

Town of Stettler

COUNCIL MEETING

FEBRUARY 2, 2021

6:30 P.M.

BOARD ROOM



TOWN OF STETTLER MISSION STATEMENT

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

**TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 2nd, 2021
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of January 19th, 2021 5-11

4. **Citizens Forum**

5. **Delegations**

(a) Stan Eichhorn – Stettler History Book – 6:30 p.m. 12-16

6. **Administration**

(a) 2021-2025 Capital Budget 17-32

(b) Meeting Dates

- Tuesday, February 9 – COW – 4:30pm
- **Thursday, February 11 – Brownlee Emerging Trends – 8:30am**
- Tuesday, February 16 – Council – 6:30pm
- Tuesday, March 2 – Council – 6:30pm
- Tuesday, March 9 – COW – 4:30pm
- Tuesday, March 16 – Council – 6:30pm
- Tuesday, April 6 – Council - 6:30pm
- Tuesday, April 13 – COW - 4:30pm
- Tuesday, April 20 – Council - 6:30pm
- Tuesday, May 4 – Council – 6:30pm
- Tuesday, May 11 – COW – 4:30pm
- Tuesday, May 18 – Council – 6:30pm

(c) Accounts Payable in the amount of \$684,408.22 33-47
(\$194,187.39 + \$84,555.90 + \$217,573.58 + \$128,212.23 + \$59,442.32
+ \$436.80)

7. **Council**

(a) Meeting Reports

**COUNCIL AGENDA
FEBRUARY 2nd, 2021
PAGE 2**

8. **Minutes**
 - (a) Stettler District Ambulance Association Meeting – January 18, 2021 48-50
9. **Public Hearing**
10. **Bylaws**
 - (a) Bylaw 2138-21 – Procedural Bylaw 51-60
11. **Correspondence**
 - (a) AUMA – Casual Legal: 'Tis the Season for (Tax) Forgiveness 61-62
12. **Items Added**
13. **In-Camera Session**
 - (a) Health Professional Recruitment & Retention – Third Party Business Interests – FOIP -
Section 16 Handout
14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 19th, 2021 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz
Director of Parks & Leisure Services A. King
Manager of Recreation & Culture B. Robbins

Media (2)

Absent:

Call to Order:

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

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

The following item was added to the agenda:

12a) 2021 Joint Municipal Election – Clearview Public School
Division

Motion 21:01:01

Moved by Councillor Lawlor to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held
December 15th, 2020

Motion 21:01:02

Moved by Councillor Fischer that the Minutes of the
Regular Meeting of Council held on December 15th, 2020
be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the December 15th, 2020 Minutes

None

4. **Citizen's Forum:**

- (a) None

5. **Delegations:**

- (a) None

6. **Administration:**

- (a) 2020 Capital Budget – SRC Replacement Tube Heaters

Mayor Nolls welcomed Director of Parks & Leisure Services A.
King to the meeting.

A. King advised that in the 2020 Capital Budget, Council
approved a budget of \$62,500 for the replacement of the
existing tube heaters in the arenas as they were past their
expected lifespan. With the current closure of the Stettler
Recreation Centre due to COVID-19 restrictions, there is a
potential window of opportunity for this project to be
completed.

The Town of Stettler invited 3 local contractors to submit quotes for this project. The quotes are as follows:

1. Keith's Refrigeration - \$35,300 + GST
This includes removal, startup, and commission of new system. Does not include any new reflectors or extensions. Town to supply the lifts and an operator for the lifts.
2. Burmac Mechanical - \$56,521 + GST
This includes removal, startup and commission of a new system. All new reflectors and extensions.
Does not include electrical.
Burmac supplies lifts and operators.
3. Action Plumbing - \$19,575 + GST
This includes removal, startup and commission of new system

Motion 21:01:03

Moved by Councillor Pfeiffer that the Town of Stettler Council award the tender to Action Plumbing for a total expenditure of \$19,575 + GST, with funding to come from the 2020 Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked A. King for his presentation.

(b) 2020 Capital Budget – Phase 2 Skatepark Update

Mayor Nolls welcomed Manager of Recreation & Culture B. Robbins to the meeting.

B. Robbins advised that the Stettler Skateboard Park was originally built in 2013. Since that time, it has been a community hub facility providing skateboard, bike, and scooter enthusiasts the opportunity to safely participate in their activity while also acting as a community “hang-out” for local youth.

The original build was deemed Phase 1 (Flow Park) with both the local fundraising group and the Town of Stettler agreeing in principle to expand the park with a Phase 2 (Bowl addition) when funds became available. In 2019, the fundraising group provided the remaining funds that had been raised to the Town of Stettler.

Through previous discussions in 2019 and 2020, it was agreed that the Town of Stettler would secure the services of New Line Skateparks Inc. to begin the process of concept, design and construction for the Phase 2 expansion.

Since that time, meetings have taken place between New Line Skateparks Inc., the Town of Stettler and local stakeholders to agree upon a concept and designs as per previous budget discussions.

In 2020, \$10,000 was spent on design cost. The 2021 Capital Budget will consist of \$223,000 with funding of \$62,899.55 coming from the Skateboard Park fundraising committee and \$160,100.45 coming from the Town of Stettler.



Motion 21:01:04

Moved by Councillor Fischer that the Town of Stettler Council approves the expenditure of \$223,000 to New Line Skateparks Inc. for the completion of Phase 2 of the Stettler Skateboard Park, with funding to come from the Stettler Skateboard Park fundraising committee (\$62,899.55) and the Town of Stettler 2021 Capital Budget (\$160,100.45).

MOTION CARRIED
 Unanimous

Mayor Nolls thanked B. Robbins for his presentation.

A. King and B. Robbins left the meeting at 6:44 p.m.

(c) 2021 Chemical Bid Award

CAO Switenky advised that every year, a Chemical Supply Bid is sent to suppliers for process chemicals. Historically, the Water Treatment Plant uses an average of \$160,000 annually for chemical. The 2021 operating budget for chemicals is set at \$170,000.

Prices are NSF/ANSI Standard 60 Certified. Included for comparison are the 2020 prices.

Motion 21:01:05

Moved by Councillor Smith that the Town of Stettler Council award the 2021 Chemical Supply Bids as presented.

Summary of Bids:

| Chemical Name | Estimated Quantity (kg) | 2020 (\$/kg) | 2021 Tender prices | | |
|----------------------------------|-------------------------|--------------|--------------------|-----------------|----------------|
| | | | Cleartech \$/kg | Chemtrade \$/kg | Brenntag \$/kg |
| Aluminum Sulphate Liquid (48.5%) | 207000 | 0.397 | - | 0.412 | - |
| Citric Acid | 800 | 1.89 | 1.99 | - | - |
| Copper Sulphate | 1600 | 4.77 | 5.39 | - | 4.77 |
| Sulphuric Acid (93%) | 22000 | 0.595 | 0.479 | - | - |
| Powder Activated Carbon | 4000 | 2.97 | 3.07 | - | - |
| Clearfloc AP1065 | 300 | 8.99 | 8.24 | - | - |
| Chlorine Gas | 7256 | 1.59 | 1.67 | - | - |
| Aqua Ammonia (29%) | 5100 | 1.54 | - | - | 1.54 |
| Hydrofluosilicic Acid (19.8%) | 6300 | 1.55 | 1.69 | - | 1.92 |
| Sodium Hydroxide (25%) | 120000 | 0.333 | 0.351 | - | 0.50 |
| Sodium Hypochlorite (12%) | 8856 | 0.9 | 0.92 | - | 1.09 |
| Citric Acid (50%) | 3900 | 1.58 | 1.66 | - | - |
| Calcium Thiosulphate (20-30%) | 3840 | 1.62 | 1.62 | - | 4.15 |
| Polydex Bacteriostatic Algaecide | 4000 | 8.42 | 7.99 | - | - |
| Magnafloc LT 225 | 300 | 6.94 | - | - | 7.02 |

MOTION CARRIED
 Unanimous

(d) Joint 2021 Election with East Central Alberta Catholic School Division

Assistant CAO S. Gerlitz advised that the Town's Returning Officer, Graham Scott, received notice from Shirley Prosser, Returning Officer for East Central Alberta Catholic Separate School Division as well as from Clearview Public School Division requesting approval of an Agreement authorizing the Returning Officer of the Town to be responsible for the conduct of a Joint 2021 General Election within the Town of Stettler (common area).

Part 1, Section 3 of the Local Authorities Election Act states that, "An elected authority may by resolution enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdictions that do not have contiguous boundaries but do have areas in common."

There are organizational and logistical efficiencies, as well as clarity for the voting public when elections are jointly conducted. Primary cost saving will be realized, especially in the joint issuance of ballots and in the amount of people/time needed to count the votes.

Motion 21:01:06

Moved by Councillor Barros that the Town of Stettler Council approve an agreement, as authorized under the Local Authorities Election Act, with the East Central Alberta Catholic Separate School Division for the conduct of a Joint 2021 General Election in the Town of Stettler, and that the Town's Returning Officer is responsible for the conduct of the election within the Town of Stettler, with costs being shared on a fair, equitable and reasonable basis.

MOTION CARRIED
Unanimous

Motion 21:01:07

Moved by Councillor Fischer that the Town of Stettler Council approve an agreement, as authorized under the Local Authorities Election Act, with Clearview Public School Division for the conduct of a Joint 2021 General Election in the Town of Stettler, and that the Town's Returning Officer is responsible for the conduct of the election within the Town of Stettler, with costs being shared on a fair, equitable and reasonable basis.

MOTION CARRIED
Unanimous

(e) Stettler Regional DEM Appointment

CAO Switenky advised that former Director of Emergency Management (DEM) Lee Hardman has resigned. The authority of the DEM therefore reverts back to the CAO of each given municipality.

Motion 21:01:08

Moved by Councillor Barros that the Town of Stettler Council appoint former Deputy Director of Emergency Management, Clint Sime, as the Director of Emergency Management and Chad Jackson as Deputy Director of Emergency Management.

MOTION CARRIED
Unanimous

(f) CAO Reports

Motion 21:01:09

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

MOTION CARRIED
Unanimous

(i) Meeting Dates

- Monday, January 25 – 2021 Capital Budget Deliberations – 3:00 PM – The HUB

- Tuesday, February 2 – Council – 6:30pm
- Tuesday, February 9 – COW – 4:30pm
- Tuesday, February 16 – Council – 6:30pm
- Tuesday, March 2 – Council – 6:30pm
- Tuesday, March 9 – COW – 4:30pm
- Tuesday, March 16 – Council – 6:30pm
- Tuesday, April 6 – Council - 6:30pm
- Tuesday, April 13 – COW - 4:30pm
- Tuesday, April 20 – Council - 6:30pm

(j) Accounts Payable in the amount of \$917,180.86

Motion 21:01:10

Moved by Councillor Barros that the Accounts Payable in the amount of \$917,180.86 (\$127,529.22 + \$29,755.28 + \$10,205.34 + \$171,082.37 + \$30,201.94 + \$78,290.64 + \$81,410.85 + \$133,752.27 + \$15,421.78 + \$1020.00 + \$960.00 + \$192,748.94 + \$40,709.02 + \$4,093.21) the period ending January 19th, 2021 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

December 16 – Emergency Advisory Committee
December 17 – County of Stettler Housing Authority
December 18 – Stettler Waste Management Authority
December 23 – Talk of the Town
December 23 – Signed Cheques at the Town Office
January 6 – Talk of the Town
January 7 – Meeting with Reeve Clarke & Councillor Neitz
January 8 – Signed Cheques at the Town Office
January 13 – Talk of the Town
January 15 – Signed Cheques at the Town Office

(b) Councillor Barros

January 6 – Stettler Health Services Foundation Meeting
January 7 – Heartland Beautification Meeting

(c) Councillor Campbell

No report.

(d) Councillor Fischer

December 18 – Stettler Waste Management Authority Meeting
January 13 – Alberta Advanced Education Town Hall Meeting

(e) Councillor Lawlor

No report.

(f) Councillor Pfeiffer

January 21 – Stettler Regional Board of Trade Meeting
January 18 – Stettler FCSS Meeting

(g) Councillor Smith

December 16 – Emergency Advisory Committee Meeting
January 7 – Heartland Beautification Committee Meeting
January 18 – Stettler FCSS Meeting

Motion 21:01:11

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

MOTION CARRIED
Unanimous

8. **Minutes:**

- (a) Parkland Regional Library Board Meeting – November 12, 2020
- (b) Stettler Waste Management Authority Meeting – December 18, 2020
- (c) Advanced Education Town Hall – Councillor Fisher – January 13, 2021

Motion 21:01:12

Moved by Councillor Smith that the Town of Stettler Council approve the Minutes (a-c) as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

- (a) None

10. **Bylaws:**

- (a) None

11. **Correspondence:**

- (a) Stettler Public Library 2021 Update

Motion 21:01:13

Moved by Councillor Barros that the Town of Stettler Council accept the Correspondence Item (a) for information.

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

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

Motion 21:01:14

Moved by Councillor Smith that the Town of Stettler Council move into the In-Camera session with the CAO and

Assistant CAO present.

MOTION CARRIED
Unanimous at 7:16 p.m.

Motion 20:01:15

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

MOTION CARRIED
Unanimous at 7:30 p.m.

14. **Adjournment:**

Motion 20:01:16

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

MOTION CARRIED
Unanimous at 7:30 p.m.

Mayor

Assistant CAO

November 6, 2020

Dec. 1st
@ 7:30

Town of Stettler
Box 280
Stettler, AB
T0C 2L0

Attention: Mayor Sean Nolls and Council

The Stettler History Book Volunteers have been gathering historical information about the Town and County of Stettler and its residents for the past 5 years. We are working together to complete this book which will cover the 115 years of the area's history.

While many of the surrounding communities have books published, Stettler does not! We have had generous donations of computers and printers but are still struggling to cover the cost to see this book go to print and be completed. To date expenses have been covered by our volunteers and the P & H Elevator.

Our deadline for submission is Jan 31/21 and we encourage people to submit their stories as soon as possible. Even if your family has submitted a story to another book in the area, we welcome your submission. Maybe your parents or grandparents' story is in another book, you must ask yourself where is your history recorded?

We are asking for submissions about families, businesses, clubs, sports, schools, churches, recreation and agriculture and all other industries etc. It does not matter if you have been in the area for 6 months, 6 years or 60 years your history is important to us.

We need funds for ongoing digitizing of histories in preparation for publication. Our projected budget is office supplies \$1000, professional preparation fees \$8000, and 50% required printer deposit (Friesen) \$31,500 est. For the interim we would be respectfully requesting a donation of \$5000 - \$10,000, or an interim loan to be repaid with book sales.

Please accept this request to help us achieve completion of Stettler's First History Book!

Respectfully,



Stan Eichhorn (403-740-4799) and Jack Schulze (403-740-2748)
Stettler History Book Volunteers
Box 1437
Stettler, AB
T0C 2L0

November 26, 2020

To Mayor Sean Nolls and Council Members:

Please consider this additional information, as we are unable to attend your meeting.

This is a non-profit project. Books will be sold at cost.

Volunteers have been interviewing, doing research, and accumulating data, and now we are getting down to preparations for the publishing phase, where we require funds to provide the professional finishing touches.

We wished to have events ourselves to raise funds. However, COVID has prohibited our plans.

Our volunteers have been very dedicated to seeing this project through to completion, and they have worked an estimated 10 000 hours.

We feel very strongly that this town is lacking a recorded history for the present and future generations. The Stettler community has a rich and interesting history that has propelled us to where we are today.

We are quickly losing people and generations that have experienced this history, and this valuable source of information will be lost forever if a record is not documented.

You, the present Council, are making decisions that have added to the groundwork of previous administrations. The decisions you make today will have an impact, and they will shape future history. We are proud to call Stettler 'Home'.

Hopefully, the book will be on sale by Christmas of 2021.

We thank you for your time and consideration.

Respectfully submitted,

Stettler History Book Committee

Stettler History Book

Revenue: (To Date)

| | |
|---------------------|---------|
| Donations received | \$3,600 |
| Equipment donations | \$6,500 |

Revenue: (Projected)

Heritage Resources

| | |
|---------------------------|----------|
| Grant Application pending | \$10,000 |
|---------------------------|----------|

Other Sources

| |
|-----------------------|
| Town of Stettler |
| County of Stettler |
| Private Donations |
| Sponsorships |
| Government of Alberta |
| Bank Loans |

\$154,500

| | |
|---|----------|
| Volunteers: 3,500 Hrs. remaining @ \$15 per hr. | \$52,500 |
|---|----------|

Projected Revenue Only

Total

\$217,000

Expenses

Volunteer Time: 3,500 hrs. @ \$ 15 per hr.

| | |
|--|----------|
| To complete: copyediting, digital conversion, final layout, proof reading, preparing indexes. | \$52,500 |
|--|----------|

| | |
|---|---------|
| Master File completion 600 hrs. @ \$ 15 per hr. | \$8,000 |
|---|---------|

| | |
|-----------------------|----------|
| Manuscript Production | \$14,000 |
|-----------------------|----------|

| | |
|----------|---------|
| Supplies | \$4,500 |
|----------|---------|

Printing: 1,200 Sets @ \$ 110 per set

| | |
|-----------------------|----------|
| 50% to start printing | \$66,000 |
|-----------------------|----------|

| | |
|-------------|----------|
| 50% to ship | \$66,000 |
|-------------|----------|

| | |
|------------------------|---------|
| Shipping and Insurance | \$6,000 |
|------------------------|---------|

Total

\$217,000

Table of Contents

| | |
|--|--|
| Dedication | |
| Acknowledgements | |
| “Why we started this” | |
| Our Dream and Vision | |
| The Stettler History Book Committee | |
| The Heart of Alberta | |
| <i>Landscape</i> | |
| The Early Years..... | |
| <i>Before the Settlers (-1900)</i> | |
| <i>First Settlers and the Surveying System</i> | |
| <i>From Trails to Roads</i> | |
| <i>The Birth of Stettler</i> | |
| Veterans/War Brides | |
| <i>Lest we Forget – Supporting our Soldiers Overseas</i> | |
| Churches | |
| Clubs and Associations | |
| Sports | |
| <i>Stettler’s Great Champions</i> | |
| <i>Stettler’s Summer Games (1991)</i> | |
| Schools | |
| <i>Town Schools</i> | |
| <i>Country Schools</i> | |
| RCMP and NWMP | |
| Healthcare | |
| Post Offices | |
| Notable Happenings | |
| Milestones | |
| <i>Centennial Celebration of Stettler</i> | |
| <i>Canada’s Centennial</i> | |
| <i>Octarians</i> | |
| <i>Christmas and Santa</i> | |
| Disasters..... | |
| <i>Fires</i> | |

Kathy's Printing Service
Box 278
Erskine, AB
T0C 1G0

January 25, 2021

Stettler History Book Association
Stettler, AB
T0C 2L0

To Whom it May Concern.

Kathy's Printing Service has been contracted by the Stettler History Book Association to undertake the process of producing their history book. It would be our responsibility of formatting the book to be press ready and oversee the printing process.

This history book will provide family and business histories through stories to show its evolution since becoming a town in 1905. The books aim is to provide future generation with a view into their past.

I am proud of the efforts the committees have taken in compiling information. Thousands of hours of dedication so far has been given to make this project a success.

Sincerely,

Kathy Pivert

Kathy Pivert
Owner,
Kathy's Printing Service
Ph: 403-740-6503 or 403-742-0570
Email: kprintingservice@hotmail.com



MEMORANDUM

To: Stettler Town Council
From: Administration
Date: **February 2, 2021**
Re: Capital Budget for 2021, 2022, 2023, 2024 and 2025 (5 years – MGA)

Recommendation:

That the Town of Stettler Council approve the 2021-2025 Capital Budgets with a total 2021 expenditure of \$4,549,191

The 2021 proposed Capital Budget has been prepared for Council's consideration in the amount of **\$4,549,191**. A Departmental Project Summary is summarized below:

| 2021 Capital Budget - Department Summary | | | |
|---|---|-----------|--------------------|
| RCMP | | | \$10,000 |
| | Storage container (detachment) | \$10,000 | |
| Administration | | | \$21,500 |
| | Computer replacement program (SRC) | \$4,000 | |
| | 2021 Municipal Election - Councillor computers | \$17,500 | |
| Fire Department | | | \$495,450 |
| | 2001 engine replacement (2026) | \$100,000 | |
| | 2 way radio system replacement AFRRCS (Alberta 1st Responder Communication System) | \$180,450 | |
| | 38' 3 storey drill tower - fire fighter training | \$165,000 | |
| | Enclosed cargo trailer (8x24 tandem axle) | \$50,000 | |
| Transportation | | | \$2,361,241 |
| | Pavement patching | \$150,000 | |
| | Concrete crushing | \$150,000 | |
| | Municipal Stimulus Program - 44ave Phase 2 - Hwy 56 to Hwy 12 | \$611,241 | |
| | Municipal Stimulus Program - Type 4 Intersection - Hwy 12 at 80st (south side only) | \$600,000 | |
| | Mainstreet streetscape - 48-49ave (includes watermain and services) | \$850,000 | |
| Water & Sewer & Storm | | | \$665,000 |
| | Watermain replacement - east of 44th street between 49-50ave | \$280,000 | |
| | Water meter data collection upgrade | \$35,000 | |
| | Lift station upgrades | \$300,000 | |
| | Concept planning for West Stettler Park (phase 2) | \$50,000 | |
| Equipment | | | \$360,000 |
| | Tandem | \$200,000 | |
| | Trackless | \$160,000 | |
| Pathway / Sidewalks | | | \$280,000 |
| | Sidewalk replacement program | \$130,000 | |
| | Pathway (maintenance & rehab) | \$50,000 | |
| | Pathway program | \$100,000 | |
| Water Treatment Plant (WTP) | | | \$325,000 |
| | Pig vault rehab | \$175,000 | |
| | Membranes replacement | \$50,000 | |
| | Low lift valve automatic actuators | \$100,000 | |
| Parks | | | \$16,000 |
| | Turf aerator | \$11,000 | |
| | Ball diamond backstop fence | \$5,000 | |
| Arts and Culture | | | \$15,000 |
| Total - 2021 Capital Budget - Department Summary | | | \$4,549,191 |

Funding Sources for the **2021 Capital Budget** (only) are summarized as follow:

- **\$1,799,947 - Grants**
 - \$940,000 – 2021 Capital Budget MSI – Capital)
 - **\$736,196 – 2020 MSI Carry Forward**
 - \$1,670,449 – Total 2021 MSI available for use
 - **-\$5747 MSI Balance Dec 31, 2021**
 - \$357,120 – 2021 Capital Budget BMTG
 - **\$40,000 – 2020 BMTG Carry Forward**
 - \$490,889 – Total BMTG 2020 available for use
 - **\$93,769 - BMTG Balance Dec 31, 2021**
 - \$502,827 – 2021 Capital Budget FGT
 - **\$284,242 – 2020 FGT Carry Forward**
 - \$811,151 – Total 2021 FGT available for use
 - **\$24,082 - FGT Balance Dec 31, 2021**

- **\$1,081,403 (\$648,849) - Amount Available for Capital from 2021 Interim Budget**
 - **\$572,650 – Available for Capital – Utility (other) + 2020 Carry forward \$149,632 = \$722,282 / total available for 2021 Capital Budget = \$785,822 = Balance December 31, 2021 = \$63,540**

 - **\$225,000 – Available for Capital – Utility (water) + 2020 Carry forward \$203,000 = \$428,000 / total available for 2021 Capital Budget = \$458,153 = Balance December 31, 2021 = \$30,153**

 - **\$283,753 - Available for Capital – (tax) + 2020 Carry forward \$89,750 = \$373,503 / total available for 2021 Capital Budget = \$436,797 = Balance December 31, 2021 = \$63,294**

- **\$125,000 - 2021 Interim Budget – Transfer from Operating**
 - \$75,000 – Sidewalk Replacement Capital Program
 - \$50,000 – Pathway Maintenance

- **\$727,832 - Transfer From Other Reserves**

- **\$815,009 – Other**
 - Municipal Stimulus Program - \$707,509
 - County - \$107,500

- **\$4,549,191 – Total 2021 Capital Budget**

A Closer Look.....

2021 Interim Budget – Available for Capital - \$648,839 + \$1,031,933 (previous year carry forward)

The 2021 Interim Operating & Capital Budgets collectively include the following amounts available for capital purposes from internally generated sources as follows:

| Source | 2021 Interim Operating Budget - Amount Available for Capital | Projected Ending Balance 2020 | 2021 Total Available for Capital | Current Year Proposed Capital (incl previous years carry forward) | Projected Ending Balance 2021 |
|--|--|-------------------------------|----------------------------------|---|-------------------------------|
| Contingency Reserve - Interim Budget Available for Capital | \$235,518 | \$201,279 | \$436,797 | -\$373,503 | \$63,294 |
| Water | \$55,149 | \$403,004 | \$458,153 | -\$428,000 | \$30,153 |
| Other (sewer, garbage, recycling) | \$358,172 | \$427,650 | \$785,822 | -\$722,282 | \$63,540 |
| Total | \$648,839 | \$1,031,933 | \$1,680,772 | -\$1,523,785 | \$156,986 |

2021 Interim Budget – Available for Capital – Utility (sewer, waste and recycling) - \$572,650 + 2020 Carry forward \$149,632 = \$722,282 / total available for 2021 Capital Budget = \$785,822 = Balance December 31, 2021 = \$63,540

The following projects are being allocated in 2021 from Other Utility (sewer, waste, recycling) fund surpluses, they include current and future utility and non-utility projects:

| 2021 Interim Budget - Available for Capital - Utility (Other) - \$722,282 | | Proposed Capital 2021 Budget | |
|---|--|------------------------------|------------------|
| Project | | | |
| Computer replacement program (SRC) | | \$4,000 | |
| 2021 Municipal Election - Council computers | | \$17,500 | |
| Fire - 2001 fire engine replacement (2026 - \$1M) | | \$100,000 | |
| Fire - 2 way radio system replacement - AFRRCs (Alberta 1st Responder Communication System) | | \$60,150 | |
| Fire - Enclosed cargo trailer - 8x24 tandem axle | | \$25,000 | |
| Op - Pavement patching | | \$150,000 | |
| Water - Water meter data collection upgrade | | \$35,000 | |
| Op - Concrete crushing | | \$150,000 | |
| Parks - Turf aerator | | \$11,000 | |
| Parks - Ball diamond backstop fence | | \$5,000 | |
| Culture - Culture reserve account (transfer) | | \$15,000 | \$572,650 |
| "Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000 - \$15,284.81) | | \$44,715 | |
| Install additional fire hydrants 46th street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$30,000 | | \$15,000 | |
| Lift Stations A & B Furnaces - (Melissa Dec 30/19 - carry forward balance - \$30,000 - \$0.00 = \$30,000) - (Melissa January 4, 2021 - carry forward balance \$14,566.97 (\$30,000 - \$15,433.03) | | \$14,567 | |
| Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$50,000 - 0 = \$50,000) - (Melissa January 4, 2021 - carry forward balance \$50,000 | | \$10,000 | |
| Airport - Runway Lights (joint Airport Grant - runway lighting) \$32,550 - 0 = \$32,550 - Melissa January 4, 2021 - carry forward balance - \$132,700 - \$119,430 = \$13,270 | | \$13,270 | |
| SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance \$34,706.73 - \$2201.72 = \$32,505.01) - Melissa January 4, 2021 carry forward balance - \$32,505.01 | | \$32,505 | |
| Tube Heaters - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$19,575 | | \$19,575 | \$149,632 |
| Total - 2021 Interim Budget - Available for Capital - Utility (Other) | | \$722,282 | \$722,282 |

2021 Interim Budget – Available for Capital – Utility (water) - \$225,000 + 2020 Carry forward \$203,000 = \$428,000 / total available for 2021 Capital Budget = \$458,153 = Balance December 31, 2021 = \$30,153
 The following projects are being allocated in 2021 from Utility (water) fund surpluses, they include current and future utility and non-utility projects:

| 2021 Interim Budget - Available for Capital - Utility (Water) - \$428,000 | | |
|---|---------------------------------|------------------|
| Project | Proposed Capital 2021 Budget | |
| Pig Vault rehab | \$175,000 | |
| Membranes replacement | \$50,000 | \$225,000 |
| WTP - Chlorine Analyzer - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000 | \$20,000 | |
| WTP - Make up air unit replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000 | \$20,000 | |
| WTP - Membranes (build reserves) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000 | \$50,000 | |
| WTP - Chlorine gas replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000 | \$50,000 | |
| WTP - Storage pond additional shading - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$13,000 (\$15,000 - \$2000) | \$13,000 | |
| WTP - Potable water pump - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000 | \$50,000 | \$203,000 |
| Total - 2021 Interim Budget - Available for Capital - Utility (Water) | \$428,000 | \$428,000 |

2021 Interim Budget – Available for Capital – Taxes – \$283,753 + 2020 Carry forward \$89,750 = \$373,503 / total available for 2021 Capital Budget = \$436,797 = Balance December 31, 2021 = \$63,294

| 2021 Interim Budget - Available for Capital - Taxes - \$373,503 | | |
|--|---------------------------------|------------------|
| Project | Proposed Capital 2021 Budget | |
| 38' 3 storey drill tower - fire fighter training | \$82,500 | |
| Sidewalk replacement program | \$55,000 | |
| Pathway program | \$100,000 | |
| Concept planning for West Stettler Park (phase 2) | \$46,253 | \$283,753 |
| Install additional fire hydrants 46th street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$30,000 | \$15,000 | |
| Pec Deck Machine - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$6,550.00 | \$6,550 | |
| Parks - West Stettler Park - Imp (2019 Strategic Plan) - Allan - January 6, 2020 - carry forward balance - \$25,000 - 2020 Power & Water Feature | \$50,000 | |
| Cemetery Columbarium - Allan - January 6, 2020 - carry forward balance - \$20,000 - \$1800 = \$18,200 - Brad - January 11, 2021 - Carry forward balance - \$18,200 | \$18,200 | \$89,750 |
| Total - 2021 Interim Budget - Available for Capital - Taxes | \$373,503 | \$373,503 |

2021 Transfer from Other Reserves

| Project | Transfer from General Reserve | Transfer from Other Reserves | Amount | |
|---|-------------------------------|---|------------------|--------------------|
| Transfer from other Reserves and prior years General Reserves | \$1,181,696 | | | |
| RCMP - Storage container (detachment) | | RCMP - Criminal records checks | \$10,000 | |
| Municipal Stimulus Program - 44ave Phase 2 - Hwy 56 to Hwy 12 | | Alberta Operating Support Transfer (MOST) | \$391,115 | |
| 2 way radio system replacement AFRRCS (Alberta 1st Responder Communication System) | | Fire capital | \$120,300 | |
| Mainstreet streetscape - 48-49ave (includes watermain and services) | | Alberta Operating Support Transfer (MOST) | \$102,670 | |
| Concept planning for West Stettler Park (phase 2) | | West Stettler planning | \$3,747 | |
| Low lift valve automatic actuators | | WTP - Small capital | \$100,000 | \$727,832 |
| Pathway Program (Area 2c - Hwy 12 along Co-op/Stettler GM) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward \$10,000 | | Pathway | \$10,000 | |
| Northwest ASP - (Melissa Dec 30/19 - carry forward balance - \$25,000 - 0 = \$25,000) - (Melissa January 4, 2021 - carry forward balance \$2,640.62 (\$25,000 - \$22,359.38)) | | Planning | \$2,641 | |
| Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$50,000 - 0 = \$50,000) - (Melissa January 4, 2021 - carry forward balance \$50,000) | | Water reservoir coating | \$40,000 | |
| Baseball diamond utility vehicle (mule) - 2020 Carry Forward - Brad Jan 7, 2021 - carry forward balance - \$32,000 | | Common services | \$32,000 | \$84,641 |
| Skateboard Park - Phase 2 - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$223,000 (cost of final design) | \$160,100 | | | |
| WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$250,000 - \$20,499.36 = \$229,500.64) - Melissa January 4, 2021 - carry forward balance \$209,122.94 (\$229,500.64 - \$20,377.70) | \$209,123 | | | \$369,223 |
| Total - 2021 Capital Budget - Transfer from Reserves | \$369,223 | | \$812,473 | \$1,181,696 |

As a trade-off, Administration recommends that Council continue to utilize Federal and Provincial Grant Funding for Transportation, Operational and Utility Service Replacements.

As part of the 2020 COVID Provincial Relief Funding, the Town of Stettler received \$607,693 under the Alberta Municipal Operating Support Transfer (MOST) and \$707,509 under the Municipal Stimulus Program. The Alberta MOST funding was received in 2020, and was designated funding primarily for lost/foregone revenues due to COVID restrictions. Predicted lost revenues in the arena and the pool etc, created financial impacts/hardships that Council accepted by reducing the internally generated Amount Available for Capital (Transfer) within the 2020 Tax Budget. This welcomed operational support from the province affords Council the one-time ability to re-commit some additional targeted internal funding towards core infrastructure renewal projects. Other Grant programs include; Municipal Sustainability Initiative (MSI Capital – 2021 \$920,426 + 2020 carry forward \$750,023 = \$1,670,449), Federal Gas Tax (FGT 2021 \$340,465 + 2020 carry forward \$470,686 = \$811,151, and Basic Municipal Transportation Grant (BMTG 2021 \$357,120 + 2020 carry forward \$133,769 = \$490,889) that can be accessed for the following Utility and Operational Capital Projects:

- MSP – 44ave Phase 2 – Hwy 56 to Hwy 12 - \$611,241
 - \$611,241 MSP
- MSP - Type 4 Intersection (Hwy 12 at 80st- south side only) - \$600,000
 - \$391,115.19 MOST / \$112,617.06 FGT / \$96,267.75 MSP
- Mainstreet streetscape (48-49ave includes watermain and services) - \$850,000
 - \$102,670 MOST / \$390,210 FGT / \$357,120 BMTG
- Watermain replacement east of 44thstreet between 49-50ave - \$280,000
 - \$280,000 MSI
- Lift station upgrades - \$300,000
 - \$300,000 MSI
- Tandem - \$200,000
 - \$200,000 MSI

- Trackless - \$160,000
 - \$160,000 MSI
- 44th Avenue Overlay from Hwy 56-65th Street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$134,226.24 (\$792,943.50-\$658,717.26)
 - \$134,226.24 – MSI
- Watermain on 52ndST between 49-50ave - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$29,420.18 (\$252,819.25-\$223,399.07)
 - \$29,420.18 – MSI
- Watermain on 61ST Grandview - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$408,059.64 (\$746,477.96 - \$338,418.32)
 - \$408,059.64 – MSI
- Lift station pump upgrades - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$299,242.50 (\$300,000-\$757.50)
 - \$259,242.50 FGT
 - \$40,000 BMTG
- Cattail removal Red Willow Creek - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$25,000
 - \$25,000 MSI
- Watermain replace on 52nd Street between 48-49 Ave - (Melissa Dec 30/19 - carry forward balance - \$221,369.75 - \$205,400.66 = \$15,969.09) - (Melissa January 4, 2021 - carry forward balance - \$15,000)
 - \$15,000 MSI
- Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210)
 - \$149,490 MSI

What this effectively accomplishes is that the Town will utilize MSP, MOST, MSI, FGT and BMTG Grant Funding for utility projects and use freed-up utility surpluses to fund projects and savings for non-utility purposes. This will crystallize the savings into real dollars in our bank account (as opposed to having unspent Federal and Provincial Grant funds that are not in our possession).

Significant items included in the 2021 Capital Budget include:

1. Major Capital Grant Funding – Federal and Provincial

Alberta Municipalities are fortunate to have a significant amount of grant programs available to assist funding capital assets. Administration is continually challenged to allocate projects towards specifically eligible grants in order to maximize the overall amount of funding received in any given year. The amount available on an annual basis is as follows:

| Federal and Provincial Grants | 2021 Allotment | Projected Ending Balance 2020 | 2021 Total Available for Capital | Current Year Proposed Capital (incl previous years carry forward) | Projected Ending Balance 2021 |
|--|--------------------|-------------------------------|----------------------------------|---|-------------------------------|
| COVID - Municipal Stimulus Program (MSP) | \$707,509 | \$0 | \$707,509 | -\$707,509 | \$0 |
| COVID - Alberta Municipal Operating Support Transfer (MOST) | \$607,693 | \$0 | \$607,693 | -\$493,785 | \$113,908 |
| Municipal Sustainability initiative (MSI Capital \$867,570 + MSI Operating - \$52,856) | \$920,426 | \$750,023 | \$1,670,449 | -\$1,676,196 | -\$5,747 |
| Federal Gas tax (FGT) | \$340,465 | \$470,686 | \$811,151 | -\$787,070 | \$24,082 |
| Basic Municipal Transportation Grant (BMTG) | \$357,120 | \$133,769 | \$490,889 | -\$397,120 | \$93,769 |
| Total | \$2,933,213 | \$1,354,478 | \$4,287,691 | -\$4,061,680 | \$226,011 |

Over and under allocations/expenditures from MSP (must be fully expensed in 2021), MOST, MSI, FGT and BMTG can be carried forward to the following year. Any unallocated grants are available to cover budget to actual adjustments, funding source changes during the year, as well as future project considerations. The reality of the challenge facing the Town is that there are too many future projects for the amount of expected and uncertain grant monies available. Unless the federal and provincial funding is increased, Council will need to prioritize projects thereby postponing some to future years. At this time the Premier and the Prime Minister have committed funds as promised to municipalities, however grant amounts are yet to be determined. Although Administration is optimistic, it remains uncertain as to just how much funding will be available in the next few years. The following projects and estimated budget costs have been identified through the 5-year capital plan:

2022 - \$3,525,000

- 44 Avenue overlay from Hwy 12 to 38St (phase 3) - \$600,000
- Downtown streetscape - 47 Ave - 1/2 block north - \$450,000
- Water main replacement 46-47 Ave between 55-56 street - \$300,000
- Water main 48 Street between 47-48 Ave Cast Iron Replacement - \$300,000
- Sewer main replacement 46-47 Ave between 55-56 street - \$300,000
- Sanitary Main 48 Street between 47-48 Avenue Clay Tile Replacement - \$300,000
- Upsize Sanitary Main from East Lift on 50 Avenue (master servicing study upgrade) - \$150,000
- Wetland Pumphouse Upgrades - \$175,000
- Red Willow Creek Culvert in Back alley of 45 Avenue 57-59 Street - \$450,000
- Hydrovac - \$500,000

2023 - \$3,390,000

- Spruce Drive Reconstruction Hwy 56-61 Street - \$600,000
- 46 Street overlay 48-51 Avenue - \$500,000
- Downtown Streetscape 1/2 block south of 48 Avenue - \$450,000
- Water main replacement 46-47 Ave between 54-55 street - \$300,000
- Spruce Drive from hwy 56 through to 61 Street) - Valve and service replacements - \$200,000
- Sewer main replacement 46-47 Ave between 54-55 street - \$300,000
- Spruce Drive from hwy 56 through to 61 Street - service replacements - \$200,000
- Lift Station Pump Upgrades - \$300,000
- Storm replace on the west side of Highway 12 from 44-50 Avenue - \$300,000
- Loader - \$240,000

2024 - \$4,280,000

- Spruce Drive Reconstruction from 61-64 street - \$600,000
- Downtown Streetscape 49 Ave - 1/2 block north - \$450,000
- Water main replacement 46-47 Ave between 53-54 street - \$300,000
- Spruce Drive from 61-64 Street- Valve and service replacements - \$200,000
- UFA Water main Looping (72 Street with push north across Highway 12 to Repp Subdivision) - \$350,000
- Sewer main replacement 46-47 Ave between 53-54 street - \$300,000
- Spruce Drive from 61-64 Street - service replacements - \$200,000
- Sewer main replace back alley south of 50A Avenue from 57-59 Street - \$350,000
- Red Willow Creek Culvert Replacement (57 Street to Highway 56 back alley)- \$500,000
- Backhoe - \$250,000
- Scissor lift - \$180,000
- Clearwell expansion – WTP - \$600,000

2021 Capital Budget - Major Project Summary

1. 2021 Pavement / Sidewalk Improvement / Concrete Crushing Program - \$430,000

The 2021 Capital Budget includes \$430,000 towards the annual Sidewalk Replacement Program, Pavement Patching Program and the Concrete Crushing Program

1. Sidewalk Replacement Program - \$130,000 - (\$75,000 – 2021 Interim Operating Budget + \$55,000 – Available for Capital 2021 Interim Budget – Tax)
2. Pavement Patching Program – \$150,000 - (\$150,000 – Available for Capital 2021 Interim Budget – (Utility)
3. Concrete Crushing Program - \$150,000 (\$150,000 – Available for Capital 2021 Interim Budget – Utility)

2. 2021 Road Way Reconstruction, Water, Sanitary and Storm Service Replacement – \$2,391,241

1. Mainstreet streetscape (48-49ave includes watermain and services) - \$850,000
 - o \$102,670 MOST / \$390,210 FGT / \$357,120 BMTG

Downtown Streetscape (50 Street from 48-49 Avenue)– remove and replace existing AC watermain and lead water services, remove ex. concrete, replace with brushed broom finish and add pedestrian bulbing at both ends and the mid block pedestrian crossing. All bulbs will have exposed aggregate concrete finishes, and include planters, furniture and bollards.



- 2. Watermain replacement east of 44th street between 49-50 ave - \$280,000
 - o \$280,000 MSI

44 Street Back Alley Watermain replacement 49-50 Avenue – remove and replace existing cast iron watermain and lead services.



- 3. MSP - Type 4 Intersection (Hwy 12 at 80st- south side only) - \$600,000
 - o \$391,115.19 MOST / \$112,617.06 FGT / \$96,267.75 MSP

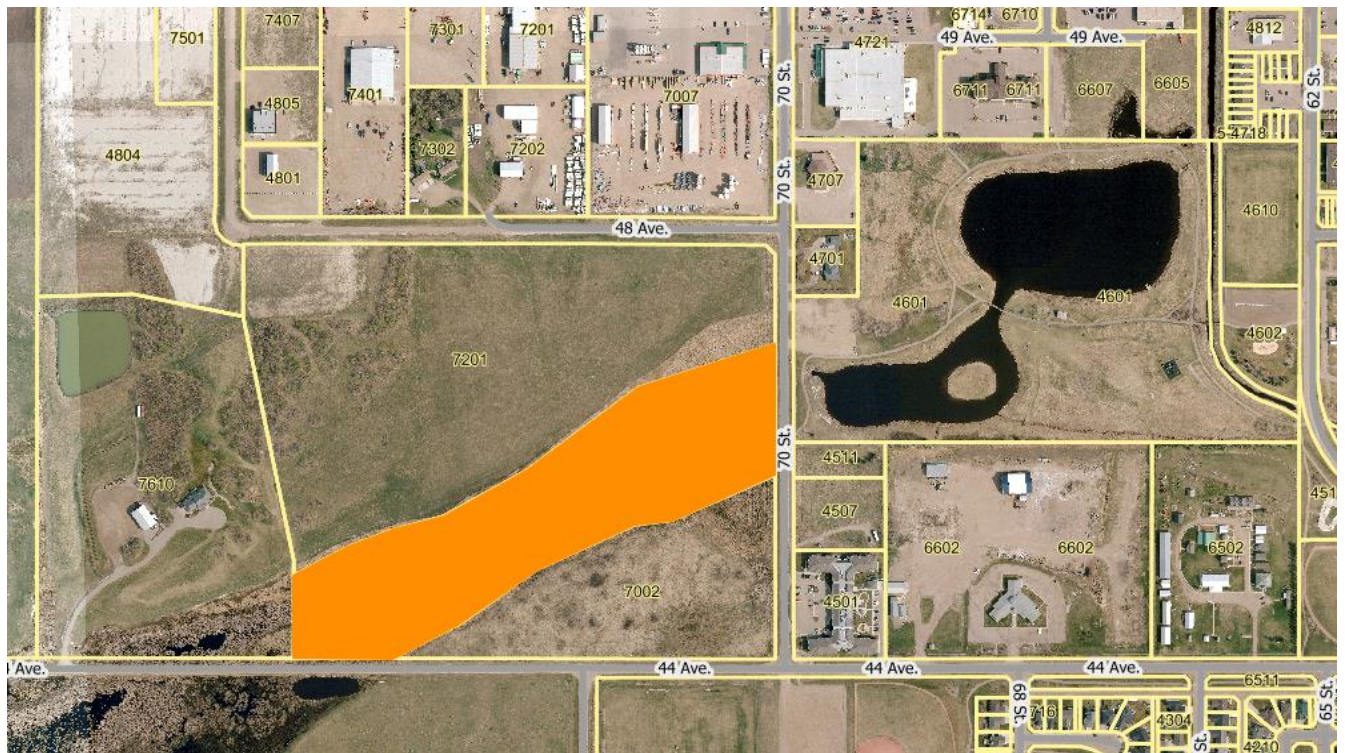
Highway 12 Intersection at 80 Street – install the south half of a Type IV intersection to promote economic development.



- 4. MSP - 44ave Phase 2 Rehabilitation – Hwy 56 to Hwy 12 - \$611,241
 - o \$611,241 MSP



- 5. Concept Planning for West Stettler Phase 2 – potential development occurring in the quarter section requires consideration on the proper use of the storm water management and inclusion of park amenities - \$50,000
 - o \$46,253.07 – 2021 Available for Capital (tax) / \$3,746.93 West Stettler Planning Reserve



3. Pathway Development - \$150,000

The 2021 - 2025 Capital Budgets includes: \$50,000 per year for ongoing existing pathway maintenance and \$100,000 per year as a commitment towards the construction and or upgrade of connecting pathways as per the Town's 3-year Trail Master Plan that was accepted by Council in October 2020. As previously discussed with Council, the Trail Master Plan is a living document that is a long term a work in progress with annual priorities to be determined each year by Council.

1. Pathway – Ongoing existing pathway maintenance – Total \$50,000
2021 – \$50,000 included in 2021 Interim Operating Budget

2. Pathway – Expansion - Total \$100,000
2021 Interim Budget – Available for Capital (tax) - \$100,000
Pathway Program – install new pathway along the west side of Highway 56 south from 44 Ave to 40 Ave



4. Arts & Culture Annual Allocation - \$15,000

The 2021 Capital Budget does include \$15,000 towards Arts & Culture projects. In 2019 Council received a funding request from the Fine Arts Board of Wm E Hay for the Town to purchase a wireless mic system for the Performing Arts Centre (PAC). The funding request was approved through the Capital Budget with funding to come from the Culture Reserve. During the 2018 Capital Budget deliberations, Council allocated a total of \$50,000 from the Arts and Culture Reserve Account to the Community Hall Upgrades. With the 2020 carry forward from the Community Hall (\$12,796.83) and the Purchase of the wireless mic system (\$8500), the balance in the Culture Reserve December 31, 2021 - \$135,500

5. County of Stettler No. 6 – Recreation Agreement

The 2021 Interim Operating Budget includes **\$431,500** in recreation support from the County of Stettler. The Administrative assumptions incorporated are as follows:

| | | |
|---|------------------|---|
| PLS Revenue: | \$431,500 | |
| PLS Expenditures: | | |
| Transfer to SRC Capital Reserve -Town | \$173,600 | (represents 65% of \$4M deemed debt) |
| Transfer to SRC Capital Reserve -County | <u>\$93,300</u> | (represents 35% of \$4M deemed debt) |
| | \$266,900 | |
| Remains as net operational support | \$46,200 | (to support property tax mitigation) |
| Remains as new net operational support | <u>\$118,400</u> | (enhances available for Capital Budget) |
| | \$164,600 | |

Council will consider the 2021 allotment of \$118,400 for any purpose within the Capital Budget.

Either way the availability of these new funds is welcome and certainly helps to soften the budgetary impacts of the proposed 0% property tax increase.

| | Assessment | Agreement % | % (\$ Amount) | Town of Stettler Budget | Actual Paid by County of Stettler | Assessment Diff | Budget Diff | % Diff | Capital (35% \$93,300) + (65% \$173,600) | Available for Capital | Operating |
|------|---------------|-------------|---------------|-------------------------|-----------------------------------|-----------------|-------------|--------|--|-----------------------|-----------|
| 2015 | 1,619,422,100 | 0.03170% | \$513,356.81 | \$513,300.00 | \$513,451.54 | 0 | 0 | 0.00% | \$266,900 | \$118,400 | \$128,000 |
| 2016 | 1,564,948,030 | 0.03170% | \$496,088.53 | \$496,000.00 | \$495,612.29 | -54,474,070 | -17,300 | -3.37% | \$266,900 | \$118,400 | \$110,700 |
| 2017 | 1,486,850,730 | 0.03170% | \$471,331.68 | \$471,500.00 | \$471,008.25 | -78,097,300 | -24,500 | -4.94% | \$266,900 | \$118,400 | \$86,200 |
| 2018 | 1,497,109,550 | 0.03170% | \$474,583.73 | \$474,000.00 | \$473,521.29 | 10,258,820 | 2,500 | 0.53% | \$266,900 | \$118,400 | \$88,700 |
| 2019 | 1,487,837,630 | 0.03170% | \$471,644.53 | \$471,600.00 | \$470,979.71 | -9,271,920 | -2,400 | -0.51% | \$266,900 | \$118,400 | \$86,300 |
| 2020 | 1,361,294,500 | 0.03170% | \$431,530.36 | \$431,500.00 | | -126,543,130 | -40,100 | -8.50% | \$266,900 | \$118,400 | \$46,200 |
| 2021 | 1,361,294,500 | 0.03170% | \$431,530.36 | \$431,500.00 | | 0 | 0 | 0.00% | \$266,900 | \$118,400 | \$46,200 |
| 2022 | 1,374,907,445 | 0.03170% | \$435,845.66 | \$435,845.00 | | 13,612,945 | 4,345 | 1.01% | \$266,900 | \$118,400 | \$50,545 |
| 2023 | 1,388,656,519 | 0.03170% | \$440,204.12 | \$440,204.00 | | 13,749,074 | 4,359 | 1.00% | \$266,900 | \$118,400 | \$54,904 |

6. Stettler Regional Fire Department

- 2001 Fire Engine Replacement in 2026 (\$1M) - \$100,000
 - \$100,000 – 2021 Operating budget – Available for Capital – Tax Reserve Account Balance – December 31, 2021- \$650,298

The “second line” apparatus, a 2001 Freightliner fire engine will have to be replaced in 2026. The Fire Underwriters have an age requirement for Fire Apparatus Insurance Grading Recognition. In small communities, fire apparatus can be used as “First Line” up to 20 years, “Second Line” up to 25 years and “Reserve only” up to 29 years with the condition of completing a strict performance test every year of service beyond 20 years. Based on the tender results from the previous apparatus purchase, the estimated cost for a new fire engine in 2026 will be \$1,000,000. The 2020-2024 Capital Budget includes a provision of \$100,000 per year to ensure adequate funding is available in 2026. – Fire Capital Reserve - December 31, 2021 - \$650,300)

- 2-way Radio System Replacement - \$180,450
 - \$120,300 – Fire Capital Reserve
 - \$60,150 – 2021 Interim Operating Budget – Available for Capital (utility)

Upgrade Fire Department 2-way radio communication equipment to P25 compliant (digital equipment) to utilize the Alberta First Responders Radio Communication System (AFRRCS) provided by the Province of Alberta. The upgrade will restore the Regional Fire Department ability to communicate directly with mutual aid partners, EMS, RCMP, Peace Officers, AEMA, Fish and Wildlife and other government agencies. This is a joint Town and County Regional project with each municipality paying for its own portable and mobile radios and equipment. Budget amount

- 38' 3 Story Drill Tower – Fire Fighter Training - \$165,000
 - \$82,500 – 2021 Interim Operating Budget – Available for Capital (Tax)
 - \$85,500 – County of Stettler

38' three story open structure training tower located behind the fire station west of the paved area. To recruit and maintain competent fire fighters trained to minimum NFPA 1001 level 2 as per OHS code of practice. In addition, the following disciplines can also be accomplished using the same training tower facility - NFPA 1002 areal operator and rope rescue skills maintenance.

- Enclosed Cargo Trailer - \$50,000
 - \$25,000 – 2021 Interim Operating Budget – Available for Capital (Utility)
 - \$25,000 County of Stettler

8'x24' multipurpose enclosed equipment trailer for deployment of specific equipment to an emergency incident. The following is an example of what will be stored in the trailer - Fire fighter rehab portable air shelter, hazmat decontamination inflatable shower unit, hazmat spill containment equipment, portable kerosene heater units, trench rescue equipment, Ice water rescue equipment, livestock emergency response corral panels / equipment, wild land fire interface equipment, and Wildland UTV. The Trailer will be a regional cost shared unit that can respond to Omultiple types of regional incidents.

| | Project | Actual Project Complete Cost / Council Tender Cost / Budget cost | 2021 Budget Expense - Approved by Council | Difference between Actual and Budget Amount | Actual - Project Expenses January 1, 2021 | Utility (Water) Avail for Capital 2021 Interim Operating Budget (Rates) \$55,149 | Utility (other) Avail for Capital 2021 Interim Operating Budget (Rates) - \$358,182 | Available for Capital 2021 Interim Operating Budget (taxes)- \$235,518 | General Reserve 4-15-00-00-74-700 | Total Other Reserves (for capital purposes) | RCMP Record Check Reserve | 2021 Operating Budget | Debenture / Local Improvement | Grants - MSI (\$867,570 + \$52,856 = \$920,426) | Grants - FGT (\$340,465) | Grants - BMTG (\$60 per cap x 5952 = \$357,120) | Other | Total | |
|----------|--|--|---|---|---|--|---|--|-----------------------------------|---|---|-----------------------|-------------------------------|---|--------------------------|---|--------------|----------------|--------------|
| RCMP | Storage container (detachment) | \$10,000.00 | \$10,000 | | | | | | | \$10,000.00 | | | | | | | | \$10,000.00 | |
| ADM | Computer replacement program (SRC) | \$4,000.00 | \$4,000 | | | | \$4,000.00 | | | | | | | | | | | \$4,000.00 | |
| ADM | 2021 Municipal Election - Council notebooks | \$17,500.00 | \$17,500 | | | | \$17,500.00 | | | | | | | | | | | \$17,500.00 | |
| 2020 MSP | MSP - 44Ave Phase 2 - Hwy 56 to Hwy 12 | \$611,241.25 | \$611,241.25 | | | | | | | | | | | | | | \$611,241.25 | MSP | \$611,241.25 |
| 2020 MSP | MSP - Type 4 Intersection (Hwy 12 at 80st-south side only) | \$600,000.00 | \$600,000.00 | | | | | | | \$391,115.19 | Alberta Operating Support Transfer (MOST - \$607,693) | | | \$112,617.06 | | \$96,267.75 | MSP | \$600,000.00 | |
| FIRE | 2001 Fire engine replace-2026-\$1M | \$100,000.00 | \$100,000 | | | | \$100,000.00 | | | | | | | | | | | \$100,000.00 | |
| FIRE | 2 way radio system replacement AFRRCS (Alberta 1st Responder Communication System) in 2021 | \$180,450.00 | \$180,450 | | | | \$60,150.00 | | | \$120,300.00 | Fire Capital Reserve | | | | | | | \$180,450.00 | |
| FIRE | 38' 3 Storey drill tower - firefighter training | \$165,000.00 | \$165,000 | | | | | \$82,500.00 | | | | | | | | | \$82,500.00 | County | \$165,000.00 |
| FIRE | Enclosed cargo trailer - 8x24 tandem axle | \$50,000.00 | \$50,000 | | | | \$25,000.00 | | | | | | | | | | \$25,000.00 | County | \$50,000.00 |
| Op | 2-32-09-00-01-244 Sidewalk replacement program (yearly) | \$130,000.00 | \$130,000 | | | | | \$55,000.00 | | | | \$75,000.00 | | | | | | | \$130,000.00 |
| Op | Pathway program | \$100,000.00 | \$100,000 | | | | | \$100,000.00 | | | | | | | | | | | \$100,000.00 |
| Op | Pathway rehab (2017 council direction) | \$50,000.00 | \$50,000 | | | | | | | | | \$50,000.00 | | | | | | | \$50,000.00 |
| Op | Pavement patching | \$150,000.00 | \$150,000 | | | | \$150,000.00 | | | | | | | | | | | | \$150,000.00 |
| Op | Mainstreet streetscape (48-49ave includes watermain and services) | \$850,000.00 | \$850,000 | | | | | | | \$102,670.00 | Alberta Operating Support Transfer (MOST - \$607,693) | | | \$390,210.00 | \$357,120.00 | | | | \$850,000.00 |
| Water | Watermain replacement east of 44th street between 49-50ave | \$280,000.00 | \$280,000 | | | | | | | | | | \$280,000.00 | | | | | | \$280,000.00 |
| Water | Water meter data collection upgrade | \$35,000.00 | \$35,000 | | | | \$35,000.00 | | | | | | | | | | | | \$35,000.00 |
| Sanitary | Lift station upgrades | \$300,000.00 | \$300,000 | | | | | | | | | | \$300,000.00 | | | | | | \$300,000.00 |
| Storm | Concept planning for West Stettler Park Phase 2 | \$50,000.00 | \$50,000 | | | | | \$46,253.07 | | \$3,746.93 | West Stettler Planning Reserve | | | | | | | | \$50,000.00 |
| Equip | Tandem | \$200,000.00 | \$200,000 | | | | | | | | | | \$200,000.00 | | | | | | \$200,000.00 |
| Equip | Trackless | \$160,000.00 | \$160,000 | | | | | | | | | | \$160,000.00 | | | | | | \$160,000.00 |
| Equip | Concrete crushing | \$150,000.00 | \$150,000 | | | | \$150,000.00 | | | | | | | | | | | | \$150,000.00 |
| WTP | Pig vault rehab | \$175,000.00 | \$175,000 | | | \$175,000.00 | | | | | | | | | | | | | \$175,000.00 |
| WTP | Membranes replacement | \$50,000.00 | \$50,000 | | | \$50,000.00 | | | | | | | | | | | | | \$50,000.00 |
| WTP | Low lift valve automatic actuators | \$100,000.00 | \$100,000 | | | | | | | \$100,000.00 | WTP = Small Capital Reserve | | | | | | | | \$100,000.00 |
| Parks | Turf aerator | \$11,000.00 | \$11,000 | | | | \$11,000.00 | | | | | | | | | | | | \$11,000.00 |
| Parks | Ball diamond backstop fence | \$5,000.00 | \$5,000 | | | | \$5,000.00 | | | | | | | | | | | | \$5,000.00 |
| Culture | Culture reserve account | \$15,000.00 | \$15,000 | | | | \$15,000.00 | | | | | | | | | | | | \$15,000.00 |
| | Total 2021 Capital Budget | \$4,549,191.25 | \$4,549,191.25 | \$0.00 | | \$225,000.00 | \$572,650.00 | \$283,753.07 | \$0.00 | \$727,832.12 | | \$125,000.00 | \$0.00 | \$940,000.00 | \$502,827.06 | \$357,120.00 | \$815,009.00 | \$4,549,191.25 | |
| | Council Motion - | | 0% | | | | \$648,849.00 | \$1,081,403.07 | | | | | | -\$19,574.00 | -\$162,362.06 | \$0.00 | | \$4,549,191 | |
| | Total 2021 Capital Budget | | \$0.00 | | | | | -\$432,554.07 | | | | | | | | | | | \$0 |
| | Difference (Actual vs Council Budget) | | \$4,549,191 | | | | | | | | | | | | | | | | |

| | | 2020 Carry Forward | | | | | | | | | | | | | | | | |
|---|-------------------------------|---|---|---|---|---|---------------------------------------|-----------------------------------|--------------------------------|------------------------------|------------------|---------------------------|---|--------------------------|---|-------------|--------------|--------------|
| | | Brought forward from 2020 Budget Carry Forward | 2020 Approved Amount (with tender amount updates) | Difference between Actual and Budget Amount | Actual - Project Expenses January 1, 2021 | Utility (Water) Avail for Capital 2021 Interim Operating Budget (Rates) | Utility Available for Capital Reserve | Tax Available for Capital Reserve | Transfer From General Reserves | Transfer From Other Reserves | Operating Budget | Debenture / Local Improve | Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127) | Grants - FGT (\$310,904) | Grants - BMTG (\$60 per cap x 5748 = \$344,880) | Other | Total | |
| 2020 Carry Forward - Projects not Completed | | | | | | | | | | | | | | | | | | |
| Op | 6-32-09-60-02-660 | Pathway Program (Area 2c - Hwy 12 along Co-op/Stettler GM) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward \$10,000 | \$10,000.00 | \$10,000.00 | \$0.00 | | | | | \$10,000.00 | Pathway | | | | | | \$10,000.00 | |
| Op | 6-32-21-00-13-610 | 44th Avenue Overlay from Hwy 56-65th Street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$134,226.24 (\$792,943.50-\$658,717.26) | \$134,226.24 | \$134,226.24 | \$0.00 | | | | | | | | \$134,226.24 | | | | \$134,226.24 | |
| Op | 6-32-21-10-14-610 | "Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000-\$15,284.81) | \$44,715.19 | \$44,715.19 | \$0.00 | | \$44,715.19 | | | | | | | | | | \$44,715.19 | |
| Water | 6-41-11-10-24-610 | Watermain on 52ndST between 49-50ave - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$29,420.18 (\$252,819.25-\$223,399.07) | \$29,420.18 | \$29,420.18 | \$0.00 | | | | | | | | \$29,420.18 | | | | \$29,420.18 | |
| Water | 6-41-11-10-06-610 | Watermain on 61ST Grandview - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$408,059.64 (\$746,477.96 - \$338,418.32) | \$408,059.64 | \$408,059.64 | \$0.00 | | | | | | | | \$408,059.64 | | | | \$408,059.64 | |
| Water | 6-41-11-10-05-610 | Install additional fire hydrants 46th street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$30,000 | \$30,000.00 | \$30,000.00 | \$0.00 | | \$15,000.00 | \$15,000.00 | | | | | | | | | \$30,000.00 | |
| Sewer | 6-42-00-10-05-610 | Lift station pump upgrades - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$299,242.50 (\$300,000-\$757.50) | \$299,242.50 | \$299,242.50 | \$0.00 | | | | | | | | \$259,242.50 | \$40,000.00 | | | \$299,242.50 | |
| Storm | 6-42-00-00-15-610 | Cattail removal Red Willow Creek - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$25,000 | \$25,000.00 | \$25,000.00 | \$0.00 | | | | | | | | \$25,000.00 | | | | \$25,000.00 | |
| WTP | 6-41-01-20-13-620 | WTP - Chlorine Analyzer - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000 | \$20,000.00 | \$20,000.00 | \$0.00 | \$20,000.00 | | | | | | | | | | | \$20,000.00 | |
| WTP | 6-41-01-20-00-620 | WTP - Make up air unit replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000 | \$20,000.00 | \$20,000.00 | \$0.00 | \$20,000.00 | | | | | | | | | | | \$20,000.00 | |
| WTP | 6-41-01-20-19-620 | WTP - Membranes (build reserves) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000 | \$50,000.00 | \$50,000.00 | \$0.00 | \$50,000.00 | | | | | | | | | | | \$50,000.00 | |
| WTP | 6-41-01-20-11-620 | WTP - Chlorine gas replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000 | \$50,000.00 | \$50,000.00 | \$0.00 | \$50,000.00 | | | | | | | | | | | \$50,000.00 | |
| WTP | 2-41-01-00-06-252 | WTP - Storage pond additional shading - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$13,000 (\$15,000-\$2000) | \$13,000.00 | \$13,000.00 | \$0.00 | \$13,000.00 | | | | | | | | | | | \$13,000.00 | |
| WTP | 6-41-01-20-09-620 | WTP - Potable water pump - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000 | \$50,000.00 | \$50,000.00 | \$0.00 | \$50,000.00 | | | | | | | | | | | \$50,000.00 | |
| Park | 6-77-81-60-00-660 | Skateboard Park - Phase 2 - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$223,000 (cost of final design) | \$223,000.00 | \$223,000.00 | \$0.00 | | | | \$160,100.45 | | | | | | | \$62,899.55 | Association | \$223,000.00 |
| Park | 6-77-02-30-07-630 | Baseball diamond utility vehicle (mule) - 2020 Carry Forward - Brad Jan 7, 2021 - carry forward balance - \$32,000 | \$32,000.00 | \$32,000.00 | \$0.00 | | | | | \$32,000.00 | common services | | | | | | \$32,000.00 | |
| SRC - Are | 6-73-11-20-05-620 | Tube Heaters - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$62,500 | \$19,575.00 | \$19,575.00 | | \$19,575.00 | | | | | | | | | | | \$19,575.00 | |
| SRC Fitness | 6-73-12-30-00-630 | Pec Deck Machine - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$6,550.00 | \$6,550.00 | \$6,550.00 | | | | \$6,550.00 | | | | | | | | | \$6,550.00 | |
| | 6-41-11-10-22-610 - CAP-11501 | Watermain replace on 52nd Street between 48-49 Ave - (Melissa Dec 30/19 - carry forward balance - \$221,369.75 - \$205,400.66 = \$15,969.09) - (Melissa January 4, 2021 - carry forward balance - \$15,000) | \$15,000.00 | \$15,000.00 | | | | | | | | | \$15,000.00 | | | | \$15,000.00 | |
| | 6-41-14-20-01-620 - CAP-11503 | Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210) | \$149,490.00 | \$149,490.00 | | | | | | | | | \$149,490.00 | | | | \$149,490.00 | |

| | | | | | | | | | | | | | | | | | | |
|---|---|----------------|----------------|--------|--------------|---------------------|----------------|-----------------------|----------------------|--|------------------------------------|--------|----------------|--------------|--------------|--------------|--------|----------------|
| 6-42-00-20-00-620 | Lift Stations A & B Furnaces - (Melissa Dec 30/19 - carry forward balance - \$30,000 - \$0.00 = \$30,000) - (Melissa January 4, 2021 - carry forward balance \$14,566.97 (\$30,000 - \$15,433.03)) | \$14,566.97 | \$14,566.97 | | | \$14,566.97 | | | | | | | | | | | | \$14,566.97 |
| Planning 2-61-02-00-05-239 | Northwest ASP - (Melissa Dec 30/19 - carry forward balance - \$25,000 - 0 = \$25,000) - (Melissa January 4, 2021 - carry forward balance \$2,640.62 (\$25,000 - \$22,359.38)) | \$2,640.62 | \$2,640.62 | | | | | \$2,640.62 | Planning Reserve | | | | | | | | | \$2,640.62 |
| Water 6-41-14-10-01-610 | Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$50,000 - 0 = \$50,000) - (Melissa January 4, 2021 - carry forward balance \$50,000) | \$50,000.00 | \$50,000.00 | | | \$10,000.00 | | \$40,000.00 | Water Reservoir Coat | | | | | | | | | \$50,000.00 |
| WTP 6-41-01-20-21-620 | WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$250,000 - \$20,499.36 = \$229,500.64) - (Melissa January 4, 2021 - carry forward balance \$209,122.94 (\$229,500.64 - \$20,377.70)) | \$209,122.94 | \$209,122.94 | | | | \$209,122.94 | | | | | | | | | | | \$209,122.94 |
| Airport 6-33-00-10-01-630 | Airport - Runway Lights (Joint Airport Grant - runway lighting) \$32,550 - 0 = \$32,550 - Melissa January 4, 2021 - carry forward balance - \$132,700 - \$119,430 = \$13,270 | \$13,270.00 | \$13,270.00 | | | \$13,270.00 | | | | | | | | | | | | \$13,270.00 |
| Water 6-41-11-30-03-630 | SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance \$34,706.73 - \$2201.72 = \$32,505.01) - Melissa January 4, 2021 carry forward balance - \$32,505.01 | \$32,505.01 | \$32,505.01 | | | \$32,505.01 | | | | | | | | | | | | \$32,505.01 |
| Parks 2-77-05-00-02-239 | Parks - West Stettler Park - Imp (2019 Strategic Plan) - Allan - January 6, 2020 - carry forward balance - \$25,000 - 2020 Power & Water Feature | \$50,000.00 | \$50,000.00 | | | \$50,000.00 | | | | | | | | | | | | \$50,000.00 |
| Cem 6-56-00-60-01-660 | Cemetery Columbarium - Allan - January 6, 2020 - carry forward balance - \$20,000 - \$1800 = \$18,200 - Brad - January 11, 2021 - Carry forward balance - \$18,200 | \$18,200.00 | \$18,200.00 | | | \$18,200.00 | | | | | | | | | | | | \$18,200.00 |
| Total 2020 Carry Forward | | \$2,019,584.29 | \$2,019,584.29 | | \$203,000.00 | \$149,632.17 | \$89,750.00 | \$369,223.39 | \$84,640.62 | | \$0.00 | \$0.00 | \$736,196.06 | \$284,242.50 | \$40,000.00 | \$62,899.55 | \$0.00 | \$2,019,584.29 |
| Total 2021 Capital (Inc Carry Forward) | | \$6,568,775.54 | \$6,568,775.54 | \$0.00 | \$428,000.00 | \$722,282.17 | \$373,503.07 | \$369,223.39 | \$812,472.74 | | \$125,000.00 | \$0.00 | \$1,676,196.06 | \$787,069.56 | \$397,120.00 | \$877,908.55 | | 0.00 |
| | | | | | Water | \$428,000.00 | \$1,523,785.24 | | \$1,181,696.13 | | Total Grants Available | | \$1,670,448.58 | \$811,151.47 | \$490,889.22 | | | |
| | | | | | | | | Total Reserves | \$2,705,481.37 | | Balance - December 31, 2021 | | -\$5,747.48 | \$24,081.91 | \$93,769.22 | | | |

| | | | | |
|-------------|-------|------|---------------|---------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID | GENERAL |
| Vendor Name | First | Last | Cheque Number | 74880 |
| Cheque Date | First | Last | | 74892 |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|-----------------------|--------------------------------|----------------|----------------|
| Bagshaw Electric Ltd. | 74880 | 2021-01-22 | \$148,390.85 |
| ----- | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | | |
| | Shop repair fan | W11470 | \$80.36 |
| | Raods replace xmas tree cable | W11445 | \$745.08 |
| | Airport repair runway lights | W11479 | \$117.34 |
| | Airport repair runway lights | W11482 | \$2,038.31 |
| | Airport repair lterminal ights | W11439 | \$108.62 |
| | WTP troubleshoot communication | W11403 | \$282.19 |
| | WTP install low lift pump hous | W11440 | \$4,383.75 |
| | WTP troubleshoot heaters | W11430 | \$671.91 |
| | WTP replace flock mixer motor | W11442 | \$925.96 |
| | WTP waste life pump wire repai | W11453 | \$935.47 |
| | WTP troubleshoot/repair Genset | W11469 | \$436.43 |
| | WTP Re-install low lift pump | W11474 | \$1,076.22 |
| | WTP repair compressor | W11475 | \$234.68 |
| | WTP troubleshoot Genset | W11478 | \$391.13 |
| | Water troubleshoot WTS pump | W11468 | \$78.23 |
| | Water rewire motors | W11435 | \$75.86 |
| | Water repair receiptacles | W11454 | \$79.16 |
| | Water troubleshoot B Lift issu | W11455 | \$78.23 |
| | Water troubleshoot Low Voltage | W11477 | \$78.23 |
| | Water troubleshoot A Lift engi | W11480 | \$605.85 |
| | Water repair A Lift engine | W11481 | \$307.34 |
| | Water troubleshoot A Lift Engi | W11483 | \$326.51 |
| | SRC PVC Conduit Security Camer | IC018980 | \$7.25 |
| | SRC install new receptacle | W11467 | \$467.48 |
| | SRC R.T.U. Repair | W11402 | \$1,944.90 |
| | SRC check power in Hub | W11447 | \$112.88 |
| | SRC wired 600V HVAC motor | W11459 | \$78.23 |
| | SRC 72 - T8 lights | IC018395 | \$253.26 |
| | SRC install receptacle heat tr | W11436 | \$287.88 |
| | SRC add receptacles to panel | W11458 | \$999.44 |
| | SRC add receptacles heat trace | W11460 | \$621.85 |
| | Pool replace emergency light | W11429 | \$2,130.91 |
| | Pool troubleshoot PLC | W11444 | \$130.73 |
| | Pool rebuild MCC cabinets | W11473 | \$1,033.66 |
| | Pool 12V 8AH | IC018241 | \$48.30 |
| | Pool Install new shower lights | W11448 | \$815.72 |
| | Airport Runway Lighting Upgrad | W11427 | \$125,401.50 |
| ----- | | | |
| Bobcat of Red Deer | 74881 | 2021-01-22 | \$134.81 |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | | |
| | Snow Removal Spring & Cap | P06791 | \$134.81 |
| ----- | | | |
| Bond-O Security | 74882 | 2021-01-22 | \$94.50 |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | | |
| | SRC batteries for Spare door | BONDOIN119230 | \$94.50 |
| ----- | | | |
| Broadport Canada Inc. | 74883 | 2021-01-22 | \$525.00 |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Ec Dev Annual Web License | 1547 | | \$525.00 |
| Cal-Trac Contracting Ltd. | 74884 | 2021-01-22 | \$2,100.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Snow Removal Grader rental | 303827 | \$2,100.00 | |
| Heartland Glass Ltd. | 74885 | 2021-01-22 | \$81.38 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Bylaw 3 keys cut | 106127 | \$81.38 | |
| Praxair Distribution | 74886 | 2021-01-22 | \$1,244.41 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Pool Chemicals | 60637803 | \$754.76 | |
| Pool Cylinder Rental | 60843280 | \$348.23 | |
| Pool Chemicals | 60878265 | \$141.42 | |
| Receiver General for Canada | 74887 | 2021-01-22 | \$60,955.86 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Town Tax Remittance | PP01-21 | \$53,973.68 | |
| Town Tax Remittance | PP01-21. | \$1,885.24 | |
| BOT Tax Remittance | PP01-21.BOT | \$1,847.28 | |
| SVWS Tax Remittance | PP01-21.SVWS | \$702.30 | |
| Library Tax Remittance | PP01-21.LIBRAR | \$2,547.36 | |
| Schwartz Home Building Centre | 74888 | 2021-01-22 | \$316.31 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Fire Rescue Unit supplies | 781814 | \$110.62 | |
| Trans Belt sander paper | 782039 | \$18.86 | |
| Trans Drill Bits | 782220 | \$28.33 | |
| Trans Tools | 783819 | \$5.24 | |
| Trans Sign repair materials | 783183 | \$143.26 | |
| Trans Lag bolts | 783387 | \$10.00 | |
| Stettler Agri-Centre | 74889 | 2021-01-22 | \$348.36 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Trans Air filters & chain | 11024S | \$311.62 | |
| Trans Chainsaw parts | 11025S | \$36.74 | |
| Stettler Flooring | 74890 | 2021-01-22 | \$1,410.31 |
| Invoice Description | Invoice Number | Invoice Amount | |
| SRC Dressing Room Painting Sup | 68018 | \$337.74 | |
| SRC Dressing Room Painting Sup | 68070 | \$1,047.38 | |
| Community Hall Paint | 67882 | \$25.19 | |
| The City of Red Deer | 74891 | 2021-01-22 | \$1,000.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| 2021 RARB Membership | 417810 | \$1,000.00 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|-------------------------|---------------|-------------|---------------|
| Woody's Automotive Ltd. | 74892 | 2021-01-22 | \$971.79 |

| Invoice Description | Invoice Number | Invoice Amount |
|--------------------------------|----------------|----------------|
| Trans Covid-19 Supplies | 701274 | \$433.34 |
| WTP Front axle shaft & stub | 702421 | \$237.24 |
| Sewer Battery for A Lift Panel | 700875 | \$220.82 |
| Sewer Battery charger A Lift | 700974 | \$52.49 |
| SRC Vice Grips | 701449 | \$30.12 |
| Parks Fuel filter unit #94 | 701149 | \$11.20 |

Total Cheques \$217,573.58

| | | | | |
|-------------|-------|------|---------------|---------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID | GENERAL |
| Vendor Name | First | Last | Cheque Number | 74893 |
| Cheque Date | First | Last | | 74895 |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Canadian Intellectual Property | 74893 | 2021-01-29 | \$1,020.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| PR Fee for Official Mark | 2021.01.13.LOG | \$510.00 | |
| PR Fee for Official Mark of | 2021.01.13.SLO | \$510.00 | |
| ----- | | | |
| Receiver General for Canada | 74894 | 2021-01-29 | \$57,985.83 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Town Tax Remittance | PP02-21 | \$50,963.91 | |
| Town Tax Remittance | PP02-21. | \$1,937.51 | |
| BOT Tax Remittance | PP02-21.BOT | \$1,847.28 | |
| SVWS Tax Remittance | PP02-21.SVWS | \$702.30 | |
| Library Tax Remittance | PP02-21.LIBRAR | \$2,534.83 | |
| ----- | | | |
| Stettler & District Senior | 74895 | 2021-01-29 | \$436.49 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Seniors Hub Casino Fund Expens | 2020.12.31 | \$436.49 | |
| ----- | | | |
| | Total Cheques | \$59,442.32 | |
| ===== | | | |

| | | | | |
|-------------|-------|------|--------------------------|------------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID GENERAL | GENERAL |
| Vendor Name | First | Last | Cheque Number EFT0003097 | EFT0003127 |
| Cheque Date | First | Last | | |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| AL-TERRA Engineering | EFT0003097 | 2021-01-19 | \$660.35 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Mun Plan Area Structure Plan | 11172 | \$660.35 | |
| ----- | | | |
| Alberta Animal Services | EFT0003098 | 2021-01-19 | \$13,957.81 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Bylaw Dec Bylaw Enforcement | 11875 | \$13,957.81 | |
| ----- | | | |
| Alberta One-Call Corporation | EFT0003099 | 2021-01-19 | \$22.05 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water Trans Dec 1st Calls | IN164226 | \$22.05 | |
| ----- | | | |
| APEX Supplementary Pension Pla | EFT0003100 | 2021-01-19 | \$369.92 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Supplementary Pension Plan Tr | PP27-20 | \$369.92 | |
| ----- | | | |
| Automated Aquatics Canada Ltd. | EFT0003101 | 2021-01-19 | \$437.75 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Pool Facility Magnetic Turbine | 0000096565 | \$437.75 | |
| ----- | | | |
| Black Press Group Ltd. | EFT0003102 | 2021-01-19 | \$948.81 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Plan & Dev Public Notice/Permi | 34017339 | \$948.81 | |
| ----- | | | |
| Stettler Regional Board of Tra | EFT0003103 | 2021-01-19 | \$50.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Eng Admin Staff Recognition | 1621 | \$50.00 | |
| ----- | | | |
| Brownlee LLP | EFT0003104 | 2021-01-19 | \$3,186.75 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Admin Live Streaming Council | 508973 | \$2,346.75 | |
| Bylaw Property Enforcement | 508890 | \$840.00 | |
| ----- | | | |
| C & S Disposal | EFT0003105 | 2021-01-19 | \$22,610.84 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Dec 2020 Waste & Recycling | 629 | \$22,610.84 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|---------------------------------|----------------|----------------|---------------|
| CentralSquare Canada Software | EFT0003106 | 2021-01-19 | \$1,072.32 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Computer e-Services | 303719 | \$282.19 | |
| Computer e-Services | 303758 | \$790.13 | |
| ----- | | | |
| Chapman Riebeek | EFT0003107 | 2021-01-19 | \$263.29 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Bylaw October Legal Services | 2011038 | \$210.53 | |
| Bylaw Nov Legal Services | 2012042 | \$52.76 | |
| ----- | | | |
| Cheri's Ultimate Cleaning Serv | EFT0003108 | 2021-01-19 | \$3,151.84 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Fire Joint 2020 Janitor Servic | 441994 | \$2,182.95 | |
| Shop Nov 24 to Dec 30 Janitor | 441993 | \$968.89 | |
| ----- | | | |
| Digestco Ltd. | EFT0003109 | 2021-01-19 | \$976.82 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Sewer 3 20L of Attack Chemical | 44171 | \$976.82 | |
| ----- | | | |
| Digital Connection Office Syst | EFT0003110 | 2021-01-19 | \$447.66 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Office/Wtr Billing 11.30to12.29 | 296713 | \$447.66 | |
| ----- | | | |
| Digitex Canada Inc. | EFT0003111 | 2021-01-19 | \$109.62 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| P&L 12.04 to 01.01 Photocopies | IN710376 | \$109.62 | |
| ----- | | | |
| Stettler FCSS | EFT0003112 | 2021-01-19 | \$49,108.75 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| FCSS 1st Qtr Requisition | 2021.01.01 | \$49,108.75 | |
| ----- | | | |
| Foot, Kyle | EFT0003113 | 2021-01-19 | \$250.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Wtr Trns CUPE Clothing Allowan | 2020.12.23 | \$250.00 | |
| ----- | | | |
| Heartland Overdoor | EFT0003114 | 2021-01-19 | \$3,543.29 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop Repair Weather Stripping | 2020-11-14 | \$381.74 | |
| Shop Repair Overhead Door | 2020-11-19 | \$131.25 | |
| Shop Overhead Doors Safety Ins | 2020-172 | \$2,542.05 | |
| Parks Overhead Door Inspection | 2020-173 | \$488.25 | |
| ----- | | | |
| i. d. Apparel | EFT0003115 | 2021-01-19 | \$118.55 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| A/P WCB Staff Appreciation | 102129 | \$118.55 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| IJD Inspections Ltd. | EFT0003116 | 2021-01-19 | \$2,135.56 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Plan & Dev Building Permits | ST2020-12 | \$2,135.56 | |
| OK Tire Stettler | EFT0003117 | 2021-01-19 | \$26.78 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water Trans Tire repair #175 | IN070817 | \$26.78 | |
| QM Contracting | EFT0003118 | 2021-01-19 | \$1,575.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water Billing Dec Meter Reader | 931381 | \$1,575.00 | |
| Rally Rentals | EFT0003119 | 2021-01-19 | \$9,135.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop Miller Welder/Generator | 26838 | \$9,135.00 | |
| Rocky Mountain Phoenix | EFT0003120 | 2021-01-19 | \$4,492.95 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Fire Airtronic Heater W/Instal | IN0127296 | \$4,492.95 | |
| Rollies Vac Systems | EFT0003121 | 2021-01-19 | \$336.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Landfill Dec 9th Pumpout | 21086 | \$336.00 | |
| Stettler Public Library | EFT0003122 | 2021-01-19 | \$59,623.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Library 1st Qtr Requisition | 2021.01.01 | \$59,623.00 | |
| Stettler Telephone Answering S | EFT0003123 | 2021-01-19 | \$120.75 |
| Invoice Description | Invoice Number | Invoice Amount | |
| WTP Jan Working Alone Monitori | 134 | \$120.75 | |
| Stingray Radio Inc. | EFT0003124 | 2021-01-19 | \$109.20 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Dec Misc Dept Advertising | 359187-13 | \$109.20 | |
| Tagish Engineering Ltd. | EFT0003125 | 2021-01-19 | \$15,099.78 |
| Invoice Description | Invoice Number | Invoice Amount | |
| TS101 2020 Paving Program | 18227 | \$87.32 | |
| TS102 - 44th Ave Road Repairs | 18228 | \$138.35 | |
| TS104 Hwy 12 West Intersection | 18230 | \$691.74 | |
| TS98 2020 Downtown Streetscape | 18224 | \$13,281.41 | |
| TS97 61 St Laneway Replacement | 18223 | \$138.35 | |
| TS103 44 St Lane Replacements | 18229 | \$606.12 | |
| TS99 52nd St Watermain (2020) | 18225 | \$87.32 | |
| TS100 Red Willow Creek Cleanin | 18226 | \$69.17 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|---------------|----------------|----------------|
| Turgeon, Glenn | EFT0003126 | 2021-01-19 | \$170.06 |
| ===== | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Roads CUPE Clothing Allowance | | 2021.01.02 | \$170.06 |
| ===== | | | |
| Wet Water Industries Ltd. | EFT0003127 | 2021-01-19 | \$76.89 |
| ===== | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Fire Joint Feb Wtr Treat Equip | | AR27403 | \$76.89 |
| ----- | | | |
| | | Total Cheques | \$194,187.39 |
| | | | ===== |

| | | | | |
|-------------|-------|------|---------------|------------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID | GENERAL |
| Vendor Name | First | Last | Cheque Number | EFT0003128 |
| Cheque Date | First | Last | | EFT0003154 |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Acklands - Grainger Inc. | EFT0003128 | 2021-01-26 | \$1,008.03 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Fire Rescue unit repair | 9744603367 | \$684.82 | |
| Pool Janitor Supplies | 9739580174 | \$323.21 | |
| ----- | | | |
| Action Plumbing & Excavating | EFT0003129 | 2021-01-26 | \$12,448.74 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| WTP Reznor heater repairs | W34807 | \$1,491.95 | |
| WTP Boiler inspection & vent | W34853 | \$2,968.23 | |
| WTP Relief valve heating syste | I026953 | \$30.35 | |
| Wtr Trsf Service Unit Heaters | W34836 | \$257.25 | |
| SRC Concession Tap Repair part | I026815 | \$168.40 | |
| SRC Washroom Faucet Mixer | I026951 | \$99.75 | |
| SRC Bathroom Fixture repair pa | I027019 | \$107.23 | |
| SRC Bathroom Fixture repair pa | I027023 | \$50.40 | |
| SRC replacement filter frame | I026744 | \$54.89 | |
| Comm Hall Kitchen sink drain r | I026845 | \$12.57 | |
| Lions Water Closets Upgrade | W34776 | \$7,203.00 | |
| SRC Fees | 2020.12.31 | \$4.72 | |
| ----- | | | |
| APEX Supplementary Pension Pla | EFT0003130 | 2021-01-26 | \$369.92 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Supplementary Pension Plan | PP01-21 | \$369.92 | |
| ----- | | | |
| A.U.M.A. | EFT0003131 | 2021-01-26 | \$6,080.15 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Council 2021 AUMA Membership | 20210157 | \$6,080.15 | |
| ----- | | | |
| Bearcom Canada Corp. | EFT0003132 | 2021-01-26 | \$13,397.60 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Fire Joint Stettler Repeater | 5137027 | \$5,953.20 | |
| Fire Joint Repeater Site Maint | 5137493 | \$7,444.40 | |
| ----- | | | |
| Bond-O Communications Ltd. | EFT0003133 | 2021-01-26 | \$611.63 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Trans 2 way radio unit #145 | BONDOIN127295 | \$611.63 | |
| ----- | | | |
| Bounty Onsite Inc. | EFT0003134 | 2021-01-26 | \$2,677.25 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| SRC Covid-19 Supplies | 001-105858 | \$453.13 | |
| Shop Hand towels | 001-106173 | \$62.47 | |
| Shop Hand towels | 001-105918 | \$62.47 | |
| Shop Hand Towels | 001-105919 | \$62.47 | |
| Trans Paint | 001-106977 | \$55.69 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Trans paint roller | 001-106812 | | \$5.32 |
| Trans Sign materials | 001-106885 | | \$263.13 |
| Water Trans Icetekker Grip | 001-105837 | | \$117.47 |
| Water Tow strap for loader | 001-105988 | | \$525.00 |
| SRC Janitor Supplies | 001-105848 | | \$409.58 |
| SRC Janitor Supplies | 001-106941 | | \$434.00 |
| Parks Safety Supplies | 001-106347 | | \$636.10 |
| ===== | | | |
| Burmac Mechanical 2000 | EFT0003135 | 2021-01-26 | \$957.43 |
| ===== | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop Repair Furance | B46909 | \$470.30 | |
| Airport service furnance | B46913 | \$123.85 | |
| Airport Service Furnances | B47112 | \$325.60 | |
| WTS Copper line & Fittings | 098578 | \$37.68 | |
| ===== | | | |
| Chapman Riebeek | EFT0003136 | 2021-01-26 | \$184.54 |
| ===== | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Bylaw Legal Services | 2010084 | \$105.53 | |
| Bylaw Legal Services | 2101018 | \$79.01 | |
| ===== | | | |
| Clearview Public Schools | EFT0003137 | 2021-01-26 | \$2,131.70 |
| ===== | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Dec 2020 Joint Office Expenses | 6275 | \$2,131.70 | |
| ===== | | | |
| County of Stettler | EFT0003138 | 2021-01-26 | \$32,314.04 |
| ===== | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| 2020 Disaster Services | COS-004584 | \$32,314.04 | |
| ===== | | | |
| ESC Automation | EFT0003139 | 2021-01-26 | \$1,794.98 |
| ===== | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Pool Software MAintenance | SCPAY0108458 | \$1,794.98 | |
| ===== | | | |
| GT Hydraulic & Bearing | EFT0003140 | 2021-01-26 | \$1,332.90 |
| ===== | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Equip Seals for hose reel#162 | 000-345304 | \$57.03 | |
| Trans Orings & filters #2&36 | 000-346081 | \$26.29 | |
| Trans fuel filters unit #2 | 000-346131 | \$55.23 | |
| Trans Hydraulic hose unit #42 | 000-346196 | \$160.01 | |
| Trans Fittings unit #2 | 000-346228 | \$21.78 | |
| Trans Fittings unit #2 | 000-346275 | \$23.23 | |
| Trans Fittings unit #2 | 000-346329 | \$23.15 | |
| Trans Washers unit #2 | 000-346343 | \$3.40 | |
| Trans Fittings unit #2 | 000-346355 | \$18.40 | |
| Trans Washers & Fitting unit#2 | 000-346408 | \$16.23 | |
| Trans Oil Filters | 000-346489 | \$29.48 | |
| Trans 2 clevis for grader | 000-346755 | \$166.15 | |
| Trans Air filter unit #86 | 000-345668 | \$76.15 | |
| Trans X Walk Light Batteries | 000-345803 | \$208.64 | |
| Water Hydraulic hose repair152 | 000-345790 | \$447.73 | |
| ===== | | | |
| Heartland Auto Supply | EFT0003141 | 2021-01-26 | \$2,044.64 |
| ===== | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop Covid-19 Supplies | 001-467253 | \$527.31 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Office Covid 19 Face Shield | 001-468247 | | \$16.76 |
| Office Covid-19 3 Face Shields | 001-468299 | | \$50.27 |
| Office Covid-19 11 Face Shield | 001-468300 | | \$184.34 |
| Fire Joint 2 pails | 001-469048 | | \$37.17 |
| Trans Cleaner | 001-467484 | | \$24.59 |
| Shop Broom | 001-466814 | | \$5.63 |
| Shop Handcleaner | 001-467100 | | \$77.68 |
| Shop & Water Washer Fluid & | 001-468522 | | \$101.68 |
| Shop Gloves | 001-467724 | | \$108.28 |
| Shop Welding helmet | 001-468024 | | \$79.22 |
| Shop Welding helmet | 001-468025 | | \$241.76 |
| Trans Engine oil #45 | 001-468619 | | \$33.45 |
| Trans Metric nuts unit #2 | 001-466603 | | \$0.58 |
| Trans Cab filter unit #86 | 001-467092 | | \$27.56 |
| Parks switch unit #94 | 001-467188 | | \$3.55 |
| Trans Bolts & hose unit #2 | 001-467266 | | \$16.63 |
| Trans Fittings unit #2 | 001-467832 | | \$24.02 |
| Trans Fittings unit #2 | 001-467949 | | \$6.88 |
| Trans Fittings unit #2 | 001-467962 | | \$30.02 |
| Trans Fittings unit #2 | 001-468002 | | \$5.53 |
| Trans Fittings unit #2 | 0014-468042 | | \$22.52 |
| Trans Fittings unit #2 | 001-468172 | | \$10.86 |
| Trans Fittings unit #2 | 001-468231 | | \$23.21 |
| Trans Fittings unit #2 | 001-468384 | | \$25.89 |
| Trans Fittings unit #2 | 001-468977 | | \$6.93 |
| Trans Tools | 001-466696 | | \$20.95 |
| Trans Tools | 001-467417 | | \$55.24 |
| Trans Flash light | 001-467874 | | \$42.21 |
| Trans orbital air sander | 001-468153 | | \$192.28 |
| Trans Sign materials | 001-467147 | | \$4.16 |
| Parks trans fluid unit #81 | 001-466631 | | \$30.03 |
| Parks head light unit #33 | 001-466735 | | \$7.45 |
| ===== | | | |
| Heartland Express | EFT0003142 | 2021-01-26 | \$502.32 |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Trans Freight | 11353 | \$118.27 | |
| Park & Trans Freight | 11372 | \$346.42 | |
| Trans Freight | 11426 | \$37.63 | |
| ===== | | | |
| Stettler Home Hardware | EFT0003143 | 2021-01-26 | \$84.23 |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Admin 4 water refills | 123277 | \$21.00 | |
| Trans 2 water refills | 123285 | \$7.50 | |
| SRC Cable Clamps for Security | 123313 | \$10.36 | |
| SRC Bulb | 123337 | \$8.39 | |
| SRC Decoration Supplies | 123096 | \$28.07 | |
| SRC Counter Top repair materia | 123088 | \$8.91 | |
| ===== | | | |
| Municipal Property Consultants | EFT0003144 | 2021-01-26 | \$10,801.35 |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Jan 2021 Assessor & Camalot Fe | 17141 | \$10,801.35 | |
| ===== | | | |
| Rural Municipalities of Albert | EFT0003145 | 2021-01-26 | \$2,428.91 |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Trans Grader Blades | AB029348 | \$1,969.43 | |
| Water Rear Tires unit #175 | AB030991 | \$689.85 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|--------------------------------|----------------|----------------|
| RMA Fuel Ltd. | EFT0003146 | 2021-01-26 | \$13,577.54 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Parks/Trans/Water Diesel Marke | PF-8834-88482 | \$2,881.68 |
| | Trans 15W40 5L | PF-8855-88754 | \$203.18 |
| | Trans & WTP Pennzoil 5W30 | PF-8870-88853 | \$126.80 |
| | Parks/Trans/Water 5W30 208L | PF-8879-88895 | \$799.72 |
| | Parks/Trans/Water Diesel Marke | PF-8880-88915 | \$1,043.07 |
| | Misc Dept Gas Oil Etc | PF-8833-88581 | \$8,523.09 |
| ===== | | | |
| Robbins, Melissa | EFT0003147 | 2021-01-26 | \$93.00 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Eng Admin Trvl Tagish Red Deer | 2021.01.13 | \$93.00 |
| ===== | | | |
| Shanes Instrument Services Ltd | EFT0003148 | 2021-01-26 | \$20,195.19 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Water Reservoir Install Batter | 20466 | \$1,006.38 |
| | WTP Communication & Instrument | 20467 | \$3,085.95 |
| | Water Project work related to | 20468 | \$16,102.86 |
| ===== | | | |
| Stettler Building Supplies Ltd | EFT0003149 | 2021-01-26 | \$416.13 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Office Covid-19 Training Shiel | AE5039 | \$39.80 |
| | Trans Shelving material | AE4977 | \$213.63 |
| | Trans Snowfence | AE4469 | \$71.37 |
| | Trans Snow board materials | AE5064 | \$70.34 |
| | SRC Square | AE5375 | \$20.99 |
| ===== | | | |
| Stettler & District Handibus | EFT0003150 | 2021-01-26 | \$273.53 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Bus Garage Dec Utilities | 3410 | \$273.53 |
| ===== | | | |
| Uptown Office Supply Ltd. | EFT0003151 | 2021-01-26 | \$502.01 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Office Sarp Calculator | 01059 | \$146.87 |
| | Office Stationery | 21236 | \$52.54 |
| | Shop Office supplies | 01024 | \$21.53 |
| | P&L Box of paper | 01012 | \$52.45 |
| | P&L Office supplies | 21229 | \$228.62 |
| ===== | | | |
| Wilford, Ivan | EFT0003152 | 2021-01-26 | \$106.51 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Roads CUPE Clothing Allowance | 2021.01.14 | \$106.51 |
| ===== | | | |
| WTS Manufacturing & Sales Inc. | EFT0003153 | 2021-01-26 | \$77.96 |
| ===== | | | |
| | Invoice Description | Invoice Number | Invoice Amount |
| | ----- | ----- | ----- |
| | Water Dispensor repairs | 1773 | \$77.96 |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|-------------------------------|----------------|----------------|--------------------------------|
| ===== | | | |
| Yost, Dustin & Maria Cristine | EFT0003154 | 2021-01-26 | \$1,800.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Jan 2021 Hall Janitor | 2021.01.01 | \$1,800.00 | |
| | Total Cheques | | ----- \$128,212.23 ===== |

| | | | | |
|-------------|-------|------|---------------|-----------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID | GENERAL |
| Vendor Name | First | Last | Cheque Number | ONL000385 |
| Cheque Date | First | Last | | ONL000388 |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|------------------------------------|---------------|----------------|----------------|
| ===== Enmax Energy Corporation | ONL000385 | 2021-01-22 | \$84,102.47 |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Dec Power Bill | | 21-2956657 | \$84,102.47 |
| ===== Shaw Cable | ONL000386 | 2021-01-22 | \$73.50 |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Comm Hall 02.17-03.21 Wifi | | 2021.01.17 | \$73.50 |
| ===== Shaw Cable | ONL000387 | 2021-01-22 | \$288.75 |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| SRC 02.15-03.14 Wifi | | 2021.01.15 | \$288.75 |
| ===== United Farmers of Alberta | ONL000388 | 2021-01-22 | \$91.18 |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Trans 2 Snow Shovels | | SOINV1343347 | \$36.73 |
| Sign Materials | | SOINV1276893 | \$17.19 |
| Sign Materials | | SOINV1289543 | \$8.25 |
| SRC Display Ties | | SOINV1281536 | \$29.01 |
| | | | ----- |
| | Total Cheques | | \$84,555.90 |
| | | | ===== |

| | | | | |
|-------------|-------|------|---------------|-----------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID | GENERAL |
| Vendor Name | First | Last | Cheque Number | ONL000389 |
| Cheque Date | First | Last | | |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|-------------|---------------|-------------|---------------|
| Rogers | ONL000389 | 2021-01-29 | \$436.80 |

| Invoice Description | Invoice Number | Invoice Amount |
|--------------------------------|----------------|----------------|
| Fire Jnt Nov19-Dec18 Data Plan | 2239470704 | \$128.10 |
| Fire Jnt Dec19-Jan18 Data Plan | 2251018387 | \$159.60 |
| Fire Jnt Jan19-Feb18 Data Plan | 2272489454 | \$149.10 |
| Total Cheques | | \$436.80 |

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, JANUARY 18, 2021 COMMENCING AT 10:04 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)
Dave Grover, County of Stettler Councillor
Gord Lawlor, Town of Stettler Councillor (Vice Chairperson)
Sean Nolls, Town of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Paul McKay, Village of Donalda

Other: Linda Borg, Shift Supervisor
Andrew Brysiuk, Director of Municipal Services
Marlene Hanson, Executive Assistant

ABSENT: Art Tizzard, Village of Big Valley

Other: Yvette Cassidy, Chief Administrative Officer
Greg Switenky, Town of Stettler CAO

CALL TO ORDER

The meeting was called to order at 10:04 a.m. on Monday, January 18, 2021 by Chairperson Wayne Nixon.

AGENDA ADDITIONS AND APPROVAL

01.01.18.21 Moved by Dave Grover
"that the January 18, 2021 Stettler District Ambulance Association Meeting agenda be approved as presented." Carried Unanimously

MINUTE APPROVAL

02.01.18.21 Moved by Gord Lawlor
"that the September 14, 2020 Stettler District Ambulance Association Meeting Minutes be approved as presented." Carried Unanimously

The meeting chair was turned over to Andrew Brysiuk who identified that for the Organizational items, nominations would be completed by motions to appoint.

ORGANIZATIONAL ITEMS

Election of Chairperson:

03.01.18.21 Moved by Wayne Nixon
"to appoint Gord Lawlor as Chairperson of the Stettler District Ambulance Association." Carried Unanimously

Election of Vice Chairperson:

04.01.18.21 Moved by Gord Lawlor
"to appoint Wayne Nixon as Vice Chairperson of the Stettler District Ambulance Association." Carried Unanimously

Appointment of Chief Administrative Officer:

05.01.18.21 Moved by Dave Grover
"that Yvette Cassidy be appointed as Chief Administrative Officer for the Stettler District Ambulance Association." Carried Unanimously

Signing Authority:

06.01.18.21

Moved by Blaine Brinson

"that Stettler District Ambulance Association's Signing Authority be the Chairperson or Vice Chairperson together with SDAA Chief Administrative Officer Yvette Cassidy or Director of Municipal Services Andrew Brysiuk."

Carried Unanimously

Gord Lawlor resumed as Chairperson.

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

Responsible Designate Job Description Policy:

07.01.18.21

Moved by Sean Nolls

"that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.14 – Job Description – Responsible Designate, as presented."

Carried Unanimously

Job Description Out-Of-Scope Manager:

08.01.18.21

Moved by Blaine Brinson

"that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.15 – Job Description – Out of Scope Manager, as presented."

Carried Unanimously

Health Professions Act Mandatory Reporting:

09.01.18.21

Moved by Wayne Nixon

"that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.32 – Health Professions Act Mandatory Reporting to Alberta College of Paramedics, as presented."

Carried Unanimously

Decommission Medic 3:

Linda Borg will reach out to organizations (after contacting the Fire Department) to see if there is any interest in purchasing and if not then tender. It was noted there will be a cost involved to decommission (take off lights, etc.).

10.01.18.21

Moved by Wayne Nixon

"that the Stettler District Ambulance Association Board authorize Administration to decommission Medic 3 being a 2010 Chev G4500 Gs Legend – serial number 1GB9G5BG2A1162786, determine current value and advertise it for sale by bid."

Carried Unanimously

REPORTS

Payment Register; Bank Reconciliation; and Year to Date Budget Reports:

11.01.18.21

Moved by Sean Nolls

"that the Payments Register for the payments posted between September 1 and December 31, 2020 Report, attached and forming part of these minutes, to be approved as presented."

Carried Unanimously

12.01.18.21

Moved by Wayne Nixon

"that the Bank Reconciliation for the periods ending August 31, September 30, October 31 and November 30, 2020 Report, attached and forming part of these minutes, to be approved as presented."

Carried Unanimously

13.01.18.21 Moved by Paul McKay
“that the Year to Date Budget for the month ending November 30, 2020 Report, attached and forming part of these minutes, to be approved as presented.” Carried Unanimously

Manager's Report:

14.01.18.21 Moved by Blaine Brinson
“that the Stettler District Ambulance Association Manager's Report dated January 18, 2021 be received for information.” Carried Unanimously

Quarterly Newsletter:

15.01.18.21 Moved by Wayne Nixon
“that the Stettler District Ambulance Association's Quarterly Newsletter dated December 14, 2020 be received for information.” Carried Unanimously

CONSENT AGENDA ITEMS (None)

IN-CAMERA SESSION (None)

NEXT MEETING

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, March 15, 2021 at 10:00 a.m.

ADJOURNMENT

16.01.18.21 Moved by Dave Grover
“that the Stettler District Ambulance Association Meeting adjourn at 10:40 a.m.” Carried Unanimously

Chairperson

Administrator

BYLAW 2138-21

BEING A BYLAW OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS.

Pursuant to Section 145 of the Municipal Government Act, Statutes of AB, 1994 Chapter M-26.1, the Council of the Town of Stettler duly assembled enacts as follows:

This Bylaw may be cited as the Council Procedure Bylaw.

The Council hereby establishes the following rules and regulations for the order and conduct in which all Council meetings shall transact its business.

The appropriate sections of the Municipal Government Act also apply to the conduct of all meetings.

1. COMMITTEES

a. SPECIFIC COMMITTEES

Committee of the Whole

The purpose of the meeting is to allow Council to review, discuss and recommend changes to Town Council on programs, policies and bylaws.

The Committee of the Whole is hereby established with the following guidelines:

- (1) The Mayor (or in his absence the Deputy Mayor) will preside at the meetings.
- (2) The meetings will be held on the second Tuesday of each month starting at 4:30 p.m. and shall not run beyond 7:00 p.m.
- (3) An agenda will be prepared for all meetings.
- (4) Actions of the Committee must be by resolution and ratified at a Council Meeting.
- (5) Minutes will be kept of all proceedings.
- (6) Written reports shall be prepared for Council's consideration. Further input may also be provided by the senior managers or other advisors. A quorum must be present to hold a meeting.

Other Community Boards & Committees

- (1) Council may appoint members to other Committees or Boards of other organizations and/or may establish their own special Committees as required.
- (2) When establishing a special Committee, Council shall establish the scope and duration of the Committee's function.

It shall be the duty of the Chairman of each Committee, or in the case of his illness or absence from the Town, it shall be the duty of the CAO to summon a special meeting of any such Committees whenever requested in writing to do so by a majority of members of any such Committee.

b. APPOINTMENT AND ORGANIZATION OF COMMITTEES

All Committees shall be appointed on a motion of a member by consent of a majority of the members present at a meeting of the Council, and any member of the Council may be placed on a Committee notwithstanding the absence of any such member at the time of his being named upon such Committee. The Mayor shall be an ex-officio member of all Committees and shall have all the powers and privileges of any member of the same including the right to vote upon all questions to be dealt with by such Committee.

- (1) In any case where a member of a Committee is absent from the Town or is otherwise unable to attend meetings of the Committee of which he or she is a member, the Mayor may appoint a member of Council to such Committee to attend the meetings of the Committee concerned.
- (2) The member so appointed by the Mayor shall, during the term of such appointment, have all the powers, rights and duties as a member of the Committee concerned as if appointed by Council thereto.

c. GENERAL DUTIES OF COMMITTEES, BOARDS AND COMMISSIONS

The general duties of all Committees, Boards and Commissions shall be as follows:

- (1) To report to Council on a regular basis, or whenever desired by Council, or as often as the interests of the Town may require, on all matters connected with the duties imposed on them respectively and to recommend such action by the Council in relation thereto as may be deemed necessary.
- (2) To cause to be prepared and introduced into Council all Bylaws as may be necessary to give effect to such of their recommendations as are adopted by Council.
- (3) To consider and report on any and all matters referred to them by Council, the Mayor or CAO.

d. LIMITATION OF POWERS OF COMMITTEES, BOARDS OR COMMISSIONS

No action of any Committee, Board or Commission, unless power to take such action is expressly conferred on the Committee, Board or Commission, shall be binding on the Town unless and until the same has been reported to Council by such Committee, Board or Commission and such report has been adopted by the Council.

e. LIMITATION OF ACTION BY MEMBERS

No member of the Council shall have the power to direct or interfere with the performance of any work for the Town of Stettler and any employee shall be subject only to his Supervisor. Nothing in the foregoing shall in any way interfere or restrict the right of a Member of Council to seek minor information from any officer or employee of the Town without going through the office of the CAO, although the CAO must be kept informed of matters of this nature.

2. AGENDAS FOR COUNCIL MEETINGS

- (1) The agenda for each regular and special meeting shall be prepared by the CAO and submitted together with copies of all pertinent correspondence, statements and reports to each member of Council at least two working days prior to each regular meeting.
- (2) Any member of Council, Town Official or any other person wishing to have an item of business placed on the agenda, shall make the submissions to the CAO not later than 12:00 noon on the Thursday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- (3) No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present by a two-thirds majority vote agree to the item being placed on the agenda. The Mayor, any Councillor or the CAO shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
- (4) The CAO may delegate any duties outlined in this bylaw to a recording secretary but shall accept all responsibilities of the duties.
- (5) If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

3. GENERAL RULES OF COUNCIL

- (1) Council shall, at its organizational meeting of each year, establish the days and times of its regular meetings. If a regular meeting falls on a holiday, the meeting shall be held on the next day following, not being a holiday. Regular Council meetings shall be held the first and third Tuesdays of each month unless changed by motion of Council.
- (2) Regular meetings of Council shall commence at the hour of 6:30 p.m. and shall adjourn not later than 10:30 p.m. if in session at that hour unless members of Council present, by a two-thirds majority vote, agree to an extension of time.
- (3) As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting to order.
- (4) After the Mayor or other Presiding Officer has called the meeting to order, minutes of the preceding meeting shall be confirmed as presented via resolution of Council.
- (5) In case the Mayor or Deputy Mayor is not in attendance within fifteen minutes after the hour appointed for a meeting and a quorum is present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor. A quorum of Council shall be a majority of those members elected and serving on Council, including the Mayor.

- (6) If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the CAO shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime. Notice of adjournment should be posted on the outside door of access to the Council Chambers.
- (7) The CAO shall record in the minutes each time a member of Council excuses himself by reason of pecuniary interest.
- (8) Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer.
- (9) On any vote on a particular matter, all votes shall be recorded as in favor, against or abstained.
- (10) If a member is personally interested in the question, provided such interest is resolvable into a personal pecuniary profit, or is peculiar to that member, and not in common with the interest of the citizens at large, the member shall, in such case, report his status to Council, shall not vote, and leave the Council Chambers. In all other cases every member who is present in the Council Chambers when the question is put shall vote thereon unless the Council shall excuse him by adopting a motion formally made to that effect.
- (11) Whenever a vote on any order, resolution or question before Council or Committee cannot be taken because of loss of a quorum, the loss of quorum resulting from:
 - (a) the excusing of a member or members of Council from voting by resolution of Council, or
 - (b) the disqualification of a member or members of Council from voting.

Then the order, resolution or question shall be the first business to be proceeded with and disposed of at the next meeting of such Committee or Council, under the particular order of business. If a quorum is lost for any reason other than the aforementioned reasons in (a) and (b), the meeting is at an end.
- (12) The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution and the decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present without debate.
- (13) When the Mayor or Presiding Officer is called on to decide a point of order or practice, he or she shall state the rule of authority applicable to the case.
- (14) Every member wishing to speak to a question or motion shall address himself or herself to the Mayor or Presiding Officer.
- (15) During the review of minutes, reports, communications or other papers, and when a member or any other person is addressing the Council, silence shall be observed and no one shall be allowed to disturb the meeting.

- (16) A member called to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate; if there be no appeal the decision of the Mayor or other Presiding Officer shall be adhered to.
- (17) No member shall:
- (a) speak disrespectfully of The Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant-Governor, or persons administering the Government of Canada or of this Province;
 - (b) use offensive or profane words in or against the Council or against any member thereof;
 - (c) speak except upon the question in debate;
 - (d) reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded;
 - (e) resist the rules of the Council, or disobey the decision of the Mayor or of the Council on any question or order or practice upon the interpretation of the rules of the Council, and in case any member shall so resist or disobey, he or she may be ordered by the Council by a majority vote to leave his or her seat for that meeting, and in case of his or her refusing to do so, he or she may on order of the Mayor, Deputy Mayor or other Presiding Officer, be removed therefrom by the Police, but in case of ample apology being made by the offender, he or she may by vote of the Council without debate be permitted forthwith to take his or her seat.
- (18) Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

The Presiding Officer will give each member who wishes to speak, an opportunity to do so before putting the question.

- (19) All motions shall be recorded by the CAO and read on request. The Chairman of the meeting cannot make a motion. A motion submitted to Council does not require a seconder. A motion shall be deemed to be in possession of the Council, but may be withdrawn at any time before decision or amendment with the permission of all the members of Council present.
- (20) No motion shall be made that is substantially the same as one on which the judgment of the meeting has already been expressed during the same meeting.
- (21) Whenever the Mayor or other Presiding Officer is of the opinion that a motion offered to Council is contrary to the rules and privileges of Council, he shall apprise the members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- (22) When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
- (a) a motion to refer the main question to some other person or group for consideration;
 - (b) a motion to amend the main question;

- (c) a motion to table the main question;
 - (d) a motion to table the main question to some future time;
 - (e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- (23) Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
- (24) After any question is finally put by the Mayor or other Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.
- (25) (a) A motion to reconsider shall not be allowed unless a majority of the members of Council present agree.
- (b) No reconsideration shall be allowed on motion of adjournment.
- (c) No question shall be reconsidered more than once at any one meeting of Council.
- (26) (a) A motion to rescind an action of Council may be offered at any time subsequent to the original motion.
- (b) Any member of Council may make the motion to rescind.
- (c) A majority vote of 2/3 of the members of Council is necessary for the passage of a motion to rescind.
- (27) (a) A motion to refer cannot be amended but can be debated.
- (b) A motion to adjourn Council shall always be in order.
- (28) Whenever any matter of privilege arises, it shall be immediately taken into consideration.

4. AMENDMENTS

- (1) Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct motion.
- (2) An amendment proposing a direct negative is out of order.
- (3) All amendments shall be put in the reverse order to that in which they are moved; and every amendment shall be decided upon or withdrawn before the main question is put to a vote. Only one amendment shall be allowed on a main motion or to an amendment at one time.
- (4) There shall be no amendments to any motions for the appointment of any person to any office.

5. ORDER OF PROCEEDINGS IN THE COMMITTEE OF THE WHOLE

The rules of the Council shall be observed in Committee of the Whole, as far as may be applicable.

REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEE

The business of Council Committees shall be conducted under the following regulations and subject to the rules governing procedure in the Council.

- (a) The Chairman shall preside at every meeting.
- (b) The name of the Chairman shall appear upon all reports and recommendations made by the Committee.
- (c) In the absence of the Chairman, the alternate Council member shall preside.
- (d) The minutes of the transaction of every Committee shall be accurately entered in a book to be provided for that purpose.
- (e) When a division takes place on any question and the question may be put to a vote, the votes of the members shall be recorded.
- (f) No report or recommendation to do with any matter or thing shall be recognized as emanating from any Committee unless it is in writing, nor unless it bears the name of the Chairman or Acting Chairman and refers to the minutes of the Committee under which it is issued.
- (g) The CAO or a person designated by the Committee Chairman shall record the minutes of the Committee.
- (h) Any Council member not a member of a Committee shall have the right to attend Committee meetings with the right of debate, but not to make motions or to vote.

6. COMMUNICATIONS INTENDED FOR COUNCIL

- (1) Every written communication reaching the CAO and intended for Town Council shall be fairly written or printed on paper and shall be signed by at least one person whose address is also shown.
- (2) When a communication intended for Town Council is received by the CAO, he or she shall place it on the agenda of the next regular meeting of Council once he or she is assured that there is sufficient information contained therein to allow Council to render a decision.
- (3) If Council decides by a majority of members present that a communication sent to it deserves immediate action then the matter may be dealt with at that Council meeting.
- (4) Any type of communication received by the Council may be referred to a Committee of Council or may be referred to the CAO for report.
- (5) Notwithstanding any provision of this Bylaw, the Council will grant a full and fair hearing to persons entitled by law to make oral submissions to Council.

- (6) Council shall hear only one formal delegation at any one meeting of Council, unless the Mayor deems that a further delegation is of an emergent nature. Delegations heard within the Citizen's Forum shall not be considered a formal delegation with regard to the one delegation per meeting limit. Delegations shall be restricted to a fifteen (15) minute time limit unless Council allows otherwise. All rules of Council in this Bylaw shall apply to each and every member of the delegation.
- (7) A person wishing to make representation directly to Council shall so advise the CAO in writing not less than five days prior to the Council meeting date.
- (8) The Mayor may allow informal delegations during a defined time period of the Council meeting, to be known as the "Citizen's Forum".
- (9) Informal Citizen's Forum delegations shall be brief in nature (maximum 5 minutes in length). The Mayor may allow the delegation additional time if deemed necessary or may alternatively request the individual to appear before a future Council meeting as a formal delegation.
- (10) Informal Citizen's Forum delegations shall abide by all the rules of delegations contained within this bylaw with the following exceptions:
 - (a) Prior notice of attendance by the delegation is not necessary, but is encouraged.
 - (b) Normally all informal Citizen's Forum delegations will be restricted to 5 minutes or less.
- (11) In questioning delegations whether statutory or otherwise, members of Town Council will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to speaking to the subject matter only.
- (12) Any member of the public who, while in the Council Chambers, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the Presiding Officer, refuses to end such interruption or to leave the Council Chambers if so requested, shall be guilty of an offense and shall be subject to removal from the Council Chambers by the Police.
- (13) Council may adjourn from time to time to a fixed future date any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place but which has not been completed.
- (14) Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Robert's Rules of Order", most current edition.

7. BYLAWS

- (1) When a proposed Bylaw is read in Council, the Mayor or Presiding Officer shall certify the reading and the date of the readings on the face thereof. When a Bylaw has been read a third time and finally passed, the CAO shall keep on file correct copies thereof including amendments, if any.

- (2) A Bylaw appearing upon the Council agenda when listed as ready for first reading shall be introduced by a member moving "That Bylaw No. (quoting Bylaw No.) be read a first time". After first reading, the Bylaw may be debated, referred or tabled. If a Bylaw fails to receive first reading, then it may be struck from the agenda.
- (3) All amendments to a Bylaw made in Committee of the Whole shall be reported by the Chairman to the Council. After a report has been received, the proposed Bylaw shall be open to debate and amendment by the Council.
- (4) Every Bylaw shall have three distinct and separate readings before it is finally passed; but not more than two readings shall be had at one meeting of the Council except by the unanimous vote of the members present thereat.
- (5) Every Bylaw shall be read a third time before it is signed by the Mayor and Assistant CAO
- (6) Every Bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties.
- (7) Every Bylaw which has passed the Council shall immediately, after being sealed with the seal of the Town and signed by the Mayor and the Assistant CAO, be securely deposited by the CAO.
- (8) This Bylaw shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended:
 - (a) By a Bylaw unanimously passed at a regular or special meeting of the Council at which all the members thereof are present, or
 - (b) By a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

8. ELECTRONIC RECORDING AND BROADCASTING

- (1) In this section,

"Electronically Record" means to use electronic devices to create video or audio recordings of live proceedings.

"Broadcast" means to distribute video or audio content to a dispersed audience via any electronic communications medium, including, but not limited to, live-streaming content on a social media platform.
- (2) No person, except the Council acting as a whole, may Electronically Record or Broadcast all or any part of a meeting of Council or sub-committee meeting of Council.
- (3) Notwithstanding subsection (2), a person may Electronically Record all or part of the public portion of a meeting of Council or sub-committee meeting of Council if:
 - (a) the person first informs the Mayor or Presiding Officer of their intention to Electronically Record the meeting, and their purpose in doing so; and
 - (b) the Mayor or Presiding Officer is satisfied that the recording will be used for personal use only.

- (4) If a person Electronically Records or Broadcasts contrary to this section,
- (a) the Mayor or Presiding Officer may ask the person to stop;
 - (b) if the person refuses to stop, the Mayor or Presiding Officer may ask the person to leave;
 - (c) if the person refuses to leave, the Mayor or Presiding Officer may direct that the person be removed from the Council Chambers by a Peace Officer or Police Officer.

Bylaw 1746-96 is hereby repealed.

READ a first time this 2nd day of February, A.D. 2021.

READ a second time this 2nd day of February, A.D. 2021.

READ a third time and finally passed this 2nd day of February, A.D. 2021.

Mayor

Assistant CAO



[Log in / Sign up](#)

CASUAL LEGAL: 'Tis the Season for (Tax) Forgiveness

January 19, 2021

'Tis the Season for (Tax) Forgiveness

By Daina Young

Reynolds Mirth Richards Farmer LLP

AMSC Casual Legal Service Provider

In challenging economic times, municipal councils may receive requests from property or business owners for the cancellation, reduction, refund or deferral of taxes. A municipal council has the authority to grant this relief, under s. 347(1) of the *Municipal Government Act*, either “generally, or with respect to a particular taxable property or business or a class or taxable property or business”. A council may cancel or reduce tax arrears, cancel or refund all or part of a tax, or defer the collection of a tax; with or without conditions.

However, s. 347(1) of the *Municipal Government Act* has been interpreted narrowly and there are a number of restrictions on Council’s authority that should be kept in mind.

First, a council can only grant relief under s. 347(1) of the *Municipal Government Act* if “a council considers it equitable to do so”. Although council has a broad discretion in this regard, provided that its decision is made in good faith, it is important that the information put before council at the time of its decision contain sufficient detail to allow council to make this determination.

Second, council’s authority under s. 347(1) applies only to taxes that have already been imposed. This means that council cannot, in reliance on this provision, enter into an agreement with a property or business owner to cancel or reduce taxes for future taxation years.

Third, s. 347(1) applies only to the municipal portion of taxes, and would not extend to school taxes or other requisitions under the *Municipal Government Act*. A municipal council does not have the authority to cancel, reduce, refund or defer these taxes or requisitions.

If a municipality wishes to assist local businesses, there are other options that a municipal council can consider, provided that the program in question otherwise complies with the requirements of the

Municipal Government Act. For example, municipal grants or a tax incentive bylaw of general application for non-residential property under s. 364.2 of the *Municipal Government Act*.

To access AMSC's Casual Legal Helpline, AUMA members can call toll-free to 1-800-661-7673 or email casuallegal@amsc.ca and reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service, please contact riskcontrol@auma.ca, or call 310-AUMA (2862) to speak to AUMA's Risk Management staff. Any Regular or Associate member of the AUMA can access the Casual Legal Service.

DISCLAIMER: This article is meant to provide information only and is not intended to provide legal advice. You should seek the advice of legal counsel to address your specific set of circumstances. Although every effort has been made to provide current and accurate information, changes to the law may cause the information in this article to be outdated.

[Back to news](#)