

Town of Stettler

COUNCIL MEETING

DECEMBER 4, 2018

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, DECEMBER 4, 2018
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of November 20, 2018 5-13

(b) Business Arising from the November 20, 2018 Council Minutes

4. **Citizens Forum**

5. **Delegations**

(a) 6:45 PM – FCSS 2019 Budget – Patrick Callin and Cindy MacDonell 14-15

(b) 7:00 PM – Stettler Public Library 2019 Budget – Rhonda O'Neill & Jane Skocdopole 16-18

(c) 7:15 PM – Board of Trade 2019 Budget – Stacey Benjamin & Matt Dorsett 19-24

6. **Administration**

(a) Stettler Town & Country Museum 2019 Budget 25-28

(b) 2018 Bad Debt Write-offs 29

(c) Meeting Dates

- Monday, December 10 – Regional Water Meeting – 1:00pm - 2019 Rates

- Tuesday, December 11 – 2019 Interim Budget Discussion – 3:00pm

- Tuesday, December 11 – COW – 4:30pm

- Tuesday, December 18 – Council – 6:30pm

- Tuesday, January 8 – Council – 6:30pm

- Tuesday, January 15 – COW – 4:30pm

- Tuesday, January 22 – Council – 6:30pm **(Cancel – 2019 Jiffy Lube Alberta Scotties – January 22 – 27, 2019)**

(d) Accounts Payable in the amount of \$1,267,334.93 30-49
(\$92,044.03 + \$455,060.50 + \$31,286.42 + \$308,467.94 + \$42,156.40
+ \$94,458.16 + \$161,355.29+\$82,506.19)

7. **Council**

(a) Meeting Reports

**COUNCIL AGENDA
DECEMBER 4, 2018
PAGE 2**

- 8. **Minutes**
 - (a) Parkland Regional Library – November 8, 2018 50-57
- 9. **Public Hearing**
- 10. **Bylaws**
- 11. **Correspondence**
 - (a) Hon. Shaye Anderson, Minister of Municipal Affairs – City Charters Fiscal Framework Act 58
 - (b) Barry Morishita – AUMA President – City Charters Fiscal Framework Act 59
- 12. **Items Added**
- 13. **In-Camera Session**
- 14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 20, 2018 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Sean Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Press (3)

Absent: None

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

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

Motion 18:11:14 Moved by Councillor Barros to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 6, 2018

Motion 18:11:15 Moved by Councillor Pfeiffer that the Minutes of the Regular Meeting of Council held on November 6, 2018 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 6, 2018 Meeting Minutes

None

(c) Minutes of the Committee Meeting of Council held November 13, 2018

Motion 18:11:16 Moved by Councillor Barros that the Minutes of the Committee of the Whole Meeting of Council held on November 13, 2018 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the November 13, 2018 Committee Meeting Minutes

None

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

5. **Delegations:** (a) 7:00 P.M. – Brenda Esquirol, Treasurer & Winnie Bissett, Executive Director re: 2019 Heartland Youth Centre Budget

This item was dealt with later in the meeting.

- (b) 7:15 P.M. re: Stettler & District Handibus Society 2019 Budget – Judy McKnight Program Coordinator & Cindy MacDonell, Chairperson

This item was dealt with later in the meeting.

6. **Administration:**

- (a) 2018 Staff Appreciation Bonus

CAO G. Switenky presented Council with a memorandum highlighting some of the many organizational accomplishments in 2018.

He further highlighted the importance of staff appreciation and recognition for their commitment and dedication to providing excellence in their jobs. Retaining employee knowledge and experience is a priority to protect our most valuable assets.

Discussion ensued regarding the many accomplishments throughout the organization in 2018.

Mayor Nolls expressed Council's sincere appreciation for the dedication and hard work of our staff, and requested that Senior Administration pass on their heartfelt thanks for jobs well done.

Motion 18:11:17

Moved by Councillor Fischer 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 employees (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 2018.

MOTION CARRIED
 Unanimous

- (b) 2019 Budget – Dog and Cat License Fees

CAO G. Switenky advised that 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 2019:

Animal Type	Number of 2016 Licenses	Number of 2017 Licenses	Number of 2018 Licenses	Potential Revenue 2019 *(based on 2018 licenses)
DOG – Unaltered	43	45	39	\$20,500.00
DOG – Altered	722	762	742	
CAT – Unaltered	4	0	0	\$6,175.00
CAT – Altered	238	262	247	
TOTAL	1007	1069	1028	\$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	\$10.00	\$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	\$40.00	\$30.00	\$40.00	\$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	\$48.00	\$26.00	\$48.00	\$24.00	\$7.20	\$8.00

*Discount rate is from December 1 - January 31

**Discount rate is from January 1 - January 31

Motion 18:11:18

Moved by Councillor Smith that the Town of Stettler Council set the 2019 Dog & Cat License fees at the same rate as 2018:

- \$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

MOTION CARRIED
 Unanimous

(c) 2019 Budget – Business License Fees

CAO G. Switenky advised that 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 1, 2018 we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2019 Revenue
	2016	2017	2018	*Based on 2018 Licenses
Resident (Rate \$150/year):				
Commercial	408	400	399	\$59,850
Home Occupation	72	70	61	\$9,150
Non- Resident (Rate \$350/year)	42	45	42	\$14,700
TOTAL	522	515	494	\$83,700

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	\$150.00	\$350.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$100.00	\$250.00
Olds	\$100.00	\$200.00
Wainwright	\$100.00	\$200.00
Red Deer	\$108.00	\$420.00
Camrose	\$150.00	\$300.00
Peace River	\$150.00	\$300.00
AVERAGE	\$125.80	\$287.00
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.

Motion 18:11:19

Moved by Councillor Campbell that the Town of Stettler Council set the 2019 Business License fees as the same rate as 2018, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.

MOTION CARRIED
Unanimous

(d) 2018 Operating Budget Summary – October 31, 2018

Motion 18:11:20

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the 2018 Operating Budget Summary as of October 31, 2018 as presented.

MOTION CARRIED
Unanimous

(e) 2018 Capital Budget Summary – October 31, 2018

Motion 18:11:21

Moved by Councillor Fischer that the Town of Stettler Council accept the 2018 Capital Budget Summary as of October 31, 2018 as presented.

MOTION CARRIED
Unanimous

(f) 2018 Bank Reconciliation Summary – October 31, 2018

Motion 18:11:22

Moved by Councillor Barros that the Town of Stettler Council accept the 2018 Bank Reconciliation Summary as of October 31, 2018 as presented.

MOTION CARRIED
Unanimous

(g) Meeting Dates

- Saturday, December 1 – Stettler Festival of Lights
- Tuesday, December 4 – Council – 6:30pm
- Monday, December 10 – Regional Water Meeting – 1:00pm
- 2019 Rates
- Tuesday, December 11 – 2019 Interim Budget Discussion – 3:00pm
- Tuesday, December 11 – COW – 4:30pm
- Tuesday, December 18 – Council – 6:30pm
- Tuesday, January 8 – Council – 6:30pm
- Tuesday, January 15 – COW – 4:30pm
- Tuesday, January 22 – Council – 6:30pm (Cancel – 2019 Jiffy Lube Alberta Scotties – January 22 – 27, 2019)

Motion 18:11:23

Moved by Councillor Lawlor that the Town of Stettler Council cancel the regular Council meeting scheduled for January 22, 2019 because of the 2019 Jiffy Lube Alberta Scotties Welcome Banquet.

MOTION CARRIED
Unanimous

(h) Accounts Payable in the amount of \$813,431.98

Motion 18:11:24

Moved by Councillor Barros that Accounts Payable in the amounts of \$204,088.04 & \$4,011.34 & \$58,288.07 & \$92,044.03 & \$92,044.03 & \$455,060.50 for the period ending November 16, 2018 for a total amount of \$813,431.98 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous – Councillor Pfeiffer abstained from voting on check #73278

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Nolls
Nov 8 – Talk of the Town
Nov 9 – Sign cheques and COW Agenda
 - (b) Councillor Barros
Nov 7 – Hospital Foundation
Nov 13 – Committee of the Whole
Nov 14 – Judge – County photo contest
 - (c) Councillor Campbell
Nov 13 – Committee of the Whole
 - (d) Councillor Fischer
Nov 8 – 40th Anniversary Stettler Handi Bus and Home Support
Nov 11 – Points West Remembrance Day Ceremony
Nov 14 – Judge – County photo contest
Nov 15 – G3 Grain Handling Facility Open House
 - (e) Councillor Lawlor
Nov 6 – “No Stone Left Alone” memorial - Cemetery
Nov 8 - Parkland Regional Library
Nov 13 – Committee of the Whole
Nov 13 – Talk of the Town
Nov 15 – G3 Grain Handling Facility Open House
Nov 16 – HYC Boys Club Volunteer
 - (f) Councillor Pfeiffer
Nov 12 – FCSS
Nov 13 – Board of Trade
Nov 13 – Committee of the Whole
Nov 15 – G3 Grain Handling Facility Open House
 - (g) Councillor Smith
Nov 12 – FCSS
Nov 13 – Committee of the Whole
Nov 15 – G3 Grain Handling Facility Open House
Nov 18 – Museum Christmas Dinner

Motion 18:11:25

Moved by Councillor Smith that the Town of Stettler Council accept the Councillor Reports to November 20, 2018 as presented.

MOTION CARRIED
Unanimous

8. **Minutes:** (a) None
9. **Public Hearing:** (a) None
5. **Delegations:** (a) 7:00 P.M. – Amanda Churchill, Board Chair, Brenda Esquirol, Treasurer & Winnie Bissett, Executive Director and Evan re: 2019 Heartland Youth Centre Budget

Heartland Youth Centre Board Chair Amanda Churchill, Treasurer, Brenda Esquirol, Executive Director, Winnie Bissett, and HYC member Evan entered the meeting at approximately 7:00 p.m.

Mayor Nolls welcomed delegation members to the meeting.

B. Esquirol highlighted the HYC 2019 Budget

The Heartland Youth Center Board of Directors is very appreciative of not only the financial support but also the community support that Town Council gives the organization each year. The HYC Board met October 1, and wish to put forward a letter of request for increased funding to \$50,000 from the current \$40,000. The HYC relies on many sources of income in order to meet its annual budget requirements to support the Boys and Girls Club and Big Brothers Big Sisters programs; as well as operating the HYC facility. Some of these sources of income, such as grant opportunities vary each year. The Town of Stettler funding is our most consistent, secure income that we receive. This consistency of funding, along with our continued effort of fundraising and grant writing, enables the HYC to offer a wide variety of mentoring and leadership programs to its membership of over 275 youth each year. As we are working on the 2019 budget, the HYC Board of Directors would like to request Council to consider increasing the Town/County contribution to \$50 000. Given the economy the last few years, HYC has operated with a deficit of \$19,619 (2017) and \$21,964 (2016) . The Awesome Auction, HYC's major annual fundraiser, has seen a decline in net profit. From 2011-2014 this event was raising on average \$116,000/year; since 2015 the Auction is averaging a net of \$91,600, with this year's event raising \$88,000. Less fundraising dollars coupled with the increasing minimum wage, and trying to be competitive in a small rural market for qualified staff is requiring the HYC Board to address and budget for an increase in program staff wages. In order to cover these shortfalls, HYC has been able to draw on its Investments of fundraised dollars rather than from the Thompson Legacy fund. The Thompson Legacy fund Intent is for capital purchases and major facility maintenance as needed. Our request for an additional \$10,000/year is to help mitigate the shortfall and we will continue to search other funding opportunities. The additional requested \$10 000 will be in line with the funding formula that was established some time ago.

- Heartland Youth Centre 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.
 - 270 registered members ages 6-18
 - 23 youth registered on a waiting list
 - Desperate need for Big Brother matches

2019 Budget - \$50,000 (addition of \$10,000, Initial amount in 2013 was based on close to a 1% tax increase – 2019 - \$56,365)

Actual
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

Highlights of 2019 Budget:

	2019 Budget	2018 Budget
Total Revenue -	\$89,700	\$88,200
Total Expense -	\$354,590	\$327,255
Fundraising -	\$180,000	\$140,700
Surplus/ (deficit)	(\$84,890)	(\$98,355)

Mayor Nolls summarized the discussion by indicating that financial contribution from the Town of Stettler in partnership with the County of Stettler No. 6 is meant to enhance the sustainability of the Heartland Youth Centre which is a very worthwhile community organization.

Mayor Nolls expressed Council's appreciation for the efforts of the Board and Staff, and for the valued services the Heartland Youth Centre provides in Stettler.

Motion 18:11:26

Moved by Councillor Fischer that the Town of Stettler Council accept the Heartland Youth Centre 2019 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 2019 Operating Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked delegation members for attending the meeting and presenting their 2019 HYC Budget.

Delegation members departed the meeting at 7:14 p.m.

- (b) 7:15 P.M. re: Stettler & District Handibus Society 2019 Budget – Judy McKnight Program Coordinator & Cindy MacDonell, Chairperson

J. McKnight, Coordinator and C. MacDonell, Chairperson of the Stettler & District Handibus Society entered the meeting at approximately 7:15 p.m.

Mayor Nolls welcomed J. McKnight and C. MacDonell to the meeting.

J. McKnight highlighted the Stettler & District Handibus Society 2019 Budget as follows:

Financial Implications
2019 Budget - \$25,000

Actual
2018 - \$25,000
2017 - \$20,000
2016 - \$20,000
2015 - \$20,000
2014 - \$20,000
2013 - \$20,000
2012 - \$15,790, 2011 - \$15,790

Highlights of the 2019 Budget include:

	2019 Budget	2018 Budget
□ Total Revenue	\$116,800	\$111,014
□ Total Expense	\$141,310	\$138,074
□ Surplus/ (Deficit)	(\$24,510)	(\$27,060)

J. McKnight advised that overall ridership is down, however the ongoing maintenance and operational costs continue to increase. The larger van will also need replacing soon.

Members of Council expressed their great appreciation for the quality of life value that the Handibus (& van) provides to residents in our community on an affordable basis.

Motion 18:11:27

Moved by Councillor Campbell that the Town of Stettler Council accept the Stettler & District Handibus Society 2019 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 2019 Operating Budget.

MOTION CARRIED
 Unanimous

Mayor Nolls thanked delegation members for attending the meeting and presenting their 2019 Stettler & District Handibus Society Budget.

Delegation members departed the meeting at 7:26 p.m.

10. **Bylaws:**

(a) 2111-18 – 2019 Business Tax

CAO G. Switenky advised that 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 2087-16. As of November 13, 2018 we have the following number of Active Business Tax rolls:

Business Type	Number Of Licenses			Potential 2019 Revenue
	2016	2017	2018	*Based on 2018 Licenses
(Rate \$150/year):				
Business roll:	43	43	43	\$6,450.00
TOTAL	43	43	43	\$6,450.00

The last change to the Business Tax Bylaw was in November 2013, which increased the business tax fees from \$125.00 to \$150.00 for business tax rolls. Administration is recommending that Town of Stettler Council set the 2019 Business Tax fees as the same rate as 2018, \$150.00 per applicant.

Mayor Nolls explained that Bylaw 2098-17 is to fix the 2019 Business Tax Mill Rate for the purposes of levying a Business Tax in 2019.

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 2019.
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 2019 Business Tax Levy is for ordinary Municipal expenditures.

Motion 18:11:28

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2111-18 as presented.

MOTION CARRIED
 Unanimous

Motion 18:11:29

Moved by Councillor Pfeiffer that the Town of Stettler Council give second reading to Bylaw 2111-18 as presented.

MOTION CARRIED
Unanimous

Motion 18:11:30

Moved by Councillor Fischer that the Town of Stettler Council give permission for third and final reading to Bylaw 2111-18 as presented.

MOTION CARRIED
Unanimous

Motion 18:11:31

Moved by Councillor Barros that the Town of Stettler Council give third and final reading to Bylaw 2111-18 as presented.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) AUMA – Bill 23 – Local Authorities Election Act

Motion 18:11:32

Moved by Councillor Pfeiffer that correspondence items 11(a) be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

Motion 18:11:33

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

MOTION CARRIED
Unanimous at 7:45 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: December 4, 2018

Re: Patrick Callin & Cindy MacDonell – 2019 FCSS Budget

Recommendation

That the Town of Stettler Council approve the balanced 2019 Operating Budget for the FCSS in the amount of \$490,805.22 as presented. Further approves the inclusion of \$196,435 in the Town's 2019 Budget for the FCSS representing \$39,287 in Town Funding (20%) and \$157,148 in Provincial funding (80%)

Background Information

Patrick Callin and Cindy MacDonell will be in to present the Stettler FCSS 2019 Budget to Council.

Plans & Bylaws

Financial Implications

2019 Budget - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)

Actual

2018 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2017 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2016 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2015 - \$173,517 - \$32,739 (20% Town Municipal Portion) / \$140,778 (80% Provincial Portion)
2014 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2013 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2012 - \$178,695 - \$47,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2011 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2010 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2009 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,314 (80% Provincial Portion)
2008 - \$173,185 - \$31,940 (20% Town Municipal Portion) / \$141,245 (80% Provincial Portion)
2007 - \$140,236 - \$28,047 (20% Town Municipal Portion) / \$112,189 (80% Provincial Portion)

Alternatives to the Recommendation

- That Council consider an increase to the required minimum 20% Municipal funding

Points to Ponder

Communication

- Greg Switenky – CAO
- Shelly Walker – Executive Director, FCSS

Documentation

- Copy of Stettler FCSS 2019 Budget and background information

**STETTLER & DISTRICT FCSS
2019 PROPOSED BUDGET**

2018 Projected Year			
GOVERNMENT GRANT INCOME	End Budget	Proposed 2019 Budget	Difference
FCSS Grant - County	207,738.00	215,894.00	-8,156.00
FCSS Grant - Town	196,435.00	196,435.00	0.00
FCSS Grant - Botha	8,156.00	-	8,156.00
Total Government Grants	412,329.00	412,329.00	0.00
OTHER INCOME			
Family Counselor Grant	37,628.00	37,628.00	0.00
Rental Income	30,000.00	30,000.00	0.00
Counselling Fees	6,186.60	16,180.00	-9,993.40
Interest Revenue	590.00	1,000.00	-410.00
	360.00	450.00	-90.00
Total Other Income	74,764.60	85,258.00	-10,493.40
TOTAL ANNUAL INCOME	487,093.60	497,587.00	-10,493.40
PROGRAM EXPENSES			
Family Counselor	53,820.00	66,240.00	-12,420.00
SCSC	35,000.00	55,000.00	-20,000.00
Day Home	18,000.00	18,000.00	0.00
HELP	2,500.00	2,500.00	0.00
Volunteer Centre	5,000.00	-	5,000.00
Home Support	53,207.00	50,000.00	3,207.00
Community Outreach	48,900.00	51,339.42	-2,439.42
Community Engagement	52,547.00	54,367.80	-1,820.80
Community Development	15,000.00	15,000.00	0.00
FCSS Administration	133,600.00	116,918.00	16,682.00
TOTAL PROGRAM EXPENSES	368,674.00	429,365.22	-60,691.22
OPERATION EXPENSES			
Advertising & Promotion	2,500.00	2,500.00	0.00
Resources & Membership Fees	2,640.00	2,500.00	140.00
Training Expenses	3,000.00	3,500.00	-500.00
Rent	16,600.00	-	16,600.00
Audit	4,500.00	4,265.00	235.00
Insurance	896.38	1,500.00	-603.62
Photocopying	1,000.00	1,000.00	0.00
Bank Charges	290.00	475.00	-185.00
Equip Rental & Maintenance	4,900.00	4,500.00	400.00
Equipment Purchase	3,303.80	3,000.00	303.80
Maintenance & Repairs	10,359.49	11,250.00	-890.51
Telephone	5,000.00	5,200.00	-200.00
Relief Staff	5,000.00	5,000.00	0.00
Staff Expense	4,500.00	4,500.00	0.00
Board Expense	3,000.00	3,000.00	0.00
Utilities	7,020.00	-	7,020.00
Postage	500.00	500.00	0.00
GST	4,600.00	5,000.00	-400.00
Office Expense	4,520.00	3,750.00	770.00
TOTAL OPERATION EXPENSES	84,129.67	61,440.00	22,689.67
TOTAL ANNUAL EXPENSES	452,803.67	490,805.22	-38,001.55
NET INCOME (LOSS)	34,289.93	6,781.78	41,071.71
FCSS DEFICIT/SURPLUS	(40,474.67)	(78,476.22)	

4 day a week Admin Assistant-Kerbi @ 576 Hours

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: December 4, 2018

Re Rhonda O'Neill, Library Manager and Jane Skocdopole, Board Chair - Stettler Public Library – 2019 Budget

Recommendation

That the Town of Stettler Council approve the Stettler Public Library 2019 Operating Budget as presented with a Town contribution in the amount of \$245,702.05

Background Information

Rhonda O'Neill, Library Manager and Jane Skocdopole, Board Chair of the Stettler Public Library will be in present the Stettler Public Library 2019 Budget to Council.

Financial Implications

2019 Budget - \$245,702.05

Stettler Public Library 2019 Requisition		2015	2016	2017	2018	2019	2020	2021
Library Budget								
<u>Revenue</u>								
Donations		\$15,300.00	\$8,620.00	\$18,650.00	\$15,800.00	\$15,800.00	\$15,800.00	\$15,800.00
Fundraising					\$4,647.50	\$3,800.00	\$3,800.00	\$3,800.00
Grants		\$71,272.00	\$70,877.00	\$71,377.00	\$70,377.00	\$81,877.00	\$81,877.00	\$81,877.00
Other Revenue		\$300.00	\$350.00	\$400.00	\$350.00	\$350.00	\$350.00	\$350.00
Sales and Service		\$10,200.00	\$9,755.00	\$5,325.00	\$5,417.00	\$5,414.90	\$5,415.00	\$5,415.00
Total Revenue before Requisitions		\$97,072.00	\$89,602.00	\$95,752.00	\$96,591.50	\$107,241.90	\$107,242.00	\$107,242.00
<u>Requisitions</u>								
	Town of Stettler - 65%	\$219,056.09	\$232,961.85	\$231,333.71	\$237,243.66	\$245,702.05	\$252,832.42	\$258,168.46
	County of Stettler - 35%	\$117,953.28	\$125,440.99	\$124,564.30	\$127,746.58	\$132,301.10	\$136,140.53	\$139,013.79
Total Revenue		\$434,081.37	\$448,004.84	\$451,650.01	\$461,581.74	\$485,245.05	\$496,214.95	\$504,424.25
<u>Expenses</u>								
Board Expenses		\$5,812.12	\$5,828.00	\$5,500.00	\$4,330.00	\$3,700.00	\$3,700.00	\$3,700.00
Equipment		\$17,729.33	\$17,265.00	\$17,350.00	\$17,620.00	\$15,000.00	\$18,000.00	\$18,000.00
Friends		\$9,300.00	\$1,800.00	\$11,150.00	\$11,100.00	\$0.00	\$0.00	\$0.00
Fundraising					\$1,060.00	\$4,000.00	\$4,000.00	\$4,000.00
Library Expenses		\$23,918.12	\$25,795.00	\$26,360.00	\$33,004.08	\$33,900.00	\$34,100.00	\$34,200.00
Office / Maintenance		\$66,235.61	\$65,786.00	\$66,281.00	\$64,621.00	\$60,650.00	\$61,000.00	\$62,000.00
Audit / Bank		\$1,680.00	\$3,625.00	\$1,495.00	\$1,345.00	\$4,050.00	\$4,050.00	\$4,050.00
Requisitions Payable		\$5,500.00	\$5,800.00	\$5,800.00	\$5,800.00	\$5,800.00	\$5,800.00	\$5,800.00
Staff Expenses		\$11,844.79	\$12,075.00	\$10,500.00	\$9,712.00	\$9,650.00	\$10,100.00	\$10,100.00
Staff remuneration		\$292,061.40	\$310,030.84	\$307,214.01	\$312,989.66	\$348,495.05	\$355,464.95	\$362,574.25
Total Expenses		\$434,081.37	\$448,004.84	\$451,650.01	\$461,581.74	\$485,245.05	\$496,214.95	\$504,424.25
Total Revenue before Requisitions		\$97,072.00	\$89,602.00	\$95,752.00	\$96,591.50	\$107,241.90	\$107,242.00	\$107,242.00
<u>Total Requisition</u>								
	Town of Stettler - 65%	\$219,056.09	\$232,961.85	\$231,333.71	\$237,243.66	\$245,702.05	\$252,832.42	\$258,168.46
	County of Stettler - 35%	\$117,953.28	\$125,440.99	\$124,564.30	\$127,746.58	\$132,301.10	\$136,140.53	\$139,013.79
	Percentage Increase	11.09%	6.35%	-0.70%	2.55%	3.57%	2.90%	2.11%
		\$21,869.07	\$13,905.76	-\$1,628.14	\$5,909.95	\$8,458.39	\$7,130.37	\$5,336.04

Req Pay	\$245,702.05	
Quarter	Due Date	Amount
1	Jan-01	\$61,425.51
2	Apr-01	\$61,425.51
3	Jul-01	\$61,425.51
4	Oct-01	\$61,425.51
Totals		\$245,702.05

Year	Amount	Difference	Percentage
2019	\$245,702.05	\$8,458.39	3.57%
2018	\$237,243.66	\$5,909.95	2.55%
2017	\$231,333.71	-\$1,628.14	-0.70%
2016	\$232,961.85	\$13,905.76	6.35%
2015	\$219,056.09	\$21,889.07	11.10%
2014	\$197,167.02	\$8,693.65	4.61%
2013	\$188,473.37	\$5,993.37	3.28%
2012	\$182,480.00	\$4,327.35	2.43%

Communication

- Greg Switenky – CAO
- Rhonda O’Neill, Library Manager - Stettler Public Library

Documentation

- Copy of Stettler Public Library 2019 Budget and background information

Stettler Public Library Budget 2019

Income	2019
Donations/Fundraising	\$ 19,600.00
Grants	\$ 81,877.00
Other revenue	\$ 350.00
Sales and services	\$ 5,414.90
Requisitions	
Town	\$ 245,702.05
County	\$ 132,301.10
Total	\$ 485,245.05

Expenses	2019
Board expenses	\$ 3,700.00
Equipment	\$ 15,000.00
Fundraising expenses	\$ 4,000.00
Library expenses	\$ 33,900.00
Office/Maintenance	\$ 60,650.00
Audit/Bank	\$ 4,050.00
Requisitions payable	\$ 5,800.00
Staff expenses	\$ 9,650.00
Staff remuneration	\$ 348,495.05
Total	\$ 485,245.05

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: December 4, 2018

Re: Stacey Benjamin, Executive Director & Matt Dorsett, Board Chair - Stettler Regional Board of Trade 2019 Budget

Recommendation

That the Town of Stettler Council refer the Stettler Regional Board of Trade 2019 Budget as presented, with a net contribution of \$293,217 from the Town, to the Council 2019 Interim Operating Budget meeting on December 11, 2018

Background Information

Stacey Benjamin, Executive Director, and Matt Dorsett, Board Chair, Stettler Board of Trade will be in to present the Stettler Board of Trade 2019 Budget to Council.

Plans & Bylaws

Financial Implications

2019 BOT Revenue	-	\$196,200
2019 BOT Expense	-	\$489,417
2019 Budget (net)	-	\$293,217 (2018 - \$258,607 - diff \$34,610 - 13.38%)

(net contribution (From business taxes, business licenses and general taxes))

- \$6,400 – Business Taxes
- \$86,250 – Business Licenses
- \$200,567 – General Taxes (2018 - \$165,907 - diff = \$34,660 = 21%)

Prior net contributions

2018 - \$258,607
2017 - \$251,168
2016 – \$251,172
2015 - \$217,670
2014 - \$240,110
2013 - \$208,830
2012 - \$205,670
2011 - \$227,870
2010 - \$218,005
2009 - \$160,450

Alternatives to the Recommendation

-

Communication

- Greg Switenky – CAO
- Stacey Benjamin - Executive Director, Stettler Board of Trade

Documentation

- Copy of Stettler Board of Trade 2019 Budget and background information



2019 Budget Presentation to Town Council

2018 Review

2018 was a successful year as we continued to execute successful annual events, highlight our region as a tourism destination and promote economic development through relationships with business owners, managers and presenting helpful packages to investors.

Members:

- Quarterly Business Mixers strengthened
- Entrepreneurs & Innovators
- Continued Business Visitations

Projects:

1. 2018 Trade Show
 - Profit \$ 25 312.38
2. Awards Gala
 - Profit \$1 500
 - Largest attendance at 278
3. Ghost Walk
 - 110 attendees in 2018
4. Destination Stettler
5. Stettler Pheasant Festival
 - Profit \$6000
6. Shop Stettler
 - Moonlight Madness
 - Miracle on 50th Street
 - Night Before Night Before

Visitor Information Centre

- Accredited Alberta Visitor Information Provider
- Connected with over 700 visitors

Alberta Chambers of Commerce:

- Staff & Executive continues to attend provincial Chamber events
- Staff work with surrounding community Chambers to share ideas and info

Heart of Alberta Dollars

- Over \$44 000 worth of Heart of Alberta Dollars distributed in 2018 up to November 30

Group Membership

- Canadian Badlands Tourism
- Revitalization of Boomtown Trail
- Central Alberta Regional Innovation Network (CARIN)

We have seen many successes this past year and look forward to more opportunities in 2019!



2019 Budget Presentation to Town Council

2019 Goals

Economic Development

- 2-5 year Strategic Planning Session
- Promote Stettler as “a great place to live and do business”
- Encourage business development
- University of Waterloo Certified Economic Developer (Ec. D)
- Work with the Town of Stettler Economic Development Sub Committee
 - Work with developers and investors to promote the Town of Stettler to be investor-friendly
 - Aid in branding

Tourism

- Promote Stettler as a tourism destination through **Destination Stettler**
 - Encourage 2+ night stays
 - Creation of day-trips
- Work with our tourism memberships to highlight Stettler as a destination.
- Complete 2-year Visitor Guide

Projects

- Shop Stettler
- Stettler Trade Show
- Taste of the Heartland
- Stettler Pheasant Festival
- Stettler Awards Gala

Visitor Information Centre

- Host off-site Visitor Information Services

Alberta Chamber of Commerce

- Continue to attend provincial chamber events
- Promote benefits to local business owners/ BOT members

**TOWN OF STETTLER
2019 BUDGET REVENUE
AS OF NOVEMBER 27, 2018**

	Account	Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Estimated	2020 Estimated	2021 Estimated
BOT	1-64-02-00-00-490	BOT - Souvenir Sales	648.04	805.04	267.07	1,422.15	219.54	498.66	150	200	200	200
BOT	1-64-02-00-00-491	BOT - Other Goods & Services	622.14	914.49	245.50	1,707.68	-	-	900	-	-	-
BOT	1-64-02-00-00-492	BOT - Other Tourism	6,181.37	1,501.60	355.40	-	-	-	3,000	-	-	-
BOT	1-64-02-00-00-493	BOT - Promotion	380.95	4,893.93	4,015.02	-	-	-	-	-	-	-
BOT	1-64-02-00-00-494	BOT - Community Event	-	-	-	-	19,593.81	3,385.71	-	-	-	-
BOT	1-64-02-00-00-550	BOT - Interest	730.41	696.72	726.69	582.99	665.68	850.80	360	600	600	600
BOT	1-64-02-00-00-560	BOT - Brochure Advertising	10,408.34	2,527.95	5,254.67	3,714.31	5,828.38	5,714.29	-	10,000	-	10,000
BOT	1-64-02-00-00-561	BOT - Meeting Room Rental	642.67	564.00	138.57	664.99	678.17	150.00	300	150	150	150
BOT	1-64-02-00-00-590	BOT - Donations	-	469.50	-	20.29	15.00	-	-	-	-	-
BOT	1-64-02-00-00-591	BOT - Group Insurance Commission	2,852.07	2,066.72	2,140.37	2,210.95	1,915.13	2,399.17	2,000	2,000	2,000	2,000
BOT	1-64-02-00-00-832	BOT - SCP Grant	-	-	-	3,528.00	-	-	-	-	-	-
BOT	1-64-02-00-00-840	BOT - Provincial Grant	11,476.87	-	-	-	7,432.66	188.10	-	-	-	-
BOT	1-64-02-00-00-842	BOT - STEP Grant	-	-	-	-	-	-	-	1,500	1,500	1,500
BOT	1-64-02-00-00-850	BOT - Town of Stettler	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-00-00-851	BOT - County of Stettler	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-00-00-852	BOT - Other Municipalities	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-00-01-852	BOT - Other Muni - Memberships	-	-	-	-	-	-	-	-	-	-
BOT		Subtotal Board of Trade	33,942.86	14,439.95	13,143.29	13,851.36	36,348.37	13,186.73	6,710	14,450	4,450	14,450
BOT												
BOT	1-64-02-03-01-490	BOT - Project - Women's Conference	2,832.92	-	-	-	5,111.34	1,657.15	2,500	2,500	2,500	2,500
BOT	1-64-02-03-04-490	BOT - Project - Shop Stettler	9,682.99	4,965.67	6,150.00	8,573.30	7,907.09	7,659.89	10,500	11,750	12,000	12,400
BOT	1-64-02-03-06-490	BOT - Project - Business Wall	4,665.00	4,730.00	3,360.00	3,825.24	2,490.00	1,350.00	3,000	2,500	2,500	2,500
BOT	1-64-02-03-07-490	BOT - Project - General Meeting	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-03-08-490	BOT - Project - Trade Show	56,000.19	40,784.59	37,759.56	42,087.04	90,761.66	65,943.84	63,000	70,000	70,000	70,000
BOT	1-64-02-03-09-490	BOT - Project - Seminars/Workshops	1,377.18	2,840.25	1,928.58	6,538.49	-	2,009.54	250	1,000	200	200
BOT	1-64-02-03-10-490	BOT - Project - Luncheons	961.33	-	-	-	106.49	-	-	-	-	-
BOT	1-64-02-03-12-490	BOT - Project - Dr. Recruitment	53,270.06	10,017.23	190,808.99	4,885.53	2,951.87	60.00	45,000	-	45,000	45,000
BOT	1-64-02-03-13-490	BOT - Project - Awards Banquet	13,096.96	12,713.31	13,765.23	11,058.66	8,507.18	17,425.19	15,000	14,000	14,250	14,500
BOT	1-64-02-03-14-490	BOT - Destination St. Luncheon	-	5,000.00	3,660.00	4,897.63	592.01	6,296.67	-	2,000	2,000	2,000
BOT	1-64-02-03-15-490	BOT - Project - Greenlab	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-03-24-490	BOT - Project - Open Farm Days	-	-	-	-	-	5,608.50	16,000	8,000	8,500	9,000
BOT	1-64-02-03-26-490	BOT - Project - Pheasant Festival	-	45,501.27	55,945.74	68,532.61	62,155.52	101,023.60	75,000	70,000	70,000	70,000
BOT	1-64-02-03-27-490	BOT - Project - SWS	-	9,932.92	885.24	-	(8.33)	1,270.65	-	-	-	-
BOT		Subtotal Project	141,886.63	136,485.24	314,263.34	150,398.50	180,574.83	210,305.03	230,250	181,750	226,950	228,100
BOT												
BOT		Total Board of Trade	175,829.49	150,925.19	327,406.63	164,249.86	216,923.20	223,491.76	236,960	196,200	231,400	242,550

**TOWN OF STETTLER
2019 BUDGET EXPENSE
AS OF NOVEMBER 27, 2018**

	Account Number	Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Estimated	2020 Estimated	2021 Estimated
BOT	2-64-02-00-00-111	BOT - Admin - Salary	59,526.18	60,635.45	66,418.40	71,015.54	72,671.71	65,676.20	74,770	88,750	91,120	97,340
BOT	2-64-02-00-00-112	BOT - Admin - Wages	43,872.17	48,150.94	40,968.25	44,085.41	51,316.25	42,764.67	49,550	54,090	55,680	57,280
BOT	2-64-02-00-00-211	BOT - Admin - Travel & Subs.	5,172.67	3,723.29	2,503.49	4,888.79	3,497.93	3,704.02	4,000	4,000	4,000	4,000
BOT	2-64-02-00-00-214	BOT - Admin - Group Memberships	8,962.05	7,907.95	6,887.48	4,193.96	7,283.95	7,397.43	7,000	8,400	8,650	9,050
BOT	2-64-02-00-00-216	BOT - Admin - Training/Workshops	1,794.07	385.00	3,531.50	1,871.57	2,577.82	1,515.38	2,600	4,400	4,400	2,750
BOT												
BOT		Subtotal Market Corp - Admin	119,327.14	120,802.63	120,309.12	126,055.27	137,347.66	121,057.70	137,920	159,640	163,850	170,420
BOT												
BOT	2-64-02-00-01-112	BOT - Office - Wages	10,885.06	14,900.06	24,913.76	29,295.83	34,279.29	31,459.87	31,060	51,980	53,520	55,060
BOT	2-64-02-00-01-222	BOT - Office - Telephone	6,273.23	5,648.51	5,106.04	5,119.48	4,748.44	4,423.85	4,500	4,650	4,800	4,950
BOT	2-64-02-00-01-223	BOT - Office - Postage	805.21	1,577.49	1,938.00	1,601.49	173.85	1,896.01	1,500	1,500	1,500	1,500
BOT	2-64-02-00-01-225	BOT - Office - Subscriptions	122.39	333.00	167.01	641.99	209.31	65.00	400	300	300	300
BOT	2-64-02-00-01-237	BOT - Office - Janitor	2,495.64	2,484.68	2,794.57	3,204.36	2,444.80	2,561.92	3,500	2,750	3,750	2,800
BOT	2-64-02-00-01-252	BOT - Office - Pur Bldg Repair	4,524.07	21,638.43	4,923.52	4,547.74	2,850.90	2,355.46	3,000	3,000	3,000	3,000
BOT	2-64-02-00-01-274	BOT - Office - Insurance	2,175.20	1,800.40	5,193.83	1,315.79	1,309.07	1,149.10	2,000	1,170	1,210	1,250
BOT	2-64-02-00-01-511	BOT - Office - Supplies	3,741.41	3,793.67	4,483.37	4,564.67	4,588.78	3,977.55	3,400	3,500	3,600	3,700
BOT	2-64-02-00-01-529	BOT - Office - Computer	1,262.39	802.09	1,190.04	3,510.51	2,653.24	358.00	2,750	2,750	2,750	2,750
BOT	2-64-02-00-01-561	BOT - Office - Small Equip.	525.98	1,657.47	3,708.10	1,283.23	2,031.87	1,494.07	2,500	5,000	3,000	2,500
BOT	2-64-02-00-01-581	BOT - Office - Gas	1,236.45	1,122.59	992.00	1,170.06	1,230.81	1,022.77	1,249	1,232	1,259	1,322
BOT	2-64-02-00-01-582	BOT - Office - Power	2,723.72	2,081.83	2,302.83	2,429.01	2,693.66	1,865.54	2,188	2,075	2,120	2,084
BOT	2-64-02-00-01-583	BOT - Office - Water	447.58	436.63	439.73	512.17	508.12	422.94	600	620	640	660
BOT	2-64-02-00-02-252	BOT - Office - Signage	49.44	597.17	180.00	196.49	78.00	-	1,500	1,500	1,500	1,500
BOT	2-64-02-00-02-511	BOT - Office - Photocopying	530.00	46.12	-	59.41	-	-	100	-	-	-
BOT	2-64-02-00-03-511	BOT - Office - Printing	2,243.00	5,046.56	691.00	697.36	266.00	-	1,000	800	800	800
BOT	2-64-02-00-01-239	BOT - Office - Website	1,203.95	1,000.00	102.95	1,958.25	6,289.78	85.00	1,200	1,300	1,300	5,000
BOT												
BOT		Subtotal BOT - Office	41,244.72	64,966.70	59,126.75	62,107.84	66,355.92	53,137.08	62,447	84,127	85,049	89,176
BOT												
BOT	2-64-02-01-00-211	BOT - Promo - Float Travel/Subs	3,076.92	3,963.40	3,259.02	4,796.53	5,992.50	4,211.45	4,500	5,000	5,500	6,000
BOT	2-64-02-01-00-221	BOT - Promo - Brochures/Map	8,799.99	4,828.05	6,185.82	7,480.55	5,651.02	-	500	9,000	650	9,650
BOT	2-64-02-01-00-254	BOT - Promo - Float Rep/Maint	1,295.47	10,443.00	24,761.51	-	158.48	-	1,000	1,000	1,000	1,000
BOT	2-64-02-01-00-518	BOT - Promo - Souvenirs	448.57	1,103.53	-	2,140.55	379.00	195.00	500	750	500	500
BOT												
BOT		Subtotal BOT - Promo	13,620.95	20,337.98	34,206.35	14,417.63	12,181.00	4,406.45	6,500	15,750	7,650	17,150
BOT												
BOT	2-64-02-02-00-216	BOT - Tourism - Training/Workshops	3,792.36	285.00	2,715.13	2,882.98	9,084.79	2,970.04	3,500	3,000	4,000	3,000
BOT	2-64-02-02-00-221	BOT - Tourism - Advertising	3,898.78	8,941.29	11,157.37	5,994.14	5,461.26	7,112.65	7,500	11,000	11,330	11,670
BOT	2-64-02-02-00-233	BOT - Tourism - Summer Wages	9,186.39	5,956.73	5,482.91	10,404.36	8,461.41	6,820.67	5,000	5,000	5,000	5,000
BOT	2-64-02-02-00-519	BOT - Tourism - Materials/Flowers	897.41	404.95	67.98	75.90	872.32	169.99	500	500	500	500
BOT												
BOT		Subtotal BOT - Tourism	17,774.94	15,587.97	19,423.39	19,357.38	23,879.78	17,073.35	16,500	19,500	20,830	20,170

**TOWN OF STETTLER
2019 BUDGET EXPENSE
AS OF NOVEMBER 27, 2018**

	Account Number	Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Estimated	2020 Estimated	2021 Estimated
BOT												
BOT	2-64-02-03-00-112	BOT - Project - Salary	-	-	-	-	-	-	-	-	-	-
BOT	2-64-02-03-01-519	BOT - Project - Women's Conference	1,591.45	-	-	-	5,492.88	2,777.52	2,500	2,500	2,500	2,500
BOT	2-64-02-03-02-519	BOT - Project - Nite before Xmas	-	-	-	996.00	1,872.00	-	3,630	3,500	3,605	3,715
BOT	2-64-02-03-03-519	BOT - Project - Shop Local	-	-	-	-	-	1,525.12	2,500	3,000	3,100	3,200
BOT	2-64-02-03-04-519	BOT - Project - Shop Stettler	4,751.80	5,234.75	2,784.41	9,149.75	7,151.85	4,718.63	5,770	7,000	7,210	7,425
BOT	2-64-02-03-05-519	BOT - Project - Santa Days	-	-	752.95	-	500.00	-	1,100	1,250	1,290	1,330
BOT	2-64-02-03-06-519	BOT - Project - Business Wall	45.00	100.00	240.00	-	80.82	-	200	150	150	150
BOT	2-64-02-03-07-519	BOT - Project - General Meeting	75.05	577.38	201.11	174.74	636.33	321.97	750	750	750	750
BOT	2-64-02-03-08-519	BOT - Project - Trade Show	34,705.65	37,213.24	35,193.23	41,612.04	45,133.48	42,800.12	50,000	45,000	50,000	47,750
BOT	2-64-02-03-09-519	BOT - Project - Seminars/Workshops	4,824.76	2,139.69	1,907.41	7,347.31	5,909.68	3,426.72	3,000	4,000	3,000	3,000
BOT	2-64-02-03-10-519	BOT - Project - Luncheons	2,839.06	1,788.31	1,474.24	3,073.85	1,991.16	1,116.79	2,500	2,500	2,500	2,500
BOT	2-64-02-03-11-519	BOT - Project - Business Visits	-	5.00	254.73	224.25	383.14	72.93	500	500	500	500
BOT	2-64-02-03-12-519	BOT - Project - Dr. Recruitment	56,027.50	10,017.23	191,071.99	6,353.43	2,867.28	-	45,000	-	45,000	45,000
BOT	2-64-02-03-13-519	BOT - Project - Awards Banquet	10,494.59	12,102.49	15,453.17	12,051.87	10,900.37	14,205.94	14,750	13,750	14,165	14,590
BOT	2-64-02-03-15-519	BOT - Project - Community Event	9,716.20	5,300.55	2,949.53	613.53	19,753.81	1,844.76	5,000	5,000	5,000	5,000
BOT	2-64-02-03-16-519	BOT - Project - Employer Conference	-	-	159.00	2,299.00	-	-	-	-	-	-
BOT	2-64-02-03-19-519	BOT - Project - Dignitary Luncheon	-	-	-	-	164.87	-	800	800	800	800
BOT	2-64-02-03-20-519	BOT - Project - Destination Stettler	-	-	3,660.00	4,235.97	592.01	2,351.11	2,000	2,000	2,000	2,000
BOT	2-64-02-03-24-519	BOT - Project - Open Farm Days	-	-	-	-	-	5,322.29	16,000	7,500	7,750	8,000
BOT	2-64-02-03-26-519	BOT - Project - Pheasant Festival	-	45,501.27	55,945.74	68,510.86	62,155.52	69,063.73	70,000	65,000	65,000	65,000
BOT	2-64-02-03-27-519	BOT - Project - SWS	-	11,147.97	1,898.52	678.99	35.98	1,495.65	-	-	-	-
BOT												
BOT		Subtotal BOT - Project	125,071.06	131,127.88	313,946.03	157,321.59	165,621.18	151,043.28	226,000	164,200	214,320	213,210
BOT												
BOT	2-64-02-04-00-112	BOT - Community Dev - Wages	-	-	-	-	-	-	12,000	12,000	12,000	12,000
BOT	2-64-02-04-00-221	BOT - Community Dev - Advertising	1,241.25	-	-	-	-	-	12,000	12,000	12,000	12,000
BOT	2-64-02-04-00-233	BOT - Community Dev - Strategic Planning	-	6,000.00	-	-	-	-	7,500	7,500	7,500	7,500
BOT	2-64-02-04-00-239	BOT - Community Dev - Conferences	300.00	1,242.00	-	-	-	-	3,500	3,500	3,500	3,500
BOT	2-64-02-04-00-519	BOT - Community Dev - Projects	162.10	1,035.99	-	-	30,000.00	-	9,000	9,000	9,000	9,000
BOT	2-64-02-04-01-519	BOT - Community Dev - Steel Wheel	-	-	-	-	-	-	-	-	-	-
BOT												
BOT		Subtotal BOT - Community Development	1,703.35	8,277.99	-	-	30,000.00	-	44,000	44,000	44,000	44,000
BOT												
BOT	2-64-99-92-00-762	BOT - Contributed to Capital	-	-	-	-	-	-	2,200	2,200	2,200	2,200
BOT												
BOT		Subtotal BOT - General	-	-	-	-	-	-	2,200	2,200	2,200	2,200
BOT												
BOT		Total Board of Trade	318,742.16	361,101.15	547,011.64	379,259.71	435,385.54	346,717.86	495,567	489,417	537,899	556,326

To Whom It May Concern:

Stettler Town and Country Museum's goal is to attract visitors local and distant by creating an interesting facility to talk about and create Museum interest by putting on fundraisers bringing people to the grounds. As a member of Central Alberta Regional Museum Network (CARMN) we hear many Museums face an uncertain future, without the support of our municipalities, the Stettler Town and Country Museum would not be adapting to the economy.

The continued support and funding increase over the years has been very noticeable. Our facility has improved its appearance, increased an interest throughout the community and maintained a balance with a continuum of part time staff.

2018 the Museum has improved in several areas;

- Doubled the floor plan of the archive room, purchased map drawer units to expand preservation of large paper documents.
- Re shingled Kirtley House
- Replacement windows were exchanged with rotted windows in Pioneer House and Whispering Pines.
- New computer systems, Museum computer program, and networking.
- Successful fundraiser events
 - 2017 Light the Night – 56 participants participants, 782 vehicles (\$8434 profit)
 - Pancake Breakfast and Market (\$1748.60 profit)
 - July 1 Celebration – 561 visitors (\$804 profit)
 - 2018 Night of Terror at the Boo-seum – Cancelled
- Awesome hard working volunteers have maintained the yard - flowers, lawn, trees and drainage.

Plans for 2019 follow similar parameters annually

- Building maintenance to keep the artifacts secure from environmental changes, roofs and doors/windows improvements where needed will continue.
- Plans for new fundraising events and programing.
- Estate donations received in the last couple of years have been a very nice addition to our funding. Plans to strategically create long term improvements. Projects consisting of;
 - LED lighting in 8 buildings with power
 - Eliminate safety issues – parking area, concrete floor in pole #1
 - Storage of artifacts
 - Building for steam tractor

We invite everyone to visit the Stettler Town and Country Museum with pride.

Stettler Town & Country Museum

Budget for the Year Ending November 30, 2018

	Budget 2018	Actual 2018 to date	Budget 2019
Receipts			
Grants		\$0	\$0
County of Stettler	\$34,000	\$30,000	\$34,000
Town of Stettler	\$34,000	\$34,000	\$34,000
Summer Staff Funding	\$15,000	\$22,608	\$25,000
Other (Gov't of Alta. Re Donations)	\$1,500	\$0	\$0
	\$84,500	\$86,608	\$93,000
Donations & Bequests Cash	\$5,000	\$4,106	\$5,000
Donations in Kind	\$1,000		\$0
Functions	\$10,000	\$12,992	\$15,000
Casino Fund Raiser	\$30,000	\$23,050	\$0
Interest	\$0	\$200	\$200
Memberships & Admissions	\$4,000	\$4,200	\$4,500
Rent	\$1,200	\$1,200	\$1,200
	<u>\$51,200</u>	<u>\$41,642</u>	<u>\$25,900</u>
Expenditures			
Buildings Grounds & Artefacts Cash	\$25,000	\$13,732	\$15,000
Buildings & Artefacts (in kind)	\$0	\$0	\$0
Insurance	\$4,500	\$3,608	\$4,000
Office Cleaning & Sundry	\$7,000	\$3,194	\$5,000
Office Fixtures & Equip	\$5,000	\$9,291	\$5,000
New Construction	\$50,000	\$0	\$50,000
Utilities	\$8,000	\$6,683	\$8,000
Wages & Benefits	\$75,000	\$81,534	\$85,000
	\$174,500	\$118,042	\$172,000
Surplus (Deficit) for Year	<u>-\$38,800</u>	<u>\$10,209</u>	<u>-\$53,100</u>

Stettler Town & Country Museum
Budget 2019 - 2020

Building & Grounds

Caboose - replace exterior/paint, exterior logo, interior repair	\$ 7,000
Repaint Kirtley/Felix/Ransom	\$ 5,000
Pole Barn - Replace concrete floor	\$ 45,000
Courthouse - upstairs renovation (deterioration), bell tower painting/shingles, front porch roof	\$ 20,000
Main Building (interior) - lighting/ceiling height, event heating	\$ 10,000
General Maintenance and Repairs	\$ 10,000
Grounds - gravel pads for machinery and pathways to machinery	\$ 5,000
Parking Lot / gravel the loop	\$ 30,000
Total	<u>\$ 132,000</u>

New Construction

Steam Tractor Building	\$ 30,000
Total	<u>\$ 30,000</u>

Office, Fixtures and Equipment

Computer Networking	\$ 5,000
Photocopier/Printer	\$ 2,000
Focusing Camera with stand	\$ 1,000
Total	<u>\$ 8,000</u>

Wages

Manager increase hours as needed (average 10/month)	\$ 3,000
	<u>\$ 3,000</u>

GRAND TOTAL

\$ 170,000

TO: Greg Switenky
CAO

DATE: November 29, 2018

FROM: Steven Gerlitz
Assistant CAO

RE: 2018 BAD DEBT WRITE-OFFS GREATER THAN \$300.00

Policy VII-5 (b) Collection of and Write – off of Bad Debt Accounts

Requires the Assistant CAO to present a Statement Of the Bad Debt Write-offs to Town Council prior to December 31st of each year. Town Council is required to authorize the write-off accounts in excess of \$300.00. The Assistant CAO is also required to disclose the total dollar value of Bad Debts under \$300.00 that will be written off. Collection activity procedures will continue after an account has been written off.

HISTORY:	2015	2016	2017	2018	2018 A/C's over \$300	2017 A/C's over \$300	2016 A/C's over \$300	2015 A/C's over \$300
Utilities	\$9,395.80	\$15,118.07	\$9,808.29	\$11,184.81	23	19	23	15
Accounts Receivable				\$170.00	1			
Fire Calls A/R	\$859.54			\$2,047.66	1			1
Lions Campground	\$475.90	\$897.52		\$635.00	2			1
Taxes			\$3,044.22					
Business Taxes								
Community Hall								
Recreation Fees								
TOTALS	\$5,277.43	\$10,731.24	\$16,015.59	\$14,037.47	27	23	23	17

For 2018, \$13,676.47 should be expensed as bad debts in excess of \$300.00, which represents twenty-five (25) accounts.

As well, I have expensed twenty-two (22) accounts under \$300.00 totaling \$3,752.07 and expensed twenty-eight (28) inactive accounts with credit balances totaling (\$235.05).

Based on local 2018 utility revenues of approximately \$3,865,366.96 the Utility write-offs totaling \$14,575.88 represents 0.37% of revenues (2017 = 0.34%).

RECOMMENDATION

That the Town of Stettler Council approve the 2018 Bad Debt Write-Off of twenty-five (25) accounts, each in excess of \$300, totaling \$13,676.47, and further acknowledges that an additional twenty-two (22) accounts, each under \$300, totaling \$3,752.07 and twenty-eight (28) credit balances totaling (\$235.05) will be written-off under Administration's authority.

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73293
Cheque Date	First	Last		73316

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	73293	2018-11-16	\$1,074.01

Invoice Description	Invoice Number	Invoice Amount	

Pool Safety Supplies	9936916155	\$149.69	
Pool Safety Supplies	9936883793	\$302.07	
Pool Janitor Supplies	9922937504	\$622.25	

Alberta Land Titles	73294	2018-11-16	\$118.00

Invoice Description	Invoice Number	Invoice Amount	

Admin P&D Searches	2018.10.31	\$118.00	

Big Game Source for Sports	73295	2018-11-16	\$259.49

Invoice Description	Invoice Number	Invoice Amount	

Wtr Re-imburse Do Not Consume	2018.11.13	\$259.49	

Bond-O Communications Ltd.	73296	2018-11-16	\$396.31

Invoice Description	Invoice Number	Invoice Amount	

Trans 2 way radio mic	BONDOIN114825	\$42.00	
Trans Antenna #37	BONDOIN114943	\$133.83	
WTP iPhone Screen & Case	BONDOIN113985	\$89.23	
Pool Phone repairs & installs	BONDOIN116170	\$131.25	

Campbell, Al	73297	2018-11-16	\$117.50

Invoice Description	Invoice Number	Invoice Amount	

Council RDRWA Fall Forum	2018.11.01	\$117.50	

Canadian Tire #671	73298	2018-11-16	\$440.97

Invoice Description	Invoice Number	Invoice Amount	

Trans Dewalt Impact Wrench	3360	\$419.99	
Com Hall Projector Remote Batt	3395	\$20.98	

Caro Analytical Services	73299	2018-11-16	\$596.40

Invoice Description	Invoice Number	Invoice Amount	

WTP Water Analysis	IC1817069	\$299.25	
WTP Water Analysis	IC1817070	\$99.75	
WTP Water Analysis	IC1817159	\$197.40	

Commercial Truck Equipment Cor	73300	2018-11-16	\$217.04

Invoice Description	Invoice Number	Invoice Amount	

Fire Circuit Board & Freight	CA-0004485907	\$217.04	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Corspraying	73301	2018-11-16	\$3,037.56

Invoice Description	Invoice Number	Invoice Amount	
Subd Land Dev Reverse Spraying	201883	\$707.96	
Pest & Weed Control Kelly Qtr	2018121	\$1,008.00	
Pest & Weed Control Emmerson	2018122	\$945.00	
Pest & Weed Control Chemicals	2018123	\$376.60	

County of Stettler	73302	2018-11-16	\$29,127.12

Invoice Description	Invoice Number	Invoice Amount	
Fire Village Agreements SVRS	IVC028811	\$8,033.52	
Fire Village Agreements SVWS	IVC028812	\$17,592.96	
Fire Village Agreements Gadsby	IVC028816	\$3,500.64	

Future Ag Inc	73303	2018-11-16	\$92.12

Invoice Description	Invoice Number	Invoice Amount	
WTP Throttle Cable #122	IS53486	\$92.12	

Hill, Jennifer	73304	2018-11-16	\$27.09

Invoice Description	Invoice Number	Invoice Amount	
Water Refund Util AC Cr Balanc	2018.11.09	\$27.09	

Kathy's Printing Service	73305	2018-11-16	\$31.50

Invoice Description	Invoice Number	Invoice Amount	
HBC Environ Action/Green tips	4243	\$31.50	

Kennedy, Anita	73306	2018-11-16	\$2,700.00

Invoice Description	Invoice Number	Invoice Amount	
Christmas Party Entertainment	2018.11.14	\$2,700.00	

Lansdell, Carol Linda	73307	2018-11-16	\$41.48

Invoice Description	Invoice Number	Invoice Amount	
Water Refund Util AC Cr Bal	2018.11.14	\$41.48	

Manx Construction Ltd.	73308	2018-11-16	\$4,767.00

Invoice Description	Invoice Number	Invoice Amount	
Wtr Level Waste Material 5lave	2080	\$4,767.00	

Meridian OneCap Credit Corp	73309	2018-11-16	\$749.44

Invoice Description	Invoice Number	Invoice Amount	
SRC Dec/Jan/Feb Photocopier	181201 454801	\$749.44	

Pumps & Pressure	73310	2018-11-16	\$77.23

Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Pail Liquid TruckWash	IN676623	\$77.23	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Receiver General for Canada	73311	2018-11-16	\$42,148.09
=====			
Invoice Description		Invoice Number	Invoice Amount

Town Tax Remittance		PP23-18	\$34,499.03
Town Tax Remittance		PP23-18.	\$6,373.55
BOT Tax Remittance		PP23-18.BOT	\$1,275.51
=====			
Stettler Flooring	73312	2018-11-16	\$250.38
=====			
Invoice Description		Invoice Number	Invoice Amount

Fitness Area Paint & Materials		61483	\$161.13
Com Hal Carpet Repair Material		61649	\$89.25
=====			
Superior Truck Equipment Inc.	73313	2018-11-16	\$1,902.72
=====			
Invoice Description		Invoice Number	Invoice Amount

Equip Hydrovac Control #162		S124532	\$1,406.62
Equip Hydrovac Filters #162		S124729	\$496.10
=====			
TLG Backhoe Service	73314	2018-11-16	\$892.50
=====			
Invoice Description		Invoice Number	Invoice Amount

Trns Case Backhoe FrostBucket		1505	\$892.50
=====			
Town of Stettler - Petty Cash	73315	2018-11-16	\$157.80
=====			
Invoice Description		Invoice Number	Invoice Amount

Office Wreath Donation Lotto		2018.11.14	\$157.80
=====			
Work Authority	73316	2018-11-16	\$2,822.28
=====			
Invoice Description		Invoice Number	Invoice Amount

Fire Joint Uniforms		484952	\$2,192.31
Fire Joint Uniforms		487796	\$629.97
=====			
		Total Cheques	\$92,044.03
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-11-20	2018-11-20		Last

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0000754	2018-11-20	\$374.85

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan	PP23-18	\$374.85	

Automated Aquatics Canada Ltd.	EFT0000755	2018-11-20	\$177.95

Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Chemicals	0000084433	\$177.95	

Border Paving Ltd.	EFT0000756	2018-11-20	\$169,752.10

Invoice Description	Invoice Number	Invoice Amount	
TS87 2018 Paving Program	PP#3-2018	\$169,752.10	

Bounty Onsite Inc.	EFT0000757	2018-11-20	\$2,987.99

Invoice Description	Invoice Number	Invoice Amount	
Shop Degreaser	001-073876	\$98.90	
Shop Cleaner Degreaser	001-073887	\$98.90	
Hydrovac Valve for wand #162	001-072924	\$82.69	
Trans Alignment bar #145	001-073766	\$20.05	
Trans Marking Paint	001-073544	\$14.93	
WTP Paper Towel & Filters	001-073556	\$448.37	
Water Trans Gloves	001-072653	\$99.74	
Water Trans Excavator Tools	001-072933	\$38.34	
SRC Ice Melt	001-072585	\$148.39	
SRC Janitor Supplies	001-072982	\$585.37	
SRC Janitor Supplies	001-073298	\$275.09	
SRC Janitor Supplies	001-073661	\$838.03	
SRC Crescent Wrench	001-073292	\$54.64	
Fitness Area Shoe Covers	001-072544	\$67.47	
Communit Hall Janitor Supplies	001-073299	\$208.47	

Brenda's Country Catering	EFT0000758	2018-11-20	\$446.31

Invoice Description	Invoice Number	Invoice Amount	
Public Relations Food & Bev	3056	\$94.08	
Public Relations Food & Bev	3081	\$52.45	
Fire Joint Meeting Lunch	3061	\$213.15	
Shop Staff BBQ Salad	3046	\$86.63	

Brownlee LLP	EFT0000759	2018-11-20	\$1,719.64

Invoice Description	Invoice Number	Invoice Amount	
Sewer Aeration Bldg Legal Ser	471440	\$1,719.64	

Burmac Mechanical 2000	EFT0000760	2018-11-20	\$137.27

Invoice Description	Invoice Number	Invoice Amount	
Water Trans Fittings	92354	\$15.18	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water Trans Gauge Fittings	92460		\$122.09
Canadian Union of Public Emplo	EFT0000761	2018-11-20	\$715.00
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP23-18		\$715.00
Center Ice Concession	EFT0000762	2018-11-20	\$252.00
Invoice Description	Invoice Number	Invoice Amount	
HBC Meeting Lunch	012		\$132.00
HBC Meeting Lunch	014		\$120.00
Central Sharpening	EFT0000763	2018-11-20	\$100.80
Invoice Description	Invoice Number	Invoice Amount	
SRC Zamboni Blade Sharpening	27139		\$100.80
Clear Water Controls Inc.	EFT0000764	2018-11-20	\$1,300.15
Invoice Description	Invoice Number	Invoice Amount	
WTP Troubleshoot Vacuum Regula	10063		\$1,300.15
Clearview Public Schools	EFT0000765	2018-11-20	\$3,471.83
Invoice Description	Invoice Number	Invoice Amount	
Joint Office October Expenses	5660		\$3,471.83
Communications Group	EFT0000766	2018-11-20	\$14,988.75
Invoice Description	Invoice Number	Invoice Amount	
Water Communication Radios	244001067-1		\$14,988.75
Digitex Canada Inc.	EFT0000767	2018-11-20	\$170.28
Invoice Description	Invoice Number	Invoice Amount	
SRC Photocopies	IN483508		\$170.28
Expanse Inc.	EFT0000768	2018-11-20	\$177,339.75
Invoice Description	Invoice Number	Invoice Amount	
Sidewalk Pedestrian Bridge	4002		\$177,339.75
Heartland Auto Supply	EFT0000769	2018-11-20	\$1,454.44
Invoice Description	Invoice Number	Invoice Amount	
Fire Equipment Repair Parts	001-394176		\$215.16
Shop Safety/Supplies/Tools	001-396612		\$679.77
Hydrovac DPE Fluid #162	001-398979		\$77.30
Trans Gear Lube #11	001-397006		\$31.46
Trans Gear Lube #143	001-397035		\$15.73
Trans Backup Light #86	001-396599		\$10.36
Trans Horn #42	001-396717		\$15.95
Trans Defrost fan #39	001-396876		\$145.17
Water Trans Dig Trailer Materi	001-397160		\$17.43
Water Trans Wiper Blade #73	001-397648		\$15.34
Water TRans Quick LInks #3	001-398611		\$6.89
Sewer U-Joints BLift	001-397594		\$63.34

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC Antifreeze #68		001-399141	\$11.54
Parks Gear Lube Unit #132		001-398711	\$59.88
Parks Wire #37		001-395779	\$78.66
Parks Grease Lines #9		001-396598	\$2.78
Parks Oil Filter #131		001-397680	\$7.68
=====			
Hi Way 9 Express Ltd.	EFT0000770	2018-11-20	\$37.98
=====			
Invoice Description	Invoice Number	Invoice Amount	

Water Trans Freight	11873227	\$37.98	
=====			
IJD Inspections Ltd.	EFT0000771	2018-11-20	\$5,054.46
=====			
Invoice Description	Invoice Number	Invoice Amount	

P&D Sep & Oct Building Permits	ST2018-10	\$5,054.46	
=====			
Jen Express	EFT0000772	2018-11-20	\$476.19
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans Freight	13850	\$74.19	
Trans Freight	13974	\$359.66	
Trans Freight	14031	\$42.34	
=====			
KaizenLAB Inc.	EFT0000773	2018-11-20	\$864.99
=====			
Invoice Description	Invoice Number	Invoice Amount	

Sewer Sampling	INV0036248	\$864.99	
=====			
Lawlor, Gord	EFT0000774	2018-11-20	\$1,123.70
=====			
Invoice Description	Invoice Number	Invoice Amount	

Council Travel & Subsistence	2018.09.13	\$79.00	
Council Travel & Subsistence	2018.10.03	\$965.70	
Council Travel & Subsistence	2018.10.19.	\$79.00	
=====			
Lifesaving Society	EFT0000775	2018-11-20	\$157.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Pool Programs Advanced Aquatic	3827	\$157.00	
=====			
Municipal Property Consultants	EFT0000776	2018-11-20	\$6,805.31
=====			
Invoice Description	Invoice Number	Invoice Amount	

NOv Assessor	17113	\$6,805.31	
=====			
NSC Minerals Ltd.	EFT0000777	2018-11-20	\$4,967.78
=====			
Invoice Description	Invoice Number	Invoice Amount	

Snow Removal Road Salt	SXP236503	\$4,967.78	
=====			
OK Tire Stettler	EFT0000778	2018-11-20	\$26.78
=====			
Invoice Description	Invoice Number	Invoice Amount	

Park Tire Repair #87	IN046678	\$26.78	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Rural Municipalities of Albert	EFT0000779	2018-11-20	\$9,216.15
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Trans Steady Bearing Block#145	90638273	\$434.58
	Trans Filters #182	945674462	\$413.20
	Trans Hazard Marker Signs	1121-50009072	\$135.32
	Trans Hazard&Lane Control Sign	1121-50009076	\$341.94
	Trans Hazard Marker Signs	1121-50009144	\$247.13
	Trans Sign Materials	1121-50009197	\$257.75
	Water Trans Stock	73106645-00	\$6,842.01
	Water Trans Repair Clamps	73106895-00	\$544.22
	-----	-----	-----
RMA Fuel Ltd.	EFT0000780	2018-11-20	\$15,026.58
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Park/Trans/Water Diesel Marked	PF-7135-72212	\$3,291.34
	SRC Oil #68	PF-7151-72367	\$74.79
	Trans Hydraulic Oil #2 & #6	PF-7161-72481	\$449.58
	Park/Trans/Water Diesel Marked	PF-7169-72558	\$2,304.08
	Park/Trans/Water Engine Oil	PF-7170-72584	\$925.54
	Misc Departments Fuel	PF-7120-72093	\$7,981.25
	-----	-----	-----
Rocky Mountain Phoenix	EFT0000781	2018-11-20	\$2,098.03
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Fire Repairs & Pump Testing	IN018937	\$2,066.79
	Fire County Headlight Switch	IN0112758	\$31.24
	-----	-----	-----
Rollies Vac Systems	EFT0000782	2018-11-20	\$315.00
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Landfill Pumpout	18863	\$315.00
	-----	-----	-----
Scott, Graham	EFT0000783	2018-11-20	\$301.00
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	GIS Travel & Subsistence	2018.11.09	\$301.00
	-----	-----	-----
Stettler Building Supplies Ltd	EFT0000784	2018-11-20	\$123.64
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	SRC Blue Rink Gate Repair	AA6836	\$117.36
	SRC Shelf Bracket	AA6664	\$6.28
	-----	-----	-----
Stettler Registry Services Ltd	EFT0000785	2018-11-20	\$39.90
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Admin Discharge	14352	\$21.00
	SRC & Water Trans Abstracts	14385	\$18.90
	-----	-----	-----
Stettler Telephone Answering S	EFT0000786	2018-11-20	\$120.75
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	WTP NOv Working Alone Monitori	108	\$120.75

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Tagish Engineering Ltd.	EFT0000787	2018-11-20	\$20,873.16
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	TS91 49th Ave Resconstruction	16566	\$4,035.78
	TS92 Snow Dump Expansion	16567	\$3,663.75
	TS87 2018 Road Construction Pr	16565	\$6,373.55
	TS86 51st Ave Water & Sanitary	16564	\$6,800.08
=====			
Trinus Technologies Inc	EFT0000788	2018-11-20	\$574.61
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Computer Anti-Virus Email Host	R26184-22215	\$574.61
=====			
WSP Canada Inc.	EFT0000789	2018-11-20	\$11,468.38
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Sewer Engineering Services	0777175	\$705.08
	Sewer Lagoon Cell B Desluding	0785407	\$10,763.30
=====			
	Total Cheques		\$455,060.50
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73317
Cheque Date	First	Last		73330

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Bills Farm Supplies Inc.	73317	2018-11-23	\$69.18

Invoice Description	Invoice Number	Invoice Amount	
Parks Weedeater Air Filters/Co	IA22803	\$69.18	

Canada Post Corporation	73318	2018-11-23	\$1,635.54

Invoice Description	Invoice Number	Invoice Amount	
Water Bills Postage	9668888127	\$1,635.54	

Dekra-Lite	73319	2018-11-23	\$14,254.95

Invoice Description	Invoice Number	Invoice Amount	
St Light Christmas Decorations	DLI02018134	\$13,435.95	
St Light Christmas Decorations	DLI02018276	\$819.00	

Heartland Glass Ltd.	73320	2018-11-23	\$31.50

Invoice Description	Invoice Number	Invoice Amount	
Office Lock Repair	103433	\$12.60	
SRC 6 Keys cut	103468	\$18.90	

John Verhoeven	73321	2018-11-23	\$1,176.00

Invoice Description	Invoice Number	Invoice Amount	
Water Trans Clay	201801	\$1,176.00	

Magee, Harry	73322	2018-11-23	\$3,066.00

Invoice Description	Invoice Number	Invoice Amount	
Water Trans Clay	661403	\$3,066.00	

Noratek Solutions INC.	73323	2018-11-23	\$1,197.00

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Annual License	C26479	\$1,197.00	

Schwartz Home Building Centre	73324	2018-11-23	\$426.86

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Building Materials	707658	\$39.99	
Fire Joint Building Materials	706369	\$235.76	
Comm Hall Kitchen Light Covers	708799	\$151.11	

SignWright	73325	2018-11-23	\$4,105.50

Invoice Description	Invoice Number	Invoice Amount	
Fire/County Re-decal Squad #19	6191	\$4,105.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Sobeys Captial Inc.	73326	2018-11-23	\$133.97

Invoice Description	Invoice Number	Invoice Amount	
Fitness Area Janitor/Coffee Su	079499	\$133.97	

Stettler Vet Clinic	73327	2018-11-23	\$195.30

Invoice Description	Invoice Number	Invoice Amount	
Bylaw Oct Vet Clinic Fees	756992	\$32.55	
Bylaw Oct Vet Clinic Fees	758030	\$32.55	
Bylaw Oct Vet Clinic Fees	756996	\$130.20	

WFR Wholesale Fire & Rescue Lt	73328	2018-11-23	\$4,053.00

Invoice Description	Invoice Number	Invoice Amount	
Fire Foam	113124	\$4,053.00	

Wilford, Dallas	73329	2018-11-23	\$173.24

Invoice Description	Invoice Number	Invoice Amount	
SRC Work Boots	2018.11.16	\$173.24	

Woody's Automotive Ltd.	73330	2018-11-23	\$768.38

Invoice Description	Invoice Number	Invoice Amount	
Shop Towels	625219	\$98.24	
Shop Wash Gun #176	624972	\$70.34	
Shop Windshield Washer Fluid	624989	\$15.50	
Shop Cable Ties	626258	\$17.88	
Shop Rubber Gloves & Ties	626415	\$59.03	
Shop Rubber Gloves	627492	\$28.85	
Shop Punch	627055	\$52.13	
Trans Washer Hose & Connectors	626694	\$47.31	
WTP RV Antifreeze, Airgun	625773	\$66.00	
Water Trailer plug & wire #65	625882	\$91.32	
Water Trailer Plug & Breakaway	626708	\$30.35	
Water Left Rear Wheel Seal #73	627202	\$56.74	
SRC Paint Marker	626912	\$6.05	
Parks Seat Covers #81	627322	\$128.64	
Total Cheques			\$31,286.42

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-11-27	2018-11-27		Last

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																								
Action Plumbing & Excavating	EFT0000790	2018-11-27	\$1,398.57																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Sewer Replace Sewer Pipe</td> <td>W30191</td> <td>\$631.27</td> </tr> <tr> <td>SRC Bathroom Drain Cleaner</td> <td>I022157</td> <td>\$39.90</td> </tr> <tr> <td>SRC Lobby Washroom Wax Seal</td> <td>I022197</td> <td>\$10.77</td> </tr> <tr> <td>Campground Tap Repair</td> <td>I022063</td> <td>\$16.76</td> </tr> <tr> <td>Sewer Replace lines A&B Lift</td> <td>W30320</td> <td>\$699.87</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Sewer Replace Sewer Pipe	W30191	\$631.27	SRC Bathroom Drain Cleaner	I022157	\$39.90	SRC Lobby Washroom Wax Seal	I022197	\$10.77	Campground Tap Repair	I022063	\$16.76	Sewer Replace lines A&B Lift	W30320	\$699.87						
Invoice Description	Invoice Number	Invoice Amount																									
Sewer Replace Sewer Pipe	W30191	\$631.27																									
SRC Bathroom Drain Cleaner	I022157	\$39.90																									
SRC Lobby Washroom Wax Seal	I022197	\$10.77																									
Campground Tap Repair	I022063	\$16.76																									
Sewer Replace lines A&B Lift	W30320	\$699.87																									
Alberta Municipal Health & Saf	EFT0000791	2018-11-27	\$104.95																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>SRC Safety Training</td> <td>4954</td> <td>\$104.95</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	SRC Safety Training	4954	\$104.95																		
Invoice Description	Invoice Number	Invoice Amount																									
SRC Safety Training	4954	\$104.95																									
Bhimani, Akbar	EFT0000792	2018-11-27	\$83.00																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Water Trans AB Envir Seminar</td> <td>2018.11.20</td> <td>\$83.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Water Trans AB Envir Seminar	2018.11.20	\$83.00																		
Invoice Description	Invoice Number	Invoice Amount																									
Water Trans AB Envir Seminar	2018.11.20	\$83.00																									
Black Press Group Ltd.	EFT0000793	2018-11-27	\$584.33																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Office HBC P&D Advertising</td> <td>33562283</td> <td>\$584.33</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Office HBC P&D Advertising	33562283	\$584.33																		
Invoice Description	Invoice Number	Invoice Amount																									
Office HBC P&D Advertising	33562283	\$584.33																									
Can Pak Environmental Inc.	EFT0000794	2018-11-27	\$28,419.51																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Nov Waste & Recycling</td> <td>53245</td> <td>\$24,758.39</td> </tr> <tr> <td>Oct Compost Bins</td> <td>53299</td> <td>\$3,661.12</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Nov Waste & Recycling	53245	\$24,758.39	Oct Compost Bins	53299	\$3,661.12															
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Nov Waste & Recycling	53245	\$24,758.39																									
Oct Compost Bins	53299	\$3,661.12																									
Canada Colors and Chemicals Li	EFT0000795	2018-11-27	\$2,402.40																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>WTP Chemicals & Returnable Dru</td> <td>V297847</td> <td>\$4,617.90</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	WTP Chemicals & Returnable Dru	V297847	\$4,617.90																		
Invoice Description	Invoice Number	Invoice Amount																									
WTP Chemicals & Returnable Dru	V297847	\$4,617.90																									
Center Ice Concession	EFT0000796	2018-11-27	\$96.00																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Airport Meeting Lunch</td> <td>015</td> <td>\$96.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Airport Meeting Lunch	015	\$96.00																		
Invoice Description	Invoice Number	Invoice Amount																									
Airport Meeting Lunch	015	\$96.00																									
Contact Safety Service Ltd.	EFT0000797	2018-11-27	\$5,065.21																								
<table border="0"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Fire Jnt Service Fire Extingui</td> <td>7325</td> <td>\$184.12</td> </tr> <tr> <td>Fire Service Fire Extinguisher</td> <td>7475</td> <td>\$166.69</td> </tr> <tr> <td>Fire Servic Fire Extinguishers</td> <td>7601</td> <td>\$177.71</td> </tr> <tr> <td>Shop Service Fire Extinguisher</td> <td>7569</td> <td>\$562.08</td> </tr> <tr> <td>Wtr Tr St SerFire Extinguisher</td> <td>7570</td> <td>\$165.38</td> </tr> <tr> <td>Lift StatSer Fire Extinguisher</td> <td>7628</td> <td>\$238.14</td> </tr> <tr> <td>Shop Trucks Ser Fire Extinguis</td> <td>7630</td> <td>\$1,554.53</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire Jnt Service Fire Extingui	7325	\$184.12	Fire Service Fire Extinguisher	7475	\$166.69	Fire Servic Fire Extinguishers	7601	\$177.71	Shop Service Fire Extinguisher	7569	\$562.08	Wtr Tr St SerFire Extinguisher	7570	\$165.38	Lift StatSer Fire Extinguisher	7628	\$238.14	Shop Trucks Ser Fire Extinguis	7630	\$1,554.53
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Lift StatSer Fire Extinguisher	7628	\$238.14																									
Shop Trucks Ser Fire Extinguis	7630	\$1,554.53																									

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WTP Service Fire Extinguishers	7568.2018		\$441.24
Handi Bus Garage Ser Fire Exti	7629		\$33.08
Health Unit Ser Fire Extinguis	7651		\$168.26
SRC Service Fire Extinguishers	7573		\$685.34
Library Ser Fire Extinguishers	7574		\$49.61
Pool Service Fire Extinguisher	7575		\$115.76
Pool Service SCBA Breathing	7631		\$159.86
Comm Hall Ser Fire Extinguishe	7571		\$363.41
=====			
Digital Connection Office Syst	EFT0000798	2018-11-27	\$347.05
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office & Water Bill Photocopie	181183	\$347.05	
=====			
Dodd, Sonia	EFT0000799	2018-11-27	\$240.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Admin Safety Tour with Auditor	2018.11.16	\$35.00	
Pool Programs Training Edmonto	2018.11.17	\$205.00	
=====			
Howe, Graham	EFT0000800	2018-11-27	\$109.12
=====			
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2018.11.21	\$109.12	
=====			
Keiths Refrigeration	EFT0000801	2018-11-27	\$1,317.81
=====			
Invoice Description	Invoice Number	Invoice Amount	
Health Unit HVAC Fall Service	18597	\$1,317.81	
=====			
Nelson, Tyler	EFT0000802	2018-11-27	\$29.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Travel to Plant Night Shif	2018.11.14	\$29.00	
=====			
Receiver General for Canada	EFT0000803	2018-11-27	\$267,959.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
RCMP 2nd Qtr Policing Agreeemen	7000442	\$267,959.00	
=====			
Stettler & District Handibus	EFT0000804	2018-11-27	\$185.82
=====			
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage Oct Utilities	2802	\$185.82	
=====			
Stettler Sales & Rentals Ltd.	EFT0000805	2018-11-27	\$126.17
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Jumping Jack Rental	119156	\$60.69	
Trans Metal for Shelf	118912	\$24.53	
Water Metal for frame #65	119086	\$40.95	
=====			
Total Cheques			\$308,467.94

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000104
Cheque Date	First	Last		

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000104	2018-11-23	\$14,512.06

	Invoice Description	Invoice Number	Invoice Amount

	Joint Office Oct Gas Bill	201810-3693	\$686.26
	Fire Joint Oct Gas Bill	201810-3687	\$482.13
	Town Shop Oct Gas Bill	201810-3694	\$430.32
	Airport Oct Gas Bill	201810-3686	\$147.51
	WTP Oct Gas Bill	201810-3689	\$4,207.23
	Water Trans Oct Gas Bill	201810-3684	\$164.44
	Sewer 1 Oct Gas Bill	201810-3685	\$123.39
	Sewer 2 Oct Gas Bill	201810-3692	\$139.47
	SRC & Pool Oct Gas Bill	201810-3691	\$7,447.48
	Community Hall Oct Gas Bill	201810-3690	\$321.25
	Lions Park Oct Gas Bill	201810-3688	\$165.03
	Gear Up Oct Gas Bill	201810-3679	\$197.55

Corporate Payment Systems	ONL000105	2018-11-23	\$12,360.74

	Invoice Description	Invoice Number	Invoice Amount

	BOT Corp Visa	2018.11.05.BOT	\$3,225.29
	Public Relations - Christmas	2018.11.05.164	\$25.00
	HBC/Trans/Public Relations Flo	2018.11.05.221	\$141.65
	SVWS Corp Visa	2018.11.05.SVW	\$74.13
	SRC Tools Straps & Staff Room	2018.11.05.343	\$119.73
	Trans Park Sewer Seal Kits	2018.11.05.623	\$238.20
	Fire & Fire Joint Preventon Su	2018.11.05.655	\$264.66
	Water Trans Training & Materia	2018.11.05.748	\$694.16
	Pool - Facility Chemicals Tool	2018.11.05.762	\$147.55
	Eng Admin Autocad Textbook	2018.11.05.763	\$4,017.37
	SRC Supplies Parks Hose Washer	2018.11.05.764	\$96.70
	Fitness Area Supplies	2018.11.05.768	\$784.32
	GIS Training & SVWS Internet	2018.11.05.854	\$1,846.20
	SRC Coffee Supplies & Cables	2018.11.05.981	\$542.41
	Fire Joint 1st Aid Supplies	2018.11.05.292	\$143.37

Shaw Cablesystems GP	ONL000106	2018-11-23	\$174.20

	Invoice Description	Invoice Number	Invoice Amount

	Fitness Area & Pool Dec Cbl TV	2018.11.01	\$174.20

United Farmers of Alberta	ONL000107	2018-11-23	\$141.35

	Invoice Description	Invoice Number	Invoice Amount

	Snow Removal Drill Bits/Lumber	304292273	\$71.55
	Water Trans Cement Glue	304289438	\$6.81
	Water Trans Drain Line Valve	304292872	\$62.99

Workers' Compensation Board -	ONL000108	2018-11-23	\$14,968.05

	Invoice Description	Invoice Number	Invoice Amount

	WCB 2018 4th Installment	23261971	\$14,968.05

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
-------------	---------------	-------------	---------------

	Total Cheques		\$42,156.40
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73331
Cheque Date	First	Last		73346

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Bachman, Darcy	73331	2018-11-30	\$494.75

Invoice Description		Invoice Number	Invoice Amount

Council Service Recognition		2018.11.27	\$494.75

Bagshaw Electric Ltd.	73332	2018-11-30	\$1,175.54

Invoice Description		Invoice Number	Invoice Amount

Fire Joint Lamp		291290	\$25.15
Trans 5 LED Lamps		290466	\$57.49
WTP 36 Fluor Lamps		289409	\$126.63
WTP Mixer Drive Keypad		20769A	\$78.98
WTP Fan Blade		289480	\$81.90
Water Reservoir new pump motor		20766A	\$215.17
Health Unit 1 LED Lamp		291131	\$5.13
SRC Cat 5 Connectors		290673	\$10.88
SRC Sound System wire		290628	\$67.62
SRC Pot Light Ballast		290662	\$54.77
Comm Hall 30 Fluor Lamps		291248	\$109.62
Comm Hall 25 Lamps		291279	\$91.35
Seniors Hub Lamp		291229	\$11.75
Downtown Park Replace Lights		20768A	\$103.40
Lions Campground Replace Recep		20765A	\$135.70

Broadport Canada Inc.	73333	2018-11-30	\$6,336.75

Invoice Description		Invoice Number	Invoice Amount

Annual Web License & Hosting F		1392	\$6,336.75

Brown, William	73334	2018-11-30	\$260.00

Invoice Description		Invoice Number	Invoice Amount

Plan & Dev SDAB Training		2018.10.31	\$260.00

Dave's Electric	73335	2018-11-30	\$909.19

Invoice Description		Invoice Number	Invoice Amount

Fire Joint Install Conduit for		988	\$156.28
Fire Joint Install Conduit in		989	\$621.66
Fire Joint Insatll Timer		995	\$131.25

Dybo Oilfield Sales & Rentals	73336	2018-11-30	\$1,764.00

Invoice Description		Invoice Number	Invoice Amount

Walking Path Network Rig Mats		589	\$1,764.00

ESC Automation	73337	2018-11-30	\$20,160.00

Invoice Description		Invoice Number	Invoice Amount

Pool Controls - Panel Upgrade		18-8313-PRJ	\$18,144.00
Pool Controls - Panel Upgrade		18-8313-PRJHE	\$2,016.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Heck, Darrell	73338	2018-11-30	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
SRC Christmas Party Staff	2018.11.23	\$300.00	
Horseshoe Paving Ltd.	73339	2018-11-30	\$6,090.00
Invoice Description	Invoice Number	Invoice Amount	
Water Replace asphalt driveway	2018.11.19	\$6,090.00	
Knibb Developments Ltd.	73340	2018-11-30	\$11,681.25
Invoice Description	Invoice Number	Invoice Amount	
WTP Slide Gate Valve Replaceme	10844	\$11,681.25	
Ornamental Bronze Limited	73341	2018-11-30	\$438.90
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath w Vases	89825	\$438.90	
Purolator Courier Ltd.	73342	2018-11-30	\$255.81
Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt/WTP/P&D/SVWS	439803694	\$255.81	
Receiver General for Canada	73343	2018-11-30	\$42,835.57
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP24-18	\$34,388.86	
Town Tax Remittance	PP24-18.	\$7,287.92	
BOT Tax Remittance	PP24-18.BOT	\$1,158.79	
Reicker, Lisa	73344	2018-11-30	\$51.65
Invoice Description	Invoice Number	Invoice Amount	
Wtr Refund Util Ac Credit Bal	2018.11.21	\$51.65	
Richards, Dick	73345	2018-11-30	\$345.00
Invoice Description	Invoice Number	Invoice Amount	
Plan 7 Dev SDAB Training	2018.10.31	\$345.00	
Score Projects Inc.	73346	2018-11-30	\$1,359.75
Invoice Description	Invoice Number	Invoice Amount	
Walking Path Network Placement	21646	\$1,359.75	
Total Cheques			\$94,458.16

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-12-04	2018-12-04		Last

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0000806	2018-12-04	\$374.85

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tr	PP24-18	\$374.85	

Stettler Regional Board of Tra	EFT0000807	2018-12-04	\$28,503.04

Invoice Description	Invoice Number	Invoice Amount	
Xmas Party Door Prizes	908	\$500.00	
Dignitaries Lunch Room Rental	905	\$118.13	
Dr. Day Celebrations Food/Adv	904	\$394.91	
Misc Dept Staff recognition	909	\$27,490.00	

Brownlee LLP	EFT0000808	2018-12-04	\$335.97

Invoice Description	Invoice Number	Invoice Amount	
P & D Drug & Alcohol Policy	471608	\$335.97	

Canadian Union of Public Emplo	EFT0000809	2018-12-04	\$770.00

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP24-18	\$770.00	

Chapman Riebeek	EFT0000810	2018-12-04	\$816.72

Invoice Description	Invoice Number	Invoice Amount	
Bylaw Oct Legal Services	2018.11.07	\$816.72	

ClearTech Industries Inc.	EFT0000811	2018-12-04	\$1,276.15

Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals & Container Dep	768203	\$3,376.15	

Doucette, Penni	EFT0000812	2018-12-04	\$99.78

Invoice Description	Invoice Number	Invoice Amount	
Staff Xmas Party Decorations	2018.11.26	\$99.78	

Foot, Kyle	EFT0000813	2018-12-04	\$250.00

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns CUPE Clothing Allowan	2018.11.20	\$250.00	

Loomis Express	EFT0000814	2018-12-04	\$302.83

Invoice Description	Invoice Number	Invoice Amount	
WTP Freight	8002574	\$302.83	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Maxwell, Darin	EFT0000815	2018-12-04	\$166.03

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns CUPE Clothing Allowan	2018.11.23	\$166.03	

Nelson, Tyler	EFT0000816	2018-12-04	\$29.00

Invoice Description	Invoice Number	Invoice Amount	
WTP Travel to Plant Night Shif	2018.11.14	\$29.00	

Northstar Trucking Ltd.	EFT0000817	2018-12-04	\$117,539.42

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Black Concrete	317492	\$1,732.50	
Trans Street Sand	317619	\$4,804.38	
Trans Road Sand	317390	\$5,090.19	
Trans Road Sand	317484	\$4,982.67	
Trans Road Sand	317555	\$4,305.00	
Drainage Storage Pond Cleanout	317409	\$3,423.00	
SRC Sanding Chips	317572	\$577.50	
Snow Remov Snow Dump Expansion	317625	\$7,140.00	
Snow Remov Snow Dump Expansion	317626	\$85,484.18	

Rocky Mountain Phoenix	EFT0000818	2018-12-04	\$7,596.23

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Protective Clothing	IN0113486	\$314.21	
Fire Joint Protective Clothing	IN0113495	\$5,216.40	
Fire County Fire Fox Joystick	IN0113572	\$2,065.62	

Russell Food Eq	EFT0000819	2018-12-04	\$759.43

Invoice Description	Invoice Number	Invoice Amount	
Comm Hall Coffee Pot & Silverw	1390733	\$759.43	

Varghese, Cyril	EFT0000820	2018-12-04	\$108.28

Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2018.11.25	\$108.28	

Ventnor, Coralee	EFT0000821	2018-12-04	\$117.59

Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2018.11.21	\$117.59	

Ventnor, Junae	EFT0000822	2018-12-04	\$300.00

Invoice Description	Invoice Number	Invoice Amount	
SRC Christmas Party Honorarium	2018.11.23	\$300.00	

Yost, Dustin	EFT0000823	2018-12-04	\$209.97

Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2018.11.18	\$209.97	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Yost, Dustin & Maria Cristine	EFT0000824	2018-12-04	\$1,800.00

Invoice Description	Invoice Number	Invoice Amount	

Comm Hall Nov Hall Janitor	2018.11.01	\$1,800.00	
	Total Cheques		----- \$161,355.29 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000109
Cheque Date	First	Last		ONL000111

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Enmax Energy Corporation	ONL000109	2018-11-30	\$82,253.14

Invoice Description		Invoice Number	Invoice Amount

Oct Power Bill		18-2804474	\$82,253.14

Poulin's Professional Pest Con	ONL000110	2018-11-30	\$198.45

Invoice Description		Invoice Number	Invoice Amount

WTP Monthly Pest Control		1106583	\$198.45

Rogers	ONL000111	2018-11-30	\$54.60

Invoice Description		Invoice Number	Invoice Amount

Fire Jnt 11.19-12.18 Data Plan		1952475127	\$54.60

		Total Cheques	\$82,506.19

			=====

**PRL Board Meeting Minutes
November 8, 2018**

The regular meeting of the Parkland Regional Library Board was called to order at 1:04 p.m. on Thursday November 8, 2018 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jason Alderson, Jean Bota, Darlene Dushanek, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Bob Green, Jeanette Herle, Tim Hoven, Cora Knutson, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Jack Lyle for Cindy Trautman, Doug Weir, Sharon Williamson, Rhonda Hunter, Bonita Wood, Ann Zacharias

With Regrets: Megan Hanson, Elizabeth Luck, Bill Rock, and Gayle Rondell

Absent: Jackie AlMBERG, Jarred Booth, Jacqueline Boulet-Boden, Roger Gaetzman, Dwayne Grover, Donnie Hill, Trudy Kilner, Lonnie Kolinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Dwayne Fulton, Blair Morton, Leah Nelson, Roger Nichols, Megan Patten, Chris Ross, Jeanette Ruud, Heather Ryan, Leonard Thompson

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Wiebe, Anna Alexander, Jen Kendall

Call to Order

Meeting called to order at 1:04 p.m. by Smith.
Smith welcomed everyone and asked them to introduce themselves.

Janine Stannard entered at 1:06 p.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Herle, seconded by Penney to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 1/2018-19

1.2. Approval of minutes

Motion by Green, seconded by Lawlor to approve the minutes of the September 13, 2018 meeting as presented.

CARRIED UNANIMOUSLY
PRL 2/2018-19

1.3. Business arising from the minutes of September 13, 2018 meeting

Smith asked if there was any business arising from the minutes. Nothing was brought forward.

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda.

Motion to approve the consent agenda as presented was made by Stannard, seconded by Levy.

CARRIED UNANIMOUSLY

PRL 3/2018-19

3.1. Election of Chair

Smith turned the meeting over to Sheppard. Sheppard asked for nominations from the floor for the position of Board Chair. Stannard nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Stulberg that nominations cease, seconded by Lawlor.

CARRIED UNANIMOUSLY

PRL 4/2018-19

Smith became Board Chair by acclamation. Smith accepted the position and resumed the duty of chair.

3.2. Election of Executive Committee

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

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

The Board Chair accounts for one seat on the committee.

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

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

On occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board.

Members were divided into groups and a representative chosen from each area. The Executive Committee was chosen as follows:

Board Chair	Debra Smith – Village of Lougheed
Seat 2	No Representative Chosen
Seat 3	Sharolyn Sanchez – Town of Penhold
Seat 4	Jason Alderson – Town of Rocky Mountain House
Seat 5	Kevin Ferguson – Town of Ponoka
Seat 6	Bruce Gartside – Village of Donalda
Seat 7	Ray Olfert – Town of Blackfalds
Seat 8	Janine Stannard – County of Paintearth & Town of Coronation
Seat 9	Bob Green – Town of Carstairs
Seat 10	No Representative Chosen

Motion to accept the Executive Committee members as appointed by Temple, seconded by Lawlor.

CARRIED UNANIMOUSLY
PRL 5/2018-19

3.3. Board Signing Authorities

Parkland Regional Library requires that two trustees act as cheque signing authorities. It is most convenient if the Board signing authorities live or work close to PRL headquarters. Signing authorities are required if a single transaction exceeds \$45,000 or if the Director is not available to sign cheques.

Currently the staff signing authorities are:

Ron Sheppard:	Director
Colleen Schalm:	Manager of Consulting Services
Tim Spark:	Network Administrator
Karyn Goodwillie:	Collections Librarian

In our Finance Department, Donna Williams, the Manager of Finance and Operations, Alida Burnard, PRL's Finance Technician, and Kara Wiebe, Finance and Operations Clerk, all will have full access to financial records, accounts, and safety deposit box at PRL's banking institution. However, they are not signing authorities.

Smith asked if there were volunteers who were close to Lacombe and able to come to Parkland to sign cheques. Ray Olfert from Town of Blackfalds and Barbara Gilliat from Village of Alix let their names stand as signing authority.

Motion by Stulberg, seconded by Stannard, to accept Ray Olfert and Barbara Gilliat as PRL's board signing authorities.

CARRIED UNANIMOUSLY
PRL 6/2018-19

3.4 2019 Alberta Library Conference Attendees.

In 2019, Parkland will pay for three board members and the board chair to attend the Alberta Library Conference held in Jasper between April 25 and April 28. The current criteria to attend ALC is as follows:

Parkland will pay hotel costs, meals, session registration costs, and transportation costs. Travel will be reimbursed at a rate of \$0.505 per km for use of a personal vehicle. Trustees should rent a car where possible since this will save significantly over mileage reimbursement.

Parkland will pay the expenses for trustees that desire to attend pre-conference sessions.

Spouses and other family members can attend the conference but any additional costs associated with bringing family members or guests must be borne by the trustee.

If trustees have attended ALC before on behalf of Parkland, or are an alternate PRL Board member, we instruct them not to put their name in the draw to attend ALC. We have budgeted for three trustees plus the board chair to attend ALC in 2019.

Eight board members interested in attending the ALC entered a draw. Three names were drawn. The remaining 5 names will be kept in case one or more of the three chosen are not able to attend for any reason. The following three people's names were drawn to attend ALC:

Norma Penney – Village of Clive
Sonia Temple – Village of Cremona
Terilyn Paulgaard – Town of Provost

3.5. PRL 2019-2021 Strategic Plan

According to the Alberta Libraries Regulation section 18(2), *"A library system board shall review and file with the Minister a copy of its plan of service with goals and objectives every 3 years following the date on which the plan was previously filed with the Minister."*

In compliance with legislation, an extensive consultation process in 2015 was undertaken to determine Parkland's member needs. As a result of the consultation, the Parkland Regional Library Board identified four primary strategic priorities. These priorities became the basis for PRL's 2016-2018 strategic plan.

The needs identified were as follows:

- Residents, elected officials, and decision makers need to be aware of public and regional library services, to hear the "library story" in a meaningful way that resonates with them, and understand the library's importance in and value to the community.
- Public library staff and trustees need affordable and accessible learning opportunities to gain the skills and knowledge needed to develop and operate modern, sustainable local library service that is responsive to community needs.
- While celebrating and capitalizing on commonalities across the system, the uniqueness and diversity of individual communities and libraries needs to be recognized and allowed to flourish.

- The differences among member communities and libraries, including the disparity in population and economic growth/stability, need to be recognized and accounted for in regional planning.

A survey was developed and sent out in early October to ask Parkland stakeholders whether they believed:

- the needs identified in 2015 were still relevant,
- have already been met, or
- have since become irrelevant.

Respondents were also asked to identify any other local or regional needs not already addressed in the four strategic priorities. Open for nearly four weeks, the survey had 122 respondents. Audiences targeted by the survey included member municipalities, Parkland board members, board trustees and staff from member libraries, and staff from Parkland headquarters.

Based on the survey results, the needs identified in 2015 are still remarkably valid. Excluding sub-questions, six main questions were asked. The results were that:

1. Over **98%** of respondents believe: Residents, elected officials, and decision makers need to be aware of public library services and understand the local library's value to the community.
2. Almost **95%** of respondents believe: Residents, elected officials, and decision makers need to be aware of regional library services and understand the regional library's value to our community.
3. Over **97%** of respondents believe: Public library staff and volunteers need affordable and accessible learning opportunities to gain the skills and knowledge they need to deliver effective library services.
4. Over **98%** of respondents believe: Library trustees need affordable and accessible learning opportunities to gain the skills and knowledge they need to effectively govern our public libraries.
5. Over **95%** of respondents believe that: While celebrating and capitalizing on commonalities across the system, the uniqueness and diversity of individual communities and libraries needs to be recognized and allowed to flourish.
6. Over **91%** of respondents believe: Differences among members need to be recognized and accounted for in regional planning.

The survey results clearly validate the continued relevance of the needs identified during the 2015 needs assessment process and did not yield any additional needs. Since the needs from 2015 have not changed, the goals set forth in the current 2016 – 2018 strategic plan are also still legitimate. Those goals are:

1. Libraries will have a strong and supportive relationship with local and provincial governments that recognize the value of public libraries and prioritize public library service.
2. Municipalities will have sustainable and effective library service.

3. Parkland Regional Library member municipalities will have an effective and responsive system board.
4. Parkland residents will have a greater awareness of the public library and regard public libraries as an essential part of their communities.

Staff believe that the goals from the existing strategic plan can be used to form the basis of the 2019-2021 strategic plan. Further, staff recommends that the Executive Committee, working in conjunction with PRL staff, review the objectives from the 2015 – 2018 strategic plan to determine the best ways to move forward in achieving the strategic goals in the new 2019 – 2021 strategic plan. If necessary, new objectives can be added to support the four principal goals. Irrelevant or attained objectives can be removed. The intention is to have a new strategic plan brought forward for board approval in February 2019.

Motion by Sanchez, seconded by Boda to receive the needs assessment survey for information

CARRIED UNANIMOUSLY
PRL 7/2018-19

3.6. PRL Advocacy Plan

Board member Norma Penney gave a report on PRL's Advocacy workshops, as she had attended and participated in both.

Parkland's current strategic work plan, has an action item, "By 2017, the PRL Board will have developed an advocacy plan for Parkland Regional Library."

On the morning of the May 24th board meeting, the board held an advocacy workshop facilitated by PRL staff members Colleen Schalm and Rhonda O'Neill. Results of the workshop included some draft key messages and identified potential target audiences. There was not sufficient time to fully develop key messages or determine activities to support advocacy goals.

To continue the work, another full day workshop was held on October 24th. Attending board members developed an advocacy goal with objectives, and a key message. "Call to action" statements still need to be established for each of the target audiences.

A report detailing the results of the workshop was included in the board package. The board discussed whether the key message, goals, objectives and actions reflected the will of the board. This was important because advocacy is a key board responsibility. To move Parkland's advocacy efforts forward, the board needed to determine if they endorsed the advocacy goals, the advocacy objectives, the key message, and the list of actions found in the report designed to help achieve the advocacy goals.

The board supported all the findings in the advocacy report. However they realized advocacy needs to be an ongoing, sustained activity to be successful. Some advocacy goals can take years to achieve. Activities need to be evaluated for effectiveness and strategies need to be adapted over time. Only one advocacy goal was developed over the course of the two workshops.

As a result, the board decided to form an advocacy committee. The committee will report to the Executive Committee since the board meets too infrequently to make timely decisions. The board wanted terms of reference to be developed and brought to the February board meeting for their approval and to appoint the committee.

Motion by Penney, seconded by Levy to form an advocacy committee.

CARRIED
1 OPPOSED
PRL 8/2018-19

Motion by Levy, seconded by Paulgaard that the terms of reference be developed by the Executive Committee and be brought back to the February Board meeting and passed by the board.

CARRIED
2 OPPOSED
PRL 9/2018-19

Ken Allan entered at 2:10 p.m.

Motion by Stannard, seconded by Green that staff can start developing some of the initiatives that were developed and implement some of the actions now.

CARRIED UNANIMOUSLY
PRL 10/2018-19

A straw vote was taken to determine how many board members would be interested in sitting on an advocacy committee. Eight board members were interested.

3.7. Budget Approval Update

Sheppard reported that in accordance with the membership agreement, Parkland's budget must be approved by 2/3 of the member municipalities representing 2/3 of the population. Sheppard reported that 75% of the member municipalities representing 69.7% of the population has approved Parkland's budget for 2019. Of the budget approvals received, no one has not approved the budget. The budget is approved for 2019.

3.8. Dates for 2019 Meetings

The following dates for 2019 board meetings have been suggested:

- | | |
|--------------------|-------------------------------------------------------------|
| February 21, 2019 | 1:00 p.m. – 3:00 p.m. (Annual Report, Year in Review) |
| May 23, 2019 | 1:00 p.m. – 3:00 p.m. (2018 Financial Statements presented) |
| September 12, 2019 | 1:00 p.m. – 3:00 p.m. (Budget presentation for 2020) |
| November 7, 2019 | 1:00 p.m. – 3:00 p.m. (Organizational meeting) |

Motion by Green, seconded by Stulberg to accept the dates for 2019 meetings, subject to change if necessary.

CARRIED UNANIMOUSLY
PRL 11/2018-19

3.9. Parkland Community Update

Sonia Temple from the Village of Cremona reported that their renovated facility is now up and running. They opened in October and their expanded building has double the space, with large windows for natural light. They have increased hours and access to computers for the public. They have a children's area and coffee station. They have more programs offered and three staff. They have established a Sandra Herbert memorial scholarship to be given to one child each year.

3.10.1. Director's Report

Of the items contained in his report, when questioned, Sheppard stated that there is no news regarding ministerial permission to sell Parkland's headquarters building. He believes that the matter is currently with the Ministry of Justice.

3.10.2 Library Services Report

A paper copy of the Library Services report was included in the package.

3.10.3. IT Report

A paper copy of the IT report was included in the package.

4. Adjournment

Motion by Stannard, seconded by Stulberg, to adjourn the meeting at 2:35 p.m.

CARRIED UNANIMOUSLY
PRL 12/2018-19

Meeting adjourned at 2:35 pm.

Ken Allan presented a board workshop about the responsibilities and duties of a board member at Parkland Regional Library. It lasted about an hour, with 12 board members in attendance.

Chair



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96015

Dear Mayors, Reeves, and local Councillors across Alberta,

I am writing to inform you that, later today, I will introduce new legislation, the *City Charters Fiscal Framework Act*, which will formalize a new capital infrastructure funding agreement with the cities of Edmonton and Calgary to replace the Municipal Sustainability Initiative (MSI) beginning in 2022-23.

This legislation is in response to the Government of Alberta's commitment in Budget 2018 to work with Alberta's two largest cities on a long-term revenue-sharing formula that would support their capital infrastructure needs. The cities of Edmonton and Calgary have worked with the province to achieve a path to balance that saw MSI funding allocations for the two cities reduced by \$152 million in Budget 2018. These reductions to the cities are also sustained each year until fiscal year 2021-22. All other municipalities have remained whole through the economic downturn and until 2021-2022, when MSI is set to expire.

With this stated, I wish to make clear the Government of Alberta recognizes all municipalities require stable, predictable, and permanent capital infrastructure funding. This is why our government committed in Budget 2018 to pursue new funding arrangements with all municipalities and why we remain engaged in continued discussions with AUMA and RMA over the coming weeks to complete a long-term, revenue-sharing agreement for municipalities for implementation in 2022-23 after MSI expires.

We were able to reach an agreement with the cities of Edmonton and Calgary through the City Charter process, and the next phase is to reach a long-term agreement with the rest of Alberta's municipalities. The infrastructure needs of Albertans in mid-sized cities, towns, villages, summer villages, MDs and counties is important and our commitment remains to form a legislated capital funding framework so that your communities can continue to build and thrive.

Yours in partnership,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Barry Morishita, President, Alberta Urban Municipalities Association (AUMA)
Al Kemmere, President, Rural Municipalities of Alberta (RMA)

Steven Gerlitz

From: Greg Switenky
Sent: November-30-18 8:46 AM
To: Steven Gerlitz
Subject: FW: Message from the President on Bill 32: City Charters Fiscal Framework Act

From: President [mailto:President@auma.ca]
Sent: Thursday, November 29, 2018 3:27 PM
Subject: Message from the President on Bill 32: City Charters Fiscal Framework Act

Dear AUMA members,

Today, the Government of Alberta announced *Bill 32, the City Charters Fiscal Framework Act*. The *Act* legislates a new fiscal framework for the cities of Calgary and Edmonton that enshrines annual capital funding in legislation linked to changes in provincial revenue. The *Act* is a result of years of collaboration between the province and the two cities.

Although this announcement is to the benefit of Calgary and Edmonton, the announcement sets three important precedents:

- The fiscal framework includes funding that is linked to provincial revenues.
- The funding will allow for predictability for long-term financial planning.
- The funding is established in legislation.

These are important points we have been asking for in our discussions with the province and we will have the same expectations with respect to a new funding agreement to replace the Municipal Sustainability Initiative (MSI) for all municipalities.

AUMA has been actively working with the province over the past few weeks regarding MSI. We have brought to the table all the recommendations and information we have sourced from our members through our committees, member resolutions, and sessions at convention and our Caucus meetings. The Minister of Municipal Affairs has committed to continuing these discussions with AUMA and RMA over the coming weeks. These discussions will also involve a review of the current allocation formulas to ensure communities are receiving an equitable portion of provincial funding.

We appreciate the province's continued engagement with AUMA in establishing a new agreement that ensures municipal funding is predictable, stable, and will grow to meet the long-term needs of Alberta's communities. The fiscal framework announced today sets the position for other municipalities that we will expect in the new funding agreement. We expect the negotiations will conclude in early 2019 and that the agreement will be ready for implementation when MSI expires in 2021-2022.

We will continue to update you as new information becomes available.

More information about the *City Charters Fiscal Framework Act* is available at <https://www.alberta.ca/city-charters-fiscal-framework.aspx>.

Barry Morishita | President
Mayor, City of Brooks