 Capital Budget
5. That the Town of Stettler accept the quote in the amount of \$68,000 from Action Plumbing and Heating for the removal of the air handling unit at the Community Hall, with funding to come from the 2019 Capital Budget

Background:

2019 Capital Budget - \$271,000 – Community Hall Reserve / Culture Reserve

In 2019, Administration met with local contractors, who submitted tenders from the original capital project in July 2018, to look at ongoing maintenance within the Community Hall. The following is a list of maintenance issues to be considered.

Timing to complete the work is critical to maximize annual rental revenue.

- Action Plumbing - HVAC upgrade – Public area - \$28,700 – scheduled work time – May 1
- Bagshaw Electric – LED lighting replacement - \$36,140 – scheduled work time – May 1
- Stettler Flooring – Carpet tile replacement - \$14,575 – scheduled work time – May 1
- Action Plumbing - HVAC upgrade – Kitchen area - \$28,200
- Action Plumbing - HVAC upgrade – removal of air handling unit (outside work) - \$68,000 – scheduled work time – Oct 1

Town of Stettler Staff will also during the year be sanding and refinishing the dance floor and replacing ceiling tiles to complete the maintenance upgrades in the Community Hall.

The Community Hall approaching 20 years old requires maintenance on some bigger items. This well used facility needs to be current to meet the needs of our community. Town Staff continue to provide day to day maintenance however it shows that it was built 20 years ago. Balance between rental revenue/annual operational deficit and its appearance level is constantly monitored by staff to give a good venue for our patrons. Listed are proposed improvements required to keep its integrity.

In the 2019 Interim Operating Budget, the Community Hall requires \$68,619 in taxation funding to eliminate the annual operational deficit.

An Engineering Study was completed by Williams Engineering Ltd on the existing HVAC system late in 2017. It was noted that the cost of a new HVAC system complete with new air units, ductwork and diffusers is budgeted at \$250,000. Other upgrades also to be completed in 2018 include; LED lights, ceiling tiles, and a sound system review. Total cost of the upgrades including the HVAC system was \$290,000 (Included 2018 Capital Budget).

The 2018 tendering process resulted in 3 tenders being received all exceeding \$400,000.

The following Motion 18:07:03 was adopted by Council at the July 3, 2018 Council meeting:

Moved by Councillor Fischer that the Town of Stettler Council does not award the 2018 Capital Budget – Community Hall HVAC and LED Lights installation to any company due to all tenders received have been determined to be significantly in excess of the 2018 Capital Budget amount of \$290,000 and directs administration to notify all companies that the project will not be awarded.

One item that was not originally included in the above project scope was to address the quality of the sound system within the hall. Earlier in 2018 Councillor Pfeiffer (having considerable years of sound system experience as the owner of Pfeiffer House of Music) helped to identify and install affordable improvements to the sound system at the HUB in the SRC. Given the success and quality of this smaller sound system configuration/installation project, Administration requested that he help identify needs and cost estimates for similar sound upgrades in the Community Hall

The following Motion 18:08:04 was adopted by Council at the July 3, 2018 Council meeting:

Moved by Councillor Barros that the Town of Stettler Council approves \$12,000.00 + GST in Capital upgrades to the primary sound system at the Community Hall has an addition to the 2018 Capital Budget with funding to come from the Culture Reserve. And further authorizes Administration in accordance with the Town's Purchasing of Goods and Services Policy to locally sole source both acquisitions from Pfeiffer House of Music as specified within their quotation.

Phase 3 – 2019-2023 Capital Budgets

- Replace existing HVAC – 2019 Capital Budget
- Replace light with new LED lights, flooring – 2019 Capital Budget

In determining the 2019 Capital Budget amount of \$271,000, Administration considered the original budget set forth by the Engineering Study in 2018 of \$250,000, the scope of the 2018 tendering documents which resulted in 3 tenders being received of over \$400,000 and finally a new scope of the overall project including ducting and construction costs which was based on maintenance priorities and general customer comfort. Finally, it was also determined that the Town of Stettler

Parks and Leisure Services Department could provide most of the general labor and management services necessary to complete the work.

Phase 2 – 2017/2018 Capital Budgets

- Engineering to Replace existing HVAC - \$30,540
- LED Lights, ceiling tiles, sound system review - \$12,000

Phase 1 - Completed in 2016/2017 Capital Budgets

- | | |
|---|----------|
| • New flooring in main bathrooms (completed) | \$2,485 |
| • Seal vinyl sheet flooring seams (carry forward to 2017 Capital Budget) | \$3,000 |
| • Painting of hall/patching wall paper (carry forward to 2017 Capital Budget) | \$9,000 |
| • New shingles (carry forward to 2017 Capital Budget) | \$67,100 |



Dec.18, 2018

Town of Stettler
Recreation Department
ATTN: Allan King
Cell: 403-741-6356
Email: aking@stettler.net

RE: STETTLER COMMUNITY HALL HVAC UPGRADES PHASE 1

Thank you for giving Action Plumbing & Excavating the opportunity to provide you with an estimate for this job.

OUR ESTIMATE INCLUDES:

Complete duct upgrades in the public area of the hall as shown on drawing M2.

NOT INCLUDED:

- *Wiring
- *Painting & Patching

OUR ESTIMATED PRICE: \$28,700.00 + GST

If you have any questions or concerns regarding the above, please do not hesitate to call

Yours truly,

Tim Unruh
Action Plumbing & Excavating Ltd.



Dec.18, 2018

Town of Stettler
Recreation Department
ATTN: Allan King
Cell: 403-741-6356
Email: aking@stettler.net

RE: STETTLER COMMUNITY HALL HVAC UPDATES PHASE 2

Thank you for giving Action Plumbing & Excavating the opportunity to provide you with an estimate for this job.

OUR ESTIMATE INCLUDES:

- Complete removal and replacement of AHU #1 as shown on drawing M1 & M2.
- Screw piles
- Unit stand
- Lifting

NOT INCLUDED:

- *Wiring
- *Painting & Patching

OUR ESTIMATED PRICE: \$68,000.00 + GST

If you have any questions or concerns regarding the above, please do not hesitate to call

Yours truly,

Tim Unruh
Action Plumbing & Excavating Ltd.



Dec.18, 2018

Town of Stettler
Recreation Department
ATTN: Allan King
Cell: 403-741-6356
Email: aking@stettler.net

RE: STETTLER COMMUNITY HALL HVAC UPDATES PHASE 3

Thank you for giving Action Plumbing & Excavating the opportunity to provide you with an estimate for this job.

OUR ESTIMATE INCLUDES:

Complete installation of MUA #1 as shown in drawing M2 for the kitchen area.

NOT INCLUDED:

- *Wiring
- *Painting & Patching

OUR ESTIMATED PRICE: \$28,200.00 + GST

If you have any questions or concerns regarding the above, please do not hesitate to call

Yours truly,

Tim Unruh
Action Plumbing & Excavating Ltd.

175,615.00

BAGSHAW ELECTRIC LTD.

"Electrifying Since 1947"

April 4, 2019

Allan King
Town of Stettler
aking@stettler.net

RE: Community Hall Lighting Upgrade Proposal

Main floor area:

Replace existing ceiling fixtures with 2x4 LED dimmable equivalents.
Replace wall fixtures with dimmable LED wall sconces
Wire in new dimming controls \$ 15800.00

Pot lights in front of kitchen:

Replace existing pot lights with LED equivalents
Replace dimmer switches \$ 2340.00

Stage area:

Replace existing fluorescents with dimmable LED fixtures
Wire in new dimmer \$ 4200.00

Storage rooms, bathrooms, kitchen, and other non-dimmed areas:

Re-lamp existing fluorescent fixtures with non-dimmable line-voltage
LED tubes. \$ 4700.00

Uplighting:

Replace existing fluorescents with dimmable LED strips \$ 4300.00

Exit fixtures:

Replace existing with new green "running man" exit lights \$ 1350.00

Outside lighting:

Replace existing soffit lights with new LED fixtures
Custom build white aluminum plates to cover existing soffit holes
Relamp existing wall sconces with LED \$ 3450.00

Thank you for the opportunity to submit this quotation.

Sincerely,



Russell Bagshaw
Journeyman Electrician

Total 36,140.00

#2 - 4707 - 42nd St.
 Box 278
 Stettler, AB
 T0C 2L0



Ph: (403) 742-5813
 Fax: (403) 742-5816

& Paint

PRICE QUOTE

Name: Town of Stettler

Date: Dec 12/18

Address: _____

Phone: _____

City: Community Hall

Fax: _____

A/H/N: AL King

aking@stettler.net

QUANTITY	DESCRIPTION	UNIT PRICE	COST
-	Supply Carpet tile		9200 ⁰⁰
-	Install Carpet tile on Floor		
-	+ STAIRS		2800 ⁰⁰
-	Remove + Replace 4" Rubber Base		585 ⁰⁰
-	3.5ft Dance Floor threshold +		
	Re + Re Carpet trim		590 ⁰⁰
-	Remove + Dispose of Carpet		1400 ⁰⁰
	+ Prep Floor		
			14575⁰⁰
			+ GST
	Sand + Refinish Dance Floor		
	Approx ¹ / ₂₅ sq Ft.		
	E-MAILED		
	Dec 13/18		
	RB		

We appreciate the opportunity to provide this quote. If you have any further questions please call:

Revenue	2019 Budget	Actual - March 31, 2019	Variance	%	Notes
Administration	\$315,332	\$51,089.35	\$264,242.65	16.20%	
Clearview swimming pool - \$13,315)					
White Sands Contract - \$32,000)					
Inter Dept Utility Transfer - \$250,000)					
Police	\$563,249	\$9,210.86	\$554,038.14	1.64%	MSI Operating - \$53,680
Traffic Fines (Budget - \$70,000)					
Provincial Grant - \$347,208					
Community Resource Program - \$86,069					Clearview 50% / County 25%
Fire	\$389,354	\$2,176.05	\$387,177.95	0.56%	regional payment from county
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$110,150	\$96,845.00	\$13,305.00	87.92%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$78,050 / Animal License - Budget \$21,700 - Actual \$18,645					
Roads, Streets, Walks, Lights	\$65,515	\$0.00	\$65,515.00	0.00%	
Roads Frontage - Pavement (Budget - \$62,075)					
Airport	\$10,880	\$4,634.00	\$6,246.00	42.59%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,128,812	\$470,923.36	\$2,657,888.64	15.05%	
Metered sale of water (Budget - \$1,948,772 / Actual - \$270,657.54 - 14%)					
Metered out of Town (Budget - \$1,064,900 / Actual - \$187,049 - 18%)					
Bulk water (Budget - \$40,000 / Actual \$3,113 - 8%)					
Sewer	\$941,490	\$144,072.48	\$797,417.52	15.30%	
Sewer Service Charges (Budget - \$880,000 / Actual \$144,072 - 16%)					
Garbage Collection & Disposal	\$817,205	\$133,406.04	\$683,798.96	16.32%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$617,580 / Actual \$114,260 - 19%)					
Recycling Revenue (Budget - \$168,480 / Actual - \$14,150 - 8%)					
FCSS	\$157,148	\$45,737.00	\$111,411.00	29.10%	
Cemetery	\$23,600	\$1,284.05	\$22,315.95	5.44%	prepaid from 2018
Planning & Development	\$44,500	\$8,112.63	\$36,387.37	18.23%	
Building Permits (Budget - \$30,000 / Actual - \$5,345 - 18%)					
Economic Development - BOT	\$197,050	\$84,788.04	\$112,261.96	43.03%	
Subdivision Land	\$2,000	\$0.00	\$2,000.00	0.00%	Subdivision Fees
Land, Housing & Rentals	\$268,095	\$74,061.19	\$194,033.81	27.62%	
Health Unit - \$194,265					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$40,000					
Recreation - General	\$3,520	\$810.03	\$2,709.97	23.01%	
Recreation Programs	\$22,200	\$847.68	\$21,352.32	3.82%	Ball / Soccer
Facilities	\$1,143,600	\$208,687.62	\$934,912.38	18.25%	County Partnership - \$474,000
Community Hall	\$38,000	\$9,150.24	\$28,849.76	24.08%	
Senior's Center	\$17,400	\$12,172.91	\$5,227.09	69.96%	
Parks	\$90,650	\$0.00	\$90,650.00	0.00%	
Lions Campground - Budget - \$90,000 / Actual - \$0 - 0%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes / Penalties	\$8,679,897	\$32,341.77	\$8,647,555.23	0.37%	Incl Business Taxes / Penalties
Other Revenue	\$1,717,000	\$338,230.91	\$1,378,769.09	19.70%	
Franchise Fee - GAS (Budget - \$918,000 / Actual - \$200,033 - 22%)					
Franchise Fee - ELECTRIC (Budget - \$679,000 / Actual - \$126,227 - 19%)					
Return on Investments (Budget - \$120,000 / Actual - \$11,971 - 10%)					
Total Revenue	\$18,746,647	\$1,728,581.21	\$17,018,065.79	9.22%	

Expense	2019 Budget	Actual - March 31, 2019	Variance	%	Notes
Council & Legislative	\$209,100	\$55,025.48	\$154,074.52	26.32%	
Council Honorarium (Budget - \$148,400 / Actual - \$40,980 - 28%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$16,000 / Actual - \$3,866 - 24%)					
Council membership Conferences (Budget - \$15,000 / Actual - \$9,920 - 66%)					
Administration	\$1,160,197	\$257,532.52	\$902,664.48	22.20%	Admin, Office, Computer, Assess
Police	\$1,266,458	\$40,974.46	\$1,225,483.54	3.24%	
RCMP - Contract Billings (Budget - \$1,071,838)					
Fire	\$854,865	\$104,045.57	\$750,819.43	12.17%	
Disaster Services	\$20,218	\$206.82	\$20,011.18	1.02%	
Bylaw Enforcement	\$181,377	\$34,045.33	\$147,331.67	18.77%	
Common Services	\$146,230	\$32,528.52	\$113,701.48	22.24%	Shop
Roads, Streets, Walks, Lights	\$1,894,381	\$290,330.53	\$1,604,050.47	15.33%	
Airport	\$50,703	\$6,587.29	\$44,115.71	12.99%	
Water Supply & Distribution	\$3,033,843	\$566,805.56	\$2,467,037.44	18.68%	
Sewer	\$714,907	\$183,022.58	\$531,884.42	25.60%	
Garbage Collection & Disposal	\$771,460	\$49,470.80	\$721,989.20	6.41%	
FCSS	\$196,435	\$49,108.75	\$98,217.50	25.00%	
Cemetery	\$81,428	\$2,018.90	\$79,409.10	2.48%	
Planning & Development	\$361,605	\$51,118.01	\$310,486.99	14.14%	
Comm Services -Handi Bus	\$25,000	\$0.00	\$25,000.00	0.00%	
Economic Development	\$585,067	\$98,951.64	\$486,115.36	16.91%	Ec Dev, BOT, HBC
Subdivison Land	\$53,920	\$12,609.69	\$41,310.31	23.39%	Unsightly Property
Land, Housing & Rentals (47343)	\$42,460	\$10,087.18	\$32,372.82	23.76%	
Recreation - General	\$136,160	\$30,748.21	\$105,411.79	22.58%	
Recreation Programs	\$80,480	\$6,762.39	\$73,717.61	8.40%	
Facilities	\$2,213,783	\$544,863.54	\$1,668,919.46	24.61%	
Culture	\$338,846	\$76,545.13	\$262,300.87	22.59%	Parkland, Library, Museum
Community Hall	\$106,619	\$19,562.86	\$87,056.14	18.35%	
Senior's Center	\$13,990	\$1,587.73	\$12,402.27	11.35%	
Parks	\$628,443	\$41,353.04	\$587,089.96	6.58%	
Operating Contingency	-\$155,000	\$0.00	-\$155,000.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$235,000) (JE made at end of year prior to Audit)					
Available for Capital from 2019 Operating Budget for 2018 Capital Budget - \$1,044,118 (Water \$94,969 + Utility \$272,328 (sewer, waste, recycling) + Total Available for Capital - \$676,821) + Contingency - Utility - \$30,000 / Salaries - \$50,000 = \$1,124,118					
Requisitions	\$2,689,554	\$580,594.20	\$2,108,959.80	21.59%	
ASFF (Budget - \$2,182,110 - Actual - \$536337.20 - 25%)					
ASFF Separate School (Budget - \$180,061 - Actual - \$44,257 - 25%)					
County of Stettler Senior Lodges (Budget - \$326,968 - Actual \$0 - 0% Actual)					
Total Expense	\$17,702,529	\$3,146,486.73	\$14,506,933.52	17.77%	
Surplus / Deficit	\$1,044,118	-\$1,417,905.52	\$2,511,132.27		

**TOWN OF STETTLER
BANK RECONCILIATION
AS OF MARCH 31, 2019**

Net Balance at End of Previous Month	\$	7,047,749.08
ADD: General Receipts (summarized below)		1,033,827.25
Interest Earned (Prime 3.95% less 1.65% = 2.30%)		12,524.27
Investments Matured		-
SUBTOTAL		8,094,100.60
LESS: General Disbursements		1,461,204.37
Payroll		414,634.76
Investments		-
Debenture Payments		207,588.19
Returned Cheques		1,960.58
Bank Charges		920.73
SUBTOTAL		2,086,308.63
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	6,007,791.97
Balance at End of Month - Bank		6,046,937.05
ADD: Outstanding Deposits		14,172.79
LESS: Outstanding Cheques		53,317.87
		6,007,791.97
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	6,007,791.97
INVESTMENTS:		
ATB Financial - 1 Year Non-Redeemable GIC (2.73%) Maturing Sept.25/19		2,000,000.00
SUBTOTAL		2,000,000.00
TOTAL CASH ON HAND AND ON DEPOSIT	\$	8,007,791.97

THIS STATEMENT SUBMITTED TO COUNCIL THIS 16th DAY OF APRIL 2019

MAYOR

ASSISTANT CAO

GENERAL RECEIPTS SUMMARY		
Tax	AR	243,743
Utility	AR	284,021
SMRWSC	Water	63,354
Hiway 12/21	Water	24,749
Alta Gas	Franchise	108,135
ATCO	Franchise	64,771
Alberta Finance	MCTP Grant	21,112
SRC	Minor Hockey	16,856
AHS	AHS Rental	15,959
BOT	Pheasant Festival	8,550
Library	Salary Repay	36,794
Library	Rent	10,500
AB Health Serv	Wellness Grant	10,000
Other		125,283
	Total	1,033,827

TO: Town of Stettler Council

DATE: 2019 04 02

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – MARCH 2019

ADMINISTRATION – CAO – Greg Switenky

1. Meetings: Town Council, Committee of the Whole, Joint Health & Safety Committee, Safety & Employee Management Advisory Committee, Department Head and Staff information sharing sessions.
2. Shared Use Recreation Facilities (SURF) Committee discussions with Clearview Schools and the County of Stettler respecting cost sharing and fundraising initiatives for the rehabilitation of the 1991 Summer Games Legacy Track.
3. 2019 Trade Show – Town booth internal planning.
4. Attended Leader-in-Me day at the Stettler Elementary School with Members of Council.
5. Attended AUMA Municipal Leaders Caucus with Mayor S. Nolls and Assistant CAO S. Gerlitz.
6. Winter vacation time off.
7. Ongoing liaison and information sharing with County Administration; working on community matters and strengthening collaborative working relationships.
8. Ongoing internal orientation, guidance and communication of Council Roles & Responsibilities within our organization.
9. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/ratepayer concerns.

ADMINISTRATION – ASSISTANT CAO - Steven Gerlitz

1. Meetings attended included: Council, Department Head, Staff, Joint Health and Safety Committee, AUMA Municipal Leadership Workshop, Economic Development Committee, Emergency Management, Trade Show and Regional Water
2. Projects worked on included:
 - 2018 Financial Statement
 - 2018 Regional Water true-up costing
 - 2018 Revenue/Expense Budget Summary (December 31, 2018 – C Run)
 - 2018 Capital Budget Summary - (December 31, 2018 – C Run)
 - 2018 MSI, BMTG, FGT summary - (December 31, 2018 – C Run)

- 2018 Reserves Summary – (December 31, 2018 – C Run)
- 2018 Cash Flow Statement – (December 31, 2018 – C Run)
- 2019 Tax Budget
- 2019 Capital Budget
- Trade Show
- Automated Waste Bins Rollout (ongoing)
- Compost Bins / Recycling
- Council & Committee of the Whole Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns
- CAO Vacation
- Vacation

TRANSPORTATION – Ivan Wilford

- Sign repairs and installations
- Cremations
- Cleaned up snow from main street building
- Hauled snow from parking lot piles
- Cleaned up some ice on roads to facilitate better drainage
- Cleared ice from catch basins before melt started
- Helped water department where needed during water break
- Catch basin and culvert thawing
- Helped drainage in problem lanes with the grader
- Moved snow from around airport building
- Dug some snow out of the ditch that goes from Black Rock area and 57 street to the creek to assist in better drainage
- Equipment clean up
- Helped water department finish hauling cat tails
- Shop clean up
- Vehicle and equipment clean up.
- Pumped water from a few problem areas
- Made a pot hole list and started on pot hole repairs
- Started street sweeping of main roads
- Assisted parks with the removal of ice from both surfaces
- Cleaned up big sander, hopefully for the year
- Picked up sweeper brooms in Red Deer and more pot hole repair near Edmonton
- Started working on putting tarp rollers on tandem trucks.

WATER – Grant McQuay

1. Regular rounds, readings, locates and Bacterial sampling/Chlorine residual & turbidity testing.
2. Meter replacement program.
3. Dig site maintenance.
4. Water main and service repair digs.
5. Sewer blockage.
6. Weekly cleaning of sanitary tank and CL17 bottle replacement at Water Transfer Station and reservoir.
7. Pushing up and hauling cattails at wetlands.
8. Regular facility maintenance.
9. Monitoring wells and weir measurements
10. Changed filters on singer valves
11. Safety manual and Alberta Environment inspection.
12. Curbstop repair.

WATER TREATMENT PLANT SUPERVISOR – Chris Saunders

1. Reznor heaters exhaust piping had rotted out. All pipes have now been changed out and all heaters are in service.
2. The main make up air unit motor had burnt out and needed to be replaced. All work has been completed and air unit is in service.
3. One alum pump and one caustic pump were sent away to have the heads replaced for smaller heads more suited for our plant flows and control. They have now been installed and are in service. The second alum and second caustic pumps have now been sent away for head change out and should be installed in April.
4. Yearly maintenance and recertification has been completed on the plant online and lab bench top meters.
5. Capital project. New treated water flow meter has been ordered. This will give us more accurate control of chemicals into our treated water.
6. Capital project. New aeration system has been ordered for the raw water pump house. This will give us better year-round aeration of our reservoir water and hopefully improve water quality.
7. Capital project. Shade material has been ordered and should be here by sometime in May. This will hopefully greatly reduce the algae growth in our reservoir and enable us to feed the plant from the reservoir year-round protecting us from spills in the river or heavy rainfall upsets.
8. Capital project.
9. Parts have been ordered for the enhancement of coagulation and the new polymer injection point which should improve flocculation and minimize the loading on the microfiltration units.
10. Routine maintenance.
11. Operators are in the process of completing the required safety training courses.

DIRECTOR OF OPERATIONS – Melissa Robbins

1. Meetings:
 - Department Head
 - Joint Health and Safety
 - County of Stettler – SCADA improvements
 - Clearview School Division – Running Track Improvements
 - Trade Show Planning
 - Meet with AltaGAS – upcoming gas main replacements
 - Parks and Public Works Planning Meeting
 - Talk of the Town

2. Projects:
 - 2019 Water/Sewer Replacements Design and Tender
 - 2019 Road Reconstruction Design and Tender
 - Attended to water break with staff in Grandview
 - Handling frozen water services – frost at 7 feet deep causing water lines to freeze at the connection to the water main
 - Incident Investigations – two landowners affected by water main break in Grandview.

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2018 Permits to March 31, 2018	2019 Permits to March 31, 2019
Institutional	\$9,650.00	\$182,121.00
Industrial	\$60,000.00	\$0.00
Commercial	\$150,000.00	\$1,728,924.00
Residential	\$48,700.00	\$33,980.00
Total	\$268,350.00	\$1,945,025.00

2. Projects:
 - AE Kennedy Maintenance
 - Stettler Motel Compliance
 - 5815-50A Avenue Court Injunction
 - Economic Development Initiative
 - Corporate Identity Strategy
 - Vision Credit Union
 - IJD Inspections Contract Renewal
 - Trade Show Planning
 - Bylaw Property Inspections and Enforcement
 - Planning & Development Inquiries

3. Meetings:

- Vision Credit Union
- Economic Development Committee
- Corporate Identity Committee
- IJD Inspections
- Trade Show
- Municipal Planning Commission
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings

Staff and Department Head

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

1. Meetings: All recreation staff meeting, mid management, A.A.R.F.P. board of directors, department head, joint health and safety, surf meeting, joint planning, and other staff meetings.
2. Projects: Arena ice removal, tree trimming and chipping, maintenance of roof top units, ice plant shutdown, painting lacrosse lines on both surfaces, and sealing the concrete pads.
3. With the ice out and the Elm tree pruning ban coming into effect on April 1st we are transitioning to spring and summer operations. I think we are all looking forward to some warmer weather. The A.A.R.F.P. conference is early this year and is from April 7th – 10th and I'll be speaking at a session again this year. We have some interesting projects this summer and we are eager to get started on them.

REGIONAL FIRE CHIEF

1. Training
 - Level 2 - Vehicle extrication, Hose testing, Foam Systems
 - Level 1- NFPA 472 exam, Lifts & drags, Structure search & rescue, Ropes & Knots, Forcible entry
2. Fire Department Operations
 - Meeting - Emergency management
 - Arrange access permission at abandon farm house for 1001 level 1&2 practical training
 - Fire Inspection/Plans review - Stettler hospital, Hazelmere apartment, Grandview plaza, Smitty's restaurant
 - Fire Station 3 Donalda repaired hot water circulating pump
 - Fire Station 1 Stettler installed filter system for pressure washer inlet, installed radiant heater in rear mechanical room, replaced meeting room, mechanical room doors with self closing devise

- Rescue 14 repaired light tower fault, replaced front warning lights, engine brake switch and seat belts.
- Engine 11 replace front clearance lights and order front shock mount
- Tender 15 replace joy stick for bumper turret

3. Regional Fire Department Incident Summary

- Total calls 12 - 1 Structure fire, 5 motor vehicle incidents, 4 alarm calls, 2 medical first response



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73598
Cheque Date	First	Last		73608

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Automotive Buy & Sell	73598	2019-04-05	\$617.96

Invoice Description		Invoice Number	Invoice Amount

Water Reimburse Utilities		2019.03.28	\$617.96

Binns, Marjorie	73599	2019-04-05	\$768.50

Invoice Description		Invoice Number	Invoice Amount

Sewer Reimburse Landowner		2019.03.29	\$768.50

Crop Management Network	73600	2019-04-05	\$135.00

Invoice Description		Invoice Number	Invoice Amount

Water Reimburse for Water		2019.03.28	\$135.00

Diamond Municipal Solutions In	73601	2019-04-05	\$38,742.12

Invoice Description		Invoice Number	Invoice Amount

Computer Enhancement/Support		228959	\$35,812.77
Computer Enhancement/Support		228309-JL	\$2,929.35

J.K. Engineering Ltd.	73602	2019-04-05	\$8,597.40

Invoice Description		Invoice Number	Invoice Amount

Sewer Lagoon Aeration Bldg		2019.02.15	\$8,597.40

Jeremy Verhoven Trucking	73603	2019-04-05	\$8,788.50

Invoice Description		Invoice Number	Invoice Amount

Snow Removal - Haul Snow		1423	\$8,788.50

Mountainview Systems Ltd.	73604	2019-04-05	\$960.75

Invoice Description		Invoice Number	Invoice Amount

Roads Pin Finder & Soft Case		S157269	\$960.75

Parkland Regional Library	73605	2019-04-05	\$12,889.80

Invoice Description		Invoice Number	Invoice Amount

2nd Qtr 2019 Requisition		190218	\$12,889.80

Receiver General for Canada	73606	2019-04-05	\$59,700.12

Invoice Description		Invoice Number	Invoice Amount

Town Tax Remittance		PP07-19	\$50,297.65
Town Tax Remittance		PP07-19.	\$7,555.96
BOT Tax Remittance		PP07-19.BOT	\$1,846.51

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Town of Stettler - Petty Cash	73607	2019-04-05	\$116.60
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Supplies & Lotto	2019.04.02	\$116.60	
=====			
Yellow Pages	73608	2019-04-05	\$52.87
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Mar Directory Advertisi	19-7021664	\$52.87	
=====			
Total Cheques			\$131,369.62
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73609
Cheque Date	First	Last		73623

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Invasive Species Counc	73609	2019-04-12	\$152.25

Invoice Description	Invoice Number	Invoice Amount	
P&D 2019 AISC Membership	20190138	\$152.25	

Cal-Trac Contracting Ltd.	73610	2019-04-12	\$3,540.60

Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Grader Rental	303560	\$3,540.60	

Campbell, Al	73611	2019-04-12	\$400.00

Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.03.22	\$400.00	

Canada Post Corporation	73612	2019-04-12	\$1,647.42

Invoice Description	Invoice Number	Invoice Amount	
Water Billing Postage	9683318538	\$1,647.42	

Capital H2O Systems Inc.	73613	2019-04-12	\$872.35

Invoice Description	Invoice Number	Invoice Amount	
WTP PSV & PVC Parts	15971	\$872.35	

Caro Analytical Services	73614	2019-04-12	\$157.50

Invoice Description	Invoice Number	Invoice Amount	
WTP Water Analysis	IC1903573	\$157.50	

Commercial Truck Equipment Cor	73615	2019-04-12	\$965.74

Invoice Description	Invoice Number	Invoice Amount	
Fire Rescue Unit Repair	CA-0004502914	\$330.26	
Fire Rescue Unit Repair	CA-0004504332	\$635.48	

Dave's Electric	73616	2019-04-12	\$790.69

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Repair Lighting	1074	\$138.89	
Fire Joint Repair Flourescents	1075	\$651.80	

Government of Alberta	73617	2019-04-12	\$32.50

Invoice Description	Invoice Number	Invoice Amount	
P&D 2017 Apartment Cost Survey	E200855	\$32.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Novak, Kelli	73618	2019-04-12	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
Park Entertainment Deposit	2019.03.18	\$200.00	
Purolator Courier Ltd.	73619	2019-04-12	\$931.39
Invoice Description	Invoice Number	Invoice Amount	
Fire/Office/WTP/Water Freight	440942329	\$962.86	
Sobeys Captial Inc.	73620	2019-04-12	\$70.42
Invoice Description	Invoice Number	Invoice Amount	
Office Meeting Supplies	028682	\$70.42	
The City of Red Deer	73621	2019-04-12	\$30,361.24
Invoice Description	Invoice Number	Invoice Amount	
Fire Town & County Disptach Fe	400750	\$30,361.24	
Valley Green Landscaping	73622	2019-04-12	\$168.00
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Enforcement Ice removal	2112	\$168.00	
Yellow Pages	73623	2019-04-12	\$55.44
Invoice Description	Invoice Number	Invoice Amount	
Office Mar Directory Advertisi	19-7021664.	\$55.44	
Total Cheques			\$40,345.54

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-04-09	2019-04-09		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0001185	2019-04-09	\$374.85

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan	PP07-19	\$374.85	

Barnes, Roger	EFT0001186	2019-04-09	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Apr SRC Telephone Allowance	2019.04.01	\$25.00	

Canadian Union of Public Emplo	EFT0001187	2019-04-09	\$687.50

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP07-19	\$687.50	

Dodd, Sonia	EFT0001188	2019-04-09	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Apr Pool Telephone Allowance	2019.04.01	\$25.00	

Stettler FCSS	EFT0001189	2019-04-09	\$49,108.75

Invoice Description	Invoice Number	Invoice Amount	
2nd Qtr 2019 Requisition	2019.04.01	\$49,108.75	

Gerlitz, Steven	EFT0001190	2019-04-09	\$534.75

Invoice Description	Invoice Number	Invoice Amount	
Admin AUMA Travel & Subsistenc	2019.03.29	\$434.75	
Admin Apr Phone & Travel Allow	2019.04.01	\$100.00	

Graham, Leann	EFT0001191	2019-04-09	\$175.00

Invoice Description	Invoice Number	Invoice Amount	
P&D Apr Phone & Travel Allow	2019.04.01	\$175.00	

Hach Sales & Service Ltd.	EFT0001192	2019-04-09	\$14,541.99

Invoice Description	Invoice Number	Invoice Amount	
WTP Yearly Maintenace/Re-Cert	190511	\$14,541.99	

Hi Way 9 Express Ltd.	EFT0001193	2019-04-09	\$106.42

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint & Trans Freight	11872538	\$53.50	
Trans Freight	11948987	\$52.92	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Howe, Graham	EFT0001194	2019-04-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC & Cemetery Apr Phone Allow	2019.04.01	\$25.00	
Northstar Trucking Ltd.	EFT0001195	2019-04-09	\$2,457.01
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Push Up Snow	317822	\$2,236.51	
Water Supply Washed Sand	317813	\$110.25	
Water Supply Washed Sand	317816	\$110.25	
Park, Younjae	EFT0001196	2019-04-09	\$216.29
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2019.03.25	\$216.29	
QM Contracting	EFT0001197	2019-04-09	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Mar Water Meter Reader	931365	\$1,575.00	
Robbins, Brad	EFT0001198	2019-04-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Apr Travel Allowance	2019.04.01	\$100.00	
The Soap Stop	EFT0001199	2019-04-09	\$355.82
Invoice Description	Invoice Number	Invoice Amount	
SRC Janitor Supplies	440839	\$355.82	
Stettler Public Library	EFT0001200	2019-04-09	\$61,425.51
Invoice Description	Invoice Number	Invoice Amount	
2nd Qtr 2019 Requisition	2019.2	\$61,425.51	
Switenky, Greg	EFT0001201	2019-04-09	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admn/Office Apr Phone&Trvl Allo	2019.04.01	\$370.00	
Yost, Dustin & Maria Cristine	EFT0001202	2019-04-09	\$1,800.00
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall Mar Hall Janitor	2019.03.01	\$1,800.00	
Total Cheques			\$133,903.89

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-04-16	2019-04-16		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount									
AMSC Insurance Services Ltd.	EFT0001203	2019-04-16	\$3,424.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Council & Fire Class Insuranc</td> <td>2019VFIS-134</td> <td>\$3,424.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Council & Fire Class Insuranc	2019VFIS-134	\$3,424.00			
Invoice Description	Invoice Number	Invoice Amount										
Council & Fire Class Insuranc	2019VFIS-134	\$3,424.00										
Angus, Lara	EFT0001204	2019-04-16	\$36.82									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Office Emergency Management</td> <td>2019.04.02</td> <td>\$36.82</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Office Emergency Management	2019.04.02	\$36.82			
Invoice Description	Invoice Number	Invoice Amount										
Office Emergency Management	2019.04.02	\$36.82										
Cas Tech Inc.	EFT0001205	2019-04-16	\$12,332.25									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Computer-4 Computers 2 Laptops</td> <td>30236</td> <td>\$11,754.75</td> </tr> <tr> <td>Computer Microsoft Office Prof</td> <td>30264</td> <td>\$577.50</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Computer-4 Computers 2 Laptops	30236	\$11,754.75	Computer Microsoft Office Prof	30264	\$577.50
Invoice Description	Invoice Number	Invoice Amount										
Computer-4 Computers 2 Laptops	30236	\$11,754.75										
Computer Microsoft Office Prof	30264	\$577.50										
Chamco Industries Ltd.	EFT0001206	2019-04-16	\$1,470.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>WTP Training Pump Course</td> <td>004</td> <td>\$367.50</td> </tr> <tr> <td>Sewer Training Pump Course</td> <td>003</td> <td>\$1,102.50</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	WTP Training Pump Course	004	\$367.50	Sewer Training Pump Course	003	\$1,102.50
Invoice Description	Invoice Number	Invoice Amount										
WTP Training Pump Course	004	\$367.50										
Sewer Training Pump Course	003	\$1,102.50										
ClearTech Industries Inc.	EFT0001207	2019-04-16	\$961.16									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>WTP Chemicals & Container Dep</td> <td>783412</td> <td>\$3,557.10</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	WTP Chemicals & Container Dep	783412	\$3,557.10			
Invoice Description	Invoice Number	Invoice Amount										
WTP Chemicals & Container Dep	783412	\$3,557.10										
Clearview Public Schools	EFT0001208	2019-04-16	\$2,495.51									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Office March Jnt Office Exp</td> <td>5836</td> <td>\$2,495.51</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Office March Jnt Office Exp	5836	\$2,495.51			
Invoice Description	Invoice Number	Invoice Amount										
Office March Jnt Office Exp	5836	\$2,495.51										
Digital Connection Office Syst	EFT0001209	2019-04-16	\$222.12									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Office/Wtr Billing Photocopies</td> <td>198996</td> <td>\$222.12</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Office/Wtr Billing Photocopies	198996	\$222.12			
Invoice Description	Invoice Number	Invoice Amount										
Office/Wtr Billing Photocopies	198996	\$222.12										
Guillevin International Co.	EFT0001210	2019-04-16	\$1,766.54									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Fire Service Compressor</td> <td>0407-474988</td> <td>\$1,761.00</td> </tr> <tr> <td>Fire Scott Air Packs Warranty</td> <td>0407-474949</td> <td>\$5.54</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire Service Compressor	0407-474988	\$1,761.00	Fire Scott Air Packs Warranty	0407-474949	\$5.54
Invoice Description	Invoice Number	Invoice Amount										
Fire Service Compressor	0407-474988	\$1,761.00										
Fire Scott Air Packs Warranty	0407-474949	\$5.54										
Loomis Express	EFT0001211	2019-04-16	\$40.95									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>WTP Freight</td> <td>8280102</td> <td>\$40.95</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	WTP Freight	8280102	\$40.95			
Invoice Description	Invoice Number	Invoice Amount										
WTP Freight	8280102	\$40.95										

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Mountainview Systems Ltd.	EFT0001212	2019-04-16	\$1,984.50

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns 2 Pin Locators & Case	S157314	\$1,984.50	

Norwood Foundry Limited	EFT0001213	2019-04-16	\$598.50

Invoice Description	Invoice Number	Invoice Amount	
Drainage Gutter grate covers	41910	\$598.50	

Olson, Pat	EFT0001214	2019-04-16	\$362.67

Invoice Description	Invoice Number	Invoice Amount	
WTP AWWOA Courses	2019.04.01	\$362.67	

Rocky Mountain Phoenix	EFT0001215	2019-04-16	\$68.52

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Front Standard	IN0115815	\$68.52	

Scott, Graham	EFT0001216	2019-04-16	\$335.00

Invoice Description	Invoice Number	Invoice Amount	
GIS LGAA Conference & Travel	2019.04.09	\$335.00	

Wet Water Industries Ltd.	EFT0001217	2019-04-16	\$76.89

Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt May Wtr Treat Equip	AR12402	\$76.89	

Total Cheques			\$26,175.43
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000150
Cheque Date	First	Last		ONL000154

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000150	2019-04-05	\$198.45

Invoice Description	Invoice Number	Invoice Amount	

WTP Monthly Pest Control	1138573	\$198.45	
=====			
Rogers	ONL000151	2019-04-05	\$54.60

Invoice Description	Invoice Number	Invoice Amount	

Fire Jnt 03.19-04.18 Data Plan	1995945386	\$54.60	
=====			
Shaw Cable	ONL000152	2019-04-05	\$73.50

Invoice Description	Invoice Number	Invoice Amount	

Comm Hall 04.17-05.16 Wifi	2019.03.17	\$73.50	
=====			
Telus Communications	ONL000153	2019-04-05	\$2,694.75

Invoice Description	Invoice Number	Invoice Amount	

Telus Mar 22 to Apr 21,2019	2019.03.23	\$2,694.75	
=====			
Telus Mobility Inc.	ONL000154	2019-04-05	\$1,056.22

Invoice Description	Invoice Number	Invoice Amount	

Telus Mobility Mar 22toApr21	2019.03.21	\$1,056.22	

Total Cheques			\$4,077.52
			=====

MINUTES OF THE APRIL 8, 2019
REGIONAL WATER SERVICES COMMISSION MEETING
TOWN OF STETTLER BOARD ROOM
1:00 P.M.

Present: Steven Gerlitz, Assistant CAO, Town of Stettler
Melissa Robbins, Director of Operations, Town of Stettler
Chris Saunders, Water Treatment Plant Manager
Malcolm Fischer, Councillor, Town of Stettler
Larry Clark, Reeve, County of Stettler
Yvette Cassidy, CAO, County of Stettler, Manager SMRWSC
Christa Cornelssen, Director of Finance, County of Stettler
Brenda Knight, Lacombe County, Hwy 12/21
Keith Boras, Hwy 12/21 Manager, Lacombe County
Vicki Soltermann, Hwy 12/21 Board member, Village of Alix

1. Call to Order

B. Knight called the meeting to order at approximately 1:05 p.m.

2. Introductions

Roundtable introductions were commenced.

3. Additions to Agenda

Moved by M. Fischer that the agenda be accepted as presented.

MOTION CARRIED
Unanimous

4. Minutes of the Regional Water Meeting of December 10, 2018

Moved by L. Clark that the minutes of the December 10, 2018 Regional Water Services Committee Meeting be approved as presented.

MOTION CARRIED
Unanimous

5. Current Business

a. 2018 Final True-up Rates

S. Gerlitz advised that a detailed copy of the Water Rates 2018 True-up Costing was given to both Commissions prior to the meeting and a detailed costing summary of water allocations, expenses, revenues, capital expenses, depreciation, and amortization were included in the agenda package.

S. Gerlitz highlighted the 2018 Water True-up Rates and background information as presented.

Town of Stettler								
2018 True-up								
		Total Consumption Budget	Total Use	2018 Interim Rate (Nov 2017)	2018 Billed Amount	2018 True-up Cost (March 2019)	2018 True-up Amount	Difference
2018	SMRWSC	450000	615,825	\$1.4348	\$883,585.71	\$1.4214	\$875,333.66	\$8,252.06
	Hwy 12/21	125000	233,883	\$1.3900	\$325,097.37	\$1.3900	\$325,097.37	\$0.00
		575,000	849,708		\$1,208,683.08		\$1,200,431.03	\$8,252.06
		Difference	274,708					

Moved by L. Clark that the following 2018 True-up Rates be paid by the Town of Stettler:

- SMRWSC - \$8,252.06
- HWY 12/21 - \$0

MOTION CARRIED
 Unanimous

b. Operational Update(s)

Chris Saunders / Melissa Robbins – Town – Water Treatment Plant

- Settling pond dredging will be done in late fall
- 400-mm distribution line valve chamber, valve, controls will be done in late fall
- Pond shading to reduce chemical costs
- Pond aeration to reduce chemical costs
- Experiencing issues with deep frost

Keith Boras, Lacombe County, Highway 12/21 Manager

- Balancing Chamber with the new Bashaw line is complete and working good
- Experiencing issues with deep frost

Yvette Cassidy – SMRWCS

- White Sands Truck Fill – complete – working great
- Brownfield addition and truck fill – complete working great
- Experiencing issues with deep frost
- Valve replacement program
- County of Stettler will be considering a County wide water plan. The County has received numerous requests for potable water.

6. Additions

- None

7. Next Meeting Date

REGIONAL WATER SERVICES COMMITTEE MEETING

APRIL 8, 2019

PAGE 3

The next meeting of the Committee will be held on Monday, December 9, 2019 at 1:00 pm at the Town Office.

8. Adjournment

The Regional Water Services Committee Meeting was adjourned at 1:42 p.m.