

Town of Stettler

COUNCIL MEETING
NOVEMBER 19, 2019
6:30 P.M.
BOARD ROOM



TOWN OF STETTLER MISSION STATEMENT

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

**TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 19th, 2019
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

- (a) Minutes of the Regular Council Meeting of November 5th, 2019 6 - 11
- (b) Business Arising from the November 5th, 2019 Council Minutes 12 – 14
- (c) Minutes of the Regular Committee of the Whole Meeting of November 12th, 2019
- (d) Business Arising from the November 12th, 2019 Committee of the Whole Minutes

4. **Citizens Forum**

5. **Delegations**

- (a) 6:35 p.m. - Winnie Bissett – Heartland Youth Centre 15 - 20
- (b) 6:50 p.m. - Judy McKnight & Cindy MacDonell 21 - 26
Stettler & District Handibus Society

6. **Administration**

- (a) Committee of the Whole Recommendation – November 12, 2019 27
- (b) 2019 Staff Appreciation 28 - 43
- (c) Campground Fees – Policy X- 1 (F) 44 - 49
- (d) 2020 Cat & Dog Licenses 50
- (e) 2020 Business License Fees 51
- (f) 2019 Budget – Revenue / Expense Summary – October 31, 2019 52 - 53
- (g) 2019 Capital Budget Summary – October 31, 2019 54 - 56
- (h) 2019 Bank Reconciliation – October 31, 2019 57
- (i) CAO Report 58 - 63

- (j) Meeting Dates
- Tuesday, December 3 – Social Media Training – 1-430pm (Council Chambers)
 - Tuesday, December 3 – Council – 6:30pm
 - Wednesday, December 4 – Town & County Joint Meeting – 5:30pm
 - 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
 - Tuesday, January 7 – Council – 6:30pm
 - Monday, January 13 – 2020 Strategic planning Workshop
 - Tuesday, January 14 – COW – 4:30pm
 - Tuesday, January 21 – Council – 6:30pm
 - Tuesday, January 28 – 2020 Capital Budget – Council Deliberations

(k) Accounts Payable (Next Council Meeting)

7. **Council**

(a) Meeting Reports

8. **Minutes**

(a) Stettler Regional Agency Emergency Management – October 23, 2019 64 - 67

9. **Public Hearing**

10. **Bylaws**

(a) Bylaw 2121-19 - 2020 Business Tax Bylaw 68 - 69

11. **Correspondence**

(a) Central Alberta Regional Assessment Review Board 70 - 71
– Board Member Recruitment

(b) Alberta Capital Finance Authority – 2019 Provincial Budget Update 72

(c) AUMA – Have your say on vaping legislation – November 29, 2019 73

(d) AUMA – Off-site levies manual now available 74

(e) Municipalities need to be full partners – a statement on Bill 20 75 - 76

(f) AUMA – legal – So you have just received a call 77 – 78
from the Alberta Ombudsman’s Office

(g) Municipal Affairs – Municipal Census Data 79 - 80

- (h) Municipalities to benefit from new revenue stream –
Changes are being made to Alberta’s property tax rules
that will ensure cannabis-production facilities pay their
fair share for municipal services.

81 - 83

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 5th, 2019 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor Sean Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Board of Trade Executive Director S. Benjamin

Absent: None

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

1/2. Agenda Additions/Approval:

Motion 19:11:01 Moved by Councillor Pfeiffer to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held October 15th, 2019

Motion 19:11:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on October 15th, 2019 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the October 15th, 2019 Minutes

None

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

5. Delegations: (a) Glenda Farden – STARS – Stettler & District Update and Statistics

Mayor S. Nolls welcomed G. Farden to the meeting.

G. Farden presented an update on STARS operations in the Stettler area. Highlights of the presentation included:

- The Town and County of Stettler are served by the bases out of Edmonton and Calgary.
- STARS has been in operation for 32 years.
- The Town and County of Stettler average fifteen (15) missions annually, with a total of 86 missions since 2014. STARS has completed a total of 44,000 missions throughout all of their bases.
- STARS is currently undergoing an H – 145 Fleet Renewal Campaign. Three (3) helicopters have been added to the fleet, and an additional six (6)

helicopters are anticipated upon the Capital Campaign completion in 2022.

- The Alberta Municipal Initiative offers leadership and sustainability of STARS services, dedication to municipal residents, dedication to our municipal neighbours, and commitment to safety and quality of life for all.

G. Farden concluded the presentation with a request on behalf of STARS for a consideration of \$1 - \$2 per capita/per year for 2020 and 2021.

Mayor S. Nolls thanked G. Farden for her presentation and noted that a funding request partnership will be considered during the 2020 Budget Deliberation in December.

G. Farden left the meeting at 7 p.m.

6. Administration:

(a) Red 19 Entertainment

Councillor Fischer declared Conflict of Interest due to immediate family relations within the organization.

Councillor Fischer left the meeting at 7 p.m.

CAO Switenky presented the proposed agreement between the Town of Stettler and Red 19 Entertainment regarding the coordination of a concert in Town. The following expectations are to be met by the Town in the case of an agreement:

- Red 19 Management Fees (covers marketing, artist deposits, AGLC fees, etc.) - \$7,500.00
- Sponsorship – GOLD VIP Table for 10 - \$2,500.00
- Arena fee waived (for all days needed for event, typically 3)
- Coordination with Fire Marshall to establish official seating capacity
- Usage of available tables for event
- Load In/Load Out Crew
 - Production and stage load in – 8 people (around 8 AM – 10:30 AM day before event)
 - Artist load in – 4 people (around 12 PM day of event)
 - Production and stage load out – 8 people (After show around 11:30 PM day of event)
- Driver for the day – Shuttle service/runner for artists and band members to and from hotel
- Arena staff – Electrician and maintenance staff available for day before, day of, and day after concert.

These provisions would result in an estimated expense of approximately \$13,000.

Discussion ensued with regards to the economic impact of holding a concert, the partnership with Red 19 Entertainment and various fundraising ventures currently being done throughout Stettler and region. Following discussion, it was mutually agreed by Council that a partnership with Red 19 Entertainment would be positive, however with **today's** current uncertain economic times and current fundraising initiatives in

Stettler, the timing was not right for 2020, but a 2021 partnership should be considered for 2021 budget deliberations.

Motion 19:11:03

Moved by Councillor Smith that the Town of Stettler Council accept the presentation from Red 19 Entertainment for information for the 2020 Budget Deliberations, but consider the presentation and partnership request for the 2021 Budget Deliberations.

MOTION CARRIED
Unanimous

Councillor Fischer returned to the meeting at 7:39 p.m.

S. Benjamin left the meeting at 7:39 p.m.

(b) Heartland Beautification Committee – 2020 Budget Request

CAO G. Switenky presented the 2020 Budget Request from the Heartland Beautification Committee. The budget includes considerations for the following subcommittees and projects:

- Environmental Action Subcommittee
- Heritage Conservation Subcommittee
- Community Gardens/Community Orchard
- Tidiness Subcommittee
- Stettler Blooms Subcommittee
- Parks & Trees Subcommittee
- Communities in Bloom Competition

CAO G. Switenky informed Council of the Heartland Beautification Committee's 2020 Goals and Priority Areas, namely:

- Increase/maintain community awareness of committee and projects.
- Communicate initiatives and priorities to Residents.
- Increase involvement and participation of youth in beautification activities and projects.
- Maintain activity of the five subcommittees.
- Increase awareness of the community involvement opportunities available within the Committee.
- Continue participation in the Communities in Bloom competition.

Motion 19:11:04

Moved by Councillor Fischer that the Town of Stettler Council approve the Heartland Beautification Committee 2020 Budget with a Total Requisition of \$22,200.00.

MOTION CARRIED
Unanimous

(c) Bank Reconciliation – September 30, 2019

Motion 19:11:05

Moved by Councillor Campbell that the Town of Stettler Council approve the Bank Reconciliation as of September 30, 2019 as presented.

MOTION CARRIED
Unanimous

- (d) Meeting Dates
 - Tuesday, November 12 – COW – 4:30pm
 - Tuesday, November 19 – Council – 6:30pm
 - Tuesday, December 3 – Council – 6:30pm
 - **Wednesday, December 4 – Town & County Joint Meeting – 5:30pm**
 - **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 \$711,194.86

Motion 19:11:06

Moved by Councillor Barros that Accounts Payable in the amount of \$711,194.86 (\$71,974.50 + \$366.40 + \$53,024.22 + \$196,336.32 + \$81,129.18 + \$107,578.06 + \$22,623.06 + \$156,860.18 + \$21,302.94) for the period ending November 5th, 2019 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

October 16 – Talk of the Town
 October 16 – Steel Wheel Stampede Meeting
 October 16 – Reading to Students at Stettler Elementary
 October 17 – Reading to Students at Stettler Elementary
 October 17 – County of Stettler Housing Authority Meeting
 October 18 – Signed cheques at the Town Office
 October 18 – Stettler Hospice Society Fundraiser
 October 19 – Volunteered at the Stettler Pheasant Festival
 October 19 – Attended the Stettler Pheasant Festival Banquet
 October 20 – Volunteered at the Stettler Pheasant Festival
 October 21 – Physician Recruitment & Retention Meeting
 October 23 – Talk of the Town
 October 23 – Emergency Management Meeting
 October 23 – Meeting with Local Business Owner
 October 24 – Canadian Badlands Tourism Luncheon & Presentation
 October 25 – Signed cheques at the Town Office
 October 30 – Talk of the Town
 October 30 – Kathy Thurston's Retirement Luncheon
 November 1 – Signed cheques and reviewed agenda at the Town Office
 November 1 – Town of Stettler Holiday Party
 November 5 – Signed Proclamation for Family Violence Prevention Month
 November 5 – No Stone Left Alone Ceremony

(b) Councillor Barros

October 21 – Physician Recruitment & Retention Meeting
 October 21 – Stettler Board of Trade Awards Gala
 October 24 – Canadian Badlands Tourism Luncheon & Presentation
 November 1 – Town of Stettler Holiday Party

(c) Councillor Campbell

October 24 - Canadian Badlands Tourism Luncheon & Presentation
October 24 – Stettler Board of Trade Awards Gala
November 1 – Town of Stettler Holiday Party
November 5 – No Stone Left Alone

(d) Councillor Fischer

October 16 – Campus Alberta Personnel Committee Meeting
October 18 – Stettler Hospice Fundraiser
October 21 – Volunteered for Provincial Election
October 24 – Canadian Badlands Tourism Luncheon & Presentation
October 28 – Volunteer Supper at Parish Hall
October 30 – Campus Alberta Personnel Interviews
October 31 – Campus Alberta Personnel Farewell Event
November 1 – Town of Stettler Holiday Party
November 5 – Campus Alberta Personnel Interviews and Application Reviews
November 5 – No Stone Left Alone Ceremony

(e) Councillor Lawlor

October 16 – Economic Development Committee Meeting
October 19 – Concert in Sedgewick on Invitation from Town of Sedgewick Council
October 21 – Physician Recruitment and Retention Meeting
October 24 – Stettler Board of Trade Awards Gala
October 24 – Youth Mental Health Event
October 25 – Heartland Youth Centre Haunted House
October 28 – Stettler Elementary Anti-Bullying Presentation
October 29 – Heartland Youth Centre Boys Club Pumpkin Carving
October 30 – Golf Course Lease Agreement Committee Meeting
November 1 – Town of Stettler Holiday Party
November 5 – Downtown Improvements Committee Meeting
November 5 – No Stone Left Alone Ceremony

(f) Councillor Pfeiffer

October 21 – FCSS Meeting
October 31 – Campus Alberta Personnel Farewell Event
November 1 – Town of Stettler Holiday Party
November 5 – No Stone Left Alone Ceremony

(g) Councillor Smith

October 21 – FCSS Meeting
October 21 – Stettler Museum Meeting
October 23 – Talk of the Town
October 24 – Stettler Board of Trade Awards Gala
October 28 – Stettler Museum Walk-Through
November 1 – Town of Stettler Holiday Party

Motion 19:11:07

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

MOTION CARRIED
Unanimous

- 8. Minutes: (a) None
- 9. Public Hearing: (a) None
- 10. Bylaws: (a) None
- 11. Correspondence: (a) Keyera – Nevis Gas Plant Notice of Decommissioning

Motion 19:11:08 Moved by Councillor Pfeiffer that the Town of Stettler Council accept the correspondence item (a) for information.

MOTION CARRIED
Unanimous

- 12. Items Added: (a) None
- 13. In-Camera Session: (a) Golf Course Lease Renewal – Third Party Information – FOIP - Section 16

Motion 19:11:09 Moved by Councillor Lawlor that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 8:02 p.m.

Motion 19:11:10 Moved by Councillor Fischer that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 8:52 p.m.

- 14. Adjournment:
- Motion 19:11:11 Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:52 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
November 12, 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
Director of Operations M. Robbins
Director of Planning and Development L. Graham
Executive Director, Board of Trade S. Benjamin

Absent: None.

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

1. Agenda Additions/Deletions - None

2. Agenda Approval

Moved by Councillor C. Barros that the agenda be approved as presented.

MOTION CARRIED
Unanimous

3. 4:30 p.m. – Stacey Benjamin – Stettler Regional Board of Trade – Boomtown Trail

Mayor Nolls welcome S. Benjamin, Executive Director, Stettler Regional Board of Trade to the meeting.

S. Benjamin provided an update on the Town of Stettler current benefit of belonging to the Boomtown Trail.

Following discussion, Council agreed that at this time there is very little benefit of a membership in the Boomtown Trail for the Town of Stettler.

Moved by Councillor M. Fischer that it be recommended to Town Council that the Town of Stettler withdraw our 2020 membership from the Boomtown Trail and further, that the membership be reviewed yearly to determine its benefit.

MOTION CARRIED
Unanimous

4. 4:50 p.m. – Town of Stettler Downtown Improvements Committee

Mayor Nolls welcomed Director of Operations M. Robbins, Director of Planning & Development L. Graham representing the Downtown Revitalization Committee to the meeting.

Highlights of the Downtown Improvement Committee presentation include:

- The Downtown Improvements was Number 2 on the 2019 Strategic Plan adopted by Council
- Members of the Committee include Councillor Lawlor, Director of Operations M. Robbins, Director of Planning Development L. Graham and Assistant CAO S. Gerlitz
- Actions required include:
 - Update Downtown Streetscape Master Plan
 - Parking Assessment
 - Council Participation and Public Engagement
 - Multi Year Cost Estimation
- Guiding Principles include:
 - Parking Solutions for Downtown
 - Build Upon Existing Infrastructure
 - Parking Bylaw Review
- Capital Budget 2020-2026
 - Capital plan to reconstruct main street, including sidewalks, bulbing, planters, furniture, water/sewer mains, servicing and paving. Over the next 6 years, construction of half block phases per year of sidewalk and services. And in 12-15 years, replacement of water/sewer mains and new asphalt.
 - Cost of construction per year for 6 years - \$373,000 (6 blocks)
 - 50th Avenue Parking Lot improvements - \$60,000
 - Water and Sewer mains and paving would be required in 12-15 years at a cost of \$3,900,000
 - Total project cost - \$6,200,000
 - Lots of disruption for residents, and local businesses over a long period of time
- Alternatively, Council can consider expediting construction into a two-year window Year one would include replacement of all utilities, including services. Year two would include, sidewalk replacement, bulbing at pedestrian crossings, furniture, planters and new asphalt. Both options include upgrades to the 50th Avenue parking lot.
 - Option A – no center meridan - total cost - \$3,880,000 – Debentured over 20 years - \$250,420/year – total project cost \$5,008,000
 - Option B – with center meridan - total cost - \$4,010,000 – Debentured over 20 years - \$258,800/year – total project cost \$5,176,000
 - Other funding options such as Community revitalization levies would also be considered
 - 2-year disruption window for residents and business owners
 - Other communities that have debentured the entire project – Lacombe, Rocky Mountain House, and Wetaskiwin
- Traffic Control – recommend that with increased traffic at 48th Avenue (due to Vision credit Union, installing a 4 way stop at 50th Street and 48th Avenue
- Parking Control - The current 50th Avenue parking lot is underutilized due to the undeveloped nature. The 50th Avenue parking lot has the potential to provide an additional 45 parking stalls with minimal redesign similar to the spray park parking lot with regrading and resurfacing with asphalt millings, parking curbs, minimal landscaping and most importantly lighting. The

Downtown Action Committee discussed signage and landscaping to honour our sister town of Okoppe, Hokkaido, Japan

- Mainstreet barrier free parking assessment - Our Main Street currently has 9 Barrier-free parking stalls and 286 standard parking stalls. The Town of Stettler main street barrier free calculations in accordance with the Safety Codes Council – Barrier Free Design Guide require 6 while we currently provide 9 barrier free stalls on main street.
- Next Steps – Capital Budget 2020 – Public Consultation February/March 2020, Tradeshow April 2020 – Work Commence May 2020

General discussion ensued regarding the procedure for infrastructure replacement on Mainstreet (50 Street). Following discussion, council agreed that there are currently enough barrier free parking stalls on mainstreet, and to consider the top priority of a half block on mainstreet for sidewalk and services replacement, parking lot upgrade, speed control alternatives and crosswalk safety in the 2020 Capital Budget Deliberations

Mayor Nolls thanked M. Robbins, L. Graham, and S. Gerlitz for their presentation.

5. Additions - none

6. Adjournment

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

MOTION CARRIED
Unanimous at 5:51 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: November 19, 2019

Re: 6:35 p.m. – Winnie Bissett, Executive Director - 2020 Heartland Youth Centre (HYC) Budget

Recommendation

That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2020 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$50,000 be included in the Town's 2020 Operating Budget.

Background Information

Heartland Youth Centre (HYC) Winnie Bissett, Executive Director will be in at 6:35 pm to present the 2020 HYC Budget to Council.

A copy of the Heartland Youth Centre (HYC) 2020 Budget and Cover letter is included in this report.

Financial Implications

2020 Budget - \$50,000

Actual

2019 - \$50,000

2018 - \$40,000

2017 - \$40,000

2016 - \$40,000

2015 - \$40,000

2014 - \$40,000

2013 - \$40,000

2012 - \$32,500

2011 - \$4,500

2010 - \$4,500

2009 - \$4,000

2008 - \$4,000

Alternatives to the Recommendation

- Substitute Another Amount –
That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2020 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$_____ be included in the Town's 2020 Operating Budget.

Communication

- Greg Switenky – CAO
- Winnie Bissett – HYC Executive Director

Documentation

- Copy of Stettler Heartland Youth Centre (HYC) 2020 Budget and background information

November 5, 2019

Dear Mayor Nolls and Town Council,

The Heartland Youth Center is home to the Boys and Girls Club and the Big Brothers Big Sisters program in Stettler, and has been providing programs for youth since 1983. The Youth Center offers programs and activities and mentorship to youth ages 6-18.

The HYC Board of Directors and myself, would like to extend our sincere gratitude for your contribution and support towards this busy youth serving organization. Enclosed is a copy of our 2020 budget along with some information about the Youth Center. I trust that Council will continue to see us as an important part of the community and will continue to provide funding in the years to come.

We look forward to attending Council on November 19 to not only discuss our budget but share with you some stories of youth who have been impacted by their involvement at the Youth Center.

If you should have any questions regarding our budget please do not hesitate to contact myself as our Board Treasurer is out of the country for a few weeks.

Sincerely,

Winnie Bissett

HYC Executive Director

hycstett@telus.net

HEARTLAND YOUTH CENTER BUDGET 2020

PROGRAM REVENUE	
Summer student grants	8 400
Program/membership fees	37 300
Town of Stettler	50 000
GST	1000
Casino funds for utilities	14 000
Total	\$110 700
OPERATING EXPENSES	
Personnel	\$278 075
Program	38 200
Insurance/ Facility/ Utilities	50 050
Total	\$366 325
Deficit	\$255 625
2020 Projected fundraising	\$195 500
Projected shortfall	\$60 125
2020 Capital projects: Flooring – 1 room Insurance claim \$1000 deductible – shingles etc	

HEARTLAND YOUTH CENTER 2019 PROGRAM STATS

Heartland Youth Center is home to the Boys and Girls Club and Big Brothers Big Sisters programs that offer services and activities to youth ages 6-18 from the Town and County of Stettler.

Membership (as of November 4, 2019) – 330 registered members ages 6-18

HYC Adult Volunteers – 10 Board members

75 fundraising adult volunteers: Awesome Auction, Bowl for Kids, Car raffle sales

21 Big Brothers, Big Sisters, Mentors, Rainbow facilitators

18 Boys and Girls Club activity program volunteers

HYC Teen Volunteers - 7 Junior leaders

29 Teen members involved in service to club and community

Partnerships: CARS, Stettler Adult Learning, Outreach School, Kidsport, Jumpstart, ACAA, town and county schools, Stettler Wellness committee

BOYS & GIRLS CLUB

Afterschool programs – ages 6-12

KidPower, Art Attack, Kids in the Kitchen, Craft Corner, Drop In, Boys Fit, Girls Fit, Bounce Back Floor Hockey

Club programs –focus on personal and group skill development, service to club and community

ZAP (age 9-11), Torch (age 12-14), Keystone (age 14-18)

Teen programs ages 12-18

Drop in, Junior Leadership, Skilled4Success: Hospitality Program, Let's Talk Digital

Holiday Programs

RAD (Summer Program), Teen Trips, Spring Break, Teachers Convention, Holly Daze, PD Daycamps

Boys and Girls Club highlights of 2019:

- 139 youth registered in summer program, teen trips, week long art camp
- Flights for Kids – 19 youth had opportunity to a 30 minute flight over Stettler and area – Thanks to Stettler Flying Club and COPA
- Teens participated in community service projects including Food Bank drive, Highway Clean up, Town parks and playgrounds clean up, Haunted House, clearing tables for Regimental Ball
- Teens attended various youth camps and conferences that focus on leadership development
- Currently partnered with the Outreach School to run the BGC Skilled 4 Success Hospitality program which focuses on pre employment skills for youth ages 13+. 18 youth are registered – will receive 3 credits if complete.
- BGC completed Peer Review in 2019. Will undergo BGC of Canada peer review in 2020.

- Alumni HYC teen and currently first year University of Lethbridge student, Alexis, was awarded the Ted Rogers \$10 000 scholarship for her involvement with the Stettler BGC!

BIG BROTHERS BIG SISTERS

Community Matches – Big Brothers, Big Sisters, Couples – screened adult volunteer is matched with child or youth to do activities in the community

In School Mentoring – screened adult or teen is matched with a child or youth and they meet at the school.

In 2019 there were 19 Community and In School mentor matches. Currently there are 23 kids on waiting list for a Big or Mentor: 6 little sisters, 17 little brothers

Rainbows – this is a small group, activity based program that supports youth who have suffered a loss in their lives , either through death, divorce, or any other major transition in their life. 2019 -there were 31 children that took part in the Rainbows program held in 2 different schools. (Presently have 38 children registered for upcoming program).

Prism – HYC partnered with Stettler Adult Learning to offer the Prism program – 6 parents participated in this program! Prism is the Rainbows program delivered to parents to work through their own loss in a group, but also to help them connect with their children that are going through the same topics in their groups.

Community Boys Group – this group is comprised of 6 to 10 boys who are waiting to be matched with a Big Brother. The group meets every month and has 1-2 adult male mentors assist with the group. Some of the places they have been in 2019 are Ice fishing on Buffalo lake; a pontoon boat ride and fishing with Heartland Marine; Kartstart in Red Deer, Jewel Theatre to screen our commercial we made, ATCO power lineman presentation, WTS Manufacturing...

Partnered with CARS to host Father Son night at HYC – 40 boys and 27 Dads attended!

Deacon, a Little Brother, has been selected as a United Way ambassador. He attended the United Way of Central Alberta campaign kick off luncheon in Red Deer; and spoke at the Nova company lunch. And another highlight for Deacon and all of us at HYC - is that after 5 years on the wait list he now has a Big Brother!!!

BBBS of Stettler received its BBBS of Canada accreditation certificate in March 2019. Will undergo next review in 3-5 years.

Heartland Youth Center Fundraising

- 2019 started a Landlord of the Month program – was very successful – have secured 12 Landlords for 2019 and 2020 (\$1000 / yr for 2 year commitment)
- Awesome Auction 2019 – sold out (290 tickets) Mardi Gras theme was fun!
- Awesome Auction 2020 – Roarin’ 20s theme – Sat. May 30 / 2020
- Bowl for Kids 2019 – best one ever! Many teams embraced the Nursery Rhyme theme – had 30 business/ organization teams as well as HYC youth and volunteers participate
- Car Raffle – kicked off in Sept 2019 – draw will be made at Awesome Auction May 30/2020

HYC revenue 2019-2020				
	2018 Actual	2019 Budget	2019 Project.	2020 Budget
AWESOME AUCTION	\$ 88,019.00	\$ 80,000.00	\$ 82,634.00	\$ 80,000.00
BOWL FOR KIDS	\$ 15,200.00	\$ 12,000.00	\$ 22,327.00	\$ 15,000.00
RENTALS	\$ 100.00	\$ 500.00	\$ -	\$ -
UNITED WAY	\$ 17,454.00	\$ 17,500.00	\$ 17,167.00	\$ 17,500.00
BGC GRANTS/OTHER GRANTS	\$ 53,898.00	\$ 35,000.00	\$ 76,660.00	\$ 35,000.00
GENERAL/MEMORIAL DONATIONS	\$ 9,186.00	\$ 3,500.00	\$ 6,503.00	\$ 4,000.00
CORPORATE DONATIONS	\$ 3,213.00	\$ 4,500.00	\$ 1,919.00	\$ 4,000.00
SPECIAL EVENTS/MISC. West Jet; Landlord	\$ 7,000.00	\$ 7,000.00	\$ 23,010.00	\$ 15,000.00
CAR RAFFLE	\$ -	\$ -	\$ -	\$ 25,000.00
TOTAL FUNDRAISING	\$ 194,070.00	\$ 160,000.00	\$ 230,220.00	\$ 195,500.00
OTHER				
Operating Revenue (program fees, Town cont., student grants, applied casino funds)	\$ 89,125.00	\$ 89,700.00	\$ 96,374.00	\$ 110,700.00
Total of all income	\$ 283,195.00	\$ 249,700.00	\$ 326,594.00	\$ 306,200.00
Notes: - 2019 projected figures are in italics				
2019 casino \$ projecting \$20 000 to receive in Dec 2019 - not inc. in 2019 figures				
2020 Casino \$14000/\$20000 applied to operating revenue to offset utilities				
2021 Casino remaining funds (approx \$6000) applied to 2021 operating budget				
STEP program has been cut - \$3600 less in student grants				

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: November 19, 2019

Re: 6:50 p.m. – Stettler & District Handibus Society 2020 Budget – Cindy MacDonell, Chairperson & Judy McKnight, Coordinator

Recommendation

That the Town of Stettler Council accept the Stettler & District Handibus Society 2020 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2020 Operating Budget.

Background Information

Cindy MacDonell, Chairperson and Judy McKnight, Coordinator of the Stettler & District Handibus Society will be in at 6:50 pm to present the 2020 Stettler & District Handibus Society Budget to Council.

A copy of the Stettler & District Handibus Society 2020 Budget is included in this report.

Financial Implications

2020 Budget - \$25,000

Actual

2019 - \$25,000

2018 - \$25,000

2017 - \$20,000

2016 - \$20,000 – *Additional request of \$10,000 – Medical Van - Motion 16:01:21 - Moved by Councillor Campbell that the Town of Stettler Council accept the Stettler & District Handibus Society 2016 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$20,000 be included in the Town's 2016 Operating Budget.*

Respecting their request for additional funding, Town Council suggested that the Stettler & District Handibus Society firstly make an application to FCSS. It is Council's hope that FCSS will be able to find a way to provide some additional financial assistance in accordance with their mandate.

2015 - \$20,000

2014 - \$20,000

2013 - \$20,000

2012 - \$15,790, 2011 - \$15,790

Alternatives to the Recommendation

- That the Town of Stettler Council accept the Stettler & District Handibus Society additional funding request of \$_____ within the 2020 Budget.

Communication

- Greg Switenky – CAO

Documentation

- Copy of Stettler & District Handibus Bus Society 2020 Budget and background information

HANDBUS SOCIETY EXPENSES	Accumulated Sept End Total	PROJECTED TO YEAR END :- 9 X12	CURRENT BUDGET 2019	2020
Administration				
SALARIES/WAGES				\$22.00 \$20.00 \$18.75
Coord/Bkkpr/Disp Wages	\$23,204.97	\$30,939.96	\$30,940.00	\$32,032.00
Full Time Driver Wages	\$30,215.66	\$40,287.55	\$40,290.00	\$41,600.00
Part Time Wages	\$6,304.62	\$8,406.16	\$18,980.00	\$14,625.00
Employer Contributions				
Coordinator	\$5,224.13	\$6,965.51	\$8,000.00	\$8,000.00
Drivers	\$3,664.97	\$4,886.63	\$8,000.00	\$7,000.00
TOTAL	\$68,614.35	\$91,485.80	\$106,210.00	\$103,257.00
OFFICE EXPENSE				
Telephone	\$675.11	\$900.15	\$1,600.00	\$1,200.00
Rent	\$2,317.95	\$3,090.60	\$3,000.00	\$3,600.00
Office Supplies/Copying	\$1,450.00	\$1,933.33	\$1,500.00	\$2,000.00
Driver Expense	\$520.00	\$693.33	\$500.00	\$700.00
Auditing	\$670.00	\$670.00	\$750.00	\$750.00
P.R./Advertising	\$107.90	\$143.87	\$350.00	\$350.00
Van Expenses (Parking etc)	\$0.00	\$0.00	\$200.00	\$100.00
Miscellaneous	\$0.00	\$0.00	\$100.00	\$100.00
TOTAL	\$5,740.96	\$7,431.28	\$8,000.00	\$8,800.00
BUS EXPENSES				
Lease				\$20,000.00
Fuel	\$7,975.33	\$10,633.77	\$12,000.00	\$12,000.00
Rprs/Tires/Mtnclnsp	\$7,886.27	\$10,515.03	\$9,000.00	\$9,000.00
Insurance - vehicles & office	\$3,929.22	\$3,929.22	\$3,000.00	\$4,500.00
Radio License	\$147.00	\$147.00	\$150.00	\$150.00
GST Paid	\$1,152.67	\$1,536.89	\$1,600.00	\$2,500.00
Garage Utilities	\$849.43	\$1,132.57	\$1,200.00	\$1,300.00
Insurance for garage	\$79.15	\$79.15	\$150.00	\$150.00
TOTAL	\$22,019.07	\$27,973.64	\$27,100.00	\$49,600.00
EXPENDITURES	\$96,374.38	\$126,890.72	\$141,310.00	\$161,657.00
REVENUE				
Lease				\$20,000.00
Passenger Fares	\$20,807.00	\$27,742.67	\$30,000.00	\$39,860.00
Van Fares	\$8,548.75	\$11,398.33	\$17,000.00	\$13,000.00
Interest Income	\$301.83	\$402.44	\$1,000.00	\$1,000.00
GST Rebate	\$797.44	\$797.44	\$800.00	\$1,250.00
Expense Recovery Coop rebate WCB refund Town utilities portion & Misl. Income	\$2,641.42	\$3,521.89	\$3,500.00	\$3,500.00
Casino Funds	\$1,000.00	\$1,000.00	\$7,500.00	\$7,500.00
TOTAL	\$34,096.44	\$44,862.77	\$59,800.00	\$86,110.00
TOTAL (DEFICIT) SURPLUS	(\$62,277.94)	(\$82,027.94)	\$81,510.00	\$80,422.00
Town funding	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
County funding	\$0.00	\$0.00	\$20,000.00	\$20,000.00
Superfluity donations to year end	\$9,000.00	\$12,000.00	\$12,000.00	\$12,000.00
TOTAL FUNDING	\$34,000.00	\$37,000.00	\$57,000.00	\$57,000.00
			<24,510.00>	<18,547.00>

HANDIBUS SOCIETY EXPENSES	Accumulated Total	OCTOBER	Total to Date	83.3%	CURRENT BUDGET	9.0
Administration						
SALARIES/WAGES						
Coord/Bkkpr/Disp Wages	\$23,204.97	\$2,578.33	\$25,783.30	83.33%	30,940.00	
Full Time Driver Wages	\$30,215.66	\$3,450.00	\$33,665.66	83.56%	40,290.00	
Part Time Wages	\$6,304.62	\$995.86	\$7,300.48	38.46%	18,980.00	
Employer Contributions						
Coordinator	\$5,224.13	\$525.58	\$5,749.71	71.87%	8,000.00	
Drivers	\$3,664.97	\$102.38	\$3,767.35	47.09%	8,000.00	
Office Casual fill in	\$0.00	\$0.00	\$0.00	#DIV/0!	0.00	
TOTAL	\$68,614.35	\$7,652.15	\$76,266.50	71.81%	106,210.00	
OFFICE EXPENSE						
Telephone	\$675.11	\$28.02	\$703.13	43.95%	1,600.00	
Rent	\$2,317.95	\$257.55	\$2,575.50	85.85%	3,000.00	
Office Supplies/Copying	\$1,450.00	\$0.00	\$1,450.00	96.67%	1,500.00	
Driver Expense	\$520.00	\$0.00	\$520.00	104.00%	500.00	
Auditing	\$670.00	\$0.00	\$670.00	89.33%	750.00	
P.R./Advertising	\$107.90	\$0.00	\$107.90	30.83%	350.00	
Van Expenses (Parking etc)	\$0.00	\$0.00	\$0.00	0.00%	200.00	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	100.00	
TOTAL	\$5,740.96	\$285.57	\$6,026.53	75.33%	8,000.00	
BUS EXPENSES						
Fuel	\$7,975.33	\$915.47	\$8,890.80	74.09%	12,000.00	
Rprs/Tires/Mtncl/Insp	\$7,886.27	\$138.46	\$8,024.73	89.16%	9,000.00	
Insurance - vehicles & office	\$3,929.22	\$0.00	\$3,929.22	130.97%	3,000.00	
Radio License	\$147.00	\$0.00	\$147.00	98.00%	150.00	
GST Paid	\$1,152.67	\$65.41	\$1,218.08	76.13%	1,600.00	
Garage Utilities	\$849.43	\$90.94	\$940.37	78.36%	1,200.00	
Insurance for garage	\$79.15	\$0.00	\$79.15	52.77%	150.00	
TOTAL	\$22,019.07	\$1,210.28	\$23,229.35	85.72%	27,100.00	
EXPENDITURES	\$96,374.38	\$9,148.00	\$105,522.38	74.67%	141,310.00	
REVENUE						
Passenger Fares	\$20,807.00	\$2,468.00	\$23,275.00	77.58%	30,000.00	
Van Fares	\$8,548.75	\$915.00	\$9,463.75	55.67%	17,000.00	
Interest Income	\$301.83	\$22.28	\$324.11	32.41%	1,000.00	
GST Rebate	\$797.44	\$0.00	\$797.44	99.68%	800.00	
Expense Recovery Coop rebate				79.58%	3,500.00	
WCB refund Town utilities portion & Misl. Income	\$2,641.42	\$143.98	\$2,785.40			
Casino Funds	\$1,000.00	\$0.00	\$1,000.00	13.33%	7,500.00	
TOTAL	\$34,096.44	\$3,549.26	\$37,645.70	62.95%	59,800.00	(\$81,510.00)
TOTAL (DEFICIT) SURPLUS	(\$62,277.94)	(\$5,598.74)	(\$67,876.68)	83.27%	(81,510.00)	\$57,000.00 (\$24,510.00)
CASINO ACCOUNT	22,798.99	0.00	22,798.99		0.00	
Accounts Receivable	0.00	0.00				
	Accumulated	This Month	To Date		Budget	
Town funding	25,000.00	0.00	25,000.00	100.00%	\$25,000.00	
County funding	0.00	0.00	0.00	0.00%	\$20,000.00	
Superfluity donations	9,000.00	1,000.00	10,000.00	83.33%	\$12,000.00	
TOTAL FUNDING	\$34,000.00	\$1,000.00	\$35,000.00	61.40%	\$57,000.00	<24,510.00>

HANDIBUS - FIVE YEAR STATISTICAL COMPARISON									
					2014	2015	2016	2017	2018
PASSENGERS									
Walk - ons					5,794	5,466	4,627	5,792	4,960
Lifts					1,486	1,309	1,283	1,255	1,474
TOTAL					7,280	6,775	5,910	7,047	6,434
EXPENSES									
Wages - Coordinator & Drivers					84,391	84,112	87,132	90,092	91,655
Office - Phone, Rent, Supplies, Advertising, Audit					7,982	8,051	8,483	6,860	6,701
Drivers - Medicals, CPR, Abstracts					426	716	577.92	562	165
Bus - Repairs, Insurance, Radio License, Utilities					12,536	9,648	14,116	11,438	12,663
Fuel					11,587	9,719	9,368	9,590	8,601
TOTAL					116,922	112,246	119,677	118,542	119,785
Total Kilometers					52,129	51,476	50,085	46,038	42,912
KM / Trip					3.39	3.36	3.68	3.22	3.26
Litres of Fuel					10,795	10,552	11,857	9,972	9,842
Litres Per / 100 KM					33.18	33.85	35.37	36.25	35.9
Cost Per Trip					16.06	16.77	20.72	18.71	18.77
Cost Per KM					2.24	2.18	2.44	2.57	2.97
Medical Appt's					866	1216	1214	1442	1975
Tickets Sold					271	283	207	226	261
SCHEDULED STOPS									
Willow Creek	AM				137	56	82	46	74
	PM				278	236	183	139	272
Heart Haven	AM				135	164	167	216	105
	PM				275	261	207	166	206
Paragon Place	AM				168	93	56	89	116
	PM				414	382	365	347	395
Walmart	AM				28	41	28	33	36
	PM				355	245	267	231	197
Points West	AM&PM				885	873	380	398	233
County Stats									
Passengers					66	112	138	131	77
Kilometers					1,434	4,842	7,100	5,387	3511
City Medical Trips									
Trips					95	111	94	94	75
Kilometers					21,450	24,267	21,701	20,224	16,738
County of Stettler Funding					16,764	16,764	16,764	16,764	20,000
Town of Stettler Funding					20,000	20,000	20,000	20,000	25,000
Superfluity Donations					19,000	18,000	18,000	19,500	19,000

		Accum		Total		237%	
		Total	Total	To Date	Prior Yr		
Walk ons	VAN	165	0	165	49		
	BUS	3401	426	3827	4138	-8%	
	Total	3566	426	3992	4187	-5%	
Lifts	VAN	54	2	56	10	460%	
	BUS	1298	199	1497	1210	24%	
	Total	1352	201	1553	1220	27%	
Total Passengers	VAN	553	2	555	59	841%	
	BUS	4365	625	4990	5698	-12%	
	Total	4918	627	5545	5757	-4%	
Total Kilometers	VAN	15332	2182	17514	19897	-12%	
	BUS	16445	2093	18538	18835	-2%	
	Total	31777	4275	36052	38732	-7%	
Kilometers/Trip	VAN	104.33	1091	117.4	315.83	-63%	
	BUS	3.37	3.35	3.37	3.31	2%	
Fuel Used (Litres)	VAN	1725	233	1958	1894	3%	
	BUS	5760	739	6499	6725	-3%	
	Total	7485	972	8457	8619	-2%	
Litres per 100/km	VAN	11.1	10.68	11.05	9.52	16%	
	BUS	34.28	35.31	34.39	35.7	-4%	

		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	To Date	Prior Yr	
SCH'D STOPS														138	56	146%
Willow Creek	am	17	14	10	12	23	7	15	17	11	12			196	225	-13%
	pm	25	22	16	30	23	11	20	14	12	23			91	90	1%
Heart Haven	am	12	10	6	9	12	5	12	6	9	10			125	189	-34%
	pm	14	13	6	21	24	10	7	8	5	17			73	99	-26%
Paragon	am	13	6	6	4	7	6	9	6	2	14			301	360	-16%
	pm	32	36	23	41	49	23	29	26	17	25			16	24	-33%
Walmart	am	2	1	0	2	2	1	5	1	1	1			98	175	-44%
	pm	13	10	7	11	11	5	9	14	6	12			279	210	33%
Points West		20	18	19	43	17	22	35	37	32	36			2122	1588	34%
Medicals		220	207	160	169	220	231	231	239	194	251			76253	78095	-2%
MONTHLY COSTS														6028	5757	5%
Salaries/Wages		7692	7240	8215.24	8767	7664	6741	8194.96	6796	7291	7652			23311	22258	5%
Office/Driver/Misc		461	515	344.61	382	1270	707	970.31	440	652	286			105592	106110	0%
Bus Expenses		1340	5437	2400.12	2090	1318	1952	1794.56	1575	4194	1210	0	0	36624	38732	-5%
TOTAL		9493	13192	10960	11239	10252	9400	10959.8	8811	12137	9148			5758	5757	0%
Total KM		3580	3234	4054	3909	3253	2681	4534	3197	3907	4275			2.88	2.74	5%
Total Trips		599	529	511	645	723	510	597	545	472	627			18.34	18.42	0%
COST PER KM		2.65	4.08	2.70	2.88	3.15	3.51	2.42	2.76	3.11	2.14			172	217	-21%
COST/TRIP		15.85	24.94	21.45	17.43	14.18	18.43	18.36	16.17	25.71	14.59			2	77	-97%
TICKETS SOLD		12	17	15	28	18	13	12	24	14	19			170	3228	-95%
County Psgrs		0	0	0	0	0	0	2	0	0	0					
County KM		0	0	0	0	0	0	170	0	0	0					
Medical Trips		6	5	9	9	3	3	9	6	11	7			68	69	-1%
Passengers		8	6	11	12	3	5	13	7	15	7			87	79	10%
Kilometers		1510	1445	2213	1984	547	547	25 2245	1447	2288	1605			15831	15660	1%
Lifts		0	1	3	4	3	2	5	1	3	2			24	9	167%

VAN MAINTENANCE EXPENSES & INCOME COMPARISON CHART 2019

MONTH	EXPENSES					INCOME			Profit or Loss
	Fuel	Maintenance	Insurance	Part time wages	Total Expenses	Van trips Income	Medical Discount Income	Monthly Total Income	
JANUARY	\$161.28	\$194.13	\$0.00	\$250.63	\$606.04	\$1,030.00	\$100.00	\$1,130.00	\$523.96
FEBRUARY	\$182.05	\$138.67	\$1,338.28	\$645.55	\$2,304.55	\$287.00	\$150.00	\$437.00	-\$1,867.55
MARCH	\$323.10	\$0.00	\$0.00	\$421.45	\$744.55	\$713.50	\$250.00	\$963.50	\$218.95
APRIL	\$231.01	\$131.76	\$0.00	\$1,535.83	\$1,898.60	\$1,735.00	\$100.00	\$1,835.00	-\$63.60
MAY	\$122.36	\$0.00	\$0.00	\$696.31	\$818.67	\$945.25	\$50.00	\$995.25	\$176.58
JUNE	\$146.52	\$172.56	\$0.00	\$93.12	\$412.20	\$673.00	\$0.00	\$673.00	\$260.80
JULY	\$263.17	\$0.00	\$0.00	\$1,299.46	\$1,562.63	\$1,324.50	\$250.00	\$1,574.50	\$11.87
AUGUST	\$171.39	\$194.13	\$0.00	\$548.64	\$914.16	\$600.50	\$200.00	\$800.50	-\$113.66
SEPTEMBER	\$271.49	\$1,647.18	\$0.00	\$813.63	\$2,732.30	\$1,265.00	\$350.00	\$1,615.00	-\$1,117.30
OCTOBER	\$180.69	\$0.00	\$0.00	\$995.86	\$1,176.55	\$915.00	\$250.00	\$1,165.00	-\$11.55
NOVEMBER					\$0.00			\$0.00	\$0.00
DECEMBER					\$0.00			\$0.00	\$0.00
TOTALS	\$2,053.06	\$2,478.43	\$1,338.28	\$7,300.48	\$13,170.25	\$9,488.75	\$1,700.00	\$11,188.75	-\$1,981.50

Committee of the Whole

November 12, 2019

Recommendation to Council

1. Moved by Councillor M. Fischer that it be recommended to Town Council that the Town of Stettler withdraw our 2020 membership from the Boomtown Trail and further, that the membership be reviewed yearly to determine its benefit.

MEMORANDUM

To: Greg Switenky, CAO
From: Steven Gerlitz, Assistant CAO
Date: November 19, 2019
Re: 2019 Annual Staff Recognition/Retention Bonus

Historical Background:

Over the past number of years Council has considered an annual Christmas/Recognition/Retention bonus for all Town Staff as follows:

2007	-	\$250 in local Heart of Alberta Dollars
2008	-	\$200 in local Heart of Alberta Dollars
2009	-	\$250 in local Heart of Alberta Dollars
2010	-	\$250 in local Heart of Alberta Dollars
2011	-	\$300 in local Heart of Alberta Dollars
2012	-	\$300 in local Heart of Alberta Dollars
2013	-	\$325 in local Heart of Alberta Dollars
2014	-	\$325 in local Heart of Alberta Dollars
2015	-	\$325 in local Heart of Alberta Dollars
2016	-	\$325 in local Heart of Alberta Dollars
2017	-	\$325 in local Heart of Alberta Dollars
2018	-	\$350 in local Heart of Alberta Dollars

2019 Perspective

Stettler has always been "The Heart of Alberta" and a great model of sustainability in rural Alberta. We are very lucky to live in a place where our Mission Statement means so much towards our daily lives; *"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"*

The Town of Stettler recognizes the importance of motivating, rewarding and developing employees. As such, this program has been developed to recognize individual and team efforts and to encourage and empower employees to work to the fullest extent of their



capabilities. Employees are the Town's most valuable asset and play a critical role in contributing to the attainment of the Town's objectives and mission. Recognition can take many forms and all employees are encouraged to recognize co-workers and fellow employees for exceptional performance or significant contributions.



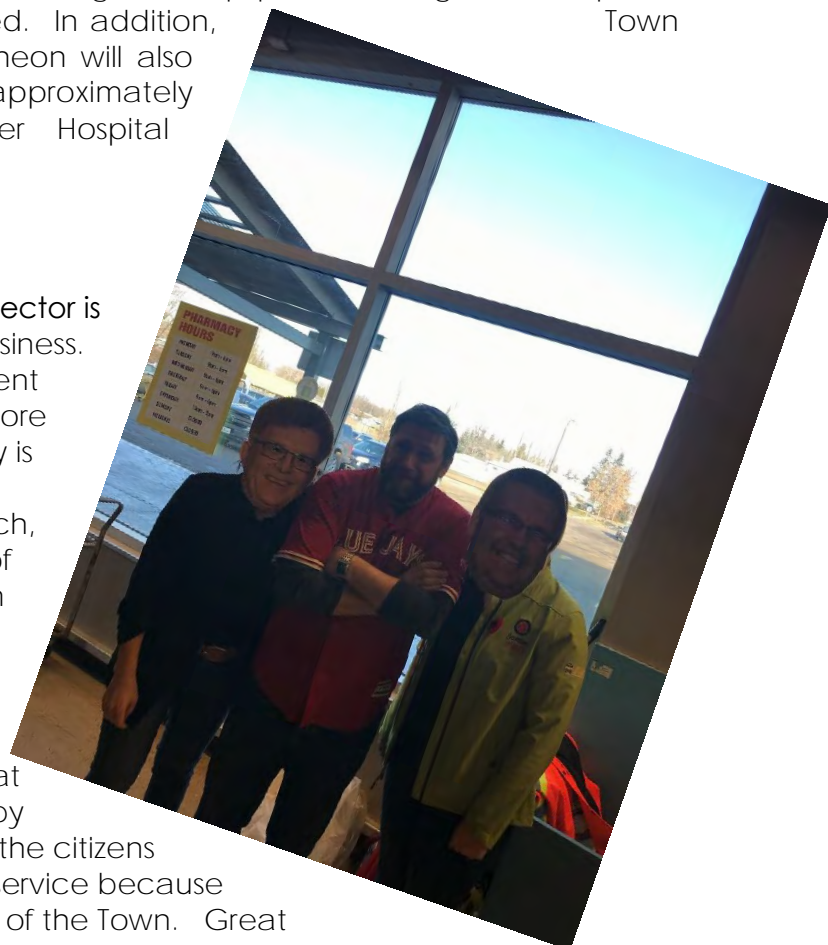
Yes Stettler is a great place to Live Work and Play. 2019 will be simply remembered as a year of continued growth, where we all work together because that is just what we do. Stettler is a community that is strong, vibrant and innovative thanks to the residents, community groups, and community leaders. Council has always stood strongly behind our investment and ongoing commitment to infrastructure in roads, water, sewer, parks and recreation, libraries, and unsightly

properties being cleaned and being put back into a useable state to name a few. This ongoing commitment means the entire organization receives a clear direction, and gives the residents in the Town of Stettler a clear view of our performance. The employees working in our organization are appreciative of having good secure jobs and embraced our 9th Annual Food Bank Fill-Up (1/2 ton truck) challenge to help prevent hunger and improve dignity for those less fortunate and in need. In addition, employees at our annual Christmas luncheon will also attempt to collectively raise and donate approximately \$600 to a local organization (Stettler Hospital Foundation) in 2019.

Town

Leadership

It's no secret that managing in the public sector is different from managing in the world of business. Often the environments in which government managers operate can actually make it more difficult to succeed. Running a municipality is not unlike running a midsize Fortune 500 company – except that the stakes are much, much higher, with a vast and varied cast of stakeholders who scrutinize every move. In these highly-visible environments, managers need government workforces to be highly engaged if they are to succeed. The work of local governments is uniquely visible. Research has shown that public servants find meaning in their work by making a positive difference in the lives of the citizens they serve. Many employees enter public service because they are already committed to the mission of the Town. Great



management always begins with understanding the unique characteristics of the workforce, figuring out what makes employees tick, and creating the environment in which they can and want to do their best work.

The primary nature (business) of our organization is to provide/deliver basic services to our residents. Once again in 2019 our residents did not express any desire to receive reduced levels of services given our local economic conditions or their financial situation; rather they continue to expect the usual high level of services from our Town and its employees.

Our employees share in Council's pride respecting that our services, utilities, programs and facilities are provided at a good value to our residents and our tax base. We are proud that our taxation and utility rates compare very favorably amongst Alberta municipalities making our community a more affordable place to live.

A significant share of the overall 2020 - 2022 Interim Operating Budget is committed to human resources (+40%). Town Council understands and appreciates that our most valuable resource are our employees: energetic, innovative, appreciative workers who care equally about providing great service for municipal residents while working safely and effectively with others. Our employees constantly strive to be the best they can be in the performance of their jobs and responsibilities.

Senior Administration works hard at promoting a healthy, civil, respecting and appreciative culture in the workplace. Municipal services are enhanced by employing and maintaining a well-trained, experienced and dedicated team, therefore the retention of knowledgeable staff is considered a very high priority within our organization. The Town of Stettler is proud to offer its employees not just a job, but a career.

Town Council has assisted greatly by being a genuine champion for its employees.

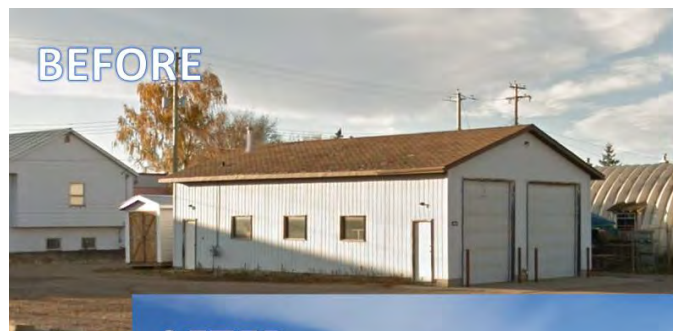
With this in mind, Senior Administration is proud of the many accomplishments and progress made throughout our entire organization in 2019. A few of the many results achieved, and cooperative efforts with community volunteers are mentioned below:

Planning and Development

As of November 1, 2019, we have issued just over \$6.5 million in total permit values.

Assisted in the connection of Dry Island Ltd with Don Syl Holdings which resulted in the purchase of 3 industrial lots and a development permit issued for a \$3.9 million cannabis micro row development.

Corporate Identity Committee has moved forward on a number of initiatives including social media and outlook training for staff and council, the drafting of a code of ethics and communications policy and target



updates to council with next steps and action items for 2020. The 2019 Town Life Publication will be making its way into our resident's hands in November/December.

The Economic Development Committee has successfully undertaken a number of initiatives such as the available commercial and industrial land inventory mapping and are under way with the Housing Assessment in partnership with The County of Stettler Housing Authority.

The Downtown Action Committee has updated the master plan, completed a parking assessment of our downtown including street parking as well as public parking lots, provided council with options and costs estimates in preparation for the 2020 capital budget planning.

Land Sale and Lease

Continued lease with Alberta Health Services for the A.E. Kennedy building with lease rates yielding \$1,859,788.75 over a ten-year term.

Cash Land Leases secured with a revenue value of approximately \$10,000.00 annually.

The Bus Garage received a face lift with a new tin roof and paint of all doors and trim.

Finalized the acquisition of land for the Vision Credit Union Parking Lot.

Bylaw Enforcement

We have been diligent in working on compliance properties over the past year(s). We have a number of success stories in the area of compliance with minor orders being complied with by the landowners as well as major compliance properties remedied by way of cooperation.

Successfully obtained a court order for demolition of the Stettler Motel, as work has been progressing, we expect a demolition completion in early December.



Bylaw Enforcement- Nuisance Property

Bylaw Enforcement for the year of 2019 has experienced an increase in the reports and investigations of nuisance and unsightly property. The total number of Compliance Orders and Stop Orders issued has resulted in many properties requiring follow up visits to ensure cleanup work has been completed. Derelict or abandoned homes and buildings are on

the rise with more orders being issued for the restoration or demolition of structures. Property owners have also become more difficult to contact for those who own property and live outside of Town. Correspondence which has been sent via mail to owners is not being claimed or ignored which increases the total time of an investigation. Education and public awareness is ongoing with the consultation of concerns with property owners.



COMPLAINEE PROPERTY STATS IN STETTLER

Nuisance Bylaw, Stop Order – Land Use, and Weed Act Orders only for 2019:

Compliance order issued:	36
Alberta Weed Act orders issued:	14
Stop orders issued:	11
Written letters:	128
Inspection Notices:	18
Remedial Action visits:	3
TOTAL ORDERS AND LETTERS:	210 *120 in 2018

ANIMAL CONTROL STATS IN STETTLER

January 1, 2019 to November 1, 2019

Number of tickets issued:	15
Total value of penalties issued:	\$2,900
Number of warnings given:	45
Dog bites causing injury to a person	1
Dog bites causing injury/ death to animal	1
Called in concerns to Town Office	35
TOTAL RESPONSES:	97

Operations – Transportation, Water and Sewer

- Safety Day – hosted another successful Safety Day with guest speaker and activities.....
- Lane Grading – continuing program of lane grading ensures that landowner access is maintained in a suitable manner.
- Drainage – staff accomplished many ditch clean outs and culvert replacements with the coordination of adjacent landowners to ensure rain and snow melts flow away.



- Snow Removal – staff continue to uphold a high level of service for snow removal and sanding throughout the town.
- Health Unit Parking lot – worked with Stettler Housing Authority to have their parking lot rehabilitated.
- Lane Cleanup – every spring public works and parks pick up garbage/household waste in town.



- Town sale – hosted another town sale this spring to dispose of surplus materials.

- Fire Hydrants – staff worked hard to attend to every hydrant in town to ensure they are in functioning order.
- Water leaks – staff attended and repaired many water leaks on service lines in town.
- Water Break – staff handled a significant water break in March in very extreme weather conditions
- Equipment – Mechanic and Apprentice Mechanic continue to work their magic in keeping all our equipment and vehicles in functioning order.
- Staff Holiday Party – staff hosted another successful party with 115 in attendance.
- Coordinated the rubber surface material from the running track with the County of Stettler
- Pavement Patching – staff continue to put down “tonnes” of asphalt to extend the life of our roads

Parks and Leisure Services

For the Parks and Leisure Services Department 2019 was highlighted by hosting some major provincial/regional events, completing various facility capital projects, enhancing the customer experience at the SRC via service upgrades and continuing to provide many programs and services including some new offerings. Here is an outline of 2019:



Events



- 2019 kicked off with the SRC hosting one of the final stops of the MNP Torch Relay as part of the 2019 Canada Winter Games. The event boasted the largest crowd for a celebration stop of all the places the Canada Games torch had travelled to leading to Red Deer.
- Our year was highlighted by hosting the 2019 Scotties Female Provincial Curling Championship with was held at the SRC from January 23-27. A tremendous event that saw the facility full each day of the

Championship. The final was played live on Sportsnet and the building looked fantastic on television.

- On July 14th, the SRC was proud to host the Stettler Triathlon. Approx. 200 Athletes from all over the province attended the 2019 Stettler Triathlon. Some of the athletes from the Stettler event were able to qualify for National and World Championships as a result of their performance here in Stettler.

- The SRC hosted the week long Alberta Recreation Facilities Personnel Training Conference. Approx. 150 delegates attend various course offerings from July 21-26. Courses offered included Arena Maintenance, Building Maintenance, Parks and Sports Fields Operations, Swimming Pool Operator and Custodial Care.



- In late July early August two ball events were held. The first being the 2019 U15 Boys Baseball Provincials which was held July 26-28. Shortly after from August 1-5 we were very proud to host the 2019 Western Canadian U19 Girls Fastball Championship. The event saw teams from as far as Vancouver Island, BC to Winnipeg, MB come to Stettler. Both events were played at the Stettler Sports Park, which received excellent reviews from players, coaches and umpires regarding overall fielding quality and facility set up.

Programs/Services

- Key programs and services this past year included the annual Skate with Santa and Family Day Snofest in partnership with FCSS. Another key program was Canada Day, which although very cold and wet, was once again a huge success. In addition, the department worked with a volunteer group to celebrate Culture Days from September 27-29.

- As part of marketing and promotions, Christmas and Halloween coupon books were



created to cover costs of \$2 shinny or swims. Customers could purchase a book of 12 passes for \$20 then hand out to trick or treaters or in a Christmas stocking. The department has received a lot of positive feedback on the new offering and hope it will continue to grow.



- The SRC Fitness Centre has partnered with Alberta Health Services to enhance program offerings at the SRC. Through AHS, the SRC is being used to house two programs (Supervised Exercise and Breathe Easy Respiratory Rehab).

The programs were created to help improve participant's health and quality of life. To date seventeen Stettler residents have completed the program and many have gone on to become pass holders of the SRC.



- In September, it was announced that the Town of Stettler was selected as the winner of the Communities in Bloom International Small Category. Stettler received 5 Blooms – Silver rating and received a special mention for "Heartfelt Collaboration".

Facilities

- Public Wi-Fi access was put in place throughout both the SRC and Community Hall enhancing the services provided to customers in both facilities.

- The SRC received a couple new capital facility improvements Flooring upgrades (Pro Sport XL) were made at the entry ways and walk ways of both ice sheets, along with new flooring put down in each of the eight (8) dressing rooms and officials change room. As a result of the flooring upgrade, new bathroom stall partitions were installed along with new toilets in each of the dressing room bathrooms. The pool also saw a significant upgrade with the installation of a Scout 2 Pool Lift. The new Scout 2 Pool lift will act as an alternative to the stairs to allow people with various mobility issues to easily enter the main pool.

•Throughout the spring, summer and early fall of 2019, the Stettler Community Hall has been going through various stages of renovations and facility upgrades to ensure the building is maintained properly, keeps guests comfortable and more importantly meets the needs of the various user groups that rent out the facility over the course of any given year. Renovations have included new carpet, a refinished dance floor, LED Bulb installation on wall sconces and overheads, a new stage curtain, and an upgraded HVAC system.

Administration

•A service partnership agreement was established with Apple Fitness. In addition to a sole supplier purchasing agreement the addition of a service partnership will assist in controlling maintenance costs of the fitness centre equipment.

•In person meetings were held with various key **stakeholders'** groups to gain an improved understanding of their expectations and needs in addition to the challenges they face. Groups included Senior Centre Drop In Club, Minor Hockey, Minor Ball, Minor Soccer, Minor Football, Minor Lacrosse, Figure Skating, Fun Hockey, Festival of Lights and the Heartland Arts Troupe.

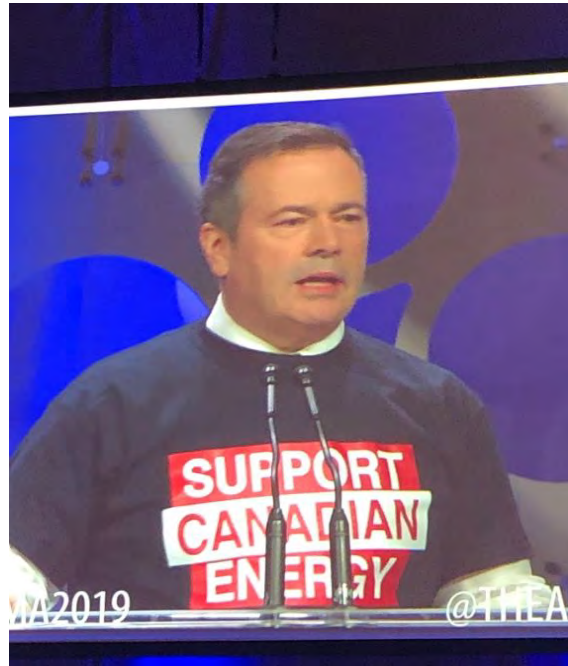
•Worked with SURF Committee to assist in the rebuild of the Stettler Sports Track located at the school grounds. In addition to sitting on the committee, planning and helping with sponsorship, staff assisted in preparation of the surface prior to application

Projects, Initiatives and Service Delivery

- Central Office – the office staff strive to provide exceptional customer service and a high level of accuracy for utility bills, property tax notices, animal licensing, business licensing, vendor payments, payroll processing and financial reporting just to name a few
- Entertainment in the Park
- Community Orchard – Phase 2 - ongoing
- Town staff assisted with barricades and road closures for block parties, parade and main street hot dog sales, etc.
- Sourcing a tree for the Gem of Main Street in December. Parks and Public Works in collaboration with Heartland Industries sets up and decorates the tree for Christmas.
- Thorough crack filling program completed by Public works help extend and delay pavement replacements.
- Canadian Tire pathway connection completed, including bridge installation.



- Water service leaks – this year the Town repaired a significant number of water leaks on services throughout town.
- PW completed “tonnes” of asphalt repairs on local roads.
- Staff identify all sidewalk and pothole repairs needed on all streets in town. Installing concrete swales at intersections in the downtown area, prevents potholes from occurring at the water line.
- Safety Training
- AUMA 2019 – Council and Senior Administration joined over 1,100 elected officials, administrators and business partners for the 2019 AUMA Convention and AMSC Trade Show from September 25-27 in Edmonton. This year's Convention included dialogue sessions with provincial Ministers (including Hon P. Panda, Minister of Infrastructure to discuss the Field House Concept and funding, and C. Zablocki, Commanding Officer “K” Division RCMP to discuss staffing and community policing, There were also several breakout topics including a policing panel, ethics in municipal government, engaging with your local media, disaster readiness, resolutions and much more. A highlight from the Convention was an address from Premier Kenny.



Stettler Regional Fire Department



TEACHING

In 2019 firefighters went to different schools in the Town and County to teach fire safety to children of all age groups. They used the Safety House to teach children what to do in the event of a fire in their homes. The Safety House could be described as a large doll house in which children have to detect the various hazards and come up with solutions to mitigate them.



CHARITIE

The Department's main charity is the Food Drive which it organizes every year to collect food. It is involved with the Charity Check Stop and this is the third-year firefighters entered the Calgary Stair Climb to collect money for cancer.



FIRE INSPECTIONS

Completed fire safety inspections on assembly types of occupancy such as Day Care facilities, Schools, Hospital, Senior Lodges and Commercial buildings. But for the lodges, most fire inspections are done by request. Completed plans review on all new construction and change of occupancy regarding Commercial and Industrial buildings.

FIRE INVESTIGATION

There were multiple structure fires this year which had to be investigated for cause and determination. This information is sent to the Alberta Fire Commissioner Office and is added to all the other investigations sent in by other Departments in the Province of Alberta. The information in combination with the insurance companies' data helps the province to create stats concerning fire loss in the province.



1001 LEVEL 1 COURSE

This year new recruits finished their 1001

level 1 training program which certifies firefighters to be level 1 firefighters. During the 1001 level course we had 15 senior firefighters complete the 1001 level 2 training program. The senior fire fighters whom completed the 1001 level 2 program are now certified NFPA professional level fire fighters. The course is run from the beginning of February to the end of June. All participants passed the final provincial

exam. This year a portion of the training was completed by utilizing the City of Red Deer training facility with our fire engines.



RECRUITMENT

We are currently in the process of recruitment. We recruit using social media and by word of mouth. We encourage our firefighters to talk to individuals they think might be an asset to the Department. A information meeting will be completed in December 2019 and we are gearing up to provide them with another 1001 Level 1 course in the beginning of next year.

TRAINING

We have a very dedicated group of Fire Fighters on staff with lots of positive momentum in training. We have made progress in creating a core commitment toward physical fitness and awareness of the importance of realistic hands-on training to promote sustainability. We have send multiple students to the Lakeland College in

Vermillion for fire training. Deputy Chief Brugman and two firefighters attended the Fire Department Instructors Conference and came back with some excellent training during the summer for the rest of the firefighters.



EMERGENCY CALL OUTS



To date we have 182 recorded calls for the Stettler Regional FD. These included structure fires, Motor Vehicle Incidents, grass and brush fires, medical calls etc.

Financial Implications

2019 - \$23,940 (\$350)
2018 - \$24,040
2017 - \$22,200
2016 - \$21,615
2015 - \$21,000
2014 - \$20,770
2013 - \$20,445

(2019 Costing Summary)

\$325 - \$22,230
\$300 - \$20,520
\$275 - \$18,810
\$250 - \$17,100
\$225 - \$15,390
\$200 - \$13,680

Conclusion:

Given the current global pricing downturn impacting further growth in Alberta's rural oil and gas sectors, our community remains fortunate to have a diverse local economy including, relatively strong agricultural sectors, health and education employment sectors, and regional retail and service sectors. It is always a challenge to retain our trained operational staff (even when there are fewer lucrative jobs in other local industries or other communities). Whether we like it or not we always have to compete for good people in our local market place. Retention of knowledgeable and experienced operational staff is a key to our performance and our continued success as a municipal organization.

Universal employee recognition benefits approved by Council are a positive tool for creating pride and job satisfaction within the entire workplace.

Acknowledging a job well done can be a powerful motivator for your employees.

Recommendation: That the Town of Stettler Council recognize the efforts of its entire team of valued employees through the award of a \$350 Christmas Bonus to be paid in (local) Heart of Alberta Dollars per full time employee (prorated for part time employees) as an appreciation for their continued effort, commitment and loyalty, as well as appreciation for the overall level of organizational accomplishment and dedication in 2019.



MEMORANDUM

To: Greg Switenky, CAO

From: Brad Robbins, Manager Rec & Culture

Date: November 7, 2019

Re: Policy X-1(f) – Campground Fees

Recommendation

That the Town of Stettler Council approve the changes to Policy X-1(f) – Campground Fees which includes options for one of the following fee increase(s) at the Lion's Campground (62 Street and 47 Ave).

OPTION 1

YEAR	Current	2020	2021	2022
<i>Full Service – Nightly</i>	\$28.00	\$33.00	\$37.00	\$40.00
<i>Full Service - Weekly</i>	\$180.00	\$211.00	\$237.00	\$255.00
<i>Full Service - Monthly</i>	\$680.00	\$802.00	\$899.00	\$970.00
<i>Partial Service - Nightly</i>	\$26.00	\$30.00	\$33.00	\$35.00
<i>Partial Service - Weekly</i>	\$165.00	\$192.00	\$211.00	\$225.00
<i>Partial Service - Monthly</i>	\$550.00	\$729.00	\$802.00	\$850.00

OPTION 2

YEAR	Current	2020	2021
<i>Full Service – Nightly</i>	\$28.00	\$35.00	\$40.00
<i>Full Service - Weekly</i>	\$180.00	\$224.00	\$255.00
<i>Full Service - Monthly</i>	\$680.00	\$850.00	\$970.00
<i>Partial Service - Nightly</i>	\$26.00	\$31.00	\$35.00
<i>Partial Service - Weekly</i>	\$165.00	\$198.00	\$225.00
<i>Partial Service - Monthly</i>	\$550.00	\$753.00	\$850.00

OPTION 3

YEAR	Current	2020
<i>Full Service – Nightly</i>	\$28.00	\$40.00
<i>Full Service - Weekly</i>	\$180.00	\$255.00
<i>Full Service - Monthly</i>	\$680.00	\$970.00
<i>Partial Service - Nightly</i>	\$26.00	\$35.00
<i>Partial Service - Weekly</i>	\$165.00	\$225.00
<i>Partial Service - Monthly</i>	\$550.00	\$850.00

- ** Weekly Rate based on 6.4 nights
- ** Monthly Rate based on 24.3 nights

Background:

The recommendation was last reviewed and approved in February of 2013.

The Lion's Campground is currently made up of 66 sites. These sites are broken down into 23 full-service sites (power/water/sewer), 39 partial service sites with power/water service only and 4 sites that are considered un-serviced. In addition, the Lion's campground offers free shower facilities, a free dump station and free access to Wi-fi as part of the current rates.

A complete review has been done evaluating current cost comparisons to service of 16 campgrounds. The review consisted of a fee analysis that included campgrounds in the local area, campgrounds offering similar services and campground facilities owned/operated by the municipality.

In addition to ensuring that the fee's approved recover basic attendant and supply costs it should be considered that a portion of revenue be used to continue enhancing the various facilities and green spaces associated with the campground such as West Stettler Ball & Soccer fields, Skate Park, Spray Park, Kin Park and West Stettler Park. This area in general is a key driver in tourists to Stettler choosing to stay at the Lion's Campground versus other options that may be available.

At the recommended fee established for both full service (power/water/sewer) and power/water serviced sites the current market has been considered in addition to the services provided such as free Wi-Fi access, free shower facilities and free dumping station all of which typically have separate usage fee's in many of the campgrounds used in the comparison, but are part of the nightly fee associated with camping at the Lion's Campground.

Budget Implications:

Current Fee's (2013 to present)

Average Annual Revenue	\$106,715
Full Service	\$37,350
Partial Service	\$62,962
Un-serviced	\$6,403

Proposed Fee's (Based on average annual revenue and % of stalls in each category based on final phase of increase in 2022).

Annual Revenue	\$144,516
Full Service	\$53,357
Partial Service	\$84,756
Un-serviced	\$6,403
Revenue increase to P & L	\$37,801

Additional Documentation:

Current Policy X-1(f) – Campground Fees
Lion's Campground Revenue Historical
Campground Fee Comparison

TOWN OF STETTLER

Prepared by: Parks & Leisure Department Number: X-1(f)
Adopted by: Town of Stettler Council Original Policy: 1989 01 03
Previous Policy: 2002 12 03
Current Policy: 2013 02 19

Title: Campground Fees

Purpose: To establish reasonable campground user fees that will recover basic attendants and supplies costs.

Policy Statement: A. User fees for campground overnight camping are as follows:

LION'S CAMPGROUND (62 Street and 47 Avenue)

Free Shower facilities provided.

(a) Full Service Sites with 30 amp. power, water and sewer hookups

- \$ 28.00 per night/per vehicle
- \$180.00 per week/per vehicle
- \$680.00 per month/per vehicle

(b) Partial Service Sites with 30 amp. power and water hookups:

- \$ 26.00 per night/per vehicle
- \$165.00 per week/per vehicle
- \$550.00 per month/per vehicle

(c) Sites without utility service \$20.00 per night/per vehicle.

(d) Overflow un-serviced \$14.00 per night/per vehicle.

* The above rates include GST and WiFi access

B. Special Uses:

For the purpose of providing a more convenient system, the campground will accommodate large groups in the un-serviced overflow area and at the new Sports Park.

Campground Revenue Comparison (as of October 8, 2019)

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>
2010	0.00	0.00	0.00	2,052.37	7,026.36	11,705.22	18,493.99	22,207.00	9,390.26	7,118.56	1,346.67	547.62	79,888.05
2011	547.62	547.62	1,095.24	827.14	4,061.72	11,960.77	18,447.98	29,431.70	14,631.40	5,465.81	2,196.20	547.62	89,760.82
2012	547.62	547.62	846.66	3,915.30	16,932.24	27,168.45	29,144.73	33,615.81	17,747.65	18,063.66	5,739.94	1,182.84	155,452.52
2013	\$2,738.10	1,390.48	4,477.29	5,138.06	11,096.19	17,652.78	25,276.40	24,810.32	15,851.42	4,499.88	520.94	281.00	113,732.86
2014	0.00	0.00	157.14	3,794.24	8,921.93	10,600.95	20,738.07	26,055.86	15,445.82	8,406.48	2,749.48	1,809.04	98,679.01
2015	\$1,642.86	1,095.24	1,899.04	3,946.63	9,343.85	17,998.61	22,554.39	26,501.77	11,574.34	5,892.46	1,879.02	1,095.24	105,423.45
2016	\$1,147.61	1,309.52	3,058.54	3,731.38	9,331.04	15,720.00	20,756.62	23,101.73	9,636.23	22,607.84	869.51	911.42	112,181.44
2017	\$779.04	758.10	1,866.65	1,561.85	10,330.53	20,730.12	23,727.76	22,827.56	11,515.36	1,861.87	496.19	closed	\$96,455.03
2018	closed	closed	closed	closed	12,081.00	15,786.94	22,313.42	23,503.71	9,203.89	1,243.22	Closed	Closed	\$84,132.18
2019	closed	closed	closed	272.36	12,176.36	14,444.41	36,126.68	39,174.81	28,835.11	5,377.67			\$136,407.40

Campground Fee Comparison

Campground	Full Service (P/W/S)	Partial Service (P/W)	Power Only	Un-serviced
Lions Current	\$28	\$26		\$20
Lions Proposed	\$40	\$35		\$20
Prairie Junction	\$52.50			
Rotary Park	\$25			\$20
Boss Hill				\$22
Rochon Sands				\$28
Pelican Point		\$31		\$25
Old McDonald's Resort	\$45-\$58	\$44-\$55		\$33-\$40
Lacombe Michener			\$30	
Red Deer Lions	\$43		\$29	\$27
Red Deer Westerner	\$46			
Carstairs		\$28		\$23
Three Hills Lions	\$30	\$30	\$20	\$15
Cold Lake			\$30	\$20
Ponoka Campground		\$30	\$28	\$20
Olds Lions		\$35		\$22
Camrose	\$45			

MEMORANDUM

To: Steven Gerlitz
From: Leann Graham
Prepared By: Penni Doucette
Date: November 12, 2019
Re: Dog & Cat License Fees for 2020

Background

Town administration has conducted a review of our existing Dog & Cat Licenses and Rates. The Dog Bylaw 2050-14 & Cat Bylaw 2049-14 were passed in March of 2014; the license fees did not change from the previous bylaw. Below is the number of Dog and Cat licenses currently registered as well as the potential revenue for 2020:

Animal Type	# of 2017 Licenses	#of 2018 Licenses	# of 2019 Licenses	Potential Revenue 2020 *(based on 2019 licenses)
DOG – Unaltered	45	39	41	\$19,675.00
DOG – Altered	762	742	705	
CAT – Unaltered	0	0	0	\$7,000.00
CAT – Altered	262	247	280	
TOTAL	1069	1028	1026	\$26,675.00

In reviewing Dog Bylaw 2050-14 & Cat Bylaw 2049-14 license rates, administration compared the rates to those of other municipalities similar in population size:

	Dog Unaltered	Dog Altered	Cat Unaltered	Cat Altered	Replacement Tag	Discount Rate
Bonnyville	\$65.00	\$20.00	\$50.00	\$20.00	\$5.00	n/a
Vermilion	\$55.00	\$25.00	\$55.00	\$25.00	\$10.00	n/a
St. Paul	\$20.00	\$10.00	\$20.00	\$10.00	\$5.00	n/a
Innisfail	\$50.00	\$30.00	\$50.00	\$30.00	\$10.00	\$10.00 off*
Blackfalds	\$60.00	\$45.00	\$60.00	\$45.00	\$6.00	\$30.00 off**
Stettler	\$50.00	\$25.00	\$50.00	\$25.00	\$10.00	\$10.00 off*
Average	\$50.00	\$26.00	\$50.00	\$26.00	\$7.20	\$8.00

*Discount rate is from December 1 - January 31

**Discount rate is from January 1 - January 31

Recommendation

That Town Council set the 2020 Dog & Cat License fees at the same rate as 2019:

- \$25 for an altered dog or cat
- \$50 for an unaltered dog or cat
- \$10 for a replacement tag
- \$10 Discount between December 1 – January 31

Alternatives

That Town Council increase or decrease the Dog & Cat License fees for 2020

MEMORANDUM

To: Steven Gerlitz
From: Leann Graham
Prepared By: Penni Doucette
Date: November 1, 2019
Re: Business License Fees 2020



Background

Each year Town of Stettler Council sets the Business License Fees for the upcoming year; administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of November 12, 2019 we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2020 Revenue
	2017	2018	2019	
Resident (Rate \$150/year):				*Based on 2019 Licenses
Commercial	400	399	418	\$62,700
Home Occupation	70	61	69	\$10,350
Non- Resident (Rate \$350/year)	45	42	62	\$21,700
TOTAL	515	515	549*	\$94,750

*includes 26 Hail Contractors.

In reviewing the Business License Bylaw 1807-99 our existing rates for 'resident' businesses and 'non-resident' businesses were compared to those of other municipalities in Alberta. The following table illustrates this comparison:

Municipality	Resident fee	Non Resident Fee
Ponoka	\$100.00	\$250.00
Lacombe	\$176.00	\$412.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$100.00	\$250.00
Olds	\$125.00	\$225.00
Wainwright	\$100.00	\$200.00
Red Deer	\$108.00	\$420.00
Camrose	\$150.00	\$300.00
Peace River	\$150.00	\$300.00
AVERAGE	\$130.90	\$295.70
Town of Stettler	\$150.00	\$350.00

The last change to the Business License Bylaw 1807-99 was in November 2013, which increased the business license fees from \$325.00 to \$350.00 for 'non-resident' and from \$125.00 to \$150.00 for 'resident' businesses.

Recommendation

That Town Council set the 2020 Business License fees as the same rate as 2019, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.

Revenue	2019 Budget	Actual - Oct 31, 2019	Variance	%	Notes
Administration	\$315,332	\$358,078.80	-\$42,746.80	113.56%	Hail insurance payout
Clearview swimming pool - \$13,315)					
White Sands Contract - \$32,000)					
Inter Dept Utily Transfer - \$250,000)					
Police	\$563,249	\$315,639.20	\$247,609.80	56.04%	MSI Operating - \$53,680
Traffic Fines (Budget - \$70,000 / Actual \$37,761 - 54%)					
Provincial Grant - \$347,208					
Community Resource Program - \$86,069					Clearview 50% / County 25%
Fire	\$389,354	\$278,401.65	\$110,952.35	71.50%	regional payment from county
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$110,150	\$113,547.24	-\$3,397.24	103.08%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$91,772 / Animal License - Budget \$21,700 - Actual \$20,425					
Roads, Streets, Walks, Lights	\$270,515	\$68,145.36	\$202,369.64	25.19%	
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	\$2,353,721.02	\$782,090.98	75.06%	
Metered sale of water (Budget - \$1,948,772 / Actual - \$1,348,034 - 69%)					
Metered out of Town (Budget - \$1,064,900 / Actual - \$903,730 - 85%)					
Bulk water (Budget - \$40,000 / Actual \$27,786 - 69%)					
Sewer	\$941,490	\$693,546.99	\$247,943.01	73.66%	
Sewer Service Charges (Budget - \$880,000 / Actual \$662,665 - 75%)					
Garbage Collection & Disposal	\$817,205	\$600,342.35	\$216,862.65	73.46%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$617,580 / Actual \$467,315 - 76%)					
Recycling Revenue (Budget - \$168,480 / Actual - \$112,329 - 67%)					
FCSS	\$157,148	\$132,390.00	\$24,758.00	84.25%	
Cemetery	\$23,600	\$15,041.43	\$8,558.57	63.73%	
Planning & Development	\$69,500	\$29,497.76	\$40,002.24	42.44%	
Building Permits (Budget - \$30,000 / Actual - \$17,994 - 60%)					
Economic Development - BOT	\$197,050	\$273,640.97	-\$76,590.97	138.87%	Dr. recruitment
Subdivison Land	\$2,000	\$14,553.00	-\$12,553.00	727.65%	Utily Development Agreement
Land, Housing & Rentals	\$283,095	\$235,219.38	\$47,875.62	83.09%	
Health Unit - \$194,265					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$40,000 + \$2,000 GST)					
Recreation - General	\$3,520	\$1,642.33	\$1,877.67	46.66%	
Recreation Programs	\$22,200	\$29,453.01	-\$7,253.01	132.67%	Ball / Soccer (ball diamond fee)
Facilities	\$1,192,700	\$471,984.30	\$720,715.70	39.57%	County Partnership - \$471,600
Community Hall	\$53,000	\$27,139.29	\$25,860.71	51.21%	
Senior's Center	\$17,400	\$24,526.26	-\$7,126.26	140.96%	
Parks	\$115,650	\$155,271.01	-\$39,621.01	134.26%	
Lions Campground - Budget - \$90,000 / Actual - \$143,923 - 160%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes / Penalties	\$8,746,825	\$8,753,444.21	-\$6,619.21	100.08%	Incl Business Taxes / Penalties
Other Revenue	\$1,717,000	\$1,359,961.26	\$357,038.74	79.21%	
Franchise Fee - GAS (Budget - \$918,000 / Actual - \$653,238 - 71%)					
Franchise Fee - ELECTRIC (Budget - \$679,000 / Actual - \$525,505 - 77%)					
Return on Investments (Budget - \$120,000 / Actual - \$181,219 - 151%)					
Total Revenue	\$19,154,675	\$16,315,823.68	\$2,838,851.32	85.18%	

Expense	2019 Budget	Actual - Oct 31, 2019	Variance	%	Notes
Council & Legislative	\$209,100	\$186,722.91	\$22,377.09	89.30%	
Council Honorarium (Budget - \$148,400 / Actual - \$132,918- 90%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$16,000 / Actual - \$22,301 - 139%)					
Council membership Conferences (Budget - \$15,000 / Actual - \$15,034 - 100%)					
Administration	\$1,160,197	\$938,774.92	\$221,422.08	80.92%	Admin, Office, Computer, Assess
Police	\$1,266,458	\$509,993.51	\$756,464.49	40.27%	
RCMP - Contract Billings (Budget - \$1,071,838)					
Fire	\$854,865	\$488,290.56	\$366,574.44	57.12%	
Disaster Services	\$20,218	\$836.89	\$19,381.11	4.14%	
Bylaw Enforcement	\$181,377	\$293,552.46	-\$112,175.46	161.85%	
Common Services	\$146,230	\$100,600.14	\$45,629.86	68.80%	Shop
Roads, Streets, Walks, Lights	\$2,099,381	\$1,314,369.83	\$785,011.17	62.61%	
Airport	\$50,703	\$16,639.18	\$34,063.82	32.82%	
Water Supply & Distribution	\$3,040,843	\$2,045,541.54	\$995,301.46	67.27%	
Sewer	\$714,907	\$526,530.08	\$188,376.92	73.65%	
Garbage Collection & Disposal	\$741,935	\$450,862.37	\$291,072.63	60.77%	
FCSS	\$196,435	\$196,435.00	\$0.00	100.00%	
Cemetery	\$81,428	\$39,832.27	\$41,595.73	48.92%	
Planning & Development	\$386,605	\$198,138.27	\$188,466.73	51.25%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$585,067	\$485,641.50	\$99,425.50	83.01%	Ec Dev, BOT. HBC
Subdivison Land	\$53,920	\$43,514.46	\$10,405.54	80.70%	Unsigntly Property
Land, Housing & Rentals (47343)	\$57,460	\$41,929.82	\$15,530.18	72.97%	
Recreation - General	\$136,160	\$106,855.69	\$29,304.31	78.48%	
Recreation Programs	\$80,480	\$74,134.31	\$6,345.69	92.12%	
Facilities	\$2,268,823	\$1,616,560.48	\$652,262.52	71.25%	
Culture	\$338,846	\$337,445.22	\$1,400.78	99.59%	Parkland, Library, Museum
Community Hall	\$122,459	\$67,823.56	\$54,635.44	55.38%	
Senior's Center	\$13,990	\$4,912.27	\$9,077.73	35.11%	
Parks	\$653,443	\$451,463.53	\$201,979.47	69.09%	
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	\$2,074,027.40	\$672,967.60	75.50%	
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 \$331,308 - 100% Actual)					
Total Expense	\$19,154,675	\$12,636,428.17	\$6,518,246.83	65.97%	
Surplus / Deficit	\$0	\$3,679,395.51	-\$3,679,395.51		

GL Code	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2019 Budget Expense - Approved by Council	Difference (Actual / Budget)	Actual - Project Expenses - Oct31, 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)	Debtenture / 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	\$35,573.60					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	18,000.00	
OP 2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$130,000.00	\$130,000	\$0	\$116,688.74			\$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	\$312,848.99					\$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	\$47,062.99								\$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	\$205,230.56								\$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	\$7,546.48							\$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	\$8,210.40	\$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	\$7,546.48							\$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	\$5,083.65							\$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	\$11,965.00			\$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	\$78,854.08	\$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	\$175,030.46			\$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	\$114,540.56				\$271,000		Community Hall & Culture Reserve						271,000.00	
Planning 2-61-02-00-05-239	North ASP	\$25,000.00	\$25,000	\$0					\$25,000		Planning Reserve							25,000.00
Planning 2-69-03-00-00-252	Bus Garage Update (roofing)	\$15,000.00	\$15,000	\$0	\$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	\$151,430.83				\$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	\$65,258.48				\$64,343		Land Devel Res							64,343.00
		\$4,111,530.23	\$4,464,546	\$353,015	\$1,576,700.87	\$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	

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 - Oct31, 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	\$1,171.80	\$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	\$3,925.70			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	\$82,740.43							\$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		\$122,220.75	\$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 - Oct31, 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					10,000.00	Walking Pathway Reserve (bal \$67,982)						10,000.00		
EQT	6-33-00-10-01-630	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000 - 2018 Carry Forward - carry forward balance (40,000-7,450 = 32,550) - Melissa January 7, 2019	\$32,550.00	32,550.00			16,275.00								\$16,275.00	County	32,550.00	
ENG S	6-42-01-10-13-610	Lagoon - Cell Rehabilitation - 2017 Carry Forward - Melissa 20/12/17 - \$75,000 - 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	\$1,708,019.04	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
					30%			2,239,103.68		1,076,314.29								0.00
								Total Reserves		3,315,417.97								
										Total Grants Available 2019		\$1,836,782.67	\$749,388.20	\$367,946.92				
										Balance		\$454,245.72	\$273,215.45	\$25,535.92				

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

Net Balance at End of Previous Month	\$	12,433,584.60
ADD: General Receipts (summarized below)		1,039,196.32
Interest Earned (Prime 3.95% less 1.65% = 2.30%)		19,972.09
Investments Matured		-
SUBTOTAL		13,492,753.01
LESS: General Disbursements		1,322,871.45
Payroll		440,243.33
Investments		-
Debenture Payments		-
Returned Cheques		858.69
Bank Charges		1,291.33
SUBTOTAL		1,765,264.80
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	11,727,488.21
Balance at End of Month - Bank		11,866,258.28
ADD: Outstanding Deposits		4,134.06
LESS: Outstanding Cheques		142,904.13
		11,727,488.21
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	11,727,488.21

THIS STATEMENT SUBMITTED TO COUNCIL THIS 19TH DAY OF NOV 2019

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	265,956
4	Utility	AR	314,239
5	Shirly Mclellan	Water	74,868
6	ATCO	Franchise	53,615
7	Hwy 12/21	Water	49,593
8	Summer Ice Rental	SRC	16,920
9	Altagas	Franchise	51,226
10	Gov't of AB	Step Grant	10,448
11	Pheasant Festival	BOT	14,124
12	Gov't of AB	FCSS Grant	12,379
13	SVWS	Receivable	36,393
14	Clearview	Shared Cost	13,313
15	Library	Salary Reversal	12,100
16	AE Kennedy	Rent	16,265
17	Other		97,757
18		Total	1,039,196

TO: Town of Stettler Council

DATE: 2019 11 19

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – OCTOBER 2019

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Committee of the Whole, Joint Health and Safety Committee, Internal Safety Audit Closeout Meeting, Regional Emergency Management Agency Committee, Department Head and Staff Information sharing sessions.
2. Lease renewal meetings with representatives from the Stettler Golf & Country Club Board.
3. Question & Answer with Lonna Hoggan, Executive Director for Canadian Badlands Tourism.
4. Attended Open House for Phase 1 upgrades completion at the Stettler Hospital.
4. Question & Answer webinar for proposed new Police Cost Model hosted by Alberta Justice & Solicitor General.
6. Attended Read-in-Week at the Stettler Elementary School.
7. Online Provincial Budget Address, and follow-up webinar hosted by AUMA.
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, Economic Development Committee, Downtown Revitalization Committee, Safety Audit Close Out Meeting, Insurance Follow up (Hail Storm) and Town Life,
2. Projects worked on included:
 - 2020 Interim Budget
 - Projections (tax, utility)
 - Federal and Provincial Grant Programs

- Water Model programming – 2020 Regional Water Rates
- Garbage / Recycling Projections
- Gas and Power Projections
- RCMP & Community Officer Cost Projections
- Garbage, Recycling, Composting RFP
- Cemetery Bylaw Inquires
- 2019 Revenue/Expense Budget Summary – October 31, 2019
- 2019 Capital Budget Summary – October 31, 2019
- 2019 MSI, BMTG, FGT summary – October 31, 2019
- 2019 Reserves Summary – October 31, 2019
- Automated Waste Bins Rollout (Light Commercial confusion - ongoing)
- Compost Bins / Recycling
- Council prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

TRANSPORTATION – IVAN WILFORD

- Grading lanes
- Street sweeping working on leaves.
- Sign repairs
- Graves and cremations
- Cleaned catch basins
- Hauled street sweepings away
- Hauled 650 yards of clay from Magee's pit to shop
- Turned compost at the transfer site
- Finished mixing up salt sand for winter, and got another load of salt in
- Ditch cleaning
- Worked on hospital entrance swale
- Online training for Nelson
- Cleaning out culverts with hydrovac flusher
- Repaired 2 flashers on 44 ave cross walk lights (flashers were Warrantee)
- Helped the water treatment plant move rolls
- Installed storm water clean outs on Parkdale and Bagshaw storm lines
- Flushed out bulbing on main street
- Cold mix repair on 70 street
- Graveled 38 ave and 46 ave as well as a few lane bad spots
- Picked up culvert
- Hauling compost dirt back to the shop
- Equipment cleaning
- Started working on new Christmas decoration brackets
- Did some brushing in the south Parkdale lane along the tracks
- Cleaned out shop sewer line
- A little bit of sidewalk snow removal
- Street sanding

WATER – GRANT MCQUAY

1. Regular rounds, readings, locates and Bacterial sampling/Chlorine residual & turbidity testing.
2. Meter replacement program
3. Dig site maintenance
4. Curbstop repair/replacement digs.
5. Sewer service repair
6. Weekly cleaning of sanitary tank and CL17 bottle replacement at Water Transfer Station and reservoir.
7. Lagoon Sampling
8. Monitoring wells and weir measurements.
9. Hydrant repair.
10. Water service repair/replacement.
11. Finished Hydrant Winterizing.
12. Finished Hydrant Flushing program.
13. Winterizing facilities
14. Shutdown wetlands for winter.
15. Nitrite testing and flushing.
16. Lagoon Aeration building, pumps installed and turned on.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. We received our new streaming current meter. We got very good deal from HACH on this meter at 40% off. This meter is a good tool to enable us to more accurately feed our alum with the ever-changing raw water conditions. Cost savings is also a possibility as over feeding should not occur.
2. The low lift pump house large sump pump motor has burnt out 2 of 3 phases and needs to be rewound. The pump was taken in to Bagshaw Electric who will send in the core to be rewound. Hopefully the pump will be back in service in a couple of weeks. The pump house sump cleaning has been delayed until the pump comes back.
3. Our Wattco CIP Caustic Tank heater is being repaired at no cost under warranty. It was suggested that our system was to blame for the overheating of the elements which caused the failure. I informed them that we have a fully automated system to keep this from happening and let them know that the original heater working under the exact same conditions lasted 6 years before failure where as this one lasted 1 month. I suggested that it might be inferior materials being used in the new heaters which might be the cause. There was no further argument from their end.
4. The EQ tank will be emptied and cleaned on a scheduled maintenance program on October 30th.
5. **Waiting on a quote from Dean's Machines for safety guards to be built so that we can install them permanently around the hatches for the contact tanks. When the large hatches are open there is a possibility of an over 4 meter fall to the bottom of the tanks which must be removed. New hinges and locking mechanisms will be installed on the outside of the hatches hatches as the current ones on the inside are rotting away and making it difficult to open or secure.**

6. Troubles with our fluoride meter. The meter reading keeps drifting and will not hold a calibration. Working with Prominent to solve problem. It was suggested that we try changing out the probe cord so we have one on order. Meanwhile we are taking extra manual readings with our lab meter making sure our dosage is in compliance.
7. **Bid letters are out for next year's chemical ordering.** Letters are out earlier this year so that everything will be tied off and in order for the start of next year.
8. Operator's ongoing CEU training courses for certification requirements and personal advancement are being completed and scheduled on an ongoing basis.
9. Still waiting on Burmac to complete our caustic and acid stations safety screens.
10. Monthly routine maintenance being completed by operators.
11. No major issues at this time.

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings:

1. Safety Audit Interview and Close out meeting
2. Department Head
3. Council
4. Staff Meeting
5. Joint Health and Safety
6. RMA – presentation and negotiation of outstanding invoice
7. AI-terra – North ASP RFP

Projects:

1. Downtown Streetscapes Strat Plan Committee Planning
2. 57A Street Water/Sewer Replacement approximately 70% complete
3. Water Transmission Line – 250mm Valve Install – surveys and geotechnical samples obtained
4. AB Env – lead in distribution system regulatory changes training in Edmonton
5. Airport Hazardous Assessment Testing with Golder
6. Assisted neighboring community with water loss analysis
7. Aspen Ford Drainage improvements
8. Staff holiday party planning
9. Operating Budget Review
10. Town life Committee planning and articles
11. Lagoon Aeration Building Pump Repairs

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2018 Permits to October 31, 2018	2019 Permits to October 31, 2019
Institutional	\$310,659.00	\$1,330,455.00
Industrial	\$172,400.00	\$1,123,040.00
Commercial	\$2,304,567.00	\$3,012,924.00
Residential	\$2,223,526.00	\$1,122,320.00
Total	\$5,011,152.00	\$6,588,739.00

2. Projects:

- Stettler Motel Compliance Enforcement
- Housing Assessment
- Hail Assessments
- Golf Course Leas
- Economic Development Initiative
- Downtown Revitalization Initiative
- Corporate Identity Initiative
- Planning & Development Presentation to Board of Trade
- Staff Party
- Town Life 2019
- North ASP RFP
- AE Kennedy Maintenance
- Planning & Development Clerk Position
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- Mountainview Pre-Cast
- Housing Assessment Altus Group
- Golf Course Lease Meetings
- 4409-49 Avenue Compliance Meetings
- MPC Meetings
- Corporate Identity Meetings
- Hospital Phase 1 Open House
- Economic Development Meetings
- Staff Party Meetings
- Board of Trade
- AI-Terra Engineering
- Town Life Committee Meeting
- Downtown Revitalization Meetings
- Stettler Motel Site Meetings
- Safety Audit Meetings
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Council and Committee Meetings
- Staff and Department Head

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

1. Meetings: A.R.P.A., joint planning, mid management, joint health and safety, town life, Heartland Beautification, safety, after council, and insurance **contractors'** tours.
2. Projects: Budget, tidy up of banners in the red arena, installed 4 memorial benches at the cemetery, Remembrance Day markers, winter preparations, insurance tours, tilled community gardens, Tree pruning still on hold, arena operations, and A.R.P.A. conference.
3. It seems like winter is here. At this time of year we say welcome back to Cora lee who once again is back with arena operations.

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - Site meeting - new elevator slip forum pre-construction safety plan
 - First Aid & CPR training
 - Rope rescue - Moderate to High angle rescue systems, anchor systems, Dual capacity two tension rope systems raising and lowering
 - Fire engine winterizing operations
2. Fire Department Operations
 - Meeting - Health and Safety audit, and Budget
 - Fire Inspection/Plans review - Fire & Building code interpretation and requirement inquiries, Rec'd games & Cafe, Stettler post office renovation, Christ King school - fire prevention education
 - Order replacement suspension parts for rescue 14
 - Schedule circuit board replacement rescue 14 light tower
 - Annual pump service Engine 11, 21, 31, 41, Tender 15, 25, 35, 45, Brat 16, 26 and rescue 44
 - Annual pump test Engine 11, 21, 41, Tender 25, 35 and 45
 - High pressure Breathing Air Compressor repair
 - Service and inspect fire extinguishers in all buildings and apparatus
 - Budget
3. Regional Fire Department Incident Summary
 - Total calls 15 - 6 motor vehicle incidents, 3 alarm calls, 3 medical first response, 2 wildland fires, Gas line leak 1



Greg Switenky
CAO

**MINUTES OF THE STETTLER REGIONAL AGENCY EMERGENCY MANAGEMENT MEETING
HELD ON WEDNESDAY, OCTOBER 23, 2019 AT 9:07 A.M. IN THE MEETING ROOM OF
THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA**

PRESENT: Phil Penny, Stettler RCMP
Greg Switenky, Town of Stettler
Sean Nolls, Town of Stettler Councillor
Lorne Thurston, Summer Village of White Sands
Graham Scott, Summer Village of White Sands
Sandra Schell, Village of Big Valley
Cindy MacDonell, FCSS
Sheree Yakelashek, FCSS
Bob Willis, Alberta Prairie Steam Train
Don Gillespie, Alberta Prairie Steam Train
Tara McMillan, Christ King Catholic School
Lee Hardman, Director of Emergency Management
Clint Sime, Deputy Director of Emergency Management
Marlene Hanson, Recording Secretary

ABSENT: Peter Neale, Clearview Public Schools
Ed McKay, Clearview Public Schools
Etienne Brugman, Stettler Regional Fire Department
Jason Olson, Summer Village of Rochon Sands and Village of Donalda
Linda Borg, Stettler District Ambulance Association
Melissa Robbins, Town of Stettler
Allan King, Town of Stettler
Ivan Wilford, Town of Stettler
Grant McQuay, Town of Stettler
Dave Wiens, EMCON
Barry Nims, EMCON
Chris Saunders, Town of Stettler
Brian Boutin, AEMA Field Officer
Chad Sturrock, ATCO Electric
Craig Sallows, AEMA Field Officer
Niki Thorsteinsson, County of Stettler
Yvette Cassidy, County of Stettler
Chad Jackson, Deputy Director of Emergency Management

CALL TO ORDER

The meeting was called to order at 9:07 a.m. Wednesday, October 23, 2019 by Lee Hardman.

Introductions were completed.

ADDITIONS TO THE AGENDA

That the October 23, 2019 agenda for the Stettler Regional Agency Emergency Management Meeting be approved with the following additions:

1. Business Continuity
2. Central Regional Social Services Update
3. Deletion of 3.1 Department Update.

Lee Hardman noted that these meetings are required to be held once a year.

Greg Switenky noted the need to differentiate the type of meeting that is being held, on the agenda, and it was acknowledged that this will be done from this point on.

Introductions were completed.

REPORTS (None)

BUSINESS ARISING FROM THE MINUTES (None)

NEW BUSINESS

Emergency Response Plan (ERP) RE: The Response Team Inc. Contracted to Create the Emergency Management Plan:

- The Response Team Inc. out of Airdrie has been hired to assist with developing the Emergency Response Plan by utilizing the CEMP programs. To be completed in quarter 1 of 2020.
- This plan will need individual information from each community.

Hazard Assessments:

- Reminder that each Municipality is required to complete hazard assessments for their community. Should you need assistance, let Lee know.
- County of Stettler Hazard Assessments section has been completed.

Training Schedule

- Mandated Emergency Management Training (Basic and ICS 100) has been completed.
- If new staff are hired, they must take – training not necessarily required for part time staff. May take online when there is only 1 or 2 people to train. (Town noted that their staff members involved with Emergency Management are trained.)(County has trained all staff.)
- ICS 200 – will host classroom training being 2 days to cover the material. ICS 200 being removed from online training. Not mandatory, anyone interested can attend training.
- Table top exercise – one to be held per year starting in 2020

Regional Municipality Emergency Management Committee Members:

- The Regional Advisory Committee Meeting members consists of Council members. It was determined:
 - 2 Councillors from both the Town (Mayor and Deputy Mayor-rotates) and County
 - 1 Councillor from each of the other participating Municipalities (Councillor cannot be the CAO)

All Municipalities are required to appoint a representative through their Council.

Emergency Management Logo:

- The 'SREMA - Stettler Regional Emergency Management Agency' logo for the Emergency Response Plan was shared.
- Concern as to if the word 'agency' should be in the logo. Lee Hardman noted that the logo is consistent through the province.

Back-up ICP:

- Incident Command Post back-up is the Donalda Fire Hall, which is still in need of being set-up (totes, etc.).
- Noted that the Town of Stettler does have equipment, however, if the County is affected the Town may be as well as the proximity is too close. (Greg Switenky noted that the Town office is available with records, etc. to support the County ICP.)

Clint Sime left the meeting at 9:23 a.m.

Business Continuity:

What happens to businesses in the event of and following an emergency? Stettler Board of Trade handles businesses, therefore, they will create a sub committee and Stacy Benjamin will take a key role in the ICP. How businesses will recover from a disaster (cost recovery, etc.) will be addressed in the plan.

Through discussion it was identified that economic disasters are very important as it is a threat creating business/household loss and effects everyone. Plan is to have everything addressed through the Emergency Management Plan. Stacey Benjamin will assist in drafting the business continuity section.

Clint Sime rejoined the meeting at 9:26 a.m.

CORRESPONDENCE

Round Table Discussion:

Greg Switenky – Thanked the County, noted that they are learning a new plan and building strong relationships. Kudos to everyone involved with the moose that were in the Town. (It was noted that:

- Fish and Wildlife fell short on assisting in the event. Their office is now only open part time.
- Locally the situation was handled great.
- The Christ King Catholic School was not contacted. They were informed through a staff member's spouse. For future event(s), they have been given Tara's cell phone number, as the Christ King Catholic School contact.)

Sean Nolls – Ongoing training shows, improving the program.

Lorne Thurston – A small municipality appreciates knowing there is back-up if an event occurs.

Graham Scott – There is a group of individuals at the Summer Village that wish to organize their own plan, however, want to make sure they merge with the efforts that are already in place.

Sandra Schell – Appreciates the communication.

Bob Willis – As an operation dealing with potential disaster creations, they do have their internal plans, hope to address and have had interface with this committee. Feel it is great to include them as their operations could impact the whole community. Great to be here.

Don Gillespie – Here for information – responsible for bring people to town. They have internal hazard assessments, etc. and it is good to know what is going on around them. (Lee Hardman noted that it is important to share plans).

Sheree Yakelashek – Learning what their part is in the plan and the plan in the making.

Cindy MacDonell – Agrees with Greg Switenky – starting from square one. FCSS are attending as volunteers as there are only 3 staff members in their office – need to be part of this – FCSS will be part of the reception center. Staff will take the training to be on board. (Lee Hardman identified that Lorraine Hankins is training to cover this area as an internal contact, and then she may be able to assist FCSS.) They have met with her and discussed what they have and FCSS is aware that they will become an active member if there is a disaster. FCSS staff have completed the basic mandated training. FSCC wishes to be kept in the loop, and are still participants. CREMS out of Red Deer are a great resource that will help with internal training.

INFORMATION ITEMS

Central Region All Hazard Incident Management Team:

- All Hazard Incident Management Team (AHIMT) (There are central, southern and northern teams) – comprises of 75 trained members – teams will assist with other incidents upon request. We have 6 County staff trained (7 days of training to receive the 400 level has been completed). Those trained can respond anywhere within the

Province when requested and can seek assistance from the All Hazard Incident Management Team.

Advisory Committee Meetings:

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

- Have been completed for County of Stettler, Town of Stettler and Village of Donalda (Village of Big Valley scheduled for December)
- Not legislated to have meetings until next year.

Agency Meetings:

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

- All Municipalities have completed.

Regional Advisory Committee Meeting – November 4, 2019:

(Meetings of those Councillors appointed by each Municipality.)

Involves the regional Council Members.

Central Regional Social Services Update:

Discussed above.

NEXT MEETING

The next Meeting of the Stettler Regional Agency Emergency Management members will be held at the call of the Chairperson.

ADJOURNMENT

The Stettler Regional Agency Emergency Management Meeting be adjourned at 9:51 a.m."

Carried

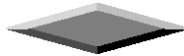
Director of Protective Services

Deputy Director of Protective Services

To: Steven Gerlitz
From: Penni Doucette
Date: November 12, 2019

MEMORANDUM

Re: Business Tax Fees for 2020



Background

Each year Town of Stettler Council sets the Business Tax Fees for the upcoming year; administration has conducted a review of our existing Business Taxes and the Business Tax Bylaw 2098-17. As of November 6, 2019, we have the following number of Active Business Tax rolls:

Business Type	Number Of Licenses			Potential 2020 Revenue
(Rate \$150/year):	2017	2018	2019	*Based on 2019 Licenses
Business roll:	43	43	44	\$6,600.00
TOTAL	43	43	44	\$6,600.00

The last change to the Business Tax Bylaw 2061-15 was in November 2013, which increased the business tax fees from \$125.00 to \$150.00 for business tax rolls.

Recommendation

That Town Council set the 2020 Business Tax fees as the same rate as 2019, \$150.00 per applicant.

BYLAW 2121-19

WHEREAS under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time a Council is authorized to pass a bylaw providing for the assessment of any or all businesses carried on within its area and for the payment by any person carrying on any such business of a tax upon the assessment thereof to be known as a business tax.

AND WHEREAS the Town of Stettler having passed Bylaw No. 1783-97 to assess certain businesses within the Town of Stettler;

AND WHEREAS the Town of Stettler wishes to fix the 2020 Business Tax Mill Rate for the purposes of levying a Business Tax in 2020;

NOW THEREFORE the Municipal Council of the Town of Stettler, duly assembled, enacts as follows:

1. That the tax rate for Business Tax in the Town of Stettler shall be fifteen (15.0) mills on the business assessment for the taxation year 2020.
2. That the Assistant CAO of the Town of Stettler is hereby authorized and empowered to levy and collect the rate herein affixed in accordance with the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time.
3. The 2020 Business Tax Levy is for ordinary Municipal expenditures.
4. This bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this 19th day of November, A.D. 2019.

READ a second time this 19th day of November, A.D. 2019.

READ a third time and finally passed this 19th day of November, A.D. 2019.

MAYOR

ASSISTANT CAO

Central Alberta

Regional Assessment Review Board



November 1, 2019

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

Dear CAO, Mayor & Council:

RE: 2020 BOARD MEMBER RECRUITMENT PACKAGE

Each year, with the help of communications specialists, we develop a recruitment strategy that helps us attract Board Members with skill sets that will best serve our Municipal Partners. As you are a valued Municipal Partner in the Central Alberta Regional Assessment Review Board, I am pleased to provide you information and printed materials for the 2020 Board Recruitment campaign.

In addition to distribution of the printed materials and planned social media messages, we have also placed ads in the following publications:

Three Hills Capital
Hanna Herald
Lacombe Globe
Olds Albertan
Ponoka News
Sundre Round-Up

Central Alberta Life
The Innisfail Province
The Mountaineer
Rimbey Review
Sylvan Lake News
Eckville Echo

Lacombe Express
Lacombe County News
The Mountainview Gazette
The Stettler Independent
RD County News
Red Deer Advocate

We encourage each Municipal Partner to take on their own recruitment as well – you know your ratepayers and how best to reach them. We have provided you with a copy of digital versions of the recruitment materials.

In the coming weeks we will be looking for volunteers from your Administration to sit on the Nomination Review Committee to review all the applications and make the appointments. If you require additional information or have any questions concerning these matters, please contact the Regional Assessment Review Board Clerk at 403-342-8132.

Regards,

A handwritten signature in black ink, appearing to read "Katie K...".

Clerk, Regional Assessment Review Board

**MEMBERS
NEEDED**

CENTRAL ALBERTA

**REGIONAL
ASSESSMENT**

REVIEW BOARD

Are you interested in making fair decisions on property assessments?

APPLY IF YOU HAVE

- experience serving on administrative boards or quasi-judicial boards
- professional or legal writing abilities and computer skills
- a flexible schedule, with availability during the day to attend training and hearings (about three days a month)

The Central Alberta Regional Assessment Review Board is an impartial, independent board responsible for issuing decisions on complaints relative to property assessments. Successful candidates will receive training from Municipal Affairs and remuneration for their responsibilities.

**APPLY
TODAY**

**DEADLINE TO APPLY IS
NOVEMBER 30, 2019**

Submit your cover letter and resume:
RegionalARB@reddeer.ca
403-342-8132

QUESTIONS?

403-342-8132
reddeer.ca/RARB

November 7, 2019

To All Shareholders of Alberta Capital Finance Authority,

The Government of Alberta (GOA) released the [2019 Provincial Budget](#) on Thursday, October 24. In the budget, government indicates it will introduce legislation to dissolve the Alberta Capital Finance Authority (ACFA). The program of providing low-cost loans to local authorities would be continued by the province. (For more detail, please refer to Page 168 of the [2019–23 Fiscal Plan](#)).

The dissolution of the ACFA would not occur immediately but in phases. ACFA would continue to grant new loans and administer existing loans until the transition is complete. At the same time, government and ACFA staff would identify, and implement where possible, the actions required to transfer lending and loan administration responsibilities to government.

As part of the transition process, all classes of Shareholders (with the exception of the Crown) will be refunded the par value of their share(s) at \$10/share, in the future. As such, it will be imperative to ensure that ACFA has up-to-date contact and banking information for all our Shareholders. If you are unsure if your local authority's banking and contact information is up-to-date with ACFA, please email webacfa@acfacapital.ca or call (780) 427-9711.

ACFA is working diligently to gather information about the transition process and will endeavor to share any updates as they become available. What remains unchanged is ACFA's commitment to its borrowers during the transition. The loan issuance process will continue as usual during the transition and ACFA will continue to provide the level of service delivery our borrowers expect.

Further questions or comments can be directed to either the [Alberta Capital Finance Authority](#) or to the [Government of Alberta Treasury Board and Finance](#).

Sincerely,



Bernadiene Hsie
Vice President and Senior Financial Officer



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Have your say on youth vaping legislation

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November 6, 2019

The provincial government recently launched a public consultation on developing youth vaping legislation and other potential amendments to the *Tobacco and Smoking Reduction Act*. Alberta and Saskatchewan are the only provinces that have not yet passed laws to regulate vaping products.

The rates of youth vaping almost tripled in Alberta between 2015 and 2017, with over 35,000 school-aged youth now using vaping products. Flavoured, disguised, and appealing vaping products like Juul, Vype, and Logic are largely to blame for the explosive rise in teen vaping according to various health organizations. These products contain high levels of nicotine in a new formulation that makes them particularly addictive.

Schools across Alberta are struggling to address youth vaping, and many have resorted to suspensions and other punitive measures to address this escalating problem. Health groups believe that strong provincial legislation is required to stop tobacco and vaping companies from targeting youth.

The [Campaign for a Smoke-Free Alberta](#) is urging the government to align restrictions on the sale, use, promotion, and display of vaping products with those on tobacco products.

The *Tobacco and Smoking Reduction Act* Secretariat is accepting written submissions from AUMA and RMA members until November 29, 2019. Please send your submission to tsra.review@gov.ab.ca.

An online public survey is also available to provide feedback to the review. The online survey can be [found here](#).

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Off-site levies manual now available

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November 6, 2019

In order to continue supporting municipalities across Alberta with adapting to changes to the *Municipal Government Act*, RMA and AUMA engaged Brownlee LLP to develop *Off-Site Levies: A Municipality's Manual for Capital Cost Recovery Due to New Development*. This manual provides municipalities with an overview of off-site levies, including changes made to the scope and reporting on off-site levies through amendments to the MGA and the Off-Site Levies Regulation. The manual also provides a step-by-step approach to implementing an off-site levy regime, including financial and reporting requirements.

Additionally, the manual provides information on the following:

- When off-site levies make sense;
- Off-site levies for transportation infrastructure;
- The impact of off-site levies on the development industry;
- Off-site levies and municipal finances;
- Legal challenges to off-site levies; and
- Off-site levy case studies.

The manual has been formatted to allow readers to easily navigate to sections most relevant to them. For example, elected officials will likely be interested in the section about when levies make sense, while administrators will want to dive into the more-technical sections to help modify their municipalities' current off-site levy regimes to align them with new MGA-related requirements. To access the manual, [click here](#).

If you have any questions or concerns about the manual, please contact AUMA's Advocacy staff at advocacy@auma.ca.

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NEWS RELEASE OFFICE OF THE MAYOR

Municipalities Need to be Full Partners - A Statement on Bill 20

The Mayors of Calgary and Edmonton, President of the Rural Municipalities of Alberta and President of the Alberta Urban Municipalities Association offered the following statement about Bill 20:

"We recognize that this government was elected to get the province's financial house in order, and that municipalities have a role to play in supporting that. The reduced municipal funding in future years is expected, given our current economic environment, and municipalities will have tough decisions to make to ensure infrastructure investment continues and service needs are met.

"Messaging in the Government of Alberta's announcement of the new Local Government Fiscal Framework does represent continued support and collaboration between the province and municipalities — of which we are grateful. However, under this new Framework, we are concerned that funding will grow at only half the rate of provincial revenue each year and as a predictable funding program, it should reflect a full connection to provincial revenues.

"We strongly urge the Government of Alberta to amend Bill 20 to allow future municipal funding growth tied fully to provincial revenues at a one-to-one ratio which would allow municipalities to increase investment in needed infrastructure when revenue is positive, and make necessary adjustments during more challenging times. Without this complete indexing connection, from an inflationary perspective, municipalities will be left behind.

"We urge the government to take a longer term view of the role of municipalities. We encourage them to work with us to determine the appropriate formulas and solutions to help address the fiscal challenges while continuing to make our economy grow."

Quotes:

"For us to succeed as a municipality and as a province, we need to continue to invest in our communities and social and physical infrastructure. Long-term stable, predictable, and appropriate funding for municipalities must be a part of that strategy." - Naheed Nenshi, Mayor of Calgary

"Bill 20 effectively downgrades the role of municipalities just when partnership is needed more than ever. Just as the Premier has repeatedly called on the federal government to issue Albertans a "fair deal" to drive Canada's prosperity, municipalities are asking for their "fair deal" to be full partners in supporting economic recovery and growth. We share the same ambition with the provincial government for a strong and prosperous Alberta, which is why municipalities need to be treated as respected and equal partners."
— Don Iveson, Mayor of Edmonton

"Municipalities are the level of government closest to the people and need to be partners with the provincial government in times of both fiscal prudence and prosperity to attain economic growth and autonomy, benefitting all Albertans. We look forward to working with our provincial partners to solidify sustainable and predictable municipal funding that builds resilient, efficient, and strong communities moving forward. Annually adjusting transfers at the rate of revenue growth will go a long way in securing Rural Municipalities' economic future." — Al Kemmere, President of Rural Municipalities of Alberta (RMA)

"AUMA is pleased that the provincial government, through the introduction of Bill 20 and the Local Government Fiscal Framework Act, recognizes the need for Alberta municipalities to have predictable and sustained infrastructure funding. At the same time, AUMA is also extremely disappointed that a UCP election promise was broken with the repeal of the City Charters Fiscal Framework Act. Alberta municipalities are united, requesting that the provincial government begin consultations to ensure that this legislated infrastructure funding is adequate and grows at the same rate as the Alberta economy. Adequate infrastructure funding drives economic growth, creates jobs for Albertans and enhances the Alberta advantage." — Barry Morishita, President, Alberta Urban Municipalities Association (AUMA)

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CASUAL LEGAL: So You've Just Received a Call from the Ombudsman's Office

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November 6, 2019

So You've Just Received a Call from the Ombudsman's Office

By Carol M. Zukiwski

Reynolds Mirth Richards Farmer LLP

AMSC Casual Legal Service Provider

The role of the Provincial Ombudsman has been expanded to include investigating complaints against municipalities. The Ombudsman assumed this responsibility as of April 1, 2018.

The Ombudsman's scope of authority is set out in the *Ombudsman Act* fairly broadly. The Ombudsman has authority under section 12 of the *Ombudsman Act*, to investigate any decision or recommendation made, including any act done or omitted, relating to a matter of administration and affecting any person or body of persons by a municipality, or by any officer or employee. Section 12(3) further provides that the Ombudsman's powers and duties apply despite any provisions in the MGA that a decision is final.

The Ombudsman does have authority to decline to investigate a complaint in certain circumstances. The Ombudsman can decline to investigate:

1. while an appeal process to the Court is underway;
2. if the decision under complaint was made more than 12 months before the complaint was received by the Ombudsman;
3. if the subject matter of the complaint is trivial, frivolous or vexatious, or not made in good faith; or
4. if the complainant does not have a sufficient personal interest in the subject matter of the complaint.

If the Ombudsman accepts the complaint and begins an investigation, the CAO will be contacted and advised of the complaint. During an investigation, the *Ombudsman Act* provides that the investigation shall be conducted in private. The Ombudsman has a wide scope to investigate and obtain information from any persons that the Ombudsman thinks fit. The Ombudsman has the power to

compel production of documents and to require any person who is an officer or employee of the municipality to appear before the Ombudsman to be questioned under oath.

During the investigation, the Ombudsman is looking to determine whether the decision, act or omission of the municipality:

1. appears to have been contrary to law,
2. was unreasonable, unjust, oppressive or improperly discriminatory,
3. was based wholly or partly on a mistake of law or fact;
4. was wrong;
5. exercised discretion for an improper purpose or irrelevant grounds;
6. exercised discretion by taking into account irrelevant considerations; or
7. that in the case of an exercise of discretionary power, reasons should have been given for the decision.

After concluding an investigation, the Ombudsman has a wide range of options, including referring the matter for further consideration, or requiring reasons for the decision. The Ombudsman's direction is provided to the complainant, the municipality and the Minister of Municipal Affairs. The Ombudsman is primarily concerned about ensuring that the municipality followed a fair process for making the decision under complaint.

Note from AUMA: For additional information, visit [AUMA's MGA Change Management Webpage](#) for a series of articles on the relationship between Municipalities and the Ombudsman.

To access AMSC's Casual Legal Helpline, AUMA members can call toll-free to **1-800-661-7673** or email casuallegal@amsc.ca and reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service, please contact Will Burtenshaw, Senior Director, Risk & Claims, at 780-431-4525, or toll-free at 310-AUMA (2862) or via email at wburtenshaw@auma.ca. Any Regular or Associate member of the AUMA can access the Casual Legal Service.

DISCLAIMER: *This article is meant to provide information only and is not intended to provide legal advice. You should seek the advice of legal counsel to address your specific set of circumstances. Although every effort has been made to provide current and accurate information, changes to the law may cause the information in this article to be outdated.*

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Steven Gerlitz

From: Greg Switenky
Sent: Tuesday, November 12, 2019 3:22 PM
To: Steven Gerlitz; Leann Graham; Graham Scott
Subject: FW: Municipal Census Data

FYI,

Greg Switenky

CAO

(w) 403-742-8305

(c) 403-740-9569

gswitenky@stettler.net



From: municipalservicesandlegislation@gov.ab.ca <municipalservicesandlegislation@gov.ab.ca>
Sent: November 12, 2019 2:54 PM
To: Greg Switenky <GSwitenky@stettler.net>
Subject: Municipal Census Data

Attention: Chief Administrative Officers, Municipal Clerks and Census Coordinators, Metis Settlements

CC: Associations (incl. Municipal Clerks)

Re: Municipal Census Data

As you may have heard or read with respect to the 2019 Alberta Budget, one of the changes the province is making to streamline decisions and ensure greater consistency province-wide is to move away from municipal census numbers to a system of provincially developed population estimates.

Municipal authority to conduct a census will remain in the *Municipal Government Act*, however in future these censuses will only be used at the local level for municipal purposes. Municipal Affairs will be reviewing the existing census manual, and looking to convert it into a best practice guide to assist municipalities who may wish to use it.

Treasury Board and Finance (TBF) will lead in the development of municipal population estimates, for provincial purposes, going forward. Municipal Affairs is supporting TBF in this transition, which will come into effect in 2021 and be

based on a widely accepted methodology used in other provinces. The methodology will be produced by the Government of Alberta in collaboration with Statistics Canada.

You can expect further details regarding the methodology shortly, as the Government of Alberta intends to solicit feedback from municipalities about the methodology in the coming weeks. TBF will also put appropriate feedback mechanisms in place to ensure the estimates are reflective of Alberta's growing population.

Thank you,

Gary Sandberg, Assistant Deputy Minister

Mark Parsons, Assistant Deputy Minister

Municipal Services and Legislation

Economics and Fiscal Policy Division

Municipal Affairs

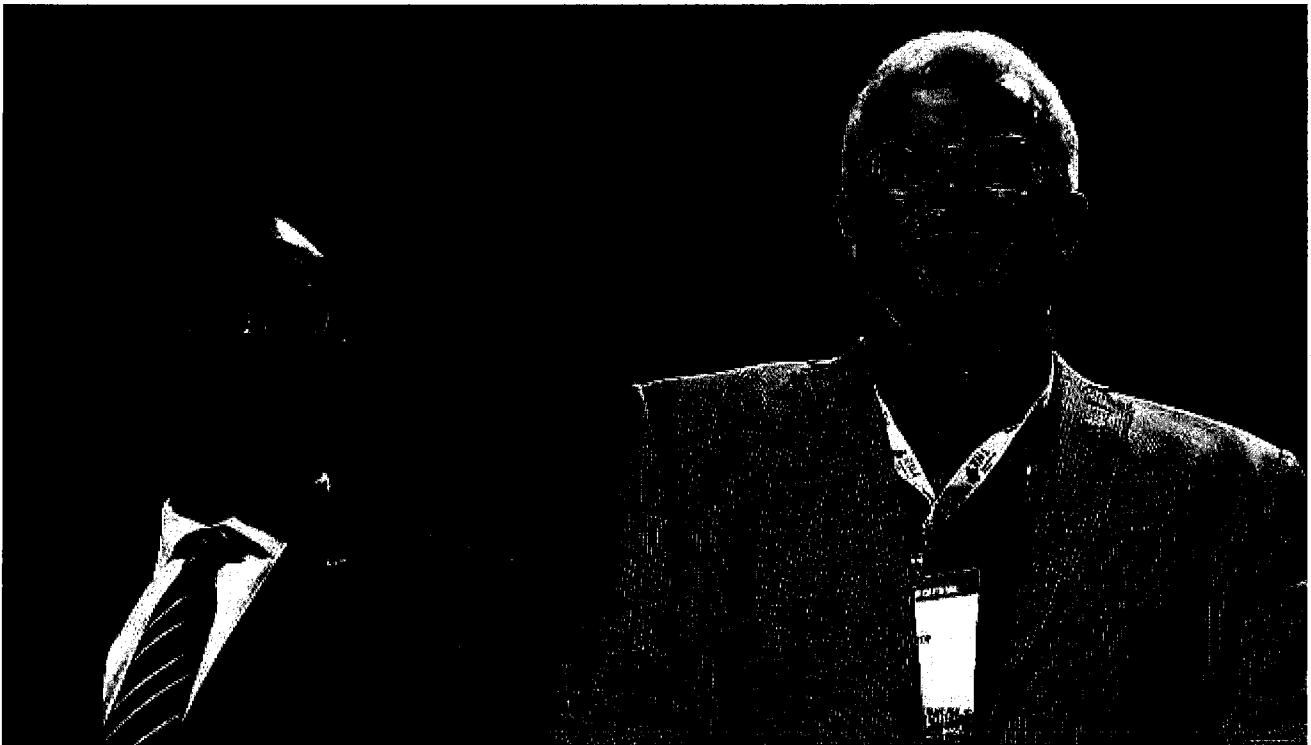
Treasury Board and Finance

Nov 13, 2019

[Media inquiries](#)

Municipalities to benefit from new revenue stream

Changes are being made to Alberta's property tax rules that will ensure cannabis-production facilities pay their fair share for municipal services.



Minister Kaycee Madu with RMA president Al Kemmere after announcing new property taxes for cannabis-production facilities.

Municipal Affairs Minister Kaycee Madu announced the changes Nov. 13 at the Rural Municipalities of Alberta convention in Edmonton.

The revisions, which will see cannabis facilities taxed as non-agricultural businesses, respond directly to the needs of municipalities that asked for these properties to be made taxable in provincial tax regulations.

The change in tax status comes into effect in the 2020 tax year.

New industry requires new tax rules

Prior to the legalization of cannabis, commercial cannabis businesses did not exist. The tax regulations did not cover the unique nature of these new industrial operations that do not fall under the traditional definition of agriculture.

“This change responds directly to the concerns of municipalities, who asked for this distinction in provincial tax regulations. While cannabis is a burgeoning industry, it is important that cannabis-production facilities – which are heavy users of municipal services – pay their share for those services.”

Kaycee Madu, Municipal Affairs Minister

The change will offer municipalities with cannabis-production facilities a new revenue stream.

“The RMA welcomes this announcement, as we’ve been asking the government to put cannabis-production facilities on equal footing with other industrial businesses since legalization. I’m glad the government listened to our concerns and acted swiftly.”

Al Kemmere, president, the Rural Municipalities of Alberta

The government is working to ensure property taxes are fair and equitable for all business types.

Quick facts

- Alberta’s property tax rules are governed by the Matters Relating to Assessment and Taxation Regulation.
- Federal legislation legalizing cannabis use came into effect Oct. 17, 2018.
- Before this tax regulation update, cannabis-growing facilities were treated as farm buildings and received a tax exemption as agricultural operations.
- The definition of farming specified in the regulations has been changed to clarify it does not include commercial cannabis production.
- Like other commercial facilities, buildings that house cannabis production will be assessed at market value and taxed at non-residential rates.
- This tax change does not apply to greenhouse operations or industrial hemp cultivation, nor does it affect any other sectors of the agricultural industry.

- Municipal assessors will be responsible for preparing market value-based assessments for taxation in 2020 and future years.

Media inquiries

- Tim Gerwing
587-598-1593

Press Secretary, Municipal Affairs

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