

Town of Stettler

COUNCIL MEETING

MARCH 19, 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 19, 2019
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of March 5, 2019 5-9
 - (b) Business Arising from the March 5, 2019 Council Minutes
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
 - (a) 2019 Bank Reconciliation – February 28, 2019 10
 - (b) Alberta Capital Finance Authority Annual General Meeting 11-17
 - (c) MSI Memorandum of Agreement 18-23
 - (d) Physician Recruitment Meeting Verbal
 - (e) 2019 Capital Budget – Stettler Recreation Centre Fitness Stepper 24-25
 - (f) Meeting Dates
 - **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**
 - (g) Accounts Payable in the amount of \$216,756.14 26-34
(\$33,392.97 + \$69,435.65+ \$29,870.11+\$84,057.41)

**COUNCIL AGENDA
MARCH 19, 2019
PAGE 2**

7. **Council**
 - (a) Meeting Reports

8. **Minutes**
 - (a) Stettler District Ambulance Association Meeting – March 4, 2019 35-38
 - (b) Parkland Regional Library Board Meeting – February 21, 2019 39-50

9. **Public Hearing**
 - (a) None

10. **Bylaws**
 - (a) Bylaw 2118-19 – Water and Sewer Local Improvement 51-54
 - (b) Bylaw 2117-19 – Land Use Bylaw 2060-15 – Rezoning – Lot 24, Block 4, Plan 7722835 55-64

11. **Correspondence**
 - (a) 2022 Alberta Games Bid Invitation 65-67

12. **Items Added**

13. **In-Camera Session**
 - None

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MARCH 5, 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)

Absent:

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

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

Motion 19:03:01 Moved by Councillor Smith to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

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

Motion 19:03:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on February 19, 2019 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the February 19, 2019 Meeting Minutes

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

5. **Delegations:** (a) Earl Radford – Steel Wheel Stampede – 6:35 p.m.

Mayor Nolls declared Conflict of Interest due to his position on the Steele Wheel Stampede Board. Mayor Nolls joined E. Radford at the delegation table.

Deputy Mayor M. Fischer assumed the Chair and welcomed E. Radford to the meeting.

CAO G. Switenky advised that 2019 would be the third year of a three (3) year financial commitment of \$10,000 per year to the Steele Wheel Stampede.

E. Radford thanked Council for the three (3) year financial commitment and advised that this year the Stampede Committee is looking to enhance the event by hosting a midway, mini chuckwagons and other special events.

General discussion ensued.

Motion 19:03:03

Moved by Councillor Campbell that the Town of Stettler Council commit to a \$10,000 funding commitment for 2019, with funding to come from the 2019 Community Development Account in the 2019 Budget.

MOTION CARRIED
Unanimous

Deputy Mayor Fischer thanked E. Radford for his presentation.

Mayor Nolls assumed the Chair at 6:43 p.m.

E. Radford left the meeting at 6:43 p.m.

6. **Administration:**

(a) 2019 Capital Budget

CAO G. Switenky advised that a Council resolution is required to adopt the Town's 2019 Capital Budget. The listed items/projects have been reviewed and recommended at the Capital Budget Session held on February 26th, 2019. The total amount of expenditures included in the 2019 Capital Budget is \$4,074,150. Some of the Capital items/projects are approved subject to various decisions/conditions to be determined later.

It was also noted that many capital purchases will individually come back before Council for ratification in accordance with spending authority limits set out in the Town's Purchasing/Tendering Policy.

It was summarized that the 2019 Capital Budget is a very responsible budget in this uncertain economic time and maintains the high quality of life residents expect from the Town while being financially responsible.

It was noted that the agenda item also included the 2020-2024 preliminary Capital Budgets.

Motion 19:03:04

Moved by Councillor Barros that the Town of Stettler Council approve the 2019-2024 Capital Budgets with a total 2019 expenditure of \$4,074,150.

MOTION CARRIED
Unanimous

(b) 2019 Strategic Plan

Council reviewed the 2019 Strategic Plan and the top five (5) priority items to which initial action plans have been developed.

1. Corporate Identity & Branding
2. Downtown Improvements
3. Multi-Use Facility
4. Highway Access
5. West Stettler Park Improvements

It was noted that Strategic Plan updates are presented to Council for information purposes on a regular/quarterly basis.

Motion 19:03:05

Moved by Councillor Fischer that the Town of Stettler Council accept the 2019 Strategic Planning items as presented.

MOTION CARRIED
Unanimous

(c) 2019 Trade Show Work Schedule – April 12 – 14, 2019

CAO G. Switenky explained that the 2019 Trade Show is a great opportunity for Council, Administration and staff members to meet with the public to discuss their concerns, promote Town initiatives and gather input. In order to achieve this, management and staff are required to work a shift in the booth.

(d) CAO Reports

Motion 19:03:06

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

MOTION CARRIED
Unanimous

(d) 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 (Tax Budget and Tax Rate Bylaw)
- **Wednesday, May 29 – June 2 – FCM Annual Conference**

(d) Accounts Payable in the amount of \$149,790.89

Motion 19:03:07

Moved by Councillor Campbell that Accounts Payable in the amount of \$149,790.89 (\$14,841.81 + \$77,312.51 + \$57,636.57) for the period ending March 5, 2019 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- February 21 – County of Stettler Housing Authority Meeting
- February 26 – Capital Budget Meeting
- February 27 – Municipal Politics Talk at Christ King School
- February 27 – Met with Mental Health Coordinator at the Town Office
- February 28 – Talk of the Town

- March 1 – SURF Committee Meeting
- March 1 – Signed Cheques at the Town Office and reviewed agenda
- March 4 – Stettler District Ambulance Association Meeting
- March 4 – Physician Recruitment and Retention Committee

(b) Councillor Barros

- February 22 - Heartland Youth Centre Bowl for Kids Fundraiser
- February 26 – Capital Budget Meeting
- March 4 – Physician Recruitment and Retention Committee

(c) Councillor Campbell

- February 20 – Unhabitable Addresses Tour
- February 22 - Heartland Youth Centre Bowl for Kids Fundraiser
- February 26 – Capital Budget Meeting

(d) Councillor Fischer

- February 20 – Unhabitable Addresses Tour
- February 22 – Campus Alberta Personnel Reviews
- February 26 – Capital Budget Meeting
- March 1 – SURF Committee Meeting
- March 4 – Track Renovation Presentation to Elks Club Meeting

(e) Councillor Lawlor

- February 20 – Stettler Library Meeting
- February 21 – Parkland Library Meeting
- February 22 – Heartland Youth Center Bowl for Kids Fundraiser
- February 26 – Capital Budget Meeting
- February 28 – Heartland Youth Centre Boys Group Commercial Viewing
- March 4 – Stettler District Ambulance Association Meeting
- March 4 – Physician Recruitment and Retention Committee

(f) Councillor Pfeiffer

- February 22 – Heartland Youth Centre Bowl for Kids Fundraiser
- February 26 – Capital Budget Meeting

(g) Councillor Smith

- February 20 - Stettler Elementary School Igloo Field Trip
- February 22 – Airport Board Meeting
- February 26 – Capital Budget Meeting

Motion 19:03:08

Moved by Councillor Fischer that the Town of Stettler approve a financial commitment of \$150,000 to the upgrades of the 1991 Alberta Summer Games Legacy Track with funding to come from the 2019 Capital Budget

MOTION CARRIED
Unanimous

Motion 19:03:09

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

MOTION CARRIED
Unanimous

8. **Minutes:** (a) Committee of the Stettler Public Library Boards – January 16, 2019

Motion 19:03:10

Moved by Councillor Lawlor to approve the Minutes as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Energy From Waste Projects Gets Funds to Find Site
(b) Stettler Public Library Annual Report 2018

Motion 19:03:11

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) None
14. **Adjournment:**

Motion 19:03:12

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

MOTION CARRIED
Unanimous at 7:37 p.m.

Mayor

Assistant CAO

**TOWN OF STETTLER
BANK RECONCILIATION
AS OF FEBRUARY 28, 2019**

Net Balance at End of Previous Month	\$	7,065,056.05
ADD: General Receipts (summarized below)		1,085,581.70
Interest Earned (Prime 3.95% less 1.65% = 2.30%)		13,956.57
Investments Matured		-
SUBTOTAL		8,164,594.32
LESS: General Disbursements		791,271.48
Payroll		253,832.49
Investments		-
Debenture Payments		69,576.22
Returned Cheques		844.71
Bank Charges		1,320.34
SUBTOTAL		1,116,845.24
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	7,047,749.08
Balance at End of Month - Bank		7,078,485.03
ADD: Outstanding Deposits		26,490.40
LESS: Outstanding Cheques		57,226.35
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	7,047,749.08
INVESTMENTS:		
ATB Financial - 1 Year Non-Redeemable GIC (2.73%) Maturing Sept.25/19		2,000,000.00
SUBTOTAL		2,000,000.00
TOTAL CASH ON HAND AND ON DEPOSIT	\$	9,047,749.08

THIS STATEMENT SUBMITTED TO COUNCIL THIS 19th DAY OF MARCH 2019

MAYOR

ASSISTANT CAO

GENERAL RECEIPTS SUMMARY		
Tax	AR	259,412
Utility	AR	257,962
SMRWSC	Water	58,751
Hiw ay 12/21	Water	27,172
Alta Gas	Franchise	101,899
ATCO	Franchise	67,767
Hoopfer Construction	Land Sale Final Payment	18,900
SRC	Minor Hockey	20,173
AHS	AHS Rental	15,959
County of Stettler	Com Resource Officer	33,301
Library	Salary Repay	24,181
Clearveiw Public Sch	Com Resource Officer	16,613
Revenue Canada	GST Refund	18,419
Stettler Curling Club	Ice Rental	25,589
		0
Other		139,484
	Total	1,085,582

MEMORANDUM

TO: TOWN OF STETTLER COUNCIL

FROM: GREG SWITENKY
CAO

DATE: 2019 03 19

RE: ALBERTA CAPITAL FINANCE AUTHORITY



The Town has received the agenda for the Annual General Meeting of the Alberta Capital Finance Authority to be held on Wednesday, May 1, 2019 in Edmonton.

The Alberta Capital Finance Authority requires a resolution of Council appointing a person to represent and vote the Town's shares, if necessary.

It is customary practice to authorize CAO, Greg Switenky to attend the Annual General Meeting of the Alberta Capital Finance Authority. It was stated that the meeting usually includes a very topical, relevant and knowledgeable guest speaker. The luncheon also provides a worthwhile administrative networking opportunity.

Recommendation

That CAO Greg Switenky, or designee, be appointed to represent and vote the shares of the Town of Stettler at the Annual General Meeting of the Alberta Capital Finance Authority to be held on Wednesday, May 1, 2019 at 10:00 am in Edmonton at the Derrick Golf and Winter Club (3500-119 Street NW), Jasper Meeting Room.



March 4, 2019

To the Shareholders of the
Alberta Capital Finance Authority

Re: Annual General Meeting

Enclosed is the agenda for the Annual General Meeting (AGM) of the Alberta Capital Finance Authority (ACFA) to be held on **Wednesday, May 1, 2019**, together with a copy of the minutes of the AGM held on May 2, 2018.

In accordance with ACFA's [General Bylaws](#), nominations from the floor regarding the **Class "E"** election will not be accepted. Please see the Nomination Notification page for instructions on submitting a nomination prior to the AGM. Shareholders of this class will also be required to submit authorization for a representative to vote their shares in the Class "E" election, unless a standing resolution has been previously submitted.

In order to plan for the luncheon to be held in conjunction with the AGM, attendees must [register via EventBrite](#) no later than **April 17, 2019**.

Thank you for your attention to this matter.

Yours truly,

Rachel Anderson
Senior Administrative Assistant & Corporate Officer

Atts.



March 4, 2019

To the Shareholders of the
Alberta Capital Finance Authority

Re: Annual General Meeting

Date: Wednesday, May 1, 2019

Time: 10:00 a.m. – AGM Commences
12:00 p.m. – Luncheon & Guest Speaker

Location: Derrick Golf & Winter Club – Jasper Room
3500 – 119 Street NW
Edmonton, AB T6J 5P5

AGENDA

1. Call to order.
2. Introduction of Board of Directors and Officers.
3. Approval of minutes of the last Annual General Meeting.
4. Chair & President's report.
5. Presentation of ACFA's audited financial statements for 2018.
6. Group meetings of each shareholder class (**Election of Class "E" director**).
7. Guest Speaker – [Lorne Rubis](#)
8. Other Business.
9. Adjournment.

With respect to item 6 of the Agenda (shareholder class meetings including election of a Class “E” director), the present elected directors are:

- Ed Kaemingh** **Representing Class “B” shareholders – Municipal authorities**
- Ed Gibbons** **Representing Class "C" shareholders – Cities**
- Kim Craig** **Representing Class "D" shareholders – Towns & Villages**
- Ron Ritter** **Representing Class "E" shareholders – Education authorities**

Class "E" shareholders will be electing a representative to the Board of Directors of the Alberta Capital Finance Authority this year. Pursuant to the General Bylaws, incumbent Class “E” Director Ron Ritter is unable to stand for re-election, as he has served three consecutive terms. Nominations for Class “E” Director will be accepted until **Wednesday, April 24, 2019**.

To establish eligibility to vote in the election of a Class “E” Director (applies to Class E members only), please designate a representative to vote at the Annual General Meeting by complying with 4.8(a) of the General Bylaws of the Alberta Capital Finance Authority, which reads, in part, as follows:

“... a shareholder shall attend a meeting of the shareholders by a person appointed as its authorized representative by delivering to the Corporation, no later than 3 business days immediately preceding the meeting, notice of the bylaw, resolution or other authority of the governing body of the shareholder (whether the governing body is a council, board of governors, board of directors or other similar body, and including any administrator or other person appointed by law to act for an on behalf of the body) appointing the individual as its authorized representative.”

Please forward via email to webacfa@acfacapital.ca as soon as possible (no later than **Friday, April 26, 2019**) a copy of your bylaw, resolution or other authority of the governing body of the shareholder designating the name and/or title of the person eligible to vote the share(s) of the shareholder at the Annual General Meeting. Suggested wording is as follows:

That _____, or designee, be appointed to represent and vote the shares of the _____ at the Annual General Meeting of the Alberta Capital Finance Authority to be held on May 1, 2019 in Edmonton, Alberta.

Yours truly,

Rachel Anderson
Senior Administrative Assistant & Corporate Officer

ALBERTA CAPITAL FINANCE AUTHORITY

ELECTION NOTICE TO

CLASS "E"

SHAREHOLDERS

This year Class "E" shareholders will be required to elect a Director to the Board of Directors of the Alberta Capital Finance Authority.

ACFA requires nominations to be submitted to webacfa@acfacapital.ca no later than **5 business days prior** to the Annual General Meeting.

The nomination deadline is **April 24, 2019.**

**PLEASE NOTE THE ANNUAL GENERAL MEETING WILL
BE HELD AT 10:00 A.M. PRIOR TO THE LUNCHEON.**

Sample wording for Nomination Notification

INSTRUCTIONS: Copy and paste the nomination wording provided onto your own letterhead. Ensure the individual nominating the person to be a representative of their class prints their name, title and name of shareholder group (i.e. University of xxxx, City of xxxx) and signs the nomination form on the signature line.

Nominations shall be submitted to the Alberta Capital Finance Authority no later than **April 24, 2019**. **NOMINATIONS FROM THE FLOOR BY SHAREHOLDERS ARE NO LONGER ACCEPTED, AS PER THE GENERAL BYLAWS.** Nominations can be submitted via email directly to webacfa@acfacapital.ca and receipt will be acknowledged in kind.

Please note that all nominees are encouraged to submit a short bio and a statement of intent along with their nomination notification form. ACFA will distribute the information submitted by all nominees to the electing class of shareholders (Class “E”), to ensure they have opportunity to consider the candidate(s) in advance of the AGM.

Nomination Notification – ACFA Class “E” Director

We hereby nominate _____ for election to the Board of Directors by the Class “E” shareholders at the Alberta Capital Finance Authority Annual General Meeting held on Wednesday, May 1, 2019 in Edmonton, Alberta.

Signature

Name: _____

Shareholder: _____

Dates to Remember:

Confirmation of Attendance as soon as possible - no later than **April 17, 2019**

Nomination Notification as soon as possible - no later than **April 24, 2019**

Designation of Eligibility to Vote as soon as possible - no later than **April 26, 2019**



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont



AR96301

February 19, 2019

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

Dear Mayor Nolls,

In Budget 2018, and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full \$11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

An amending agreement will be sent to the Chief Administrative Officer of your municipality formally extending the MSI funding terms until the conclusion of the program on March 31, 2022.

Our government reached a remarkable milestone when the *City Charters Fiscal Framework Act* was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. I remain optimistic that through continued dialogue with the municipal associations, we will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

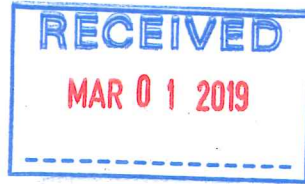
I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

A handwritten signature in purple ink that reads "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Greg Switenky, Chief Administrative Officer, Town of Stettler



AR96301

February 21, 2019

Mr. Greg Switenky, Chief Administrative Officer
Town of Stettler
PO Box 280
Stettler, AB T0C 2L0

Dear Mr. Switenky,

The Government of Alberta confirmed its commitment in Budget 2018 to provide stable and predictable infrastructure funding under the Municipal Sustainability Initiative (MSI). The current funding agreements expire on March 31, 2019. In order to provide MSI funding through the planned conclusion of the program in 2021-22, when the full \$11.3 billion MSI program commitment will be met, an amending MSI Memorandum of Agreement (MOA) is required.

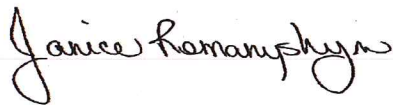
Attached are two copies of the MSI Amending MOA, which must be executed to extend the program. Please sign both copies, retain one for your records, and return the other copy to:

Attn: Policy and Analysis, Grants and Education Property Tax Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L4

Payment of future MSI funding allocations cannot be made until the MSI Amending MOA is signed and returned.

Should you have any questions, please contact the Grants and Education Property Tax Branch, toll-free at 310-0000, then 780-422-7125.

Yours truly,



Janice Romanyshyn
Executive Director, Grants and Education Property Tax Branch

Attachment

Municipal Sustainability Initiative
AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in Right of the Province of Alberta as represented by the Minister of Municipal Affairs

(hereinafter called “the Minister”)

and

the **Town of Stettler**, in the Province of Alberta

(hereinafter called “the Municipality”)

(hereinafter called “the Parties”)

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the “Original Agreement”) dated November 08, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on July 17, 2009, June 16, 2014 and May 17, 2017;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

1. The Original Agreement and subsequent Amendments are amended by:
 - a. Deleting “an eleven-year funding commitment” in the preamble and replacing it with “a fourteen-year funding commitment”.
 - b. Deleting “under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000),” in the preamble.
 - c. Deleting “eleven-year term” in section 4 and replacing it with “fourteen-year term”.
 - d. Deleting section 7(vi) and replacing it as follows:

7(vi) “all operating funds provided and income earned, not expended prior to December 31 in the year that funding is received, may be retained by the Municipality and expended on projects accepted by the Minister during the subsequent year. Thereafter, all unexpended funds shall be returned to the Minister, unless the Minister or delegate has granted an extension to this date in writing;”

e. Deleting section 15 and replacing it as follows:

15. "Notwithstanding that the grant payments will terminate in fiscal 2021-22, the other provisions of this Agreement shall continue in effect until March 31, 2027."

f. Adding section 15.1 as follows:

15.1 "The Minister may cancel this Agreement at any time after March 31, 2022 with written notice."

- 2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
- 3. This Amending Memorandum of Agreement shall be effective as at April 1, 2019 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs



Per: _____
MINISTER, MUNICIPAL AFFAIRS

Date: February 14, 2019

Town of Stettler

Witness (or Seal)

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness (or Seal)

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

Municipal Sustainability Initiative
AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in Right of the Province of Alberta as represented by the Minister of Municipal Affairs

(hereinafter called “the Minister”)

and

the **Town of Stettler**, in the Province of Alberta

(hereinafter called “the Municipality”)

(hereinafter called “the Parties”)

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the “Original Agreement”) dated November 08, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on July 17, 2009, June 16, 2014 and May 17, 2017;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

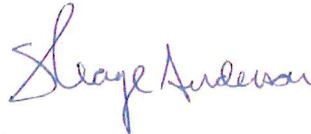
1. The Original Agreement and subsequent Amendments are amended by:
 - a. Deleting “an eleven-year funding commitment” in the preamble and replacing it with “a fourteen-year funding commitment”.
 - b. Deleting “under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000),” in the preamble.
 - c. Deleting “eleven-year term” in section 4 and replacing it with “fourteen-year term”.
 - d. Deleting section 7(vi) and replacing it as follows:

7(vi) “all operating funds provided and income earned, not expended prior to December 31 in the year that funding is received, may be retained by the Municipality and expended on projects accepted by the Minister during the subsequent year. Thereafter, all unexpended funds shall be returned to the Minister, unless the Minister or delegate has granted an extension to this date in writing;”

- e. Deleting section 15 and replacing it as follows:
 - 15. "Notwithstanding that the grant payments will terminate in fiscal 2021-22, the other provisions of this Agreement shall continue in effect until March 31, 2027."
 - f. Adding section 15.1 as follows:
 - 15.1 "The Minister may cancel this Agreement at any time after March 31, 2022 with written notice."
2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
 3. This Amending Memorandum of Agreement shall be effective as at April 1, 2019 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
 in Right of the Province of
 Alberta as Represented by
 the Minister of Municipal Affairs



Per: _____
MINISTER, MUNICIPAL AFFAIRS

Date: February 14, 2019

Town of Stettler

 Witness (or Seal)

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

 Witness (or Seal)

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

AUTHORIZATION FOR CAPITAL EXPENDITURE - PART 1

Identification of Project/Project Name		Department	Project Budget Amount
Recumbent Stepper		Fitness Center	\$8,000.00
Estimated Start Date	Estimated Completion Date	Total Projects This Year	Dept. Head Ranking of this Project
Nature of Request: New <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Upgrading <input type="checkbox"/>			
Project Description New piece of equipment for fitness center. SCIFIT Total Body Recumbent Stepper			
Project Justification Fitness Centre demographics are changing as a result of a partnership with Alberta Health Services and programs they are offering our older population to become healthier within the SRC. Groups of seniors under the watch of AHS professionals are training daily in the fitness center. A key piece of equipment that our customers are asking for is a Recumbent Stepper. It is designed with elderly patients and those recovering from injury in mind. Exercise becomes more enjoyable and beneficial through the use of a seated arrangement taking unnecessary pressure off joints and making additional bodyweight and the impact of standing irrelevant. And at the same time, these users are still receiving the strenuous exercise necessary to achieve the cardiac and pulmonary output. Currently these customers are leaving the facility just to use the Recumbent Stepper at other fitness centers in the community while still using the SRC as their fitness center of choice overall.			
Operating Budget Implications General Maintenance costs			
Project Options Option to work with supplier to find a gently used recumbent stepper vs purchasing new. Potential of \$3,000 in savings. Would anticipate additional maintenance costs on a used product.			
Proposed Financing: Reserve _____ Grant _____ Debenture _____ Other _____			

Apple Fitness Store

Get the Advantage

PROPOSAL

Apple Fitness Store Ltd.
11629-149 Street
Edmonton, AB T5M 1X1

Apple Fitness Store Ltd.
7140 Fisher Street S.E.
Calgary, AB T2H 0W5

Proposal # **E72811**

Bill To
Town of Stettler
6202 - 44 Ave.
Stettler AB T0C 2L1

Ship To
Stettler Rec Centre
6202 - 44 Avenue
Stettler, AB T0C 2L1

Date **10/15/2018**

(403) 742-4411

Rep	P.O. #	Terms	Install Date	Proposal valid for 30 days
Frank		Net 30 Days		

Qty	Part No.	Description	List	Price	Total
1.0	SONE03	SCIFIT Total Body Recumbent Stepper - Premium Seat	8,037.50	6,895.00	6,895.00
1.0	Delivery	Delivery of Equipment to Site	420.00	420.00	420.00

QUOTE VALID FOR 30 DAYS

Return Policy

RETAIL - 30 Day SATISFACTION GUARANTEE
-Strength product subject to a dismantling fee
COMMERCIAL - CARDIO PRODUCT- 15 Days for exchange or credit on account
- STRENGTH PRODUCT - subject to a 30% restocking fee
CUSTOM/SPECIAL ORDERS - NO RETURNS

C.O.D. invoices due in full as of original agreed installation date.
For clients with approved payment terms, terms will begin as of original agreed installation date. If client must delay installation date, 75% of invoice will be payable as of original agreed installation date, with the balance being payable upon final delivery.
A monthly storage fee of 2% of the total invoice will be applied to all orders delayed by the client from original agreed installation date.

SubTotal \$7,315.00
GST#133598862 \$365.75
Total \$7,680.75

Approved _____

EDMONTON
TOLL FREE: 800-808-6344

APPLEFITNESS.COM

CALGARY
TOLL FREE: 888-255-2298

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-03-05	2019-03-05		Last

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount									
AMSC Insurance Services Ltd.	EFT0001094	2019-03-05	\$947.72									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Stettler Flying Club Insurance</td> <td>33155</td> <td>\$947.72</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Stettler Flying Club Insurance	33155	\$947.72			
Invoice Description	Invoice Number	Invoice Amount										
Stettler Flying Club Insurance	33155	\$947.72										
Baharally, Charlene	EFT0001095	2019-03-05	\$25.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Fitness Area Sick Leave Incent</td> <td>2018</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Fitness Area Sick Leave Incent	2018	\$25.00			
Invoice Description	Invoice Number	Invoice Amount										
Fitness Area Sick Leave Incent	2018	\$25.00										
Barnes, Roger	EFT0001096	2019-03-05	\$25.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>SRC March Telephone Allowance</td> <td>2019.03.01</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	SRC March Telephone Allowance	2019.03.01	\$25.00			
Invoice Description	Invoice Number	Invoice Amount										
SRC March Telephone Allowance	2019.03.01	\$25.00										
Bhimani, Akbar	EFT0001097	2019-03-05	\$25.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Wtr Trns Sick Leave Incentive</td> <td>2018</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Wtr Trns Sick Leave Incentive	2018	\$25.00			
Invoice Description	Invoice Number	Invoice Amount										
Wtr Trns Sick Leave Incentive	2018	\$25.00										
Stettler Regional Board of Tra	EFT0001098	2019-03-05	\$567.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Ec Dev 2019 Trade Show Booth</td> <td>657.2</td> <td>\$519.75</td> </tr> <tr> <td>HBC Extra Table Trade Show</td> <td>997</td> <td>\$47.25</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Ec Dev 2019 Trade Show Booth	657.2	\$519.75	HBC Extra Table Trade Show	997	\$47.25
Invoice Description	Invoice Number	Invoice Amount										
Ec Dev 2019 Trade Show Booth	657.2	\$519.75										
HBC Extra Table Trade Show	997	\$47.25										
Brugman, Etienne J. L.	EFT0001099	2019-03-05	\$25.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Fire 2018 Sick Leave Incentive</td> <td>2018</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire 2018 Sick Leave Incentive	2018	\$25.00			
Invoice Description	Invoice Number	Invoice Amount										
Fire 2018 Sick Leave Incentive	2018	\$25.00										
Can Pak Environmental Inc.	EFT0001100	2019-03-05	\$25,448.02									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Jan Waste&Recycling Collection</td> <td>60374</td> <td>\$25,448.02</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Jan Waste&Recycling Collection	60374	\$25,448.02			
Invoice Description	Invoice Number	Invoice Amount										
Jan Waste&Recycling Collection	60374	\$25,448.02										
Dahl, Steven	EFT0001101	2019-03-05	\$25.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Shop 2018 Sick Leave Incentive</td> <td>2018</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Shop 2018 Sick Leave Incentive	2018	\$25.00			
Invoice Description	Invoice Number	Invoice Amount										
Shop 2018 Sick Leave Incentive	2018	\$25.00										
Dennis, Mark	EFT0001102	2019-03-05	\$25.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Fire 2018 Sick Leave Incentive</td> <td>2019.02.25</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire 2018 Sick Leave Incentive	2019.02.25	\$25.00			
Invoice Description	Invoice Number	Invoice Amount										
Fire 2018 Sick Leave Incentive	2019.02.25	\$25.00										

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dodd, Sonia	EFT0001103	2019-03-05	\$135.00

	Invoice Description	Invoice Number	Invoice Amount
	Pool 2018 Sick Leave Incentive	2018	\$25.00
	Pool 1stAid Instructor Re-cert	2019.02.27	\$85.00
	Pool Mar Pool Telephone Allowa	2019.03.01	\$25.00

Fischer, Malcolm	EFT0001104	2019-03-05	\$382.39

	Invoice Description	Invoice Number	Invoice Amount
	Council Travel & Subsistence	2019.02.11	\$382.39

Foot, Kyle	EFT0001105	2019-03-05	\$25.00

	Invoice Description	Invoice Number	Invoice Amount
	Wtr Trns Sick Leave Incentive	2018	\$25.00

Gerlitz, Steven	EFT0001106	2019-03-05	\$100.00

	Invoice Description	Invoice Number	Invoice Amount
	Admn/Office Mar Phne/Trvl Allow	2019.03.01	\$100.00

Graham, Leann	EFT0001107	2019-03-05	\$175.00

	Invoice Description	Invoice Number	Invoice Amount
	P&D Mar Phone/Travel Allowance	2019.03.01	\$175.00

Hall, Maddie	EFT0001108	2019-03-05	\$25.00

	Invoice Description	Invoice Number	Invoice Amount
	P&D 2018 Sick Leave Incentive	2018	\$25.00

Howe, Graham	EFT0001109	2019-03-05	\$25.00

	Invoice Description	Invoice Number	Invoice Amount
	SRC/Cemetery Mar Phone Allowan	2019.03.01	\$25.00

Howe, Kelly	EFT0001110	2019-03-05	\$25.00

	Invoice Description	Invoice Number	Invoice Amount
	WTP 2018 Sick Leave Incentive	2018	\$25.00

Ingenious Software	EFT0001111	2019-03-05	\$2,666.48

	Invoice Description	Invoice Number	Invoice Amount
	Fire Jnt Fire Pro 2 Service Co	6810	\$2,666.48

King, Allan	EFT0001112	2019-03-05	\$25.00

	Invoice Description	Invoice Number	Invoice Amount
	SRC 2018 Sick Leave Incentive	2018	\$25.00

Lifesaving Society	EFT0001113	2019-03-05	\$257.32

	Invoice Description	Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Pool 28 Swim Badges	5258		\$237.32
Pool AEC Exam Fee	5353		\$20.00
=====			
McCallum, Neil	EFT0001114	2019-03-05	\$185.04
Invoice Description	Invoice Number	Invoice Amount	

Wtr Trns CUPE Clothing Allowan	2019.02.26	\$185.04	
=====			
Mutual Propane Ltd.	EFT0001115	2019-03-05	\$1,163.00
Invoice Description	Invoice Number	Invoice Amount	

Sewer Lagoon Heating Propane	A-13466	\$1,163.00	
=====			
Newcap Radio	EFT0001116	2019-03-05	\$546.00
Invoice Description	Invoice Number	Invoice Amount	

Misc Depart Feb Advertising	301847-2	\$546.00	
=====			
Robbins, Brad	EFT0001117	2019-03-05	\$125.00
Invoice Description	Invoice Number	Invoice Amount	

P&L 2018 Sick Leave Incentive	2018	\$25.00	
P&L March Travel Allowance	2019.03.01	\$100.00	
=====			
Salmon, Veronica	EFT0001118	2019-03-05	\$25.00
Invoice Description	Invoice Number	Invoice Amount	

Admn 2018 Sick Leave Incentive	2018	\$25.00	
=====			
Saunders, Chris	EFT0001119	2019-03-05	\$25.00
Invoice Description	Invoice Number	Invoice Amount	

WTP 2018 Sick Leave Incentive	2018	\$25.00	
=====			
Switenky, Greg	EFT0001120	2019-03-05	\$370.00
Invoice Description	Invoice Number	Invoice Amount	

Adm/Office Mar Phone/Trvl Allow	2019.03.01	\$370.00	
=====			
	Total Cheques		\$33,392.97
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number EFT0001121	EFT0001141
Cheque Date	First	Last		

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0001121	2019-03-12	\$374.85

Invoice Description	Invoice Number	Invoice Amount	
AP-PP05-19 pension plan remit	2019.03.01	\$374.85	

Automated Aquatics Canada Ltd.	EFT0001122	2019-03-12	\$135.16

Invoice Description	Invoice Number	Invoice Amount	
Pool - chemicals	0000086348	\$135.16	

Burmac Mechanical 2000	EFT0001123	2019-03-12	\$80.47

Invoice Description	Invoice Number	Invoice Amount	
Shop - venting for oil tank	93466	\$70.62	
Shop - venting for oil tank	93474	\$9.85	

Canadian Tire #671	EFT0001124	2019-03-12	\$291.32

Invoice Description	Invoice Number	Invoice Amount	
Shop - vac parts, garbage bags	3564	\$28.84	
Trans - shop vac	3560	\$157.49	
Rec - battery charger	3557	\$104.99	

Canadian Union of Public Emplo	EFT0001125	2019-03-12	\$742.50

Invoice Description	Invoice Number	Invoice Amount	
PP05-19 union dues	2019.03.01	\$742.50	

Center Ice Concession	EFT0001126	2019-03-12	\$285.50

Invoice Description	Invoice Number	Invoice Amount	
Public rel - strategic plan	0029	\$177.50	
HBC - february meeting meal	029	\$108.00	

Central Sharpening	EFT0001127	2019-03-12	\$173.25

Invoice Description	Invoice Number	Invoice Amount	
Rec - zamoni blade sharpening	27517	\$173.25	

Chemtrade West Limited Partner	EFT0001128	2019-03-12	\$8,836.91

Invoice Description	Invoice Number	Invoice Amount	
Water plant - chemicals	92586191	\$8,836.91	

Clearview Public Schools	EFT0001129	2019-03-12	\$1,917.92

Invoice Description	Invoice Number	Invoice Amount	
Office - joint exp February 19	5793	\$1,917.92	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dean's Machine Inc.	EFT0001130	2019-03-12	\$183.75
Invoice Description	Invoice Number	Invoice Amount	
Water trans - hydrant flange	42058	\$183.75	
Digital Connection Office Syst	EFT0001131	2019-03-12	\$269.78
Invoice Description	Invoice Number	Invoice Amount	
Office/Water billing - copies	195546	\$269.78	
Digitex Canada Inc.	EFT0001132	2019-03-12	\$119.89
Invoice Description	Invoice Number	Invoice Amount	
P&L - copies Feb4 - Mar3	IN519730	\$119.89	
Hach Sales & Service Ltd.	EFT0001133	2019-03-12	\$4,627.14
Invoice Description	Invoice Number	Invoice Amount	
Water plant - lab supplies	187189	\$4,627.14	
Joe Johnson Equipment	EFT0001134	2019-03-12	\$124.10
Invoice Description	Invoice Number	Invoice Amount	
Snow removal - end plate#42D	P28509	\$124.10	
Keen Klean	EFT0001135	2019-03-12	\$367.50
Invoice Description	Invoice Number	Invoice Amount	
Shop - Feb janitor services	354928	\$367.50	
Loomis Express	EFT0001136	2019-03-12	\$251.44
Invoice Description	Invoice Number	Invoice Amount	
Water plant/trans - freight	8215890	\$251.44	
Northstar Trucking Ltd.	EFT0001137	2019-03-12	\$4,202.63
Invoice Description	Invoice Number	Invoice Amount	
Snow/Water Trans - snow remova	317794	\$4,202.63	
QM Contracting	EFT0001138	2019-03-12	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water billing - Feb meter read	931359	\$1,575.00	
R & E Elevator Ltd.	EFT0001139	2019-03-12	\$303.02
Invoice Description	Invoice Number	Invoice Amount	
Office - joint - preventative	19323	\$303.02	
Shanes Instrument Services Ltd	EFT0001140	2019-03-12	\$4,982.25
Invoice Description	Invoice Number	Invoice Amount	
Water plant - setup PLC progra	20245	\$4,509.75	
Water plant - troubleshoot PLC	20250	\$472.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Sales & Rentals Ltd.	EFT0001141	2019-03-12	\$25.73
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans - metal for frame #42D	120598	\$25.73	
	Total Cheques		----- \$29,870.11 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number 73547	73560
Cheque Date	First	Last		

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	73547	2019-03-08	\$70.00

Invoice Description	Invoice Number	Invoice Amount	

Pl&Dev - searches Feb 2019	2019.02.28	\$70.00	

Automotive Buy & Sell	73548	2019-03-08	\$736.42

Invoice Description	Invoice Number	Invoice Amount	

Water Trans - reimburse UT	2019.02.28	\$736.42	

Bobcat of Red Deer	73549	2019-03-08	\$932.49

Invoice Description	Invoice Number	Invoice Amount	

Trans/Park- engine oil filters	VI64448	\$167.71	
Park/Snow - bucket blades	VI64549	\$764.78	

Canada Post Corporation	73550	2019-03-08	\$1,754.58

Invoice Description	Invoice Number	Invoice Amount	

Bylaw/Water billing - postage	9680082965	\$1,754.58	

Caro Analytical Services	73551	2019-03-08	\$328.65

Invoice Description	Invoice Number	Invoice Amount	

Water plant - water analysis	IC1901971	\$171.15	
Water plant - water analysis	IC1902220	\$157.50	

Diverse Signs N Designs Inc.	73552	2019-03-08	\$765.87

Invoice Description	Invoice Number	Invoice Amount	

Signs - snow removal	5466	\$765.87	

Stettler Home Hardware	73557	2019-03-08	\$384.30

Invoice Description	Invoice Number	Invoice Amount	

Office - batteries	115531	\$20.99	
Office - bottled water	115438	\$15.75	
Office - bottled water	115586	\$15.75	
Shop - wall mop	115449	\$35.15	
Shop - bottled water	115508	\$7.50	
Shop - paint supplies	115452	\$73.11	
Shop - tack cloth	115454	\$9.62	
Shop - contact cement	115511	\$19.94	
Rec - furniture pads	115631	\$4.19	
Rec - cord end	115441	\$7.34	
Rec - spray foam	115499	\$10.17	
Rec - front desk lights	115585	\$164.79	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Kathy's Printing Service	73553	2019-03-08	\$63.00
Invoice Description	Invoice Number	Invoice Amount	
Other events - family day adv	4447	\$63.00	
Ornamental Bronze Limited	73554	2019-03-08	\$21.00
Invoice Description	Invoice Number	Invoice Amount	
Cemetery - 2018 date tab	90551	\$21.00	
Practica Ltd.	73555	2019-03-08	\$329.15
Invoice Description	Invoice Number	Invoice Amount	
Park - dog waste bags	40041	\$329.15	
Receiver General for Canada	73556	2019-03-08	\$60,865.00
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP05--19	\$51,184.75	
Town Tax Remittance	PP05-19.	\$7,965.60	
BOT Tax Remittance	PP05-19.BOT	\$1,714.65	
Wilson, Elizabeth	73558	2019-03-08	\$636.00
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - ISO course	2019.03.01	\$636.00	
Work Authority	73559	2019-03-08	\$2,493.75
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - 3 pair NFFPA CSA	516583	\$2,493.75	
Yellow Pages	73560	2019-03-08	\$55.44
Invoice Description	Invoice Number	Invoice Amount	
Office - Feb 19 directory	19-6928213	\$55.44	
	Total Cheques		\$69,435.65

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000136
Cheque Date	First	Last		ONL000143

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Enmax Energy Corporation	ONL000136	2019-03-08	\$79,853.60

Invoice Description	Invoice Number	Invoice Amount	
Jan 2019 power bill	19-2823306	\$79,853.60	

Poulin's Professional Pest Con	ONL000137	2019-03-08	\$198.45

Invoice Description	Invoice Number	Invoice Amount	
Water Plant - monthly pest ctr	1130770	\$198.45	

Rogers	ONL000138	2019-03-08	\$54.60

Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - feb19-mar18	1984925425	\$54.60	

Shaw Cable	ONL000139	2019-03-08	\$73.50

Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Mar17-Apr16 wifi	2019.02.17	\$73.50	

Shaw Cable	ONL000140	2019-03-08	\$99.75

Invoice Description	Invoice Number	Invoice Amount	
SRC - Mar15-Apr19 wifi	2019.02.15.	\$99.75	

Telus Communications	ONL000141	2019-03-08	\$2,695.41

Invoice Description	Invoice Number	Invoice Amount	
Telus Feb 22 - Mar 21	2019.02.23	\$2,695.41	

Telus Mobility Inc.	ONL000142	2019-03-08	\$1,055.69

Invoice Description	Invoice Number	Invoice Amount	
Telus Feb 22 - Mar 21	2019.02.21	\$1,055.69	

United Farmers of Alberta	ONL000143	2019-03-08	\$26.41

Invoice Description	Invoice Number	Invoice Amount	
Water Trsf Stn - foam sealant	304202877	\$9.96	
Water Trsf Stn - corner brace	304202971	\$16.45	

Total Cheques			\$84,057.41
=====			

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, MARCH 4, 2019 COMMENCING AT 10:05 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA.

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

Other: Linda Borg, Shift Supervisor
Andrew Brysiuk, Director of Technology
Shawna Benson, Legislative Services Advisor
Marlene Hanson, Executive Assistant

ABSENT: Paul McKay, Village of Donalda
Dan Tuck, Village of Gadsby
Greg Switenky, Town of Stettler CAO
Yvette Cassidy, Chief Administrative Officer

CALL TO ORDER

The meeting was called to order at 10:05 a.m. on Monday, March 4, 2019 by Chairperson Sean Nolls.

AGENDA ADDITIONS AND APPROVAL

01.03.04.19 Moved by Dave Grover
“that the March 4, 2019 Stettler District Ambulance Association Meeting agenda be approved as presented.” Carried Unanimously

MINUTE APPROVAL

02.03.04.19 Moved by Dwayne Grover
“that the December 3, 2018 Stettler District Ambulance Association Meeting Minutes be approved as presented.” Carried Unanimously

DELEGATION

None

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

Policy Manual Updates:

Linda Borg went over policy changes.

03.03.04.19 Moved by Wayne Nixon
“that the Stettler District Ambulance Association accept the following amended Stettler District Ambulance Association Policy and Procedure Manual's policies, as presented and/or amended, in accordance with Accreditation Canada's Policy Review requirements:

Operational Policy

- 3.3 – Ambulance Operations and Maintenance
- 3.16 – Notification of Manager

Administrative Policy

- 1.1 – Records Retention and Disposition
- 1.4 – Collection, Access, Use and Disclosure of Information

Board Policy

- 2.1 – Chief Administrative Officer
- 2.2 – Board Chairperson
- 2.3 – Vice Chairperson
- 2.4 – Board Member

Amendment to the above that performance evaluations for the CAO and Board Members (Chairperson, Vice Chairperson and Board Members be referred to as Board Members) will be completed once during the elected term.

Operational Policy

- 3.2 - Patient Care Reports
- 3.3 - Ambulance Operations and Maintenance
- 3.4 - Safety Engineered Devices and Bio-Hazardous Waste Handling
- 3.5 - Controlled Medication Inventory Control
- 3.7 - Expired Medication and Supplies
- 3.13 - Infection Prevention and Control
- 3.15 - Patient/Resident and Family Centered Care
- 3.16 - Notification of Manager
- 3.17 - Patient Care Report (PCR) Audit
- 3.18 - Alberta Health Services Peer Review Audit Form and Processes
- 3.35 - Shift Start and End Procedures
- 3.36 - Station Duties
- 3.39 - Ethics Framework
- 3.41 - Responding and Clearing from an EMS Event
- 3.42 - Precepting Students
- 3.45 - Newton Cradle Transfers with SDAA
- 3.47 - Third Practitioner Request for Calls

Human Resources Policy

- 4.1 - Performance Evaluations
- 4.2 - Employee Driver's Abstract
- 4.3 - Recruitment, Retention and Employment Practices
- 4.4 - Immunizations Required
- 4.5 - Casual Employees
- 4.8 - Education, Training and Leadership Development
- 4.10 - Job Description – Primary Care Paramedic
- 4.11 - Job Description – Advanced Care Paramedic
- 4.13 - Job Description – Advanced Care Paramedic Supervisor
- 4.14 - Job Description – Responsible Designate
- 4.15 - Job Description – Out of Scope Manager
- 4.17 - Safe Disclosure/Whistleblower
- 4.18 - Vacation Time
- 4.19 - Shift Exchanges
- 4.21 - Sick Leave
- 4.24 - Uniform Etiquette
- 4.25 - Managing Uniform Standards
- 4.26 - Orientation of New Employees
- 4.27 - Registration Renewal
- 4.28 - Professional Liability Insurance
- 4.41 - Responding and Clearing from an EMS Event

Health and Safety Policy

- 5.3 - Fatigue Management
 - 5.4 - Working Alone
 - 5.5 - Occupational Exposure to Blood and Body Fluids
- and

delete Forms:

- 6.1 - EMS Manager
- 6.7 - Orientation Checklist
- 6.8 - Re-Orientation Checklist

- 6.9 - Board Chairperson's Evaluation
 - 6.10 - Chief Administrative Officer's Evaluation
 - 6.11 - Board Evaluation
- and
- Omit the AHS Reference Policies from the Stettler District Ambulance Association Policy and Procedure Manual.
- and
- Provide updated AHS Code of Conduct and Conflict of Interest Bylaw on EMS Manager." Carried Unanimously

REPORTS

Accounts Payable Cheque Register; Direct Debit – Visa; Accounts Payable - Bank Direct Debit; Bank Reconciliation; and Year to Date Budget Reports:

04.03.04.19 Moved by Gord Lawlor
 “that the Accounts Payable Cheque Register (cheque #4198 to #4232); Direct Debit – Visa for the period up to January 21, 2019; Accounts Payable - Bank Direct Debit for the period up to February 15, 2019; and Bank Reconciliation for the periods ending October 31, November 30, December 31, 2018 and January 31, 2019, attached and forming part of these minutes, be approved as presented.” Carried Unanimously

Year to Date Budget:
05.03.04.19 Moved by Carl Cornelssen
 “that the Year to Date Budget for the period ending January 31, 2019, attached and forming part of these minutes, be approved as presented.” Carried Unanimously

Manager's Report:
 The Manager outlined results from the Strategic Plan Survey. It was noted that the Board could do the following to assist in supporting the obstacles that were listed:
 - lobby for funding
 - address future of contractors in the province

06.03.04.19 Moved by Gord Lawlor
 “that the Stettler District Ambulance Association Manager's Report dated March 4, 2019 be received for information.” Carried Unanimously

Negotiations:
 Wayne Nixon as SDAA Board Member will sit in on the Negotiation Meetings scheduled for April 12, 17, 18 and 26, 2019. It was noted that there is no alternate person.

Collective Agreement:
 - Linda Borg indicated that a review has been completed and noted that there is really nothing that can be given.
 - Will clean -up in regard to change of names and make changes to align with the policies that were amended.

07.03.04.19 Moved by Blaine Brinson
 “that the Stettler District Ambulance Association accept for information the report on the Collective Agreement.” Carried Unanimously

08.03.04.19 Moved by Carl Cornelssen
 “that the Stettler District Ambulance Association's Quarterly Newsletter dated March, 2019 be received for information.” Carried Unanimously

NEXT MEETING

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, June 10, 2019 at 10:00 a.m.

ADJOURNMENT

09.03.04.19

Moved by Dwayne Grover

“that the Stettler District Ambulance Association Meeting adjourn at 11:10 a.m.”

Carried Unanimously

Chairperson

Administrator

DRAFT

**PRL Board Meeting Minutes
February 21, 2019**

The regular meeting of the Parkland Regional Library Board was called to order at 1:08 p.m. on Thursday February 21, 2019 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jean Bota, Darlene Dushanek, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Donnie Hill, Tim Hoven, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Sharon Williamson, Ann Zacharias

With Regrets: Terilyn Paulgaard, Leonard Thompson, Bonita Wood, Jason Alderson, Doug Weir

Absent: Jackie Almberg, Jacqueline Boulet-Boden, Roger Gaetzman, Rhonda Hunter, Trudy Kilner, Lonnie Kozlinski, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Blair Morton, Leah Nelson, Roger Nichols, Gayle Rondeel, Jeannette Ruud

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

Call to Order

Meeting called to order at 1:08 p.m. by Smith.
Smith welcomed everyone.

1.1 Agenda

1.1.2 Adoption of the Agenda

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

CARRIED UNANIMOUSLY
PRL 13/2018-19

1.2. Approval of minutes

Motion by Stulberg, seconded by Temple to approve the minutes of the November 8, 2018 meeting as presented.

CARRIED UNANIMOUSLY
PRL 14/2018-19

1.3. Business arising from the minutes of November 8, 2018 meeting

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

2.5. Business Arising from the Consent Agenda

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

Motion by Sanchez, seconded by Herle to approve the consent agenda as presented.
CARRIED UNANIMOUSLY
PRL 15/2018-19

Goodwillie and Papst entered the meeting.

3.1. Staff Long Service Awards

Smith explained that according to PRL's *Human Resource Manual*, "employees will be recognized with a monetary reward for long service with Parkland Regional library ". A pin and a monetary award is provided to staff. Long service awards for 2019 were presented to:

Tim Spark – 15 years – pin and \$1000 cheque
Karyn Goodwillie – 10 years – pin and \$500 cheque
Victoria Papst – 10 years – pin and \$500 cheque

Smith presented Spark, Goodwillie, and Papst with their awards.

Goodwillie and Papst left the meeting.

3.2. Vacant Positions on Parkland's Executive Committee

PRL's Executive Committee has the ten-member maximum allowed by the *Libraries Regulation*. The *Regulation* allows for:

25(1) (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;

The Board Chair accounts for one seat on the committee.

In accordance with Parkland's master agreement with the municipalities,

"Members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area."

At the November 8, 2018 organizational meeting, two of Parkland's electoral constituencies were left vacant. These were area #2 and #10. Robyn Gray, the board member representing the City of Camrose, and Megan Hanson, representing the Town of Sylvan Lake had come forward to volunteer to be on the Executive Committee after the November 8, 2018 board meeting.

Smith asked for volunteers to the Executive Committee three times, with no additional volunteers.

Motion by Trautman, seconded by Boda to appoint Robyn Gray from the City of Camrose to Parkland's Executive Committee representing electoral constituency #2.

CARRIED UNANIMOUSLY
PRL 16/2018-19

Motion by Kreil, seconded by Ryan to appoint Megan Hanson from the Town of Sylvan Lake to Parkland's Executive Committee representing electoral constituency #10.

CARRIED UNANIMOUSLY
PRL 17/2018-19

3.3. PRL Strategic Plan 2019-2021

At the November 2018 board meeting, the board supported the idea that the goals from the 2016-2018 strategic plan were still valid and should be used as the basis for a new 2019-2021 strategic plan. Staff were tasked to work with the Executive Committee to review the objectives of the current strategic plan to determine whether new objectives were necessary, any old objectives were no longer relevant, or if any objectives needed to be modified.

Schalm explained that the new Strategic Plan is a continuation of what Parkland has been doing for the last three years. The four goals are the same, with slightly different wording than the 2016-2018 Strategic Plan. The Objectives have been re-written so that the outcomes are included in and measurable within the Objectives themselves.

Due to some recent pronouncements from the Public Library Services Branch (PLSB), a new section has been included in the plan. The new section "Activities that Support the Strategic Plan," describes ongoing activities by PRL that require identification by the Alberta *Libraries Regulation*, as tasks that library systems must carry out.

The needs assessment process for developing the new strategic plan, which is also required by the *Libraries Regulation*, was put at the end of the plan. (see Part 4, 18 (1) of the *Libraries Regulation*).

PRL's old mission statement was replaced with a new mission statement. The new mission statement was developed by Parkland staff and Executive Committee members during a facilitated session at their January 24th meeting. A mission statement is another requirement of the *Libraries Regulation*.

The Strategic Plan is an extremely important document as it drives all the work that Parkland does. It is a broad, high level document.

After some discussion the board decided to adopt the plan as presented.

Motion by Green, seconded by Olfert to approve the Parkland Regional Library Strategic Plan for 2019-2021 as presented.

CARRIED UNANIMOUSLY
PRL 18/2018-19

3.4 Advocacy Committee Terms of Reference

At the November board meeting, the board mandated that an Advocacy Committee be created and terms of reference developed. The Executive Committee was assigned the task of developing terms of reference for presentation at the February 21st board meeting. Staff and the Executive Committee

developed a draft terms of reference for an Advocacy Committee during their meetings on December 13th and January 24th.

Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRL policy, trustees will receive \$100 per half day of honorarium for attending meetings and mileage reimbursement at a rate of \$0.505 per km. for travel to attend in-person meetings.

The terms of reference state that the committee should have a membership of between 7 and 10. Smith asked for volunteers, and 8 board members volunteered. The Board Chair is on the committee ex-officio.

Meetings will be in-person or virtual depending on the preference of the Advocacy Committee. The first meeting of the advocacy meeting will be at 10:00 a.m. on March 14, 2019.

Motion by Temple, seconded by Levy to approve the Advocacy Committee terms of reference as presented.

CARRIED UNANIMOUSLY
PRL 19/2018-19

Motion by Sanchez, seconded by Rock to appoint Steven Levy, Norma Penney, Barb Gilliat, Jeannie Fisher, Gord Lawlor, Jeanine Stannard and Cora Knutson to the Advocacy Committee.

CARRIED UNANIMOUSLY
PRL 20/2018-19

3.5. 2018 in Review – Approval of the 2018 Annual Report

Each year the PRL Board is required to approve Parkland Regional Library's annual report for submission to Alberta Municipal Affairs.

Sheppard and Schalm had prepared a handout outlining information and statistics from the last 2 annual reports. Sheppard highlighted some of the information in the handout. One area of concern is that the drop in materials allotment has meant fewer physical items (books, DVDs, etc.) are being purchased by member libraries. In many cases, the allotment collected by Parkland is the only money many libraries receive for materials. Unfortunately, Parkland has had to reduce allotment to pay for eContent and computers for libraries. Sheppard encouraged municipalities to increase funding at the local level to support library collections.

A few other highlights include:

- eContent collection and use have increased significantly.
- Circulation has continued to rise.
- Resource sharing (interlibrary loan) has increased substantially.
- Visits to library websites and the online catalogue has also increased significantly.

Some narrative comments to the Annual Report include:

- Our regular purchase of computers for member libraries in 2018 = 93 desktops and 11 laptops.
- The decision to go for a new building rather than a renovation. Staff anticipate opening in the summer of 2020.
- Parkland managed to get the right to sell the building and the caveat by the province removed on our land title document.
- PRL made the decision to switch to the Polaris ILS for implementation in early March.
- Parkland subscribed to core of eResources that include:
 - Consumer Reports
 - Solaro
 - Ancestry Library Edition
 - Tumblebooks (coming later)
- PRL completed a new strategic plan.
- The board decided to create an Advocacy Committee.
- PRL also extended thanks to the Public Library Services Branch for the building funding and for the funding for First Nations activities but it needs to be sustained.

The board also added to the report that if possible SuperNet bandwidth increases be made for libraries with high computer use and that stable operating funding be maintained.

Motion by Stannard, seconded by Fossen to approve the 2019 Survey and 2018 Annual Report for Parkland Regional Library as amended.

CARRIED UNANIMOUSLY
PRL 21/2018-19

3.6. Consequences of Withdrawal from System Membership

Last fall, the Executive Committee requested a list detailing the consequences of withdrawal from system membership by a municipality with a local municipal library board.

Should Parkland ever be in a situation where a municipality was going to withdraw, cost could be assigned to the items on the list tailored to each municipality. It would clearly demonstrate how cost effective it is to belong to a regional system. In addition, there are many services a municipal library would be unable to provide without being part of a regional system due to provincial policies and licensing contracts.

Of Parkland's 64 member municipalities, there are a number that do not appoint a library board. Most of these are counties or summer villages. In the case of the counties, four of the ten have service points where the Parkland board is the governing board. Should they withdraw from the system, they would be forced to form a library board which would be onerous for them or they would have to cease regular public library services.

For any municipality that withdrew, a minimum \$60 non-member fee would be applied to anyone from their community wanting service from a Parkland member library.

Motion by Olfert, seconded by Stulberg to receive for information.

CARRIED UNANIMOUSLY
PRL 22/2018-19

3.7. Building Update

Included in the board package is a copy of the Certificate of Title showing that the Parkland Library Board now owns, and has full discretion related to the disposition of the current headquarters building. The board can now sell the building. Notice of the discharge of the caveat preventing the sale of the building arrived on the afternoon of December 21, 2018.

Parkland staff met with Tricon Development Inc. on January 23, 2019 to discuss next steps. Tricon confirmed that they were still planning to go ahead with the purchase of the current headquarters building despite the delay.

The plan is to have the new headquarters building ready for occupancy in the summer of 2020. That gives time for the provincial grant for the new building to be spent by the deadline of December 2020. Tricon, PRL's builder, wanted details on the required functionality of the new headquarters building by mid-March, 2019. Staff completed this task and are now working on buying land. Impacting the overall land cost is the availability of a SuperNet connection to the property. Staff are considering a property adjacent to where Alberta Health Services is constructing a new building which may have the SuperNet run to it. Running some extra fibre optic lines through an existing connection could be hundreds of thousands of dollars less expensive than trenching and installing an entirely new line at a different location.

PRL will have to pay Tricon a leasing fee for the current headquarters building from the time of the sale of the current building until staff is ready to move into the new headquarters building. Tricon will inform PRL staff of the fee.

Motion by Stulberg, seconded by Green to receive for information

CARRIED UNANIMOUSLY
PRL 23/2018-19

3.8. CEFP Grant

Williams outlined the application for the Community Facility Enhancement Program (CFEP) Grant for the new headquarters building.

The following statement from the application guidelines clarifies the grant program's requirements.

Is there a matching funding requirement?

CFEP funding is approved on a matching basis. This means that the applicant must contribute an amount equal to or exceeding the actual CFEP grant. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be specifically related to the project.

Also, in total, CFEP and any other Government of Alberta funding cannot exceed 50% of the total project cost.

The Government of Alberta has already provided \$2.4 million towards PRL's building fund which will be more than 50% of the total funding required for our new building project. At this point, Parkland is only able to contribute a little over \$2 million.

Parkland staff will investigate options for a "small stream" CFEP grant for furniture and fixtures once we get closer to making those purchases.

Motion by Bota, seconded by Trautman to receive for information.

CARRIED UNANIMOUSLY
PRL 24/2018-19

3.9. Policy Updates

2018 was a year of significant change for Parkland due to retirements and organizational restructuring. As a result, Parkland has made some editorial changes to our governance policies and bylaws.

Two sections within Parkland's Finance Policy required revision due to the recent change in position titles. In policy 4.4.7 the position title of "Assistant Director of Operations" has been changed to "Manger of Finance and Operations".

4.4.7 Capital Assets

All assets over \$1,000 will be capitalized. Assets under \$1,000 will be capitalized at the discretion of the Manager of Finance and Operations.

In similar fashion the "Assistant Director of Operations" has been changed to "Manager of Finance and Operations" in policy 4.4.19. Also in policy 4.4.19, the title of "Finance Clerk" has been changed to "Finance Technician".

In policy 4.5, an "s" was added to the title, "Gifts and Donation".

In the policy 4.7 "Information and Document Management", there is a sub policy 4.7.2 "Personal Information Banks". This policy is required under the "Freedom of Information and protection of Privacy Act (FOIP). This policy describes which administrative units of Parkland are responsible for the storage and maintenance of confidential information. As a result of last year's organizational changes, Parkland's departments were renamed. These name changes have to be reflected in our policies. So in policies:

4.7.2.1

4.7.2.2

4.7.2.3

"Administration" has been replaced with "Finance and Operations Unit".

In policy 4.7.2.4, "Administration and Finance" is replaced with "Finance and Operations Unit and Director's Office".

In policy 4.7.2.5 "System/IT" is replaced with "Technology Infrastructure Unit".

Due to a FOIP requirement, PRL is also adding a section to our personnel Information Banks related to the sign in sheet at the reception desk by the front door.

4.7.2.6 Sign in Sheets

- Location: Finance and Operations Unit
- Information Maintained: name, date, time in, time out, and depending on which sign in sheet it is, the organization a person represents.
- Legal Authority: *FOIP Act*
- Accessed By: all Parkland Regional Library staff, member library staff, Parkland Board members, and members of the public
- Used for: Monitoring when staff and guests are in the building for security and emergency evacuation purposes.

A new appendix has been added to PRL's policy manual for dealing with responsibility for FOIP requests. Appendix III contains the Delegation and Assignment of Responsibility Tables in compliance with the *FOIP Act*.

There was also a change to the Appendix I, the Finance Reimbursement Schedule. The following sentence was added: "Expenses incurred by trustees for attending regular board meetings will not be reimbursed". There was a recent request by a board member to have their travel expenses reimbursed for attendance at board meetings. For the sake of clarity, it was decided to add that sentence to the PRL policy manual. Board meeting participation is viewed as an obligation expected of member municipalities. Therefore, board members are expected to seek reimbursement for associated board meeting expenses from their appointing municipalities.

The final change to the policy manual is found much earlier under the "Role of the Executive Committee" in policy 2.5.7. The words "the municipality or" have been removed since PRL does not allow large, individual municipalities or counties to obtain seats automatically on PRL's Executive Committee. Previously municipalities with a population over 15,000 automatically got a seat on Parkland's Executive Committee.

Sheppard asked if there was any input from the board to change or amend any of the mentioned policies. There were no comments.

Motion by Stannard, seconded by Gamble to approve the changes to PRL's policies as presented.

CARRIED UNANIMOUSLY
PRL 25/2018-19

3.10. Bylaw Updates

Sheppard explained that while policies can be approved by a single motion of the board, bylaws require three readings and therefore need to be dealt with separately from the policies.

In 5.5 the "*Freedom of Information and Protection of Privacy* Bylaw", the Manager of Finance and Operations is being removed as having secondary authority as "Head" as it relates to FOIP legislation. It is better to leave the Director as "Head" exclusively since the "Head" is responsible for all decisions made under the FOIP Act relating to requests for private information that Parkland might have. The authority to delegate decision making authority related to FOIP cannot be done easily, if at all.

Staff also removed the sentence "A list of acceptable fees are found in the accompanying documents." Organizations can charge fees for responding to requests for information covered by FOIP legislation. However the fees are set by the provincial government and are subject to change. Since this is the case, it is easier to look up online the current fees allowed under FOIP than it is to keep printed copies of the fee schedule in the policy manual. This is the reason for removing the reference.

Motion by Knutson, seconded by Stannard to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (First Reading)

CARRIED UNANIMOUSLY
PRL 26/2018-19

Motion by Green, seconded by Levy to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (Second Reading)

CARRIED UNANIMOUSLY
PRL 27/2018-19

Motion by Stannard, seconded by Temple to proceed to the third reading of the "Freedom of Information and Protection of Privacy Bylaw".

CARRIED UNANIMOUSLY
PRL 28/2018-19

Motion by Ryan, seconded by Herle to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented (Third Reading)

CARRIED UNANIMOUSLY
PRL 29/2018-19

3.11. Cost Analysis for Trade Show Attendance

At the September 2018 board meeting, staff were instructed to conduct an analysis of the cost for attending the trade shows associated with the AUMA and RMA conventions. Costs for trade show attendance have been shared among the seven regional library systems for many years. This occurs even in years when some of the directors have not been able to attend. Yearly expenses are hard to define because often times promotional items to give away at the trade shows are purchased sporadically and in varying amounts. Also, depending on how many delegates stop by the trade show booth, promotional items may last two or more years, or be used up in a single year.

To try and provide a best estimate, the direct costs from attending trade shows in 2018 are shown below. The costs outlined are equal to one seventh of the total cost and reflect what Parkland had to pay as PRL's portion shared among the seven systems. The costs do not include the expense for the creation of the regional systems banners used for display at the trade shows and other events. These have only been replaced once since 2005. As with everything else, the cost of the banners was shared equally by the seven regional systems.

AAMDC/RMA Spring 2018	
Two booths, carpet, counter, name tags	\$461.71
AUMA fall 2018	
Two booths, counter, name tags	\$468.43
Bill for pad folios and systems promotional brochures for the year	\$567.20
Grand Total for 2018	\$1,497.34

The costs do not include the cost of the director's time to attend these events, travel or hotel costs. Some years PRL's director is unable to attend one or more of these events, or a trade show might only last one day so hotel is not required. So on average, it would be reasonably accurate to say that even with hotel, meal, and travel costs, attending the two trade shows yearly costs approximately \$2000 excluding the director's wages.

No objections to Parkland's continued participation in the trade shows was voiced by the board.

Motion by Green, seconded by Stannard to receive for information.

CARRIED UNANIMOUSLY
PRL 30/2018-19

3.12. Human Resource Manual

A significant number of organizational changes have occurred over 2018 as a result of the compensation report provided by consultant Dr. Margaret Law. As a consequence, a full review of Parkland's Human Resource Manual was undertaken. This was a timely endeavor since changes in Alberta's Employment Standard's code had to be integrated into Parkland's procedures. Some highlights of the changes to the Human Resources Manual include:

- The probationary period has been extended from three months to one year for professional staff and six months for paraprofessional and clerical staff.
- Annual salary increases are no longer linked to a single, annual performance appraisal and the performance appraisal process has been changed drastically.
- The way lieu time is calculated has changed to comply with the new parameters established by Employment Standards.

- Whole new categories of leave have been added to comply with Employment Standards. The new types of leave are as diverse as Citizenship Ceremony Leave, Reservist Leave, or Disappearance of a Child Leave.
- Blue Cross rates went up (see Appendix I) mostly due to staff leaving the organization and using benefits while they still had access to them. Parkland also added an orthodontic benefit to the dental plan at nominal cost.
- Parkland has a new organizational chart.
- And PRL had to expand and clarify Parkland's position on workplace impairment due to the legalization of cannabis.

Due to the highly operational nature of much of the Human Resource Manual's contents, changes to it do not require approval by the board. However the board is to be informed of all changes to the HR Manual in case board members take exception to some aspect of the manual.

Sheppard asked if there were any questions related to the Human Resource Manual. After a few questions regarding benefits and wages, the board was satisfied.

Motion by Fossen, seconded by Lawlor to receive for information.

CARRIED UNANIMOUSLY
PRL 31/2018-19

3.13. Parkland Community Update Didsbury Municipal Library

Inez, the manager of the Didsbury library retired and Monique Fiedler has taken her place.

Olds & District Municipal Library

Olds is celebrating their 60th anniversary on June 6, 2019. Staff are trying to get some of the original staff members to attend.

Stettler Public Library

Stettler had started a pilot project to deliver books to the Hutterite children. It has been so successful that it is now a regular outreach of the library. They have even been nominated for the Premiers award for this work!

They also hosted a wine tasting event with a wine connoisseur and were able to raise \$2,600 for the library.

Stettler hosted a Raymond Cook Public event where they sold DVD's. The event exploded and they ended up having 400+ attendees and sold 147 DVD recordings of the event. It was wildly successful.

Lastly, the County and Town of Stettler increased the library's funding by 3%.

Eckville Municipal Library

Eckville Library received new (to them) shelving from Ponoka Jubilee Library and they are so grateful for Ponoka's generosity. Their library looks great!

Sylvan Lake Municipal Library

Sylvan has a new program bringing in animals for animal therapy. It is quite effective for bringing in new clientele that normally wouldn't come to the library.

Amisk Public Library

Amisk Library recently partnered with the RCMP and TransCanada for a butterfly release event. 185 people attended and the library received money towards solar panels.

3.14.1. Director's Report

3.14.2. Library Services

3.14.3 IT

3.14.4. ALTA

Smith asked if there were any questions or comments about the Director's, Library Services, IT and ALTA Reports. Since there was nothing to add, the meeting proceeded to adjournment.

4. Adjournment

Motion by Ferguson to adjourn the meeting at 2:42 p.m.

CARRIED UNANIMOUSLY
PRL 32/2018-19

Meeting adjourned at 2:42 pm.

Chair

BYLAW 2118-19

A BYLAW OF THE TOWN OF STETTLER IN THE PROVINCE OF ALBERTA TO AMEND BYLAW 2030-12 BEING THE BYLAW TO AUTHORIZE THE CONSTRUCTION OF WATER & SANITARY SEWER BY LEVYING A SPECIAL ASSESSMENT THEREFORE AS A LOCAL IMPROVEMENT ON THE PARCELS CONTAINED IN PLAN 1223548.

Whereas authority to amend the bylaw due to subdivisions or consolidations of land affecting a parcel is authorized under Section 402 of the *Municipal Government Act* Chapter M-26 RSA 2000.

The Municipal Council of the Town of Stettler, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. That Bylaw 2102-18 be repealed.
2. That Schedule "A & B" of Bylaw 2030-12 be deleted and replaced by Schedule "A & B" of this bylaw.
2. That this bylaw shall take effect the date of third reading.

READ a first time this day of March, A.D. 2019.

READ a second time this day of March, A.D. 2019.

READ a third time and finally passed this day of March, A.D. 2019.

Mayor

Assistant CAO

BYLAW 2118-19

**SPECIAL FRONTAGE ASSESSMENT
TOWN OF STETTLER**

SCHEDULE "A"

LOCAL IMPROVEMENT - SPECIAL ASSESSMENT

FOR WATER & SANITARY SEWER LINE CONSTRUCTION

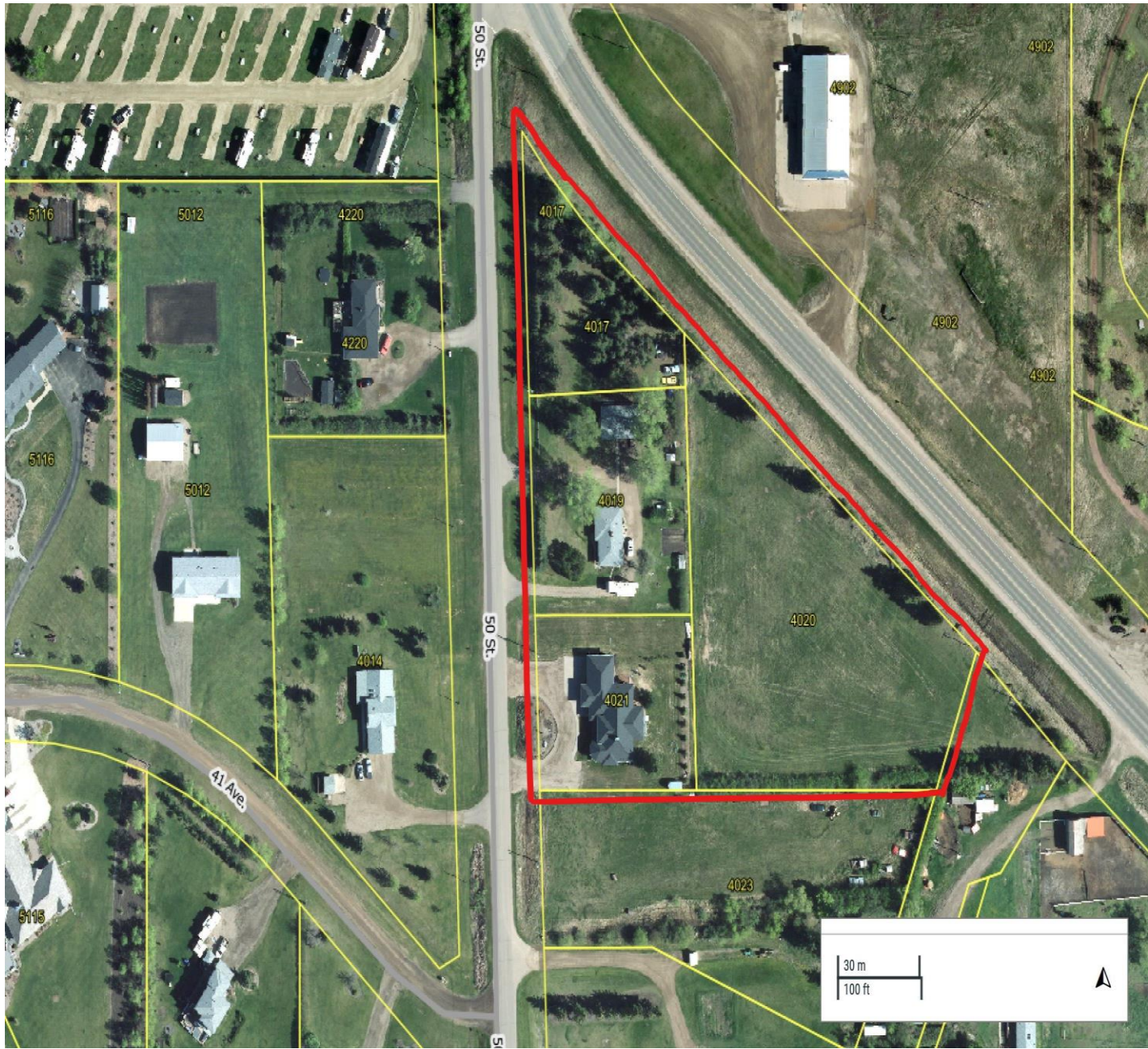
1. Properties to be assessed:

<u>Legal Description</u>	<u>Roll No.</u>
(a) 1223548-4-4	410009000
(b) 1223548-4-5	410012000
(c) 1823272-4-6	410004000
(d) 1823272-4-7	410007000

2. Total Special Assessment Against all Properties	\$190,500.00
3. Total Annual Special Assessment Against all Properties	\$12,738.39
4. Total Special Assessment per parcel	\$47,625.00
5. Annual unit rate per parcel to be Payable for a period of twenty years at 2.944%	3,184.60

TOWN OF STETTLER
WATER AND SANITARY SEWER ON PLAN 1223548 4019-50 STREET
SCHEDULE "B"

Roll Number	Legal Description	Parcel		Annual Payment	Lump Sum
410009000	Lot 4, Block 4, Plan 1223548	1.00		3,184.60	47,625.00
410012000	Lot 5, Block 4, Plan 1223548	1.00		3,184.60	47,625.00
410004000	Lot 6, Block 4, Plan 1823272	1.00		3,184.60	47,625.00
410007000	Lot 7, Block 4, Plan 1823272	1.00		3,184.60	47,625.00
	Totals	<u>4.00</u>	<u>-</u>	<u>12,738.39</u>	<u>190,500.00</u>
	Annual Unit Rate	3,184.59716			
	Lump Sum Rate	47,625.00000			
	<u>Notice of Intent Calculations</u>				
	Percentage		2.944		
	No. Of Parcels		4.00		
	Special Assess. on all Properties		190,500.00		
	Special Assess. per parcel		47,625.00000		
	Annual Unit Rate		3,184.59716		
	Yearly Assess. on all Properties		\$12,738.39		





Request For Decision

Agenda Item:

Issue:

Application for Rezoning
Legal: Lot 24, Block 4, Plan 7722835
Civic: 6009 – Spruce Drive
Applicant: Chantele Striemer
Proposed rezoning from R3A: Residential Mobile Home Subdivision to DC5: Direct Control Residential District 5

Recommendation:

That Council gives first reading to Bylaw 2117-19 to rezone Lot 24, Block 4, Plan 7722835 from R3A: Residential Mobile Home Subdivision to DC5: Direct Control Residential District 5 thus enabling for a Public Hearing respecting the Bylaw to be held prior to consideration of 2nd and 3rd Readings.

General:

The applicant is proposing to rezone this parcel from R3A: Residential Mobile Home Subdivision to DC5: Direct Control Residential District 5. The applicant has requested the rezoning to accommodate for a Day Care Facility. The applicant is proposes to remodel the existing mobile home into a Day Care Facility.

Residential Land Use Districts within Stettler allow for day homes. As per Section 25 of the Child Care Licensing Act, family day homes provide child care to a maximum of six children aged 0-12 years old in the private residences of the providers.

The applicant desires to convert the existing mobile home into a Day Care Facility to accommodate 4 staff and up to 20 children. Day Care Facility is defined within the Land Use Bylaw but is regulated by the Alberta Child Care Licensing Act and Regulation.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw, Municipal Government Act and Alberta Child Licensing Act.

Technical Review:

- The Municipal Government Act allows municipalities to adopt Direct Control land use districts. Direct Control districts are used to manage special, one-of-a-kind land use situations. These zones have unique characteristics and have regulations created for the circumstances.
- Pursuant to Section 641(1) of the Municipal Government Act, Council may decide on a development permit application or may delegate the decision to a development authority.
- In this instance, it is recommended that should this Bylaw come into effect, that Council decide on any future development applications within this District.
- When a decision on a development permit within a Direct Control District is made by Council, there is no appeal to the Subdivision and Development Appeal Board.

Land Use Bylaw Implications:

Definitions:

“**DAY CARE FACILITY**” means a development licensed by the Province to provide personal care, maintenance, supervision or education for seven or more children at one time for more than three but less than 24 hours in a day. This includes day care centers, nurseries, kindergartens, nursery schools, play schools, and other similar uses.

Land Use District Purpose:

Section 79: R3A Residential Mobile Home Subdivision District

79.1 Purpose:

To provide an area for and to regulate development and use of land for mobile homes, and other uses herein listed, which are compatible with a residential area on separately registered parcels.

Section 96: DC5 Direct Control Residential District 5

96.1 Purpose:

To provide site specific regulations for the development of a Day Care Facility within a residential area.

Alternatives:

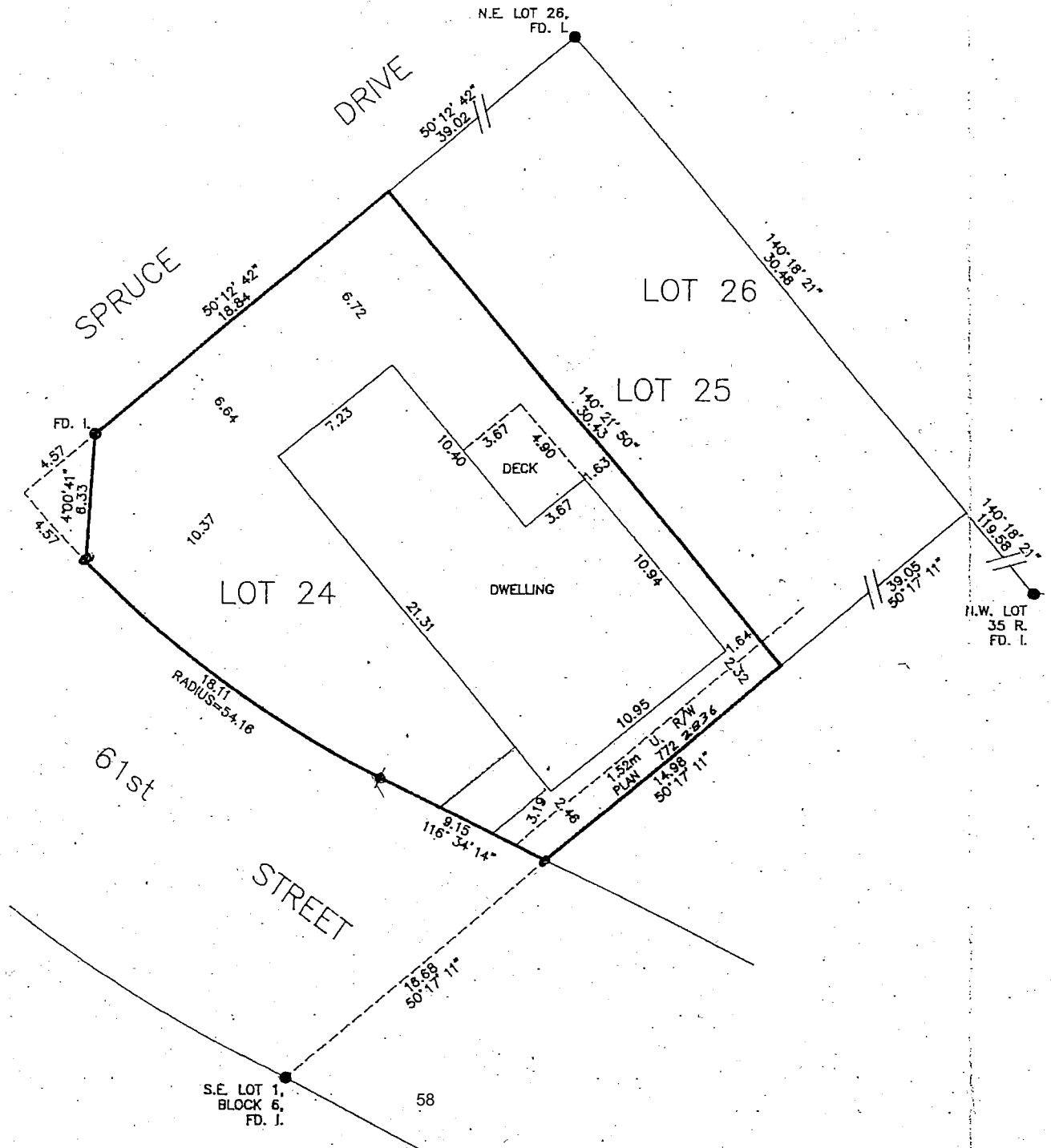
Council does not proceed to give this Bylaw first reading.

Author:

Leann Graham, Director of Planning and Development



Alberta Land Surveyor's



TOWN OF STETTLER
Land Use Bylaw No. 2060-15

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

I/We hereby make application to amend the Land Use Bylaw

APPLICANT

NAME: Chantele Striemer TELEPHONE: 403-993-7801

ADDRESS: 38451 RR22-2 PO BOX 502 Erskine TOC 160

OWNER OF LAND

NAME: Roy Knapp & Juanita Wagstaff (Executors) TELEPHONE: (403) 664-0360

ADDRESS: 6009 Spruce Drive Stettler AB
TOC 211

LEGAL DESCRIPTION

LOT: 24 BLOCK: 4 REGISTERED PLAN 7722835

QTR/LSD: _____ SEC: _____ TWP: _____ RNG: _____ M: _____

CERTIFICATE OF TITLE: 172 141 668

AMENDMENT PROPOSED

FROM: R3A

TO: DC5

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

Attached, on next page.

I/We enclose \$ 100.00 being the application fee

Applicant: DATE: 03/06/2019

SIGNED: Chantele Striemer

Landowner: DATE: 03/06/2019

SIGNED: Juanita Wagstaff
Authenticator: 3/6/2019 10:05:27 AM MST

Date: 03/05/2019

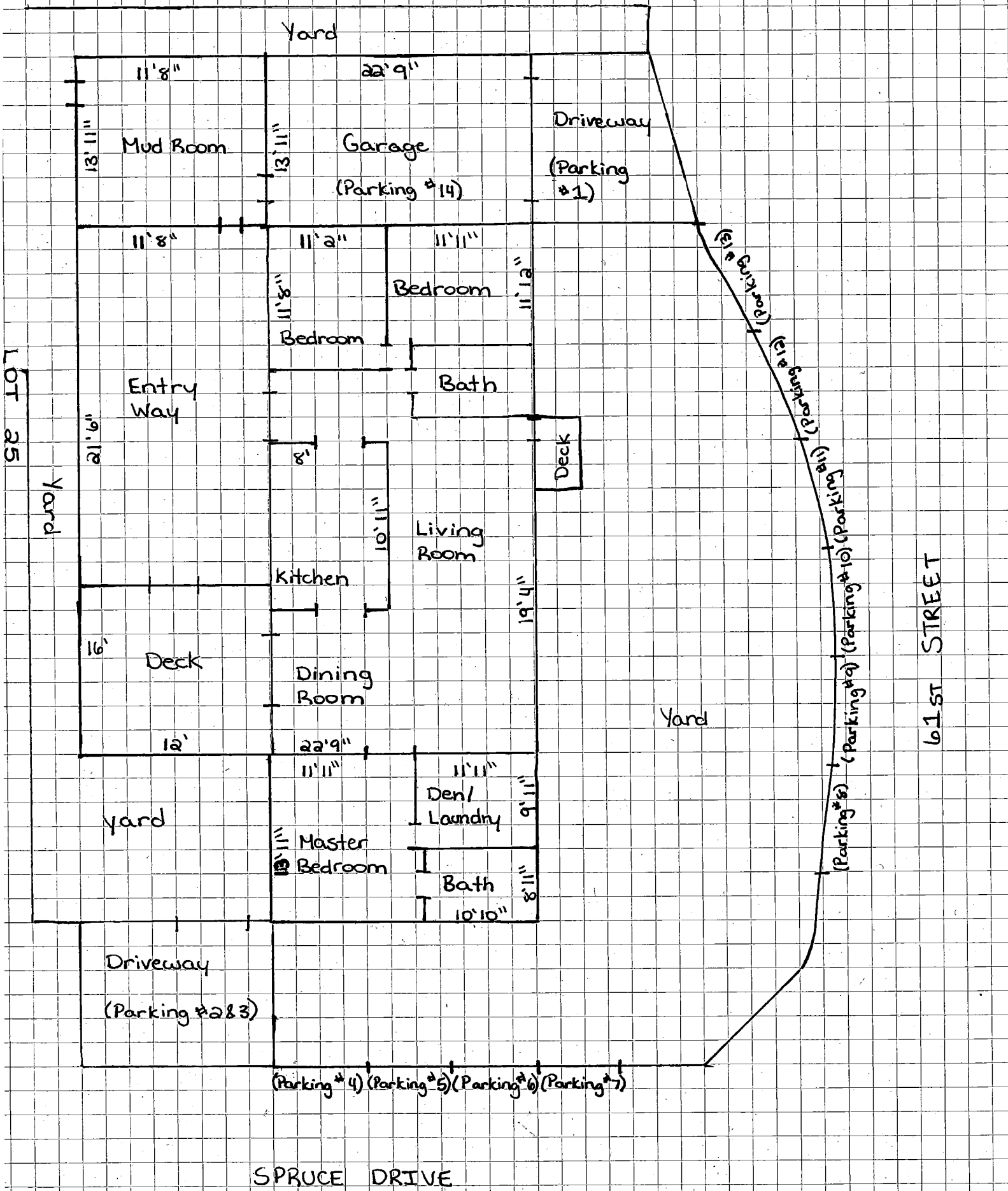
SIGNED: Roy A Knapp
Authenticator: 3/5/2019 3:37:58 PM MST

Reasons in support of application for amendment

I believe that changing this property from R3A to either a C3 or DC5 zoning will be greatly beneficial to the community. Stettler is in need of a child care facility that provides high quality early education to children, where they are respected and seen as equals in the collaboration of their education. Having a daycare inside of a house brings a more family/community oriented aspect to the business as well as a home-like environment; the children and families feel more at ease/comfortable; and a closer bond is made between teacher and child. I believe having a child care facility in this neighbourhood would not only benefit Stettler as a whole, but the neighbourhood itself. I feel it would help with the neighbourhoods outward appearance as this neighbourhood is very family oriented and has the rec center only 5 blocks away, along with parks and multiple churches.

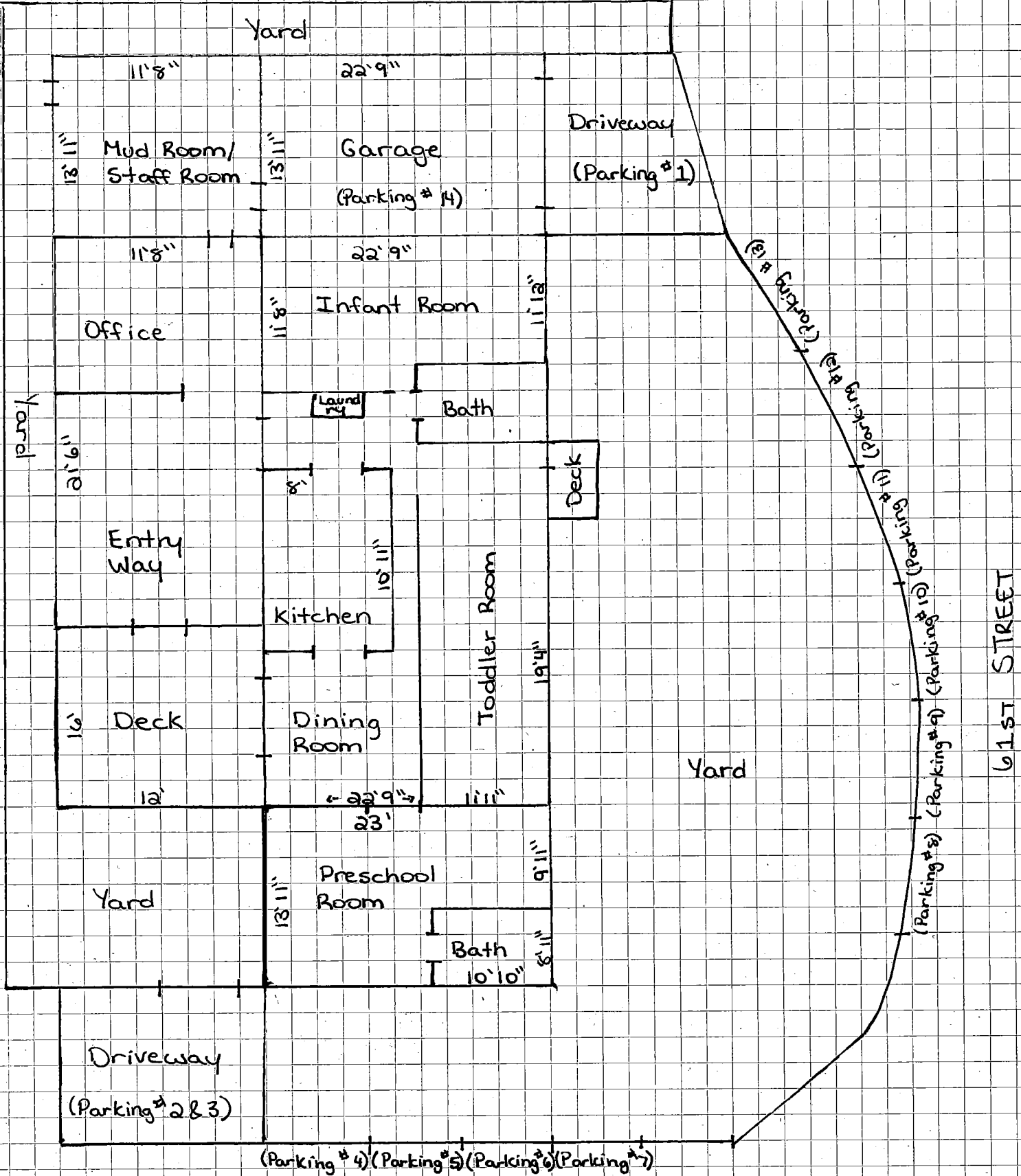
My planned changes to the property are:

- To take down two interior walls (located between both sets of bedrooms, to make two larger rooms)
- Put up one interior wall along the living room to close it off and create a hallway.
- Complete the unfinished fence along the Lot 25 property line. Or redo the entire fence along the property line (with the neighbors permission)
- Possibly redo the fence that runs along Spruce Drive and 61st street. It is currently a 3 foot chain link fence, if changed it would become a 6-8 foot wood fence.



SPRUCE DRIVE

LOT 25



After renovations

SPRUCE DRIVE

- 2 interior walls taken down
- 1 interior wall put up
- Finish/Redo the fence along lot 25
- Potentially put up a new fence along yard on 61st street. Current fence is 3ft new fence would be 6-8ft.

BYLAW 2117-19

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2060-15 OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Schedule "A" of Bylaw 2060-15 shall be and is hereby amended as follows:

(a) That Lot 24, Block 4, Plan 7722835 R3A: Residential Mobile Home Subdivision to DC5: Direct Control Residential District 5

2. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this ____ day of ____ A.D. 2019.

NOTICE OF ADVERTISEMENT published _____ & _____ 2019.

Public Hearing held _____, 2019.

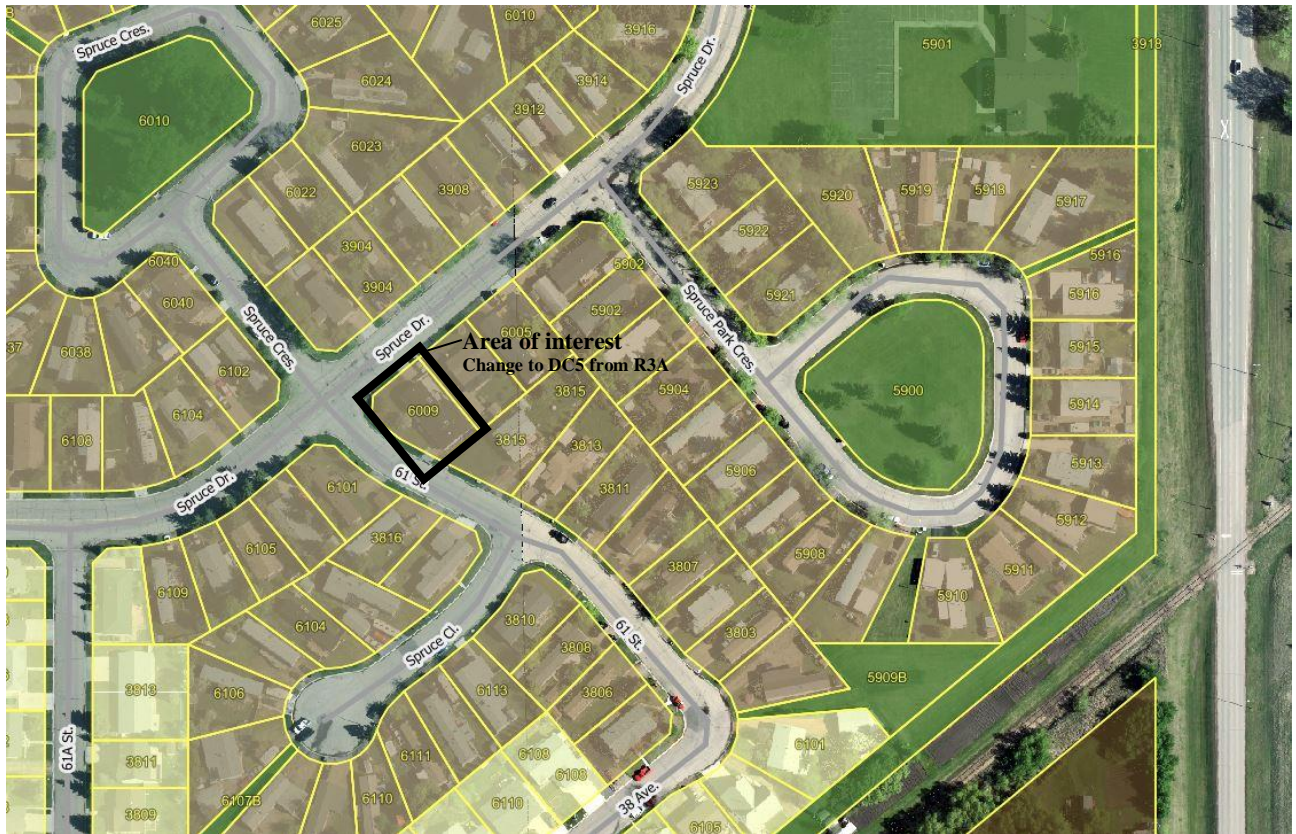
READ a second time this _____ day of _____ A.D. 2019.

READ a third time and finally passed this _____ day of _____ A.D. 2019.

Mayor

Assistant CAO

Proposed Re-zoning





ALBERTA
CULTURE AND TOURISM

Office of the Minister
MLA, Calgary-Cross



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

Dear His Worship Nolls:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email suzanne.becker@albertasport.ca.

Best regards,

Ricardo Miranda
Minister

Enclosure

2022 ALBERTA WINTER & SUMMER GAMES



FOR BID GUIDELINES

Please contact

Alberta Sport Connection
620 – 615 Macleod Trail SE
Calgary, AB T2G 4T8

T 403.297.2909 F 403.297.6669
E suzanne.becker@albertasport.ca



www.albertasport.ca

Alberta Government

Alberta Sport Connection supports the delivery of sport programs and services on behalf of the Government of Alberta

2022 ALBERTA WINTER & SUMMER GAMES



ALBERTA
SPORT
Connection



ALBERTA GAMES

The Honourable
RICARDO MIRANDA
Minister of Culture & Tourism
Responsible for Sport

*extends an invitation
to communities in Alberta
to bid to host the*

**2022 ALBERTA
WINTER GAMES
FEBRUARY 2022
&
2022 ALBERTA
SUMMER GAMES
JULY 2022**

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone and provincial level.

The Alberta Games have been awarded to communities of all sizes, located throughout the province. Interested communities must be capable of feeding and accommodating approximately 3,000 athletes, coaches and technical officials. Municipalities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

For more information visit www.albertasport.ca

GRANT FUNDING

Operating Grant	\$ 300,000
Cultural Grant	\$ 70,000
Legacy Grant	\$ 50,000
	\$ 420,000

IMPORTANT DEADLINES

A letter of interest to host the 2022 Summer Games, together with a letter of support from Municipal or Band council must be received by **April 12, 2019**.

Completed bids must be received by the Alberta Sport Connection no later than **June 3, 2019**.

