

# Town of Stettler

**COUNCIL MEETING**  
**NOVEMBER 17, 2020**  
**6:30 P.M.**  
**BOARD ROOM**



# TOWN OF STETTLER MISSION STATEMENT

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

TOWN OF STETTLER  
REGULAR COUNCIL MEETING  
TUESDAY, NOVEMBER 17<sup>th</sup>, 2020  
6:30 P.M.  
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
  - (a) Minutes of the Regular Council Meeting of November 3<sup>rd</sup>, 2020 5-10
  - (b) Business Arising from the November 3<sup>rd</sup>, 2020 Council Minutes
  - (c) Minutes of the Committee of the Whole Meeting of November 10<sup>th</sup>, 2020 11-12
  - (d) Business Arising from the November 10<sup>th</sup>, 2020 Committee of the Whole Minutes
4. Citizens Forum
5. Delegations
  - (a) 6:35 p.m - Winnie Bisset - Heartland Youth Centre – 2021 Budget 13-17
  - (b) 7:00 p.m – Judy McKnight - Stettler & District Handibus Society - 2021 Budget 18-22
6. Administration
  - (a) Committee of the Whole Recommendation – November 10, 2020 23
  - (b) Request to Purchase – Lot 32, Block 7, Plan 6217AH 24-25
  - (c) 2020 Year in Review 26-41
  - (d) 2021 Business License Fees 42
  - (e) 2021 Cat & Dog License Fees 43
  - (f) 2020 Expense/Revenue Summary – October 31, 2020 44-45
  - (g) 2020 Capital Budget Summary – October 31, 2020 46-50
  - (h) Bank Reconciliation – October 31, 2020 51
  - (i) 2020 Tax Receivable 52
  - (j) CAO Reports 53-58
  - (k) COVID – Update 59-60

(l) Meeting Dates

- Monday, November 30 – CUPE Negotiations – 9:00am
- Tuesday, December 1 – Council – 6:30pm
- **Monday, December 7 – Regional Water Meeting**
- **Tuesday, December 8 – 2021 Interim Budget Deliberations – 3:30pm**
- Tuesday, December 8 – COW – 4:30pm
- Tuesday, December 15 – Council (2021 Interim Operating Budget) – 6:30pm
- Tuesday, January 5 – Council – 6:30pm
- **Monday, January 11 – 2021 Strategic Planning Workshop – 3pm**
- Tuesday, January 12 – COW – 4:30pm
- Tuesday, January 19 – Council – 6:30pm
- **Monday, January 25 – 2021 Capital Budget Deliberations**

(m) Accounts Payable in the amount of \$375,044.30 61-66  
(\$130,094.24 + \$240,505.54 + \$4,444.52)

7. Council

(a) Meeting Reports

8. Minutes

9. Public Hearing

10. Bylaws

(a) Bylaw 2135-20 – 2021 Business Tax 67-68

11. Correspondence

12. Items Added

13. In-Camera Session

(a) Procedural Bylaw Legal Opinion – Local Public Body Confidence – FOIP –  
Section 23(1)

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, NOVEMBER 3rd, 2020 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS

Present:

Mayor S. Nolls

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

CAO G. Switenky  
Assistant CAO S. Gerlitz  
Director of Operations M. Robbins  
Media (1)

Absent:

None

Call to Order:

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

1/2. Agenda Additions/Approval:

Motion 20:11:01 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  
October 20<sup>th</sup>, 2020

Motion 20:11:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on October 20<sup>th</sup>, 2020 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the October 20<sup>th</sup>, 2020 Minutes

None

4. Citizen's Forum: (a) None

5. Delegations: (a) None

6. Administration: (a) Capital Budget 2020 – Okoppe Parking Lot Update

Mayor Nolls welcomed M. Robbins to the meeting.

Director of Operations M. Robbins presented three (3) draft options for the Okoppe Parking Lot upgrade, located at 50 Avenue and 49<sup>th</sup> Street. M. Robbins advised that these improvements will help identify Stettler's twin town of Okoppe, Japan.

The projected budget for these options is \$50,000, with funding to come from the 2020 Capital Budget.

Discussion ensued regarding the three preliminary options, and various combinations of each with regards to lighting, handicapped spaces, vehicle parking and larger trucks, trailers and RV parking.

**OPTION 1**

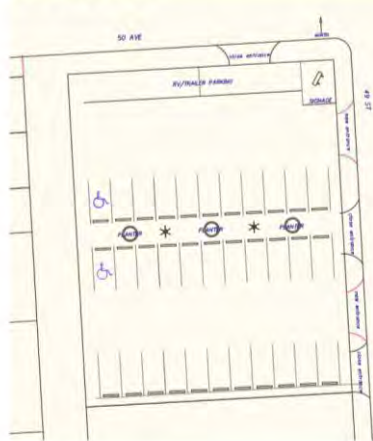


**CAPITAL EXPENDITURE**

<b>BUDGET</b>	<b>\$89,000.</b>
LIGHTING	\$17,000
R&R DROPPED ENTRANCES	\$16,000
PARKING CURBS	\$4,500
PLANTINGS/FURNITURE	\$10,000
SIGNAGE	\$3,900

**PARKING SUMMARY**  
 41 PASSENGER VEHICLE STALLS  
 2 WHEELCHAIR ACCESSIBLE STALLS

**OPTION 2**



**PARKING SUMMARY**  
 RV/TRAILER PARKING COULD ALSO BE  
 MOVED TO THE SOUTH SIDE OF THE LOT  
 31 PASSENGER VEHICLE STALLS  
 2 RV/TRAILER PARKING STALLS  
 2 WHEELCHAIR ACCESSIBLE STALLS

**OPTION 3**



**PARKING SUMMARY**  
 RV/TRAILER PARKING THROUGH THE  
 CENTER OF THE PARKING LOT  
 19 PASSENGER VEHICLES STALLS  
 4 RV/TRAILER STALLS  
 2 WHEELCHAIR ACCESSIBLE STALLS

Senior Administration will finalize the design of the parking lot from the discussion, and combinations of the preliminary designs for construction in 2021.

Mayor Nolls thanked M. Robbins for her informative presentation.

M. Robbins left the meeting at 6:59 p.m.

(b) Request for Decision 2020-01 – Subdivision: Lot 3, Block 2, Plan 1423578 and 15-19 Consolidation; Lot 4, Block 2, Plan 142378

CAO Switenky advised that there is an application to

subdivide Lot 3, Block 2, Plan 1423578 to create three separate parcels (2.7 +/- acres, 4.5 +/- acres and 26.6 +/- acres) and subsequently consolidate one of the newly subdivided parcels (4.5 +/- acres) with the existing acreage of Lot 4, Block 2, Plan 1423578.

The proposed subdivision is to accommodate the potential sale and development of the 26.6 +/- acre parcel while protecting the peace and enjoyment of the applicants existing residential acreage parcel.

In accordance with the Area Structure Plan, the future development of the parcels will require a re-zoning as well as a development permit which will address any conditions required for the development including but not limited to service connections and on site road construction. The proposed subdivision is considered serviced at the services are in 48 Avenue to the North and a service connection has been installed to the proposed parcels accessing 48 Avenue, these services were installed through a Development Agreement with the applicant during the highway commercial subdivision and development.



Motion 20:11:03

Moved by Councillor Fischer that the Town of Stettler Council approve that the subdivision application 2020-01 from Steven Vaughn Wilfort to subdivide Lot 3, Block 2, Plan 1423578 to create three separate parcels (2.7 +/- acres, 4.5 +/- acres and 26.6 +/- acres) as shown on the Tentative Plan of Subdivision and subsequently consolidate one of the newly subdivided parcels (4.5 +/- acres) with the existing acreage of Lot 4, Block 2, Plan 1423578 as shown on the Tentative Plan of Consolidation. The application for Subdivision and Consolidation has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivisions and Development Regulations and having considered adjacent landowner(s) submissions, referral agency comments, the Town of Stettler's statutory planning documents, and other related municipal planning documents.

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations;
2. That the application is consistent with the policies of the Municipal Development Plan; and
3. That the application is consistent with the Land Use Bylaw 2060-15.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application be approved subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.

MOTION CARRIED  
Unanimous

(c) Heartland Beautification Committee – 2021 Budget

Assistant CAO S. Gerlitz advised that we are in receipt of the Heartland Beautification Committee's 2021 Budget. The requested \$22,200 is consistent 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.

Financial Implications:

2021 Budget

HBC - \$22,200.00 (same as 2020 Budget)

Year Budget

2014 \$22,000

2015 \$22,000

2016 \$22,200

2017 \$22,200

2018 \$22,200

2019 \$22,200

2020 \$22,200

Motion 20:11:04

Moved by Councillor Lawlor that the Town of Stettler Council approve the Heartland Beautification Committee 2021 Budget in the amount of \$22,200 as presented.

MOTION CARRIED  
Unanimous

(d) Meeting Dates

- Tuesday, November 10 – COW – 4:30pm
- Tuesday, November 17 – Council 6:30pm
- Tuesday, December 1 – Council – 6:30pm
- Monday, December 7 – Regional Water Meeting
- Tuesday, December 8 – 2021 Interim Budget Deliberations – 3:30pm
- Tuesday, December 8 – COW – 4:30pm
- Tuesday, December 15 – Council (2021 Interim Operating Budget) – 6:30pm
- Tuesday, January 5 – Council – 6:30pm
- Monday, January 11 – 2021 Strategic Planning Workshop – 3pm
- Tuesday, January 12 – COW – 4:30pm
- Tuesday, January 19 – Council – 6:30pm
- Monday, January 25 – 2021 Capital Budget Deliberations



- (e) Accounts Payable in the amount of \$1,076,462.58

Motion 20:11:05

Moved by Councillor Pfeiffer that the Accounts Payable in the amount of \$1,076,462.58 (\$318,681.98 + \$88,069.84 + \$669,710.76) for the period ending November 3rd, 2020 for having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

- (a) Mayor Nolls

October 21 – Talk of the Town  
October 21 – Economic Development Committee  
October 22 – Stettler Board of Trade Awards Gala  
October 23 – Signed Cheques at the Town Office  
October 26 – Stettler Health Professionals Attraction & Retention Committee  
October 28 – Talk of the Town  
October 30 – Signed Family Violence Prevention Month Proclamation  
October 30 – Signed Cheques at the Town Office

- (b) Councillor Barros

No report.

- (c) Councillor Campbell

No report.

- (d) Councillor Fischer

October 22 – Stettler Board of Trade Awards Gala  
October 29 – Stettler Community Builders Meeting  
October 31 - Stettlerlocal.com Presentation  
November 2 – Stettler Community Builders Meeting

- (e) Councillor Lawlor

October 21 – Economic Development Committee Meeting  
October 22 – Parkland Library Board Advocacy Committee Meeting  
October 22 – Stettler Board of Trade Awards Gala  
October 27 – Heartland Youth Centre Pumpkin Carving

- (f) Councillor Pfeiffer

October 21 – Economic Development Committee Meeting  
October 22 – Stettler Board of Trade Awards Gala

- (g) Councillor Smith

October 31 – Volunteered at the Stettler Town & Country Museum's "Booseum"

Motion 20:11:06

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

MOTION CARRIED  
Unanimous

8. Minutes:

- (a) None

- 9. Public Hearing: (a) None
- 10. Bylaws: (a) None
- 11. Correspondence:
  - (a) G. Neitz - Community Facility Enhancement Program
  - (b) The Honourable Minister of Municipal Affairs Tracy Allard – Assessment Model Review
  - (c) Stettler Festival of Lights Committee – Festival of Lights 2020 Events

It was agreed by Town Council to further discuss Correspondence Item (c) at the November 10<sup>th</sup> Committee of the Whole Meeting.

  - (d) Alberta Municipal Affairs – Municipal Stimulus Program Acceptance (44 Avenue 36 – Hwy 56 to Hwy 12)
  - (e) Alberta Municipal Affairs – Infrastructure Funding Letter

Motion 20:11:07

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the Correspondence Items (a-e) for information.

MOTION CARRIED  
Unanimous

- 12. Items Added: (a) None

- 14. Adjournment:

Motion 20:11:08

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

MOTION CARRIED  
Unanimous at 7:30 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 10, 2020

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

Absent: None

Call to Order: Mayor 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. Stettler Hospital Foundation – Festival of Lights

CAO Switenky advised that the 2020 Festival of Lights will take place on November 26-November 28. Due to COVID, The Festival of Lights will look different this year with COVID Friendly events and functions. The Community Hall will be set up this year with auction items that people can come in to view, holiday photos, Art and Cheer Home Edition and sleigh rides will also be popular functions this year. Unfortunately, due to the pandemic, the Annual Gala will not be able to proceed this year. It was noted that in the past Council would purchase a table as per Policy VIII-4: Miscellaneous Requests for Funds – Fundraising Initiatives in support the Annual Gala. This year, funds raised from the Festival of Lights will go to support the emergency room equipment upgrades. Council reviewed a “Emergency Department checklist” of equipment required with the current renovations being completed by the Province at the Stettler Hospital Complex. The Stettler Hospital Complex is a vital part of the community and we are very fortunate to have an outstanding Stettler Hospital Foundation working with an exceptional Festival of Lights Committee to ensure resources are available for purchasing equipment and supporting health related programs in the community.

Discussion ensued regarding Council’s ongoing commitment to this initiative, and the most appropriate way for Town Council to support the 2020 COVID friendly Festival of Lights under Policy VIII-4: Miscellaneous Requests for Funds – Fundraising Initiatives, current budgetary allotments, and council priorities.

Discussion continued further regarding the available sources of 2020 budgetary funding and whether a level of annual support should be included in the 2021 budget moving forward (similar to the STARS funding)

Recommendation to Council

Moved by Councillor Fischer that it be recommended to Town Council that the Town of Stettler make a one-time donation on behalf of the Town Staff and Council to the 2020 Festival of Lights of \$7500.00, with funding to come from the 2020 Operating Budget.

Motion Carried  
Unanimous

4. 2020 Holiday Season

CAO Switenky advised that due to the COVID-19 restrictions on gatherings and social distancing, many of the staff and council events that are typically planned throughout the year and for the holiday season will not proceed as usual this year. Additionally, there has been a significant fiscal impact from the COVID-19 pandemic for the entire community.

Discussion ensued regarding possible safe and fiscally responsible alternatives to the organization's usual holiday celebrations. Council also reviewed the current Holiday schedule for the Town of Stettler.

Recommendation to Council

Moved by Councillor Campbell that it be recommended to Town Council that the Town of Stettler observes 5 consecutive days of closure during the 2020 Holiday Season with essential and emergency services being maintained during that time.

Motion Carried  
Unanimous

5. Adjournment

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

MOTION CARRIED  
Unanimous at 5:36 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO

# MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: November 17, 2020

Re: 6:35 p.m. – Winnie Bissett, Executive Director - 2021 Heartland Youth Centre (HYC) Budget

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## Recommendation

That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2021 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$50,000 be included in the Town's 2021 Operating Budget.

## Background Information

Heartland Youth Centre (HYC) Winnie Bissett, Executive Director will be in at 6:35 pm to present the 2021 HYC Budget to Council.

A copy of the Heartland Youth Centre (HYC) 2021 Budget and Cover letter is included in this report.

## Financial Implications

2021 Budget - \$50,000

### Actual

2020 - \$50,000  
2019 - \$50,000  
2018 - \$40,000  
2017 - \$40,000  
2016 - \$40,000  
2015 - \$40,000  
2014 - \$40,000  
2013 - \$40,000  
2012 - \$32,500  
2011 - \$4,500  
2010 - \$4,500  
2009 - \$4,000  
2008 - \$4,000

## Alternatives to the Recommendation

- Substitute Another Amount –  
That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2021 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$\_\_\_\_\_ be included in the Town's 2021 Operating Budget.

## Communication

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

## Documentation

- Copy of Stettler Heartland Youth Centre (HYC) 2021 Budget and background information



Stettler & District  
Boys & Girls Club

# HEARTLAND YOUTH CENTER

5002 – 47 Street, Box 876 Stettler AB T0C 2L0

Phone 403-742-KIDS (5437)

Email [hycstett@telus.net](mailto:hycstett@telus.net)



Big Brothers  
Big Sisters  
of ALBERTA

November 3, 2020

Dear Mayor Nolls and Town Council,

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

The HYC Board of Directors and myself, would like to extend our sincere gratitude for your contribution and support towards this busy youth serving organization. Enclosed is a copy of our 2021 budget along with some information about the Youth Center. I trust that Council will continue to see us as an important part of the community and will continue to provide funding in the years to come.

We look forward to attending Council on November 17 to not only discuss our budget but share with you some stories of youth who have been impacted by their involvement at the Youth Center.

This year has been an interesting challenge for HYC as it has been for everyone! We did close our doors to the public on March 16 but we transitioned quickly into virtual programming. We were able to access grants to provide grocery cards, chrome books, laptops, and activity packages to our families. We had staff checking in with families as to what their needs were and how we could help. Our doors opened again in June to prepare for the summer program (following covid guidelines). We continue to offer both in person and virtual programming for our youth members.

If you should have any questions regarding our budget please do not hesitate to contact me.

Sincerely,

Winnie Bissett

HYC Executive Director

[hycstett@telus.net](mailto:hycstett@telus.net)

<b>HYC revenue 2020-2021</b>				
	2019 Actual	2020 Budget	2020 Oct actual	2021 Proposed
AWESOME AUCTION	\$ 81,092.00	\$ 80,000.00		<i>1. 50000</i>
AA online			\$ 33,126.00	<i>2. 20000</i>
BOWL FOR KIDS	\$ 22,176.00	\$ 15,000.00	\$ 16,739.00	\$ 12,000.00
RENTALS	\$ -	\$ -	\$ -	\$ -
UNITED WAY	\$ 16,361.00	\$ 17,500.00	\$ 11,911.00	\$ 15,250.00
BGC GRANTS/OTHER GRANTS	\$ 82,770.00	\$ 35,000.00	\$ 120,924.00	\$ 35,000.00
GENERAL/MEMORIAL DONATIONS	\$ 9,048.00	\$ 4,000.00	\$ 8,242.00	\$ 6,000.00
CORPORATE DONATIONS	\$ 2,919.00	\$ 4,000.00	\$ 8,421.00	\$ 4,000.00
SPECIAL EVENTS/MISC. West Jet; Landlord	\$ 24,037.00	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00
CAR RAFFLE	\$ 33,802.00	\$ 25,000.00	\$ 38,250.00	\$ -
50/50				\$ 5,000.00
Interest	\$ 1,699.00	\$ 1,000.00	\$ 851.00	\$ 1,000.00
<b>TOTAL FUNDRAISING</b>	\$ 273,904.00	\$ 196,500.00	\$ 250,464.00	<i>1. 140250</i>
<b>OTHER</b>				<i>2. 110250</i>
Operating Revenue (program fees, Town cont., student grants, applied casino funds)	\$ 102,930.00	\$ 110,700.00	\$ 102,790.00	\$ 97,800.00
				<i>1. 238050</i>
<b>Total of all income</b>	\$ 376,834.00	\$ 307,200.00	\$ 353,254.00	<i>2. 208050</i>
<b>Notes:</b>				
2021 Casino remaining funds (approx \$11500) applied to 2021 operating budget				
Awesome Auction - proposing a Live option #1; and an online option #2				

# Volunteer Opportunities



- Become a Big Sister, Big Brother or In School Mentor with our BBBS program
- Become a program volunteer after school; evenings; or in the summer; in one of our Boys and Girls Club programs
- Help with a special event or fundraiser
- Join our Board Of Directors
- We are happy to accommodate students for practicum placements and work experience.

**Contact Christel for more info!**

# Check Us Out!



5002 - 47 Street (Box 876)  
Stettler AB T0C 2L0  
403-742-5437 (742-KIDS)

<https://www.heartlandyouthcenter.ca>



Find Us on Facebook:  
Heartland Youth Center  
Generously supported by:



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# Heartland Youth Center

October - December  
2020



## Serving Stettler's Youth Since 1984



Stettler & District  
Boys & Girls Club



Big Brothers  
Big Sisters  
OF STETTLER



## Boys and Girls Club Programs

Annual Memberships are required to participate in all Heartland Youth Center programs. Memberships are \$20/person or \$45/family of 3 or more children.

### AFTER SCHOOL DROP IN

Mondays & Fridays after school until 6:00pm for 6 - 12 year olds. Unstructured, fun & safe games, crafts, and sports.

\$20.00 Mondays, Sept 28 - Dec 14, 2020

\$20.00 Fridays, Oct 2 - Dec 18, 2020

### ART ATTACK

Thursdays after school until 6:00pm for 8 - 12 year olds. Explore a variety of mediums and art styles in a creative & fun atmosphere.

\$20.00 Oct 8 - Dec 17, 2020

### ART ATTACK VIRTUAL

Fridays 4:00 - 5:00pm for 8 - 12 year olds. Arts & crafts from the comfort of your home! Supply kit available for pick up prior to the Zoom session. \$20.00 October 16, 2020 - March 19, 2021

### KID POWER

Wednesdays after school until 6:00pm for 6 - 8 year olds. Make friends and have fun in a creative and active program.

\$20.00 Oct 7 - Dec 16, 2020

### KID FOOD NATION

Wednesdays after school until 6:00pm for 8 - 12 year olds. Develop cooking skills and learn about nutrition. Masks & gloves required.

\$20.00 Sept 30 - Dec 16, 2020

### BOUNCE BACK LEAGUE - SOCCER

Wednesdays after school until 6:00pm for 8 - 12 year olds. Rec soccer skills and games with coaching through a trauma informed lens. \$20.00 Sept 30 - Dec 16, 2020

We also offer day camps, teen trips, scholarships, youth retreats & more!



### KID TECH NATION 1.0

Thursdays after school until 6:00pm for 8 - 12 year olds. Learn to code, explore digital art and computer skills.

\$20.00 Oct 1 - Dec 17, 2020

### LEADERSHIP PROGRAMS:

Learn leadership and life skills through planning events, giving back to the community, cooking, games, camps and volunteering

### LEAD UP - Junior Leaders

Youth volunteer after school in a group setting for 13-18 year olds. Choose day(s) that work with your schedule. Training provided. Includes individual and group rewards. Free program & transportation.

### TORCH CLUB

Tuesdays, 3:30 - 6pm for 11 - 14 year olds. Free program for members. Includes free transportation after school and snack. Offered Sept 29, 2020 - June 15, 2021

### KEYSTONE CLUB

Tuesdays, 3:30 - 6pm for 14 - 18 year olds. Free program for members. Includes free transportation after school and snack. Offered Sept 29, 2020 - June 15, 2021

Optional transportation after school for all programs is \$40 per school year for 6 - 12 year olds (Free for teens). Subsidy options available through KidSport Stettler & Canadian Tire JumpStart

## REGISTER ONLINE AT

<https://forms.gle/19Ucg4ZrYg4rD3mw7>

Starting Tuesday, Sept 15, 10am.

Email Sara Wengryn at [hyc.bgc@telus.net](mailto:hyc.bgc@telus.net) or 403-742-5437 for more info or forms.

## Big Brothers Big Sisters Programs



### COMMUNITY MATCHES

A "LITTLE" is a 6 - 18 year old who wants a "BIG" (a screened adult volunteer) as a friend. They meet for 2-4 hours each week to participate in activities or just hang out together.

### COMMUNITY BOYS GROUP

There are many boys on the wait list and not enough male mentors. In light of this, we run a group once per month for our boys with different activities and experiences that the boys can learn from and

enjoy while waiting for a Big Brother.

### IN SCHOOL MENTORING\*

An adult or teen volunteer (Mentor) is matched with a child (Mentee) in a school environment for about an hour a week, during school time.

### RAINBOWS\*

Supports 6 - 14 year olds who have suffered a loss in their lives, by death, divorce or any other transition. A 12 week program in the school, led by trained facilitators, in which children meet in small groups of similar age to talk about the feelings surrounding their loss and help them to understand their situation better.

\* Programs within the school are currently not available due to COVID-19 restrictions\*

Contact Christel Shuckburgh at HYC for more information about Big Brothers

Big Sisters Programs:

(403) 742-KIDS or [hyc.bbbs@telus.net](mailto:hyc.bbbs@telus.net)

# MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: November 17, 2020

Re: 7:00 p.m. – Stettler & District Handibus Society 2021 Budget – Judy McKnight, Coordinator

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## Recommendation

That the Town of Stettler Council accept the Stettler & District Handibus Society 2021 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2021 Operating Budget.

## Background Information

Judy McKnight, Coordinator of the Stettler & District Handibus Society will be in at 7:00 pm to present the 2021 Stettler & District Handibus Society Budget to Council.

A copy of the Stettler & District Handibus Society 2021 Budget is included in this report.

## Financial Implications

2021 Budget - \$25,000

### Actual

2020 - \$25,000

2019 - \$25,000

2018 - \$25,000

2017 - \$20,000

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

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

2015 - \$20,000

2014 - \$20,000

2013 - \$20,000

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

## Alternatives to the Recommendation

- That the Town of Stettler Council accept the Stettler & District Handibus Society additional funding request of \$\_\_\_\_\_ within the 2021 Budget.

## Communication

- Greg Switenky – CAO

## Documentation

- Copy of Stettler & District Handibus Bus Society 2021 Budget and background information

<b>HANDBUS SOCIETY EXPENSES</b>	<b>Accumulated Sept End Total</b>	<b>PROJECTED TO YEAR END</b>	<b>CURRENT BUDGET 2020</b>	<b>2021</b>
<b>Administration</b>		<b>:- 9 X12</b>		
<b>SALARIES/WAGES</b>				
Coord/Bkkpr/Disp Wages	\$22,392.92	\$29,857.23	32,032.00	\$32,992.00
Full Time Driver Wages	\$21,138.54	\$28,184.72	41,600.00	\$42,848.00
Part Time Wages	\$7,601.75	\$10,135.67	14,625.00	\$500.00
Employer Contributions				
Coordinator	\$2,213.07	\$2,950.76	8,000.00	\$8,000.00
Drivers	\$3,873.27	\$5,164.36	7,000.00	\$3,000.00
Office Casual fill in	\$0.00	\$0.00	0.00	\$0.00
<b>TOTAL</b>	<b>\$57,219.55</b>	<b>\$76,292.73</b>	<b>103,257.00</b>	<b>87,340.00</b>
<b>OFFICE EXPENSE</b>				
Telephone	\$268.61	\$358.15	1,200.00	\$200.00
Rent	\$2,700.00	\$3,600.00	3,600.00	\$3,600.00
Office Supplies/Copying	\$1,716.03	\$2,288.04	2,000.00	\$2,400.00
Driver Expense	\$355.00	\$473.33	700.00	\$400.00
Auditing	\$700.00	\$700.00	750.00	\$750.00
P.R./Advertising	\$0.00	\$0.00	350.00	\$100.00
Van Expenses (Parking etc)	\$0.00	\$0.00	100.00	\$0.00
Miscellaneous	\$1.00	\$0.00	100.00	\$100.00
<b>TOTAL</b>	<b>\$5,740.64</b>	<b>\$7,419.52</b>	<b>8,800.00</b>	<b>7,550.00</b>
<b>BUS EXPENSES</b>				
Bus Lease	\$6,672.30		20,000.00	\$16,814.00
Fuel	\$4,869.15	\$6,492.20	12,000.00	\$10,700.00
Rprs/Tires/Mtnc/Insp	\$3,912.28	\$5,216.37	9,000.00	\$6,000.00
Insurance - vehicles & office	\$4,758.37	\$4,758.37	4,500.00	\$3,900.00
Radio License	\$150.24	\$150.24	150.00	\$150.00
GST Paid	\$945.01	\$1,260.01	2,500.00	\$2,500.00
Garage Utilities	\$1,006.72	\$1,342.29	1,300.00	\$1,400.00
Insurance for garage	\$88.55	\$88.55	150.00	\$150.00
<b>TOTAL</b>	<b>\$15,730.32</b>	<b>\$19,308.04</b>	<b>49,600.00</b>	<b>41,614.00</b>
<b>EXPENDITURES</b>	<b>\$78,690.51</b>	<b>\$103,020.29</b>	<b>161,657.00</b>	<b>136,504.00</b>
<b>MISC REVENUE</b>				
Van (Sale of Van)				\$10,000.00
Bus Lease (Donated Funds)	\$750.00		20,000.00	\$16,814.00
Passenger Fares	\$11,168.75	\$14,891.67	39,860.00	\$30,000.00
Van Fares	\$5,765.00	\$7,686.67	13,000.00	\$0.00
Interest Income	\$94.28	\$125.71	1,000.00	\$200.00
GST Rebate	\$613.99	\$613.99	1,250.00	\$1,250.00
Expense Recovery Coop rebate				
WCB refund Town utilities portion & Misc. Income,	\$2,450.22	\$3,266.96	3,500.00	\$3,500.00
Casino Funds	\$1,000.00	\$1,000.00	7,500.00	\$7,000.00
Covid 19 Wage Subsidy	\$17,167.52	\$17,167.52		\$0.00
<b>TOTAL</b>	<b>\$39,009.76</b>	<b>\$44,752.51</b>	<b>86,110.00</b>	<b>68,764.00</b>
<b>GRANT FUNDING</b>				
Town funding	\$25,000.00	\$25,000.00	25,000.00	25,000.00
County funding	\$20,000.00	\$20,000.00	20,000.00	20,000.00
Superfluity donations	\$6,000.00	\$12,000.00	12,000.00	12,000.00
Other Donations				
<b>TOTAL</b>	<b>\$51,000.00</b>	<b>\$57,000.00</b>	<b>57,000.00</b>	<b>57,000.00</b>
<b>Total Funding</b>	<b>\$90,009.76</b>	<b>\$101,752.51</b>	<b>143,110.00</b>	<b>125,764.00</b>
<b>TOTAL (DEFICIT) SURPLUS</b>	<b>\$11,319.25</b>	<b>(\$1,267.78)</b>	<b>(18,547.00)</b>	<b>(\$10,740.00)</b>

HANDBUS SOCIETY EXPENSES	Accumulated Total	OCTOBER	Total to Date	83.3%	CURRENT BUDGET	6.3
<b>Administration</b>						
<b>SALARIES/WAGES</b>						
Coord/Bkkpr/Disp Wages	\$22,392.92	\$2,669.33	\$25,062.25	78.24%	32,032.00	
Full Time Driver Wages	\$21,138.54	\$4,867.20	\$26,005.74	62.51%	41,600.00	
Part Time Wages	\$7,601.75	\$795.92	\$8,397.67	57.42%	14,625.00	
Employer Contributions						
Coordinator	\$2,213.07	\$510.88	\$2,723.95	34.05%	8,000.00	
Drivers	\$3,873.27	\$298.63	\$4,171.90	59.60%	7,000.00	
Office Casual fill in	\$0.00	\$0.00	\$0.00	0.00%	0.00	
<b>TOTAL</b>	<b>\$57,219.55</b>	<b>\$9,141.96</b>	<b>\$66,361.51</b>	<b>64.27%</b>	<b>103,257.00</b>	
<b>OFFICE EXPENSE</b>						
Telephone	\$268.61	\$0.14	\$268.75	22.40%	1,200.00	
Rent	\$2,700.00	\$300.00	\$3,000.00	83.33%	3,600.00	
Office Supplies/Copying	\$1,716.03	\$0.00	\$1,716.03	85.80%	2,000.00	
Driver Expense	\$355.00	\$0.00	\$355.00	50.71%	700.00	
Auditing	\$700.00	\$0.00	\$700.00	93.33%	750.00	
P.R./Advertising	\$0.00	\$0.00	\$0.00	0.00%	350.00	
Van Expenses (Parking etc)	\$0.00	\$0.00	\$0.00	0.00%	100.00	
Miscellaneous	\$1.00	\$0.00	\$1.00	1.00%	100.00	
<b>TOTAL</b>	<b>\$5,740.64</b>	<b>\$300.14</b>	<b>\$6,040.78</b>	<b>68.65%</b>	<b>8,800.00</b>	
<b>BUS EXPENSES</b>						
Bus Lease	\$6,672.30	\$1,334.46	\$8,006.76		20,000.00	
Fuel	\$4,869.15	\$696.18	\$5,565.33	46.38%	12,000.00	
Rprs/Tires/Mtnc/Insp	\$3,912.28	\$162.43	\$4,074.71	45.27%	9,000.00	
Insurance - vehicles & office	\$4,758.37	\$0.00	\$4,758.37	105.74%	4,500.00	
Radio License	\$150.24	\$0.00	\$150.24	100.16%	150.00	
GST Paid	\$945.01	\$121.34	\$1,066.35	42.65%	2,500.00	
Garage Utilities	\$1,006.72	\$77.74	\$1,084.46	83.42%	1,300.00	
Insurance for garage	\$88.55	\$0.00	\$88.55	59.03%	150.00	
<b>TOTAL</b>	<b>\$15,730.32</b>	<b>\$2,392.15</b>	<b>\$16,788.01</b>	<b>33.85%</b>	<b>49,600.00</b>	
<b>EXPENDITURES</b>	<b>\$78,690.51</b>	<b>\$11,834.25</b>	<b>\$89,190.30</b>	<b>55.17%</b>	<b>161,657.00</b>	
<b>REVENUE</b>						
Bus Lease (Donated Funds)	\$750.00	\$0.00	\$750.00	3.75%	20,000.00	
Passenger Fares	\$11,168.75	\$1,782.00	\$12,950.75	32.49%	39,860.00	
Van Fares	\$5,765.00	\$572.00	\$6,337.00	48.75%	13,000.00	
Interest Income	\$94.28	\$2.59	\$96.87	9.69%	1,000.00	
GST Rebate	\$613.99	\$0.00	\$613.99	49.12%	1,250.00	
Exp Recovery, rebate WCB refund						
Town utilities portion & Misc. Income	\$2,450.22	\$0.00	\$2,450.22	70.01%	3,500.00	
Casino Funds	\$1,000.00	\$0.00	\$1,000.00	13.33%	7,500.00	
Covid 19 Wage Subsidy	\$17,167.52	\$0.00	\$17,167.52			
<b>TOTAL</b>	<b>\$21,092.24</b>	<b>\$2,356.59</b>	<b>\$23,448.83</b>	<b>27.23%</b>	<b>86,110.00</b>	
<b>TOTAL (DEFICIT) SURPLUS</b>	<b>(\$57,598.27)</b>	<b>(\$9,477.66)</b>	<b>(\$65,741.47)</b>	<b>87.02%</b>	<b>-75,547.00</b>	(\$75,547.00)
						\$57,000.00
						(\$18,547.00)
<b>CASINO ACCOUNT</b>	<b>14,919.68</b>	<b>-2.22</b>	<b>14,917.46</b>			
Accounts Receivable	0.00	0.00				
	<b>Accumulated</b>	<b>This Month</b>	<b>To Date</b>		<b>Budget</b>	
Town funding	25,000.00	0.00	25,000.00	100.00%	\$25,000.00	
County funding	20,000.00	0.00	20,000.00	100.00%	\$20,000.00	
Superfluity donations	6,000.00	500.00	6,500.00	54.17%	\$12,000.00	
<b>TOTAL FUNDING</b>	<b>\$51,000.00</b>	<b>\$500.00</b>	<b>\$51,500.00</b>	<b>90.35%</b>	<b>\$57,000.00</b>	
						-18,547.00

<b>HANDBUS - FIVE YEAR STATISTICAL COMPARISON</b>										As of Oct 31/20
					<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
<b>PASSENGERS</b>										
Walk - ons					4,627	5,792	4,960	4,948	2,147	
Lifts					1,283	1,255	1,474	1,863	779	
<b>TOTAL</b>					<b>5,910</b>	<b>7,047</b>	<b>6,434</b>	<b>6811</b>	<b>2,926</b>	
<b>EXPENSES</b>										
Wages - Coordinator & Drivers					87,132	90,092	91,655	91,526	66,769	
Office - Phone, Rent, Supplies, Advertising, Audit					8,483	6,860	6,701	6,950	5,685	
Drivers - Medicals, CPR, Abstracts					577.92	562	165	520	355	
Bus - Repairs, Insurance, Radio License, Utilities					14,116	11,438	12,663	14,118	10,563	
Fuel					9,368	9,590	8,601	10,474	5,498	
Bus Lease									9,341	
<b>TOTAL</b>					<b>119,677</b>	<b>118,542</b>	<b>119,785</b>	<b>123,588</b>	<b>98,211</b>	
Total Kilometers					50,085	46,038	42,912	42,805	22,498	
KM / Trip					3.68	3.22	3.26	3.31	3.97	
Litres of Fuel					11,857	9,972	9,842	10,096.13	5,892	
Litres Per / 100 KM					35.37	36.25	35.9	34.61	40.77	
Cost Per Trip					20.72	18.71	18.77	17.83	33.34	
Cost Per KM					2.44	2.57	2.97	2.93	4.32	
Medical Appt's					1214	1442	1975	2581	1079	
Tickets Sold					207	226	261	248	107	
<b>SCHEDULED STOPS</b>										
Willow Creek	AM				82	46	74	153	24	
	PM				183	139	272	233	35	
Heart Haven	AM				167	216	105	112	15	
	PM				207	166	206	146	26	
Paragon Place	AM				56	89	116	80	36	
	PM				365	347	395	355	63	
Walmart	AM				28	33	36	21	4	
	PM				267	231	197	122	17	
Points West	AM&PM				380	398	233	339	203	
<b>County Stats</b>										
Passengers					138	131	77	14	38	
Kilometers					7,100	5,387	3511	771	555	
<b>City Medical Trips</b>										
Trips					94	94	75	76	49	
Kilometers					21,701	20,224	16,738	20,118	11,213	
County of Stettler Funding					16,764	16,764	20,000	20,000	20,000	
Town of Stettler Funding					20,000	20,000	25,000	25,000	25,000	
Superfluity Donations					18,000	19,500	19,000	19,000	6,500	

**VAN MAINTENANCE EXPENSES & INCOME COMPARISON CHART 2020**

MONTH	EXPENSES					INCOME			Profit or Loss
	Fuel	Maintenance	Insurance	Part time wages	Total Expenses	Van trips Income	Medical Discount Income	Monthly Total Income	
JANUARY	\$212.72	\$0.00	\$0.00	\$856.24	\$1,068.96	\$1,211.00	\$350.00	\$1,561.00	\$492.04
FEBRUARY	\$221.87	\$195.44	\$1,743.75	\$1,391.08	\$3,552.14	\$1,480.00	\$350.00	\$1,830.00	-\$1,722.14
MARCH	\$16.07	\$0.00	\$0.00	\$984.28	\$1,000.35	\$740.00	\$0.00	\$740.00	-\$260.35
APRIL	\$0.00	\$0.00	\$0.00	\$503.15	\$503.15	\$40.00	\$0.00	\$40.00	-\$463.15
MAY	\$0.00	\$200.67	\$0.00	\$452.20	\$652.87	\$160.00	\$0.00	\$160.00	-\$492.87
JUNE	\$132.98	\$0.00	\$0.00	\$1,585.59	\$1,718.57	\$380.00	\$250.00	\$630.00	-\$1,088.57
JULY	\$167.94	\$0.00	\$0.00	\$1,025.96	\$1,193.90	\$702.00	\$150.00	\$852.00	-\$341.90
AUGUST	\$150.94	\$0.00	\$0.00	\$548.64	\$699.58	\$1,170.00	\$100.00	\$1,270.00	\$570.42
SEPTEMBER	\$104.16	\$195.44	\$0.00	\$254.61	\$554.21	\$462.00	\$150.00	\$612.00	\$57.79
OCTOBER	\$99.33	\$122.00	\$0.00	\$795.92	\$1,017.25	\$572.00	\$200.00	\$772.00	-\$245.25
NOVEMBER									\$0.00
DECEMBER									\$0.00
TOTALS	\$1,106.01	\$713.55	\$1,743.75	\$8,397.67	\$11,960.98	\$6,917.00	\$1,550.00	\$8,467.00	-\$3,493.98

*COMMITTEE OF THE WHOLE RECOMMENDATIONS*

*NOVEMBER 10, 2020*

1. Moved by Councillor Fischer that it be recommended to Town Council that the Town of Stettler make a one-time donation on behalf of the Town Staff and Council to the 2020 Festival of Lights of \$7500.00, with funding to come from the 2020 Operating Budget.
2. Moved by Councillor Campbell that it be recommended to Town Council that the Town of Stettler observes 5 consecutive days of closure during the 2020 Holiday Season with essential and emergency services being maintained during that time.

## MEMORANDUM

To: Greg Switenky  
From: Leann Graham  
Date: November 12, 2020  
Re: Offer to Purchase 5013 – 50 Avenue

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### Background:

In the fall of 2015, the Town of Stettler engaged in the process of a court ordered demolition of the property located at 5013-50 Avenue. Following the demolition, the Town acquired the property by way of Tax Forfeiture in late 2016.

In January 2017, the Town of Stettler Council made a motion to proceed with the sale of 5013-50 Avenue by way of a notice of property for sale by sealed bid, in accordance with the Municipal Government Act. Administration advertised the land for sale and received no submissions.

In June of 2017, the Town received an offer to purchase that was accepted by Town Council, however the sale did not proceed.

### Offer to Purchase Received November 7, 2020

On November 7, 2020, an email offer to purchase (attached) was submitted by Sam Sharp in the amount of THREE HUNDRED DOLLARS (\$300.00)

Section 425 (1)(a) of the Municipal Government Act allows for a municipality to dispose of a parcel of land by selling it at a price that is as close as reasonably possible to the market value of the parcel.

Section 1 (1)(n) of the Municipal Government Act defines "Market Value" as the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the open market by a willing seller to a willing buyer;

### The Property Today:

5013-50 Avenue  
Lot 32, Block 7, Plan 6217AH  
Vacant Parcel  
Size 36' x140' (5,040 Square Feet)  
Zoned C1: Commercial Central  
The Town of Stettler 2020 Assessed Value of the property is \$70,230.00

### Recommendation:

That Town of Stettler Council reject the bid received from Sam Sharp as per section 425 (1)(a) of the Municipal Government Act and refer the property to the Economic Development Subcommittee for consideration and an action plan.



## Leann Graham

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**From:** Sam Sharp <villageeconomy@yahoo.ca>  
**Sent:** November 7, 2020 5:44 PM  
**To:** Leann Graham  
**Subject:** Re: Automatic reply: Land Ad

Hi Leah,

Please accept my following submission for my bid of THREE HUNDRED DOLLARS, ( \$300.00 ), to purchase the said tax sale property located at 5013 on 50th Avenue, Stettler, AB.

Please kindly email me a copy of your council meetings' minutes for the month of October and November 2020.

Thank you so much for your added measure of services.

Regards,  
Sam Sharp  
Email: [villageeconomy@yahoo.ca](mailto:villageeconomy@yahoo.ca)  
Phone: 5875684283

Sent from my iPhone

On Oct 17, 2020, at 8:58 AM, Leann Graham <[lgraham@stettler.net](mailto:lgraham@stettler.net)> wrote:

Hello,

I am currently out of the office until October 19, 2020. If you require immediate assistance please contact Maddie Standage at [mstandage@stettler.net](mailto:mstandage@stettler.net).

Thank you

**Leann Graham**  
**Director of Planning and Development**  
(w) 403-742-8305  
(c) 403-740-2565  
(f) 403-742-1404  
[lgraham@stettler.net](mailto:lgraham@stettler.net)

## MEMORANDUM

To: Greg Switenky, CAO  
From: Lara Angus, Corporate Communications Coordinator  
Date: November 17, 2020  
Re: 2020 Year in Review

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Throughout an unprecedented year, Stettler has remained a great place to 'Live, Work and Play.' We usually state that each year will be remembered as a time of continued growth; this year, our organization was pushed to exceed this standard. The COVID-19 pandemic altered the way our organization made decisions, organized our workplaces, and interacted with our co-workers, peers, and the public. The way that our employees adapted to these unpredictable circumstances was truly commendable. Through the quick and efficient adoption of a rotational schedule, distancing procedures and enhanced cleaning protocols, each department was able to protect the health and safety of our team while ensuring the consistent delivery of services to the public. That, in addition to the innovative and flexible attitudes of Stettler's community groups, residents, and community leaders ensured that Stettler remained a viable and vibrant place to live.



*Staff presenting a cheque for the Stettler Food Bank at the 2019 Staff Appreciation Luncheon*

### Leadership

Managing an organization in the public sector is a difficult task on an average day; during an unparalleled global pandemic, it reached a brand-new level of complication. Council has continued to meet in person throughout 2020, valuing the interpersonal connection which strengthened our ability to feel like one team. The culture

in our entire organization is a reflection of Council's leadership and support of our workers and their families. Our community members rightfully held the expectation that our services would be delivered consistently, promptly, and at our promised level of quality. Council has always stood strongly behind our investment and ongoing commitment to infrastructure in roads, water, sewer, parks and recreation, libraries and property maintenance. These are the core services that allow for the Town of Stettler to deliver on our mission statement, and this ongoing commitment means that the entire organization receives clear direction, while giving the residents in the Town of Stettler a clear view of our performance. However, it was understood that the COVID-19 pandemic has had a significant financial impact on our community, and that this adversity was acknowledged in the budget decision-making process. With these considerations in mind, Council and Senior Administration collaborated to approve Operating and Capital Budgets that allowed for a 0% property tax increase for residents and -1% decrease for businesses, while ensuring that key projects and improvements proceeded in 2020. Practically important was the deferral of payments for taxation and utilities without penalty in order to help Stettler residents adjust to their individual financial impact.



A task of equal importance was ensuring that our employees felt safe and comfortable in their workplaces. Our employees share in Council's pride respecting our provision of services, utilities and programs, and were passionate about maintaining their quality of work while adapting to the evolving circumstances; it was crucial that our organization empowered them to do so. Through weekly meetings amongst Senior Administration, ongoing communication between Department Heads and employees, and internal newsletters, Senior Administration strove to ensure that all workplace concerns were promptly addressed throughout the peak of COVID-19.

Whether adopting new protocols to protect our employees or adjusting budgets to reflect our priority of helping our citizens, our organization remained on course to weather the storm better than most.



As always, Town Council has assisted greatly by being a genuine champion for its employees. With this in mind, Senior Administration is proud of the many accomplishments and progress made throughout our entire organization in 2020, especially in light of the extenuating circumstances. A few of the many results achieved are mentioned below.

### Planning and Development

As of November 1, 2020, we have issued just over \$4.7 million in total building permit values; this number is down from 2019 by approximately \$1.8 million.

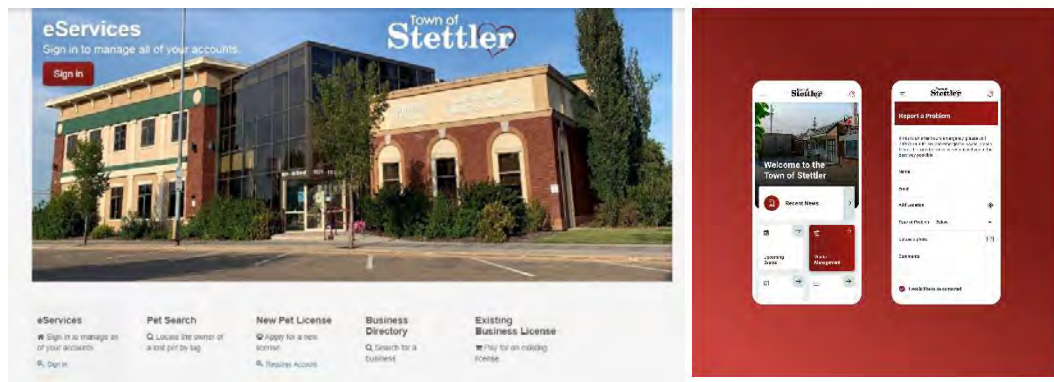
The Town and County were successful in receiving a collaboration grant of \$200,000 for the review of the Intermunicipal Development Plan and a new Southeast Area Structure Plan. Although the timelines have been delayed, we are proceeding with the Request for Proposal process and hope to have a consultant in place for a kick off in the new year.

The NW ASP is in the draft phase, as the COVID-19 pandemic delayed our schedule and completion dates for this statutory document. However, we were able to hold successful landowner planning sessions with COVID-19 regulations in place and will be proceeding with another public engagement in the form of an Open House on November 19, 2020, after which the Final Draft ASP and bylaw will be presented to Council.

The Economic Development Committee has been busy throughout the course of 2020 with the completion of the Housing Assessment in the early months which has presented a possible housing development in the community, with more details to come as applications take place. We have initiated a Commercial Market Assessment with a kick off meeting set for late November. Additionally, there are a number of other initiatives such as a realtor incentive for the sale of Town owned lots, a review of the Economic Development Policies, keeping up our land for development mapping and exploring a virtual main street.



The Corporate Identity Committee has moved forward on a number of initiatives including the SRC Logo re-design, the website and app construction, the drafting of branding guidelines and target updates to council with next steps and action items for 2021. The 2020 Town Life publication will be making it's way into our resident's hands in November/December. Council can also expect a Policy Logo with the new branding guidelines in December 2020.



The Downtown Action Committee has updated the master plan, completed a parking assessment of our downtown including street parking and public parking lots, and provided council with options and costs estimates in preparation for the 2020 capital budget item to complete the Okoppe Parking Lot (50<sup>th</sup> Ave and 49<sup>th</sup> Street) in 2021.

#### Land Sale and Lease

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

Cash Land Leases were renewed this year by way of tender and have been secured with a revenue value of approximately \$17,000.00 annually for the next 5 years.

The A.E Kennedy insurance repairs to the roof are underway; although late due to COVID-19 and weather constraints, we are expecting completion in November 2020.

#### Bylaw Enforcement

Bylaw Enforcement for the year of 2020 has experienced a decrease in the reports and investigations of nuisance and unsightly property. The decrease in the total number of Compliance Orders and Stop Orders issued has resulted from a few factors, but the primary reason for the reduction of enforcement is COVID-19. The inability to access property or meet with land owners posed difficulties for effective enforcement and therefore we have seen less activity in this area.

#### COMPLIANCE PROPERTY STATS IN STETTLER

Nuisance Bylaw, Stop Order – Land Use, and Weed Act Orders - January 1, 2020 to November 1, 2020

Compliance orders issued:	19
Alberta Weed Act orders issued:	21
Stop orders issued:	13
Written letters:	110
Inspection Notices:	8
Remedial Action notices issued:	11
Remedial Action visits:	1

ANIMAL CONTROL STATS IN STETTLER  
January 1, 2020 to November 1, 2020

Number of tickets issued:	11
Total value of penalties issued:	\$2,700.00
Number of warnings given:	35
Dog bites causing injury to a person:	2
Dog bites causing injury/ death to animal:	2
Called in concerns to Town Office:	23

TRAFFIC ENFORCEMENT FINES  
January 1, 2020 to November 1, 2020

Number of ticket issued:	25
Total value of penalties issued:	\$1,350.00

OTHER BYLAW ENFORCEMENT STATS- WARNINGS ISSUED  
January 1, 2020 to November 1, 2020

Snow removal:	106
Overgrown grass & weeds:	73
Overgrown trees & vegetation	10
Garbage & refuse:	10
Property drainage:	5
Rec. trailer/ vehicle on street:	23
Parking:	12
Abandoned vehicles:	15
Vehicle on property front yard:	8
Heavy veh. in residential area	4
Noise:	4
Fire pit:	1
Water discharge into alley:	1

Operations – Transportation, Water and Sewer

2020 started with workplans continuing as usual. Snow was being cleared, outdoor skating rinks were maintained, curb stops were repaired, the WTP had completed chemical bid tenders in preparation of producing water for the year. Training continued with social media awareness, staff completed individual level certification training and lead in water training in preparation for the upcoming changes mandated by AEnv. Then the events of March happened, and all plans for 2020 were put on hold in order to figure out what the impacts of COVID-19 meant for the Operations department.

Managing through the COVID-19 challenge, our main focus was on promoting resiliency in the department through these unprecedented times. Figuring out how to continue to provide essential services while taking care of our families, work force, each other and ourselves was the main priority.

Safety - Focusing on prioritizing physical, emotional and psychological safety in all our interactions and protocols became extremely important. During our staggered work force time, the goal was to maintain essential services at work, but also support staff who were not scheduled to be at work. We accomplished this through utilizing the WhatsApp app and hosting a daily riddle/puzzle for everyone to join in. Creating structure for those at work, but also for those at home became increasingly important, especially for those staff who were isolated at home.

Trust and Transparency – Trusting each other in our line of work is so very important. The hazards of work during a regular workday can be stressful, but working with an unknown hazard with very strict protocols adds an additional level of pressure.

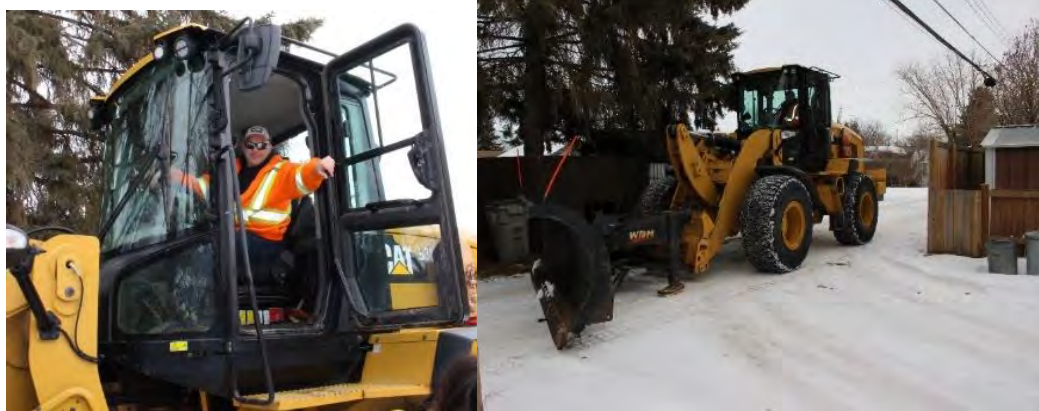
Overcommunicating and sharing as much information as possible was the main goal, as well as respecting the staff and understanding that not everyone responds to change the same way. Offering alternate work options for staff who were not comfortable or had rising fears or anxiety about the unknown was a tactic we employed. We also have maintained departmental isolation in order to reduce the risk of viral spread between facilities. Ensuring all staff knew about the employee assistance program resource to access support for all types of emotional stresses and staying on top of the government and AHS messaging and sharing it with staff was key. Diffusing mixed information and rumor mills helped reassure staff that we are being conscious in our efforts to keep current with the changing information and the ministerial orders being issued. It was important to be mindful of valuing staff input and ensuring that the organization is inviting feedback to make the best decisions, and reminding staff that the one constant through this process is that we should expect the information and what we need to do to change.

The good news is that there is opportunity in crisis. We should never be surprised by the level of dedication the staff continue to show, but we do find ourselves in a continuous state of awe. This crisis brought out the best in so many people. Staff who needed to fill in stepped up and did so without complaint or concern. Not only did the crews manage to continue to complete all the necessary work to maintain the essential services, additional projects and “nice-to-do” work was also accomplished. None of the capital project program gets completed without the assistance of staff in the department and 2020 was no different.

#### Highlights from 2020:

Through worker participation, all departments familiarized themselves with new COVID-19 protocols and hazard assessments. Cleaning and sanitizing protocols were implemented in addition to our regular safety program. All departments ensured adequate supplies and materials required for essential work and safety supplies were ordered and on hand.

Trans - Staff researched and applied a new trial dust control product on the gravel service road of Repp Subdivision, and additionally the gravel truck parking road by Peavy Mart. Pot hole repairs, line painting and sidewalk trips were all attended to. Significant asphalt repairs were once again handled internally with great results. Graves and cremations continued as normal, streets were swept, alleys graded, signs replaced, Cold Lake was pumped, ditch drainage was improved through the east industrial and repp subdivisions, compost was continually turned, the concrete dump site was maintained, storm leads were repaired, the pathway along highway 12 was built, the sand shed was repaired, trees were trimmed, and sand/salt was mixed for winter. At the shop, we cleaned up the shop yard for winter, landscaped behind concrete repairs, and reviewed hazard assessments and safe work procedures.



Water/Wastewater – We helped solve landowner concerns with water pressure, sewer back ups, etc. in a safe and effective manner. Cat tails at the wetland were removed and stockpiled for composting, nitrite sampling and flushing continued, all weekly facility rounds and readings and sampling were completed, Alberta One Call utility locates were done, the Water Reservoir piping was painted, sampling at lagoons continued, dig sites were maintained, sewer problems were repaired, we continued to liaison with AltaGas regarding replacement alignment concerns, flushed problem sewer mains, watermain valves were repaired, divers cleaned tanks at WTS and the reservoir, lagoon aeration system adjustments were made. Finally, we winterized and inspected all hydrants, and completed all necessary safety reviews with hazard assessments and safe work practices.

WTP – We remained steadfast in producing the highest quality of water for the Town and our regional partners. Servicing and recertification of online equipment was done, a sludge curtain was built and installed in the settling tank, and regular monthly maintenance continued. The CT tank, clearwell and settling tanks were cleaned, we replaced UPS at low lift, did trouble-shooting with high particle counts during the summer, flow and mag meters were certified, the floc mixer motor was replaced, the boiler inspection was completed, we installed LED lighting in low lift, safety screens were installed at acid and caustic stations, safety guard rails were installed around the tank hatches, a new streaming current meter was employed for optimizing alum feed, as well as a new fluoride meter, and chlorine injection maintenance was done. Finally, we met



all safety and required AEnv. treatment legislation though all of it, while maintaining departmental isolation since March 2020.

Capital Projects – 44 Avenue Overlay, 52 Street Water Replacements, 61 Street Back alley water replacements, Okoppe Parking Lot Design, Water Wells 14, 15, 16 abandonment, Sludge removal at WTP and Lagoon cells B and C, Airport Runway Lighting, Sidewalk Replacements, Pavement Patching, Pathway rehab paving, Cattail removal in Red Willow Creek. We also purchased a one ton truck, grader, snow blower and tandem. We finalized and cleaned up many carry-over projects this summer/fall.



Although the transitions through COVID were at times challenging, staff excelled and I'm very proud to be part of such a great team.

### Parks and Leisure Services

For the Parks and Leisure Services Department, 2020 was highlighted by addressing the challenges that COVID-19 created, which have impacted utilization of the Stettler Recreation Centre, in addition to accelerating and completing an otherwise multi-year sports field turf revitalization program, enhancing the customer experience at the SRC via service upgrades and continuing to provide many programs and services including some new offerings. Here is an outline of 2020:

#### Events

Our events year started off with our annual Family Day celebrations which were held on Monday, February 17<sup>th</sup>. The 2020 event was highlighted by "Glow in the Dark" public skating, DJ services from Klay the DJ, a photo booth, and a free swim sponsored by the FCSS.

While COVID-19 impacted a number of events that are typically held and hosted by the P&L Department, the department still managed to successfully hold a number of summer activities where most other communities had chosen to cancel. Events such as our annual Canada Day celebration fireworks and a total of eight (8) Music in the Park events were adjusted to ensure that they were safe and followed AHS guidelines around public gatherings. All summer, events proceeded under provincial guidelines

with no issues, which challenged staff to think outside the box and brought a bit of normalcy to a spring/summer that was anything but normal.



The SRC hosted the week-long Alberta Recreation Facilities Personnel Training Conference. Approx. 150 delegates attended various course offerings from July 20-24. Courses offered included Building Maintenance, Parks and Sports Fields Operations, Swimming Pool Operator and Custodial Care.

In early September after our ball parks were reopened, the annual "For Heaven's Sake" softball tournament was held at both the Stettler Sports Park and West Stettler Ball Diamonds. Staff worked to prepare the fields to ensure they could be used by the tournament organizers who ended up raising a total of just over \$15,000, which has been donated back to various other community charities and initiatives.

The largest event held during 2020 was Alberta Culture Days which ran from September 4-26. The event was attended by just over 900 people throughout the 22 days and was a partnership event between the Town, County, Museum, Library and Ag Society. Overall, the event went very well with activities ranging from a Cruise-In Concert, various art workshops such as beading, writing, cartoon art and looming. Feature weekend celebrations centered around our community's history of agriculture and Metis heritage. It was a privilege to have the Honourable Leela Aheer, Minister of Culture, Multiculturalism and Status of Women attend the initial kick-off event at the Museum.



## Programs/Services

COVID-19 certainly altered the program and service offerings provided through the P & L Department. In saying that, staff were challenged to find new and innovative ways to connect with our residents.

While the SRC was shut down over the course of the pandemic, staff created online workout programs that were broadcast via Facebook and YouTube. In addition to workouts, online videos were created that focused around healthy eating and nutrition, and how to keep kids active while social distancing. Staff also created a weekly health challenge list for residents to challenge themselves, while at the same time providing residents with something to keep their mind focused on other than COVID-19 and its restrictions.



In June, we were able to open up various parts of the SRC, and staff created programming and established guidelines for reopening based on AHS regulations/recommendations. This included working with HUB users to guide them through programming options that were acceptable in the pandemic environment. In September, we were able to begin offering many of our own programs under modified numbers, including swimming lessons, fitness swims, public swims, spin classes

and other exercise options for various demographics in the community. The Government of Alberta's relaunch strategy was welcome news to our community and our team at Parks & Leisure Services was ready to enact the new regulations.

### Facilities

While the pandemic may have impacted the use of our various facilities, it did create an opportune environment for staff to complete some various maintenance that normally can't be done when either the SRC or sports fields are in full use.

With the SRC being shut down on March 16<sup>th</sup>, staff took on the challenge of deep cleaning the various parts of the facility that needed it. In addition, numerous maintenance projects and painting was completed on all doors and window frames, red arena walls and bleachers. The pool staff took advantage of the "down-time" and completed a full shut down (this had been originally scheduled to be completed in 2022), which included re-grouting all tile, waxing the waterslide, various paint projects and a full deep clean of all areas. This summer also saw the addition of LiveBarn, an online subscription service that allows individuals to watch the various activities that take place on each of the ice surfaces within the SRC.



A major focus of the late spring and summer was working to revitalize the turf on all sports fields through the community. A combination of timely rain and heat, fertilizing, top dressing, overseeding and aerating along with the fact that they were taken out of service allowed for the turf to improve significantly over the summer. The fields will be in great shape come the start of the 2021 ball and soccer seasons.



We were able to open up the Lion's Campground starting on the May Long Weekend at 50% capacity. The campground was later fully opened in late June providing a much needed revenue source. Overall, the campground did very well considering that there were essentially no major summer events in the community. For a good portion of the camping season, we were operating at 50% capacity.

Staff worked with the Beautification Committee's contractor to put in a new heart shaped flower planter in the old Carl Stettler park. In addition, they have started trimming trees (Elm ban is off) concentrating on concern and complaints trees, later switching to grid pruning and helping with some problematic trees at the Stettler Golf Course.

#### Administration

During the early stages of the pandemic, many of the P & L Staff were tasked with filling numerous positions at the Emergency Operations Center, utilizing their ICS 100 & 200 certifications that many of the staff had recently achieved

Staff continue to sit and work on various external committees, such as the Stettler Wellness Committee which is currently working through a Healthy Communities Initiatives Grant focusing on volunteerism and its impacts on community connection, mental health, etc. In addition, staff are working with Newline Skate Parks and local users to begin phase 2 construction at the Stettler Skate Park. Staff also met regularly throughout the year with Destination Stettler on establishing tourism opportunities within the community, the Heartland Beautification Committee and Culture Days.

In-person meetings were also held with various key stakeholder groups to assist them with their programming opportunities based on AHS guidelines and COVID-19 facility rules and guidelines. Groups included the Senior Centre Drop-In Club, Swim Club, Minor Hockey, Figure Skating, Fun Hockey and the Stettler Lightning.

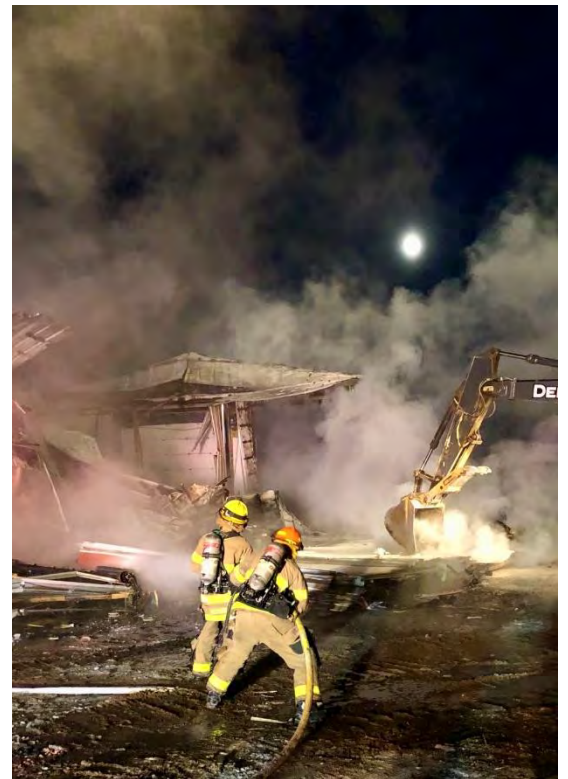
## Stettler Regional Fire Department



### Operations

2020 started off with a bang – literally! An explosion at an industrial site had our crews work through the night to extinguish the fire left in the wake of it.

It was a taste of things to come in 2020 which till mid- October had the Department respond to another 13 fires, 32 grass and rubbish fires, 11 vehicle fires, 38 vehicle accidents, 39 medical assists, 1 elevator rescue and numerous alarm calls to mention just a few. All of these did not have the same effect on the firefighters as a group as the viral explosion of COVID-19.



## Pandemic

As a Fire Department, we pride ourselves on our readiness to serve with great speed and efficiency. All our gear and apparatus are checked on a weekly basis and firefighters train hard to meet whatever challenge we might face in an incident. We do everything as a team - any assignment has a minimum of two members working together. The COVID-19 pandemic had us scrambling to adjust in quick fashion to the "new normal." PPE was bought to protect our personnel when responding to medical calls. Procedures were changed, and social distancing and continues masking enforced. Firefighters were only allowed to come to the Station if there was a call. Post-incident disinfecting of apparatus, gear and equipment added a lot of extra time to the length of an incident. Training moved to a new platform using social media.



## Training

When COVID-19 turned into a pandemic, our training changed from meeting at the Station to Google Meet sessions on our practice nights. The first couple of months, it was all about the donning and doffing of our medical PPE and all kinds of procedures were put in place to stay safe while responding. When the Government of Alberta eased up on some of the restrictions, firefighters started meeting on practice nights and training in small groups while masked up.

## Fire Prevention

Where in former years firefighters would visit schools to teach fire prevention to children, this year we used our Facebook page to reach children and their families. We made video clips with Fireman Steve (Lt. Steve Maruk) to get the fire safety message across in a fun – and sometimes comedic - way. We received a lot of public interest! We reached and were engaging 9300 people with one of our Fireman Steve videos.



## Charity Recruitment

This year the fire department could not be involved with the Food Drive for the Stettler Food Bank due to the pandemic. They did help a local girls hockey team with shuttling food to the Food Bank on their behalf. They also raised money through the Stair Climb and donated \$4700 to the Calgary Wellspring Centre which offers programs and services, at no charge and without referral, to anyone, with any type of cancer at any stage in their journey.



Amanda Heintz-Beausoliel was the winner of \$5000 in the Stettler Volunteer Firefighter 50/50 draw this year!

## Recruitment

We started with the recruitment process in the beginning of October and will meet with the new candidates in the beginning of November. They will have to pass a physical and an interview process to join the Department as a Probationary Firefighter. We have used social media and word of mouth to inform the public. We are hoping for a good turn out as our numbers have been dwindling lately.

### Staff Recognition:

#### Historical Background:

As an important aspect of our overall Human Resources Strategy, Council has considered an annual recognition for all Town Staff over the past number of years, as follows:

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





2019 - \$350 in local Heart of Alberta Dollars

The local "Heart of Alberta Dollars" are designed to facilitate shopping in Stettler. They can be used to make purchases at participating Stettler businesses as part of the Stettler Board of Trade's 'Shop Local' campaign, which helps to encourage re-investment in our local economy.

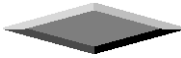
#### 2020 Perspective

Stettler has always been "The Heart of Alberta" and a great model of sustainability in rural Alberta. We are very lucky to live in a place where our Mission Statement means so much towards our daily lives; *"We will provide a high quality of life for our residents and visitors through leadership and the delivery of effective, efficient and affordable services that are socially and environmentally responsible."*

The Town of Stettler recognizes the importance of motivating, rewarding and developing employees. As such, this program has been developed to recognize individual and team efforts and to encourage employees to meet their full potential at the workplace. Employees are the Town's most valuable asset and play a critical role in contributing to the attainment of the Town's objectives and mission. Recognition can take many forms and all employees are encouraged to recognize co-workers and fellow employees for exceptional performance or significant contributions. Universal employee recognition benefits approved by Council are a positive tool for creating pride and job satisfaction within the entire organization, and Council's consideration of this program is greatly appreciated.

**MEMORANDUM**

**To:** Steven Gerlitz  
**From:** Leann Graham  
**Prepared By:** Angela Smith  
**Date:** November 17, 2020  
**Re:** Business License Fees 2021



**Background**

Each year Town of Stettler Council sets the Business License Fees for the upcoming year; administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of November 17, 2020 we have the following number of Active Business Licenses:

<b>Business Type</b>	<b>Number Of Licenses</b>			<b>Potential 2020 Revenue</b>
Resident (Rate \$150/year):	<b>2018</b>	<b>2019</b>	<b>2020</b>	*Based on 2020 Licenses
Commercial	399	418	423	\$63,450
Home Occupation	61	69	58	\$8,700
Non- Resident (Rate \$350/year)	42	62	73	\$25,550
<b>TOTAL</b>	<b>515</b>	<b>549</b>	<b>554</b>	<b>\$97,700</b>

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

<b>Municipality</b>	<b>Resident fee</b>	<b>Non Resident Fee</b>
Ponoka	\$100.00	\$250.00
Lacombe	\$147.00	\$412.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$100.00	\$250.00
Olds	\$125.00	\$225.00
Wainwright	\$100.00	\$200.00
Red Deer	\$111.60	\$433.90
Camrose	\$150.00	\$300.00
Peace River	\$150.00	\$300.00
<b>AVERAGE</b>	<b>\$130.90</b>	<b>\$295.70</b>
<b>Town of Stettler</b>	<b>\$150.00</b>	<b>\$350.00</b>

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

**Recommendation**

That Town Council set the 2021 Business License fees as the same rate as 2020, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.

## MEMORANDUM

**To:** Steven Gerlitz  
**From:** Leann Graham  
**Prepared By:** Angela Smith  
**Date:** November 17,2020  
**Re:** Dog & Cat License Fees for 2021

### Background

Town administration has conducted a review of our existing Dog & Cat Licenses and Rates. The Dog Bylaw 2050-14 & Cat Bylaw 2049-14 were passed in March of 2014; the license fees did not change from the previous bylaw. Below is the number of Dog and Cat licenses currently registered as well as the potential revenue for 2021:

Animal Type	Number of 2018 Licenses	Number of 2019 Licenses	Number of 2020 Licenses	Potential Revenue 2021 *(based on 2020 licenses)
DOG – Unaltered	39	41	41	<b>\$19,725.00</b>
DOG – Altered	742	705	707	
CAT – Unaltered	0	0	1	<b>\$7,200.00</b>
CAT – Altered	247	280	286	
<b>TOTAL</b>	<b>1028</b>	<b>1026</b>	<b>1035</b>	<b>\$26,925.00</b>

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

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

\*Discount rate is from December 1 - January 31

\*\*Discount rate is from January 1 - January 31

### Recommendation

That Town Council set the 2021 Dog & Cat License fees at the same rate as 2020:

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

### Alternatives

That Town Council increase or decrease the Dog & Cat License fees for 2021.

Revenue	2020 Budget	Actual - Oct 31, 2020	Variance	%	Notes
Administration	\$317,333	\$239,630.96	\$77,702.04	75.51%	
	Clearview swimming pool - \$13,313 / White Sands Contract - \$32000 / Inter Department Transfer - \$250,000				
Police	\$520,024	\$212,858.43	\$307,165.57	40.93%	MSI Operating - \$52,856
	Traffic Fines (Budget - \$60,000 / \$24,427 - 41%)				
	Provincial Grant - \$347,000 / Community SRO - \$54,825 (Clearview 50% SRO / County 25% SRO - received 1/2 grant)				
Fire	\$402,577	\$249,003.63	\$153,573.37	61.85%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$109,950	\$116,111.70	-\$6,161.70	105.60%	Animal / Business License
	Business Licenses (Budget - \$86,250 - Actual \$95,442 (111%) / Animal License - Budget \$21,700 - Actual \$19,670				
Roads, Streets, Walks, Lights	\$269,535	\$63,554.93	\$205,980.07	23.58%	
	Roads Frontage - Pavement (Budget - \$62,075)				
Airport	\$10,880	\$10,256.06	\$623.94	94.27%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,137,318	\$2,171,701.78	\$965,616.22	69.22%	
	Metered sale of water (Budget - \$1,879,608 / Actual - \$1,340,907 - 71% (to end of Sept - 75%))				
	Metered out of Town (Budget - \$1,070,000 / Actual - \$729,776 - 68% - to end of Sept - 75%)				
	Bulk water (Budget - \$15,000 / Actual \$23,072 - 154%)				
Sewer	\$905,963	\$675,278.96	\$230,684.04	74.54%	
	Sewer Service Charges (Budget - \$855,943 / Actual \$655,086 - 77% - to end of Sept - 75%)				
Garbage Collection & Disposal	\$824,660	\$620,119.91	\$204,540.09	75.20%	SWMA haul rebate - \$23,000
	Residential Garbage Revenue (Budget - \$623,438 / Actual \$461,546 - 74% - to end of Sept - 75%)				
	Recycling Revenue (Budget - \$168,870 / Actual - \$127,747 - 76% - to end of Sept - 75%)				
FCSS	\$157,148	\$144,053.00	\$13,095.00	91.67%	
Cemetery	\$23,600	\$15,182.20	\$8,417.80	64.33%	
Planning & Development	\$34,100	\$237,878.49	-\$203,778.49	697.59%	\$200,000 prov grant - idp/asp
	Building Permits (Budget - \$20,000 / Actual - \$23,469 - 117%)				
Economic Development - BOT	\$149,585	\$145,894.70	\$3,690.30	97.53%	
Subdivision Land	\$200	\$0.00	\$200.00	0.00%	Subdivision Fees
Land, Housing & Rentals	\$273,780	\$247,207.40	\$26,572.60	90.29%	
	Health Unit - \$197,950				
	Ambulance Station - \$20,100				
	SRC - Library - Budget - \$42,000				
Recreation - General	\$3,000	\$2,765.67	\$234.33	92.19%	
Recreation Programs	\$3,500	\$3,692.77	-\$192.77	105.51%	N0 Ball / Soccer - ice in sept
Facilities	\$873,305	\$226,348.67	\$646,956.33	25.92%	County Partnership - \$431,500
Community Hall	\$35,000	\$3,690.46	\$31,309.54	10.54%	
Senior's Center	\$14,437	\$11,912.36	\$2,524.64	82.51%	
Parks	\$50,650	\$90,327.17	-\$39,677.17	178.34%	
	Lions Campground - Budget - \$50,000 / Actual - \$67,627.17 - 135%)				
Operating Contingency	\$100,146	\$0.00	\$100,146.00	0.00%	Over/under levy
Taxes / Penalties	\$8,595,184	\$8,541,829.69	\$53,354.31	99.38%	Incl Business Taxes / Penalties
Other Revenue	\$1,778,000	\$1,329,488.11	\$448,511.89	74.77%	
	Franchise Fee - GAS (Budget - \$936,000 / Actual - \$734,276 - 78% to end of Sept - 75%)				
	Franchise Fee - ELECTRIC (Budget - \$712,000 / Actual - \$499,352 - 70% - to end of Sept - 75%)				
	Return on Investments (Budget - \$130,000 / Actual - \$95,861 - 74%)				
<b>Total Revenue</b>	<b>\$18,589,875</b>	<b>\$15,358,787.05</b>	<b>\$3,231,087.95</b>	<b>82.62%</b>	

Expense	2020 Budget	Actual - Oct 31, 2020	Variance	%	Notes
Council & Legislative	\$208,300	\$140,141.14	\$68,158.86	67.28%	
Council Honorarium (Budget - \$152,300 / Actual - \$123,512 - 81%)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$15,000 / Actual - \$3,081 - 21%)					
Council Membership Conferences (Budget - \$10,000 / Actual - \$7,048 - 70%)					
Administration	\$1,230,121	\$972,299.37	\$257,821.63	79.04%	COVID Expenses (supplies) - \$35,996.70
Police	\$1,140,831	\$676,771.25	\$464,059.75	59.32%	
RCMP - Contract Billings (Budget - \$956,072)					
Fire	\$889,028	\$439,574.43	\$449,453.57	49.44%	
Disaster Services	\$32,068	\$727.78	\$31,340.22	2.27%	
Bylaw Enforcement	\$185,808	\$135,733.99	\$50,074.01	73.05%	
Common Services	\$150,597	\$79,171.44	\$71,425.56	52.57%	Shop
Roads, Streets, Walks, Lights	\$2,108,345	\$1,291,001.85	\$817,343.15	61.23%	
Airport	\$46,974	\$12,151.66	\$34,822.34	25.87%	
Water Supply & Distribution	\$3,200,880	\$1,971,398.02	\$1,229,481.98	61.59%	
Sewer	\$642,607	\$445,549.24	\$197,057.76	69.33%	
Garbage Collection & Disposal	\$722,866	\$422,356.66	\$300,509.34	58.43%	
FCSS	\$196,435	\$196,435.00	\$0.00	100.00%	
Cemetery	\$64,668	\$33,736.09	\$30,931.91	52.17%	
Planning & Development	\$342,725	\$262,966.65	\$79,758.35	76.73%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$532,150	\$317,673.12	\$214,476.88	59.70%	Ec Dev, BOT. HBC
Subdivison Land	\$55,270	\$40,887.13	\$14,382.87	73.98%	
Land, Housing & Rentals	\$43,900	\$14,155.53	\$29,744.47	32.24%	
Recreation - General	\$140,775	\$117,706.06	\$23,068.94	83.61%	
Recreation Programs	\$80,280	\$74,873.50	\$5,406.50	93.27%	
Facilities	\$2,455,770	\$1,443,118.95	\$1,012,651.05	58.76%	
Culture	\$345,812	\$351,912.69	-\$6,100.69	101.76%	Parkland, Library, Museum
Community Hall	\$119,029	\$62,185.14	\$56,843.86	52.24%	
Senior's Center	\$13,310	\$2,392.63	\$10,917.37	17.98%	
Parks	\$618,745	\$358,619.31	\$260,125.69	57.96%	
Operating Contingency	\$319,247	\$0.00	\$319,247.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$230,000) (JE made at end of year prior to Audit)					
Available for Capital from 2020 Operating Budget for 2020 Capital Budget - \$549,247 (Water (\$63,562) + Utility \$365,150 (sewer, waste, recycling) + Total Available for Capital - \$247,659) + Contingency - Utility - \$0 / Salaries - \$0 = \$549,247					
Requisitions	\$2,678,334	\$1,620,632.69	\$1,057,701.31	60.51%	
ASFF (Budget - \$2,159,570 - Actual - \$1,174,904.49 - 54%)					
ASFF Separate School (Budget - \$167,527 - Actual - \$95,410 - 57% )					
County of Stettler Senior Lodges (Budget - \$350,318 - Actual \$350,318 - 100% Actual)					
<b>Total Expense</b>	<b>\$18,589,875</b>	<b>\$11,509,171.32</b>	<b>\$7,080,703.68</b>	<b>61.91%</b>	
<b>Surplus / Deficit</b>	<b>\$0</b>	<b>\$3,849,615.73</b>	<b>-\$3,849,615.73</b>		

Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2020 Budget Expense - Approved by Council	Difference Between Actual and Budget Amount	Actual - Project Expenses - October 31, 2020	Utility (Water) Avail for Capital 2020 Interim Operating Budget (Rates) = (-\$63,562)	Utility (other) Avail for Capital 2020 Interim Operating Budget (Rates) = \$365,150	Available for Capital 2020 Interim Operating Budget (taxes) = \$247,659	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2020 Operating Budget / MSI Operating \$52,856 (\$53,391)	Debenture / Local Improvement	Grants - MSI - (\$945,165)	Grants - FGT - (\$346,344)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	\$8121 difference in provincial Grants from feb 27 Provincial Budget	Total
ADM 6-12-03-00-30-630	Computer Replacement Program	\$0.00	\$0.00	\$0.00					\$0.00	Office equip							\$0.00
ADM 6-12-03-00-31-630	Server Replacement (email, data, licensing)	\$35,042.00	\$35,042.00	\$0.00	\$32,042.00		\$154.00		\$34,888.00	Office equip							\$35,042.00
ADM 6-12-03-00-30-630	Softward Upgrade (e services/extender info)	\$25,670.00	\$25,670.00	\$0.00	\$17,577.60	\$20,670.00			\$5,000.00	Software Update							\$25,670.00
ADM 6-64-01-00-00-630	Communication - Website & Mobile APP	\$50,000.00	\$50,000.00	\$0.00	\$20,131.50	\$50,000.00											\$50,000.00
FIRE 6-23-99-91-00-764	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000.00	\$0.00	JE at end of year	\$0.00	\$100,000.00										\$100,000.00
FIRE 6-23-00-00-30-630	2 way radio system Replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150.00	\$0.00	JE at end of year	\$0.00	\$60,150.00										\$60,150.00
FIRE 6-23-00-30-00-630	Multipurpose Air Shelter Command - Regional	\$24,500.00	\$24,500.00	\$0.00			\$12,250.00								\$12,250.00	County	\$24,500.00
Op 232090001244 / 632091000610	Sidewalk replacement program (yearly)	\$119,712.00	\$130,000.00	-\$10,288.00	\$38,911.54		\$44,712.00			\$75,000.00							\$119,712.00
Op 6-32-09-60-02-660	Pathway Program (Area 2c - Hwy 12 along Co-op/Stettler GM)	\$91,520.00	\$100,000.00	-\$8,480.00	\$23,085.00	\$0.00		\$24,520.00	\$67,000.00	Pathway							\$91,520.00
Op 2-32-09-00-03-244	Pathway Rehab (2017 Council Direction)	\$51,800.00	\$50,000.00	\$1,800.00	\$51,757.66					\$51,800.00							\$51,800.00
Op 2-32-21-00-03-536	Pavement Patching	\$147,950.00	\$150,000.00	-\$2,050.00	\$139,340.00	\$147,950.00	\$0.00										\$147,950.00
Op 6-32-21-00-13-610	44th Avenue Overlay from Hwy 56-65th Street	\$792,943.50	\$950,000.00	-\$157,056.50	\$635,857.90					\$52,856.00		\$422,967.50	\$317,120.00				\$792,943.50
Op 6-32-21-10-05-610	Mainstreet - 49th Avenue - 1/2 block south - COVID project deleted from 2020 Capital Budget - Budget for in 2021	\$14,977.19	\$380,000.00	-\$365,022.81	\$14,977.19					\$14,977.19							\$14,977.19
Op 6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street)	\$60,000.00	\$60,000.00	\$0.00		\$60,000.00											\$60,000.00
Op 6-56-00-10-00-610	Cemetery concrete runner sidewalk	\$30,000.00	\$30,000.00	\$0.00			\$30,000.00										\$30,000.00
Water 6-41-11-10-24-610	Watermain on 52ndST between 49-50ave	\$252,819.25	\$230,000.00	\$22,819.25	\$221,586.29							\$252,819.25					\$252,819.25
Water 6-41-11-10-06-610	Watermain on 61ST Grandview	\$373,238.98	\$273,000.00	\$100,238.98	\$46,678.92							\$373,238.98					\$373,238.98
Water 6-41-11-10-05-610	Install additional fire hydrants 46th street	\$30,000.00	\$30,000.00	\$0.00		\$15,000.00	\$15,000.00										\$30,000.00
Water 2-41-16-00-00-554	Abandon Water Wells 15, 16, 17	\$90,000.00	\$90,000.00	\$0.00		\$15,000.00	\$75,000.00										\$90,000.00
Sewer 6-42-00-10-03-610	Sewermain on 61ST Grandview	\$373,238.98	\$273,000.00	\$100,238.98	\$11,723.48							\$373,238.98					\$373,238.98
Sewer 6-42-00-10-05-610	Lift station pump upgrades	\$300,000.00	\$300,000.00	\$0.00	\$757.50								\$260,000.00	\$40,000.00			\$300,000.00
Storm 6-42-00-00-15-610	Cattail removal Red Willow Creek	\$440,410.68	\$250,000.00	\$190,410.68	\$29,015.18	\$100,000.00	\$69,000.00		\$81,000.00	WTS Operations		\$190,410.68					\$440,410.68
Equip 6-31-11-00-50-650	One tonne truck	\$43,842.02	\$50,000.00	-\$6,157.98	\$43,842.02		\$0.00		\$43,842.02	Common Services							\$43,842.02
Equip 6-31-11-30-25-630	Grader (keep old one for winter)	\$274,100.00	\$280,000.00	-\$5,900.00	\$15,400.00	\$274,100.00											\$274,100.00
WTP 6-41-01-20-13-620	WTP - Chlorine Analyzer	\$20,000.00	\$20,000.00	\$0.00		\$20,000.00											\$20,000.00
WTP 6-41-01-20-00-620	WTP - Make up air unit replacement	\$20,000.00	\$20,000.00	\$0.00		\$20,000.00											\$20,000.00
WTP 6-41-01-20-19-620	WTP - Membranes (build reserves)	\$50,000.00	\$50,000.00	\$0.00		\$50,000.00											\$50,000.00
WTP 6-41-01-20-11-620	WTP - Chlorine gas replacement	\$50,000.00	\$50,000.00	\$0.00		\$50,000.00											\$50,000.00
WTP 6-41-01-20-26-620	WTP - Fluoride meter	\$12,935.00	\$12,000.00	\$935.00	\$12,935.00	\$12,935.00											\$12,935.00
WTP 2-41-01-00-06-252	WTP - Storage pond additional shading	\$15,000.00	\$15,000.00	\$0.00	\$2,000.00	\$15,000.00											\$15,000.00
WTP 6-41-01-20-09-620	WTP - Potable water pump	\$50,000.00	\$50,000.00	\$0.00		\$50,000.00											\$50,000.00
Park 6-77-81-60-00-660	Skateboard Park - Phase 2	\$126,000.00	\$126,000.00	\$0.00	\$5,000.00	\$63,100.45									\$62,899.55	Association	\$126,000.00
Park 6-77-02-30-07-630	Baseball diamond utility vehicle (mule)	\$32,000.00	\$32,000.00	\$0.00			\$0.00		\$32,000.00	Common Services							\$32,000.00
SRC 6-73-11-30-03-630	Scissor lift	\$8,731.77	\$12,000.00	-\$3,268.23	\$8,731.77	\$8,731.77											\$8,731.77
SRC 2-73-13-03-04-252	Door Accessibility	\$24,500.00	\$24,500.00	\$0.00		\$24,500.00											\$24,500.00
SRC Fitness 6-73-12-30-00-630	Pec Deck Machine	\$6,550.00	\$6,550.00	\$0.00			\$6,550.00										\$6,550.00
SRC - Arena 6-73-11-20-05-620	Tube Heaters	\$62,500.00	\$62,500.00	\$0.00		\$62,500.00											\$62,500.00
SRC - Pool 6-73-13-00-30-630	Controller Replacement	\$25,630.00	\$28,150.00	-\$2,520.00	\$25,630.00		\$25,630.00										\$25,630.00
Culture 2-74-99-91-00-764	Culture Projects (PAC - \$9000 - wireless mic system)	\$15,000.00	\$15,000.00	\$0.00	JE at end of year		\$15,000.00										\$15,000.00
<b>Total 2020 Capital Budget</b>		<b>\$4,300,761.37</b>	<b>\$4,445,062.00</b>	<b>-\$144,300.63</b>	<b>\$1,396,980.55</b>	<b>\$232,935.00</b>	<b>\$901,552.22</b>	<b>\$378,446.00</b>	<b>\$24,520.00</b>	<b>\$263,730.02</b>	<b>\$194,633.19</b>	<b>\$0.00</b>	<b>\$1,189,707.89</b>	<b>\$682,967.50</b>	<b>\$357,120.00</b>	<b>\$75,149.55</b>	<b>\$4,300,761.37</b>
<b>Council Motion - 20:02:03 - Feb 4, 2020</b>		<b>\$4,445,062.00</b>	<b>32.48%</b>				<b>\$549,247.00</b>	<b>\$1,512,933.22</b>				<b>-\$118,580.89</b>	<b>-\$354,690.50</b>	<b>\$0.00</b>			<b>\$4,300,761.37</b>
<b>Total 2020 Capital Budget</b>		<b>\$4,445,062.00</b>						<b>-\$963,686.22</b>									<b>\$144,300.63</b>
<b>Difference (Actual vs Council Budget)</b>		<b>-\$144,300.63</b>															

2019 Carry Forward / OTHER		Brought forward from 2019 Budget Carry Forward	2019 Approved Amount (with tender amount updates)	Difference Between Actual and Budget Amount	Actual - Project Expenses - October 31, 2020	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debtenture / Local Improve	MSI	FGT	BMTG	Other	Total	
2019 Carry Forward - Projects not Completed																		
6-32-09-60-00-660	Pathway Expansion - (Melissa Dec 30/19 - carry forward balance - \$100,000-46,628.12 = \$53,371.88)	\$53,371.88	\$53,371.88					\$53,371.88										\$53,371.88
6-32-21-10-22-610	51st Avenue - 59-61st Street Cement and Paving - (Melissa Dec 30/19 - carry forward balance - \$0)	\$11,324.70	\$0.00		\$11,324.70						\$11,324.70							\$11,324.70
6-32-21-10-01-610	Downtown Streetscape Concept Planning - (Melissa Dec 30/19 - carry forward balance - \$20,000-\$8728.79= \$11,271.21)	\$11,271.21	\$11,271.21		\$10,249.74			\$11,271.21										\$11,271.21
6-41-11-10-22-610 - CAP-11501	Watermain replace on 52nd Street between 48-49 Ave - (Melissa Dec 30/19 - carry forward balance - \$221,369.75 - \$205,400.66 = \$15,969.09)	\$15,875.67	\$15,875.67		\$15,875.67								\$15,875.67					\$15,875.67
6-41-11-10-23-610 - CAP-11502	Watermain replace west of 57ASTbetween 46-47 Ave - (Melissa Dec 30/19 - carry forward balance - \$229,465.78 - \$213,354.80 = \$16,110.98)	\$16,110.98	\$16,110.98		\$4,889.99								\$16,110.98					\$16,110.98
6-41-14-20-01-620 - CAP-11503	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790)	\$149,790.00	\$149,790.00		\$210.00								\$149,790.00					\$149,790.00
6-42-00-10-22-610 - CAP-11502	Sewermain replace west of 57ASTbetween 46-47 Ave - (Melissa Dec 30/19 - carry forward balance - \$229,465.78 - \$213,354.81 = \$16,110.97)	\$16,110.97	\$16,110.97		\$3,333.56								\$16,110.97					\$16,110.97
6-42-00-20-00-620	Lift Stations A & B Furnaces - (Melissa Dec 30/19 - carry forward balance - \$30,000 - \$0.00 = \$30,000)	\$30,000.00	\$30,000.00		\$15,433.03	\$30,000.00												\$30,000.00
6-31-11-50-00-650	3/4 Tonne Truck - (Melissa Dec 30/19 - carry forward balance - \$36,526.25 - \$0 = \$39,526.25)	\$40,006.25	\$39,526.25		\$40,006.25	\$40,006.25												\$40,006.25
6-31-11-50-02-650 - CAP-11506	Tandem - (Melissa Dec 30/19 - carry forward balance - \$170,000-0=\$170,000)	\$177,506.98	\$170,000.00		\$177,506.98								\$177,506.98					\$177,506.98
6-31-11-30-06-630 - CAP-11507	Snow Blower - (Melissa Dec 30/19 - carry forward balance - \$180,000 - 0 = \$180,000)	\$159,700.00	\$159,700.00		\$159,700.00								\$159,700.00					\$159,700.00
6-41-01-20-25-620	WTP - MCC Room Air Conditioning - (Melissa Dec 30/19 - carry forward balance - \$10,000 - \$675.96 = \$9324.04)	\$9,324.04	\$9,324.04		\$3,881.58	\$9,324.04												\$9,324.04
6-41-01-20-10-620	WTP - Cathodic Protection Distribution Line - (Melissa Dec 30/19 - carry forward balance - \$100,000 - 0 = \$100,000)	\$100,000.00	\$100,000.00			\$100,000.00												\$100,000.00
2-61-02-00-05-239	Northwest ASP - (Melissa Dec 30/19 - carry forward balance - \$25,000 - 0 = \$25,000)	\$25,000.00	\$25,000.00		\$10,247.38					\$25,000.00	planning res							\$25,000.00
6-41-14-10-01-610	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$50,000 - 0 = \$50,000)	\$50,000.00	\$50,000.00			\$10,000.00				\$40,000.00	Coat Reservoir Exterior							\$50,000.00
642011011610 & 642011013610	Lagoon Cell B (2018) & Cell C (2019) - Desludging (Melissa Dec 30/19 - carry forward balance for desludging Cells B (2018 - Budget \$334,720 / tender amount - \$230,162.71) and C (2019 - Budget - \$300,000 / tender amount - \$153,442.67) - Total 2019 Carry forward to 2020 - (\$230,162.71+\$153,442.67-\$192,778.92 = \$190,826.46)	\$190,826.46	\$190,826.46		\$110,942.09								\$190,826.46					\$190,826.46
6-42-00-10-20-610	New Sewer Dump - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$115,000 - 0 = \$115,000)	\$115,000.00	\$115,000.00				\$115,000.00											\$115,000.00
6-41-01-10-01-610	WTP - Waste Pond Dredging - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$350,000 - 1171.80 = \$348,828.20)	\$348,828.20	\$348,828.20		\$283,007.64	\$348,828.20												\$348,828.20
6-41-01-20-21-620	WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$250,000 - \$20,499.36 = \$229,500.64)	\$229,500.64	\$229,500.64		\$20,377.70			\$229,500.64										\$229,500.64
6-41-11-10-08-610	4203-50A Ave - Motion 18:05:20 - 2018 Carry Forward - \$140,000 to 2019 to complete (Melissa - January 7, 2019) - (Melissa Dec 30/19 - carry forward \$5000 to cover engineering inspections - \$5000)	\$12,362.95	\$5,000.00		\$12,362.95	\$12,362.95												\$12,362.95

6-33-00-10-01-630	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000 - 2018 Carry Forward - carry forward balance (40,000-7,450 = 32,550) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance (joint Airport Grant - runway lighting) \$32,550 - 0 = \$32,550)	\$32,550.00	\$32,550.00			\$16,275.00										\$16,275.00	County	\$32,550.00	
6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance (joint Airport Grant - runway lighting) \$34,706.73 - \$2201.72 = \$32,505.01)	\$32,505.01	\$32,505.01			\$32,505.01													\$32,505.01
641111019610 CAP-8973	Motion 17:03:04 - Sewer / Water Main 51 Ave - 57 to 59 Street (Total Budget \$970,000 (450,000+520,000) Contract Price - \$737,042 - \$232,958 under budget - 2017 Carry Forward - Melissa 20/12/17 - \$25,000 Engineering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance (25,000-8587.35=16,412.65) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward \$16,413 to cover engineering inspections - \$16,413)	\$16,413.00	\$16,413.00			\$16,413.00													\$16,413.00
641111012610 / 642001014610 - CAP- 8974	Medium Density Sewer Water - 55-56 Street - between 55-56 Street - (Total Budget \$500,000 (250,000+250,000) \$78,217 Under Budget - 2017 Carry Forward - Melissa 20/12/17 - \$10,000 Engineering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward \$10,000 to cover engineering inspections - \$10,000)	\$10,000.00	\$10,000.00			\$10,000.00													\$10,000.00
2-73-11-02-03-239	SRC - Red Arena - Re-vamp player boxes (glass, boards and gates) - carry forward to 2020 (Allan Sept 11)	\$16,500.00	\$16,500.00			\$16,500.00													\$16,500.00
2-77-05-00-02-239	Parks - West Stettler Park - Imp (2019 Strategic Plan) - Allan - January 6, 2020 - carry forward balance - \$25,000 - 2020 Power & Water Feature	\$50,000.00	\$50,000.00			\$50,000.00													\$50,000.00
6-56-00-60-01-660	Cemetery Columbarium - Allan - January 6, 2020 - carry forward balance - \$20,000 - \$1800 = \$18,200	\$18,200.00	\$18,200.00			\$18,200.00													\$18,200.00
6-74-14-30-02-630	Community Hall - HVAC - Allan - January 6, 2020 - carry forward balance - \$271,000.00 - \$82,917.94	\$82,917.94	\$82,917.94	\$46,237.54					\$82,917.94	Community Hall / Arts & Culture									\$82,917.94
2-26-02-00-00-263	Bylaw Enforcement - Property	\$1,289.46		\$1,289.46							\$1,289.46								\$1,289.46
6-41-01-20-24-620	WTP - Primary Coagulant (warranty credit)	-\$2,569.00		-\$2,569.00							-\$2,569.00								-\$2,569.00
6-41-11-10-12-610	Water - 50th Avenue	\$3,500.00		\$3,500.00							\$3,500.00								\$3,500.00
6-41-11-10-18-610	Water - 52nd Avenue LI	\$1,300.00		\$1,300.00							\$1,300.00								\$1,300.00
6-41-11-10-19-610	Water - 51st Avenue LI	\$2,800.00		\$9,120.00							\$2,800.00								\$2,800.00
6-42-01-10-12-610	Lagoon Engineering (legal)	\$47,972.98		\$47,972.98							\$47,972.98								\$47,972.98
6-42-01-10-13-610	Sewer - Lagoon Cell 6	\$745.00		\$745.00							\$745.00								\$745.00
6-73-11-30-13-630	Concession Equipment (grill replacement) Council - Board Room Chairs - 2018 Carry Forward - Steve - Working with Clearview to find suitable chair - or stick with old ones - Stay with Old Ones (January 7, 2020)	\$4,674.86		\$4,674.86							\$4,674.86								\$4,674.86
		\$0.00	\$0.00	\$0.00			\$0.00												\$0.00
2020 MSP	MSP - 44Ave Phase 2 - Hwy 56 to Hwy 12	\$611,241.25	\$611,241.26	\$0.00												\$611,241.25	MSP	\$611,241.25	
2020 MSP	MSP - Type 4 Intersection (Hwy 12 - South side only)	\$458,640.00	\$458,640.00	\$0.00							\$362,372.25					\$96,267.75	MSP	\$458,640.00	
	<b>Total 2019 Carry Forward</b>	\$3,150,591.43	\$3,064,203.51	\$991,620.10	\$550,521.44	\$190,193.01	\$149,343.09	\$229,500.64	\$147,917.94		\$433,410.25	\$0.00	\$725,921.06	\$0.00	\$0.00	\$723,784.00	\$0.00	\$3,150,591.43	
	<b>Total 2020 Capital (Inc 2019 Carry Frd / Other)</b>	\$7,451,352.80	\$7,509,265.51	\$2,388,600.65	\$783,456.44	\$1,091,745.23	\$527,789.09	\$254,020.64	\$411,647.96		\$628,043.44	\$0.00	\$1,915,628.95	\$682,967.50	\$357,120.00	\$798,933.55	\$0.00	\$0.00	
				32.06%			\$2,402,990.76		\$665,668.60		Total Grants Available			\$1,928,174.04	\$894,411.47	\$450,889.22			
							Total Reserves		\$3,068,659.36		Balance - Dec 31, 2020			\$12,545.09	\$211,443.97	\$93,769.22			



## 2020 Reserves

31-Oct-20

Capital Reserves		31-Dec-17	31-Dec-18	31-Dec-19	2020 Additions	2020 Deletions	31-Dec-20
4-16-00-00-12-760	Computer	\$56,668.68	\$37,059.84	\$7,987.74	\$26,900.00	-\$34,888.00	-\$0.26
4-16-00-00-24-760	Disaster Services	\$6,008.00	\$6,008.00	\$0.00			\$0.00
4-16-00-00-31-760	Chain Link Fence	\$9,646.00	\$9,646.00	\$9,646.00			\$9,646.00
4-16-00-00-43-760	Compost Bins/Pads	\$2,880.20	\$2,880.20	\$2,880.20			\$2,880.20
4-16-00-00-56-760	Cemetery	\$2,497.40	\$2,497.40	\$2,497.40			\$2,497.40
4-16-00-00-61-760	GIS System	\$6,703.29	\$6,703.29	\$6,703.29			\$6,703.29
4-16-00-01-23-760	Fire Capital	\$250,298.99	\$350,298.99	\$510,448.99	\$100,000.00		\$610,448.99
4-16-00-03-74-760	Senior Centre	\$19,250.00	\$19,250.00	\$19,250.00			\$19,250.00
4-16-00-01-31-760	Common Service - Equipment	\$20,000.00	\$20,000.00	\$104,565.13		-\$75,842.02	\$28,723.11
4-16-00-02-32-760	Streets Improvement	\$0.00	\$0.00	\$10,200.00			\$10,200.00
4-16-00-01-33-760	Airport Capital	\$0.00	\$0.00	\$14,527.72			\$14,527.72
4-16-00-01-37-760	Drainage	\$29,581.72	\$29,581.72	\$54,581.72			\$54,581.72
4-16-00-01-74-760	Community Hall	\$24,063.22	\$221,522.77	\$33,440.71		-\$33,440.71	\$0.00
4-16-00-01-77-760	Campground Expansion	\$20,986.21	\$20,986.21	\$20,986.21			\$20,986.21
4-16-00-02-77-760	ML Sport Park	\$16,418.68	\$16,418.68	\$16,418.68			\$16,418.68
4-16-00-03-32-760	Cemetery Road	\$150,000.00	\$148,342.90	\$148,342.90			\$148,342.90
4-16-00-03-73-760	Recreation Agreement	\$0.00	\$0.00	\$266,900.00	\$266,900.00		\$533,800.00
4-16-00-02-41-760	WTP	\$30,698.18	\$30,698.18	\$22,545.21			\$22,545.21
4-16-00-03-41-760	Water Dispensing System	\$3,220.28	\$3,220.28	\$3,220.28			\$3,220.28
4-16-00-01-42-760	Sewer capital	\$13,900.00	\$13,900.00	\$13,900.00			\$13,900.00
4-16-00-05-77-760	Downtown Park	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-04-77-760	Fishing Pier	\$8,780.00	\$8,780.00	\$8,780.00			\$8,780.00
4-16-00-07-41-760	East Industrial Loop Water	\$3,893.82	\$3,893.82	\$3,893.82			\$3,893.82
<b>Total Capital Reserves</b>		<b>\$675,494.67</b>	<b>\$951,688.28</b>	<b>\$1,281,716.00</b>	<b>\$393,800.00</b>	<b>-\$144,170.73</b>	<b>\$1,531,345.27</b>

Operating Reserves		31-Dec-17	31-Dec-18	31-Dec-19	2020 Additions	2020 Deletions	31-Dec-20
4-15-00-00-21-700	RCMP Criminal Records Fee	\$57,417.27	\$62,685.38	\$69,728.38			\$69,728.38
4-15-00-00-23-700	Rescue Unit	\$126,002.35	\$132,243.16	\$155,910.16			\$155,910.16
4-15-00-00-31-700	Land Farmed Site	\$7,650.00	\$7,650.00	\$7,650.00			\$7,650.00
4-15-00-00-32-700	Walking Path	\$67,982.14	\$67,982.14	\$67,982.14		-\$67,000.00	\$982.14
4-15-00-00-43-700	Landfill Site Maintenance	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-00-42-700	Sewer General	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-00-56-700	Perpetual Care Fund	\$66,064.08	\$48,079.08	\$51,644.08			\$51,644.08
4-15-00-00-61-700	West Stettler Planning	\$3,746.93	\$3,746.93	\$3,746.93			\$3,746.93
4-15-00-00-64-700	BOT - Community Events	\$11,000.00	\$11,000.00	\$35,663.62			\$35,663.62
4-15-00-00-69-700	Building Maintenance	\$30,800.00	\$33,000.00	\$35,200.00			\$35,200.00
4-15-00-00-73-700	SRC - Building Maintenance	\$41,560.47	\$9,210.47	\$9,210.47			\$9,210.47
4-15-00-00-74-700	Culture (2017 Community Hall Carry Forward)	\$96,000.00	\$111,000.00	\$126,000.00		-\$49,477.23	\$76,522.77
4-15-00-00-97-700	General	\$1,620,422.51	\$1,767,304.24	\$2,041,520.24		-\$254,020.64	\$1,787,499.60
4-16-00-01-12-760	Office Building Software	\$7,825.15	\$7,825.15	\$7,825.15		-\$5,000.00	\$2,825.15
4-15-00-01-21-700	RCMP Contract	\$230,000.00	\$230,000.00	\$325,230.38			\$325,230.38
4-15-00-01-23-700	Fire - Telus Tower	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-31-700	Salt Shed	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-32-700	Street Light Replacement	\$52,279.84	\$68,789.84	\$97,899.84			\$97,899.84
4-15-00-01-64-700	Beautification	\$13,138.98	\$13,138.98	\$13,138.98			\$13,138.98
4-15-00-01-41-700	Coat Exterior Reservoir	\$40,000.00	\$40,000.00	\$40,000.00		-\$40,000.00	\$0.00
4-15-00-01-42-700	Sewer Offsite	\$272,565.90	\$272,565.90	\$286,918.90			\$286,918.90
4-15-00-01-61-700	SE Industrial Plan	\$50,000.00	\$50,000.00	\$50,000.00		-\$25,000.00	\$25,000.00

4-15-00-01-66-700	Land Development	\$1,145,468.60	\$1,136,813.25	\$1,071,554.77			\$1,071,554.77
4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-01-77-700	Tree maintenance	\$2,950.00	\$5,950.00	\$5,950.00			\$5,950.00
4-15-00-01-69-700	Health Unit		\$12,500.00	\$12,500.00			\$12,500.00
4-15-00-01-74-700	Seniors HUB		\$917.33	\$5,056.33			\$5,056.33
4-15-00-02-23-700	Regional Squad Unit	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-32-700	Gravel	\$35,300.00	\$35,300.00	\$35,300.00			\$35,300.00
4-15-00-02-61-700	Cold lake Survey	\$13,250.00	\$13,250.00	\$13,250.00			\$13,250.00
4-15-00-02-64-700	BOT - Physician Recruitment	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-73-700	SRC Projector System	\$2,712.06	\$2,712.06	\$2,712.06			\$2,712.06
4-15-00-02-77-700	Community Orchard	\$8,560.00	\$13,657.78	\$10,609.78			\$10,609.78
4-15-00-03-12-700	ARB	\$6,000.00	\$6,000.00	\$6,000.00			\$6,000.00
4-15-00-03-41-700	WTS Operations	\$81,129.09	\$81,129.09	\$81,129.09		-\$81,000.00	\$129.09
4-15-00-03-61-700	Planning	\$0.00	\$0.00	\$55,000.00			\$55,000.00
4-15-00-05-64-700	Marketing Plan	\$0.00	\$0.00	\$20,000.00			\$20,000.00
4-15-00-03-64-700	Parade Float	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-04-64-700	Trade Show	\$45,628.18	\$68,689.40	\$95,007.05			\$95,007.05
4-15-00-04-77-700	In memorium	\$23,818.18	\$23,361.14	\$23,361.14			\$23,361.14
4-15-00-03-77-700	Memorial Park	\$4,864.44	\$4,864.44	\$4,864.44			\$4,864.44
4-15-00-04-32-700	Slurry Seal	\$48,942.42	\$3,942.42	\$3,942.42			\$3,942.42
4-15-00-05-41-700	Well Building	\$45,628.18	\$50,000.00	\$50,000.00			\$50,000.00
4-15-00-06-41-700	Water Plant - Desludging			\$70,000.00	\$70,000.00		\$140,000.00
4-15-00-07-41-700	Water Plant - Small Capital			\$50,000.00	\$50,000.00		\$100,000.00
<b>Total Operating Reserves</b>		\$4,281,889.19	\$4,401,308.18	\$5,047,506.35	\$120,000.00	-\$521,497.87	\$4,646,008.48
4-15-00-00-98-700	Utilities - Other	\$419,650.69	\$455,317.82	\$740,295.81	\$365,150.00	-\$1,091,745.23	\$13,700.58
4-15-00-00-96-700	Utilities - Water	\$677,144.42	\$836,000.49	\$841,502.58	-\$63,562.00	-\$783,456.44	-\$5,515.86
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$395,460.85	\$232,674.74	\$303,847.50	\$247,659.00	-\$527,789.09	\$23,717.41
<b>Total Interim Budget - Available for Capital (rates /tax)</b>		\$1,492,255.96	\$1,523,993.05	\$1,885,645.89	\$549,247.00	-\$2,402,990.76	\$31,902.13
<b>Total Operating Reserves</b>		\$5,774,145.15	\$5,925,301.23	\$6,933,152.24	\$669,247.00	-\$2,924,488.63	\$4,677,910.61
<b>Total Capital &amp; Operating Reserves</b>		\$6,449,639.82	\$6,876,989.51	\$8,214,868.24	\$1,063,047.00	-\$3,068,659.36	\$6,209,255.88

**TOWN OF STETTLER  
BANK RECONCILIATION  
AS OF October 31, 2020**

Net Balance at End of Previous Month	\$	11,022,390.29
ADD: General Receipts (summarized below)		3,046,646.09
Interest Earned (Prime 2.45% less 1.65% = 0.80%)		7,815.98
Investments Matured		-
SUBTOTAL		14,076,852.36
LESS: General Disbursements		1,892,308.59
Payroll		290,102.37
Investments		-
Debenture Payments		-
Returned Cheques		516.11
Bank Charges		1,355.85
SUBTOTAL		2,184,282.92
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>11,892,569.44</b>
Balance at End of Month - Bank		12,475,045.49
ADD: Outstanding Deposits		41,386.10
LESS: Outstanding Cheques		623,862.15
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>11,892,569.44</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 17th DAY OF NOV 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	2,229,949
4	Utility	AR	315,138
5	ATCO	Franchise	57,251
6	AltaGas	Franchise	118,423
7	County of Stettler	Fire Invoice	48,095
8	Library	Salary Reversal	26,657
9	BOT	Salary Reversal	24,183
10	Gov't of AB	Step Grant	21,000
11	SVWS	Admin Contract	32,000
12	Gov't of AB	FCSS Grant	26,190
13	SRC	Summer Ice	15,500
14	SVWS	Salary Reversal	9,618
15	AE Kennedy	Rent	16,572
16	Other		106,070
17		Total	3,046,646

**TOWN OF STETTLER  
TAXES RECEIVABLE  
AS OF OCTOBER 30, 2020**

STATUS OF PROPERTY	2019 # OF PROPERTIES	2020 # OF PROPERTIES	CURRENT TAXES	ARREARS TAXES	TOTAL TAXES
Property under agreement	10	11	406,058.47	55,833.12	461,891.59
Property to be offered for sale in 2018	1	1	1,796.82	6,699.75	8,496.57
Property to be offered for sale in 2020	7	0	0.00	0.00	0.00
Property to be offered for sale in 2021	0	14	37,869.13	30,284.59	68,153.72
Installment Plan Property	907	897	459,971.84	0.00	459,971.84
All Other Property	<u>194</u>	<u>171</u>	<u>313,343.66</u>	<u>45,940.04</u>	<u>359,283.70</u>
Sub-total Property Taxes	1128	<b>1094</b>	<b>1,219,039.92</b>	<b>138,757.50</b>	<b>1,357,797.42</b>
Business Taxes	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL TAXES RECEIVABLE 2020</b>		<b>1094</b>	<b>\$1,219,039.92</b>	<b>\$138,757.50</b>	<b>\$1,357,797.42</b>
TOTAL TAXES RECEIVABLE 2019	1128		\$1,522,452.70	\$164,287.13	\$1,686,739.83

**PERCENTAGE OF CURRENT PROPERTY TAXES OUTSTANDING  
AS OF OCTOBER 31, 2020**

	<u>2019</u>	<u>2020</u>	
Current Taxes Outstanding	\$ 1,522,452.70	\$ 1,219,039.92	
Less Tax Payment Plan	1,168,286.72	459,971.84	
Less Annexed Property		0.00	
Net Current Taxes Outstanding	\$ 354,165.98	\$ 759,068.08	
Property Tax Levy	\$ 8,808,732.70	\$ 8,660,819.12	*includes Business Tax Levy \$6,300
<b>% of Current Taxes Receivable</b>			
	<b>2020=</b>	<b>8.76%</b>	Oct 30
	2019=	4.02%	Jul 31
	2018=	6.46%	June 30

Penalty Schedule

12% Penalty on Current Balance After 4:30 p.m. Oct 30, 2020

12% Penalty on Total Balance After December 31, 2020

TO: Town of Stettler Council

DATE: 2020 11 17

FROM: Greg Switenky  
CAO

**CHIEF ADMINISTRATIVE OFFICER'S REPORT – OCTOBER 2020**

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Organizational Meeting, Committee of the Whole, daily office staff information sharing sessions, post-council organizational staff information sharing sessions (resumed).
2. Ongoing organizational COVID-19 continuity planning under AHS guidelines, provincial mandates, and industry best practices.
3. Department Head annual performance appraisals (4).
4. Commence pre-planning for upcoming labor negotiations with CUPE Local 971.
5. 2021 Interim Operating Budget primary assumption/forecasting considerations.
6. Podcast with 13 Ways respecting the Stettler Board of Trade and Community Development's evolution, autonomy, funding support, community acceptance, and successes is available on-line.
7. Ongoing liaison and information sharing with County Administration; working on community development and strengthening collaborative working relationships.
8. Ongoing organizational succession planning considerations.
9. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/Ratepayer concerns.

ADMINISTRATION – ASSISTANT CAO – STEVEN GERLITZ

1. Meetings attended included: Council, Staff, Department Head, Senior Management COVID, Numerous Town Hall Meetings (listening), Dr. Hinshaw Daily COVID Updates (listening), Municipal Affairs Assessment Webinar, EAI Conference Call (intervenor status), Health and Safety Audit Pre-meeting and final meeting, Municipal Affairs Election Training,
2. Projects worked on included:
  - COVID planning, info and research
  - 2021-2023 Interim Budget
  - 2021 Municipal Election Training and planning
  - 2020 Tax Sale (Cancelled)
  - 2020 Cash Flow Statement follow up – October 31, 2020

- 2020 Regional Water Summary – October 31, 2020
- 2020 Capital Budget Summary – October 31, 2020
- 2020 Operating Budget Summary – October 31, 2020
- 2020 Reserves Update – October 31, 2020
- 2020 Grant Updates – October 31, 2020
- 2023-2032 – Regional Water Model Program Update
- Municipal Stimulus Program (MSP) – 44ave Phase 2 – Application questions
- Municipal Stimulus Program (MSP) – Type 4 Intersection Highway 12 – Application questions
- Garbage and Recycling Inquiries
- Compost Bins Inquiries
- Council Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

#### TRANSPORTATION – IVAN WILFORD

- Dug cremations and graves
- Finished up Street sweeping and continually swept 44 ave during cattail removal
- Lane grading
- Sign repairs
- Moved fence in meadowlands for lane enhancements
- Added to meadowlands lane to allow for turn around
- Finished mixing up salt sand
- Push up gravel at yard
- Helped parks with trees
- Installed some Caution logo's on pathway
- Lots of Ditch cleaning
- Hauled sweepings and leaves
- Fixed soffit at airport
- Replaced culvert at Score
- Graded and gravel water treatment plant road
- Landscaped sidewalks after Joe's concrete
- Get sanders on
- Took tarp rollers off tandems
- Installed bench
- Made new snow boards for new tandem truck
- Moved cars around for fire department training
- Street sanding, parking lot and sidewalk cleaning
- Hauled clay to shop yard from Magee's pit
- Repaired storm on 46 avenue
- Winterize some equipment that stays outside
- Hauled hydrovac fill from transfer site to meadowlands
- Turned compost and pushed up a couple of turned rows
- Flushed a few storm lines with vac/flusher
- Acquired seconded rental grader for winter

- Repaired culvert 71 street rep area

#### WATER – GRANT MCQUAY

- 1) Rounds, readings, locates and meters.
- 2) Hydrant repairs.
- 3) Curbstop repair/replace.
- 4) Water main valve repairs.
- 5) Lagoon/Lift Station sampling.
- 6) Water leak repairs.
- 7) Weekly cleaning of WTS & WTP sanitary tank's and CL17 analyzer bottles changed out.
- 8) Dig site maintenance.
- 9) Sewer service repair.
- 10) Weekly water distribution sampling for bacti and chlorine residuals.
- 11) Weekly testing for lift station emergency system.
- 12) Shutdown and winterized wetlands.
- 13) THM & HAA sampling
- 14) Took out overflow at lagoons, surveyed roads and made a plan to repair/raise berm's in 2021.
- 15) Finished Flushing, winterizing and inspecting hydrants
- 16) Cleaned up dump pit and area at the Airport site.
- 17) Cleaned & calibrated Turbidity analyzers and VFD filters.
- 18) Worked on well's 14, 15 & 16 abandonment.
- 19) Quarterly Facility maintenance.

#### WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The exhauster fan in the PALL Building is out of service at this time. This means that the forced air heating system to the PALL Building is also out of service at this time as the exhauster fan is a requirement for this system to run. Action Plumbing is sourcing out parts for the exhauster. The Pall Building still has the Reznor space heaters that are in operation at this time.
2. Action Plumbing has been contracted to lower the heating duct work in the PALL Building as it was installed way too high up in the building to be able to supply heat down at ground level where it is needed. The heat remains high up in the building and then gets exhausted outside through the exhauster fan at this time.
3. Bagshaw Electric was out to troubleshoot our floc mixers that are tripping offline when the plant starts up. We have one bad VFD which needs to be replaced. We will also be looking at some logic changes so that the floc mixers will have a staggered start up instead of all 6 trying to start at the same time to see if this will solve our other issues.
4. We were having issues with our AMC Meter which was tripping offline. The AMC was almost due for it's 6 month maintenance by HACH so we scheduled the maintenance early. A couple of pumps in the meter were changed out and it seems that after the maintenance the problems have been solved.

5. We were having problems while doing our monthly emergency power tests with the GenSet. The power was not switching over properly and various equipment would trip off. Bagshaw was called out to do some troubleshooting. During the troubleshooting it was found that when the GenSet was originally installed they neglected to install a grounding cable at the GenSet voltage regulator. Bagshaw installed the cable and we test ran the unit without any problems showing up. We will continue to monitor this the next time we test the GenSet.
6. The monthly routine maintenance was carried out and there are no major problems at this time.

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings:

- Moonlight Madness Planning
- Town Audit, Pre and Post meeting
- Department Head
- JHSC Meeting
- NW ASP Draft Report Meeting
- Misc. landowners concerns – drainage, leaky services, sewer back-ups, etc.

Projects:

- Master Pathway Planning Discussion with Council
- Red Willow Creek Cattail removal
- Departmental Operating Budgets
- Airport Runway Lighting
- Wastewater System License to Operate Renewal with AB Env.
- 61 Street Water Replacements – construction continues
- Water Well Abandonment – wells 14, 15 and 16
- Hub Parking Lot design options
- Grader delivered
- 2020 Sidewalk Replacements completed

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2019 Permits to September 30, 2019	2020 Permits to September 30, 2020
Institutional	\$1,330,455.00	\$559,551.00
Industrial	\$1,123,040.00	\$1,365,470.00
Commercial	\$3,012,924.00	\$170,200.00
Residential	\$1,047,120.00	\$2,620,824.00
Total	\$6,513,539.00	\$4,716,045.00



2. Projects:

- 4915-50 Street Enforcement Property
- ECACS Development
- IDP & SE ASP RFP
- Seniors Development Proposal
- Corporate Identity Initiative
  - o Website & App Development
  - o Visual Brand and Logo
- Economic Development Committee Initiative
- North West ASP
- Offer to Purchase 5013-51 Avenue
- Community Builders
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- JHSC Meeting
- NW ASP Meeting
- IDP & SE ASP Meeting
- Seniors Development Proposal Meeting
- Corporate Identity Meetings
- Economic Development Meetings
- Website Development Meeting
- Moonlight Madness Meeting
- Commercial Market Analysis Meetings
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Council and Committee Meetings
- Staff and Department Head

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

- 1. Meetings:** ARPA virtual conference, Heartland beatification, after council, Department head, meetings with Paul Davis concerning the SRC flat roofs, health unit, and Fire Hall, ARPA Covid response plan, and Staff meetings.
- 2. Projects:** Concern and complaint forms, snow removal, arena operations, tree pruning, some maintenance at the golf course.
- 3.** Winter seems to have settled in and we are getting closer to being back to normal as far as bookings and work load go. I hope this finds everyone safe and healthy.

REGIONAL FIRE CHIEF – MARK DENNIS

Report to be presented at a later date.

A handwritten signature in black ink, consisting of a large, stylized loop with a horizontal line crossing it near the top.

Greg Switenky  
CAO

# COVID-19 Restrictions

## Effective November 13

### Understanding Alberta's new temporary public health measures

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#### COVID-19 measures in Alberta

Alberta's chief medical officer of health, Dr. Deena Hinshaw, announced additional public health measures to respond to rising COVID-19 spread and protect the health of Albertans.

Together, these new measures will help protect our health care system, keep schools and businesses open, and protect vulnerable Albertans.

These measures affect Edmonton and surrounding areas, Calgary and surrounding areas, Grande Prairie, Lethbridge, Fort McMurray and Red Deer.

#### What is changing?

Effective November 13, the Alberta government is implementing new targeted measures to protect the health system and limit the spread of COVID-19.

- In all regions under watch or enhanced status, restaurants, bars, lounges and pubs will be required to stop liquor sales by 10 p.m. and close by 11 p.m.
  - This measure allows businesses to stay open but will help limit the duration of risky behaviour associated with social mingling, coupled with the consumption of alcohol.
  - Similar measures are in place in B.C., Saskatchewan, Manitoba, Ontario and Quebec.
  - This measure is mandatory and will be in effect from November 13-27.
- There will be a two-week ban on group fitness classes, team sport activities and group performance activities in Edmonton and surrounding areas, Calgary and surrounding areas, Grande Prairie, Lethbridge, Fort McMurray and Red Deer.
  - The ban does not include individual exercises, training or equipment use.
  - It also does not apply to junior/collegiate/university or professional sports, as they already have additional public health measures in place to limit the risk of exposure.
  - This measure – which includes practices, games and competition – is mandatory and will be in effect from November 13-27.
- Attendance at wedding or funeral ceremonies will also be limited to no more than 50 in these regions.
  - This measure will be in place until we see less stress on our healthcare system
- All faith-based leaders are asked to limit their gatherings to one-third capacity per service.
  - This measure will be in place until we see less stress on our healthcare system
- For offices that are able, please reduce the number of employees in the workplace at one time.
- Finally, we are asking all Albertans in communities with watch or enhanced status to avoid any social gatherings in their homes, and to avoid attending social gatherings outside their community.

## Why is this happening?

These measures are specifically targeted to reduce the spread of COVID-19 in areas where we are seeing an increase in cases.

These measures follow the same data-driven approach that has been used since the beginning of the pandemic.

There is evidence that the activities being restricted are those that have an inherent risk of large spreading events, and with positivity rates rising in the province, the risk of a single case transmitting to many must be reduced.

We must reduce the spread of COVID-19. We all must limit our interactions wherever possible. By working together, we can all protect each other, reduce the spread and lift these measures as soon as possible.

We need all Albertans help to follow these new measures as closely as possible in order to flatten the curve.

For up-to-date information on COVID-19 cases in Alberta, please visit <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

## Supports for Alberta businesses

The COVID-19 pandemic has been an extremely difficult time for Albertans and Alberta-based businesses.

To help Alberta businesses survive during this trying time, the Government of Alberta has a number of programs and grants available to help offset costs associated with COVID-19. For a full list of supports for businesses, please visit <https://www.alberta.ca/biz-connect.aspx>

## Small and Medium Enterprise Relaunch Grants

One of the government's Small and Medium Enterprise Relaunch Grant offers up to \$5,000 in funding for eligible small- and medium-sized businesses, cooperatives and non-profits to offset a portion of their relaunch costs.

Businesses and non-profits that were affected by COVID-related closures can use these funds as they see fit, including implementing measures to minimize the risk of virus transmission such as physical barriers, purchasing personal protective equipment and disinfecting supplies, paying rent and employee wages, replacing inventory and more.

Application intake is now open, and most payments are issued within 10 business days following submission. For information – including edibility and guidelines, visit <https://www.alberta.ca/sme-relaunch-grant.aspx>

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74751
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	74751	2020-11-06	\$1,600.95
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water Billing Postage		9749130814	\$1,600.95
-----			
Caro Analytical Services	74752	2020-11-06	\$1,476.51
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Water Analysis		IC2019050	\$959.33
WTP Water Analysis		IC0219055	\$517.18
-----			
Jensen Interiors	74753	2020-11-06	\$3,800.33
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Pool Shutdown Repair Materials		CG000352	\$3,800.33
-----			
Jo's Concrete Services Ltd.	74754	2020-11-06	\$77,125.96
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Sidewalks 2020 Replacement		PPC#1 20-2634	\$77,125.96
-----			
Magnified Training Services Lt	74755	2020-11-06	\$262.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Trans Air Brake Course		3468	\$262.50
-----			
Pumps & Pressure	74756	2020-11-06	\$77.23
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Joint 20L pail truck wash		IN716936	\$77.23
-----			
Receiver General for Canada	74757	2020-11-06	\$44,977.88
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Town Tax Remittance		PP23-20	\$35,095.51
Town Tax Remittance		PP23-20.	\$5,033.00
BOT Tax Remittance		PP23-20.BOT	\$1,510.06
SVWS Tax Remittance		PP23-20.SVWS	\$713.82
Library Tax Remittance		PP23-20.LIBRAR	\$2,625.49
-----			
Richards, Richard & Dianna	74758	2020-11-06	\$94.55
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Taxes Refund Taxes due to		2020.10.28	\$94.55
-----			
Twisted Willow Family Farms Lt	74759	2020-11-06	\$293.57
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water Refund Util AC Cr Bal		2020.11.02	\$293.57

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
UPS Canada	74760	2020-11-06	\$40.36
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Freight	5185669231	\$40.36	
-----			
Wallgren, Robert	74761	2020-11-06	\$344.40
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin Refund Payment made in	2020.10.30	\$344.40	
-----			
Total Cheques			\$130,094.24
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0002890
Cheque Date	First	Last		EFT0002909

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Automated Aquatics Canada Ltd.	EFT0002890	2020-11-10	\$1,189.91
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Chemicals & Freight	0000095911	\$1,189.91	
-----			
Barnes, Roger	EFT0002891	2020-11-10	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Nov Phone Allowance	2020.11.01	\$25.00	
-----			
Brownlee LLP	EFT0002892	2020-11-10	\$6,217.45
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin Policy Development Legal	505090	\$6,217.45	
-----			
C & S Disposal	EFT0002893	2020-11-10	\$25,506.18
-----			
Invoice Description	Invoice Number	Invoice Amount	
Oct Waste/Recycling/Composting	464	\$25,506.18	
-----			
Center Ice Concession	EFT0002894	2020-11-10	\$172.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Other Programs Wellness Networ	100	\$88.00	
HBC Meeting Lunch	101	\$84.00	
-----			
Chemical International	EFT0002895	2020-11-10	\$2,712.15
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Covid 19 Wall Mount	110020	\$1,433.25	
SRC Covid Foam Dispensers	110082	\$580.65	
SRC Covid Sanitizing Wipes &	110091	\$698.25	
-----			
Dahl, Steven	EFT0002896	2020-11-10	\$50.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Nov Tool Allowance	2020.11.01	\$50.00	
-----			
Dodd, Sonia	EFT0002897	2020-11-10	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Nov Phone Allowance	2020.11.01	\$25.00	
-----			
Fischer, Malcolm	EFT0002898	2020-11-10	\$36.85
-----			
Invoice Description	Invoice Number	Invoice Amount	
Council Community Builders Lun	2020.10.29	\$36.85	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Gerlitz, Steven	EFT0002899	2020-11-10	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Nov Phone & Trvl	2020.11.01	\$100.00	
Graham, Leann	EFT0002900	2020-11-10	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Nov Phone & Trvl Allow	2020.11.01	\$175.00	
Park, Younjae	EFT0002901	2020-11-10	\$196.34
Invoice Description	Invoice Number	Invoice Amount	
WTP Trvl & Sub Training	2020.10.28	\$196.34	
QM Contracting	EFT0002902	2020-11-10	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Billing Oct Meter Reader	931379	\$1,575.00	
Robbins, Brad	EFT0002903	2020-11-10	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Nov Travel Allowance	2020.11.01	\$100.00	
The Soap Stop	EFT0002904	2020-11-10	\$211.68
Invoice Description	Invoice Number	Invoice Amount	
SRC Covid Disinfectant Spray	450819	\$211.68	
Standage, Maddie	EFT0002905	2020-11-10	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Nov Travel Allowance	2020.11.01	\$150.00	
Stenlund, Wayne	EFT0002906	2020-11-10	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Shop Nov Tool Allowance	2020.11.01	\$25.00	
Switenky, Greg	EFT0002907	2020-11-10	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Nov Phone & Trvl	2020.11.01	\$370.00	
Wally's Backhoe Services Ltd.	EFT0002908	2020-11-10	\$201,516.36
Invoice Description	Invoice Number	Invoice Amount	
TS100 Red Will Creek Cleaning	PPC#1 TS100	\$201,516.36	
WTS Manufacturing & Sales Inc.	EFT0002909	2020-11-10	\$151.62
Invoice Description	Invoice Number	Invoice Amount	
Trans Metal for new snow board	1736	\$151.62	



System: 2020-11-06 9:04:32 AM  
User Date: 2020-11-06

Town Of Stettler  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 3  
User ID: Veronica

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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		Total Cheques	----- \$240,505.54 =====
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000359
Cheque Date	First	Last		ONL000361

Sorted By: Cheque Number

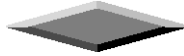
Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000359	2020-11-06	\$354.94
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Monthly Pest Control		13029777	\$198.45
SRC Monthly Pest Control		1302886	\$156.49
=====			
Telus Communications	ONL000360	2020-11-06	\$2,988.30
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Oct 22 to Nov 21		2020.10.23	\$2,988.30
=====			
Telus Mobility Inc.	ONL000361	2020-11-06	\$1,101.28
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Mobilty Oct 22 to Nov 21		2020.10.21	\$1,101.28
-----			
			-----
		Total Cheques	\$4,444.52
			=====

**To:** Steven Gerlitz  
**From:** Penni Doucette  
**Date:** November 10, 2020

**MEMORANDUM**

**Re:** Business Tax Fees for 2021



**Background**

Each year Town of Stettler Council sets the Business Tax Fees for the upcoming year; administration has conducted a review of our existing Business Taxes and the Business Tax Bylaw 2121-19. As of November 10<sup>th</sup>, 2020 we have the following number of Active Business Tax rolls:

<b>Business Type</b>	<b>Number Of Licenses</b>			<b>Potential 2021 Revenue</b>
(Rate \$150/year):	<b>2018</b>	<b>2019</b>	<b>2020</b>	*Based on 2020 Licenses
Business roll:	43	44	43	\$6,450.00
<b>TOTAL</b>	<b>43</b>	<b>44</b>	<b>43</b>	<b>\$6,450.00</b>

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

**Recommendation**

That Town Council set the 2021 Business Tax fees as the same rate as 2020, \$150.00 per applicant.

BYLAW 2135-20

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

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

AND WHEREAS the Town of Stettler wishes to fix the 2021 Business Tax Mill Rate for the purposes of levying a Business Tax in 2021;

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

1. That the tax rate for Business Tax in the Town of Stettler shall be fifteen (15.0) mills on the business assessment for the taxation year 2021.
2. That the Assistant CAO of the Town of Stettler is hereby authorized and empowered to levy and collect the rate herein affixed in accordance with the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time.
3. The 2021 Business Tax Levy is for ordinary Municipal expenditures.
4. This bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this 17<sup>th</sup> day of November, A.D. 2020.

READ a second time this 17<sup>th</sup> day of November, A.D. 2020.

READ a third time and finally passed this 17<sup>th</sup> day of November, A.D. 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO