

# Town of Stettler

**COUNCIL MEETING**

**JULY 20, 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, JULY 20<sup>th</sup>, 2021  
6:30 P.M.  
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
  - (a) Minutes of the Regular Council Meeting of July 6<sup>th</sup>, 2021 5-13
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
  - (a) Tax Public Auction Date – November 23, 2021 – 1:00 p.m. 14-15
  - (b) Tax Public Auction Date for Designated Manufactured Homes – November 23, 2021 – 1:00 p.m. 16-17
  - (c) 2021 Capital Budget Summary – June 30, 2021 18-20
  - (d) 2021 Budget Summary – June 30, 2021 21-22
  - (e) CAO Reports 23-26
  - (f) Meeting Dates
    - Tuesday, August 3 – Council – 6:30pm
    - Tuesday, August 17 – Council – 6:30pm
    - Tuesday, September 7 – Council – 6:30pm
    - Tuesday, September 14 – COW – 4:30pm
    - Tuesday, September 21 – Council – 6:30pm
    - Tuesday, October 5 – Council – 6:30pm
    - Tuesday, October 12 – COW – 4:30pm
    - **Monday, October 18 – 2021 Municipal Election**
    - **Tuesday, October 19 – Council – CANCELLED**
    - **Tuesday, October 26 – Council Swearing-In Ceremony – 2:00pm**
    - **Tuesday, October 26 – Organizational Meeting – 6:30pm**
    - **Tuesday, October 26 – Council – Following Organizational Meeting**
    - Tuesday, November 2 – Council – 6:30pm
    - Tuesday, November 9 – COW – 4:30pm
    - **Friday, November 5 – Council Orientation – 9:00am–4:00pm – SRC (HUB)**
    - Tuesday, November 16 – Council – Reschedule to November 23, 2021??
    - **Wednesday, November 17<sup>th</sup>- Friday, November 19<sup>th</sup> – 2021 AUMA Convention**
    - **Tuesday, November 23 – Council – 6:30pm**

**COUNCIL AGENDA**  
**JULY 20<sup>th</sup>, 2021**  
**PAGE 2**

- Tuesday, December 7 – Council – 6:30pm
- Tuesday, December 14 – COW – 6:30pm
- Tuesday, December 21 – Council – 6:30pm

(g)	Accounts Payable in the amount of \$495,947.98 (\$110,766.67 + \$204,773.40 + \$36,763.96 + \$10,663.47 + \$132,980.48)	27-34
7.	<b><u>Council</u></b>	
	(a) Meeting Reports	
8.	<b><u>Minutes</u></b>	
9.	<b><u>Public Hearing</u></b>	
10.	<b><u>Bylaws</u></b>	
11.	<b><u>Correspondence</u></b>	
	(a) AUMA – 2021 AUMA Convention: Meeting with Minister of Municipal Affairs	35
	(b) Alberta Chambers of Commerce – Canada Shop Local Project	36-47
12.	<b><u>Items Added</u></b>	
13.	<b><u>In-Camera Session</u></b>	
14.	<b><u>Adjournment</u></b>	

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JULY 6<sup>th</sup>, 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 Operations M. Robbins

Media (3)

**Absent:**

**Call to Order:**

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

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

**Motion 21:07:01**

Moved by Councillor Lawlor to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held June 15<sup>th</sup>, 2021

Councillor Smith advised that his and Councillor Barros' Councillor Reports for the Community Garden should be corrected to the 'Community Orchard.'

**Motion 21:07:02**

Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on June 15<sup>th</sup>, 2021 be approved as amended.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the June 15<sup>th</sup>, 2021 Minutes

None

4. **Citizen's Forum:** (a) None

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

6. **Administration:**

- (a) Request for Decision – Subdivision 2021-03

CAO Switenky advised that the applicant has requested the subdivision to accommodate phase 1 (154 units) of the development of a 432 unit seniors residential development "Wellings of Stettler" that will include multi-unit row housing developed in 3 phases with phase one consisting of a Group Use Facility (clubhouse) and 154 dwelling units. The subdivision will not create individual lots for each unit but rather blocks that are separated by registered road right of ways. The model for Wellings developments is the Seniors Rental Market; these units will not be individually for sale but rather for rent and therefore there is not a requirement for individual land titles with each unit.

**Motion 21:07:03**

Moved by Councillor Smith that the Town of Stettler Council approve the application for subdivision as shown on the Tentative Plan considering:

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

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

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1)(d) of the Municipal Government Act.
3. The owner/applicant shall enter into and comply with the terms and conditions of, a development agreement with and to the satisfaction of the Town of Stettler, in accordance with Section 655 of the Municipal Government Act, as amended, with regard to all municipal improvements such as water supply, sewage disposal, storm water management, on/off site roads including pedestrian systems, streetlights and other utilities as may be required.
4. Easements for servicing and drainage shall be obtained by the Town of Stettler upon subdivision.
5. The Applicant shall prepare and submit to the Town for approval, at no cost to the Town, engineering design drawings that are required for the construction of municipal improvements.
6. The issuance of a Construction Completion Certificate for the municipal improvements to the Town's satisfaction, pursuant to the subdivision development agreement.

MOTION CARRIED  
Unanimous

(b) 2021 Capital Budget – Type 4 Highway 12 Intersection (South Side Only) – Tender Award

Mayor Nolls welcomed Director of Operations M. Robbins to the meeting.

M. Robbins advised that the 2021 Capital Budget approved project to build the south half of a Type IV Intersection on Highway 12 at 80<sup>th</sup> Street for \$600,000. This project was previously tendered with a design speed of 50 km/hr. As presented at the June 15<sup>th</sup> Town Council meeting, the project was approved by Alberta Transportation at a 70 km/hr design, requiring a large scope change, and therefore all tenders were rejected. The project was redesigned and tendered again, closing June 30<sup>th</sup>.



**Tender Summary:**

The following tenders were received:

Watson’s Welding	\$612,139.71
Wally’s Backhoe Services	\$690,686.75
In-Line Contracting Partnership	\$713,288.00
Ruby Rock Asphalt Works Ltd.	\$837,858.66
Central City Asphalt Ltd.	\$851,789.34

**Tender Evaluation:**

This project is large in scope and requires a very capable contractor with strong project management and past project experience. Due to these factors, all tenders were evaluated on the following criteria.

<b>Tendered Price</b> – the lowest priced tender receives full points, with all other tenders proportionally discounted at a calculated rate based on the tender spread amount.	/50
<b>Project Experience</b> – to be awarded full points contractors must have references for three similar sized projects and have either completed one successful project for the Town or have proficiency with highway intersection improvements.	/40
<b>Supervisory Personnel</b> – to be awarded full points, a strong supervisory team must be available for the project, including identifying key personnel roles and their experience.	/10
<b>Total Score</b>	/100

The engineer has evaluated the tenderers as follows:

Wally’s Backhoe Services Ltd.	88.4/100
In-Line Contracting Partnership	75.1/100
Central City Asphalt	74.8/100
Ruby Rock Asphalt Works Ltd.	73.2/100
Watson’s Welding	69.9/100

This location is a primary highway and is highly visible and public in nature. Based on the tender evaluations, administration is recommending Wally’s Backhoe Services Ltd.

**Budget Evaluation:**

Tendered Price	\$690,686.75
Contingency 10%	\$69,000.00
Engineering	\$82,925.00
<b>Total:</b>	<b>\$842,611.75</b>

**Motion 21:07:04**

Moved by Councillor Fischer that the Town of Stettler Council award the 2021 – Highway 12 West Intersection tender to Wally’s Backhoe Services Ltd. in the amount of \$690,686.75, excluding gst, approves a contingency amount of \$69,000, utilizes Tagish Engineering for engineering services up to \$82,925.00 for a total budget expenditure of \$842,611.75 funded through the 2021 Capital Budget.

MOTION CARRIED  
 Unanimous

(c) 2021 Capital Budget – Trackless Tender Award

M. Robbins advised that there is an approved 2021 Capital



Budget of \$160,000 to purchase a new Municipal Sidewalk Tractor.

The RFP was posted on Alberta Purchasing Connection and the following submissions were received for a base model municipal sidewalk tractor. Various attachments were priced separately and a line item for the trade in value of the existing 2008 Trackless municipal sidewalk tractor was included in the proposals.

Supplier	Brand	Base model Price:	Trade in Value:	Unit Cost
Superior Truck Equipment Inc.	Willie	\$130,790.00	\$17,500	\$113,290.00
CubeX Equipment Ltd.	MacLean	\$125,647.00	\$8,000	\$117,647.00
FST Canada Inc.	Trackless	\$142,935.00	\$12,500	\$130,435.00
Westvac Industrial Ltd.	Holder	\$174,013.00	declined	\$174,013.00

Demo models were provided by the lowest three bidders. Westvac was not included because of the cost of the base model. Staff evaluations of all machines were completed, and the Willie was the preferred model because of pricing, serviceability, ride functions and overall operations. Reference checks from other municipalities who own the Willie municipal tractor were all positive. The following attachments are recommended for purchase at this time:

Base model	\$130,790
Rotary angle broom	\$15,065
Rear sand spreader	\$7,545
5 position blade	\$10,845
Small boom mounted water tank	\$1,975
Water tank adaptor for PW ex. water tank	\$500
3 year extended warranty/3000 hours	\$3,300
<b>Purchase price</b>	<b>\$170,020</b>
<b>Trade in Value</b>	<b>\$17,500</b>
<b>Total Expenditure</b>	<b>\$152,520</b>

**Motion 21:07:05**

Moved by Councillor Pfeiffer that the Town of Stettler Council award the proposal to Superior Trucks Equipment Inc. for the purchase of a 2021 Willie Municipal Sidewalk Tractor with all specified attachments and 3 year extended warranty for \$170,020, and trade in the existing 2008 Trackless for \$17,500, for a total budget expenditure of \$152,520.00, excluding gst funded through the 2021 Capital Budget.

MOTION CARRIED  
 Unanimous

(d) 2021 Capital Budget – Tandem Tender Award

M. Robbins advised that there is an approved 2021 Capital Budget of \$200,000 to purchase a new Tandem. Because of the known delivery delays with obtaining a new 2021 tandem, optional proposals were accepted for in stock tandems.

The RFP was posted on Alberta Purchasing Connection. Industrial Machine Inc., Viking Cives Ltd., Glover International Trucks Ltd., and New West Freightliner all submitted multiple proposals ranging from 2019-2021 models with varying pricing of \$155,000 - \$237,500.

The delivery dates of 2021 models from all dealerships the second quarter of 2022. Based on that and the current state of the existing 2009 tandem, administration is recommending the purchase of a new 2020 tandem, with Renn gravel box with sander connection capability from Glover International Trucks Ltd. The truck was view in Red



Deer and meets all our required specifications and has a one month delivery. The truck price is \$186,096.25 excluding gst.

The engine and injectors and major components have a 3 year standard warranty . Glover International offers and extended 5 year engine and major component warranty for \$9,539.00. This will extend the warranty on the tandem to 8 years. All warranties commence upon delivery of unit to Stettler as identified in the bill of sale.

Administration will explore options for disposal of the existing 2009 tandem either through posting for sale/consignment or selling in the Town's surplus equipment sale. Estimated value of the 2009 tandem is \$25,000.

**Motion 21:07:06**

Moved by Councillor Campbell that the Town of Stettler Council award the Tandem RFP to Glover International Trucks Ltd. for the purchase of a 2020 International HX615 chassis with Renn gravel box and attachments in the amount of \$186,096.25, excluding gst and purchase the additional 5 year warranty for \$9,539 funded through the 2021 Capital Budget.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked M. Robbins for her thorough presentations.

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

(e) Clearview Public Schools – School Resource Officer Agreement

CAO Switenky advised that Clearview Public Schools has presented a draft agreement for the position of School Resource Officer in William E. Hay Secondary School. The agreement proposes financial assistance and committee involvement from the Town of Stettler in collaboration with the County of Stettler and Clearview Public Schools.

Town Council reviewed the draft agreement. Discussion Ensued regarding staffing levels and the funding agreement of three equal shares between the partners.

**Motion 21:07:07**

Moved by Councillor Lawlor that the Town of Stettler Council authorize the signing of the School Resource Officer Agreement with Clearview Public Schools and the County of Stettler No. 6.

MOTION CARRIED  
6 in Favour, 1 Opposed

(f) 2021 Capital Budget Addition – Columbarium

CAO Switenky advised that the last columbarium was ordered from Sunset Memorial and Stone in 2019 as part of the 2019 Capital Budget. Due to COVID-19, delivery was not until 2021. As such a limited number of spots are available in the columbarium at the cemetery, and a new columbarium has been ordered. Delivery is expected to be 6 months to 1 year. The next columbarium was not expected to be ordered until the 2023 Capital Budget.

**Motion 21:07:08**

Moved by Councillor Fischer that the Town of Stettler Council approve the addition of the columbarium to the

2021 Capital Budget and accept the quote from Sunset Memorial and Stone in the amount of \$18,666 with funding to come from the 2021 Capital Budget.

MOTION CARRIED  
Unanimous

(g) 2021 Reserve Allocations – Succession Planning – Vacation Accrual Reserves

CAO Switenky advised that the Restricted Reserves Balance in the 2020 Financial Statement is \$8,547,083; the balance does not change, there is just some reallocating of reserve amounts.

- o 2021 General Reserve Balance - \$1,314,997 - December 31, 2021
  - 2020 General Reserve Ending Balance - \$2,147,258 - December 31, 2020
  - (new) Succession Planning Reserve – (\$300,000)
  - (new) Vacation Accrual Reserve – (\$163,058)
  - 2021 Capital Budget – (\$369,223)

**Motion 21:07:09**

Moved by Councillor Barros that the Town of Stettler Council approve the following restricted reserve allocations from the General Reserve:

- (new) Succession Planning Reserve - \$300,000
- (new) Vacation Accrual Reserve - \$163,058
- General Reserve – (\$463,058)

AND

That the Town of Stettler approve the computer financial software training required by the new IT Coordinator in the amount of \$7,200 with funding to come from the Succession Planning Reserve in the 2021 Operating Budget.

MOTION CARRIED  
Unanimous

(h) Steel Wheel Stampede Pancake Breakfast

CAO Switenky advised that following Alberta's transition into the third and final stage of the COVID-19 reopening plan, the Steel Wheel Stampede has advised that this year's festivities will proceed. These festivities include the Town & County Pancake Breakfast, which will take place on Saturday, July 17<sup>th</sup>. The County of Stettler is responsible for organizing this year's event and has requested participation from both Councils to ensure that service proceeds efficiently.

**Volunteer Timeline:**

**Prep & Setup: 6:30 a.m. – 8:30 a.m.**

**Service: 8:30 a.m. – 10:00 a.m.**

(i) 2021 Municipal Election Council Meeting Rescheduling – October 19<sup>th</sup>, 2021 to October 26<sup>th</sup>, 2021

CAO Switenky advised that in order to accommodate the Swearing-In Ceremony following the 2021 Municipal Election, Administration is proposing that the October 19<sup>th</sup>, 2021 Council Meeting be moved to October 26<sup>th</sup>, 2021.

**Motion 21:07:10**

Moved by Councillor Pfeiffer that the Town of Stettler Council move the October 19<sup>th</sup>, 2021 Council Meeting to October 26<sup>th</sup>, 2021.

MOTION CARRIED  
Unanimous

(j) Meeting Dates

- Tuesday, July 20 – Council – 6:30pm
- Tuesday, August 3 – Council – 6:30pm
- Tuesday, August 17 – Council – 6:30pm
- Tuesday, September 7 – Council – 6:30pm
- Tuesday, September 14 – COW – 4:30pm
- Tuesday, September 21 – Council – 6:30pm
- Tuesday, October 5 – Council – 6:30pm
- Tuesday, October 12 – COW – 4:30pm
- **Tuesday, October 26 – Council Swearing-In Ceremony – 2:00pm**
- **Tuesday, October 26 – Organizational Meeting – 6:30pm**
- **Tuesday, October 26 – Council – Following Organizational Meeting**
- **Friday, November 5 – Council Orientation – 9:00am-4:00pm – SRC (HUB)**

(k) Accounts Payable in the amount of \$641,052.26

**Motion 21:07:11**

Moved by Councillor Fischer that the Accounts Payable in the amount of \$641,052.26 (\$57,378.16 + \$38,719.79 + \$33,221.55 + \$451,732.76 + \$60,000) for the period ending July 6<sup>th</sup>, 2021 for having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

June 16 – Talk of the Town  
June 16 – Stettler Board of Trade Director Hiring Committee  
June 16 – Economic Development Committee Meeting  
June 18 – Stettler Waste Management Authority Meeting  
June 18 – Signed Cheques at the Town Office  
June 22 – Economic Resiliency and Recovery Meeting  
June 23 – Talk of the Town  
June 23 – Emergency Room Grand Opening  
June 23 – Alberta Prime Time Interview  
June 23 – Signed Cheques at the Town Office  
July 2 – Signed Cheques at the Town Office  
July 6 – Courtesy Call with Consul General of Japan

(b) Councillor Barros

June 23 – Emergency Room Grand Opening  
June 25 – Graduation Drive-By Parade

(c) Councillor Campbell

June 23 – Signed Memorandum of Agreement  
June 25 – Graduation Drive-By Parade

(d) Councillor Fischer

June 18 – Stettler Waste Management Authority Meeting

July 2 – Stettler Community Builders Meeting

(e) Councillor Lawlor

June 16 – Economic Development Committee  
June 16 – Stettler Library Board Meeting  
June 17 – Parkland Regional Library Board Meeting  
June 21 – Stettler & District Ambulance Association Meeting  
June 23 – Signed Memorandum of Agreement  
June 25 – Graduation Drive-By Parade  
July 6 – Courtesy Call with Consul General of Japan

(f) Councillor Pfeiffer

June 16 – Economic Development Committee Meeting  
June 16 – Stettler Board of Trade Director Hiring Committee  
June 21 – Stettler FCSS Meeting  
June 25 – Graduation Drive-By Parade

(g) Councillor Smith

June 21 – Stettler FCSS Meeting  
June 21 – Stettler Museum Meeting  
July 5 – Stettler Museum Bylaw Meeting

**Motion 21:07:12**

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

MOTION CARRIED  
Unanimous

8. **Minutes:**

(a) None

9. **Public Hearing:**

(b) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) AUMA – Casual Legal: A Slippery Slope – Alberta Court Dismisses Slip & Fall Claim Against Municipality

(b) Seniors' Week Thank You Cards

(c) Town of Ponoka – Request to Municipalities for Letters of Support

(d) Letters of Support for the RCMP:

- Town of Turner Valley
- City of Fort Saskatchewan
- Cypress County
- County of Forty Mile No. 8
- Village of Holden
- Lac La Biche County
- Town of Beaverlodge
- Village of Rockyford
- Town of Thorsby
- Town of Viking
- Village of Standard
- Town of Fairview

**Motion 21:07:13**

Moved by Councillor Lawlor that Town Council accept the Correspondence items (a-d) for information.

MOTION CARRIED  
Unanimous

- 12. **Items Added:** (a) None
- 13. **In-Camera Session:** (a) None
- 14. **Adjournment:**

**Motion 21:07:14**

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

MOTION CARRIED  
Unanimous at 8:01 p.m.

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Mayor

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Assistant CAO

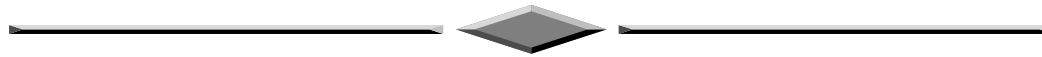
# MEMORANDUM

**To:** Steven Gerlitz

**From:** Rachel Morbeck

**Date:** June 24, 2021

**Re:** Tax Public Auction Date



The following shows the timeline that has to be followed in order for the Town of Stettler to hold the Tax Public Auction for the remaining properties in the tax recovery process:

Date	Action
Jun. 26/20	Prepared Tax Arrears List and sent notification to owners
Jul. 20/21	Council to set Reserve Bid and sale conditions
Sept. 8/21	Send ad to Alberta Gazette (send in 10 working days before ad)
Sept. 30/21	Advertise Public Auction in the Alberta Gazette
Oct. 12/21	Send copy of ad to registered property owners and all parties having an interest in the property
Nov. 10/21	Advertise Public Auction in the Stettler Independent
Nov. 23/21	Public Auction at the Town Office at 1:00 p.m.

- Section 418 of the MGA states that the Public Auction must be held between April 1, 2021 and March 31, 2022.
- Under Section 419 of the MGA Council must set a reserve bid that is as close as reasonably possible to the market value of the parcel and any conditions that apply to the sale.
- The tax recovery process can be stopped by payment of all tax arrears prior to the sale.
- The Town may apply for ownership of the property if it is not sold at the public auction.
- After the Town takes title to the property the property owner can regain title to the property if all taxes are paid before the Town sells the property.
- The following property will go to the Public Auction on November 23, 2021 unless taxes are paid prior to the sale:

Lot/Block/Plan	Civic Address	Land	Improvements	Total
5&6-12-1177HW	5809 – 50A Avenue	88,960	171,960	260,920
W 49' A-20-1177HW	5822 – 50 Avenue	68,330	106,160	174,490
8-4-7621520	5908 Spruce Park Cresc	63,980	48,570	112,550
1-20-0729463	4002 – 68 Street	67,360	213,110	280,470

**Recommendation:**

That the Town of Stettler Council set the 2021 Tax Public Auction date as November 23, 2021 and approve using the 2021 assessment values as the reserve bids for all 2021 tax sale properties and that the terms for the sale be cash or certified cheque.

Town/tax/taxrecovery/timelinememo.doc



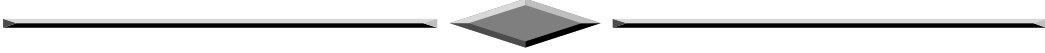
# MEMORANDUM

**To:** Steven Gerlitz

**From:** Rachel Morbeck

**Date:** June 24, 2021

**Re:** Tax Public Auction Date for Designated Manufactured Homes



The following shows the timeline that has to be followed in order for the Town of Stettler to hold the Tax Public Auction for the manufactured home in the tax recovery process:

<b>Date</b>	<b>Action</b>
Jun. 29/20	Prepared Tax Arrears List
Jul. 20/21	Council to set Reserve Bid and sale conditions
Oct. 12/21	Send copy of ad to registered property owners, owner of M/H Park and all parties having an interest in the property
Nov. 10/21	Advertise Public Auction in the Stettler Independent
Nov. 23/21	Public Auction at the Town Office at 1:00 p.m.

- Section 436.09 of the MGA states that the Public Auction must be held between April 1, 2021 and March 31, 2022.
- Under Section 436.1 of the MGA Council must set a reserve bid that is as close as reasonably possible to the market value of the designated manufactured home and any conditions that apply to the sale.
- The tax recovery process can be stopped by payment of all tax arrears prior to the sale.
- The Town may apply for ownership of the designated manufactured home if it is not sold at the public auction.
- After the Town takes title to the designated manufactured home the property owner can regain title to the designated manufactured home if all taxes are paid before the Town sells the property.

- The following designated manufactured homes will go to the Public Auction on November 23, 2021 unless the taxes are paid prior to the sale:

<b>Civic Address</b>	<b>Land</b>	<b>Improvements</b>	<b>Total</b>
#40 – 6017 – 52 Avenue	0	15,820	15,820
#43 – 6017 – 52 Avenue	0	26,030	26,030
#50 – 6017 – 52 Avenue	0	24,460	24,460

**Recommendation**

That the Town of Stettler Council set the 2021 Tax Public Auction date as November 23, 2021 and approve using the 2021 assessment values as the reserve bids for all designated manufactured home Tax Public Auction properties and that the terms of sale be cash or certified cheque.

Town/tax/taxrecovery/mhtimelinememo

Town of Stettler  
2021 Capital Budget Summary 30-Jun-21

G/L	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 June 30, 2021	Utility (Water) Avail for Capital 2021 Interim Operating Budget (Rates) \$69,333	Utility (other) Avail for Capital 2021 Interim Operating Budget (Rates) \$355,708	Available for Capital 2021 Interim Operating Budget (taxes) \$318,422	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2021 Operating Budget	Debenture / Local Improvement	Grants - MSI (\$1,245,630 + \$52,448 = \$1,298,078)	Grants - FGT (\$340,465)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total				
<b>Operating Capital Projects included in 2021 Interim Operating Budget - 1-32-99-91-00-920 / 2-32-99-91-00-764 - Transfer to/from operating reserve</b>																					
Op-tran	2-32-09-00-03-244	Pathway rehab (2017 council direction)	\$50,000.00	\$50,000							\$50,000.00						\$50,000.00				
Op-tran	2-32-09-00-00-244	Sidewalk replacement program (yearly)	\$75,000.00	\$75,000							\$75,000.00						\$75,000.00				
<b>2021 Capital Budget - Operational Projects (non TCA)</b>																					
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000.00	\$55,000	\$47,607.76	\$7,392.24		\$55,000.00									\$55,000.00				
Op-fire	2-32-99-92-00-762	2001 Fire engine replace-2026-\$1M	\$100,000.00	\$100,000			\$100,000.00										\$100,000.00				
Op-tran	2-32-21-00-03-536	Pavement patching	\$150,000.00	\$150,000			\$150,000.00										\$150,000.00				
Op-storm	2-77-05-00-02-239	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				
Op-tran	2-32-21-00-05-536	Concrete crushing	\$150,000.00	\$150,000			\$150,000.00										\$150,000.00				
Op-culture	2-74-99-91-00-764	Culture reserve account	\$15,000.00	\$15,000			\$15,000.00										\$15,000.00				
<b>2021 Capital Budget - Operational Projects (non TCA)</b>			\$645,000.00	\$645,000.00		\$7,392.24	\$0.00	\$415,000.00	\$101,253.07	\$0.00	\$3,746.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$645,000.00				
<b>2021 Capital Budget - Capital Projects (TCA)</b>																					
RCMP	6-21-00-30-00-630	Storage container (detachment)	\$10,000.00	\$10,000						\$10,000.00		RCMP					\$10,000.00				
ADM	6-12-03-00-30-630	Computer replacement program (SRC)	\$4,000.00	\$4,000	\$3,449.80	\$550.20	\$4,000.00										\$4,000.00				
ADM	6-12-02-30-01-630	2021 Municipal Election - Council notebooks	\$17,500.00	\$17,500			\$17,500.00										\$17,500.00				
2020 MSP	6-32-21-10-19-610	<b>MSP - 44Ave Phase 2 - Hwy 56 to Hwy 12</b>	<b>\$611,241.00</b>	\$611,241.00	\$606,316.57	\$4,924.43											\$611,241.00				
2020 MSP	6-32-21-10-23-610	<b>MSP - Type 4 Intersection (Hwy 12 at 80st-south side only)</b>	<b>\$842,611.75</b>	\$600,000.00	\$797,382.69	\$45,229.06				\$633,726.94		Alberta Operating Support Transfer (\$391,115.19 - MOST received - \$607,693) / Land Development - \$242,611.75	\$112,617.06				\$842,611.75				
FIRE	6-23-00-00-30-630	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	6-23-00-00-33-630	38' 3 Storey drill tower - firefighter training	\$165,000.00	\$165,000				\$82,500.00								\$82,500.00	County				
FIRE	6-23-00-30-02-630	Enclosed cargo trailer - 8x24 tandem axle	\$50,000.00	\$50,000			\$25,000.00									\$25,000.00	County				
Op	6-32-09-60-01-660	Pathway program (new construction)	\$100,000.00	\$100,000	\$92,348.01	\$7,651.99		\$100,000.00									\$100,000.00				
Op	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services)	<b>\$830,077.00</b>	\$850,000	\$619,934.75	\$210,142.25				\$102,670.00		Alberta Operating Support Transfer (MOST - \$607,693)	\$370,287.00	\$357,120.00			\$830,077.00				
Water	6-41-11-10-12-610 (CAP13555)	Watermain replacement east of 44th street between 49-50ave	<b>\$239,863.86</b>	\$280,000	\$223,274.17	\$16,589.69							\$239,863.86				\$239,863.86				
Water	6-41-11-30-02-630	Water meter data collection upgrade	\$35,000.00	\$35,000	\$30,562.50	\$4,437.50	\$35,000.00										\$35,000.00				
Sanitary	6-42-00-00-12-610 (CAP13557)	Lift station upgrades	\$300,000.00	\$300,000									\$300,000.00				\$300,000.00				
Equip	6-31-11-00-30-630 (CAP13559)	Tandem	<b>\$195,635.25</b>	\$200,000									\$195,635.25				\$195,635.25				
Equip	6-31-11-30-12-630 (CAP13558)	Trackless	<b>\$152,500.00</b>	\$160,000									\$152,500.00				\$152,500.00				
WTP	6-41-04-10-00-610	Pig vault rehab	\$175,000.00	\$175,000			\$175,000.00										\$175,000.00				
WTP	6-41-01-20-16-620	Membranes replacement	\$50,000.00	\$50,000			\$50,000.00										\$50,000.00				
WTP	6-41-01-00-21-610	Low lift valve automatic actuators	\$100,000.00	\$100,000	\$75,844.88	\$24,155.12			\$100,000.00		Capital Reserve						\$100,000.00				
Parks	6-77-02-30-03-630	Turf aerator	\$5,000.00	\$11,000	\$0.00	\$5,000.00	\$5,000.00										\$5,000.00				
Parks	6-77-02-30-06-630	Ball diamond backstop fence	\$5,000.00	\$5,000			\$5,000.00										\$5,000.00				
Cemetery	6-56-00-60-01-660	2021 Capital Budget Addition - Columbarium	\$18,666.00	\$18,666			\$18,666.00										\$18,666.00				
<b>2021 Capital Budget - Capital Projects (TCA)</b>			\$4,087,544.86	\$3,922,857.00		\$318,680.24	\$225,000.00	\$151,650.00	\$201,166.00	\$0.00	\$966,696.94	\$0.00	\$0.00	\$0.00	\$887,999.11	\$482,904.06	\$357,120.00	\$815,008.75	\$0.00	\$4,087,544.86	
<b>2021 Total Capital Budget</b>			\$4,732,544.86	\$4,567,857.00		\$326,072.48	\$225,000.00	\$566,650.00	\$302,419.07	\$0.00	\$970,443.87	\$0.00	\$125,000.00	\$0.00	\$887,999.11	\$482,904.06	\$357,120.00	\$815,008.75	\$0.00	\$4,732,544.86	
Council Motion - 21:02:04 - Feb 2, 2021			\$4,549,191.00	7%			\$743,463.00	\$1,094,069.07					\$410,078.89	-\$142,439.06	\$0.00					\$4,732,544.86	
2021 Addition - July 6, 2021 (Columbarium)			\$18,666.00					-\$350,606.07													-\$164,688
Total 2021 Capital Budget			\$4,567,857.00																		
Difference (Actual vs Council Budget)			\$164,688																		

		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 June 30, 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	Debtenture / Local Improve	Grants - MSI (\$1,245,630 + \$52,448 = \$1,298,078)	Grants - FGT (\$340,465)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total			
<b>2020 Carry Forward - Operational Projects (non TCA)</b>																				
Storm	6-42-00-00-15-610 CA	Cattail removal Red Willow Creek - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$25,000	\$25,000.00	\$25,000.00										\$25,000.00				\$25,000.00		
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	\$11,750.71	\$1,249.29	\$13,000.00											\$13,000.00		
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		
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		
Planning	6-64-01-00-00-630	Planning (Economic Development) - Market Analysis	\$44,000.00	\$44,000.00	\$20,237.00	\$23,763.00				\$36,000.00	Planning Reserve					\$8,000.00	realtor grant	\$44,000.00		
WTP	6-41-01-20-24-620	WTP - Primary Coagulant	\$498.52		\$0.00	\$498.52	\$498.52											\$498.52		
Lagoon	6-42-01-10-12-610	Lagoon - Legal	\$255.00		\$0.00	\$1,900.15						\$255.00						\$255.00		
Pool	2-73-13-03-04-252	SRC - Projects	-\$1,000.00		\$0.00	-\$1,000.00						-\$1,000.00						-\$1,000.00		
<b>2020 Carry Forward - Operational Projects (non TCA)</b>			<b>\$134,394.14</b>	<b>\$134,640.62</b>		<b>\$26,410.96</b>	<b>\$13,498.52</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$38,640.62</b>	<b>\$0.00</b>	<b>-\$745.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$134,394.14</b>
<b>2020 Carry Forward - Capital Projects (TCA)</b>																				
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						\$10,000.00	Pathway							\$10,000.00		
Op	6-32-21-00-13-610 (CAP 12485)	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									\$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	\$43,965.19	\$750.00	\$44,715.19											\$44,715.19		
Water	6-41-11-10-24-610 (CAP 13491)	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									\$29,420.18					\$29,420.18		
Water	6-41-11-10-06-610 (CAP 13490)	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	\$206,355.46	\$201,704.18							\$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			\$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	\$287,527.17	\$11,715.33							\$259,242.50	\$40,000.00				\$299,242.50		
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			\$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			\$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			\$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			\$50,000.00											\$50,000.00		
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			\$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	\$214,000.00	\$9,000.00			\$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	\$21,016.00	\$32,000.00	\$0.00	\$21,016.00				\$21,016.00	common services							\$21,016.00		

SRC - Are 6-73-11-20-05-620	Tube Heaters - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$62,500	\$19,574.00	\$62,500.00	\$0.00	\$19,574.00	\$19,574.00												\$19,574.00	
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	
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										\$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	\$30,290.01	\$2,215.00	\$32,505.01												\$32,505.01	
Cem 6-56-00-60-01-660	Cemetery Columbarium - Alan - January 6, 2020 - carry forward balance - \$20,000 - \$1800 = \$18,200 - Brad - January 11, 2021 - Carry forward balance - \$18,200	\$17,674.64	\$18,200.00	\$525.36	\$17,674.64	\$17,674.64												\$17,674.64	
<b>2020 Carry Forward - Capital Projects (TCA)</b>		<b>\$1,917,433.31</b>	<b>\$1,971,868.67</b>		<b>\$283,649.15</b>	<b>\$190,000.00</b>	<b>\$149,631.17</b>	<b>\$39,224.64</b>	<b>\$369,223.39</b>	<b>\$71,016.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$736,196.06</b>	<b>\$259,242.50</b>	<b>\$40,000.00</b>	<b>\$62,899.55</b>	<b>\$0.00</b>	<b>\$1,917,433.31</b>
<b>2020 Total Carry Forwards</b>		<b>\$2,051,827.45</b>	<b>\$2,106,509.29</b>		<b>\$636,132.59</b>	<b>\$203,498.52</b>	<b>\$149,631.17</b>	<b>\$89,224.64</b>	<b>\$369,223.39</b>	<b>\$109,656.62</b>		<b>-\$745.00</b>	<b>\$0.00</b>	<b>\$736,196.06</b>	<b>\$284,242.50</b>	<b>\$40,000.00</b>	<b>\$70,899.55</b>	<b>\$0.00</b>	<b>\$2,051,827.45</b>
<b>2021 Total Capital Budget (including Carry Forwards)</b>		<b>\$6,784,372.31</b>	<b>\$6,674,366.29</b>			<b>\$428,498.52</b>	<b>\$716,281.17</b>	<b>\$391,643.71</b>	<b>\$369,223.39</b>	<b>\$1,080,100.49</b>		<b>\$124,255.00</b>	<b>\$0.00</b>	<b>\$1,624,195.17</b>	<b>\$767,146.56</b>	<b>\$397,120.00</b>	<b>\$885,908.30</b>		<b>0.00</b>
<b>2021 Total Capital Budget Difference From Budget to Actual</b>			<b>\$110,006.02</b>			<b>Water \$428,000.00</b>	<b>\$1,536,423.40</b>			<b>\$1,449,323.88</b>		<b>Total Grants Available</b>	<b>\$2,063,094.73</b>	<b>\$892,578.50</b>	<b>\$493,009.11</b>				
								<b>Total Reserves</b>		<b>\$2,985,747.28</b>		<b>Balance - December 31, 2021</b>	<b>\$438,899.56</b>	<b>\$125,431.94</b>	<b>\$95,889.11</b>				

## 2021 Budget Summary

30-Jun-21 After Tax Budget

Revenue	2021 Budget	Actual - June 30, 2021	Variance	%	Notes
Administration	\$280,020	\$126,152.11	\$153,867.89	45.05%	
Inter Department Transfer - \$250,000					
Police	\$495,308	\$20,396.13	\$474,911.87	4.12%	MSI Operating - \$53,391
Traffic Fines (Budget - \$60,000 / Actual - \$14,564 = 24%)					
Provincial Grant - \$347,000 / Community SRO - \$28,917 (Sept-Dec)					
Fire	\$549,247	\$66,277.99	\$482,969.01	12.07%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$109,950	\$109,010.00	\$940.00	99.15%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$88,400 (102%) / Animal License - Budget \$21,700 - Actual \$20,460					
Roads, Streets, Walks, Lights	\$543,800	\$68,379.23	\$475,420.77	12.57%	
Roads Frontage - Pavement (Budget - \$62,075)					
Airport	\$10,880	\$9,338.40	\$1,541.60	85.83%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,147,358	\$1,213,488.76	\$1,933,869.24	38.56%	
Metered sale of water (Budget - \$1,961,648 / Actual - \$692,902 - 35% - to end of May - 42%)					
Metered out of Town (Budget - \$1,070,000 / Actual - \$442,402 - 41% - to end of May - 42%)					
Bulk water (Budget - \$40,000 / Actual \$10,450 - 26%)					
Sewer	\$950,701	\$372,670.47	\$578,030.53	39.20%	
Sewer Service Charges (Budget - \$888,681 / Actual \$352,477 - 40% - to end of May - 42%)					
Garbage Collection & Disposal	\$836,789	\$343,939.76	\$492,849.24	41.10%	
Residential Garbage Revenue (Budget - \$634,980 / Actual \$256,602 - 40% - to end of May - 42%)					
Recycling Revenue (Budget - \$170,664 / Actual - \$70,960 - 42% - to end of May - 42%)					
FCSS	\$157,148	\$65,475.00	\$91,673.00	41.66%	
Cemetery	\$23,600	\$18,880.68	\$4,719.32	80.00%	
Planning & Development	\$44,500	\$25,303.45	\$19,196.55	56.86%	
Building Permits (Budget - \$30,000 / Actual - \$18,296 - 61%)					
Economic Development - BOT	\$232,125	\$58,432.27	\$173,692.73	25.17%	
Subdivison Land	\$2,000	\$200.00	\$1,800.00	10.00%	
Land, Housing & Rentals	\$282,015	\$138,175.06	\$143,839.94	49.00%	
Health Unit - \$204,400					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000	\$192.88	\$2,807.12	6.43%	
Recreation Programs	\$22,700	\$1,519.05	\$21,180.95	6.69%	
Facilities	\$952,732	\$74,323.71	\$878,408.29	7.80%	County Partnership - \$431,500
Community Hall	\$45,000	-\$526.19	\$45,526.19	-1.17%	
Senior's Center	\$20,875	\$6,652.84	\$14,222.16	31.87%	
Parks	\$165,650	\$36,298.48	\$129,351.52	21.91%	
Lions Campground - Budget - \$115,000 / Actual - \$33,948.48 = 30%					
Operating Contingency	\$4,529	\$0.00	\$4,529.00	0.00%	
Taxes	\$8,677,404	\$8,683,125.97	-\$5,721.97	100.07%	
Other Revenue	\$1,938,350	\$929,803.80	\$1,008,546.20	47.97%	Business Taxes / Penalties
Franchise Fee - GAS (Budget - \$1,002,950 / Actual - \$573,119 - 57% - to end of June - 50%)					
Franchise Fee - ELECTRIC (Budget - \$727,000 / Actual - \$290,482 - 40% - to end of June - 50%)					
Return on Investments (Budget - \$140,000 / Actual - \$28,731 - 21%)					
<b>Total Revenue</b>	<b>\$19,495,681</b>	<b>\$12,367,509.85</b>	<b>\$7,128,171.15</b>	<b>63.44%</b>	

Expense	2021 Budget	Actual - June 30, 2021	Variance	%	Notes
Council & Legislative	\$221,630	\$76,470.18	\$145,159.82	34.50%	
Council Honorarium (Budget - \$152,630 / Actual - \$65,630 - 43%)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$22,000 / Actual - \$292 - 1%)					
Council Membership Conferences (Budget - \$16,000 / Actual - \$6,389 - 40%)					
Administration	\$1,294,932	\$434,563.40	\$860,368.60	33.56%	COVID Expenses (supplies) - \$6,350
Police	\$1,264,942	\$177,138.06	\$1,087,803.94	14.00%	
RCMP - Contract Billings (Budget - \$1,080,481)					
Fire	\$894,059	\$262,163.28	\$631,895.72	29.32%	
Disaster Services	\$33,080	\$150.94	\$32,929.06	0.46%	
Bylaw Enforcement	\$192,716	\$123,139.04	\$69,576.96	63.90%	
Common Services	\$156,733	\$50,875.08	\$105,857.92	32.46%	
Roads, Streets, Walks, Lights	\$2,512,829	\$571,388.96	\$1,941,440.04	22.74%	
Airport	\$47,635	\$14,387.40	\$33,247.60	30.20%	
Water Supply & Distribution	\$3,078,025	\$1,038,557.92	\$2,039,467.08	33.74%	
Sewer	\$706,865	\$260,143.52	\$446,721.48	36.80%	
Garbage Collection & Disposal	\$724,917	\$217,335.09	\$507,581.91	29.98%	
FCSS	\$196,435	\$98,217.50	\$98,217.50	50.00%	
Cemetery	\$65,790	\$14,662.69	\$51,127.31	22.29%	
Planning & Development	\$330,035	\$180,061.50	\$149,973.50	54.56%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$679,030	\$197,374.93	\$481,655.07	29.07%	
Subdivison Land	\$55,820	\$20,712.00	\$35,108.00	37.10%	
Land, Housing & Rentals	\$44,890	\$11,761.03	\$33,128.97	26.20%	
Recreation - General	\$153,470	\$44,307.34	\$109,162.66	28.87%	
Recreation Programs	\$82,740	\$64,030.80	\$18,709.20	77.39%	
Facilities	\$2,375,397	\$739,693.44	\$1,635,703.56	31.14%	
Culture	\$334,162	\$183,780.00	\$150,382.00	55.00%	
Community Hall	\$122,546	\$35,636.55	\$86,909.45	29.08%	
Senior's Center	\$13,330	\$763.07	\$12,566.93	5.72%	
Parks	\$680,581	\$200,696.73	\$479,884.27	29.49%	
Operating Contingency	\$523,463	\$0.00	\$523,463.00	0.00%	
WTP gross recovery - (\$220,000) (JE made at end of year prior to Audit)					
Available for Capital from 2021 Operating Budget for 2021 Capital Budget - \$743,463 (Water (\$69,333) + Utility \$355,708 (sewer, waste, recycling) + Total Available for Capital - \$318,422) + Contingency - Utility - \$0 / Salaries - \$0 = \$743,463					
Requisitions	\$2,684,629	\$1,247,274.01	\$1,437,354.99	46.46%	
ASFF (Budget - \$2,148,647 - Actual - \$979,479 - 46%)					
ASFF Separate School (Budget - \$166,954 - Actual - \$83,738.95 - 50% )					
County of Stettler Senior Lodges (Budget - \$368,112 - Actual \$184,056 - 50%)					
<b>Total Expense</b>	<b>\$19,495,681</b>	<b>\$6,290,284.46</b>	<b>\$13,205,396.54</b>	<b>32.27%</b>	
<b>Surplus / Deficit</b>	<b>\$0</b>	<b>\$6,077,225.39</b>	<b>-\$6,077,225.39</b>		



**TO:** Town of Stettler Council

**DATE:** 2021 07 20

**FROM:** Greg Switenky  
CAO

## **CHIEF ADMINISTRATIVE OFFICER'S REPORT – JUNE 2021**

### **ADMINISTRATION – CAO – GREG SWITENKY**

1. Meetings: Town Council, Committee of the Whole, and daily office staff information sharing sessions.
2. Ongoing organizational COVID-19 continuity planning under AHS guidelines, provincial mandates, and industry best practices. Weekly virtual CMOH municipal sessions. Moving to Stage 3 on Canada Day; maintaining some COVID-19 Hazard Assessment controls within the workplace.
3. Virtual – Stettler Waste Management Authority Meeting.
4. 3-year (2021 – 2023) CUPE Collective Agreement signing.
5. School Resource Officer (Fall 2021) draft MOA review, amendments and finalization with representatives from the Clearview School Division and the County of Stettler.
6. CAO 17-year anniversary with the Town of Stettler (June 2004). 33rd year (August 1988) in municipal government (Alberta, BC, & Saskatchewan).
7. Stettler Hospital Emergency Room Grand Opening.
8. Ongoing liaison and information sharing with County Administration; working on community development and strengthening collaborative working relationships.
9. Ongoing organizational succession planning considerations.
10. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/Ratepayer concerns.

### **ADMINISTRATION – ASSISTANT CAO – STEVEN GERLITZ**

1. Meetings attended included: Council, Committee of the Whole, Staff Meeting, Department Head, SRO Administration Agreement Review, 2021 Municipal Election Training, Senior Management COVID, Numerous Town Hall Meetings (listening), Dr. Hinshaw COVID Updates (listening)
2. Projects worked on included:
  - COVID planning, info and research
  - SRO partnership – Administration Agreement Review (Town, County, Clearview)
  - 2021 Municipal Election – Assist Returning Officer with Election Planning/training

**CAO REPORT  
JUNE 2021  
PAGE 2**

- 2021 Capital Budget – June 30, 2021
- 2021 Cash Flow Statement follow up – June 30, 2021
- 2021 Regional Water Summary – June 30, 2021
- 2021 Capital Budget Summary – June 30, 2021
- 2021 Operating Budget Summary – June 30, 2021
- 2021 Reserves Update – June 30, 2021
- 2021 Grant Updates – June 30, 2021
- Garbage and Recycling Inquiries – municipal inquiries
- Council Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

**DIRECTOR OF OPERATIONS – MELISSA ROBBINS**

Meetings:

- Lift Station A, B, Water Reservoir and Lagoon Aeration – Crane and hoist recertification
- Algae Control Canada – meeting to discuss bacteriological assessment for lagoon odor reduction/elimination.
- Airport Board Meeting
- Council Meetings – June 1 and 15
- Attended the virtual Public Works Conference June 15-17<sup>th</sup>
- Met with landowner adjacent to proposed highway 12 intersection
- Nautical Lands Group – engineering drawing submittal review meeting
- Bioboard Water Servicing requirements discussion with County of Stettler

Projects:

- Highway 12 Intersection – redesign and tender
- Review Nautical Lands Drawing submission
- Downtown Streetscape Construction continues
- 61 Street Water Replacement construction substantially completed
- Lagoon Bacterial Investigation to address odor concerns
- Leak in airport terminal building roof – under warranty from hail damage repairs
- Tandem Purchase
- Municipal Sidewalk Tractor Purchase

**TRANSPORTATION – IVAN WILFORD**

- Dug cremations and graves
- Sign repair/installations
- Equipment repairs and cleaning
- Lane grading
- Turn, mix, compost at transfer site
- Street sweeping
- Push up concrete piles

**CAO REPORT  
JUNE 2021  
PAGE 3**

- Shop clean
- Clean off catch basins
- Watered grass seed
- Asphalt patching
- Graveled some roads
- Storm repair by the vet clinic on 51 avenue
- Lowered and repaved around some manholes by Boston Pizza
- Drilled sump at air port
- Municipal sidewalk tractor demos
- Took down spruce trees at old motel site by DQ
- Dug out and backfilled 3 small connector pathways 44 avenue
- Removed stumps from old motel
- Reshaped ditch in Rep Subdivision
- Ripped up oiled road on 70 street and relayed it, without adding oil
- Installed break aways on 44 avenue for cross-walks

**DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM**

Report to be presented at a later date.

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

1. **Meetings:** Heartland beatification, joint health and safety, Provincial Town hall, Alberta reopen, and Arena connect.
2. **Projects:** Summer operations, tree trimming, reopening SRC, ordered new columbarium, purchased a new side by side and aerator, graffiti cleanup, vagrancy issues, tree planting, concern sheets, and created a new green space on the east end of town.
3. With everything going on in my personal life with my Mom's sickness and ultimately passing away I would like to express my gratitude to everyone for their support, understanding, and picking up the slack while I was dealing with this. This is yet another great example of why this is such a fantastic place to work! Thank you all again.

**WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS**

1. The algae sample report came back from Biologica. Emailed them back for clarification on the report and they told us that we do not have an algae bloom or troubles at this time. We have increased our potassium permanganate feed to the reservoir and it seems to be controlling the growth of algae nicely as we have had very little growth in the reservoir. There has been very little increase in odor at our raw water or treated water and have not had to use carbon at all this year thus far.
2. The settled water channel and contact tank 1 were drained and cleaned and put back in service.
3. The particle counters had their yearly certification and maintenance completed with a few new parts installed as we were getting faulty high readings. The particle counters are all reading good now.
4. Raw water pump 1001 variable speed drive failed. The cost of repair is very high with no promise that it will work after repair as more parts may have been affected by the failure. A new drive has been ordered to ensure success as we only have one pump

5. available at this time and it is a critical piece of equipment.
6. The batteries for the UPS for the main plant PLC have failed. Bagshaw Electric had some new batteries on their self that we purchased and installed. The UPS is back in service.
7. The yearly overhead crane inspections and certifications have been scheduled for July 19<sup>th</sup>.
8. All staff at the water plant have had the second Covid vaccine shots. Minor symptoms for all of us on the second day.
9. Still having minor communication and delivery issues with one chemical supplier. Hopefully their Covid operations will get smoothed out soon.
10. The communications signal from the Alex vault is still a little weak with some interference issues. Shane Menard is looking into a better channel.
11. Monthly routine maintenance carried out.

**WATER – GRANT MCQUAY**

- 1) Rounds, readings, locates and meters.
- 2) Lagoon sampling.
- 3) Water leak repairs.
- 4) Weekly cleaning of WTS sanitary tank's and CL17 analyzer bottles changed out.
- 5) Dig site maintenance.
- 6) Weekly water distribution sampling for bacti and chlorine residuals.
- 7) Weekly testing for lift station emergency system.
- 8) Hydrant repairs
- 9) Flushing sewer mains
- 10) Water main valve repairs
- 11) Nitrite sampling and flushing
- 12) Seasonal Water meter installs.
- 13) Crane inspections at facilities.
- 14) CC repairs.

**REGIONAL FIRE CHIEF – MARK DENNIS**

Report to be presented at a later date.



Greg Switenky  
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75614
Cheque Date	First	Last		75621

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AMSC Insurance Services Ltd.	75614	2021-07-02	\$3,928.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Council Class/Firefighter Prem		2021VFIS-121	\$3,928.00
-----			
County of Stettler Housing Ath	75615	2021-07-02	\$92,028.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Seniors Lodges 3rd Qtr Requisi		2021-REQ02-3	\$92,028.00
-----			
Echoglen Gardens	75616	2021-07-02	\$2,814.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Water Trees for Business Scree		6466	\$2,814.00
-----			
GP Concrete Services	75617	2021-07-02	\$30,240.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Sidewalks Remove & Replace		164	\$30,240.00
-----			
Kaplan, Kevin	75618	2021-07-02	\$47.51
-----			
Invoice Description		Invoice Number	Invoice Amount
Water Refund Cr Bal#071930.25		202.106.23	\$47.51
-----			
Parkland Regional Library	75619	2021-07-02	\$13,358.52
-----			
Invoice Description		Invoice Number	Invoice Amount
3rd Qtr Requisition		210239	\$13,358.52
-----			
Plaetner, Lars	75620	2021-07-02	\$220.73
-----			
Invoice Description		Invoice Number	Invoice Amount
Tax Reverse June Pre-Auth Tax		2021.06.23	\$220.73
-----			
Receiver General for Canada	75621	2021-07-02	\$62,136.64
-----			
Invoice Description		Invoice Number	Invoice Amount
Town Tax Remittance		PP13-21	\$47,522.83
Town Tax Remittance		PP13-21.	\$5,936.97
BOT Tax Remittance		PP13-21.BOT	\$5,778.41
Library Tax Remittance		PP13-21.LIBRAR	\$2,898.43
-----			
		Total Cheques	\$204,773.40
			-----

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75622
Cheque Date	First	Last		75633

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	75622	2021-07-09	\$1,557.41
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Wtr Billing Water Bill Postage	9785416183	\$1,557.41	
-----			
Cheek, Melanie	75623	2021-07-09	\$600.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Jul 28th Park Entertainment	2021	\$600.00	
-----			
Diverse Signs N Designs Inc.	75624	2021-07-09	\$95.59
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Wtr Downtown Streetscape Signs	7968	\$95.59	
-----			
Elsasser, Ross	75625	2021-07-09	\$12,862.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Canada Day Fireworks	2101	\$12,862.50	
-----			
Genaille, Norman	75626	2021-07-09	\$420.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Cemetery Refund Cemetery Plot	2021.07.06	\$420.00	
-----			
Hoisting Ltd.	75627	2021-07-09	\$7,059.18
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop/Water Res/Sewer Hoist	24326	\$7,059.18	
-----			
Linde Canada	75628	2021-07-09	\$1,111.09
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Pool Facility Chemicals	64068358	\$762.86	
Pool Facility Chemicals	64366673	\$348.23	
-----			
Ollee Music Inc.	75629	2021-07-09	\$840.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Jul 14th Park Entertainment	2021	\$840.00	
-----			
Ornamental Bronze Limited	75630	2021-07-09	\$924.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Cemetery Niche Wreath	97878	\$462.00	
Cemetery Niche Wreath	97879	\$462.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Pickering, Travis	75631	2021-07-09	\$300.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Jul 21st Park Entertainment	2021	\$300.00	
-----			
Spiral Mobility	75632	2021-07-09	\$1,194.33
-----			
Invoice Description	Invoice Number	Invoice Amount	
HBC Downtown Park Charging Stn	9652	\$1,194.33	
-----			
Sunset Memorial & Stone Ltd.	75633	2021-07-09	\$9,799.86
-----			
Invoice Description	Invoice Number	Invoice Amount	
Cemetery 50% Dep Columbarium	25806 STETTLER	\$9,799.86	
-----			
Total Cheques			\$36,763.96
			=====



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0003640
Cheque Date	First	Last		EFT0003652

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0003640	2021-07-06	\$369.92
-----			
Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tru	PP13-21	\$369.92	
-----			
Barnes, Roger	EFT0003641	2021-07-06	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Jul Phone Allowance	2021.07.01	\$25.00	
-----			
Canadian Union of Public Empl	EFT0003642	2021-07-06	\$770.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP13-21	\$770.00	
-----			
Dahl, Steven	EFT0003643	2021-07-06	\$50.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop July Tool Allowance	2021.07.01	\$50.00	
-----			
Dodd, Sonia	EFT0003644	2021-07-06	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool July Phone Allowance	2021.07.01	\$25.00	
-----			
Stettler FCSS	EFT0003645	2021-07-06	\$49,108.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
FCSS 3rd Qtr 2021 Requisition	2021.07.01	\$49,108.75	
-----			
Gerlitz, Steven	EFT0003646	2021-07-06	\$100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Jul Phone & Trvl	2021.07.01	\$100.00	
-----			
Graham, Leann	EFT0003647	2021-07-06	\$175.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&D Jul Phone & Trvl Allowance	2021.07.01	\$175.00	
-----			
Howe, Graham	EFT0003648	2021-07-06	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC/Cemetery Jul Phone Allowan	2021.07.01	\$25.00	
-----			
Robbins, Brad	EFT0003649	2021-07-06	\$100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
P&L Jul Travel Allowance		2021.07.01	\$100.00
Stenlund, Wayne	EFT0003650	2021-07-06	\$25.00
=====			
Invoice Description		Invoice Number	Invoice Amount
Shop July Tool Allowance		2021.07.01	\$25.00
Stettler Public Library	EFT0003651	2021-07-06	\$59,623.00
=====			
Invoice Description		Invoice Number	Invoice Amount
3rd Qtr 2021 Requisition		2021.07.01	\$59,623.00
Switenky, Greg	EFT0003652	2021-07-06	\$370.00
=====			
Invoice Description		Invoice Number	Invoice Amount
Admin/Office Jul Phone & Trvl		2021.07.01	\$370.00
Total Cheques			\$110,766.67
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0003653
Cheque Date	First	Last		EFT0003669

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4L Communications Inc.	EFT0003653	2021-07-13	\$868.32
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC iPhone 12 128GB	STTLRIN6832	\$868.32	
-----			
Alberta One-Call Corporation	EFT0003654	2021-07-13	\$261.29
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water Trans June 1st Calls	IN168286	\$261.29	
-----			
Blue Imp	EFT0003655	2021-07-13	\$2,405.55
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water 6 Bike Racks & Freight	0000032595	\$2,405.55	
-----			
Stettler Regional Board of Tra	EFT0003656	2021-07-13	\$2,000.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Admin Staff Appreciation	1668	\$1,750.00	
BOT Staff Appreciation	1671	\$250.00	
-----			
Brownlee LLP	EFT0003657	2021-07-13	\$274.84
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Sewer Aeration Bldg Legal Serv	517503	\$274.84	
-----			
C & S Disposal	EFT0003658	2021-07-13	\$25,216.29
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Jun Waste/Recycling/Compost	1113	\$25,216.29	
-----			
Capital Power	EFT0003659	2021-07-13	\$67,044.93
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
May Power Bill	5168135	\$63,139.84	
Affiliate May Power Bills	5168134	\$3,905.09	
-----			
CentralSquare Canada Software	EFT0003660	2021-07-13	\$118.13
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Admin Consulting Services	323311	\$118.13	
-----			
Digital Connection Office Syst	EFT0003661	2021-07-13	\$230.57
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Office/Water Billing 5.30-6.29	335963	\$230.57	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Digitex Canada Inc.	EFT0003662	2021-07-13	\$137.30
Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopies 6.04 - 7.03	IN754895	\$137.30	
Gateway Mechanical Services In	EFT0003663	2021-07-13	\$30,140.11
Invoice Description	Invoice Number	Invoice Amount	
SRC Ice Plant Repairs	652660	\$17,785.81	
Ice Plant compressors overhaul	652517	\$12,354.30	
QM Contracting	EFT0003664	2021-07-13	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water June Water Meter Reader	114099	\$1,575.00	
Rollies Vac Systems	EFT0003665	2021-07-13	\$336.00
Invoice Description	Invoice Number	Invoice Amount	
Landfill Pumpout	21408	\$336.00	
Stenlund, Wayne	EFT0003666	2021-07-13	\$67.16
Invoice Description	Invoice Number	Invoice Amount	
Roads CUPE Clothing Allowance	2021.06.23	\$67.16	
Stingray Radio Inc.	EFT0003667	2021-07-13	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept June Advertising	412943-6	\$546.00	
Trinus Technologies Inc	EFT0003668	2021-07-13	\$1,682.10
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus/Emails/Bac	R64981-31934	\$772.54	
Computer email tech support	P354-31751	\$216.56	
Computer email tech support	P354-31981	\$693.00	
Wet Water Industries Ltd.	EFT0003669	2021-07-13	\$76.89
Invoice Description	Invoice Number	Invoice Amount	
Fre Jnt Aug Wtr Treat Equip	AR31645	\$76.89	
	Total Cheques		\$132,980.48

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number ONL000439	ONL000442
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000439	2021-07-09	\$354.94
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Monthly Pest Control		1369825	\$198.45
Pest & Weed Monthly Control		1369733	\$156.49
=====			
Telus Communications	ONL000440	2021-07-09	\$3,051.80
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Comm Jun 22 to Jul 21		2021.06.23	\$3,051.80
=====			
Telus Mobility Inc.	ONL000441	2021-07-09	\$1,165.73
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Mobility Jun 22 to Jul 2		2021.06.21	\$1,165.73
=====			
Workers' Compensation Board -	ONL000442	2021-07-09	\$6,091.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WCB 3rd Installment for 2021		24927336	\$6,091.00
-----			
		Total Cheques	\$10,663.47
			=====

**From:** Mike Decker <[Mike.Decker@gov.ab.ca](mailto:Mike.Decker@gov.ab.ca)> **On Behalf Of** MA MSL Engagement Group  
**Sent:** July 8, 2021 1:36 PM  
**Cc:** Mike Decker <[Mike.Decker@gov.ab.ca](mailto:Mike.Decker@gov.ab.ca)>  
**Subject:** 2021 AUMA Convention - Meeting with Minister of Municipal Affairs

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric Mclver, Minister of Municipal Affairs, at the 2021 AUMA Fall Convention, scheduled for November 17-19, 2021. It is our hope that these meetings will be in person.

We understand there may be newly elected officials on council and the meeting requirements may change following the municipal elections. However, should your municipality wish to meet with Minister Mclver during the convention, please submit a request by email to [MA.MSLEngagementGroup@gov.ab.ca](mailto:MA.MSLEngagementGroup@gov.ab.ca) no later than September 10, 2021.

In your meeting request, please be sure to include two specific policy items or issues your municipality would like to discuss with the Minister.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with which Minister Mclver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Mike Decker/Stakeholder Relations Team  
Municipal Affairs



## Stettler Board of Trade to launch new Chamber Market and other shop local initiatives

### Media Release

July 12, 2021

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#### **Canada Shop Local funds to benefit small and medium businesses**

**Stettler, AB-** Across the province, businesses have been struggling with ever-changing needs due to the decreasing oil and gas reliance and the COVID-19 pandemic. Small and medium sized businesses are the backbone of our community, and they have shown tremendous strength and the ability to diversify under unknown conditions. To further assist with the regrowth of local business, the Government of Canada has released funds to local Chambers of Commerce and Boards of Trade to encourage consumers to continue to shop local.

“Throughout the COVID-19 pandemic, community chambers have truly been a lifeline for businesses,” says Ken Kobly, Alberta Chambers of Commerce President and CEO. “As we transition to reopening and recovery, we still have a long road ahead to rebuild our economy. This federal funding will help chambers do what we do best: support local job creators.”

With the approval of the Shop Local projects, the Stettler Regional Board of Trade will implement programs from education to ecommerce, offering additional opportunities of promotion and business success. In partnership with the Alberta Chamber of Commerce, the new Chamber Market initiative will allow consumers the opportunity to shop local when and where they choose while still supporting local business. Contrarily, assisting with growth for those who choose to take part, businesses are afforded the opportunity to increase their customer potential outside the Stettler area resulting in a prospective increase of consumer sales.

“Many businesses locally are operating with skeletal staff and managers and owners are increasing their workloads just to make it through another day. Our goal is to assist them by not only promoting their local businesses, but to inform them of ways they can confidently promote themselves with ease and improve their business practices.” - Matt, Dorsett, Stettler Board of Trade President

“These initiatives will create stronger communities, support the local workforce, and allow businesses to be competitive in an ever-changing market. It’s a win-win and we are excited for the opportunity.” – Donna Morris, Project Manager “We are greatly appreciative of the funding provided by the federal government and their continued support of our local community.”

The Canada Shop Local funding will assist with programs running through to the end of 2021. For more information, contact Donna Morris, Project Manager, at the Stettler Regional Board of Trade office by calling 403-742-3181 or emailing [dmorris@stettlerboardoftrade.com](mailto:dmorris@stettlerboardoftrade.com).

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Photo and Media enquiries may be directed to:  
Donna Morris, Project Manager  
Stettler Regional Board of Trade & Community Development  
403-742-3181  
[dmorris@stettlerboardoftrade.com](mailto:dmorris@stettlerboardoftrade.com)



Canada Shop Local Project



Donna Morris

**Stettler Regional Board of Trade  
and Community Development**

June 2021

## Canada Shop Local Project

### Federally Supported Shop Local Project

### Application

<b>DATE SUBMITTED</b>	June 14, 2021
<b>SUBMITTED TO</b>	ALBERTA CHAMBERS OF COMMERCE
<b>SUBMITTED BY (CHAMBER)</b>	Stettler Regional Board of Trade and Community Development
<b>REGION(S) REPRESENTED</b>	Stettler and County of Stettler
<b>MEMBERSHIP SIZE</b>	360 members
<b>INTERESTED TO PARTICIPATE IN COORDINATED REGIONAL PROJECT INITIATIVES (Y/N)</b>	No
<b>INTERESTED TO ENGAGE POST-SECONDARY STUDENTS IN PROJECT INITIATIVES (Y/N)</b>	Yes
<b>WOULD REQUEST ACC OR A CHAMBER IN OUR REGION TO ASSIST WITH LOCAL PROJECT (Y/N)</b>	No
<b>CONTACT NAME</b>	Donna Morris
<b>CONTACT EMAIL</b>	<a href="mailto:dmorris@stettlerboardoftrade.com">dmorris@stettlerboardoftrade.com</a>
<b>CONTACT PHONE</b>	403-742-3181
<b>TOTAL AMOUNT REQUESTED</b>	\$64,780
<b>PREVIOUS or CURRENT SHOP LOCAL INITIATIVES</b>	Think Local, Shop Stettler Marketing Campaign \$20 on the 20 <sup>th</sup>

Consumer shopping has changed over the past fifteen months including how customers find the products they need or desire, the way they make their purchases, and even the delivery of items both in person and online. Due to the COVID-19 pandemic, consumers recognize the need to support local business however are inundated with options from around the world everywhere they look. We need to re-introduce and promote the products and services our local businesses can offer and encourage consumers to Think Local, Shop Stettler for all their needs.



With the Love Our Local campaigns, we want to educate consumers on the benefits of shopping local while supporting and inspiring our businesses. By taking the guesswork out of the many resources available, we can coach businesses on how to not only better promote their products and services, but to also create a genuine experience for consumers from first glance to final purchase. Amongst all this, we plan to entertain our community and encourage them to really look and see what Stettler has to offer.

A dark red triangle on the left side contains the word "Educate" written vertically in a yellow, sans-serif font. To the right of the triangle are four white rounded rectangular boxes, each containing a specific action item.

- Create an expert driven video series to improve business practices and enhance workforce opportunities
- Encourage businesses to obtain their Google My Business listing increasing public awareness and competitiveness
- Create a 4-part video series and marketing campaign to educate consumers on the vast choices available in our own local area and the benefits of shopping local for a sustainable community
- Acquire video and photography of current businesses in all industries to utilize in the promotion of Stettler and area as a place to Live, Work, Love and to encourage further growth potential and economic development

Across the province, businesses have been struggling with the ever-changing needs due to the decreasing oil and gas reliance and the COVID-19 pandemic, and Stettler is no different. Many businesses locally are operating with skeletal staff and managers/owners are increasing their workloads to make it through another day. Our goal is to assist them by not only promoting their local businesses, but to inform them of ways they can confidently promote themselves with ease and improve their business practices.

A business webinar series will be created to educate our businesses on the importance of ecommerce, marketing, and customer service both in person and online allowing them to be

more competitive in today's markets. These webinars will be presented with Board of Trade staff and community experts in a live virtual presentation and will be recorded and available on demand to accommodate all schedules for our business community.

Consumers tend to use Google to find information about businesses and visitors look to Google to research the area before and while they are in a community. In order to assist with access to the most promotional coverage possible, we will introduce Google My Business to all local businesses and attractions who have yet to claim their business on Google. As a DMO Google partner, we have access to assist businesses with making their online presence the most up to date in real time and encourage them to take advantage of our one-on-one training on how to create, maintain and update their listings in order to increase their probability of being in the top listings upon a Google search.

With ecommerce being the way of the future, we will produce and publish a 4-part video series and marketing campaign showcasing how shopping local supports our community including how it assists local not for profit organizations, our local infrastructure, minor sports, and families. By shopping local online as well as in-person, consumers assist with increasing the stability of our economy which in turn increases the stability of the community and future draw of additional business and families.

In addition, we will work with our local community partners the Town of Stettler and Destination Stettler, to create business and attraction profile videos showcasing the vast industries available in and around Stettler and area and to promote our community as a place to grow. With current potential developments on the horizon, we will take the opportunity to encourage employers and employees to think Stettler for their business and work decisions and showcase the available niches missing in our area. These additional investment opportunities will allow Stettler to continue to grow and maintain a strong workforce for the future.



Inspire

Develop a Business-to-Business program to encourage shopping local at an industrial level creating a competitive edge to higher prices and delivery fees from out-of-town retailers

Promote local businesses, services and attractions on an updated website and through social media platforms celebrating their successes and the adaptability and diversification they are capable of

Promote the Chamber Market platform and encourage businesses to reach expanding markets and increase promotion through this unique opportunity

Collaborate with the County of Stettler No. 6 to promote the local Agricultural industry and encourage both consumers and businesses to access local commodities

Promoting shopping local starts from within. Focusing on our local manufacturing industries, the Love Our Local program will encourage businesses to work collaboratively with their products and services and acquire their materials within Stettler in lieu of purchasing from out-of-town distributors. Having the ability to work together on projects will create a stronger industrial sector and improve competitiveness with expected decreases in costs and shipping fees.

A new website for the Stettler Regional Board of Trade and Community Development will be created with a large emphasis on our local business community. The Think Local, Shop Stettler marketing campaign will be incorporated in the revamp allowing consumers the ability to fulfill their needs in a one stop location. With a fresh new look, a business directory, as well as increased news articles and promotions of local business, the impact of the newly branded website will increase community awareness of the Board of Trade and local business and encourage investors to the area improving the growth and viability of our community.

The new look of the Stettler Regional Board of Trade and Community Development will continue past the website to our social media platforms and additional advertising opportunities. Celebrating the success of our businesses as well as promoting the products and services they have to offer will allow the Board of Trade to create stronger relationships with the owners and managers and increase our ability to promote them further. The increased awareness will create a greater sense of community and increase the pride within our small town.

In order to offer additional value to our local businesses, the Board of Trade will work with the Alberta Chamber of Commerce to launch Chamber Market for our area. By joining forces with this expansive opportunity, businesses will have the potential to attract new e-commerce customers both provincially and nationally. The program will feature more value to our members as well as increase the exposure of the Board of Trade providing the potential for increased relationships and future investment to the community.

Working with the County of Stettler No. 6, the Board of Trade will continue promotion of our agricultural industry. By highlighting the produce available in our area, we will market to locals showcasing that shopping local can be sustainable in all aspects of their lives. With the annual Taste of the Heartland event to be held in August, we will continue to promote the hospitality industry and area attractions, creating packages that encourage longer stays and repeat visits. This will increase the viability of our tourism sector as well as increase the possibility of additional economic opportunities.



## Entertain

Create a province wide marketing program that will promote local attractions, sports facilities and the hospitality industry encouraging visitors and business organizations to the area

Establish community wide events that increase awareness and traffic to our local businesses while encouraging potential tourism to the area

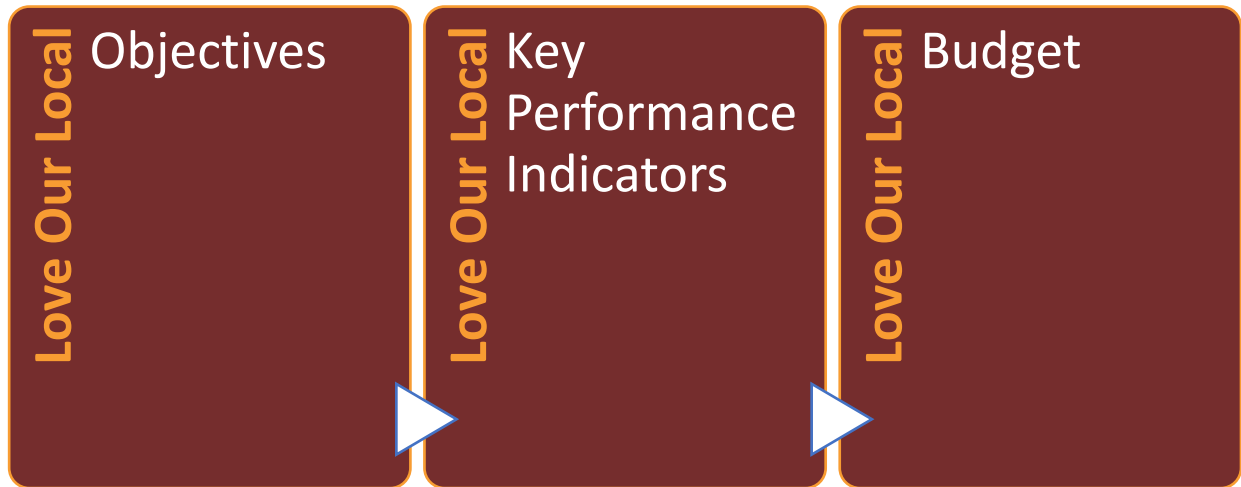
Promote our community through advertising campaigns, public awareness and marketing programs with prizes and giveaways from local businesses encouraging return shopping in the area

Working once again with our community partners the Town of Stettler, the County of Stettler No. 6, and Destination Stettler, we would work to create a province wide marketing campaign that would encourage visitors to the area for their sporting or business needs. With past major sporting and tourism events being successfully held in Stettler such as the 1991 Alberta Summer Games, the 2018 Alberta Provincial Curling Masters, the 2019 Jiffy Lube Alberta Scotties Tournament of Hearts and the annual Metis Nation of Alberta Hivernant Days and being within close proximity of Red Deer, Alberta taking advantage of the annual Westerner Day, the Agri-Trade and the Canadian Finals Rodeo; we would work to promote our hospitality and events industry to those planning, participating or spectating at these events. With local amenities that can accommodate large groups as well as a volunteer base that creates spectacular events, we would promote Stettler as the place to host a large-scale event on a budget. In addition, we would promote our local hotels, motels and bed and breakfasts as well as our vast line up of restaurants as the place to stay when taking part in nearby activities.

Continuing to encourage tourism and destination shopping to the area, we would work to promote well known community events across the province. Advancing the promotions into ones of community involvement and instilling a sense of pride for our businesses, we will build the excitement for those seeking unique experiences and niche shopping during all seasons. Introducing new concepts of local tourism such as Mystery Town tours, we will encourage more visitors to seek and learn about the opportunities in the area and increase awareness of our businesses and hospitality industry.

Finally, we would promote and encourage local shopping through prizes, promotions and giveaways utilizing gift cards from local businesses to encourage return visits in store or online. Various forms of promotion will be utilized from Random Acts of Kindness to Summer Fun Promotions at local campgrounds and tourism attractions. Further, we will share the fun with the local community posing questions of their favorite places to shop, the best place to find that

unique item, and more. This will increase the awareness of what Stettler has to offer and further our initiative of building a strong economic climate for current and future investment.



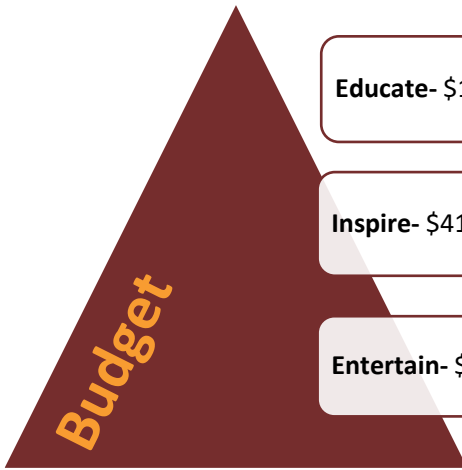
The Canada Shop Local Project will allow the Stettler Regional Board of Trade and Community Development the opportunity to increase the awareness of local business products and services as well as strengthen the viability of our community. This will in turn improve future relationships and associations between the consumer, both local and ecommerce, with the businesses and attractions in the Stettler area. Investors will see more of an aligned community and we expect to see an increase in the pride of consumers to shop local first. In addition, valuable resources will be acquired for future promotional and tourism opportunities gaining the strength to grow our community as one of a kind.

In order to determine whether the Love Our Local campaign is performing as expected, the Stettler Regional Board of Trade will compile a summary of hours dedicated to the program comparable to the engagement of both businesses and consumers. Having both sides of the sales equation engaged at the same time will prove valuable to our local economy by increasing the likelihood of continued future relationships and in turn, continued future sales.

In consultation with local businesses and attractions, we will be able to determine if there has been an increase to local spending in relationship to the dollars invested in the program. A suggested increase to our annual shop local budget will be determined based upon the results.

In addition, a survey will be prepared and completed to ascertain the level of awareness of products and services available in the Stettler area. An industry-based conversation will be held to confirm dollars were spent locally and partnerships formed with the business-to-business directory. A continual increase of businesses signing onto the Chamber Market platform will be considered a success as well as an increase of engagement on both the newly revised website and social media platforms.





**Educate-** \$12,500 plus GST

**Inspire-** \$41,780 plus GST

**Entertain-** \$10,500 plus GST

## Educate

- Business Webinar Series- purchase camera and editing equipment to prepare professional quality videos (\$1,000), acquire experts in a variety of professional practices (\$5,000)
- Google My Business- training of staff and educational series for business owners (\$500)
- Local Awareness Video Series- acquire professional videographer to create a 4-part series showcasing the benefits of shop local (\$2,500)
- Photography Portfolio- acquire professional photography of businesses for future promotional material (\$2,500)
- Administrative costs- current administration staff wages (\$1,000)

## Inspire

- Business to Business Program- develop program and administrative fees to execute (\$500)
- Website Updates and Social Media Campaigns- website development with Box Clever (\$25,280) and content creation with Canva Pro (Free- Not for Profit)
- Chamber Market- engage businesses to join the platform- budget expected to host 120 businesses (1/3) at \$100 per business which includes Bombora fee, photography, and facebook promotion as well as a gift certificate to shop online. Wages would be covered in partnership with Google My Business staff previously budgeted for (\$12,000)
- Taste of the Heartland- promote agricultural and hospitality industry to locals and visitors alike with Long Table Dinner event (\$3,000)
- Administrative costs- current administrative staff wages (\$1,000)

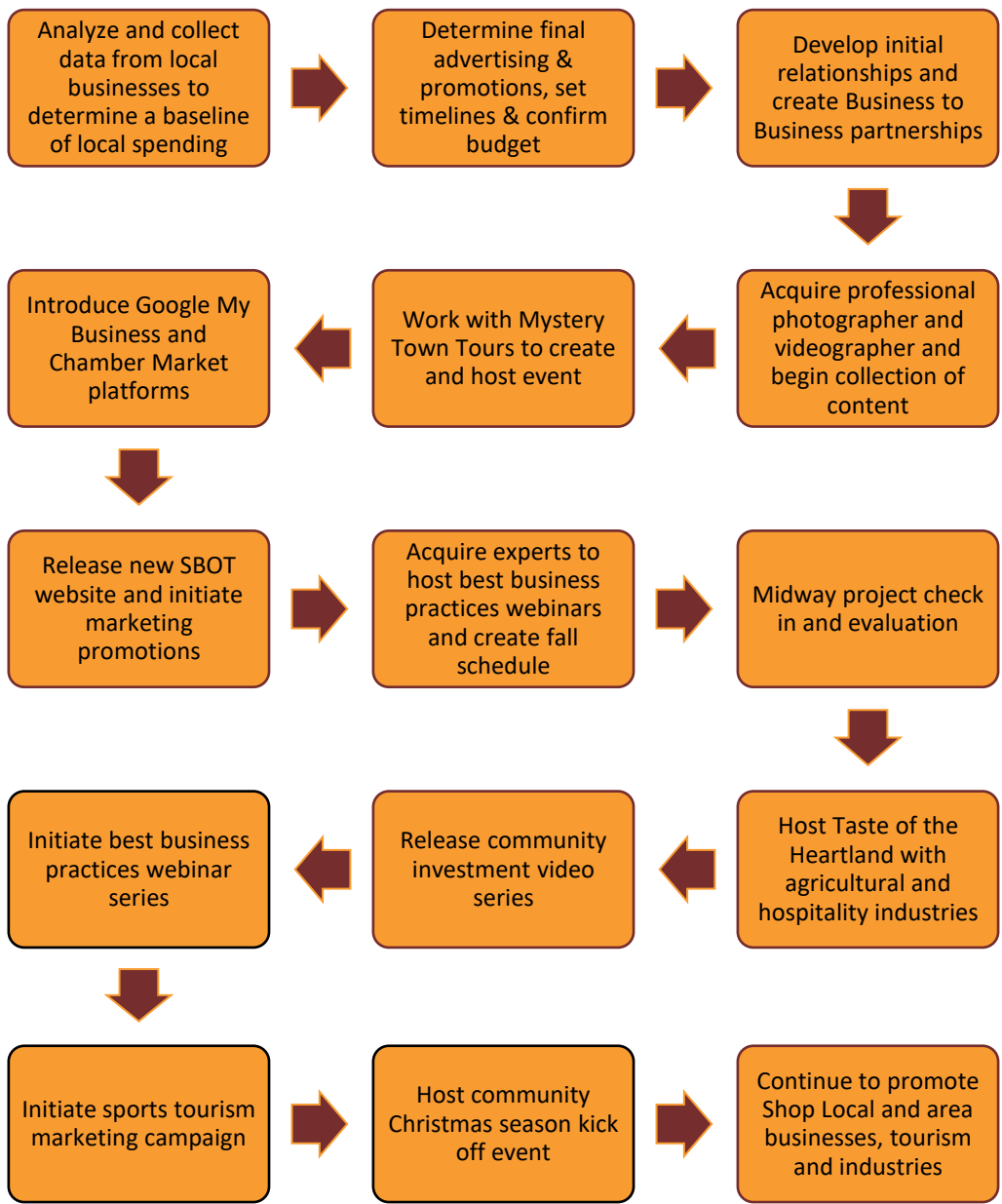
## Entertain

- Provincial Marketing Campaign- advertising in print, radio, and social media showcasing Stettler and area promoting our businesses as destination shopping (\$5,000)
- Community Events- community wide event to kick off Christmas season with activities encouraging consumers to visit local businesses (\$2,000)
- Local Marketing Campaign- promote shopping local with print, radio and social media advertising avenues as well as in person at local campgrounds and events and gift certificate give aways (\$2,500)
- Administrative costs- current administrative staff wages (\$1,000)



# Timeline

<b>June 15 - July 1</b>	Project Analysis and Data Collection
<b>July 1 - July 31</b>	Initial Project Implementation and Professional Attainment
<b>July 15 - December 31</b>	Implement Marketing Platforms and Chamber Market
<b>July 15 - July 22</b>	Website Release
<b>August 4</b>	Project Check In and midway Evaluation
<b>August 4 - August 31</b>	Secondary Project Implementation and Professional Attainment
<b>September 1 - November 30</b>	Implement Investment Videos and Webinar Series
<b>September 1 - December 31</b>	Implement Sports and Seasonal Tourism and Events
<b>December 31</b>	Project Evaluation and Final Reporting





## Stettler Board of Trade to launch new Chamber Market and other shop local initiatives

### Media Release

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