

# Town of Stettler

**COUNCIL MEETING**

**JUNE 18, 2019**

**6:30 P.M.**

**BOARD ROOM**



# TOWN OF STETTLER MISSION STATEMENT

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

TOWN OF STETTLER  
REGULAR COUNCIL MEETING  
TUESDAY, JUNE 18, 2019  
6:30 P.M.  
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
  - (a) Minutes of the Regular Council Meeting of June 4<sup>th</sup>, 2019 5-9
  - (b) Business Arising from the June 4<sup>th</sup>, 2019 Council Minutes
  - (c) Minutes of the Committee of the Whole Meeting of June 11<sup>th</sup>, 2019 10-11
  - (d) Business Arising from the June 11<sup>th</sup> Committee of the Whole Meeting
4. Citizens Forum
5. Delegations
  - (a) 6:35pm – Jefferson McClung – Federal CPC Candidate Verbal
6. Administration
  - (a) 2019 Capital Budget – SRC Dressing Room Floors Tender Award 12
  - (b) 2019 Expense/Revenue Summary – May 31, 2019 13-14
  - (c) 2019 Capital Budget Summary – May 31, 2019 15-17
  - (d) CAO Reports 18-23
  - (e) Meeting Dates
    - Tuesday, July 2 – Council – 6:30pm
    - Tuesday, July 16 – Council – 6:30pm
    - **Thursday, July 18 – Saturday, June 20 – Communities in Bloom Judges Visit**
    - Tuesday, August 6 – Council – 6:30pm
    - Tuesday, August 20 – Council – 6:30pm
    - Tuesday, September 3 – Council – 6:30pm
    - **Monday, September 9 – Elected Officials Emergency Training – 9:00am**
    - Tuesday, September 10 – COW – 4:30pm
    - Tuesday, September 17 – Council – 6:30pm
    - **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, November 5 – Council – 6:30pm
- Tuesday, November 12 – COW – 4:30pm
- Tuesday, November 19 – Council – 6:30pm
- Tuesday, December 3 – Council – 6:30pm
- Tuesday, December 10 – COW – 4:30pm
- Tuesday, December 17 – Council – 6:30pm

(f) Accounts Payable in the amount of \$401,882.82 24-37  
 (\$81,998.69 + \$160,614.06 + \$4,501.27 + \$68,938.78 + \$84,996.09 + \$833.93)

7. Council

(a) Meeting Reports

8. Minutes

(a) Parkland Regional Library Board – May 23, 2019 38-70

9. Public Hearing

10. Bylaws

11. Correspondence

12. Items Added

13. In-Camera Session

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JUNE 4<sup>th</sup>, 2019 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS

Present: Mayor Sean Nolls  
Councillors A. Campbell, M. Fischer, C. Barros,  
S. Pfeiffer & W. Smith  
Assistant CAO S. Gerlitz  
Director of Planning & Development L. Graham

Absent: Councillor G. Lawlor, CAO G. Switenky

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

1/2. Agenda Additions/Approval:

Motion 19:06:01 Moved by Councillor Barros to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held May 21<sup>st</sup>, 2019

Motion 19:06:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on May 21<sup>st</sup>, 2019 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the May 21, 2019 Minutes

None

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

5. Delegations: (a) None

6. Administration: (a) Communities in Bloom Judges Visit – July 18-20, 2019

Assistant CAO S. Gerlitz advised that the Town of Stettler will compete in the Communities in Bloom International Challenge – Small Category. The Communities in Bloom judges will visit from July 18-20, 2019. Following the judging, the Communities in Bloom Symposium and Awards Ceremony will take place September 25-28, 2019 in Yarmouth, Nova Scotia.

The tentative schedule for Judging Day (July 19<sup>th</sup>) is as follows:

8:30 AM

Judges arrive for Mayor's welcome in Council Chambers. Councillor's comments are welcome. Departments present their progress in making Stettler a better community. Judges opportunity for questions.

9:30 AM

Judges begin their tour with Allan King and Rob Spencer

12:00 Noon

Lunch at the Stettler Town and Country Museum

1:00PM

Second half of tour

3:00 PM

Judges Time Off

6:00 PM

Dinner and Awards Presentations

7:30 PM

Tour of Stettler Recreation Centre facilities (pool, fitness area, rinks, ice plant, conference rooms, library, etc.)

(b) 2019 Capital Budget – Sidewalk Replacement Tender

Assistant CAO S. Gerlitz advised that the approved 2019 Capital Budget is \$130,000 to replace miscellaneous sections of concrete throughout the Town to ensure compliance with Council Policy XV – 3(a) – Sidewalk and Pathways Inspection and Maintenance.

**Summary of Tenders Received on May 29, 2019:**

Tender prices exclude GST.

- Olds Concrete Services \$115,665.00
- Jo’s Concrete \$117,995.00
- Greg Patterson \$122,575.00 (corrected)

Motion 19:06:03

Moved by Councillor Campbell that the Town of Stettler Council award the 2019 Sidewalk Replacement tender to Olds Concrete Services in the amount of \$115,665.00, excluding GST and approves expenditures up to the capital budget approved amount of \$130,000, with funding provided by the 2019 Capital Budget.

(c) C.O.W Meetings Cancelled for July & August

Assistant CAO S. Gerlitz advised that traditionally, the July and August Committee of the Whole Meetings have been cancelled due to a lower work load over the summer. A special meeting may be called, if necessary, to deal with any emerging issues.

Motion 19:06:04

Moved by Councillor Pfeiffer that Town of Stettler Council Cancel the July and August Committee of the Whole Meetings.

MOTION CARRIED  
Unanimous

(d) Meeting Dates

- Wednesday, May 29 – June 2 – FCM Annual Conference
- Monday, June 3 – Seniors Week Lunch Social, Paragon Place – Councillor Pfeiffer & Councillor Barros– 12pm
- Tuesday, June 4 – Seniors Week Lunch Social, Willow Creek- Mayor Nolls, Councillor Fischer, Councillor Campbell & Councillor Barros – 12pm
- Tuesday, June 4 – Council – 6:30pm
- Wednesday, June 5 – Seniors Week Lunch Social, The Hub – Mayor Nolls, Councillor Fischer & Councillor Barros – 12pm
- Thursday, June 6 – Seniors Week Lunch Social, Heart Haven – Mayor Nolls & Councillor Fischer – 12pm
- Friday, June 7 – Seniors Week Lunch Social, Points West Living – Councillor Fischer, Councillor Smith & Councillor Barros – 12pm
- Sunday, June 9 – Steel Wheel Stampede Pancake Breakfast – 6:30am
- Tuesday, June 11 – Emergency Advisory Committee Meeting – 1:30pm
- Tuesday, June 11 – COW – 4:30pm
- Wednesday, June 12 – AUMA Summer Caucus
- Tuesday, June 18 – Council – 6:30pm
- Tuesday, July 2 – Council – 6:30pm
- Tuesday, July 16 – Council – 6:30pm
- Thursday, July 18 – Saturday, June 20 – Communities in Bloom Judges Visit
- Tuesday, August 6 – Council – 6:30pm
- Tuesday, August 20 – Council – 6:30pm
- Tuesday, September 3 – Council – 6:30pm
- Monday, September 9 – Elected Officials Emergency Training – 9:00am
- Tuesday, September 10 – COW – 4:30pm
- Tuesday, September 17 – Council – 6:30pm
- Tuesday, September 24 -27 – AUMA Annual Conference
- Tuesday, October 1 – Council – 6:30pm
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- Tuesday, December 3 – Council – 6:30pm
- Tuesday, December 10 – COW – 4:30pm
- Tuesday, December 17 – Council – 6:30pm

(e) Accounts Payable in the amount of \$398,834.85

Motion 19:06:05

Moved by Councillor Smith that Accounts Payable in the amount of \$398,834.85 (\$34,086.64 + \$115,678.69 + \$1,054.50 + \$34,197.69 + \$1,113.43 + \$69,883.73 + \$82,820.17 + \$60,000) for the period ending June 4<sup>th</sup>, 2019 for having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- May 23 – Q&A Session with Grade 6 Class
- May 23 – Shared Use Recreational Facility Meeting
- May 24 – MS Barbeque Fundraiser

- May 28 – June 3 – FCM Conference, Quebec City
- June 4 – Talk of the Town
- June 4 – Willow Creek Seniors' Week Social
- June 4 – Signed cheques at Town Office

(b) Councillor Barros

- May 24 – MS Barbeque Fundraiser
- May 29 – Met with S. Benjamin of the Board of Trade re: Physician Recruitment
- May 30 – Heartland Beautification Committee Meeting
- June 1 – Planted second phase of the Community Orchard
- June 3 – Paragon Place Senior's Week Social
- June 4 – Willow Creek Senior's Week Social

(c) Councillor Campbell

- May 24 – MS Barbeque Fundraiser
- May 27 – Community Hall Tour
- June 3 – Canadian Badlands & Travel Alberta Event
- June 4 – Willow Creek Seniors' Week Social

(d) Councillor Fischer

- May 22 – Town Hall Presentation of Federal UCP Candidate
- May 23 – Shared Use Recreational Facility Meeting
- May 24 – MS Barbeque Fundraiser
- May 24 – Grand Opening of new Town Office in Ponoka
- May 27 – Community Hall Tour
- May 28-June 3 – Federation of Canadian Municipalities Conference
- June 4 – Willow Creek Seniors' Week Social

(e) Councillor Lawlor

Not in Attendance

(f) Councillor Pfeiffer

- May 22 – Town Hall Presentation of Federal UCP Candidate
- May 24 – MS Barbeque Fundraiser
- May 24 – Economic Development Committee Meeting
- June 3 – Paragon Place Seniors' Week Social

(g) Councillor Smith

- May 13 – FCSS Meeting
- May 14 – Tax Budget Deliberations
- May 20 – Museum Meeting
- May 30 – Heartland Beautification Meeting

Motion 19:06:06

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

MOTION CARRIED  
Unanimous

- 8. Minutes: (a) None
- 9. Public Hearing: (a) None
- 10. Bylaws: (a) None



11. Correspondence:
- (a) City of Lacombe Terminates Curbside Recycling
  - (b) Minister Nixon Considers Expanding the Electronic Recycling Program
  - (c) Thank You Card from Councillor Grover, County of Stettler
  - (d) AHS Invitation to the David Thompson Health Advisory Council Municipal Forum

Motion 19:06:07

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

MOTION CARRIED  
Unanimous

12. Items Added: (a) None

13. In-Camera Session: (a) Bylaw Enforcement: Section 17 (1) – FOIP

Motion 19:06:08

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

MOTION CARRIED  
Unanimous at 6:57 p.m.

Motion 19:06:09

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

MOTION CARRIED  
Unanimous at 7:04 p.m

Motion 19:06:10

Moved by Councillor Barros that the Town of Stettler proceed with enforcement of Stop Order – File #3710 in accordance with the Town of Stettler Land Use bylaw and the Municipal Government Act.

MOTION CARRIED  
Unanimous

14. Adjournment:

Motion 19:06:11

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

MOTION CARRIED  
Unanimous at 7:05 p.m.

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Mayor

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Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
June 11, 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 3:05 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. Delegation – Brad Robbins, Leann Graham, & Lara Angus – Corporate Identity Committee Target Update

Mayor Nolls Welcomed B. Robbins, L. Graham, and L. Angus to the meeting.

The delegates discussed their three-phase action plan, focusing on the first phase. The first phase of the plan focuses Public Image & Social Media, resulting in three (3) key objectives:

- 1) Amend the Employee Code of Conduct
- 2) Draft an Internal Communications Policy
- 3) Streamline Social Media Use

The delegates discussed the aspects of the Town of Stettler's brand that make these actions necessary, and different scenarios in which these deliverables would prove useful. The delegates also reviewed feedback from the Town of Stettler Communications Survey in relation to the first phase of the action plan. Following the presentation, the delegates took questions and facilitated discussion with Council.

B. Robbins, L. Graham, and L. Angus left the meeting at 3:55 p.m.

4. Discussion – Golf Course Lease Renewal

CAO G. Switenky highlighted the existing twenty-five (25) year Property Lease that expires April 20, 2020. Following discussion, it was agreed that Mayor Nolls and Councillors Smith and Lawlor would represent Council on the lease renewal Committee. Council looks forward to a very positive lease renewal process.

7. Additions - none

8. Adjournment

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

MOTION CARRIED  
Unanimous at 4:36 p.m.

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Mayor

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Assistant CAO

# MEMORANDUM

Date: June 17, 2019

To: Greg Switenky  
CAO

From: Allan King  
Director of Parks & Leisure Services

Re: SRC Sports Flooring Replacement

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## **Background:**

2019 Capital Budget project to replace the SRC dressing room and arena flooring for \$165,000. Closing date for tenders to be received was June 12, 2019 at 2:00 p.m. The project must be completed by August 6, 2019.

## **Summary of Tenders Received on June 12, 2019:**

Contingency was not included in the tender to avoid extra billing; however, carrying a 10% contingency allowance will cover unexpected costs or changes. Tender prices exclude GST.

1. **Titans Sports Systems** \$164,000  
Tender does not include removal of existing bathroom partitions or supply and installation of new bathroom partitions. Tender includes public space (red arena).  
*Completion Date: August 6, 2019*
2. **Westcor Construction LTD.** \$169,616.62  
Tender does not include public space (red arena).  
*Completion Date: August 27, 2019*
3. **Centaur Products Inc.** Disqualified (late tender)

## **Recommendation:**

Parks & Leisure respectfully recommends that Town of Stettler Council award the SRC Sports Flooring Replacement tender to Titan Sports Systems in the amount of \$164,000 with a 10% contingency for a total of \$180,400 plus GST, with funding to come from the 2019 Capital Budget.

Revenue	2019 Budget	Actual - May 31, 2019	Variance	%	Notes
Administration	\$315,332	\$114,960.95	\$200,371.05	36.46%	
Clearview swimming pool - \$13,315)					
White Sands Contract - \$32,000)					
Inter Dept Utility Transfer - \$250,000)					
Police	\$563,249	\$103,250.38	\$459,998.62	18.33%	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	\$114,268.45	\$275,085.55	29.35%	regional payment from county
Disaster Services	\$0		\$0.00	0.00%	
Bylaw Enforcement	\$110,150	\$101,615.00	\$8,535.00	92.25%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$81,750 / Animal License - Budget \$21,700 - Actual \$19,615					
Roads, Streets, Walks, Lights	\$270,515	\$62,899.72	\$207,615.28	23.25%	
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	\$3,135,812	\$989,687.88	\$2,146,124.12	31.56%	
Metered sale of water (Budget - \$1,948,772 / Actual - \$557,540 - 29%)					
Metered out of Town (Budget - \$1,064,900 / Actual - \$373,993 - 35%)					
Bulk water (Budget - \$40,000 / Actual \$5856 - 15%)					
Sewer	\$941,490	\$319,860.04	\$621,629.96	33.97%	
Sewer Service Charges (Budget - \$880,000 / Actual \$288,978 - 33%)					
Garbage Collection & Disposal	\$817,205	\$263,295.94	\$553,909.06	32.22%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$617,580 / Actual \$215,195 - 35%)					
Recycling Revenue (Budget - \$168,480 / Actual - \$41,885 - 25%)					
FCSS	\$157,148	\$82,874.00	\$74,274.00	52.74%	
Cemetery	\$23,600	\$3,759.05	\$19,840.95	15.93%	
Planning & Development	\$69,500	\$18,641.34	\$50,858.66	26.82%	
Building Permits (Budget - \$30,000 / Actual - \$13,784 - 46%)					
Economic Development - BOT	\$197,050	\$133,875.50	\$63,174.50	67.94%	
Subdivision Land	\$2,000	\$14,553.00	-\$12,553.00	727.65%	Utility Development Agreement
Land, Housing & Rentals	\$283,095	\$111,082.98	\$172,012.02	39.24%	
Health Unit - \$194,265					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$40,000 + \$2,000 GST)					
Recreation - General	\$3,520	\$1,200.90	\$2,319.10	34.12%	
Recreation Programs	\$22,200	\$12,947.68	\$9,252.32	58.32%	Ball / Soccer
Facilities	\$1,192,700	\$283,781.60	\$908,918.40	23.79%	County Partnership - \$471,600
Community Hall	\$53,000	\$14,088.10	\$38,911.90	26.58%	
Senior's Center	\$17,400	\$15,582.95	\$1,817.05	89.56%	
Parks	\$115,650	\$11,417.14	\$104,232.86	9.87%	
Lions Campground - Budget - \$90,000 / Actual - \$11,017.14 - 12%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes / Penalties	\$8,746,825	\$8,479,611.12	\$267,213.88	96.95%	Incl Business Taxes / Penalties
Other Revenue	\$1,717,000	\$644,264.10	\$1,072,735.90	37.52%	
Franchise Fee - GAS (Budget - \$918,000 / Actual - \$369,647 - 40%)					
Franchise Fee - ELECTRIC (Budget - \$679,000 / Actual - \$237,592 - 35%)					
Return on Investments (Budget - \$120,000 / Actual - \$37,025.65 - 31%)					
<b>Total Revenue</b>	<b>\$19,154,675</b>	<b>\$11,902,151.82</b>	<b>\$7,252,523.18</b>	<b>62.14%</b>	

Expense	2019 Budget	Actual - May 31, 2019	Variance	%	Notes
Council & Legislative	\$209,100	\$83,903.99	\$125,196.01	40.13%	
Council Honorarium (Budget - \$148,400 / Actual - \$64,037 - 43%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$16,000 / Actual - \$5608 - 35%)					
Council membership Conferences (Budget - \$15,000 / Actual - \$11,009 - 73%)					
Administration	\$1,160,197	\$469,010.05	\$691,186.95	40.43%	Admin, Office, Computer, Assess
Police	\$1,266,458	\$52,455.23	\$1,214,002.77	4.14%	
RCMP - Contract Billings (Budget - \$1,071,838)					
Fire	\$854,865	\$227,250.93	\$627,614.07	26.58%	
Disaster Services	\$20,218	\$376.28	\$19,841.72	1.86%	
Bylaw Enforcement	\$181,377	\$63,432.01	\$117,944.99	34.97%	
Common Services	\$146,230	\$48,670.66	\$97,559.34	33.28%	Shop
Roads, Streets, Walks, Lights	\$2,099,381	\$546,035.53	\$1,553,345.47	26.01%	
Airport	\$50,703	\$9,282.38	\$41,420.62	18.31%	
Water Supply & Distribution	\$3,040,843	\$974,181.67	\$2,066,661.33	32.04%	
Sewer	\$714,907	\$265,049.25	\$449,857.75	37.07%	
Garbage Collection & Disposal	\$741,935	\$208,169.67	\$533,765.33	28.06%	
FCSS	\$196,435	\$98,217.50	\$98,217.50	50.00%	
Cemetery	\$81,428	\$10,592.30	\$70,835.70	13.01%	
Planning & Development	\$386,605	\$92,929.60	\$293,675.40	24.04%	
Comm Services -Handi Bus	\$25,000	\$0.00	\$25,000.00	0.00%	
Economic Development	\$585,067	\$287,954.94	\$297,112.06	49.22%	Ec Dev, BOT. HBC
Subdivison Land	\$53,920	\$20,618.91	\$33,301.09	38.24%	Unsigntly Property
Land, Housing & Rentals (47343)	\$57,460	\$14,787.98	\$42,672.02	25.74%	
Recreation - General	\$136,160	\$49,462.22	\$86,697.78	36.33%	
Recreation Programs	\$80,480	\$11,090.10	\$69,389.90	13.78%	
Facilities	\$2,268,823	\$851,545.09	\$1,417,277.91	37.53%	
Culture	\$338,846	\$151,719.76	\$187,126.24	44.78%	Parkland, Library, Museum
Community Hall	\$122,459	\$35,757.15	\$86,701.85	29.20%	
Senior's Center	\$13,990	\$2,390.22	\$11,599.78	17.09%	
Parks	\$653,443	\$119,715.17	\$533,727.83	18.32%	
Operating Contingency	\$921,350	\$0.00	\$921,350.00	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 2019 Capital Budget - \$1,076,350 (Water \$94,969 + Utility \$301,853 (sewer, waste, recycling) + Total Available for Capital - \$679,528) + Contingency - Utility - \$30,000 / Salaries - \$50,000 = \$1,156,350					
Requisitions	\$2,746,995	\$746,248.20	\$2,000,746.80	27.17%	
ASFF (Budget - \$2,182,110 - Actual - \$536,337.20 - 25%)					
ASFF Separate School (Budget - \$180,061 - Actual - \$44,257 - 25%)					
County of Stettler Senior Lodges (Budget - \$331,308 - Actual \$165,654 - 51% Actual)					
<b>Total Expense</b>	<b>\$19,154,675</b>	<b>\$5,440,846.79</b>	<b>\$13,713,828.21</b>	<b>28.40%</b>	
<b>Surplus / Deficit</b>	<b>\$0</b>	<b>\$6,461,305.03</b>	<b>-\$6,461,305.03</b>		

GL Code	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2019 Budget Expense - Approved by Council	Difference (Actual / Budget)	Actual - Project Expenses - May 31, 2019	Utility (Water) Avail for Capital 2019 Interim Operating Budget (Rates) - \$94,969	Utility (other) Avail for Capital 2019 Interim Operating Budget (Rates) - \$301,853	Available for Capital 2019 Interim Operating Budget (taxes) - \$679,528	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2019 Operating Budget	Debenture / Local Improvement	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$328,277)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total
ADM 6-12-03-00-30-630	Computer Replacement Program	\$12,113.00	\$14,000	\$1,887	\$12,113.00					12,113.00	Office equip						12,113.00
ADM 6-12-03-00-30-630	Computer Server Replacement	\$24,000.00	\$24,000	\$0						24,000.00	Office equip						24,000.00
FIRE 6-23-99-91-00-764	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000	\$0				100,000.00									100,000.00
FIRE 6-23-00-00-30-630	2 way radio system Replacement AFRCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150	\$0				60,150.00									60,150.00
FIRE 6-23-00-30-00-630	Decontamination Containment System Air Shelter (total regional expense \$18,000)	\$18,000.00	\$18,000	\$0		2,992.00			6,008.00	Disaster					9,000.00	County	18,000.00
OP 2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$130,000.00	\$130,000	\$0	-\$2,631.60			\$55,000		\$75,000							130,000.00
OP 2-32-09-00-03-244	Pathway Rehab (2017 Council Direction)	\$30,500.00	\$50,000	\$19,500						\$30,500							30,500.00
OP 6-32-09-60-00-660	Pathway Expansion	\$46,000.00	\$100,000	\$54,000				\$46,000									46,000.00
OP 2-32-21-00-03-536	Pavement Patching	\$150,000.00	\$150,000	\$0				\$150,000									150,000.00
Roads 6-32-21-10-22-610	51st Avenue - 59-61st Street Cement and Paving	\$439,000.00	\$450,000	\$11,000	\$6,616.79					\$52,513			\$29,367	\$357,120.00			439,000.00
Roads 6-32-21-10-05-610	49th Ave Overlay	\$186,000.00	\$300,000	\$114,000	\$4,500.00								\$186,000				186,000.00
Roads 6-32-21-10-01-610	Downtown StreetScape Concept Planning	\$20,000.00	\$20,000	\$0				\$20,000									20,000.00
Water 6-41-11-10-22-610	Watermain replacement on 52nd Street between 48-49 Avenues	\$221,369.75	\$280,000	\$58,630	\$10,351.78							\$221,370					221,369.75
Water 6-41-11-10-23-610	Watermain replacement west of 57A Street between 46-47 Avenues	\$229,465.78	\$220,000	-\$9,466	\$6,710.83							\$229,466					229,465.78
Water 6-41-14-20-01-620	Water Reservoir Pump Upgrades	\$150,000.00	\$150,000	\$0								\$150,000					150,000.00
Water 6-41-11-30-02-630	Water Meter Reader	\$14,500.00	\$14,500	\$0	\$3,100.00	\$14,500.00											14,500.00
Water 2-41-15-00-00-554	Heart Haven / Health Unit Fire Hydrant	\$7,000.00	\$7,000	\$0		\$7,000.00											7,000.00
Sanitary 6-42-00-10-22-610	Sanitary main replacement west of 57A Street between 46-47 Avenues	\$229,465.79	\$220,000	-\$9,466	\$6,710.83							\$229,466					229,465.79
Sanitary 6-42-00-20-00-620	Lift Stations A & B Furnaces	\$30,000.00	\$30,000	\$0		\$30,000.00											30,000.00
Sanitary 6-42-01-10-11-610	Lagoon Cell C - Desludging	\$300,000.00	\$300,000	\$0	\$402.00							\$300,000					300,000.00
Storm 6-37-00-10-07-610	Storm Replacement northeast of lift station A (57 Street)	\$100,000.00	\$100,000	\$0								\$100,000					100,000.00
Equip 6-31-11-50-00-650	3/4 Tonne Truck	\$40,000.00	\$40,000	\$0		\$40,000.00											40,000.00
Equip 6-31-11-50-02-650	Tandem	\$170,000.00	\$170,000	\$0								\$170,000					170,000.00
Equip 6-31-11-30-06-630	Snow Blower	\$180,000.00	\$180,000	\$0								\$180,000					180,000.00
Equip 6-31-11-30-18-630	Vehicle Scanner	\$10,976.39	\$12,000	\$1,024	\$10,976.39		\$10,976.39										10,976.39
Equip 6-32-10-10-01-610	Christmas Decorations	\$12,000.00	\$12,000	\$0				\$12,000									12,000.00
Cem 6-56-00-60-01-660	Cemetery Columbarium	\$20,000.00	\$20,000	\$0				\$20,000									20,000.00
WTP 6-41-01-20-22-620	WTP - MCC Room Air Conditioning	\$10,000.00	\$10,000	\$0		\$10,000.00											10,000.00
WTP 6-41-01-20-23-620	WTP - Aeration for Low Lift	\$50,000.00	\$50,000	\$0	\$15,697.08	\$50,000.00											50,000.00
WTP 6-41-01-20-10-620	WTP - Cathodic Protection Distribution Line	\$100,000.00	\$100,000	\$0		\$100,000.00											100,000.00
WTP 6-41-01-20-24-620	WTP - Primary Coagulant	\$80,000.00	\$80,000	\$0	\$42,114.88	\$80,000.00											80,000.00
WTP 6-41-01-20-25-620	WTP - Modify Heating System	\$15,000.00	\$15,000	\$0		\$15,000.00											15,000.00
SRC 6-73-11-20-02-620	SRC - New Flooring - Dressing rooms	\$165,000.00	\$165,000	\$0				\$165,000									165,000.00
SRC 2-73-11-02-03-239	SRC - Red Arena - Re-vamp player boxes (glass, boards and gates)	\$16,500.00	\$16,500	\$0				\$16,500									16,500.00
POOL 2-73-13-03-03-252	Pool - Roof	\$20,000.00	\$20,000	\$0				\$20,000									20,000.00
POOL 2-73-13-03-04-252	Pool - Change rooms doors and frames (Allan - April 26 - Project deleted - can be done at a later date - replace handicapped lift a priority right now - budget \$6000)	\$6,000.00	\$15,000	\$9,000				\$6,000									6,000.00
PARKS 6-77-02-60-00-660	Parks - Off leash dog park transition area	\$8,000.00	\$8,000	\$0				\$8,000									8,000.00
PARKS 6-77-02-60-00-660	Parks - Off leash dog park - lighting	\$12,000.00	\$12,000	\$0				\$12,000									12,000.00
PARKS 2-77-05-00-02-239	Parks - West Stettler Park - Imp (2019 Strategic Plan)	\$25,000.00	\$25,000	\$0				\$25,000									25,000.00
PARKS 6-77-81-10-00-610	Outdoor Rink - board package	\$60,000.00	\$60,000	\$0			\$60,000.00										60,000.00
Hall 6-74-14-30-02-630	Community Hall - HVAC	\$271,000.00	\$271,000	\$0	\$1,697.21				\$271,000	Community Hall & Culture Reserve							271,000.00
Planning 2-61-02-00-05-239	North ASP	\$25,000.00	\$25,000	\$0					\$25,000	Planning Reserve							25,000.00
Planning 2-69-03-00-00-252	Bus Garage Update (roofing)	\$15,000.00	\$15,000	\$0	\$369.00	\$15,000.00											15,000.00
Culture 2-74-99-91-00-764	Arts and Culture	\$15,000.00	\$15,000	\$0	\$128.31			\$15,000									15,000.00
<b>Council Motion - 19:03:04 - March 5, 2019 (Capital Budget)</b>			<b>\$4,074,150</b>														
Addition 6-73-12-30-00-630	Add: - Motion 19:03:04 - March 5 - SRC - Stepper	\$6,895.00	\$8,000	\$1,105	\$6,895.00			\$6,895									6,895.00
Addition 6-77-87-60-00-660	Add: Council Motion -19:03:19 - March 19 (Legacy Track)	\$150,000.00	\$150,000	\$0				\$150,000									150,000.00
		<b>\$3,980,936</b>	<b>\$4,232,150</b>	<b>\$251,214</b>	<b>\$125,751.50</b>	<b>\$346,500.00</b>	<b>\$88,968</b>	<b>\$737,545</b>	<b>\$150,000</b>	<b>\$338,121</b>	<b>\$158,013</b>	<b>\$0</b>	<b>\$1,580,301</b>	<b>\$215,367</b>	<b>\$357,120</b>	<b>\$9,000</b>	<b>\$3,980,936</b>
			<b>3%</b>					<b>\$1,076,350.00</b>	<b>15</b>	<b>\$1,173,013</b>			<b>-\$509,174</b>	<b>\$112,910</b>	<b>\$0</b>		<b>\$3,980,936</b>



2018 Carry Forward

2018 Carry Forward - Projects not Completed			Brought forward from 2018 Budget Carry Forward	2018 Approved Amount (with tender amount updates)	Difference from Budget to Actual	Actual - Project Expenses - May 31, 2019	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debenture / Local Improve	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$328,277)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total		
ENG C/T	6-32-21-10-22-610	51st Avenue - 57-59th Street Cement and Paving - April 3 - Motion 18:04:04 - 2018 Carry Forward - \$25,000 (Melissa - December 20)	25,000.00	\$25,000.00										25,000.00					25,000.00	
ENG W/S	6-41-11-10-20-610	Water & Sewer replacement - 51Ave 59-61 Street - April 3 - Motion 18:04:03 - 2018 Carry Forward - \$25,000 (Melissa - December 20)	25,000.00	\$25,000.00		\$1,899.45								25,000.00					25,000.00	
ENG W	6-41-14-10-01-610	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20)	50,000.00	50,000.00			10,000.00				40,000.00								50,000.00	
OP	2-41-15-00-00-554	Fire Hydrant Nozzle Replacement - 2018 Carry Forward - (Melissa - December 20)	15,000.00	15,000.00			15,000.00												15,000.00	
ENG Lag	6-42-01-10-11-610	Lagoon - Desludging Cells A,B, C, D - 2018 Carry Forward - (Melissa - December 20) - carry total balance (\$350,000-\$14,751.56 = \$335,248.44)	334,720.44	334,720.44	0.00									334,720.44					334,720.44	
ENG Lag	6-42-01-10-15-610	Lagoon - Armor Banks of Cells 7, 8, 9 - 2018 Carry Forward - (Melissa - December 20)	125,000.00	125,000.00	0.00			125,000.00											125,000.00	
ENG S	6-42-00-10-20-610	New Sewer Dump - 2018 Carry Forward - (Melissa - December 20)	115,000.00	115,000.00	0.00			115,000.00											115,000.00	
ENG S	6-32-03-60-00-660	Snow Dump Expansion	7,000.00	7,000.00		\$1,149.74		7,000.00											7,000.00	
EQT	6-33-00-30-02-630	Airport Beacon - 2018 Carry Forward - (Melissa - December 20)	17,500.00	17,500.00	0.00				17,500.00										17,500.00	
BLDG	6-41-01-20-19-620	WTP - Membrane Autopsy - 2018 Carry Forward - (Melissa - December 20)	18,000.00	18,000.00	0.00	\$520.17	18,000.00												18,000.00	
ENG W	6-41-01-10-01-610	WTP - Waste Pond Dredging - 2018 Carry Forward - (Melissa - December 20)	350,000.00	350,000.00	0.00		\$350,000.00												350,000.00	
BLDG	6-41-01-20-21-620	WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20)	250,000.00	250,000.00	0.00				250,000.00										250,000.00	
BLDG	6-41-01-20-20-620	WTP - Dual Chemical Feed Line - 2018 Carry Forward - (Melissa - December 20)	25,000.00	25,000.00	0.00	\$8,152.97					25,000.00								25,000.00	
EQT	6-31-11-30-15-630	Backhoe - 2018 Carry Forward - \$6000 for new grave bucket (Melissa - December 20)	4,200.00	6,000.00	1,800.00	\$4,200.00		4,200.00											4,200.00	
EQT	6-12-02-30-03-630	Council - Board Room Chairs - 2018 Carry Forward	11,000.00	11,000.00	0.00				5,500.00									5,500.00	Clearview	11,000.00
Water / Sewer	6-41-11-10-08-610	4203-50A Ave - Motion 18:05:20 - 2018 Carry Forward - \$140,000 to 2019 to complete (Melissa - January 7, 2019)	140,000.00	140,000.00	0.00									140,000.00					140,000.00	
EQT	6-56-00-30-00-630	Cemetery Vacuum Mower - 2017 Carry Forward - Lee - 20/12/17 - \$24,000 - 2018 Carry Forward - carry forward balance - Allan January 2, 2019	24,000.00	24,000.00	0.00				24,000.00											24,000.00
<b>Total 2018 Carry Forward</b>			<b>\$1,536,420.44</b>	<b>\$1,538,220.44</b>		<b>\$15,922.33</b>	<b>\$393,000.00</b>	<b>\$251,200.00</b>	<b>\$47,000.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>			<b>\$524,720.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$1,536,420.44</b>	



Prior Years Carry Forward

Prior Years Carry Forward		Brought forward from Budget Carry Forward	Previous Approved Amount (with tender amount updates)	Actual - Project Expenses - April 31, 2019	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debenture / Local Improve	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$328,277)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total		
ENG W/S	6-41-11-10-19-610																	
	Motion 17:03:04 - Sewer / Water Main 51 Ave - 57 to 59 Street (Total Budget \$970,000 (450,000+520,000) Contract Price - \$737,042 - \$232,958 under budget - 2017 Carry Forward - Melissa 20/12/17 - \$25,000 Enginnering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance (25,000-8587.35=16,412.65) - Melissa January 7, 2019	\$16,413.00	16,413.00								CAP-8973			16,413.00		16,413.00		
ENG W/S	641111012610 / 642001014610																	
	Motion 17:02:27 - Sewer / Water - 50 Ave back alley between 55-56 Street - (Total Budget \$500,000 (250,000+250,000) \$78,217 Under Budget - 2017 Carry Forward - Melissa 20/12/17 - \$10,000 Enginnering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance - Melissa January 7, 2019	\$10,000.00	10,000.00								CAP-8974			10,000.00		10,000.00		
ENG T	6-32-09-60-00-660																	
	Pathway System Improvements (AG Society - \$200,000) - Reserve balance December 31, 2016 - \$167,982.00 Motion - 17:06:13 - June 20, 2017 - 2017 Carry Forward - Melissa 20/12/17 - \$41,014.73 - 2018 Carry Forward - need to relandscape boulevard in 2019 - carry forward \$10,000 - Melissa January 7, 2019	\$10,000.00	10,000.00						10,000.00	Walking Pathway Reserve (bal \$67,982)						10,000.00		
EQT	6-33-00-10-01-630																	
	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000 - 2018 Carry Forward - carry forward balance (40,000-7,450 = 32,550) - Melissa January 7, 2019	\$32,550.00	32,550.00			16,275.00									16,275.00	County	32,550.00	
ENG S	6-42-01-10-13-610																	
	Lagoon - Cell Rehabilitation - 2017 Carry Forward - Melissa 20/12/17 - \$75,000 - Enginnering and final work.- 2018 Carry Forward - carry forward balance - warranty expires in 2019 (75,000-15,062 = 59,938) - Melissa January 7, 2019	\$59,950.00	59,950.00			59,950.00									0.00	AMWWP	59,950.00	
EQT	6-41-11-30-03-630																	
	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019	\$34,706.73	34,706.73	\$2,201.72		34,706.73											34,706.73	
Creek	Red Willow Creek	\$181.00		\$181.00		181.00											181.00	
Lagoon	6-42-01-10-12-610	\$2,465.35	0.00	\$2,465.35		2,465.35											2,465.35	
<b>Total Previous Years Carry Forward</b>		\$166,266.08	\$163,619.73	\$4,848.07	\$0.00	\$113,578.08	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,413.00	\$16,275.00	\$0.00	\$166,266.08	
<b>Total 2019 Capital Budget (Inc Carry Forward)</b>		\$5,683,622.23	\$5,933,990.17	\$146,521.90	739,500.00	453,746.47	784,545.00	400,000.00	413,121.00	158,013.00	0.00	2,105,021.76	215,367.00	383,533.00	30,775.00		5,683,622.23	
				3%					1,977,791.47	813,121.00	<b>Total Grants Available 2019</b>		2,382,410.67	404,996.20	409,068.92			0.00
								<b>Total Reserves</b>	2,790,912.47	<b>Balance</b>		277,388.91	189,629.20	25,535.92				

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, Alberta Capital Finance Authority AGM, 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, fundraising, & logistical tendering initiatives respecting the rehabilitation of the 1991 Summer Games Legacy Track.
3. 2019 Operating Budget Presentation/Workshop with Council and Assistant CAO S. Gerlitz.
4. Support Canadian Energy – AUMA campaign (webinars) with primary focus on FCM Convention.
5. Hosted Q&A with SES Grade 6 class in Council Chambers together with Town of Stettler Mayor S. Nolls, County of Stettler Reeve L. Clarke & Clearview Schools Chair G. Hayden.
6. Disaster preparedness training, Basic Emergency Management & ICS100 in accordance with new legislation requirements.
7. Attended the Positivitea at the Stettler Outreach School with Mayor Nolls.
8. Organizational Safety Day Speaker & Activity involving all Town staff.
9. Attended FCM Convention with Mayor S. Nolls and Councillors M. Fischer & G. Lawlor.
10. Ongoing liaison and information sharing with County Administration; working on community matters and strengthening collaborative working relationships.
11. Ongoing internal orientation, guidance and communication of Council Roles & Responsibilities within our organization.
12. 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, Council Budget Committee, Joint Health and Safety Committee, Safety Committee, Economic Development Committee, and Downtown Streetscape Committee
2. Projects worked on included:
  - 2019 Tax Budget
  - 2019 Revenue/Expense Budget Summary – April 30, 2019
  - 2019 Capital Budget Summary – April 30, 2019
  - 2019 MSI, BMTG, FGT summary – April 30, 2019
  - 2019 Reserves Summary – April 30, 2019
  - 2019 Tax Budget
  - 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

## TRANSPORTATION – Ivan Wilford

- Sign repairs and installations
- Dig graves and cremations
- Shop clean up
- Vehicle and equipment clean up.
- Spring lane clean up
- Painted new barricades and sandwich boards
- Lane grading
- Street sweeping
- Sidewalk repair list
- Haul crushed concrete back to the yard
- Line painting
- Change batteries in the crosswalk lights
- Extend culvert at WTS welding in the east end
- Fix sink hole in the town office parking lot
- Flush storm drains on 43ave
- Crack filling list
- Remove the curb stones at the spray park parking lot
- Attended safety day
- Graveled tie ins at the new the pedestrian bridge by Canadian tire
- Started pathway by spray park
- Helped out the water department on a water break
- Hauled dirt out to the transfer site
- Replaced and extended the culvert at foremost on 48ave

### WATER – Grant McQuay

- 1- Regular rounds, readings, locates and Bacterial sampling/Chlorine residual & turbidity testing.
- 2- Meter replacement program
- 3- Dig site maintenance
- 4- Curbstop repair/replacement digs.
- 5- Sewer main blockage, flushing and camera.
- 6- Weekly cleaning of sanitary tank and CL17 bottle replacement at Water Transfer Station and reservoir.
- 7- Lagoon Sampling
- 8- Grease motors and pumps at facilities.
- 9- Monitoring wells and weir measurements.
- 10- Lagoons 5 and 6, finished landscaping and seeding.
- 11- Lane cleanup
- 12- Sewer service repair.
- 13- Sewer main flushing program/Problem Mains
- 14- Hauling dirt and landscaping at lagoons.
- 15- Hydrant repair.

### WATER TREATMENT PLANT SUPERVISOR – Chris Saunders

1. Burmac completed work on MCC ventilation capital project retrofit. System is in service.
2. The shade cloth for the Reservoir Capital Project has arrived on site. Concrete anchors are in place. Waiting on Dean's Machines to fabricate the parts we need to hang the shade cloth in place. Should be delivered in approximately 2 weeks.
3. Compressor B dryer air dryer has been repaired by Keith's Refrigerator. Both compressors are now in service.
4. The floc Cells have all been drained and cleaned for the annual maintenance.
5. The south settling tank has been drained and cleaned and the de-sludge system checked out for the annual maintenance.
6. Changed out polymer pumps, as the in service pump had lost capacity, and had quick connects installed on the motors so that there is no need to call out an electrician in the future for a pump change out. A new pump has been ordered as parts to repair the old pump cost more than a new pump.
7. Routine maintenance performed with no problems at this time.

### DIRECTOR OF OPERATIONS – Melissa Robbins

1. Meetings:
  - Department Head
  - Safety Day Planning
  - AltaGAS – main and service replacements downtown
  - Clearview School Division – Running Track Improvements
  - Parks and Public Works Planning Meeting
  - BEM and ICS 100 training

- 2019 Tax Budget
- AHS – Internal Road Repairs

2. Projects:

- 2019 Water/Sewer Replacements Tender Award
- 2019 Road Reconstruction Tender Award
- Telus – Fibre installs to airport and communication tower building
- Pathway Layout
- Spray Park parking lot improvements
- Downtown Streetscape Update
- Sidewalk Replacement Tender
- Communication Plan – Water system updates
- Lagoon Cells B and C Sludge removal tenders
- WTP – Waste Pond Dredging

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2018 Permits to May 31, 2018	2019 Permits to May 31, 2019
Institutional	\$39,850.00	\$897,004.00
Industrial	\$80,000.00	\$0.00
Commercial	\$655,101.00	\$2,487,924.00
Residential	\$498,045.00	\$546,850.00
Total	\$1,272,996.00	\$3,931,778.00

2. Projects:

- Bus Garage Roof Replacement
- Stettler Motel Compliance
- 5815-50A Avenue Court Injunction
- 4601 – 47 Avenue Compliance
- 5813 – 51 Avenue Compliance
- Economic Development Initiative
- Housing Strategy
- Corporate Identity Strategy
- Downtown Improvement Strategy
- Cash Lease Tender and Agreements
- IJD Inspections Contract Renewal
- KFC Development
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- Corporate Identity Committee Meetings
- Bus Garage Roof Replacement Tender Meetings
- MPC Meeting
- EMP Training
- Economic Development Meeting
- Downtown Improvements Committee Meeting
- Stettler Motel Owner and Site Inspection
- Economic Development Mapping Meeting
- 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: Mid management meetings, CARA, department head, joint health and safety, SURF meetings, site meetings at the community hall, Town branding, after council, and safety.
2. Projects: Emergency management training, safety day, community hall renovations, taught WHIMIS to staff, flowers picked up and put out, mowing, painted playfields, work on second phase of the orchard, spray park opened, campground opened, ice plant maintenance tender awarded, cemetery mower tender awarded, SRC flooring tender on APC, and dealing with concern and complaints as they come in.
3. We had a few busy weeks with a huge tournament and the youth centre auction. The Steel Wheel Stampede and Parade to follow along with lacrosse tournaments thrown into the mix. With summer here and time commitments the way they are Desirae Perry has taken on the lead hand role of helping organize and run crews and thus far is doing a fantastic job (never a doubt in my mind).
4. Now for the fun part of the report... The work that Brad, Lara, and Leanne did so far on the branding of the Town is wonderful (a ton of work must have gone into it... thanks) and I am looking forward to seeing the end result. A huge thank you to Maddie and Melissa for helping with the tenders and generally just being great people. All the input from council with regards to the renovations at the hall has been much appreciated. Lastly a big thank you to Scott for helping figure out the interference to the sound system at the Hall. Let's all have a great summer and remember to be safe out there.

#### REGIONAL FIRE CHIEF

1. Training
  - Level 2 - Fire and Life Safety Initiatives, Pre-incident planning, Suppressing Class B fires
  - Level 1 - Introduction to Hazardous materials, NFPA 472 exam
  - Station 2 - Iam Responding program training
  - Organizing live fire training portion for Level 1 & 2 at Red Deer Fire Training grounds June 8 & 9
2. Fire Department Operations

- Meeting - Attended the Alberta Fire Chiefs Conference in Red Deer
- Fire Inspection/Plans review - Follow up inspection Hazel-more apartments, Smitty's Lounge, Buds & Bliss,
- Fire Prevention - Erskine School fire station tour, Donalda & White Sands Hutterite Colony fire safety
- Pick up Tender 15 from Red Deer RMP regarding valve and pump repairs
- Move tender 25 to Station 2 and move Tender 35 to Station 1
- Deliver Tender 15 to Red Deer RMP for tank and tail board repairs
- Manage Fire Department notification signs at Buffalo Lake to align with current fire hazard conditions
- Review and approve annual Firework application for Ol'MacDonalds Resort
- Repair Engine 12 DPF malfunction
- Repair Tender 35 auto drain malfunction
- Working on Fire Investigation report regarding fatal fire/explosion in County of Stettler
- Working on replacement maps for all fire apparatus

3. Regional Fire Department Incident Summary

- Total calls 21 - 9 motor vehicle incidents, 2 alarm calls, 8 medical first response, 1 wildland fire, 1 Structure fire with civilian fatality.



Greg Switenky  
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73759
Cheque Date	First	Last		73786

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AltaLIS Ltd.	73759	2019-06-14	\$283.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
GIS Urban Cadastral Subscripti	52583	\$283.50	
-----			
Arctec Alloys Limited	73760	2019-06-14	\$435.24
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Hard surface welding rods	INV0028341	\$435.24	
-----			
Aspen Ford Sales Ltd.	73761	2019-06-14	\$89.23
-----			
Invoice Description	Invoice Number	Invoice Amount	
Park shift linkage repairs #4	314232	\$89.23	
-----			
Campbell, Al	73762	2019-06-14	\$275.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Council Travel CBL & Tourism	2019.06.04	\$275.00	
-----			
Canada Post Corporation	73763	2019-06-14	\$4,205.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Tax Notices/Water Bill	9688549974	\$4,205.06	
-----			
Capital H2O Systems Inc.	73764	2019-06-14	\$2,814.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Ploymer Pump	16115	\$2,814.00	
-----			
Fountain Tire Stettler Ltd.	73765	2019-06-14	\$1,329.42
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Trans 2 tires unit #73	073I026752	\$1,329.42	
-----			
Future Ag Inc	73766	2019-06-14	\$301.14
-----			
Invoice Description	Invoice Number	Invoice Amount	
Airport Blades & Wheels #158	IS55533	\$233.14	
Trans Oil Filters unit #36	IS55422	\$68.00	
-----			
Gendre Construction Inc.	73767	2019-06-14	\$4,788.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Hire Equip Cattail push	2982	\$4,788.00	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Government of Alberta	73768	2019-06-14	\$925.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Hall Rental Refund overpayment	2019.06.11	\$925.00	
-----			
Gyro Ag Ltd.	73769	2019-06-14	\$509.01
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Gas cap unit #6	606	\$11.51	
Parks pull rope #92/Grinder wh	570	\$149.63	
Parks Spring for shift linkage	542	\$4.80	
Parks Carb kit unit #92	571	\$12.97	
Parks Blades unit #9	583	\$330.10	
-----			
Heartland Glass Ltd.	73770	2019-06-14	\$112.77
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC 4 keys cut	104123	\$10.50	
SRC 6 Keys cut	104096	\$15.75	
SRC 15 keys cut Summer Student	104117	\$43.31	
SRC 3 keys cut summer students	104145	\$8.66	
Parks Build mirror unit #81	104084	\$34.55	
-----			
Hitch to Headlights	73771	2019-06-14	\$115.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
Park Battery charger unit #111	4479	\$115.50	
-----			
J. T. Auto Body Ltd.	73772	2019-06-14	\$771.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Repair hoot latch #86	21163	\$771.75	
-----			
John Deere Financial	73773	2019-06-14	\$96.29
-----			
Invoice Description	Invoice Number	Invoice Amount	
Park Twin to string soccer lin	772438	\$96.29	
-----			
LM Waste Removal	73774	2019-06-14	\$105.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Park Extra Garbage bins for	52684	\$105.00	
-----			
Maruk, Steve	73775	2019-06-14	\$34.17
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Tender Preparation	2019.06.03	\$34.17	
-----			
New West Freightliner	73776	2019-06-14	\$430.98
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans AC lines & dryer unit #2	458284R	\$430.98	
-----			
Northland Radiator Service Ltd	73777	2019-06-14	\$528.94
-----			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans rod repair unit #42	192385		\$528.94
O'Neil, Darby	73778	2019-06-14	\$17.60
Invoice Description	Invoice Number	Invoice Amount	
WaterTrans Class 3 Written Tes	2019.06.07	\$17.60	
Receiver General for Canada	73779	2019-06-14	\$61,027.21
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP12-19	\$47,056.87	
Town Tax Remittance	PP12-19.	\$11,815.40	
BOT Tax Remittance	PP12-19.BOT	\$1,748.58	
SVWS Tax Remittance	PP12-19.SVWS	\$406.36	
Receiver General for Canada	73780	2019-06-14	\$817.42
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP12-19	\$817.42	
Stettler Agri-Centre	73781	2019-06-14	\$1,042.51
Invoice Description	Invoice Number	Invoice Amount	
Water Trans weed wacker blade	881S	\$26.24	
Parks 3 point hitch repair#129	1290S	\$819.16	
Parks Heads & rewind #92	1291S	\$197.11	
Stettler Home Hardware	73782	2019-06-14	\$1,804.09
Invoice Description	Invoice Number	Invoice Amount	
Office Key Cut	116486	\$8.35	
Office 2 Bottled Waters	116403	\$10.50	
Office 3 Bottled Waters	116552	\$15.75	
Trans 3 Botted Waters	116405	\$11.25	
Trans 2 Bottled Waters	116564	\$7.50	
Trans Carpet tape	116338	\$6.81	
P&L 12 Canadian Flags	116457	\$189.00	
P&L 10 Canadian Flags	116452	\$126.00	
P&L Paint Brushes	116376	\$20.96	
Comm Hall Supplies	116505	\$8.91	
SRC Barrel Planter	116572	\$104.98	
SRC Tarp Tools	116531	\$35.66	
SRC Janitor Supplies	116331	\$13.31	
SRC Baseball Diamond Materials	116601	\$31.48	
Safety Day Swag	116373	\$1,112.16	
Comm Hall Floor prep materials	116350	\$37.76	
Comm Hall Floor finishing pads	116429	\$20.98	
Comm Hall Floor tools	116323	\$69.78	
Comm Hall Returned Floor finis	116324	\$1.59	
Superior Truck Equipment Inc.	73783	2019-06-14	\$889.90
Invoice Description	Invoice Number	Invoice Amount	
Hydrovac Boom rest unit #162	7939S	\$130.00	
Hydrovac unloader valve #162	7956S	\$828.15	
Turtle Club Truck Wash	73784	2019-06-14	\$21.42
Invoice Description	Invoice Number	Invoice Amount	
Park Wash unit #87	7966	\$21.42	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Willis, Alan R.	73785	2019-06-14	\$450.00
-----			
=====			
	Invoice Description	Invoice Number	Invoice Amount
	Entertainment inthe Park Jun26	2019	\$450.00
-----			
Woody's Automotive Ltd.	73786	2019-06-14	\$775.94
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Shop Janitor Supplies	644282	\$104.96
	Shop Clips	643489	\$9.60
	Shop Thread & Flange Sealant	642383	\$54.57
	Shop Flange sealant	643398	\$37.36
	Shop Vaccum caps	644193	\$6.44
	Shop Rubber hose	644449	\$8.77
	Shop Trans seal unit #48	642294	\$13.19
	Shop Pump oit unit#82	642389	\$21.97
	Shop Flashlight	642663	\$33.02
	Parks/Shop Grease fittings & t	643172	\$20.54
	Shop 5/16 tap	643342	\$9.91
	Trans Rad cap unit #42	643095	\$7.67
	WTP Supplies & Lab Supplies	642316	\$442.08
	Water Wheel nut unit #135	642421	\$5.86
-----			
	Total Cheques		\$84,996.09
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-06-04	2019-06-04		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Accu-Flo Meter Service Ltd.	EFT0001343	2019-06-04	\$3,255.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water CE5320 Handhel Computer		84417	\$3,255.00
-----			
Action Plumbing & Excavating	EFT0001344	2019-06-04	\$2,151.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Joint Install Heater/Gasl		W31466	\$2,151.50
-----			
APEX Supplementary Pension Pla	EFT0001345	2019-06-04	\$374.85
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supplementary Pension Plan Tru		PP11-19	\$374.85
-----			
Stettler Regional Board of Tra	EFT0001346	2019-06-04	\$22,500.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Ec Dev - Dr. Recruitment		1104	\$22,500.00
-----			
Bounty Onsite Inc.	EFT0001347	2019-06-04	\$3,840.45
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Shop Janitor Supplies		001-082408	\$196.16
Roads 2 hard hats/safety glass		001-082014	\$69.92
Roads Lane Clean up Gloves		001-082191	\$60.21
Water Trans Batteries for Emer		001-081273	\$40.01
Water Trans Nylon Sling		001-081210	\$34.91
Water Trans Reflective Tape		001-081299	\$110.19
Water Trans Dig Trailor Tools		001-082102	\$1,105.43
Water Trans Safety Vest		001-080941	\$26.25
Water Trans 3 pairs of Gloves		001-081502	\$32.46
Water Trans Rain Pants		001-082396	\$65.25
Sewer unit #135 Tools & Kit		001-081883	\$363.17
SRC Janitor & Safety Supplies		001-081131	\$197.86
SRC Janitor Supplies		001-081175	\$51.41
SRC Janitor Supplies		001-081573	\$466.66
SRC Janitor Supplies		001-081763	\$554.42
SRC Janitor Supplies		001-082211	\$37.36
Fitness Area Janitor Supplies		001-081128	\$40.22
Comm Hall Janitor Supplies		001-082249	\$295.38
Comm Hall HVAC Filters		001-082226	\$93.18
-----			
Canadian Red Cross	EFT0001348	2019-06-04	\$1,548.75
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Pool Facility Training Materia		CRC-147356	\$1,548.75
-----			
Canadian Union of Public Emplo	EFT0001349	2019-06-04	\$880.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Union Dues		PP11-19	\$880.00
Chemtrade West Limited Partner	EFT0001350	2019-06-04	\$8,937.97
=====			
Invoice Description		Invoice Number	Invoice Amount
WTP Chemicals		92634833	\$8,937.97
Contact Safety Service Ltd.	EFT0001351	2019-06-04	\$490.88
=====			
Invoice Description		Invoice Number	Invoice Amount
SRC Service Kitchen System		8257	\$273.00
Comm Hall Service Kitchen Syst		8258	\$217.88
Dean's Machine Inc.	EFT0001352	2019-06-04	\$252.00
=====			
Invoice Description		Invoice Number	Invoice Amount
Shop Build Seal installer		42270	\$120.75
Trans Cut Pin Unit #36		42302	\$131.25
Hach Sales & Service Ltd.	EFT0001353	2019-06-04	\$891.14
=====			
Invoice Description		Invoice Number	Invoice Amount
WTP Lab Supplies/Reagents/Frei		194344	\$891.14
Heartland Stationers (2014) Lt	EFT0001354	2019-06-04	\$824.16
=====			
Invoice Description		Invoice Number	Invoice Amount
Admin Office 10 cases of paper		14337	\$503.48
Fire Joint Stationery		14237	\$44.84
Fire Joint Stationery		14270	\$17.06
WTP Stationery		14474	\$180.13
P&L Stationery		14264	\$78.65
Howe, Kelly	EFT0001355	2019-06-04	\$75.10
=====			
Invoice Description		Invoice Number	Invoice Amount
WTP Flowers for the Facility		2019.05.26	\$75.10
Lifesaving Society	EFT0001356	2019-06-04	\$310.59
=====			
Invoice Description		Invoice Number	Invoice Amount
Pool Programs Training Materia		6656	\$310.59
Loomis Express	EFT0001357	2019-06-04	\$53.42
=====			
Invoice Description		Invoice Number	Invoice Amount
Water Trans Freight		8342024	\$53.42
Norwood Foundry Limited	EFT0001358	2019-06-04	\$5,031.39
=====			
Invoice Description		Invoice Number	Invoice Amount
Drainage Catch Basin Frames/Gr		42001	\$1,735.65
Trans Catch Basin Frames/Grate		42023	\$3,295.74
OK Tire Stettler	EFT0001359	2019-06-04	\$157.50
=====			
Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans Tire repair unit #182	IN051606		\$157.50
Scott, Graham	EFT0001360	2019-06-04	\$379.81
=====			
Invoice Description	Invoice Number	Invoice Amount	
GIS SLGM Conference	2019.05.17	\$379.81	
The Soap Stop	EFT0001361	2019-06-04	\$704.58
=====			
Invoice Description	Invoice Number	Invoice Amount	
SRC Janitor Supplies	442341	\$704.58	
Tagish Engineering Ltd.	EFT0001362	2019-06-04	\$27,117.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
TS92 - Snow Dump Expansion	16969	\$1,207.23	
TS95 - 2019 Road Construction	16950	\$11,672.63	
TS93 - 57A St Lane Infrastruct	16944	\$6,994.08	
TS86 - 51st Ave Water & Sanita	16951	\$1,994.42	
TS94 - 52nd St Water Main Repl	16945	\$5,249.14	
WSP Canada Inc.	EFT0001363	2019-06-04	\$422.10
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sewe Eng Services Desludging	0830986	\$422.10	
Yost, Dustin & Maria Cristine	EFT0001364	2019-06-04	\$1,800.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall May Hall Janitor	2019.05.01	\$1,800.00	
Total Cheques			\$81,998.69

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number First	Last
Cheque Date	2019-06-11	2019-06-11		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Automated Aquatics Canada Ltd.	EFT0001365	2019-06-11	\$3,260.52
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Pool Facility Chemicals & Frei	0000086801	\$446.02
	Pool Equip Repair Part & Freig	0000086944	\$350.91
	Pool Equip Repair Parts & Frei	0000086976	\$210.29
	Pool Chemicals & Freight	0000087857	\$395.64
	Pool Equip Repair Parts	0000086977	\$1,543.50
	Pool Chemicals & Freight	0000087484	\$314.16
-----			
Baharally, Charlene	EFT0001366	2019-06-11	\$82.46
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Fitness Area Special Event Sup	2019.06.03	\$82.46
-----			
Barnes, Roger	EFT0001367	2019-06-11	\$25.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	SRC June Telephone Allowance	2019.06.01	\$25.00
-----			
Chapman Riebeek	EFT0001368	2019-06-11	\$1,358.97
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Bylaw April Legal Services	2019.05.21	\$1,358.97
-----			
Dahl, Steven	EFT0001369	2019-06-11	\$150.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Shop 2nd Tool Allowance Instal	2019.06.01	\$150.00
-----			
Digital Connection Office Syst	EFT0001370	2019-06-11	\$323.54
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Office & Water Billing Photoc	207019	\$323.54
-----			
Dodd, Sonia	EFT0001371	2019-06-11	\$970.28
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Pool Facility Jun Telephone Al	2019.06.01	\$25.00
	Admin Safety Training in Edmon	2019.05.31	\$256.28
	Pool Programs Training in Edmo	2019.06.03	\$689.00
-----			
Ember Graphics	EFT0001372	2019-06-11	\$233.10
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Park WHMIS Labels	15454	\$233.10

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Gerlitz, Steven	EFT0001373	2019-06-11	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Jun Phone/Trvl Al	2019.06.01	\$100.00	
Graham, Leann	EFT0001374	2019-06-11	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Jun Phont & Travel Allowan	2019.06.01	\$175.00	
Howe, Graham	EFT0001375	2019-06-11	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC/Cemetery Jun Phone Allowan	2019.06.01	\$25.00	
Hymers, Kim	EFT0001376	2019-06-11	\$795.00
Invoice Description	Invoice Number	Invoice Amount	
Admin Financial Management Cou	2019.06.04	\$795.00	
Stettler Town & County Museum	EFT0001377	2019-06-11	\$34,000.00
Invoice Description	Invoice Number	Invoice Amount	
2019 Museum Grant Motion	2019	\$34,000.00	
Nelson, Tyler	EFT0001378	2019-06-11	\$27.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Personal Vehicle Mileage	2019.05.30	\$27.00	
QM Contracting	EFT0001379	2019-06-11	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water May Water Meter Reader	931367	\$1,575.00	
Stenlund, Wayne	EFT0001380	2019-06-11	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
Shop 2019 Tool Allowance 2nd I	2019.06.01	\$300.00	
Stettler & District Handibus	EFT0001381	2019-06-11	\$25,000.00
Invoice Description	Invoice Number	Invoice Amount	
2019 Handibus Grant	2019	\$25,000.00	
Switenky, Greg	EFT0001382	2019-06-11	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Jun Phone & Trvl	2019.06.01	\$370.00	
Varghese, Cyril	EFT0001383	2019-06-11	\$167.91
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2019.05.24	\$167.91	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Total Cheques			----- \$68,938.78 =====
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000172
Cheque Date	First	Last		ONL000177

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Poulin's Professional Pest Con	ONL000172	2019-06-07	\$198.45
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Monthy Pest Control	1154195	\$198.45	
-----			
Rogers	ONL000173	2019-06-07	\$33.60
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Fire Joint 05.19-06.18 Data Fl	2018195624	\$33.60	
-----			
Shaw Cable	ONL000174	2019-06-07	\$73.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Comm Hall 06.17-07.16 Wifi	2019.05.17	\$73.50	
-----			
Shaw Cable	ONL000175	2019-06-07	\$288.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
SRC 6.15 to 7.14 WIFI	2019.05.15	\$288.75	
-----			
Telus Communications	ONL000176	2019-06-07	\$2,851.80
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Telus May 22 to Jun 21	2019.05.23	\$2,851.80	
-----			
Telus Mobility Inc.	ONL000177	2019-06-07	\$1,055.17
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Telus Mobiliyt 05.22 to 06.21	2019.05.21	\$1,055.17	
-----			
Total Cheques			\$4,501.27
			-----
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000178
Cheque Date	First	Last		ONL000179

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shaw Cablesystems GP	ONL000178	2019-06-14	\$106.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fitness Area July Cable TV		2019.06.01	\$106.00
-----			
United Farmers of Alberta	ONL000179	2019-06-14	\$727.93
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Trans Tools, picks, hammers		304214058	\$194.20
Trans Drill bit, nuts, bolts		304214244	\$22.99
Roads lumber for tie repair		304212214	\$62.98
Water Trans Hitch Pin		304214408	\$29.99
Water Trans Lumber Curbstop sa		304216729	\$44.09
HBC Comm Garden Seeds		304216307	\$157.50
HBC Sign Posts		604216178	\$178.40
Park Bench materials		304212191	\$37.78
-----			
Total Cheques			\$833.93
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73749
Cheque Date	First	Last		73758

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
County of Stettler Housing Ath	73749	2019-06-07	\$82,827.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
3rd Qtr 2019 Requisition	2019.3	\$82,827.00	
-----			
Heartland Youth Centre	73750	2019-06-07	\$50,000.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
2019 Playground Program	2019.06.01	\$50,000.00	
-----			
Howe's Greenhouse	73751	2019-06-07	\$8,356.95
-----			
Invoice Description	Invoice Number	Invoice Amount	
Parks Flowers for Town	277	\$8,356.95	
-----			
Just Safety Supplies & Service	73752	2019-06-07	\$103.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
Roads & Trans Safety Glasses	5686	\$103.75	
-----			
Rodeo Roofing	73753	2019-06-07	\$14,760.77
-----			
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage Roof Replacement	435	\$14,760.77	
-----			
Town of Stettler - Petty Cash	73754	2019-06-07	\$185.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Lotto Tickets PettyCash	2019.06.04	\$185.00	
-----			
VWR International Co.	73755	2019-06-07	\$57.11
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Lab Supplies	8611763637	\$57.11	
-----			
W.R. Meadows of Western Canada	73756	2019-06-07	\$3,029.04
-----			
Invoice Description	Invoice Number	Invoice Amount	
Traffic White Traffic Paint	120006677	\$3,029.04	
-----			
Wally's Backhoe Services Ltd.	73757	2019-06-07	\$1,239.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Replace Town Portion	64	\$1,239.00	
-----			
Yellow Pages	73758	2019-06-07	\$55.44
-----			
Invoice Description	Invoice Number	Invoice Amount	

System: 2019-06-06 1:15:47 PM  
User Date: 2019-06-06

Town Of Stettler  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 2  
User ID: Veronica

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office May Directory Advertisi	19-7191056		\$55.44
	Total Cheques		----- \$160,614.06 =====

**PRL Board Meeting Minutes  
May 23, 2019**

The regular meeting of the Parkland Regional Library Board was called to order at 1:06 p.m. on Thursday May 23, 2019 in the PRL Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Jason Alderson, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Alternate John Baswick for Rhonda Hunter, Cora Knutson, Gord Lawlor, Stephen Levy, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Gayle Rondeel, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Cindy Trautman, Doug Weir, Sharon Williamson, Bonita Wood, Ann Zacharias

**With Regrets:** Elaine Fossen, Dwayne Fulton, Blair Morton, Sonia Temple, Patricia Toone

**Absent:** Jackie Almberg, Jean Bota, Jacqueline Boulet-Boden, Roger Gaetzman, Donnie Hill, Tim Hoven, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Leah Nelson, Roger Nichols, Corby Parsons, Bill Rock, Chris Ross, Jeannette Ruud, Heather Ryan, Leonard Thompson

**Guests:** Kevin Fergusson (RSM Alberta LLP)

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

**Call to Order**

Meeting called to order at 1:06 p.m. by Smith.  
Smith welcomed everyone.

**1.1 Agenda**

**1.1.2 Adoption of the Agenda**

Motion by Lawlor, seconded by Stannard to accept the agenda as presented.

CARRIED UNANIMOUSLY  
PRL 33/2018-19

**1.2. Approval of minutes**

Motion by Sanchez, seconded by Stulberg to approve the minutes of the February 21, 2018 meeting as presented.

CARRIED UNANIMOUSLY  
PRL 34/2018-19

**1.3. Business arising from the minutes of February 21, 2018 meeting**

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

**2.8. Business Arising from the Consent Agenda**

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

Motion to approve the consent agenda as presented was made by Lawlor seconded by Gartside.

CARRIED UNANIMOUSLY

PRL 35/2018-19

### **3.1. Approval of the 2018 Audit**

Smith welcomed Kevin Fergusson from RSM. Fergusson presented the audit. The financial statements present fairly, in all material respects, the financial position of Parkland Regional Library as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. Fergusson reviewed the financial statements and the report to the board. According to the auditors, there was one current year recommendation to note, "During our review of the journal entry process for the preparation of general journal entries we noted the library has no review over entries being posted." "We recommend that the either monthly or quarterly, Director review general entries posted to the Library's accounting records and initial as acknowledgement of his review." Lastly, "During the year we noted activities through the building grant account had not been recorded in the Library's accounting records. An audit adjustment has been posted for these balances."

In terms of revenue over expenses in 2018, Parkland had a surplus of \$82,824. This was due to vacant staff positions and several retirements.

Motion by Green, seconded by Alderson to approve the Parkland Regional Library Financial Statements and Independent Auditor's Report for 2018 and the Report to the Board as presented.

CARRIED UNANIMOUSLY

PRL 36/2018-19

Kevin Fergusson left the meeting at 1:45 p.m.

### **3.2. Trustee Orientation – How Public Libraries are Funded in Alberta**

Sheppard gave a short presentation on the intricacies of Municipal and Public Library Funding in Alberta.

### **3.3. Budget 2020**

The Executive Committee has discussed the development of the 2020 Parkland budget at their last two meetings. Within the budgets, lines with increases really only reflected inflationary costs PRL can't control. Many budget lines remained unchanged between 2019 and 2020. Provincial funding was calculated at 2016 levels since at present staff do not anticipate any increases in grant funding from the Government of Alberta. A provincial budget may not be announced until the fall.

Parkland's service population is 218,595, serving 64 municipalities and 49 libraries. Libraries have seen increased use over 2018 and Parkland has experienced increased demand for regional services that are cost effective and meet the needs of municipal libraries. Unlike all but one other regional system, Parkland does not charge member library boards a yearly requisition.

The optimal budget scenario for Parkland to continue to offer excellent service to member libraries has a potential increase of \$117,884, or 53 cents per capita. This equates to a total budget increase of 3.7%. This scenario allows for the increases to the salary grid, accounts for increased software costs, trustee expenses including the new Advocacy Committee, and a modest increase for additional eContent.

The Executive Committee is contemplating sacrificing new eContent to protect other areas of the budget. In this budget, it equates to a 39 cent increase in municipal requisitions or an \$87,281 increase for a total budget increase of 2.8%.

The requisition increase, in the past 5 years, from 2015 at \$7.73 to 2019 at \$8.25 is 52 cents. The optimal increase in 2020 budget would forecast the per capita requisition rise \$1.05 per capita within a six year period.

Staff do not recommend any further reduction to member library materials allotment. The 2020 allotment rate remains at \$1.13 per capita. PRL allotment is the only materials budget that many of PRL's member libraries have.

Work is ongoing. A new budget will be presented to the Executive Committee for review at the June 13<sup>th</sup> meeting.

#### **3.4. PRL Investments**

According to Parkland's Annual Agenda policy, the Executive Committee is to review PRL's investments at least twice a year. According to PRL policy, the Executive Committee has the responsibility to review and make decisions related to Parkland's investments. The meetings for the review of investments in 2019 occur in April and October.

In past years, PRL only invests its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities is the company that manages PRL's investment account.

Currently, PRL's interest rate for on demand funds is set at Prime less 1.85%, currently making the rate of return on our current chequing account 2.1%. Given the marginal difference in returns between GICs and Parkland's current account, staff did not plan on investing in GICs at this time. There is also a high likelihood that due to our new headquarters building project that large amounts of funds may be necessary at short notice. Parkland does not want to be caught in a situation where funds are tied up in investments when sudden large expenditures could create cash flow problems. For these reasons, staff did not recommend changing PRL's overall investment strategy of keeping funds in a conservative, managed bond portfolio. At their May 9<sup>th</sup> meeting, the Executive Committee made the following motion:



*Motion by Gartside to leave PRL's investment strategy as is.*

*CARRIED*

Motion by Ebden, seconded by Penney, to receive for information.

CARRIED UNANIMOUSLY

PRL 37/2018-19

### **3.5. Building Update**

Parkland staff received a set of blueprints for our new building from Tricon on March 27<sup>th</sup>. Staff asked for the "dream building" based on PRL's functional requirements. Unfortunately, it was over 7000 square feet bigger than the original plan.

The total size equaled 21,708 square feet on two floors. This is actually more space than our current building. Part of the reason for the size is that staff are trying to project into the future for population growth and the possibility of the City of Red Deer joining the system.

Tricon provided an average construction cost of \$180 per square foot. That would mean total construction costs would be just over \$3.9 million not including the purchase of land, installation of the SuperNet, or the purchase of new furniture.

Based on a quick estimate, the board has close to \$5 million to dedicate to this project: see below for the breakdown.

- \$2.4 million – GOA Grant
- \$2 million – sale of current building
- \$250,000 Building Reserve
- \$50,000 – Furniture Reserve
- \$200,000 Unrestricted Operating Fund. The fund is currently valued at \$404,000 but we need to replenish the Technology Reserve.

Total \$4,900,000

On April 30<sup>th</sup>, Parkland staff met with Tricon staff to discuss ideas on how to reduce the cost of the building without negatively affecting functionality. The meeting went very well and Tricon is now working on another set of blueprints.

Staff also do not know which parcel of land PRL is going to purchase. The cost of installing the SuperNet is a very significant expense and Parkland is continuing to explore which piece of property will be less expensive for SuperNet installation. At their highest, costs could run up to \$250,000 for the SuperNet. Staff hope to reduce this cost by 60% to 75%.

Parkland was asked by Tricon to provide a real property report which has been done. Parkland used Bemoco Land Surveying Ltd at a cost of \$2,757.75.

Tricon also conducted its own valuation of the current Parkland building. Tricon used True Point Building Appraisals and paid for the appraisal themselves. Part of the reason for this second appraisal by Tricon is because after PRL sells the building to them, PRL will have to pay a lease rate to Tricon from the time of the sale until Parkland's new building is ready for occupancy during the summer of 2020. The current value of the building will have an impact on the lease price.

Motion by Gilliat, seconded by Lawlor to receive for information

CARRIED UNANIMOUSLY

PRL 38/2018-19

### **3.6. Advocacy Committee Activity**

The Advocacy Committee decided to present their report orally, with each of them taking turns speaking.

The Advocacy Committee has met three times, in March, April, and May, in the afternoons following Executive Committee meetings. The committee is chaired by Gord Lawlor with Barb Gilliat serving as Vice-Chair and Janine Stannard as Executive Committee and Board liaison.

Given the short notice and tight campaign period, the committee made election advocacy their first priority. From the work accomplished at the March meeting, PRL staff created and distributed a 2018-by-the-numbers regional library infographic as well as a set of talking points for use with candidates. The election advocacy initiative was devised, created, and disseminated within two weeks of their first meeting on March 14th.

At the April meeting the committee revisited the four advocacy goals that were identified in March:

1. Libraries need stable funding
2. Libraries need to be seen as a core community service
3. Stakeholders understand **why** libraries are important
4. Residents will be aware of and use the array of library services

The first target audience the committee identified is PRL board members because one of their roles as board members is advocacy, and the board has already recognized that advocacy efforts need to start with PRL. The committee decided to send a short, three question survey to the board to determine what their current perception of libraries is.

Only 17 board members completed the survey despite the opportunity to win a \$25 Amazon gift card. This is less than 50% of the Board, even when you subtract the nine advocacy committee members who chose to abstain from the survey so as not to sway the results. Board member Bonita Wood won the Amazon gift card.

At the May meeting, the committee discussed how the low response rate to the board survey may indicate ambivalence towards library service. Evidently development work needs to be undertaken, including instilling a passion in the board about what regional systems and libraries do. To this end, the committee anticipates an advocacy component at each board meeting to raise enthusiasm for and awareness of the diverse services libraries provide.

To help inspire PRL board members on a personal level, the committee suggested creating a bank of library stories. PRL already had a story bank from The Library Effect campaign a few years ago and committee members reviewed all those stories to select several that demonstrate how the public library can transform people's lives. A story will be included in each board package as part of the work to develop PRL board members into library advocates.

The committee identified a couple of strategies to work towards the next immediate goal of maintaining stable funding to public libraries as the newly elected government develops their budget. PRL will send a tailored letter to each MLA in the region with a request for an introductory meeting. Each MLA will be matched with a member of the Advocacy or Executive committee from that area to attend the meeting along with PRL's Director. In addition, a template letter will be sent to member library boards encouraging them to also send welcome letters to their MLAs and either request an audience or invite the MLA to their library.

The committee also discussed aligning their activities with province-wide public library advocacy initiatives. At the Alberta Library Conference there was an informal meeting of the 16 public library nodes which led to the creation of a welcome letter to the new Minister of Municipal Affairs, Kaycee Madu. The draft letter was completed by the directors of PRL and Yellowhead Regional Library (YRL), signed by all the node library Chairs, and sent to the Minister on May 1<sup>st</sup>.

This committee believes it is important for Alberta's public libraries to present a unified message at the provincial level. Since Parkland contributed significant content to the letter to the Minister and since they are already actively developing advocacy plans and tools, the committee committed to sharing their work and resources with the wider library community. This includes the slogan "Strong Libraries - Strong Communities - Alberta Strong!"

In addition to working with Yellowhead to maintain the momentum created at Jasper, Parkland is willing to participate in and host collective advocacy development meetings. Work is ongoing.

### **3.7. Pilot Projects**

In PRL's 2019-2021 Strategic Plan, Goal 2, objective c) states:

*Member libraries are able to offer increased public library programming options through the initiatives and resources developed at the regional level.*

In response to this objective, the PRL Consultant Librarians have teamed up to create two new pilot projects. They will enable Parkland libraries to increase the variety of programming they offer to their communities, without having to incur a prohibitive upfront cost.

### **Magic of Coding Kit**

One of these innovative projects focuses on STEAM programming. Parkland has a number of successful children's programming kits, but few currently employ technology. The Harry Potter Kano coding kit supplements the Kano coding program and will allow children (and adults) to learn about coding. Each kit includes a wand that activates programs created on Kano World software. The software has 70+ creative challenges, which use step-by-step connect code blocks to demonstrate JavaScript functions. There is also a play mode, which will allow users to experiment once they are comfortable with the basics. This kit would include 10 tablets, screen protectors, cases, and the Kano Harry Potter wands and software.

The estimated cost to create this kit was \$3,150

### **Large Print Book Clubs**

The other pilot project involves Large Print Book club kits, an initiative that has been requested by several libraries. These would be targeted towards adults who require large or alternate print formats. PRL intends to create three kits, each containing 10 large print books and two audio books, with a DAISY format available if any print-disabled participants require it. Libraries will be able to request these kits to be used by local book clubs.

The estimated cost to create these kits was \$1,500

To cover unexpected costs staff asked the Executive Committee for up to \$6000 from the Unrestricted Operating Fund. As allowed under PRL's Finance Policy, the Executive Committee made the following motion at their April 11<sup>th</sup> meeting:

*Motion by Stannard to move up to \$6,000 from the Unrestricted Operating Fund to cover the costs of these two pilot projects. (Currently the Unrestricted Operating Fund is valued at over \$404,000.)*

*CARRIED*

Motion by Herle, seconded by Stannard to receive for information

CARRIED UNANIMOUSLY

PRL 39/2018-19

### **3.8. First Nations Services**

Last October Parkland agreed to participate in the Public Library Services Branch (PLSB) sponsored "Voices of Amiskwaciy" project. This project was supposed to be concluded by the end of March. Training related to the project occurred on April 8 and 9th at Parkland.

It was the intention of this project to share local stories and cultural content through a digital public space. The scope of the project is province-wide and includes representation from Indigenous communities in northern, central, and southern Alberta. The idea is to support local and regional capacity in digital Indigenous story creation.

Since the project was not completed by the end of March, PRL's Director requested an extension for the grant's reporting period until June 30th. The extension was approved by Colette Poitras, the Manager, Indigenous Public Library Outreach with the Public Library Services Branch (PLSB), Alberta Municipal Affairs.

Parkland is also working to establish a small semi-permanent library service at the Howard Buffalo Memorial Centre at Maskwacis. This would replace two "Pop-up" libraries currently set up at Maskwacis at the local mall and the Howard Buffalo Memorial Centre. Staff hopes to have the service running sometime in June.

Outreach to the O'Chiese and Sunchild reserves continues to be a challenge partly due to the distance from Lacombe. However, staff are exploring a couple of options that may include local reserve residents providing the equivalent of a kiosk library service and/or a local public library extending service to reserve residents through contract. In May, at a meeting with the Rocky Mountain House library board, Parkland discussed what role the Rocky Mountain House Library might play in outreach to O'Chiese and Sunchild. They have agreed to act as an interlibrary loan (ILL) pick up and drop off location and will allow use of their collection. Parkland will endeavor to hire a person from one of the reserves who can pick up and drop off ILLs at the library in Rocky Mountain House and provide a small kiosk service primarily using library materials from Rocky.

Another matter being dealt with is an effort being made by the City of Wetaskiwin to have all of the bands located on the reserves around Maskwacis reallocated to the Yellowhead Regional Library (YRL) system. At the meeting in Edmonton, a possible permanent solution to the problem of jurisdiction was arrived at but it must be explored further by the PLSB. However, the recent provincial election delayed action which could lead to resolution of this situation.

Motion by Ferguson, seconded by Gilliat to receive for information

CARRIED UNANIMOUSLY

PRL 40/2018-19

### **3.9. PRL P.D. Day**

At the April 11<sup>th</sup> Executive Committee Meeting, the committee identified increased trustee education as a need for board members throughout the region. The committee asked if Parkland's Fall Conference/Professional Development Day could contain components that would be useful for trustees. Included in the package was the schedule with session descriptions for Parkland's Professional Development Workshop to be held on September 23<sup>rd</sup>. Virtually the entire agenda is applicable to library board trustees. There is no charge to attend if you are:

- Staff from a member municipality
- A councilor from a member municipality
- A member of the Parkland Board

- A board member from a member library
- Staff from a member library

Online registration will start May 24<sup>th</sup>.

### 3.10. Parkland Community Update

PRL's Advocacy Committee discussed the idea of extending the length of board meetings to 3:30 or 4:00 p.m. and/or starting the meetings earlier in the morning. The intent was to allow more time for sharing between board members and to provide more professional development opportunities; particularly in the area of advocacy.

A straw vote was taken for the 3 options for future meetings:

- |  |          |
|--|----------|
| 1. 1:00-4:00 p.m.                      | 14 votes |
| 2. 12:30-3:30 p.m. with a small repast | 19 votes |
| 3. 10:00 a.m. – 2:00 p.m. with lunch   | 3 votes  |

The next board meeting will be on September 12, 2019 from 12:30-3:30 p.m. An email reminder will be sent out to board members.

**Stettler Library** has been operating under 2 boards working as one and are looking at forming an intermunicipal board. They are looking to be compliant with *The Libraries Act*; it is not a bid for additional funding.

### 3.11. Updates

#### 3.11.1. Director's Report

#### 3.11.2. Library Services

#### 3.11.3. IT

#### 3.11.4. Finance and Operations

#### 3.11.5. Alberta Library Conference

Two of the PRL board members, Norma Penney and Sonia Temple, who were selected in the draw at the organizational meeting in November submitted written reports on the Alberta Library Conference which were included in the package. The third, Terilyn Paulgaard, gave a short verbal report on the conference. She had 5 points:

1. She very much enjoyed the speaker Tanya Pollard.
2. The best workshop was the one given by Ken Allen about how library boards and towns work together.
3. She very much appreciated PRL Board member Bob Green taking the time to explain about ALTA.
4. She took to her board the ideas she learned about increasing visibility online for less cost.
5. She would like to see the conference be made more affordable, so that more board members would be able to attend.

### 3.11.6. ALTA

Smith asked if there were any questions or comments about the Director's, Library Services, IT, Finance and Operations, ALC and ALTA reports.

There was some discussion about advocacy and the work that the Advocacy Committee is doing. It was decided that staff will send the welcome letter from the Alberta Node libraries written to the new Minister of Municipal Affairs, Kaycee Madu on May 1<sup>st</sup> to all PRL board members, member libraries and the municipalities. It will also be sent out with the Board Talk. There will be some text with instructions to use the talking points in the letter to form their own welcome letters to the Finance Minister and Alberta Government leaders, but that they do not copy the letter verbatim. They should use the ideas in their own words. Ideally, government will receive the same message from many voices, making its impact that much more significant.

Motion by Lawlor, seconded by Olfert to receive the reports for information

CARRIED UNANIMOUSLY

PRL 41/2018-19

Since there was nothing to add, the meeting proceeded to adjournment.

### 4. **Adjournment**

Motion by Ferguson, seconded by Stulberg, to adjourn the meeting at 3:35 p.m.

CARRIED UNANIMOUSLY

PRL 42/2018-19

Meeting adjourned at 3:35 pm.

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Chair



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# PRL BOARD TALK

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## Highlights of the Parkland Regional Library Board Meeting

MAY 23, 2019

### Audit Report Approved

PRL's audit was presented to the board by Kevin Fergusson from the accounting firm RSM. In the documents provided, the auditors state:

*In our opinion, these financial statements present fairly, in all material respects, the financial position of the Parkland Regional Library as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.*

They did make the recommendation that PRL's Director review general journal entries posted to PRL's accounts on a monthly or quarterly basis. They also made one audit adjustment related to the provincial grant related to our new building fund. To download a copy of the Auditor's Report and Report to the Board, they can be accessed through the following hyperlink:

<http://www.prl.ab.ca/~media/parkland/board-resources/prl-2018-approved-financial-statements.ashx?la=en>

### Trustee Orientation

A brief presentation on how public libraries are funded in Alberta was given by Director Ron Sheppard.

### Budget 2020

PRL's budget plans for 2020 are still being formulated. The Executive Committee has discussed the development of the 2020 Parkland budget at their last

two meetings. Within the budget, lines with increases really only reflect inflationary costs PRL can't control. Many budget lines remain unchanged between 2019 and 2020.

Staff do not recommend any further reduction to member library materials allotment. The 2020 allotment rate remains at \$1.13 per capita. PRL allotment is the only materials budget that many of PRL's member libraries have.

Work is ongoing. A new budget will be presented to the Executive Committee for review at the June 13<sup>th</sup> meeting.

### Building Update

Parkland staff received a set of blueprints for PRL's new headquarters building from Tricon on March 27<sup>th</sup>. Staff asked for the "dream building" based on PRL's functional requirements. Unfortunately, it was over 7000 square feet bigger than the original plan.

On April 30<sup>th</sup>, Parkland staff met with Tricon staff to discuss ideas on how to reduce the cost of the building without negatively affecting functionality. The meeting went very well and Tricon is now working on another set of blueprints.

### PRL Advocacy Committee

The Advocacy Committee has met three times, in March, April, and May, in the afternoons following Executive Committee meetings. The committee is chaired by Gord Lawlor with Barb Gilliat serving as Vice-Chair and Janine Stannard as Executive Committee and Board liaison.

The committee identified a couple of strategies to work towards the goal of maintaining stable funding to public libraries as the newly elected government develops their budget. They will send a tailored letter to each MLA in the region with a request for an introductory meeting. Each MLA will be matched with a member of the Advocacy or Executive Committee from that area to attend the meeting along with PRL's Director. In addition, a template letter will be sent to member library boards encouraging them to also send welcome letters to their MLAs and either request an audience or invite the MLA to their library.

The Committee also discussed aligning their activities with province-wide public library advocacy initiatives. At the Alberta Library Conference there was an informal meeting of the 16 public library nodes which led to the



creation of a welcome letter to the new Minister of Municipal Affairs, Kaycee Madu. The draft letter was completed by the Directors of PRL and Yellowhead Regional Library (YRL), signed by all the node library Chairs, and sent to the Minister on May 1<sup>st</sup>. That letter is attached.

The committee believes it is important for Alberta's public libraries to present a unified message at the provincial level. Since Parkland contributed significant content to the letter to the Minister and since they are already actively developing advocacy plans and tools, they committed to sharing their work and resources with the wider library community. This includes the slogan "Strong Libraries - Strong Communities - Alberta Strong!" Provincial funding is vital to sustaining rural library service and accounts for over 45% of Parkland's budget.

## First Nations Update

Last October Parkland agreed to participate in the Public Library Services Branch (PLSB) sponsored "Voices of Amiskwaciy" project. This project was supposed to be concluded by the end of March, but an extension was given to June 30<sup>th</sup>. Training related to the project occurred on April 8 and 9th at Parkland.

It was the intention of this project to share local stories and cultural content through a digital public space. The scope of the project is province-wide and includes representation from Indigenous communities in northern, central, and southern Alberta. The idea is to support local and regional capacity in digital Indigenous story creation.

Outreach to the O'Chiese and Sunchild reserves continues to be a challenge partly due to the distance from Lacombe. However, staff are exploring a couple of options that may include local reserve residents providing the equivalent of a kiosk library service and/or a local public library extending service to reserve residents through contract. In May, at a meeting with the Rocky Mountain House library board, Parkland discussed what role the Rocky Mountain House Library might play in outreach to O'Chiese and Sunchild. They have agreed to act as an interlibrary loan (ILL) pick up and drop off location and will allow use of their collection. Parkland will endeavor to hire a person from one of the reserves who can pick up and drop off ILLs at the library in Rocky

Mountain House and provide a small kiosk service primarily using library materials from Rocky.

PRL is also set to open a semi-permanent library space at Maskwacis in June. This will replace the current "Pop-up" library service.

## PRL P.D. Day

At the April 11<sup>th</sup> Executive Committee Meeting, the committee identified increased trustee education as a need for board members throughout the region. The committee asked if Parkland's Fall Conference/Professional Development Day could contain components that would be useful for trustees. The Workshop is to be held on September 23<sup>rd</sup>. Virtually the entire agenda is applicable to library board trustees. There is no charge to attend if you are:

- Staff from a member municipality
- A councilor from a member municipality
- A member of the Parkland Board
- A board member from a member library
- Staff from a member library

Online registration will start May 24<sup>th</sup>. Session details can be viewed at:

<http://support.prl.ab.ca/index.php/event/lets-talk-communication/>

## Future PRL Board Meetings

PRL's Advocacy Committee discussed the idea of extending the length of board meetings. The intent was to allow more time for sharing between board members and to provide more professional development opportunities; particularly in the area of advocacy.

An informal vote was taken and the future meetings will be from 12:30-3:30 p.m.

Next Meeting:

September 12, 2019

12:30-3:30 p.m.

**PARKLAND REGIONAL LIBRARY**

**Financial Statements and Independent  
Auditor's Report**

**December 31, 2018**



RSM Alberta LLP  
546 Laura Ave  
Red Deer County, AB T4E 0A5  
T +1403 342 5541  
F +1403 347 3766

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## INDEPENDENT AUDITOR'S REPORT

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### To the Board of Directors of Parkland Regional Library

#### *Opinion*

We have audited the accompanying financial statements of Parkland Regional Library, which comprises of the statement of financial position as at December 31, 2018 and the statements of operations and accumulated operating surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Parkland Regional Library as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### *Basis for Opinion*

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

#### *Other Matter*

The financial statements of Parkland Regional Library for the year ended December 31, 2017, were audited by another public accounting firm who expressed an unmodified opinion on those statements on May 24, 2018.

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## INDEPENDENT AUDITOR'S REPORT, CONTINUED

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

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

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

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

### *Auditor's Responsibilities for the Audit of the Financial Statements*

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



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## INDEPENDENT AUDITOR'S REPORT, CONTINUED

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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Red Deer County, Alberta

May 23, 2019

RSM Alberta LLP

Chartered Professional Accountants

# PARKLAND REGIONAL LIBRARY

## Contents

December 31, 2018

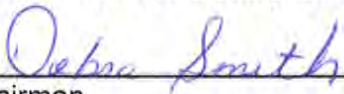
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**PARKLAND REGIONAL LIBRARY**  
**Statement of Financial Position**  
**December 31, 2018**

	2018	2017
<b>FINANCIAL ASSETS</b>		
Cash (note 3)	\$ 2,992,473	2,935,563
Accounts receivable	22,145	94,835
Long-term investments (note 4)	<u>722,787</u>	<u>711,129</u>
	<u><b>3,737,405</b></u>	<u><b>3,741,527</b></u>
<b>LIABILITIES</b>		
Accounts payable and accruals (note 5)	97,523	100,287
Book allotment	20,362	57,776
Deferred revenue (note 6)	<u>2,421,246</u>	<u>2,419,343</u>
	<u><b>2,539,131</b></u>	<u><b>2,577,406</b></u>
<b>NET FINANCIAL ASSETS</b>	<u><b>1,198,274</b></u>	<u><b>1,164,121</b></u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (page 6)	613,013	623,111
Prepaid expenses	147,914	98,530
Inventory for consumption	<u>13,403</u>	<u>12,023</u>
	<u><b>774,330</b></u>	<u><b>733,664</b></u>
<b>ACCUMULATED SURPLUS</b>	<u><b>\$ 1,972,604</b></u>	<u><b>1,897,785</b></u>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus (note 8)	\$ 1,972,791	1,889,967
Accumulated remeasurement gain (loss) on long-term investments (page 7)	<u>(187)</u>	<u>7,818</u>
	<u><b>\$ 1,972,604</b></u>	<u><b>1,897,785</b></u>

**Approved by the Library Board:**

  
 \_\_\_\_\_  
 Chairman

  
 \_\_\_\_\_  
 Director



**PARKLAND REGIONAL LIBRARY**  
**Statement of Operations and Accumulated Operating Surplus**  
**Year Ended December 31, 2018**

	Budget (unaudited)	2018	2017
<b>Revenue</b>			
Member fees	\$ 1,711,794	1,772,955	1,694,903
Provincial funding (note 7)	1,529,193	1,579,192	1,533,063
Book and supply outside sales	-	143,275	167,643
Investment income	27,000	35,458	27,133
Miscellaneous and donations	-	1,937	1,895
Municipal Affairs building renovation and maintenance grant	-	-	48,128
	<u>3,267,987</u>	<u>3,532,817</u>	<u>3,472,765</u>
<b>Expenses</b>			
Salaries and benefits	1,875,173	1,702,768	1,758,392
Library materials	268,125	451,937	443,867
Library service grant	428,738	428,738	428,738
Technology equipment and systems	174,881	212,632	188,973
Books and supply outside purchases	125,575	143,082	166,951
Amortization	-	88,512	83,875
Planned member technology purchases	63,245	79,715	106,204
Administration and utilities	49,000	59,193	57,071
Repairs and maintenance - building	57,500	46,453	43,975
Supplies and stationary	39,000	43,102	42,523
Vehicle	37,000	40,146	39,992
Trustee	22,000	26,730	21,323
Audit	16,200	20,700	14,700
Workshops and advisory group	15,000	16,525	15,314
Insurance	13,750	15,924	14,663
Continuing education	20,000	14,786	20,021
Freight and postage reimbursement	19,500	14,752	12,166
Communications, marketing and advocacy	11,500	13,717	10,713
Dues, fees, and memberships	11,500	10,745	10,902
Travel	15,000	9,065	8,885
Investment fees	4,500	4,014	4,023
Professional fees	-	1,074	10,100
Miscellaneous	800	800	800
Building renovation and maintenance	-	-	48,128
	<u>3,267,987</u>	<u>3,445,110</u>	<u>3,552,299</u>
<b>Excess (deficiency) of revenue over expenses before the following</b>	-	87,707	(79,534)
<b>Other expenses</b>			
Loss on investments	-	(1,522)	-
Loss on disposal of tangible capital assets	-	(3,361)	(1,789)
<b>Excess (deficiency) of revenue over expenses</b>	-	82,824	(81,323)
<b>Accumulated operating surplus, beginning of year</b>	<u>1,889,967</u>	<u>1,889,967</u>	<u>1,971,290</u>
<b>Accumulated operating surplus, end of year</b>	<u>\$ 1,889,967</u>	<u>1,972,791</u>	<u>1,889,967</u>



**PARKLAND REGIONAL LIBRARY**  
**Statement of Changes in Net Financial Assets**  
**Year Ended December 31, 2018**

	2018	2017
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ 82,824</b>	<b>(81,323)</b>
Acquisition of tangible capital assets	<b>(86,775)</b>	<b>(70,805)</b>
Amortization of tangible capital assets	<b>88,512</b>	<b>83,875</b>
Proceeds on disposal of tangible capital assets	<b>5,000</b>	<b>8,000</b>
Loss on disposal of tangible capital assets	<b>3,361</b>	<b>1,789</b>
Change in prepaid expenses	<b>(49,384)</b>	<b>(32,467)</b>
Change in inventory for consumption	<b>(1,380)</b>	<b>7,313</b>
Change in accumulated remeasurement loss on long-term investments	<u><b>(8,005)</b></u>	<u><b>(13,976)</b></u>
<b>Increase (decrease) in net financial assets</b>	<b>34,153</b>	<b>(97,594)</b>
<b>Net financial assets, beginning of year</b>	<u><b>1,164,121</b></u>	<u><b>1,261,715</b></u>
<b>Net financial assets, end of year</b>	<u><b>\$ 1,198,274</b></u>	<u><b>1,164,121</b></u>

# PARKLAND REGIONAL LIBRARY

## Statement of Cash Flows

Year Ended December 31, 2018

	2018	2017
<b>CASH PROVIDED BY (USED FOR)</b>		
<b>Operating activities</b>		
Cash receipts from membership fees, contracts, sales	\$ 1,940,856	1,855,778
Cash receipts from grants	1,589,218	1,583,063
Investment income received	78,359	50,922
Cash paid for materials and services	(1,314,678)	(1,256,586)
Cash paid for salaries and benefits	(1,704,121)	(1,753,066)
Cash paid for library service grant	<u>(428,740)</u>	<u>(428,737)</u>
	<u>160,894</u>	<u>51,374</u>
<b>Capital activities</b>		
Purchase of tangible capital assets	(86,775)	(70,805)
Proceeds on disposal of tangible capital assets	5,000	8,000
Building renovation and maintenance grant received	<u>-</u>	<u>2,400,000</u>
	<u>(81,775)</u>	<u>2,337,195</u>
<b>Investing activities</b>		
Purchase of investments	(107,281)	(114,980)
Proceeds on sale of investments	<u>85,072</u>	<u>77,000</u>
	<u>(22,209)</u>	<u>(37,980)</u>
<b>Increase in cash</b>	<b>56,910</b>	<b>2,350,589</b>
<b>Cash, beginning of year</b>	<b><u>2,935,563</u></b>	<b><u>584,974</u></b>
<b>Cash, end of year</b>	<b><u>\$ 2,992,473</u></b>	<b><u>2,935,563</u></b>

**PARKLAND REGIONAL LIBRARY**  
**Schedule of Changes in Accumulated Operating Surplus**  
**Year Ended December 31, 2018**

	<b>Unrestricted</b>	<b>Reserves</b>	<b>Equity in Tangible Capital Assets</b>	<b>2018</b>	<b>2017</b>
<b>Balance, beginning of year</b>	\$ 178,791	1,088,065	623,111	<b>1,889,967</b>	1,971,290
Excess (deficiency) of revenue over expenses	82,824	-	-	<b>82,824</b>	(81,323)
Reserves used for (transferred from) operations	51,161	(51,161)	-	-	-
Reserves used for tangible capital assets	(5,000)	(81,775)	86,775	-	-
Disposal of tangible capital assets	8,361	-	(8,361)	-	-
Annual amortization expense	<u>88,512</u>	<u>-</u>	<u>(88,512)</u>	<u>-</u>	<u>-</u>
<b>Balance, end of year</b>	<b>\$ <u>404,649</u></b>	<b><u>955,129</u></b>	<b><u>613,013</u></b>	<b><u>1,972,791</u></b>	<b><u>1,889,967</u></b>

**PARKLAND REGIONAL LIBRARY**  
 Schedule of Tangible Capital Assets  
 Year Ended December 31, 2018

	Vehicles	Building and systems	Technology equipment and systems	Equipment and fixtures	Furniture and fixtures	2018	2017
<b>Cost</b>							
Beginning balance	\$ 122,131	1,375,359	511,482	86,693	25,095	2,120,760	2,078,495
Additions	40,500	-	46,275	-	-	86,775	70,805
Disposals	(29,573)	-	(62,069)	-	-	(91,642)	(28,540)
Ending balance	<u>133,058</u>	<u>1,375,359</u>	<u>495,688</u>	<u>86,693</u>	<u>25,095</u>	<u>2,115,893</u>	<u>2,120,760</u>
<b>Accumulated amortization</b>							
Beginning balance	64,720	921,275	438,691	49,538	23,425	1,497,649	1,432,525
Amortization	28,328	18,164	34,255	7,431	334	88,512	83,875
Disposals	(26,094)	-	(57,187)	-	-	(83,281)	(18,751)
Ending balance	<u>66,954</u>	<u>939,439</u>	<u>415,759</u>	<u>56,969</u>	<u>23,759</u>	<u>1,502,880</u>	<u>1,497,649</u>
<b>Net book value</b>	<u>\$ 66,104</u>	<u>435,920</u>	<u>79,929</u>	<u>29,724</u>	<u>1,336</u>	<u>613,013</u>	<u>623,111</u>



**PARKLAND REGIONAL LIBRARY**  
**Schedule of Remeasurement Gains and Losses**  
**Year Ended December 31, 2018**

	2018	2017
Accumulated remeasurement gain on long-term investments, beginning of year	\$ 7,818	\$ 21,794
Decrease in market value	<u>(8,005)</u>	<u>(13,976)</u>
Accumulated remeasurement gain (loss) long-term investments, end of year	\$ <u>(187)</u>	\$ <u>7,818</u>



# PARKLAND REGIONAL LIBRARY

## Notes to the Financial Statements

December 31, 2018

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### 1. Nature of Activities

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

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

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### 2. Significant Accounting Policies

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These financial statements are prepared in accordance with Canadian public sector accounting standards. The significant policies are detailed as follows:

#### **Basis of accounting**

These financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt or payment of cash or its equivalent.

#### i. Revenue

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

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

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

#### ii. Expenses

Expenses are recognized in the period the goods and services are acquired and a liability is incurred.

**2. Significant Accounting Policies (Continued)**

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**Use of estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of estimates include: estimated useful lives of tangible capital assets and employee benefit obligations. Actual results may differ from management's best estimates as additional information becomes available in the future.

**Long-term investments**

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

**Non-financial assets**

Non-financial assets are not available to discharge existing liabilities, but 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 revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is valued at the lower of cost or current replacement cost with cost determined on a specific item basis.

ii. Tangible capital assets

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

Vehicles	30%
Building	4%
Technology equipment and systems	30%
Furniture and fixtures	20%
Equipment	20%

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



**PARKLAND REGIONAL LIBRARY**  
**Notes to the Financial Statements**  
**December 31, 2018**

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**2. Significant Accounting Policies (Continued)**

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iii. Prepaid expenses

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

**Financial instruments**

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

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

**Reserves for future expenditures**

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

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<b>3. Cash</b>	<b>2018</b>	<b>2017</b>
Unrestricted	\$ 581,253	560,710
Building renovation and maintenance	<u>2,411,220</u>	<u>2,374,853</u>
	<u>\$ 2,992,473</u>	<u>2,935,563</u>

Cash accounts bear interest at bank prime rate (currently 3.95%) less 1.85%.

Included in unrestricted cash is \$10,026 restricted to use related to the Minister of Municipal Affairs grant - Voices of Amiskwaciy (note 6).

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



# PARKLAND REGIONAL LIBRARY

## Notes to the Financial Statements

December 31, 2018

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4. Long-term Investments	2018	2017
Bonds (original cost of \$720,385; 2017 - \$700,332)	\$ <u>722,787</u>	<u>711,129</u>

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Bonds bear interest at rates ranging from 2.35% to 4.20% and have maturity dates ranging from June 2019 to March 2028.

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5. Accounts Payable and Accruals	2018	2017
Trade accounts payable and accruals	\$ 38,235	43,207
Employee benefit obligations	51,007	52,360
Goods and Services Tax payable	<u>8,281</u>	<u>4,720</u>
	\$ <u>97,523</u>	<u>100,287</u>

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Employee benefit obligations consist of estimated sick leave benefits of \$35,000 (2017 - \$35,000) that accumulate but do not vest as well as vacation and lieu time of \$16,007 (2017 - \$17,360) that employees have earned and deferred to future years.

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6. Deferred Revenue	2018	2017
Minister of Municipal Affairs building renovation and maintenance grant	\$ 2,411,220	2,369,343
Minister of Municipal Affairs grant- Voices of Amiskwaciy	10,026	-
Alberta Culture and Tourism Community Initiative Program (CIP) grant	<u>-</u>	<u>50,000</u>
	\$ <u>2,421,246</u>	<u>2,419,343</u>

---

In 2017 the Library received \$2,400,000 from the Government of Alberta for the maintenance and renovation of the organization's current headquarters or upgrade of its existing facilities. Interest income of \$41,877 (2017 - \$17,471) on the cash balance has also been deferred during the year. No expenditures (2017 - \$48,128) occurred this year.

During the year the Library received \$10,000 plus interest from Minister of Municipal Affairs grant- Voices of Amiskwaciy as a culture grant to be utilized in 2019.

# PARKLAND REGIONAL LIBRARY

## Notes to the Financial Statements

December 31, 2018

7. Provincial Funding	2018	2017
<b>Government of Alberta - Municipal Affairs</b>		
Operating grant	\$ 990,830	990,830
Library Service grant	428,738	428,738
Provincial First Nations grant	109,624	109,624
Provincial one time grant	<u>-</u>	<u>3,871</u>
	<u>1,529,192</u>	<u>1,533,063</u>
<b>Alberta Culture and Tourism</b>		
Community Initiative Program (CIP)	<u>50,000</u>	<u>-</u>
	<u>\$ 1,579,192</u>	<u>1,533,063</u>

During the year the Library received funding for the Minister of Municipal Affairs grant - Voices of Amiskwacy that is included in deferred revenue at December 31, 2018 (note 6).

8. Accumulated Operating Surplus	2018	2017
<b>Unrestricted operating fund</b>	<u>404,649</u>	<u>178,791</u>
<b>Internally restricted</b>		
<b>Operating reserves</b>		
Technology equipment and systems	282,193	391,213
Building replacement	250,000	250,000
Contingent liability/ consultation	<u>50,000</u>	<u>50,000</u>
	<u>582,193</u>	<u>691,213</u>
<b>Capital reserves</b>		
Amortization	252,762	241,178
Vehicle	70,174	105,674
Equipment/ furnishings replacement	<u>50,000</u>	<u>50,000</u>
	<u>372,936</u>	<u>396,852</u>
<b>Total reserves</b>	<u>955,129</u>	<u>1,088,065</u>
<b>Equity in tangible capital assets</b>	<u>613,013</u>	<u>623,111</u>
	<u>\$ 1,972,791</u>	<u>1,889,967</u>

**PARKLAND REGIONAL LIBRARY**  
**Notes to the Financial Statements**  
**December 31, 2018**

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**9. Local Authorities Pension Plan**

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

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

The Library is required to make current service contributions to the LAPP of 10.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 14.84% on pensionable earnings above that amount.

Total current service contributions by the Library to the LAPP in 2018 were \$121,019 (2017 - \$153,115). Total current service contributions by employees of the Library to the LAPP in 2018 were \$110,416 (2017 - \$137,944).

As at December 31, 2017 the LAPP disclosed an actuarial surplus of \$4.835 billion (2016 - \$637 million deficiency). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2018.

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**10. Commitments**

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The Library has entered into an agreement for software implementation costs estimated at \$108,324 to be incurred in the following year. The board passed a motion in the current year to use reserves to cover these costs.

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**11. Economic Dependence**

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Parkland Regional Library is dependent on funding from government grants to maintain its operations. In 2018 the Province of Alberta contributed \$1,579,192 (2017 - \$1,581,191) revenue to the Library, equalling approximately 45% (2017 - 46%) of revenue. If funding is not received, its operations would be significantly reduced.



# PARKLAND REGIONAL LIBRARY

## Notes to the Financial Statements

December 31, 2018

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### 12. Financial Instruments

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

#### **Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. This risk is mitigated by the fact that the receivables are from municipalities.

The Library is exposed to credit risk as it has purchased bonds which are included in long-term investments. This risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

#### **Interest rate risk**

The Library is exposed to interest rate price risk as the bonds bear interest at fixed interest rates.

The Library is exposed to interest rate cash flow risk as cash bears interest at a floating interest rate.

#### **Market rate risk**

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

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### 13. Approval of Financial Statements

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These financial statements were approved by the Library board on May 23, 2019.

May 1, 2019

The Honourable Kaycee Madu, MLA  
Minister of Municipal Affairs  
Alberta Legislature Building  
132-10800 97 Ave NW  
Edmonton, AB T5K 2B6

*(sent via email)*

Dear Minister Madu:

Congratulations on your appointment as Minister of Municipal Affairs.

The Alberta Government's goals of **strengthening our economy, seeking a smarter approach to innovation, welcoming and supporting newcomers and creating a better place for Albertans to raise their families** are supported through the work of public libraries across Alberta.

Public libraries are vital to Alberta communities, providing a neighborhood hub where everyone is welcome, demonstrating a return on investment, connecting, educating and inspiring citizens to build a strong Alberta.

- **Libraries strengthen our economy by:**
  - Enabling job seekers to create resumes, prepare for interviews and find jobs.
  - Preparing children for school with early literacy programs, services and collections.
  - Providing spaces outside of school hours for children to support healthy childhood development.
  - Offering life-propelling skills training, allowing Albertans to develop new competencies.
  - Assisting entrepreneurs with business startup information, resources and advice.
- **Libraries support innovation by:**
  - Reducing the digital divide by providing access to high speed internet, free public computing and access to millions of digital resources including online classes. For many Albertans their local library is their only access to the internet.
  - Preparing Albertans for the digital economy with digital literacy training and access to IT tools, resources and expertise. Alberta libraries have digital labs and recording studios and offer classes in 3D modelling, podcasting and coding.
  - Working as a network across Alberta to provide all Albertans, wherever they live, with access to quality information, knowledge, technology and expertise.
- **Libraries welcome and support newcomers by:**
  - Facilitating newcomers' language training, conversation circles and literacy and ESL support.
  - Offering digital literacy programs to ensure everyone has an equal opportunity to thrive.
  - Providing connections to agencies and businesses through settlement services workers.
- **Libraries create a better place for Albertans to raise their families by:**
  - Providing spaces where people can connect with neighbours – combatting social isolation.
  - Supporting seniors with outreach services, materials in accessible formats, and programs.
  - Supporting lifelong learning and literacy in all forms, from print literacy to financial literacy to media literacy to wellness literacy to digital literacy.
  - Filling gaps in services that support mental health, housing and addiction.
  - Supporting vulnerable people by providing connections to local social services agencies.

Libraries are one of the most effective and impactful uses of public funding. Working in partnership, municipalities provide the majority of the funding, but Provincial operating grants are critical. The Provincial investment of under \$35 million dollars a year enables hundreds of libraries in large and small communities across Alberta to offer

services needed in their communities as well as supports resource sharing between public libraries to ensure equitable access to all Albertans to public library resources.

Together we can help ensure that all Albertans have access to the information, technology, tools and services needed to help our province thrive. Wishing you success in your position.

Yours sincerely,

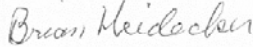
The Libraries of the Alberta Provincial Public Library Network:

*Avnish Mehta*

Chair Avnish Mehta, Calgary Public Library



Chair DeVar Dahl, Chinook Arch Regional Library System



Chair Brian Heidecker, Edmonton Public Library

*Mark Evans*

Chair Mark Evans, Grande Prairie Public Library

*Allan Quinton*

Chair Allan Quinton, Lethbridge Public Library



Chair Lynda Lyster, Marigold Library System



Chair Rick Redmond, Medicine Hat Public Library

*Larry Tiedemann*

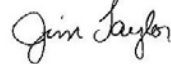
Chair Larry Tiedemann, Northern Lights Library System



Chair Debra Smith, Parkland Regional Library



Chair Carolyn Kolebaba, Peace Library System



Chair Jim Taylor, Red Deer Public Library

*Dwight Kilpatrick*

Chair Dwight Kilpatrick, Shortgrass Library System

*Janice Marschner*

Chair Janice Marschner, St. Albert Public Library



Chair Anna Pandos, Strathcona County Library

*Amanda MacPherson*

Chair Amanda MacPherson, Wood Buffalo Regional Library



Chair Hendrik Smit, Yellowhead Regional Library