

Town of Stettler

COUNCIL MEETING

JANUARY 16, 2018

6:30 P.M.

BOARD ROOM



TOWN OF STETTLER MISSION STATEMENT

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

**TOWN OF STETTLER
REGULAR COUNCIL MEETING
JANUARY 16, 2018
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of January 2, 2018 5-9
 - (b) Business Arising from the January 2, 2018 Council Minutes
4. **Citizens Forum**
5. **Delegations**
 - (a) None
6. **Administration**
 - (a) Chemical Bid Tender 10
 - (b) Expense & Revenue as of December 31, 2017 - Pre-Audit 11-12
 - (c) Capital Budget as of December 31, 2017 - Pre-Audit 13-16
 - (d) Meeting Dates
 - Thursday, January 25 – 2018 Council Strategy Meeting – 3:00pm – 6:00pm
 - Tuesday, January 30 – 2018 Capital Budget Deliberations – 3:00pm
 - Tuesday, February 6 – Council Meeting – 6:30pm
 - Tuesday, February 13 – Committee of the Whole Meeting – 4:30pm
 - Tuesday, February 20 – Council Meeting – 6:30pm
 - Tuesday, March 6 – Council Meeting – 6:30pm
 - Tuesday, March 13 – Committee of the Whole Meeting – 4:30pm
 - Tuesday, March 20 – Council Meeting – 6:30pm
 - (e) Bank Reconciliation as of December 31, 2017 17
 - (f) Accounts Payable in the amount of \$178,469.12 18-22
7. **Council**
 - (a) Meeting Reports
8. **Minutes**
 - (a) Stettler & District Ambulance Association Meeting of December 18, 2017 23-25

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- (b) Heartland Beautification Committee Meeting of January 4, 2018 26-28
- 9. **Public Hearing**
 - (a) None
- 10. **Bylaws**
 - (a) 2097-17 – ATCO Franchise Agreement (2nd & 3rd Readings) 29
- 11. **Correspondence**
 - (a) None
- 12. **Items Added**
- 13. **In-Camera Session**
- 14. **Adjournment**

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

Present: Mayor Sean Nolls

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

Assistant CAO S. Gerlitz

Press (2)

Absent: Councillor M. Fischer & CAO G. Switenky

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

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

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

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 19, 2017

Motion 18:01:02 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on December 19, 2017 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the December 19, 2017 Meeting Minutes

None

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

5. **Delegations:** (a) None

6. **Administration:** (a) 2018 FCM Membership

Assistant CAO S. Gerlitz explained that The Federation of Canadian Municipalities (FCM) has once again sent letters to municipalities to consider the renewal of their annual membership. Highlights of Jenny Gerbasi, FCM President, Councillor for the City of Winnipeg, MB – include:

- FCM has been the national voice for Canada's local governments
- By municipalities working together, we can make a real impact on the federal scene.
- Secured the Building Canada Fund, Gas Tax Fund and GST Rebate that municipalities use for local infrastructure.
- Municipalities must continually improve our core infrastructure, protect our environment, build our economies and keep our communities safe

The FCM is devoted to Strong Cities, Strong Communities and a Strong Canada by providing local action on environmental sustainability through the FCM Green Fund,

establishing building blocks on rural sustainability and building stronger communities around the world.

The FCM has the following Standing Committees which work directly with the Federal Government on key issues such as a commitment to long-term infrastructure planning, an ongoing commitment to legislate the Gas Tax, and Rural community health care:

- Economic Action Plan
- Infrastructure – long-term planning and financing; Gas Tax Fund visibility
- Housing
- Policing
- Green Economy
- Northern
- Rural

NEW for 2018 – OPTIONAL Legal FCM Defense Fund - \$143.74 (5952 x \$0.0230 = \$136.90 + 5% GST = \$143.74)

In 1997, FCM established a Legal Defense Fund to cover the legal costs of defending municipal jurisdiction over rights-of-way management. Since then, the scope of the Fund has evolved and is now a critical tool in advancing the national legal interests of municipalities in a broad range of cases that have implications for the municipal sector.

The Fund, which covers legal costs incurred by FCM in its role as intervener, has been instrumental in setting important legal precedents on key local issues. It is also used by FCM to obtain proactive legal opinions on emerging policy files of concern to local governments. The Fund is supported by FCM members on a voluntary basis.

The criteria for the use of the Fund include whether a case is in the national interest, whether it is precedent-setting, whether FCM's membership has a relatively unified position on the issue being litigated, and the likelihood of success. The Fund is only to be used to cover costs incurred directly by FCM related to the application for intervener status on behalf of the broader municipal sector, it is not intended to fund individual municipal legal issues or provincial mandated issues. When a request for assistance from the Fund is received, FCM convenes a group of experts — representing a cross-section of municipalities of all sizes and regions — to assess the request and provide input. This ensures that all municipal perspectives are taken into account as a collective position is developed. What's more, the pooling of resources is a very cost-effective way of addressing legal concerns. It provides the municipal sector as a whole with the best legal advice available, at a fraction of the cost of proceeding on an individual basis.

Recent National Applications:

In 2015 FCM defended the municipal sector's interests before the CRTC rights-of-way dispute with Bell Canada. After a successful decision, the Commission approved the terms and conditions for Bell's access to right-of-way (municipal land), and set an important precedent for all municipalities in their dealings with telecom companies.

FCM Membership

Total Member Municipalities – 1976

Alberta – Total Members – 260 representing 98.42% of the population

The 2018 Annual Conference and Trade show will take place at the Halifax Convention Center from May 31-June 3, 2018 (2017 – Ottawa – Mayor Richards, Councillor Fischer and CAO Switenky – Total cost \$9,947.09 – Registration, Flights, Hotel, Meals

The Town of Stettler has been a member of FCM for many years and has valued the FCM's municipal lobby voice and program accomplishments at the Federal Level.

Financial Implications

2018 - \$1,379.58 (diff = \$193.82 (16% increase / no DCM Legal Defense Payment - \$136.90 – Total payment = \$1,242.68 - diff = \$56.92 = 4.8% increase) - Membership Fee – April 1, 2018 to March 31, 2019 (Municipal dues calculated with a base fee of \$360.00 (\$10 Increase) plus a per capita tax of \$926.81 (population 5952 x \$0.1483) plus Optional FCM Legal Defense Fund of \$143.74 (population 5952 x \$0.0230)

• Increase summary:

- Base fee = \$10 (\$360 - \$350)
- Per Cap Calculation = \$46.92 (\$882.68 - \$835.76 / rate & population increase)
- FCM Legal Defense Fund = \$136.90

2017 - \$1,185.76 - Membership Fee – April 1, 2017 to March 31, 2018 (Municipal dues calculated with a base fee of \$350.00 plus a per capita tax of \$835.76 (population 5748 x \$0.1454)

2016 - \$1,159.09 - Membership Fee – April 1, 2016 to March 31, 2017 (Municipal dues calculated with a base fee of \$340.00 plus a per capita tax of \$819.09 (population 5748 x \$0.1425)

2015 - \$1,133.00 Membership Fee – April 1, 2015 to March 31, 2016 (Municipal dues calculated with a base fee of \$330.00 plus a per capita tax of \$803.00 (population 5748 x \$0.1397)

2014 - \$1,111.33

2013 - \$1,090.81

2012 - \$1,027.47

2011 - \$993.50

2010 - \$977.25

Motion 18:01:03

Moved by Councillor Lawlor that the Town of Stettler approves maintaining the Town's annual membership in the amount of \$1,448.55 (including \$143.74 payment to the Optional Legal FCM Defense Fund) with the Federation of Canadian Municipalities (FCM) for the year 2018.

MOTION CARRIED
Unanimous

(b) CAO Report

Assistant CAO S. Gerlitz provided departmental highlights of the monthly organizational report to Council.

Motion 18:01:04

Moved by Councillor Pfeiffer that the Town of Stettler accept the CAO Report for the month of December.

MOTION CARRIED
Unanimous

- (c) Accounts Payable in the amount of \$796,842.47

Motion 18:01:05

Moved by Councillor Campbell that Accounts Payable in the amounts of \$469,353.86, \$225,311.14, \$211.73 & \$101,965.74 for the period ending December 29, 2018 for a total amount of \$796,842.47 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

- (d) Meeting Dates

- Tuesday, January 9 – Committee of the Whole Meeting – 4:30pm

Motion 18:01:06

Moved by Councillor Campbell that the Town of Stettler Council cancel the January 9, 2018 Committee of the Whole Meeting.

MOTION CARRIED
Unanimous

- Tuesday, January 16 – Council Meeting – 6:30pm
- **Thursday, January 25 – 2018 Council Strategy Meeting – 3:00pm – 6:00pm**
- **Tuesday, January 30 – 2018 Capital Budget Deliberations – 3:00pm**
- Tuesday, February 6 – Council Meeting – 6:30pm
- Tuesday, February 13 – Committee of the Whole Meeting – 4:30pm
- Tuesday, February 20 – Council Meeting – 6:30pm

7. **Council Reports:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Nolls

- Dec 21 - County of Stettler Housing Authority
- Dec 22 - Town Office cheques
 - Staff Recognition/Luncheon
- Dec 29 - Town Office cheques

- (b) Councillor Barros

- No meetings to report.

- (c) Councillor Campbell

- No meetings to report.

- (d) Councillor Fischer

- No report – absent from meeting.

- (e) Councillor Lawlor

- No meetings to report.

- (f) Councillor Pfeiffer

- Dec 22 - Staff Recognition/Luncheon

- (g) Councillor Smith

- No meetings to report.

8. **Minutes:** (a) Stettler Waste Management Authority Meeting of December 8, 2017

Motion 18:01:07

Moved by Councillor Barros that the Town of Stettler Council accept the minutes, item 8(a) as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) None

11. **Correspondence:** (a) Solar Program Denied in Sylvan Lake

Motion 18:01:08

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

MOTION CARRIED
Unanimous

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

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

14. **Adjournment:**

Motion 18:01:09

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

MOTION CARRIED
Unanimous at 6:59 p.m.

Mayor

Assistant CAO

MEMORANDUM

Date: January 8, 2018

To: Greg Switenky
CAO

From: Gates Bilodeau
Engineering Operations Manager

Re: 2018 Chemical Bid Award

Background:

Every year a Chemical Supply Bid is sent to suppliers for process chemicals. Historically, the Water Treatment Plant uses an average of \$145,000 annually for chemical. The 2018 operating budget for chemicals is set at \$155,000. Within the memorandum is the summary of bids and selected suppliers. Prices are NSF/ANSI Standard 60 Certified. Included for comparison are the 2017 prices.

Summary of Bids:

Chemical Name	Estimated Quantity (kg)	2017 (\$/kg)	Cleartech \$/kg	Chemtrade \$/kg	CCC Chemical \$/kg
Aluminum Sulphate Liquid (48.5%)	207000	0.34706		0.362	
Citric Acid	800	1.85	2.37		2.15
Copper Sulphate	1600	4.85	5.74		5.15
Sulphuric Acid (93%)	22000	0.5196	0.566		
Powder Activated Carbon	4000	2.85	3.17		
Clearfloc AP1065	300	13.45	14.74		
Chlorine Gas	7256	1.18	1.34		
Aqua Ammonia (29%)	5100	1.25	2.62		1.75
Hydrofluosilicic Acid (19.8%)	6300	1.2878	1.85		1.52
Sodium Hydroxide (25%)	120000	0.33	0.342		0.393
Sodium Hypochlorite (12%)	8856	.78L	0.89		
Citric Acid (50%)	3900	1.58	1.68		1.4
Calcium Thiosulphate (20-30%)	3840	1.45	1.55		2.3
Tonner Deposit			\$2,000.00		
Drum Deposit			\$60.00		\$60.00
Tote Deposit			\$1,250.00		
Pallet Deposit			\$20.00		\$65.00

Recommendation:

Administration respectfully recommends Town of Stettler Council award the 2018 Chemical Supply Bids to ClearTech, CCC Chemicals, and Chemtrade for the chemicals outlined in the table above.

Revenue	2017 Budget	31/12/2017 - pre audit	Variance	%	Notes
Administration	\$306,365	\$238,946.38	\$67,418.62	77.99%	
Clearview swimming pool - \$13,315					
White Sands Contract - \$32,000					
Inter Dept Utility Transfer - \$250,000					
Police	\$584,663	\$559,404.73	\$25,258.27	95.68%	MSI Operating - \$52,513
Traffic Fines (Budget - \$80,000 / Actual \$59,946.16 - 75% / 2016 Total Fines - \$57,847)					
Provincial Grant - \$345,980					
Community Resource Program - \$98,899)					Clearview 50% / County 25%
Fire	\$412,854	\$326,503.66	\$86,350.34	79.08%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$115,650	\$110,108.28	\$5,541.72	95.21%	Animal / Business License
Business Licenses (Budget - \$87,250 / Actual - \$87,283.28)					
Roads, Streets, Walks, Lights	\$155,785	\$78,511.46	\$77,273.54	50.40%	
\$7000 Increase in Budget for Hwy 56 (esso) improvements					
Airport	\$10,610	\$10,765.90	-\$155.90	101.47%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,026,251	\$2,792,906.22	\$233,344.78	92.29%	
Metered sale of water (Budget - \$2,050,576 / Actual - \$1,730,405.33 - 85% to Nov 30)					
Metered out of Town (Budget - \$850,500 / Actual - \$946,945.13 - 111% to Nov 30)					
Bulk water (Budget - \$50,000 / Actual \$43,138.52 - 86% to Nov 30)					
Sewer	\$905,890	\$853,489.21	\$52,400.79	94.22%	
Sewer Service Charges (Budget - \$842,000 / Actual \$800,134.43 - 95% to Nov 30)					
Garbage Collection & Disposal	\$942,830	\$710,319.73	\$232,510.27	75.34%	SWMA haul rebate - \$21,900
Residential Garbage Revenue (Budget - \$601,680 / Actual 582,769 - 97%)					
Recycling Revenue (Budget - \$161,250 / Actual - \$99,681.65 - 62% (Quarterly JE)					
FCSS	\$157,148	\$157,148.00	\$0.00	100.00%	
Cemetery	\$19,350	\$29,112.01	-\$9,762.01	150.45%	
Planning & Development	\$62,500	\$41,345.44	\$21,154.56	66.15%	
Building Permits (Budget - \$45,000 / Actual - \$29,126 - 65%)					
Economic Development - BOT	\$201,860	\$221,972.29	-\$20,112.29	109.96%	Grant & Open Farm Days
Subdivision Land	\$2,000	\$62,739.99	-\$60,739.99	3137.00%	sale of lot - meadowlands
Land, Housing & Rentals	\$262,609	\$263,680.61	-\$1,071.61	100.41%	
Health Unit - \$185,979					
Ambulance Station - \$18,700					
SRC - Library - Budget - \$42,000					
Recreation - General	\$2,520	\$6,426.15	-\$3,906.15	255.01%	Canada Summer Jobs Grant
Recreation Programs	\$22,000	\$21,353.79	\$646.21	97.06%	Ball / Soccer
Facilities	\$1,100,250	\$1,095,926.12	\$4,323.88	99.61%	County Partnership - \$471,000
Community Hall	\$48,000	\$38,657.85	\$9,342.15	80.54%	
Senior's Center	\$11,000	\$16,051.22	-\$5,051.22	145.92%	
Parks	\$90,650	\$140,082.43	-\$49,432.43	154.53%	\$25,000 Donation - STEP Grant
Lions Campground - Budget - \$90,000 / Actual - \$97,613 - 108%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes / Penalties	\$8,221,926	\$8,222,927.82	-\$1,001.82	100.01%	Incl Business Taxes / Penalties
Other Revenue	\$1,290,000	\$1,167,643.65	\$122,356.35	90.52%	
Franchise Fee - GAS (Budget - \$865,000 / Actual - \$725,924 - 84%)					
Franchise Fee - ELECTRIC (Budget - \$358,000 / Actual - \$331,204 - 93%					
Return on Investments (Budget - \$67,000 / Actual - \$110,516 - 165%)					
Total Revenue	\$17,952,711	\$17,166,022.94	\$786,688.06	95.62%	

Expense	2017 Budget	31/12/2017 - pre audit	Variance	%	Notes
Council & Legislative	\$204,250	\$180,313.09	\$23,936.91	88.28%	
	Council Honorarium (Budget - \$144,250 / Actual - \$134,736 - 93%)				
	Council per diem - Budget - \$27,000				
	Council travel & subsistence - Budget - \$15,000/ Actual - \$15,675 - 104%				
	Council membership Conferences (Budget - \$14,000 / Actual - \$15,720 - 112%)				
Administration	\$1,120,024	\$1,048,491.35	\$71,532.65	93.61%	Admin, Office, Computer, Assess
Police	\$1,305,850	\$917,049.41	\$388,800.59	70.23%	
	RCMP - Contract Billings (Budget - \$1,114,926)				
Fire	\$797,992	\$610,308.11	\$187,683.89	76.48%	
Disaster Services	\$17,114	\$19,480.08	-\$2,366.08	113.83%	
Bylaw Enforcement	\$182,130	\$149,080.88	\$33,049.12	81.85%	
Common Services	\$173,336	\$147,915.44	\$25,420.56	85.33%	Shop
Roads, Streets, Walks, Lights	\$1,720,629	\$1,629,660.30	\$90,968.70	94.71%	
Airport	\$40,547	\$23,397.63	\$17,149.37	57.70%	
Water Supply & Distribution	\$2,823,535	\$2,171,453.91	\$652,081.09	76.91%	
Sewer	\$681,482	\$582,504.38	\$98,977.62	85.48%	
Garbage Collection & Disposal	\$839,783	\$820,433.14	\$19,349.86	97.70%	
FCSS	\$197,250	\$197,250.50	-\$0.50	100.00%	
Cemetery	\$66,671	\$51,793.29	\$14,877.71	77.68%	
Planning & Development	\$325,685	\$211,652.36	\$114,032.64	64.99%	
Comm Services -Handi Bus	\$20,000	\$20,000.00	\$0.00	100.00%	
Economic Development	\$549,016	\$458,622.69	\$90,393.31	83.54%	Ec Dev, BOT, HBC
Subdivison Land	\$51,210	\$75,778.28	-\$24,568.28	147.98%	unsightly property demo
Land, Housing & Rentals	\$40,520	\$19,579.48	\$20,940.52	48.32%	
Recreation - General	\$127,800	\$119,894.80	\$7,905.20	93.81%	
Recreation Programs	\$72,620	\$67,197.69	\$5,422.31	92.53%	
Facilities	\$2,218,663	\$1,867,662.45	\$351,000.55	84.18%	
Culture	\$309,548	\$313,685.85	-\$4,137.85	101.34%	Library, Museum (new services)
Community Hall	\$102,157	\$90,750.14	\$11,406.86	88.83%	
Senior's Center	\$7,760	\$4,223.08	\$3,536.92	54.42%	
Parks	\$623,068	\$560,562.49	\$62,505.51	89.97%	
Operating Contingency	\$822,316	\$0.00	\$822,316.00	0.00%	WTP Gross Recovery, Tran to Res
	WTP gross recovery - (\$250,000) (JE made at end of year prior to Audit)				
	Available for Capital from 2017 Operating Budget for 2017 Capital Budget - \$992,316 (Water \$202,716 + Utility \$327,455 (sewer, waste, recycling) + Total Available for Capital - \$462,145) + Contingency - Utility - \$30,000 / Salaries - \$50,000 = \$1,072,316				
Requisitions	\$2,511,755	\$2,511,754.84	\$0.16	100.00%	
	ASFF (Budget - \$2,052,280 - Actual - \$2,052,280.08 - 100%)				
	ASFF Separate School (Budget - \$169,113 - Actual - \$169,112.76 - 100%)				
	County of Stettler Senior Lodges (Budget - \$290,362 - \$290,362 - 100% Actual)				
Total Expense	\$17,952,711	\$14,870,495.66	\$3,082,215.34	82.83%	
Surplus / Deficit	\$0	\$2,295,527.28	-\$2,295,527.28		

	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2017 Budget Expense - Approved by Council	Actual - Project Expenses (Dec 31, 2017 - pre audit)	Utility Surplus 2017 Interim Operating Budget (Rates) - \$530,171	Available for Capital 2017 Interim Operating Budget (taxes)- \$462,145	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2017 Operating Budget	Debenture / Local Improvement	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$310,904)	Grants - BMTG (\$60 per cap x 5748 = \$344,880)	Other	Total	
EQT	6-12-03-00-30-630	Computer Replacement Program	\$6,045.65	\$14,000	\$6,045.65			\$6,045.65	Office equip						6,045.65	
EQT	6-12-03-00-30-630	Council - Computers (election)	\$3,500.00	\$3,500	\$3,500.00			\$3,500.00	Office equip						3,500.00	
Op	2-23-02-00-02-561	Fire Miscellaneous Equipment	\$25,738.62	\$27,000	\$25,738.62		25,738.62								25,738.62	
n/a	6-23-99-91-00-764	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000		100,000.00									100,000.00	
EQT	6-31-11-30-22-630	Front End Loader	\$249,090.00	\$260,000	\$249,090.00					CAP-8967	249,090.00				249,090.00	
EQT	6-31-11-30-31-630	Shoring Trailer	\$4,626.00	\$6,000	\$4,626.00		4,626.00								4,626.00	
EQT	6-31-11-30-28-630	Small asphalt roller & trailer	\$67,400.00	\$75,000	\$67,400.00	67,400.00									67,400.00	
Op	2-43-01-00-01-554	Recycle concrete material	\$148,689.34	\$150,000	\$148,689.34	148,689.34									148,689.34	
EQT	6-31-11-30-14-630	Trench Safety	\$14,102.00	\$30,000	\$14,102.00	14,102.00									14,102.00	
Op	2-31-01-00-01-252	Salt Shed Repairs	\$20,000.00	\$20,000	\$20,000.00		\$13,500.00	\$6,500.00	Salt Shed						20,000.00	
ENG-s	6-42-01-10-13-610	Lagoon - Cell 5 Rehabilitation - Contract price - \$473,428.13 - 2017 Carry Forward - Melissa 20/12/17 - \$75,000 - Enginnering and final work.	\$393,781.48	\$970,000	\$393,781.48	116,741.00					277,040.48			0.00	AMWWP	393,781.48
ENG-s	6-41-11-10-19-610	Motion 17:03:04 - Sewer / Water Main 51 Ave - 57 to 59 Street (Total Budget \$970,000 (450,000+520,000) Contract Price - \$737,042 - \$232,958 under budget - 2017 Carry Forward - Melissa 20/12/17 - \$25,000 Enginnering and final work.	\$652,167.97	\$970,000	\$652,167.98					CAP-8973		307,287.98	344,880.00		652,167.98	
ENG-s	641111012610 / 642001014610	Motion 17:02:27 - Sewer / Water - 50 Ave back alley between 55-56 Street - (Total Budget \$500,000 (250,000+250,000) \$78,217 Under Budget - 2017 Carry Forward - Melissa 20/12/17 - \$10,000 Enginnering and final work.	\$343,405.00	\$500,000	\$343,405.00					CAP-8974	343,405.00				343,405.00	
Op	2-32-09-00-01-244	Sidewalk replacement program	\$119,035.67	\$130,000	\$119,035.67	44,035.67				75,000.00					119,035.67	
ENG-r	6-32-09-10-02-610	Sidewalk - 55th Street	\$50,000.00	\$50,000	\$50,000.00	50,000.00									50,000.00	
LIMP	6-32-09-60-00-660	Pathway System Improvements (AG Society - \$200,000) - Reserve balance December 31, 2016 - \$167,982.00 Motion - 17:06:13 - June 20, 2017 - 2017 Carry Forward - Melissa 20/12/17 - \$41,014.73 (\$200,000-\$158,985.27)	\$158,985.27	\$200,000	\$158,985.27	8,985.27	\$50,000.00	\$100,000.00	Walking Pathway Reserve (bal \$167,982)						158,985.27	
ENG-r	6-32-10-10-02-610	SRC Pedestrian Crossing	\$10,028.86	\$17,500	\$10,028.86	10,028.86									10,028.86	
Op	6-41-01-20-16-620	WTP - Slide Gate Valve Replacement - 2017 Carry Forward - Melissa 20/12/17 - \$50,000	\$0.00	\$50,000		0.00									0.00	
Op	6-41-01-20-17-620	WTP - Chlorine and Carbon Room Crane	\$10,386.98	\$10,000	\$10,386.98	10,386.98									10,386.98	
Op	6-41-01-20-12-620	WTP - Disribution Pump VFD (variable frequency drive)	\$51,011.55	\$60,000	\$51,011.55	51,011.55									51,011.55	
Op	6-41-01-20-18-620	WTP - Caustic Tank Heater - 2017 Carry Forward - Melissa 20/12/17 - \$15,000	\$0.00	\$15,000		0.00									0.00	
Op	6-41-01-20-11-620	WTP - Chlorine Tonner Auto Switch	\$6,684.39	\$13,000	\$6,684.39	6,684.39									6,684.39	
Op	6-41-01-20-15-620	WTP - Pall Membrane Scada	\$8,205.83	\$15,000	\$8,205.83	8,205.83									8,205.83	
Op	6-41-01-20-01-620	WTP - Intake Ladders and Extension Platform - 2017 Carry Forward - Melissa 20/12/17 - \$14,000	\$0.00	\$14,000		0.00									0.00	
EQT	6-33-00-10-01-630	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000	\$0.00	\$40,000		0.00								0.00	County	0.00
x	x	Arts and Culture Program - \$15,000 - not a priority in 2017 - reserve balance December 31, 2016 - \$97,000	\$0.00	\$0		0.00									0.00	

Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2017 Budget Expense - Approved by Council	Actual - Project Expenses (Dec 31, 2017 - pre audit)	Utility Surplus 2017 Interim Operating Budget (Rates) - \$530,171	Available for Capital 2017 Interim Operating Budget (taxes)- \$462,145	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2017 Operating Budget	Debenture / Local Improvement	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$310,904)	Grants - BMTG (\$60 per cap x 5748 = \$344,880)	Other	Total	
EQT 6-56-00-30-00-630	Cemetery Vacuum Mower - 2017 Carry Forward - Lee - 20/12/17 - \$24,000	\$0.00	\$24,000		0.00									0.00	
LIMP 6-56-00-60-02-660	Cemetery Memorial Tree Park Monument	\$5,509.00	\$6,500	\$5,509.00			\$5,509.00	Cemetery						5,509.00	
EQT 6-77-02-30-09-630	Turf Sweeper	\$48,631.00	\$49,000	\$48,631.00	48,631.00									48,631.00	
LIMP 6-77-12-00-60-660	Downtown Park-Jimmy's sign & east wall - 2017 Carry Forward - Lee - 20/12/17 - \$12,969.45 (\$15,000-\$2,030.55)	\$2,030.55	\$15,000	\$2,030.55	2,030.55									2,030.55	
EQT 6-77-02-30-04-630	10 Garbage Cans	\$10,760.00	\$11,000	\$10,760.00	10,760.00									10,760.00	
EQT 6-77-03-30-01-630	Campground Picnic Tables	\$13,584.68	\$12,000	\$13,584.68			\$12,000.00	campground					1,584.68	Insurance 13,584.68	
EQT 6-73-12-30-00-630	SRC - Fitness - Treadmill	\$8,310.00	\$12,000	\$8,310.00	8,310.00									8,310.00	
EQT 6-74-14-30-02-630	Community Hall - HVAC - 2017 Carry Forward - Lee - 20/12/17 - \$180,000	\$0.00	\$180,000		0.00		\$0.00	Transfer from Cultural Reserve						0.00	
EQT 6-73-11-20-00-630	SRC Upgrades - Phase 2 - Ice Plant - Motion 17:04:17 - April 18, 2017 \$Total Contract \$1,294,565.00 - Budget \$919,100 = \$375,465 over budget Motion 17:04:17 - 2017 Carry Forward Blance - Lee - 20/12/17 - \$1,294,565 - \$1,081,507.30 = \$213,057.70	\$1,081,507.30	\$919,100	\$1,081,507.30		\$162,407.30	\$652,200.00	recreation Agreement	266,900.00					1,081,507.30	
EQT 6-73-11-30-07-630	SRC - Floor Scrubber (carry frd - 2017 Inc Budget - \$15,600 (transfer \$7,800 to SRC Building Maintenance Reserve)- Lee Dec 5, 2016) Motion - 17:06:17 - June 20, 2017	\$8,129.45	\$15,600	\$8,129.45			\$8,129.45	SRC Building Maintenance						8,129.45	
Addition 6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Blance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30	\$31,604.70	\$120,500	\$31,604.70	31,604.70									31,604.70	
Addition	61 Street - Highway 12 (esso corner) - 2017 Carry Forward Blance - Melissa - 20/12/17 - \$120,500 - \$6835.50 = \$7000	\$0.00	\$7,000			\$0.00								0.00	
2017 Project Totals		\$3,652,951	\$5,111,700	\$3,552,951.30	554,825.79	213,145.97	\$225,907.30	\$793,884.10	341,900.00	0.00	869,535.48	307,287.98	344,880.00	\$1,585	\$3,652,951
Council Motion - 17:02:03 - Feb 7, 2017		\$4,984,200.00	97%		992,316.00	767,971.76					201,591.52	4,037.02	0.00		\$3,652,951
Additions (61st & SCADA)		\$127,500.00		Water	76,288.75	224,344.24									\$1,458,749
Total 2017 Capital Budget		\$5,111,700.00													
Difference (Actual vs Council Budget)		-\$1,458,749													
2016 Carry Forward															
2016 Carry Forward - projects not started															
EQT 6-24-00-30-00-630	Siren - Budget \$2500 (carry forward to 2017 - Mark - Nov 25, 2016) - 2017 Carry Forward - Mark - 20/12/2017	\$0.00	\$2,500.00											\$0.00	
ENG-r 6-32-10-10-03-610	LED Street Light - 62nd Street(rec rd) (project cost - \$20,000 - carry forward to 2017 Cap Budget - SRC Parking Lot - LED Lights) (Lee Dec 2, 2016)	\$2,945.87	\$20,000.00	\$2,945.87		\$2,945.87								\$2,945.87	
LIMP 6-32-09-60-00-660	Pathway Root Barrier - \$12,481.15 (Carry Forward \$7518.85 to 2017 Capital Budget - Campground pathway done in 2016 - Highway 12 poplars remain in 2017 - Lee - Dec 2, 2016) - 2017 Carry Forward Blance - Lee - 20/12/17 - \$7518.85	\$0.00	\$7,518.85		0.00									\$0.00	

	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2017 Budget Expense - Approved by Council	Actual - Project Expenses (Dec 31, 2017 - pre audit)	Utility Surplus 2017 Interim Operating Budget (Rates) - \$530,171	Available for Capital 2017 Interim Operating Budget (taxes)- \$462,145	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2017 Operating Budget	Debenture / Local Improvement	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$310,904)	Grants - BMTG (\$60 per cap x 5748 = \$344,880)	Other	Total
EQT	6-31-11-30-15-630	Backhoe Jack Hammer - Budget - \$13000 (carry Frd - 2017 - Melissa Dec 5, 2016) - 2017 Carry Forward Blance - Melissa - 20/12/17 - \$15000 - bachhoe hammer not required but hammer required for excavator	\$0.00	\$13,000.00		0.00									\$0.00
EQT	6-31-11-30-32-630	Wheeled Excavator (Carry Forward to 2017 - Melissa - Dec 5, 2016 - \$266,490 - Feb2017 delivery and payment)	\$265,490.00	\$266,490.00	\$265,490.00					CAP-7959	265,490.00				\$265,490.00
EQT	6-31-11-30-33-630	Jan 27, 2016 - Portable Concrete Mixer - Budget \$20,000 - Melissa - Dec 5, 2016 - Carry Forward to 2017 Capital Budget - Melissa - 20/12/17 - \$15000 - Portable Concrete Mixer not reuquired because of the addition of Northstar - materials are available	\$0.00	\$20,000.00											\$0.00
EQT	6-42-01-10-12-610	Emergent Erosion Control - Lagoon #6 - Melissa Dec 5, 2016 - Carry Forward to 2017 Capital Budget - \$858,566.08 - Total Budget \$1,002,069.30-\$143,503.22)	\$732,807.54	\$858,566.08	\$732,807.54					CAP-7958 CAP710834	214,485.24	518,322.30			\$732,807.54
EQT	6-61-03-30-00-630	Airphotos - budget \$20,000 (Carry Forward 2017 Capital Budget - Melissa - Dec 5, 2016	\$14,990.00	\$20,000.00	\$14,990.00	14,990.00									\$14,990.00
BLDG	6-41-01-20-13-620	Ammonia Monochloramine Analyzer - Carry Forward to 2017 Capital Budget - Melissa Dec 5, 2016 - Budget \$55,000 Balance - \$43,788.83 (\$55000-\$11211.17)	\$21,344.50	\$43,788.83	\$21,344.50	21,344.50									\$21,344.50
BLDG	6-41-01-20-14-620	Site Security - Fire Protection Upgrades - Carry Forward to 2017 Capital Budget - Melissa Dec 5, 2016 - Budget \$95,000 Balance - \$47,550.92 (\$95000-\$47449.08)	\$46,262.53	\$47,550.92	\$46,262.53	46,262.53									\$46,262.53
Op	2-61-02-00-03-239 2-61-02-00-06-239	IDP & South East ASP - Carry Forward to 2017 Capital Budget - Melissa Dec 5, 2016 - Budget \$50,000 transfer to Planning Reserve) - 2017 Carry Forward Blance - Melissa - 20/12/17 - \$50000 - IDP and ASP to be done in 2018	\$0.00	\$50,000.00											\$0.00
EQT	6-77-02-30-01-630	Winged Mower - (Tender in 2016 - \$13,600 - carry forward to 2017 Capital Budget)	\$13,600.00	\$13,600	\$13,600.00		\$13,600.00								\$13,600.00
EQT	6-77-02-30-01-630	14' Mower (tender approved in 2016 \$77,870.50 - carry forward to 2017 Capital Budget)	\$77,870.00	\$77,870.50	\$77,870.00	77,870.00									\$77,870.00
BLDG	6-73-11-20-08-620	SRC - Additional Security Cameras - \$7000 (Carry Forward to 2017 Capital Budget - Lee Dec 2, 2016) - 2017 Carry Forward Blance - Lee - 20/12/17 - \$7000	\$0.00	\$7,000.00		0.00									\$0.00
BLDG	6-73-11-20-06-620	SRC Phase 2 Upgrade - Recreation Funding Agreement (carry forward to 2017 Capital Budget (SRC Phase 2 - Engineering and Concept Design - Balance - \$108,642.51 (\$174,000 -\$65,357.49)	\$99,529.78	\$108,642.51	\$99,529.78	99,529.78									\$99,529.78

Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2017 Budget Expense - Approved by Council	Actual - Project Expenses (Dec 31, 2017 - pre audit)	Utility Surplus 2017 Interim Operating Budget (Rates) - \$530,171	Available for Capital 2017 Interim Operating Budget (taxes)- \$462,145	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2017 Operating Budget	Debenture / Local Improvement	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$310,904)	Grants - BMTG (\$60 per cap x 5748 = \$344,880)	Other	Total	
ENG-ss 6-37-00-10-07-610	Storm Main Replacement 57 Street from Highway 12 – 48 Avenue - Total Budget - \$307,877.96 (\$292,877.96 Wally's Backhoe) + AltaGas line relocation - \$15,000 (Carry Forward to 2017 Capital Budget - Project complete - holdback remains - \$307,877.96 - \$260,575.36 = \$47,302.60 (MSI - 2017)) - Melissa - 12/20/2107 - Project Complete	\$0.00	\$47,302.60						CAP-7960	0.00				\$0.00	
ENG-r 6-32-21-10-21-610	48th Ave overlay from Hwy 12 to 56 (KFC overlay - Total Budget - \$160,000 - \$129,427 (asphalt) & \$30,573(engineer) = \$160,000 (\$175,000 2016 Original Capital Budget) - 2016 expense - \$133,509.80 (2017 balance - \$26,490.20) - Melissa - 12/20/2107 - Project Complete	\$0.00	\$26,490.20						CAP-7984			0.00		\$0.00	
BLDG 6-74-14-20-00-620	Jan 27, 2016 - Community Hall - Flooring in washrooms (Completed in 2016-\$2485) and hall painting \$18,000 / council added \$82,000 to replace shingles from 2017 budget - Motion 16:10:06 - Community Hall Roof Shingle Replacement to Greg Boxma in the amount of \$61,400 (GST not included) - Carry Forward to 2017 Capital Budget - Balance \$11,064.36 (\$18,000 - \$6935.64) - Lee - 12/20/2107 - Project Complete	\$67,601.90	\$72,464.36	\$67,601.90	6,201.90		\$61,400.00	Community Hall reserve						\$67,601.90	
Total 2016 Carry Forward		\$1,342,442.12	\$1,702,784.85	\$1,342,442.12	88,798.93	177,399.78	\$16,545.87	\$61,400.00	0.00	0.00	479,975.24	518,322.30	0.00	\$0.00	\$1,342,442.12
		\$6,814,484.85	100%	643,624.72	390,545.75	\$242,453.17	\$1,097,737.27			1,349,510.72	825,610.28	344,880.00			
			Water	143,895.78	1,034,170.47		\$2,131,907.74	Total Reserves Used							

2016 projects ongoing

6-42-01-10-12-610	Lagoon (legal)	\$0	\$42,724.78			42,724.78								42,724.78
	52 Ave Local Imp 6-41-11-10-18-610	\$0	\$205.20						205.20					205.20
														0.00
														0.00
														0.00
														0.00
	2016 projects ongoing	\$0.00	\$0.00	\$42,929.98										42,929.98
	2017 Statement of Capital Activity - November 30, 2017	\$6,814,484.85	\$4,938,323.40											
			72%											

**TOWN OF STETTLER
BANK RECONCILIATION
AS OF DECEMBER 31, 2017**

Net Balance at End of Previous Month	\$	7,911,817.90
ADD: General Receipts (summarized below)		1,611,717.69
Interest Earned		10,755.71
Investments Matured		-
SUBTOTAL		9,534,291.30
LESS: General Disbursements		2,144,808.23
Payroll		267,674.43
Investments		-
Debenture Payments		180,091.14
Returned Cheques		514.05
Bank Charges		889.68
SUBTOTAL		2,593,977.53
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	6,940,313.77
Balance at End of Month - Bank		7,457,890.41
ADD: Outstanding Deposits		16,981.03
LESS: Outstanding Cheques		534,557.67
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	6,940,313.77
 INVESTMENTS:		
\$U.S. Money Market Account		-
SUBTOTAL		-
TOTAL CASH ON HAND AND ON DEPOSIT	\$	6,940,313.77

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

MAYOR

ASSISTANT CAO

GENERAL RECEIPTS SUMMARY		
Tax	AR	296,500
Utility	AR	292,625
SMRWSC	Water	56,656
Hiw ay 12/21	Water	21,445
Alta Gas	Franchise	144,762
ATCO	Franchise	33,133
Reciever General	GST Refund	84,217
Health Unit	Rental	15,652
Library	Salary Repay	23,310
Board of Trade	Salary Repay	12,032
PLS	Minor Hockey	15,335
County of Stettler	Fire Agreement	85,323
County of Stettler	Recreation Ageement	471,008
		0
Other		59,720
	Total	1,611,718

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number First	Last
Cheque Date	2018-01-03	2018-01-03		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Barnes, Roger	EFT0000031	2018-01-03	\$25.00
	Invoice Description	Invoice Number	Invoice Amount

	Rec - Jan SRC phone allowance	2018.01.01	\$25.00
=====			
Bilodeau, Gates	EFT0000032	2018-01-03	\$400.00
	Invoice Description	Invoice Number	Invoice Amount

	WTP - Jan WTP travel allowance	2018.01.01	\$400.00
=====			
Dodd, Sonia	EFT0000033	2018-01-03	\$25.00
	Invoice Description	Invoice Number	Invoice Amount

	Pool - Jan telephone allowance	20180101	\$25.00
=====			
Gerlitz, Steven	EFT0000034	2018-01-03	\$100.00
	Invoice Description	Invoice Number	Invoice Amount

	Admin - Jan phone & travel	2018.01.01	\$100.00
=====			
Graham, Leann	EFT0000035	2018-01-03	\$175.00
	Invoice Description	Invoice Number	Invoice Amount

	Pl & Dev - Jan phone & travel	2018.01.01	\$175.00
=====			
Stormoen, Angela	EFT0000036	2018-01-03	\$175.00
	Invoice Description	Invoice Number	Invoice Amount

	Pl & Dev - Jan phone & travel	2018.01.01	\$175.00
=====			
Switenky, Greg	EFT0000037	2018-01-03	\$370.00
	Invoice Description	Invoice Number	Invoice Amount

	Admin - Jan phone & travel	2018.01.01	\$370.00
	Total Cheques		-----
			\$1,270.00
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number 72377	72408
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
A.A.M.D.C.	72377	2018-01-12	\$3,640.21

	Invoice Description	Invoice Number	Invoice Amount

	Trans Clutch Pedal & Gear #145	90495868	\$3,368.55
	Trans Hardware for pedal #145	90495869	\$115.54
	Trans Wire Harness #145	90497337	\$156.12

Alberta Animal Services	72378	2018-01-12	\$12,961.22

	Invoice Description	Invoice Number	Invoice Amount

	Bylaw Dec Enforcement	11689	\$12,961.22

Alberta One-Call Corporation	72379	2018-01-12	\$12.60

	Invoice Description	Invoice Number	Invoice Amount

	Water Trans Dec 1st Calls	IN138307	\$12.60

APEX Supplementary Pension Pla	72380	2018-01-12	\$374.85

	Invoice Description	Invoice Number	Invoice Amount

	Sub Pension Plan Remittance	PP01-18	\$374.85

Atlas Copco Compressors Canada	72381	2018-01-12	\$272.43

	Invoice Description	Invoice Number	Invoice Amount

	WTP Repair Parts	624596	\$272.43

Bilodeau, Gates	72382	2018-01-12	\$137.92

	Invoice Description	Invoice Number	Invoice Amount

	WTP Rags, Duck Tape, Flag	2017.12.31	\$137.92

Bounty Onsite Inc.	72383	2018-01-12	\$24.99

	Invoice Description	Invoice Number	Invoice Amount

	Shop Tips for mig welder	001-057134	\$24.99

Canadian Union of Public Emplo	72384	2018-01-12	\$455.00

	Invoice Description	Invoice Number	Invoice Amount

	Union Dues	PP01-18	\$455.00

Caro Analytical Services	72385	2018-01-12	\$157.50

	Invoice Description	Invoice Number	Invoice Amount

	WTP Water Analysis Biannual	IC1719384	\$157.50

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Cas Tech Inc.	72386	2018-01-12	\$4,882.50
Invoice Description	Invoice Number	Invoice Amount	
Computer 2-Desktops 1-Laptop	28554	\$4,882.50	
Cervus Contractors Equipment	72387	2018-01-12	\$128.94
Invoice Description	Invoice Number	Invoice Amount	
Trans Disc for Springs #117C	VI60679	\$128.94	
Clearview Public Schools	72388	2018-01-12	\$2,182.22
Invoice Description	Invoice Number	Invoice Amount	
Dec Joint Office Expenses	5314	\$2,182.22	
Dean's Machine Inc.	72389	2018-01-12	\$112.56
Invoice Description	Invoice Number	Invoice Amount	
Trans Build shaft for sander	40682	\$112.56	
Digital Postage On Call	72390	2018-01-12	\$3,150.00
Invoice Description	Invoice Number	Invoice Amount	
Office Postage	2018.01.08	\$3,150.00	
Federation of Canadian Municip	72391	2018-01-12	\$1,448.55
Invoice Description	Invoice Number	Invoice Amount	
Council Membership 2018-2019	INV-09047-H5J6	\$1,448.55	
Heartland Stationers (2014) Lt	72392	2018-01-12	\$225.55
Invoice Description	Invoice Number	Invoice Amount	
Office Paper, Storage Boxes	10097	\$225.55	
Hi Way 9 Express Ltd.	72393	2018-01-12	\$200.16
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	30968585	\$98.02	
Trans Freight	20000478	\$51.07	
Trans Freight	11775908	\$51.07	
Howe, Graham	72394	2018-01-12	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC/Cemetery Jan Phone Allow	2018.01.01	\$25.00	
Jen Express	72395	2018-01-12	\$148.02
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	11643	\$148.02	
Keen Klean	72396	2018-01-12	\$420.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop Dec Janitor Services	211975		\$420.00
Neopost Canada Ltd.	72397	2018-01-12	\$1,170.52
Invoice Description	Invoice Number	Invoice Amount	
Office 2018 Postage Meter Cont	2342739		\$1,170.52
Park, Younjae	72398	2018-01-12	\$54.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Travel to Plant Dec 30-31	2017.12.31		\$54.00
Parkland Regional Library	72399	2018-01-12	\$12,686.69
Invoice Description	Invoice Number	Invoice Amount	
Library 1st Qtr Requistion Pay	180237		\$12,686.69
Praxair Distribution	72400	2018-01-12	\$134.69
Invoice Description	Invoice Number	Invoice Amount	
Shop 2018 Clyinder Lease	80584520		\$134.69
QM Contracting	72401	2018-01-12	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Dec Water Meter Reader	746138		\$1,575.00
Receiver General for Canada	72402	2018-01-12	\$52,708.73
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP01-18.STE2		\$45,438.03
Town Tax Remittance	PP01.18.STE1		\$5,933.52
BOT Tax Remittance	PP01.18.BOT		\$1,337.18
Rollies Vac Systems (1991)	72403	2018-01-12	\$315.00
Invoice Description	Invoice Number	Invoice Amount	
Landfill Dec Pumpout	17990		\$315.00
Stettler & District Food Bank	72404	2018-01-12	\$962.00
Invoice Description	Invoice Number	Invoice Amount	
Employee Rec Event Donation	2017.12.22		\$962.00
Stettler Custom Cabinets Ltd.	72405	2018-01-12	\$3,129.00
Invoice Description	Invoice Number	Invoice Amount	
Office Replace Cabinets	2445		\$3,129.00
Stettler Fire Department	72406	2018-01-12	\$12,711.51
Invoice Description	Invoice Number	Invoice Amount	
Fire Honorarium Dec16-Nov17	2017.11.30.2		\$12,711.51

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Town of Stettler - Petty Cash	72407	2018-01-12	\$114.35
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Lotto Tickets/Advil	2018.01.08	\$114.35	
=====			
Wally's Backhoe Services Ltd.	72408	2018-01-12	\$60,677.41
=====			
Invoice Description	Invoice Number	Invoice Amount	
TS78-51 Ave Water/Sewer Releas	PPC#4	\$60,677.41	
=====			
Total Cheques			\$177,199.12
=====			

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, DECEMBER 18, 2017 COMMENCING AT 11:05 A.M. AT THE STETTLER DISTRICT AMBULANCE BAY, STETTLER, ALBERTA.

PRESENT: Wayne Nixon, County of Stettler Councillor (Chairperson)
Cheri Neitz, County of Stettler Councillor
Gord Lawlor, Town of Stettler Councillor (Vice Chairperson)
Sean Nolls, Town of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Dwayne Grover, Village of Big Valley
Paul McKay, Village of Donalda

Other: Mark Ratch, Stettler District Ambulance
Yvette Cassidy, Assistant Chief Administrative Officer
Marlene Hanson, Executive Assistant

ABSENT: Dan Tuck, Village of Gadsby

Other: Linda Borg, Shift Supervisor
Greg Switenky, Town of Stettler CAO
Tim Fox, Chief Administrative Officer

CALL TO ORDER

The meeting was called to order at 11:05 a.m. on Monday, December 18, 2017 by Chairperson Wayne Nixon.

AGENDA ADDITIONS AND APPROVAL

43.12.18.17 Moved by Sean Nolls
"that the December 18, 2017 Stettler District Ambulance Association Meeting agenda be approved as presented." Carried Unanimously

MINUTE APPROVAL

44.12.18.17 Moved by Blaine Brinson
"that the November 7, 2017 Stettler District Ambulance Association Meeting Minutes be approved as presented." Carried Unanimously

BUSINESS ARISING FROM THE MINUTES

2017/18 Stettler District Ambulance Budget:

A verbal update was given indicating that AHS Budget and SDAA did not agree, as donations, interest and special events fees are not on the AHS budget. Still working on ensuring that SDAA Budget numbers and AHS match.

Sale of Medic 4 – 2008 Ford Ambulance:

45.12.18.17 Moved by Gord Lawlor
"that the Stettler District Ambulance Association authorize selling the retired ambulance – Medic 4 – 2008 Demer's Ford diesel to the Stettler Regional Fire Department for \$1.00." Carried Unanimously

NEW BUSINESS

Ethics Framework and Code of Conduct:

46.12.18.17 Moved by Paul McKay
"that the Stettler District Ambulance Association approve the Stettler District Ambulance Association Manual's Operation Policy 3.39 - Ethics Framework and Human Resources Policy 4.9 – Code of Conduct, both as presented." Carried Unanimously

Human Resources Policy 4.10 - Job Description EMT-A:
47.12.18.17 Moved by Carl Cornelssen
"that the Stettler District Ambulance Association approve that the Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.10 – Job Description – EMT-A will become Policy 4.10 – Job Description - Primary Care Paramedic, and be approved as presented."
Carried Unanimously

Human Resources Policy 4.11 - Job Description EMT-P:
48.12.18.17 Moved by Gord Lawlor
"that the Stettler District Ambulance Association approve that the Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.11 – Job Description – EMT-P will become Policy 4.11 – Job Description - Advanced Care Paramedic, and be approved as presented."
Carried Unanimously

Rescind Human Resources Policy 4.12 - Job Description – Manager:
49.12.18.17 Moved by Sean Nolls
"that the Stettler District Ambulance Association rescind Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.12 – Job Description – Manager."
Carried Unanimously

Human Resources Policy 4.13 - Job Description - Paramedic Supervisor:
50.12.18.17 Moved by Cheri Neitz
"that the Stettler District Ambulance Association approve that the Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.13 – Job Description – Paramedic Supervisor will become Policy 4.13 – Job Description – Advanced Care Paramedic Supervisor, and be approved as presented."
Carried Unanimously

Human Resources Policy 4.15 - Job Description – Out of Scope Manager:
51.12.18.17 Moved by Dwayne Grover
"that the Stettler District Ambulance Association approve the Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.15 – Job Description – Out of Scope Manager, as presented."
Carried Unanimously

REPORTS

Accounts Payable Cheque Register; Direct Debit – Visa; Accounts Payable - Bank Direct Debit; Bank Reconciliation; and Year to Date Budget Reports:
52.12.18.17 Moved by Paul McKay
"that the Accounts Payable Cheque Register (cheque #4026 to #4047); Direct Debit – Visa for the months of September and October, 2017; Accounts Payable - Bank Direct Debit for the months of September, October, November and December, 2017; Bank Reconciliation for the periods ending September 30 and October 31, 2017; and Year to Date Budget for the month ending October 31, 2017, attached and forming part of these minutes, be approved as presented."
Carried Unanimously

Manager's Report:
Mark Ratch explained and answered questions on the Manager's Report.
53.12.18.17 Moved by Sean Nolls
"that the Stettler District Ambulance Association Manager's Report dated December 18, 2017, be received for information."
Carried Unanimously

Quarterly Newsletter:

54.12.18.17

Moved by Dwayne Grover

“that the Stettler District Ambulance Association Quarterly Newsletter dated December, 2017, be received for information.” Carried Unanimously

NEXT MEETING

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, February 26, 2018 at 10:00 a.m.

ADJOURNMENT

55.12.18.17

Moved by Blaine Brinson

“that the Stettler District Ambulance Association Meeting adjourn at 12:05 p.m.” Carried Unanimously

Chairperson

Administrator

DRAFT

**MINUTES OF THE HEARTLAND BEAUTIFICATION COMMITTEE MEETING
January 4, 2018**

Present: Councillor C. Barros, Councillor W. Smith, Chairperson R. Spencer, W. Brown, A. King, G. Scott, G. Fix (via facetime) & J. Newton

Call to Order: Chairperson Rob Spencer called the meeting to order at 12:06 pm

1. **Additions/Agenda Approval**

Moved by W. Smith that the agenda be approved as presented. Seconded by C. Barros.

MOTION CARRIED
Unanimous

2. **Confirmation of November 30, 2017 HBC Meeting Minutes**

Moved by A. King that the Minutes from the November 30, 2017 Heartland Beautification Committee Meeting be approved as presented. Seconded W. Brown.

MOTION CARRIED
Unanimous

3. **Business Arising**

None

4. **Statement of Revenues & Expenses**

J. Newton noted that all the expenses for December were not on the statement and that the final total for the year is \$21, 884.04.

Moved by W. Smith that the Statement of Revenue and Expenses be approved as presented. Seconded C. Barros.

MOTION CARRIED
Unanimous

5. **2018 Projects**

- a) Community Gardens
Rob will get new forms in and registration will start April 1.

b) Environmental Action

- G. Fix is still looking for old exterior paint. K. Kilgour is painting the walk n roll signs.
- G. Fix asked C. Barros if Five Star Ventures offered recycling and garbage for the rummage sale. They did but it was provided by a few different companies.
- G. Fix talked about designating a spot at the sports parks for bike parking. The thought is to put a bike parking sign on the chain link fence rather than install bike racks. Because the new sports park and West Stettler do not have perimeter fences, they would have to be mounted to the diamond fence. Maybe the back of the bleachers would be a better designation. They will drive around and find appropriate spots for them. W. Smith and C. Barros wondered what size these signs would be. G. Fix said about 2 feet by 3 feet. It was thought that 12" x 18" would be sufficient for size.
- G. Fix requested that some baskets that were on garbage cans that had recycle bins beside them be taken off and put on the garbage cans at the Downtown Park.
- There are some extra recycled computers left and are waiting for families that need them so they have currently filled the need in the community.
- G. Fix asked if the idle free sign had been placed on the Rec Centre by the loading zone. A. King noted that it has not been done yet.
- It was noted that maybe Walmart should have a sign in their parking lot. G. Fix will approach Walmart again but noted that they do not typically do anything unless it comes from corporate office.
- Memorial Park cig. Butt receptacle was moved closer to the picnic table but has since been moved back again.
- Walk n Roll challenge will be amongst Stettler, Ponoka, and possibly Wainwright and Vegreville.
- Trade Show will have a mini repair café in back left corner of booth. R. Spencer would like a map at the booth that labels locations of all the projects. Community Orchard should be showcased. Cart tokens and seed packs will be available for giveaways. We will update the pamphlet that highlights all the beautification projects.

c) Community Orchard

- Donations continuing with a total of \$6000 so far
- Budget for total project around \$90,000
- Orchard will have to be done in phases if we don't get grant money
- R. Spencer decided to wait a month and see how donations go before requesting money from council to order plants
- Mulch is \$40,000
- Daylilies will be purchased
- Mulch, Fruit trees and shrubs will be purchased first
- 250 truckloads of dirt have been taken to the site

- Rob will do a few posts on facebook regarding donation needs
- A tree (similar to the thermometer) will be made and displayed at the rec centre to show the amount of donation money received vs goal. Will add leaves with amounts to the tree.
- Allan will see if he can get a price reduction on the mulch

d) Stettler Blooms

- Recognition signs for lawns will be simplistic with possibly "Beautiful Yard" on front and instructions on pay it forward on back. R. Spencer will work on a draft to bring to committee
- Container contest forms will be updated and brought to P&L

e) Banners and Signage

No report

f) Tidiness

No report

g) Parks and Trees

- Rob is going to work on posters and information on best trees for yards

h) Heritage Conservation

- There will be more discussion on signage for the heritage walking tour. Need best method for placing signs downtown

6. New Business

7. Correspondence

8. Next Meeting

February 1, 2018

9. Adjournment- 12:53pm

BYLAW 2097-17


A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2051-14 – ATCO Franchise Agreement, OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.


THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Section 5 (a) – Calculation of Franchise Fee of the Electric Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule "A", be amended from six point one percent (6.1%) to eleven point one percent (11.1%).
2. Notice shall be given as per Alberta Utilities Commission requirements.
3. That this bylaw shall come into force upon the Electric Distribution System Franchise Agreement Amendment being approved by the Alberta Utilities Commission and upon being given third reading and finally passed.

READ a first time this 3rd day of October, A.D. 2017.



Mayor



Assistant CAO

READ a second time this _____ day of _____, A.D. 2017.

READ a third time and finally passed this _____ day of _____, A.D. 2017.

Mayor

Assistant CAO