

Town of Stettler

COUNCIL MEETING

JULY 2, 201

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, JULY 2, 2019
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of June 18th, 2019 5-9
 - (b) Business Arising from the June 18th, 2019 Council Minutes
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
 - (a) June CAO Reports 10-14
 - (b) Bank Reconciliation – May 31st, 2019 15
 - (c) Meeting Dates
 - Tuesday, July 16 – Council – 6:30pm
 - Tuesday, July 16 – Phase 2 Orchard Tour – 7:30pm
 - Thursday, July 18 – Saturday, June 20 – Communities in Bloom Judges Visit
 - Tuesday, August 6 – Council – 6:30pm
 - Tuesday, August 20 – Council – 6:30pm
 - Tuesday, September 3 – Council – 6:30pm
 - Monday, September 9 – Elected Officials Emergency Training – 9:00am
 - Tuesday, September 10 – COW – 4:30pm
 - Tuesday, September 17 – Council – 6:30pm
 - Tuesday, September 24 -27 – AUMA Annual Conference
 - Tuesday, October 1 – Council – 6:30pm
 - Tuesday, October 8 – COW – 4:30pm
 - Tuesday, October 15 – Council – 6:30pm
 - Tuesday, November 5 – Council – 6:30pm
 - Tuesday, November 12 – COW – 4:30pm
 - Tuesday, November 19 – Council – 6:30pm
 - Tuesday, December 3 – Council – 6:30pm
 - Tuesday, December 10 – COW – 4:30pm
 - Tuesday, December 17 – Council – 6:30pm
 - (d) Accounts Payable in the amount of \$633,870.03 16-30
(\$116,653.30 + \$144,870.75 + \$88,402.87 + \$93,341.79 + \$190,601.32)

**COUNCIL AGENDA
JULY 2, 2019
PAGE 2**

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

- 8. **Minutes**
 - (a) Stettler District Ambulance Association Meeting – June 10 31-33
 - (b) Stettler Regional Emergency Management Advisory Meeting – June 11 34-39

- 9. **Public Hearing**

- 10. **Bylaws**

- 11. **Correspondence**
 - (a) Central Alberta Regional Assessment Board Newsletter – June 2019 40-44
 - (b) Alberta Ombudsman Brochure 45-48
 - (c) AUMA – Federal Government's Proposed Ban on Single-Use Plastics 49
 - (d) Joan Baltimore Letter – Renaming Veterans Way to Alberta Avenue 50
 - (e) Tower Road Annexation Letter 51

- 12. **Items Added**

- 13. **In-Camera Session**

- 14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JUNE 18th, 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
Director of Parks & Leisure Services A. King

Press (1)

Absent:

Call to Order:

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

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

Motion 19:06:12

Moved by Councillor Pfeiffer to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held June 4th, 2019

Motion 19:06:13

Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on June 4th, 2019 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the June 4th, 2019 Minutes

None

- (c) Minutes of the Committee of the Whole held June 11th, 2019

Motion 19:06:14

Moved by Councillor Smith that the Minutes of the Committee of the Whole held on June 11th, 2019 be approved as presented.

MOTION CARRIED
Unanimous

- (d) Business Arising from the June 11th, 2019 Minutes

None

4. **Citizen's Forum:**

- (a) No one was present at the Citizen's Forum

5. **Delegations:**

- (a) 6:35pm – Jefferson McClung – CPC Candidate

Mayor Nolls welcomed J. McClung to the meeting.

J. McClung introduced himself and provided some

background information on his time in Stettler. He is running for MP to make a difference, and to represent residents in the riding.

General discussion ensued regarding the MP's role in the community including resource development, crime management and grant funding for municipalities.

The CPC nomination vote for the Electoral District of Battle River - Crowfoot will take place in Stettler on Wednesday, July 17th, 2019 at the Stettler Community Hall. Speeches will be held from 11 a.m. to 11:30 a.m. and voting will be facilitated between 11:30 a.m. and 3:00 p.m.

Mayor Nolls thanked J. McClung for his presentation and wished him luck in his campaign.

J. McClung left the meeting at 6:59 p.m.

6. **Administration:** (a) 2019 Capital Budget – SRC Dressing Room Floors Tender Award

Mayor Nolls welcomed Director of Parks & Leisure Services A. King to the meeting.

A. King advised that as per the 2019 Capital Budget, \$165,000 has been budgeted to replace the SRC dressing room floors. The closing date for tenders was June 12, 2019.

Summary of Tenders Received on June 12, 2019:

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

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

Motion 19:06:15

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

MOTION CARRIED
Unanimous

(b) 2019 Expense/Revenue Summary – May 31st, 2019

Motion 19:06:16

Moved by Councillor Barros that the Town of Stettler Council accept the 2019 Revenue/Expense Statement – May 31, 2019 as presented.

MOTION CARRIED
Unanimous

(c) Capital Budget Summary – May 31st, 2019

Motion 19:06:17

Moved by Councillor Smith that the Town of Stettler Council accept the Capital Budget Summary as of May 31st, as presented.

MOTION CARRIED
Unanimous

(d) CAO Reports

Motion 19:06:18

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

MOTION CARRIED
Unanimous

(e) Meeting Dates

- Tuesday, July 2 – Council – 6:30pm
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- Tuesday, December 17 – Council – 6:30pm

(f) Accounts Payable in the amount of \$401,882.82

Motion 19:06:19

Moved by Councillor Fischer that Accounts Payable in the amount of \$401,882.82 for the period ending June 18th, 2019 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- June 5 – Talk of the Town
- June 5 – Senior's Week Social at the HUB
- June 5 – Steel Wheel Stampede Meeting
- June 6 – Steel Wheel Stampede Talk of the Town
- June 6 – Steel Wheel Stampede Volunteering

June 7 – Steel Wheel Stampede Talk of the Town
June 7 – Steel Wheel Stampede Volunteering
June 7 – Signed cheques & agenda at Town Office
June 8 – Steel Wheel Stampede Parade
June 8 – Steel Wheel Stampede Volunteering
June 9 – Town & County Pancake Breakfast
June 11 – Emergency Advisory Committee Meeting
June 11 – Committee of the Whole
June 12 – AUMA Summer Caucus
June 13 – Physician Recruitment Meeting
June 14 – Signed Proclamation for Drowning Prevention Week
June 14 – Signed cheques & agenda at Town Office
June 16 – Collector Car Appreciation Day Proclamation Signing
June 17 – Cadet Review in Coronation

(b) Councillor Barros

June 5 – Senior's Week Social at the HUB
June 6 – Planning Committee Meeting
June 6 – Beautification Meeting
June 6 – Steel Wheel Stampede Volunteering
June 8 – Steel Wheel Stampede Parade
June 9 – Town & County Pancake Breakfast
June 11 – Emergency Advisory Committee Meeting
June 11 – Committee of the Whole
June 13 – Physician Recruitment Meeting
June 17 – Physician Recruitment Meeting

(c) Councillor Campbell

June 7 – Steel Wheel Stampede Volunteering
June 8 – Steel Wheel Stampede Parade
June 9 – Town & County Pancake Breakfast
June 11 – Emergency Advisory Committee Meeting
June 11 – Committee of the Whole

(d) Councillor Fischer

June 5 – Senior's Week Social at the HUB
June 6 – Senior's Week Luncheon at Heart Haven
June 7 – Senior's Week Luncheon at Points West
June 9 – Town & County Pancake Breakfast
June 11 – Emergency Advisory Committee Meeting
June 11 – Committee of the Whole Meeting
June 13 – Campus Alberta Meeting
June 13 – Attended Stettler Motel sign removal
June 16 – Collector Car Appreciation Day Proclamation Signing

(e) Councillor Lawlor

June 8 – Steel Wheel Stampede Parade
June 9 – Town & County Pancake Breakfast
June 10 – Stettler Ambulance Service Meeting
June 11 – Board of Trade Meeting
June 11 – Emergency Advisory Committee Meeting
June 11 – Committee of the Whole
June 13 – Physician Retention Meeting

(f) Councillor Pfeiffer

June 6 – Municipal Planning Commission

June 8 – Steel Wheel Stampede Parade & Rotary Pancake Breakfast
June 9 – Town & County Pancake Breakfast
June 11 – Emergency Advisory Committee Meeting
June 11 – Committee of the Whole

(g) Councillor Smith

June 6 – Beautification Meeting
June 7 – Senior's Week Social at Points West
June 8 – Steel Wheel Stampede Parade
June 11 – Emergency Advisory Committee Meeting
June 11 – Committee of the Whole
June 17 – Stettler Museum Meeting

Motion 19:06:20

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

MOTION CARRIED
Unanimous

8. **Minutes:**

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

Motion 19:06:21

Moved by Councillor Barros to approve the Minutes as presented.

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) None

12. **Items Added:**

(a) None

13. **In-Camera Session:**

(a) None

14. **Adjournment:**

Motion 19:06:22

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

MOTION CARRIED
Unanimous at 7:41 p.m.

Mayor

Assistant CAO

TO: Town of Stettler Council

DATE: 2019 07 02

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – JUNE 2019

ADMINISTRATION – CAO – Greg Switenky

1. Meetings: Town Council, Committee of the Whole, Stettler Waste Management Authority, Safety & Employee Management Advisory Committee, Shared Use Recreation Facilities (SURF) Committee, Department Head and Staff information sharing sessions.
2. Municipal Leaders Caucus in Ponoka with Mayor S. Nolls and Assistant CAO S. Gerlitz. Met the Honorable Kaycee Madu, Minister of Municipal Affairs.
3. Emergency Management Advisory Committee (Council Members)
4. Stettler Golf Course Introductory Lease Renewal Meeting with Mayor S. Nolls and SGCC Representatives.
5. Stettler Health Services Foundation Summer Golf Fundraising Event with Assistant CAO S. Gerlitz.
6. RCMP - Municipal Employee Recruitment Planning.
7. Ongoing liaison and information sharing with County Administration; working on community matters and strengthening collaborative working relationships.
8. Ongoing internal orientation, guidance and communication of Council Roles & Responsibilities within our organization.
9. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/ratepayer concerns.

ADMINISTRATION – ASSISTANT CAO - Steven Gerlitz

1. Meetings attended included: Council, Department Head, Staff, Joint Health and Safety Committee, AUMA Summer Leadership Workshop, Economic Development Committee.
2. Projects worked on included:
 - 2019 Tax Budget
 - 2019 Revenue/Expense Budget Summary – June 30, 2019
 - 2019 Capital Budget Summary – June 30, 2019
 - 2019 MSI, BMTG, FGT summary – June 30, 2019
 - 2019 Reserves Summary – June 30, 2019

- 2019 Assessment Re-inspection information
- Automated Waste Bins Rollout (ongoing)
- Compost Bins / Recycling
- Council & Committee of the Whole Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

TRANSPORTATION – Ivan Wilford

- Sign repairs and installations
- Dig graves and cremations
- Shop clean up
- Clean off catch basins
- Vehicle and equipment clean up
- Lane grading
- Street sweeping
- Finished Foremost culvert
- Haul crushed concrete back to the yard
- Line painting
- Remove the curb stones, fence, 10x16 shed and signage from the Stettler Motel
- Asphalt repairs
- Push up and turn compost
- Installed drainage and dug out soft spots and started re-grading the Spray Park Parking Lot
- Clean out ditch on 70th Street
- Repair ruts at the airport
- Hauled concrete blocks to WTP
- Almost complete removing rubber from school track
- Pot hole list
- Dug out stump for 51 Ave sidewalk replacement
- Tried straightening sign posts around Town
- Most staff completed workplace violence course online
- Final preparations for Used Equipment Sale

WATER – Grant McQuay

1. Regular rounds, readings, locates and Bacterial sampling/Chlorine residual & turbidity testing.
2. Meter replacement program
3. Dig site maintenance
4. Curbstop repair/replacement digs.
5. Sewer main blockage, flushing and camera.
6. Weekly cleaning of sanitary tank and CL17 bottle replacement at Water Transfer Station and reservoir.
7. Lagoon Sampling
8. Sewer Main flushing program

9. Monitoring wells and weir measurements.
10. Sewer service repair.
11. Hydrant repair and Inspection.

WATER TREATMENT PLANT SUPERVISOR – Chris Saunders

1. Our new Alberta Approval has been finalized and has been in effect since June 2nd 2019 and expires June 1st 2029.
2. All of the parts are finally in for the Shade Cloth Capital project and installation has now started as of June 27th and will hopefully be installed over the next couple of weeks.
3. The north settling tank has been drained, cleaned and inspected as a yearly annual.
4. The Pall membrane inlet valves have all been re-calibrated and control loop tuned.
5. Ongoing plant staff safety and C.E.U. training.
6. Plant control system changes are being made in the PLC's so that the plant will operate in automatic according to the written control schemes.
7. Routine maintenance.

DIRECTOR OF OPERATIONS – Melissa Robbins

On vacation, no report at this time

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2018 Permits to June 30, 2018	2019 Permits to June 30, 2019
Institutional	\$39,850.00	\$947,004.00
Industrial	\$80,000.00	\$323,040.00
Commercial	\$2,155,101.00	\$2,487,924.00
Residential	\$634,565.00	\$870,150.00
Total	\$2,909,516.00	\$4,628,118.00

2. Projects:
 - Bus Garage Roof Replacement
 - Stettler Motel Compliance
 - Economic Development Initiative
 - Housing Strategy
 - Corporate Identity Strategy
 - Downtown Improvement Strategy
 - County Referral Kirtley
 - Canalta Development
 - Vision Credit Union Development
 - Subdivision Application 2019-01

- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- Corporate Identity Committee Meetings
- Bus Garage Roof Replacement Meetings
- MPC Meeting
- Economic Development Meeting
- Downtown Improvements Committee Meeting
- Stettler Motel
- Economic Development Mapping Meeting
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head

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

On vacation, no report at this time.

REGIONAL FIRE CHIEF

1. Training

- 1001-Level 1 - June 5 Level 1 practical JPR - Extinguish class A exterior fire
- 1001-Level 1 - June 8 Red Deer FD training centre live fire practical JPR'S - Extinguish vehicle fire, Conduct a search and rescue in a structure under live fire conditions, attack an interior structure fire, Extinguish Class A, B and C fires with portable fire extinguisher, perform vertical & horizontal ventilation, overhaul a fire scene, and conserve property.
- 1001-Level 1 - June 9 Red Deer FD training centre live fire JPR practical testing
- 1001-Level 1 - June 12 final written exam
- 1001-Level 2 - June 3 Practice JPR requirement to control a flammable gas flange fire and operate control valves.
- 1001-Level 2 - June 8 & 9 Red Deer FD training centre live fire Practical JPR'S- Organize & coordinate an incident management system until command is transferred to an officer, Communicate the need for assistance to a supervisor, Extinguish an ignitable liquid fire using class B foam application, Coordinate an interior attack, Evaluate and forecast fire growth, Perform search and rescue, Control flammable gas flange fire.
- 1001-Level 2 - June 10 Practical JPR extricate a victim entrapped in a motor vehicle
- 1001-Level 2 - June 15 & 16 Red Deer FD training centre live fire JPR practical testing
- 1001-Level 2 June 17 Final review

- 1001-Level 2 June 19 Final written exam
- June 24 team building drill

2. Fire Department Operations

- Meeting - Fire Advisory, Co-operators insurance, Communications Group, Alta Gas, Ackland Grainger, Whole sale Fire and Rescue, Guillevin International
- Fire Inspection/Plans review - Fire & Building code interpretation and requirement inquiries, Big Valley Street dance authorization, Big Valley School
- Fire Prevention - June 15 Stettler Dodge Safety Day event
- Payroll software error
- Stettler Steel Wheel Parade
- Review MFR protocols regarding Opioid and mixed overdose procedures
- Assign pagers and fobs for new recruits
- Sent for repair 3 Scott Air packs and 1 Positive pressure Bat fan
- CVIP and service Engine 12 & 13
- Review and approve annual Fireworks permits for Canada Day celebration
- Repair Tender 35 foam manifold drain valve
- Tender 15 is out of service at RMP for tank repair from minor accident (will be insurance claim)
- Working on Fire Investigation report regarding fatal fire/explosion in County of Stettler
- Working on replacement maps for all fire apparatus (on going)

3. Regional Fire Department Incident Summary

Total calls 19 - 2 motor vehicle incidents, 5 alarm calls, 5 medical first response, 6 wildland fires, 1 Vehicle fire.



Greg Switenky
CAO

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

Net Balance at End of Previous Month	\$	5,689,002.52
ADD: General Receipts (summarized below)		1,266,610.75
Interest Earned (Prime 3.95% less 1.65% = 2.30%)		11,643.50
Investments Matured		-
SUBTOTAL		6,967,256.77
LESS: General Disbursements		895,021.60
Payroll		290,085.13
Investments		-
Debenture Payments		-
Returned Cheques		17,631.19
Bank Charges		1,120.52
SUBTOTAL		1,203,858.44
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	5,763,398.33
Balance at End of Month - Bank		5,864,086.84
ADD: Outstanding Deposits		3,632.64
LESS: Outstanding Cheques		104,321.15
		104,321.15
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	5,763,398.33
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	\$	7,763,398.33

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2ND DAY OF JUL 2019

MAYOR

ASSISTANT CAO

GENERAL RECEIPTS SUMMARY		
Tax	AR	593,999
Utility	AR	260,654
BOT	Salary Repay	22,907
Hiway 12/21	Water	27,176
Alta Gas	Franchise	69,096
ATCO	Franchise	51,366
WCB	PIR	12,487
Library	Salary Repay	13,060
Skate Park	Skate Park Donation	62,900
AB Health Serv	AE Kennedy Rental	16,265
Other		136,701
	Total	1,266,611

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73787
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																														
Acklands - Grainger Inc.	73787	2019-06-21	\$1,143.42																														
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Pool & SRC Janitor Supplies</td> <td>9183006155</td> <td>\$866.31</td> </tr> <tr> <td>Pool Safety Supplies</td> <td>9168579127</td> <td>\$277.11</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Pool & SRC Janitor Supplies	9183006155	\$866.31	Pool Safety Supplies	9168579127	\$277.11																					
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Alberta Land Titles	73788	2019-06-21	\$90.00																														
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Bagshaw Electric Ltd.	73789	2019-06-21	\$5,608.57																														
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Bemoco Land Surveying Ltd.	73790	2019-06-21	\$2,993.24																														
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WTP Water Analysis Biannual	IC1908996	\$144.11																															
County of Stettler	73792	2019-06-21	\$2,460.00																														
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Emergency Response 19-043</td> <td>IVC030829</td> <td>\$2,460.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Emergency Response 19-043	IVC030829	\$2,460.00																								
Invoice Description	Invoice Number	Invoice Amount																															
Emergency Response 19-043	IVC030829	\$2,460.00																															
Coutu, Nathan	73793	2019-06-21	\$2,890.00																														
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Wtr Trns - Reimburse landowner</td> <td>2019.06.12</td> <td>\$2,890.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Wtr Trns - Reimburse landowner	2019.06.12	\$2,890.00																								
Invoice Description	Invoice Number	Invoice Amount																															
Wtr Trns - Reimburse landowner	2019.06.12	\$2,890.00																															
Echoglen Gardens	73794	2019-06-21	\$2,129.40																														
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>HBC Comm Orchard Plants</td> <td>6409</td> <td>\$1,447.95</td> </tr> <tr> <td>Parks Flowers</td> <td>6412</td> <td>\$681.45</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	HBC Comm Orchard Plants	6409	\$1,447.95	Parks Flowers	6412	\$681.45																					
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HBC Comm Orchard Plants	6409	\$1,447.95																															
Parks Flowers	6412	\$681.45																															

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Government of Alberta Prov Ass	73795	2019-06-21	\$936.76
Invoice Description	Invoice Number	Invoice Amount	
DIP Requisition	0298-2019	\$936.76	
Hansel's Excavating Ltd.	73796	2019-06-21	\$2,365.13
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns & Wtr Trsf Stn Hired	7029	\$2,365.13	
Heartland Youth Centre	73797	2019-06-21	\$50,944.85
Invoice Description	Invoice Number	Invoice Amount	
Admin 2019 HYC Auction Proceed	2019	\$50,944.85	
Lee, Jeff	73798	2019-06-21	\$1,500.00
Invoice Description	Invoice Number	Invoice Amount	
July 1st Park Entertainment	2019	\$1,500.00	
Practica Ltd.	73799	2019-06-21	\$472.50
Invoice Description	Invoice Number	Invoice Amount	
Park Dog Waste Bags	40377	\$472.50	
Pumps & Pressure	73800	2019-06-21	\$154.46
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 20L Pail Truck Wash	IN689057	\$154.46	
Purolator Courier Ltd.	73801	2019-06-21	\$725.30
Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt/Sidewalks/WTP/Wtr Trn	441465201	\$725.30	
Savage Properties Ltd.	73802	2019-06-21	\$210.00
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal - Reimburse for	2019.06.12	\$210.00	
Schwartz Home Building Centre	73803	2019-06-21	\$908.29
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Training Materials	719504	\$120.65	
Fire Joint Training Materials	723917	\$66.61	
Fire Joint Training Materials	724785	\$47.16	
Trans Shop Table repair materi	723121	\$220.72	
Trans sign materials	724057	\$64.38	
Trans Paint Brushes	723295	\$23.85	
Trans Painting Materials	723432	\$135.62	
Eng Admin Survey Materials	725076	\$44.08	
Ball Diamond Bench Materials	723042	\$185.22	
Shirley McClellan Regional Wat	73804	2019-06-21	\$10,480.82
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wtr Trsf Stn Jan/Feb/Mar Utili	SMRWSC-000944		\$10,480.82
Stettler Flooring	73805	2019-06-21	\$19,004.81
Invoice Description	Invoice Number	Invoice Amount	
Shop Table repair materials	63248	\$219.35	
SRC Paint & Painting Materials	63143	\$436.21	
SRC Painting Materials	63286	\$80.10	
Parks field marking paint	63228	\$2,142.00	
Comm Hall Supply & Install	63277	\$15,303.75	
Comm Hall Painting Materials	63336	\$71.34	
Comm Hall Hardwood Floor Mater	63372	\$25.19	
Comm Hall Hardwood Floor Mater	63428	\$726.87	
Stettler Vet Clinic	73806	2019-06-21	\$178.94
Invoice Description	Invoice Number	Invoice Amount	
Shop cat yearly maintenance	765183	\$178.94	
Stingray Radio Inc.	73807	2019-06-21	\$651.00
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept May Advertising	301847-5	\$546.00	
HBC Walk N Roll Advertising	324545-1	\$105.00	
Tomko Sports Systems Alberta	73808	2019-06-21	\$1,525.01
Invoice Description	Invoice Number	Invoice Amount	
Ball Diamond Maintance Materia	19135	\$1,525.01	
Town of Stettler - Petty Cash	73809	2019-06-21	\$100.20
Invoice Description	Invoice Number	Invoice Amount	
Office Lotto Tickets/Corp Sear	2019.06.17	\$100.20	
Valley Green Landscaping	73810	2019-06-21	\$5,302.50
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns Repair Backyard water	02661	\$4,042.50	
Pathways landscaping adjacent	2140	\$1,260.00	
Vereburn Supply Ltd.	73811	2019-06-21	\$1,488.27
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Medical Supplies	10130	\$41.98	
Fire Joint Medical Supplies	10156	\$52.48	
Fire Joint Medical Supplies	12685	\$1,377.53	
Fire Joint Medical Supplies	12831	\$16.28	
VWR International Co.	73812	2019-06-21	\$64.07
Invoice Description	Invoice Number	Invoice Amount	
WTP Lab Equipment	8653227351	\$64.07	
Walker, Timothy	73813	2019-06-21	\$2,181.65
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Training Expenses	2019.06.18	\$1,211.87	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire Joint Training Expenses		2019.06.18.	\$969.78
	Total Cheques		----- \$116,653.30 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73814
Cheque Date	First	Last		73823

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Cal-Trac Contracting Ltd.	73814	2019-06-28	\$157.50

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Hired Truck & Trailer	303574	\$157.50	

Cowan, Frances	73815	2019-06-28	\$613.46

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Sewer Reimburse Plumbing Costs	2019.06.21	\$613.46	

GP Concrete Services	73816	2019-06-28	\$19,740.00

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
SRC/Cemetery/Comm Hall Concret	023	\$19,740.00	

Praxair Distribution	73817	2019-06-28	\$1,225.66

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Pool Facility Chemicals	89932360	\$877.43	
Pool Facility Tank Rental	90091208	\$348.23	

Receiver General for Canada	73818	2019-06-28	\$62,989.01

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Town Tax Remittance	PP13-19	\$48,317.92	
Town Tax Remittance	PP13-19.	\$12,472.21	
BOT Tax Remittance	PP13-19.BOT	\$1,729.00	
SVWS Tax Remittance	PP13-19.SVWS	\$469.88	

Receiver General for Canada	73819	2019-06-28	\$817.42

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Town Tax Remittance	PP13-19	\$817.42	

RH Construction Services Inc.	73820	2019-06-28	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Water Refund Cr Bal UT AC	2019.06.24	\$100.00	

Shuckburg, Kevn	73821	2019-06-28	\$102.90

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Wtr Trns Reimburse for Plumber	2019.05.07	\$102.90	

Uplift Equipment Ltd.	73822	2019-06-28	\$399.42

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
SRC Lift Inspection	194730	\$399.42	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Valley Green Landscaping	73823	2019-06-28	\$2,257.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns re-instate yard-water	02678	\$1,575.00	
Wtr Trans re-instate backparki	02679	\$682.50	
Total Cheques		----- \$88,402.87 =====	

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-06-25	2019-06-25		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
===== Action Plumbing & Excavating	EFT0001414	2019-06-25	\$30,847.74
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Water Trans Lift Station B rep	W31614	\$483.46
	Comm Hall Kitchen sink repair	I023374	\$11.74
	Comm Hall Kitchen sink repair	I023373	\$13.97
	Park Spray park water heater	W31655	\$183.79
	Park Spray Park Aerator Conces	I023371	\$19.78
	Comm Hall Phase 1 of HVAC	J000958	\$30,135.00
===== Bhimani, Akbar	EFT0001415	2019-06-25	\$52.05
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Sewer Sampling Materials	2019.06.18	\$52.05
===== Bounty Onsite Inc.	EFT0001416	2019-06-25	\$4,070.47
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Shop Cleaning Supplies	001-083269	\$360.39
	Trans Paint	001-082787	\$175.89
	Trans Blac spray paint	001-082880	\$18.45
	Trans Orange spray paint	001-082700	\$47.57
	Trans White spray Paint	001-083184	\$25.26
	Water Flashlight Batteries/PPE	001-082584	\$272.75
	Water Locator marking paint	001-082852	\$187.58
	Water Locator marking paint	001-082966	\$31.55
	Water Locator marking paint	001-083172	\$64.11
	Water Locator marking paint	001-083643	\$47.57
	Water Locator marking paint	001-083720	\$78.66
	Water Locator marking paint	001-083756	\$15.68
	Water PPE for sewer flushing	001-083061	\$177.56
	SRC Janitor Supplies	001-082492	\$388.99
	SRC Janitor Supplies	001-082571	\$20.86
	SRC Janitor Supplie	001-082766	\$649.03
	SRC Janitor Supplies	001-083260	\$405.90
	SRC Janitor Supplies	001-083661	\$342.11
	SRC Dust Masks	001-082560	\$14.12
	SRC Dust Masks	001-082703	\$14.12
	Comm Hall HVAC Filters	001-083394	\$125.48
	Spray Park Batteries	001-083444	\$12.93
	Park Ball Diamond Tools	001-082833	\$7.35
	Parks Safety Supplies	001-082613	\$16.60
	Parks Safety Supplies	001-082698	\$73.60
	Parks Safety Supplies	001-082699	\$54.62
	Parks Sunscreen & Bug spray	001-083734	\$243.88
	Parks Lions Janitor Supplies	001-082832	\$65.25
	Parks Lions Furnance Filters	001-083005	\$82.99
	Parks West Stettler Gate Lock	001-082683	\$49.62
===== Brenda's Country Catering	EFT0001417	2019-06-25	\$637.13
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Administration Lunch	3254	\$413.44
	Fire Joint Advisory Meeting Lu	3240	\$223.69

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Burmac Mechanical 2000	EFT0001418	2019-06-25	\$5,166.37
=====			
Invoice Description		Invoice Number	Invoice Amount

Water Replace portion of Town	B44967		\$1,361.51
Water Temp Water Materials	94037		\$142.07
Water Curbstop Extension mater	94205		\$60.15
Water Sewer pipe glue	94050		\$4.87
Water 4" sewer pipe fittings	94116		\$93.92
WTP MCC Ventilation Capital	B44424		\$3,503.85
=====			
Canadian Tire #671	EFT0001419	2019-06-25	\$582.42
=====			
Invoice Description		Invoice Number	Invoice Amount

Cemetery 2 - Solar cap lights	3749		\$94.46
HBC Pro Mix	3752		\$419.74
SRC Torque Bit set	3740		\$41.98
Parks Water Can	3751		\$26.24
=====			
Chapman Riebeek	EFT0001420	2019-06-25	\$2,801.10
=====			
Invoice Description		Invoice Number	Invoice Amount

Bylaw May Legal Services	2019.06.07		\$2,801.10
=====			
Cheri's Ultimate Cleaning Serv	EFT0001421	2019-06-25	\$1,006.42
=====			
Invoice Description		Invoice Number	Invoice Amount

Fire Joint Jan to May Janitor	859481		\$1,006.42
=====			
Clearview Public Schools	EFT0001422	2019-06-25	\$3,092.26
=====			
Invoice Description		Invoice Number	Invoice Amount

Office Joint May Expenses	5902		\$3,092.26
=====			
Commercial Aquatic Supplies	EFT0001423	2019-06-25	\$5,208.82
=====			
Invoice Description		Invoice Number	Invoice Amount

Pool Facility F-300 Flow Meter	152143		\$400.68
Pool Facility Lift & Anchor Ki	153948		\$5,558.25
=====			
Dean's Machine Inc.	EFT0001424	2019-06-25	\$105.00
=====			
Invoice Description		Invoice Number	Invoice Amount

WTP Pump repair	42355		\$52.50
WTP Machine PVC Parts	42316		\$52.50
=====			
East Central Alberta Catholic	EFT0001425	2019-06-25	\$44,257.02
=====			
Invoice Description		Invoice Number	Invoice Amount

Separate School 2nd Qtr Requis	8245-2		\$44,257.02
=====			
Hach Sales & Service Ltd.	EFT0001426	2019-06-25	\$2,453.77
=====			
Invoice Description		Invoice Number	Invoice Amount

WTP Lab Supplies & Freight	195824		\$2,453.77

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																																																												
Heartland Auto Supply	EFT0001427	2019-06-25	\$1,716.65																																																												
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr><td>Fire Joint Janitor Supplies</td><td>001-416395</td><td>\$77.90</td></tr> <tr><td>Fire Joint Masterlock</td><td>001-417898</td><td>\$103.87</td></tr> <tr><td>Shop Supplies & Tools</td><td>001-414922</td><td>\$513.61</td></tr> <tr><td>Trans DEF Fluid</td><td>001-416732</td><td>\$77.30</td></tr> <tr><td>Trans Light Bulbs unit #32</td><td>001-415333</td><td>\$28.83</td></tr> <tr><td>Trans Gear lube & gaskets #174</td><td>001-416499</td><td>\$47.64</td></tr> <tr><td>Trans 3M ReflectiveTape</td><td>001-415881</td><td>\$236.25</td></tr> <tr><td>Signs Sign Materials</td><td>001-416639</td><td>\$40.73</td></tr> <tr><td>WTP Heater hose Gen Set</td><td>001-415465</td><td>\$36.69</td></tr> <tr><td>Water Vinyl Protectant</td><td>001-415627</td><td>\$14.80</td></tr> <tr><td>Water Thermostat unit #173</td><td>001-415247</td><td>\$19.13</td></tr> <tr><td>Water Gaskets & bolts unit #13</td><td>001-417782</td><td>\$76.24</td></tr> <tr><td>SRC Master cylinder unit #68</td><td>001-417151</td><td>\$108.65</td></tr> <tr><td>Parks Rear Shocks unit #83</td><td>001-414945</td><td>\$219.64</td></tr> <tr><td>Parks Trailer breakway #94</td><td>001-415349</td><td>\$12.31</td></tr> <tr><td>Parks Grease line & fittings#9</td><td>001-416008</td><td>\$8.33</td></tr> <tr><td>Parks Spark Plug unit #142</td><td>001-416297</td><td>\$2.98</td></tr> <tr><td>Parks Safety Supplies</td><td>001-414960</td><td>\$56.53</td></tr> <tr><td>Parks Safety Supplies</td><td>001-415025</td><td>\$35.22</td></tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire Joint Janitor Supplies	001-416395	\$77.90	Fire Joint Masterlock	001-417898	\$103.87	Shop Supplies & Tools	001-414922	\$513.61	Trans DEF Fluid	001-416732	\$77.30	Trans Light Bulbs unit #32	001-415333	\$28.83	Trans Gear lube & gaskets #174	001-416499	\$47.64	Trans 3M ReflectiveTape	001-415881	\$236.25	Signs Sign Materials	001-416639	\$40.73	WTP Heater hose Gen Set	001-415465	\$36.69	Water Vinyl Protectant	001-415627	\$14.80	Water Thermostat unit #173	001-415247	\$19.13	Water Gaskets & bolts unit #13	001-417782	\$76.24	SRC Master cylinder unit #68	001-417151	\$108.65	Parks Rear Shocks unit #83	001-414945	\$219.64	Parks Trailer breakway #94	001-415349	\$12.31	Parks Grease line & fittings#9	001-416008	\$8.33	Parks Spark Plug unit #142	001-416297	\$2.98	Parks Safety Supplies	001-414960	\$56.53	Parks Safety Supplies	001-415025	\$35.22
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Heartland Promotions Inc.	EFT0001428	2019-06-25	\$147.00																																																												
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Hi Way 9 Express Ltd.	EFT0001429	2019-06-25	\$279.33																																																												
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KaizenLAB Inc.	EFT0001430	2019-06-25	\$1,318.43																																																												
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Keiths Refrigeration	EFT0001431	2019-06-25	\$1,318.80																																																												
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Loomis Express	EFT0001432	2019-06-25	\$256.58																																																												
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Trans & WTP Freight	8390406	\$256.58																																																													
Municipal Property Consultants	EFT0001433	2019-06-25	\$10,808.44																																																												
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr><td>June Assessor & Camalot Fees</td><td>17120</td><td>\$10,808.44</td></tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	June Assessor & Camalot Fees	17120	\$10,808.44																																																						
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June Assessor & Camalot Fees	17120	\$10,808.44																																																													

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
OK Tire Stettler	EFT0001434	2019-06-25	\$238.36

Invoice Description	Invoice Number	Invoice Amount	
Shop Tire repair unit #48	IN052598	\$26.78	
Trans tire repair unit #86	IN052683	\$52.50	
Trans change tire unit #76	IN053020	\$136.50	
SRC Tire repair unit #68	IN053172	\$22.58	

Rural Municipalities of Albert	EFT0001435	2019-06-25	\$2,616.75

Invoice Description	Invoice Number	Invoice Amount	
Signs Yield & Stop signs	1121-50012324	\$777.21	
Water Trans pipes & fittings	3728385	\$1,839.54	

RMA Fuel Ltd.	EFT0001436	2019-06-25	\$18,023.16

Invoice Description	Invoice Number	Invoice Amount	
Parks/Trans/Water Diesel Marke	PF-7529-76571	\$5,076.21	
Parks/Trans/Water 15W40 Oil	PF-7543-76859	\$925.54	
Park 20 Grease Tubes	PF-7554-77005	\$115.79	
Parks/Trans/Water Diesel Marke	PF-7564-77055	\$2,639.81	
WTP 15W40 Oil	PF-7566-77073	\$50.80	
Misc Dept Fuel	PF-7530-76678	\$9,215.01	

Robbins, Melissa	EFT0001437	2019-06-25	\$225.00

Invoice Description	Invoice Number	Invoice Amount	
Eng Admin Mileage Edmonton Con	2019.06.14	\$225.00	

Rollies Vac Systems	EFT0001438	2019-06-25	\$672.00

Invoice Description	Invoice Number	Invoice Amount	
Landfill Pumpout	19527	\$336.00	
Comm Hall sump cleaning	19553	\$336.00	

Spray Lake Sawmills (1980) Ltd	EFT0001439	2019-06-25	\$5,704.13

Invoice Description	Invoice Number	Invoice Amount	
Park Premium Mulch	INV128028	\$5,704.13	

Stettler Dodge Ltd.	EFT0001440	2019-06-25	\$784.41

Invoice Description	Invoice Number	Invoice Amount	
Water Trans Air Bag switch #73	142136	\$72.78	
Water TRans Exhaust gasket#135	142391	\$276.65	
Water Trans Fan Module #135	142392	\$326.12	
Water Cut & program keys #135	444622	\$108.86	

Stettler Registry Services Ltd	EFT0001441	2019-06-25	\$157.50

Invoice Description	Invoice Number	Invoice Amount	
Admin Discharge	SR300000822	\$10.50	
Park/Roads/Water/SVWS Drivers	SR100004004	\$147.00	

Stettler Sales & Rentals Ltd.	EFT0001442	2019-06-25	\$276.52

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Hydrovac Metal for boom suppor	121799		\$94.66
Fitness Are Equip repair mater	121729		\$62.37
Comm Hall Jack Hammer Rental	121443		\$44.10
Comm Hall Hardwood floor mater	121502		\$75.39

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Whitten, Wanda	EFT0001443	2019-06-25	\$47.12
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Invoice Description	Invoice Number	Invoice Amount
Office 5 - USBs	2019.06.19	\$47.12

Total Cheques		\$144,870.75
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-07-02	2019-07-02		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0001444	2019-07-02	\$374.85

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan	PP13-19	\$374.85	

Bhimani, Akbar	EFT0001445	2019-07-02	\$47.76

Invoice Description	Invoice Number	Invoice Amount	
Water Trans Cupe Clothing Allo	2019.06.20	\$47.76	

Black Press Group Ltd.	EFT0001446	2019-07-02	\$1,871.88

Invoice Description	Invoice Number	Invoice Amount	
Public Relations/P&D/Trns/P&L	33700127	\$1,871.88	

Stettler Regional Board of Tra	EFT0001447	2019-07-02	\$220.00

Invoice Description	Invoice Number	Invoice Amount	
WCB - Safety Day Prize	1139	\$220.00	

Brownlee LLP	EFT0001448	2019-07-02	\$1,349.51

Invoice Description	Invoice Number	Invoice Amount	
Sewer Legal Services Lagoon Ae	482026	\$1,349.51	

Canadian Union of Public Emplo	EFT0001449	2019-07-02	\$880.00

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP13-19	\$880.00	

Lawlor, Gord	EFT0001450	2019-07-02	\$2,166.36

Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub FCM Quebec	2019.06.19	\$2,166.36	

Nolls, Sean	EFT0001451	2019-07-02	\$2,203.23

Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub FCM Quebec	2019.06.12	\$2,203.23	

Receiver General for Canada	EFT0001452	2019-07-02	\$179,256.00

Invoice Description	Invoice Number	Invoice Amount	
Municipal Policing 4th Qtr	7001001	\$179,256.00	

Rowles, Marty	EFT0001453	2019-07-02	\$115.40

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC Cupe Clothing Allowance		2019.06.17	\$115.40
Switenky, Greg	EFT0001454	2019-07-02	\$316.33
=====			
Invoice Description	Invoice Number	Invoice Amount	
Admin Trvl & Sub FCM Convent	2019.06.07	\$219.33	
Admin Trvl & Sub Leaders Caucu	2019.06.13	\$97.00	
Yost, Dustin & Maria Cristine	EFT0001455	2019-07-02	\$1,800.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall Jun 2019 Hall Janito	2019.06.01	\$1,800.00	

Total Cheques			\$190,601.32
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000180
Cheque Date	First	Last		ONL000184

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000180	2019-06-28	\$11,916.36

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Office Joint May Gas Bill	201905-3693	\$441.71
	Fire Joint May Gas Bill	201905-3687	\$381.15
	Town Shop May Gas Bill	201905-3694	\$238.93
	Airport May Gas Bill	201905-3686	\$124.72
	WTP May Gas Bill	201905-3689	\$3,594.75
	Water Trans May Gas Bill	201905-3684	\$138.11
	Sewer 1 May Gas Bill	201905-3685	\$117.95
	Sewer 2 May Gas Bill	201905-3692	\$70.61
	SRC & Pool May Gas Bill	201905-3691	\$6,233.70
	Comm Hall May Gas Bill	201905-3690	\$279.08
	Lions Park May Gas Bill	201905-3688	\$183.72
	Gear Up May Gas Bill	201905-3679	\$111.93
	-----	-----	-----
Corporate Payment Systems	ONL000181	2019-06-28	\$9,439.20
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	BOT Corp Visa	2019.06.05.BOT	\$600.89
	P & D Ec Dev Meal	2019.06.05.164	\$34.45
	Council Trvl & Sub/Admin Train	2019.06.05.221	\$1,310.09
	Fire Joint Training/Computer M	2019.06.05.292	\$410.09
	P&L Thank you gift	2019.06.05.312	\$25.00
	P&L Phone Case/Mower Tools	2019.06.05.343	\$494.57
	Shop Laundry Supplies/Register	2019.06.05.623	\$38.64
	Fire Joint Car Charger/Work Bo	2019.06.05.655	\$804.24
	Trans/Traffic Signals/Roads	2019.06.05.727	\$106.23
	Water Trans iphone/Asset Manag	2019.06.05.748	\$557.14
	Admin/Council Trvl & Sub	2019.06.05.758	\$423.63
	Admin Safety Prog/Pool Facilit	2019.06.05.762	\$2,011.12
	SRC Roof Repair Material	2019.06.05.764	\$479.81
	Fitness Area Janitor Supplies/	2019.06.05.768	\$173.82
	WTP Lab Supplies/Training	2019.06.05.832	\$1,165.10
	GIS Training/SVWS Internet	2019.06.05.854	\$787.43
	Fitness Area Custom Charges	2019.06.05.981	\$16.95
	-----	-----	-----
Enmax Energy Corporation	ONL000182	2019-06-28	\$71,499.03
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Misc Dept May Power Bill	19-2848902	\$71,499.03
	-----	-----	-----
Poulin's Professional Pest Con	ONL000183	2019-06-28	\$198.45
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	WTP Monthly Pest Control	1162601	\$198.45
	-----	-----	-----
Shaw Cable	ONL000184	2019-06-28	\$288.75
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	SRC Wifi July 15 to Aug 14	2019.06.15	\$288.75

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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	Total Cheques		\$93,341.79
			=====

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, JUNE 10, 2019 COMMENCING AT 10:07 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA.

PRESENT: Gord Lawlor, Town of Stettler Councillor
Wayne Nixon, County of Stettler Councillor (Vice Chairperson)
Roger Nichols, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Dwayne Grover, Village of Big Valley

Other: Linda Borg, Shift Supervisor
Yvette Cassidy, Chief Administrative Officer
Andrew Brysiuk, Director of Technology Services
Christa Cornelssen, Director of Finance
Teresa Walker, Accounting Technician
Marlene Hanson, Executive Assistant

ABSENT: Sean Nolls, Town of Stettler Councillor (Chairperson)
Paul McKay, Village of Donaldal
Dan Tuck, Village of Gadsby

CALL TO ORDER

The meeting was called to order at 10:07 a.m. on Monday, June 10, 2019 by Vice Chairperson Wayne Nixon.

AGENDA ADDITIONS AND APPROVAL

10.06.10.19 Moved by Roger Nichols
"that the June 10, 2019 Stettler District Ambulance Association Meeting agenda be approved as presented." Carried Unanimously

MINUTE APPROVAL

11.06.10.19 Moved by Gord Lawlor
"that the March 4, 2019 Stettler District Ambulance Association Meeting Minutes be approved as presented." Carried Unanimously

DELEGATION

Peggy Weinzierl, Gitzel & Company RE: Presentation of 2018 Audited Financial Statements:

Mrs. Weinzierl joined the meeting and presented the Stettler District Ambulance Association members with the audited financial statements for the year ending March 31, 2019.

12.06.10.19 Moved by Gord Lawlor
"that the Stettler District Ambulance Association Board enter into an in-camera session at 10:20 a.m. to discuss items referred to in the *Freedom of Information and Protection of Privacy Act* as:
Section 27: Privileged Information – Audited Financial Statements." Carried Unanimously

Yvette Cassidy, Andrew Brysiuk, Christa Cornelssen, Teresa Walker, Linda Borg and Marlene Hanson left the meeting.

13.06.10.19 Moved by Carl Cornelssen
"that the Stettler District Ambulance Association Board exit out of in-camera at 10:27 a.m." Carried Unanimously

Yvette Cassidy, Andrew Brysiuk, Christa Cornelssen, Teresa Walker, Linda Borg and Marlene Hanson rejoined the meeting.

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

Approval of the 2018 Audited Financial Statements:

- 14.06.10.19 Moved by Dwayne Grover**
"that the Stettler District Ambulance Association Board approve the March 31, 2019 Audited Financial Statements for the year ending March 31, 2019 as prepared and presented by Gitzel & Company Chartered Professional Accountants." Carried Unanimously

Appoint Auditor for 2019:

- 15.06.10.19 Moved by Gord Lawlor**
"that the Stettler District Ambulance Association Board appoint Gitzel & Company Chartered Professional Accountants as the Stettler District Ambulance Association's 2019-2020 Auditor." Carried Unanimously

Operational Policy 3.20 – Patient Concerns Resolution Process:

- 16.06.10.19 Moved by Roger Nichols**
"that the Stettler District Ambulance Association Board amend Stettler District Ambulance Association Policy and Procedure Manual's Operational Policy 3.20 – Patient Concerns Resolution Process, as presented." Carried Unanimously

Peggy Weinzierl and Christa Cornelssen left the meeting at 10:32 a.m.

Health and Safety Policy 5.6 – Alcohol and Drugs:

- 17.06.10.19 Moved by Carl Cornelssen**
"that the Stettler District Ambulance Association Board approve Stettler District Ambulance Association Policy and Procedure Manual's Health and Safety Policy 5.6 – Alcohol and Drugs, as presented." Carried Unanimously

Health and Safety Policy 5.7 – Alcohol and Drugs: Employee Procedures:

- 18.06.10.19 Moved by Dwayne Grover**
"that the Stettler District Ambulance Association Board approve Stettler District Ambulance Association Policy and Procedure Manual's Health and Safety Policy 5.7 – Alcohol and Drugs: Employee Procedures, as presented." Carried Unanimously

Christa Cornelssen rejoined the meeting at 10:43 a.m.

Operational Policy 3.10 – Inter-Facility Transfer:

It was requested that a push be made to have more non ambulance transfers. Linda Borg explained the system(s) in place and those that will be implemented in the near future.

- 19.06.10.19 Moved by Gord Lawlor**
"that the Stettler District Ambulance Association Board amend Stettler District Ambulance Association Policy and Procedure Manual's Operational Policy 3.10 – Inter-Facility Transfer, as presented." Carried Unanimously

Health and Safety Policy 5.3 – Fatigue Management:

- 20.06.10.19 Moved by Carl Cornelssen**
"that the Stettler District Ambulance Association Board amend Stettler District Ambulance Association Policy and Procedure Manual's Health and Safety Policy 5.3 – Fatigue Management, as presented." Carried Unanimously

Draft 2019-23 Strategic Plan:

- It was requested that the Board Members review and report any concerns or suggestions, especially regarding the Current Situations section, to Linda Borg.
- Gord Lawlor noted that they would work with Shawna Benson and report to Linda Borg following that.
- Hopefully, the document will be approved in the next quarter.

Accreditation: It was noted that this Board is different than most and that the Board Members can/do change at election time. Noted that the Board and Linda Borg need to meet prior to Accreditation to discuss items that are in place, etc.

21.06.10.19 Moved by Roger Nichols

“that the Stettler District Ambulance Association Board accept the Draft 2019-2023 Strategic Plan for information.” Carried Unanimously

REPORTS

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

22.06.10.19 Moved by Gord Lawlor

“that the Accounts Payable Cheque Register (cheque #4232; #4234 to #4237; #4239 to #4240; #4242 to #4269); Direct Debit – Visa for the period ended May 31, 2019; Accounts Payable - Bank Direct Debit for the period ended May 31, 2019; Bank Reconciliation for the period ended February 28 and March 29, 2019; and Year to Date Budget for period 2 (ending February 28, 2019), attached and forming part of these minutes, be approved as presented.”

Carried Unanimously

Manager's Report:

Negotiations:

Still in process. Negotiations Committee will meet, again, on June 17, 2019. SDAA Board discussed the desired length of the agreement and time and expenses involved in negotiations.

23.06.10.19 Moved by Dwayne Grover

“that the Stettler District Ambulance Association Manager's Report dated June 10, 2019 be received for information.” Carried Unanimously

Quarterly Newsletter:

24.06.10.19 Moved by Roger Nichols

“that the Quarterly Newsletter for June, 2019 be received for information.”

Carried Unanimously

NEXT MEETING

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, September 16, 2019 at 10:00 a.m.

ADJOURNMENT

25.06.10.19 Moved by Gord Lawlor

“that the Stettler District Ambulance Association Meeting adjourn at 11:30 a.m.” Carried Unanimously

Chairperson

Administrator

**MINUTES OF THE TOWN OF STETTLER REGIONAL EMERGENCY MANAGEMENT
ADVISORY MEETING HELD ON TUESDAY, JUNE 11, 2019 AT 1:33 P.M. IN THE COUNTY
OF STETTLER ADMINISTRATION BUILDING, STETTLER, ALBERTA**

PRESENT: Greg Switenky, CAO
Malcolm Fischer
Scott Pfeiffer
Al Campbell
Cheryl Barros
Gord Lawlor
Wayne Smith
Sean Nolls
Chad Jackson, Deputy Director of Emergency Management
Marlene Hanson, Recording Secretary

ABSENT: Lee Hardman, Director of Emergency Management
Clint Sime, Deputy Director of Emergency Management

CALL TO ORDER

The meeting was called to order at 1:33 p.m. Tuesday, June 11, 2019 by Chad Jackson.

Introductions were completed.

ADOPTION OF AGENDA

The June 11, 2019 agenda for the Town of Stettler Regional Emergency Management Advisory Meeting was approved, as presented.

NEW BUSINESS

Explanation of Meetings:

Chad Jackson explained the types of meetings that Emergency Management is regulated to hold being:

Agency Meeting:

A meeting for each Municipality involved, consisting of that Municipality's CAO, key stakeholders (Ambulance, Fire, Police, etc.) and Emergency Management Personnel.

Regional Agency Meetings:

A meeting for all participating Municipalities, consisting of all Municipality's staff members, stakeholders and Emergency Management Personnel.

Advisory Committee Meetings:

Individual meetings for each Municipality involved, consisting of the Municipality's appointed Emergency Management Council Members, Municipality CAO and Emergency Management Personnel.

Regional Advisory Committee Meetings:

Meetings of those Councillors appointed by each Municipality (with the number of appointments per Municipality determined through a Bylaw).

Emergency Response Plan (ERP) Review:

- One Emergency Response Plan (ERP) will be developed by the County of Stettler for all partnering Municipalities.
- The ERP will consist of flip tabs containing each Municipality's individual information – Bylaw, contacts, equipment, etc.

- A CEMP Training Meeting (identifying hazard assessment(s) that addresses risks/hazards), offered to every municipality, was held on April 16, 2019, noting that each municipality is required to identify their risks and hazards and approve bylaws. These items will become part of the Emergency Management Plan which will be updated on a continuous basis. (It was identified that for hazard assessments, Mark Dennis is the lead and will be submitting through Melissa, for the Town of Stettler)
- The CEMP program is on line and simple to update – updates need to be printed off and sent to Lee Hardman. A reminder to update will be sent out each year.
- Due to changes in the Emergency Management Act, all Municipalities need to complete a new bylaw and agreement. The County of Stettler will send out a template for the bylaw and agreement for the other Municipalities to adopt.
- Goal is to have an Emergency Management Plan completed by the end of the summer.

Training Schedule:

- AEMA has outlined that Basic and ICS 100 training is required for every municipal staff member – mandated by the *Emergency Management Act*. Basic and ICS 100 training was scheduled for May 7 and 8, 2019. Any employee that did not receive the training can take it online. In approximately 6 months, ICS 200 courses, which will be required by next year, will be offered. There is online classes if you are unable to attend the courses in person.
- Councillors can take these courses if desired, however, there is a course for Elected Officials which is scheduled for September 9 (25 people per course).
- All courses are free to attend.
- ICS 300 (2 days of training) is for all supervisors (6 months later).
- ICS 400 is an optional level and will be offered to all staff showing interest.
- Training never expires.
- Town of Stettler identified that a number of the shop employees have taken the Basic and ICS 100 courses online and that specialized course such as scribe, etc. are further courses that have been taken by some staff. Found that courses taken in person were easier to understand. Training is important to be able to assist other municipalities.
- County has huge responsibility taking this on for 1,500 people, and all staff need to be trained. Noted that Elizabeth has volunteered to take ICS 400 training, however, is also with the Fire Station, therefore, would be taken to perform fire duties. It was identified that Lee Hardman will train any staff wishing to take additional training.
- All Hazard Incident Management Team (AHIMT) - We are participating and have 7-8 staff that are training (7 days of training to receive the ICS 400 level) to be part of this team which assists with incidents in Alberta (There are central, southern and northern teams) – comprises of 70 members – teams will assist with other incidents upon request. Those trained can respond when requested and can seek assistance from the All Hazard Incident Management Team.
- All Municipalities have been recommended to train all staff at ICS 100 and ICS 200 level. Online training is available up to and including ICS 200.
- Lee Hardman has visited the Nevis Gas Plant and contacted other organizations regarding plans.
- As examples it was noted that: In a Nevis Gas Plant incident they would be the on scene command and we would be overwatching and available to assist. Train derail – we would run the scene (our EOC with a train representative person to assist) with another organization being on scene. Our Municipality has to take control, as it would involve ratepayers.
- Mock Disaster will be completed following training (by the end of this year) and a table top disaster (next year).

CAO Switenky identified that the Incident Command System (ICS) is different than the Emergency Operation Center (EOC). The Incident Command System is a standardized approach to the command, control, and coordination of emergency

response providing a common hierarchy within which responders from multiple agencies can be effective.

Agreement for Emergency Management/Emergency Management Bylaw:

- Bylaws and Agreements require updating, which was discussed during the April 16 CEMP training session.

Consultant:

- Have budgeted for a consultant (\$10-15,000) and received a grant. The consultant will develop the Plan from the information that we present.

CAO Switenky noted that there is no full time Emergency Management position. During the Emergency Management Advisory Meeting, it was very impressive that all staff, foreman, ambulance, fire, police, ATCO and EMCON attended the meeting as this type of interaction builds relationships and contacts for the future. Each agency has its own resources, which may be needed in the event of a disaster.

Agency Meeting Overview:

- One Agency Meeting left to hold (County of Stettler).

Emergency Management Notification:

At the moment there is no notification system. The on call person, initiates a call out system, notifying approximately 15 people, which is not feasible due to the time frames. Lee Hardman is looking for a system that dials out to all of those on call for that day. Suggested that a bulk text be sent (with a distinct ring tone) and if not responded from, then an individual phone call could be made. The Fire Department uses "I am responding" that notifies immediately by beeping and showing the incident. Log in may be an issue. Using Stettler Answering Services was suggested. Lee Hardman is investigating possible solutions (24 hour call system may work – per capita cost). Noted that key players should have their phones on at all times. Internal system – no costs; or another option.

Sirens were suggested for confined areas (would be up to individual area).

Suggested that the notification system may piggy back on existing technology. Town of Stettler may have a siren, however, it has not used for a number of years. Would need to notify the town residents prior to using. The siren is an option that is available.

Systems being used by other Municipalities are being considered, as well.

Alberta Alert System can/could issue a warning. Effective as long as no power outages.

EOC Roles – County/Town Staff:

- Emergency Operation Center (EOC) Roles – how to play out – all County – part County/Town. Roles may be assigned as staff arrive.
- All staff will be required to play a roll.
- At moment primary EOC staffing is County employees (2nd Town and 3rd County – take turns relieving) noting that if a member is not available the next person on the list will be called. Lee Hardman would be DEM and a Deputy DEM (Clint or Chad) would be in the EOC.

It was noted that main players may be assigned in the field, and that staff may need to take direction from another municipality's staff member.

Emergency Operation Center (ECO):

- The EOC is in Meeting Room 1&2, however, it has been suggested to move the main EOC for decision makers to Council Chambers due to screen and phone line availability, etc. Meeting Room 1&2 could host some debriefing departments (planning, communications, etc.).
- Fire Station at Donalda has been identified as the EOC back-up.
- Town of Stettler office does not have the generators required.

CAO Switenky noted that the Town of Stettler being the EOC back-up is a larger item than just the generators, as conductivity is an issue as well. They have been discussing the concerns and looking at how quickly they could have a generator in place.

Chad Jackson noted that the province does have radios available and can check on generator availability.

All Hazard Incident Management Team (AHIMT):

- We are part of the central team (established last year) consisting of 70-75 members. In the event of a disaster, we can request that the team comes to assist in the Emergency Operations Centre (EOC). We will also respond to disasters in other Municipalities if requested. There are 3 levels of training - 6 staff members (Lee, Chad, Clint, Quintin, Niki and Elizabeth) have completed block 2 training with level 3 training being offered in September.
- With present staff, we could operate an EOC for a maximum of 48 hours, then would need AHIMT to take over.

Regional Municipal Emergency Management Committee Members

The Regional Committee Meeting members consist of Council members being:

- 2 Councillors from both the Town and County
- 1 Councillor from each of the other participating Municipalities (Councillor cannot be the CAO)

Logo

At this moment the Emergency Management is using the County of Stettler Logo and need to develop a Logo that represents the entire group. Will distribute 3-5 logos to each municipality to vote on which one to adopt.

FCSS Letter RE: Resignation Letter:

- FCSS have resigned as being a community participant. Noted that they have limited staff members and cannot afford to release staff in order to train. They have been notified that online training is available.
- In a disaster FCSS could offer mental health assistance and assist with other items as they have people trained that can identify those in trouble. County of Stettler Councillor James Nibourg had identified that FCSS may still be able to coordinate and we need to have this commitment.
- The Committee was asked to hold for a month until County of Stettler FCSS Committee representative (James Nibourg) has had an opportunity to speak with FCSS to clarify the degree (role/support/funding) in which they could participate.

It was noted that in the past, FCSS has taken a leadership role on the registration (keeping track of people) side of the EOC and FCSS resigned from that role. FCSS are restricted by budgetary mandates. Need to ensure that this component is covered.

FCSS – have reported to Town Council and FCSS may have funds available through programs being a different title/umbrella but directed by the same individuals – they may be able to do something under this title. In an emergency case there may be external funding available. Noted they will not pay for regular hour employees but will

cover the overtime component. Therefore, no additional costs for permanent employees.

CAO Switenky identified that when called in the salaried employees would receive their normal pay. As per County of Stettler clarification, when an employee receives an annual salary, Emergency Management duties would fall under 'as other duties', however if on an hourly salary that person would be paid.

Secondary Communication Devices:

If communication systems are overloaded, how would we contact staff?

- We do have some radios.
- AEMA does have radios available.
- Suggested satellite phones.
- It was noted that the radio phones can get through overloaded systems.
- The Government will attend and to assist with radios.
- Option that when the Fire goes to AFRAX we may be able to run on their system.
- County Public Works radios, if they keep them, could be utilized. Half of the Public works vehicles have radios. Should these be kept in case of a disaster? This is being considered by the County. Have towers in various areas of the County.
- This item will be worked on.

CORRESPONDENCE (None)

INFORMATION ITEMS

Grant Funding:

Received \$5,000 grant from Alberta Management Agency. And have budgeted for a Consultant to assist with the new Emergency Response Plan.

AHIMT Block Training:

- 6 members of the County of Stettler are participating.
- Block 3 training in September

(AHIMT consists of 7 days of training. Those trained can respond when requested and can seek assistance from the All Hazard Incident Management Team.)

CEMP Training:

CEMP training was offered on April 16, 2019.

Emergency Management Training (Basic and ICS 100):

All staff should now be trained in the Basic and ICS 100 Emergency Management.

Other Discussion:

- Noted 'don't need a forest to create a disaster'.
- Not every emergency is a disaster.
- In depth knowledge will be received in September during the Councillor Training session.
- Noted the flow of communication is vital.
- Council would declared State of Emergency, then other duties as assigned. There is an information protocol.
- Noted main voice from Council to be the Mayor with Council working on decisions behind the scene.
- Media person does all of the information releases. (Noted that High Level has been updating approximately every 30 minutes and this is a good example – excellent job) (Slave Lake – also keeping the information out there and let all know what is going on.)
- Today's meeting is to introduce/inform Council of activities/actions that have taken place, before meeting for training in September, and for Council to realize the

importance of Emergency Management. Town Council will update their Emergency Management bylaw.

- It was noted that rules changed due to disasters and Emergency Management is to assist in preparing all to be better prepared for a disaster.

CAO Switenky thanked the County of Stettler for being the lead, and identified that all need to appreciate that the County has new staff members who are taking Emergency Management seriously and learning as they go.

Upon request Chad Jackson revisited the types of meeting that have/will be held.

CAO Switenky noted that during an emergency, there may be a team at the Town as well, in order to access files, etc.

Chamber of Commerce on June 25 is hosting a *Business Recovery and Resilience in the Case of a Disaster*, being 1 day course (noted this would identify actions to occur after a disaster).

In regard to financial losses suggested:

- Generators – should have a list of all available.
- Alerting/making businesses aware of recovering and/or how to save inventory
 - Sample was given identifying the importance of communication.
 - Stores need to understand the nature of their business and be aware of what they would need (noted that none of the large grocery stores/Walmarts have generators)

NEXT MEETING

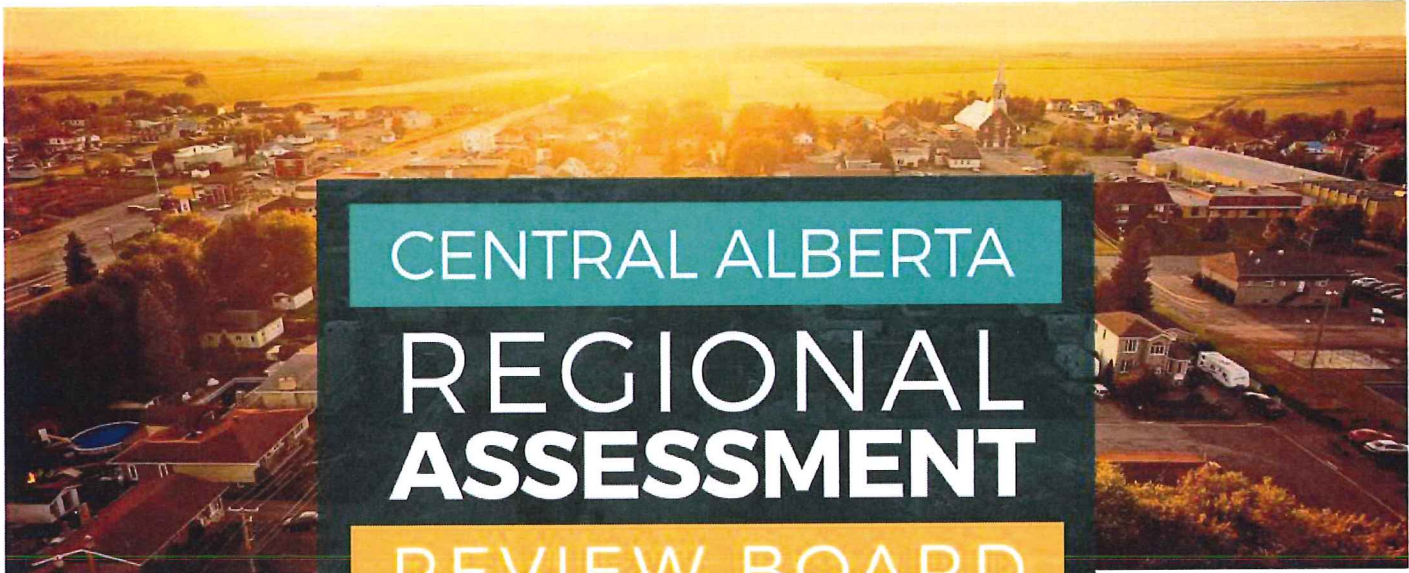
The next Meeting of the County of Stettler Regional Emergency Management Advisory will be held at the call of the Director of Emergency Management.

ADJOURNMENT

The County of Stettler Regional Emergency Management Advisory Meeting be adjourned at 2:45 p.m.

Director of Emergency Management
(Lee Hardman)

Deputy Director of Emergency
Management



June 2019

The adoption of the *Municipal Government Act* (MGA) amendments brought several important changes for Assessment Review Boards (ARBs). As part of our service, in February of 2018, each Partner Municipality was provided with the necessary amendments for its ARB establishing bylaw, an amendment to the Agreement, as well as an analysis and expected outcomes from the changes.

The most significant impacts of the changes were successfully mitigated with the early preparation of policies and procedures. And, while the interpretation and application of the MGA will continue to be challenged in ARB hearings and the Courts, we will continue to monitor and report on any significant case law.

Meanwhile, read on to learn about our accomplishments from 2018 operations and complaints, and how we are making 2019 better than ever. Have questions? We can be reached at regionalarb@reddeer.ca or 403.342.8132.

Sincerely,
Jackie (Appeals Coordinator)
& Lori (RARB Clerk)

DID YOU KNOW?

It is each Partner Municipality's responsibility to:

- ⇒ Ensure you have the current [Complaint Form](#) available for your ratepayers
- ⇒ Provide the RARB with your annual information which includes: filing fees payable, assessor contact information, estimated date of complaint deadline and copies of insurance certificates
- ⇒ Immediately forward a copy of all complaints, because the moment a complaint is received it is subject to specific legislative requirements
- ⇒ Set filing fees, collect fees at time of complaint filing and refund filing fees if the assessment has changed as a result of the complaint.
- ⇒ If a correction is made to an assessment and the complaint is withdrawn, the assessor must issue a new assessment notice and the Complainant may file a new complaint on it.
- ⇒ **NOTE:** Partner Municipalities do NOT need to have a provincially trained Clerk on staff. RARB service includes full Clerk service to meet legislative requirements and support the Board.

IMPACT OF MGA CHANGES

From an administrative standpoint, the changes with the most noticeable impact were s. 305 (1.1 – 1.2) - *Correction of Roll*, and s.454.1(2) & 454.2(2) - *Appointment of members to Local and Composite Boards*.



s. 305 (1.1) and (1.2) - Correction of Roll:

With the multiple changes to Part 9 of the MGA, this was understandably not high on the priority list for all assessors and Regional Clerks worked collaboratively with a few assessors to achieve compliance with this section.

If a correction is made to an assessment is under complaint, the assessor must issue a new Notice of Assessment. With this, the Complainant has a new right of complaint and the assessor must file a statement with the Board setting out the reasons for the correction; the correction made and the impact

it has on the amount of the assessment.

These requirements are the subject of much scrutiny. Regional Clerks consulted their counterparts in larger centers, assessors, and Legal Counsel to develop a best practice regarding the correction of a roll under complaint. After development and testing, a recommendation was made to the RARB, who endorsed the best practice as a policy. The final result is a fair and consistent approach which will help provide clarity with respect to s. 305 and the status of a complaints.

This policy is only one example of how the RARB works with Regional Clerks to develop consistent approaches to legislative gaps. The accumulation of policies and procedures is what guarantees for a high level of excellence and service from the RARB.

s. 454.1(2) & 454.2(2) - Appointment of members to Local and Composite Boards:

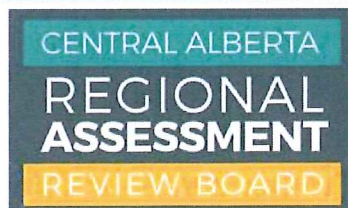
These sections provide that Council must designate a chair of the local assessment review board and the composite assessment review board and prescribe the term of office and the remuneration and expenses payable.

This is different from the Presiding Officer at a single hearing. The person designated under this section has responsibilities under s. 454.11 & 454.21 to convene individual panels to hear complaints.

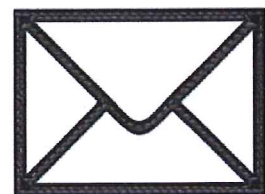
Partner Municipalities have, by bylaw, delegated the responsibility of designating a Chair to the Designated Officer.

The interpretation and application of these sections have been tried and, to minimize risk to the RARB, a bylaw amendment to clarify the appointments and the delegation of them is in the works.

Partner Municipalities will need to pass an amending bylaw and will need to be passed by each Partner Municipality.



**Further information will be coming via email and regular mail
no later than the beginning of July 2019.**



THE NO. 1 MOST FREQUENTLY ASKED QUESTION

Why do I have to pay the annual membership fee if no complaints are filed?

A fully trained Board and Clerk must be ready and able to act when a complaint is filed and there are costs associated with that. In addition to training, the membership fee pays for supplies (e.g. copies of legislation), some administrative services, networking on behalf of the region, and the ongoing review and development of policies and procedures to ensure consistency and excellence for all of our Partner Municipalities.

Each year, as per the agreement, the membership fee is reviewed and alternative funding models are considered. Experience tells us the number of complaints received in a municipality are not relative to its population and, most other models are difficult to budget for. The current model ensures all Partner Municipalities receive the same level of service regardless of their size or circumstance.

REGIONAL SERVICE MEANS MORE EXPERTISE!

- ⇒ The current Board Members have over 44 years of combined tribunal experience
- ⇒ Board Member appointments are staggered to allow succession planning
- ⇒ The RARB leverages the experience and diversity of its Board Members for the benefit of the parties by assembling complimentary panels
- ⇒ Decisions are made and drafted collaboratively, with the participation of all panel members

2019 BOARD MEMBERS	
NAME	RESIDES
Robert Schnell	Red Deer
Myron Chilibeck	Red Deer
Dennis Dey	Torrington
Maureen Chalack	Red Deer
Warren Kline	Innisfail
Al Knight	Lacombe
Al Gamble	Markerville
Linda McLevin	Red Deer
Velma Keeler	Rocky Mountain House

GET ON BOARD WITH BOARD MEMBER RECRUITMENT!

The Regional Board Review Committee is the body responsible for board member appointments. This is a group of 5 administrators (staff) from different Partner Municipalities. Each year, we issue a request for volunteers to spend a half day serving on this committee.

The RARB has access to the expertise of the Communications and Strategic Planning Department of The City of Red Deer to annually create and implement a thorough Board Member recruitment strategy. As part of the recruitment strategy, news releases and social media posts are developed, posters and flyers are printed, and newspaper advertising in around central Alberta is scheduled.

As a Partner Municipality you have access to digital versions of the campaign. Your municipal office is also provided with printed copies so you may encourage your ratepayers to submit board member applications.

Board member appointments occur in November or December. This allows Regional Clerks to be prepared to register new or returning Board Members for the required training when it is announced by the Province.

2018 COMPLAINTS FILED & HEARINGS HELD

LOCAL ARB			
	TOTAL COMPLAINTS	RURAL MUNICIPALITIES	URBAN MUNICIPALITIES
Filed	25	4	21
Withdrawn	10	2	8
Preliminary Hearing	0	0	0
Merit Hearing	15	2	13

COMPOSITE ARB			
	TOTAL COMPLAINTS	RURAL MUNICIPALITIES	URBAN MUNICIPALITIES
Filed	131	39	92
Withdrawn	115	36	79
Preliminary Hearing	3	0	3
Merit Hearing	13	0	13

2016-2018 OUTCOMES

	2016	2017	2018
Complaints Filed	880	117	156
Withdrawn No Change	826	84	45
Withdrawn to Correction	24	29	78
Hearings Held (incl. preliminary)			31
Rolls Confirmed (no change) by Board			14
Rolls Changed by Board			13

NOTES:

- ⇒ Complaints withdrawn no change and withdrawn to corrections were not tracked separately prior to 2018
- ⇒ Rolls confirmed and rolls changed were not tracked separately prior to 2018
- ⇒ Multiple complaints may be heard at one hearing

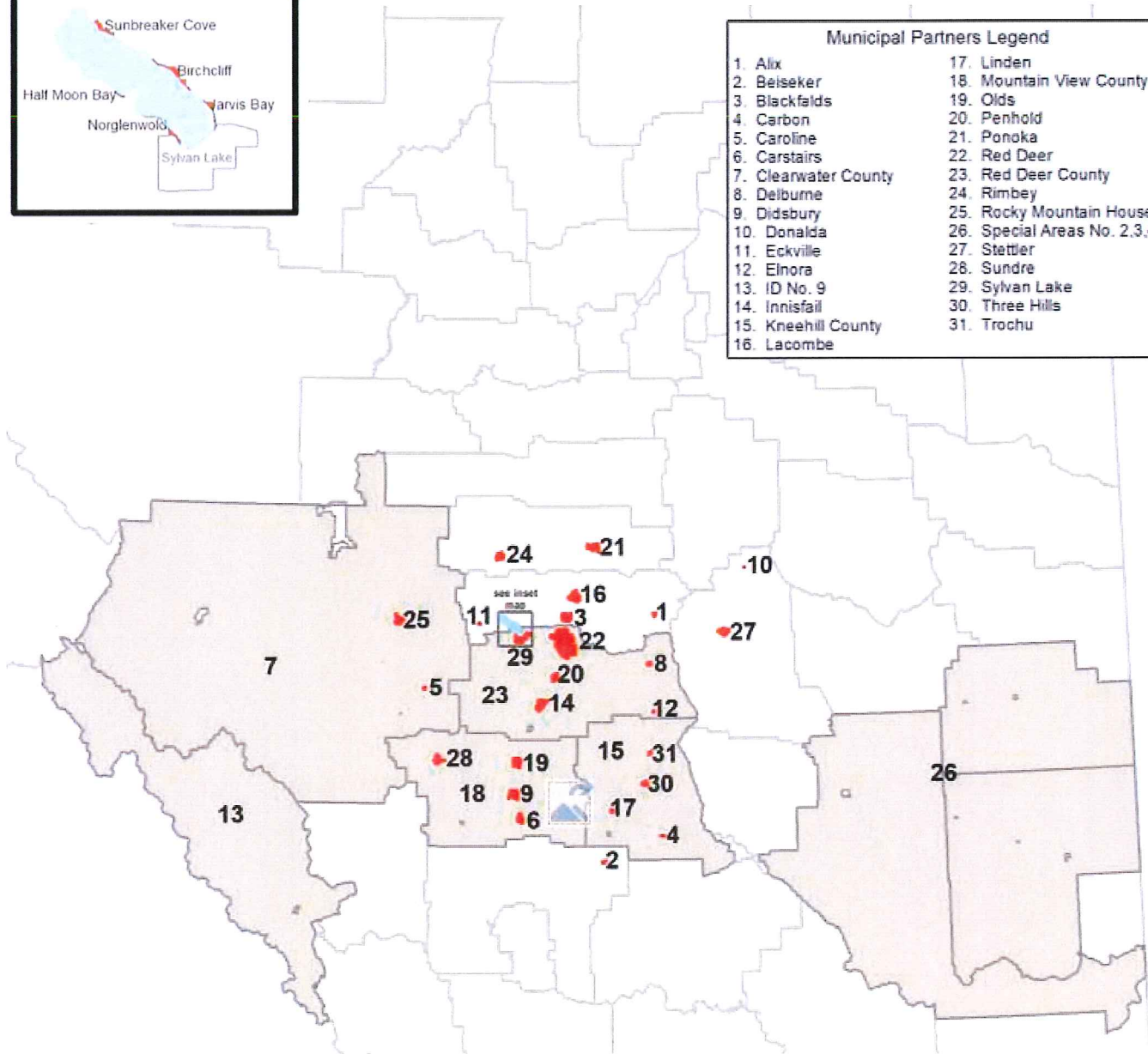
CENTRAL ALBERTA REGIONAL ASSESSEMENT REVIEW BOARD

PARTNER MUNICIPALITIES

Inset Map



1. Alix	17. Linden
2. Beiseker	18. Mountain View County
3. Blackfalds	19. Olds
4. Carbon	20. Penhold
5. Caroline	21. Ponoka
6. Carstairs	22. Red Deer
7. Clearwater County	23. Red Deer County
8. Delburne	24. Rimbey
9. Didsbury	25. Rocky Mountain House
10. Donalda	26. Special Areas No. 2,3,4
11. Eckville	27. Stettler
12. Elnora	28. Sundre
13. ID No. 9	29. Sylvan Lake
14. Innisfail	30. Three Hills
15. Kneehill County	31. Trochu
16. Lacombe	



June 14, 2019

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



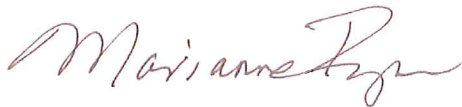
Dear Mr. Switenky:

As you may know, the Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*. It is our aim to promote fairness through education and awareness, and by fostering collaborative working relationships with local governments and the people affected by its decisions.

We have revised our printed media and we would like to keep you informed. The information may be of assistance to you and your staff in referring individuals to our office.

Enclosed are copies of our brochures and a poster. It would be appreciated if you would display these items in a public area to provide an awareness of our services. Should you require additional brochures or posters, please email us at info@ombudsman.ab.ca.

Sincerely,

A handwritten signature in red ink that reads "Marianne Ryan".

Marianne Ryan
Alberta Ombudsman

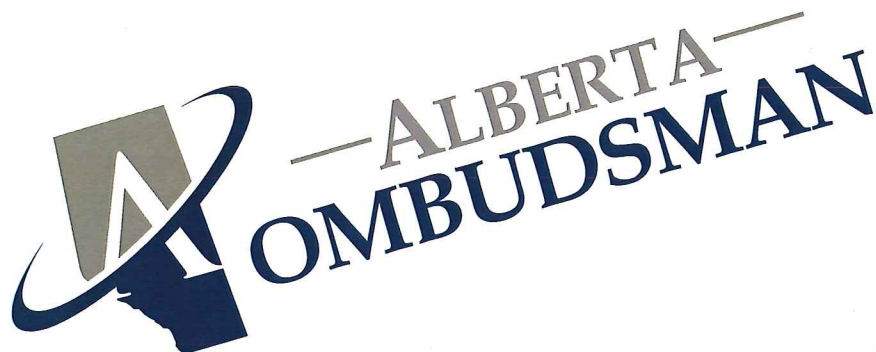
Note: Any materials prepared as a result of a complaint submitted to the Ombudsman, including the complaint itself, and any material produced by the Ombudsman, such as this letter, cannot be used in any other proceedings, including before a board or court. This applies whether you or the Ombudsman have possession of any of these materials.

ACH/lja
Enclosures

www.ombudsman.ab.ca

Calgary: 801 - 6 Avenue SW, Suite 2560 Calgary, AB T2P 3W2 | P: 403.297.6185 F: 403.297.5121
Edmonton: 9925 - 109 Street NW, Suite 700 Edmonton, AB T5K 2J8 | P: 780.427.2756 F: 780.427.2759
Toll free: 1.888.455.2756 | Email: info@ombudsman.ab.ca

We are here to help.



The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

■ ■ Your voice
of *fairness*.

Integrity. Respect. Accountability. Independence.

We can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

If you have a complaint about an administrative decision that you feel is unfair and you have exhausted all available avenues of review or appeal, contact us.

www.ombudsman.ab.ca

Email: info@ombudsman.ab.ca

Twitter: @AB_Ombudsman

Toll Free: 1.888.455.2756

Edmonton

9925 - 109 Street NW, Suite 700

Edmonton, Alberta T5K 2J8

Phone: 780.427.2756

Calgary

801 - 6 Avenue SW, Suite 2560

Calgary, Alberta T2P 3W2

Phone: 403.297.6185

Our Mission

The Alberta Ombudsman provides oversight to ensure fair treatment through independent investigations, recommendations and education for all Albertans.

Our Values

Integrity. Respect. Accountability. Independence.

We also value a working environment that embraces diversity, fosters personal and professional growth, collaboration and innovation.

Our Role

The Ombudsman:

- Is an independent Officer of the Legislative Assembly
- Does not report to any Minister, Executive Council or other individual
- Provides impartial and objective, third-party oversight
- Makes recommendations to improve decisions and/or decision-making processes



Get in Touch

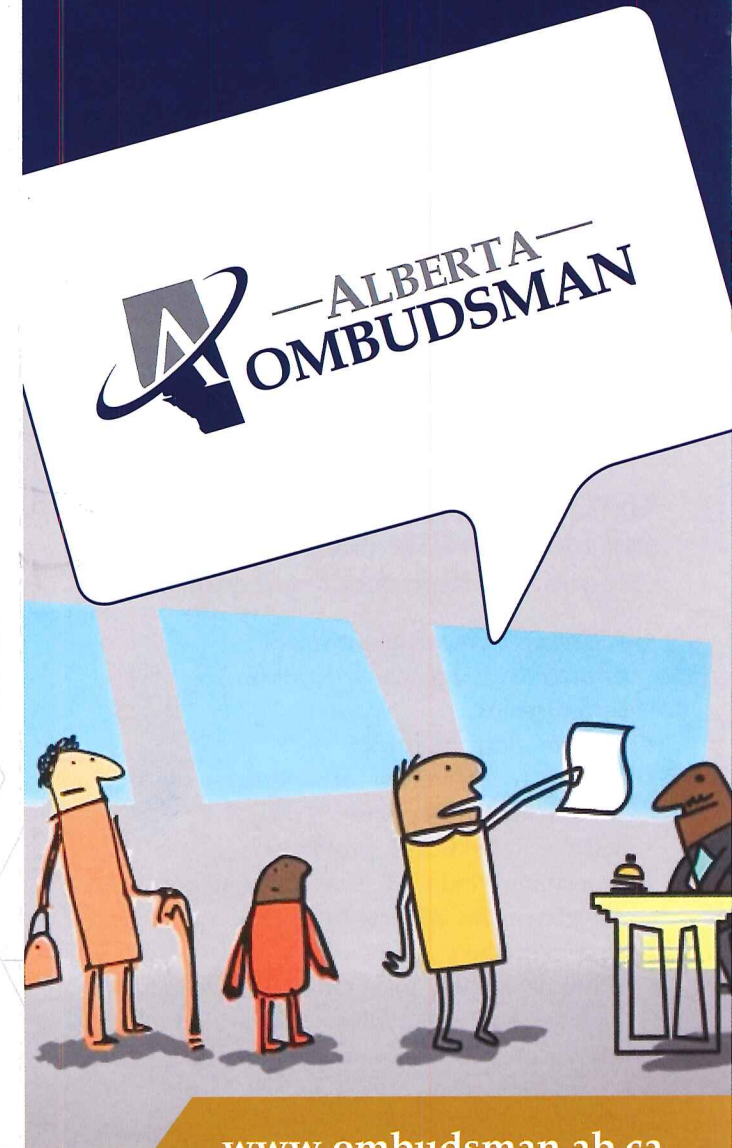
Edmonton Office:

9925 - 109 Street NW, Suite 700
Edmonton, Alberta T5K 2J8
Phone: 780.427.2756
Fax: 780.427.2759

Calgary Office:

801 - 6 Avenue SW, Suite 2560
Calgary, Alberta T2P 3W2
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Fax: 403.297.5121

Toll free: 1.888.455.2756
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Website: www.ombudsman.ab.ca
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www.ombudsman.ab.ca

**Your voice
of fairness.**

The Alberta Ombudsman is the office of last resort. If you have completed all available appeals and exhausted all available reviews, you may register a complaint with our office.

www.ombudsman.ab.ca

Our Jurisdiction

The Ombudsman can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

The Ombudsman cannot investigate:

- Decisions made by the Federal government
- Members of the Legislative Assembly
- Federal or municipal police forces
- Decisions made by universities or schools
- Decisions made by the courts
- Private businesses or private matters

Making a Complaint

HERE'S HOW

- 1 Complete our online complaint form at www.ombudsman.ab.ca or submit your complaint in writing should you not have access to the internet
- 2 Provide specific information about your complaint, your name and contact information (address, telephone number, email, etc.)
- 3 Identify in your complaint the name of the department, agency or organization you are complaining about; include names and titles of the individuals you have dealt with
- 4 Explain what you have done to resolve the problem and why you feel you were treated unfairly
- 5 Describe the result or outcome that you seek
- 6 Provide a copy of the final decision or latest correspondence you received to help us understand your complaint

Complaint Received

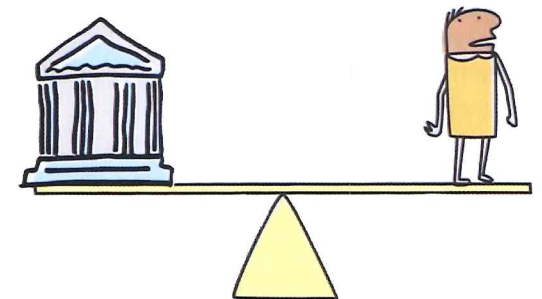
Once the complaint has been received, the Ombudsman will review the information and determine if an investigation is warranted.

If your complaint is accepted, we will:

- Contact you and discuss your complaint
- Contact the department, agency, or designated professional organization and provide them an opportunity to respond
- Advise of the outcome of any investigation to the appropriate department, agency, or designated professional organization involved and
- Provide you with a letter explaining the final outcome of our investigation

The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

If you are unsure if your complaint falls within the Ombudsman's jurisdiction, please contact us for further information. The Ombudsman is open, approachable and responsive to questions and concerns of Albertans seeking our assistance.





What do you think about the federal government's proposed ban on some single-use plastics?

June 19, 2019

Prime Minister Justin Trudeau announced on June 10, 2019, that the [federal government plans to ban single-use plastics](#), which could include single-use shopping bags, plates, stir sticks, straws, and cutlery as early as 2021. A comprehensive list of banned items is yet to be released. Furthermore, the federal government will work with provinces and territories to introduce Extended Producer Responsibility standards and targets for companies that manufacture plastic products or sell items with plastic packaging, to become responsible for their plastic wastes.

Curious what Albertans think about this idea? Many Albertans have share their opinions on [Alberta@Noon](#) on June 11, 2019, even how to clean kitty litter without plastic bags.

AUMA is pleased to hear that the federal government is taking actions on single-use plastics and recognizing that [Canada needs Extended Producer Responsibility programs](#). Many Alberta municipalities already ban single-use plastics. For example, the Regional Municipality of Wood Buffalo enacted the [Single-Use Shopping Bag Bylaw](#) in 2010 and, more recently [the City of Wetaskiwin banned the use of single-use plastics](#) in the municipality.

Going forward, AUMA will continue to champion the need to have an EPR paper and packaging program in Alberta, which the province urgently needs. We will be working closely with the provincial and federal governments on developing the single-use plastics ban regulations and EPR standards. Municipalities want to be partners in developing these policies and the ban must be based on common sense. If you want to see Alberta Environment and Parks enact more recycling programs, you can do so by sending a letter to your Member of the Legislative Assembly. Here is a [template letter](#) that you can use.

[Back to news](#)

June 13, 2019

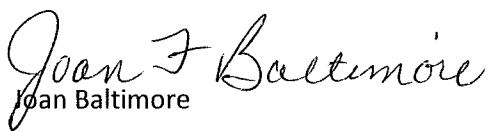
To Stettler Town Councillors

I wish to propose that the name of Veterans Way, which originally was Alberta Avenue, be returned to Alberta Avenue and Sharps Boulevard be renamed Veterans Way.

This may be sentimental on my part as my home as a child was on Alberta Avenue, however, I think it is more important to cover all those who sacrificed their lives, than to have the Sharpe Brothers only as a street name. I don't recall if there was any citizen input when Alberta Avenue was renamed.

Stettler has been my home all my life except a few years when I went to college and worked for the Princess Pats Canadian Light Infantry in Edmonton then moved to Calgary for a year.

I would appreciate your consideration of my request. Thank you!


Joan Baltimore

4106-61A Street

Stettler AB

P.S. I am very proud to be part of this town, and appreciate all you do.

June 17, 2019

Dear Resident:

The following is a reminder to all owners of annexed properties regarding changing tax rates. The Town of Stettler and County of Stettler No. 6 collaborated on an annex agreement in 2010; according to Appendix C of the County of Stettler No. 6 & Town of Stettler Annexation Agreement:

2. For the purposes of taxation in 2010 and in each subsequent year up to and including 2019, the annexed land and the assessable improvements to it

- (a) must be assessed by the Town of Stettler on the same basis as if they had remained in The County of Stettler No. 6, and
- (b) must be taxed by the Town of Stettler in respect of each assessment class that applies to the annexed land and the assessable improvements to it using
 - (i) the municipal tax rate established by the County of Stettler No. 6, or
 - (ii) the municipal tax rate established by the Town of Stettler,

whichever is lower.

As the ten (10) year period expires after 2019, your property will adhere to the Town of Stettler tax rate beginning in 2020. For the 2019 taxation year, the County of Stettler residential tax rate is \$4.4644 and the Town of Stettler residential tax rate is \$6.8065.

The Town of Stettler is currently reviewing the provisions of landfill, garbage and recycling services to your property, due to the fact that you do not receive Town water and sewer services.

For your information, all residential properties in the Town of Stettler receive and pay for municipal garbage and recycling services. Garbage pickup occurs on a weekly basis for a monthly fee of \$23.50, and recycling is collected on a bi-weekly basis for a monthly fee of \$6.50. Landfill and transfer station operational costs are included in the monthly utility charges; for example, the 2019 Stettler Waste Management Authority per capita cost of \$65 is included in the overall landfill costs.

If you have any questions or concerns, please contact the Town of Stettler Office at 403-742-8305.

