

Town of Stettler

COUNCIL MEETING

MARCH 5, 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, MARCH 5, 2019
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of February 19, 2019 5-8
 - (b) Business Arising from the February 19, 2019 Council Minutes
4. **Citizens Forum**
5. **Delegations**
 - (a) Earl Radford – Steel Wheel Stampede – 6:35 p.m.
6. **Administration**
 - (a) 2019 Capital Budget 9-31
 - (b) 2019 Strategic Plan 32-36
 - (c) 2019 Trade Show Work Schedule – April 12 – 14, 2019 37
 - (d) CAO Reports 38-42
 - (e) Meeting Dates
 - Tuesday, March 12 – COW – 4:30pm
 - Tuesday, March 19 – Council – 6:30pm
 - **Wednesday, March 27-28 – AUMA Municipal Leader's Caucus**
 - Tuesday, April 2 – Council – 6:30pm
 - **Monday, April 8 – Regional Water – 1:00pm**
 - Tuesday, April 9 – COW – 4:30pm
 - Tuesday, April 16 – Council – 6:30pm (2018 Financial Statement)
 - Tuesday, May 7 – Council – 6:30pm
 - **Tuesday, May 14 – 2019 Tax Budget Council Deliberations – 3:00pm**
 - Tuesday, May 14 – COW – 4:30pm
 - Tuesday, May 21 – Council – 6:30pm (2019 Tax Budget and Tax Rate Bylaw)
 - **Wednesday, May 29 – June 2 – FCM Annual Conference**
 - (f) Accounts Payable in the amount of \$149,790.89 43-50
(\$14,841.81 + \$77, 312.51+ \$57,636.57)

7. **Council**
 - (a) Meeting Reports
8. **Minutes**
 - (a) Committee of the Stettler Public Library Boards – January 16, 2019 51-55
9. **Public Hearing**
 - (a) None
10. **Bylaws**
 - (a) None
11. **Correspondence**
 - (a) Energy From Waste Projects Gets Funds to Find Site 56-57
 - (b) Stettler Public Library Annual Report 2018 58-60
12. **Items Added**
13. **In-Camera Session**
 - None
14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, FEBRUARY 19, 2019 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Sean Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Press (2)

Director of Planning & Development L. Graham

Absent:

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

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

Motion 19:02:13 Moved by Councillor Pfeiffer to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held February 5, 2019

Motion 19:02:14 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on February 5, 2019 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the February 5, 2019 Meeting Minutes

None

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

5. **Delegations:** (a) None

6. **Administration:** (a) 2019 Bank Reconciliation – January 31, 2019

Motion 19:02:15 Moved by Councillor Fischer that the Town of Stettler Council accept the Bank Reconciliation as of January 31, 2019 as presented.

MOTION CARRIED
Unanimous

(d) Meeting Dates
- Tuesday, February 26 – 2019-2023 Capital Budget Deliberations – SRC - 3:00pm
- Tuesday, March 5 – Council – 6:30pm
- Tuesday, March 12 – COW – 4:30pm
- Tuesday, March 19 – Council – 6:30pm
- Tuesday, April 2 – Council – 6:30pm
- Monday, April 8 – Regional Water – 1:00pm

- Tuesday, April 9 – COW – 4:30pm
- Tuesday, April 16 – Council – 6:30pm (2018 Financial Statement)
- Tuesday, May 7 – Council – 6:30pm
- Tuesday, May 14 – 2019 Tax Budget Council Deliberations- 3:00pm
- Tuesday, May 14 – COW – 4:30pm
- Tuesday, May 21 – Council – 6:30pm (Tax Budget and Tax Rate Bylaw)

(d) Accounts Payable in the amount of \$492,925.68

Motion 19:02:16

Moved by Councillor Lawlor that Accounts Payable in the amount of \$492,925.68 (\$21,196.64 + \$69,144.42 + \$69,277.28 + \$12,369.17 + \$43,093.26 + \$246,761.41 + \$31,083.50) for the period ending February 19, 2019 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

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

(a) Mayor Nolls

- January 16 – Meeting with Reeve Larry Clarke, Dr. Vogel, Dr. Bauer, Dr. Drummond to discuss doctor recruitment and retention
- January 16 – Steel Wheel Stampede Meeting
- January 17 - Met with Reeve Larry Clarke and several Agricultural Society board members to discuss community engagement
- January 17 - CSHA Meeting
- January 18 - Signed cheques at the town office
- January 22 – Tournament of Hearts Welcome Dinner
- January 23 – 27 - Worked at the Hub bar
- February 11 – Strategic Planning Meeting
- February 12 - Board of Trade AGM
- February 15 - Signed cheques at the Town Office and reviewed the council agenda

(b) Councillor Barros

- February 6 – Hospital Foundation Meeting
- February 7 – Heartland Beautification Meeting
- February 9 – Hospice Fundraiser
- February 11 – Strategic Planning Meeting

(c) Councillor Campbell

- February 8 – Red Deer River Watershed Alliance Governance Meeting
- February 11 – Strategic Planning Meeting

(d) Councillor Fischer

- February 7 – Brownlee Emerging Trends
- February 8 – Board of Trade visit
- February 9 – Hospice Society Fundraiser
- February 11 – Strategic Planning Meeting
- February 13 – ATCO Open House

(e) Councillor Lawlor

- February 6 – Brownlee Emerging Trends
- February 9 – Hospice Society Fundraiser
- February 11 – Strategic Planning Meeting
- February 12 – Board of Trade AGM
- February 13 – Social Media for Business Workshop at the Board of Trade

(f) Councillor Pfeiffer

- February 7 – Brownlee Emerging Trends
- February 11 – Strategic Planning Meeting
- February 12 – Board of Trade AGM
- February 19 – FCSS Meeting

(g) Councillor Smith

- February 7 – Heartland Beautification Meeting
- February 11 – Strategic Planning Meeting
- February 19 – FCSS Meeting

Motion 19:02:17

Moved by Councillor Campbell 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) Everyone Has a Role to Play in Ending Exotic Pet Trade

Motion 19:02:18

Moved by Councillor Smith that correspondence item 11(a) be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Unsightly Property Update – Section 17 (1)/ Legal – Section 27 (1) – FOIP

Motion 19:02:19

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

MOTION CARRIED
Unanimous at 6:41 p.m.

Motion 19:02:20

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

MOTION CARRIED
Unanimous at 7:50 p.m.

Motion 19:02:21

Moved by Councillor Fischer confirm the compliance order for 5807 – 50 Avenue and maintain the May 1, 2019 date to remedy.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 19:02:22

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

MOTION CARRIED
Unanimous at 7:50 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Stettler Town Council
From: Administration
Date: February 26, 2019
Re: Capital Budget for 2019, 2020, 2021, 2022, and 2023 (5 years – MGA)

The 2019 proposed Capital Budget has been prepared for Council's consideration in the amount of **\$4,074,150**. A Departmental Project Summary is summarized below:

2019 Capital Budget - Department Summary		
Administration		\$38,000
Computer Replacement	\$14,000	
Computer Server Replacement	\$24,000	
Fire Department		\$178,150
2001 Engine Replacement (2026)	\$100,000	
2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$60,150	
Decontamination Containment System Air Shelter (total regional expense \$18,000)	\$18,000	
Transportation		\$1,369,000
Downtown Streetscape (Concept Planning - 2019 Strategic Plan)	\$20,000	
Pavement Patching (annual)	\$150,000	
51st Ave (59-61 street) Cement and Pave	\$450,000	
49th Ave Overlay	\$300,000	
3/4 Tonne Truck	\$40,000	
Tandem Truck	\$170,000	
Snow Blower	\$180,000	
Vehicle Scanner	\$12,000	
Christmas Decorations	\$12,000	
Cemetery Columbarium	\$20,000	
Bus Garage - Roof	\$15,000	
Water & Sewer & Storm		\$1,321,500
Watermain Replacement on 52nd Street between 48-49 Avenue	\$280,000	
Watermain Replacement West of 57A Street between 46-47 Avenue	\$220,000	
Water Reservoir Pump Upgrades	\$150,000	
Water Meter Reader	\$14,500	
Heart Haven / Health Unit Fire Hydrant	\$7,000	
Sanitary Main Replacement West of 57A Street between 46-47 Avenue	\$220,000	
Lift Stations A & B Furnaces	\$30,000	
Lagoon Cell C - Desludging	\$300,000	
Storm Replacement Northeast of Lift Station A (57 Street)	\$100,000	
Pathway, Sidewalks, Snow Removal		\$280,000
Sidewalk Replacement Program	\$130,000	
Pathway (Maintenance & rehab)	\$50,000	
Pathway Expansion (62nd Street)	\$100,000	
WTP (modify heating system, cathodic protection, aeration for low lift, MCC room air conditioning)		\$255,000
Parks		\$105,000
Off Leash Dog Park - Transition Area	\$8,000	
Off Leash Dog Park - Lighting	\$12,000	
Parks - West Stettler Park - Imp (2019 Strategic Plan)	\$25,000	
Outdoor Rink - Board Package	\$60,000	
Stettler Recreation Center		\$216,500
New Flooring - Dressing Rooms	\$165,000	
Red Arena - Revamp Player Boxes - (glass, boards, and gates)	\$16,500	
Pool - Roof Repairs	\$20,000	
Pool - Change Room Doors and Frames	\$15,000	
Planning - North Area Structure Plan		\$25,000
Arts and Culture		\$15,000
Stettler Community Hall - HVAC		\$271,000
Total - 2019 Capital Budget - Department Summary		\$4,074,150

Funding Sources for the **2019 Capital Budget** (only) are summarized as follow:

- **\$2,317,487 - Grants**
 - \$1,632,090 - Municipal Sustainability Initiative (MSI – Capital & Operating) (\$1,310,117) – Carry Forward from 2018 / 2019 Un-Allocated MSI - \$225,600)
 - \$357,120 – Basic Municipal Transportation Grant (BMTG) – fully allocated (\$51,949) – Carry Forward from 2018 / 2019 Un-Allocated BMTG - \$25,536)
 - \$328,277 - Federal Gas Tax – fully allocated (\$76,719) – Carry Forward from 2018 / 2019 Un-Allocated FGT - \$76,719)
- **\$1,230,142 (\$1,044,118) - Amount Available for Capital from 2019 Interim Budget**
 - \$89,992 – Available for Capital – Utility (other) (Bal – 2019/12/31 - \$273,722)
 - \$346,500 – Available for Capital – Utility (water) (Bal – 2019/12/31 - \$191,469)
 - \$793,650 - Available for Capital – (tax) (Bal – 2019/12/31 - \$68,846)
- **\$177,513 - 2019 Interim Budget – Transfer from Operating**
 - \$75,000 – Sidewalk Replacement Capital Program
 - \$50,000 – Pathway Maintenance
 - \$52,513 – MSI Operating Grant – 49th Avenue Overlay
- **\$340,008 - Transfer From Other Reserves**
- **\$9,000 – Other (County)**
- **\$4,074,150 – Total 2019 Capital Budget**

A Closer Look.....

2019 Interim Budget – Available for Capital - \$1,230,142 + \$803,932 (previous year carry forward)

The 2019 Interim Operating & Capital Budgets collectively include the following amounts available for capital purposes from internally generated sources as follows:

Source	2019 Interim Operating Budget - Amount Available for Capital	Projected Ending Balance 2018	2019 Total Available for Capital	Current Year Proposed Capital (incl previous years carry forward)	Projected Ending Balance 2019
Contingency Reserve - Interim Budget Available for Capital	\$676,821	\$232,675	\$909,496	-\$840,650	\$68,846
Water	\$94,969	\$836,000	\$930,969	-\$739,500	\$191,469
Other (sewer, garbage, recycling)	\$272,328	\$455,318	\$727,646	-\$453,924	\$273,722
Total	\$1,044,118	\$1,523,993	\$2,568,111	-\$2,034,074	\$534,037

2019 Interim Budget – Available for Capital – Utility (sewer, waste and recycling) - \$89,992

The following projects are being allocated in 2019 from Other Utility (sewer, waste, recycling) fund surpluses, they include current and future utility and non-utility projects:

Project	Proposed Capital 2019 Budget	
Fire - Decontamination Containment System Air Shelter (total regional expense \$18,000-balance of funding from Disaster Reserve)	\$2,992	
Vehicle Scanner	\$12,000	
Outdoor Rink - Boards Package	\$60,000	
Bus Garage - Roof Upgrades	\$15,000	\$89,992
2018 Carry Forward - Lagoon Armor Banks of Cells 7, 8, & 9	\$125,000	
2018 Carry Forward - New Sewer Dump	\$115,000	
2018 Carry Forward - Snow Dump Expansion - (Telus line)	\$7,000	
2018 Carry Forward - Grave Bucket for Backhoe	\$6,000	
2018 Carry Forward - Airport GPS	\$16,275	
2018 Carry Forward - Lagoon - Cell Rehabilitation - Warranty expires in 2019	\$59,950	
2018 Carry Forward - SCADA Water Communications System	\$34,707	\$363,932
Total - 2019 Interim Budget - Available for Capital - Utility (Other)	\$453,924	\$453,924

2019 Interim Budget – Available for Capital – Utility (water) - \$346,500

The following projects are being allocated in 2019 from Utility (water) fund surpluses, they include current and future utility and non-utility projects:

Project	Proposed Capital 2019 Budget	
Water Meter Reader	\$14,500	
Heart Haven / Health Unit Fire Hydrant	\$7,000	
Lift Stations A & B – Furnaces	\$30,000	
3/4 T Truck	\$40,000	
WTP - MCC Room - Air Conditioning	\$10,000	
WTP - Aeration for Low Lift	\$50,000	
WTP - Cathodic Protection Distribution Line	\$100,000	
WTP - Primary Coagulant	\$80,000	
WTP - Modify Heating System	\$15,000	\$346,500
2018 Carry Forward - Water - Water reservoir - exterior and insulation (\$10,000 Available for Capital - Water & Coat Reservoir Exterior Reserve - \$40,000)	\$10,000	
2018 Carry Forward - Fire hydrant Hose Replacement	\$15,000	
2018 Carry Forward - WTP - Membrane Autopsy	\$18,000	
2018 Carry Forward - WTP - Waste Pond Dredging	\$350,000	\$393,000
Total - 2019 Interim Budget - Available for Capital - Utility (Water)	\$739,500	\$739,500

2019 Interim Budget – Available for Capital – General (taxes) - \$793,650

Project	Proposed Capital 2019 Budget	
Fire - 2001 Engine replacement (2026)	\$100,000	
2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$60,150	
Downtown Streetscape (Concept Planning - 2019 Strategic Plan)	\$20,000	
Sidewalk Replacement	\$55,000	
Pathway Expansion	\$100,000	
Pavement Patching (annual)	\$150,000	
Trans - Christmas decorations	\$12,000	
Cemetery Columbarium	\$20,000	
SRC - New Flooring - Dressing Rooms	\$165,000	
SRC - Red Arena - Revamp Player Boxes - (glass, boards, and gates)	\$16,500	
SRC - Pool - Roof Repairs	\$20,000	
SRC - Pool - Change Room Doors and Frames	\$15,000	
Off Leash Dog Park - Transition Area	\$8,000	
Off Leash Dog Park - Lighting	\$12,000	
Parks - West Stettler Park - Imp (2019 Strategic Plan)	\$25,000	
Arts and Culture	\$15,000	\$793,650
2018 Carry Forward - Airport Beacon	\$17,500	
2018 Carry Forward - Council - Board Room Chairs	\$5,500	
2018 Carry Forward - Cemetery Vacuum Mower	\$24,000	\$47,000
Total - 2019 Interim Budget - Available for Capital - Taxes	\$840,650	\$840,650

Transfer from Other Reserves & Prior Years General Reserves - \$340,008

Project	Transfer from General Reserve	Transfer from Other Reserves	Amount	
Office - Computer replacement program		Office Equipment Reserve - balance Dec31, 2019 - \$25,960	\$14,000	
Office - Computer server replacement		Office Equipment Reserve - balance Dec31, 2019 - \$25,960	\$24,000	
Fire - Decontamination Containment System Air Shelter (total regional expense \$18,000 - balance of funding from Amount Available for Capital - Utility - \$2992)		Disaster Reserve - Balance Dec31, 2019 - \$0	\$6,008	
Stettler Community Hall - HVAC		Community Hall Reserve - Balance Dec31, 2019 - \$523 / Culture Reserve - \$61,000	\$271,000	
North ASP		SE ASP Plan Reserve - Balance Dec31, 2019 - \$25,000	\$25,000	\$340,008
2018 Carry Forward - Water - Water reservoir - exterior and insulation (\$10,000 Available for Capital - Water & Coat Reservoir Exterior Reserve - \$40,000)		Exterior Coat Reserve - Balance Dec 31, 2019 - \$0	\$40,000	
2018 Carry Forward - WTP - WTP - 400mm Distribution Line Valve	\$250,000			
2018 Carry Forward - WTP - Dual Chemical Feed Line		WTP Reserve - Balance Dec31, 2018 - \$30,698	\$25,000	
2018 Carry Forward - Pathway System Improvements (AG Society - need to relandscape boulevard in 2019)		Walking Pathway Reserve - Balance Dec31, 2018 - \$67,982	\$10,000	\$75,000
Total - 2019 Capital Budget (inc 2018 Carry Forward)	\$250,000		\$415,008	\$415,008

As a trade-off, Administration recommends that Council continue to utilize Municipal Sustainability Initiative (MSI - \$1,071,127), Federal Gas Tax (FGT - \$328,277), and Basic Municipal Transportation Grant (BMTG - \$357,120) funds in the amount of:

- 51 Avenue (59-61st Street) – Curb, Gutter, Paving – \$450,000
 - FGT - \$92,880 / BMTG - \$357,120
- 49th Avenue – Overlay – \$300,000
 - MSI - \$12,090 / MSI Operating - \$52,513 / BMTG - \$235,397
- 52nd Street – Water Main Replacement – \$280,000
 - MSI - \$280,000
- 57A Street between 46-47th Avenue - \$440,000
 - MSI - \$440,000
- Water Reservoir Pump Upgrades - \$150,000
 - MSI - \$150,000
- Lagoon Cell – C – Desludging - \$300,000
 - MSI - \$300,000
- Storm Replacement Northeast of Lift Station A (57th Street) - \$100,000
 - MSI - \$100,000
- Operations – Tandem - \$170,000
 - MSI - \$170,000
- Operations – Snow Blower - \$180,000
 - MSI - \$180,000
- 2018 Carry Forward – 51st Avenue – 57-59th Street – Cement and Paving - \$25,000.00
 - MSI - \$25,000
- 2018 Carry Forward – 51st Avenue – 57-59th Street – Water & Sewer - \$16,413.00
 - BMTG - \$16,413
- 2018 Carry Forward – 51st Avenue – 59-61st Street – Water & Sewer - \$25,000.00
 - MSI - \$25,000
- 2018 Carry Forward – Lagoon Desludging – Cells A, B, C, D - \$335,248.44
 - MSI - \$335,248.44
- 2018 Carry Forward – 4203-50A Avenue – Water & Sewer - \$140,000.00
 - MSI - \$140,000
- 2018 Carry Forward – 50th Avenue Back Alley – 55-56th Street - \$10,000.00
 - BMTG - \$10,000

What this effectively accomplishes is that the Town will access MSI, FGT and BMTG Grant Funding for utility projects and use freed-up utility surpluses to fund projects and savings for non-utility purposes. This will crystallize the savings into real dollars in our bank account (as opposed to having unspent MSI grant funds that are not in our possession).

Significant items included in the 2019 Capital Budget include:

1. Major Capital Grant Funding – Federal and Provincial

Alberta Municipalities are fortunate to have a significant amount of grant programs available to assist funding capital assets. Administration is continually challenged to allocate projects towards specifically eligible grants in order to maximize the overall amount of funding received in any given year. The amount available on an annual basis is as follows:

Federal and Provincial Grants	2019 Based on 2018 Allotment	Projected Ending Balance 2018	2019 Total Available for Capital	Current Year Proposed Capital (incl previous years carry forward)	Projected Ending Balance 2019
Municipal Sustainability initiative (MSI Capital)	\$1,018,614	\$1,310,117	\$2,328,731	-\$2,103,130	\$225,600
Municipal Sustainability initiative (MSI Operating)	\$52,513		\$53,680	-\$53,680	\$0
Federal Gas tax (FGT)	\$328,277	\$76,719	\$404,996	-\$328,277	\$76,719
Basic Municipal Transportation Grant (BMTG)	\$357,120	\$51,949	\$409,069	-\$383,533	\$25,536
Total	\$1,756,524	\$1,438,785	\$3,196,476	-\$2,868,620	\$327,855

Over and under allocations/expenditures from MSI, FGT and BMTG can be carried forward to the following year. Any unallocated grants are available to cover budget to actual adjustments, funding source changes during the year, as well as future project considerations. The reality of the challenge facing the Town is that there are too many future projects for the amount of expected and uncertain grant monies available. Unless the provincial funding is increased Council will need to prioritize projects thereby postponing some to future years. At this time the Premier and the Prime Minister has committed funds as promised to municipalities. Although Administration is optimistic, it remains uncertain as to just how much funding will be available in the next few years.

Major Project Summary

1. 2019 Pavement / Sidewalk Improvement Program

The 2019 Capital Budget includes \$280,000 towards the annual Sidewalk Replacement projects and Pavement Patching Program

1. Sidewalk Replacement Program - \$130,000 - (\$75,000 – 2019 Interim Operating Budget + \$55,000 – Available for Capital 2019 Interim Budget - General Reserves)
2. Pavement Patching Program – \$150,000 - (\$150,000 – Available for Capital 2019 Interim Budget – (Tax Reserves)

2. 2019 Road Way Reconstruction, Water, Sanitary and Storm Service Replacement – \$1,720,000

These projects are very emergent in nature, and difficult to specific location one-off repair, given the ongoing deterioration of the cast iron service pipe.

51st Avenue was in need of major reconstruction. Cast iron water mains that have deteriorated and were at risk for ongoing water breaks due to its age. These underground improvements must be completed a minimum of one year ahead of road work to allow the trenches to settle.



Cast iron water main and services in 51st Avenue from 59-61 Street were replaced in 2018

The 2019 Capital Budget includes \$1,720,000 towards the following Utility Replacement Projects:

1. 51st Avenue – Curb, Gutter, Pavement - Complete Water/Sewer Replacement from 2018 (59– 61st Street) - Total-\$450,000
FGT - \$92,880 & BMTG - \$357,120
2. 49th Avenue Overlay - Total - \$300,000
MSI - \$64,603 / FGT – \$235,397

Mill the existing asphalt and repave 49 Street from 46 Street to the rail tracks east of 43 Street. AltaGAS is replacing the mains in this area of town to have them relocated prior to Town construction.



- 3. 57A Street between 46-47th Avenue – Water and Sanitary main replacement - Total- \$440,000
MSI - \$440,000

Replace cast iron water and clay tile sanitary sewer in the back alley of 58 Street between 46-47 Avenues. There is a separation of the sanitary sewer on the south end of the back alley, discovered late 2018.



- 4. 52nd Street between 48-49th Avenue - Water main replacement – Total - \$280,000
MSI - \$280,000

Replace the existing cast iron water main on 52 Street between 48-49 Avenues. There have been several watermain breaks on this section of line in the past two summers



- 5. 57 Street Storm replacement northeast of Lift Station A – Total - \$100,000
MSI - \$100,000



- 6. Water reservoir pump upgrades - Total-\$150,000
MSI - \$150,000

Upgrades to back up power and pump upgrades to existing water reservoir pumphouse.



3. Lagoons – Ongoing maintenance - \$300,000



The 2019 Capital Budget includes \$300,000 towards the following Lagoon rehabilitation projects:

- 1. Lagoon – Desludging Cell C
- Total - \$300,000
- MSI - \$300,000

4. Pathway Development - \$150,000

1. Pathway – Ongoing existing pathway maintenance – Total \$50,000
(2019 – \$50,000 included in 2019 Interim Operating Budget)

2. Pathway – Expansion – Total \$100,000
2019 Interim Budget – Available for Capital (taxes) - \$100,000

The 2019 - 2023 Capital Budgets includes: \$50,000 per year for ongoing existing pathway maintenance and \$100,000 per year as a commitment towards the construction and or upgrade of connecting pathways as per the



Town's Trail Master Plan that was accepted by Council in September 2010 and reviewed as per the 2018 Strategy Priority. As previously discussed with Council, the Trail Master Plan is a living document that is a long term a work in progress with annual priorities to be determined each year by Council.

5. Stettler Community Hall Upgrades – Total HVAC Project - \$271,000 – Community Hall Reserve / Culture Reserve

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

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

The 2018 Capital Budget approved by Council had a budget to replace the HVAC and Lighting in the Community Hall of \$290,000. The Scope of the Project included renovations to the Hall's heating, ventilation, and air-conditioning systems as well as building lighting and T-Bar ceiling. The Tender was advertised through the Alberta Purchasing Connection.

The Tender included:

- A non-mandatory pre-tender site meeting – June 15, 2018
- Tender closing date – Tuesday, June 26, 2018 – 2:00 p.m.
- Tender Construction Schedule – September – November 2018.

Tender Summary

3 Companies submitted Tenders:

- Boald Electric \$406,088
- Action Plumbing \$419,000
- Shunda \$472,000

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

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

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

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

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

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

In 2019, Administration continues to look at options with the HVAC in the Community Hall. A recommendation will be brought back to Council at a future Council meeting.

Phase 3 – 2019-2023 Capital Budgets

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

Phase 2 – 2017/2018 Capital Budgets

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

Phase 1 - Completed in 2016/2017 Capital Budgets

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

6. Fire Department Equipment Renewal

The “second line” apparatus, a 2001 Freightliner fire engine will have to be replaced in 2026. The Fire Underwriters have an age requirement for Fire Apparatus Insurance Grading Recognition. In small communities fire apparatus can be used as “First Line” up to 20 years, “Second Line” up to 25 years and “Reserve only” up to 29 years with the condition of completing a strict performance test every year of service beyond 20 years. Based on the tender results from the previous apparatus purchase, the estimated cost for a new fire engine in 2026 will be \$1,000,000. The 2019-2023 Capital Budget includes a provision of \$100,000 per year to ensure adequate funding is available in 2026. – Fire Capital Reserve - December 31, 2019 - \$450,300)

7. Arts & Culture Annual Allocation

The 2019 Capital Budget does include \$15,000 towards Arts & Culture projects. During 2017 Capital Budget deliberations, Council did not fund the Arts and Culture component of the Capital Budget. At the end of 2016 the Arts and Culture Reserve Fund totaled \$97,000. During the 2018 Capital Budget deliberations, Council allocated \$50,000 from the Arts and Culture Reserve Account to the Community Hall Upgrades.

8. County of Stettler No. 6 – Recreation Agreement

The 2019 Interim Operating Budget includes **\$474,000** in recreation support from the County of Stettler. The Administrative assumptions incorporated are as follows:

PLS Revenue:	\$474,000	
PLS Expenditures:		
Transfer to SRC Capital Reserve -Town	\$173,600	(represents 65% of \$4M debt payment)
Transfer to SRC Capital Reserve -County	<u>\$93,300</u>	(represents 35% of \$4M debt payment)
	\$266,900	
Remains as net operational support	\$88,700	(deemed \$128,000 - to support property tax mitigation)
Remains as new net operational support	<u>\$118,400</u>	(enhances available for Capital Budget)
	\$207,100	

With the County of Stettler current loss of linear assessment, the deemed \$128,000 for operations is now \$88,700, the balance of \$385,300 is available for Capital Projects. Currently in the 2019 Interim Budget adopted by Council on December 18, 2018, the \$266,900 will be allocated to the Recreation Agreement Reserve to be used for future Capital Projects. The \$118,400 is included in the \$1,044,118 available for Capital.

Administration recommends that the \$118,400 remain in the 2019 Total amount available for Capital projects moving forward.

9. Future Utility Trunk Main Extensions

The 2019 Capital Budget does not commit any available resources towards extending growth related municipal infrastructure. In 2014 the Town of Stettler and the County received a Regional Collaboration Grant for a Master Servicing Study. Some of this infrastructure will be installed at the expense of developers while a significant amount will have to be borne through Offsite levies together with long term debt. When needed, Council will likely have to increase utility rates to pay for associated annual debt servicing costs.

Town of Stettler

2019 Reserves

26-Feb-19

Capital Reserves		31-Dec-16	31-Dec-17	31-Dec-18	2019 Additions	2019 Deletions	31-Dec-19
4-15-00-00-12-700	Office Equipment/Other	\$43,964.33	\$56,668.68	\$37,059.84	\$26,900.00	-\$38,000.00	\$25,959.84
4-16-00-00-24-760	Disaster Services	\$6,008.00	\$6,008.00	\$6,008.00		-\$6,008.00	\$0.00
4-16-00-00-31-760	Chain Link Fence	\$9,646.00	\$9,646.00	\$9,646.00			\$9,646.00
4-16-00-00-43-760	Compost Bins/Pads	\$2,880.20	\$2,880.20	\$2,880.20			\$2,880.20
4-16-00-00-56-760	Cemetery	\$8,006.40	\$2,497.40	\$2,497.40			\$2,497.40
4-16-00-00-61-760	GIS System	\$6,703.29	\$6,703.29	\$6,703.29			\$6,703.29
4-16-00-01-23-760	Fire Capital	\$150,298.99	\$250,298.99	\$350,298.99	\$100,000.00		\$450,298.99
4-16-00-03-74-760	Senior Centre	\$19,250.00	\$19,250.00	\$19,250.00			\$19,250.00
4-16-00-01-31-760	Common Service - Equipment	\$20,000.00	\$20,000.00	\$20,000.00			\$20,000.00
4-16-00-01-37-760	Drainage	\$29,581.72	\$29,581.72	\$29,581.72			\$29,581.72
4-16-00-01-74-760	Community Hall	\$85,463.22	\$24,063.22	\$221,522.77		-\$221,000.00	\$522.77
4-16-00-01-77-760	Campground Expansion	\$34,570.89	\$20,986.21	\$20,986.21			\$20,986.21
4-16-00-02-77-760	ML Sport Park	\$16,418.68	\$16,418.68	\$16,418.68			\$16,418.68
4-16-00-03-32-760	Cemetery Road	\$150,000.00	\$150,000.00	\$148,342.90			\$148,342.90
4-16-00-03-73-760	Recreation Agreement	\$652,200.00	\$0.00	\$0.00	\$266,900.00		\$266,900.00
4-16-00-02-41-760	WTP	\$30,698.18	\$30,698.18	\$30,698.18		-\$25,000.00	\$5,698.18
4-16-00-03-41-760	Water Dispensing System	\$3,220.28	\$3,220.28	\$3,220.28			\$3,220.28
4-16-00-01-42-760	Sewer capital	\$0.00	\$13,900.00	\$13,900.00			\$13,900.00
4-16-00-05-77-760	Downtown Park	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-04-77-760	Fishing Pier	\$8,780.00	\$8,780.00	\$8,780.00			\$8,780.00
4-16-00-07-41-760	East Industrial Loop Water	\$3,893.82	\$3,893.82	\$3,893.82			\$3,893.82
Total Capital Reserves		\$1,281,584.00	\$675,494.67	\$951,688.28	\$393,800.00	-\$290,008.00	\$1,055,480.28

Operating Reserves		31-Dec-16	31-Dec-17	31-Dec-18	2019 Additions	2019 Deletions	31-Dec-19
4-15-00-00-21-700	RCMP Criminal Records Fee	\$52,703.05	\$57,417.27	\$62,685.38			\$62,685.38
4-15-00-00-23-700	Rescue Unit	\$123,250.23	\$126,002.35	\$132,243.16			\$132,243.16
4-15-00-00-31-700	Land Farmed Site	\$7,650.00	\$7,650.00	\$7,650.00			\$7,650.00
4-15-00-00-32-700	Walking Path	\$167,982.14	\$67,982.14	\$67,982.14		-\$10,000.00	\$57,982.14
4-15-00-00-43-700	Landfill Site Maintenance	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-00-42-700	Sewer General	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-00-56-700	Perpetual Care Fund	\$60,584.08	\$66,064.08	\$48,079.08			\$48,079.08
4-15-00-00-61-700	West Stettler Planning	\$3,746.93	\$3,746.93	\$3,746.93			\$3,746.93
4-15-00-00-64-700	BOT - Community Events	\$11,000.00	\$11,000.00	\$11,000.00			\$11,000.00
4-15-00-00-69-700	Building Maintenance	\$28,600.00	\$30,800.00	\$33,000.00			\$33,000.00
4-15-00-00-73-700	SRC - Building Maintenance	\$49,689.92	\$41,560.47	\$9,210.47			\$9,210.47
4-15-00-00-74-700	Culture (2017 Community Hall Carry Forward)	\$97,000.00	\$96,000.00	\$111,000.00		-\$50,000.00	\$61,000.00
4-15-00-00-97-700	General	\$1,572,507.61	\$1,620,422.51	\$1,307,304.24	\$575,000.00	-\$250,000.00	\$1,632,304.24
4-16-00-01-12-760	Office Building	\$7,825.15	\$7,825.15	\$7,825.15			\$7,825.15
4-15-00-01-21-700	RCMP Contract	\$230,000.00	\$230,000.00	\$230,000.00			\$230,000.00
4-15-00-01-23-700	Fire - Telus Tower	\$8,900.00	\$0.00	\$0.00			\$0.00
4-15-00-01-31-700	Salt Shed	\$6,500.00	\$0.00	\$0.00			\$0.00
4-15-00-01-32-700	Street Light Replacement	\$35,769.84	\$52,279.84	\$68,789.84			\$68,789.84
4-15-00-01-64-700	Beautification	\$13,138.98	\$13,138.98	\$13,138.98			\$13,138.98
4-15-00-01-41-700	Coat Exterior Reservoir	\$40,000.00	\$40,000.00	\$40,000.00		-\$40,000.00	\$0.00
4-15-00-01-42-700	Sewer Offsite	\$272,565.90	\$272,565.90	\$272,565.90			\$272,565.90
4-15-00-01-61-700	SE Industrial Plan	\$50,000.00	\$50,000.00	\$50,000.00		-\$25,000.00	\$25,000.00
4-15-00-01-66-700	Land Development	\$1,081,152.70	\$1,145,468.60	\$1,136,813.25			\$1,136,813.25
4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00

4-15-00-01-77-700	Tree maintenance	\$2,950.00	\$2,950.00	\$5,950.00			\$5,950.00
4-15-00-01-69-700	Health Unit			\$12,500.00			\$12,500.00
4-15-00-01-74-700	Seniors HUB			\$917.33			\$917.33
4-15-00-02-23-700	Regional Squad Unit	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-32-700	Gravel	\$35,300.00	\$35,300.00	\$35,300.00			\$35,300.00
4-15-00-02-61-700	Cold lake Survey	\$13,250.00	\$13,250.00	\$13,250.00			\$13,250.00
4-15-00-02-64-700	BOT - Physician Recruitment	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-73-700	SRC Projector System	\$2,712.06	\$2,712.06	\$2,712.06			\$2,712.06
4-15-00-02-77-700	Community Orchard	\$2,800.00	\$8,560.00	\$13,657.78			\$13,657.78
4-15-00-03-12-700	ARB	\$6,000.00	\$6,000.00	\$6,000.00			\$6,000.00
4-15-00-03-41-700	WTS Operations	\$81,129.09	\$81,129.09	\$81,129.09			\$81,129.09
4-15-00-03-64-700	Parade Float	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-04-64-700	Trade Show		\$45,628.18	\$68,689.40			\$68,689.40
4-15-00-04-77-700	In memorium		\$23,818.18	\$23,361.14			\$23,361.14
4-15-00-03-77-700	Memorial Park	\$4,864.44	\$4,864.44	\$4,864.44			\$4,864.44
4-15-00-04-32-700	Slurry Seal	\$48,942.42	\$48,942.42	\$3,942.42			\$3,942.42
4-15-00-05-41-700	Well Building	\$50,000.00	\$50,000.00	\$50,000.00			\$50,000.00
Total Operating Reserves		\$4,174,514.54	\$4,281,889.19	\$3,941,308.18	\$575,000.00	-\$375,000.00	\$4,141,308.18
4-15-00-00-98-700	Utilities - Other	\$467,617.99	\$419,650.69	\$455,317.82	\$272,328.00	-\$453,923.73	\$273,722.09
4-15-00-00-96-700	Utilities - Water	\$441,033.82	\$677,144.42	\$836,000.49	\$94,969.00	-\$739,500.00	\$191,469.49
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$240,478.60	\$395,460.85	\$232,674.74	\$676,821.00	-\$840,650.00	\$68,845.74
Total Interim Budget - Available for Capital (rates /tax)		\$1,149,130.41	\$1,492,255.96	\$1,523,993.05	\$1,044,118.00	-\$2,034,073.73	\$534,037.32
Total Operating Reserves		\$5,323,644.95	\$5,774,145.15	\$5,465,301.23	\$1,619,118.00	-\$2,409,073.73	\$4,675,345.50
Total Capital & Operating Reserves		\$6,605,228.95	\$6,449,639.82	\$6,416,989.51	\$2,012,918.00	-\$2,699,081.73	\$5,730,825.78

GL Code	Description	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2019 Budget Expense - Approved by Council	Actual - Project Expenses	Utility (Water) Avail for Capital 2019 Interim Operating Budget (Rates) - \$94,969	Utility (other) Avail for Capital 2019 Interim Operating Budget (Rates) - \$272,328	Available for Capital 2019 Interim Operating Budget (taxes)- \$676,821	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	Computer Replacement Program		\$14,000.00	\$14,000						14,000.00	Office equip						14,000.00
ADM	Computer Server Replacement		\$24,000.00	\$24,000						24,000.00	Office equip						24,000.00
FIRE	2001 Fire Engine Replace-2026-\$1M		\$100,000.00	\$100,000				100,000.00									100,000.00
FIRE	2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021		\$60,150.00	\$60,150				60,150.00									60,150.00
FIRE	Decontamination Containment System Air Shelter (total regional expense \$18,000)		\$18,000.00	\$18,000			2,992.00			6,008.00	Disaster					9,000.00	County 18,000.00
OP	Sidewalk replacement program (yearly)		\$130,000.00	\$130,000				\$55,000			\$75,000						130,000.00
OP	Pathway Rehab (2017 Council Direction)		\$50,000.00	\$50,000							\$50,000						50,000.00
OP	Pathway Expansion		\$100,000.00	\$100,000				\$100,000									100,000.00
OP	Pavement Patching		\$150,000.00	\$150,000				\$150,000									150,000.00
Roads	51st Avenue - 59-61st Street Cement and Paving		\$450,000.00	\$450,000										\$92,880	\$357,120.00		450,000.00
Roads	49th Ave Overlay		\$300,000.00	\$300,000							\$52,513		\$12,090	\$235,397			300,000.00
Roads	Downtown StreetScape Concept Planning		\$20,000.00	\$20,000				\$20,000									20,000.00
Water	Watermain replacement on 52nd Street between 48-49 Avenues		\$280,000.00	\$280,000									\$280,000				280,000.00
Water	Watermain replacement west of 57A Street between 46-47 Avenues		\$220,000.00	\$220,000									\$220,000				220,000.00
Water	Water Reservoir Pump Upgrades		\$150,000.00	\$150,000									\$150,000				150,000.00
Water	Water Meter Reader		\$14,500.00	\$14,500		\$14,500.00											14,500.00
Water	Heart Haven / Health Unit Fire Hydrant		\$7,000.00	\$7,000		\$7,000.00											7,000.00
Sanitary	Sanitary main replacement west of 57A Street between 46-47 Avenues		\$220,000.00	\$220,000									\$220,000				220,000.00
Sanitary	Lift Stations A & B Furnaces		\$30,000.00	\$30,000		\$30,000.00											30,000.00
Sanitary	Lagoon Cell C - Desludging		\$300,000.00	\$300,000									\$300,000				300,000.00
Storm	Storm Replacement northeast of lift station A (57 Street)		\$100,000.00	\$100,000									\$100,000				100,000.00
Equip	3/4 Tonne Truck		\$40,000.00	\$40,000		\$40,000.00											40,000.00
Equip	Tandem		\$170,000.00	\$170,000									\$170,000				170,000.00
Equip	Snow Blower		\$180,000.00	\$180,000									\$180,000				180,000.00
Equip	Vehicle Scanner		\$12,000.00	\$12,000			\$12,000.00										12,000.00
Equip	Christmas Decorations		\$12,000.00	\$12,000				\$12,000									12,000.00
Cem	Cemetery Columbarium		\$20,000.00	\$20,000				\$20,000									20,000.00
WTP	WTP - MCC Room Air Conditioning		\$10,000.00	\$10,000		\$10,000.00											10,000.00
WTP	WTP - Aeration for Low Lift		\$50,000.00	\$50,000		\$50,000.00											50,000.00
WTP	WTP - Cathodic Protection Distribution Line		\$100,000.00	\$100,000		\$100,000.00											100,000.00
WTP	WTP - Primary Coagulant		\$80,000.00	\$80,000		\$80,000.00											80,000.00
WTP	WTP - Modify Heating System		\$15,000.00	\$15,000		\$15,000.00											15,000.00
SRC	SRC - New Flooring - Dressing rooms		\$165,000.00	\$165,000				\$165,000									165,000.00
SRC	SRC - Red Arena - Re-vamp player boxes (glass, boards and gates)		\$16,500.00	\$16,500				\$16,500									16,500.00
POOL	Pool - Roof		\$20,000.00	\$20,000				\$20,000									20,000.00
POOL	Pool - Change rooms doors and frames		\$15,000.00	\$15,000				\$15,000									15,000.00
PARKS	Parks - Off leash dog park transition area		\$8,000.00	\$8,000				\$8,000									8,000.00
PARKS	Parks - Off leash dog park - lighting		\$12,000.00	\$12,000				\$12,000									12,000.00
PARKS	Parks - West Stettler Park - Imp (2019 Strategic Plan)		\$25,000.00	\$25,000				\$25,000									25,000.00
PARKS	Outdoor Rink - board package		\$60,000.00	\$60,000			\$60,000.00										60,000.00
Hall	Community Hall - HVAC		\$271,000.00	\$271,000						\$271,000	Community Hall & Culture Reserve						271,000.00
Planning	North ASP		\$25,000.00	\$25,000						\$25,000	Planning Reserve						25,000.00
Planning	Bus Garage Update (roofing)		\$15,000.00	\$15,000			\$15,000.00										15,000.00
Culture	Arts and Culture		\$15,000.00	\$15,000				\$15,000									15,000.00
			\$4,074,150	\$4,074,150	\$0.00	\$346,500.00	\$89,992	\$793,650	\$0	\$340,008	\$177,513	\$0	\$1,632,090	\$328,277	\$357,120	\$9,000	4,074,150.00
	Council Motion -			0%			\$1,044,118.00	\$1,230,142					-\$560,963	\$0	\$0		\$4,074,150
	Total 2019 Capital Budget							-\$186,024									\$0
	Difference (Actual vs Council Budget)																\$4,074,150

2018 Carry Forward

2018 Carry Forward - Projects not Completed			Brought forward from 2018 Budget Carry Forward	2018 Approved Amount (with tender amount updates)	Actual - Project Expenses	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debtenture / Local Improve	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	Curb/Paving	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	Project Continues - 2nd Block	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								25,000.00				25,000.00		
ENG W	6-41-14-10-01-610	Ongoing maintenance	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20)	50,000.00	50,000.00	10,000.00				40,000.00	Coat Reservoir Exterior						50,000.00		
OP	2-41-15-00-00-554	Fire - currently using attachment to hydrant	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	Ongoing maintenance	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								334,720.44				334,720.44		
ENG Lag	6-42-01-10-15-610	Ongoing maintenance	Lagoon - Armor Banks of Cells 7, 8, 9 - 2018 Carry Forward - (Melissa - December 20)	125,000.00	125,000.00		125,000.00										125,000.00		
ENG S	6-42-00-10-20-610	SCC is closed - temp at lagoon - more suitable location required	New Sewer Dump - 2018 Carry Forward - (Melissa - December 20)	115,000.00	115,000.00		115,000.00										115,000.00		
ENG S	6-32-03-60-00-660	Telus line to be moved	Snow Dump Expansion	7,000.00	7,000.00		7,000.00										7,000.00		
EQT	6-33-00-30-02-630	replace	Airport Beacon - 2018 Carry Forward - (Melissa - December 20)	17,500.00	17,500.00			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	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	\$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				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					25,000.00	WTP Reserve (Bal 20171231 - \$30,698)						25,000.00		
EQT	6-31-11-30-15-630	Equipment	Backhoe - 2018 Carry Forward - \$6000 for new grave bucket (Melissa - December 20)	6,000.00	6,000.00		6,000.00										6,000.00		
EQT	6-12-02-30-03-630		Council - Board Room Chairs - 2018 Carry Forward	11,000.00	11,000.00			5,500.00								5,500.00	Clearview	11,000.00	
Water / Sewer		Addition - May 15 - Motion 18:05:20 - Water and Sewer Replacement	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								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			24,000.00									24,000.00		
Total 2018 Carry Forward			\$1,538,220.44	\$1,538,220.44		\$393,000.00	\$253,000.00	\$47,000.00	\$250,000.00	\$65,000.00		\$0.00	\$0.00	\$524,720.44	\$0.00	\$0.00	\$5,500.00	\$0.00	\$1,538,220.44

Prior Years Carry Forward

		Prior Years Carry Forward	Brought forward from Budget Carry Forward	Previous Approved Amount (with tender amount updates)	Actual - Project Expenses	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							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			34,706.73											34,706.73	
Total Previous Years Carry Forward			\$163,619.73	\$163,619.73	\$0.00	\$0.00	\$110,931.73	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,413.00	\$16,275.00	\$0.00	\$163,619.73	
Total 2019 Capital Budget (Inc Carry Forward)			\$5,775,990.17	\$5,775,990.17	0%	739,500.00	453,923.73	840,650.00	250,000.00	415,008.00	177,513.00	0.00	2,156,810.44	328,277.00	383,533.00	30,775.00		\$5,775,990.17	
							2,034,073.73			665,008.00	Total Grants Available 2019			2,382,410.67	404,996.20	409,068.92			
							Total Reserves			2,699,081.73	Balance			225,600.23	76,719.20	25,535.92			

	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2020 Budget Expense - Approved by Council	Actual - Project Expenses	Utility (Water) Avail for Capital 2020 Interim Operating Budget (Rates) - \$71,332	Utility (other) Avail for Capital 2020 Interim Operating Budget (Rates) - \$314,900	Available for Capital 2020 Interim Operating Budget (taxes)- \$650,418	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2020 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	Computer Replacement Program	\$14,000.00	\$14,000						14,000.00	Office equip						14,000.00
ADM	Computer Server Replacement	\$24,000.00	\$24,000						24,000.00	Office equip						24,000.00
FIRE	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000			100,000.00										100,000.00
FIRE	2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150			60,150.00										60,150.00
FIRE	Multipurpose Air Shelter Command - Regional	\$24,500.00	\$24,500				12,500.00								12,500.00	County 25,000.00
Op	2-32-09-00-01-244 Sidewalk replacement program (yearly)	\$130,000.00	\$130,000				\$55,000			\$75,000						130,000.00
Op	Pathway Rehab (2017 Council Direction)	\$50,000.00	\$50,000							\$50,000						50,000.00
Op	Pavement Patching - 2017 - with the addition of the roller can be done in house - can be charged every 2nd year (2018,2020,2022)	\$150,000.00	\$150,000				\$150,000									150,000.00
Op	44th Avenue Overlay from Hwy 56-65th Street	\$1,000,000.00	\$1,000,000								\$314,603	\$328,277	\$357,120.00			1,000,000.00
Op	Cemetery Next Phase	\$150,000.00	\$150,000				\$150,000									150,000.00
Water/Sewer	Watermain and sewer replacement 50A Avenue Mobile park	\$180,000.00	\$180,000								\$180,000					180,000.00
Water/Sewer	Watermain and sewer replacement 48th street between 47-48 Ave	\$600,000.00	\$600,000								\$600,000					600,000.00
Sewer	Lift station pump upgrades	\$300,000.00	\$300,000													0.00
Water	Water Main replacement - east of 44st from 49-50Ave	\$300,000.00	\$300,000													0.00
Water	Install additional fire hydrants 46th street	\$30,000.00	\$30,000				\$30,000									30,000.00
Sewer	Upsize Sanitary Main from east lift	\$150,000.00	\$150,000			\$150,000										150,000.00
Storm	Cattail removal Red Willow Creek	\$250,000.00	\$250,000													0.00
Equip	One tonne truck	\$50,000.00	\$50,000				\$50,000									50,000.00
Equip	Grader (keep old one for winter)	\$280,000.00	\$280,000													0.00
Equip	Mule	\$30,000.00	\$30,000				\$30,000									30,000.00
WTP	WTP - Chlorine Analyzer	\$20,000.00	\$20,000		\$20,000.00											20,000.00
WTP	WTP - Make up air unit replacement	\$100,000.00	\$100,000			\$100,000.00										100,000.00
WTP	WTP - membranes	\$50,000.00	\$50,000		\$50,000.00											50,000.00
WTP	WTP - Boiler Upgrade	\$90,000.00	\$90,000			\$90,000.00										90,000.00
	Total 2020 Capital Budget	\$4,132,650	\$4,132,650	\$0.00	\$70,000	\$500,150	\$477,500	\$0	\$38,000	\$125,000	\$0	\$1,094,603	\$328,277	\$357,120	\$12,500	3,003,150.00
	Council Motion -		0%			\$1,036,650.00	\$1,047,650					-\$23,476	\$0	\$0		\$3,003,150
							-\$11,000									\$1,129,500

	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2021 Budget Expense - Approved by Council	Actual - Project Expenses	Utility (Water) Avail for Capital 2021 Interim Operating Budget (Rates) - \$62,027	Utility (other) Avail for Capital 2021 Interim Operating Budget (Rates) - \$297,951	Available for Capital 2021 Interim Operating Budget (taxes)- \$603,266	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2020 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	Computer Replacement Program	\$14,000.00	\$14,000						14,000.00	Office equip						14,000.00	
ADM	Council Notebooks	\$5,600.00	\$5,600						5,600.00	Office equip						5,600.00	
FIRE	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000			100,000.00										100,000.00	
FIRE	2 way radio system Replacement AFRCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150			60,150.00										60,150.00	
FIRE	Replacement Regional Deputy Chief Sqad unit	\$90,000.00	\$90,000				45,000.00								45,000.00	County	90,000.00
Op	2-32-09-00-01-244 Sidewalk replacement program (yearly)	\$130,000.00	\$130,000				\$55,000			\$75,000							130,000.00
Op	Pathway Rehab (2017 Council Direction)	\$50,000.00	\$50,000							\$50,000							50,000.00
Op	Pavement Patching - 2017 - with the addition of the roller can be done in house - can be charged every 2nd year (2018,2020,2022)	\$0.00	\$0				\$0										0.00
Op	44th Avenue Overlay from Hwy 56-50 Street	\$1,000,000.00	\$1,000,000								\$314,603	\$328,277	\$357,120.00				1,000,000.00
Op	Pathway Program	\$100,000.00	\$100,000				\$100,000										100,000.00
OP	48th Street between 47-48 Ave	\$400,000.00	\$400,000														0.00
Water/Sewer	Water and Sewer Main replacement 46-47 Ave between 55-56 Street	\$600,000.00	\$600,000								\$600,000						600,000.00
Water	Water main replacement on 52nd Street between 49-50 Avenue	\$280,000.00	\$280,000								\$280,000						280,000.00
Water	UFA Water Main Looping	\$250,000.00	\$250,000														0.00
Sanitary	Wetland Pumphouse Upgrades	\$100,000.00	\$100,000			\$100,000											100,000.00
Storm	Cattail removal Red Willow Creek	\$250,000.00	\$250,000														0.00
Equip	Tandem	\$200,000.00	\$200,000				\$200,000										200,000.00
Equip	Trackless	\$130,000.00	\$130,000														0.00
Equip	Mower	\$120,000.00	\$120,000														0.00
Equip	3/4 Truck	\$40,000.00	\$40,000				\$40,000										40,000.00
Equip	Christmas Decorations	\$12,000.00	\$12,000				\$12,000										12,000.00
WTP	Membranes	\$50,000.00	\$50,000		\$50,000.00												50,000.00
WTP	Storage Pond Shading	\$150,000.00	\$150,000		\$150,000.00												150,000.00
	Total 2021 Capital Budget	\$4,131,750	\$4,131,750	\$0.00	\$200,000	\$260,150	\$452,000	\$0	\$19,600	\$125,000	\$0	\$1,194,603	\$328,277	\$357,120	\$45,000	2,981,750.00	
	Council Motion -		0%			\$963,244.00	\$912,150					-\$123,476	\$0	\$0		\$2,981,750	
							\$51,094										\$1,150,000

	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2022 Budget Expense - Approved by Council	Actual - Project Expenses	Utility (Water) Avail for Capital 2022 Interim Operating Budget (Rates) - \$62,027	Utility (other) Avail for Capital 2022 Interim Operating Budget (Rates) - \$297,951	Available for Capital 2022 Interim Operating Budget (taxes)- \$603,266	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	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	Computer Replacement Program	\$14,000.00	\$14,000						14,000.00	Office equip						14,000.00
FIRE	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000			100,000.00										100,000.00
FIRE	Replacement Regional Fire Chief Squad unit	\$90,000.00	\$90,000				45,000.00								45,000.00	County
Op	2-32-09-00-01-244 Sidewalk replacement program (yearly)	\$130,000.00	\$130,000				\$55,000			\$75,000						130,000.00
Op	Pathway Rehab (2017 Council Direction)	\$50,000.00	\$50,000							\$50,000						50,000.00
Op	Pavement Patching - 2017 - with the addition of the roller can be done in house - can be charged every 2nd year (2018,2020,2022)	\$150,000.00	\$150,000				\$150,000									150,000.00
Op	Cemetery Headstone Walk	\$30,000.00	\$30,000			\$30,000										30,000.00
Op	Pathway Program	\$100,000.00	\$100,000				\$100,000									100,000.00
OP	51st ave Reconstruction 61-62 Street	\$300,000.00	\$300,000											\$300,000		300,000.00
Water/Sewer	Water and Sewer Main replacement 46-47 Ave between 54-55 Street	\$600,000.00	\$600,000									\$271,723	\$328,277			600,000.00
Water/Sewer	Spruce Drive Valve and Service	\$400,000.00	\$400,000									\$400,000				400,000.00
Storm	Red Willow Creek Culvert in back alley of 45 Ave - 57-59 Street	\$450,000.00	\$450,000									\$450,000				450,000.00
Equip	Hydrovac	\$500,000.00	\$500,000													0.00
Equip	Chipper	\$45,000.00	\$45,000													0.00
Equip	1 Tonne Truck	\$50,000.00	\$50,000													0.00
Equip	6' Mower	\$35,000.00	\$35,000				\$35,000									35,000.00
Equip	Pressure Washer	\$30,000.00	\$30,000				\$30,000									30,000.00
Equip	Cemetery Columbarium	\$20,000.00	\$20,000				\$20,000									20,000.00
WTP	Membranes	\$50,000.00	\$50,000				\$50,000									50,000.00
WTP	High Lift Pump Upgrades	\$400,000.00	\$400,000		\$400,000.00											400,000.00
	Total 2022 Capital Budget	\$3,544,000	\$3,544,000	\$0.00	\$400,000	\$130,000	\$485,000	\$0	\$14,000	\$125,000	\$0	\$1,121,723	\$328,277	\$300,000	\$45,000	2,949,000.00
	Council Motion -		0%			\$963,244.00	\$1,015,000					-\$50,596	\$0	\$57,120		\$2,949,000
							-\$51,756									\$595,000

	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2023 Budget Expense - Approved by Council	Actual - Project Expenses	Utility (Water) Avail for Capital 2023 Interim Operating Budget (Rates) - \$62,027	Utility (other) Avail for Capital 2023 Interim Operating Budget (Rates) - \$297,951	Available for Capital 2023 Interim Operating Budget (taxes)- \$603,266	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2023 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	Computer Replacement Program	\$14,000.00	\$14,000					14,000.00	Office equip							14,000.00
ADM	Computer Server Replacement	\$20,000.00	\$20,000					20,000.00	Office equip							
FIRE	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000			100,000.00										100,000.00
Op	2-32-09-00-01-244 Sidewalk replacement program (yearly)	\$130,000.00	\$130,000				\$55,000			\$75,000						130,000.00
Op	Pathway Rehab (2017 Council Direction)	\$50,000.00	\$50,000							\$50,000						50,000.00
Op	Pavement Patching - 2017 - with the addition of the roller can be done in house - can be charged every 2nd year (2018,2020,2022,2024,2026,2028)															0.00
Op	Pathway Program	\$100,000.00	\$100,000				\$100,000									100,000.00
OP	Spruce Drive Reconstruction Hwy 56-61St	\$300,000.00	\$300,000											\$300,000		300,000.00
Water/Sewer	Cast iron and Clay Tile Replacement	\$600,000.00	\$600,000								\$271,723	\$328,277				600,000.00
Equip	Loader	\$220,000.00	\$220,000								\$220,000					220,000.00
Equip	3/4 T Truck	\$40,000.00	\$40,000				\$40,000									40,000.00
Equip	Sander	\$30,000.00	\$30,000				\$30,000									30,000.00
Equip	Mower (WTP)	\$35,000.00	\$35,000				\$35,000									35,000.00
Equip	Trailer	\$10,000.00	\$10,000				\$10,000									10,000.00
WTP	Cathodic Protection	\$100,000.00	\$100,000		\$100,000.00											100,000.00
	Total 2023 Capital Budget	\$1,749,000	\$1,749,000	\$0.00	\$100,000	\$100,000	\$270,000	\$0	\$34,000	\$125,000	\$0	\$491,723	\$328,277	\$300,000	\$0	1,749,000.00
	Council Motion -		0%			\$963,244.00	\$470,000					\$579,404	\$0	\$57,120		\$1,749,000
							\$493,244									\$0

	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2024 Budget Expense - Approved by Council	Actual - Project Expenses	Utility (Water) Avail for Capital 2024 Interim Operating Budget (Rates) - \$62,027	Utility (other) Avail for Capital 2024 Interim Operating Budget (Rates) - \$297,951	Available for Capital 2024 Interim Operating Budget (taxes)- \$603,266	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2024 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	Computer Replacement Program	\$14,000.00	\$14,000					14,000.00	Office equip							14,000.00
FIRE	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000			100,000.00										100,000.00
Op	2-32-09-00-01-244 Sidewalk replacement program (yearly)	\$130,000.00	\$130,000				\$55,000			\$75,000						130,000.00
Op	Pathway Rehab (2017 Council Direction)	\$50,000.00	\$50,000							\$50,000						50,000.00
Op	Pavement Patching - 2017 - with the addition of ther roller can be done in house - can be charged every 2nd year (2018,2020,2022,2024,2026,2028)	\$150,000.00	\$150,000			\$150,000.00										150,000.00
Op	Pathway Program	\$100,000.00	\$100,000				\$100,000									100,000.00
OP	Spruce Drive Reconstruction Hwy 56-61St	\$300,000.00	\$300,000											\$300,000		300,000.00
Water/Sewer	Cast iron and Clay Tile Replacement	\$600,000.00	\$600,000								\$271,723	\$328,277				600,000.00
Equip	Trackless	\$140,000.00	\$140,000								\$140,000					140,000.00
Equip	Scissor lift	\$180,000.00	\$180,000								\$180,000					180,000.00
Equip	1T Truck	\$50,000.00	\$50,000								\$50,000					50,000.00
WTP	Membranes	\$50,000.00	\$50,000		\$50,000.00											50,000.00
WTP	Clearwell Expansion	\$600,000.00	\$600,000		\$600,000.00											600,000.00
	Total 2024 Capital Budget	\$2,464,000	\$2,464,000	\$0.00	\$650,000	\$250,000	\$155,000	\$0	\$14,000	\$125,000	\$0	\$641,723	\$328,277	\$300,000	\$0	2,464,000.00
	Council Motion -		0%			\$963,244.00	\$1,055,000					\$429,404	\$0	\$57,120		\$2,464,000
							-\$91,756									\$0

**Town of Stettler
2019 Strategic Planning
February 11, 2019**

Goal	Actions Required	Person(s) Responsible	Date
1. Corporate Identity & Branding	1. Establish working group Sub-committee formed. 2. Review existing plan and identify immediate “wins.” 3. Policy draft development for Branding 4. Policy draft development for organizational communication	Corporate Communications Coordinator Director of Planning and Development Manager of Recreation & Culture	First Target Update: May 22/19 Communications Plan: Beginning of November

Guiding Principles

- Interdepartmental cooperation to take inventory of branded documents
- Consistency & uniformity
- Update current communications plan
- Consider regional agencies
- Development of multiple policies over time
- In-house/consulting resources

Goal	Actions Required	Person(s) Responsible	Date
<p>2. Downtown Improvements</p>	<p>1a. Update Downtown Streetscape Master Plan</p> <ul style="list-style-type: none"> • Town infrastructure • Formulate options and cost estimates <p>1b. Parking assessment</p> <p>2. Council participation</p> <p>3. Public engagement</p>	<p>Director of Operations</p> <p>Director of Planning & Development</p> <p>Assistant CAO</p>	<p>First Target Update: June 5/19</p>

Guiding Principles

- Parking solutions for the North and South end of Mainstreet
- The direction chosen by council in 2018 was concrete sidewalks
- Build upon existing infrastructure
- Parking Levy Bylaw Review – Obligations
- 2019 Planning in Budget - \$20,000

Goal	Actions Required	Person(s) Responsible	Date
<p align="center">3. Multi-Use Facility</p>	<ol style="list-style-type: none"> 1. Engagement with Ponoka to determine further benefits of collaboration 2. Environmental approval process 3. Further development on “shelf ready” design 	<p>Mayor Nolls</p> <p>Councillor Fischer</p> <p>CAO</p> <p>Director of Parks & Leisure</p> <p>Manager of Recreation & Culture</p>	<p>First Target Update: April 9th Committee Meeting</p>

Guiding Principles

- Build upon 2018 realities
- 2019 Provincial & Federal elections (funding)
- Red Willow Creek/ Golf alignment report
- Does a collaboration with Ponoka still hold value?
- There was support for a multi-use fieldhouse at Council and last year’s Trade Show
- John Hall (architect)

Goal	Actions Required	Person(s) Responsible	Date
<p>4. Highway Access</p>	<p>1. Engage Alberta Transportation at staff level</p> <p>2. Communicate with impacted land owners</p> <p>3. AUMA in September</p>	<p>Director of Planning & Development</p> <p>Director of Operations</p> <p>CAO or Assistant CAO</p>	<p>Engage Alberta Transportation in late winter/early spring</p>

Guiding Principles

- Private development challenges and potential
- AB Transportation approvals
- Available funding and resources
- MGA tools

Goal	Actions Required	Person(s) Responsible	Date
5. West Stettler Park Improvements	1. Conceptualize ideas 2. Cost estimates 3. 2019 Capital Budget - \$25,000 (including work)	Director of Parks and Leisure Manager of Recreation and Culture CAO Fire Chief Transportation Foreman	Staff planning Spring/Summer 2019 Ideally work in October

STETTLER TRADE SHOW

APRIL 12, 13 & 14, 2019



<u>DATE</u>	<u>TIME</u>	<u>DEPT. HEAD</u>	<u>COUNCIL REP</u>
FRIDAY APRIL 12TH	4:00 P.M. - 6:30 P.M.	Greg & Steven	_____ & _____
	6:30 P.M. - 9:00 P.M.	Greg & Steven	_____ & _____
SATURDAY APRIL 13TH	10:00 A.M. - 1:00 P.M.	_____	_____ & _____
	1:00 P.M. - 4:00 P.M.	_____	_____ & _____
	4:00 P.M. - 6:00 P.M.	_____	_____ & _____
SUNDAY APRIL 14TH	11:00 A.M. - 1:00 P.M.	_____	_____
	1:00 P.M. - 4:00 P.M.	_____	_____ & _____ & _____

NOTE: TOWN BOOTH IS LOCATED IN THE RED ARENA – BOOTH C118, C119, C120, & C121

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

TO: Town of Stettler Council

DATE: 2019 03 05

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – FEBRUARY 2019

ADMINISTRATION – CAO – Greg Switenky

1. Meetings: Town Council, Joint Health and Safety Committee, Department Head and Staff information sharing sessions.
2. Shared Use Recreation Facilities (SURF) Committee discussions with Clearview Schools and the County of Stettler respecting equitable cost sharing for the rehabilitation of the 1991 Summer Games Legacy Track.
3. Attended Emerging Trends in Municipal Law 2019 hosted by Brownlee LLP.
4. Presentation with Mayor Nolls at the February 11th Rotary Club meeting.
5. 2019 Strategic Planning Session with Council and Senior Administration. Followed up with a Strategic Action Planning Session with Senior Administration.
6. 2019 Capital Budget Presentation and workshop with Council.
7. 2019 Trade Show Planning Session with Senior Administration.
8. Regional Emergency Management Agency session with administration from regional municipalities, related agencies and external utility providers.
9. Presentation with Mayor Nolls at Christ King Elementary School to the Grade 6 Class.
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 new 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, Staff Safety Meeting, 2019 Strategy Workshop, 2019 Strategy Action Plan Workshop, 2019 Capital Budget Workshop, Heartland Beautification Concepts, Brownlee Emerging Trends, Interviews (Manager of Accounting and Financial Services).
2. Projects worked on included:
 - 2018 Revenue/Expense Budget Summary (December 31, 2018 – B Run)
 - 2018 Capital Budget Summary - (December 31, 2018 – B Run)
 - 2018 MSI, BMTG, FGT summary - (December 31, 2018 – B Run)
 - 2018 Reserves Summary – (December 31, 2018 – B Run)
 - 2018 Cash Flow Statement – (December 31, 2018 – B Run)
 - 2019 Capital 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
- Cremations and dug grave.
- Plow snow, roads, parking lots, sidewalks
- Equipment clean up
- Hauled snow from parking lot piles
- Took online course
- Complete redo of the SDS binder
- Helped water department with cat tails off and on
- Some safety manual work
- Repaired and primed dings in the drywall at shop, to get ready for paint
- Shop clean up
- Vehicle and equipment clean up.
- Road and lane sanding
- Did a full round of residential snow removal

WATER – Grant McQuay

1. Regular rounds, readings, locates and Bacterial sampling/Chlorine residual & turbidity testing.
2. Meter replacement program
3. Outdoor rinks
4. Water main repair dig.
5. Sewer blockage.
6. Weekly cleaning of sanitary tank at Water Transfer Station
7. Pushing up and hauling cattails at wetlands.
8. Regular facility maintenance.
9. Monitoring wells and weir measurements
10. Cleaning of Sanitary tank at water treatment plant.
11. Snow removal around facilities and sidewalks.

WATER TREATMENT PLANT SUPERVISOR – Chris Saunders

1. Doubling of the ammonia and fluoride lines has been completed. Still have the caustic and acid line lines to be completed.
2. We sent out one alum pump and one caustic pump to have the pump heads sized smaller to fit our operation better. The work has been completed and the caustic pump is back in service. The alum pump must be re-plumbed as the check valves are now a smaller size. Parts are on order for this work.
3. The water inlet valves for the CIP system batch tanks have been repositioned so that they no longer push down and stress the top of the tanks. The caustic tank valve has been replaced as it was binding as the rubber seat has been worn and damaged.
4. The motor in the main air heating system has burnt out. Motor was ordered in and installed.
5. SDS's have been updated and filed.
6. Regular monthly routine maintenance.
7. Getting quote on plexiglass safety shields for acid and caustic pump stations.

DIRECTOR OF OPERATIONS – Melissa Robbins

1. Meetings:
 - Department Head
 - Joint Health and Safety
 - Strat Planning
 - Airport Board Meeting
 - Airport Master Plan meeting
 - Emergency Response Planning meeting at County
 - Capital Plan Discussions with Council

2. Projects:
 - Vacation from Jan. 31-Feb. 8
 - Safety Manual – work with staff to transition Elements 5 and 8 to new format
 - Group Training at PW – exposing power lines using hydrovac – safety requirements
 - Drinking Water Safety Plan review
 - Airport Master Plan revisions
 - Trade Show Planning

DIRECTOR OF PARKS & LEISURE SERVICES / PARKS & LEISURE SERVICES FOREMAN – Allan King

1. **Meetings:** Post Scotties operational, mid-management, department head, joint safety, several staff meetings, Stettler regional emergency management, and meetings with Council with strategic planning and capital budget.
2. **Projects:** Outdoor rink, tree pruning, snow removal, ice back to hockey from curling, snow melt pit boiler, arena glass cleaning, rebuilt gates on blue side and hinges on red, roof top units on the pool and arena, draft insulating, thawed frozen pipes, and repaired hub sound system.
3. Sometimes the little things that we take for granted need to be appreciated. For example, the meetings that we have had recently with Council run very well (due to a lot of hard work from Greg, Steve, Melissa, and Leann) and we can become complacent that this is the way it always is. I was actually dwelling on this the other night thinking where are the headaches and frustration? Not that we don't have them, but there are lessened because we are fortunate enough to work with these consummate professionals.... And for that I am truly thankful.

REGIONAL FIRE CHIEF – Mark Dennis

1. Training
 - SCBA X3 detail maintenance procedures
 - ERG training
 - Radio communication
 - Truck maintenance
2. Fire Department Operations
 - Meeting - Lesser Slave Regional Fire Service information sharing regarding regional fire service
 - Meeting - Town of Stettler Capital Budget discussion
 - Meeting - TOS strategy meeting
 - Trans Canada table top exercise
 - Fire Inspection/occupancy load - Stettler Provincial Building standpipe hose requirements
 - County of Stettler Council - Erskine Structure Fire
 - Fire Station 3 Donaldda repair boiler
 - Fire Station 1 Stettler repair under floor heat, pressure washer flow minder, overhead door opener switch, repair rear man door

CAO REPORT
March 5, 2019
PAGE 5

- Engine 11 air break compressor freeze up, cab heating system failure
- Rescue 14 light tower error code will not retract

3. Regional Fire Department Incident Summary

- Total calls 22 - 1 Structure fires, 6 motor vehicle incidents, 6 alarm calls, 7 medical first response, 2 carbon monoxide



Greg Switenky
CAO

Ranges: From:	To:	From:	To:
Vendor ID First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name First	Last	Cheque Number ONL000135	ONL000135
Cheque Date First	Last		

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Corporate Payment Systems	ONL000135	2019-02-22	\$14,841.81

Invoice Description	Invoice Number	Invoice Amount
BOT Corp Visa	2019.02.05.BOT	\$1,331.97
Office Job Posting Ad/Water	2019.02.05.221	\$345.01
SVWS Corp Visa	2019.02.05.SVW	\$32.54
Fire Joint/Rescue Storage Plan	2019.02.05.292	\$349.62
Other Event Family Day Snofest	2019.02.05.312	\$850.50
Shop Washing Machine/Trans	2019.02.05.623	\$651.70
Fire Jnt NFPS 1001 Level l&ll	2019.02.05.655	\$917.36
Shop Janitor Tools/Trans Train	2019.02.05.727	\$298.02
Wtr Trns Online Training/Stati	2019.02.05.748	\$1,072.28
Council Conference/FCM Banquet	2019.02.05.758	\$4,829.01
Admin OHS Handbooks-Pool Offic	2019.02.05.762	\$1,238.40
Eng Admin Phone Screen protect	2019.02.05.763	\$53.53
SRC Phone Cord/Zip Ties/Drill	2019.02.05.764	\$483.36
Fitness Area Office Supplies	2019.02.05.768	\$111.68
WTP AWWOA/CEU Courses	2019.02.05.832	\$1,965.52
GIS - SVWS Internet	2019.02.05.854	\$104.99
P&L/Fitness Area/Pool Supplies	2019.02.05.981	\$206.32
Total Cheques		\$14,841.81

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73512
Cheque Date	First	Last		73531

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																		
Alberta Development Officers A	73512	2019-02-22	\$250.00																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>P&D 2019 Membership L.Graham</td> <td>868</td> <td>\$125.00</td> </tr> <tr> <td>P&D 2019 Membership A.Stormoen</td> <td>652</td> <td>\$125.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	P&D 2019 Membership L.Graham	868	\$125.00	P&D 2019 Membership A.Stormoen	652	\$125.00									
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P&D 2019 Membership L.Graham	868	\$125.00																			
P&D 2019 Membership A.Stormoen	652	\$125.00																			
Alberta Land Titles	73513	2019-02-22	\$31.00																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Admin/Bylaw/P&D Searches</td> <td>2019.01.31</td> <td>\$31.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Admin/Bylaw/P&D Searches	2019.01.31	\$31.00												
Invoice Description	Invoice Number	Invoice Amount																			
Admin/Bylaw/P&D Searches	2019.01.31	\$31.00																			
Bagshaw Electric Ltd.	73514	2019-02-22	\$7,807.63																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Shop 25 Light Bulbs</td> <td>293230</td> <td>\$156.19</td> </tr> <tr> <td>Airport Runway Light Repairs</td> <td>21121A</td> <td>\$1,197.35</td> </tr> <tr> <td>WTP Pump Motor Rewind</td> <td>21109A</td> <td>\$5,807.03</td> </tr> <tr> <td>SRC Disconnect motor on compre</td> <td>21137A</td> <td>\$78.23</td> </tr> <tr> <td>Zamboni January Propane</td> <td>293783</td> <td>\$568.83</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Shop 25 Light Bulbs	293230	\$156.19	Airport Runway Light Repairs	21121A	\$1,197.35	WTP Pump Motor Rewind	21109A	\$5,807.03	SRC Disconnect motor on compre	21137A	\$78.23	Zamboni January Propane	293783	\$568.83
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WTP Pump Motor Rewind	21109A	\$5,807.03																			
SRC Disconnect motor on compre	21137A	\$78.23																			
Zamboni January Propane	293783	\$568.83																			
Bond-O Communications Ltd.	73515	2019-02-22	\$99.74																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>P&L Apple iPhone Support Packa</td> <td>BONDOIN115380</td> <td>\$99.74</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	P&L Apple iPhone Support Packa	BONDOIN115380	\$99.74												
Invoice Description	Invoice Number	Invoice Amount																			
P&L Apple iPhone Support Packa	BONDOIN115380	\$99.74																			
Bond-O Security	73516	2019-02-22	\$2,031.65																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Jnt Of Yearly Securirty Monitor</td> <td>BONDOIN112342</td> <td>\$566.87</td> </tr> <tr> <td>Jnt Ofc Change Panic Battery</td> <td>BONDOIN112548</td> <td>\$42.00</td> </tr> <tr> <td>Fire Joint Yearly Security Mon</td> <td>BONDOIN12415</td> <td>\$667.04</td> </tr> <tr> <td>SRC Yearly Security Monitoring</td> <td>BONDOIN112416</td> <td>\$377.87</td> </tr> <tr> <td>Comm Hall Yearly Security Moni</td> <td>BONDOIN112250</td> <td>\$377.87</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Jnt Of Yearly Securirty Monitor	BONDOIN112342	\$566.87	Jnt Ofc Change Panic Battery	BONDOIN112548	\$42.00	Fire Joint Yearly Security Mon	BONDOIN12415	\$667.04	SRC Yearly Security Monitoring	BONDOIN112416	\$377.87	Comm Hall Yearly Security Moni	BONDOIN112250	\$377.87
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SRC Yearly Security Monitoring	BONDOIN112416	\$377.87																			
Comm Hall Yearly Security Moni	BONDOIN112250	\$377.87																			
Central Alberta Recreation Ass	73518	2019-02-22	\$100.00																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Pool Programs Toys</td> <td>2019-03</td> <td>\$100.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Pool Programs Toys	2019-03	\$100.00												
Invoice Description	Invoice Number	Invoice Amount																			
Pool Programs Toys	2019-03	\$100.00																			
The City of Red Deer	73529	2019-02-22	\$1,134.00																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Fire Joint Incident Safety Off</td> <td>399733</td> <td>\$1,134.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire Joint Incident Safety Off	399733	\$1,134.00												
Invoice Description	Invoice Number	Invoice Amount																			
Fire Joint Incident Safety Off	399733	\$1,134.00																			
Communities in Bloom	73519	2019-02-22	\$918.75																		
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>HBC 2019 Registration Internat</td> <td>CIB19-34</td> <td>\$918.75</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	HBC 2019 Registration Internat	CIB19-34	\$918.75												
Invoice Description	Invoice Number	Invoice Amount																			
HBC 2019 Registration Internat	CIB19-34	\$918.75																			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
C. R. Glass Ltd.	73517	2019-02-22	\$36.75

Invoice Description	Invoice Number	Invoice Amount	
Water TRans Mirror Glass #135	396	\$36.75	

Dave's Electric	73520	2019-02-22	\$352.94

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Service door opener	1041	\$75.60	
Fire Joint Install new control	1042	\$277.34	

ElectroGas Monitors Ltd.	73521	2019-02-22	\$621.56

Invoice Description	Invoice Number	Invoice Amount	
WTP Ammonia Gas	464301	\$399.00	
Fire Joint Freight Charge	464093	\$25.16	
Fire & County GasAlert Sensor	463767	\$197.40	

ESC Automation	73522	2019-02-22	\$2,050.13

Invoice Description	Invoice Number	Invoice Amount	
Pool Facilty Building Software	SCPAY89559	\$2,050.13	

Stettler Home Hardware	73528	2019-02-22	\$1,131.72

Invoice Description	Invoice Number	Invoice Amount	
Office Water Cooler	115332	\$173.24	
Office 3 Jugs of Water	115140	\$15.75	
Office XmasTree Bag/Battereis	115174	\$96.55	
Office 3 Jugs of water	115262	\$15.75	
Fire Joint Key Accessories	115215	\$41.79	
Trans 3 jugs of water	115221	\$11.25	
Trans 3 jugs of water	115381	\$11.25	
SRC 11 Garbage Cans	115322	\$219.33	
SRC 7 Garbage Cans/8 Door Stop	115338	\$213.62	
SRC Construction Glue	115213	\$8.46	
SRC 2-C Clamps	115286	\$35.68	
Fitness Area Valcro Tape	115352	\$16.26	
Pool 12 Stacking Chairs	115288	\$251.87	
Parks Carb kit #21	115293	\$20.92	

Manalastas, Victor	73523	2019-02-22	\$157.46

Invoice Description	Invoice Number	Invoice Amount	
Sewer Reimburse Charges	2019.01.25	\$157.46	

Purolator Courier Ltd.	73524	2019-02-22	\$230.02

Invoice Description	Invoice Number	Invoice Amount	
WTP & Water Trans Freight	440367347	\$230.02	

Receiver General for Canada	73525	2019-02-22	\$56,830.44

Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP04-19	\$48,700.27	
Town Tax Remittance	PP04-19.	\$6,413.11	
BOT Tax Remittance	PP04-19.BOT	\$1,717.06	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Schwartz Home Building Centre	73526	2019-02-22	\$91.52
=====			
	Invoice Description	Invoice Number	Invoice Amount
	SRC Poly Superpex Pipe	710638	\$73.68
	SRC C Clamp	714992	\$17.84
=====			
Shadowhawk Inc.	73527	2019-02-22	\$1,012.73
=====			
	Invoice Description	Invoice Number	Invoice Amount
	County Expense Service Rescue	SH7494	\$1,012.73
=====			
UPS Canada	73530	2019-02-22	\$688.45
=====			
	Invoice Description	Invoice Number	Invoice Amount
	WTP Freight	0000EX6691069	\$688.45
=====			
Woody's Automotive Ltd.	73531	2019-02-22	\$1,736.02
=====			
	Invoice Description	Invoice Number	Invoice Amount
	Fire Joint 4 Axle Sockets	612233	\$118.46
	Shop Towels	634041	\$104.96
	Shop Tef Lube Grease	632421	\$16.25
	Shop Spray Paint	633515	\$12.95
	Shop Buffing pads & discs	633936	\$64.20
	Shop Windshield Washer Fluid	633967	\$28.48
	Shop Rubber Gloves	633288	\$18.88
	Shoop & Trans Air Bag & Gloves	634304	\$309.40
	Shop AMP Meter	633160	\$215.24
	Shop Drill Bill	633841	\$66.27
	Trans Clearance Light Lense#42	632866	\$3.80
	Trans Beacon for unit #2	633552	\$219.62
	WTP 3-Belts & Gloves	633386	\$272.17
	Water Trans Pump #135	633063	\$111.25
	Water Battery Cable Ends #28	633329	\$21.98
	Parks Distributor Rotor/Cap132	632265	\$147.51
	Parks Fuel Line #21	632860	\$4.60
=====			
	Total Cheques		\$77,312.51
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-02-26	2019-02-26		Last

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Accu-Flo Meter Service Ltd.	EFT0001066	2019-02-26	\$28,308.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Water Trans 50 Water Meters	83321	\$24,175.20	
Wtr Trns 5 Large Water Meters	83461	\$4,132.80	
=====			
Action Plumbing & Excavating	EFT0001067	2019-02-26	\$2,874.08
=====			
Invoice Description	Invoice Number	Invoice Amount	

SRC Service Boiler	W30791	\$817.95	
SRC Heating Repair	W30834	\$1,902.01	
SRC Meeting Room Bathroom Repa	I022751	\$154.12	
=====			
APEX Supplementary Pension Pla	EFT0001068	2019-02-26	\$374.85
=====			
Invoice Description	Invoice Number	Invoice Amount	

Supplementary Pension Plan Tr	PP04-19	\$374.85	
=====			
Bounty Onsite Inc.	EFT0001069	2019-02-26	\$5,047.88
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop Janitor Supplies	001-077650	\$74.63	
Shop/Trans/Wtr Trns Safety Sup	001-078165	\$641.07	
Trans Lifting Chain	001-078226	\$395.72	
Trans Gloves and Safety Glasse	001-077716	\$44.29	
Trans Safety Glasses	001-078270	\$6.01	
Water Trans Backup Alarm #152	001-078100	\$130.84	
SRC Janitor Supplies	001-077055	\$332.86	
SRC Janitor Supplies	001-077284	\$657.70	
SRC Batteries	001-077396	\$39.42	
SRC Sawall Blades	001-077594	\$16.52	
SRC Janitor Supplies	001-077648	\$1,315.03	
SRC Batteries	001-077929	\$24.19	
SRC Janitor Supplies	001-078322	\$35.59	
SRC Safey Supplies	001-077195	\$74.19	
SRC Safety Supplies	001-077197	\$148.39	
Pool Platform Truck Rubbermaid	001-077763	\$917.70	
Pool Shut Down Supplies	001-077251	\$193.73	
=====			
Brownlee LLP	EFT0001070	2019-02-26	\$455.65
=====			
Invoice Description	Invoice Number	Invoice Amount	

Sewer Legal Services Lagoon Bl	476052	\$455.65	
=====			
Burmac Mechanical 2000	EFT0001071	2019-02-26	\$1,169.84
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop Furnance Filters	93204	\$136.55	
WTP Singer Valve Filters	93120	\$140.97	
Sewer Clear blocked sewer Town	B44488	\$314.96	
Sewer Clear Blockage on Town	B44491	\$577.36	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canadian Union of Public Emplo	EFT0001072	2019-02-26	\$742.50
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP04-19	\$742.50	
Center Ice Concession	EFT0001073	2019-02-26	\$96.00
Invoice Description	Invoice Number	Invoice Amount	
HBC Jan Meeting Lunch	028	\$96.00	
Chapman Riebeek	EFT0001074	2019-02-26	\$2,916.26
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Jan 2019 Legal Services	2019.01.31	\$2,916.26	
Distribution Now	EFT0001075	2019-02-26	\$18.69
Invoice Description	Invoice Number	Invoice Amount	
WTP Camlock Fittings	913107434	\$18.69	
Dodd, Sonia	EFT0001076	2019-02-26	\$219.28
Invoice Description	Invoice Number	Invoice Amount	
Pool Programs First Aid Traini	2019.02.15	\$219.28	
Heartland Auto Supply	EFT0001077	2019-02-26	\$912.90
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Janitor Supplies	001-403742	\$56.28	
Trans Air Filter & Fittings #1	001-404817	\$22.51	
Trans Oil Filter #36	001-406011	\$20.64	
Trans Bolts #2	001-406981	\$18.02	
Wtr Trsf Stn Fuel Filter & Fit	001-405449	\$167.67	
Water Trans Grease Caps #63	001-405786	\$7.39	
Wtr Trns Chain Hooks/Trailer	001-405910	\$13.40	
Wtr Trns Bolts & Wire Connect	001-406163	\$9.97	
Parks Spark Plugs #132	001-404438	\$65.27	
Shop Supplies & Tools	001-404181	\$531.75	
IJD Inspections Ltd.	EFT0001078	2019-02-26	\$683.13
Invoice Description	Invoice Number	Invoice Amount	
P&D January Building Permits	ST2019-01	\$683.13	
Keiths Refrigeration	EFT0001079	2019-02-26	\$6,227.59
Invoice Description	Invoice Number	Invoice Amount	
Health Unit Repair HVAC	18772	\$1,092.50	
Health Unit Repair HVAC	18776	\$798.79	
SRC Service Blue Rink MUA	18745	\$834.46	
SRC Repair Blue Arena MUA	18754	\$924.00	
Pool Repair MUA unit	18747	\$1,557.03	
Comm Hall Install Blower Motor	18768	\$1,020.81	
Loomis Express	EFT0001080	2019-02-26	\$365.79
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water Trans & WTP Freight	8179420		\$365.79
===== OK Tire Stettler	EFT0001081	2019-02-26	\$19.95
Invoice Description	Invoice Number	Invoice Amount	
Trans Tire Repair #174	IN049405		\$19.95
===== Pall (Canada) Ltd.	EFT0001082	2019-02-26	\$3,312.93
Invoice Description	Invoice Number	Invoice Amount	
WTP Pall Module Autopsy Test	96465327		\$3,312.93
===== Rally Rentals	EFT0001083	2019-02-26	\$19.53
Invoice Description	Invoice Number	Invoice Amount	
Shop Mig Welder Tips	21184		\$19.53
===== Rollies Vac Systems	EFT0001084	2019-02-26	\$315.00
Invoice Description	Invoice Number	Invoice Amount	
Landfill Pumpout	19188		\$315.00
===== Stettler Building Supplies Ltd	EFT0001085	2019-02-26	\$92.37
Invoice Description	Invoice Number	Invoice Amount	
SRC Building Materials	AA9014		\$62.99
SRC Drill Bit	AA9176		\$14.69
SRC Drill Bit	AA9193		\$14.69
===== Stettler & District Handibus	EFT0001086	2019-02-26	\$268.63
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage Jan Utilities	2877		\$268.63
===== Stettler Registry Services Ltd	EFT0001087	2019-02-26	\$26.25
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Corp Search	CT300000489		\$26.25
===== Stettler Sales & Rentals Ltd.	EFT0001088	2019-02-26	\$224.14
Invoice Description	Invoice Number	Invoice Amount	
SRC Pipe for Rink Railing	120301		\$219.77
SRC Wall Repair Materials	120205		\$4.37
===== Stettler Telephone Answering S	EFT0001089	2019-02-26	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
WTP Feb Working AloneMonitorin	111		\$120.75
===== Trinus Technologies Inc	EFT0001090	2019-02-26	\$564.38
Invoice Description	Invoice Number	Invoice Amount	
Computer Mar Anti-Virus/email	R26184-23126		\$564.38

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Varghese, Cyril	EFT0001091	2019-02-26	\$51.45
=====			
Invoice Description		Invoice Number	Invoice Amount
SRC CUPE Clothing Allowance		2019.01.31	\$51.45
=====			
Wet Water Industries Ltd.	EFT0001092	2019-02-26	\$408.75
=====			
Invoice Description		Invoice Number	Invoice Amount
Fire Joint Mar Wtr Treat Equip		AR11066	\$76.89
Fire Joint Feb Wtr Treat Equip		AR10442	\$76.89
Fire Joint Service Call Test		AR10557	\$254.97
=====			
Yost, Dustin & Maria Cristine	EFT0001093	2019-02-26	\$1,800.00
=====			
Invoice Description		Invoice Number	Invoice Amount
Comm Hall Feb Hall Janitor		2019.02.01	\$1,800.00
=====			
Total Cheques			\$57,636.57
=====			

**Committee of the Stettler Public Library Boards
Town of Stettler and County of Stettler #6
Regular Meeting**

January 16, 2019
Stettler Recreation Centre

Call to Order: 5:32 pm

Attendance: Jane Skocdopole (Chair); Ben Ayotte; Les Stulberg; Andrew Brysiuk; Barb Gano (Treasurer); Will Brown; Vicki Leuck; Blake Chapman; Gail Peterson; Gord Lawlor

Staff Present: Rhonda O’Neill; Crystal Friars

Special Guest: Ken Allan of PLSB

Agenda: Moved as presented by Andrew. CARRIED

Minutes for the November 21, 2018 meeting: Moved as presented by Les. CARRIED

1. **Treasurer’s Report.** Moved by Barb. Seconded by Gord. CARRIED

2. Old Business:

- a. Intermunicipal Library Board Discussion: Ken Allan from PLSB came to discuss the difference between a Joint Library Committee and an Intermunicipal Library Board. Ken outlined what an agreement between the Town and County would need to include and where this information can be found in the legislation. Ken offered his ongoing support to the Board as they move through this process. Andrew moved that the Policy Review Committee contact the Town of Stettler and the County of Stettler #6 about forming an Intermunicipal Board. Consensus was that the time is right to explore this further. Vicki seconded. CARRIED

3. New Business:

- a. Changes to Public Library Operating Grant payments—PLSB is resetting its EFT system. Libraries with bank accounts in a name other than the legal name of the Board are no longer eligible for EFT but will receive their grants by cheque.
- b. ALC in Jasper—Rhonda and Jane are to present together. The board was asked if any addition members would like to attend. Gord is interested. Andrew moved that Gord and Jane attend ALC in Jasper. Les seconded. CARRIED

- c. Revised Policies and Bylaws
 - i. Hours of Operation— a single word change was needed. Barb moved that the policy be accepted as amended. Ben seconded. CARRIED
 - ii. Grievances Procedures—a small change to have the first step made into two steps. Les moves that the policy be accepted as amended. Blake seconded. CARRIED
 - iii. Bylaws—Rhonda discussed the changes that were made. Andrew moved that the Bylaw be read for the first time. Gord seconded. CARRIED
Blake moved that the Bylaw be read for the second time. Andrew seconded. CARRIED

Les moved that the Board consider reading the bylaw a third time at this meeting.

UNANIMOUSLY CARRIED

Ben moved that the Bylaw be read for the third time. Les seconded.

CARRIED

- d. Trade Show Volunteers: The Stettler Trade Show is April 12, 13, and 14, 2019. A sign-up sheet was passed for board members to sign up for shifts manning the Library's booth.

Les left the meeting at 6:24 pm.

4. Old Business:

- b. GIC update: Rhonda and Crystal met with Charles Firth at the RBC on January 11. They were shown the types of interest rates are available and Charles made suggestions on how to reinvest the GIC's to get the best rates. Two signatures are needed to move the money with RBC. It was suggested that Tom Campbell and Leona Thorogood would be a good resource as they look after the Hospital Foundations' investments. Gord moved that at the time the GICs mature they be cashed and placed in the chequing account for 30 days so that it can be reinvested as new money. Barb seconded. CARRIED
- c. **Library Manager's Report:** A report was included in the meeting package. Rhonda provided a quick overview and answered questions from members of the board.
- d. **Committee Reports:**
 - a. Friends of the Library—Meeting to be held in February. Andrew suggested the name Murder Meander for the Ghost Walks.
 - b. Advocacy & Programming—No meeting

- c. Personnel & Finance—No meeting
 - d. Policy Review—February 13 at 5 pm will be the first meeting in regards to the Intermunicipal Board proposal.
 - e. ALTA News—Trochu meeting has been moved to February 9.
 - f. Parkland Regional Library—Building situation is still stalled.
-
- e. **Next meeting**—Wednesday, February 20, 2019 at 5:30 pm.
 - f. **Adjournment**—Moved by Barb at 6:42 pm. CARRIED

Safety & Use Bylaws of the Town of Stettler Library Board and the County of Stettler No. 6 Library Board

The Town of Stettler and County of Stettler No. 6 Library Board (“the Board”) enacts the following Bylaws pursuant to Section 36 of the Alberta **Libraries Act**.

Definitions

Definitions in these Bylaws shall mean:

- **Board:** means the Joint Committee of the Town of Stettler Library Board and the County of Stettler No. 6 Library Board,
- **Borrower:** means the person to whom a library membership card has been issued,
- **Good Standing:** means a cardholder with no outstanding overdue items or charges.
- **Library:** refers to the Stettler Public Library,
- **Library Manager:** means the person charged by the Board with the operation of the Library, and
- **Library Resources:** means any material, regardless of format, held in the Library’s collection or borrowed from another library on behalf of a Stettler Public Library borrower.

Admittance to and conduct in the Library

- The library is open free of charge to the public for library purposes during the hours of operation, as set by the board.
- No person using the library shall create any unnecessary disturbance for other library users and/or contravene Library Board policy.
- Take away any library item from the library unless the item has been properly checked out in accordance with library circulation policies and procedures.
- Solicit other library users and staff for personal, commercial, religious, or political reasons.

Persons who do not act in accordance with the above will be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the library. Library staff may ask for outside assistance, including contacting local law enforcement officers if staff believe the situation warrants it.

No member of the public is to be left in the library for any purpose without a staff person or member of the Board present at all times. Stettler Recreation Centre staff have access to the Library in relation to building concerns.

Borrowers and Borrower Responsibilities

- Any resident living within the boundaries of the Parkland Regional Library System is eligible to request a borrower’s card at the Stettler Public Library.
- Membership at the Library is free for residents of the Town and County of Stettler.
- Borrowers in good standing are eligible to receive a TAL library card on request and/or participate in the ME libraries initiative.

- A borrower shall notify Library staff of any change to contact information, including address, telephone number and/or e-mail address as soon as possible
- A borrower should take proper care of any library resource entrusted to his/her care, and should return or renew any library items on or before the due date.

Loan of Library Resources

- There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.
- Loan periods and circulation procedures are set in cooperation with member libraries within the Parkland Regional Library system.

Penalties

A library card may be denied or revoked if the cardholder fails to comply with the above. In cases of serious dereliction, the Board may prosecute an offence under the s. 41 of the Libraries Act.

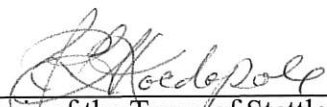
Service Fees

In addition to charges for fines, the Library may charge for non-traditional Library services such as:


- Photocopying, faxing, and printing: \$0.35 (B&W), \$0.50 (colour).
- Exam invigilation: \$20 per exam.
- Fees for services not normally provided by a library will be assessed on request.
- Fines are set in cooperation with member libraries within the Parkland Regional Library system.

Read a first time: January 16, 2019

Read a second time: January 16, 2019

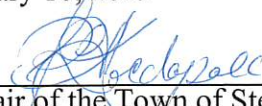


 Chair of the Town of Stettler Library Board/
 Chair of the County of Stettler No. 6 Library Board




 Treasurer of the Town of Stettler Library Board/
 Treasurer of the County of Stettler No. 6 Library Board

Read a third time and adopted by unanimous consent: January 16, 2019



 Chair of the Town of Stettler Library Board/
 Chair of the County of Stettler No. 6 Library Board



 Treasurer of the Town of Stettler Library Board/
 Treasurer of the County of Stettler No. 6 Library Board



The Francis Cooke Landfill in Exshaw does not accept municipal solid waste, so Bow Valley communities must ship their garbage to a landfill near Camrose. A new energy from waste project in Southern Alberta is hoping to provide municipalities with an alternative to landfills.

Photo credit: Rocky Mountain Outlook

COMMUNITY

Energy from waste project gets funds to find site

BY JENNA DULEWICH FEB 14, 2019

EXSHAW – One community’s waste could soon become another’s energy source.

Officials from Southern Alberta Energy from Waste Association (SAEWA) announced this week they will be moving forward with finding a location for the project after being awarded a \$400,000 funding from the Alberta Community Partnership program grant.

“We are excited to move forward to identify an appropriate site for the energy from waste facility. Our process to date has resulted in six southern Alberta municipalities expressing interest in hosting an EFW facility,” said Paul Ryan, SAEWA vice chair/project lead and MD of Bighorn councillor.

Established in 2009, the non-profit SAEW association is a coalition of 60 municipal entities and waste management jurisdictions in southern Alberta with the mission to research and

implement energy recovery from non-recyclable waste materials in order to reduce long-term reliance on land fills.

“This is a great project and we look forward to seeing it advance with proven technology that can benefit all of our members,” Dene Cooper, Reeve of MD of Bighorn said.

Energy recovery from waste can be done using technologies such as anaerobic digestion, gasification, combustion, or incineration with energy recovery.

Anaerobic digestion typically uses livestock waste decomposing the organic matter turning it into methane gas. Gasification can take wood and coal transforming the once garbage into a gaseous product which can be burned as fuel or further refined into a liquid fuel. Incineration is the process of thermal destruction of selected waste, where heat recovered can be used to generate electricity or provide district heating.

“In the right location, an energy from waste facility will not only produce district energy, but can also provide the necessary infrastructure for enhanced recycling of plastic and paper products whose traditional markets have collapsed,” Ryan commented.

Thanks to the \$400,000 grant, officials will now have the resources to conduct in-depth assessments necessary to identify a list of potential sites suitable for an Energy-for-Waste facility.

SAEWA chair Ben Armstrong estimated this project can reduce the members greenhouse gas emission by more than seven million tonnes over the life of the project, or approximately 236,000 tonnes per year.

“Some of our members’ garbage trucks travel 800 km just to put waste into a landfill and we believe that a well-sited EFW can cut that in half,” Armstrong said.



Stettler Public Library

Annual Report 2018



The library had **2,700** open hours in 2018!



2,315 people have a card at our library



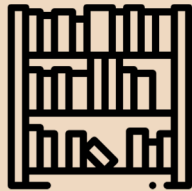
67,919 people walked through our doors last year



In addition to **35,980** website visits



The library added **2,094** new items last year



Bringing the total collection to **25,633**



There were **6,173** downloads of e-Content



Contributing to a total of **96,117** checkouts!



We lent our items to libraries outside of our system **14,604** times



Our service is delivered by **12** dedicated staff members



With the support of **24** amazing volunteers



The library has **15** public computers & **10** laptops



And brought in **25,734** items upon patron request



The library participated in **7** promotional events



Where **2,000** people heard our message



They were in use for a total of **10,509.00** hours!



We offered **443** programs for kids



98 for adults and seniors



And **7** for families



7,494 people attended in total!



There were also **166,694** connections to our Wi-Fi

Parkland Regional Library 2018 Statistical Review

The number of new items added to the region-wide collection through new purchases and donations has remained stable for the past few years since the materials allotment provided by PRL to each library of **\$1.13** per capita has remained constant since 2017. However, this is an indication that libraries rely predominantly on their PRL allotment for their materials budget and that there is little additional support from local funding sources. At PRL, materials allotment is established as part of the budgeting process. At one time materials allotment was set at \$1.60 per capita. However due to the demand for eContent and IT costs (PRL buying computers for member libraries) the money available for physical materials has diminished over time.

Physical Collections	2017	2018	Change
Items Ordered	20,212	21,520	6%
Items Processed	28,095	27,953	-1%
Items in catalogue	652,145	649,878	0%

PRL and some member libraries have recognized the interest in, and demand for, more eContent and have put additional resources towards eBooks and eAudio materials. This has resulted in a 16% increase of eContent available in PRL's eLibrary. It is only through Parkland that eContent can be made available to member library patrons.

eLibrary Collections	2017	2018	Change
eBooks	5,700	6,166	8%
eMagazines	83	73	-12%
eAudio	2,323	3,204	38%
Total eContent	8,106	9,443	16%

The demand for eContent and growth of these collections is also demonstrated in the circulation of library materials across the region. While physical item checkouts have seen slight growth, eContent circulation has increased dramatically since 2017. Circulation equals approximately **six items** per resident of Parkland based on the 2018 population of 218,348.

Circulation	2017	2018	Change
Circulation of physical items	1,196,871	1,219,152	2%
Circulation of eContent	79,107	93,126	18%
Total circulation for the region	1,275,978	1,312,278	3%

Library patrons take full advantage of system services, including access to materials in all 49 member libraries. System-wide and province-wide resource sharing and the movement of materials around the system continues to rise steadily year over year.

Resource Sharing & Deliveries	2017	2018	Change
Total interlibrary loan items borrowed	252,863	265,174	5%
Total interlibrary loan items lent	246,693	256,255	4%
Van Delivery Volume	973,100	1,094,750	13%
Government Courier & Mail	49,100	67,750	38%
Total volume per year	1,022,200	1,162,500	14%

Total system cardholders has also shown slight but steady growth, **up by 2% from 2017**. This is an encouraging trend and demonstrates that libraries can and do remain relevant in our communities. The **44,973 cardholders** borrowed an average of **29** items in 2018. Central Albertans also increased their use of library websites and the online catalogue; and both residents and visitors took advantage of free library wi-fi hotspots with an average of 5 uses per resident, based on a population of 218,348.

Virtual Library Use	2017	2018	Change
Visits to member library websites	366,615	401,918	9%
Total visits to library catalogue	272,062	289,351	6%
Total virtual visits	638,677	691,269	8%
Wi-fi sessions in member libraries	982,619	995,243	1%

In addition to purchasing and cataloguing library materials, providing eContent and special collections (e.g. large print, audio books, program kits), and managing and maintaining computer network, catalogue, and websites for our libraries, Parkland staff provide professional support to member library staff and trustees.

In 2018, Parkland’s consultant librarians visited **38** member libraries, providing **72** on-site visits plus **155** remote consulting sessions. In addition to a very successful conference that drew **118** library staff and trustees, Parkland provided **5** workshops attended by **88** library staff and **6** trustee workshops with **49** attendees.

An educational component was included in all four PRL Board meetings in 2018 and consultants facilitated **two advocacy workshops** for the Parkland board. We also made presentations to **14** member councils as part of our continued efforts to educate municipal councillors on the importance of public and regional library services in their communities.