

Town of Stettler

COUNCIL MEETING

OCTOBER 15, 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, OCTOBER 15th, 2019
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of October 1st, 2019 5-10
 - (b) Business Arising from the October 1st, 2019 Council Minutes
 - (c) Minutes of the Committee of the Whole Meeting of October 8th, 2019 11-13
 - (d) Business Arising from the October 8th, 2019 Committee of the Whole Minutes
4. **Citizens Forum**
5. **Delegations**
 - (a) 6:50pm – Sgt. Phil Penny – Stettler RCMP – Detachment Commander
6. **Administration**
 - (a) C.O.W Recommendations – October 8th, 2019 14
 - (b) Parkland Regional Library – 2020 Budget Requisition 15-36
 - (c) Shallow Gas Tax Relief Initiative 37-41
 - (d) 2019 Revenue/Expense Statement – September 30, 2019 42-43
 - (e) 2019 Capital Budget Summary – September 30, 2019 44-46
 - (f) CAO Reports 47-51
 - (g) Meeting Dates
 - Tuesday, November 5 – Council – 6:30pm
 - Tuesday, November 12 – COW – 4:30pm
 - Tuesday, November 19 – Council – 6:30pm
 - Tuesday, December 3 – Council – 6:30pm
 - **Monday, December 9 – Regional Water Meeting – 1pm**
 - **Tuesday, December 10 – 2020 Interim Budget Meeting – 3pm**
 - Tuesday, December 10 – COW – 4:30pm
 - Tuesday, December 17 – Council – 6:30pm

- (h) Accounts Payable in the amount of \$648,823.65 52-66
(\$160,700.20 + \$224,470.95 + \$4,665.58 + \$1002.75 + \$60,000.00 +
\$152,373.32 + \$45,610.85)
- 7. **Council**
 - (a) Meeting Reports
- 8. **Minutes**
- 9. **Public Hearing**
- 10. **Bylaws**
- 11. **Correspondence**
 - (a) Honorable P. Panda – Minister of Infrastructure – ICIP 67-68
 - (b) Nate Horner, MLA – Drumheller/Stettler Municipal Roundtable Forum/Summit 69-71
 - (c) Farm Safety Centre – Safety Smarts Support 72
 - (d) Stettler Festival of Lights – November 26-28, 2019 73-75
 - (e) Stettler Hospital & Care Centre Renovations – Phase 1 Complete 76-77
 - (f) Canadian Badlands Tourism – Meeting Invitation 78
- 12. **Items Added**
- 13. **In-Camera Session**
 - (a) Golf Course Lease Renewal – Third Party Information – FOIP – Section 16
- 14. **Adjournment**

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, OCTOBER 1st, 2019 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor Sean Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Absent: Councillor M. Fischer

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

1/2. Agenda Additions/Approval:

Addition 5(c) It was noted that members of the Heartland Beautification Committee would be attending the meeting as an additional delegation at 7 p.m.

Motion 19:10:01 Moved by Councillor Pfeiffer to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held September 17th, 2019

Motion 19:10:02 Moved by Councillor Barros that the Minutes of the Regular Meeting of Council held on September 17th, 2019 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the September 17th, 2019 Minutes

None

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

5. Delegations: (a) Rebecca Seidel & Colleen Lindholm– Rural Health Professions Action Plan – 6:45 p.m.

Mayor S. Nolls welcomed R. Seidel and C. Lindholm to the meeting.

R. Seidel introduced the Rural Health Professions Action Plan (RhPAP) and stated that their mission is to transition from a rural physician support program to a rural allied health professionals and community development agency.

RhPAP strives to:

1. Create strategies to attract and retain health professionals.
2. Provide accommodations.
3. Continuing medical education and locum support.

4. Serve as your voice.

R. Seidel and C. Lindholm gave an overview of a study of Rural Alberta Communities' Success Strategies in Attracting and Retaining Health Care Professionals, including features such as work-life balance, community infrastructure, and community integration.

In addition to consulting services, RhPAP offers internet-based learning series, regional workshops, and face-to-face workshops.

Discussion ensued regarding community retention. The delegates suggested that communities should welcome health care professionals in their community by focusing on their personal interests and hobbies.

Mayor S. Nolls thanked R. Seidel and C. Lindholm for their presentation.

R. Seidel and C. Lindholm left the meeting at 7:07 p.m.

(b) Brenda Barritt – Stettler Learning Centre Information – 7 p.m

Mayor S. Nolls welcomed B. Barritt to the meeting at 7:07 p.m.

B. Barritt began by advising Council that in 2018, 390 individuals used the services offered by the Stettler Learning Centre. To date, that number has increased to 497 for 2019.

B. Barritt advised Council that through their partnership with Campus Alberta Central, Stettler Learning Centre is able to offer post-secondary programs through accredited institutions, making it possible for students to take advanced education in their own community.

Campus Alberta Central (CAC) is a joint venture between Olds College and Red Deer College that provides post-secondary learning opportunities in communities throughout Central Alberta. CAC works with community members and local employers to determine the programs most needed in the region. CAC programs include training in high demand fields such as trades and health care as well as a range of options in business and human services. The two-year Licensed Practical Nurse Course and Health Care Aide Program were noted as particularly valuable.

B. Barritt provided a brief overview of the specific CAC programs offered in Stettler.

Another core component of the Stettler Learning Centre is the Community Adult Learning Program. The Community Adult Learning Program provides:

- Learning Advising & Support
- Knowledgeable Referrals
- Adult Literacy & Foundational Learning
- English as a Second Language and Newcomer Story Program in partnership with Stettler Public Library.
- Workplace Readiness Programs
- General Education Diploma Prep and Training
- Post-Secondary Information

- Staff Training Courses for Business
- Family Early Literacy Programs
- Community Interest Programs

New and notable programs include the Essential Skills Program, which leads to attaining the GED, and Beginner Spanish, which filled with twenty participants within twelve hours.

In June 2020, the Community Adult Learning Program will be seeking a new location.

Motion 19:10:03

Moved by Councillor Campbell that the Town of Stettler Council reconfirm and approve financial assistance for the Stettler Learning Centre in the amount of \$3000.00 within the Town's 2020 Operating Budget.

MOTION CARRIED
Unanimous

Mayor S. Nolls thanked B. Barritt for her presentation.

B. Barritt left the meeting at 7:33 p.m.

(c) Heartland Beautification Committee - Communities in Bloom Update – 7:30 p.m.

Mayor S. Nolls welcomed R. Spencer, A. King, G. Fix and G. Scott to the meeting at 7:33 p.m.

R. Spencer informed Council that the Town of Stettler was the winner of the Communities in Bloom 2019 International Small Category. The Town was received a 5 Blooms – Silver rating and a special mention for "Heartfelt Collaboration" during the 2019 National/International Symposium and Awards Ceremony in Yarmouth, Nova Scotia. The following comments were received from judges Lorna McIlroy and Andrea Bocsi:

"Located in the geographical heart of Alberta, Stettler has incorporated the heart motif on logos and signage, in parks design and even into the office ceiling of the building that they share with Clearview Public Schools. A collaboration with the Badlands to the south shared the expense of gateway signage. Recognizing that HEART and EARTH are made up of the same letters, Stettler leads the way with environmental initiatives to recycle, reduce waste, re-use materials and protect the earth. With Stettler one thing is certain, their heart is in the right place!"

Mayor S. Nolls congratulated R. Spencer, A. King, G. Fix and G. Scott and acknowledged the contributions of the Heartland Beautification Committee and volunteers towards creating lasting and progressive community initiatives.

Mayor S. Nolls thanked R. Spencer for his presentation.

R. Spencer, A. King, G. Fix, and G. Scott left the meeting at 8:15 p.m.

(a) Meeting Dates

- Tuesday, October 8 – COW – 4:30pm
- Tuesday, October 15 – Organizational Meeting – 6:30pm
- Tuesday, October 15 – Council – Following Organizational Meeting
- Tuesday, November 5 – Council – 6:30pm
- Tuesday, November 12 – COW – 4:30pm
- Tuesday, November 19 – Council – 6:30pm
- Tuesday, December 3 – Council – 6:30pm
- Monday, December 9 – Regional Water Meeting – 1pm
- Tuesday, December 10 – 2020 Interim Budget Meeting – 3pm
- Tuesday, December 10 – COW – 4:30pm
- Tuesday, December 17 – Council – 6:30pm

(b) Accounts Payable in the amount of \$423,466.93

Motion 19:10:04

Moved by Councillor Barros that Accounts Payable in the amount of \$423,466.93 (\$25,034.92 + \$120,581.26 + \$150,478.58 + \$20,191.55 + \$95,994.49 + \$11,186.13) for the period ending October 1st, 2019 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

September 4 – Talk of the Town
September 5 – Spruce Meadows Event
September 6 – Signed cheques at Town Office
September 9 – Emergency Management Training
September 11 – Talk of the Town
September 13 – Signed cheques at Town Office
September 16 – Stettler District Ambulance Association Meeting
September 19 – County of Stettler Housing Authority Meeting
September 20 – Stettler Waste Management Authority Meeting
September 20 – Regional Fire Authority Meeting
September 20 – Stettler Recreation Track Reopening Ceremony
September 20 – Signed cheques at Town Office
September 23 – Town Vision speech at Home Church
September 24 – Met with Minister Panda at the Legislature
September 25-27 – AUMA Convention

(b) Councillor Barros

September 19 – Municipal Planning Commission Meeting
September 19 – Stettler Learning Centre Board Meeting
September 20 – Regional Fire Authority Meeting
September 20 – Taste of Stettler
September 25-27 - AUMA Convention

(c) Councillor Campbell

September 19 – Red Deer River Municipal Users Group Meeting
 September 20 – Red Deer River Watershed Alliance Meeting
 September 25-27 – AUMA Convention

(d) Councillor Fischer

Report to be presented at the next meeting.

(e) Councillor Lawlor

September 9 – Emergency Management Training
 September 10 – Board of Trade Meeting
 September 19 – Municipal Planning Commission Meeting
 September 23 – Parkland Regional Library Conference
 September 25-27 – AUMA Convention
 September 30 – Federal All Candidates Forum

(f) Councillor Pfeiffer

September 18 – Economic Development Committee Meeting
 September 18 – Stettler Awards Gala Nomination Meeting
 September 19 – Municipal Planning Commission Meeting
 September 20 – Stettler Recreation Track Reopening Ceremony
 September 25-27 – AUMA Convention

(g) Councillor Smith

September 19 – Municipal Planning Commission Meeting
 September 21 – Volunteered at IOODE Rummage Sale
 September 25-27 – AUMA Convention
 September 30 – Federal All Candidates Forum

Motion 19:10:05

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

MOTION CARRIED
 Unanimous

- | | |
|----------------------------|--|
| 8. <u>Minutes:</u> | (a) <u>None</u> |
| 9. <u>Public Hearing:</u> | (a) <u>None</u> |
| 10. <u>Bylaws:</u> | (a) <u>None</u> |
| 11. <u>Correspondence:</u> | (a) <u>Stettler Awards Gala – 2019 Business & Citizenship Recipients Announced</u> |

Motion 19:10:06

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the correspondence item (a) for information.

MOTION CARRIED
 Unanimous

- | | |
|-------------------------------|-----------------|
| 12. <u>Items Added:</u> | (a) <u>None</u> |
| 13. <u>In-Camera Session:</u> | (a) <u>None</u> |
| 14. <u>Adjournment:</u> | |

Motion 19:10:07

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

MOTION CARRIED
Unanimous at 8:37 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
October 8, 2019

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Absent: None.

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

1. Agenda Additions/Deletions - None

6(a) In Camera – Golf Course Renewal - Third Party Information – Section 16 – FOIP

2. Agenda Approval

Moved by Councillor Fischer that the agenda be approved as amended.

MOTION CARRIED
Unanimous

3. 4:30 – Kym Simon, Randy Martin & Ryan Balanecki - Red19 Entertainment – Big Acts in a Small Town

Mayor Nolls welcomed K. Simon, R. Martin, and R. Balanecki to the meeting.

Councillor Fischer declared a conflict of interest due to K. Simon being family-related. Councillor Fischer vacated his chair but viewed the presentation from the public seating area.

Red19 Entertainment is an artist and event management company that specializes in all areas of the entertainment industry. The delegates presented the “Big Acts in a Small Town” proposal to Council.

R. Martin stated that there are several benefits to municipalities that host “Big Acts,” including economic stimulus and growth, and attracting new residents by providing a recreational advantage. The delegates gave an overview of the potential partnership between Red19 Entertainment and a municipality, including the expectations from municipalities with costs, host responsibilities, and concert promoter responsibilities. The delegates concluded the presentation with a video that highlighted Red19 Entertainment's services.

Discussion regarding the presentation ensued.

Mayor Nolls thanked K. Simon, R. Martin, and R. Balanecki for their presentation.

The delegates left the meeting at 5:35 p.m.

Councillor Fischer returned to the meeting at 5:35 p.m.

4. 5:00 PM – Wendy Staal & Roxanne Strandquist – Stettler & District Music Festival Update

Mayor Nolls welcomed W. Staal and R. Strandquist to the meeting.

W. Staal provided an update on the Stettler & District Music Festival preceding their 2020 season.

The Stettler & District Music Festival is a nine-day festival that takes place annually in April. The festival has been operating for fifty-one years. The festival hosts between 250-600 participants aged 6 – 86 from within the Clearview region for competitive and non-competitive events. The festival is an opportunity for children and adults to showcase their talent and to support arts in the community.

Despite increasing operating costs, the Stettler & District Music Festival aims to avoid increasing rates to keep the event sustainable and admission attractive for everyone. In 2019, the Festival did well for profit, a portion of which was given back to the performers through scholarships and class awards. W. Staal and R. Strandquist requested that Council consider providing financial support to the Stettler & District Music Festival through the Community Arts Grant.

CAO Switenky advised that the culture funding portion of the Town budget has typically been used for capital acquisitions, not operating-related costs; however, that funding is at Council's discretion.

Councillor Fischer left the meeting at 6:08 p.m.

Mayor Nolls thanked W. Staal and R. Strandquist for their presentation.

W. Staal and R. Strandquist left the meeting at 6:10 p.m.

5. Discussion – Rural Health Professions Action Plan

CAO Switenky opened a forum for discussion following the presentation from the Rural Health Professions Action Plan at the October 1st Council Meeting.

Moved by Councillor Campbell that the Committee recommend to Council to allocate \$1500 towards Rural Health Professionals Attraction and Retention in the 2020 budget.

MOTION CARRIED
Unanimous

6. Additions

(a) In Camera – Golf Course Renewal - Third Party Information – Section 16 – FOIP

Moved by Councillor Barros that the Town of Stettler Council proceed into an In-Camera session with the CAO, Assistant CAO, Director of Planning & Development, and Manager of Recreation & Culture present.

MOTION CARRIED
Unanimous at 6:26 p.m.

Councillor Smith left the meeting at 6:43 p.m.

Councillor Barros left the meeting at 6:58 p.m.

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

MOTION CARRIED
Unanimous at 7:15 p.m.

7. Adjournment

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

MOTION CARRIED
Unanimous at 7:15 p.m.

Mayor

Assistant CAO

COMMITTEE OF THE WHOLE RECOMMENDATIONS

OCTOBER 8, 2019

1. Rural Health Professions Action Plan

The Committee of the Whole recommends to Town Council to allocate \$1500 towards Rural Health Professionals Attraction and Retention in the 2020 budget.

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: October 15, 2019

Re: Parkland Regional Library – 2020 Budget Requisition

Recommendation

That the Town of Stettler approve the Parkland Regional Library 2020 Budget with a requisition of \$8.55 per capita – Total Requisition - \$50,889.60

Background Information

We are in receipt of the Parkland Regional Library's budget for 2020 (1 year budget), with a 2020 per capita requisition of **\$8.55 - (2019 - \$8.25 - 4% increase)**, an increase from the 2019 per capita of \$8.25. This \$0.30 represents a Requisition increase for the Town of Stettler of \$1,785.60 based on the Town's population of 5952. The updated municipal requisitions are as follows:

2008 - \$6.11
 2009 - \$6.58
 2010 - \$6.77
 2011 - \$6.97
 2012 - \$7.07 (\$7.29 & \$7.18 previous)
 2013 - \$7.28 (\$7.53 & \$7.67 previous)
 2014 - \$7.50 (\$7.62 & \$7.91 previous)
 2015 - \$7.73 (\$7.87 previous)
 2016 - \$7.88 (\$8.08 & \$8.27 previous)
 2017 - \$8.04 - 2% increase
 2018 - \$8.12 – 5% increase
 2019 - \$8.25 – 1.66% increase
2020 - \$8.55 – 4% increase
 2021 - \$8.72 – 2% increase
 2022 - \$8.90 – 2% increase
 2023 - \$9.07 – 2% increase
 2024 - \$9.25 – 2% increase

Year	Per Capita	Population	Requisition	Diff	%
2004			\$21,060.78		
2005			\$28,377.18	\$7,316.40	35%
2006			\$28,377.18	\$0.00	0%
2007			\$29,526.90	\$1,149.72	4%
2008			\$33,103.98	\$3,577.08	12%
2009	\$6.58	5843	\$38,446.94	\$5,342.96	16%
2010	\$6.77	5843	\$39,557.11	\$1,110.17	3%
2011	\$6.97	5843	\$40,725.71	\$1,168.60	3%
2012	\$7.07	5843	\$41,310.01	\$584.30	1%
2013	\$7.28	5748	\$41,845.44	\$535.43	1%
2014	\$7.50	5748	\$43,110.00	\$1,264.56	3%
2015	\$7.73	5748	\$44,432.04	\$1,322.04	3%
2016	\$7.88	5748	\$45,294.24	\$862.20	2%
2017	\$8.04	5748	\$46,213.92	\$919.68	2%
2018	\$8.12	5952	\$48,330.24	\$2,116.32	5%
2019	\$8.25	5952	\$49,104.00	\$773.76	2%
2020	\$8.55	5952	\$50,889.60	\$1,785.60	4%
2021	\$8.72	5952	\$51,907.39	\$1,017.79	2%
2022	\$8.90	5952	\$52,945.54	\$1,038.15	2%
2023	\$9.07	5952	\$54,004.45	\$1,058.91	2%
2024	\$9.25	5952	\$55,084.54	\$1,080.09	2%

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year. The Parkland Regional Library Board requests that council approves the 2020 budget and notifies PRL In writing before November 1st so that any concerns can be addressed at the PRL Board meeting on November 7th.

Plans & Bylaws

Financial Implications

2020 Budget - \$50,889.60 - (\$1,785.60 / 4% Increase)

Alternatives to the Recommendation

That the Town of Stettler send a letter under Mayor Nolls signature indicating that the Town does not approve the Parkland Regional Library 2020 Budget for the following reasons:

-
-

Points to Ponder

- Points within the budget to note include:
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue with a slight increase due to a population redistribution from PLSB. Using 2016 population figures the grant is calculated at \$10.25 per capita (line 1.2). PRL was assigned the Ermineskin Cree Nation on Maskwacis. This band was formerly allocated to the Yellowhead
- Regional Library system. This additional allocation provided nearly \$36/000 in additional income but also a corresponding expense (see line 2.6).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- EContent Platform fees Subscriptions (line 2.5) has been increased due to adding Niche Academy increases for Novelist Plus Bibliotheca/s Cloud Linking service and the TAL Core. This line also now includes Audio Cine and Survey Monkey moved from periodicals.
- The eContent line (line 2.17) has been increased slightly.
- The Audit expense line (3.1) has been reduced slightly due to Parkland switching its auditor after an RFP process this spring.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland/s Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Trustee expenses have increased by \$10,000 to accommodate Advocacy Committee meetings (line 3.18).
- Provincial grants amount to approximately 45.5% of PRL/s total income

Communication

- Kara Hamilton – Office Administrator
- Greg Switenky – CAO

Documentation

- Parkland Regional Library - Proposed Budget 2020



Proposed BUDGET 2020

Proposed 2020 Budget
PARKLAND REGIONAL LIBRARY

Present
Budget

		2019	2020
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	145,602
1.3	Membership Fees	1,801,371	1,868,987
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	35,000
TOTAL Income		3,357,564	3,469,158
Support Materials & Services Directly to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	247,637	247,916
2.3	Cataloguing Tools	3,800	3,000
2.4	Computer Maint. Agree. Software licenses	168,049	192,967
2.5	eContent Platform fees, Subscriptions	44,400	53,700
2.6	FN Provincial Grant expenses	59,357	78,839
2.7	Freight	6,500	6,500
2.8	Internet Connection Fees	10,800	14,400
2.9	Member Library Computers Allotment	65,504	65,580
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,100	1,100
2.12	Postage Reimbursement	7,000	4,000
2.13	Supplies purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	43,000	46,000
2.15	Workshop/Training expense	15,000	14,000
PRL Circulating Collections			
2.16	Audio Book	3,800	3,500
2.17	eContent	45,000	47,500
2.18	Large Print	10,000	10,000
2.19	Programming Kits	1,000	1,500
2.20	Reference	4,500	4,500
TOTAL Support Materials & Services Directly to Libraries		1,190,985	1,249,540
Cost of Services			
3.1	Audit	16,200	15,200
3.2	Bank expenses	1,500	2,000
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	17,000	18,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	17,200
3.9	Janitorial/Outdoor maintenance expense	34,500	32,500
3.10	Photocopy/Printing	7,000	7,000
3.11	Postage	5,500	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,566,669	1,599,769
3.14	Salaries - Employee Benefits	346,960	351,949
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	11,000	12,000
3.17	Travel	12,000	12,000
3.18	Trustee expense	22,000	32,000
3.19	Utilities	35,000	37,000
TOTAL Cost of Services		2,166,579	2,219,618
TOTAL Expenses (library materials & cost of service)		3,357,564	3,469,158
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.25	8.55

Notes for the Parkland Regional Library Budget 2020

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2020, the increase to the municipal per capita requisition is \$8.55.

PRL's budget projections for 2020 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2020, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue with a slight increase due to a population redistribution from PLSB. Using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2). PRL was assigned the Ermineskin Cree Nation on Maskwacis. This band was formerly allocated to the Yellowhead Regional Library system. This additional allocation provided nearly \$36,000 in additional income but also a corresponding expense (see line 2.6).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent Platform fees, Subscriptions (line 2.5) has been increased due to adding Niche Academy, increases for Novelist Plus, Bibliotheca's CloudLinking service, and the TAL Core. This line also now includes Audio Cine and Survey Monkey moved from periodicals.
- The eContent line (line 2.17) has been increased slightly.
- The Audit expense line (3.1) has been reduced slightly due to Parkland switching its auditor after an RFP process this spring.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Trustee expenses have increased by \$10,000 to accommodate Advocacy Committee meetings (line 3.18).
- Provincial grants amount to approximately 45.5% of PRL's total income.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$225,000. One other anticipated reserve fund transfer for 2020 is for the purchase of two new cargo vehicles. Lastly, we also have the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Brief Notes – September 2020

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Increased to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
 - 2.2 Reflects allotment rate of \$1.13 per capita
 - 2.3 Based on actual costs and reduced slightly from the 2019 amount
 - 2.4 Line increased to account for the new Polaris Integrated Library system maintenance agreement. Also, to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
 - 2.5 Line to pay for platform fees/subscriptions for eContent - increased due to adding Niche Academy and increases for Novelist Plus and the TAL core. Covers eResources subscriptions and includes Survey Monkey and the Audio Cine fees moved from periodicals
 - 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2020 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
 - 2.7 Held at 2019 level as based on actual costs
 - 2.8 Increased amount due to need for more internet bandwidth
 - 2.9 Based on current population at \$0.30 per capita
 - 2.10 Held at \$800
 - 2.11 Held at \$1,100
 - 2.12 Reduced due to Polaris change to borrow by mail function and new policy
 - 2.13 Held at 2019 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
 - 2.14 Increased to \$46,000 due to operating three cargo vans and two consulting vehicles - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
 - 2.15 Reduced slightly to \$14,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly in 2020

- 2.17 Line reflects materials allotment for the purchase of eContent, increased slightly in 2020
- 2.18 Held at 2019 amount
- 2.19 Increased to \$1,500 for updating existing kits and building new kits
- 2.20 Held at 2019 amount

COST OF SERVICES

- 3.1 The fee for 2020 is slightly down with our new audit company as we completed our latest Request for Proposal. This line also includes the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Increased slightly to \$2,000 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Increased slightly to \$18,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages
- 3.5 Held at 2019 amount of \$5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 3.6 Held at \$20,000
- 3.7 Held at \$11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.8 Increased to cover the additional vehicles to insure and the addition of cyber insurance, with the rest based on a 5 year review of actual costs
- 3.9 Reduced slightly from 2019 to \$32,500 - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.10 Held at 2019 amount of \$7,000 based on usage over last three years
- 3.11 Held at 2019 amount of \$5,500 - based on five year averages
- 3.12 Held at \$6,500
- 3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy
- 3.14 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.15 Held at \$30,000 - based on a five-year review
- 3.16 Increased slightly to \$12,000 - based on actual costs
- 3.17 Held at 2019 amount of \$12,000 - based on a five-year review
- 3.18 Increased significantly in 2020 to \$32,000 to include an advocacy committee, executive committee meetings and to support trustee activities
- 3.19 Based on five-year averages – increased slightly to \$37,000

Complete Notes to the 2020 Budget

Proposed 2020 Budget PARKLAND REGIONAL LIBRARY

		Present Budget	Proposed Budget
		2019	2020
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	145,602
1.3	Membership Fees	1,801,371	1,868,987
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	35,000
TOTAL Income		3,357,564	3,469,158

Income – line details

1.1 Provincial Grants: for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant: the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6. This grant amount has increased - due to the GOA's decision to allocate the population of the Ermineskin Cree Nation to Parkland.

1.3 Membership Fees: \$8.55 per capita – requisition to municipalities to balance the budget. This is an increase of 3.6%.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments.

Support Materials & Services Directly to Libraries		2019	2020
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	247,637	247,916
2.3	Cataloguing Tools	3,800	3,000
2.4	Computer Maintenance Agreement Software licenses	168,049	193,959
2.5	eContent Platform fees, Subscriptions	44,400	53,700
2.6	FN Provincial Grant expenses	59,357	78,839
2.7	Freight	6,500	6,500
2.8	Internet Connection Fees	10,800	14,400
2.9	Member Library Computers Allotment	65,504	65,580
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,100	1,100
2.12	Postage Reimbursement	7,000	4,000
2.13	Supplies purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	43,000	46,000
2.15	Workshop/Training expense	15,000	14,000
PRL Circulating Collections			
2.16	Audio Book	3,800	3,500
2.17	eContent	45,000	47,500
2.18	Large Print	10,000	10,000
2.19	Programming Kits	1,000	1,500
2.20	Reference	4,500	4,500
TOTAL Support Materials & Services Directly to Libraries		1,190,985	1,249,540

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

2.3 Cataloguing tools: based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.

2.4 Computer Maint. Agree. Software Licenses: for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Polaris integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.

2.5 eContent Platform fees and Subscription fees: to pay for platform fees for CloudLibrary ebooks, and Novelist, Novelist Select subscriptions, Niche Academy, now includes Audio Cine and Survey Monkey fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium)

2.6 FN Provincial Grant Expense: line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services. This grant amount has increased due to the GOA’s decision to allocate the population of the Ermineskin Cree Nation to Parkland.

2.7 Freight: vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at the 2019 level.

2.8 Internet Connection Fees: for internet service provision to member libraries and HQ – increased for extra bandwidth required.

<i>2.9 Member Library Computers:</i>	income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
<i>2.10 Outlet - Contribution to Operating:</i>	amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
<i>2.11 Periodicals:</i>	held at 2019 level, includes professional development publications and library journals.
<i>2.12 Postage Reimbursement:</i>	reduced to account for a change in the borrow by mail service – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.
<i>2.13 Supplies purchased Cataloguing/Mylar:</i>	held at 2019 level, line for purchasing library materials processing such as precut "mylar" book covers, cataloguing records, and multimedia cases.
<i>2.14 Vehicle Expense:</i>	includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the use of three cargo vans and two staff consulting vehicles.
<i>2.15 Workshop/Training:</i>	includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – reduced slightly to \$14,000.

PRL Circulating Collections

<i>2.16. Audiobook Materials:</i>	reduced – used to support the physical audio collection.
<i>2.17 eContent:</i>	increased slightly – includes allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

- 2.18. Large Print Books:* held at 2019 level.
- 2.19 Programming Boxes:* increased to \$1,500 - to refresh and build new programming kits for programming in member libraries.
- 2.20 Reference Materials:* held at 2019 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2019	2020
3.1	Audit	16,200	15,200
3.2	Bank expenses	1,500	2,000
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	17,000	18,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	17,200
3.9	Janitorial/Outdoor maintenance expense	34,500	32,500
3.10	Photocopy/Printing	7,000	7,000
3.11	Postage	5,500	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,566,669	1,599,769
3.14	Salaries - Employee Benefits	346,960	351,949
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	11,000	12,000
3.17	Travel	12,000	12,000
3.18	Trustee expense	22,000	32,000
3.19	Utilities	35,000	37,000
TOTAL Cost of Services		2,166,579	2,219,618

Cost of Services – line details

- 3.1 Audit:* Reduced. Based on a drop in cost due to switching to a new auditor – includes costs for an annual letter from PRL’s lawyer required for the audit process.
- 3.2 Bank Expenses:* increased slightly - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2019 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building – increased slightly to \$18,000 – costs are based on five-year averages.

- 3.5 Communications/ Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2019 level.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators’ Council (APLAC); and The Alberta Library (TAL). Held at 2019 level.
- 3.8 Insurance:* this line has increased to account for an extra staff vehicle and the addition of cyber insurance. It includes the building, HQ’s contents, PRL’s outlet libraries contents, vehicles, general liability, bond and crime - based on a review of actual historical costs.
- 3.9 Janitorial Expense:* reduced slightly to \$32,500 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Photocopy/Printing:* held at 2019 amount – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if an outside source is used for publications.
- 3.11 Postage:* held at 2019 level - based on actual costs.
- 3.12 Promotion/Trade Shows/ Publicity:* held at 2019 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for the Alberta Library Conference (ALC), the trade shows for the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus

gifts/donations, flowers for libraries' anniversaries, and promotional items.

3.13 Salaries:

estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2020.

3.14 Salaries-Employee

Benefits:

increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

3.15 Supplies/Stationery/

Building:

held at 2019 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.

3.16 Telephone:

includes line charges, toll free number, mobile telephones, and long distance costs – increased slightly to \$12,000.

3.17 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, held at \$12,000.

3.18 Trustee Expense:

increased significantly to account for the advocacy committee meetings – along with costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).

3.19 Utilities:

based on five-year averages – increased slightly to \$37,000.

**Proposed 2020 Budget
PARKLAND REGIONAL LIBRARY**

	Present Budget 2019	Proposed Budget 2020
TOTAL Income	3,357,564	3,469,158
TOTAL Support Materials & Services Directly to Libraries	1,190,985	1,249,540
TOTAL Cost of Services	2,166,579	2,219,618
TOTAL Expenses (library materials & cost of service)	3,357,564	3,469,158
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.25	8.55

Budget Supplement

Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing two delivery vans in 2020. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve. The old delivery vans will be sold and the money received from the sale of the retired vans will be added to the Vehicle Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library

Budget Supplement - Movement of Funds - 2020

Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2020
Amortization Reserve	
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$32,287 A
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$70,000 B
Technology Reserve	
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRL assets - 2020, \$69,400 -B)</i>	\$225,500 B
	<hr/>
	\$327,787
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$8,000 C
	<hr/>
	\$8,000
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$97,580 B
Vehicle Reserve	
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$8,000 C

Technology Reserve

Budgeted for member library computers

\$65,504

\$171,084

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets

\$41,820 **B**

(actual amounts will be based on exact purchase amounts in the year)

Amortization expense anticipated from years (Jan 2009 forward)

\$32,287 **A**

(actual amount will be affected by asset disposals during the year)

\$74,107

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008

\$16,646

(actual amounts will be based on exact disposals amounts in the year)

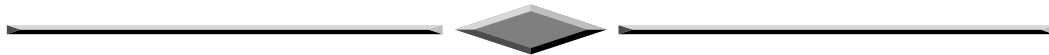
MEMORANDUM

To: Steven Gerlitz

From: Wanda Whitten

Date: October 11, 2019

Re: Shallow Gas Tax Relief



Recommendation

That the Town of Stettler Council cancel 35% of the taxes in the amount of \$217.50 on tax roll #700019000 as per the Shallow Gas Tax Relief authorized by the Province.

Background

On July 2, 2019 the Government of Alberta announced they are providing needed tax relief for shallow gas producers in our province. The plan reduces 2019 taxes on shallow gas wells and pipelines by 35%. This will amount to more than \$23 million in total tax relief for impacted companies.

Process

Municipalities will:

- Cancel 35% of the total property tax for qualifying properties
- Report the total amount of tax cancellation to Municipal Affairs by October 21, 2019
- Continue to collect the remaining property taxes from the shallow gas properties
- The province will reduce education property tax invoices to the Town by an equivalent amount.

The Town has one property account that is affected. Under this program they are eligible for tax relief in the amount of \$217.50. Alberta Education will then credit our municipality with the equivalent amount on the December 2019 education property tax invoice.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR97915

September 17, 2019

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

Dear Mayor Nolls,

As you are aware, government has recently announced property tax relief for shallow gas producers. Many shallow gas producers are in a difficult financial situation. Some have become insolvent because of prevailing global market conditions and the impact of high operating expenses, including property taxes.

Municipal Affairs is conducting a review of regulated assessment models, including assessment of wells and pipelines. The current assessment models have not been updated since 2005, and do not reflect the circumstances faced by many shallow gas producers with older, lower productivity assets.

Preliminary indications are that the review will result in lower assessments for older shallow gas assets, but cannot be implemented until the 2020 taxation year. Relief for shallow gas producers cannot wait until 2020; therefore, this program will reduce 2019 property taxes on shallow gas wells and related pipelines by 35 per cent.

Municipal Affairs (MA) has now verified the list of qualifying shallow gas wells and related pipelines with the affected companies. This list (with a summary) is attached for your use in implementing this initiative. The list is final in terms of eligibility, and has been sent to the corresponding company for their information. However, if there are any discrepancies between the information attached and your municipal records, please contact Municipal Affairs before proceeding, as education tax credits will not be provided for non-qualifying properties.

I know I can count on your commitment to implement this important initiative. The required steps are outlined below. Additional details, including program guidelines and a certification form, are located at www.alberta.ca/shallow-gas-tax-relief.aspx.

.../2

- Your council will need to pass a resolution to cancel 35 per cent of the property taxes and any related late payment penalties;
- Your municipal administration will notify companies as required and issue refunds where more than 65 per cent of the property tax bills have been paid;
- Your municipal administration will email the signed resolution and attached certification form to MA for review;
- If the qualifying properties are certified to have received the cancellation of 35 per cent of property tax bills, Alberta Education will credit your municipality with the equivalent amount on the December 2019 education property tax invoice; and
- Municipalities will continue to collect the remaining property taxes from shallow gas properties for use in your local budgets.

Your participation in this program is critical to its success. Please submit the certification form and a signed copy of your council's resolution to MA on or before October 21, 2019.

If you have any questions, please contact a Municipal Affairs program advisor at 780-422-7125 (toll-free 310-0000), or email TaxProgramDelivery@gov.ab.ca.

Yours very truly,



Kaycee Madu
Minister

Attachment:
Summary of Tax Relief by Company (includes detailed list of qualifying properties)

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

Municipality 2019 Tax Year
 Shallow Gas Tax Relief Initiative

Municipality Number	Municipality Name	Municipal Tax Rate	ASFF Tax Rate	Other Tax Rate	Total Tax Rate	Number of Wells	Well Assessment	Well Municipal Tax Dollars	Well ASFF Tax Dollars	Well Other Tax Dollars	Well Total Taxes	Well SGTRI 35% Adjustment	Number of Pipelines	Pipeline Assessment	Pipeline Municipal Tax Dollars	Pipeline ASFF Tax Dollars	Pipeline Other Tax Dollars	Pipeline Total Taxes	Pipeline SGTRI 35% Adjustment	Total Taxes Combined	TOTAL SGTRI 35% Adjustment
298	STETTLER	9.0656	3.9635	0.4976	13.5267	2	45,940	416.48	182.08	22.86	621.42	217.50	0	0	0.00	0.00	0.00	0.00	0.00	621.42	217.50

Shallow Gas Tax Relief Initiative

Sample Motion

Councillor _____ moves that:

Pursuant to section 347 of the *Municipal Government Act*, for all properties identified in the appendix – Summary of Tax Relief by Company, attached to and forming part of the council minutes, Council authorizes the:

- Cancellation and/or refund of the 2019 property taxes paid or owing so as to reduce by 35 per cent property taxes levied as per section 353(2) of the *Municipal Government Act*, which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment.
- Cancellation and/or refund of tax penalties associated with the 2019 property taxes levied as per section 353(2) of the *Municipal Government Act*.

This sample motion is provided for the convenience of municipalities, and does not constitute or replace legal advice.

Revenue	2019 Budget	Actual - Sept 30, 2019	Variance	%	Notes
Administration	\$315,332	\$316,854.45	-\$1,522.45	100.48%	Hail insurance payout
Clearview swimming pool - \$13,315)					
White Sands Contract - \$32,000)					
Inter Dept Utility Transfer - \$250,000)					
Police	\$563,249	\$352,630.25	\$210,618.75	62.61%	MSI Operating - \$53,680
Traffic Fines (Budget - \$70,000 / Actual \$32,481 - 46%)					
Provincial Grant - \$347,208					
Community Resource Program - \$86,069					Clearview 50% / County 25%
Fire	\$389,354	\$218,985.70	\$170,368.30	56.24%	regional payment from county
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$110,150	\$111,948.27	-\$1,798.27	101.63%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$90,258 / Animal License - Budget \$21,700 - Actual \$20,340)					
Roads, Streets, Walks, Lights	\$270,515	\$64,114.64	\$206,400.36	23.70%	
Roads Frontage - Pavement (Budget - \$62,075)					
Airport	\$10,880	\$10,636.86	\$243.14	97.77%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,135,812	\$2,100,721.85	\$1,035,090.15	66.99%	
Metered sale of water (Budget - \$1,948,772 / Actual - \$1,195,884 - 61%)					
Metered out of Town (Budget - \$1,064,900 / Actual - \$810,679 - 76%)					
Bulk water (Budget - \$40,000 / Actual \$24,782 - 62%)					
Sewer	\$941,490	\$618,854.82	\$322,635.18	65.73%	
Sewer Service Charges (Budget - \$880,000 / Actual \$687,972 - 67%)					
Garbage Collection & Disposal	\$817,205	\$535,367.35	\$281,837.65	65.51%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$617,580 / Actual \$416,896 - 68%)					
Recycling Revenue (Budget - \$168,480 / Actual - \$98,218 - 58%)					
FCSS	\$157,148	\$120,011.00	\$37,137.00	76.37%	
Cemetery	\$23,600	\$13,789.05	\$9,810.95	58.43%	
Planning & Development	\$69,500	\$29,514.48	\$39,985.52	42.47%	
Building Permits (Budget - \$30,000 / Actual - \$19,192 - 64%)					
Economic Development - BOT	\$197,050	\$236,151.68	-\$39,101.68	119.84%	Dr. recruitment
Subdivision Land	\$2,000	\$14,553.00	-\$12,553.00	727.65%	Utility Development Agreement
Land, Housing & Rentals	\$283,095	\$218,953.90	\$64,141.10	77.34%	
Health Unit - \$194,265					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$40,000 + \$2,000 GST)					
Recreation - General	\$3,520	\$1,544.86	\$1,975.14	43.89%	
Recreation Programs	\$22,200	\$29,190.57	-\$6,990.57	131.49%	Ball / Soccer (ball diamond fee)
Facilities	\$1,192,700	\$409,619.77	\$783,080.23	34.34%	County Partnership - \$471,600
Community Hall	\$53,000	\$24,564.29	\$28,435.71	46.35%	
Senior's Center	\$17,400	\$23,016.07	-\$5,616.07	132.28%	
Parks	\$115,650	\$132,760.92	-\$17,110.92	114.80%	
Lions Campground - Budget - \$90,000 / Actual - \$129,760.92 - 144%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes / Penalties	\$8,746,825	\$8,753,479.32	-\$6,654.32	100.08%	Incl Business Taxes / Penalties
Other Revenue	\$1,717,000	\$1,233,901.88	\$483,098.12	71.86%	
Franchise Fee - GAS (Budget - \$918,000 / Actual - \$602,012 - 66%)					
Franchise Fee - ELECTRIC (Budget - \$679,000 / Actual - \$471,890 - 69%)					
Return on Investments (Budget - \$120,000 / Actual - \$160,001 - 133%)					
Total Revenue	\$19,154,675	\$15,571,164.98	\$3,583,510.02	81.29%	

Expense	2019 Budget	Actual - Sept 30, 2019	Variance	%	Notes
Council & Legislative	\$209,100	\$158,677.07	\$50,422.93	75.89%	
	Council Honorarium (Budget - \$148,400 / Actual - \$113,956 - 77%)				
	Council per diem - Budget - \$27,000				
	Council travel & subsistance - Budget - \$16,000 / Actual - \$13,948 - 87%				
	Council membership Conferences (Budget - \$15,000 / Actual - \$15,034 - 100%)				
Administration	\$1,160,197	\$846,240.88	\$313,956.12	72.94%	Admin, Office, Computer, Assess
Police	\$1,266,458	\$499,972.88	\$766,485.12	39.48%	
	RCMP - Contract Billings (Budget - \$1,071,838)				
Fire	\$854,865	\$443,290.98	\$411,574.02	51.86%	
Disaster Services	\$20,218	\$750.70	\$19,467.30	3.71%	
Bylaw Enforcement	\$181,377	\$179,770.43	\$1,606.57	99.11%	
Common Services	\$146,230	\$90,462.96	\$55,767.04	61.86%	Shop
Roads, Streets, Walks, Lights	\$2,099,381	\$1,083,727.42	\$1,015,653.58	51.62%	
Airport	\$50,703	\$15,912.94	\$34,790.06	31.38%	
Water Supply & Distribution	\$3,040,843	\$1,841,545.31	\$1,199,297.69	60.56%	
Sewer	\$714,907	\$483,866.67	\$231,040.33	67.68%	
Garbage Collection & Disposal	\$741,935	\$420,679.62	\$321,255.38	56.70%	
FCSS	\$196,435	\$147,326.25	\$49,108.75	75.00%	
Cemetery	\$81,428	\$34,004.26	\$47,423.74	41.76%	
Planning & Development	\$386,605	\$176,073.79	\$210,531.21	45.54%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$585,067	\$415,259.26	\$169,807.74	70.98%	Ec Dev, BOT, HBC
Subdivison Land	\$53,920	\$39,857.29	\$14,062.71	73.92%	Unsigntly Property
Land, Housing & Rentals (47343)	\$57,460	\$39,184.95	\$18,275.05	68.20%	
Recreation - General	\$136,160	\$98,692.59	\$37,467.41	72.48%	
Recreation Programs	\$80,480	\$71,730.72	\$8,749.28	89.13%	
Facilities	\$2,268,823	\$1,472,012.57	\$796,810.43	64.88%	
Culture	\$338,846	\$262,974.99	\$75,871.01	77.61%	Parkland, Library, Museum
Community Hall	\$122,459	\$62,608.12	\$59,850.88	51.13%	
Senior's Center	\$13,990	\$4,357.64	\$9,632.36	31.15%	
Parks	\$653,443	\$414,072.28	\$239,370.72	63.37%	
Contingency	\$921,350	\$0.00	\$921,350.00	0.00%	WTP Gross Recovery, Tran to Res
	WTP gross recovery - (\$235,000) (JE made at end of year prior to Audit)				
	Available for Capital from 2019 Operating Budget for 2019 Capital Budget - \$1,076,350 (Water \$94,969 + Utility \$301,853 (sewer, waste, recycling) + Total Available for Capital - \$679,528) + Contingency - Utility - \$30,000 / Salaries - \$50,000 = \$1,156,350				
Requisitions	\$2,746,995	\$1,991,200.40	\$755,794.60	72.49%	
	ASFF (Budget - \$2,231,163 - Actual - \$1,609,012 - 72%)				
	ASFF Separate School (Budget - \$184,109 / Actual - \$132,771 - 72%)				
	County of Stettler Senior Lodges (Budget - \$331,308 - Actual \$248,481 - 75% Actual)				
Total Expense	\$19,154,675	\$11,319,252.97	\$7,835,422.03	59.09%	
Surplus / Deficit	\$0	\$4,251,912.01	-\$4,251,912.01		

GL Code	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2019 Budget Expense - Approved by Council	Difference (Actual / Budget)	Actual - Project Expenses - Sept 30, 2019	Utility (Water) Avail for Capital 2019 Interim Operating Budget (Rates) - \$94,969	Utility (other) Avail for Capital 2019 Interim Operating Budget (Rates) - \$301,853	Available for Capital 2019 Interim Operating Budget (taxes) - \$679,528	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2019 Operating Budget / MSI Operating (\$54,199)	Debenture / Local Improvement	Updated August 15, 2019 - Grants - MSI - \$526,666	Updated August 15, 2019 Grants - FGT \$346,344 + FGT Top Up - \$326,235 = \$672,579	Updated August 15, 2019 - Grants - BMTG (population) - \$315,998	Other	Total
ADM 6-12-03-00-30-630	Computer Replacement Program	\$38,543.00	\$14,000	-\$24,543	\$12,113.00					38,543.00	Office equip						38,543.00
ADM 6-12-03-00-30-630	Computer Server Replacement	\$24,000.00	\$24,000	\$0						24,000.00	Office equip						24,000.00
FIRE 6-23-99-91-00-764	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000	\$0				100,000.00									100,000.00
FIRE 6-23-00-00-30-630	2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150	\$0				60,150.00									60,150.00
FIRE 6-23-00-30-00-630	Decontamination Containment System Air Shelter (total regional expense \$18,000)	\$18,000.00	\$18,000	\$0			2,992.00			6,008.00	Disaster					\$9,000.00	County
OP 2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$130,000.00	\$130,000	\$0	\$28,098.99			\$55,000				\$75,000.00					130,000.00
OP 2-32-09-00-03-244	Pathway Rehab (2017 Council Direction)	\$30,500.00	\$50,000	\$19,500								\$30,500.00					30,500.00
OP 6-32-09-60-00-660	Pathway Expansion	\$46,000.00	\$100,000	\$54,000	\$10,809.92			\$46,000									46,000.00
OP 2-32-21-00-03-536	Pavement Patching	\$150,000.00	\$150,000	\$0				\$150,000									150,000.00
Roads 6-32-21-10-22-610	51st Avenue - 59-61st Street Cement and Paving	\$439,000.00	\$450,000	\$11,000	\$282,988.94							\$54,199.00		\$68,803.00	\$315,998.00		439,000.00
Roads 6-32-21-10-05-610	49th Ave Overlay	\$186,000.00	\$300,000	\$114,000	\$12,026.77									\$186,000.00			186,000.00
Roads 6-32-21-10-01-610	Downtown StreetScape Concept Planning	\$20,000.00	\$20,000	\$0				\$20,000									20,000.00
Water 6-41-11-10-22-610	Watermain replace on 52nd Street between 48-49 Ave	\$221,369.75	\$280,000	\$58,630	\$200,312.21									\$221,369.75			221,369.75
Water 6-41-11-10-23-610	Watermain replace west of 57ASTbetween 46-47 Ave	\$229,465.78	\$220,000	-\$9,466	\$7,149.58								\$229,465.78				229,465.78
Water 6-41-14-20-01-620	Water Reservoir Pump Upgrades	\$150,000.00	\$150,000	\$0		\$150,000.00											150,000.00
Water 6-41-11-30-02-630	Water Meter Reader	\$14,500.00	\$14,500	\$0	\$3,100.00	\$14,500.00											14,500.00
Water 2-41-15-00-00-554	Heart Haven / Health Unit Fire Hydrant	\$7,000.00	\$7,000	\$0	\$1,245.15	\$7,000.00											7,000.00
Sanitary 6-42-00-10-22-610	Watermain replace west of 57ASTbetween 46-47 Ave	\$229,465.79	\$220,000	-\$9,466	\$7,149.58								\$229,465.79				229,465.79
Sanitary 6-42-00-20-00-620	Lift Stations A & B Furnaces	\$30,000.00	\$30,000	\$0		\$30,000.00											30,000.00
Sanitary 6-42-01-10-11-610	Lagoon Cell C - Desludging	\$153,442.67	\$300,000	\$146,557	\$4,347.90								\$153,442.67				153,442.67
Storm 6-37-00-10-07-610	Storm Replacement northeast of lift station A (57 Street)	\$100,000.00	\$100,000	\$0			\$100,000.00										100,000.00
Equip 6-31-11-50-00-650	3/4 Tonne Truck	\$39,526.25	\$40,000	\$474		\$39,526.25											39,526.25
Equip 6-31-11-50-02-650	Tandem	\$170,000.00	\$170,000	\$0									\$170,000.00				170,000.00
Equip 6-31-11-30-06-630	Snow Blower	\$180,000.00	\$180,000	\$0									\$180,000.00				180,000.00
Equip 6-31-11-30-18-630	Vehicle Scanner	\$10,976.39	\$12,000	\$1,024	\$10,976.39		\$10,976.39										10,976.39
Equip 6-32-10-10-01-610	Christmas Decorations	\$12,000.00	\$12,000	\$0			\$12,000										12,000.00
Cem 6-56-00-60-01-660	Cemetery Columbarium	\$20,000.00	\$20,000	\$0	\$1,800.00		\$20,000										20,000.00
WTP 6-41-01-20-22-620	WTP - MCC Room Air Conditioning	\$10,000.00	\$10,000	\$0		\$10,000.00											10,000.00
WTP 6-41-01-20-23-620	WTP - Aeration for Low Lift	\$50,000.00	\$50,000	\$0	\$20,748.28	\$50,000.00											50,000.00
WTP 6-41-01-20-10-620	WTP - Cathodic Protection Distribution Line	\$100,000.00	\$100,000	\$0		\$100,000.00											100,000.00
WTP 6-41-01-20-24-620	WTP - Primary Coagulant	\$80,000.00	\$80,000	\$0	\$66,991.30	\$80,000.00											80,000.00
WTP 6-41-01-20-25-620	WTP - Modify Heating System	\$15,000.00	\$15,000	\$0	\$3,337.00	\$15,000.00											15,000.00
SRC 6-73-11-20-02-620	SRC - New Flooring - Dressing rooms	\$180,400.00	\$165,000	-\$15,400	\$173,415.48			\$180,400									180,400.00
SRC 2-73-11-02-03-239	SRC - Red Arena - Re-vamp player boxes (glass, boards and gates) - carry forward to 2020 (Allan Sept 11)	\$16,500.00	\$16,500	\$0				\$16,500									16,500.00
POOL 2-73-13-03-03-252	Pool - Roof - Hail Damage - Insurance Claim (Allan Sept 11)	\$20,000.00	\$20,000	\$0				\$20,000									20,000.00
POOL 2-73-13-03-04-252	Pool - Change rooms doors and frames (Allan - April 26 - Project deleted - can be done at a later date - replace handicapped lift a priority right now - budget \$6000)	\$5,032.31	\$15,000	\$9,968	\$5,032.31			\$5,032.31									5,032.31
PARKS 6-77-02-60-00-660	Parks - Off leash dog park transition area	\$8,000.00	\$8,000	\$0	\$860.00		\$8,000										8,000.00
PARKS 6-77-02-60-00-660	Parks - Off leash dog park - lighting	\$12,000.00	\$12,000	\$0			\$12,000										12,000.00
PARKS 2-77-05-00-02-239	Parks - West Stettler Park - Imp (2019 Strategic Plan)	\$25,000.00	\$25,000	\$0			\$25,000										25,000.00
PARKS 6-77-81-10-00-610	Outdoor Rink - board package - carry fwd to 2020 (Allan Sept 11)	\$60,000.00	\$60,000	\$0			\$60,000.00										60,000.00
Hall 6-74-14-30-02-630	Community Hall - HVAC	\$271,000.00	\$271,000	\$0	\$105,951.76				\$271,000								271,000.00
Planning 2-61-02-00-05-239	North ASP	\$25,000.00	\$25,000	\$0					\$25,000								25,000.00
Planning 2-69-03-00-00-252	Bus Garage Update (roofing)	\$15,000.00	\$15,000	\$0	\$15,902.88		\$15,000.00										15,000.00
Culture 2-74-99-91-00-764	Arts and Culture	\$15,000.00	\$15,000	\$0			\$15,000										15,000.00
Council Motion - 19:03:04 - March 5, 2019 (Capital Budget)			\$4,074,150														
Addition 6-73-12-30-00-630	Add: - Motion 19:03:04 - March 5 - SRC - Stepper	\$6,895.00	\$8,000	\$1,105	\$6,895.00		\$6,895										6,895.00
Addition 6-77-87-60-00-660	Add: Council Motion -19:03:19 - March 19 (Legacy Track)	\$154,367.79	\$150,000	-\$4,368	\$154,367.79			\$154,368									154,367.79
Addition 2-26-02-00-00-263	Add : Council Motion - 19:08:16 - Hazard Materials Abatement	\$168,052.50	\$168,053	\$0	\$51,808.33			\$168,053									168,052.50
Addition 6-12-99-93-00-640	Add : Council Motion - 19:08:17 - Vision Credit Union Parking	\$64,343.00	\$64,343	\$0	\$64,645.65				\$64,343								64,343.00
		\$4,111,530.23	\$4,464,546	\$353,015	\$1,252,074.21	\$496,026.25	\$188,968	\$751,977	\$322,420	\$428,894	\$159,699.00	\$0.00	\$962,374.24	\$476,172.75	\$315,998.00	\$9,000	\$4,111,530.23
			30%				\$1,076,350.00	\$1,436,972					-\$435,708.24	-\$147,895.75	\$0.00		\$4,111,530.23

2018 Carry Forward

2018 Carry Forward - Projects not Completed		Brought forward from 2018 Budget Carry Forward	2018 Approved Amount (with tender amount updates)	Difference from Budget to Actual	Actual - Project Expenses - Sept 30, 2019	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debenture / Local Improve	Updated August 15, 2019 - Grants - MSI - \$526,666	Updated August 15, 2019 Grants - FGT \$346,344 + FGT Top Up - \$326,235 = \$672,579	Updated August 15, 2019 - Grants - BMTG (population) - \$315,998	Other	Total		
ENG C/T	6-32-21-10-22-610	51st Avenue - 57-59th Street Cement and Paving - April 3 - Motion 18:04:04 - 2018 Carry Forward - \$25,000 (Melissa - December 20)	25,000.00	\$25,000.00	\$0								\$25,000.00				25,000.00		
ENG W/S	6-41-11-10-20-610	Water & Sewer replacement - 51Ave 59-61 Street - April 3 - Motion 18:04:03 - 2018 Carry Forward - \$25,000 (Melissa - December 20)	25,000.00	\$25,000.00	\$0	\$1,899.45							\$25,000.00				25,000.00		
ENG W	6-41-14-10-01-610	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20)	50,000.00	50,000.00	\$0	10,000.00				40,000.00	Coat Reservoir Exterior						50,000.00		
OP	2-41-15-00-00-554	Fire Hydrant Nozzle Replacement - 2018 Carry Forward - (Melissa - December 20)	15,000.00	15,000.00	\$0	15,000.00											15,000.00		
ENG Lag	6-42-01-10-11-610	Lagoon - Desludging Cells C - 2018 Carry Forward - (Melissa - December 20) - carry total balance \$334,720	230,162.71	334,720.44	\$104,558								\$230,162.71				230,162.71		
ENG Lag	6-42-01-10-15-610	Lagoon - Armor Banks of Cells 7, 8, 9 - 2018 Carry Forward - (Melissa - December 20)	125,000.00	125,000.00	\$0		125,000.00										125,000.00		
ENG S	6-42-00-10-20-610	New Sewer Dump - 2018 Carry Forward - (Melissa - December 20)	115,000.00	115,000.00	\$0		115,000.00										115,000.00		
ENG S	6-32-03-60-00-660	Snow Dump Expansion	7,000.00	7,000.00	\$0	\$1,149.74	7,000.00										7,000.00		
EQT	6-33-00-30-02-630	Airport Beacon - 2018 Carry Forward - (Melissa - December 20)	17,500.00	17,500.00	\$0			17,500.00									17,500.00		
BLDG	6-41-01-20-19-620	WTP - Membrane Autopsy - 2018 Carry Forward - (Melissa - December 20)	18,000.00	18,000.00	\$0	\$520.17	18,000.00										18,000.00		
ENG W	6-41-01-10-01-610	WTP - Waste Pond Dredging - 2018 Carry Forward - (Melissa - December 20)	350,000.00	350,000.00	\$0	\$436.05	\$350,000.00										350,000.00		
BLDG	6-41-01-20-21-620	WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20)	250,000.00	250,000.00	\$0	\$3,406.20			250,000.00								250,000.00		
BLDG	6-41-01-20-20-620	WTP - Dual Chemical Feed Line - 2018 Carry Forward - (Melissa - December 20)	25,000.00	25,000.00	\$0	\$8,152.97				25,000.00	WTP Reserve (Bal 20171231 - \$30,698)						25,000.00		
EQT	6-31-11-30-15-630	Backhoe - 2018 Carry Forward - \$6000 for new grave bucket (Melissa - December 20)	4,200.00	6,000.00	\$1,800	\$4,200.00	4,200.00										4,200.00		
EQT	6-12-02-30-03-630	Council - Board Room Chairs - 2018 Carry Forward	11,000.00	11,000.00	\$0			5,500.00								\$5,500.00	Clearview 11,000.00		
Water / Sewer	6-41-11-10-08-610	4203-50A Ave - Motion 18:05:20 - 2018 Carry Forward - \$140,000 to 2019 to complete (Melissa - January 7, 2019)	140,000.00	140,000.00	\$0								\$140,000.00				140,000.00		
EQT	6-56-00-30-00-630	Cemetery Vacuum Mower - 2017 Carry Forward - Lee - 20/12/17 - \$24,000 - 2018 Carry Forward - carry forward balance - Allan January 2, 2019	24,000.00	24,000.00	\$0	\$18,460.49		24,000.00									24,000.00		
Total 2018 Carry Forward			\$1,431,862.71	\$1,538,220.44		\$38,225.07	\$393,000.00	\$251,200.00	\$47,000.00	\$250,000.00	\$65,000.00	\$0.00	\$0.00	\$420,162.71	\$0.00	\$0.00	\$5,500.00	\$0.00	\$1,431,862.71

Prior Years Carry Forward

Prior Years Carry Forward		Brought forward from Budget Carry Forward	Previous Approved Amount (with tender amount updates)	Actual - Project Expenses - Sept 30, 2019	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debenture / Local Improve	Updated August 15, 2019 - Grants - MSI - \$526,666	Updated August 15, 2019 Grants - FGT \$346,344 + FGT Top Up - \$326,235 = \$672,579	Updated August 15, 2019 - Grants - BMTG (population) - \$315,998	Other	Total		
ENG W/S	6-41-11-10-19-610	Motion 17:03:04 - Sewer / Water Main 51 Ave - 57 to 59 Street (Total Budget \$970,000 (450,000+520,000) Contract Price - \$737,042 - \$232,958 under budget - 2017 Carry Forward - Melissa 20/12/17 - \$25,000 Engineering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance (25,000-8587.35=16,412.65) - Melissa January 7, 2019	\$16,413.00	16,413.00							CAP-8973				\$16,413.00	16,413.00		
ENG W/S	641111012610 / 642001014610	Motion 17:02:27 - Sewer / Water - 50 Ave back alley between 55-56 Street - (Total Budget \$500,000 (250,000+250,000) \$78,217 Under Budget - 2017 Carry Forward - Melissa 20/12/17 - \$10,000 Engineering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance - Melissa January 7, 2019	\$10,000.00	10,000.00							CAP-8974				\$10,000.00	10,000.00		
ENG T	6-32-09-60-00-660	Pathway System Improvements (AG Society - \$200,000) - Reserve balance December 31, 2016 - \$167,982.00 Motion - 17:06:13 - June 20, 2017 - 2017 Carry Forward - Melissa 20/12/17 - \$41,014.73 - 2018 Carry Forward - need to relandscape boulevard in 2019 - carry forward \$10,000 - Melissa January 7, 2019	\$10,000.00	10,000.00					Walking Pathway Reserve (bal \$67,982)	10,000.00						10,000.00		
EQT	6-33-00-10-01-630	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000 - 2018 Carry Forward - carry forward balance (40,000-7,450 = 32,550) - Melissa January 7, 2019	\$32,550.00	32,550.00		16,275.00									\$16,275.00	County 32,550.00		
ENG S	6-42-01-10-13-610	Lagoon - Cell Rehabilitation - 2017 Carry Forward - Melissa 20/12/17 - \$75,000 - Engineering and final work. - 2018 Carry Forward - carry forward balance - warranty expires in 2019 (75,000-15,062 = 59,938) - Melissa January 7, 2019	\$59,950.00	59,950.00		59,950.00									\$0.00	AMWWP 59,950.00		
EQT	6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019	\$34,706.73	34,706.73	\$2,201.72	34,706.73										34,706.73		
Fire	2-23-02-00-02-561	Fire - Small Equipment	\$961.65	961.65	\$961.65					\$961.65						961.65		
Parks	Sports Park West	Flag Poles	\$325.00	325.00	\$325.00					\$325.00						325.00		
Creek	Red Willow Creek	Red Willow Creek Study (from 2018)	\$181.00	181.00	\$181.00					\$181.00						181.00		
Lagoon	6-42-01-10-12-610	Lagoon - Legal	\$3,750.60	3,750.60	\$5,428.05					\$3,750.60						3,750.60		
Total Previous Years Carry Forward			\$168,837.98	\$168,837.98	\$9,097.42	\$0.00	\$110,931.73	\$0.00	\$0.00	\$10,000.00	\$5,218.25	\$0.00	\$0.00	\$0.00	\$26,413.00	\$16,275.00	\$0.00	\$168,837.98
Total 2019 Capital Budget (Inc Carry Forward)			\$5,712,230.92	\$6,171,603.92	\$1,299,396.70	889,026.25	551,100.12	798,977.31	572,420.29	503,894.00	\$164,917.25	\$0.00	\$1,382,536.95	\$476,172.75	\$342,411.00	\$30,775.00		5,712,230.92
					23%				2,239,103.68	1,076,314.29	Total Grants Available 2019			\$1,836,782.67	\$749,388.20	\$367,946.92	0.00	
								Total Reserves	3,315,417.97	Balance			\$454,245.72	\$273,215.45	\$25,535.92			

TO: Town of Stettler Council

DATE: 2019 10 15

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – SEPTEMBER 2019

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Joint Health and Safety Committee, Internal Safety Audit Pre-Meeting, Hail Insurance Claims Phone Conference, Gasoline Pricing Conversation with Local Supply Representative, Department Head and Staff Information sharing sessions.
2. Annual AUMA Convention and Trade Show in Edmonton. Meetings with Alberta Infrastructure Minister Panda and the RCMP K Division.
3. Participated with Members of Council in Emergency Management for Elected Officials course provided by Alberta Emergency Management Agency.
4. 1991 Alberta Summer Games Legacy Track Grand Reopening Ceremony.
5. Proposed new Police Cost Model engagement webinar hosted by Alberta Justice & Solicitor General.
6. Attended the Grand Opening of MLA Nate Horner's constituency office in Stettler.
7. ATCO Electric multi-divisional Customer Access and Appreciation Event in Calgary.
8. Ongoing liaison and information sharing with County Administration; working on community matters and strengthening collaborative working relationships.
9. Ongoing internal orientation, guidance and communication of Council Roles & Responsibilities within our organization.
10. 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, Johnson Controls P3 Information Follow up, ATCO Solutions and Trade Show (Spruce Meadows), Economic Development Committee, Downtown Revitalization Committee, Insurance Follow up (Hail Storm) and AUMA Convention,
2. Projects worked on included:
 - AUMA Convention
 - 2020 Interim Budget
 - Timelines

- Federal and Provincial Grant Programs
- Water Model programming – 2020 Regional Water Rates
- Garbage / Recycling Projections
- Gas and Power Projections
- RCMP & Community Officer Cost Projections
- FOIP Inquiries
- Cemetery Bylaw Inquires
- 2019 Revenue/Expense Budget Summary – September 30, 2019
- 2019 Capital Budget Summary – September 30, 2019
- 2019 MSI, BMTG, FGT summary – September 30, 2019
- 2019 Reserves Summary – September 30, 2019
- Johnson Controls P3 information
- Automated Waste Bins Rollout (ongoing)
- Compost Bins / Recycling
- Council prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

TRANSPORTATION – IVAN WILFORD

- Grading alleys
- Street sweeping.
- Sign repairs
- Graves and cremations
- Cleaned catch basins
- Hauled the sweepings away from the yard and from behind the curling rink
- Hauled crushed concrete to the shop yard
- Lots of Asphalt patching
- Pushed up compost at the transfer site
- Fall protection and mobile platform training in red deer for new employees
- Cut down lane in Grandview to help home owner with drainage
- Mixed up salt sand for winter, have a little left to do.
- Installed 3way stop signs on 51 ave and 59 street
- Haul all of the Junk material from the compost screening to the regional land fill
- Applied cold pour crack filler to airport runway
- Swept back gravel into lanes from grading
- Ditch cleaning
- Winterized some of the seasonal equipment
- Put big sanders on for mechanics to go through
- Got a couple loads of cold mix from Camrose

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. Cleaned the wet wells of both sewer lift stations.
6. Weekly cleaning of sanitary tank and CL17 bottle replacement at Water Transfer Station and reservoir.
7. Lagoon Sampling
8. Finished Sewer Main flushing program and problem mains.
9. Monitoring wells and weir measurements.
10. Sewer service repair.
11. Hydrant repair.
12. Water service repair/replacement.
13. Hydrant Winterizing.
14. Hydrant Flushing program.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. Sourcing out a streaming current meter to help with more accurate alum feed for better quality water coming out of the clarification stage of the treatment. Hopefully we will get some cost savings here.
2. The boiler has been serviced and is now in service for the winter months.
3. Still waiting on Burmac to build our safety screen for the caustic and acid stations. Also trying to schedule the work on lowering the heaters in the Pall building.
4. Lots of plant material coming in from the river. The intake screens were being washed every couple of days for a couple of weeks. It has cleared up towards the end of the month.
5. Still waiting on our caustic tank heater from Wattco. Was informed that they are still waiting on the report findings from the heater that we sent back for warranty.
6. Ongoing training for staff.
7. Routine maintenance and starting the winterizing process.
8. No major problems to report at this time.
9. There is a new Alberta Government Lead Management Plan that will be implemented starting next year which will involve educating residents, preparing a plan for sampling, recording results, training sampling personal, getting cooperation from the residents on obtaining samples and piping information. The plan is quite involved and will take much planning to achieve within the timeframe given by the government.

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

1. Department Head
2. Council
3. Staff Meeting
4. Joint Health and Safety
5. AUMA
6. Highway 12 Intersection Evaluations
7. Property/Equipment Hail Evaluations with insurance broker

Projects:

1. 50A Avenue Water and Sewer Replacements completed
2. 57A Street Water/Sewer Replacement working around gas main
3. G3 Rail spur crossing waterline right of way
4. Paving Program completed
5. Water Transmission Line – 250mm Valve Install
6. Water Reservoir Exterior
7. AB Env – lead in distribution system regulatory changes
8. Fleet Hail Evaluations
9. Facility Hail Evaluations
10. Pre-Audit Safety
11. Downtown Streetscapes update
12. Lagoon Desludging – Cells B and C Started
13. Highway 12 Intersection Evaluations
14. Downtown Streetscape Cost Estimates
15. 2019 Sidewalk Replacements
16. Lagoon/WTP Waste pond Desludging Tender Award

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

Report to be presented at a later date.

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

1. Meetings: Joint health and safety, site meetings at the Community hall, A.A.R.F.P. board of directors, after council, mid-management, delegation to council with Communities in Bloom, participated with the other directors at A.U.M.A., heartland beautification, per audit, and meetings with Stettler minor football.
2. Projects: Ice making, winterizing irrigation lines and spray park, washrooms closed at the sports park and spray park, blew out water lines at the campground and removed filter at the orchard. We installed the remaining 2 flag poles at West Stettler ball diamonds, phase 3 at the Community hall, washroom partitions at the S.R.C.. Tree pruning is on hold until our lift finishes its inspection on or about October 18th.
3. Fall/winter season is upon us and we have been busy with getting ready for it and the internal audit. Stettler won the Communities in Bloom International competition and I couldn't be more proud to have been part of that team and the community for coming together and getting it done!

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - Pre-connected hose deployment planning for site specific buildings
 - Pre planning apartment buildings and row housing

2. Fire Department Operations

- Meeting - Heart Haven Lodge Sprinkler project regarding fire zones, TOS insurance meeting, Fire Advisory meeting, and AUMA conference
- Fire Inspection/Plans review - Fire & Building code interpretation and requirement inquiries, Shear Bear Play school, Stettler recreation facility, residential CO alarm application,
- Fly-in Breakfast standby
- Communications Group planning antenna replacement project on two towers
- Replace rescue 14 auto eject
- Rescue 14 light tower trouble shoot order new circuit board
- Annual pump service Engine 11, Tower 10, and Engine 12
- Budget
- Working on Fire Investigation reports regarding structure fires in the Town of Stettler

3. Regional Fire Department Incident Summary

- Total calls 13 - 5 motor vehicle incidents, 4 alarm calls, 2 medical first response, 2 wildland fires



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74027
Cheque Date	First	Last		74041

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Atlas Copco Compressors Canada	74027	2019-10-04	\$2,139.40

Invoice Description		Invoice Number	Invoice Amount
WTP 6 Compressor filter kits		1119013773	\$2,139.40

Bunzl Cleaning & Hygiene	74028	2019-10-04	\$185.78

Invoice Description		Invoice Number	Invoice Amount
SRC Janitor Supplies		115285	\$185.78

Caro Analytical Services	74029	2019-10-04	\$157.50

Invoice Description		Invoice Number	Invoice Amount
WTP Water Analysis		IC1915475	\$157.50

Corner Appliance Service	74030	2019-10-04	\$141.70

Invoice Description		Invoice Number	Invoice Amount
Pool Facility Equipment Repair		2019.09.11	\$141.70

County of Stettler Housing Ath	74031	2019-10-04	\$82,827.00

Invoice Description		Invoice Number	Invoice Amount
Seniors Lodges 4th Qtr Requisi		2019.4	\$82,827.00

Gavin Hooper Enterprises Inc.	74032	2019-10-04	\$400.00

Invoice Description		Invoice Number	Invoice Amount
Public Relations-Staff Party		2019.10.01.DEP	\$400.00

James Marshall Trucking Ltd.	74033	2019-10-04	\$9,995.83

Invoice Description		Invoice Number	Invoice Amount
Roads 20mm crushed gravel		7565	\$9,995.83

Johnson, Henry	74034	2019-10-04	\$29.37

Invoice Description		Invoice Number	Invoice Amount
Airport Terminal bldg furnance		2019.10.01	\$29.37

Parkland Regional Library	74035	2019-10-04	\$12,889.80

Invoice Description		Invoice Number	Invoice Amount
Library 4th Qtr 2019 Requisiti		190220	\$12,889.80

Praxair Distribution	74036	2019-10-04	\$348.23

Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Pool Facility Cylinder Rental	91894085		\$348.23
Receiver General for Canada	74037	2019-10-04	\$47,453.13
=====			
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP20-19	\$37,710.90	
Town Tax Remittance	PP20-19.	\$8,067.10	
BOT Tax Remittance	PP20-19.BOT	\$1,675.13	
=====			
Spartan Controls Ltd.	74038	2019-10-04	\$1,121.09
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Valve	90080160	\$1,121.09	
=====			
TNT Work & Rescue	74039	2019-10-04	\$2,370.87
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 4 Jag Systems &	44372	\$2,370.87	
=====			
Variable Finance Inc.	74040	2019-10-04	\$585.06
=====			
Invoice Description	Invoice Number	Invoice Amount	
Tax Refund Tax Roll Cr Bal	2019.10.02	\$585.06	
=====			
Yellow Pages	74041	2019-10-04	\$55.44
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Sep Directory Advertisi	19-7493842	\$55.44	
=====			
Total Cheques			\$160,700.20
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74042
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Town of Drumheller	74042	2019-10-04	\$1,002.75

Invoice Description	Invoice Number	Invoice Amount
Bid #3 Elevation Cross Trainer	2019.10.04	\$1,002.75

	Total Cheques	----- \$1,002.75 =====
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74043
Cheque Date	First	Last		74067

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Fire Gear Cleaning	74043	2019-10-11	\$499.18

Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Clean Protective Clot	190903	\$499.18	

Campbell, Al	74044	2019-10-11	\$1,375.70

Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.09.12	\$87.50	
Council Travel & Subsistence	2019.10.01	\$1,288.20	

Canada Post Corporation	74045	2019-10-11	\$1,631.26

Invoice Description	Invoice Number	Invoice Amount	
Water Billing Postage	9703089596	\$1,631.26	

Corspraying	74046	2019-10-11	\$10,967.97

Invoice Description	Invoice Number	Invoice Amount	
Weed Control Contract	201947	\$2,520.00	
Weed Control Contract	201956	\$5,630.63	
Weed Control Contract	201957	\$796.33	
Weed Control Contract	201958	\$2,021.01	

County of Stettler	74047	2019-10-11	\$293.06

Invoice Description	Invoice Number	Invoice Amount	
Land Rental 2019 Taxes	2019	\$293.06	

Dave's Electric	74048	2019-10-11	\$93.66

Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Install Scanner Filte	1162	\$93.66	

DNR Pressure Welding Ltd.	74049	2019-10-11	\$1,772.19

Invoice Description	Invoice Number	Invoice Amount	
Comm Hall HVAC Welding	WD1000264	\$1,772.19	

Golder Associates Ltd.	74050	2019-10-11	\$28,980.00

Invoice Description	Invoice Number	Invoice Amount	
Bylaw Stettler Motel Air Quali	1047190	\$28,980.00	

Goodmen Roofing Ltd.	74051	2019-10-11	\$2,080.80

Invoice Description	Invoice Number	Invoice Amount	
Hail Damage Roof repair SRC	20190673	\$2,080.80	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
GP Concrete Services	74052	2019-10-11	\$6,988.80
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - HVAC Concrete pad	040	\$6,988.80	
Hansel's Excavating Ltd.	74053	2019-10-11	\$3,199.88
Invoice Description	Invoice Number	Invoice Amount	
Sewer Lift Stn Hired Hydrovac	7152	\$1,113.00	
Sewer Lift Stn Hired Hydrovac	7149	\$973.88	
Sewer Lift Stn Hired Hydrovac	7153	\$1,113.00	
Heartland Industries Inc.	74054	2019-10-11	\$257.25
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall HVAC Supplied Picker	35096	\$257.25	
Hoisting Ltd.	74055	2019-10-11	\$2,678.12
Invoice Description	Invoice Number	Invoice Amount	
Shop & Sewer Annual Crane Insp	22240	\$2,678.12	
Landman Reule Law Office	74056	2019-10-11	\$624.44
Invoice Description	Invoice Number	Invoice Amount	
Land Purchase Costs Parking Lo	19217	\$624.44	
Larson's Auto Electric 2010	74057	2019-10-11	\$44.10
Invoice Description	Invoice Number	Invoice Amount	
Water Trans rewind cover & hub	IN1009474	\$44.10	
Olds Concrete Services (2014)	74058	2019-10-11	\$80,239.72
Invoice Description	Invoice Number	Invoice Amount	
2019 Sidewalk Replacements	2123C PPC#1-20	\$80,239.72	
ServiceMaster Restore	74059	2019-10-11	\$2,192.93
Invoice Description	Invoice Number	Invoice Amount	
Health Unit RestorationCleanup	19-1379	\$2,192.93	
Shanahan's	74060	2019-10-11	\$938.70
Invoice Description	Invoice Number	Invoice Amount	
SRC Arena Washroom Partitions	1962383	\$938.70	
Superior Truck Equipment Inc.	74061	2019-10-11	\$168.43
Invoice Description	Invoice Number	Invoice Amount	
Equip Hydrovac Door latch	9735S	\$168.43	
TNT Pipeline Services	74062	2019-10-11	\$1,680.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WTP Piggig Water Main	5538		\$1,680.00
TNT Work & Rescue	74063	2019-10-11	\$2,613.02
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Training Materials	44412	\$2,613.02	
=====			
Unkauf, Annie	74064	2019-10-11	\$17.38
=====			
Invoice Description	Invoice Number	Invoice Amount	
Pool Special Event Supplies	2019.10.08	\$17.38	
=====			
Valley Green Landscaping	74065	2019-10-11	\$315.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Enforcement 4707 - 49 St	02757	\$315.00	
=====			
Xylem Canada Company	74066	2019-10-11	\$810.73
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Float Switch	3558324744	\$810.73	
=====			
Yesterday's Meals on Wheels Se	74067	2019-10-11	\$1,911.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Hired Vac Truck	20441	\$294.00	
Sewer Hired Vac Truck	20444	\$220.50	
Sewer Hired Vac Truck	20445	\$294.00	
Sewer Hired Vac Truck	20537	\$367.50	
Sewer Hired Vac Truck	20538	\$367.50	
Sewer Hired Vac Truck	20539	\$367.50	
=====			
Total Cheques			\$152,373.32
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-10-08	2019-10-08		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Accu-Flo Meter Service Ltd.	EFT0001699	2019-10-08	\$84.00

Invoice Description		Invoice Number	Invoice Amount
Water Trans 200 Washers for		86455	\$84.00

APEX Supplementary Pension Pla	EFT0001700	2019-10-08	\$374.85

Invoice Description		Invoice Number	Invoice Amount
Supplementary Pension Plan		PP20-19	\$374.85

Baharally, Charlene	EFT0001701	2019-10-08	\$182.00

Invoice Description		Invoice Number	Invoice Amount
Fitness Area Travel & Subsiste		2019.09.27	\$182.00

Barnes, Roger	EFT0001702	2019-10-08	\$25.00

Invoice Description		Invoice Number	Invoice Amount
SRC Oct Phone Allowance		2019.10.01	\$25.00

Border Paving Ltd.	EFT0001703	2019-10-08	\$59,521.93

Invoice Description		Invoice Number	Invoice Amount
TS95 2019 Paving Program		PP#3-TS95	\$59,521.93

Bounty Onsite Inc.	EFT0001704	2019-10-08	\$3,903.17

Invoice Description		Invoice Number	Invoice Amount
Trans Marking Paint		001-086972	\$47.57
WTP Janitor Supplies		001-086931	\$32.54
Water Trans Storage Comparten		001-086731	\$319.29
Water Trans Flagging Tape &		001-086581	\$39.74
Water Trans 4 - Mask Filters		001-086652	\$97.36
Water Trans 6 Mask Filters		001-086742	\$95.06
Water Trans Sampling Materials		001-086808	\$27.40
Water Trans Valves & Hydrant M		001-086908	\$1,108.80
Water Trans Painting Supplies		001-087187	\$10.26
Water Trans Supplies & Parts		001-087287	\$94.31
SRC Janitor Supplies		001-087657	\$58.78
SRC Janitor Cleaning Tools		001-087030	\$209.33
SRC Janitor Supplies		001-086584	\$714.78
SRC Janitor Supplies		001-08925	\$292.88
SRC Janitor Supplies		001-087317	\$310.32
SRC Janitor Supplies		001-087547	\$422.70
Park Safety Supplies		001-087471	\$22.05

Brenntag Canada Inc.	EFT0001705	2019-10-08	\$18,463.90

Invoice Description		Invoice Number	Invoice Amount
WTP Chemicals		46020338	\$7,541.10
WTP Chemicals		46045638	\$8,346.24

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WTP Chemicals & Drum Deposit	46054068		\$2,130.41
WTP Chemicals	46079081		\$1,003.28
Brugman, Etienne J. L.	EFT0001706	2019-10-08	\$162.00
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Drivers Medical &	2019.09.30	\$162.00	
Canadian Union of Public Emplo	EFT0001707	2019-10-08	\$742.50
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP20-19	\$742.50	
Cas Tech Inc.	EFT0001708	2019-10-08	\$51.98
Invoice Description	Invoice Number	Invoice Amount	
Computers Switch & Cable	30830	\$51.98	
Chemtrade West Limited Partner	EFT0001709	2019-10-08	\$9,018.82
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals	92731461	\$9,018.82	
Clearview Public Schools	EFT0001710	2019-10-08	\$3,492.06
Invoice Description	Invoice Number	Invoice Amount	
Office Joint August Expenses	5973	\$3,492.06	
Commercial Aquatic Supplies	EFT0001711	2019-10-08	\$665.42
Invoice Description	Invoice Number	Invoice Amount	
Pool Program Supplies & Freigh	156611	\$665.42	
Dean's Machine Inc.	EFT0001712	2019-10-08	\$96.60
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Dig Trailer repair	42635	\$96.60	
Digital Connection Office Syst	EFT0001713	2019-10-08	\$310.92
Invoice Description	Invoice Number	Invoice Amount	
Office & Water Billing Postage	223438	\$310.92	
Dodd, Sonia	EFT0001714	2019-10-08	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Oct Phone Allowance	2019.10.01	\$25.00	
Stettler FCSS	EFT0001715	2019-10-08	\$49,108.75
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr 2019 Requisition	2019.10.01	\$49,108.75	
Fisher, Kyle B	EFT0001716	2019-10-08	\$435.90
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water Refund Util AC Cr Bal		2019.09.25	\$435.90
Gerlitz, Steven	EFT0001717	2019-10-08	\$1,980.47
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Oct Phone & Trvl	2019.10.01	\$100.00	
Admin Travel & Sub AUMA	2019.09.30	\$1,880.47	
Graham, Leann	EFT0001718	2019-10-08	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Oct Phone & Travel Allowan	2019.10.01	\$175.00	
Howe, Graham	EFT0001719	2019-10-08	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Cemetery/SRC Oct Phone Allow	2019.10.01	\$25.00	
KaizenLAB Inc.	EFT0001720	2019-10-08	\$1,679.58
Invoice Description	Invoice Number	Invoice Amount	
Sewer Lagoon Sampling	INV0043101	\$839.79	
Sewer Lagoon Sampling	INV0043854	\$839.79	
Keiths Refrigeration	EFT0001721	2019-10-08	\$1,873.09
Invoice Description	Invoice Number	Invoice Amount	
WTP Compressor Repairs	19298	\$869.15	
WTP 24 Filters & 25 Pods	19289	\$529.10	
Pool Repair MUA	19358	\$474.84	
King, Allan	EFT0001722	2019-10-08	\$195.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Travel & Sub AUMA	2019.10.014	\$195.00	
Mountainview Systems Ltd.	EFT0001723	2019-10-08	\$105.00
Invoice Description	Invoice Number	Invoice Amount	
Sewer Plug for Cleaning B-Lift	R140115	\$105.00	
NSC Minerals Ltd.	EFT0001724	2019-10-08	\$5,177.11
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Road Salt	SXP249608	\$5,177.11	
QM Contracting	EFT0001725	2019-10-08	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Meter Reader - Sept	931371	\$1,575.00	
Robbins, Brad	EFT0001726	2019-10-08	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Oct Travel Allowance	2019.10.01	\$100.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Spencer, Rob	EFT0001727	2019-10-08	\$1,135.48

Invoice Description	Invoice Number	Invoice Amount	
HBC CIB Symposium in NS	2019.09.30	\$1,135.48	

Stettler Public Library	EFT0001728	2019-10-08	\$61,425.52

Invoice Description	Invoice Number	Invoice Amount	
4th Qtr 2019 Requistion	2019.4	\$61,425.52	

Switenky, Greg	EFT0001729	2019-10-08	\$470.00

Invoice Description	Invoice Number	Invoice Amount	
Admin Travel & Sub AUMA	2019.09.30	\$100.00	
Admin/Office Oct Phone & Trvl	2019.10.01	\$370.00	

Whitten, Wanda	EFT0001730	2019-10-08	\$1,889.90

Invoice Description	Invoice Number	Invoice Amount	
Admin Diamond Coference Trvl &	2019.09.24	\$1,889.90	

Total Cheques			\$224,470.95

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-10-15	2019-10-15		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta One-Call Corporation	EFT0001731	2019-10-15	\$192.15

Invoice Description	Invoice Number	Invoice Amount	
Water Trans - Sept 1st Calls	IN154126	\$192.15	

Angus, Lara	EFT0001732	2019-10-15	\$43.50

Invoice Description	Invoice Number	Invoice Amount	
Admin Travel Allowance	2019.10.03	\$43.50	

Barros, Cheryl	EFT0001733	2019-10-15	\$707.31

Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.09.27	\$707.31	

Stettler Regional Board of Tra	EFT0001734	2019-10-15	\$400.00

Invoice Description	Invoice Number	Invoice Amount	
HBC Gala Ticket & Gold Sponsor	1198	\$400.00	

Border Paving Ltd.	EFT0001735	2019-10-15	\$15,623.07

Invoice Description	Invoice Number	Invoice Amount	
Roads Hotmix Asphalt	64393	\$1,079.93	
Roads Hotmix Asphalt	64394	\$1,207.55	
Roads Hotmix Asphalt	64618	\$1,266.30	
Roads Hotmix Asphalt	64722	\$4,822.18	
Roads Hotmix Asphalt	64777	\$1,206.66	
Roads Hotmix Asphalt	64833	\$1,209.34	
Roads Hotmix Asphalt	64901	\$1,208.45	
Roads Hotmix Asphalt	64861	\$1,205.77	
Roads Hotmix Asphalt	64931	\$1,205.77	
Roads Hotmix Asphalt	64976	\$1,211.12	

Central Sharpening	EFT0001736	2019-10-15	\$1,680.00

Invoice Description	Invoice Number	Invoice Amount	
SRC Zamboni Replacement Blades	27805	\$1,680.00	

Derks	EFT0001737	2019-10-15	\$1,158.98

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Misc Uniform items	122240RP	\$1,158.98	

Dodd, Sonia	EFT0001738	2019-10-15	\$304.00

Invoice Description	Invoice Number	Invoice Amount	
Admin Safety AMHSA Meeting	2019.09.27	\$304.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Doucette, Penni	EFT0001739	2019-10-15	\$76.48

Invoice Description	Invoice Number	Invoice Amount	
Staff BBQ Supplies	2019.10.01	\$76.48	

Fischer, Malcolm	EFT0001740	2019-10-15	\$1,431.08

Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.10.04	\$1,431.08	

Fix, Grace	EFT0001741	2019-10-15	\$233.29

Invoice Description	Invoice Number	Invoice Amount	
HBC Walk'n Roll Lunch Meeting	2019.10.08	\$64.05	
HBC Environment Supplies	2019.09.07	\$169.24	

Gateway Mechanical Services In	EFT0001742	2019-10-15	\$967.27

Invoice Description	Invoice Number	Invoice Amount	
SRC Red Floor Startup	586532	\$967.27	

Hi Way 9 Express Ltd.	EFT0001743	2019-10-15	\$338.76

Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	12037655.2	\$338.76	

i. d. Apparel	EFT0001744	2019-10-15	\$1,516.42

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Navy Hats & Uniform	93490	\$69.20	
Fire Joint Uniforms 48 Hats	93953	\$1,307.88	
Pool 6 Uniform Cotton Tees	94672	\$139.34	

Lawlor, Gord	EFT0001745	2019-10-15	\$949.41

Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.10.01	\$949.41	

Loomis Express	EFT0001746	2019-10-15	\$52.72

Invoice Description	Invoice Number	Invoice Amount	
WTP Freight	8579202	\$52.72	

Nolls, Sean	EFT0001747	2019-10-15	\$1,135.37

Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.10.01	\$1,135.37	

Pfeiffer, Scott	EFT0001748	2019-10-15	\$999.41

Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.10.01	\$999.41	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ramstad, Hanna	EFT0001749	2019-10-15	\$430.00
Invoice Description	Invoice Number	Invoice Amount	
Fitness Yoga Instructor	2019.09.30	\$430.00	
Raven Rescue Ltd.	EFT0001750	2019-10-15	\$1,669.50
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Training	12620	\$1,669.50	
Smith, Wayne	EFT0001751	2019-10-15	\$949.41
Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2019.10.01	\$949.41	
Stettler Telephone Answering S	EFT0001752	2019-10-15	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
WTP Oct Working Alone Monitori	119	\$120.75	
Stingray Radio Inc.	EFT0001753	2019-10-15	\$787.50
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Sept Advertising	301847-9	\$682.50	
HBC Repair Cafe Advertising	341730-1	\$105.00	
Tagish Engineering Ltd.	EFT0001754	2019-10-15	\$11,555.45
Invoice Description	Invoice Number	Invoice Amount	
TS95 - 51 Ave Road Improvement	17212	\$2,005.61	
TS96 Waste Pond Desludging	17214	\$772.54	
TS89 50A Ave Water & Sanitary	17209	\$2,007.00	
TS94 52nd St Water Main Replac	17211	\$5,164.27	
TS93 57A St Water/Sanitary Rep	17210	\$833.49	
TS96 Lagoon Cell C Desludge	17213	\$772.54	
Wet Water Industries Ltd.	EFT0001755	2019-10-15	\$178.52
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Service Call Wtr Tr	AR16705	\$101.63	
Fire Joint Nov Wtr Treat Equip	AR16640	\$76.89	
WTS Manufacturing & Sales Inc.	EFT0001756	2019-10-15	\$2,110.50
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Memorial Materials	1446	\$2,110.50	
Total Cheques			\$45,610.85

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000213
Cheque Date	First	Last		ONL000217

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Rogers	ONL000213	2019-10-04	\$54.60

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Fire Joint 9.19-10.18 Data Pla	2073040111	\$54.60	

Shaw Cable	ONL000214	2019-10-04	\$73.50

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Com Hall 10.17-11.16 Wifi	2019.09.17	\$73.50	

Shaw Cable	ONL000215	2019-10-04	\$288.75

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
SRC 10.15-11.14 Wifi	2019.09.15	\$288.75	

Telus Communications	ONL000216	2019-10-04	\$3,198.92

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Telus Comm Sep 22 to Oct 21	2019.09.23	\$3,198.92	

Telus Mobility Inc.	ONL000217	2019-10-04	\$1,049.81

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Telus Mobility Sep 22 - Oct 21	2019.09.21	\$1,049.81	

Total Cheques			\$4,665.58

Audit Trail Code: CMXFR00000009
 * Voided Transaction

From Chequebook ID	To Chequebook ID	Number	Transfer Date	Posting Date	Amount

Description					

GENERAL	MARKET CORP	666471910090001	2019-10-09	2019-10-09	\$60,000.00
BOT Grant 2019-4					

Account Number	Account Description	Debit	Credit

3-01-00-00-00-121	Bank - General Operating	\$0.00	\$60,000.00
3-01-00-00-00-128	Bank - Board of Trade	\$60,000.00	\$0.00
		-----	-----
		\$60,000.00	\$60,000.00

Total Transfers: 1



ALBERTA
INFRASTRUCTURE

*Office of the Minister
MLA, Calgary-Edgemont*

AR 48618

September 24, 2019

Dear Mayors and Reeves,

I am pleased to provide an update on the Investing in Canada Infrastructure Program (ICIP) and Alberta's administration of the program.

Since the signing of the Integrated Bilateral Agreement in April 2018, Alberta has received over 700 Expressions of Interest (EOIs) for projects seeking funding through ICIP's four streams. The EOIs per stream breakdown is as follows:

- Community, Culture, and Recreation: 263;
- Green Infrastructure: 212; and
- Rural and Northern Communities: 232.

The Public Transit stream is allocated to 18 municipalities with regional transit systems, and projects are not identified through the EOI process. Across the other three streams, more than half of the EOIs are from municipalities.

Alberta Infrastructure closed its EOI intake on July 31, 2019. At this time, the requests for funding far exceed the funding available. Applicants who have submitted EOIs up until the intake closure date can expect to learn the status of their projects before the end of the year. A subsequent intake of EOIs may open in spring 2020, depending on funding availability.

With regard to next steps following the intake closure, partner ministries are currently reviewing projects to identify their priorities by mid-September. Applicants whose projects are deemed ineligible will be notified of the status of their projects in fall 2019. The remaining eligible projects will be assessed by the province based on their alignment with provincial priorities, federal program outcomes, as well as project readiness and viability. Applicants with provincially endorsed projects will be invited to work with the province in early 2020 to submit a federal application with the intent to obtain federal approvals prior to next construction season.

.../2

Please note that a 33 per cent provincial cost share is required for municipal projects. Projects cannot be provincially endorsed for federal funding until the required cost share is identified. Given Alberta's current fiscal situation, the province will continue to leverage existing grant programs for the provincial cost-share requirement.

Municipal Sustainability Initiative (MSI) funding can be used for the provincial cost share for Community, Culture and Recreation stream projects only. The rationale is that there are existing grant programs available to support the provincial cost share for the other three streams. Alberta Municipal Affairs will continue to work with municipalities that submitted applications under the Community, Culture and Recreation stream, to determine if the projects meet MSI requirements. Related grant programs can be found at alberta.ca/icip.

To date, 13 projects have been federally approved by Infrastructure Canada for funding under ICIP. Federally approved projects, with locations, include:

- Green Line LRT; Calgary
- Jerry Forbes Center for Community Spirit; Edmonton
- YWCA Hub Facility; Calgary
- Ben Calf Robe School Replacement; Edmonton
- Wastewater Treatment Plant Upgrades; Lloydminster
- Metro Line LRT Extension; Edmonton
- West Valley Line LRT; Edmonton
- Heritage Park Natural Resources Project; Edmonton
- TELUS World of Science Aurora (Phase 4); Edmonton
- Winspear Completion Project; Edmonton
- Vivo Expansion Project; Calgary
- Interfaith Foodbank Upgrades; Lethbridge; and
- Alberta Capital Region Wastewater Treatment Gas Burner; Fort Saskatchewan.

Should you have any further questions regarding ICIP or the status of your project, please do not hesitate to contact program staff at alberta.icip@gov.ab.ca. I look forward to following the progress of successful projects.

Sincerely,



Prasad Panda
Minister

Good morning municipal leaders. It was great catching up with those of you who attended the recent AUMA convention. Based on the conversations, it is apparent we are facing challenging times.

I would like to invite you to have further discussion about the challenges in each of your municipalities, the successes experienced, and the opportunities for potential shared solutions. Are there municipal efficiencies that you've implemented that may work in neighbouring communities, have you completed your Inter-collaboration Frameworks and are able to share lessons learned from the process? To enable this dialogue and collective insight exchange, I am hosting a municipal roundtable / forum / summit on **Friday November 8, 2019 in Hanna** and I am hoping your municipality will attend.

The collective voice of the 30+ municipalities in our constituency will provide an opportunity to share challenges, explore opportunities, create a greater depth of knowledge about our area, and demonstrate your leadership in delivering municipal services to citizens.

With that in mind, I'm inviting 2-3 representatives from each Drumheller-Stettler municipality to have a discussion. If possible, your CAO or senior administration staff plus one or two elected representatives should be included. Please complete the attached form and identify your **top five challenges** in serving your citizens and your **top successes / lessons learned**. We will compile the responses and thus YOU will set the agenda for discussion on **November 8th**.

Some key topic areas like infrastructure, funding, and seniors have already been identified and discussed at length, but we wanted you to outline any specifics related to your municipality.

Please complete the attached Registration and 'ISSUES / SUCCESSES SHEET' and email to james.klassen.dhs@assembly.ab.ca by October 30, 2019. We will compile the responses to the challenges and use the compiled responses to set the schedule for Nov 8th forum / summit / gathering.

Event Details:

Date: Friday November 8, 2019

Location: Hanna Legion, 224 2 Ave W

Time: 10:00 am – 3:30 pm

I look forward to receiving your input to set the agenda and your participation in discussions to capitalize on our collective wisdom. We can do so much more, better, together!

Nate Horner

Drumheller- Stettler Municipal ROUNDTABLE / FORUM / SUMMIT

Friday November 8, 2019

Hanna, Alberta

REGISTRATION sheet plus your ISSUES / SUCCESSES

Municipality	Click or tap here to enter text.
Representatives Attending	Name: Click or tap here to enter text. Title: Click or tap here to enter text. Name: Click or tap here to enter text. Title: Click or tap here to enter text. Name: Click or tap here to enter text. Title: Click or tap here to enter text.
Any dietary concerns?	<input type="checkbox"/> Allergies <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-free <input type="checkbox"/> Other Click or tap here to enter text.
<u>TOP FIVE CHALLENGES</u> (please enter specifics) (Note: space will expand as you type...)	1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text.
<u>TOP FIVE SUCCESSES or LESSONS LEARNED</u> (please enter specifics) Note: space will expand as you type...)	1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text.
Is your ICF (Intermunicipal Collaboration Framework) complete?	Click or tap here to enter text.



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

October 7, 2019

Town of Stettler
PO Box 280
Stettler, Alberta T0C 2L0

The Farm Safety Centre is a community based organization led by farmers and ranchers with an interest in helping things go right for all individuals in rural Alberta. The centre began a farm safety educational effort called Safety Smarts in 1998.

The program has been delivered continuously since then and is now offered province wide by a team of regional instructors. Rural children across the province receive farm safety presentations in their individual school classrooms each school year. Since 1998 Safety Smarts learning and engagement has involved 732,914 elementary school aged children.

A recent program evaluation indicated that more than 85% of the rural children reached by Safety Smarts are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

The 2019-2020 school year is the 22nd consecutive year of Safety Smarts delivery. The generosity of many continues to make this unique farm safety extension effort possible. We are grateful for each and every dollar donated in support of the important outreach of our charitable organization. A complete 2018-2019 Safety Smarts report is enclosed with this letter, if you have donated to support the program. The complete report can also be found on our website: abfarmsafety.com

With the start of this 2019-2020 school year, we are again inviting Towns & Villages to help out. An annual contribution of \$100 from 200 + Towns/Villages would allow delivery to 4,000 + students this school year. This amount is just 1/5 of what dozens of Hutterite Colonies provide each year to support continued on-colony program delivery to their children.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand and donating a modest amount. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this successful farm safety initiative for another 20+ years!

As a charity registered with Canada Revenue Agency, we are able to issue charitable tax receipts for all donations.

We express heartfelt thanks to Town and Villages who are consistent and generous contributors. Their consistency is essential to the sustainability of Safety Smarts. In 2018 more than 290 entities of all types helped fund Safety Smarts.

We would be pleased to provide additional information, upon request. Thank you for your time.

Sincerely,

Laura Nelson
Executive Director
Farm Safety Centre



Stettler Festival of Lights

November 26 – November 30, 2019
Stettler Community Hall



This winter, Stettler Festival of Lights is hosting their 22nd annual hospital fundraiser.

We have been working diligently with the Stettler Health Services Foundation to ensure we are able to purchase the items that are most needed right now. All funds raised go directly back into Stettler's local hospital and care center. We are striving to raise \$127,000.00 to reach our goal! This year we are fundraising for the following items:

Panda Warmer: \$31,000.00

- A warmer that every baby born goes on to be monitored. It can also measure the baby's respiratory function.

Vital Signs Monitor: \$10,000.00

- Attaches to the Panda Warmer to add additional monitoring capabilities for babies.

Central Cardiac Monitoring Main Frame & Two Individual Monitoring Cubes: \$66,000.00

Listed below are some more details on where previous funds were allocated to help grow our hospital and the services our community is able to provide in the way of patient care. Over the past 21 years, Stettler's Festival of Lights has raised over \$1,155,000.00 to enhance patient care at the hospital!! Festival of Lights can attribute their success to the remarkable residents of Stettler and surrounding communities who share their time and money to improve our local health care system.

With phenomenal community support of this event, we have been able to purchase the following necessary equipment for our hospital and long-term care facilities:

- Birthing Bed (2) & Room Decor
- Ice Dispenser
- Stryker Power Hydraulic Cot
- LUCAS 3 Chest Compression System for the District Ambulance
- Accumax Mattresses for acute care (19)
- Ventilator for the ER department
- Automated External Defibrillator
- Bili TX Phototherapy Jaundice Treatment Blanket
- Blanket Warming Cupboard
- Overhead Patient Lifts (6)
- Colonoscope
- Infant Incubator
- Palliative Care Beds (3)
- Aqua-Aire Bath System
- Dialysis Unit Chairs
- Heart Monitors
- Sheepskins
- Nurse Call System & Patient Monitoring System
- Multiple OR upgrades
- Palliative Care Room & Family Room Upgrade



FESTIVAL OF LIGHTS 2018



The success of Stettler's Festival of Lights is attributed to our remarkable sponsors. The net proceeds from this year's event was \$108,808.11! Over a 21 year time period Stettler's Festival of Lights has raised \$1,159,896.11 for health care in the local area



STAR (\$1500 - \$3000)

- Anna Louise Shirreff
- Bond-O Communications
- Castor Colony
- Ember Resources Ltd.
- Lone Pine Colony
- Panda Flowers - Cindy Savage
- Red Willow Colony
- Sean's No Frills
- Stride Management
- The Co-Operators
- Tim Hortons Stettler
- WISH Kitchen & Gift



- Action Plumbing
- Allied Vessel Fabrication
- Amy & Mike Roberts
- ATCO Electric
- Blackjack Oilfield Contracting
- Brenda's County Catering
- Burmac Mechanical 2000
- Canadian Natural Resources Ltd.
- Canadian Tire Stettler

- Canalta Hotel
- Central Vision & Hearing
- Chapman and Co.
- Di's Consulting Ltd.
- Fran Smith
- Generations R.V. Inc.
- Harvey & Shirley Kassian
- Heartland Auto Supply
- Heartland Medical Clinic

BRONZE (\$500 - \$999)

- Hi-Way 9 Express Ltd.
- ID Apparel
- Jim Renschler Construction
- Joe & Elizabeth Knowles
- John's
- Jude's Liquor Store
- Justin & Kim Tanner
- Knette Club of Stettler
- Letty Docherty

- Lorri & Dale Bauman
- Remedy Art Studio
- Rob & Marg Grandfield
- Schnell Hardy Jones
- Schwartz Home Building Centre
- SCORE Projects Inc.
- Sleepy Willow Photography
- Snodgrass Pharmacy Ltd.
- Stettler Denture Clinic/David Ho

- Stettler Dodge Ltd.
- Stettler Flooring & Paint
- Stettler Vet Clinic
- Suncrest Farming Co. Ltd.
- The Coffee Tree
- Tornado Global Hydrovac's
- Vintage Thistle
- Wells Furniture
- Woodcraft by Dave Ltd.
- Woody's Automotive

FRIEND (\$100 - \$499)

- Admiral Welding Ltd.
- Alberta Prairie Steam Tours
- Allison & Nick Baird
- Anaiah's Family Restaurant
- Apple Drugs
- Archie & Ila Lunevich
- Aroma Cleaning
- Artsy Fartsy - Big Valley
- ATB Financial
- Bethany Cyr
- Big Game Source for Sports
- Bloke's Bakery
- Breanna Davis - Hall
- Brian & Gail Peterson
- Buzzed & Baked
- C.R. Glass Ltd.
- Cabinet of Curiosities
- Cas Tech
- Cathy Papley
- Central Alberta Co-Op
- Century 21 Candor Realty
- Cervus - John Deere
- CIBC Stettler
- Cody & Karla Klaus
- Danceology - Rhonda Gillrie
- Dean's Machine Inc.
- Diverse Signs
- DNR Pressure Welding Ltd.
- Don's Car Sales Ltd.
- Dorothy Anderson
- doTERRA - Susan Faithfull
- Dr. Patel Family Dentistry
- Dust Fairies Cleaning (Ashley)
- Dybo Oilfield
- Edmonton Eskimos Football Club

- Esthetics by Stephanie
- Extreme Pita
- Family Chiropractic
- Fenn Ladies Club
- FlareTech
- Fountain Tire
- Fred Milner
- Gary Grant Law Office
- Gitzel & Company
- Goodsense Healthcare
- Gordon & Rita Mielke
- Greg Patterson Concrete
- Hazel Dawson
- Heartland Bowl
- Heartland Insurance Services
- Heartland Stationers
- Highway 12 Sales Inc.
- Home Hardware
- Ideal Dentures Inc.
- ID Inspection
- Irene & Deane Kerbes
- Ivan & Margaret Purdy
- James A. Spencer
- James Klassen Electric Services
- Jasmyn Tremmel
- JEN Express
- Jensen Interiors
- Jewel Theatre
- Jim & Maureen Wasdal
- Joanne Hoopfer
- Judy Walgenbach
- June Lee
- Karin Pibbbs

- Kathleen Kossowan
- Kathy's Printing Service
- Kevin Van Bussell - CIBC
- Keyera Corp.
- King's Cookies
- Kinsmen Club of Stettler
- Leschert & Associates
- Lesley McDavid
- Linda Hall Ladies
- Lutheran Church Ladies
- Lyncot Ladies Society
- Magnetsigns
- Metalex Metal Buildings
- Michelle Pinder
- Mike & Mary-Jane Jackson
- Mitch & Patricia Koehler
- Mrs. Prehn's Picassos
- Murray & Mary-Lou Manson
- Nordstrom Family Dental
- North Star Trucking Ltd.
- One Better Hair Design
- Painted Wood - Kelsie Miller
- Parcels Trucking
- Party Maxx
- Pastor Ross Helgeson
- Pat Callin
- Pat Ziegler / Sandy Miles
- Patchoulimint Spa
- Pat's Pet Care
- Peace Power - Chad Mielke
- Peavey Mart
- Perry & Pauline Christian
- Pharmasave
- Phoenix House B&B
- Pizza Express

- Prairie Junction R.V. Resort
- Quality Controls
- Ramada Hotel - Stettler
- RBC Royal Bank
- Real Country 93.3
- Rob Brennen
- Rod Smith Construction
- Rollie's Vac Systems
- Rosebud Dinner Theater
- Royal Tyrell Museum
- Rushton Agencies Ltd.
- Sage Wellness
- Sara Wengryn & Family
- Ski RCR & Sunshine Village
- Sobey's - Stettler
- Stettler Ag. Society
- Stettler Agri Centre
- Stettler IDA Drugs
- Stettler Registry Services
- Stettler Travel
- Stettler Variety Showcase
- Steve's Stuff
- Subway Stettler
- Sue Peterson
- Suzanne & Jenny's

- Suzanne Bond
- Sweetlight Photography
- T.A.K. Oil & Gas
- Tana Nixon - The Mortgage Centre
- The Attic Unisex Hair Design
- The Brick
- The Golf Bags
- The Shoe Closet & Boutique
- The Vault - Dixie LaRose
- Thorogood & Pinches
- Thrive 360
- Today's Sweet Cakery
- Tom's Boots
- Town Centre Trophy & Gift
- Tracy Lee Rosin
- True North Ring Slings
- Uncle Tim's Treats
- Urban & Annette Muires
- Valley Green Landscaping
- Vision Credit Union
- Wayne Crestairs Drywall
- Westland Insurance
- Wicker & Willow
- Women in Cloth
- Wood "n" Things



Stettler Festival of Lights - Donation / Sponsorship Form

Company/Personal Name: _____ Contact Person: _____

Address: _____ City: _____ Prov: _____ Postal: _____

Contact Number: _____ Email: _____

Donation & Sponsorship Opportunities

Cash Donor Only Amount _____

SOLD Pancake Breakfast Event Sponsor - \$1,000

Gala Night Entertainment Sponsor - \$1,500 (2)

Art & Cheer Event Sponsor - \$1,000

Gala Night Dessert Sponsor - \$1,000

SOLD Senior's Tea Event Sponsor - \$1,000

SOLD Gala Night Centerpiece Sponsor - \$1,000

Christmas Spirits Event Sponsor - \$1,000

Gala Night Table Wine Sponsor - \$2,000

SOLD Burgers & Beer Family Night Event Sponsor - \$1,000

Gala Night Door Raffle Sponsor (2) - \$1,000

Children's Wonderland Event Sponsor - \$1,000

Silent/Live Auction Donation

Week-Long Décor Sponsor - \$1,000

Decorate Christmas Tree or Wreath

Value of Donation/Sponsorship: \$ _____

Description of Auction Item: _____

Please note:

For items valued over \$200, please submit an independent receipt of the item's purchase in order to receive a tax receipt. Items valued under \$200 do not require an invoice.

Payment Method:

Cheque Cash Credit Card

* Cheques payable to: Stettler Health Services Foundation

Mail to: Bag 500 Stettler, AB T0C 2L0

Credit Card #: _____

Expiry Date: _____ CVC: _____

Name on Card: _____

Authorizing Signature: _____

Sponsorship Levels

Friend Sponsor: \$100 - \$499

Bronze Sponsor: \$500 - \$999

Silver Sponsor: \$1000 - \$1499

Star Sponsor: \$1500 - \$3000

Diamond Sponsor: \$3000+

We'd love to advertise your donation on our Facebook event page.
Please email an image of your donation to:

allisonb@bond-ocommunications.com

If you have any questions regarding sponsorship or donating an auction item, please contact:

Allison Baird, Auction Chair (403) 740-9696

Suzanne Bond, Gala Chair: (403) 740-2424

Amy Roberts, Festival Chair (403) 740-4740

MJ Jackson, Financial Chair: (403) 742-0063



Stettler Hospital & Care Centre renovations

Phase 1 is done

Alberta Health Services marks a milestone at the Stettler Hospital & Care Centre with the completion of Phase 1 of a three-phase, \$9.3 million renovation project.

Project background

Improvements are being made in the three priority areas of Labour & Delivery, Emergency Department, and Kitchen/Nutrition and Food Services. Several groups, including community members, were consulted in reviewing the hospital's use of space and identified the priority spaces in need of improvement. The project optimizes existing space for best value.

The hospital continues to remain fully operational while construction is underway; however, renovations are being completed in phases to minimize patient impact.

When the work is done, patients and families, physicians, staff and volunteers will benefit from improved access and flow, increased safety, more privacy and enhanced quality of service.

Phase 1

- A new pharmacy was built using half of the cafeteria.
- A new gift shop was built using part of the admitting area.
- The previous locations for the pharmacy and gift shop were moved to make way for renovations to the Labour and Delivery suites, and to the Emergency Department.
- Modifications were made to the cafeteria to create space for the new Labour and Delivery suites; and modifications made to the lab entrance, offices, and x-ray waiting room in advance of the Emergency Department renovation.
- Work began in March 2019 and wrapped up in September 2019.

Phase 2

- Two new Labour & Delivery Suites are being constructed.
- Work began in mid-September and is expected to be complete in March 2020.

Phase 3

- The Emergency Department will be completely renovated, improving visibility, accessibility, security, workflow and patient care.
- Changes to the department's entrance will be clearly identified on site. Residents and staff will be assisted in wayfinding through the help of volunteers and posted signage.
- Work on the Emergency Department will begin early in the New Year of 2020 and is expected to be complete in September 2020.
- Kitchen and cafeteria renovations are still in design development, with a construction start date to be determined.

Funding

Funding for health facilities capital maintenance and renewal is administered by Alberta Infrastructure through the Infrastructure Maintenance Program (IMP). Funding is provided to Alberta Health Services (AHS) for this \$9.3 million renovation project through the IMP.

Stettler Health Services Foundation

The Stettler Health Services Foundation, which works with the community to make decisions about how best to allocate health related donations, is raising funds to support the major renovations.

To date, the Foundation has raised \$250,000 for equipment and furnishings for the Labour and Delivery suites. Now, the group is focused on an even larger fundraising goal, as approximately \$400,000 is needed for the purchase of equipment for the upcoming renovation to the Emergency Department.

Donations and/or questions can be directed to:

Stettler Health Services Foundation

Phone number: 403-742-7400

Email: stettlerhealthservicesfdn@gmail.com

Website: www.stettlerhealthfoundation.com

The Foundation's annual Festival of Lights takes place from Nov. 26 - 30.

AHS is incredibly grateful to the Foundation and the community for their support.

From: Diana Watson <diana@canadianbadlands.com>
Sent: October 11, 2019 2:38 PM
To: Greg Switenky <GSwitenky@stettler.net>
Cc: Sean Nolls <snolls@stettler.net>
Subject: Canadian Badlands Tourism - MEETING FOR UPDATES WITH Q&A

Town of Stettler
Mayor Sean Nolls
Greg Switenky, CAO

Lonna Hoggan, Executive Director for Canadian Badlands Tourism will be in your area and we would like to set up a time to meet for updates and any questions you may have.

If any Councillors would like to be present they are more than welcome as well.

Suggested date and time:
Thursday, October 24, 2019, at 11:00 am.

Please let me know if the suggested date and time will work for you.

Thank you very much.

Diana Watson
Executive Assistant
Canadian Badlands Tourism
Box 1408, Drumheller, AB T0J 0Y0
diana@canadianbadlands.com
Phone: 403.823.7741



www.canadianbadlands.com