

Town of Stettler

COUNCIL MEETING

JULY 3, 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
JULY 3, 2018
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of June 19, 2018 5-11
 - (b) Business Arising from the June 19, 2018 Council Minutes
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
 - (a) 2018 Capital Budget – Stettler Community Hall HVAC & LED Lights 12-13
 - (b) Agreement Renewal – Municipal Property Consultants & Appointment of Assessor – MGA Section 284(1-d) 14
 - (c) Unsightly Property Demo – Final Report 15-16
 - (d) Subdivision Application - #2018-02 - Lot 3, Block 4, Plan 1223548 17-20
 - (e) Land Use Bylaw – Portable Sign Review 21-28
 - (f) Downtown Street Scape - Sidewalk 29-31
 - (g) CAO Reports for June 32-36
 - (h) Meeting Dates
 - Sunday, July 8 – Communities in Bloom Judges Arrive
 - Monday, July 9 – Communities in Bloom Judges Day – 8:30am
 - Tuesday, July 17 – Council – 6:30pm
 - Tuesday, August 7 – Council – 6:30pm
 - Tuesday, August 21 – Council – 6:30pm
 - Tuesday, September 4 – Council – 6:30pm
 - (i) Accounts Payable in the amount of \$1,105.94 + \$50,678.84 + \$57,904.09 + \$119,737.81 + \$99,175.61 - \$250.00 + \$190,709.21 = \$519,061.50 37-53

**COUNCIL AGENDA
JULY 3, 2018
PAGE 2**

7. **Council**
 - (a) Meeting Reports

8. **Minutes**
 - (a) Minutes of the Regular Stettler Waste Management Authority Meeting 54-57

 - (b) Minutes of the Regular Stettler District Ambulance Association Meeting 58-60

 - (c) Stettler District Ambulance Association Financial Statement 61-75

9. **Public Hearing**

10. **Bylaws**

11. **Correspondence**
 - (a) PRL Board Talk – Highlights of the Parkland Regional Library Board Meeting 76-95

 - (b) AUMA – News Release - Alberta Municipalities still lack funding to support Cannabis Legalization 96-97

 - (c) Council OK's pot zones for Calgary parks and festivals 98-99

 - (d) Alberta Transportation – Rural Transportation Pilot Program - Stettler Handibus Association Project 100

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JUNE 19, 2018 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Sean Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz
Interim Director of Parks and Leisure Services A. King

Press (1)

Absent: none

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

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

- 5 (a) Reschedule - 6:45pm – Patrick Callin, Community Engagement Coordinator for Family and Community Support Services, (FCSS) – Crisis Aid Management Funding Request
- 12 (a) Addition - Emergent Expenditure – SRC Header Repairs

Motion 18:06:12 Moved by Councillor Pfeiffer to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held June 5, 2018

Motion 18:06:13 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on June 5, 2018 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the June 5, 2018 Meeting Minutes

- (c) Minutes of the Committee of the Whole held June 12, 2018

Motion 18:06:14 Moved by Councillor Barros that the Minutes of the Committee of the Whole held on June 12, 2018 be approved as presented.

MOTION CARRIED
Unanimous

- (d) Business Arising from the June 12, 2018 Committee of the Whole Minutes

4. **Citizen's Forum:** (a) Citizen's Forum

5. **Delegations:** (a) Cancelled and Rescheduled - 6:45pm – Patrick Callin, Community Engagement Coordinator for Family and Community Support Services, (FCSS) – Crisis Aid Management Funding Request

6. **Administration:**

(a) Committee of the Whole – June 12, 2018 – Recommendations

Motion 18:06:15

Moved by Councillor Smith that the Town of Stettler Council that although the proposed Street Light Banner Program had its merits, for logistic reasons including but not limited to serviceability, enforcement, replacement and a private commercial program vs a public (Town operated) program, the Town of Stettler is not interested.

MOTION CARRIED
1 Opposed (Councillor Fischer)

(b) 2018 Capital Budget – Utility Tractor

2018 Capital Budget includes \$100,000 to purchase a new utility tractor with attachments. The intention is to sell the existing 1980 John Deere 1140, with an estimated value of \$4,500. At present we have been using this tractor for rototilling and ball diamonds. The replacement tractor will be more functional for use as a rough-cut mower, loader, tiller and hauler with moving the New Holland to ball diamond duties.

A request for proposal was sent out for bid to all local dealers. The following proposals were received:

Future Ag (Kubota) (attachments not included) -	\$49,500*
Future Ag (Case)	\$61,000
Bill's Farm Supply (New Holland)	\$81,000

Interim Director of Parks and Leisure Services A. King noted that all of the companies make a good product. From the bids received, Kubota is the only one that does not meet the specifications set out in our proposal. Based on price and evaluations from Wayne, staff and myself we would recommend the Case with the following attachments and warranty:

- Rear remotes
- 540/540E P.T.O.
- Loader brackets
- Bucket
- 2 year/2000hr warranty on tractor and loader

Motion 18:06:16

Moved by Councillor Fischer that the Town of Stettler Council award the purchase of the utility tractor to Future Ag (CASE) with the following attachments and warranty:

- Rear remotes
- 540/540E P.T.O.
- Loader brackets
- Bucket
- 2 year/2000hr warranty on tractor and loader

In the amount of \$61,000 (excluding GST) with funding to come from the 2018 Capital Budget

MOTION CARRIED
Unanimous

(c) 2018 Capital Budget – Red Willow Creek - Regulatory Approval

CAO G. Switenky advised that the 2018 Capital Budget includes \$90,000 to proceed with design, engineering and coordination of the Regulatory Approval process for the re-alignment of Red Willow Creek

Request for Proposals were advertised on the Alberta Purchasing Connection for a Red Willow Creek Realignment Study. One proposal was received from MPE Engineering Ltd. This was expected as the proposal criteria was weighted as 25% with direct related experience with Red Willow Creek. MPE submitted a price of \$90,131.00 excluding GST. Their proposal meets all the criteria of the RFP. MPE is the consultant who prepared the Red Willow Creek Basin Study and Flood Hazard Assessment for the Town and County of Stettler. MPE is proposing a deadline of December 15, 2018. In their proposal, MPE has identified that two additional evaluations may be needed by the regulatory approval agencies:

1. Historic Resources Impact Assessment (HRIA) may be required - \$11,484
2. WAIR Submission and Wetland Permanence may be required - \$9,412

These items may be required from AEP and Public Lands during the evaluation but are not expected.

Motion 18:06:17

Moved by Councillor Campbell that the Town of Stettler Council approves awarding the Red Willow Creek Re-alignment study to MPE Engineering Ltd. with a substantive budget of \$111,000 excluding GST, financed through the 2018 Capital Budget.

MOTION CARRIED
Unanimous

(d) Public Participation Policy

CAO G. Switenky advised that Under Section 216.1(1) of the Municipal Government Act, every council of a municipality must establish a public participation policy for the municipality, and; According to Alberta Regulation 193/2017 Public Participation Policy Regulation, Section 2, a municipality's public participation policy must identify: (a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and (b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

The related sections of the MGA and Regulations on which this Policy is being implemented came into force on October 26, 2017, Municipalities had nine months following passing of the legislation to put the policy into place that equates to July 23, 2018.

CAO G. Switenky advised that the Public Participation Policy is a very high level document and ultimately Council will determine the type of Public Engagement required: a) Direct Decision – Decisions that are made should be informed to the public in a timely manner b) Consultative Decision – Gathering Public Input prior to making a decision c) Collaborative Decisions – Municipal representatives act in partnership with the community

Motion 18:06:18

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the Public Participant Policy.

MOTION CARRIED
Unanimous

- (e) 2018 Revenue / Expense Budget Summary as of May 31, 2018

Motion 18:06:19

Moved by Councillor Lawlor that the Town of Stettler Council approve the Statement of Revenue & Expenses as presented.

MOTION CARRIED
Unanimous

- (f) 2018 Capital Budget Summary as of May 31, 2018

Motion 18:06:20

Moved by Councillor Smith that the Town of Stettler Council approve the 2018 Capital Budget Summary as presented.

MOTION CARRIED
Unanimous

- (g) Bank Reconciliation as of May 31, 2018

Motion 18:06:21

Moved by Councillor Fischer that the Town of Stettler Council accept the Bank Reconciliation as of May 31, 2018 as presented.

MOTION CARRIED
Unanimous

- (h) Rotary Farmer's Appreciation Night – Monday – June 25, 2018

CAO G. Switenky advised that the Annual Rotary Farmer's Appreciation Supper is Monday, June 25, 2018 at the Stettler Community Hall. In the past Council has supported the event by purchasing a table of 8 as per Policy V111-4 – Miscellaneous Requests for Funds – Fundraising Initiatives

Motion 18:06:22

Moved by Councillor Fischer that the Town of Stettler Council purchase a table of 8 at the 2018 Rotary Farmers Appreciation Supper to be held at the Stettler Community Hall on Monday, June 25, 2018 as per Policy V111-4 – Miscellaneous Requests for Funds – Fundraiser Initiatives

- (i) Meeting Dates
- Wednesday, June 20 – Council Facility Tour – 8:30 am (SRC)
- Tuesday, July 3 – Council – 6:30pm
- Sunday, July 8 – Communities in Bloom Judges Arrive
- Monday, July 9 – Communities in Bloom Judges Day – 8:30am
- Tuesday, July 17 – Council – 6:30pm
- Tuesday, August 7 – Council – 6:30pm
- Tuesday, August 21 – Council – 6:30pm
- Tuesday, September 4 – Council – 6:30pm

(j) Accounts Payable in the amount of \$877,974.18

Motion 18:06:23

Moved by Councillor Barros that Accounts Payable in the amounts of \$72,406.07, \$75,421.40, \$60,000.00, \$41,272.20, \$18,007.50, \$306,441.50, \$3,969.29, \$267,276.67 & \$33,179.55 for the period ending June 15, 2018 for a total amount of \$877,974.18 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- June 6 - Talk of the Town with Earl Radford (Sponsor Chair for the Steel Wheel Stampede)
 - Seniors' Luncheon at Willow Creek
 - Worked the drive thru window at Tim Hortons for Camp Day
- June 6-10- Set up, Working the Grounds, Cabarets, Tear Down for the 2018 Steel Wheel Stampede
- June 7 - Talk of the Town with Brandi Page (Entertainment Chair for Steel Wheel Stampede)
- June 8 - Town and County Pancake Breakfast
 - Talk of the Town with Jerry Sinclair (Arena Director/Parade Marshall for the Steel Wheel Stampede)
 - Signed Cheques
 - Went over agenda for COW
- June 9 - Steel Wheel Stampede Parade
- June 12 - COW Meeting
- June 13 - Central Alberta Mayors' Caucus for Towns under 10K
- June 14 - Signed cheques
 - Reviewed Council agenda
- June 18 - SDAA Meeting (Audited Financials)
 - Met with Andrea Hatch to discuss her banner program proposal
 - Stettler Museum Meeting

(b) Councillor Barros

- June 6 - Seniors' Luncheon at Willow Creek
- June 7 - Beautification Meeting
 - Security for Stampede (Ladies Night)
- June 8 - Rodeo grounds and Stampede Market
 - Town and County Pancake Breakfast
- June 9 - Rodeo grounds and Stampede Market
 - Rotary Pancake Breakfast
 - Steel Wheel Stampede Parade
 - Luncheon
- June 12 - COW Meeting
- June 15 - Fire Advisory Board Meeting
- June 16 - Neil Thorogood Memorial Golf Tournament
- June 17 - Sharebear Playschool Pancake Breakfast

(c) Councillor Campbell

- June 6 - Seniors' Week Luncheon at Willow Creek
- June 8 - Town and County Pancake Breakfast
- June 7 - Gate Security for the Steel Wheel Stampede

(d) Councillor Fischer

- June 5 - 100 Men's Club gathering at the Legion
- June 6 - Seniors' Week Luncheon at Willow Creek
- June 7 - Meeting of SURF Committee at track
- Seniors' Week Luncheon at the Hub
- June 8 - Town and County Pancake Breakfast
- Seniors' Week Luncheon at Points West
- June 9 - Steel Wheel Stampede Parade and Luncheon
- June 12 - COW Meeting
- June 15 - Waste Management Meeting
- Regional Fire Commission Meeting
- June 19 - Campus Alberta

(e) Councillor Lawlor

- June 5 - 100 Men's Club gathering at the Legion
- June 6 - Seniors' Week Luncheon at Willow Creek
- June 7 - HYC Community Boys Group Tour
- Heartland Marine & Motorcycle Ride
- June 9 - Steel Wheel Stampede Parade and Luncheon
- June 12 - BOT – Lively Luncheon discussion about Trade Show Policies and Planning for future years.
- COW Meeting

(f) Councillor Pfeiffer

- June 7 - Organized and Worked at "Stettler's with Partners Real 93.3 Steel Wheel's Got Talent"
- June 8 - Town and County Pancake Breakfast
- Seniors' Week Luncheon at Points West
- June 9 - Worked the Rotary Pancake Breakfast
- June 12 - BOT Meeting
- COW Meeting
- June 18 - FCSS Meeting

(g) Councillor Smith

- June 7 - Beautification Meeting
- Seniors Luncheon at the Hub
- June 8 - Steel Wheel Stampede Pancake Breakfast
- Airport Meeting
- June 12 - COW Meeting
- June 13 - Installed posts at Community Orchard
- June 18 - FCSS Meeting

Motion 18:06:24

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

MOTION CARRIED
Unanimous

- 8. **Minutes:** (a) None
- 9. **Public Hearing:** (a) None
- 10. **Bylaws:** (a) None
- 11. **Correspondence:** (a) None
- 12. **Items Added:** (a) Emergent Expenditure – SRC Header Repairs

Interim Director of Parks and Leisure Services A. King advised that during the installation of the sound system, it was discovered that sections of the brackets holding up the

refrigeration pipes in the header had deteriorated to a point where the pipe had started to sag, placing pressure on the entire refrigeration system of both the red and blue arenas. Gateway Refrigeration was onsite and recommended that the piping system be lifted back to its normal position, and the brackets be replaced for a cost of \$26,000. It was also noted that Town of Stettler Staff and Equipment would also be used during the repair.

CAO G. Switenky also advised that because of the nature of the repair, a 20% contingency should also be in place to cover any incidental costs.

Motion 18:06:25

Moved by Councillor Barros that the Town of Stettler accept Gateway's Refrigeration tender of \$26,000 plus 20% contingency for repairs to the SRC refrigeration header pipes.

MOTION CARRIED
Unanimous

13. **In-Camera Session:** (a) Labour – Section 17(1)(e) – FOIP Act – Service Delivery, Special Events/Tournaments
(b) Legal – Section 17(1) – FOIP Act – West Stettler Park

Motion 18:06:26

Moved by Councillor Fischer that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO, Director of Operations and Interim Director of Parks and Leisure Services and present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 7:45 p.m.

Motion 18:06:27

Moved by Councillor Smith that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 8:25 p.m.

14. **Adjournment:**

Motion 18:06:28

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

MOTION CARRIED
Unanimous at 8:25 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: July 3, 2018

Re: 2018 Capital Budget – Community Hall HVAC and LED Lights

Recommendation:

Administration respectfully recommends that Town of Stettler Council does not award the 2018 Capital Budget – Community Hall HVAC and LED Lights installation to any company due to all tenders received have been determined to be significantly in excess of the 2018 Capital Budget amount of \$290,000 and directs administration to notify all companies that the project will not be awarded.

Background:

The 2018 Capital Budget approved by Council had a budget to replace the HVAC and Lighting in the Community Hall of \$290,000. The Scope of the Project included renovations to the Hall's heating, ventilation, and air-conditioning systems as well as building lighting and T-Bar ceiling. The Tender was advertised through the Alberta Purchasing Connection.

The Tender included:

- A non-mandatory pre-tender site meeting – June 15, 2018
- Tender closing date – Tuesday, June 26, 2018 – 2:00 p.m.
- Tender Construction Schedule – September – November 2018.

Tender Summary

3 Companies submitted Tenders:

- Boald Electric \$406,088
- Action Plumbing \$419,000
- Shunda \$472,000

File No. 36628.00

27 June 2018

Via email: aking@stettler.net

Town of Stettler
6602 44 Avenue
Stettler, AB T0C 2L0

Attention: Allan King
Park & Leisure Foreman

Subject: Consulting Engineering Services
Stettler Community Hall / Centre HVAC
and Lighting Upgrades
5101 46 Avenue, Stettler, AB

On June 26, 2018, the tenders for the HVAC and Lighting Upgrades were closed in Stettler, AB. Three (3) general contractors submit quotes from the Public Tender call, with all three (3) returning compliant and completed documents. The results are as follows:

Contractor	Total ¹	Bid Bond	
Shunda	\$472,000	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Action Plumbing	\$419,000	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Boald Electric	\$406,088	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

We have reviewed the enclosed tender submittals and based on the information therein we recommend, based on fee alone, the tender for Project be awarded to the, Boald Electric.

Once the owner has confirmed the award of a contractor, please notify our firm so that we may prepare contract documents for this project.

Yours truly,

Williams Engineering Canada Inc.



PETRA KITTERINGHAM
Senior Project Manager

Suite 7, 7471 Edgar Ind. Bend | Red Deer, AB | T4P 3Z5

T: 403.755.4063 M: 403.596.4965
F: 403.755.4049 W: williamsengineering.com

Williams Engineering Canada Inc.



ROKSANA KIANIAN, P.ENG., PMP
Electrical

Suite 7, 7471 Edgar Ind. Bend | Red Deer, AB | T4P 3Z5

T: 403.755.4060
F: 403.755.4049 W: williamsengineering.com

X:\01-Edmonton\Projects\0036628.00\50_Tender\03_Results\36628.00 HVAC and Lighting TenderResults June 26_2018.docm

¹ Please note that these prices do not include GST.

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: July 3, 2018

Re: Agreement Renewal – Municipal Property Consultants & Appointment of Assessor – MGA Section 284(1-d)

Recommendation

1. That the Town of Stettler Council agrees to renew the Assessment Services Agreement with Terry Willoughby, Municipal Property Consultants (2009) Ltd for an additional 5 years (January 1, 2019 to December 31, 2023).

2. That the Town of Stettler Council appoint Terry Willoughby A.M.A.A. OPERATING AS Municipal Property Consultants (2009) Ltd. to the position of assessor (s) for the Town of Stettler for the term of the Agreement (January 1, 2019 - December 31, 2023).

Background Information

The current agreement with Municipal Property Consultants (2009) Ltd expires December 31, 2018, however Section 3.2 of the Agreement indicates:

“..... Therefore upon the expiry of the this Agreement the Municipality and the Consultant agree to cooperate in good faith through a transition period, including the negotiation of a fair and reasonable compensation for the ongoing continuity of some services in the event that the Agreement is not extended or renewed.” Administration believes that the intent of this clause is to allow for the renewal of the existing Agreement. Municipal Property Consultants (2009) Ltd. have been the Town of Stettler Assessors since 1994 and Administration has been very satisfied with property assessment services provided to the Town.

T. Willoughby, AMAA has submitted a 5 year renewal proposal for professional assessment services at the following per parcel rate:

Year	Mileage	Parcels	\$ per Parcel		\$ per parcel / Camelot (Assessment)		Total	
2016	\$0.55/km	2929	\$24.00	\$70,296.00	\$1.00	\$2,929.00	\$73,225.00	
2017	\$0.55/km	3051	\$24.75	\$75,512.25	\$1.00	\$3,051.00	\$78,563.25	
2018	\$0.55/km	3055	\$25.50	\$77,902.50	\$1.00	\$3,055.00	\$80,957.50	contract expires
2019	\$0.55/km	3060	\$25.50	\$78,030.00	\$1.25	\$3,825.00	\$81,855.00	1.11%
2020	\$0.55/km	3065	\$25.50	\$78,157.50	\$1.25	\$3,831.25	\$81,988.75	0.16%
2021	\$0.55/km	3070	\$25.50	\$78,285.00	\$1.25	\$3,837.50	\$82,122.50	0.16%
2022	\$0.55/km	3075	\$26.00	\$79,950.00	\$1.25	\$3,843.75	\$83,793.75	2.04%
2023	\$0.55/km	3080	\$26.00	\$80,080.00	\$1.25	\$3,850.00	\$83,930.00	0.16%

Acts and Bylaws

Municipal Government Act Section 284-1d:
284(1)

- (d) "assessor" means a person who has the qualifications set out in the regulations and
- (i) is designated by the Minister to carry out the duties and responsibilities of an assessor under this Act, or
 - (ii) is appointed by a municipality to the position of designated officer to carry out the duties and responsibilities of an assessor under this Act, and includes any person to whom those duties and responsibilities are delegated by the person referred to in subclause (i) or (ii);

Options

- RFP for Assessment Services

MEMORANDUM

To: Greg Switenky
From: Leann Graham
Date: June 25, 2018
Re: Pool Hall Demolition Update

Background:

In the summer of 2017 the Town of Stettler was engaged in the process of acquiring the land title to the old pool hall building by way of Tax Forfeiture. In October of 2017 the Town of Stettler received a clear title of the property.

During the fall and winter months the Town commissioned the assessment and remediation of hazardous materials within the existing structure and assessed the structural integrity of the foundation by way of a structural engineer. In the spring of 2018 pre demolition construction took place including the foundation shoring and installation of concrete foundation supports in the basement in accordance with recommendation from the structural engineer.

Demolition:

On April 30, 2018 Wally's Backhoe Services began the demolition of the Old Pool Hall; during the demolition we encountered some unforeseen circumstances such as the property to the south had an exposed exterior wall above the 8 foot mark. This caused damage to interior and exterior of the building as it was not protected by way of an exterior wall. Further, during the demolition we lost 2 of the foundation supports and had to have them re-built prior to backfilling. The site was backfilled and graded to its finished state on May 16, 2018.



Costs Incurred:

Property Appraisal		\$1,887.50
Hazardous Materials Assessment		\$2,365.00
Hazardous Materials Remediation		\$26,189.57
Structural Engineering	*	\$1,104.76
Legal & Land Titles	**	\$282.00
Outstanding Tax Transfer		\$3,044.22
Demolition		\$43,690.00
Pre & Post Demo Construction		\$43,255.15
Post Demolition Clean		\$1,500.00
TOTAL		\$123,318.20

* Still waiting for final bill from the structural engineer

** Still waiting for legal costs for the land title caveat prohibiting basement construction.

The Property Today:

4928 – 50 Street

Lot 7, Block 7, Plan RN54

Vacant Parcel

Size 25' x120' (3,000 Square Feet)

Zoned C1: Commercial Central

The Town of Stettler Assessed Value of the property is \$42,840

Recommendation:

That Town of Stettler Council direct administration to proceed with the sale of the 4928-50 Street by way of a notice of property for sale by sealed bid, in accordance with the Municipal Government Act.



Request For Decision

Agenda Item: Subdivision Application #2018-02

Issue:

Application: To create two residential parcels
Subdivision Application: #2017-02
Applicant: Jen Supply Investments Inc.
Legal: Lot 3, Block 4, Plan 1223548
Civic: 4019 – 50 Street

Recommendation:

That the subdivision application #2018-02 from Jen Supply Investments Inc. to create two residential parcels (0.55+/- acres and 0.75 +/-acres) as shown on the Tentative Plan of Subdivision has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision 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 is 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.
3. The owner/applicant will be required to enter into a Development Agreement for the following:
 - a. Connection of water and sanitary services to the property line. Including security to cover the costs of the services and the repaving of 50 Street, and landscape the ditches after construction is completed.
 - b. Construct an approach (with culvert) to the satisfaction of Director of Operations.
 - c. Servicing of this proposed lot requires joining the existing local improvement(s) to pay for the water and sanitary mains that currently exist, if required.

IMPLICATIONS OF RECOMMENDATION

General:

The applicant is proposing to create two (2) DC2: Direct Control Residential 2 lots. The southerly lot will contain the existing single family dwelling and the northerly lot is vacant land with proposed future uses as permitted within Land Use Bylaw 2060-15.

The zoning DC2: Direct Control Residential 2, Section 82.3 states that council establishes minimum parcel area. Therefore, the recommendation is to establish the parcel size as proposed by the applicant:

- North parcel containing approximately 0.55 +/- acres
- South parcel containing approximately 0.75 +/-acres.

BACKGROUND

Section 82: DC2 Direct Control Residential District 2

82.1 Purpose:

To provide for residential development requiring acceptable structural and architectural designs that complement and enhance the existing and/or proposed physical environment of the area.

82.2 Uses:

Permitted Uses	Discretionary Uses
Building Demolition Dwelling, Single Detached Dwelling, Duplex Home Occupation	Accessory Building

82.3

Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	40%
Floor Area	As established by Council
Minimum Parcel Area	As established by Council.
Maximum Building Height	10.0 m.
Front Yard Setback	6.0 m.
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m, or as required by the Alberta Building Code, whichever is greater.
Rear Yard Setback	7.5 m.
Parking	A two car parking area shall be provided to the rear of the dwelling.
Accessory Buildings	Section 34 of this Bylaw.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the:

- Town of Stettler Land Use Bylaw 2060-15.
- The Town of Stettler Municipal Development Plan.
- The Town of Stettler & County of Stettler No. 6 Intermunicipal Development Plan

Technical Review:

External Agencies and Adjacent Land Owners:

- Atco Electric – No concerns.
- Alta Gas – No Concerns.
- Alberta Transportation – The proposed parcel will have access from 50 Street, which is a local road. AT expresses no concerns with the proposed subdivision. No access from Highway 12 will be granted.
- County of Stettler – No Concerns.
- Telus Communications – No Concerns.

Internal Agencies:

- Director of Operational Services
 - The owner/applicant will be required to enter into a Development Agreement for the following:
 - a. Connection of water and sanitary services to the property line. Including security to cover the costs of the services and the repaving of 50 Street, and landscape the ditches after construction is completed.
 - b. Construct an approach (with culvert) to the satisfaction of Director of Operations.
 - c. Servicing of this proposed lot requires joining the existing local improvement(s) to pay for the water and sanitary mains that currently exist.

Technical Considerations:

- Topography – Flat
- Accessibility to Road – 50 Street
- Zoning – The application is compatible with the DC2: Direct Control Residential 2 Land Use District.
- Water supply, sewage and solid waste disposal – The Town will require separate services for each newly created property.

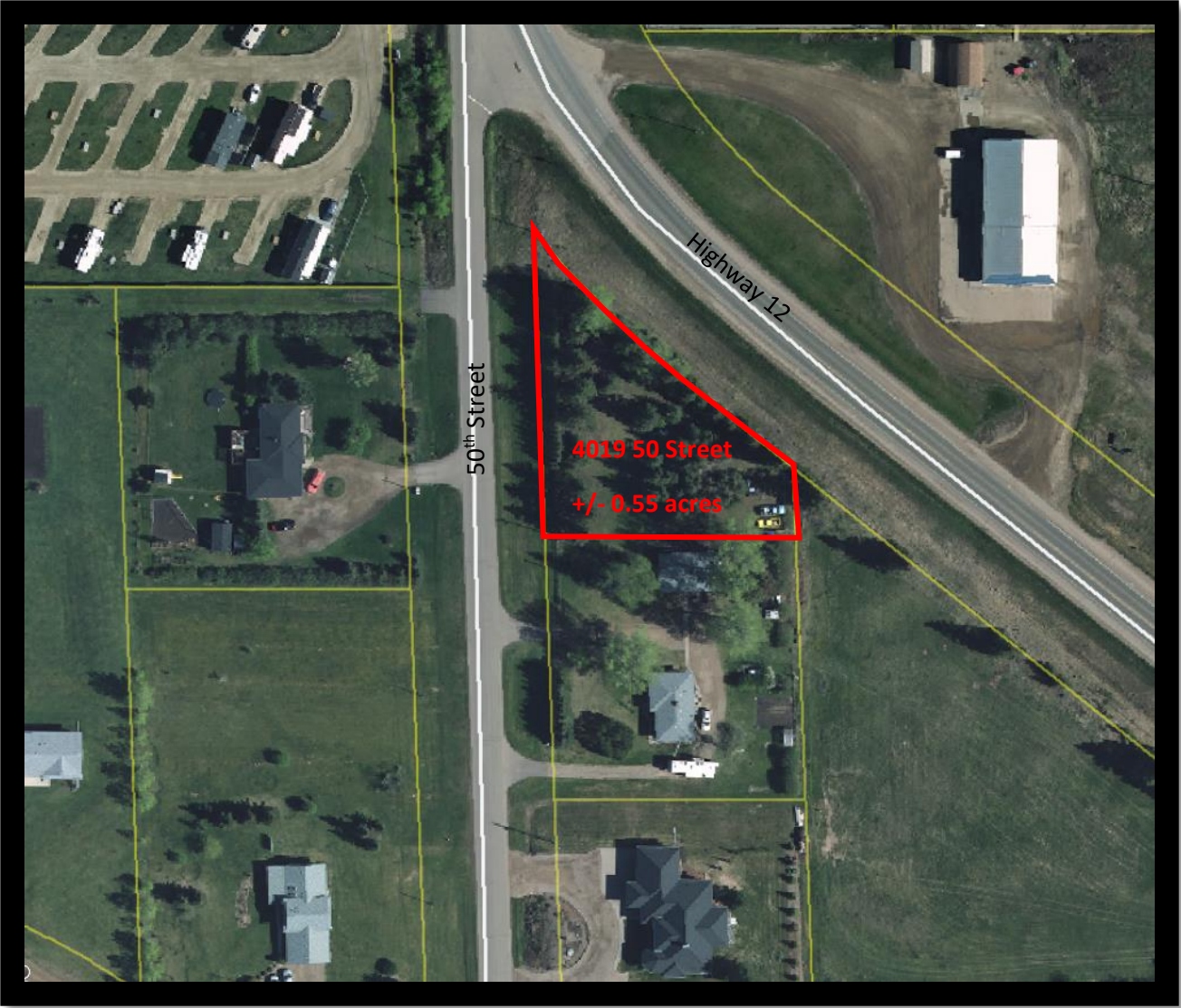
Alternatives:

- Defeat the application, citing reasons.

Authors:

Leann Graham, Director of Planning and Development

Proposed Subdivision 2018-02



MEMORANDUM

To: Greg Switenky
From: Leann Graham
Date: June 25, 2018
Re: 2018 Portable Sign Review



Background:

The Town of Stettler reviewed the Land Use Bylaw and specifically portable signs in 2011 and 2014. These amendments allowed for portable signs in the Town Right of Ways.

Administration has recently been directed to bring forward the topic of portable signs to Council for discussion. The information provided is to assist in the conversation regarding portable signs.

Attachment - Town of Stettler Existing Land Use Bylaw

Section 70 of Land Use Bylaw 2060-15 provides for regulations around portable signs on both private and public lands.

Map 1 – Portable Signs Permitting

This map is the current permit tracking system we use for all portable signs in the community; a complete inventory was done in June 2018 with 59 portable signs being observed.

Discussion Points:

- 1) There are only 2 portable signs that are contained entirely within private property (19 & 43 on the map)
- 2) We have 4 signs without permits; we are currently working with the owners to obtain permits.
- 3) We have 5 signs that are in place but have expired permits, owners have been notified to obtain permits.
- 4) There is no fee, permitting is strictly for regulation purposes.
- 5) Permits are valid for a 1 year period to minimize administrative and enforcement burden.

Map 2 – Portable Signs Subset Along Highway 12 Linear Park

This map is a closer look at the boulevard along Highway 12 between 57 Street (Community Gardens) and 50 Street (Main Street). Currently 6 and 3 portable signs.

Discussion Points:

- 1) We have received several concerns regarding this area:
 - a. Safety
 - i. Distraction when driving
 - ii. School zone
 - iii. Town Staff entering highway edge to mow around the signs
 - b. Town Time to Maintain

- i. It takes the Town Staff an additional 1 – 1.5 hours to maintain this area than it would without the signs
 - c. Detract from the Park Like feel
- 2) Although it is not stated in our Land Use Bylaw, this section of land had an un written rule of being reserved for public, not for profit, community information signs.

Map 3, 4, 5 – Portable Signs Subset along Highway 12 West

Map 3 is a closer look at the Highway 12 West between 62 Street and 70 Street.

Discussion Points:

- 1) Concerns regarding congestion of portable signs:
 - a. Map 3 shows current placement (14),
 - b. Map 4 shows potential under existing Land Use Bylaw (35 meter separation) (Max 33)
 - c. Map 5 Shows an example of increased separation to 50 meters (Max 24)
- 2) Town Staff require minimum 2.5 meters from a curb or drainage ditch to ensure safe and efficient mowing. This is not in our current Land Use Bylaw.

Recommendation:

Town of Stettler Council directs administration to prepare a Land Use Bylaw Amendment based on the results of the portable sign discussion.

Section 70: Portable and Inflatable Signs

- 70.1 Portable Signs Permits will be issued in accordance with the regulations and will be valid for twelve (12) months from the date of issue.
- 70.2 Portable Sign regulations include:
- 70.2.1 No portable signs shall be located in the environmental open space or public use districts
 - 70.2.2 A portable sign shall not exceed 4.5 m² per face, nor shall any such sign exceed 3.0 m in height from grade;
 - 70.2.3 A portable sign shall be installed, serviced, removed and accessed from the property on which the sign is located;
 - 70.2.4 No portable sign shall be illuminated or employ any flashing or sequential lights or any mechanical or electronic device to produce or stimulate motion, or to be confused with traffic signs;
 - 70.2.5 A portable sign shall not interfere with pedestrian and/or vehicle traffic;
 - 70.2.6 A portable sign must be setback a minimum of 1.5 meters from any Town of Stettler pathway or sidewalk to ensure a safe and efficient distance for sweeping and snow clearing.
 - 70.2.7 A portable sign must maintain a minimum separation distance of 35 meters from another portable sign.
 - 70.2.8 A portable sign must be stabilized but shall not use unsightly or potentially hazardous methods;
 - 70.2.9 A portable sign shall be removed immediately on ceasing to be in use or becoming seasonally irrelevant; and
 - 70.2.10A portable sign shall at all times be maintained in good condition and, specifically, shall contain lettering and signage which is secure and complete. Any damaged or missing signage must be repaired within 24 hours of knowledge of same coming to the attention of the permit holder.
 - 70.1.11 The owner/applicant of any portable sign shall indemnify and save harmless the Town of Stettler from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the owner/applicant in relation to a portable sign.
 - 70.2.12 All Portable Sign locations and preferences will be given to the Town of Stettler and Alberta Transportation operations. Any Portable Signs that impact Town of Stettler or Alberta Transportation operations must be removed upon 24 hours verbal or written notice at the discretion of the Development Authority and in accordance with 70.2.13.
 - 70.2.13 Where a portable sign is located on a road allowance, right-of-way or property owned by the Town of Stettler, the Development Authority may revoke a portable sign development permit on providing 24 hours verbal or written notice.
- 70.3 Portable Signs development permit application requirements include:
- 70.3.1 Municipal Address of proposed sign location
 - 70.3.2 Name and Address of sign owner
 - 70.3.3 Name and Address of the sign tenant / advertiser
 - 70.3.4 Name, Address and Consent of the property owner or adjoining property owner



Legend

Color	Shape
■ No Permit	▲ Within Property Lines
■ Holds Current Permit	○ Within Town ROW
■ Expired Permit	
■ Current Permit but No Sign at Location	



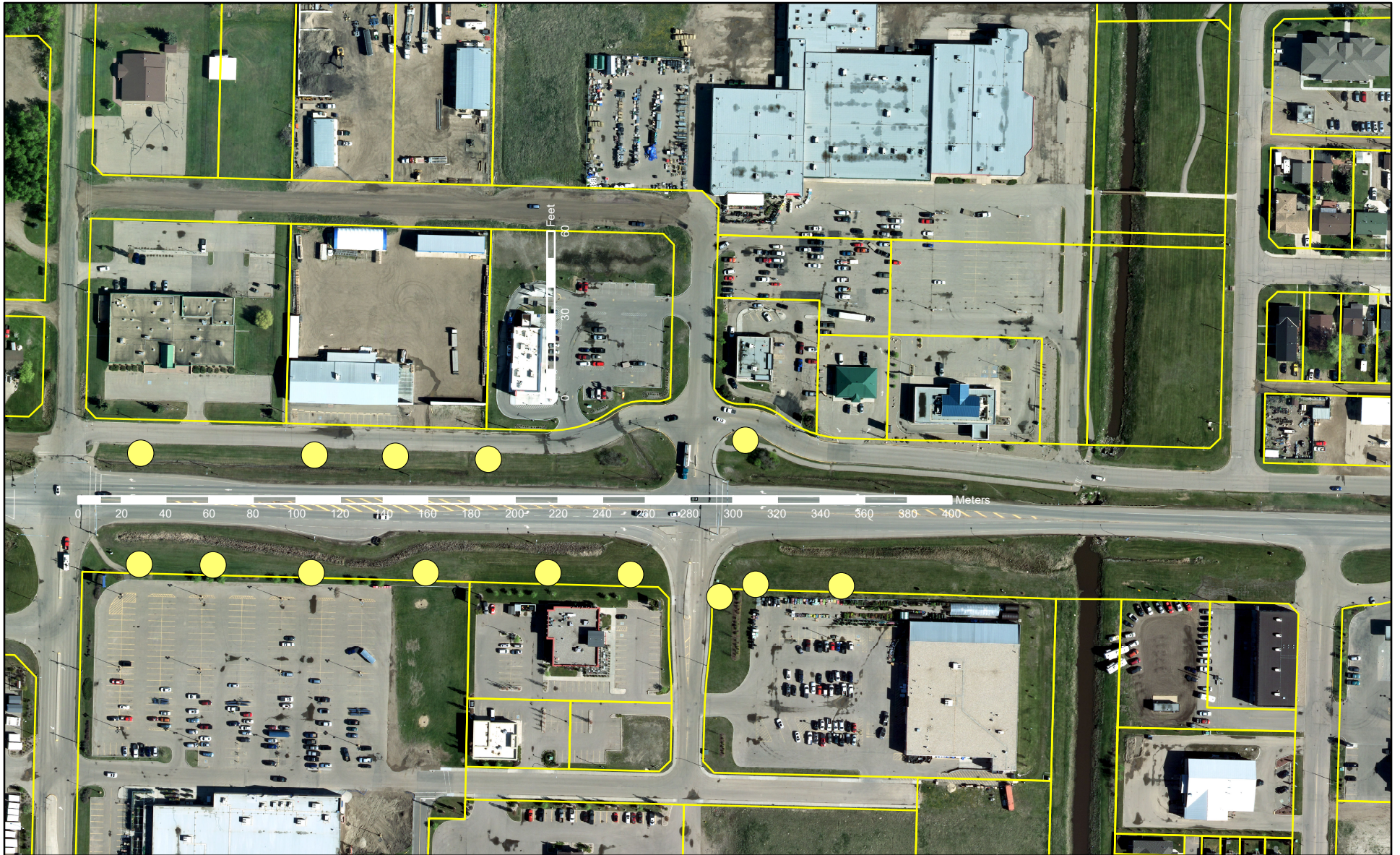

 1:5,800
 Meters

Photo taken ~September 2012
 Intended for general information only, the Town of Stettler
 is not responsible for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12





Current Placements

- Signs
- Existing Lots



1:2,500

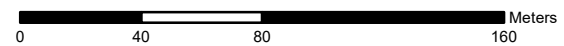
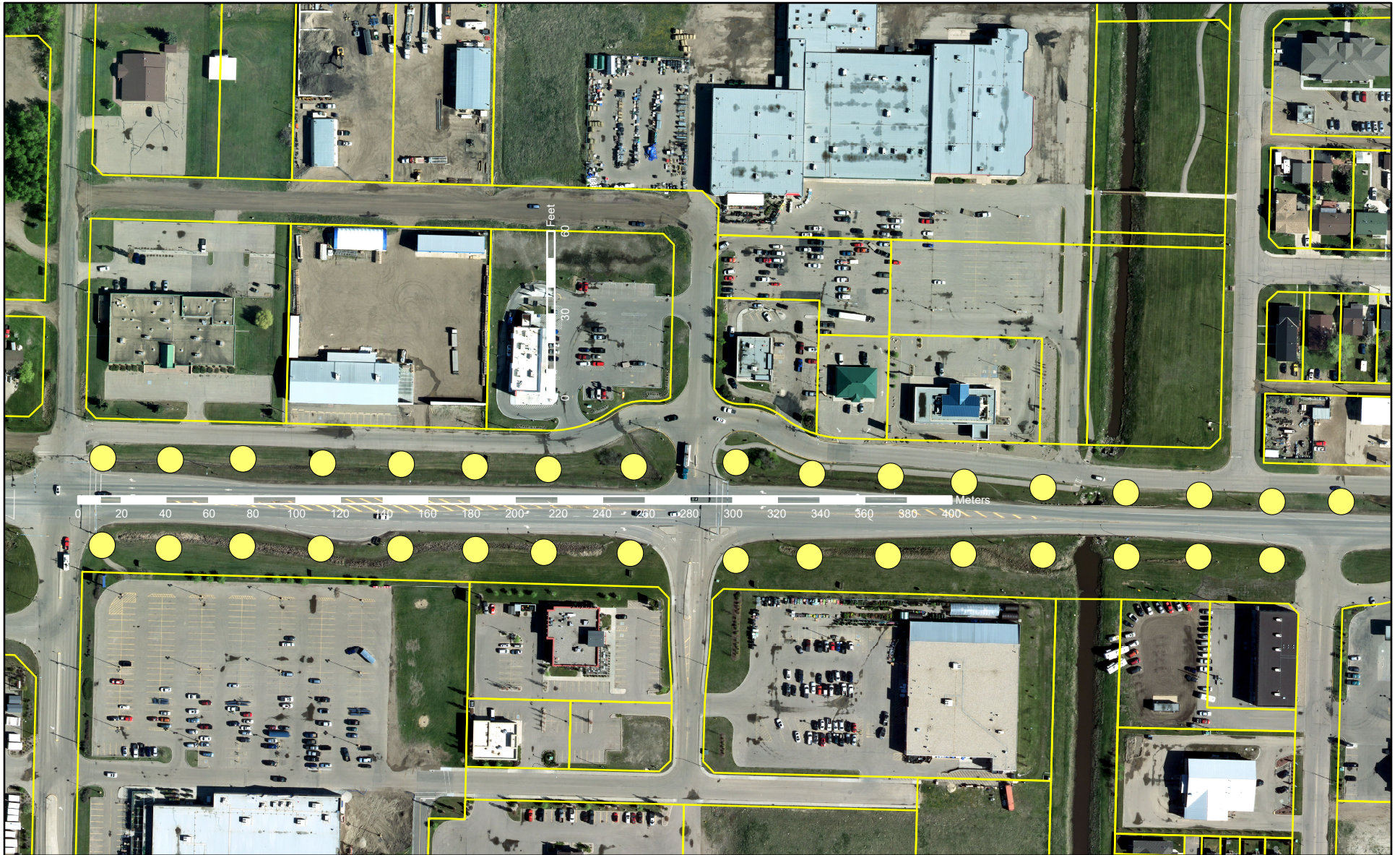


Photo taken May 2017
 Intended for general information only,
 the Town of Stettler is not responsible
 for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12



35m Placements

- Signs
- Existing Lots



1:2,500

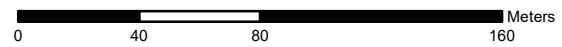
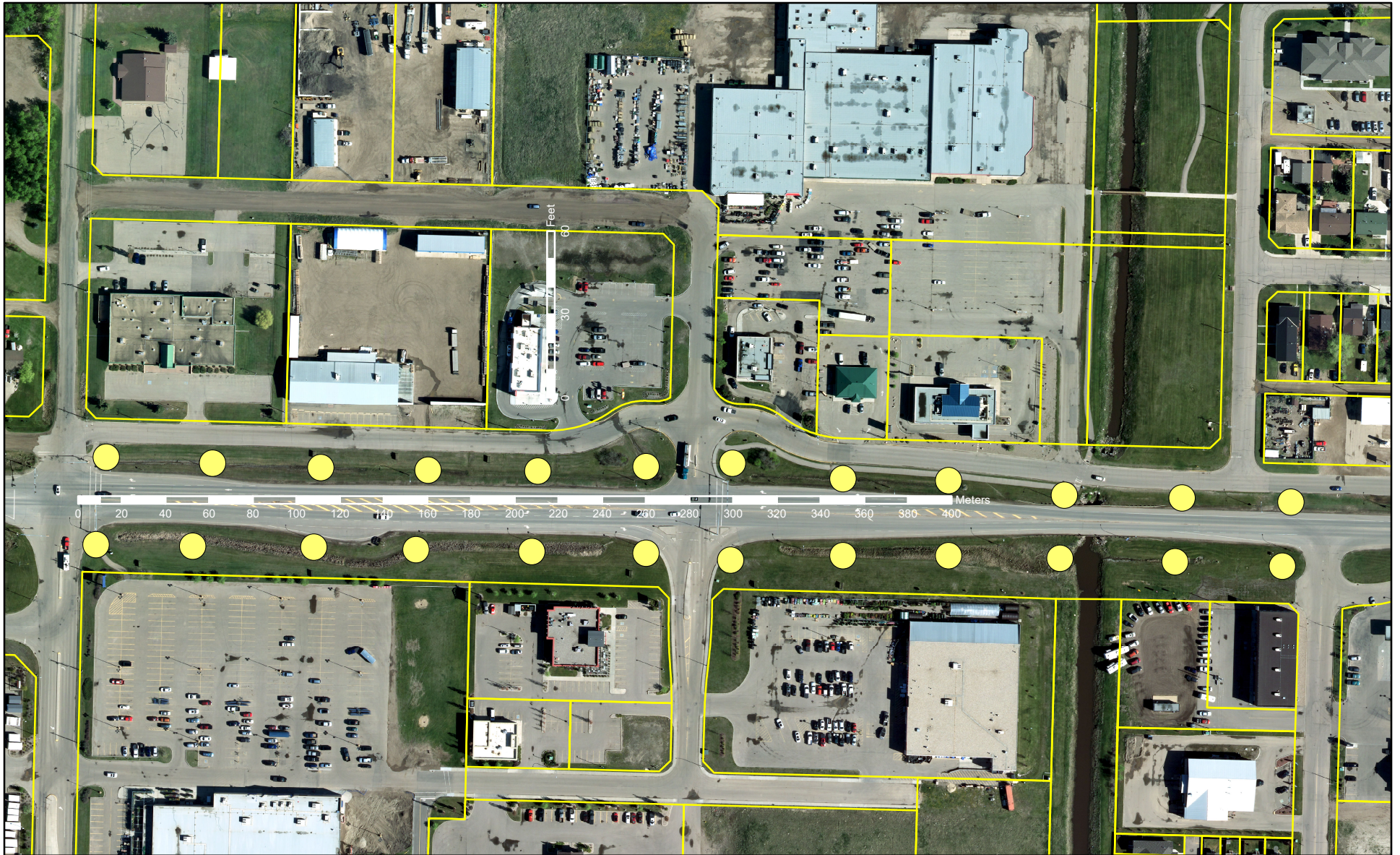


Photo taken May 2017
 Intended for general information only,
 the Town of Stettler is not responsible
 for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12



50m Placements

- Signs
- Existing Lots

1:2,500

Meters

Photo taken May 2017
 Intended for general information only,
 the Town of Stettler is not responsible
 for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12

MEMORANDUM

Date: June 28, 2018

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: Downtown Streetscape

History:

April 2011, Council decided to implement a downtown streetscape using a themed rail track sidewalk with bulbing at intersection corners and mid block crossings to increase pedestrian visibility and provide traffic calming.

The existing rail track design has been in existence for 6-9 years (depending on the location). My evaluation of the rail track sidewalk is that it is costly to install, it must be maintained with UV protection every three years at a cost of \$7,000/half block, it is difficult to shovel in winter due to the high number of joints, and the middle portion of the sidewalk is quite slippery (even though we add a traction product to the UV protection when it's applied). Having a themed designed sidewalk makes it difficult to complete partial replacements as it's not possible to match the existing patterns and colors of the existing concrete and local contractors don't have the patterned stamp to match the existing rail track. Proform Concrete Services retains the stamp design.

Downtown Sidewalks





Existing Rail Track \$300/sq.m.



Existing Concrete Sidewalk \$160/sq.m.



Existing Paving Stone Sidewalk \$260/sq.m.

Discussion:

This topic is being brought forward to Council as there is a large redevelopment occurring on main street. A condition of the development agreement is to replace the existing sidewalk and curb and gutter along the property. Historically on main street, adjacent landowners have paid to have the sidewalk removed and replaced the sidewalk via a local improvement. The new developing property has not paid for a local improvement for sidewalk. It is reasonable to expect that they will replace with a typical style concrete sidewalk, however it is not reasonable to expect the landowner to pay the increased costs of the rail track sidewalk. To date, the Town has funded the rail track sidewalk program entirely.

Administration is seeking Council decision on the rail track sidewalk program. Time is of the essence as the new development is proceeding this summer. We sought out options with concrete contractors to see if alternate designs would be more cost effective. It appears that any type of “designed” sidewalk will remain in the \$300/sq.m. range.

Options for Decision:

Administration presents Council with the following options for decision:

1. Continue with the rail track themed project for main street. This means the town would need to cover the cost differential of the sidewalk and the bulbing this year for the redevelopment project (approximately \$50,000). It also means, we will hire Proform Concrete Services to complete the work and the Town would be the project manager of the sidewalk installation.
2. Return to a paving stone sidewalk. The cost is not much lower; however, the maintenance of paving stones is easier, and the advantage to paving stones is that they can be picked up and replaced again if a settlement occurs, and small sections can be swapped out as they deteriorate. Again, the Town would have to cover the cost differential this year for the change from standard sidewalk to paving stone (approximately \$47,000).
3. Change the rail track sidewalk to regular sidewalk and keep the exposed aggregate bulbing at all intersections and mid block crossings. At this time, I would not recommend installing the bulbing at this development corner. Instead I would suggest that Council consider completing all the bulbing for the entire main street in the future. Or at a minimum start to phase in intersections and mid block crossings in a staged plan, coordinated with sidewalk replacements on a priority basis. No cost implications to the Town.

TO: Town of Stettler Council

DATE: 2018 07 03

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – JUNE 2018

ADMINISTRATION – Greg Switenky

1. Meetings: Town Council, Committee of the Whole, Stettler Waste Management Authority (SWMA), Shared Use Recreation Fields Committee (SURF), Safety & Employee Management Advisory Committee, Department Head and Staff information sharing sessions.
2. Council full day orientation tour of +37 Town facilities and integrated infrastructure.
3. AUMA 2018 Summer Municipal Leaders Caucus in Camrose.
4. SRC lighting, sound and ceiling modernization upgrades.
5. Annual Organizational Safety (1/2) Day; staff luncheon, guest speaker & activity.
6. Red Willow Creek re-channel engineering start up meeting with Stettler Golf & Country Club.
7. Federation of Canadian Municipalities Convention in Halifax.
8. Retirement luncheon for County of Stettler employees.
9. Ongoing internal orientation, guidance and communication of new Council Roles and Responsibilities within our organization.
10. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/ratepayer concerns.
11. Ongoing liaison and information sharing with County Administration to strengthen working relationships.

FINANCE & LEGISLATIVE – Steven Gerlitz

1. Meetings attended included: Council, Committee of the Whole, Department Head, Staff, Joint Health and Safety, AUMA Municipal Leadership Workshop, Council Facility Tour, 2018 Capital Budget - Community Hall Tender – HVAC and Lighting, 2018 Capital Budget – Controls for Pool Tender, Service Delivery for Tournaments, Q93.3 Talk of the Town with Mayor Nolls
2. Projects worked on included:
 - 2018 Revenue/Expense Budget Summary (May 31, 2018)
 - 2018 Capital Budget Summary (May 31, 2018)

- 2017 Recreation Summary – Town / County Joint Council Meeting
- 2018 Capital Budget - Community Hall Tender – HVAC and Lighting
- 2018 Capital Budget – Controls for Pool Tender
- Local Authority Election Act Survey – Returning Officer
- Policy – Public Participation
- MGA Review Updates – June 1, 2018
- Cemetery Bylaw Review
- Automated Waste Bins Rollout
- Compost Bins / Recycling
- Council & Committee of the Whole Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

TRANSPORTATION – Ivan Wilford

1. Sign repairs and installations
2. Graves and cremations
3. Equipment clean up
4. Some line painting
5. Finished sidewalk repair list
6. 2 weeks crack filling
7. Removed some chain link fencing from 44 Avenue and 57 Street
8. Haul sweepings
9. Online loader safety course
10. Airport run way repairs with cold mix and pour rubberized crack filler
11. Cleaned catch basins off
12. Watered and turned compost at transfer site
13. Cleaned upper mezzanine in cold storage
14. Got town sale stuff ready and organized and hosted sale
15. Crack filled the parking lot at the water treatment plant
16. Helped out superfluity with the moving of some bins
17. Regraded and laid down asphalt milling on the north side of town shop
18. Graveled cement plant road 46 Avenue
19. Hauled black dirt to 44 Avenue pathway landscaping
20. Street sweeper and lane grading
21. Put asphalt millings on PV Mart truck parking road to help with dust control
22. Installed new water intake sign along the river at WTP
23. Stump removal

WATER – Grant McQuay

1. Regular rounds, readings, locates and Bacterial sampling/Chlorine residual & turbidity testing.
2. Meter replacement program.
3. Curbstop repair.
4. Hydrant inspections and repair.

5. Sewer main flushing.
6. Weekly cleaning of sanitary tank at Water Transfer Station.
7. Water leak repairs.
8. Facility maintenance.
9. Monitoring wells and weir measurements.
10. Lagoon sampling.
11. Repairs to aeration piping at Lagoon Cell A.
12. Sewer service replacement.
13. Dig site maintenance.

DIRECTOR OF OPERATIONS – Melissa Robbins

1. Meetings:
 - Met with MPE and Golf Course – Red Willow Creek Re-alignment Study Initial meeting
 - Department Head
 - Joint Health and Safety
 - Council Meeting – backhoe purchase
 - Airport Board Meeting
 - Safety Day Planning
 - Safety Meeting
 - Pre-Construction meeting – 51 Avenue 59-61 St. Underground work
 - Council Tour
 - Parks and Public Works Meeting

2. Projects:
 - 51 Avenue Road works – paving and concrete work completed.
 - 50A Avenue emergent water and sanitary replacements design review and tender
 - Red Willow Creek – RFP evaluation and award
 - Airport GPS Approach initialization
 - Lagoon Aeration Building piping repairs, Brownlee undertakings, Post Construction Report review
 - Preparation of Gravel RFP
 - Preparation of Sidewalk Replacement Tender
 - Design of Hwy 12 and 61 Street improvements (Esso corner)

INTERM DIRECTOR OF PARKS & LEISURE SERVICES / PARKS & LEISURE SERVICES FOREMAN – Allan King

1. Meetings: Safety meetings, site meetings with contractors, Community Hall bid walk through, joint health and safety, Heartland beatification, Council and Facility Tour with Council.

2. Projects: Steel wheels stampede parade, ongoing West Stettler trench clean up, community orchard and gardens, tree pruning, and green space care.

3. We have been busy with multiple projects happening at the same time. Preparations for Canada Day, music in the park, and Communities in Bloom are all coming together.
4. I would like to thank everyone for getting the "job" done. I believe that we have a fantastic team from the top down. Have a wonderful summer and stay safe.

DEVELOPMENT & PLANNING OFFICER – LEANN GRAHAM

1. Building Permit Activity to Date

	2017 Permits to June 30, 2017	2018 Permits to June 30, 2018
Institutional	\$1,314,565.00	\$39,850.00
Industrial	\$125,000.00	\$80,000.00
Commercial	\$196,000.00	\$655,101.00
Residential	\$595,620.00	\$617,805.00
Total	\$2,231,185.00	\$1,392,756.00

2. Projects:

- AE Kennedy Maintenance
- Jewel Investments Development
- Vision Credit Union
- Regional Master Servicing Study
- Safety Day Planning
- 50 Street Subdivision Application
- Communities in Bloom Signage
- Council Tour
- Cannabis
- Maternity Leave Replacement for Planning & Operations Clerk
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- MPC Meeting
- West End Commercial
- Entrepreneurs and Innovators
- Council Tour
- Fire and Flower Development Meeting – Cannabis
- Jennifer Chadwick Meeting - Cannabis
- Landowner Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head

REGIONAL FIRE CHIEF – Mark Dennis

1. Training:
 - Nozzle Forward (Hose Advancement) – Paying forward what was learned at FDIC
 - Fire Safety for Clearview bus drivers.

2. Fire Department Operations:
 - Fire Advisory Meeting
 - Safety Course Audit
 - Assisted Superfluity move from old location to new
 - Stettler Parade traffic control
 - Discussions with Donaldda Hutterite Colony recruitment for Fire Station 3
 - Stettler Council tour of Fire Station 1
 - Response plan amendment for Medical First Response Delta and Echo events
 - Adding Narcan (naloxone) to MFR kit on fire apparatus
 - Ol' McDonald Family Fireworks policy and procedure review and approval
 - High Hazard Fireworks permit applications for Stettler, Rochon and Donaldda
 - Fire Underwriters Survey discussion on next scheduled survey looks like 2020
 - Spiral pipe installation for exhaust ventilation at Station 1 – 90% complete
 - VFD exhaust fan, make up air interconnect and system control electrical – 95% complete
 - Starting to install ignition sense modules in all fire apparatus to exhaust ventilation system startup
 - Tender 15 CVIP
 - Deliver Tender 25 to Red Deer for rear tail board and heat pan replacement, pump test and service
 - Deliver Tender 35 to and from Rocky Mountain Phoenix in Red Deer for scene light repair under warranty
 - Trouble shoot Tender 15 front monitor and order parts
 - Tender 35 CVIP
 - Schedule Rescue 14 for engine diagnostics checkup
 - Working with Communications Group regarding communication tower maintenance work quote
 - Meeting with turnout gear supplier – trial testing gear from two suppliers
 - Working with FP2 software to complete pay roll interface with Diamond

3. Regional Fire Department Incident Summary:
 - Total calls 23 - 4 motor vehicle accidents, 4 alarm calls, 12 Medical first response, 2 wild land fires, 1 gas leak



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-06-18	2018-06-18		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Emergency Services Marketing C	2297703	2018-06-18	\$1,105.94

Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt IamResponding.com	20180618	\$1,105.94	

	Total Cheques		\$1,105.94
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	72914
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	72914	2018-06-22	\$357.52

Invoice Description		Invoice Number	Invoice Amount

Pool Facility Safety Supplies		9800291297	\$56.78
Pool Facility Janitor Supplies		9800500200	\$300.74

Alberta Hotel and Lodging Assn	72915	2018-06-22	\$414.75

Invoice Description		Invoice Number	Invoice Amount

Parks 2018 AB Campground List		452548	\$414.75

Alberta Municipal Health & Saf	72916	2018-06-22	\$1,905.75

Invoice Description		Invoice Number	Invoice Amount

Admin Safety BCRSP Exam Prep		4345	\$519.75
Misc Dept Defensive Driving Tr		4380	\$1,071.00
Msic Dept Ground Dist/Trenchin		4366	\$315.00

Bills Farm Supplies Inc.	72917	2018-06-22	\$2,061.59

Invoice Description		Invoice Number	Invoice Amount

Trans Hose for 42D		IA19743	\$6.55
WTP Trimmer Line		IA20379	\$16.79
Parks PTO Valve Unit #129		IA20130	\$1,232.60
Parks Chainsaw & Chains		IA20225	\$805.65

Bond-O Communications Ltd.	72918	2018-06-22	\$173.25

Invoice Description		Invoice Number	Invoice Amount

Parks Lions Campground WiFi		BONDOIN110432	\$173.25

Canadian Tire #671	72919	2018-06-22	\$286.84

Invoice Description		Invoice Number	Invoice Amount

SRC Welding Wire		3181	\$35.68
Parks Plants for Main St Plant		3210	\$251.16

Fountain Tire Stettler Ltd.	72920	2018-06-22	\$32.50

Invoice Description		Invoice Number	Invoice Amount

Parks Tire Repair #178		073I024692	\$32.50

Future Ag Inc	72921	2018-06-22	\$113.09

Invoice Description		Invoice Number	Invoice Amount

Airport Whl STud & Nut #158		IS50768	\$9.42
Airport Rear Rim #158		IS50896	\$103.67

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Hansel's Excavating Ltd.	72922	2018-06-22	\$740.25
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trans Dig Water Main Dig	6744	\$740.25	
Heartland Glass Ltd.	72923	2018-06-22	\$355.95
Invoice Description	Invoice Number	Invoice Amount	
Parks 40 Keys Cut Summer Stude	102830	\$109.20	
Regional Fire Windsheild #17	102906	\$246.75	
Heartland Youth Centre	72924	2018-06-22	\$40,000.00
Invoice Description	Invoice Number	Invoice Amount	
2018 Playground Program	2018.06.01	\$40,000.00	
Mainroad Maintenance Product	72925	2018-06-22	\$399.00
Invoice Description	Invoice Number	Invoice Amount	
Airport Run Way Crack Cold Mix	AR14085	\$399.00	
Rally Rentals	72926	2018-06-22	\$156.03
Invoice Description	Invoice Number	Invoice Amount	
Shop Mig Welder Drive Wheels	19000	\$81.48	
Parks Rent Trailer for Flowers	19281	\$74.55	
Rempe, Tara	72927	2018-06-22	\$75.52
Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Parade Candy	2018.06.13	\$75.52	
Sobeys Captial Inc.	72928	2018-06-22	\$179.70
Invoice Description	Invoice Number	Invoice Amount	
Fitness Area Supplies	042480	\$179.70	
Stettler Flooring	72929	2018-06-22	\$147.54
Invoice Description	Invoice Number	Invoice Amount	
SRC Painting Supplies	60286	\$137.14	
SRC Painting Supplies	60316	\$10.40	
Stettler Rotary Club	72930	2018-06-22	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
Public Rel Farmers App Tickets	2018	\$300.00	
The City of Red Deer	72931	2018-06-22	\$1,942.50
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Training Facility R	392699	\$1,942.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Willis, Alan R.	72932	2018-06-22	\$450.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Entertainment in the ParkJun2	2018.06.01	\$450.00	
=====			
Woody's Automotive Ltd.	72933	2018-06-22	\$562.20
=====			
Invoice Description	Invoice Number	Invoice Amount	
Shop Brake Clean	610734	\$60.80	
Shop Towels	611046	\$77.24	
Shop Cable Ties	611883	\$14.32	
Shop Epoxy Glue	612799	\$95.30	
Shop Gasket Glue	612993	\$15.08	
Shop Wiper Blades #48	612127	\$46.18	
Shop Rubber Gloves	611305	\$18.88	
Trans Trailer plug #32	612860	\$9.60	
WTP Blowgun	612472	\$21.26	
Water Gas Cap #73	611911	\$9.83	
Parks Brake line repairs #49	610697	\$10.74	
Parks Ign Relay Unit #8	611064	\$15.34	
Parks Master Cycle #75	612631	\$167.63	
=====			
Xylem Canada Company	72934	2018-06-22	\$24.86
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Wetlands Pump Gasket	3558297729	\$24.86	
Total Cheques			----- \$50,678.84 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-06-26	2018-06-26		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Bounty Onsite Inc.	EFT0000328	2018-06-26	\$1,967.88

Invoice Description		Invoice Number	Invoice Amount

Shop Paper Towel		001-064318	\$187.13
Trans Marking Paint		001-065267	\$18.94
Wtr Strg Rack & Brake pads #73		001-064759	\$403.23
Water Trans Gloves		001-065528	\$16.82
SRC Janitor Supplies		001-064233	\$232.15
SRC Janitor Supplies		001-064537	\$189.35
SRC Janitor Supplies		001-065518	\$785.47
Parks 1st Call Marking Paint		001-064763	\$14.77
Parks P.P.E		001-063997	\$256.90

Burmac Mechanical 2000	EFT0000329	2018-06-26	\$29.12

Invoice Description		Invoice Number	Invoice Amount

Sewer Water Line Repair Parts		91145	\$29.12

Clearview Public Schools	EFT0000330	2018-06-26	\$1,914.48

Invoice Description		Invoice Number	Invoice Amount

Joint Office May Office Exp		5523	\$1,914.48

Digital Connection Office Syst	EFT0000331	2018-06-26	\$1,631.90

Invoice Description		Invoice Number	Invoice Amount

Office Photocopies 02.28-03.29		156596	\$533.56
Office Photocopies 03.30-04.29		160408	\$1,098.34

Dodd, Sonia	EFT0000332	2018-06-26	\$556.80

Invoice Description		Invoice Number	Invoice Amount

Admin/Pool CRSP Exam Prep		2018.06.14	\$556.80

GT Hydraulic & Bearing	EFT0000333	2018-06-26	\$4,032.65

Invoice Description		Invoice Number	Invoice Amount

Trans Replace EGR Valve #2		999-021148	\$1,262.02
Trans/Water/Park Assorted Filt		000-297643	\$365.09
Parks/Trans/Water/Lagoon Pump		000-297112	\$2,390.99
Sewer Lagoons Pump Parts		000-297335	\$10.65
Spray Park Spray Toys O-Rings		000-298705	\$3.90

Guillevin International Co.	EFT0000334	2018-06-26	\$357.00

Invoice Description		Invoice Number	Invoice Amount

Fire Air Quality Sample		0407-471528	\$357.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																																																			
Heartland Auto Supply	EFT0000335	2018-06-26	\$3,317.13																																																			
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr><td>Fire Joint Saftey PPE</td><td>001-384742</td><td>\$138.16</td></tr> <tr><td>Fire Joint AA Batteries</td><td>001-383710</td><td>\$78.62</td></tr> <tr><td>Fire Joint Cases of Ear Plugs</td><td>001-384344</td><td>\$199.18</td></tr> <tr><td>Shop Supplies & Tools</td><td>001-382564</td><td>\$181.86</td></tr> <tr><td>Shop Tire Cradle</td><td>001-381977</td><td>\$1,674.75</td></tr> <tr><td>Trans Couplers Unit #42</td><td>001-383043</td><td>\$110.77</td></tr> <tr><td>Trans Backup Alarm #141</td><td>001-383654</td><td>\$27.61</td></tr> <tr><td>Trans Backup Light #2</td><td>001-383965</td><td>\$7.34</td></tr> <tr><td>Trans Safety Chain Hooks #23</td><td>001-384227</td><td>\$17.60</td></tr> <tr><td>Trans Fitting Unit #39</td><td>001-384860</td><td>\$46.09</td></tr> <tr><td>Water Front Whl Brgs Unit#73</td><td>001-383923</td><td>\$758.82</td></tr> <tr><td>Parks Engine Oil Unit #16</td><td>001-382379</td><td>\$30.43</td></tr> <tr><td>Parks Axle Gaskets & Fittings</td><td>001-382787</td><td>\$17.98</td></tr> <tr><td>Parks Fan Belt Unit #89</td><td>001-383212</td><td>\$11.11</td></tr> <tr><td>Parks Light Bulbs Unit #132</td><td>001-384163</td><td>\$9.77</td></tr> <tr><td>Parks Grease Line Tubing #9</td><td>001-384371</td><td>\$7.04</td></tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire Joint Saftey PPE	001-384742	\$138.16	Fire Joint AA Batteries	001-383710	\$78.62	Fire Joint Cases of Ear Plugs	001-384344	\$199.18	Shop Supplies & Tools	001-382564	\$181.86	Shop Tire Cradle	001-381977	\$1,674.75	Trans Couplers Unit #42	001-383043	\$110.77	Trans Backup Alarm #141	001-383654	\$27.61	Trans Backup Light #2	001-383965	\$7.34	Trans Safety Chain Hooks #23	001-384227	\$17.60	Trans Fitting Unit #39	001-384860	\$46.09	Water Front Whl Brgs Unit#73	001-383923	\$758.82	Parks Engine Oil Unit #16	001-382379	\$30.43	Parks Axle Gaskets & Fittings	001-382787	\$17.98	Parks Fan Belt Unit #89	001-383212	\$11.11	Parks Light Bulbs Unit #132	001-384163	\$9.77	Parks Grease Line Tubing #9	001-384371	\$7.04
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i. d. Apparel	EFT0000336	2018-06-26	\$200.97																																																			
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Jen Express	EFT0000337	2018-06-26	\$152.82																																																			
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KaizenLAB Inc.	EFT0000338	2018-06-26	\$1,104.23																																																			
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Keiths Refrigeration	EFT0000340	2018-06-26	\$3,316.11																																																			
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Lifesaving Society	EFT0000341	2018-06-26	\$135.00																																																			
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Rural Municipalities of Albert	EFT0000342	2018-06-26	\$2,803.26																																																			
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans Cones and Signs	1121-500061113		\$1,448.21
Trans Part Time Parking Contro	1121-50006362		\$44.90
WTP Intake Sign	1121-50006647		\$161.70
Water TRans Repair Clamp	73105290-00		\$287.60
HBC Walking Signs	1121-50006443		\$202.65
=====			
RMA Fuel Ltd.	EFT0000343	2018-06-26	\$14,896.34
=====			
Invoice Description	Invoice Number	Invoice Amount	

Misc Dept Equip Gas Oil	PF-6825-68950	\$9,406.71	
Parks Grease Tubes	PF-6821-68799	\$52.54	
Trans Engine Oil #23	PF-6846-69180	\$59.19	
Parks/Shop/Trans Grease, Oil	PF-6866-69377	\$785.85	
Parks/Trans/Water Diesel Marke	PF-6851-69245	\$4,592.05	
=====			
Shanes Instrument Services Ltd	EFT0000344	2018-06-26	\$2,527.32
=====			
Invoice Description	Invoice Number	Invoice Amount	

WTP Chlorine pump repair	20126	\$2,527.32	
=====			
Stettler Dodge Ltd.	EFT0000345	2018-06-26	\$835.64
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans Wheel Bearing & Rotor	137759	\$636.79	
WTP Front Wheel Bearing #151	137704	\$198.85	
=====			
Stettler Sales & Rentals Ltd.	EFT0000346	2018-06-26	\$25.52
=====			
Invoice Description	Invoice Number	Invoice Amount	

Park Metal for frame #90	115711	\$25.52	
=====			
Trinus Technologies Inc	EFT0000347	2018-06-26	\$17,984.15
=====			
Invoice Description	Invoice Number	Invoice Amount	

Admin Trend Micro/email/Watchg	R26184-20877	\$323.93	
Admin Tech Support	P354-20915	\$76.13	
Computer System Upgrades	R34907-20743	\$17,584.09	
=====			
Wet Water Industries Ltd.	EFT0000348	2018-06-26	\$76.89
=====			
Invoice Description	Invoice Number	Invoice Amount	

Fire Jnt July Wtr Treat Equip	109552	\$76.89	
=====			
Total Cheques			\$57,904.09
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	72935
Cheque Date	First	Last		72954

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
720713 Alberta Ltd.	72935	2018-06-29	\$3,500.87

Invoice Description	Invoice Number	Invoice Amount	

Refund Overpayment on Tax Roll	2018.06.26	\$3,500.87	

Adapt Pharma	72936	2018-06-29	\$2,257.20

Invoice Description	Invoice Number	Invoice Amount	

Fire Jnt 18 Narcan Nasal Spray	0185366	\$2,257.20	

Alberta Directional Boring	72937	2018-06-29	\$1,228.50

Invoice Description	Invoice Number	Invoice Amount	

Wtr Trans Directional Drilled	2459	\$1,228.50	

Alberta Municipal Health & Saf	72938	2018-06-29	\$924.90

Invoice Description	Invoice Number	Invoice Amount	

P&L Operator Safety Skid Steer	4365	\$924.90	

Bagshaw Electric Ltd.	72939	2018-06-29	\$5,719.28

Invoice Description	Invoice Number	Invoice Amount	

Airport Repair Runway Lights	20537A	\$1,873.88	
Wtr Trns 2 Lights for Office	285015	\$14.60	
Wtr Trns A Lift Repair Pump	20511A	\$156.46	
Health Unit Replace Receptacle	20512A	\$82.93	
SRC BBQ Propane	284975	\$17.90	
Pool Electrical Repairs	20519A	\$3,506.15	
WTP Exit Lamps & Cover	285371	\$67.36	

Caro Analytical Services	72940	2018-06-29	\$315.00

Invoice Description	Invoice Number	Invoice Amount	

WTP Water Analysis	IC1806859	\$157.50	
WTP Water Analysis	IC1809134	\$157.50	

Cas Tech Inc.	72941	2018-06-29	\$1,895.66

Invoice Description	Invoice Number	Invoice Amount	

SRC Computer Upgrade Switch	29130	\$57.74	
Computer Upgrades New Computer	29132	\$1,837.92	

Chemtrade West Limited Partner	72942	2018-06-29	\$14,664.26

Invoice Description	Invoice Number	Invoice Amount	

WTP Chemicals	92368990	\$6,294.46	
WTP Chemicals	92386970	\$8,369.80	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Clarkson, Bernice	72943	2018-06-29	\$357.00
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Plot Buy Back	2018.06.18	\$357.00	
Flowpoint Environmental System	72944	2018-06-29	\$834.75
Invoice Description	Invoice Number	Invoice Amount	
Water Annual Software Upgrade	4437	\$834.75	
Hi-Hog Farm & Ranch Equipment	72945	2018-06-29	\$18,931.50
Invoice Description	Invoice Number	Invoice Amount	
Parks 2 Bleacher Kits & Freigh	0013546-IN	\$18,931.50	
Jensen Interiors	72946	2018-06-29	\$70.35
Invoice Description	Invoice Number	Invoice Amount	
SRC Paint	CG800243	\$70.35	
Ornamental Bronze Limited	72947	2018-06-29	\$872.55
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath	88265	\$436.80	
Cemetery Niche Wreath	88338	\$435.75	
Receiver General for Canada	72948	2018-06-29	\$63,517.99
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP13-18	\$50,428.25	
Town Tax Remittance	PP13-18.	\$11,225.03	
BOT Tax Remittance	PP13-18.BOT	\$1,377.02	
SVWS Tax Remittance	PP13-18.SVWS	\$487.69	
Renegade Station	72949	2018-06-29	\$2,000.00
Invoice Description	Invoice Number	Invoice Amount	
July 1st Park Entertainment	2018.06.01	\$2,000.00	
Rost, Kieran	72950	2018-06-29	\$1,550.04
Invoice Description	Invoice Number	Invoice Amount	
Refund Overpayment on Tax Roll	2018.06.22	\$1,550.04	
Schwartz Home Building Centre	72951	2018-06-29	\$403.37
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Jigsaw Blades	691237	\$45.12	
Trans Bags of Cement & Trowel	690239	\$47.74	
Pool Hall Demo Repair Materials	690252	\$207.88	
Pool Hall Demo Repair Material	690356	\$7.54	
Pool Hall Demo Repair Material	690959	\$30.00	
SRC Repari Materials	691110	\$15.07	
SRC Building Repair Material	691111	\$47.02	
Park Links for planter	692520	\$3.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Sobeys Captial Inc.	72952	2018-06-29	\$102.66

Invoice Description	Invoice Number	Invoice Amount	
Senior Week Trays	042246	\$102.66	

Stettler Home Hardware	72953	2018-06-29	\$288.75

Invoice Description	Invoice Number	Invoice Amount	
Office Bottled Water	112735	\$21.00	
Trans Bottled Wa`ter	112514	\$11.25	
Trans Bottled Water	112632	\$7.50	
Trans Bottled Water	112768	\$7.50	
Trans Bottled Water & Filters	112834	\$11.14	
Trans Bolt Cutters	112782	\$41.99	
Trans Brushes & Paint Tray Lin	112529	\$27.25	
Cemetery Landscape Paper	112515	\$11.53	
Cemetery Landscape Paper	112521	\$17.29	
SRC Old Pool Hall Paint	112622	\$12.69	
SRC Utility Knife	112563	\$27.28	
Parks Graffitti remover	112669	\$11.01	
Parks Plant Fertilizer	112803	\$65.06	
Spray Park Bathroom Fixtures R	112823	\$16.26	

Stettler Vet Clinic	72954	2018-06-29	\$303.18

Invoice Description	Invoice Number	Invoice Amount	
Bylaw May Vet Clinic Fees	751597	\$64.17	
Bylaw May Vet Clinic Fees	752394	\$42.12	
Shop Cat Yearly Maintenance	751954	\$196.89	

	Total Cheques	\$119,737.81	
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000060
Cheque Date	First	Last		ONL000064

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000060	2018-06-28	\$9,940.95

	Invoice Description	Invoice Number	Invoice Amount

	Joint Office May Gas Bill	201805-3693	\$490.93
	Fire Joint May Gas Bill	201805-3687	\$239.71
	Shop May Gas Bill	201805-3694	\$167.49
	Airport May Gas Bill	201805-3686	\$96.19
	WTP May Gas Bill	201805-3689	\$3,320.98
	Water Trans May Gas Bill	201805-3684	\$121.60
	Sewer 1 May Gas Bill	201805-3685	\$277.32
	Sewer 2 May Gas Bill	201805-3692	\$130.69
	SRC & Pool May Gas Bill	201805-3691	\$4,636.77
	Com Hall May Gas Bill	201805-3690	\$247.05
	Lions Parks May Gas Bill	201805-3688	\$115.96
	Gear Up May Gas Bill	201805-3679	\$96.26

Corporate Payment Systems	ONL000061	2018-06-28	\$15,514.70
	Invoice Description	Invoice Number	Invoice Amount

	BOT Corp Visa	2018.06.05.149	\$344.54
	Council/Office /P&L Supplies	2018.06.05.221	\$2,318.40
	SVWS Corp Visa	2016.06.05.SVW	\$627.70
	Fire Joint AFCA Confernce/iClo	2018.06.05.292	\$1,954.91
	Cemetery/P&L/HBC/SRC/Parks	2018.06.05.343	\$4,411.26
	Trans Chain & Hooks Unit #23	2018.06.05.623	\$31.00
	Fire Joint Uniform repair Conf	2018.06.05.655	\$1,295.59
	Trans Tools & Training Shop Ba	2018.06.05.727	\$341.07
	Water Trans Garden Hose Traini	2018.06.05.748	\$457.62
	Council FCM Conference	2018.06.05.758	\$613.60
	P&L Postage Stamps	2018.06.05.760	\$44.63
	Pool Mechanical Room Locks	2018.06.05.762	\$658.89
	Shop Equip Rate Guide/WTP	2018.06.05.763	\$586.20
	Cemetery/Park Portable Air Tan	2018.06.05.764	\$99.73
	Fitness Area Conference Meals	2018.06.05.768	\$845.98
	GIS SLGM Conference/SVWS Inter	2018.06.05.854	\$790.90
	Public Relations Retirement	2018.06.05.981	\$92.68

Enmax Energy Corporation	ONL000062	2018-06-28	\$73,397.46
	Invoice Description	Invoice Number	Invoice Amount

	April & May Delivery Charges	18-2772089	\$4,588.13
	May Power Bill	18-2772474	\$68,809.33

Poulin's Professional Pest Con	ONL000063	2018-06-28	\$198.45
	Invoice Description	Invoice Number	Invoice Amount

	WTP Monthly Pest Control	1052763	\$198.45

United Farmers of Alberta	ONL000064	2018-06-28	\$124.05
	Invoice Description	Invoice Number	Invoice Amount

	Trans Box Boards Material	304268839	\$31.48
	Trans Sandwich Board Materials	304271725	\$21.25

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
P&L Equipment Hooks	304266971		\$25.14
Parks Tree Stakes	304271852		\$23.09
Spray Park Vented cap pipe cov	304270325		\$23.09
	Total Cheques		----- \$99,175.61 =====

Audit Trail Code: PMVPY00000434
* Voided transactions

Chequebook ID	Type	Number	Date	Paid To/Rcvd From	Description	Amount
GENERAL	Cheque	EFT0000309	2018-06-28	Durie, Bailey		(\$250.00)
1 Transaction(s) Voided a second time Bailey gave the wrong banking information recalled payment Total						(\$250.00)

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2018-07-03	2018-07-03		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0000349	2018-07-03	\$429.85

Invoice Description		Invoice Number	Invoice Amount

Airport Washroom Fixture Repai		W29345	\$340.65
SRC Plumbing Silicone		I021162	\$15.09
SRC Concess Kitchen Tap Repair		I021206	\$15.39
Lions Campground Site Taps		I021129	\$44.52
Lions Campground Tap Repairs		I021189	\$14.20

APEX Supplementary Pension Pla	EFT0000350	2018-07-03	\$374.85

Invoice Description		Invoice Number	Invoice Amount

Supplementary Pension Plan Tr		PP13-18	\$374.85

Border Paving Ltd.	EFT0000351	2018-07-03	\$117,456.79

Invoice Description		Invoice Number	Invoice Amount

TS87 2018 Paving Program		PP#1-2018	\$117,456.79

Brownlee LLP	EFT0000352	2018-07-03	\$7,915.79

Invoice Description		Invoice Number	Invoice Amount

Lagoon Aeration Bldg Legal Ser		464904	\$7,915.79

Can Pak Environmental Inc.	EFT0000353	2018-07-03	\$28,826.30

Invoice Description		Invoice Number	Invoice Amount

June Waste/Recycling Collectio		45090	\$24,758.39
May Composting Bins		44888	\$4,067.91

Canadian Union of Public Emplo	EFT0000354	2018-07-03	\$852.50

Invoice Description		Invoice Number	Invoice Amount

Union Dues		PP13-18	\$852.50

ClearTech Industries Inc.	EFT0000355	2018-07-03	\$22,322.90

Invoice Description		Invoice Number	Invoice Amount

WTP Chemicals & Container Dep		747487	\$12,732.94
WTP Chemicals & Container Dep		748247	\$3,376.15
WTP Chemicals		748936	\$8,219.31

Contact Safety Service Ltd.	EFT0000356	2018-07-03	\$503.74

Invoice Description		Invoice Number	Invoice Amount

WTP SCBA Respirator Cylinder		7102	\$503.74

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Digitex Canada Inc.	EFT0000357	2018-07-03	\$330.11
Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopies 05.23-06.22	IN442088	\$330.11	
Durie, Bailey	EFT0000358	2018-07-03	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Fitness May Fitness Instructor	2018.05.31	\$250.00	
Gerlitz, Steven	EFT0000359	2018-07-03	\$81.00
Invoice Description	Invoice Number	Invoice Amount	
Admin AUMA Mayors Leadership	2018.06.21	\$81.00	
Heartland Stationers (2014) Lt	EFT0000360	2018-07-03	\$1,124.66
Invoice Description	Invoice Number	Invoice Amount	
Office Stationery	11234	\$156.99	
Office Stationery	11383	\$41.92	
Office Stationery	11396	\$112.17	
Office Stationery & Supplies	11434	\$138.79	
Office Supplies	11486	\$52.37	
RCMP Receipt Books	11454	\$33.52	
Fire Joint 2 Dry Erase Boards	11422	\$33.52	
P&D Stationery	11294	\$24.20	
P&D Stationery	11412	\$92.04	
P&D Stationery	11414	\$42.71	
P&L Office Stationery & Suppli	11276	\$326.21	
P&L Office Supplies	11432	\$70.22	
Hi Way 9 Express Ltd.	EFT0000361	2018-07-03	\$591.91
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	31359551	\$537.88	
Parks Freight	11845260	\$54.03	
Olson, Amy	EFT0000362	2018-07-03	\$1,612.50
Invoice Description	Invoice Number	Invoice Amount	
Admin Trvl & Sub RDC Course	2018.06.20	\$766.25	
Admin Trvl & Sub RDC Course	2018.06.25	\$846.25	
Shanes Instrument Services Ltd	EFT0000363	2018-07-03	\$6,039.51
Invoice Description	Invoice Number	Invoice Amount	
Airport Install Runway Surveil	20118	\$6,039.51	
Spencer, Rob	EFT0000364	2018-07-03	\$196.80
Invoice Description	Invoice Number	Invoice Amount	
HBC Com Orchard Soil, stakes,	2018.06.25	\$196.80	
Yost, Dustin & Maria Cristine	EFT0000365	2018-07-03	\$1,800.00
Invoice Description	Invoice Number	Invoice Amount	
June Community Hall Janitor	2018.06.01	\$1,800.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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	Total Cheques		\$190,709.21
			=====

**MINUTES OF THE REGULAR STETTLE WASTE MANAGEMENT AUTHORITY MEETING
HELD ON FRIDAY, JUNE 15, 2018 AT 10:05 A.M., IN THE COUNCIL CHAMBERS OF THE
COUNTY OF STETTLE NO. 6 ADMINISTRATION BUILDING, STETTLE, ALBERTA**

PRESENT: Wayne Nixon, County of Stettler Councillor (Chairperson)
Cheri Neitz, County of Stettler Councillor
Malcolm Fischer, Town of Stettler Councillor (Vice Chairperson)
Sandra Schell, Village of Big Valley
Paul McKay, Village of Donalda
Robert Kimball, Village of Gadsby
Dan Hiller, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
John Pearson, Stettler Member at Large
Grace Fix, Volunteer Recycling Member

Other: Rene Doucette, Manager/SWMA Representative
Greg Switenky, Town of Stettler CAO
Yvette Cassidy, County of Stettler Assistant CAO
(SWMA Assistant CAO)
Jarrett Kushner, County of Stettler Help Desk Technician
Marlene Hanson, County of Stettler Executive Assistant

ABSENT: Sean Nolls, Town of Stettler Councillor

CALL TO ORDER

The meeting was called to order at 10:05 a.m., Friday, June 15, 2018 by Chairperson Wayne Nixon.

AGENDA ADDITIONS AND APPROVAL

17.06.15.18 Moved by Dan Hiller

“that the June 15, 2018 agenda for the Stettler Waste Management Authority Meeting be approved with the following addition:

1. Recycling Conference.” Carried Unanimously

MINUTES APPROVAL

18.06.15.18 Moved by Malcolm Fischer

“that the March 16, 2018 Stettler Waste Management Authority Meeting minutes be approved as presented.” Carried Unanimously

MANAGER’S REPORT

Rene Doucette added that the weigh scale was cleaned out on Wednesday, however, requires more pressure and water to achieve desired results, and in regard to purging of fridges McSteel Metal from Wainwright will provide proof of certification for the employee who is purging the fridges.

19.06.15.18 Moved by Sandra Schell

“that the Stettler Waste Management Manager’s Report dated June 15, 2018 be received for information.” Carried Unanimously

FINANCIALS

Accounts Payable – Cheque Register, Accounts Payable – Electronic Funds Transfer, Accounts Payable Direct Debit - Visa, Monthly Bank Reconciliations and Year to Date Budget Report:

CAO Cassidy brought to the Committee’s attention that the recycling budget expense appears to be budgeted low.

20.06.15.18

Moved by Paul McKay

“that the Accounts Payable - Cheque Register (cheque 3679 to 3711); Accounts Payable – Electronic Funds Transfer for the months of March, April, May and June, 2018; Accounts Payable Direct Debit – Visa for the months of March, April and May, 2018; Monthly Bank Reconciliations for the periods ending February 28, March 31 and April 30, 2018; and Year to Date Budget Report for the period ending April 30, 2018, attached and forming part of these minutes, be approved as presented.”

Carried Unanimously

BUSINESS ARISING FROM PREVIOUS MINUTES

None

NEW BUSINESS

Recycling Conference:

21.06.15.18

Moved by Dan Hiller

“that the Stettler Waste Management Authority (SWMA) approve two SWMA committee members attendance at the "Rolling Out the Recycling Red Carpet" - 2018 Recycling Council of Alberta Waste Reduction Conference scheduled for September 19-21, 2018 in Banff, Alberta with SWMA being responsible for registration fees and the attendee's Municipality for travel, per diems and accommodation expenses.”

Carried Unanimously

Malcom Fischer reported on a study tour "Disruptive Traditional Solid Waste Technology" that he attended while at the 2018 Annual FCM Convention held May 31 – June 3, 2018 identifying:

- Tour explored the transition from traditional landfilling to a disruptive recycling technology
- Cooks garbage (private operator operating in the public landfill)
 - Between \$20-30 million operation requiring 50,000 tons of garbage, at least, to be profitable.
 - 50,000 square foot building.
 - garbage burner being \$2-3 million. The garbage is ate (not burned). The machine is camera type that picks out certain types of garbage and has been proven to work (sorting done by the rate payers at the curbside)
 - Machinery comes from Spain, Italy and France.
 - Company is privately owned and was guaranteed the garbage, tipping fees and received some grant funds.
 - End product is fuel pellets and diesel.
 - This is a case study and recommended (150,000 population being drawn from)

Grace Fix noted Sylvan Lake is using a new operation and suggested we monitor it.

Greg Switenky reported on a potential tour of Red Deer Recycling indicating that he has not had any success in booking a tour.

RECYCLING REPORT

Grace Fix noted that the Household Battery Recycling program is getting to be a little more than she is willing to handle, therefore, suggested using the transfer sites for storage, drop-off and pick-up sites. Effective July 1, 2018 a fee will be charged for the Battery Recycling Program, therefore, she proposed that the SWMA order a bulk quantity of boxes to be stored at the Stettler Transfer site costing

approximately \$2,000 (includes shipping and recycling). Would like to partner with the Stettler Transfer Site to have the full boxes picked-up by Purolator from the transfer site.

Yvette Cassidy noted that excess charges could be covered through operations and expressed concern that fuel prices may increase budget expenses as well.

Sandra Schell noted that Big Valley takes care of their own batteries (collect) through Waste Management (drops boxes off and picks-up).

Grace Fix plans on visiting Trail, British Columbia and hopefully will be able to view their recycling garbage collection system.

22.06.15.18 Moved by Malcolm Fischer

“that the Stettler Waste Management Authority approve purchasing a bulk quantity of boxes (pallet of 50) at a cost of \$2,000 (includes pre-paid shipping and recycling) from Call2Recycle.” Carried Unanimously

In regard to Mattress Recycling, Grace Fix noted that the volume collected may be more than expected. Suggested that this could be a business opportunity for a local company which would take the mattresses apart and then sell the products.

Take-it or Leave-it building’s lights will be installed later in the Fall of this year.

It was noted that there is a Recycling Trailer for sale for \$3,000 – steal of a deal for anyone interested.

Grace Fix attended a Climate Mitigation and Adaptation Workshop on June 11 and reported on a Climate is Changing session indicating:

- very specific to the Red Deer area
- they listed 9 main sources of green house gases – identifying:
 1. consumption of goods and services;
 2. electrical generation;
 3. personal road transportation;
 7. waste – methane from heavy organics then CO2 from transportation of waste. (Interesting – temperature change from 1976 to 2005 has been under 1 degree, however, in Red Deer it is 2.8 degrees and can expect to have increases 3 times the norm due to being north and continental. 2051-2080 will be 2.5 degrees and Red Deer 6.8 degrees change (significant) – will change climate, diseases, etc. Municipalities (things that goes on within the municipality) emit 70% of greenhouse gases in the world. 200 municipalities have developed Climate Litigation Plans.

Paradise Shores – will collect garbage and haul to the landfills (to be accepted as commercial waste). Recycling – have asked to consider setting up bins. Will be charged for Stettler Waste Management Authority requisitions usage through taxes.

23.06.15.18 Moved by Paul McKay

“that the Stettler Waste Management Recycling Report dated June 15, 2018 be received for information.” Carried Unanimously

Truck and box purchase will be handled administratively as per procedures and dealt with accordingly.

IN-CAMERA SESSION

24.06.15.18

Moved by Cheri Neitz

"that the Stettler Waste Management Authority enter into an in-camera session at 11:08 a.m. to discuss items referred to in the *Freedom of Information and Protection of Privacy Act* as:
Section 19: Confidential Evaluations - Personnel – Transfer Station Hours and Staffing."
Carried Unanimously

25.06.15.18

Moved by Dan Hiller

"that the Stettler Waste Management Authority exit out of in-camera at 11:15 a.m."
Carried Unanimously

The meeting reconvened.

26.06.15.18

Moved by Sandra Schell

"that the Stettler Waste Management Authority approve changing the Erskine Transfer Station's hours of operation to 2 days a week (Wednesday and Saturday), effective July 1, 2018."
Carried Unanimously

NEXT MEETING

The next meeting is scheduled for September 28, 2018 at 10:00 a.m.

ADJOURNMENT

27.06.15.18

Moved by Grace Fix

"that the Stettler Waste Management Authority Meeting be adjourned at 11:17 p.m."
Carried Unanimously

Chairperson

SWMA Chief Administrative Officer

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, JUNE 18, 2018 COMMENCING AT 10:10 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA.

PRESENT: Wayne Nixon, County of Stettler Councillor (Chairperson)
Cheri Neitz, County of Stettler Councillor
Sean Nolls, Town of Stettler Councillor (joined at 10:15 a.m.)
Blaine Brinson, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Dwayne Grover, Village of Big Valley

Other: Yvette Cassidy, Chief Administrative Officer
Christa Cornelssen, Director of Finance
Marlene Hanson, Executive Assistant

ABSENT: Gord Lawlor, Town of Stettler Councillor (Vice Chairperson)
Paul McKay, Village of Donalda
Dan Tuck, Village of Gadsby

Other: Linda Borg, Shift Supervisor
Greg Switenky, Town of Stettler CAO

CALL TO ORDER

The meeting was called to order at 10:10 a.m. on Monday, June 18, 2018 by Chairperson Wayne Nixon.

AGENDA ADDITIONS AND APPROVAL

18.06.18.18 **Moved by Dwayne Grover**
“that the June 18, 2018 Stettler District Ambulance Association Meeting agenda be approved as presented.” Carried Unanimously

MINUTE APPROVAL

19.06.18.18 **Moved by Blaine Brinson**
“that the May 14, 2018 Stettler District Ambulance Association Meeting Minutes be approved as presented.” Carried Unanimously

DELEGATION

Peggy Weinzierl, Gitzel and Company Chartered Professional Accountants
RE: Audited Financial Statement for year ending March 31, 2018:

Mrs. Weinzierl joined the meeting and presented the Stettler District Ambulance Association members with the audited financial statements for the year ending March 31, 2018.

It was noted that SDAA received a clear audit report.

Yvette Cassidy joined the meeting at 10:13 a.m.
Sean Nolls joined the meeting at 10:15 a.m.

Charitable donations do not classify for a taxable receipt as the SDAA is not registered as a charitable society. It was noted that Administration can investigate to consider possible options.

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

March 31, 2018 Audited Financial Statements:

20.06.18.18

Moved by Sean Nolls

"that the Stettler District Ambulance Association Board approve the March 31, 2018 Audited Financial Statements for the year ending March 31, 2018 as prepared and presented by Gitzel & Company Chartered Professional Accountants." Carried Unanimously

Appoint 2018 Auditor:

21.06.18.18

Moved by Cheri Neitz

"that the Stettler District Ambulance Association Board appoint Gitzel & Company Chartered Professional Accountants as the Stettler District Ambulance Association's 2018-2019 Auditor." Carried Unanimously

2017 Annual Report Approval:

22.06.18.18

Moved by Carl Cornelissen

"that the Stettler District Ambulance Association adopt the 2017 Annual Report, as presented." Carried Unanimously

April 1, 2018 to March 31, 2019 Budget:

23.06.18.18

Moved by Blaine Brinson

"that the Stettler District Ambulance Association Board approve the 2018-2019 Budget as presented, attached and forming part of these minutes." Carried Unanimously

Dwayne Grover left the meeting at 10:37 a.m.

24.06.18.18

Moved by Cheri Neitz

"that the Stettler District Ambulance Association Board enter into an in-camera session at 10:37 a.m. to discuss items referred to in the *Freedom of Information and Protection of Privacy Act* as: Section 27: Privileged Information – Audited Financial Statements." Carried Unanimously

25.01.10.18

Moved by Blaine Brinson

"that the Stettler District Ambulance Association Board exit out of in-camera at 10:40 a.m." Carried Unanimously

REPORTS

Accounts Payable Cheque Register; Direct Debit – Visa; Accounts Payable - Bank Direct Debit; Bank Reconciliation; and Year to Date Budget Reports:

26.06.18.18

Moved by Sean Nolls

"that the Accounts Payable Cheque Register (cheque #4110 to #4121); Direct Debit – Visa for the month of May, 2018; Accounts Payable - Bank Direct Debit for the months of May and June, 2018; Bank Reconciliation for the period ending April 30, 2018; and Year to Date Budget for the period ending May 30, 2018), attached and forming part of these minutes, be approved as presented." Carried Unanimously

NEXT MEETING

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

ADJOURNMENT

27.06.18.18

Moved by Cheri Neitz

“that the Stettler District Ambulance Association Meeting adjourn at 10:43
a.m.”

Carried Unanimously

Chairperson

Administrator



*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA
*Barry D. Gitzel, CPA, CA (Associate) *Robert J. Krejci, CA (Associate)

STETTLER DISTRICT AMBULANCE ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

STETTLER DISTRICT AMBULANCE ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

	Page
Auditors' Report	1
Statement of Financial Position	2
Statement of Operations	3
Statement of Changes in Financial Assets (Debt)	4
Statement of Cash Flow	5
Schedule 1 – Changes in Accumulated Surplus	6
Notes to Financial Statements	7 - 13

INDEPENDENT AUDITORS' REPORT

TO: The Board Members
Stettler District Ambulance Association

We have audited the accompanying financial statements of Stettler District Ambulance Association, which comprise the statement of financial position as at March 31, 2018, and the statements of operations, changes in net financial assets/debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information

Managements' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Stettler District Ambulance Association as at March 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Stettler, Alberta

June 18, 2018

Gitzel & Company

CHARTERED PROFESSIONAL ACCOUNTANTS

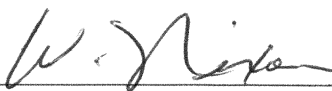
STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2018

	2018	2017
FINANCIAL ASSETS		
Cash	\$ 585,940	\$ 598,667
Accounts receivable (Note 3)	57,017	43,215
GST receivable	<u>18,959</u>	<u>18,821</u>
	<u>661,916</u>	<u>660,703</u>
LIABILITIES		
Accounts payable and accrued liabilities	35,994	10,720
Wages & benefits payable	96,426	88,529
Due to related parties (Note 4)	<u>103,890</u>	<u>102,915</u>
	<u>236,310</u>	<u>202,164</u>
NET FINANCIAL ASSETS (DEBT)	<u>425,606</u>	<u>458,539</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	768,123	622,962
Prepaid expenses	<u>6,084</u>	<u>46,137</u>
	<u>774,207</u>	<u>669,099</u>
ACCUMULATED SURPLUS (Schedule 1) (Note 7)	\$ <u>1,199,813</u>	\$ <u>1,127,638</u>

APPROVED ON BEHALF OF THE BOARD:



STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2018

	Budget (unaudited)	2018	2017
REVENUE			
Alberta Health Services	\$ 1,678,076	\$ 1,679,857	\$ 1,658,246
Ambulance service (Note 6)	204,216	228,360	228,813
Donations and recoveries	2,000	125,442	6,801
Interest	<u>5,500</u>	<u>7,672</u>	<u>5,535</u>
	<u>1,889,792</u>	<u>2,041,331</u>	<u>1,899,395</u>
EXPENDITURES			
Administration	185,298	185,298	181,224
Advertising	2,682	43	215
Amortization	91,800	88,381	77,081
Bad debts	6,500	30,231	23,299
Building repairs	8,544	46,719	15,983
Communications	4,252	860	421
Dues and fees	8,438	6,099	7,561
Insurance and license	11,026	11,361	10,658
Loss on disposal	-	1,160	-
Meals and mileage	14,988	9,240	3,996
Medical supplies	42,926	45,441	47,073
Office	20,878	13,348	5,651
Professional fees	12,688	9,645	10,888
Rent	42,120	42,120	42,120
Staff education	10,729	968	8,926
Telephone & utilities	22,356	16,272	16,814
Uniforms	5,445	10,040	3,013
Vehicle - fuel	32,983	37,535	32,154
-repairs & maintenance	27,951	25,916	33,203
Wages and benefits	<u>1,334,848</u>	<u>1,388,479</u>	<u>1,312,829</u>
	<u>1,886,452</u>	<u>1,969,156</u>	<u>1,833,109</u>
EXCESS REVENUES OVER EXPENDITURES	\$ <u>3,340</u>	72,175	66,286
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>1,127,638</u>	<u>1,061,352</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u>1,199,813</u>	\$ <u>1,127,638</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF CHANGES IN FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$ <u>72,175</u>	\$ <u>66,286</u>
CHANGES IN NON-FINANCIAL ASSETS		
Acquisition of tangible capital assets	(234,702)	(21,296)
Amortization	88,381	77,081
Loss on disposal	1,160	-
Net use (acquisition) of prepaid assets	<u>40,053</u>	<u>(40,383)</u>
	<u>(105,108)</u>	<u>15,402</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(32,933)	81,688
NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR	<u>458,539</u>	<u>376,851</u>
NET FINANCIAL ASSETS (DEBT) - END OF YEAR	\$ <u><u>425,606</u></u>	\$ <u><u>458,539</u></u>

STETTTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
OPERATING ACTIVITIES		
Excess of revenue over expenditure	\$ 72,175	\$ 66,286
Non-cash items included:		
Amortization	88,381	77,081
Loss on disposal	1,160	-
Change in non-cash current assets and liabilities:		
Accounts receivable	(13,802)	5,886
GST receivable	(138)	(5,553)
Prepaid expenses	40,053	(40,383)
Accounts payable and accrued liabilities	25,274	(6,229)
Wages and benefits payable	7,897	(16,022)
Due to related parties	<u>975</u>	<u>(6,588)</u>
Cash provided by (used in) operating activities	<u>221,975</u>	<u>74,478</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	<u>(234,702)</u>	<u>(21,296)</u>
Cash provided by (used in) investing activities	<u>(234,702)</u>	<u>(21,296)</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	(12,727)	53,182
CASH AND EQUIVALENTS – BEGINNING OF YEAR	<u>598,667</u>	<u>545,485</u>
CASH AND EQUIVALENTS – END OF YEAR	\$ <u>585,940</u>	\$ <u>598,667</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

SCHEDULE 1 – CHANGES IN ACCUMULATED SURPLUS

FOR THE YEAR ENDED MARCH 31, 2018

	2018			2017
	Equity in Tangible Capital Assets (Note 8)	Reserves (Note 9)	Unrestricted Net Assets	Total
BALANCE - BEGINNING OF YEAR	\$ 622,962	\$ 292,509	\$ 212,167	\$ 1,127,638
Excess (deficiency) of revenue over expenditures	-	-	72,175	66,286
Transfer to reserves	-	70,000	(70,000)	-
Tangible capital assets purchased	234,702	-	(234,702)	-
Amortization	(88,381)	-	88,381	-
Loss on disposal	(1,160)	-	1,160	-
BALANCE - END OF PERIOD	<u>\$ 768,123</u>	<u>\$ 362,509</u>	<u>\$ 69,181</u>	<u>\$ 1,199,813</u>
				<u>\$ 1,127,638</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgment. Actual results could differ from these estimates.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies adopted as follows:

(a) Reporting Entity

Stettler District Ambulance Association was founded to provide ambulance services for the residents of participating municipalities and is governed by the Ambulance Services Act. Stettler District Ambulance Association was incorporated under the Societies Act of the Province of Alberta on June 19, 1972. The association is funded by a contract with Alberta Health Services and individuals receiving services.

(b) Basis of Accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred with the exception of pension expenditures as disclosed in Note 1.f.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

(c) Use of Estimates - Continued

Amortization is based on the estimated useful lives of property and equipment. Allowance for doubtful accounts is based on those accounts receivable outstanding greater than 365 days. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

(d) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post – remediation including operation, maintenance and monitoring.

(e) Government Transfers

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the association, and reasonable estimates of the amounts can be made.

(f) Pension Expenditure

The association participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Contributions for current and past service pension benefits are recorded as expenditures in the year in which they become due.

(g) Allowances for Operating Assets

Allowances for asset valuations are netted against the related asset. Increases in allowances are recorded as an expenditure while decreases in allowances are recorded as a revenue.

(h) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and accounts with banks.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

(i) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which included all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Land Improvements	15 - 25
Buildings	25 - 50
Machinery and Equipment	5 - 25
Vehicles	10 - 25

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are received at fair value at the date of receipt and also recorded as revenue.

(j) Equity in Tangible Capital Assets

Equity in tangible capital assets represents the Association's investment in its total tangible capital assets net of related debt.

(k) Reserves

Reserves are established at the discretion of the Board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are recorded on the statement of changes in net assets.

(l) Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

The Association's financial instruments consist of cash, receivables and accounts payable. The fair values of these financial instruments, where determinable, approximate their carrying amounts unless otherwise noted.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

2. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. The Association is currently evaluating the effect of adopting these standards on their financial statements.

(a) Section PS 1201 - Financial Statement Presentation

This revised standard is effective in 2019, when sections PS 2601 and PS 3450 are adopted.

(b) Section PS 2601 - Foreign Currency Translation

This section establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statement and is effective for fiscal years beginning on or after April 1, 2019.

(c) Section PS 3041 - Portfolio Investments

This new section establishes standards on how to account for and report portfolio investments in government financial statements. This standard is effective for the 2019 fiscal year.

(d) Section PS 3450 – Financial Instruments

This section establishes recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments, effective for the 2019 fiscal year.

(e) Section PS 3280 – Asset Retirement Obligations

This section establishes standards on how to account for Asset Retirement Obligations and will apply in years beginning on or after April 1, 2021.

3. ACCOUNTS RECEIVABLE

	2018	2017
Trade accounts receivable	\$ 243,980	\$ 199,947
Allowance for doubtful accounts	<u>(186,963)</u>	<u>(156,732)</u>
	\$ <u>57,017</u>	\$ <u>43,215</u>

4. RELATED PARTY TRANSACTIONS

The Association has a contractual obligation with the County of Stettler to pay for administrative services on a quarterly basis based on actual costs. This contract is set to expire in October 2018. For the year ended March 31, 2018 \$185,298 (2017 - \$181,224) was paid to the County of Stettler for administrative services. The association also paid building rent of \$42,120 (2017 - \$42,120) to related municipal parties.

At year end, \$79,599 (2017 - \$78,661) was owed to the County of Stettler, \$20,258 (2017 - \$20,221) was owed to the Town of Stettler and \$4,033 (2017 - \$4,033) was owed to other related municipalities for various trade accounts payable. These municipalities are the participating members of the association. Related party transactions are recorded at exchange amounts with regular terms of payment.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2018	2017
Buildings	\$ 376,607	\$ 107,874	\$ 268,733	\$ 275,803
Equipment	223,886	88,581	135,305	101,257
Automotive	<u>749,609</u>	<u>385,524</u>	<u>364,085</u>	<u>245,902</u>
	<u>\$ 1,350,102</u>	<u>\$ 581,979</u>	<u>\$ 768,123</u>	<u>\$ 622,962</u>

6. AMBULANCE SERVICE

Ambulance service revenue is earned by providing service to the following:

	Budget (unaudited)	2018	2017
Alberta Blue Cross	\$ 153,346	\$ 152,208	\$ 161,588
Hospitals and individuals	<u>50,870</u>	<u>76,152</u>	<u>67,225</u>
	<u>\$ 204,216</u>	<u>\$ 228,360</u>	<u>\$ 228,813</u>

7. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2018	2017
Unrestricted surplus (deficit)	\$ 69,181	\$ 212,167
Restricted surplus:		
Operating	86,942	86,942
Capital	275,567	205,567
Equity in tangible capital assets	<u>768,123</u>	<u>622,962</u>
	<u>\$ 1,199,813</u>	<u>\$ 1,127,638</u>

8. EQUITY IN TANGIBLE CAPITAL ASSETS

	2018	2017
Tangible capital assets (Note 5)	\$ <u>768,123</u>	\$ <u>622,962</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

9. RESERVES

The board has established the following reserves:

	Opening	Transfers In	Transfers Out	Closing
Future operating expenses	\$ 86,942	\$ -	\$ -	\$ 86,942
Future capital expenses	<u>205,567</u>	<u>70,000</u>	<u>-</u>	<u>275,567</u>
	<u>\$ 292,509</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ 362,509</u>

10. ECONOMIC DEPENDENCE

The Association is dependent on Alberta Health Services for the majority of funding for its operations and has received \$1,679,857 (2017 - \$1,658,246) during the year. The volume of transactions between the Association and Alberta Health Services is normal for this entity and this industry within the province of Alberta.

11. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments. The following analysis provides a measure of the Association's risk exposure and concentrations at the balance sheet date.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the Association is not exposed to significant currency or other price risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The fixed rate line of credit is subject to interest rate price risk, as the value will fluctuate as a result of changes in market rates.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Association's accounts receivable are normal industry credit risks. The carrying value of accounts receivable reflects management's assertion of the credit risk associated with these customers.

STETTLE DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2018

11. FINANCIAL INSTRUMENTS - Continued

Operating Lines of Credit

At March 31, 2018 the Association had short-term bank credit facilities aggregating \$205,000 (2017 - \$205,000) of which \$NIL (2017 - \$NIL) had been drawn down. These credit facilities bear interest at Prime plus 1% and 19.99% per annum.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Association participate in the Local Authorities Pension Plan (LAPP), which is covered by the Alberta Public Sector Pension Plans Act. The plan serves about 253,862 people and 417 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Association is required to make current service contributions to the Plan of 10.39% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 14.84% for the excess. Employees of the association are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount.

Total current service contributions by the Association to the plan in 2018 were \$80,266 (2017 - \$95,249). Total current service contributions by employees to the plan in 2018 were \$73,964 (2017 - \$74,287).

At December 31, 2016, the plan disclosed an actuarial deficiency of \$637 million.

13. COMMITMENTS

At year end the Association is committed to the following:

- The purchase of capital equipment for \$31,940
- A contract for administrative services with the County of Stettler (Note 4)
- A contract to provide services with Alberta Health Services

14. BUDGET AMOUNTS

The budget was prepared by the Association with the Board of Directors' approval. It is presented for information purposes only and has not been audited.

15. APPROVAL OF FINANCIAL STATEMENTS

The Board of Directors has approved these financial statements.



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 24, 2018

Audit Report Approved

The report on PRL's 2017 finance audit by Collins Barrow was presented to the board by Sydney Hillman and approved by the board. It was a clean audit. According to the auditors "there were no prior year recommendations to note", and "there are no current year recommendations to note" related to improving our financial processes. This is the eighth year with no recommendations.

Budget 2019

PRL's budget plans for 2019 were discussed with good feedback from board member attendees with clear direction for PRL staff when preparing the 2019 budget. The overall requisition increase request for the 2019 budget will be 1.6%, or \$28,385 spread over Parkland's 218,348 population. This works out to 13¢ per capita.

Building Update

In March PRL's Executive Committee reviewed proposals for PRL's building project, and subsequently requested clarification from the bidders. PRL Management developed a grading system and the Executive Committee rated all proposals and prepared recommendations for the board. At the May board meeting, the board voted unanimously to go ahead with the proposal from Tricon, to build a new building for PRL. Tricon's proposal was the only one which would allow Parkland to obtain a new building that would not

impose a large financial burden on the PRL board and member municipalities.

Tricon has proposed to buy Parkland's current building outright from the Board at the assessed value of nearly \$2 million. This plus the grant of \$2.4 million from the government of Alberta will allow us to construct a new building nearly debt free.

We're excited, and grateful to the companies and municipalities that submitted bids, and to the government of Alberta for the grant that is helping us complete this much needed development.

The deadline for spending the government grant is the end of 2019. While we hope to be finished by then, we can request an extension if necessary.

First Nations Update

Exciting news for our region is that there is a real possibility of a public library being established on Maskwacis.

We're hoping to follow the model of the Kainai Public Library, located on the Blood First Nations reserve located in Southern Alberta. The Kainai Public Library is the only on-reserve public library, in Alberta. Following the Kainai model, the Maskwacis Education Schools Commission (MESCC) would become a full member of Parkland Regional Library. As allowed by the Alberta Libraries Act, a library in Maskwacis would be run as a service point governed at the board level by the system with Parkland's library board acting as the library board. However, Parkland's policy regarding accepting library service points states that PRL would not take on any more outlet libraries where the Parkland Board was the governing board. Nonetheless; at their recent meeting, the board voted to make an exception to the policy to allow Maskwacis to establish a library. This exception was made because all municipalities can establish a library board. However, First Nations reserves are not municipalities under provincial legislation because they are under federal jurisdiction and there is no other way for public libraries to be set up on reserves other than having regional system boards acting as the governing board.

The establishment of the library requires funding from the community to become a member of PRL at the rate of \$8.12 per capita. The provincial government will provide an ongoing operating grant to the system of

\$5.55 per capita which is passed on directly to the library to support library operations. There is also the possibility of a one-time establishment grant from the provincial government to help set up the library. The establishment grant is normally calculated at \$10.27 per capita.

We're excited to move forward on this project and would be delighted to have a library running by the end of the year.

Communications Update

Per direction from the executive committee PRL has embarked on the process of new logo development. With the new building and our 60th anniversary next year it's the perfect time to rebrand. We're working with Edge Marketing and Design for this project. Hopefully we'll have a new logo to reveal at the next board meeting.

Community News from Trustees

Camrose Public Library won a Minister's Award for their Snacks in the Stacks program. Carley Anglestadt, programmer at Camrose won the Lorne Macrae Intellectual Freedom Award for her program "Seniors need hook-up apps too: Tech without age."

Camrose will also be hosting a Harry Potter themed tea on June 20th.

Carstairs Public Library won a ministers award for their annual Parenting Fair program.

Sedgewick & District Municipal Library hosted a Blanket Ceremony for their community led by Roy (PRL Elder and Knowledge Keeper) & Judy Louis on May 30th, and for students at the school on May 31st.

Board Members Present

Debra Smith (Board Chair), Ray Olfert, Janine Stannard, Darlene Dushanek, Jeanette Herle, Elaine Fossen, Patricia Toone, Jeanny Fisher, Barb Gilliat, Cora Knutson, Terilyn Paulgaard, Bill Windsow, Heather Ryan, Ann Zacharias, Teresa Rilling, Rosella Peterman, Kevin Ferguson, Sharon Williamson, Bob Green, Deb Cryderman, Cindy Trautman, Sharolyn Sanchez, Shailen Weselak, Sandy Gamble, Jason Alderson, Les Stulberg, Al Campbell (alternate), Doug Weir, Dana Kreil, Colleen Ebden, Chris Ross, Bill Rock, Norma Penney, Roger Nichols, Donnie Hill, Leah Nelson, John Rimmer (alternate), Bonnie Scribner (alternate)

With Regrets

Blair Morton, Dana Depalme, Stephen Levy, Bruce Gartside,

Absent

Jackie AlMBERG, Jarred Booth, Jacqueline Boulet, Roger Gaetzman Amber Griffithm Tim Hoven, Trudy Kilner, Lonnie Kozlinski, Brenda McDermott, Josephine McKenzie, Duncan Milne, Rick Pankiw, Megan Patten, Leonard Thompson

Guests

Sydney Hilman (Collins Barrow)

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Briana Huether, Colleen Schalm

Next Meeting: September 13, 2018, 1:00 PM.

PARKLAND REGIONAL LIBRARY

Financial Statements and Independent Auditor's Report

December 31, 2017

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Parkland Regional Library

Report on Financial Statements

We have audited the accompanying financial statements of Parkland Regional Library, which comprises of the statement of financial position as at December 31, 2017 and the statements of operations and accumulated operating surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

INDEPENDENT AUDITOR'S REPORT, CONTINUED

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Parkland Regional Library as at December 31, 2017, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Red Deer County, Alberta

May 24, 2018

Collins Barrow Red Deer LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY

Contents

December 31, 2017

Financial Statements	Page
Statement of Financial Position	1
Statement of Operations And Accumulated Operating Surplus	2
Statement of Changes In Net Financial Assets	3
Statement of Cash Flows	4
Schedule of Changes In Accumulated Operating Surplus	5
Schedule of Tangible Capital Assets	6
Schedule of Remeasurement Gains And Losses	7
Notes to the Financial Statements	8 - 14

PARKLAND REGIONAL LIBRARY

Statement of Financial Position

December 31, 2017

	2017	2016
FINANCIAL ASSETS		
Cash (note 3)	\$ 2,935,563	584,974
Accounts receivable	94,835	86,173
Long-term investments (note 4)	<u>711,129</u>	<u>693,444</u>
	<u>3,741,527</u>	<u>1,364,591</u>
LIABILITIES		
Accounts payable and accruals (note 5)	100,287	90,015
Book allotment	57,776	12,861
Deferred revenue (note 6)	<u>2,419,343</u>	<u>-</u>
	<u>2,577,406</u>	<u>102,876</u>
NET FINANCIAL ASSETS	<u>1,164,121</u>	<u>1,261,715</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (page 6)	623,111	645,970
Prepaid expenses	98,530	66,063
Inventory for consumption	<u>12,023</u>	<u>19,336</u>
	<u>733,664</u>	<u>731,369</u>
ACCUMULATED SURPLUS	<u>\$ 1,897,785</u>	<u>1,993,084</u>
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 8)	\$ 1,889,967	1,971,290
Accumulated remeasurement gain on long-term investments (page 7)	<u>7,818</u>	<u>21,794</u>
	<u>\$ 1,897,785</u>	<u>1,993,084</u>

Approved by the Library Board:

Chairman

Director

PARKLAND REGIONAL LIBRARY

Statement of Operations and Accumulated Operating Surplus Year Ended December 31, 2017

	Budget (unaudited)	2017	2016
Revenue			
Member fees	\$ 1,689,091	1,694,903	1,655,490
Provincial funding (note 7)	1,517,419	1,533,063	1,594,620
Book and supply outside sales	-	167,643	295,765
Municipal Affairs building renovation and maintenance grant (note 6)	-	48,128	-
Investment income	35,000	27,133	27,608
Miscellaneous and donations	-	1,895	3,550
	<u>3,241,510</u>	<u>3,472,765</u>	<u>3,577,033</u>
Expenses			
Salaries and benefits	1,825,706	1,758,392	1,644,725
Library materials	398,379	443,867	436,237
Library service grant	428,737	428,737	428,740
Technology equipment and systems	168,500	188,973	158,792
Books and supply outside purchases	-	166,951	214,426
Planned member technology purchases	63,027	106,204	175,927
Amortization	-	83,875	85,268
Administration and utilities	66,500	57,072	57,145
Building renovation and maintenance (note 6)	-	48,128	-
Repairs and maintenance - building	57,000	43,975	59,421
Supplies and stationary	40,861	42,523	45,208
Vehicle	41,000	39,992	35,361
Trustee	25,000	21,323	20,518
Continuing education	20,000	20,021	19,781
Workshops and advisory group	15,000	15,314	15,184
Audit	14,000	14,700	14,000
Insurance	15,500	14,663	13,818
Freight and postage reimbursement	15,500	12,166	13,031
Dues, fees, and memberships	11,000	10,902	10,736
Communications, marketing and advocacy	13,500	10,713	11,558
Professional fees	2,000	10,100	173
Travel	15,000	8,885	9,188
Investment fees	4,500	4,023	4,053
Loss on disposal of tangible capital assets	-	1,789	28,047
Miscellaneous	800	800	800
Board approved unbudgeted purchases	-	-	1,463
	<u>3,241,510</u>	<u>3,554,088</u>	<u>3,503,600</u>
Excess (deficiency) of revenue over expenses	-	(81,323)	73,433
Accumulated operating surplus, beginning of year	<u>1,971,290</u>	<u>1,971,290</u>	<u>1,897,857</u>
Accumulated operating surplus, end of year	<u>\$ 1,971,290</u>	<u>1,889,967</u>	<u>1,971,290</u>

PARKLAND REGIONAL LIBRARY
Statement of Changes in Net Financial Assets
Year Ended December 31, 2017

	2017	2016
Excess (deficiency) of revenue over expenses	\$ (81,323)	73,433
Acquisition of tangible capital assets	(70,805)	(79,046)
Amortization of tangible capital assets	83,875	85,268
Proceeds on disposal of tangible capital assets	8,000	-
Loss on disposal of tangible capital assets	1,789	28,047
Change in prepaid expenses	(32,467)	67,686
Change in inventory for consumption	7,313	(9,260)
Change in accumulated remeasurement gain on long-term investments	<u>(13,976)</u>	<u>(12,718)</u>
Increase (decrease) in net financial assets	(97,594)	153,410
Net financial assets, beginning of year	<u>1,261,715</u>	<u>1,108,305</u>
Net financial assets, end of year	<u>\$ 1,164,121</u>	<u>1,261,715</u>

PARKLAND REGIONAL LIBRARY

Statement of Cash Flows

Year Ended December 31, 2017

	2017	2016
CASH PROVIDED BY (USED FOR)		
Operating activities		
Cash receipts from membership fees, contracts, sales	\$ 1,855,778	1,940,976
Cash receipts from grants	1,583,063	1,544,620
Investment income received	50,922	31,512
Cash paid for materials and services	(1,251,260)	(1,277,108)
Cash paid for salaries and benefits	(1,758,392)	(1,644,725)
Cash paid for library service grant	<u>(428,737)</u>	<u>(428,740)</u>
	<u>51,374</u>	<u>166,535</u>
Capital activities		
Purchase of tangible capital assets	(70,805)	(79,045)
Proceeds on disposal of tangible capital assets	8,000	-
Building renovation and maintenance grant received	<u>2,400,000</u>	<u>-</u>
	<u>2,337,195</u>	<u>(79,045)</u>
Investing activities		
Purchase of investments	(114,980)	(71,382)
Proceeds on sale of investments	<u>77,000</u>	<u>70,000</u>
	<u>(37,980)</u>	<u>(1,382)</u>
Increase in cash	2,350,589	86,108
Cash, beginning of year	<u>584,974</u>	<u>498,866</u>
Cash, end of year	<u>\$ 2,935,563</u>	<u>584,974</u>

PARKLAND REGIONAL LIBRARY
Schedule of Changes in Accumulated Operating Surplus
Year Ended December 31, 2017

	Unrestricted	Reserves	Equity in Tangible Capital Assets	2017	2016
Balance, beginning of year	\$ 357,063	968,257	645,970	1,971,290	1,897,857
Excess (deficiency) of revenue over expenses	(81,323)	-	-	(81,323)	73,433
Reserves used for (transferred from) operations	(190,613)	190,613	-	-	-
Current year funds used for tangible capital assets	-	(70,805)	70,805	-	-
Disposal of tangible capital assets	9,789	-	(9,789)	-	-
Annual amortization expense	<u>83,875</u>	<u>-</u>	<u>(83,875)</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 178,791</u>	<u>1,088,065</u>	<u>623,111</u>	<u>1,889,967</u>	<u>1,971,290</u>

PARKLAND REGIONAL LIBRARY
Schedule of Tangible Capital Assets
Year Ended December 31, 2017

	Vehicles	Building	Technology equipment and systems	Equipment	Furniture and fixtures	2017	2016
Cost							
Beginning balance	\$ 88,524	1,375,359	502,824	86,693	25,095	2,078,495	2,213,918
Additions	62,147	-	8,658	-	-	70,805	79,046
Disposals	<u>(28,540)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(28,540)</u>	<u>(214,469)</u>
Ending balance	<u>122,131</u>	<u>1,375,359</u>	<u>511,482</u>	<u>86,693</u>	<u>25,095</u>	<u>2,120,760</u>	<u>2,078,495</u>
Accumulated amortization							
Beginning balance	58,867	902,355	407,496	40,800	23,007	1,432,525	1,533,678
Amortization	24,604	18,920	31,195	8,738	418	83,875	85,268
Disposals	<u>(18,751)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(18,751)</u>	<u>(186,421)</u>
Ending balance	<u>64,720</u>	<u>921,275</u>	<u>438,691</u>	<u>49,538</u>	<u>23,425</u>	<u>1,497,649</u>	<u>1,432,525</u>
Net book value	\$ <u>57,411</u>	<u>454,084</u>	<u>72,791</u>	<u>37,155</u>	<u>1,670</u>	<u>623,111</u>	<u>645,970</u>

PARKLAND REGIONAL LIBRARY
Schedule of Remeasurement Gains and Losses
Year Ended December 31, 2017

	2017	2016
Accumulated remeasurement gains on long-term investments, beginning of year	\$ 21,794	\$ 34,512
Decrease in market value	<u>(13,976)</u>	<u>(12,718)</u>
Accumulated remeasurement gains on long-term investments, end of year	<u>\$ 7,818</u>	<u>\$ 21,794</u>

PARKLAND REGIONAL LIBRARY

Notes to the Financial Statements

December 31, 2017

1. Nature of Activities

Parkland Regional Library is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax under Section 149(1)(l) of the Income Tax Act.

2. Significant Accounting Policies

These financial statements are prepared in accordance with Canadian public sector accounting standards. The significant policies are detailed as follows:

Basis of accounting

These financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt or payment of cash or its equivalent.

i. Revenue

Member fees are recognized as revenue when the services have been provided.

The Library follows the deferral method of accounting for provincial funding and grants. Externally restricted grants are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met. Unrestricted provincial funding and grants are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All other income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

ii. Expenses

Expenses are recognized in the period the goods and services are acquired and a liability is incurred.

PARKLAND REGIONAL LIBRARY

Notes to the Financial Statements

December 31, 2017

2. Significant Accounting Policies (Continued)

Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of estimates include: estimated useful lives of tangible capital assets and employee benefit obligations. Actual results may differ from management's best estimates as additional information becomes available in the future.

Long-term investments

Long-term investments are recorded at fair value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities, but are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is valued at the lower of cost or current replacement cost with cost determined on a specific item basis.

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value, of the tangible capital assets are amortized on a declining balance basis over the estimated useful life as follows:

Vehicles	30%
Building	4%
Technology equipment and systems	30%
Furniture and fixtures	20%
Equipment	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

PARKLAND REGIONAL LIBRARY

Notes to the Financial Statements

December 31, 2017

2. Significant Accounting Policies (Continued)

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

iv. Contribution of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and are also recorded as revenue.

Financial instruments

The Library measures its financial instruments initially at fair value and subsequently measures them at amortized cost, except for long-term investments which are measured at fair value.

Transaction costs related to financial instruments recorded at amortized cost are added to the carrying value of the instrument. Transaction costs related to financial instruments recorded at fair value are expensed as incurred.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

3. Cash	2017	2016
Unrestricted	\$ 560,710	584,974
Building renovation and maintenance	<u>2,374,853</u>	<u>-</u>
	<u>\$ 2,935,563</u>	<u>584,974</u>

Cash accounts bear interest at bank prime rate (currently 3.45%) less 1.85%.

Included in unrestricted cash is \$50,000 restricted to use related to the Alberta Culture and Tourism technology grant (note 6).

The building renovation and maintenance account is restricted for use in the maintenance, renovation or upgrade of the Library's current facilities (note 6). Included in accounts payable and accruals is \$5,510 related to the project.

PARKLAND REGIONAL LIBRARY

Notes to the Financial Statements

December 31, 2017

4. Long-term Investments	2017	2016
Bonds (original cost of \$700,332; 2016 - \$671,650)	<u>\$ 711,129</u>	<u>693,444</u>

Bonds bear interest at rates ranging from 2.40% to 4.20% and have maturity dates ranging from March 2018 to June 2027.

5. Accounts Payable and Accruals	2017	2016
Trade accounts payable and accruals	\$ 43,207	37,449
Employee benefit obligations	52,360	47,034
Goods and Services Tax payable	<u>4,720</u>	<u>5,532</u>
	<u>\$ 100,287</u>	<u>90,015</u>

Employee benefit obligations consist of estimated sick leave benefits of \$35,000 (2016 - \$35,000) that accumulate but do not vest as well as vacation and lieu time of \$17,360 (2016 - \$12,034) that employees have earned and deferred to future years.

6. Deferred Revenue	2017	2016
Minister of Municipal Affairs building renovation and maintenance grant	\$ 2,369,343	-
Alberta Culture and Tourism Community Initiative Program (CIP) grant	<u>50,000</u>	<u>-</u>
	<u>\$ 2,419,343</u>	<u>-</u>

The organization received \$2,400,000 from the Government of Alberta for the maintenance and renovation of the organization's current headquarters or upgrade of its existing facilities. Interest of \$17,471 on the cash balance has also been deferred. Expenses on the project of \$48,128 were incurred during the year. Revenue of \$48,128 has been recognized during the year.

During the year the organization received \$50,000 from Alberta Culture and Tourism Community Initiative Program (CIP) grant to be utilized in 2018.

PARKLAND REGIONAL LIBRARY

Notes to the Financial Statements

December 31, 2017

7. Provincial Funding	2017	2016
Government of Alberta - Municipal Affairs		
Operating grant	\$ 990,831	987,432
Library Service grant	428,737	428,738
Provincial First Nations grant	109,624	101,250
Provincial one time grant	3,871	-
Hoopla subscription funding	<u>-</u>	<u>27,200</u>
	1,533,063	1,544,620
Alberta Culture and Tourism		
Community Initiative Program (CIP)	<u>-</u>	<u>50,000</u>
	\$ 1,533,063	1,594,620
<hr/>		
8. Accumulated Operating Surplus	2017	2016
<hr/>		
Unrestricted operating fund	<u>178,791</u>	<u>357,063</u>
Internally restricted		
Operating reserves		
Building replacement	250,000	250,000
Contingent liability/ consultation	<u>50,000</u>	<u>50,000</u>
	<u>300,000</u>	<u>300,000</u>
Capital reserves		
Technology equipment and systems	391,213	252,888
Amortization	241,178	235,549
Vehicle	105,674	129,820
Equipment/ furnishings replacement	<u>50,000</u>	<u>50,000</u>
	<u>788,065</u>	<u>668,257</u>
Total reserves	<u>1,088,065</u>	<u>968,257</u>
Equity in tangible capital assets	<u>623,111</u>	<u>645,970</u>
	\$ 1,889,967	1,971,290

PARKLAND REGIONAL LIBRARY

Notes to the Financial Statements

December 31, 2017

9. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 253,862 people and 417 employers. The LAPP is financed by employer and employee contributions and by investment earnings in the LAPP Fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 15.84% on pensionable earnings above that amount.

Total current service contributions by the Library to the LAPP in 2017 were \$153,115 (2016 - \$156,118). Total current service contributions by employees of the Library to the LAPP in 2017 were \$137,944 (2016 - \$143,196).

As at December 31, 2016 the LAPP disclosed an actuarial deficiency of \$637 million (2015 - \$923 million). LAPP has not yet disclosed the actuarial deficiency as at December 31, 2017.

10. Economic Dependence

Parkland Regional Library is dependent on funding from government grants to maintain its operations. If funding is not received, its operations would be significantly reduced.

PARKLAND REGIONAL LIBRARY

Notes to the Financial Statements

December 31, 2017

11. Financial Instruments

The Library's financial instruments consist of cash, accounts receivable, long-term investments, accounts payable and accruals and book allotment. It is management's opinion that the Library is not exposed to significant interest, currency, market, liquidity or credit risks arising from these financial instruments except as follows:

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. This risk is mitigated by the fact that the receivables are from municipalities.

The Library is exposed to credit risk as it has purchased bonds which are included in long-term investments. This risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Interest rate risk

The Library is exposed to interest rate price risk as the bonds bear interest at fixed interest rates.

The Library is exposed to interest rate cash flow risk as cash bears interest at a floating interest rate.

Market rate risk

The Library is exposed to market rate risk on its long-term investments due to changes in quoted market rates on investments. The Library is not exposed to significant market rate risk as any fluctuations in the market rate would not have a material effect on the value of the investments.

12. Comparative Amounts

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.

13. Approval of Financial Statements

These financial statements were approved by the Library board on May 24, 2018.

June 26, 2018



NEWS RELEASE

Alberta municipalities still lack funding to support cannabis legalization

(Edmonton, June 26, 2018) – With the federal government having announced October 17, 2018, as the date on which recreational use of cannabis will be legal, Alberta municipalities are still struggling with how they will manage the costs associated with legalization.

“We were disappointed we didn’t hear from Kathleen Ganley, Minister of Justice and Solicitor General, after she had issued her statement on behalf of the province regarding the legalization date for cannabis,” says Barry Morishita, President of AUMA. “AUMA has been rigorously advocating on behalf of our members to receive their fair share of the cannabis excise tax to offset the municipal costs, and we had hoped the province would allocate appropriate, fair and equitable funding to municipalities.”



AUMA believes the legalization of cannabis for recreational use will have significant fiscal impacts on municipal services such as policing and bylaw enforcement, municipal administration, public health, emergency services, and other services that deal with community impacts.

“Generally, the costs fall into two categories: administration and enforcement,” says Morishita. “Administrative costs include land use, business licensing, administrative and bylaw enforcement, fire prevention, public health and education, and communications and public engagement. Of greater concern for municipalities, though, are the enforcement costs. This includes the capital and operational costs to enforce the new cannabis and impaired driving laws, which will require additional staff, additional or new training for drug recognition and drug testing equipment, the purchase of additional equipment, and other police enforcement activities.”

AUMA has formally requested funding support for legalization that includes 70 per cent of the cannabis excise taxes the province receives from the federal government and a \$30 million fund in Budget 2018/19 for transition to the new legislative and regulatory framework. As well, AUMA wanted a commitment from the province to review the provincial-municipal tax-sharing agreement in three years’ time to ensure municipalities are adequately resourced.

“Despite our attempts to demonstrate the impact legalization will have on municipalities, the province continues to state that the soonest we would see funding would be 2020,” says Morishita. “This is

surprising to us, especially considering other provinces, such as Quebec and Ontario, have committed to sharing a portion of their excise tax revenue with their municipalities.”

While the gaps in data on current recreational users make it difficult to calculate the economic impact of legalization on Albertan and Canadian municipalities, a number of municipalities in Alberta have undertaken these calculations based on data from other jurisdictions. AUMA recently held working sessions to develop a tool to assist municipalities in tracking their costs. A draft of this tool is expected to be out sometime in July and finalized before fall.

About the AUMA

Founded in 1905, the Alberta Urban Municipalities Association represents more than 260 of Alberta’s urban municipalities, including cities, towns, villages, summer villages and specialized municipalities. Our goal is to develop a strong partnership between all three levels of government through a shared vision, with long-term planning that facilitates social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services, and implementation and coordination in the delivery of services to ensure the long-term sustainability of Alberta’s municipalities.

For more information:

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Council OK's pot zones for Calgary parks and festivals

Anna Junker
More from Anna Junker

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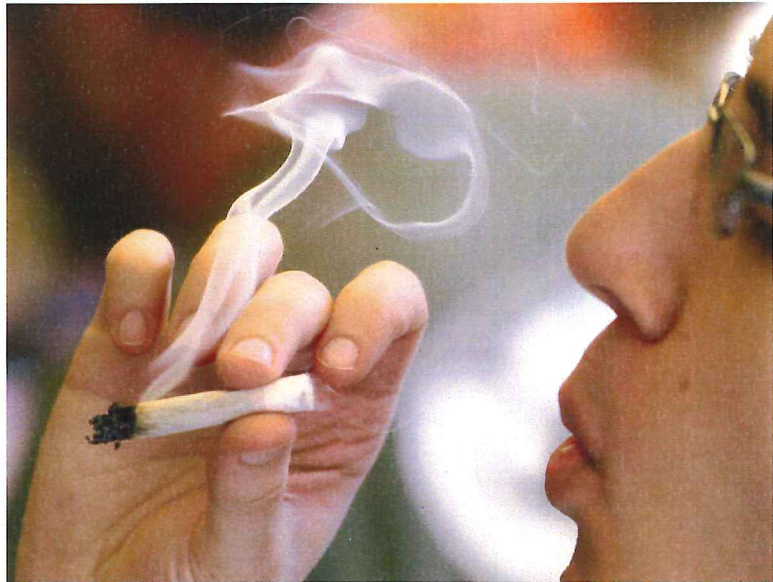
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Calgary city council has voted to ban consumption of cannabis in public areas but will allow creation of special zones for its use in parks and at festivals. Elaine Thompson / AP

Pot smokers in Calgary will soon be able to take up in designated public areas at parks and festivals after council approved amendments to its cannabis bylaw.

A vote of 8-5 supported creating public spaces for pot use, with councillors Evan Woolley and Ward Sutherland not present. Council also voted 7-6 in favour of the elaborate process for designating cannabis sites.

The debate was in response to concerns that once pot becomes legal on Oct. 17, the blanket ban on public pot use initially voted on by council would leave those living in non-smoking multifamily dwellings with no place to consume the drug.

Coun. Jyoti Gondek opposed the proposed amendments because she said it was too restrictive. She cited areas like Europe where the public can go have a picnic and a drink in a park and "carry on with their lives and the world doesn't end."

"We don't do that here because we regulate everything," she said. "And now what we want to do is take our total regulatory environment and put it onto something that's being legalized but we're still vilifying.

"We're totally uncomfortable with it. We don't really want to accept the fact that cannabis is being legalized, so we're doing everything we can to make it look like it's a terrible pursuit.

"And I feel with what we're doing with this solution of coming up with a park that then has to be vetted by a councillor is just adding more resources that have to address it and more of a regulatory environment to it."

One idea that was brought forward during the discussion was to have designated green park benches. It was an idea that Coun. Gian-Carlo Carra said was "great."

"We also determined it was very possible that individuals because of the restrictions put on this, might find themselves in a situation where they had no legal place to consume it. That's why some thoughtful public venues where this could take place is important," said Carra.

"The idea of setting aside a criteria-based approach and then branding it with something like a green bench is a great way to go. I'm happy with this work. I'm very proud of the administration on the work they've been doing with this."

Council also approved designated cannabis spaces at festivals and events. With that, council also approved cannabis to be consumed with tobacco, but not alcohol in designated areas of a festival.

Keating said he didn't want "cannabis gardens" in public spaces without having designated areas, permits and regulations.

"We do know that second-hand smoke from cannabis does affect the person sitting beside you, not only the aroma but the effects on the body as well," said Keating.

"We cannot have people going into that area who are not specifically saying, 'I'm going there to use cannabis,' and that's why we need to have them separate, without question."

Council also voted 12-2 in favour of amending cannabis store guidelines, which would prevent cannabis shops from being closer than 30 metres from payday or pawn shops or place of worship, as well as 10 metres from childcare services.

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AR73468

Ms. Stacey Benjamin
Executive Director
Stettler Regional Board of Trade
Box 280
Stettler, AB T0C 2L0

Dear Ms. Benjamin:

Thank you for your application for funding under the Rural Transportation Pilot Program. The decision-making process was a difficult one, with many worthwhile projects vying for a limited amount of grant dollars.

Unfortunately, the Stettler Handibus Association project was not selected for funding at this time. As you know, the focus of the program is on improving public transportation services that are open to the general public rather than on funding specialized services, as provided by your organization. We will inform you of future funding opportunities as they become available.

If you have any questions regarding the Rural Transportation Pilot Program, please contact Ryan Reichl, Director, Public Transportation and Climate Leadership at 780-427-9791, or via email at ryan.reichl@gov.ab.ca.

Thank you again for taking the time to apply.

Sincerely,



Ranjit Tharmalingam, P.Eng.
Assistant Deputy Minister

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