

Town of Stettler

COUNCIL MEETING

OCTOBER 16, 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, OCTOBER 16, 2018
6:30 P.M.
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
 - (a) Minutes of the Regular Council Meeting of October 2, 2018 5-10
 - (b) Business Arising from the October 2, 2018 Council Minutes
 - (c) Minutes of the Committee of the Whole Meeting of October 9, 2018 11-12
 - (d) Business Arising from the October 9, 2018 Committee of the Whole Meeting
4. Citizens Forum
5. Delegations
 - (a) None
6. Administration
 - (a) 2018 Capital Budget – Desludging Lagoon Cells A, B, and C Tender 13-14
 - (b) Parkland Regional Library – 2019 Budget 15-37
 - (c) Heartland Beautification Committee – 2019 Budget 38-39
 - (d) 2018 Expense and Revenue Summary – September 30, 2018 40-41
 - (e) 2018 Capital Budget Summary – September 30, 2018 42-45
 - (f) 2018 Bank Reconciliation – September 30, 2018 46
 - (g) Meeting Dates
 - Tuesday, November 6 – Council – 6:30pm
 - Tuesday, November 13 – COW – 4:30pm
 - Tuesday, November 20 – Council – 6:30pm
 - 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)

(h) Accounts Payable in the amount of \$3963.94+\$312,971.06+
 \$122,368.73 + \$3643.52 + \$228.80 + \$30,337.49=\$473,513.54 47-58

7. Council

(a) Meeting Reports

8. Minutes

(a) Performing Arts Centre – October 2, 2018 59-67

9. Public Hearing

10. Bylaws / Policy

(a) None

11. Correspondence

(a) Communities in Bloom 68-101

12. Items Added

13. In-Camera Session

(a)

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, OCTOBER 2, 2018 IN THE MUNICIPAL OFFICE, COUNCIL CHAMBERS

Present: Mayor Sean Nolls

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

CAO G, Switenky
Assistant CAO S. Gerlitz
Director of Planning and Development L. Graham

Press (2)

Absent:

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

1/2. Agenda Additions/Approval:

Motion 18:10:01 Moved by Councillor Smith to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held September 18, 2018

Motion 18:10:02 Moved by Councillor Lawlor that the Minutes of the Regular Meeting of Council held on September 18, 2018 be approved as amended.

MOTION CARRIED
Unanimous

(b) Business Arising from the September 18, 2018 Meeting Minutes - None

4. Citizen's Forum: (a) Citizen's Forum - none

5. Delegations: (a) 6:35 p.m. – Jane Skocdopole & Rhonda O'Neil – Stettler Public Library

Mayor Nolls welcomed Jane Skocdopole and Rhonda O'Neil from the Stettler Public Library to the meeting.

J. Skocdopole introduced R. O'Neil, the new Stettler Public Library Manager, to Council.

Mayor Nolls summarized the discussion by welcoming R. O'Neil to the Community and wished her all the best in her new role at the Stettler Library

Jane Skocdopole & Rhonda O'Neil – Stettler Public Library left the meeting at 6:40 p.m.

(b) 6:45 p.m. - Leona Thorogood – Stettler Health Services Foundation

Mayor Nolls welcomed Leona Thorogood, Stettler Health Services Foundation to the meeting. L. Thorogood provided an update for Council on the construction upgrades at the Stettler Hospital Complex: Labour Delivery Unit, Emergency and Kitchen areas. It was noted that

total upgrades costs are \$10M, and construction would be done over a 2-3 year period.

Mayor Nolls summarized the discussion by congratulating L. Thorogood on the outstanding job she and the entire Foundation is doing for health care services in the Town of Stettler.

L. Thorogood, Stettler Health Services Foundation left the meeting at left the meeting at 6:57 p.m.

6. Administration:

(a) 2018 Capital Budget – Snow Dump Expansion

CAO G. Switenky advised that the 2018 Capital Budget includes \$100,000 to expand the existing snow dump.

Director of Operations M. Robbins advised that sitework is one component of the work. Engineering design and site stake out during construction will cost approximately \$20,000. There is also costs associated with removal of existing topsoil onsite to be relocated to the Town Shop yard, and construction of two additional approaches into the site. These costs are expected to be approximately \$15,000 and will be completed utilizing Town crews plus hiring local trucks when possible to haul material offsite.

Siteworks	\$65,000
Engineering	\$20,000
Topsoil Relocation/Approaches	<u>\$15,000</u>
Total Budget	\$100,000

Packages were sent to four local contractors for pricing of siteworks to construct an expansion of the existing snow dump cell. One bid was received for the work.

- Northstar Trucking Ltd. - \$50,261.50, including mobilization

General discussion took place regarding the nature of the sitework and a required contingency. It was noted that the site will be constructed as 1 continuous storage site, with a separate settlement site. It was agreed that a contingency should be at \$10,000.

Motion 18:10:03

Moved by Councillor Campbell that the Town of Stettler award the Siteworks RFP to Northstar Trucking Ltd. for \$50,261.50 for the snow dump expansion and approves a \$10,000 contingency to a maximum expenditure of \$60,261.50, excluding GST., funded through the 2018 Capital Budget.

MOTION CARRIED
Unanimous

Director of Operations M. Robbins left the meeting at 7:05 p.m.

(b) Meeting Dates

- Tuesday, October 16 – Council – 6:30pm
- Tuesday, November 6 – Council – 6:30pm
- Tuesday, November 13 – COW – 4:30pm
- Tuesday, November 20 – Council – 6:30pm
- 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 Banquet – January 22, 2019)

(c) Accounts Payable in the amount of \$2,794,638.00

Motion 18:10:04

Moved by Councillor Barros that Accounts Payable in the amounts of \$141,576.70, \$7,361.34, \$367,541.17, \$2,000,000, \$87,639.38, \$98,104.35, \$92,415.06 for the period ending October 2, 2018 for a total amount of \$2,794,638.00 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- Sept 19 – RCMP – K Division
- Sept 24 - Town / County Joint Council Meeting
- Sept 25 - 28 -AUMA Conference – Red Deer
- Sept 28 - Tour of Canpak Recycling Facility
- Oct,01/2018 met with a Town resident to discuss some issues with care of grass along some of the pathways, and the at the school, and also to discuss the future plans for the sidewalks downtown, as well as our future plans for the downtown sidewalks.

(b) Councillor Barros

- Sept 24 - Town / County Joint Council Meeting
- Sept 25 - 28 -AUMA Conference – Red Deer
- Sept 28 - Tour of Canpak Recycling Facility
- Sept 28-29 - Communities in Bloom Conference – Sherwood Park

(c) Councillor Campbell

- Sept 20 - Red Deer River Watershed Alliance – Municipal Users Group
- Sept 21- Red Deer River Watershed Alliance Tour and Board Meeting
- Sept 24 - Town / County Joint Council Meeting
- Sept 26-28 - AUMA Convention – Red Deer
- Sept 28 - Tour of Canpak Recycling Facility
- Oct 1 - U of A Chancellor Meeting

(d) Councillor Fischer

- Sept 5 - Landowner visit – Redistricting Application
- Sept 6 - ATCO Founders Cup – Spruce Meadows
- Sept 11 - Committee of the Whole
- Sept 12 - Community Orchard BBQ
- Sept 18-21 – Recycling Council of Alberta Conf. - Banff
- Sept 24 - Town / County Joint Council Meeting
- Sept 25-28 – AUMA Conference – Red Deer
- Sept 28 - Tour of Canpak Recycling Facility
- Oct 1 - U of A Chancellor Meeting

(e) Councillor Lawlor

- Sept 19 - Stettler Public Library
- Sept 24 - Parkland Regional Library
- Sept 24 - Town / County Joint Council Meeting
- Sept 25- 28 - AUMA Conference – Red Deer
- Sept 28 - Tour of Canpak Recycling Facility
- Oct 1 - U of A Chancellor Meeting

(f) Councillor Pfeiffer

- Sept 20 - County of Stettler Housing Authority
- Sept 24 - Town / County Joint Council Meeting
- Sept 25–28 - AUMA Convention – Red Deer
- Sept 28 - Tour of Canpak Recycling Facility
- Oct 2 – Performing Arts Centre

(g) Councillor Smith

- Sept 6 - Beautification Committee
- Sept 11 - Committee of the Whole
- Sept 24 - Town / County Joint Council Meeting
- Sept 27 - AUMA Council Supper – Red Deer
- Sept 28 - Tour of Canpak Recycling Facility

Motion 18:10:05

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

MOTION CARRIED
 Unanimous

8. Minutes:

(a) None

9. Public Hearing:

(a) None

10. Bylaws:

(a) Bylaw 2107-18 – Land Use Bylaw 2060-15 – Lot 27, Block A, Plan 9222138 – 4601-47ave

Mayor Nolls introduced Bylaw 2107-18. Bylaw 2107-18 was given first reading on August 7. The Bylaw was advertised August 16 and August 23 in the Stettler Independent. A Public Hearing was held September the 4, 2018.

Motion 18:10:06

Moved by Councillor Smith that the Town of Stettler Council give second reading to Bylaw 2107-18 as presented.

MOTION DEFEATED
 - 6 opposed

(b) Bylaw 2108-18 – Land Use Bylaw 2060-15 – Linear Park Designation

Mayor Nolls introduced Bylaw 2108-18. Bylaw 2108-18 was given first reading on August 7. The Bylaw was advertised August 16, August 23 and August 30 in the Stettler Independent. A Public Hearing was held September the 4, 2018.

Motion 18:10:07

Moved by Councillor Fischer that the Town of Stettler Council give second reading to Bylaw 2108-18 as presented.

MOTION CARRIED
 4 in favour / 3 opposed

Motion 18:10:08

Moved by Councillor Fischer that the Town of Stettler Council give third and final reading to Bylaw 2108-18 as presented.

MOTION CARRIED
4 in favour / 3 opposed

(c) Bylaw 2110-18 – Smoking Bylaw Amendment Cannabis

CAO G. advised that Bylaw 2110-18 – Smoking Bylaw Amendment for Cannabis was defeated by Council at the September 4 Council Meeting. The Alberta Cannabis Framework remains unchanged in that the Alberta Cannabis Act provides a general framework for municipalities to consider through the Tobacco and Smoking Reduction Act. Municipalities may wish to mirror or add to their current smoking bylaws to address concerns in relation to cannabis consumption. Should Council not have a bylaw in place by October 17, 2018 the regulations around Cannabis Consumption in the Town of Stettler will default to the provincial regulations. It remains legally unclear as to whether an outright prohibition of cannabis consumption, other than within private dwellings/property, would create a human rights challenge. Bylaw Enforcement of cannabis consumption on a 24-hour basis will be a challenge and at this time it appears that there will be limited provincial funding to assist municipalities.

Director of Planning and Development L. Graham highlighted Bylaw 2110-18 to replace Bylaw 1898-04 – Smoking Bylaw

- WHEREAS, health officials have determined that secondhand tobacco and cannabis smoke is a health hazard or discomfort for many persons
- AND WHEREAS, the Council deems it expedient and appropriate to regulate the smoking of
- tobacco and cannabis products in public places and workplaces within the Town of Stettler
- Definitions - 2.5 "Cannabis" means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis.

CANNABIS

3.1 For the regulations regarding the Smoking of Cannabis within the limits of the Town of Stettler

3.1.1 The smoking of Cannabis is strictly prohibited in or on the following places:

- a) Public Building;
- b) Public Place;
- c) Public Space;
- d) Public Transportation Vehicles and Public Transportation Vehicle Shelters;
- e) Public Use District Land.

General discussion took place regarding no smoking of cannabis in all public areas.

Motion 18:10:09 Moved by Councillor Pfeiffer that the Town of Stettler Council give first reading to Bylaw 2110-18 as presented.

MOTION CARRIED
Unanimous

Motion 18:10:10 Moved by Councillor Fischer that the Town of Stettler Council give second reading to Bylaw 2110-18 as presented.

MOTION CARRIED
Unanimous

Motion 18:10:11 Moved by Councillor Campbell that the Town of Stettler Council proceed to third reading to Bylaw 2110-18 as presented.

MOTION CARRIED
Unanimous

Motion 18:10:12 Moved by Councillor Barros that the Town of Stettler Council give third and final reading to Bylaw 2110-18 as presented.

MOTION CARRIED
Unanimous

- 11. Correspondence: (a) None
- 12. Items Added: (a) None
- 13. In-Camera Session: (a) There was no In-Camera Session at this meeting.
- 14. Adjournment:

Motion 18:10:13 Moved by Councillor Barros that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:16 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
October 9, 2018

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

CAO G. Switenky
Assistant CAO S. Gerlitz
Director of Planning and Development L. Graham
Board of Trade (BOT) Executive Director S. Benjamin

Absent: None.

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

1. Agenda Additions/Deletions - None

2. Agenda Approval

Moved by Councillor Smith that the agenda be approved as presented.

MOTION CARRIED
Unanimous

3. Discussion – Relocation of Community Events Portable Signs

CAO G. Switenky advised that Bylaw 2108 -18 was adopted during the October 2 Council Meeting. Due to the nature of the area with mature trees, meandering pathways, residential on both sides of the boulevard, an adjacent playground (train park tot lot), as well as a large portion being within the school zone a P: Public Use zoning is conducive to this area. This designation will provide for similar park like feel as the pathway along 44 Avenue south of the RCMP, SRC and Museum. No portable signs shall be located in the Environmental Open Space or Public Use Districts. During Council discussion it was noted that the message on Community Event signs was very important and should be maintained. The relocation of Community Event based signs have been referred to Committee of the Whole from the Council Meeting.

General discussion took place regarding the proposed relocation of Community Event signs and what kind of event is defined as a Community Event. Each Councillor was given the opportunity to comment on the proposed relocation and definition.

It was noted that Mayor Nolls and Senior Administration will be meeting with a prominent sign distributor to discuss Community Event sign relocation.

Following discussion, Council agreed that at this time Council does not have a further desire to amend the Land Use Bylaw in terms of portable signs, and supports to having Senior Administration continue to work with sign providers to find a suitable relocation for the Community Event based signs.

4. Physician Recruitment and Retention Committee Updates

CAO G. Switenky provided an update to the last Physicians Recruitment and Retention Committee meeting held Thursday, October 4, 2018:

- CAO G. Switenky provided Council with a brief history of the Physician Recruitment Incentive payment. It was noted that both the Town of Stettler and the County of Stettler No. 6 contribute \$22,500.00 each to the program. The Physician in question is relocating from another municipality in Alberta and moving into an established practice. General discussion took place regarding the payment of the \$45,000 incentive. Mayor Nolls asked each councillor for their thoughts on the payment. Following discussion Council agreed to consider the Town of Stettler portion of the Physician incentive subject to the County of Stettler consideration of the incentive.
- CAO G. Switenky advised that currently there is a room within the Stettler Hospital Complex that is equipped for a CT Scanner. Discussion ensued regarding proper lobbying efforts with Alberta Health Services and the Province of Alberta on behalf of the local medical community and local regional municipalities. Following discussion Council agreed that a Business Case for a CT Scanner presented to Alberta Health Services and Alberta Health must come from the local medical community, with support from local municipalities. The local medical community are the experts in the field, who also know the need of such equipment in the communities.
- It was noted that fundraising for the Stettler Hospice Society has started. The Hospice Committee continues to research locations, materials and funding.

5. Additions

6. In-camera - None

7. Adjournment

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

MOTION CARRIED
Unanimous at 5:46 p.m.

Mayor

Assistant CAO

MEMORANDUM

Date: October 12, 2018

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: Recommendation of Award of Lagoon Cells A, B, and C Desludging

History:

Approved 2018 Capital Expenditure of \$350,000, utilizing MSI, to remove the sludge from lagoon cells A, B, C and D.

Background:

Sludge build up over time in the bottom of wastewater lagoons is expected, however has never been completed on cells A, B, and C. Lagoons are designed to have bacteria that digest nutrients to break down and treat effluent, which produces a waste product known as sludge. Infiltration of silts and solids into the sanitary system also contribute to sludge build up. At the time of Capital Budget preparation, a sludge survey had not been conducted to determine volumes of sludge, therefore the budget was based on educated assumptions. During the tender phase, surveys indicated that Cell B had 8,000 cu.m. of sludge in it (almost 2/3 full). Cell A has 3,700 cu.m. (1/3 full), and Cell C has 6,600 cu.m. (1/2 full). This is a much higher volume than expected. It was also noted that Cell D had minimal sludge in it as it was previously desludged in 2009.

The tender was amended to desludge Cell B and have Cells A and C as delete-able options. Cell D was removed from the tender.



Summary of Tenders Received by WSP on October 12, 2018:

Tender prices exclude GST.

Company Name	Cell B	Cell A(delete-able)	Cell C(delete-able)
• Solid Industrial Solutions	\$359,962.50	\$146,002.00	\$260,436.00
• Lambourne Environmental	\$443,300.00	\$170,052.00	\$303,336.00
• American Process Group (Canada) Ltd.	\$841,805.70	\$253,487.00	\$0.00
• Toby Bird (Kayden Industries)	\$571,960.00	\$245,236.00	\$416,394.00

WSP has provided engineering services for the project. The expected engineering costs for the project are \$38,000, over and above the tender prices. Unit pricing received is reasonable, however due the higher volumes, our existing budget will not allow us to complete all the work. Administration believes it is in our best interest to complete some work, as sludge volume will not decrease.

There is room within existing MSI allocations to fund an additional \$50,000 in 2018, however administration will determine the best allocation between available funding sources at year end.

Funding of additional cell desludging will be contemplated in future year budgets within priorities at that time.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the Lagoon Cell B Desludging tender to Solid Industrial Solutions in the amount of \$359,962.50 excluding gst, utilizing WSP for engineering services of \$38,000 and approves expenditures up to \$400,000 funded from the 2018 Capital Budget.

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: October 16, 2018

Re: Parkland Regional Library – 2019 Budget Requisition

Recommendation

That the Town of Stettler approve the Parkland Regional Library 2019 Budget with a requisition of \$ (\$8.25 per capita – Total Requisition - **\$49,104**)

Background Information

We are in receipt of the Parkland Regional Library's budget for 2019 (1 year budget), with a 2019 per capita requisition of **\$8.25 - (1.66% increase)**, an increase from the 2018 per capita of \$8.12. This \$0.13 represents a Requisition increase for the Town of Stettler of \$773.76 based on the Town's population of 5952.

The updated municipal requisitions are as follows:

- 2008 - \$6.11
- 2009 - \$6.58
- 2010 - \$6.77
- 2011 - \$6.97
- 2012 - \$7.07 (\$7.29 & \$7.18 previous)
- 2013 - \$7.28 (\$7.53 & \$7.67 previous)
- 2014 - \$7.50 (\$7.62 & \$7.91 previous)
- 2015 - \$7.73 (\$7.87previous)
- 2016 - \$7.88 (\$8.08 & \$8.27 previous)
- 2017 - \$8.04 - 2% increase
- 2018 - \$8.12 – 5% increase
- 2019 - \$8.25 – 1.66% increase**
- 2020 - \$8.45 – 2% increase
- 2021 - \$8.61 – 2% increase
- 2022 - \$8.79 – 2% increase
- 2023 - \$8.96 – 2% increase
- 2024 - \$9.14 – 2% increase

Year	Per Capita	Population	Requisition	Diff	%
2004			\$21,060.78		
2005			\$28,377.18	\$7,316.40	35%
2006			\$28,377.18	\$0.00	0%
2007			\$29,526.90	\$1,149.72	4%
2008			\$33,103.98	\$3,577.08	12%
2009	\$6.58	5843	\$38,446.94	\$5,342.96	16%
2010	\$6.77	5843	\$39,557.11	\$1,110.17	3%
2011	\$6.97	5843	\$40,725.71	\$1,168.60	3%
2012	\$7.07	5843	\$41,310.01	\$584.30	1%
2013	\$7.28	5748	\$41,845.44	\$535.43	1%
2014	\$7.50	5748	\$43,110.00	\$1,264.56	3%
2015	\$7.73	5748	\$44,432.04	\$1,322.04	3%
2016	\$7.88	5748	\$45,294.24	\$862.20	2%
2017	\$8.04	5748	\$46,213.92	\$919.68	2%
2018	\$8.12	5748	\$46,673.76	\$459.84	1%
2018	\$8.12	5952	\$48,330.24	\$2,116.32	5%
2019	\$8.25	5952	\$49,104.00	\$773.76	1.66%
2020	\$8.42	5952	\$50,086.08	\$982.08	2%
2021	\$8.58	5952	\$51,087.80	\$1,001.72	2%
2022	\$8.75	5952	\$52,109.56	\$1,021.76	2%
2023	\$8.93	5952	\$53,151.75	\$1,042.19	2%
2024	\$9.11	5952	\$54,214.78	\$1,063.03	2%

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year. The Parkland Regional Library Board requests that council approves the 2019 budget and notifies PRL In writing before November 1st so that any concerns can be addressed at the PRL Board meeting on November 8th.

Plans & Bylaws

Financial Implications

2019 Budget - \$49,104.00 - (\$773.76 / 1.6% Increase)

Alternatives to the Recommendation

That the Town of Stettler send a letter under Mayor Nolls signature indicating that the Town does not approve the Parkland Regional Library 2019 Budget for the following reasons:

-
-

Points to Ponder

- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core, eContent subscription (line 2.5).
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla. This provincially sponsored resource will be discontinued in 2019.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building - Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index adjustment in compliance with Parkland's Compensation Policy (line 3.13).
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

Communication

- Ron Sheppard, Director
- Greg Switenky – CAO

Documentation

- Parkland Regional Library - Proposed Budget 2019

Parkland Regional Library 2019 Proposed Budget Synopsis

PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics. Provincial grants amount to approximately 45.5% of PRL's total income.

Points within the budget to note include:

- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
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- Salaries will go up a step for most staff plus a consumer price index adjustment in compliance with Parkland's Compensation Policy (line 3.13).
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

**Proposed 2019 Budget
PARKLAND REGIONAL LIBRARY**

Present
Budget

		2018	2019
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	109,624
1.3	Membership Fees	1,711,794	1,801,371
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	27,000
TOTAL Income		3,267,987	3,357,564
Support Materials & Services Directly to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	239,125	247,637
2.3	Cataloguing Tools	4,000	3,800
2.4	Computer Maint. Agree. Software licenses	164,081	168,049
2.5	eContent Platform fees, Subscriptions	18,250	44,400
2.6	FN Provincial Grant expenses		59,357
2.7	Freight	7,500	6,500
2.8	Internet Connection Fees	10,800	10,800
2.9	Member Library Computers Allotment	63,245	65,504
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,100
2.12	Postage Reimbursement	7,000	7,000
2.13	Supply purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	37,000	43,000
2.15	Workshop/Training expense	15,000	15,000
PRL Circulating Collections			
2.16	Audio Book	5,000	3,800
2.17	eContent	80,600	45,000
2.18	Large Print	13,000	10,000
2.19	Programming Box	750	1,000
2.20	Reference	6,000	4,500
TOTAL Support Materials & Services Directly to Libraries		1,127,864	1,190,985
Cost of Services			
3.1	Audit	16,200	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	17,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	13,750
3.9	Janitorial/Outdoor maintenance expense	29,500	34,500
3.10	Photocopy/Printing	9,000	7,000
3.11	Postage	5,000	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,537,027	1,566,669
3.14	Salaries - Employee Benefits	338,146	346,960
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	12,500	11,000
3.17	Travel	15,000	12,000
3.18	Trustee expense	22,000	22,000
3.19	Utilities	35,000	35,000
TOTAL Cost of Services		2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)		3,267,987	3,357,564
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.12	8.25
		18	1.6%



Proposed BUDGET 2019

Full Notes

Notes for the Parkland Regional Library Budget 2019

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

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

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents or 1.6%.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core database subscriptions and now includes Audio Cine moved from periodicals.
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building – Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Provincial grants amount to approximately 45.5% of PRL's total income.
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$126,800. The only other anticipated reserve fund transfers for 2019 involve the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Brief Notes – September 2019

INCOME

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

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
 - 2.2 Reflects allotment rate of \$1.13 per capita
 - 2.3 Based on actual costs and reduced slightly from the 2018 amount
 - 2.4 Line increased slightly to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
 - 2.5 Line to pay for platform fees/subscriptions for eContent - increased due to an upgrade for one of our licensed resources (Novelist), the new TAL core eResources subscriptions and includes Audio Cine fees moved from periodicals
 - 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2019 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
 - 2.7 Reduced slightly based on actual costs
 - 2.8 Held at 2018 amount
 - 2.9 Based on current population at \$0.30 per capita
 - 2.10 Held at \$800
 - 2.11 Decreased to \$1,100 - fees for the subscription to Audio Cine for public performance rights have been moved to line 2.5
 - 2.12 Held at 2018 amount
 - 2.13 Held at 2018 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
 - 2.14 Increased to \$43,000 due to the purchase of a third cargo van and a second consulting vehicle - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
 - 2.15 Held at 2018 level of \$15,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly in 2019

- 2.17 Line reflects materials allotment for the purchase of eContent, reduced in 2019 due to the need to limit the cost of the hoopla streaming media service
- 2.18 Reduced in 2019 due to the trend of reduced use of the large print collection
- 2.19 Increased slightly to \$1,000
- 2.20 Reduced slightly in 2019 to accommodate other budget priorities

COST OF SERVICES

- 3.1 The fee for 2019 is an estimate which also includes the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Held at \$1,500 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Reduced to \$17,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages
- 3.5 Held at 2018 amount of \$5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 3.6 Held at \$20,000
- 3.7 Held at \$11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.8 Held at \$13,750 based on a 5 year review of actual costs
- 3.9 Increased to \$34,500 for additions from line 3.4 for janitorial building maintenance items - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.10 Reduced to \$7,000 based on usage over last three years
- 3.11 Increased slightly to \$5,500 - based on five year averages
- 3.12 Held at \$6,500
- 3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy
- 3.14 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.15 Held at \$30,000 used for - based on a five-year review
- 3.16 Reduced to \$11,000 - based on actual costs
- 3.17 Reduced to \$12,000 - based on a five-year review
- 3.18 Held at 2018 level of \$22,000 - to support trustee activities
- 3.19 Based on five-year averages - held at \$35,000

Complete Notes to the 2019 Budget

Proposed 2019 Budget PARKLAND REGIONAL LIBRARY

		Present Budget	
		2018	2019
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	109,624
1.3	Membership Fees	1,711,794	1,801,371
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	27,000
TOTAL Income		3,267,987	3,357,564

Income – line details

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

1.2 First Nations Grant: the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland’s regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6.

1.3 Membership Fees: \$8.25 per capita – requisition to municipalities to balance the budget. This is an increase of 1.6% or thirteen cents per capita.

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

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

		2018	2019
Support Materials & Services Directly to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	239,125	247,637
2.3	Cataloguing Tools	4,000	3,800
2.4	Computer Maint.Agree. Software licenses	164,081	168,049
2.5	eContent Platform fees, Subscriptions	18,250	44,400
2.6	FN Provincial Grant expenses		59,357
2.7	Freight	7,500	6,500
2.8	Internet Connection Fees	10,800	10,800
2.9	Member Library Computers Allotment	63,245	65,504
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,100
2.12	Postage Reimbursement	7,000	7,000
2.13	Supply purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	37,000	43,000
2.15	Workshop/Training expense	15,000	15,000
PRL Circulating Collections			
2.16	Audio Book	5,000	3,800
2.17	eContent	80,600	45,000
2.18	Large Print	13,000	10,000
2.19	Programming Box	750	1,000
2.20	Reference	6,000	4,500
TOTAL Support Materials & Services Directly to Libraries		1,127,864	1,190,985

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library Services Grant:

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

2.2 Allotment Funds Issued to Libraries:

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

- 2.3 Cataloguing tools:* based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Horizon integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 eContent Platform fees and Subscription fees:* to pay for platform fees for 3M ebooks, and Novelist, Novelist Select subscriptions, now includes Audio Cine fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium) or other eContent as needed – increased but see 2.17 as it has decreased).
- 2.6 FN Provincial Grant Expense:* line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services.
- 2.7 Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – reduced slightly from 2018 level.
- 2.8 Internet Connection Fees:* for internet service provision to member libraries and HQ – held at 2018 level.

- 2.9 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
- 2.10 Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
- 2.11 Periodicals:* decreased due to moving Audio Cine the public performance rights licensing fee to line 2.5; includes professional development publications and library journals.
- 2.12 Postage Reimbursement:* held at 2018 level, based the last 2-year estimates – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.
- 2.13 Supplies purchased Cataloguing/Mylar:* held at 2018 level, line for purchasing library materials processing such as precut "mylar" book covers, cataloguing records, and multimedia cases.
- 2.14 Vehicle Expense:* includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the recent purchases of a third cargo van and a second staff consulting vehicle.
- 2.15 Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000.

PRL Circulating Collections

- 2.16. Audiobook Materials:* reduced – used to support the physical audio collection.
- 2.17 eContent:* reduced due to drastically diminishing funding for the hoopla streaming media service – includes allotment for

3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

2.18. Large Print Books: reduced in 2018 due to the trend of reduced use of the large print collection.

2.19 Programming Boxes: increased slightly to \$1,000 - to refresh and build new programming kits for programming in member libraries.

2.20 Reference Materials: reduced due to other budget priorities – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

		2018	2019
Cost of Services			
3.1	Audit	16,200	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	17,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	13,750
3.9	Janitorial/Outdoor maintenance expense	29,500	34,500
3.10	Photocopy/Printing	9,000	7,000
3.11	Postage	5,000	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,537,027	1,566,669
3.14	Salaries - Employee Benefits	338,146	346,960
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	12,500	11,000
3.17	Travel	15,000	12,000
3.18	Trustee expense	22,000	22,000
3.19	Utilities	35,000	35,000
TOTAL Cost of Services		2,140,123	2,166,579

Cost of Services – line details

- 3.1 Audit:* 2018 is based on an estimate – now includes costs for an annual letter from PRL’s lawyer required for the audit process.
- 3.2 Bank Expenses:* held at 2018 level - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2018 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building – reduced to \$17,000 as janitorial items for the building have been moved to line 3.9 – costs are based on five-year averages.

- 3.5 Communications/ Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2018 level.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators’ Council (APLAC); and The Alberta Library (TAL).
- 3.8 Insurance:* includes the buildings, HQ’s contents, PRL’s outlet libraries contents, vehicle, general liability, bond and crime – held at the 2018 level, using an average of actual costs.
- 3.9 Janitorial Expense:* increased to \$34,500 to include additional activities previously allocated to line 3.4 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Photocopy/Printing:* reduced – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if outside source is used for publications.
- 3.11 Postage:* slight increased - based on actual costs.
- 3.12 Promotion/Trade Shows/ Publicity:* held at 2018 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for the Alberta Library Conference (ALC), Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.

- 3.13 Salaries:* estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2019.
- 3.14 Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.
- 3.15 Supplies/Stationery/ Building:* held at 2018 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.
- 3.16 Telephone:* includes line charges, toll free number, mobile telephones, and long distance costs – reduced slightly to \$11,000.
- 3.17 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, reduced to \$12,000.
- 3.18 Trustee Expense:* held to 2018 level - includes costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).
- 3.19 Utilities:* based on five-year averages – held at \$35,000.

**Proposed 2019 Budget
PARKLAND REGIONAL LIBRARY**

	Present Budget 2018	Proposed Budget 2019
TOTAL Income	3,267,987	3,357,564
TOTAL Support Materials & Services Directly to Libraries	1,127,864	1,190,985
TOTAL Cost of Services	2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)	3,267,987	3,357,564
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.12	8.25 1.6%

Budget Supplement

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

There are no planned vehicle purchases in 2019.

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

Parkland Regional Library
 Budget Supplement - Movement of Funds

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating as defined below and Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2019	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$48,603	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets) (Estimated capital PRL assets - 2019, \$35,100)</i>	\$126,800	B
	\$175,403	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$23,510	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C

Technology Reserve

Budgeted for member library computers \$65,504

\$89,014

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets \$11,590 **B**

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

Amortization expense anticipated from years (Jan 2009 forward) \$48,603 **A**

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

\$60,193

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

Current Amortization expense anticipated - from years previous to Dec 31, 2008 \$17,525

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

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: October 16, 2018

Re: Heartland Beautification Committee – 2019 Budget

Recommendation

That the Town of Stettler Council approve the Heartland Beautification Committee 2019 Budget in the amount of \$22,200 as presented.

Background Information

We are in receipt of the Heartland Beautification Committee 2019 Budget. The requested \$22,200 is consist with previous years. This budget does not reflect the additional internal support from Town crews that are included in separate departmental budget and done on a project by project basis.

Plans & Bylaws

Financial Implications

2019 Budget

HBC - \$22,200.00 (same as 2018 Budget)

Year	Budget
2014	\$22,000
2015	\$22,000
2016	\$22,200
2017	\$22,200
2018	\$22,200

Alternatives to the Recommendation

Points to Ponder

Communication

- Greg Switenky – CAO
- Robert Spencer - Chair

Documentation

- 2019 Budget Request – Robert Spencer – Chair – September 2018

Heartland Beautification Committee

Box 280
Stettler, AB
T0C 2L0

Phone: (403) 742-8305
Fax: (403) 742-1404

September, 2018

To: Mayor and Councilors for the Town of Stettler
Re: 2019 Budget Request

We are pleased to submit the following list of the 2019 Heartland Beautification Committee projects for your discussion and consideration:

2019 Budget

Environmental Action subcommittee	\$ 5,000.00
Heritage Conservation subcommittee	\$ 2,000.00
Community Gardens / Community Orchard subcommittee	\$ 5,000.00
Tidiness subcommittee	\$ 1,000.00
Stettler Blooms subcommittee	\$ 1,000.00
Parks & Trees subcommittee	\$ 1,000.00
Communities in Bloom Competition, Travel & Subsistence (includes registration cost, judges visit expenses, travel to CIB awards	\$ 5,700.00
Contingency / Meetings / Miscellaneous	<u>\$ 1,500.00</u>
Total	<u>\$22,200.00</u>

** Note: additional funding may be requested on a project by project basis

2019 Goals & Priority Areas

Overarching Committee Initiatives

Increase / maintain community awareness of committee and projects
Communicate with community residents re: HBC priorities & initiatives
Participate in trade show & interact at various events

Increase involvement and participation of youth in beautification activities and projects

Maintain activity in 6 subcommittee areas (Environmental Action, Community Gardens / Community Orchard, Tidiness, Stettler Blooms, Parks & Trees, Heritage Conservation), which tie into beautification.

Increase awareness of and opportunities for community involvement in the projects, initiatives and activities of these areas

Communities in Bloom-related initiatives & activities

Continue participation in Communities in Bloom National competition & attend National symposium in Yarmouth, Nova Scotia. The distance and complexity of attending will limit the number of attendees.

The above budget will be used to carry out various smaller activities and projects, or to leverage funding from grants. Additional project funding requests (for specific, larger projects) will be brought separately to council as required, with separate budgets. It is hoped that any funding that is requested will be used to leverage greater amounts from grants or other fundraising. At this time, the Community Orchard Phase 1 is complete and Phase 2 will be completed in Spring 2019, using donations and grant funding.

Thank you for your continued support of our projects. We are only successful because of the collaborative efforts of the Town, committee members and the citizens of Stettler. We look forward to your response to our budget request for 2019.

Respectfully yours,

Robert Spencer
Chair – Heartland Beautification Committee

2018 Budget Summary

30-Sep-18

Revenue	2018 Budget	Actual 30/09/2018	Variance	%	Notes
Administration	\$306,363	\$206,925.54	\$99,437.46	67.54%	
Clearview swimming pool - \$13,315)					
White Sands Contract - \$32,000)					
Inter Dept Utility Transfer - \$250,000)					
Police	\$587,187	\$497,631.25	\$89,555.75	84.75%	MSI Operating - \$53,680
Traffic Fines (Budget - \$80,000 / \$42,096.73 - 53% - 2017 Total Fines - \$62,341)					
Provincial Grant - \$347,208					
Community Resource Program - \$101,423					Clearview 50% / County 25%
Fire	\$391,754	\$191,986.17	\$199,767.83	49.01%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$110,650	\$109,777.10	\$872.90	99.21%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$84,177.10 (98%) / Animal License - Budget \$23,200 - Actual \$19,600					
Roads, Streets, Walks, Lights	\$272,400	\$75,751.93	\$196,648.07	27.81%	
Roads Frontage - Pavement (Budget - \$67,460)					
Airport	\$10,610	\$10,876.86	-\$266.86	102.52%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,037,542	\$2,169,920.96	\$867,621.04	71.44%	
Metered sale of water (Budget - \$2,057,770 / Actual - \$1,295,161 - 63%)					
Metered out of Town (Budget - \$819,410 / Actual - \$791,737 - 97%)					
Bulk water (Budget - \$40,000 / Actual \$18,773 - 40%)					
Sewer	\$948,010	\$627,254.45	\$320,755.55	66.17%	
Sewer Service Charges (Budget - \$880,000 / Actual \$597,018 - 68%)					
Garbage Collection & Disposal	\$801,615	\$521,089.63	\$280,525.37	65.00%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$609,615 / Actual \$396,281 - 57%)					
Recycling Revenue (Budget - \$162,000 / Actual - \$109,335 - 67%)					
FCSS	\$157,148	\$120,011.00	\$37,137.00	76.37%	
Cemetery	\$19,400	\$17,889.65	\$1,510.35	92.21%	
Planning & Development	\$44,500	\$38,544.96	\$5,955.04	86.62%	
Building Permits (Budget - \$30,000 / Actual - \$23,634 - 79%)					
Economic Development - BOT	\$237,760	\$213,819.00	\$23,941.00	89.93%	
Subdivision Land	\$2,000	\$3,089.99	-\$1,089.99	154.50%	Subdivision Fees
Land, Housing & Rentals	\$268,612	\$215,191.83	\$53,420.17	80.11%	
Health Unit - \$190,582					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,520	\$1,088.26	\$2,431.74	30.92%	
Recreation Programs	\$22,300	\$19,309.04	\$2,990.96	86.59%	Ball / Soccer
Facilities	\$1,101,000	\$385,996.91	\$715,003.09	35.06%	County Partnership - \$474,500
Community Hall	\$52,000	\$23,215.96	\$28,784.04	44.65%	
Senior's Center	\$16,500	\$18,215.75	-\$1,715.75	110.40%	
Parks	\$90,650	\$87,823.91	\$2,826.09	96.88%	
Lions Campground - Budget - \$90,000 / Actual - \$82,824 - 91%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes / Penalties	\$8,485,708	\$8,487,931.59	-\$2,223.59	100.03%	Incl Business Taxes / Penalties
Other Revenue	\$1,693,110	\$1,132,836.27	\$560,273.73	66.91%	
Franchise Fee - GAS (Budget - \$939,000 / Actual - \$588,083.59 - 63%)					
Franchise Fee - ELECTRIC (Budget - \$664,110 / Actual - \$446,111 - 67%)					
Return on Investments (Budget - \$90,000 / Actual - \$98,652 - 110%)					
Total Revenue	\$18,660,339	\$15,176,178.01	\$3,484,160.99	81.33%	

Expense	2018 Budget	Actual 30/09/2018	Variance	%	Notes
Council & Legislative	\$206,390	\$146,849.66	\$59,540.34	71.15%	
Council Honorarium (Budget - \$146,690 / Actual - \$108,991 - 74%)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$16,000/ Actual - \$8,923 - 56%)					
Council membership Conferences (Budget - \$14,000 / Actual - \$16,026 - 114%)					
Administration	\$1,153,405	\$805,206.04	\$348,198.96	69.81%	Admin, Office, Computer, Assess
Police	\$1,335,743	\$632,450.22	\$703,292.78	47.35%	
RCMP - Contract Billings (Budget - \$1,141,849)					
Fire	\$835,760	\$441,743.35	\$394,016.65	52.86%	
Disaster Services	\$17,219	\$773.17	\$16,445.83	4.49%	
Bylaw Enforcement	\$187,181	\$120,893.10	\$66,287.90	64.59%	
Common Services	\$146,907	\$99,207.68	\$47,699.32	67.53%	Shop
Roads, Streets, Walks, Lights	\$2,041,344	\$1,192,187.69	\$849,156.31	58.40%	
Airport	\$48,165	\$35,496.72	\$12,668.28	73.70%	
Water Supply & Distribution	\$2,861,228	\$1,692,342.88	\$1,168,885.12	59.15%	
Sewer	\$754,073	\$463,500.30	\$290,572.70	61.47%	
Garbage Collection & Disposal	\$717,620	\$424,971.13	\$292,648.87	59.22%	
FCSS	\$196,435	\$147,326.25	\$49,108.75	75.00%	
Cemetery	\$64,990	\$36,522.97	\$28,467.03	56.20%	
Planning & Development	\$357,885	\$207,531.81	\$150,353.19	57.99%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$592,597	\$301,873.13	\$290,723.87	50.94%	Ec Dev, BOT. HBC
Subdivison Land	\$53,440	\$159,781.50	-\$106,341.50	298.99%	Unsightly Property
Land, Housing & Rentals (47343)	\$40,800	\$19,989.68	\$20,810.32	48.99%	
Recreation - General	\$136,550	\$89,703.19	\$46,846.81	65.69%	
Recreation Programs	\$73,190	\$63,186.05	\$10,003.95	86.33%	
Facilities	\$2,214,347	\$1,426,585.23	\$787,761.77	64.42%	
Culture	\$319,574	\$248,254.25	\$71,319.75	77.68%	Parkland, Library, Museum
Community Hall	\$118,749	\$78,832.59	\$39,916.41	66.39%	
Senior's Center	\$13,870	\$8,563.82	\$5,306.18	61.74%	
Parks	\$645,870	\$467,850.46	\$178,019.54	72.44%	
Operating Contingency	\$864,825	\$0.00	\$864,825.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$240,000) (JE made at end of year prior to Audit)					
Available for Capital from 2018 Operating Budget for 2018 Capital Budget - \$1,026,905 (Water \$176,314 + Utility \$277,932 (sewer, waste, recycling) + Total Available for Capital - \$570,579) + Contingency - Utility - \$30,000 / Salaries - \$50,000 = \$1,104,825					
Requisitions	\$2,637,182	\$1,978,009.90	\$659,172.10	75.00%	
ASFF (Budget - \$2,145,576 - Actual - \$1,609,012 - 75%)					
ASFF Separate School (Budget - \$176,801 - Actual - \$132,771 - 75%)					
County of Stettler Senior Lodges (Budget - \$314,393 - Actual \$235,795 - 75% Actual)					
Total Expense	\$18,660,339	\$11,314,632.77	\$7,345,706.23	60.63%	
Surplus / Deficit	\$0	\$3,861,545.24	-\$3,861,545.24		

Town of Stettler
2018 Capital Budget Summary 30-Sep-18

		Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2018 Budget Expense - Approved by Council	Difference from Budget to Actual	Actual - Project Expenses - Sept 30, 2018	Utility Surplus 2018 Interim Operating Budget (Rates) - \$454,246	Available for Capital 2018 Interim Operating Budget (taxes)- \$570,579	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2018 Operating Budget	Debenture / Local Improvement	Grants - MSI - \$928,623 + \$561,531 + \$53,680 = \$1,543,834	Grants - FGT (\$328,277)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total	
EQT	6-12-03-00-30-630	Computer Replacement Program	14,000.00	14,000.00	0.00	\$4,462.64				14,000.00							14,000.00	
EQT	6-12-02-30-03-630	Council - Board Room Chairs	11,000.00	11,000.00	0.00			5,500.00								5,500.00	Clearview	11,000.00
EQT	6-12-02-30-00-630	Office - Envelope Folding Machine	14,500.00	10,000.00	-4,500.00	\$14,500.00				14,500.00								14,500.00
BLDG	6-12-00-20-01-620	Office - Front Door Replacement	11,768.30	15,000.00	3,231.70	\$11,768.30		5,884.15								5,884.15	Clearview	11,768.30
EQT	6-12-03-00-30-630	Computer - Server Replacement	20,000.00	10,000.00	-10,000.00	\$20,000.00				20,000.00								20,000.00
Op	2-23-02-00-02-561	Fire Miscellaneous Equipment	27,000.00	27,000.00	0.00			27,000.00										27,000.00
Res	6-23-99-91-00-764	2001 Fire Engine Replace-2026-\$1M	100,000.00	100,000.00	0.00		100,000.00											100,000.00
Op	2-32-09-00-01-244	Sidewalk replacement program (yearly)	130,000.00	130,000.00	0.00	\$26,311.44		55,000.00			75,000.00							130,000.00
Op	2-32-09-00-03-244	New in 2017 - 2019 Operating Budget Pathway Rehab (2017 Council Direction / 2019 make part of Operational Budget) - April 3 - Motion 18:04:04	50,000.00	50,000.00	0.00				50,000.00									50,000.00
LIMP	6-32-09-60-00-660	Increase Amount Space issue / engineering / contractor	200,000.00	200,000.00	0.00	\$16,957.48		200,000.00										200,000.00
LIMP	6-32-03-60-00-660	Snow Dump Expansion	100,000.00	100,000.00	0.00			100,000.00										100,000.00
Op	2-32-21-00-04-536	Pavement Patching - April 3 - Motion 18:04:04	90,000.00	90,000.00	0.00	\$2,790.14	45,000.00			45,000.00								90,000.00
ENG W/S/T	6-66-00-00-13-610	Land Development Emmerson Subdivision Land Development	8,655.35	1,000,000.00	991,344.65	\$8,655.35	8,655.35			0.00								8,655.35
ENG C/T	6-32-21-10-22-610	Curb/Paving 51st Avenue - 57-59th Street Cement and Paving - April 3 - Motion 18:04:04	545,562.00	765,000.00	219,438.00	\$352,748.38							545,562.00					545,562.00
Op	2-32-21-00-05-536	Safety Issue (location north/south road by creek) Cemetery Road Guard Rail	6,500.00	6,500.00	0.00					6,500.00								6,500.00
LIMP	6-56-00-60-00-660	Just about out of Plots on existing sidewalk Cemetery Headstone Sidewalk	24,700.00	30,000.00	5,300.00	\$24,700.00				24,700.00								24,700.00
ENG W/S	6-41-11-10-20-610	Project Continues - 2nd Block Water & Sewer replacement - 51Ave 59-61 Street - April 3 - Motion 18:04:03	819,020.00	820,000.00	980.00	\$634,145.39							133,623.00	328,277.00	357,120.00			819,020.00
ENG W	6-41-14-10-01-610	Ongoing maintenance Water Reservoir Exterior and Insulation	50,000.00	50,000.00	0.00			10,000.00		40,000.00								50,000.00
ENG W	6-41-11-10-21-610	Water supply to Repp (fire Control and Looping across the highway) Watermain Looping along 50th Avenue Service Road (Repp Subdivision) - NOT GOING TO BE DONE DUE TO TENDER COSTS - MOTION #18:04:05	20,727.89	200,000.00	179,272.11	\$20,727.89	20,727.89											20,727.89
OP	2-41-15-00-00-554	Fire - currently using attachment to hydrant Fire Hydrant Nozzle Replacement	15,000.00	15,000.00	0.00		15,000.00											15,000.00
ENG Lag	6-42-01-10-11-610	Ongoing maintenance Lagoon - Desludging Cells A,B, C, D	350,000.00	350,000.00	0.00								350,000.00					350,000.00
ENG Lag	6-42-01-10-15-610	Ongoing maintenance Lagoon - Armor Banks of Cells 7, 8, 9	125,000.00	125,000.00	0.00		125,000.00											125,000.00

		Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2018 Budget Expense - Approved by Council	Difference from Budget to Actual	Actual - Project Expenses - Sept 30, 2018	Utility Surplus 2018 Interim Operating Budget (Rates) - \$454,246	Available for Capital 2018 Interim Operating Budget (taxes) - \$570,579	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2018 Operating Budget	Debenture / Local Improvement	Grants - MSI - \$928,623 + \$561,531 + \$53,680 = \$1,543,834	Grants - FGT (\$328,277)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total
ENG S	6-42-00-10-20-610	Sewer Dump behind SCC is closed - temp at lagoon - more suitable location required New Sewer Dump	115,000.00	115,000.00	0.00		115,000.00										115,000.00
ENG Storm	6-37-00-10-08-610	Esso Road Storm Management - 51Ave - 61st Street	75,000.00	75,000.00	0.00							75,000.00					75,000.00
EQT	6-31-11-30-15-630	Equipment Backhoe	154,900.00	170,000.00	15,100.00		126,328.57									28,571.43	trade in 154,900.00
EQT	6-31-11-30-28-630	Trailer for new roller Asphalt Roller Trailer	15,094.65	20,000.00	4,905.35	\$15,094.65						15,094.65					15,094.65
EQT	6-31-11-30-23-630	Traffic Line Painter	5,990.00	12,500.00	6,510.00	\$5,990.00	5,990.00										5,990.00
EQT	6-32-10-10-01-610	Christmas Decorations	12,000.00	12,000.00	0.00		12,000.00										12,000.00
EQT	6-31-11-30-01-630	Hydrovac Camera	15,645.00	15,000.00	-645.00	\$15,645.00	15,645.00										15,645.00
EQT	6-31-11-30-32-630	Tamper for Excavator	12,650.00	17,500.00	4,850.00	\$12,650.00						12,650.00					12,650.00
EQT	6-33-00-30-02-630	replace Airport Beacon	17,500.00	17,500.00	0.00		17,500.00										17,500.00
EQT	6-41-01-30-00-630	WTP - Safety Supplies (Drum Barrel Cart)	11,965.29	12,000.00	34.71	\$12,445.34	11,965.29										11,965.29
BLDG	6-41-01-20-19-620	WTP - Membrane Autopsy	18,000.00	18,000.00	0.00		18,000.00										18,000.00
BLDG	6-41-01-20-20-620	WTP - Dual Chemical Feed Line	25,000.00	25,000.00	0.00				25,000.00	WTP Reserve (Bal 20171231 - \$30,698)							25,000.00
ENG W	6-41-01-10-01-610	WTP - Waste Pond Dredging	350,000.00	350,000.00	0.00	\$1,950.00										350,000.00	AMWWP/ Debenture 350,000.00
BLDG	6-41-01-20-21-620	WTP - 400mm Distribution Line Valve	250,000.00	250,000.00	0.00											250,000.00	AMWWP/ Debenture 250,000.00
Op	2-74-99-91-00-764	Arts and Culture Program - \$15,000 - not a priority in 2017 - reserve balance December 31, 2017 - \$47,000	15,000.00	15,000.00	0.00			15,000.00									15,000.00
EQT	6-74-14-30-03-630	Started 2017 - carry Forward \$180,000 (total project \$290,000) Community Hall - New MUA units with proper ducting and difusers. New LED lights. New ceiling tiles/ sound system review	110,000.00	110,000.00	0.00	\$14,370.00	110,000.00	JE Balance to Community Hall reserve Account at year end									110,000.00
BLDG	6-73-11-20-06-620	TAME Grant SRC Upgrade (Tame Grant) - LED Light Replacement - Lights Arena Old building and pool. Low Emissivity Ceiling - Motions - 18:05:04 and 18:05:05	471,969.45	375,936.00	-96,033.45	\$471,969.45		213,089.15			65,058.30					193,822.00	TAME Grant 471,969.45
EQT	6-73-11-30-13-630	replacing existing Concession Deep Fryer	10,000.00	10,000.00	0.00			10,000.00									10,000.00
EQT	6-73-11-30-09-630	heaters hanging from ceiling 5 Arena Space Heaters - Heat Exchangers have rusted through	9,725.00	20,000.00	10,275.00	\$9,725.00		9,725.00									9,725.00
EQT	6-73-11-30-08-630	SRC tech update - Hub and Studio Room sound systems, phone charging stations, blinds for Studio Room. Red and Blue arena sound system - Arena \$65,635 / HUB - \$5131 - Total - \$70,766	84,474.61	45,000.00	-39,474.61	\$78,666.86		54,474.61	30,000.00								84,474.61
EQT	6-73-11-30-14-630	Lee to explain Real Ice - New technology to take air bubbles out of water to make ice	46,000.00	46,000.00	0.00			46,000.00									46,000.00
EQT	6-73-11-30-02-630	Scheduling software update required (web based) - compatible with central office Upgrade Scheduling Software - To continue to provide online services to patrons and have support for software. Current version no longer supported.	17,200.14	19,646.21	2,446.07	\$17,200.14		17,200.14									17,200.14
EQT	6-73-12-30-00-630	To go with paddle board - classes and rentals 10 Kayaks - To provide additional recreational water activities to the aquatic centre	10,000.00	10,000.00	0.00			10,000.00									10,000.00
BLDG	6-73-12-20-16-620	Software and maintenance updates Pool Controls	41,000.00	41,000.00	0.00	\$13,150.00			41,000.00	SRC Building Maintenance - balance 20171231 \$41,560.47							41,000.00
LIMP	6-77-82-60-00-660	Flag Poles at Sports Parks - Flags are needed for hosting provincials - April 3 - Motion 18:04:06	28,983.45	30,000.00	1,016.55	\$28,983.45		28,983.45									28,983.45

ENG	6-77-03-10-00-610	Campground Overlay - Alligator cracking occurring, which means base failure,	60,000.00	60,000.00	0.00		60,000.00														60,000.00
EQT	6-77-02-30-05-630	Replace 1980 - JD1140 - used at ball diamonds Parks Tractor	61,000.00	100,000.00	39,000.00	\$61,000.00		61,000.00													61,000.00
WTP		Addition - April 17 - Motion 18:04:28 - Water Reservoir Replacement Pump Water Reservoir Replacement Pump	30,187.00	30,187.00	0.00	-\$11,842.74	30,187.00														30,187.00
Water / Sewer		Addition - May 15 - Motion 18:05:20 - Water and Sewer Replacement 4203-50A Ave - Motion 18:05:20	233,400.00	233,400.00	0.00											233,400.00					233,400.00
SRC	6-73-11-20-09-620	Addition - June 19, Motion 18:06:25 SRC Header Replacement	26,319.56	26,000.00	-319.56	\$26,319.56		26,319.56													26,319.56
Parks	6-77-05-20-00-620	Addition August 7 - Motion 18:08:05 West Stettler Park - Safety Concern - bridges	18,061.80	20,000.00	1,938.20	\$18,061.80		18,061.80													18,061.80
Reg Approval - Red Willow Creek		Addition - April 3 - motion 18:04:07 - Red Willow Creek - Fieldhouse Design Engineering - Regulatory Approval - Fieldhouse Concept	111,000.00	90,000.00	-21,000.00	\$35,772.02	111,000.00														111,000.00
Total 2018 Capital Budget			5,196,499.49	6,510,169.21	1,313,669.72	\$1,964,917.54	930,499.10	717,648.71	293,089.15	230,700.00					140,058.30	0.00	1,365,329.65	328,277.00	357,120.00	833,777.58	5,196,499.49
Council Motion - 18:02:04 - Feb 6, 2018			\$6,110,582.21	38%			1,024,825.00	1,648,147.81													6,510,169.21
Additions - April 17 - Motion - 18:04:28			\$30,187.00					-623,322.81													-1,313,669.72
Addition - May 15 - Motion - 18:05:20			\$233,400.00																		
Addition - April 3 - Motion 18:04:07			\$90,000.00																		
Addition - June 19 - Motion 18:06:25			\$26,000.00																		
Addition - August 7 - Motion 18:08:05			\$20,000.00																		
Total 2018 Capital Budget			\$6,510,169.21				Water 432,056.46														
Difference (Actual vs Council Budget)			-\$1,313,670																		
For Information / Discussion Purposes																					
2017 Carry Forward																					
			Brought forward from 2017 Budget Carry Forward	2017 Approved Amount (with tender amount updates)		Actual - Project Expenses - Sept 30, 2018	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves			2018 Operating Budget	Debtenture / Local Improve	Grants - MSI - \$928,623 + \$561,531 + \$53,680 = \$1,543,834	Grants - FGT (\$328,277)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other		Total	
ENG W/S	6-41-11-10-19-610	Motion 17:03:04 - Sewer / Water Main 51 Ave 57 to 59 Street (Total Budget \$970,000 (450,000+520,000) Contract Price - \$737,042 - \$232,958 under budget - 2017 Carry Forward - Melissa 20/12/17 - \$25,000 Enginnering and final work.	\$25,000.00	25,000.00		\$15,025.50								CAP-8973						25,000.00	25,000.00
ENG W/S	641111012610 / 642001014610	Motion 17:02:27 - Sewer / Water - 50 Ave back alley between 55-56 Street - (Total Budget \$500,000 (250,000+250,000) \$78,217 Under Budget - 2017 Carry Forward - Melissa 20/12/17 - \$10,000 Enginnering and final work.	\$10,000.00	10,000.00										CAP-8974						10,000.00	10,000.00
ENG T	6-32-09-60-00-660	Pathway System Improvements (AG Society - \$200,000) - Reserve balance December 31, 2016 - \$167,982.00 Motion - 17:06:13 - June 20, 2017 - 2017 Carry Forward - Melissa 20/12/17 - \$41,014.73	\$41,014.73	41,014.73							41,014.73										41,014.73
BLDG	6-41-01-20-16-620	WTP - Slide Gate Valve Replacement - 2017 Carry Forward - Melissa 20/12/17 - \$50,000	\$50,000.00	50,000.00		\$33,375.00	50,000.00														50,000.00
BLDG	6-41-01-20-01-620	WTP - Intake Ladders and Extension Platform - 2017 Carry Forward - Melissa 20/12/17 - \$14,000	\$14,000.00	14,000.00		\$14,000.00	14,000.00														14,000.00
EQT	6-33-00-10-01-630	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000	\$40,000.00	40,000.00			20,000.00												20,000.00	County	40,000.00
EQT	6-56-00-30-00-630	Cemetery Vacuum Mower - 2017 Carry Forward - Lee - 20/12/17 - \$24,000	\$24,000.00	24,000.00				24,000.00													24,000.00

LIMP	6-77-12-00-60-660	Downtown Park-Jimmy's sign & east wall - 2017 Carry Forward - Lee - 20/12/17 - \$12,969.45 (\$15,000-\$2,030.55)	\$12,969.45	12,969.45	\$5,052.30	12,969.45													12,969.45	
EQT	6-74-14-30-02-630	Community Hall - HVAC - 2017 Carry Forward - Lee - 20/12/17 - \$180,000	\$180,000.00	180,000.00	\$17,150.00	130,000.00			50,000.00	Community Hall Reserve - Transfer from Culture Reserve 2017 (bal \$97,000)	JE Balance to Community Hall reserve Account at year end							180,000.00		
EQT	6-73-11-20-00-630	SRC Upgrades - Phase 2 - Ice Plant - Motion 17:04:17 - April 18, 2017 \$Total Contract \$1,294,565.00 - Budget \$919,100 = \$375,465 over budget Motion 17:04:17 - 2017 Carry Forward Balance - Lee - 20/12/17 - \$1,294,565 \$1,138,224.65 = \$156,340.35	\$182,388.67	156,340.35	\$182,388.67						182,388.67								182,388.67	
EQT	6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30	\$88,895.30	88,895.30	\$39,113.59	88,895.30													88,895.30	
OP	2-32-21-00-05-536	61 Street - Highway 12 (esso corner) - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$6835.50 = \$7000	\$7,000.00	7,000.00				7,000.00											7,000.00	
ENG S	6-42-01-10-13-610	Lagoon - Cell 5 Rehabilitation - 2017 Carry Forward - Melissa 20/12/17 - \$75,000 - Enginering and final work.	\$75,000.00	75,000.00		75,000.00												0.00	AMWWP	75,000.00
Total 2017 Carry Forward			\$750,268.15	\$724,219.83	\$306,105.06	247,895.30	166,969.45	7,000.00	91,014.73		182,388.67	0.00	0.00	0.00	0.00	35,000.00	20,000.00		750,268.15	

Prior Years Carry Forward

LIMP	6-32-09-60-00-660	Pathway Root Barrier - \$12,481.15 (Carry Forward \$7518.85 to 2017 Capital Budget - Campground pathway done in 2016 - Highway 12 poplars remain in 2017 - Lee - Dec 2, 2016) - 2017 Carry Forward Balance - Lee - 20/12/17 - \$7,518.85	\$7,518.85	\$7,518.85		7,518.85														7,518.85
EQT	6-31-11-30-15-630	Backhoe Jack Hammer - Budget - \$13000 (carry Frd - 2017 - Melissa Dec 5, 2016) - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$15,000 - bachhoe hammer not required but hammer maybe required for excavator	\$15,000.00	\$15,000.00		15,000.00														15,000.00
OP	2-61-02-00-03-239 2-61-02-00-06-239	IDP & South East ASP - Carry Forward to 2017 Capital Budget - Melissa Dec 5, 2016 - Budget \$50,000 transfer to Planning Reserve) - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$50,000 - IDP and ASP to be done in 2018	\$50,000.00	\$50,000.00					50,000.00	SE ASP Plan Reserve										50,000.00
BLDG	6-73-11-20-08-620	SRC - Additional Security Cameras - \$7000 - Carry Forward to 2017 Capital Budget - Lee Dec 2, 2016 - 2017 Carry Forward Balance - Lee - 20/12/17 - \$7,000	\$7,000.00	\$7,000.00		7,000.00														7,000.00
EQT	6-24-00-30-00-630	Siren - Budget \$2500 - carry forward to 2017 - Mark - Nov 25, 2016 - 2017 Carry Forward - Mark - 20/12/2017	\$2,500.00	\$2,500.00					2,500.00	Disaster										2,500.00
Total Prior Years Carry Forward			\$82,018.85	\$82,018.85	\$0.00	14,518.85	15,000.00	0.00	52,500.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82,018.85
Total 2018 Capital Budget (inc Carry Forwards)			\$6,028,786.49	\$7,316,407.89	\$2,271,022.60	1,192,913.25	899,618.16	300,089.15	374,214.73		322,446.97	0.00	1,365,329.65	328,277.00	392,120.00	853,777.58				82,018.85

Total Water 500,056.46
 2,092,531.41
 674,303.88
 Total Reserves 2,766,835.29

Total Grants Avail for 2018 1,790,571.00 404,996.00 415,398.00
 Balance Forward to 2019 425,241.35 76,719.00 23,278.00

2018 projects ongoing

Sewer Camera		\$11,700.00																		0.00
Lagoon - Legal Services Aeration Bld		\$29,955.83																		0.00
Water - 54 Ave - Local Improvement		-\$5,999.94																		0.00
Lagoon Cell 6		\$15,061.78																		0.00
2018 projects ongoing	\$0.00	\$50,717.67																		0.00
2018 Statement of Capital Activity - january 31, 2018		\$2,321,740.27																		

**TOWN OF STETTLER
BANK RECONCILIATION
AS OF SEPTEMBER 30, 2018**

Net Balance at End of Previous Month	\$	10,784,341.43
ADD: General Receipts (summarized below)		1,863,060.49
Interest Earned (Prime 3.7% less 1.65% = 2.05%)		19,745.98
Investments Matured		-
SUBTOTAL		12,667,147.90
LESS: General Disbursements		3,933,315.62
Payroll		271,537.52
Investments		-
Debenture Payments		207,588.19
Returned Cheques		2,487.13
Bank Charges		1,417.81
SUBTOTAL		4,416,346.27
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	8,250,801.63
Balance at End of Month - Bank		8,641,695.24
ADD: Outstanding Deposits		14,704.09
LESS: Outstanding Cheques		405,597.70
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	8,250,801.63
INVESTMENTS:		
ATB Financial - 1 Year Non-Redeemable GIC (2.73%) Maturing Sept.25/19		2,000,000.00
SUBTOTAL		2,000,000.00
TOTAL CASH ON HAND AND ON DEPOSIT	\$	10,250,801.63

THIS STATEMENT SUBMITTED TO COUNCIL THIS 16th DAY OF OCTOBER 2018

MAYOR

ASSISTANT CAO

GENERAL RECEIPTS SUMMARY		
Tax	AR	262,553
Utility	AR	280,649
SMRWSC	Water	83,218
Hiway 12/21	Water	0
Alta Gas	Franchise	54,135
ATCO	Franchise	60,100
County of Stettler	Fire Agreement	58,569
Receiver General	GST Rebate	69,868
AHS	AHS Rental	15,959
Clearview Schhol	Joint Office Expense	9,843
Library	Salary Repay	22,859
Library	Library Rental	10,000
Receiver General	FGT Grant	639,181
AUMA	Tame Grant	193,822
		0
Other		102,304
	Total	1,863,060

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000091
Cheque Date	First	Last		ONL000093

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000091	2018-10-05	\$198.45

Invoice Description		Invoice Number	Invoice Amount

WTP Monthly Pest Control		1089223	\$198.45
=====			
Telus Communications	ONL000092	2018-10-05	\$2,703.13

Invoice Description		Invoice Number	Invoice Amount

Telus Sept 22 to Oct 21,2018		2018.09.23	\$2,703.13
=====			
Telus Mobility Inc.	ONL000093	2018-10-05	\$1,062.36

Invoice Description		Invoice Number	Invoice Amount

Telus Mobility Sep 22 - Oct 21		2018.09.21	\$1,062.36

		Total Cheques	\$3,963.94
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73190
Cheque Date	First	Last		73210

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ace Vegetation Control Service	73190	2018-10-05	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Bulk Water Refund Util AC Dep	2018.09.28	\$100.00	

Bobcat of Red Deer	73191	2018-10-05	\$4,200.00

Invoice Description	Invoice Number	Invoice Amount	
Trans #117 Bobcat Exchange Pro	VE05910	\$4,200.00	

Can Traffic Services Ltd.	73192	2018-10-05	\$2,797.88

Invoice Description	Invoice Number	Invoice Amount	
Traffic Signals Repairs @ Post	6951	\$2,797.88	

Caro Analytical Services	73193	2018-10-05	\$127.05

Invoice Description	Invoice Number	Invoice Amount	
WTP Water Analysis Biannul	IC1815200	\$127.05	

Chemtrade West Limited Partner	73194	2018-10-05	\$16,724.40

Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals	92377947	\$8,347.00	
WTP Chemicals	92470078	\$8,377.40	

Corspraying	73195	2018-10-05	\$10,500.00

Invoice Description	Invoice Number	Invoice Amount	
Sewer Mow at Lagoons	201882	\$10,500.00	

County of Stettler Housing Ath	73196	2018-10-05	\$78,598.25

Invoice Description	Invoice Number	Invoice Amount	
Seniors Lodges 4th Qtr Payment	2018-4	\$78,598.25	

DNR Pressure Welding Ltd.	73197	2018-10-05	\$669.17

Invoice Description	Invoice Number	Invoice Amount	
Sewer Weld Forcemain line	WD1000122	\$669.17	

Gablehouse Farm & Gardens	73198	2018-10-05	\$500.00

Invoice Description	Invoice Number	Invoice Amount	
HBC Bare Roots & Donation	436561	\$500.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Monson, Wayne	73199	2018-10-05	\$750.00
Invoice Description	Invoice Number	Invoice Amount	
Christmas Party Entertainment	2018.10.01	\$750.00	
Parkland Regional Library	73200	2018-10-05	\$12,686.69
Invoice Description	Invoice Number	Invoice Amount	
Library 4th Qtr Payment	180240	\$12,686.69	
Praxair Distribution	73201	2018-10-05	\$1,257.96
Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Chemicals	85074965	\$1,025.80	
Pool Facility Clyinder Rental	85133679	\$232.16	
Proform Precast Products Inc.	73202	2018-10-05	\$3,007.66
Invoice Description	Invoice Number	Invoice Amount	
Drainage Manhole barrels & top	330722	\$3,007.66	
Receiver General for Canada	73203	2018-10-05	\$45,007.67
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP20-18	\$36,625.66	
Town Tax Remittance	PP20-18.	\$6,706.44	
BOT Tax Remittance	PP20-18.BOT	\$1,384.53	
SVWS Tax Remittance	PP20-18.SVWS	\$291.04	
Richards Consulting and Associ	73204	2018-10-05	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Sub Land Dev Pool Hall Demo	11368	\$1,575.00	
Rocky Mountain Equipment Canad	73205	2018-10-05	\$128,601.90
Invoice Description	Invoice Number	Invoice Amount	
2018 Loader Backhoe Unit#36	2018.09.14	\$128,601.90	
Russell Food Equipment Ltd.	73206	2018-10-05	\$1,746.85
Invoice Description	Invoice Number	Invoice Amount	
SRC Display Counter Cooler	1366821	\$1,746.85	
Stefanyshin, Diana	73207	2018-10-05	\$39.75
Invoice Description	Invoice Number	Invoice Amount	
Refund Bulk Wtr Ac Cr Balance	2018.10.02	\$39.75	
Team Aquatic Supplies Ltd.	73208	2018-10-05	\$1,495.20
Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Uniforms/Goods	IN116528	\$1,071.00	
Pool Facility Goods for Resale	IN116785	\$424.20	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wm E Hay Building Construction	73209	2018-10-05	\$105.00
=====			
Invoice Description		Invoice Number	Invoice Amount

HBC 4-Sandwich Boards		2019-01	\$105.00
=====			
Yesterday's Meals on Wheels Se	73210	2018-10-05	\$2,480.63

Invoice Description		Invoice Number	Invoice Amount

Sewer Maintain Flow to B-Lift		18612	\$1,102.50
Sewer Maintaine Flow to B Lift		19468	\$1,378.13
Total Cheques			\$312,971.06
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-10-10	2018-10-10		Last

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0000622	2018-10-10	\$374.85

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan	PP20-18	\$374.85	

Automated Aquatics Canada Ltd.	EFT0000623	2018-10-10	\$473.76

Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Equip Repair Par	0000083527	\$258.91	
Pool Facility Chemicals & Frei	0000084056	\$214.85	

Barnes, Roger	EFT0000624	2018-10-10	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
SRC Oct Telephone Allowance	2018.10.01	\$25.00	

Stettler Regional Board of Tra	EFT0000625	2018-10-10	\$350.00

Invoice Description	Invoice Number	Invoice Amount	
HBC Eco Excellence Award	718	\$350.00	

Canada Colors and Chemicals Li	EFT0000626	2018-10-10	\$4,029.38

Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals	V296088	\$4,029.38	

Canadian Union of Public Emplo	EFT0000627	2018-10-10	\$687.50

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP20-18	\$687.50	

Chemical International	EFT0000628	2018-10-10	\$342.83

Invoice Description	Invoice Number	Invoice Amount	
SRC Janitor Supplies	106246	\$342.83	

Clearview Public Schools	EFT0000629	2018-10-10	\$167.50

Invoice Description	Invoice Number	Invoice Amount	
Joint Office Janitor Salary/Se	5596	\$167.50	

Digital Connection Office Syst	EFT0000630	2018-10-10	\$227.31

Invoice Description	Invoice Number	Invoice Amount	
Office & Wtr Billing Photocopi	177651	\$227.31	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dodd, Sonia	EFT0000631	2018-10-10	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Pool Oct Telephone Allowance	2018.10.01	\$25.00	

Doucette, Penni	EFT0000632	2018-10-10	\$66.26

Invoice Description	Invoice Number	Invoice Amount	
Office Luncheon	2018.10.02	\$66.26	

Stettler FCSS	EFT0000633	2018-10-10	\$49,108.75

Invoice Description	Invoice Number	Invoice Amount	
2018 4th Qtr Requisition	2018.10.01	\$49,108.75	

Fix, Grace	EFT0000634	2018-10-10	\$176.12

Invoice Description	Invoice Number	Invoice Amount	
HBC Propane, Stain, Enviro Mee	2018.10.01	\$176.12	

Gerlitz, Steven	EFT0000635	2018-10-10	\$756.22

Invoice Description	Invoice Number	Invoice Amount	
Admin AUMA Convention RD	2018.09.28	\$656.22	
Admin/Off Oct Phone/Travel All	2018.10.01	\$100.00	

Graham, Leann	EFT0000636	2018-10-10	\$818.22

Invoice Description	Invoice Number	Invoice Amount	
P&D Oct Phone/Travel Allowance	2018.10.01	\$175.00	
P&D AUMA Convention Red Deet	2018.09.28	\$643.22	

Howe, Graham	EFT0000637	2018-10-10	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Cemetery/SRC Oct Phone Allow	2018.10.01	\$25.00	

IJD Inspections Ltd.	EFT0000638	2018-10-10	\$312.00

Invoice Description	Invoice Number	Invoice Amount	
P&D PGE Permits	ST18-133E	\$312.00	

Joe Johnson Equipment	EFT0000639	2018-10-10	\$1,155.00

Invoice Description	Invoice Number	Invoice Amount	
Sewer push camera Locator	P27026	\$1,155.00	

Keen Klean	EFT0000640	2018-10-10	\$420.00

Invoice Description	Invoice Number	Invoice Amount	
Shop Sept Janitor Services	736985	\$420.00	

Keiths Refrigeration	EFT0000641	2018-10-10	\$482.08

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WTP Pleated Filters	18477		\$482.08
Loomis Express	EFT0000642	2018-10-10	\$256.45
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Freight	7923830	\$256.45	
QM Contracting	EFT0000643	2018-10-10	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Sept Water Meter Reader	931354	\$1,575.00	
Robbins, Melissa	EFT0000644	2018-10-10	\$122.00
Invoice Description	Invoice Number	Invoice Amount	
Eng Admin Travel WTP AMUA	2018.09.28	\$122.00	
Stettler Public Library	EFT0000645	2018-10-10	\$59,310.91
Invoice Description	Invoice Number	Invoice Amount	
Library 2018 4th Qtr Payment	2017.4	\$59,310.91	
Switenky, Greg	EFT0000646	2018-10-10	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Oct Phone/Trvl All	2018.10.01	\$370.00	
White Ice (1995) Ltd.	EFT0000647	2018-10-10	\$711.59
Invoice Description	Invoice Number	Invoice Amount	
SRC Ice Making Supplies	20721	\$711.59	
Total Cheques			\$122,368.73

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	73211
Cheque Date	First	Last		73220

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Fire Chief's Associati	73211	2018-10-12	\$100.34

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Training	IN18-14004	\$100.34	

Arbutus Landscaping Ltd.	73212	2018-10-12	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Bulk Water AC Refund Deposit	2018.10.05	\$100.00	

Campbell, Al	73213	2018-10-12	\$692.98

Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub RDRMUG & Council Trvl & Sub AUMA RD	2018.09.23 2018.09.30	\$190.00 \$502.98	

County of Stettler	73214	2018-10-12	\$283.68

Invoice Description	Invoice Number	Invoice Amount	
Transfer Stn 2018 Land Taxes Water Lift 2018 Land Taxes	2018.437100 2018.684501	\$233.68 \$50.00	

Hodd, Erin & Jody	73215	2018-10-12	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Bulk Water AC Refund Deposit	2018.10.05	\$100.00	

Parkland Nurseries & Garden Ce	73216	2018-10-12	\$503.96

Invoice Description	Invoice Number	Invoice Amount	
Park Memorial Trees	9881	\$503.96	

Prism Integrated Solutions Inc	73217	2018-10-12	\$656.25

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Steel Corner Cover	00011457	\$656.25	

Sure Shot Environmental	73218	2018-10-12	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Bulk Water AC Refund Deposit	2018.10.05	\$100.00	

VWR International Co.	73219	2018-10-12	\$1,053.44

Invoice Description	Invoice Number	Invoice Amount	
WTP Lab Supplies	8652914637	\$1,053.44	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Yellow Pages	73220	2018-10-12	\$52.87
Invoice Description			Invoice Amount
Office Sep 2018 Directory Adve			\$52.87
Total Cheques			\$3,643.52

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000094
Cheque Date	First	Last		ONL000095

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Rogers	ONL000094	2018-10-12	\$54.60

Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Data 09.18 to 10.18	1930793755	\$54.60	

Shaw Cablesystems GP	ONL000095	2018-10-12	\$174.20

Invoice Description	Invoice Number	Invoice Amount	
Fitness Area & Pool Nov Cbl TV	2018.10.01	\$174.20	

	Total Cheques		\$228.80
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-10-16	2018-10-16		Last

Sorted By: Vendor ID

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Accu-Flo Meter Service Ltd.	EFT0000648	2018-10-16	\$18,572.40

Invoice Description		Invoice Number	Invoice Amount

Water Trans Belt Clip Battery		81641	\$260.40
Water Trans 40 Water Meters		81407	\$18,312.00

Barros, Cheryl	EFT0000649	2018-10-16	\$649.92

Invoice Description		Invoice Number	Invoice Amount

Council Trvl & Sub AUMA RD		2018.09.28	\$563.22
Council HBC CIB Trvl & Sub		2018.09.29	\$86.70

Black Press Group Ltd.	EFT0000650	2018-10-16	\$4,698.44

Invoice Description		Invoice Number	Invoice Amount

Water Bill Paper/P&D Permits/S		33518069	\$4,698.44

Dodd, Sonia	EFT0000651	2018-10-16	\$244.00

Invoice Description		Invoice Number	Invoice Amount

Admin Safety AMHSA Meeting		2018.10.02	\$244.00

Fischer, Malcolm	EFT0000652	2018-10-16	\$563.22

Invoice Description		Invoice Number	Invoice Amount

Council Trvl & Sub AUMA in RD		2018.09.28	\$563.22

Howe, Kelly	EFT0000653	2018-10-16	\$29.00

Invoice Description		Invoice Number	Invoice Amount

WTP Travel to the Plant		2018.10.09	\$29.00

Newcap Radio	EFT0000654	2018-10-16	\$682.50

Invoice Description		Invoice Number	Invoice Amount

Misc Department Advertising		242243-9	\$682.50

Nolls, Sean	EFT0000655	2018-10-16	\$1,624.53

Invoice Description		Invoice Number	Invoice Amount

Council Trvl & Sub AUMA RD		2018.09.30	\$1,624.53

Olson, Pat	EFT0000656	2018-10-16	\$217.83

Invoice Description		Invoice Number	Invoice Amount

WTP CUPE Clothing Allowance		2018.10.04	\$217.83

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Park, Younjae	EFT0000657	2018-10-16	\$331.96
Invoice Description	Invoice Number	Invoice Amount	
WTP Pump & Blower Course in	2018.10.09	\$331.96	
Pfeiffer, Scott	EFT0000658	2018-10-16	\$663.22
Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub AUMA in RD	2018.09.28	\$663.22	
Rally Rentals	EFT0000659	2018-10-16	\$422.63
Invoice Description	Invoice Number	Invoice Amount	
Trans Cement Drill 1"	20433	\$42.53	
Drainage Concrece Chain Saw Ren	20220	\$380.10	
Saunders, Chris	EFT0000660	2018-10-16	\$232.08
Invoice Description	Invoice Number	Invoice Amount	
WTP CEU Water Treatment Cert	2018.10.04	\$232.08	
Spencer, Rob	EFT0000661	2018-10-16	\$499.72
Invoice Description	Invoice Number	Invoice Amount	
HBC CIB AB Provincial Awards	2018.10.01	\$499.72	
Switenky, Greg	EFT0000662	2018-10-16	\$95.00
Invoice Description	Invoice Number	Invoice Amount	
Admin Trvl & Sub AUMA RD	2018.09.28	\$95.00	
Trinus Technologies Inc	EFT0000663	2018-10-16	\$650.74
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti-Virus/Email Host	R26184-21967	\$574.61	
Computer Tech Support	P354-21833	\$76.13	
Wilford, Ivan	EFT0000664	2018-10-16	\$160.30
Invoice Description	Invoice Number	Invoice Amount	
Roads CUPE Clothing Allowance	2018.10.09	\$160.30	
Total Cheques			\$30,337.49

Location:

Meeting Room (Upstairs)
Central Services
5031-50 Street
Stettler, AB T0C 2L0

Attended

Kim Smyth, Clearview Public School Trustee
Peter Neale, Clearview Public School, Administration
Russ McKay, Clearview Public Schools, Director of Facilities
Wendy Staal, Stettler Music Festival
Laura Norman, Stettler Music Festival
Brad Robbins, Town of Stettler
Scott Pfeiffer, Town of Stettler
Ismay Seyer, Stettler Variety Showcase
Melody Spady, Wm. E. Hay Stettler Secondary Campus
Darren Fleischhacker, Wm. E. Hay Stettler Secondary Campus, Teacher

Regrets

Rhonda Gillrie, Rhonda McCulloch Danceology

			<u>Action</u>¹
1	<u>Call to Order 3:30 pm</u>	<i>Meeting started at 3:36 pm</i>	
2	<u>Adopt Agenda</u>		
3	<u>Meeting Minutes</u>		
	3-1	2017-06-21 Minutes were reviewed and accepted by consensus.	<i>Approve</i>
4			
5	<u>Continuing Business</u>		
	5-1	Flooring (R. Gillrie) - Looking into floating floor, rolls up for storage	<i>Discuss</i>
	5-2	TV Closed-Circuit System to Lobby (N. Baharally) - Darren and Mel will ask Norb about pricing. - Priority of monitor in lobby	<i>Discuss</i>
	5-3	Screen and Projector (N. Baharally) - Has been successfully installed. - Could be included as an option in future rental agreements.	<i>Discuss</i>
	5-4	Temperature Options for PAC (R. McKay) - Limited options for better air flow	<i>Discuss</i>

¹ "Adopt" refers to adoption for recommendation to the next Board of Trustee Meeting.

		<ul style="list-style-type: none"> - Automation completed in PAC - Mechanical Engineer came back with \$60-65,000 for air conditioning in seating area - Current air flow tested - providing what it is designed for - Could be put on IMR considerations list as a possibility - Russ will have the engineer do up some tender sheets 	
6	<u>New Business</u>		
	6-1	<p>Floor Plan</p> <ul style="list-style-type: none"> - Russ has a copy of the floor plan and seating chart. - Peter Neale will email to group. 	
	6-2	<p>Fees</p> <ul style="list-style-type: none"> - Wendy would like to know what the Festival will be charged this year - Peter and Donna have discussed grandfathering fees because of long time use - Could come to the Board to request a formal motion regarding the fees for long standing users - There are a few local user groups that fees have been grandfathered so far (Stettler Variety Showcase, HATS, Music Festival) - Consider collecting the \$1.00 fee (per ticket) evergreening fund (for equipment replacement) - Peter reviewed the financial report for the PAC - How can people find out about the facility? Website? <i>Town of Stettler representatives to consider use of the Town website and/or Board of Trade to help promote this to groups from outside the community on respective websites.</i> - Music Festival to send a letter of consideration for a waiver of fees or adjustment of fees for the evergreening fund portion to Associate Superintendent 	
	6-3	<p>Use of additional tech (PAC to Gym)</p> <ul style="list-style-type: none"> - Referred to next meeting. 	
	6-4	<p>Is it possible for this group to tag team with a group who has access to casinos for funding. Would like to see LED lights at the PAC. (Darren)</p> <ul style="list-style-type: none"> - Talk to the Kinsmen - Create a Friends of the PAC society? - Some restrictions on what casino dollars can be used for. - Darren will look into costs for LED lights. - Referred to next meeting. 	
7	<u>Information</u>		

		AP 602 "Community Use of Division Owned Property" AP 603 "Performing Arts Centre" 603-2 Performing Arts Centre Charges - Exhibit 1	<i>Info</i>
8	<u>Next Meeting</u>	<i>The next meeting will be scheduled for February 2019.</i>	
9	<u>Adjournment (4:36 pm)</u>		

Clearview Public Schools

Administrative Procedure 602 - Community Use of Division Owned Property

Effective: November 15, 1996

Amended: January 14, 2016

Clearview School Division No. 71 (Clearview Public Schools) maintains property (buildings, equipment, and supplies, etc.) to facilitate the instruction of students, and for the efficient operation of the school system. Division property is not intended to provide service to individuals, groups and organizations on a regular basis, nor is it intended to compete with other businesses in the community, or provide any service for business or commercial purposes. All school property is the property of Clearview Public Schools.

The Division agrees that use may be made of Division owned property by the public as long as those activities do not interfere with regular school programs. In priority order, such uses include:

1. school or Board-sponsored activities
 2. local community-sponsored public service and non-profit activities
 3. non-local community sponsored public service and non-profit activities
 4. privately-sponsored activities and for profit activities.
-
1. The use of school facilities, materials and equipment shall be authorized by the school Principal or site manager. Stettler Elementary, Wm. E. Hay Secondary School Campus and the Performing Arts Centre will continue to be booked through the Division Office. All other bookings will be done through the individual school.
 2. Clearview Public Schools requires that uses of all school owned property be recorded on approved forms. The appropriate form must be completed (by the user) and approved (by the school Principal/site manager). Three copies will be prepared: one for the school Principal, one for the applicant and one for the Board Office. Applications should be made at least one week prior to the actual time of the desired use of the facility. The Principal, however, has discretionary power to waive this advance notice.
 3. It is understood that school sponsored activities have precedence over all other types of activities. However, if it should become necessary to book a school related activity at the same time as another function has been scheduled, it is expected that the community organization would be given reasonable notice of that change.

Clearview Public Schools

Administrative Procedure 602 - Community Use of Division Owned Property

Effective: November 15, 1996

Amended: January 14, 2016

4. It is strongly recommended that the following items of school equipment not leave the building in which they are housed:
 - Pianos
 - Science Equipment
 - Industrial Arts - Machinery, Tools
 - Computers
5. Chairs and tables may be loaned/rented to community groups with the permission of the Principal or Division Administration in accordance with procedures and fees which are established from time to time by the local school.
6. The Board has the right to withdraw or deny the use of Clearview Public Schools owned property by any organization or group and shall provide reasons for its decision in writing.
7. The use of open flames and/or candles at a specific event must be pre-approved by Division Administration and the Division's Operations and Maintenance department director prior to the specific event.
8. There shall be no alcohol or tobacco products sold, consumed or otherwise used in or on school property.
9. Notwithstanding section 7, alcohol products shall be allowed to be sold, consumed or otherwise used in the Performing Arts Center provided that the group or organization using such property has obtained all necessary licenses and complied with any other legal requirements stipulated by provincial or municipal law. Notwithstanding section 1 above, all applications for use of the Performing Arts Center that propose the sale, consumption or other use of alcohol shall be considered for approval by the Board of Trustees.

Clearview Public Schools

Administrative Procedure 602 - Community Use of Division Owned Property

Effective: November 15, 1996

Amended: January 14, 2016

10. Notwithstanding section 2 above, when groups wishing to use the Performing Arts Center plan to allow the sale, consumption or other use of alcohol the application for use of the facility shall be made at least 45 days prior to the date(s) that the group wishes to use the facility.
11. The Principal, in consultation with School Council and the Associate Superintendent, Business and Finance, shall determine annual fee rates. Groups using the facilities and or equipment will be held liable during their period of usage for any loss or damages. Fees and charges for use of equipment and materials should be based on the principle of replacement and repair costs pro-rated.
12. The Principal of the school, in consultation with the Associate Superintendent, Business and Finance, shall decide whether or not caretaker services are required before and/or following the use of the facility. Any related costs shall be paid by the user group or school. Revenue from facility user fees shall be payable to "Clearview Public Schools".
13. Proceeds from user fees shall be credited towards a school's budget toward replacement, repair and maintenance of the materials. The exception being custodial fees which are credited to Clearview Public Schools for payment.
14. Incurred costs shall be paid for by the user group. In the event that Board owned property is lost or damaged, the user group or employee shall be responsible for all costs resulting from replacement, and/or repairs. The costs shall be determined by the Principal in consultation with the Associate Superintendent, Business and Finance.
15. If a pass key is issued to a user group, all costs associated with the loss of the pass key shall be borne by the user group.
16. The Board shall maintain adequate comprehensive insurance coverage for the community use of school facilities.

Clearview Public Schools

Administrative Procedure 602 - Community Use of Division Owned Property

Effective: November 15, 1996

Amended: January 14, 2016

17. User groups shall be required to arrange additional insurance coverage when it is deemed advisable by Clearview Public Schools.
 18. User groups shall not hold the Board responsible for damage to, destruction of, or loss of property belonging to the group or group participants.
 19. User groups shall not hold the Board responsible for any instances of bodily injury, sickness, disease or death sustained by user group participants while on the school premises.
 20. The users must notify the Clearview Public Schools-designated supervisor (generally the school Principal) of any accident that occurs during their use of the facilities. Notification should occur as soon as possible (generally the next school day). During the summer or other extended school break this notice shall be given to the Clearview Public Schools' Associate Superintendent, Business and Finance by the first business day following the incident.
 21. Where a Joint-Use agreement exists (Joint Use Agreements are between Clearview Public Schools and the Municipality), the provisions shall be adhered to by the users.
-

Clearview Public Schools

Administrative Procedure 603 - Performing Arts Centre

Effective: March 14, 1996

Amended: January 14, 2016

The use and operation of the Theatre shall be decided by the Associate Superintendent, Business and Finance based on the following objectives and guidelines:

1. That the Clearview Division should be given priority use of the theatre between the hours of 8:00 a.m. and 5:00 p.m., Monday to Friday, during any school term. Schools are required to communicate and coordinate school use of the Performing Arts Theatre at Stettler through the Division Office.
 2. That the Community shall be given priority use of the theatre between the hours of 5:00 p.m. and closing on any school day, 8:00 a.m. to closing on Saturday and Sunday, and 8:00 a.m. to 11:00 p.m. seven (7) days per week outside the school term.
 3. Booking, collection of user fees and general operations shall be the responsibility of the Division Office.
 4. The theatre will be made available for community use and any conflict in use will be resolved by the Associate Superintendent, Business and Finance.
 5. User fees will be set by the Clearview Division in consultation with the Advisory Board of the Centre.
 6. Any anomalies will be referred to the Board of Trustees through the Associate Superintendent, Business and Finance.
 7. Rental will be as described in Exhibit 1. 100% of charges to be credited to the maintenance block.
 8. There shall be no alcohol or tobacco products sold, consumed or otherwise used in or on school property.
-

Clearview Public Schools

Administrative Procedure 603-2 Performing Arts Centre Charges

Exhibit 1 - Schedule of User Rates

Effective: November 1, 2016

Amended: June 13, 2017

Effective July 1, 2017

	User Rates (Per booking, max one day)	Audience	Use of Technical Equipment *	Admission Fees Charged or Donation in Lieu **	Discount for Local Groups ***
Rehearsal I	\$105	No	No		\$25 discount
Rehearsal II	\$155	No	Yes		\$25 discount
Performance I	\$130	Yes	No	No	\$25 discount
Performance II	\$180	Yes	Yes	No	\$25 discount
Performance III	\$280	Yes	No	Yes **	\$25 discount
Performance IV	\$330	Yes	Yes	Yes **	\$25 discount

* Use of Technical Equipment includes the use of the microphone system, sound system and stage lighting. User Groups must ensure to have a trained technician on-site during all use of the equipment, or one will be provided by Clearview. The User group is responsible for the cost of the trained technician. The User Group may bring their own microphone system or sound system if they wish.

** For each ticket sold an one dollar (\$1.00) Equipment Replacement Supplement will be collected. This amount is owed by the group renting the facility and is submitted to Clearview within seven (7) calendar days. The User Group may have this as an additional charge on the tickets being sold or may incorporate this in the ticket price total.

*** Local Groups are those groups that are primarily based in the Clearview Public Schools area, including all areas contained in the Town of Stettler, the County of Stettler, and the County of Paintearth.

For those parties that have already booked the facility, the previous rates will be used until August 31, 2018.

The "Equipment Replacement Fund" will be funded, based on \$5 for any rental, where there is a charge for "Use of Technical Equipment" and the "Equipment Replacement Supplement" from ticket sales.



Town of Stettler, Alberta

Communities in Bloom - 2018 National & International Edition

5 Blooms - Bronze Community Orchard

PRESS RELEASE: FOR IMMEDIATE RELEASE

STRATHCONA COUNTY, Alberta, September 29th, 2018 —

The Town of Stettler received a 5 Blooms - Bronze rating and a special mention for *Community Orchard* during the 2018 National/International Symposium and Awards Ceremonies in Strathcona County, Alberta. The community also received an Outstanding Achievement Award for the Scotts Community of Gardeners Award. The Town of Stettler participated in the International Challenge (Medium) category along with Lewes Delaware USA; Killarney-Turtle Mountain MB Canada; Pincher Creek AB Canada; Jasper AB Canada and Novi Vinodolski Croatia.

Over the summer, trained volunteer judges travelled to participating communities to evaluate the overall contributions of municipal council and departments; industry; businesses and the private sector – including volunteer efforts – in regards to the following criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays.

Following their evaluation, volunteer judges Larry Hall and Bernadette Solon wrote:

"The new community orchard is a wonderful addition to the community as it is now, when completed it will be absolutely outstanding. The scope of this project alone makes it something to be proud of. This will become a legacy project. Well done to all of the businesses that have contributed to the project, and especially coordinator, Rob Spencer. The diversity of the 200 fruit trees and bushes, along with the vast planting of 12,000 flowers is very special, and as the peony is the town flower, it was great to see the large number of peonies included in the planting. The flowers were a good idea but the inclusion of bee and bat habitats to assist with pollination will make this one of the town sites to be visited and appreciated."

Within the actual context of climate changes and environmental concerns, communities involved in the program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society.

For a complete list of the results and the electronic copy of the Communities in Bloom magazine, please visit www.communitiesinbloom.ca

About Communities in Bloom

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on the enhancement of green spaces. The pride, sense of community and feeling of accomplishment generated through participation are visible in communities across Canada. For more information about Communities in Bloom, visit www.communitiesinbloom.ca

Communities are evaluated using a “bloom” rating determined by the total score of the evaluation:
0 to 55 %=1 Bloom 56 to 63 %=2 Blooms 64 to 72 %=3 Blooms 73 to 81 %=4 Blooms 82 % and over=5 Blooms

There are four (4) levels of 5 Blooms exclusive to the National and International Edition:
5 Blooms: 82 to 83.9% Bronze: 84 to 86.9% Silver: 87 to 89.9% Gold: 90% and over

- 30 -

Town of Stettler

Ms. Jacqui Newton
Tel: 403-742-4411
Email: srcadmin@stettler.net
Website: www.stettler.net

Communities in Bloom National Office

Sonia Parrino
514-694-8871
bloom@cib-cef.com
www.communitiesinbloom.ca

Thank you to our National Sponsors and Partners

National Sponsors



National Partners



Evaluation Form

2018

**Town of Stettler,
Alberta**





Community: Town of Stettler
Province/Country: Alberta
Category: International Challenge - Medium

Tidiness	128.50	/	150.00
Environmental Action	129.50	/	150.00
Heritage Conservation	129.00	/	150.00
Urban Forestry	145.75	/	175.00
Landscape	168.00	/	200.00
Floral Displays	149.25	/	175.00
	Total		850.00 / 1000.00

Percentage : 85.00%

Bloom rating: 5 Blooms – Bronze

Bloom rating: Up to 55%: 1 bloom. 56% to 63%: 2 blooms. 64% to 72%: 3 blooms. 73% to 81%: 4 blooms. >82%: 5 blooms.

National and International Edition, for evaluated communities only.

82 to 83.9%: 5 Blooms. 84 to 86.9%: 5 Blooms (Bronze). 87 to 89.9%: 5 Blooms (Silver). 90% and over: 5 Blooms Gold

Mention: Community Orchard

Representative (s) of Community

Name:	<u>Rob Spencer</u>	Function:	<u>Chair – Heartland Beautification committee</u>
Name:	<u>Grace Fix</u>	Function:	<u>Environmental action – Heartland Beautification</u>
Name:	<u>Allan King</u>	Function:	<u>Parks and Leisure Director</u>

Judges

Name:	<u>Larry Hall</u>	Name:	<u>Bernadette Solon</u>
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Evaluation date: July 7th 2018

IMPORTANT NOTES:

Evaluation is adjusted to the climate and environmental conditions of the community.

Some aspects of the evaluation might not be applicable: scoring will be prorated.

The score will vary from the previous year based on the facts that the evaluation form is subject to modifications each year and that the scores are based on the perception of the current judges.

SECTORS OF EVALUATION

Municipal:

- Municipal properties, parks and green spaces, streets, streetscapes
- Properties owned and run by municipality such as museums, historical sites

Business and Institutions:

Properties owned and managed by

- **Business:** commercial sector, shopping centres, commercial streets, industrial parks, manufacturing plants
- **Institutions:** schools, universities, churches, hospitals, service and community organization buildings (such as YMCA, Legion), private museums, Government and Crown Corporations buildings (such as Canada Post, provincial and federal parks, etc.)
- **Tourism bureaus and Chamber of Commerce offices**
- **Farms:** in rural communities, farms can be considered in this section

Residential:

- Citizens and citizen groups acting within their own properties
- Residential property owners, rate payer groups

Community Involvement:

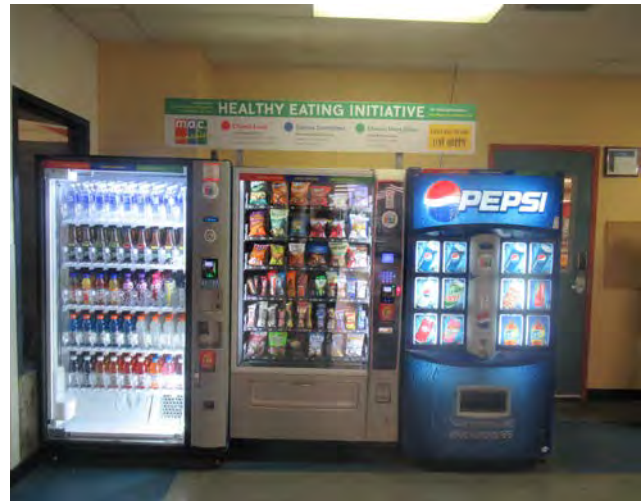
The principle of community involvement is so fundamental to the program that it is considered in each segment of the evaluation.

- Individuals, community organizations, citizen groups (includes youth programs) – all contributing to various aspects of community improvement, including municipal spaces maintained through the efforts of volunteers and community
- Organized clubs such as horticultural societies, garden clubs, community associations, school groups
- Service clubs such as Rotary, Lions, Optimist
- Participation (financial and/or in-kind or employee participation) by the municipality, businesses and institutions.

GENERAL COMMENTS AND SUGGESTIONS

Congratulations on achieving 5 Bloom - Bronze at the International level. At this level we have the best of the best communities showcasing their communities, so we hope you celebrate your achievement. There is much to be proud of in the community of Stettler. You have a history of success over your 19 years of involvement in the Communities in Bloom program, and for that you are to be congratulated. The extent of cooperation between the volunteers and the municipality will see the community continuing to move forward toward 5 Blooms - Gold.

The ideas that are presented from staff, or volunteers that are picked up on and made into a reality are wonderful. The installation of the distance to go walking or cycling to Main Street and the identification of health value of snacks in the vending machines are two examples of ideas among many that we felt should be highlighted. This is a great example of encouragement and leadership for your citizens and visitors.



Finally we would like to thank all we met while touring the community for their hospitality as well for the hotel that was selected in that it afforded us a beautiful view of West Stettler Lake and the opportunity to enjoy a stroll. We hope to be able to return in the future to see how your projects have progressed. In particular the amazing orchard which will be a fantastic resource for Stettler in the future.

Communities in Bloom is present on Facebook and Twitter, which both contains CiB news from the National Office and our participating communities. Encourage the communities to “like us” on Facebook and “follow us” on Twitter.

Facebook (www.facebook.com/communitiesinbloom)

Twitter (www.twitter.com/cibcef)

TIDINESS		
<p>Tidiness includes an overall tidiness effort by the municipality, businesses, institutions and the residents throughout the community. Elements for evaluation are parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up (including cigarette butts and gum), graffiti prevention/removal and vandalism deterrent programs.</p>		
	Max	Actual
Municipal		
Overall Impressions Tidiness, order, cleanliness and first impressions	10	8
Anti-litter Community anti-litter awareness programs	10	8.5
Regulations Effective bylaws, programs and policies and enforcement; litter control, unsightly private property maintenance by-laws, graffiti prevention and eradication, graffiti removal kits to residents	10	8.75
Cleanliness Of public green infrastructure: parks, streetscapes (sidewalks, planters, urban signage and furniture such as benches, litter and recycling containers etc.)	15	12.5
Municipal Properties Appearance Visual appeal and condition of municipal buildings and properties (including city hall grounds),	15	13.5
Business & Institutions		
Overall Impressions Tidiness, order and cleanliness and first impressions	15	12.75
Site Conditions Condition of buildings (exterior maintenance), grounds, sidewalks and parking lots	15	12.75
Furniture Appearance Condition of urban furniture: benches, litter and recycling containers	5	3.5
Residential		
Overall Impressions Tidiness, order and cleanliness	20	18.50
Property Conditions Condition of buildings, grounds and yards	15	12.75
Community Involvement		
Public Participation In community, neighbourhood or individual street tidiness, clean-up programs, activities and annual maintenance (including promotion, organization, innovations involving youth and seniors, etc.)	10	8.5
Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions for community clean-up programs	10	8.5
Tidiness Total	150.00	128.50

TIDINESS

Observations:

The overall impression that one gets when entering the community is positive. Grass along the roadways was nicely mowed and there was no litter. The gateway sign welcoming people to the community is well maintained and informative. The backside of the same sign thanks people leaving the Town for their visit. It is good to see that the sign serves both purposes. During the tour of the Town no graffiti was seen, we believe this is a sign of pride of community.

There are many tidiness projects in the community; a few that we wanted to highlight were the recycling wire baskets on garbage collectors as a very smart and economical way to collect recyclables. The “take it or leave it program” centred at the land fill site is an excellent example of a great program run in a very efficient fashion. The free access to the landfill site makes it very easy to take part in this program. We were also very impressed with the mattress recycling program. Congratulations on finding “Re: Matt” in Calgary and using their services. 600 mattress out of the landfill a year is an accomplishment to be proud of.



Recommendations:

The walkway around West Stettler Lake is a very well done. It is a great addition to the community. Consider installing garbage / recycling containers nearby picnic tables and where you have benches. It is too easy for park users to leave litter and cigarette butts on the ground. Perhaps having containers closer to where people are might help.

Another idea might be to consider having a bench or two along the walk way designated as smoking benches. Controversial, but as health is a goal of exercise consider declaring the walking path around the lake as a no smoking area.

We see many individuals and groups walking the trail, is it possible to have a “walkers pick up group” who would pick up litter as they walk. They might report amounts and for special recognition.

Try to move the cigarette butt containers to more visible sites. The container in the parking lot would get much more use if it were more visible. Locations where smoking is allowed and where you see butts on the ground are good locations in which to locate these containers.

On the whole, your outdoor furniture is in good shape but an annual inspection of benches would be good. There are some benches that need boards replaced and repainting. Also a few on the West Stettler Lake trail that are in need of leveling.

ENVIRONMENTAL ACTION		
Environmental action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.		
	Max	Actual
Municipal		
Sustainable Development Strategies Policies, programs, guidelines, long-term planning/vision; effective bylaws/policies and their enforcement; and public education programs and activities	20	18.5
Waste Reduction Reduction of waste going to landfill and results (3-R: reduce, reuse and recycle), municipal composting programs, including activities such as composting sites, yard waste collections, mulching of wood debris (Christmas trees, hedge trimmings, etc.) & reclamation of cut trees. Handling of hazardous waste including e-waste collection and reuse of compost material.	20	18.75
Water Conservation Use-reduction programs such as promotions, efficient irrigation, use of non-potable water, water restriction policies	15	12
Energy Conservation Programs such as alternate forms of energy (ex. geothermal, biomass, wind, solar) and initiatives such as: energy-efficient appliances, shielding for night skies, efficient street lighting	15	13
Environmental Initiatives, Innovations and Actions <ul style="list-style-type: none"> - Development and expansion of sustainable mobility and active transportation network such as bike lanes and multi-used pathways; - Horticultural practices such as green roofs, green walls, green lanes, living fences, buffer zones; re-use of sites; engineered wetlands, bio-swales, permeable surfaces and rain water management - Brownfield redevelopment, remediation, land reclamation - Air quality programs such as anti-idling, reduction of greenhouse gas emission (carbon reduction). 	10	8.75
Business & Institutions		
Participation in The Environmental Effort Waste management (reduce, reuse and recycle), water conservation, energy conservation, brownfield management	10	8.25
Corporate Environmental Action Innovation/stewardship, initiatives, activities (for example: environmental clean-up activities)	10	8.25
Residential		
Participation in Environmental Initiatives 3-R (reduce, reuse and recycle), composting	10	8.5
Water Conservation Practices such as water use reduction, rainwater collection and rain gardens	15	12
Community Involvement		
Public Participation – Civil Action Participation in public forums and policy development on environmental issues	5	4.25
Public Participation in Activities Community (including children/youth), neighbourhood or individual street environmental activities and programs (including promotion, organization and evidence of taking ownership, etc.)	10	8.5
Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions in public environmental activities and programs	10	8.75
Environmental Action Total	150.00	129.50

ENVIRONMENTAL ACTION

Observations:

When it comes to environmental action we would defiantly be remiss if we did not start our comments with a recognition of the ideas, work and enthusiasm of Grace Fix. What a spark plug for your Town. Of course one person can't carry the ball by themselves so congratulations to all involved here. It was good to hear of the many programs highlighted at the morning meeting and evident throughout Town. The signage and educational efforts for these programs are very impressive.



Trash and Treasure, BYO, Walk and Roll, Arrive by Bike and get Discount, Repair Café, We Go Bag less, and the Beautiful yard program are great programs and are well promoted. The up-take by residents speaks to the success of these activities. Well done.

Special complements to ATCO for the green roof, and to the municipality for the care of the riparian areas.



We liked the effort of the municipality to place portable toilets at each of the playgrounds and the Splash Park. Moving to solar and LED lighting is very progressive. The work being conducted at the SRC improving cooling units and lighting is very important and will pay benefits in the long run.

Recommendations:

Stettler has a great trail system especially noticeable around the lake. It is very good to hear of plans to expand the trail. Having the whole town connected so that residents could walk, run or bike anywhere would be excellent. As the trail expands continue to use the distance to main street signs. Consider that the surface does not always have to be asphalt. Hard packed crusher dust, even softer surfaces such as a grassed path can sometimes work and are less expensive to create and less costly to maintain.

As the trail system expands and residents move to using bike transportation to a greater extent consider the need for more bike racks. Think of the theme of your community and how it might be possible to have bike racks supporting that theme. Bike racks can have all sorts of shapes don't get stuck thinking they must look like traditional bike racks.

When the time comes to convert the portable toilets that you are using consider introducing composting toilets.

If possible look at acquiring small electric powered vehicles for staff use, this will also mean the introduction of electric charging stations first for the municipality and then the public. This is a direction communities are moving and finding savings in doing so.

The rain barrel program that was discontinued by the municipality helped organizations acquire the barrels for resale was very good. Consideration might be given to reinstating the program. Rain water is better for the plants and better for the environment.

If possible investigate ways to reuse the water from the splash park. Irrigation of the fields in the vicinity or perhaps, a bit more expensive, recycling the water in the Splash Park.

HERITAGE CONSERVATION		
Heritage conservation includes efforts to preserve natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation refers to the heritage that helps define the community including the legacy of tangible (built/hard assets) elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations. The participation of groups such as historical societies and conservation groups is considered.		
	Max	Actual
Municipal		
Natural Heritage Strategic Plans Policies, by-laws and their enforcement and effective programs	10	8
Natural Heritage Management Plans Management and preservation initiatives: including eco systems, eco parks, protection of sensitive habitats, species at risk, support for at risk pollinators, grasslands, naturalization, wetlands, urban agriculture/farming, and wildlife	15	12.75
Natural Heritage Promotion Management and promotion of natural heritage (through communications, information and support programs, economic development/tourism) including activities and programs (year-round) for education and use of natural heritage sites for and by the public	15	12.75
Cultural Heritage Strategic Plans Policies, by-laws and plans and preservation initiatives for heritage buildings, cemeteries, artefacts, museums, monuments, heritage trees and gardens, including their integration with streetscapes and landscape	15	13.75
Cultural Heritage Activities Initiatives throughout the year including festivals and celebrations along with preservation of traditions and customs	10	8.5
Business & Institutions		
Natural Heritage Assets Conservation, restoration and integration of natural heritage, including eco parks, conservation areas, heritage gardens, trees and landscapes.	15	13
Cultural Heritage Assets Conservation, restoration and reuse of heritage buildings and artefacts including their integration with the built/hard?, streetscapes and green landscapes	10	8.5
Residential		
Cultural Heritage Initiatives Conservation/restoration and reuse of heritage buildings, artefacts on residential lands	10	8.25
Community Involvement		
Natural Heritage Public Participation Participation in community (including children/youth), neighbourhood or individual natural heritage programs including developing policies and plans, site improvements and management, conservation and education initiatives	15	13
Natural Heritage – Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions (including environmental groups) in community-initiated natural heritage activities and programs	15	13
Cultural Heritage - Public Participation Participation in community (including children/youth), neighbourhood or individual cultural heritage programs including year-round heritage community events/activities, festivals and celebrations along with preservation of traditions and customs	10	8.75
Cultural Heritage - Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions (including historical societies) in community-initiated cultural heritage activities and programs.	10	8.75
Heritage Conservation Total	150.00	129.00

HERITAGE CONSERVATION

Observations:

The cultural heritage of the community is very evident. The museum is excellent containing artifacts from all facets of life in old Stettler, from early settlers to its rich sporting history. There are other special organizations made up of volunteers to show pride in their history such as the Parrish & Heimbecker Elevator Society. This fantastic group have restored one of the last elevators in Western Canada making it a piece of living history, very impressive. The Rails to Tales business enterprise is also a success story in this area. The themed rail excursions in historic rail cars is also to be commended.



We were also impressed by the old clock on Main Street as well as the old medicine bottles displayed in the pharmacy window. These tie in very nicely with the downtown Carl Stettler Park.



The Natural Heritage around Stettler Lake and Cold Lake appears to be well cared for. We especially liked the lack of grass cutting inside of the trail giving the area a very natural feel. The man-made island in the lake serves as an excellent for nest birds. This is evident by the number of wild fowl in the area.



The creation of nesting areas filled with flax straw in Cold Lake is a good idea and well executed. This area is recognized as a regional bird sanctuary.

Recommendations:

The symbolic rail tracks on your centre street side walk are great we hope you find a way to continue tying the community together by building on your rail history. It might be possible to create a heritage trail in the Town tying together your historical and social history together. This could include the homes of your more notable past residents. Also consider putting this on the Town web site. The locations could also have QR codes which would allow many to learn more about the community.

The planting of heritage crops would give residents and visitors a good visual idea of what the original crops looked like, and along with some of the old machinery be an excellent tribute to your agricultural roots. Perhaps some of the heritage seed from the area could be acquired. We suggest having these sample crops in areas that can be observed and that the crops would be labeled from the time of planting to harvest. It might be worth having a sample crop or two near the Estonia settlement home at the museum.

When it comes to natural heritage the Stettler Lake area is a jewel. We would suggest not planting any trees between the trail and the lake but if some trees or shrubs were to volunteer we would leave it.

The bat and bee homes in the new orchard is very good this could be duplicated in other areas such as near the community gardens.

URBAN FORESTRY		
Urban forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator-friendly tree selection, tree inventory, and Integrated Pest Management (IPM), heritage, memorial and commemorative trees.		
	Max	Actual
Municipal		
Overall Impression Overall impact, benefit and first impression of the urban forest	10	7.75
Strategic Plans Policies, regulations and tree by-laws, tree protection and planting on public and private lands	15	13
Urban Forestry Plan Plan, design and inventory management including integration with overall green infrastructure landscape plan, and measures to preserve, protect, manage and expand overall tree inventory, including woodlots	20	17
Plan of Action Procurement, species diversity (including native trees), selection of hardy and pollinator habitat tree species, recommended tree list and tree planting standards.	10	7.5
Integrated Pest Management (IPM) / Plant HealthCare (PHC): plan of action for invasive pest detection and control, information on current infestations and diseases	10	8
Public Information Programs Provides information on good planting techniques, best practices and maintenance programs	15	12.75
Maintenance Quality Best practices with demonstrated results	10	7
Qualified Resources Qualified personnel (including seasonal staff and/or qualified experienced contractors) and/or in place training programs	5	3.75
Business & Institutions		
Tree inventory Contribution to expanding overall tree inventory, with consideration of design and diversity including native and hardy species of trees, on properties owned by businesses and institutions.	15	13.25
Maintenance Quality Programs, best practices with demonstrated results: watering, pruning, IPM	10	8
Residential		
Tree Planting Contribution to expanding overall tree inventory, with consideration of design and diversity including native and hardy species of trees on residential properties	15	13.5
Maintenance Quality Best practices with demonstrated results	10	8.25
Community Involvement		
Public Participation Participation (including children/youth) in tree planting and conservation programs such as Green Streets Canada, Arbor Day, Maple Leaf Day, and other tree planting and maintenance programs and activities on public lands (including promotion, organization etc.)	20	17.5
Community Support Financial and/or in-kind or participation or promotion by the municipality, businesses and institutions for community tree planting and conservation programs on public lands	10	8.5
Urban Forestry Total	175.00	145.75

URBAN FORESTRY

Observations:

The Main Street on Stettler has a good number of trees planted along the side walk all in nice size tree wells. The newly created Carl Stettler Park is well treed as well. These all look to be in good shape and doing well.

The private residents are well treed and on the whole well cared for.

Memorial Park has a well-established urban forest. The Mugo pine is especially nice and is being well pruned.

The new plantings in the outdoor school area are well done and will provide shade in the future as well as add to the general appearance of the outdoor classroom.

The use of the older fire truck for watering newly planted trees is novel and it is good to see that the truck can still contribute to the community.



Recommendations:

Given the Dutch Elm disease is in the west and that the Emerald Ash Bore is working its way west keep planting a variety of trees. A good resource for checking the suitability of trees in your area is at www.prairietrees.ca. Have a look at the site.

Consider acquiring the services of an arborist to provide workshops for residents and Town staff, as well as dealing with some of the trees that need work. There might be some testing done of soil in various areas to help determine best types of trees to plant.

The use of “gator bags” (water bags) to help newly planted deciduous trees get established is always good along with staking to prevent wind damage. The SRC parking lot is a big expanse of open asphalt, consider establishing some plantings to visually break up the area and help delineate parking rows. This has already been done in some of the downtown parking areas. This will help with the tree inventory and give the SRC a better visual appearance.

The community has a good number of trees but there appears to be a problem with the health and survival of a number of the inventory. Memorial Park has a nice variety of trees and shrubs and in this area they seem to be doing well given the plow wind that took down two trees. The tree that you are trying to save looks like it will not survive, being weakened it has been attacked by pests. It should be removed so as not to give pests a breeding place.

There are a number of trees in the community that have sucker growth. We suggest that these be removed. When it comes to pruning remember the “3 D’s: remove dead, damaged, and diseased branches

In the fall or when appropriate consider having a harvest festival gathering community together to enjoy the bounty of the orchard. Please include children as they will need to be involved in the orchard in order to take some ownership of the area. Here again staking and using gator bags will greatly assist the survival of the newly planted trees. The lattice fence and plantings on it will break some of the wind but newly planted trees need help.

LANDSCAPE		
Landscape includes planning, design, construction and maintenance of parks and green spaces suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; balance of plants, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.		
	Max	Actual
Municipal		
Gateway Impressions First impressions of the community including gateway/entrance treatments	10	8
Sustainable Designs – Soft Landscape Sustainable designs (seasonally adjusted year round): energy efficient, use of green materials, naturalization, xeriscaping, suitable plant varieties (including pollinator friendly) , traffic calming, bank stabilisation	10	8
Sustainable Designs - Hard Landscape Urban and civic design standards for streetscape and public places: flags, banners, public art, fountains, site furnishings, signage, seasonal design and décor, walkways and paving materials	10	8
Landscape Plan Integrated and implemented throughout the municipality	10	8.25
Turf Management Programs Integrated Pest Management (IPM), Plant Health Care (PHC), alternative solutions to diseases and infestations when appropriate, increased naturalization and adapted maintenance programs	10	7.75
Landscape Maintenance Policies, Standards, Best Practices and Programs	10	8
Landscape Quality Landscape maintained to appropriate standards, specs and best practices.	5	3.75
Qualified Resources Qualified personnel (including seasonal staff) and/or in place training programs and/or qualified experienced contractors	10	7.75
Year-round use Demonstrated year-round opportunities and programs for education and use of parks and green spaces (urban agriculture, community gardens, parks and recreation programs)	10	8.5
Business & Institutions		
Sustainable Designs (Seasonally adjusted year-round): energy efficient, use of green materials, naturalization, xeriscaping, alternate groundcovers, urban agriculture	10	7.5
Integrated Plan Contribution to urban & civic design and public green spaces above requirements: such as public art, streetscape, site furniture, fountains & innovation in concept & design	15	13.5
Maintenance Quality Adequate ongoing life cycle management (ongoing maintenance, ground & asset management, rehabilitation & replacement) of all landscape elements	10	8.25
Residential		
Streetscape Appeal Of landscapes (year-round, seasonal, themed)	15	13
Maintenance Quality Lawn care, trees and shrub maintenance (with demonstrated results)	15	12.75
Plant Selection Selection of plant material (native, local, innovative, edible & pollinator friendly plants)	10	8
Community Involvement		
Public Participation in community programs (including children/youth) such as: urban agriculture, community gardens, "yard of the week", volunteer park maintenance, holiday illumination & decoration (promotion, organization, etc.)	20	18.5
Volunteer Recognition Recognition (by municipality and/or volunteer groups) of volunteer efforts in all aspects of the Communities in Bloom program including activities in all evaluated criteria	20	18.5
Landscape Total	200.00	168.00

LANDSCAPE

Observations:

In this area we congratulate the community for the trail around West Stettler Lake. This is great and we know the community makes good use of the trail and is looking forward to the extension of the system linking all areas of the Town.

Stettler Mountain is in a wonderful place and from the path on it one can tell it has been climbed more than Mt. Everest! The Kinette playground adjacent to the trail and Mountain is well located. Every community should strive for 10 sites and 10 things to do at each site. This Lake is one nice site and many activities can take place here.

The downtown landscape is highlighted by the rail markings on the sidewalk and on bike racks. The build outs on the street not only look good but improve pedestrian safety. It is appropriate for the rail line history to be a theme for Stettler..

The community gardens are very well maintained and along with the great work done at the school with the outdoor classroom have added to the overall appeal of the landscape.



The street buildouts as mentioned before are excellent. The banners downtown are a good addition to the landscape.

Recommendations:

Stettler Lake is a jewel just as it is, but to enhance this wonderful area consider some additions:

- a) An adult fitness station near the playground. Allowing the whole family to exercise together.
- b) If you have physically handicapped children in the area how about a raised sand box or some specially designed play equipment. This would be a step toward inclusiveness.
- c) Marking the trail with distance markers to give an idea of how far one has gone or needs to go. This would tie in with the great animal foot prints now on the trail.
- d) The signage entering the east side of the park is blocked by over grown trees remove the sign or trim the trees.

- e) If possible remove as many sign posts as you can around the trail and paint the information on the trail or add the sign to an existing post. Too many posts distract from the natural beauty of the trail.



When cutting the turf in parks, cemetery or anywhere else consider using the mulching feature on the mower as this is less labour intensive and is better for the grassed areas.

Consider using street banners as a way to indicate the road to sites in Town. For example banners depicting hockey or library books might be placed on poles leading to the SRC facility.

A public bench in the proximity of the Rail to Tale and Elevator site would be a good addition for those that are walking to and around this interesting area.

The water retention areas that exist are a very good idea and in the areas that have water all year consider installing aeration fountains that will improve the quality of water and add to the visual appeal of the retention ponds.

FLORAL DISPLAYS		
<p>Floral displays evaluates efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain floral displays of high quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.</p>		
	Max	Actual
Municipal		
Floral Display Plan of Action Integration into overall landscape plan and distribution through community. Concept and design including sustainable design	15	12.75
Diversity of Displays Flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, mosaics	20	17
Diversity of Plants Annuals, perennials, bulbs, grasses, woody plants, natural flora, pollinator friendly plants	10	7.75
Maintenance Quality Maintenance to appropriate specifications and standards, best practices: watering, weeding, edging, dead heading, etc.	20	18.75
Qualified Resources Qualified personnel (including seasonal staff) and/or in place training programs and/or qualified experienced contractors	10	7.75
Business & Institutions		
Design Concept and design (including arrangement, diversity, colour of display and plants) on grounds	15	12.75
Overall Plan Contribution to, and integration with, overall community floral program	10	7.5
Maintenance Quality Of planting and maintenance: watering, weeding, edging, dead heading, etc. with demonstrated results.	10	7.5
Residential		
Concept and Design (including arrangement, diversity, colour of display and plants) on residential properties including Pollinator gardens and/or inclusion of pollinator plants in gardens	20	17.75
Maintenance Quality Of planting and maintenance with demonstrated results.	15	13
Community Involvement		
Public Participation In community projects, volunteer initiatives (including children/youth), outreach programs in floral displays (including promotion, organization, etc.)	15	13.5
Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions for community floral displays activities	15	13.25
Floral Displays Total	175.00	149.25

FLORAL DISPLAYS

Observations:

It was nice to hear that Stettler has adopted the peony as their official flower, and that it will have a major presence in the new community orchard. The hanging baskets in Town were very well done and are well cared for. The street buildouts as mentioned before are excellent

The planter contest that was in West Stettler Park is an excellent way to engage the community. Hopefully the creators of planter number six will be awarded very publicly so that others will be encouraged to become involved next year. Displaying these planters along the trail was also a good idea as we noticed many individuals examining them as they walked the trail.

The beautiful yard sign passed along by residents is a great program in that yards are recognized by fellow residents. Once started, there is a less onerous time commitment for the organizers which is good.

The new community orchard is a wonderful addition to the community as it is now, when completed it will be absolutely outstanding. The scope of this project alone makes it something to be proud of. This will become a legacy project. Well done all, especially coordinator, Rob Spencer. The diversity of the 200 fruit trees and bushes, along with the vast planting of 12,000 flowers is very special, and it was great to see the large number of peonies included. The flowers were a good idea and the inclusion of bee and bat habitats to assist with pollination will make this one of the Town sites to be visited and appreciated.



Recommendations:

The strawberries in the downtown buildout planters were different and will certainly cause all who pass by to look and perhaps sample a berry or two but for a more visual effect consider a planting that will produce some height variance in the planter. For example corn in the centre and tomatoes with a lettuce boarder and a trailing plant spilling over the sides. Include some flowers for colour. Another option could be a feature tree in the centre.

The Beautiful yard activity is a very good idea. Is it possible for the beautification committee to select a winner of the homes selected by the participants and then send that forward to the national backyard contest? A winner of the winners award.

We believe that the planter contest that was help on the walk way around Stettler lake was a good idea. Consider continuing with this type of contest. Perhaps schools or grades could do planters in a student's challenge.

The buildouts on Main Street are very well done consider using showy floral plantings. It still would be possible to have fruits and vegetables in this type of display.

In your hanging baskets consider trailing plants so that your baskets might be better covered. You might also consider some taller plants as a center piece.



THANK YOU FOR YOUR INVOLVEMENT

“Within the context of climate change and environmental concerns, communities involved in the Communities in Bloom program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society.”

COMMUNITIES IN BLOOM IS MADE POSSIBLE BY

The commitment of local, provincial and national volunteers

The support of elected officials and of staff in municipalities

The dedication of our judges, staff and organizations

The contributions of our sponsors and partners

International
Challenge

Défi
international



Town of Stettler *Alberta*

Medium Category



Recognition for
Community Orchard

Bob Lewis
National Chair / *Président*

Raymond Carrière
Président fondateur / *Founding President*

National Edition

*Outstanding
Achievement Awards*

Édition nationale

*Prix de Mérite
exceptionnel*



Community of Gardeners

Town of Stettler

Alberta



Bob Lewis

National Chair / *Président*

Raymond Carrière

Président fondateur / *Founding President*