

Town of Stettler

COUNCIL MEETING

SEPTEMBER 21, 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, SEPTEMBER 21st, 2021
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of September 7th, 2021 5-9
4. **Citizens Forum**
5. **Delegations**
 - (a) 6:35 p.m. – Rhonda O’Neill – Stettler Public Library – Library Card Sign-Up Month 10-21
6. **Administration**
 - (a) Water Reservoir Painting – Request for Quotation 22
 - (b) ATCO Distribution Revenue Forecast for 2022 Franchise Fee 23-25
 - (c) CAO Reports 26-29
 - (d) 2021 Capital Budget Summary – August 31, 2021 30-32
 - (e) 2021 Budget Summary – August 31, 2021 33-34
 - (f) Meeting Dates
 - 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- Friday, November 19 – 2021 AUMA Convention**
 - **Monday, November 22 – Emergency Management Advisory Meeting – 1:00pm**
 - **Tuesday, November 23 – Council – 6:30pm**
 - Tuesday, December 7 – Council – 6:30pm
 - **Monday, December 13 – Regional Water Meeting**

**COUNCIL AGENDA
SEPTEMBER 21st, 2021
PAGE 2**

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

(g)	Accounts Payable in the amount of \$420,691.62 (\$4,709.01 + \$223,883.97 + \$3,536.73 + \$188,561.91)	35-40
7.	<u>Council</u>	
	(a) Meeting Reports	
8.	<u>Minutes</u>	
	(a) Stettler Waste Management Authority Meeting – September 10, 2021	41-44
9.	<u>Public Hearing</u>	
10.	<u>Bylaws</u>	
11.	<u>Correspondence</u>	
	(a) Alberta Biobord – Proposed Fuel Pellet Plant	45-46
	(b) Government of Alberta – New Vaccine Requirements and COVID-19 Measures in Alberta	47-52
12.	<u>Items Added</u>	
13.	<u>In-Camera Session</u>	
14.	<u>Adjournment</u>	

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, SEPTEMBER 7th, 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

Media (2)

Absent:

Call to Order:

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

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

CAO Switenky advised that the In-Camera Session, 13(a), has been removed from the September 7th, 2021 agenda.

Motion 21:09:01

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 August 17th, 2021

Motion 21:09:02

Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on August 17th, 2021 be approved as amended.

MOTION CARRIED
Unanimous

- (b) Business Arising from the August 17th, 2021 Minutes

None

4. **Citizen's Forum:**

- (a) None

5. **Delegations:**

- (a) 6:35 p.m. – James Marshall – Stettler Business Venture

Mayor Nolls welcomed J. Marshall to the meeting.

J. Marshall provided background as to why the Town of Stettler is a great location for his business, including the very competitive non-residential tax rates, inclusion of fire services for insurance purposes and not having to pay extra if there is a property fire, discretionary use and ease of the Development Permit process and helpful staff, and no road use agreements. J. Marshall concluded that the Town of Stettler is an ideal location for his business venture and thanked Town Council and staff.

Motion 21:09:03

Moved by Councillor Pfeiffer J. Marshall's presentation be accepted for information.

MOTION CARRIED

Unanimous

Mayor Nolls thanked J. Marshall for his presentation.

J. Marshall left the meeting at 6:35 p.m.

6. **Administration:**

- (a) Policy II-3(b) – Members of Council remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation

CAO Switenky advised that the Town’s Council Remuneration Policy states that annual remuneration for the Members of Council will be reviewed prior to the next general election. The next general election will be held on Monday, October 18th, 2021.

Past Town Councils have directed Administration to survey other similar sized Alberta municipalities to provide some reasonable comparisons of wholistic compensation for elected officials. Any resulting remuneration decision by current Council will not take effect until after the next general election. Previous Councils have been respectfully mindful in their responsibility to determine fair remuneration for the subsequent elected officials. Administration supports that current Members of Council best understand the local workload and time required within the context of serving as an elected official in Stettler, and that they can be held accountable during the upcoming next general election.

Effective for the 2019 income tax year, Members of Council saw their long standing 1/3 tax exemption on remuneration eliminated. At the time, many Alberta municipalities considered and adopted corresponding increases to their remuneration to fairly compensate for this significant reduction in after tax earnings.

In late 2018, the Town of Stettler Council decided that (in the interim of the term) they would not increase Council remuneration, rather mutually agreed to each personally absorb the resulting extra taxation. The ultimate decision was left until prior to the next election (being now). CAO Switenky stated that he firmly believes that Council Remuneration in smaller municipalities has always taken into account the formally beneficial 1/3rd income tax exemption in setting fair remuneration.

Administration has calculated the average annual real loss in net pay to Members of Council from the elimination of the 1/3rd income tax exemption on remuneration as follows:

	<u>Extra 1/3rd tax paid @ 25% tax rate</u>	<u>Fair increase needed to restore</u>
Mayor	\$3,070	\$4,093
Councillors	\$1,643	\$2,191

This level of remuneration would only “Restore” net pay levels for Members of Council. The current Council Remuneration Policy does annually adjust Council compensation with the

same cost of living adjustment factor as is applicable in any given year to all Town employees (0% - 2021; 0.5% - 2022; 0.5% - 2023).

Motion 21:09:04

Moved by Councillor Fischer that the Town of Stettler Council accepts for information and review the administratively collected Council remuneration comparisons with other similarly sized Alberta municipalities. Further, that the Town of Stettler Council, following review of the Council remuneration survey prepared by Administration, approves as presented amendments to the Council Remuneration Policy II-3(b) substantively intended to adjust annual Council compensation to restore average net remuneration for the 1/3rd income tax exemption that was eliminated in the 2019 income tax year. Further, that the Council remuneration policy adjustments will not take effect until after the next general election to be held on October 18th, 2021.

MOTION CARRIED
Unanimous

(b) Director of Operations Melissa Robbins Performance Appraisal – Request for Feedback

G. Switenky advised that there is an upcoming performance appraisal, and requested that all feedback be submitted by September 17th, 2021.

(c) Director of Planning & Development Leann Graham Performance Appraisal – Request for Feedback

G. Switenky advised that there is an upcoming performance appraisal, and requested that all feedback be submitted by September 17th, 2021.

(d) Director of Parks & Leisure Allan King Performance Appraisal – Request for Feedback

G. Switenky advised that there is an upcoming performance appraisal, and requested that all feedback be submitted by September 17th, 2021.

(e) Regional Fire Chief Mark Dennis Performance Appraisal – Request for Feedback

G. Switenky advised that there is an upcoming performance appraisal, and requested that all feedback be submitted by September 17th, 2021.

(f) Meeting Dates

- 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**
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- SRC (HUB)

- Tuesday, November 16 – Council – Reschedule to November 23, 2021??

- Wednesday, November 17th- Friday, November 19th – 2021 AUMA Convention

- Tuesday, November 23 – Council – 6:30pm

- 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 \$569,279.13

Motion 21:09:05

Moved by Councillor Barros that the Accounts Payable in the amount of \$569,279.13 (\$46,968.60 + \$9,101.86 + \$143,173.38 + \$272,381.03 + \$6,311.85 + \$79,626.83 + \$11,715.58) for the period ending September 7th, 2021 for having been paid, be accepted as presented.

MOTION CARRIED

Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

August 18 – Talk of the Town

August 20 – Signed Cheques at the Town Office

August 25 – Meeting with Ministers to Discuss Local Issues

August 27 – Signed Cheques at the Town Office

September 1 – Talk of the Town

September 1 – Meeting with the Interim Stettler RCMP Sergeant

September 3 – Signed Cheques at the Town Office

(b) Councillor Barros

August 4 – Stettler Hospital Foundation Golf Tournament Meeting

August 18 – Stettler Hospital Foundation Golf Tournament Meeting

August 25 – Stettler Hospital Foundation Golf Tournament

September 1 – Chaired Stettler Hospital Foundation Meeting

(c) Councillor Campbell

August 27 – Zoom meeting with CAO of Cremona

(d) Councillor Fischer

August 18 – Stettler Independent Interview re: Stettler Community Builders

August 21 – Byemoor Parade and Pancake Breakfast

August 26 – Stettler Community Builders Unit Viewing

August 28 – Stettler Hospital Foundation Golf Fundraiser

September 1 – Toured Taber's TechnoTrash Mattress

Recycling Plant, Taber Transfer Site and Used Oil Recycling

September 2 – Stettler Community Builders Meeting and

Subsequent Consults

(e) Councillor Lawlor

No report.

(f) Councillor Pfeiffer

August 11 – Board of Trade Executive Director Interview

(g) Councillor Smith

September 2 – Stettler Airport Master Plan Committee Meeting

Motion 21:09:06

Moved by Councillor Pfeiffer 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) Damien C. Kurek, MP – Alberta Works & Service Canada Office

(b) Town of Drumheller – Recreation Assistance

(c) Casual Legal: Is Today a Work Day? Federal Statutory Holidays and Municipalities

Motion 21:09:07

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

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) None

13. **In-Camera Session:**

(a) None

14. **Adjournment:**

Motion 21:09:08

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

MOTION CARRIED
Unanimous at 7:28 p.m.

Mayor

Assistant CAO

Stettler Public Library

A Place to Connect



September Update
2021

Summer Reading Club 2021

- ❑ 214 Children registered in 2021. Up from 153 in 2020.
- ❑ 2510 hours of reading reported by children. Up from 864 hours in 2020.
- ❑ 75 Summer Reading Club programs offered over June and July.
- ❑ Programs resumed at Rochon Sands.
- ❑ Increase in number of community partners in 2021.





Community Partnerships

- ❑ Alberta Culture Days 2021 - Multiple partners
- ❑ TIFF Films – Jewel Theatre
- ❑ Market Buds – Stettler and District Agricultural Society
- ❑ Summer Reading Club – Multiple partners and prize sponsors
- ❑ Conversation Café – Stettler Learning Centre
- ❑ Election Forums – Stettler Board of Trade

A 'Readerly Community'

68,022 checkouts between January – August 2021 up from 2020



This is up from a total of 63,528 checkouts in 2020!

Services During Covid

December 14, 2020 – March 1, 2021

April 7 – June 10, 2021

Curbside & Telephone Assistance

- **1769** requests for curbside service during the periods of closure (2nd round). Compared to **1367** requests for curbside service during the first period of closure (Mar – June 2020).
- **1399** telephone calls for assistance finding information, to request materials or to seek help with technology, information and referrals.

Take-home kits

- Created approximately **84** take-home kits per week for all ages. 2 for children, 1 for teens, and 1 for adults.
- Distributed **125** kits with the Stettler Information and Referral Centre and FCSS distributed in each of December, January and March.
- In partnership with the Town and County of Stettler, distributed **280** kits to Seniors during Seniors' Week in June 2021.



Outreach

During the closures and throughout the year members of the staff team connected seniors and children from the colonies to reading material through outreach services.

- 53 deliveries to area lodges
- 19 deliveries to the colonies
- 10 visits to the Agriplex for Market Buds
- 8 visits to Rochon Sands

THANK YOU!

On behalf of the Stettler
Library Board, Staff Team and
Volunteers, we thank you for
your continued support!

Phone:

403-742-2292

Email:

spl@prl.ab.ca



STETTLER PUBLIC LIBRARY
Financial Statements
For The Year Ended December 31, 2020
(Unaudited - See Notice To Reader)



RWA CHARTERED PROFESSIONAL ACCOUNTANTS LLP

4702 - 51 Avenue, P.O. Box 1328, Stettler, Alberta T0C 2L0

T: 403-742-3438 | F: 403-742-0560

* Naomi Roth, CPA, CGA * Kendra Walgenbach, CPA, CA * Chris Annand, CPA, CA

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Stettler Public Library as at December 31, 2020 and the statements of revenue and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Stettler, Alberta
March 27, 2021

RWA LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

STETTLER PUBLIC LIBRARY
Statement of Revenue and Expenditures
For The Year Ended December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
REVENUE		
Book allotment	\$ 11,662	\$ 11,911
Donations	5,346	21,489
Fundraising	3,573	9,270
Grants	78,966	73,538
Interest income	1,738	1,176
Library services, programs and book sales	3,387	6,047
Requisitions - County of Stettler	134,714	132,301
Requisitions - Town of Stettler	250,182	245,702
	<u>489,568</u>	<u>501,434</u>
EXPENDITURES		
Advertising and promotion	1,834	2,104
Board expenses	198	691
Books and materials	20,507	23,926
Conferences and staff education	1,472	6,814
Fundraising	5,946	5,093
Insurance	2,510	2,277
Interest and bank charges	475	565
Lease and utilities	42,000	42,000
Memberships	151	514
Office	17,685	24,065
Professional fees	1,100	1,600
Requisitions	5,912	5,800
Salaries and wages	338,533	335,269
Small equipment	5,737	6,320
Supplies and programs	12,829	10,917
Telephone	4,198	4,480
	<u>461,087</u>	<u>472,435</u>
EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS	28,481	28,999
OTHER EXPENDITURES		
Renovations and capital expenditures	2,333	6,387
EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR	\$ 26,148	\$ 22,612

STETTLER PUBLIC LIBRARY
Statement of Changes in Net Assets
For The Year Ended December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 98,546	\$ 75,934
EXCESS OF REVENUE OVER EXPENDITURES	26,148	22,612
NET ASSETS - END OF YEAR	\$ 124,694	\$ 98,546

STETTLER PUBLIC LIBRARY
Statement of Financial Position
As At December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
ASSETS		
CURRENT ASSETS		
Cash	\$ 24,205	\$ 8,213
Term deposits	94,238	92,498
Accounts receivable	2,571	2,311
Prepaid expenses	6,310	6,782
	<u>\$ 127,324</u>	<u>\$ 109,804</u>
LIABILITIES AND SHAREHOLDERS' EQUITY		
CURRENT LIABILITIES		
Accounts payable	\$ 2,630	\$ 11,258
NET ASSETS	<u>124,694</u>	<u>98,546</u>
	<u>\$ 127,324</u>	<u>\$ 109,804</u>

MEMORANDUM

Date: September 8, 2021

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: Water Reservoir Painting Request for Quotation (RFQ) Recommendation

History:

Approved 2021 capital budget is \$50,000 to paint the exterior of the Water Reservoir.

Summary of RFQ's received on September 1, 2021:

The RFQ was advertised in the Stettler Independent and posted on Alberta Purchasing Connection. The following submissions were received:

AlumaSafway Inc.	\$41,173.15
Era Ventures Inc.	\$53,000.00
Dynamo Coatings Ltd.	\$140,000.00
Jamac Painting and Sandblasting Ltd.	\$188,000.00

Reference checks for AlumaSafway were completed with positive results. The company also provides a two year warranty on their work.

It is expected that minor concrete repairs/sealing will be required prior to painting. A contingency of \$8,000 will be needed for minor repairs.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the RFQ Water Reservoir Painting to AlumaSafway Inc. in the amount of \$41,173.15, excluding gst and carries a contingency of \$8,000 for a total expenditure of \$49,173.15, excluding gst.

September 1, 2021

Town of Stettler
Attn: Steve Gerlitz
Box 280
Stettler AB
T0C 2L0

Re: Distribution Revenue Forecast for 2022 Franchise Fee

Dear Steve Gerlitz,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, specific procedures must be followed before the fee can be changed and take effect. This letter is intended to provide you with an overview of the franchise fee change procedure as follows:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 15, 2021**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 12, 2021** in order to obtain AUC approval and commence billing the new fee effective January 1, 2022.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.

The following information will help you decide the appropriate fee percentage for your community.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2021 Distribution Revenue	Estimated 2022 Distribution Revenue
11.1% of distribution revenue	20%	\$6,011,500	\$6,264,663 Estimated on first 6 months of data	\$7,260,744 Amortized (inflation index)

To estimate the franchise fee amount, multiply the Estimated Distribution Revenue by the fee percentage. When calculating your revenue requirements please remember that this fee is paid in addition to the linear taxes on the distribution system.

Estimated revenues are calculated based on best available information and are subject to change due to AUC final approved tariffs, Alberta Electric System Operator (AESO) flow-thru charges or changes in load growth.

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 403-740-9595.

Yours truly,

Tracy Volker
 Customer Sales Representative
 ATCO Electric
 403-741-4792
 Tracy.Volker@atco.com

Town of Stettler

ATCO Electric Franchise Fee Revenue

Franchise Fee Agreement

01-Jul-14

01-Jan-18

Current Percentage Fee

6.10%

11.10%

Current CAP fee

20%

Budget year	1st Estimated Distribution Revenue (from Atco Electric - 2 years in advance)	2nd Estimated Distribution Revenue (from Atco Electric - 1 year in advance)	Actual Distribution Revenue (from Atco Electric)	Budget Franchise Fee Revenue (6.1%/11.1% in 2018) - from Atco Electric 2 years in advance	Budget Franchise Fee Revenue (6.1% - 11.1% in 2018) - from Atco Electric 1 year in advance	Budget Franchise Fee Revenue (6.1% - 11.1% in 2018) - from Atco Electric using actual current year	Current Actual Year Franchise Fee Actual Revenue - GL 1-99-02-00-02-540)	Budget Amount Franchise Fee Revenue
2013	\$4,885,750.00	\$4,723,647.77	\$354,273.58		\$52,030.88		\$302,242.70	\$298,270.00
2014	\$4,984,848.00	\$5,507,817.52	\$184,967.03	\$160,943.86	\$27,500.30		\$314,594.11	\$319,800.00
2015	\$5,798,890.48	\$5,743,572.17		\$353,732.32	\$350,357.90		\$354,017.36	\$335,000.00
2016	\$6,123,628.35	\$5,765,507.04	\$5,611,397.51	\$373,541.33	\$351,695.93	\$342,295.25	\$342,295.24	\$373,000.00
2017	\$5,884,276.49	\$5,862,788.10	\$5,901,043.33	\$358,940.87	\$357,630.07	\$359,963.64	\$359,963.67	\$358,000.00
2018	\$5,982,975.26	\$5,999,923.65	\$6,018,697.03	\$664,110.25	\$665,991.53	\$668,075.37	\$668,075.38	\$664,110.00
2019	\$6,122,922.08	\$6,358,309.92	\$6,289,080.00	\$679,644.35	\$705,772.40	\$698,087.88	\$698,087.90	\$679,000.00
2020	\$6,421,893.12	\$5,996,000.00	\$6,011,500.00	\$712,830.14	\$665,556.00	\$667,276.50	\$667,271.77	\$712,000.00
2021	\$6,325,500.00	\$6,264,663.00		\$702,130.50	\$695,377.59			\$727,000.00
2022	\$7,260,744.00			\$805,942.58	\$0.00			\$805,000.00
2023	\$7,405,958.88			\$822,061.44	\$0.00			\$822,061.44
2024	\$7,554,078.06			\$838,502.66	\$0.00			\$838,502.66

TO: Town of Stettler Council

DATE: 2021 09 17

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – AUGUST 2021

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, and daily office staff information sharing sessions.
2. Ongoing organizational COVID-19 continuity planning under AHS guidelines, provincial mandates, and industry best practices.
3. Virtual – AUMA Workshop Municipal Role in Reconciliation.
4. RCMP (S/Sgt) Detachment Commander recruitment updates with RCMP Central Alberta District Advisory representative.
5. Breakfast meet and greet in Stettler with MLA Nate Horner and 4 other Ministers.
6. Summer vacation time off and coverage.
7. Stettler Health Services Foundation golf fundraiser
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, Staff, Department Head, 2021 Senior Management COVID update, SRC program, 2021 Municipal Election Community Hall walkthrough, Economic Development Committee.
2. Projects worked on included:
 - 2022-2024 Operational Budget
 - COVID planning, info and research
 - 2021 Tax Sale property review
 - 2021 Municipal Election – Assist Returning Officer with Election Planning/training
 - USA Bank Account – ongoing with TD Bank
 - 2021 Capital Budget – August 31, 2021
 - 2021 Cash Flow Statement follow up – August 31, 2021
 - 2021 Regional Water Summary – August 31, 2021

**CAO REPORT
AUGUST 2021
PAGE 2**

- 2021 Capital Budget Summary – August 31, 2021
- 2021 Operating Budget Summary – August 31, 2021
- 2021 Reserves Update – August 31, 2021
- 2021 Grant Updates – August 31, 2021
- Garbage and Recycling Inquiries – municipal inquiries
- Council Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns
- CAO vacation coverage
- Vacation

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings:

- Department Head
- Vacation August 19-29th
- Sewer blockage concerns from various landowners
- Skatepark Construction Completion review
- Various landowner concerns regarding drainage, water usage, traffic, etc.

Projects:

- Highway 12 Intersection – contract award, landowner notification
- 2021 Sidewalk Replacement construction continues
- Downtown Streetscape – Tree and Furniture considerations
- Water Reservoir Painting specifications and RFQ
- Alberta Transportation Intersection Upgrades at 67 Street
- 44 Avenue Rehabilitation construction continues
- Back alley grading adjustments – multiple sites.
- Concrete and Asphalt Crushing Contract completed

TRANSPORTATION – IVAN WILFORD

- Dug cremations and graves
- Sign repair/installations
- Equipment repairs and cleaning
- Lane grading
- Turn, mix, compost at transfer site
- Street sweeping
- Clean off catch basins
- Lots of Asphalt patching
- Landscaped behind sidewalk contractor
- Water newly planted grass areas
- Landscape sidewalk repairs

- Dug out Emmerson and Parkdale outdoor rink areas, so they hold water better for making ice.
- Landscaped and seeded outdoor rink areas
- Graded WTP
- Installed bollards on main street bulbing
- Hauled crushed concrete to the shop.
- Removed old stump from Health unit

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 beautification, CIB, meetings with staff, after council, and after council.
2. **Projects:** Grass cutting, weed eating, ball diamond preparations, football field work, transient issues, ice making on Blue arena, hockey school, and Jr B camp.
3. Transitioning into fall the casuals are back in school and we made it through another summer. Roger went for his knee surgery and should be back at the beginning of November (hopefully sooner), and we all wish him a speedy recovery.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. Clear Water Controls completed the yearly maintenance on our chlorine system equipment replacing parts that required replacing.
2. Sludge ponds were lowered so that knife gate maintenance could be performed.
3. We have had 3 motor VFD's fail at the plant, PWP 4103, RWP 2001 and RWP1001. Bagshaw electric has the replacement VFD's on order with October delivery dates.
4. Yearly cathodic protection survey was carried out by CTL Corrosion Technologies with no problems found at this time requiring attention
5. We have one compressor in operation with the second compressor out of service waiting on parts.
6. There were some water complaints in the month of August from a few communities that we service. There was a reported algae odour and taste. We were feeding water through the reservoir at the time so we switched over to feeding straight from the river.
7. The reservoir at the time of the complaints was very clear with very good readings in all parameters that we test and no visible signs of an algae bloom. Samples from the reservoir were sent away to Biologica for algae counts and analysis. The results came back and the total volume of algae was 40% less than the previous volume when we had no complaints. Biologica stated that the results did not indicate an algae bloom. On further study of the two algae analysis reports it was noticed that the golden algae numbers were much higher in the recent samples analyzed. Golden algae tend to dominate in clear water where there is not much food for algae present. They out compete the other types of algae for food. Unfortunately, the types of golden algae that cause odour and taste problems, even in small amounts, were the types of golden algae that were present in our reservoir. We have dosed our reservoir with Polydex algaecide to kill the algae before putting the plant back on the reservoir. The

algae taste and odour was strictly an esthetics issue as the water was very clean and healthy to drink at the time of the complaints.

8. Monthly routine plant maintenance was 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) Sewer service repairs
- 12) Repaired Lagoon Pond 9 Inlet and outlet pipe.
- 13) Installed services to 3802 46 Ave.

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - New recruit training is being completed on Wednesday nights
 - All other training is split into smaller groups occurring Monday and Friday nights
2. Fire Department Operations
 - AFRRCS meeting with suppliers
 - Fire Training tower project on going
 - Ongoing fire fighter payroll submission, incident invoicing, incident investigations, fire cause determination submission to AB gov.
 - Tender 15 is back in service
 - Fire Station 1 roof repairs almost complete waiting for company to return to finish tower roof.
 - Apparatus maintenance
 - Operation and Capital budget
1. Regional Fire Department Incident Summary
 - July total incidents 39 - 3 motor vehicle incidents, 1 Rescue Miscellaneous, 11 alarm calls, 9 medical first response, 1 public hazard power line, 11 wild land fires, 1 Public Service Miscellaneous and 2 Incident Unclassified.



Greg Switenky
CAO

Town of Stettler
2021 Capital Budget Summary 31-Aug-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 August 31, 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 (\$356,384+ \$340,528 (July 2021 = \$696,912)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total				
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																					
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	\$41,450.12	\$33,549.88					\$75,000.00						\$75,000.00				
2021 Capital Budget - Operational Projects (non TCA)																					
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000.00	\$55,000	\$0.00	\$55,000.00		\$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				
2021 Capital Budget - Operational Projects (non TCA)			\$645,000.00	\$645,000.00		\$88,549.88	\$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				
2021 Capital Budget - Capital Projects (TCA)																					
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	MSP - 44Ave Phase 2 - Hwy 56 to Hwy 12	\$611,241.00	\$611,241.00	\$391,210.08	\$220,030.92											\$611,241.00 MSP				
2020 MSP	6-32-21-10-23-610	MSP - Type 4 Intersection (Hwy 12 at 80st-south side only)	\$842,611.75	\$600,000.00	\$790,759.32	\$51,852.43				\$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 MSP				
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)	\$830,077.00	\$850,000	\$111,264.82	\$718,812.18				\$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	\$239,863.86	\$280,000	\$222,334.57	\$17,529.29						\$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	\$196,375.25	\$200,000	\$0.00	\$196,375.25							\$196,375.25				\$196,375.25				
Equip	6-31-11-30-12-630 (CAP13558)	Trackless	\$152,500.00	\$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				
Cemeter	6-56-00-60-01-660	2021 Capital Budget Addition - Columbarium	\$18,666.00	\$18,666	\$9,332.80	\$9,333.20		\$18,666.00									\$18,666.00				
2021 Capital Budget - Capital Projects (TCA)			\$4,088,284.86	\$3,922,857.00		\$1,255,728.08	\$225,000.00	\$151,650.00	\$201,166.00	\$0.00	\$966,696.94	\$0.00	\$0.00	\$888,739.11	\$482,904.06	\$357,120.00	\$815,008.75	\$0.00	\$4,088,284.86		
2021 Total Capital Budget			\$4,733,284.86	\$4,567,857.00		\$1,344,277.96	\$225,000.00	\$566,650.00	\$302,419.07	\$0.00	\$970,443.87	\$0.00	\$125,000.00	\$0.00	\$888,739.11	\$482,904.06	\$357,120.00	\$815,008.75	\$0.00	\$4,733,284.86	
Council Motion - 21:02:04 - Feb 2, 2021			\$4,549,191.00	27%			\$743,463.00	\$1,094,069.07					\$409,338.89	\$214,007.94	\$0.00					\$4,733,284.86	
2021 Addition - July 6, 2021 (Columbarium)			\$18,666.00																		-\$165,428
Total 2021 Capital Budget			\$4,567,857.00																		
Difference (Actual vs Council Budget)			\$165,428																		

		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 August 31, 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 (\$356,384+ \$340,528 (July 2021 = \$696,912)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total			
2020 Carry Forward - Operational Projects (non TCA)																				
Storm	6-42-00-00-15-610 CAP	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	\$11,255.51	\$1,744.49	\$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	\$8,931.50	\$35,068.50				\$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	\$2,161.90						\$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		
2020 Carry Forward - Operational Projects (non TCA)			\$134,394.14	\$134,640.62		\$38,473.41	\$13,498.52	\$0.00	\$50,000.00	\$0.00	\$38,640.62	\$0.00	-\$745.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$8,000.00	\$0.00	\$134,394.14
2020 Carry Forward - Capital Projects (TCA)																				
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	\$100,237.32	\$307,822.32							\$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	\$69,303.77	\$153,696.23			\$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	
2020 Carry Forward - Capital Projects (TCA)		\$1,917,433.31	\$1,971,868.67		\$534,463.52	\$190,000.00	\$149,631.17	\$39,224.64	\$369,223.39	\$71,016.00		\$0.00	\$0.00	\$736,196.06	\$259,242.50	\$40,000.00	\$62,899.55	\$0.00	\$1,917,433.31
2020 Total Carry Forwards		\$2,051,827.45	\$2,106,509.29		\$1,917,214.89	\$203,498.52	\$149,631.17	\$89,224.64	\$369,223.39	\$109,656.62		-\$745.00	\$0.00	\$736,196.06	\$284,242.50	\$40,000.00	\$70,899.55	\$0.00	\$2,051,827.45
2021 Total Capital Budget (including Carry Forwards)		\$6,785,112.31	\$6,674,366.29		28%	\$428,498.52	\$716,281.17	\$391,643.71	\$369,223.39	\$1,080,100.49		\$124,255.00	\$0.00	\$1,624,935.17	\$767,146.56	\$397,120.00	\$885,908.30		0.00
2021 Total Capital Budget Difference From Budget to Actual			\$110,746.02			Water	\$428,000.00	\$1,536,423.40		\$1,449,323.88				Total Grants Available	\$2,063,094.73	\$1,249,025.50	\$493,009.11		
								Total Reserves		\$2,985,747.28				Balance - December 31, 2021	\$438,159.56	\$481,878.94	\$95,889.11		

Revenue	2021 Budget	Actual - August 31, 2021	Variance	%	Notes
Administration	\$280,020	\$775,375.64	-\$495,355.64	276.90%	Insurance Claim - \$561,123
Inter Department Transfer - \$250,000					
Police	\$495,308	\$29,716.33	\$465,591.67	6.00%	MSI Operating - \$53,391
Traffic Fines (Budget - \$60,000 / Actual - \$22,646 = 38%)					
Provincial Grant - \$347,000 / Community SRO - \$28,917 (Sept-Dec)					
Fire	\$549,247	\$210,170.68	\$339,076.32	38.27%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$109,950	\$109,570.00	\$380.00	99.65%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$88,850 (103%) / Animal License - Budget \$21,700 - Actual \$20,570					
Roads, Streets, Walks, Lights	\$543,800	\$68,549.15	\$475,250.85	12.61%	
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	\$1,811,312.30	\$1,336,045.70	57.55%	
Metered sale of water (Budget - \$1,961,648 / Actual - \$1,037,421 - 53% - to end of July - 58%)					
Metered out of Town (Budget - \$1,070,000 / Actual - \$679,857 - 64% - to end of July - 58%)					
Bulk water (Budget - \$40,000 / Actual \$17,478 - 44%)					
Sewer	\$950,701	\$518,066.68	\$432,634.32	54.49%	
Sewer Service Charges (Budget - \$888,681 / Actual \$497,373 - 56% - to end of July - 58%)					
Garbage Collection & Disposal	\$836,789	\$479,569.52	\$357,219.48	57.31%	
Residential Garbage Revenue (Budget - \$634,980 / Actual \$359,307 - 57% - to end of July - 58%)					
Recycling Revenue (Budget - \$170,664 / Actual - \$99,557 - 58% - to end of July - 58%)					
FCSS	\$157,148	\$91,665.00	\$65,483.00	58.33%	
Cemetery	\$23,600	\$22,216.33	\$1,383.67	94.14%	
Planning & Development	\$44,500	\$31,098.80	\$13,401.20	69.88%	
Building Permits (Budget - \$30,000 / Actual - \$22,297 - 74%)					
Economic Development - BOT	\$232,125	\$141,557.74	\$90,567.26	60.98%	
Subdivison Land	\$2,000	\$200.00	\$1,800.00	10.00%	
Land, Housing & Rentals	\$282,015	\$182,433.60	\$99,581.40	64.69%	
Health Unit - \$204,400					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000	\$254.96	\$2,745.04	8.50%	
Recreation Programs	\$22,700	\$8,844.05	\$13,855.95	38.96%	
Facilities	\$952,732	\$137,903.20	\$814,828.80	14.47%	County Partnership - \$431,500
Community Hall	\$45,000	\$4,645.12	\$40,354.88	10.32%	
Senior's Center	\$20,875	\$7,638.93	\$13,236.07	36.59%	
Parks	\$165,650	\$72,556.38	\$93,093.62	43.80%	
Lions Campground - Budget - \$115,000 / Actual - \$70,156 = 61%					
Operating Contingency	\$4,529	\$0.00	\$4,529.00	0.00%	
Taxes	\$8,677,404	\$8,683,038.91	-\$5,634.91	100.06%	
Other Revenue	\$1,938,350	\$1,197,859.75	\$740,490.25	61.80%	Business Taxes / Penalties
Franchise Fee - GAS (Budget - \$1,002,950 / Actual - \$697,953 - 70% - to end of Aug - 66%)					
Franchise Fee - ELECTRIC (Budget - \$727,000 / Actual - \$411,061 - 57% - to end of July - 58%)					
Return on Investments (Budget - \$140,000 / Actual - \$51,536 - 37%)					
Total Revenue	\$19,495,681	\$14,593,581.47	\$4,902,099.53	74.86%	

Expense	2021 Budget	Actual - August 31, 2021	Variance	%	Notes
Council & Legislative	\$221,630	\$108,267.36	\$113,362.64	48.85%	
	Council Honorarium (Budget - \$152,630 / Actual - \$96,362 - 63%)				
	Council per diem - Budget - \$27,000				
	Council travel & subsistance - Budget - \$22,000 / Actual - \$292 - 1%)				
	Council Membership Conferences (Budget - \$16,000 / Actual - \$6,414 - 40%)				
Administration	\$1,294,932	\$615,131.26	\$679,800.74	47.50%	COVID Expenses (supplies) - \$6,601.69
Police	\$1,264,942	\$201,906.07	\$1,063,035.93	15.96%	
	RCMP - Contract Billings (Budget - \$1,080,481)				
Fire	\$894,059	\$375,624.05	\$518,434.95	42.01%	
Disaster Services	\$33,080	\$251.93	\$32,828.07	0.76%	
Bylaw Enforcement	\$192,716	\$157,543.86	\$35,172.14	81.75%	
Common Services	\$156,733	\$77,862.41	\$78,870.59	49.68%	
Roads, Streets, Walks, Lights	\$2,512,829	\$934,581.49	\$1,578,247.51	37.19%	
Airport	\$47,635	\$17,090.76	\$30,544.24	35.88%	
Water Supply & Distribution	\$3,078,025	\$1,479,583.97	\$1,598,441.03	48.07%	
Sewer	\$706,865	\$329,194.79	\$377,670.21	46.57%	
Garbage Collection & Disposal	\$724,917	\$272,733.88	\$452,183.12	37.62%	
FCSS	\$196,435	\$147,326.25	\$49,108.75	75.00%	
Cemetery	\$65,790	\$25,426.16	\$40,363.84	38.65%	
Planning & Development	\$330,035	\$242,406.47	\$87,628.53	73.45%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$679,030	\$257,265.99	\$421,764.01	37.89%	
Subdivison Land	\$55,820	\$30,583.02	\$25,236.98	54.79%	
Land, Housing & Rentals	\$44,890	\$17,098.28	\$27,791.72	38.09%	
Recreation - General	\$153,470	\$73,708.97	\$79,761.03	48.03%	
Recreation Programs	\$82,740	\$69,720.41	\$13,019.59	84.26%	
Facilities	\$2,375,397	\$1,077,020.62	\$1,298,376.38	45.34%	
Culture	\$334,162	\$258,276.44	\$75,885.56	77.29%	
Community Hall	\$122,546	\$50,904.44	\$71,641.56	41.54%	
Senior's Center	\$13,330	\$913.58	\$12,416.42	6.85%	
Parks	\$680,581	\$353,389.63	\$327,191.37	51.92%	
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	\$1,439,302.01	\$1,245,326.99	53.61%	
	ASFF (Budget - \$2,148,647 - Actual - \$1,079,479 - 50%)				
	ASFF Separate School (Budget - \$166,954 - Actual - \$83,738.95 - 50%)				
	County of Stettler Senior Lodges (Budget - \$368,112 - Actual \$276,084 - 75%)				
Total Expense	\$19,495,681	\$8,638,114.10	\$10,857,566.90	44.31%	
Surplus / Deficit	\$0	\$5,955,467.37	-\$5,955,467.37		

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75704
Cheque Date	First	Last		75707

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	75704	2021-09-03	\$354.94

Invoice Description		Invoice Number	Invoice Amount

WTP Monthly Pest Control		1388105	\$198.45
SRC Monthly Pest Control		1387984	\$156.49
=====			
Rogers	75705	2021-09-03	\$173.86

Invoice Description		Invoice Number	Invoice Amount

Fire Jnt 8.19-9.18 Data Plan		2352854255	\$173.86
=====			
Telus Communications	75706	2021-09-03	\$3,041.04

Invoice Description		Invoice Number	Invoice Amount

Telus Aug 2 to Sep 21		2021.08.23	\$3,041.04
=====			
Telus Mobility Inc.	75707	2021-09-03	\$1,139.17

Invoice Description		Invoice Number	Invoice Amount

Telus Mobility Aug 22 - Sep 21		2021.08.21	\$1,139.17

		Total Cheques	\$4,709.01
			=====

Did not change the starting cheque number to the Online number before printing so it used the next cheque blank number VS

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75708
Cheque Date	First	Last		75726

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Atlas Copco Compressors Canada	75708	2021-09-17	\$79.19

Invoice Description		Invoice Number	Invoice Amount

WTP Temperature Sensor		1121015210	\$79.19

Canada Post Corporation	75709	2021-09-17	\$1,521.71

Invoice Description		Invoice Number	Invoice Amount

Water Bills Postage		9793556685	\$1,521.71

Canalta Real Estate Services L	75710	2021-09-17	\$3,197.69

Invoice Description		Invoice Number	Invoice Amount

Refund Tax Roll Credit Balance		2021.09.02	\$3,197.69

Churchill, Amanda	75711	2021-09-17	\$500.00

Invoice Description		Invoice Number	Invoice Amount

Comm Hall Refund Hall Deposit		2021.09.07	\$500.00

Corrosion Technologies	75712	2021-09-17	\$1,417.50

Invoice Description		Invoice Number	Invoice Amount

WTP Cathodic Protection Survey		22-09-447	\$1,417.50

Diverse Signs N Designs Inc.	75713	2021-09-17	\$31.31

Invoice Description		Invoice Number	Invoice Amount

Other Events Culture Day Banne		8128	\$31.31

Greenwood, Kelly	75714	2021-09-17	\$186.02

Invoice Description		Invoice Number	Invoice Amount

Refund Overpayment on Tax Roll		2021.09.14	\$186.02

Hoac, Len	75715	2021-09-17	\$207.74

Invoice Description		Invoice Number	Invoice Amount

Refund Sep Pre-Authorized Paym		2021.09.02	\$207.74

Lori's Leather & Repair	75716	2021-09-17	\$42.00

Invoice Description		Invoice Number	Invoice Amount

Fire Joint Repair Station Boot		4984	\$42.00

NextGen Automation	75717	2021-09-17	\$256.90

Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office 7.30 to 8.29 Photocopie	349766		\$256.90
Park Paving Ltd.	75718	2021-09-17	\$121,304.89
Invoice Description	Invoice Number	Invoice Amount	
Roads 2021 Concrete Crushing	21-801PC1	\$121,304.89	
Paul Davis Systems	75719	2021-09-17	\$8,607.76
Invoice Description	Invoice Number	Invoice Amount	
Admin-Hail Damage Radio Tower	RED-21-0966	\$8,607.76	
Practica Ltd.	75720	2021-09-17	\$713.07
Invoice Description	Invoice Number	Invoice Amount	
Park 2000 pickup bags & shippi	43099	\$713.07	
Quokka Systems Consulting	75721	2021-09-17	\$63.00
Invoice Description	Invoice Number	Invoice Amount	
Park Campground advertising	24066-2021/202	\$63.00	
Receiver General for Canada	75722	2021-09-17	\$48,973.26
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP18-21	\$41,754.54	
Town Tax Remittance	PP18-21.	\$3,259.91	
BOT Tax Remittance	PP18-21.BOT	\$1,431.51	
Library Tax Remittance	PP18-21.LIBRAR	\$2,527.30	
Skocdopole, Carley	75723	2021-09-17	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall Refund Hall Deposit	2021.09.14	\$500.00	
Smith, Shawn	75724	2021-09-17	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall Refund Hall Deposit	2021.09.07	\$500.00	
Town of Stettler - Petty Cash	75725	2021-09-17	\$251.60
Invoice Description	Invoice Number	Invoice Amount	
Office Stamps/Lotto/Supplies	2021.09.08	\$251.60	
Trivedi, Mayank	75726	2021-09-17	\$208.27
Invoice Description	Invoice Number	Invoice Amount	
Refund Tax Roll Credit Balance	2021.09.03	\$208.27	
Total Cheques			\$188,561.91

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0003832
Cheque Date	First	Last		EFT0003849

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount												
Barnes, Roger	EFT0003832	2021-09-08	\$25.00												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>SRC Sep Phone Allowance</td> <td>2021.09.01</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	SRC Sep Phone Allowance	2021.09.01	\$25.00			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
SRC Sep Phone Allowance	2021.09.01	\$25.00													
CentralSquare Canada Software	EFT0003833	2021-09-08	\$1,712.81												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>Computer VCH Trouble Shoot</td> <td>329256</td> <td>\$1,712.81</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	Computer VCH Trouble Shoot	329256	\$1,712.81			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
Computer VCH Trouble Shoot	329256	\$1,712.81													
Dahl, Steven	EFT0003834	2021-09-08	\$50.00												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>Shop Sep Tool Allowance</td> <td>2021.09.01</td> <td>\$50.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	Shop Sep Tool Allowance	2021.09.01	\$50.00			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
Shop Sep Tool Allowance	2021.09.01	\$50.00													
Dodd, Sonia	EFT0003835	2021-09-08	\$148.86												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>Pool Programs 2 Lift Jackets</td> <td>2021.08.24</td> <td>\$123.86</td> </tr> <tr> <td>Pool Sep Phone Allowance</td> <td>2021.09.01</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	Pool Programs 2 Lift Jackets	2021.08.24	\$123.86	Pool Sep Phone Allowance	2021.09.01	\$25.00
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
Pool Programs 2 Lift Jackets	2021.08.24	\$123.86													
Pool Sep Phone Allowance	2021.09.01	\$25.00													
Gerlitz, Steven	EFT0003836	2021-09-08	\$100.00												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>Admin/Office Sep Phone & Trvl</td> <td>2021.09.01</td> <td>\$100.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	Admin/Office Sep Phone & Trvl	2021.09.01	\$100.00			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
Admin/Office Sep Phone & Trvl	2021.09.01	\$100.00													
Graham, Leann	EFT0003837	2021-09-08	\$175.00												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>P&D Sep Phone & Travel Allow</td> <td>2021.09.01</td> <td>\$175.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	P&D Sep Phone & Travel Allow	2021.09.01	\$175.00			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
P&D Sep Phone & Travel Allow	2021.09.01	\$175.00													
Howe, Graham	EFT0003838	2021-09-08	\$25.00												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>Cemetery/SRC Sep Phone Allow</td> <td>2021.09.01</td> <td>\$25.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	Cemetery/SRC Sep Phone Allow	2021.09.01	\$25.00			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
Cemetery/SRC Sep Phone Allow	2021.09.01	\$25.00													
Loomis Express	EFT0003839	2021-09-08	\$51.91												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>WTP Freight</td> <td>9608896</td> <td>\$51.91</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	WTP Freight	9608896	\$51.91			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
WTP Freight	9608896	\$51.91													
QM Contracting	EFT0003840	2021-09-08	\$1,575.00												
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>Water Aug Water Meter Reader</td> <td>931387</td> <td>\$1,575.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	-----	-----	-----	Water Aug Water Meter Reader	931387	\$1,575.00			
Invoice Description	Invoice Number	Invoice Amount													
-----	-----	-----													
Water Aug Water Meter Reader	931387	\$1,575.00													

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
R & E Elevator Ltd.	EFT0003841	2021-09-08	\$682.76

Invoice Description	Invoice Number	Invoice Amount	
Joint Office Reg Maintenance	24366	\$315.26	
SRC Regular Maintenance	24333	\$367.50	
=====			
Receiver General for Canada	EFT0003842	2021-09-08	\$217,682.71

Invoice Description	Invoice Number	Invoice Amount	
Mun Policing Agreement 1st Qtr	7003390	\$217,682.71	
=====			
Robbins, Brad	EFT0003843	2021-09-08	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
P & L Sep Travel Allowance	2021.09.01	\$100.00	
=====			
Stenlund, Wayne	EFT0003844	2021-09-08	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Shop Sep Tool Allowance	2021.09.01	\$25.00	
=====			
Stingray Radio Inc.	EFT0003845	2021-09-08	\$682.50

Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Advertising	412943-8	\$682.50	
=====			
Stormoen, Angela	EFT0003846	2021-09-08	\$150.00

Invoice Description	Invoice Number	Invoice Amount	
P&D Sep Phone & Trl Allowance	2021.09.01	\$150.00	
=====			
Switenky, Greg	EFT0003847	2021-09-08	\$370.00

Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Sep Phone & Trvl	2021.09.01	\$370.00	
=====			
Wet Water Industries Ltd.	EFT0003848	2021-09-08	\$194.07

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Sep Wtr Treat Equip	AR32409	\$76.89	
Fire Joint Service Call & Salt	AR32572	\$117.18	
=====			
White Ice (1995) Ltd.	EFT0003849	2021-09-08	\$133.35

Invoice Description	Invoice Number	Invoice Amount	
SRC Ice Markings	30744	\$133.35	

Total Cheques			\$223,883.97
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number EFT0003850	EFT0003853
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Black Press Group Ltd.	EFT0003850	2021-09-08	\$585.72

Invoice Description		Invoice Number	Invoice Amount

P&D and Water Advertising		34119057	\$585.72

Brownlee LLP	EFT0003851	2021-09-08	\$951.83

Invoice Description		Invoice Number	Invoice Amount

Bylaw Legal Services		518945	\$951.83

Chapman Riebeek	EFT0003852	2021-09-08	\$420.00

Invoice Description		Invoice Number	Invoice Amount

Bylaw July Legal Services		2108026	\$420.00

UrbanMetrics Inc.	EFT0003853	2021-09-08	\$1,579.18

Invoice Description		Invoice Number	Invoice Amount

Ec Dev Wesite/App		6419	\$1,579.18

		Total Cheques	\$3,536.73

			=====

MINUTES OF THE REGULAR STETTLER WASTE MANAGEMENT AUTHORITY MEETING HELD ON FRIDAY, SEPTEMBER 10, 2021 AT 10:07 A.M., IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA AND VIA VIDEO CONFERENCE.

PRESENT: Malcolm Fischer, Town of Stettler Councillor
Wayne Nixon, County of Stettler Councillor (Vice Chairperson)
Ernie Gendre, County of Stettler Councillor (arrived at 10:21 a.m.)
Clark German, Village of Big Valley
Rick Nelson, Village of Donalda
Dan Hiller, Summer Village of Rochon Sands
(Executive Committee Member)
Bill Sanchuck, Summer Village of White Sands
Grace Fix, Recycling Representative
(Heartland Beatification Committee)

Other: Rene Doucette, Manager/SWMA Representative
Greg Switenky, Town of Stettler CAO
Yvette Cassidy, County of Stettler CAO (SWMA CAO)
Andrew Brysiuk, Director of Municipal Services
Christa Cornelssen, County of Stettler Director of Corporate Services
Jarrett Kushner, County of Stettler Manager of Information Systems
Marlene Hanson, County of Stettler Executive Assistant

ABSENT: Sean Nolls, Town of Stettler Councillor (Chairperson)
Mark Fox, Stettler Member at Large

CALL TO ORDER

The meeting was called to order at 10:07 a.m., Friday, September 10, 2021 by Vice Chairperson Wayne Nixon.

AGENDA ADDITIONS AND APPROVAL

34.09.10.21 Moved by Malcolm Fischer
“that the September 10, 2021 agenda for the Stettler Waste Management Authority Meeting be approved with the addition of:
1. Bin Replacement.” Carried Unanimously

MINUTE APPROVAL

35.09.10.21 Moved by Clark German
“that the June 18, 2021 Stettler Waste Management Authority Meeting minutes be approved as presented.” Carried Unanimously

Introductions were completed.

DELEGATIONS

None

MANAGER'S REPORT

Manager Rene Doucette reported that operations are running smoothly, one employee was off for a while, will be going to winter hours after Thanksgivings weekend and that there was a break-in at the Stettler Transfer Site with nothing being taken.

For the Take it or Leave it building, the placement of some posts as a barrier to prevent damage (backing into) is being looked into.

- 36.09.10.21 Moved by Bill Sanchuck**
“that the verbal Stettler Waste Management Manager’s Report for September 10, 2021 be received for information.”
Carried Unanimously

FINANCIALS

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

- 37.09.10.21 Moved by Dan Hiller**
“that the Stettler Waste Management Authority’s payments Register for the payments posted between June 1 and August 31, 2021 (attached and forming part of these minutes) Report to be approved as presented.”
Carried Unanimously
- 38.09.10.21 Moved by Malcolm Fischer**
“that the Stettler Waste Management Authority’s Bank Reconciliation for the periods ending June 30 and July 31, 2021 (attached and forming part of these minutes) Reports to be approved as presented.”
Carried Unanimously
- 39.09.10.21 Moved by Rick Nelson**
“that the Stettler Waste Management Authority’s Reserves for the periods ending June 30 and July 31, 2021 (attached and forming part of these minutes) Reports to be approved as presented.”
Carried Unanimously
- 40.09.10.21 Moved by Clark German**
“that the Stettler Waste Management Authority’s Year to Date Budget for the month ending July 31, 2021 (attached and forming part of these minutes) Report to be approved as presented.”
Carried Unanimously

BUSINESS ARISING FROM PREVIOUS MINUTES

None

NEW BUSINESS

Bin Replacement:

Bill Sanchuck identified that bin #6 at the Summer Village of White Sands has deteriorated to the point that it may be unsafe for loading and unloading.

- It was identified that a new bin was put in place this summer with 4 bins belonging to the Stettler Waste Management Authority and 2 belonging to the Summer Village of White Sands.

Ernie Gendre joined the meeting at 10:21 a.m.

RECYCLING REPORT:

Stettler SWMA Alberta January to July 2021 LCA:

The Textile Recycling Diversion Report for the Diabetes Canada for the period January to July, 2021 was presented.

- CAO Cassidy noted that these bins accept mostly clothing in order to keep it out of the Landfill with proceeds going to the Diabetes Canada.
- These bins were locked during COVID lock down timeframe.
- Grace Fix noted that this is a fund raiser for Diabetes Canada partnering with Value Village, who purchases the items then sells them for minimal amounts. There may be a small amount of items that is unsellable that would go to a landfill. Various textiles are recycled.

41.09.10.21 Moved by Bill Sanchuck

“that the Stettler SWMA Alberta January to July 2021 LCA Report dated September 10, 2021 be received for information.”

Carried Unanimously

Recycling Report:

The Wood Burning and Styrofoam Recycling report was presented to the September 8, 2021 County of Stettler No. 6 Council meeting which brought discussion as to who’s responsibility this is. Grace Fix believes the report was positively received by Council and suggests increased costs in cardboard recycling would be a County responsibility; treated wood would be a SWMA responsibility; and need to look at how to cost share and to get it into the budget.

CAO Cassidy reported that County of Stettler No. 6 Council would discuss further during future County of Stettler Strategic Planning and Budget Meetings which should occur before the end of the year.

Styrofoam Recycling:

- Stettler Waste Management Authority Responsibility - \$4,000 set-up and per year (this is to be taken to be considered at County of Stettler deliberations as well.)

Used Oil Recycling Requirements

- Would need a double walled tank
- Surrounding containment for minor spills
- Barrier for collision (backing into)

Costs:

- Pay for pick-up – travel, only – 3 meters per capita for 36,000 volume per year – Zero to \$1,300 cost per year
- Tanks – \$6-7,000
- Preparing ground for containment of spills - \$2-3,000

Grace feels that the current situation with UFA (being a registered site for the public) and the Foesier sites accepting used oil is working well.

Ernie Gendre noted that a Hutterite Colony is accepting oil as he uses a tote from them and he will enquire with the Colony for further information.

- Grace Fix noted a conversation with UFA and Foesier’s may be beneficial as should they would have excess oil, it could save transporting fees.)
- Wayne Nixon does not feel that the municipalities should get involved, as responsible should be that of the producers and users.
- Grace Fix noted that for long term, should not be burning oil and this option may disappear when this is not an option.
- Wayne Nixon noted that Ford and Dodge (Dan Hiller identified Jiffy Lube, as well) burn their used oil.

Malcolm Fischer added that he and Grace Fix attended the Taber mattress recycling facility. It is massive, very busy and very impressive. However, is surprised that the wood is hard to get rid of. (Grace Fix identified that the wood – is not treated, and they have offered a small capacity to be used as firewood for campfires.) Glad to hear cardboard recycling market has returned. Feels recycling is kicking-off world wide.

Grace Fix thanked Wayne Nixon and Malcom Fischer for their many years of service to the communities and appreciates the time and effort that they have put in through out the years.

42.09.10.21

Moved by Grace Fix

“that the Stettler Waste Management Recycling Report dated September 10, 2021 be received for information.”

Carried Unanimously

CONSENT AGENDA ITEMS

None

IN CAMERA SESSION

None

NEXT MEETING

The next meeting is scheduled for Monday, November 29, 2021 at 10:00 a.m.

It was noted that in the event of not having new signing officers appointed, after elections, the present assigned officers will continue signing until that appointment has taken place.

Wayne Nixon and Malcolm Fischer thanked committee members for putting up with them. Noted the amazing and hard work by all the committee members.

ADJOURNMENT

43.09.10.21

Moved by Malcolm Fischer

“that the Stettler Waste Management Authority Meeting be adjourned at 10:53 a.m.”

Carried Unanimously

Chairperson

SWMA Chief Administrative Officer

ALBERTA BIOBORD

CANADA'S LARGEST CARBON CAPTURE PROJECT!



Sustainable Straw from Farmer's Fields to Fuel Pellets & MDF Boards

Using **Renewable BioMass**



Solid Straw Fuel Pellets To Generate
enough Electricity To Power Over

400,000 Alberta Homes!



Removes **3.2 million** metric tonnes
of CO₂ annually, the equivalent of taking
over **65,000 Alberta cars**



off the road!

Avoids Deforestation of
over **1.6 million** mature 40 year
old trees annually, the equivalent of
planting **60 MILLION TREES**
by 2050!



3 years of construction thru 2022
plus permanent fulltime jobs thru Central Alberta.

OVER 3200 Direct, Indirect and Induced
GREAT JOBS FOR ALBERTANS!

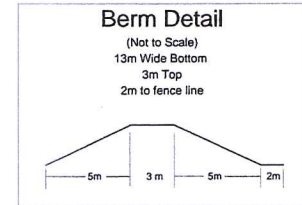
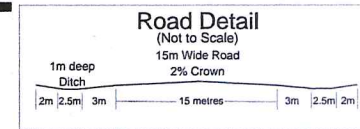
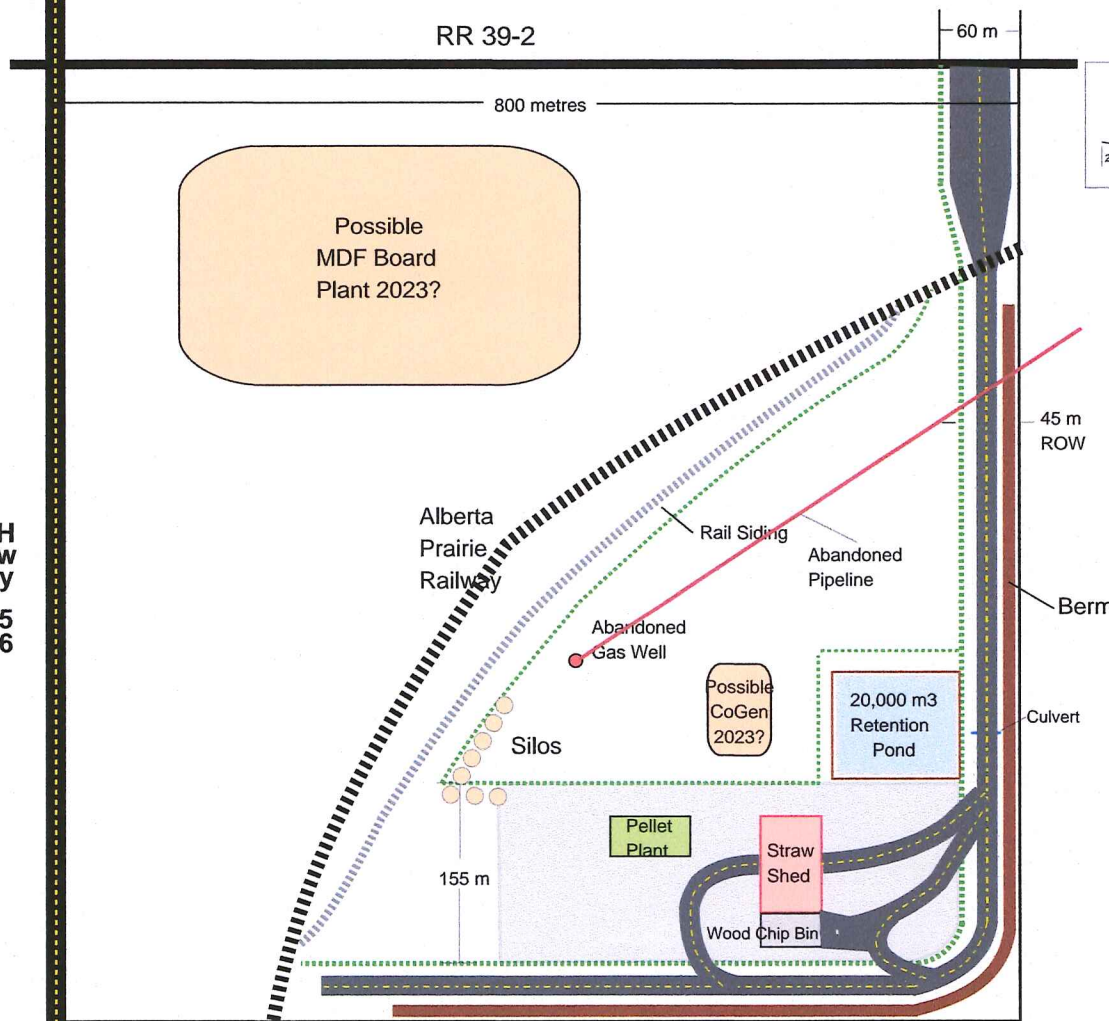


STRAW - ALBERTA'S CARBON ADVANTAGE!

Alberta BioBord Proposed Fuel Pellet Plant NW 1/4 Section 9, Twp 39, Range 19, W4M



HWY
5
6



FOOTPRINT KEY DIMENSIONS

- Pellet Plant - 33m x 66m, Height 2/3rds @ 10m, 1/3rd @ 12.0m
- Straw Shed - 46m x 72m, 12.0m high Dual Overhead Doors 5m wide x 6m high Drive Thru to accommodate dual Cranes
- Wood Chip Concrete Bin w Fabric Cover 46m x 24m
- Drainage all to Retention Pond, 3m deep with O.D. of 78m x 108m
- Extended East Site Footprint all sloping from flat top building elevation & roads to N edge of ROW, N to N edge of site & west at 1.0% positive drainage, then ditched to pond.
- Railway Siding to come off APR and then run parallel as shown.
- Engineered steel buildings, three tone color scheme, White-Gold-Blue, 12/1 roof slopes.
- Silos are 53'9" Diameter, can be closer if Gas Well reclaimed.

SCALE

300 m
300 ft

Conceptual Sketch by GW Clark, CEO Aug 22, 2021

New vaccine requirements and COVID-19 measures in Alberta

September 15, 2021 [Media inquiries](#)

Alberta has declared a state of public health emergency and will implement new health measures to expand capacity, increase vaccination rates and reduce transmission of COVID-19.

New temporary health measures to help slow the spread of COVID-19 will apply provincewide. This includes new restrictions on restaurants, indoor gatherings, weddings and funerals, retail, entertainment venues, and indoor sport and fitness beginning Sept. 20. Measures in workplaces, indoor private gatherings, places of worship, schools and children's activities, as well as mandatory masking and physical distancing in all indoor public spaces begin Sept. 16.

Starting Sept. 20, businesses or event organizers who choose to implement a program checking patrons for government-issued proof of vaccination or a recent negative privately purchased COVID-19 test will be able to have an exemption to restrictions. If a business or service chooses not to require proof of vaccination, they will be required to adhere to the new health measures.

"We are taking necessary and critical steps to prevent our health system from being overwhelmed and once again slow the spread of COVID-19 in Alberta. These steps are not easy for anyone, but with COVID-19 hospitalizations continuing to rise, particularly amongst the unvaccinated, we have no choice but to implement the proof of vaccination measures and temporary restrictions. We have overcome past COVID-19 waves and we will once again. I strongly urge anyone who has not yet been vaccinated to do so immediately. Please protect yourself, your loved ones and your community."

Jason Kenney, Premier

"The new proof of vaccination requirements will make us all safer. This will help increase vaccination rates across the province and protect Albertans in settings that pose a higher risk of transmission. We've seen from other jurisdictions that proof of vaccinations do help

encourage people to get vaccinated, and I am calling on every eligible Albertan to get fully immunized as soon as possible.”

Tyler Shandro, Minister of Health

“I know Albertans, especially those who have done everything they can to keep not only themselves but their fellow Albertans safe, are tired. But I’m asking you to please continue to do the right thing to help protect our health-care system and our communities. Please continue to make safe choices, get vaccinated if you haven’t already, wash hands and stay home when ill. Together, we will protect our health system and each other.”

Dr. Deena Hinshaw, chief medical officer of health

New public health measures provincewide

The following measures will take effect on Sept. 16:

Workplaces:

- Mandatory work-from-home measures are in place unless the employer has determined a physical presence is required for operational effectiveness.

Private social gatherings:

- Indoor private gatherings for vaccine-eligible, fully vaccinated individuals are limited to a single household plus one other household to a maximum of 10 people, with no restrictions on children under the age of 12.
- Attendance at any indoor private social gathering is not permitted for vaccine-eligible individuals who are unvaccinated.
- Outdoor private social gatherings are permitted to a maximum of 200 people, with two-metre physical distancing maintained at all times.

Places of worship:

- Places of worship must limit attendance to one-third fire code capacity.
- Face masks will be mandatory and there must be two-metre physical distancing between households or two close contacts for those living alone.

Outdoor events and facilities with no indoor portion (excluding washrooms):

- No attendance restrictions, however two-metre physical distancing must be in place.

Schools (K-12):

- Mandatory masking for students in grades 4 and up, plus staff and teachers in all grades. Schools that can implement an alternate COVID safety plan can be exempted from mandatory masking.
- Elementary schools are to implement class cohorting.
- For physical activities in schools:
 - Youth aged 18 and under are not required to mask or maintain two-metre distance when engaged in physical activity.
 - There are no restrictions on outdoor activities.
 - Indoor sports/performance/recreation/special interests are permitted with requirements for two-metre physical distancing, where possible.

Children's sport/performance/recreation (extracurricular sports, performance, recreation and special interest):

- Indoor activities are permitted, with requirements for two-metre physical distancing and masking where possible, and symptom screening for participants.
- Youth aged 18 and under are not required to mask or maintain physical distancing during a physical activity, such as a team sport.
- Spectator attendance is limited to one-third fire code capacity. Attendees must be masked and ensure physical distancing between different households or an individual who lives alone and their two close contacts.
- There are no restrictions on outdoor activities.

Children's activities:

- Children's day camps must have two-metre physical distancing between participants and masking indoors.
- Children's overnight camps must follow cohort models.

The following measures will take effect on Sept. 20:

Restaurants:

- Outdoor dining only with a maximum of six individuals per table (one household or two close contacts for those living alone).
- Liquor sales and consumption restrictions (10 p.m. sales and 11 p.m. consumption) apply.
- Restaurants are eligible to implement the Restrictions Exemption Program.

Weddings and funerals:

- All indoor ceremonies and services are limited to 50 attendees or 50 per cent fire code capacity, whichever is less.
- No indoor receptions are permitted.
 - The hosting facility would be eligible to implement the Restrictions Exemption Program.
- All outdoor ceremonies and services for weddings and funerals must be limited to 200 attendees. Outdoor receptions are required to follow liquor sales and consumption restrictions (i.e., sales end at 10 p.m. and consumption ends by 11 p.m.).
 - The hosting facility would be eligible to implement the Restrictions Exemption Program.

Retail, entertainment and recreation facilities (includes any indoor venues, libraries, conferences, rental spaces, concerts, nightclubs, casinos and similar):

- Attendance is limited to one-third fire code capacity and attendees are only permitted to attend with their household or two close contacts for those living alone. Attendees must be masked and have two-metre physical distancing between households.
 - These facilities are eligible to implement the Restrictions Exemption Program.

Adult (over 18 years old) sport, fitness, performance, and recreation:

- Indoor activities:

- No indoor group classes or activities are permitted.
- One-on-one training or individual workouts are permitted but three-metre physical distancing is required.
- No contact between players; indoor competitions are paused except where vaccine exemptions have been granted.
- These facilities and programs are eligible to implement the Restrictions Exemption Program. Specific exemptions may also be granted on a case-by-case basis.
- There are no restrictions on outdoor activities.

Restrictions Exemption Program

- Starting Sept. 20, vaccine-eligible individuals will be required to provide government-issued proof of immunization or a negative privately paid COVID-19 test from within the previous 72 hours to access a variety of participating social, recreational and discretionary events and businesses throughout the province.
- To enter certain spaces that are participating in the program, including restaurants, bars and indoor organized events, people aged 12 and older will be required to show their proof of vaccination or a negative recent test result.
- Businesses that implement the Restrictions Exemption Program would operate as usual, provided they are serving only people who have proof of immunization or who have a recent privately paid negative test, as per the requirements in place. This means they could immediately and without restriction serve any individual eligible for vaccination who:
 - Has proof of double vaccination (note that for a transitional period between Sept. 20 and Oct. 25, proof of a single dose would be considered acceptable as long as the dose was given two weeks or more before the time of service).
 - Has documentation of a medical exemption.
 - Has proof of a recent (within the previous 72 hours) negative COVID-19 test (either PCR or Rapid Test). The test may not be from Alberta Health Services or Alberta Precision Laboratories.
 - Those under age 12 would not need to provide proof of immunization or a negative test to enter a participating business.
 - This program would not apply to businesses or entities that need to be accessed for daily living.

- Albertans can access copies of their COVID-19 vaccination records through MyHealth Records. For the time being, Albertans should avoid logging into MyHealth Records to download their records. The printable card, which was going to be made available on Sept. 16, will now be available on Sept. 19.

Get fully vaccinated

More than 79.5 per cent of eligible Albertans are now protected with at least one dose of COVID-19 vaccine and 71.4 per cent are fully vaccinated. Vaccines dramatically reduce the risk of severe outcomes and the risk of infection.

Vaccines are the most powerful tool in the fight against COVID-19. Vaccine appointments are widely available through AHS or participating pharmacies and physician clinics. Book yours at alberta.ca/vaccine. First doses are also available at select walk-in clinic locations. Two doses provide maximum effectiveness and long-lasting protection.

Related information

- [COVID-19 information for Albertans](#)

Multimedia

- [Watch the news conference](#)

Media inquiries

Harrison Fleming

780-984-3543
Acting Press Secretary, Office of the Premier

Steve Buick

780-288-1735
Senior Press Secretary, Health

[View this announcement online](#)
[Government of Alberta newsroom](#)