

# Town of Stettler

**COUNCIL MEETING**  
**NOVEMBER 23, 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, NOVEMBER 23<sup>rd</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 November 2<sup>nd</sup>, 2021 5-9
  - (b) Minutes of the Committee of the Whole Meeting of November 9<sup>th</sup>, 2021 10-12
4. **Citizens Forum**
5. **Delegations**
  - (a) 6:35 p.m. – Judy McKnight – Stettler & District Handibus Society – 2022 Budget Presentation 13-21
  - (b) 6:50 p.m. – Winnie Bissett – Heartland Youth Centre – 2022 Budget Presentation 22-25
6. **Administration**
  - (a) 2021 Budget Summary – October 31, 2021 26-27
  - (b) 2021 Capital Budget Summary – October 31, 2021 28-30
  - (c) Committee of the Whole Recommendations – November 9<sup>th</sup>, 2021 31-32
  - (d) 2022 Business License Fees 33
  - (e) 2022 Cat & Dog License Fees 34
  - (f) Policy VIII-4 Amendment – Miscellaneous Requests for Funds – Fundraising Initiatives 35-36
  - (g) Meeting Dates
    - Tuesday, December 7 – Council – 6:30pm
    - **Monday, December 13 – Regional Water Meeting – 1:00pm**
    - **Tuesday, December 14 – 2022 Interim Budget Deliberations – 3:00pm**
    - Tuesday, December 14 – COW – 4:30pm
    - Tuesday, December 21 – Council – 6:30pm
    - **Friday, December 24 – Tuesday, December 28 – Town Office Closed for Holidays**
    - January 4 – Council – 6:30pm
    - January 11 – COW – 4:30pm
    - **Tuesday, January 11 – Strategic Planning Meeting – SRC – 2pm**
    - January 18 – Council – 6:30pm

**COUNCIL AGENDA**  
**NOVEMBER 23<sup>rd</sup>, 2021**  
**PAGE 2**

- **Tuesday, January 25 – 2022 Capital Budget Meeting – SRC – 3pm**
- Tuesday, February 1 – Council – 6:30pm
- Tuesday, February 8 – COW – 4:30pm
- Tuesday, February 15 – Council – 4:30pm

(h)	Accounts Payable in the amount of \$608,910.72 (\$140,313.32 + \$4,746.95 + \$135,506.81 + \$16,241.98 + \$312,101.66)	37-45
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>	
	(a) Bylaw 2146-21 - Business Tax	46-47
11.	<b><u>Correspondence</u></b>	
	(a) STARS – Town of Stettler Pledge Reminder	48
	(b) Alberta Justice & Solicitor General – Policing Support Grant	49-50
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, NOVEMBER 2<sup>nd</sup>, 2021 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor S. Nolls

Councillors K. Baker, C. Barros, G. Lawlor, S. Pfeiffer, T. Randell & W. Smith

CAO G. Switenky  
Stettler Regional Fire Chief M. Dennis  
Director of Parks & Leisure Services A. King  
Manager of Recreation & Culture B. Robbins  
Aquatics Manager/ Health & Safety Advisor S. Dodd  
Communications Officer L. Angus

Media (1)

**Absent:**

Assistant CAO S. Gerlitz

**Call to Order:**

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

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

**Motion 21:11:01**

Moved by Councillor Pfeiffer to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held October 26<sup>th</sup>, 2021

**Motion 21:11:02**

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on October 26<sup>th</sup>, 2021 be approved as amended.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the October 26<sup>th</sup>, 2021 Minutes

None

4. **Citizen's Forum:**

- (a) None

5. **Delegations:**

- (a) 6:35 p.m. – Heather Weatherly, Warren Weatherly, Sean Nolls, Sonia Dodd – Steel Wheel Stampede 2022

Mayor Nolls declared a conflict of interest as volunteer Vice Chair of the Steel Wheel Stampede Committee and vacated his chair as Mayor to join the presenters.

Deputy Mayor Pfeiffer assumed the chair and welcomed H. Weatherly, W. Weatherly, S. Nolls and S. Dodd to the meeting.

H. Weatherly advised that in 2021, attendance grew to almost 2000 spectators for the one-day event, and contestant entries grew from 100 to 296 over 10 years.

H. Weatherly noted that rodeo has always thrived in our area, so back in 2009 a small group has the vision to bring rodeo entertainment back to the forefront in Stettler. Since

then, sponsorship has increased every year.

Over the years the rodeo has grown from 110 to 296 contestants that roll into town, fuel up, buy groceries and patron our restaurants. The real bonus to our community is the 2000 spectators that share their consumer dollars at our business after being attracted to Stettler for the Stettler Steel Wheel Stampede.

H. Weatherly provided an overview of partnership and sponsor opportunities, such as:

- Presenting Partner: \$10,000
- Freestyle Bullfighting: \$5,000
- Contract Act: \$3,000
- Cabaret Sponsorship: \$7,500
- Cabaret Entertainment: \$5,000

Town Council commended the organizers on their successful 2021 event. Discussion ensued regarding attendance compared to similar events in the region.

**Motion 21:11:03**

Moved by Councillor Lawlor that the Town of Stettler Council accept the Steel Wheel Stampede's presentation for information and bring sponsorship information forward at 2022 Budget Deliberations.

MOTION CARRIED  
Unanimous

Deputy Mayor Pfeiffer thanked H. Weatherly, W. Weatherly, S. Nolls and S. Dodd for their presentation.

H. Weatherly and W. Weatherly left the meeting at 6:41 p.m.

S. Nolls resumed the chair as Mayor.

(b) 6:50 p.m. – Stettler RCMP S/Sgt. Bruce Holliday – Meet & Greet

Mayor Nolls welcomed S/Sgt. Bruce Holliday to the meeting, and Town Council exchanged introductions. CAO Switenky advised that handouts provided by S/Sgt. B. Holliday include Crime Stats, a Community Letter, and a Quarterly Municipal Report.

S/Sgt. B. Holliday advised that the information provided is from the 'Strategy Branch' of K-Division, and that these forms of reporting are intended to improve communication between the RCMP and municipal councils. It was noted that reports are provided quarterly, which can cause changes in certain statistics to require closer interpretation. For example, a 300% increase in robberies can be caused by zero cases in one quarter and three in another. Overall, there have been no areas of emergent concern.

S/Sgt. B. Holliday advised that upcoming priorities include:

1. Focus on Property Crimes
2. Community Engagement
3. Presence in Schools

S/Sgt. B. Holliday added that the focus on schools will include practice drills and the temporary filling of the School Resource Officer position, with the intention of Breaking the cycles of dysfunction at a young age.

Discussion ensued, welcoming S/Sgt. B. Holliday to the Community, reviewing policing priorities, and expressing appreciation for the Detachment Commander's approach to Community Policing.

Mayor Nolls thanked S/Sgt. B. Holliday for his very insightful presentation.

S/Sgt. B. Holliday left the meeting at 7:16 p.m.

6. **Administration:**

(a) Stettler Regional Fire Department – Training Drill Tower Request for Quotation (RFQ)

Mayor Nolls welcomed Stettler Regional Fire Chief Mark Dennis to the meeting.

M. Dennis advised that in 2021, the Stettler Regional Fire Department submitted a Joint Capital budget request for \$165,000 to construct a multi-story drill tower out of a High Strength galvanized steel scaffolding system. The structure will be permanently anchored to a concrete pad surrounded by chainlink security fence located on the southwest side of the Fire Station property. The Town and County of Stettler have approved funding for the project in the 2021 budget.

Fire Department staff have received two quotes on the metal scaffolding material, plumbing hardware and installation of the structure. The quotes are as follows:

Affordable Drill Towers - Austin Texas USA	\$118,385.92 CAD
AlumaSafway Inc. - Edmonton Alberta Canada	\$104,871.26 CAD

- Prices do not include GST.
- Delivery cost is included.
- Reference checks for AlumaSafway were completed with positive results.
- The concrete pad and security fence has been completed for a cost of \$40,406.40.

M. Dennis advised that some training had previously been conducted using properties that were set for demolition, but this is not a reliable method. Drills ran through these structures include rescues through windows and multi-level fires.

Discussion ensued regarding the value of local training as a strategic goal, and security measures for the structure.

**Motion 21:11:04**

Moved by Councillor Barros that the Town of Stettler Council award the RFQ Training Drill Tower to AlumaSafway Inc. in the amount of \$104,871.26, excluding GST and carries the remaining budget for contingency for a total expenditure of \$145,277.66 excluding gst. Further noting that a portion of the contingency will be utilized to cover the cost of wood props within the drill tower and security lighting for the fenced training area.

MOTION CARRIED  
Unanimous

(b) Meeting Dates

- Friday, November 5 – Council Orientation – 9:00am-4:00pm  
– Stettler Community Hall
- Wednesday, November 17<sup>th</sup>- Friday, November 19<sup>th</sup> – 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 –  
1:00pm
- Tuesday, December 14 – COW – 6:30pm
- Tuesday, December 21 – Council – 6:30pm

- (c) Accounts Payable in the amount of \$81,542.76

**Motion 21:11:05**

Moved by Councillor Lawlor that the Accounts Payable in the amount of \$81,542.76 (\$49,560.26 + \$19,969.63 + \$5,516.41 + \$6,496.46) for the period ending November 2<sup>nd</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

October 27 – Talk of the Town  
October 29 – Family Violence Prevention Proclamation  
Signing  
October 29 – Signed Cheques and Reviewed Agenda

- (b) Councillor Baker

No Report.

- (c) Councillor Barros

No Report.

- (d) Councillor Lawlor

October 29 - Family Violence Prevention Proclamation  
Signing

- (e) Councillor Pfeiffer

No Report.

- (f) Councillor Randell

No Report.

- (g) Councillor Smith

No Report.

**Motion 21:11:06**

Moved by Councillor Baker 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) None
- 12. **Items Added:** (a) None
- 13. **In-Camera Session:** (a) Third Party Business Interests – Stettler Recreation Centre – FOIP – Section 16

**Motion 21:11:07**

Moved by Councillor Pfeiffer that the Town of Stettler Council enter the In-Camera Session with the CAO, Director of Parks & Leisure Services, Manager of Recreation & Culture Aquatics Manager, and Communications Officer present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 7:42 p.m.

**Motion 21:11:08**

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

MOTION CARRIED  
Unanimous at 8:31 p.m.

- 14. **Adjournment:**

**Motion 21:11:09**

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

MOTION CARRIED  
Unanimous at 8:32 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 9, 2021

Present: Mayor S. Nolls  
Councillors K. Baker, C. Barros, G. Lawlor, S. Pfeiffer, T. Randell & W. Smith

CAO G. Switenky  
Director of Planning & Development L. Graham  
Director of Operations M. Robbins  
Communications Officer L. Angus

Absent: Assistant CAO S. Gerlitz

Call to Order: Mayor Nolls called the meeting to order at 4:31 p.m.

1. Agenda Additions/Deletions
2. Agenda Approval

Moved by Councillor Baker that the agenda be approved as presented.

MOTION CARRIED  
Unanimous

3. Bylaw Enforcement – Animal Services Contract Renewal

Mayor Nolls welcomed Director of Planning & Development L. Graham to the meeting.

CAO Switenky provided historical context regarding previous Animal Services contracts, and advised that the option of hiring an independent officer for the Town of Stettler has been considered and evaluated for cost. During the last renewal process, it was determined that Administration and Council were satisfied with the value, hours of service and animal control protocols provided by Alberta Animal Services.

L. Graham advised that in 2005 the Town of Stettler entered into a one-year part time contract with Alberta Animal Services (Red Deer) for bylaw/animal enforcement. In 2006 the contract was expanded and over time the contract has been enhanced to The current contract (2016) which includes 140 hours of patrol time per month as well as office and travel time. The current contract between the Town of Stettler and Alberta Animal Services expires on December 31, 2021.

In 2016 administration performed extensive research regarding options for Bylaw Enforcement in the Town of Stettler. It was determined at that time to continue with the Alberta Animal Services Contract. The level of service provided from Alberta Animal Services includes a reliable officer in uniform, all employment related costs, training, safety, insurance, a specialized vehicle, equipment and software, 24 hour accessibility boarding and impound facilities, and all operational costs.

As an independent contractor, Alberta Animal Services allows council to be separate from enforcement while allowing administration the value of remaining arm's length to enforcement. Administration is satisfied with the high level of service and the value this contractor provides to the Town of Stettler.

Highlights of Proposed Contract Renewal:

- January 1, 2022 to December 31, 2026
  - Hours - 140 hours / month
  - Amount / month = Core Services - Core service monthly fee includes all the patrol hours (include full time officer, uniform, truck and all equipment), the animal impound and boarding costs, the court documentation fee, cost for the general care and treatment of animals at kennel facility, the disposal of any deceased animals picked up in the Town. Some of these costs in the previous contracts were extras on top of the monthly fee
  - Special Call Fees - \$95 / hour - 3 hour minimum (current agreement - \$80.00 / hour)
  - Monthly Cost – commencing January 1, 2022 - \$13,625.49 (core services)
  - 2.5% cost of Living increase commencing January 1, 2023
- 
- January 1, 2022 – December 31, 2022 - \$13,625.49 monthly cost
  - January 1, 2023 – December 31, 2023 - \$13,966.13 monthly cost
  - January 1, 2024 – December 31, 2024 - \$14,315.28 monthly cost
  - January 1, 2025 – December 31, 2025 - \$14,673.16 monthly cost
  - January 1, 2026 – December 31, 2026 - \$15,039.99 monthly cost

Discussion ensued regarding the embedded 2.5% increase each year for the next five (5) years. Director of Planning & Development L. Graham explained that Administration considers this reasonable when comparing the service being performed to the hourly rate being charged. The proposed hourly cost for the entire (all-inclusive) service being provided in 2022 would be \$97.33, increasing to \$107.43 per hour in 2026.

CAO G. Switenky stated that the services of bylaw enforcement and animal control are the cornerstone of serving the Town's needs respecting this contract, and that traffic related enforcement is provided by the RCMP.

Discussion continued respecting the continuity of this contract with Alberta Animal Services versus issuing an RFP seeking another suitable provider, or exploring the hiring of a Community Peace Officer as an employee or under a shared contract for services.

L. Graham concluded by advising that the new officer provided by Alberta Animal Services has been seemingly well-received by the community, maintains daily contact with her, and she is happy with the level of service the Town receives.

Moved by Councillor Barros that the Committee of the Whole recommend to Town Council to approve the 5 year contract with Alberta Animal Services, Red Deer for

Bylaw Enforcement/Animal Control Services within the Town of Stettler for a 2022 cost of \$13,625.49 per month commencing January 1, 2022 to December 31, 2026 and a yearly Cost of Living increase of 2.5% per year commencing January 1, 2023.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked L. Graham for her presentation

4. Town of Stettler Pathways Master Plan

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

CAO Switenky provided background regarding the purpose and history of the Pathways Master Plan. The plan is designed to increase connectivity over time, while maintaining existing pathways. It has been found that the pathway system is being increasingly used. The purpose of examining the Pathways Master Plan is to build an idea of cost, accessibility, and obstacles for potential pathway expansions throughout town.

M. Robbins presented a map outlining the current pathways throughout town, as well as a map of potential connectivity routes, order of magnitude estimated, cost, etc. M. Robbins explained that the Master Plan accounts for potential future development.

Discussion ensued regarding the advantages of increasing pathway mobility around green spaces, and the obstacles of developing the area around Cold Lake. Council affirmed that they agree with the current priorities of the Master Plan; continuing with identified areas 4(a), 4(c), 4(b) and as annual Capital Budgets can support.

Mayor Nolls thanked M. Robbins for her presentation.

5. Adjournment

Moved by Councillor Lawlor that the Committee of Whole Meeting be adjourned.

MOTION CARRIED  
Unanimous at 5:35 p.m.

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Mayor

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Assistant CAO

# MEMORANDUM

**To:** Greg Switenky, CAO

**From:** Steven Gerlitz, Asst. CAO

**Date:** November 23, 2021

**Re:** 6:35 p.m. – Stettler & District Handibus Society 2022 Budget – Judy McKnight, Coordinator

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## Recommendation

That the Town of Stettler Council accept the Stettler & District Handibus Society 2022 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2022 Operating Budget.

## Background Information

Judy McKnight, Coordinator of the Stettler & District Handibus Society will be in at 6:35 pm to present the 2022 Stettler & District Handibus Society Budget to Council.

A copy of the Stettler & District Handibus Society 2022 Budget is included in this report.

## Financial Implications

2022 Budget - \$25,000

### Actual

2021 - \$25,000

2020 - \$25,000

2019 - \$25,000

2018 - \$25,000

2017 - \$20,000

2016 - \$20,000 – *Additional request of \$10,000 – Medical Van - Motion 16:01:21 - Moved by Councillor Campbell that the Town of Stettler Council accept the Stettler & District Handibus Society 2016 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$20,000 be included in the Town's 2016 Operating Budget.*

*Respecting their request for additional funding, Town Council suggested that the Stettler & District Handibus Society firstly make an application to FCSS. It is Council's hope that FCSS will be able to find a way to provide some additional financial assistance in accordance with their mandate.*

2015 - \$20,000

2014 - \$20,000

2013 - \$20,000

2012 - \$15,790, 2011 - \$15,790

## Alternatives to the Recommendation

- That the Town of Stettler Council accept the Stettler & District Handibus Society additional funding request of \$\_\_\_\_\_ within the 2022 Budget.

## Communication

- Greg Switenky – CAO

## Documentation

- Copy of Stettler & District Handibus Bus Society 2022 Budget and background information

HANDBUS SOCIETY EXPENSES	Accumulated Sept End Total 2021	PROJECTED TO YEAR END 2021 :- 9 X12	CURRENT BUDGET 2021	2022
<b>Administration</b>				
<b>SALARIES/WAGES</b>				
Coord/Bkkpr/Disp Wages	\$24,743.97	\$32,991.96	32,992.00	\$33,652.00
Full Time Driver Wages	\$31,395.67	\$41,860.89	42,848.00	\$43,705.00
Part Time Wages	\$96.25	\$128.33	500.00	\$400.00
Employer Contributions		\$0.00		
Coordinator	\$5,018.41	\$6,691.21	8,000.00	\$7,500.00
Drivers	\$2,681.42	\$3,575.23	3,000.00	\$4,000.00
Office Casual fill in	\$0.00	\$0.00	0.00	
<b>TOTAL</b>	<b>\$63,935.72</b>	<b>\$85,247.63</b>	<b>87,340.00</b>	<b>89,257.00</b>
<b>OFFICE EXPENSE</b>				
Telephone	\$100.07	\$133.43	200.00	200.00
Rent	\$2,700.00	\$3,600.00	3,600.00	3,600.00
Office Supplies/Copying	\$2,400.61	\$3,200.81	2,400.00	2,400.00
Driver Expense	\$0.00	\$0.00	400.00	400.00
Auditing	\$700.00	\$700.00	750.00	750.00
P.R./Advertising	\$120.95	\$120.95	100.00	100.00
Miscellaneous	\$0.00	\$0.00	100.00	100.00
<b>TOTAL</b>	<b>\$6,021.63</b>	<b>\$7,755.19</b>	<b>7,550.00</b>	<b>7,550.00</b>
<b>BUS EXPENSES</b>				
Bus lease	\$12,010.14	\$16,013.52	16,814.00	16,814.00
Fuel	\$7,409.40	\$9,879.20	10,700.00	12,700.00
Rprs/Tires/Mtnc/Insp	\$1,889.73	\$2,519.64	6,000.00	4,000.00
Insurance - vehicles & office	\$5,247.62	\$6,996.83	3,900.00	4,000.00
Radio License	\$152.93	\$203.91	150.00	150.00
GST Paid	\$1,352.92	\$1,803.89	2,500.00	2,500.00
Garage Utilities	\$1,047.81	\$1,397.08	1,400.00	2,000.00
Insurance for garage	\$92.59	\$123.45	150.00	150.00
<b>TOTAL</b>	<b>\$29,203.14</b>	<b>\$22,924.00</b>	<b>41,614.00</b>	<b>42,314.00</b>
<b>EXPENDITURES</b>	<b>\$99,160.49</b>	<b>\$115,926.82</b>	<b>136,504.00</b>	<b>139,121.00</b>
<b>REVENUE</b>				
Van ( Sale of van)	\$32,500.00	\$22,500.00	\$10,000.00	\$22,500.00
Bus lease (Donated Funds)	\$0.00	\$0.00	\$16,814.00	\$16,814.00
Passenger Fares	\$13,452.00	\$17,936.00	\$30,000.00	\$20,000.00
Interest Income	\$269.51	\$359.35	\$200.00	\$400.00
GST Rebate	\$951.73	\$1,268.97	\$1,250.00	\$1,300.00
Expense Recovery Coop rebate WCB refund Town utilities portion & Miscl. Income	\$2,572.16	\$3,429.55	\$3,500.00	\$3,500.00
Casino Funds	\$17,602.51	\$14,102.51	\$7,000.00	\$7,000.00
<b>TOTAL</b>	<b>\$67,347.91</b>	<b>\$59,596.38</b>	<b>\$68,764.00</b>	<b>\$71,514.00</b>
Town funding	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
County funding	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
Superfluity donations to year end	\$9,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Other donations - (MARD)	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
<b>TOTAL</b>	<b>\$54,000.00</b>	<b>\$77,000.00</b>	<b>\$57,000.00</b>	<b>\$77,000.00</b>
<b>TOTAL FUNDING</b>	<b>\$121,347.91</b>	<b>\$136,596.38</b>	<b>\$125,764.00</b>	<b>\$148,514.00</b>
<b>TOTAL (DEFICIT) SURPLUS</b>				<b>-\$139,121.00</b>

HANDIBUS - FIVE YEAR STATISTICAL COMPARISON					2016	2017	2018	2019	2020
<b>PASSENGERS</b>									
Walk - ons					4,627	5,792	4,960	4,948	2,536
Lifts					1,283	1,255	1,474	1,863	1,009
<b>TOTAL</b>					<b>5,910</b>	<b>7,047</b>	<b>6,434</b>	<b>6811</b>	<b>3,545</b>
<b>EXPENSES</b>									
Wages - Coordinator & Drivers					87,132	90,092	91,655	91,526	82,832
Office - Phone, Rent, Supplies, Advertising, Audit					8,483	6,860	6,701	6,950	6,760
Drivers - Medicals, CPR, Abstracts					577.92	562	165	520	355
Bus - Repairs, Insurance, Radio License, Utilities					14,116	11,438	12,663	14,118	15,335
Fuel					9,368	9,590	8,601	10,474	7,298
Bus Lease									9,341
<b>TOTAL</b>					<b>119,677</b>	<b>118,542</b>	<b>119,785</b>	<b>123,588</b>	<b>121,921</b>
Total Kilometers					50,085	46,038	42,912	42,805	29,093
KM / Trip					3.68	3.22	3.26	3.31	4.06
Litres of Fuel					11,857	9,972	9,842	10096.13	7,784
Litres Per / 100 KM					35.37	36.25	35.9	34.61	43.19
Cost Per Trip					20.72	18.71	18.77	17.83	34.51
Cost Per KM					2.44	2.57	2.97	2.93	4.19
Medical Appt's					1214	1442	1975	2581	1199
Tickets Sold					207	226	261	248	144
<b>SCHEDULED STOPS</b>									
Willow Creek	AM			82	46	74	153	24	
	PM			183	139	272	233	35	
Heart Haven	AM			167	216	105	112	15	
	PM			207	166	206	146	26	
Paragon Place	AM			56	89	116	80	36	
	PM			365	347	395	355	63	
Walmart	AM			28	33	36	21	4	
	PM			267	231	197	122	17	
Points West	AM&PM			380	398	233	339	246	
<b>County Stats</b>									
Passengers					138	131	77	14	51
Kilometers					7,100	5,387	3511	771	1491
<b>City Medical Trips</b>									
Trips					94	94	75	76	60
Kilometers					21,701	20,224	16,738	20,118	14,431
County of Stettler Funding					16,764	16,764	20,000	20,000	20,000
Town of Stettler Funding					20,000	20,000	25,000	25,000	25,000
Superfluity Donations					18,000	19,500	19,000	19,000	12,000

**STETTLER & DISTRICT HANDIBUS  
SOCIETY**

FINANCIAL STATEMENTS  
(Unaudited - See Notice to Reader)

Year ended December 31, 2020



# STETTLER & DISTRICT HANDIBUS SOCIETY

## TABLE OF CONTENTS

December 31, 2020

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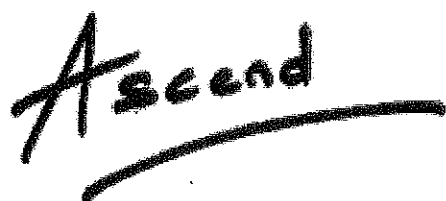
NOTICE TO READER	1
STATEMENT OF OPERATIONS	2
STATEMENT OF CHANGES IN NET ASSETS	3
STATEMENT OF FINANCIAL POSITION	4

**NOTICE TO READER**

On the basis of information provided by management, we have compiled the statement of financial position of Stettler & District Handibus Society as at December 31, 2020 and the statements of operations 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.

A handwritten signature in black ink that reads "Ascend". The letter "A" is large and stylized, with a long horizontal stroke underneath the entire word.

**Ascend LLP**  
**Chartered Professional Accountants**  
**Independent Member Firm of**  
**PORTER HÉTU INTERNATIONAL**  
Stettler, Alberta  
May 11, 2021

**STETTLER & DISTRICT HANDIBUS SOCIETY****STATEMENT OF OPERATIONS****Year ended December 31, 2020****(Unaudited - See Notice to Reader)**

	<b>2020</b>	<b>2019</b>
<b>Revenues</b>		
Transportation grants	\$ 45,000	\$ 45,000
Donations	20,462	31,666
Client fees	17,565	31,828
Wage subsidy	17,168	-
Van fees - medical travel	9,425	11,276
Recognized portion of deferred revenue - Casino	5,096	4,693
Expense recovery	3,406	4,090
Interest income	341	1,188
	<b>118,463</b>	<b>129,741</b>
<b>Expenditures</b>		
Wages and benefits	82,833	91,526
Automotive	14,693	20,448
Equipment lease	10,676	-
Insurance	4,847	4,008
Utilities	3,858	3,819
Rent	3,600	3,091
Office supplies	1,865	1,701
GST expense	1,159	1,073
Accounting and legal	700	670
Advertising and promotion	300	153
Telephone	295	764
Subscriptions, permits and licenses	150	147
Interest and bank charges	30	7
Casino expenses	-	2,424
	<b>125,006</b>	<b>129,831</b>
<b>Deficiency of revenues over expenditures</b>	<b>\$ (6,543)</b>	<b>\$ (90)</b>

**STETTLER & DISTRICT HANDIBUS SOCIETY****STATEMENT OF CHANGES IN NET ASSETS****Year ended December 31, 2020****(Unaudited - See Notice to Reader)**

	<b>2020</b>	<b>2019</b>
<b>Net Assets, beginning of year</b>	\$ 110,049	\$ 110,139
Deficiency of revenues over expenditures	(6,543)	(90)
<b>Net Assets, end of year</b>	<b>\$ 103,506</b>	<b>\$ 110,049</b>

**STETTLER & DISTRICT HANDIBUS SOCIETY****STATEMENT OF FINANCIAL POSITION**

December 31, 2020

(Unaudited - See Notice to Reader)

	2020	2019
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 28,301	\$ 38,873
Short term investment	75,178	69,104
Accounts receivable	-	1,727
Restricted cash - Casino	14,944	20,040
GST receivable	516	345
	<b>\$ 118,939</b>	<b>\$ 130,089</b>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 489	\$ -
Deferred revenue - Casino	14,944	20,040
	15,433	20,040
<b>Net Assets</b>	<b>103,506</b>	<b>110,049</b>
	<b>\$ 118,939</b>	<b>\$ 130,089</b>

On behalf of the board

E. McDonnell Member

# MEMORANDUM

**To:** Greg Switenky, CAO

**From:** Steven Gerlitz, Asst. CAO

**Date:** November 23, 2021

**Re:** 6:50 p.m. – Winnie Bissett, Executive Director - 2022 Heartland Youth Centre (HYC) Budget

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## Recommendation

That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2022 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$50,000 be included in the Town's 2022 Operating Budget.

## Background Information

Heartland Youth Centre (HYC) Winnie Bissett, Executive Director will be in at 6:50 pm to present the 2022 HYC Budget to Council.

A copy of the Heartland Youth Centre (HYC) 2022 Budget and Cover letter is included in this report.

## Financial Implications

2022 Budget - \$50,000

### Actual

2021 - \$50,000  
2020 - \$50,000  
2019 - \$50,000  
2018 - \$40,000  
2017 - \$40,000  
2016 - \$40,000  
2015 - \$40,000  
2014 - \$40,000  
2013 - \$40,000  
2012 - \$32,500  
2011 - \$4,500  
2010 - \$4,500  
2009 - \$4,000  
2008 - \$4,000

## Alternatives to the Recommendation

- Substitute Another Amount –  
That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2022 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$\_\_\_\_\_ be included in the Town's 2022 Operating Budget.

## Communication

- Greg Switenky – CAO
- Winnie Bissett – HYC Executive Director

## Documentation

- Copy of Stettler Heartland Youth Centre (HYC) 2022 Budget and background information



# HEARTLAND YOUTH CENTER

5002 – 47 Street, Box 876 Stettler AB T0C 2L0  
Phone 403-742-KIDS (5437)  
Email [hycstett@telus.net](mailto:hycstett@telus.net)



November 3, 2021

Dear Mayor Nolls and Town Council,

The Heartland Youth Center is home to the Boys and Girls Club and the Big Brothers Big Sisters program in Stettler, and has been providing programs for youth since 1983. The Youth Center offers programs and activities and mentorship to youth ages 6-18.

The HYC Board of Directors and myself, would like to extend our sincere gratitude for your contribution and support towards this busy youth serving organization. Enclosed is a copy of our 2022 budget along with some information about the Youth Center. I trust that Council will continue to see us as an important part of the community and will continue to provide funding in the years to come.

We look forward to attending Council on November 23 to not only discuss our budget but share with you some stories of youth who have been impacted by their involvement at the Youth Center.

Covid restrictions and changes continued to be an interesting challenge for the HYC in 2021, as it was for everyone! We were able to access grants to provide grocery cards, chrome books, laptops, and activity packages to our families, as well, the HYC accessed emergency funding to purchase items such as touchless hand soap and paper towel dispensers. We had staff checking in with families as to what their needs were and how we could help. Currently we are running all of our programs, with some adjustments- for example some of the HYC in school mentor matches are now meeting at the Youth Center during the daytime as parents have chose to homeschool their children.

If you should have any questions regarding our budget please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'W Bissett'.

Winnie Bissett

HYC Executive Director

[hycstett@telus.net](mailto:hycstett@telus.net)

HYC revenue 2020-2021						
	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 October	2022 Budget
AWESOME AUCTION	\$ 81,092.00	\$ 80,000.00		1. 50000		1. 50000
AA online			\$34,164.00	2. 20000	\$ 29,211.00	2. 20000
BOWL FOR KIDS	\$ 22,176.00	\$ 15,000.00	\$16,739	\$ 12,000.00	\$ 11,581.00	12000
RENTALS	\$ -	\$ -	\$0	\$ -	\$ -	0
UNITED WAY	\$ 16,361.00	\$ 17,500.00	\$22,014.00	\$ 15,250.00	\$ 11,325.00	15000
BGC GRANTS/OTHER GRANTS	\$ 82,770.00	\$ 35,000.00	\$127,543.00	\$ 35,000.00	\$ 132,899.00	60000
GENERAL/MEMORIAL DONATIONS	\$ 9,048.00	\$ 4,000.00	\$36,960.00	\$ 6,000.00	\$ 6,584.00	6000
CORPORATE DONATIONS	\$ 2,919.00	\$ 4,000.00		\$ 4,000.00	\$ 5,909.00	5500
SPECIAL EVENTS/MISC. West Jet; Landlord	\$ 24,037.00	\$ 15,000.00	\$14,750.00	\$ 17,000.00	\$ 13,590.00	13000
CAR RAFFLE	\$ 33,802.00	\$ 25,000.00	\$16,037.00	\$ -		0
Interest	\$ 1,699.00	\$ 1,000.00	\$ 851.00	\$ 1,000.00		1000
<b>TOTAL FUNDRAISING</b>	<b>\$ 273,904.00</b>	<b>\$ 196,500.00</b>	<b>\$ 269,058.00</b>	<b>1. 140250</b>	<b>\$ 211,099.00</b>	<b>1. 162500</b>
<b>OTHER</b>				<b>2. 110250</b>		<b>2. 132500</b>
Operating Revenue (program fees, Town cont., student grants, applied casino funds)	\$ 102,930.00	\$ 110,700.00	\$ 161,771.00	\$ 97,800.00	\$ 116,856.00	\$101,800
				<b>1. 238050</b>		<b>1. 264300</b>
<b>Total of all income</b>	<b>\$ 376,834.00</b>	<b>\$ 307,200.00</b>	<b>\$ 430,829.00</b>	<b>2. 208050</b>	<b>\$ 327,955.00</b>	<b>2. 234300</b>
Notes:						
2020 CEWS funding \$73 288 (CEWS \$ in Operating revenue)						
2021 CEWS funding \$39 225 (as of Sept 30/21) (CEWS \$ in Operating revenue)						
Awesome Auction - proposing a Live option #1; and an online option #2						
Capital Expense 2022= \$15 000 for 2 A/C split units in gamesroom and craft room						



## HEARTLAND YOUTH CENTER BUDGET 2022

<b>PROGRAM REVENUE</b>	
Summer student grants	9 500
Program/membership fees	27 500
Town of Stettler	50 000
GST	800
Casino funds for utilities	14 000
<b>Total</b>	<b>\$101 800</b>
<b>OPERATING EXPENSES</b>	
Personnel	\$295 950
Program	37 400
Insurance/ Facility/ Utilities	50 550
<b>Total</b>	<b>\$383 900</b>
<b>Deficit</b>	<b>\$282 100</b>
2022 Projected fundraising	
With Awesome Auction (1)	\$162 500
With online auction (2)	\$132 500
Projected shortfall	
(1)	\$119 600
(2)	\$149 600

Revenue	2021 Budget	Actual - Oct 31, 2021	Variance	%	Notes
Administration	\$280,020	\$783,782.09	-\$503,762.09	279.90%	Insurance Claim - \$561,123
Inter Department Transfer - \$250,000					
Police	\$495,308	\$38,403.45	\$456,904.55	7.75%	MSI Operating - \$53,391
Traffic Fines (Budget - \$60,000 / Actual - \$30,293 = 50%)					
Provincial Grant - \$347,000 / Community SRO - \$28,917 (Sept-Dec)					
Fire	\$549,247	\$245,866.48	\$303,380.52	44.76%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$109,950	\$110,702.13	-\$752.13	100.68%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$89,252.13 (103%) / Animal License - Budget \$21,700 - Actual \$20,580					
Roads, Streets, Walks, Lights	\$543,800	\$68,673.48	\$475,126.52	12.63%	
Roads Frontage - Pavement (Budget - \$62,075)					
Airport	\$10,880	\$9,368.40	\$1,511.60	86.11%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,147,358	\$2,367,927.22	\$779,430.78	75.24%	
Metered sale of water (Budget - \$1,961,648 / Actual - \$1,364,907 - 70% - to end of Sept - 75%)					
Metered out of Town (Budget - \$1,070,000 / Actual - \$893,793 - 84% - to end of Sept - 75%)					
Bulk water (Budget - \$40,000 / Actual \$23,103 - 58%)					
Sewer	\$950,701	\$665,007.44	\$285,693.56	69.95%	
Sewer Service Charges (Budget - \$888,681 / Actual \$644,314 - 73% - to end of Sept - 75%)					
Garbage Collection & Disposal	\$836,789	\$620,158.74	\$216,630.26	74.11%	
Residential Garbage Revenue (Budget - \$634,980 / Actual \$461,886 - 73% - to end of Sept - 75%)					
Recycling Revenue (Budget - \$170,664 / Actual - \$128,296 - 75% - to end of Sept - 75%)					
FCSS	\$157,148	\$117,855.00	\$39,293.00	75.00%	
Cemetery	\$23,600	\$28,033.33	-\$4,433.33	118.79%	
Planning & Development	\$44,500	\$36,565.80	\$7,934.20	82.17%	
Building Permits (Budget - \$30,000 / Actual - \$24,677 - 82%)					
Economic Development - BOT	\$232,125	\$173,220.04	\$58,904.96	74.62%	
Subdivison Land	\$2,000	\$200.00	\$1,800.00	10.00%	
Land, Housing & Rentals	\$282,015	\$226,692.14	\$55,322.86	80.38%	
Health Unit - \$204,400					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000	\$396.70	\$2,603.30	13.22%	
Recreation Programs	\$22,700	\$16,715.96	\$5,984.04	73.64%	
Facilities	\$952,732	\$193,196.89	\$759,535.11	20.28%	County Partnership - \$431,500
Community Hall	\$45,000	\$7,621.31	\$37,378.69	16.94%	
Senior's Center	\$20,875	\$8,732.57	\$12,142.43	41.83%	
Parks	\$165,650	\$89,951.28	\$75,698.72	54.30%	
Lions Campground - Budget - \$115,000 / Actual - \$84,743.83 = 74%					
Operating Contingency	\$4,529	\$0.00	\$4,529.00	0.00%	
Taxes	\$8,677,404	\$8,670,636.37	\$6,767.63	99.92%	
Other Revenue	\$1,938,350	\$1,349,181.43	\$589,168.57	69.60%	Business Taxes / Penalties
Franchise Fee - GAS (Budget - \$1,002,950 / Actual - \$719,692 - 72% - to end of Sept - 75%)					
Franchise Fee - ELECTRIC (Budget - \$727,000 / Actual - \$527,680 = 73% - to end of Sept - 75%)					
Return on Investments (Budget - \$140,000 / Actual - \$64,500 - 46%)					
<b>Total Revenue</b>	<b>\$19,495,681</b>	<b>\$15,828,888.25</b>	<b>\$3,666,792.75</b>	<b>81.19%</b>	

Expense	2021 Budget	Actual - Oct 31, 2021	Variance	%	Notes
Council & Legislative	\$221,630	\$134,640.65	\$86,989.35	60.75%	
Council Honorarium (Budget - \$152,630 / Actual - \$118,273 - 77%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000 / Actual - \$292 - 1%)					
Council Membership Conferences (Budget - \$16,000 / Actual - \$10,614 - 66%)					
Administration	\$1,294,932	\$1,090,977.53	\$203,954.47	84.25%	COVID Expenses (supplies) - \$6,740.69
Police	\$1,264,942	\$444,876.88	\$820,065.12	35.17%	
RCMP - Contract Billings (Budget - \$1,080,481)					
Fire	\$894,059	\$479,683.23	\$414,375.77	53.65%	
Disaster Services	\$33,080	\$287.44	\$32,792.56	0.87%	
Bylaw Enforcement	\$192,716	\$188,749.27	\$3,966.73	97.94%	
Common Services	\$156,733	\$93,408.87	\$63,324.13	59.60%	
Roads, Streets, Walks, Lights	\$2,512,829	\$1,302,704.71	\$1,210,124.29	51.84%	
Airport	\$47,635	\$18,035.36	\$29,599.64	37.86%	
Water Supply & Distribution	\$3,078,025	\$1,934,250.32	\$1,143,774.68	62.84%	
Sewer	\$706,865	\$454,288.73	\$252,576.27	64.27%	
Garbage Collection & Disposal	\$724,917	\$515,046.16	\$209,870.84	71.05%	
FCSS	\$196,435	\$196,435.00	\$0.00	100.00%	
Cemetery	\$65,790	\$31,137.18	\$34,652.82	47.33%	
Planning & Development	\$330,035	\$311,584.26	\$18,450.74	94.41%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$679,030	\$319,494.20	\$359,535.80	47.05%	
Subdivison Land	\$55,820	\$39,206.49	\$16,613.51	70.24%	
Land, Housing & Rentals	\$44,890	\$18,316.00	\$26,574.00	40.80%	
Recreation - General	\$153,470	\$105,779.16	\$47,690.84	68.92%	
Recreation Programs	\$82,740	\$79,552.86	\$3,187.14	96.15%	
Facilities	\$2,375,397	\$1,381,392.59	\$994,004.41	58.15%	
Culture	\$334,162	\$332,177.34	\$1,984.66	99.41%	
Community Hall	\$122,546	\$60,790.77	\$61,755.23	49.61%	
Senior's Center	\$13,330	\$1,395.20	\$11,934.80	10.47%	
Parks	\$680,581	\$408,256.06	\$272,324.94	59.99%	
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	\$2,112,937.02	\$571,691.98	78.70%	
ASFF (Budget - \$2,148,647 - Actual - \$1,619,219 - 75%)					
ASFF Separate School (Budget - \$166,954 - Actual - \$125,606 - 75%)					
County of Stettler Senior Lodges (Budget - \$368,112 - Actual \$368,112 - 100%)					
<b>Total Expense</b>	<b>\$19,495,681</b>	<b>\$12,080,403.28</b>	<b>\$7,415,277.72</b>	<b>61.96%</b>	
<b>Surplus / Deficit</b>	<b>\$0</b>	<b>\$3,748,484.97</b>	<b>-\$3,748,484.97</b>		

Town of Stettler  
2021 Capital Budget Summary 31-Oct-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 Oct 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 (\$356,384+ \$340,528 (July 2021 = \$696,912 )	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	\$3,444.37	\$71,555.63					\$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	\$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	\$34,471.53	\$115,528.47	\$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		\$242,084.10	\$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	\$19,673.80	\$591,567.20											\$611,241.00 MSP		
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	\$785,110.56	\$57,501.19				\$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	\$47,200.25	\$50,000	\$0.00	\$47,200.25	\$23,600.13									\$23,600.12	County		
Op	6-32-09-60-01-660	Pathway program (new construction)	\$100,000.00	\$100,000	\$84,848.01	\$15,151.99	\$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	\$221,313.43	\$18,550.43						\$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		
<b>2021 Capital Budget - Capital Projects (TCA)</b>			\$4,085,485.11	\$3,922,857.00		\$1,688,634.51	\$225,000.00	\$150,250.13	\$201,166.00	\$0.00	\$966,696.94	\$0.00	\$0.00	\$888,739.11	\$482,904.06	\$357,120.00	\$813,608.87	\$0.00	\$4,085,485.11
<b>2021 Total Capital Budget</b>			\$4,730,485.11	\$4,567,857.00		\$1,930,718.61	\$225,000.00	\$565,250.13	\$302,419.07	\$0.00	\$970,443.87	\$0.00	\$125,000.00	\$888,739.11	\$482,904.06	\$357,120.00	\$813,608.87	\$0.00	\$4,730,485.11
<b>Council Motion - 21:02:04 - Feb 2, 2021</b>			\$4,549,191.00	36%			\$743,463.00	\$1,092,669.20					\$409,338.89	\$214,007.94	\$0.00				\$4,730,485.11
<b>2021 Addition - July 6, 2021 (Columbarium)</b>			\$18,666.00																-\$162,628
<b>Total 2021 Capital Budget</b>			\$4,567,857.00																
<b>Difference (Actual vs Council Budget)</b>			\$162,628																

		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 Oct 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 (\$356,384+ \$340,528 (July 2021 = \$696,912 )	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	\$11,255.51	\$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		
Planning	2-61-02-00-05-239	Municipal Planning - Area Structure Plan	\$55.21		\$0.00	\$55.21			\$55.21	Planning Reserve								\$55.21		
Planning	2-61-02-00-06-239	Municipal Planning - South East Area Structure Plan	\$5,068.75		\$0.00	\$5,068.75			\$5,068.75	Planning Reserve								\$5,068.75		
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		
<b>2020 Carry Forward - Operational Projects (non TCA)</b>			\$139,518.10	\$134,640.62		\$43,597.37	\$13,498.52	\$0.00	\$50,000.00	\$0.00	\$43,764.58	\$0.00	-\$745.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$8,000.00	\$0.00	\$139,518.10
<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	\$28,015.62	\$16,699.57	\$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	\$100,137.36	\$307,922.28							\$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	\$3,765.98	\$219,234.02			\$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	\$29,675.94	\$62,500.00	\$0.00	\$29,675.94		\$29,675.94											\$29,675.94		
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		\$314.16		\$10,000.00		\$40,000.00	Water Reservoir Coat								\$50,000.00		
WTP	6-41-01-20-21-620	WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$250,000 - \$20,499.36 = \$229,500.64) - Melissa January 4, 2021 - carry forward balance \$209,122.94 (\$229,500.64 - \$20,377.70)	\$209,122.94	\$209,122.94				\$209,122.94											\$209,122.94		
Airport	6-33-00-10-01-630	Airport - Runway Lights (Joint Airport Grant - runway lighting) \$32,550 - 0 = \$32,550) - Melissa January 4, 2021 - carry forward balance - \$132,700 - \$119,430 = \$13,270	\$13,270.00	\$13,270.00				\$13,270.00											\$13,270.00		
Water	6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance \$34,706.73 - \$2201.72 = \$32,505.01) - Melissa January 4, 2021 carry forward balance - \$32,505.01	\$32,505.01	\$32,505.01	\$30,290.01	\$2,215.00		\$32,505.01											\$32,505.01		
Cem	6-56-00-60-01-660	Cemetery Columbarium - Allan - January 6, 2020 - carry forward balance - \$20,000 - \$1800 = \$18,200 - Brad - January 11, 2021 - Carry forward balance - \$18,200	\$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>\$1,927,535.25</b>	<b>\$1,971,868.67</b>		<b>\$626,466.94</b>	<b>\$190,000.00</b>	<b>\$159,733.11</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>\$1,927,535.25</b>	
<b>2020 Total Carry Forwards</b>			\$2,067,053.35	\$2,106,509.29		\$2,600,782.92	\$203,498.52	\$159,733.11	\$89,224.64	\$369,223.39	\$114,780.58		-\$745.00	\$0.00	\$736,196.06	\$284,242.50	\$40,000.00	\$70,899.55	\$0.00	\$2,067,053.35	
<b>2021 Total Capital Budget (including Carry Forwards)</b>			\$6,797,538.46	\$6,674,366.29		38%	\$428,498.52	\$724,983.24	\$391,643.71	\$369,223.39	\$1,085,224.45		\$124,255.00	\$0.00	\$1,624,935.17	\$767,146.56	\$397,120.00	\$884,508.42		0.00	
<b>2021 Total Capital Budget Difference From Budget to Actual</b>				\$123,172.17			Water	\$428,000.00	\$1,545,125.47		\$1,454,447.84		Total Grants Available	\$2,063,094.73	\$1,249,025.50	\$493,009.11					
												Total Reserves	\$2,999,573.31								
													Balance - December 31, 2021	\$438,159.56	\$481,878.94	\$95,889.11					

## COMMITTEE OF THE WHOLE RECOMMENDATIONS

NOVEMBER 9, 2021

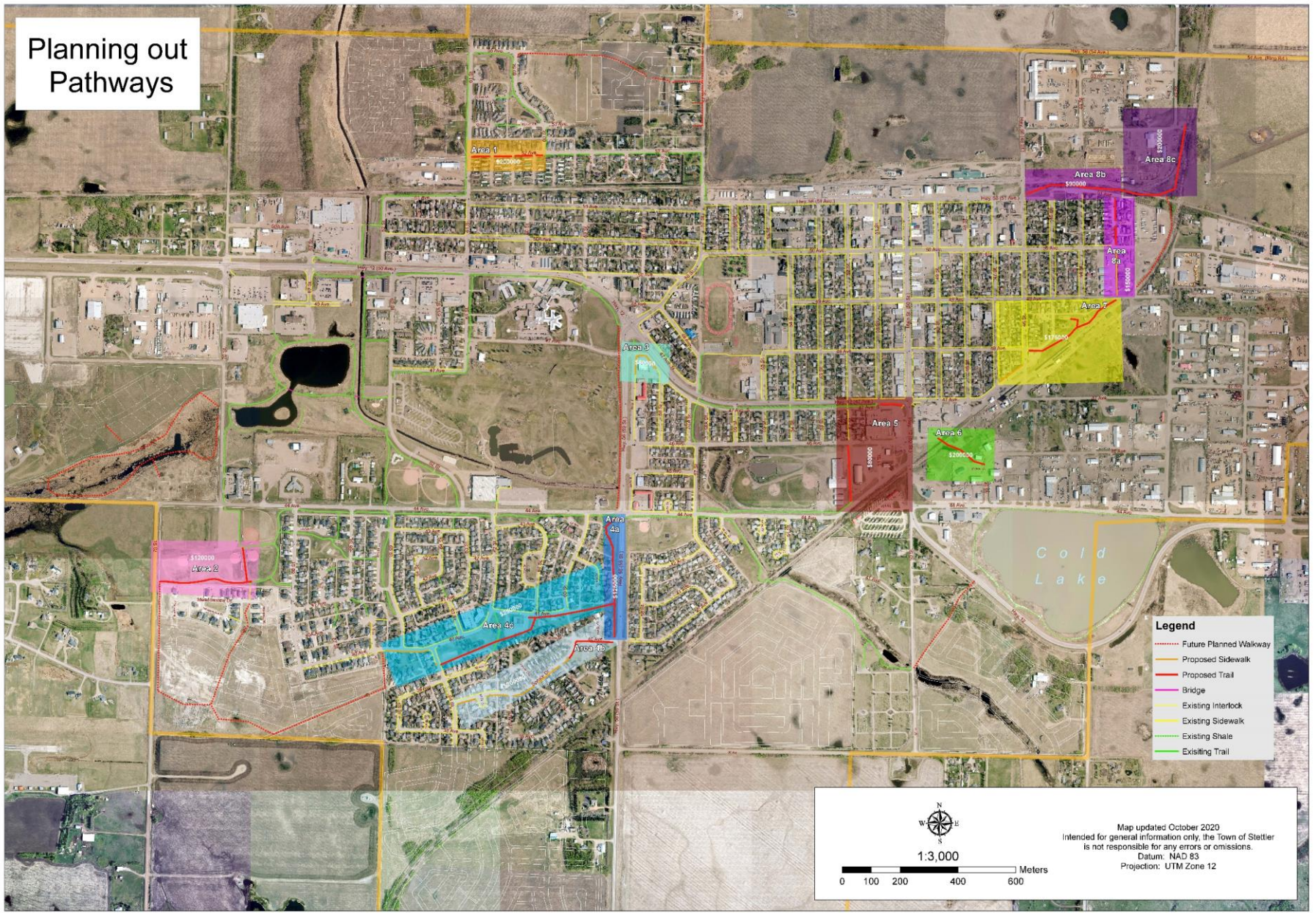
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1. Bylaw Enforcement – Animal Services Contract Renewal

The Committee of the Whole recommends to Town Council to approve the five (5) year contract with Alberta Animal Services, Red Deer for Bylaw Enforcement/Animal Control Services within the Town of Stettler for a 2022 cost of \$13,625.49 per month commencing January 1, 2022 to December 31, 2026 and a yearly Cost of Living increase of 2.5% per year commencing January 1, 2023 as per the following schedule:

- January 1, 2022 - December 31, 2022 - \$13,625.49
- January 1, 2023 - December 31, 2023 - \$13,966.13
- January 1, 2024 - December 31, 2024 - \$14,315.28
- January 1, 2025 - December 31, 2025 - \$14,673.16
- January 1, 2026 - December 31, 2026 - \$15,039.99

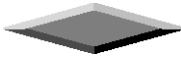
# Planning out Pathways





## MEMORANDUM

**To:** Steven Gerlitz  
**From:** Leann Graham  
**Prepared By:** Roxann Anderson  
**Date:** November 8, 2021  
**Re:** Business License Fees 2022



### Background

Each year Town of Stettler Council sets the Business License Fees for the upcoming year; administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of November 8, 2021 we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2022 Revenue
	2019	2020	2021	
Resident (Rate \$150/year):				*Based on 2022 Licenses
Commercial	418	423	445	\$66,750.00
Home Occupation	69	58	42	\$6,300.00
Non- Resident (Rate \$350/year)	62	73	50	\$17,500.00
<b>TOTAL</b>	<b>549</b>	<b>554</b>	<b>537</b>	<b>\$90,550.00</b>

In reviewing the Business License Bylaw 1807-99 our existing rates for 'resident' businesses and 'non-resident' businesses were compared to those of other municipalities in Alberta. The following table illustrates this comparison:

Municipality	Resident fee	Non Resident Fee
Ponoka	\$100.00	\$250.00
Lacombe	\$147.00	\$412.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$100.00	\$250.00
Olds	\$125.00	\$225.00
Wainwright	\$100.00	\$200.00
Red Deer	\$111.60	\$433.90
Camrose	\$150.00	\$300.00
Peace River	\$150.00	\$300.00
<b>AVERAGE</b>	<b>\$130.90</b>	<b>\$295.70</b>
<b>Town of Stettler</b>	<b>\$150.00</b>	<b>\$350.00</b>

The last change to the Business License Bylaw 1807-99 was in November 2013, which increased the business license fees from \$325.00 to \$350.00 for 'non-resident' and from \$125.00 to \$150.00 for 'resident' businesses.

### Recommendation

That Town Council set the 2022 Business License fees as the same rate as 2021, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.

## MEMORANDUM

**To:** Steven Gerlitz  
**From:** Leann Graham  
**Prepared By:** Roxann Anderson  
**Date:** November 8, 2021  
**Re:** Dog & Cat License Fees for 2022

### Background

Town administration has conducted a review of our existing Dog & Cat Licenses and Rates. The Dog Bylaw 2050-14 & Cat Bylaw 2049-14 were passed in March of 2014; the license fees did not change from the previous bylaw. Below is the number of Dog and Cat licenses currently registered as well as the potential revenue for 2022:

Animal Type	Number of 2019 Licenses	Number of 2020 Licenses	Number of 2021 Licenses	Potential Revenue 2022 *(based on 2021 licenses)
DOG – Unaltered	41	41	44	<b>\$19,025.00</b>
DOG – Altered	705	707	673	
CAT – Unaltered	0	1	0	<b>\$7,175.00</b>
CAT – Altered	280	286	287	
<b>TOTAL</b>	<b>1026</b>	<b>1035</b>	<b>999</b>	<b>\$26,200.00</b>

In reviewing Dog Bylaw 2050-14 & Cat Bylaw 2049-14 license rates, administration compared the rates to those of other municipalities similar in population size:

	Dog Unaltered	Dog Altered	Cat Unaltered	Cat Altered	Replacement Tag	Discount Rate
Bonnyville	\$65.00	\$20.00	\$50.00	\$10.00	\$5.00	n/a
Vermilion	\$55.00	\$25.00	\$55.00	\$25.00	\$10.00	n/a
St. Paul	\$20.00	\$10.00	\$20.00	\$10.00	\$5.00	n/a
Innisfail	\$50.00	\$30.00	\$50.00	\$30.00	\$10.00	\$10.00 off*
Blackfalds	\$60.00	\$45.00	\$60.00	\$45.00	\$6.00	\$30.00 off**
Stettler	\$50.00	\$25.00	\$50.00	\$25.00	\$10.00	\$10.00 off*
<b>Average</b>	<b>\$50.00</b>	<b>\$26.00</b>	<b>\$50.00</b>	<b>\$26.00</b>	<b>\$7.20</b>	<b>\$8.00</b>

\*Discount rate is from December 1 - January 31

\*\*Discount rate is from January 1 - January 31

### Recommendation

That Town Council set the 2022 Dog & Cat License fees at the same rate as 2021:

- \$25 for an altered dog or cat
- \$50 for an unaltered dog or cat
- \$10 for a replacement tag
- \$10 Discount between December 1 – January 31

### Alternatives

That Town Council increase or decrease the Dog & Cat License fees for 2022.

## TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	VIII-4
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 05 20
		<u>Previous Policy:</u>	2015 10 20
		<u>Current Policy:</u>	2021 11 23

Title: **Miscellaneous Requests for Funds – Fundraising Initiatives**

Purpose: To establish a guideline for processing requests for Municipal funds from individuals or groups.

Policy Statement: In general, as a Municipal body, the Town of Stettler Council will not provide support to any individual or group requesting financial assistance, use of Town facilities, or the purchase of anything relating to an event, sponsorship, or recognition etc. scheme for the purpose of raising funds.

Council encourages promotion of the Town of Stettler, and upon request authorizes Administration to provide a reasonable supply of available promotional material such as pins, etc.

Guiding Principle Attendance by all or any members of Council at any local fundraising event certainly has some value, however Council as a Municipal Body must be mindful of the general taxpayers' perception of entitlement/waste, as well as municipal spending fairness and equity amongst all local groups fundraising initiatives.

Without policy guidance and general funding restrictions, Council would be continually challenged to fairly determine which groups/events will get their fundraising initiative supported through Council provided funds, facilities, attendance fees or sponsorships etc.

Town Council is proud of the numerous individuals and groups voluntarily working to serve, support and enhance the high quality of life within our community. All groups represent a good cause and each has determined its own mechanism(s) to generate local funds to be used to support their goals. Town Council, as a Municipal Body, also recognizes and appreciates that it is sometimes a major benefactor of fundraising proceeds being generated to ultimately support Town owned infrastructure.

Conversely, Town Council must be mindful that property taxes, utility rates, and all other sources of Town budgeted revenues are not generally collected for the intended purposes of financially supporting community organizations and/or others with local fundraising initiatives, whatever the cause or benefit under the circumstances.

This policy has been established to encourage individual members of Council as citizens to support local community initiatives, the community development of the Town of Stettler and support local projects which demonstrate broad based benefit to the community.

Exception:

Where Council receives a request to purchase tickets or anything relating to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of:

- The Town of Stettler shall pay directly or reimburse Council Members for tickets to attend such events where in the Mayor's discretion Council's attendance and/or representation is considered of a paramount nature, and Town Council absence would be politically inappropriate/sensitive under the circumstances.
- The Town of Stettler shall pay directly or reimburse Council Members for tickets to attend such events where the fundraisers cause/need is of major community significance, and it is considered to be very important for the Municipal Body's optics to have Council representation at the event, and is supported by at least a 5/7<sup>th</sup> strong majority of Council.
- Council may allocate annual funding towards any initiative it deems appropriate on an ongoing basis within the transparency of the Operating Budget process.
- The CAO or designate may authorize facility use passes or a suitable draw prize where Town departmental sponsorship or major facility user group support is considered responsible and appropriate under the circumstances.

The payment of Councillor Per Diems shall generally not apply to attending a fundraising event, however the Mayor has the authority and discretion under the Council Remuneration Policy 11-3(b) to consider the applicability and appropriateness of Per Diems under the circumstances at that time.

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75837
Cheque Date	First	Last		75850

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Blue Grass Sod Farm Ltd.	75837	2021-11-05	\$8,560.83
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water Downtown Streetscape		LC56545	\$8,560.83
-----			
ElectroGas Monitors Ltd.	75838	2021-11-05	\$805.35
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC Ammonia Detector		SI100161	\$805.35
-----			
Government of Alberta	75839	2021-11-05	\$37.75
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
P&D Apartment Vacany & Rental		S094465	\$37.75
-----			
Klassen Construction	75840	2021-11-05	\$21,636.72
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Training Tower Concrete S		1606	\$21,636.72
-----			
Linde Canada	75841	2021-11-05	\$348.23
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Pool Facility Chemicals		66648447	\$348.23
-----			
Magee, Harry	75842	2021-11-05	\$7,350.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Admin Intermunicipal Dev Plan		752603	\$7,350.00
-----			
NextGen Automation	75843	2021-11-05	\$300.05
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office/Wtr Bills 9.30-10.29 P		364333	\$300.05
-----			
Receiver General for Canada	75844	2021-11-05	\$45,256.79
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Town Tax Remittance		PP22-21	\$36,263.06
Town Tax Remittance		PP22-21.	\$3,928.01
BOT Tax Remittane		PP22-21.BOT	\$2,700.77
Library Tax Remittance		PP22-21.LIBRAR	\$2,364.95
-----			
Saganiuk, Peter	75845	2021-11-05	\$750.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Refund Tax Over Payment		2021.10.29	\$750.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stars Foundation	75846	2021-11-05	\$11,904.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin 2021 Stars Contribtuion	2021	\$11,904.00	
-----			
Stuart, Edna	75847	2021-11-05	\$300.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Wtr Reimburse for Cleanup afte	2021.10.25	\$300.00	
-----			
The Wright Builders	75848	2021-11-05	\$12,246.10
-----			
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Compliance Enforcement	2021.10.24	\$12,246.10	
-----			
Tru-Fence	75849	2021-11-05	\$30,240.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Parks Replace WSP Back-Stop	2767	\$9,450.00	
Fire Supply & Install Compound	2801	\$20,790.00	
-----			
Zenith Enterprise Ltd.	75850	2021-11-05	\$577.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
Wtr Bore waterline under road	2823	\$577.50	
-----			
Total Cheques			\$140,313.32
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75851
Cheque Date	First	Last		75859

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Aspen Ford Sales Ltd.	75851	2021-11-12	\$289.80
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Repair #34 Electrical Issu		231060	\$289.80
-----			
Cal-Trac Contracting Ltd.	75852	2021-11-12	\$582.76
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Sewer Lagon Hauling Packer		303890	\$582.76
-----			
Loca Properties (AB-ON) Inc.	75853	2021-11-12	\$877.04
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Refund Tax Roll Overpayment		2021.11.03	\$877.04
-----			
McKnight, Jim	75854	2021-11-12	\$565.95
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Perimeter & Berm Grass Cut		AUG-17 2021	\$565.95
-----			
Purolator Courier Ltd.	75855	2021-11-12	\$369.70
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP & Water Trans Freight		448912425	\$369.70
-----			
Town of Stettler - Petty Cash	75856	2021-11-12	\$207.55
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office Postage and Lotto		2021.11.03	\$207.55
-----			
Town Trophy & Gifts	75857	2021-11-12	\$96.60
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Council New Name Plates		15552	\$96.60
-----			
Turnbull, Scott	75858	2021-11-12	\$13,174.88
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water Replace Fence on Private		21-405	\$13,174.88
-----			
Western Gym & Recreational Sup	75859	2021-11-12	\$77.70
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC Score clock control batter		12363	\$77.70
-----			
Total Cheques			\$16,241.98

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number EFT0004032	EFT0004052
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Fire Chief's Associati	EFT0004032	2021-11-09	\$187.23
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 3 Children's Helmet	IN21-1083	\$187.23	
-----			
APEX Supplementary Pension Pla	EFT0004033	2021-11-09	\$403.20
-----			
Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tr	PP22-21	\$403.20	
-----			
Barnes, Roger	EFT0004034	2021-11-09	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Nov Phone Allowance	2021.11.01	\$25.00	
-----			
Bemoco Land Surveying Ltd.	EFT0004035	2021-11-09	\$945.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&D Precalculate Lot/Mark Prop	50658	\$945.00	
-----			
Canadian Union of Public Emplo	EFT0004036	2021-11-09	\$605.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP22-21	\$605.00	
-----			
Capital Power	EFT0004037	2021-11-09	\$72,902.39
-----			
Invoice Description	Invoice Number	Invoice Amount	
Affiliate's Sept Power Bills	5169857	\$4,508.13	
Misc Dept Sept Power Bill	5169843	\$68,394.26	
-----			
Chapman Riebeek	EFT0004038	2021-11-09	\$396.64
-----			
Invoice Description	Invoice Number	Invoice Amount	
Bylaw August Legal Services	2109018	\$368.29	
Bylaw October Legal Services	2111015	\$28.35	
-----			
Dahl, Steven	EFT0004039	2021-11-09	\$50.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Nov Tool Allowance	2021.11.01	\$50.00	
-----			
Dillon Consulting	EFT0004040	2021-11-09	\$13,445.15
-----			
Invoice Description	Invoice Number	Invoice Amount	
Municipal Planning - IDP &	244744	\$13,445.15	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dodd, Sonia	EFT0004041	2021-11-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Nov Phone Allowance	2021.11.01	\$25.00	
ESC Automation	EFT0004042	2021-11-09	\$1,794.98
Invoice Description	Invoice Number	Invoice Amount	
Pool BMS Preventative Contract	SCPAY0114584	\$1,794.98	
Gerlitz, Steven	EFT0004043	2021-11-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Nov Trvl/Phone Al	2021.11.01	\$100.00	
Graham, Leann	EFT0004044	2021-11-09	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Nov Phone & Trvl Allowance	2021.11.01	\$175.00	
Hadley Concrete	EFT0004045	2021-11-09	\$5,027.73
Invoice Description	Invoice Number	Invoice Amount	
Water Sidewalk/curb replacemen	2135	\$5,027.73	
QM Contracting	EFT0004046	2021-11-09	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Billing Oct Meter Reader	931389	\$1,575.00	
Robbins, Brad	EFT0004047	2021-11-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Nov Travel Allowance	2021.11.01	\$100.00	
Shanes Instrument Services Ltd	EFT0004048	2021-11-09	\$35,695.76
Invoice Description	Invoice Number	Invoice Amount	
WTP PLC Communication Program	20529	\$2,588.25	
WTP PLC & Antenna Work	20533	\$3,281.25	
WTP SCADA Work & Communication	20534	\$8,407.58	
WTP PLC & SCADA Work	20535	\$3,507.00	
WTP PLC Update/Program/Batteri	20536	\$12,186.64	
WTP Communications Work	20537	\$842.89	
Water Communications & Antenna	20538	\$4,882.15	
Stettler Electric Inc.	EFT0004049	2021-11-09	\$851.23
Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Install Light Fixture	3920	\$851.23	
Stingray Radio Inc.	EFT0004050	2021-11-09	\$682.50
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Oct Advertising	412943-10	\$682.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stormoen, Angela	EFT0004051	2021-11-09	\$150.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&D Nov Travel Allowance	2021.11.01	\$150.00	
-----			
Switenky, Greg	EFT0004052	2021-11-09	\$370.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Nov Trvl/Phone Al	2021.11.01	\$370.00	
-----			
Total Cheques			\$135,506.81
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0004053
Cheque Date	First	Last		EFT0004068

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	EFT0004053	2021-11-16	\$14,306.76
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Bylaw Oct Enforcement		11920	\$14,306.76
-----			
Alberta One-Call Corporation	EFT0004054	2021-11-16	\$145.53
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water Trans Oct 1st Calls		IN171275	\$145.53
-----			
Angus, Lara	EFT0004055	2021-11-16	\$44.60
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Council Orientation Snacks		2021.11.05	\$44.60
-----			
Stettler Regional Board of Tra	EFT0004056	2021-11-16	\$300.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
PR Town Life Photo Contest Pri		1704	\$300.00
-----			
Border Paving Ltd.	EFT0004057	2021-11-16	\$58,310.25
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
TS102 Holdback Release		TS102-PPC#3	\$58,310.25
-----			
C & S Disposal	EFT0004058	2021-11-16	\$25,216.29
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Oct Waste/Recycling/Compost Co		1613	\$25,216.29
-----			
Digitex Canada Inc.	EFT0004059	2021-11-16	\$412.29
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
P&L Photocopies 10.04-11.03		IN783702	\$412.29
-----			
Gamponia, Nelson	EFT0004060	2021-11-16	\$250.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Roads CUPE Clothing Allowance		2021.10.28	\$250.00
-----			
Heartland Overdoor	EFT0004061	2021-11-16	\$2,955.75
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Shop Overhead door inspection		2021-194	\$2,467.50
SRC Overhead Door Inspections		2021-195	\$488.25

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
New Line Skateparks Inc.	EFT0004062	2021-11-16	\$19,739.90
Invoice Description	Invoice Number	Invoice Amount	
Skatepark Phase #2 Holdback Re	CAD2020-005E(3	\$19,739.90	
Rally Rentals	EFT0004063	2021-11-16	\$297.89
Invoice Description	Invoice Number	Invoice Amount	
Shop Torch Tip	29604	\$297.89	
Rollies Vac Systems	EFT0004064	2021-11-16	\$336.00
Invoice Description	Invoice Number	Invoice Amount	
Landfill Pumpout	21638	\$336.00	
Stettler Telephone Answering S	EFT0004065	2021-11-16	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
WTP Nov Working Alone Monitori	144	\$120.75	
Trinus Technologies Inc	EFT0004066	2021-11-16	\$749.44
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus/email/back	R68654-33325	\$749.44	
Wally's Backhoe Services Ltd.	EFT0004067	2021-11-16	\$188,520.41
Invoice Description	Invoice Number	Invoice Amount	
TS104 Hwy 12 Intersection	PPC#1 TS104	\$188,520.41	
WTS Manufacturing & Sales Inc.	EFT0004068	2021-11-16	\$395.80
Invoice Description	Invoice Number	Invoice Amount	
Trans Straigten Aluminum Arms	2129	\$66.94	
Water Trans Sign Repair Materi	2124	\$328.86	
	Total Cheques		\$312,101.66

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000468
Cheque Date	First	Last		ONL000471

Sorted By: Cheque Number

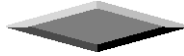
Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000468	2021-11-05	\$354.94
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Monthly Pest Control		1408471	\$198.45
SRC Monthly Pest Control		1408350	\$156.49
=====			
Rogers	ONL000469	2021-11-05	\$170.10
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Joint 10.19-11.18 Data Fl		2386314409	\$170.10
=====			
Telus Communications	ONL000470	2021-11-05	\$3,032.23
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Oct 22 to Nov 21, 2021		2021.10.23	\$3,032.23
=====			
Telus Mobility Inc.	ONL000471	2021-11-05	\$1,189.68
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Mobility Oct 22 - Nov 21		2021.10.21	\$1,189.68
-----			
		Total Cheques	\$4,746.95
			=====

**To:** Steven Gerlitz  
**From:** Rachel Morbeck  
**Date:** November 15, 2021

**MEMORANDUM**

**Re:** Business Tax Fees for 2022



**Background**

Each year Town of Stettler Council sets the Business Tax Fees for the upcoming year; administration has conducted a review of our existing Business Taxes and the Business Tax Bylaw 2121-19. As of October 29, 2021 we have the following number of Active Business Tax rolls:

<b>Business Type</b>	<b>Number Of Licenses</b>			<b>Potential 2022 Revenue</b>
(Rate \$150/year):	<b>2019</b>	<b>2020</b>	<b>2021</b>	*Based on 2021 Licenses
Business roll:	44	43	41	\$6,150.00
<b>TOTAL</b>	<b>44</b>	<b>43</b>	<b>41</b>	<b>\$6,150.00</b>

The last change to the Business Tax Bylaw, was in November 2013, which increased the business tax fees from \$125.00 to \$150.00 for business tax rolls.

**Recommendation**

That Town Council set the 2022 Business Tax fees as the same rate as 2021, \$150.00 per applicant.

**BYLAW 2146-21**

WHEREAS under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time a Council is authorized to pass a bylaw providing for the assessment of any or all businesses carried on within its area and for the payment by any person carrying on any such business of a tax upon the assessment thereof to be known as a business tax.

AND WHEREAS the Town of Stettler having passed Bylaw No. 1783-97 to assess certain businesses within the Town of Stettler;

AND WHEREAS the Town of Stettler wishes to fix the 2022 Business Tax Mill Rate for the purposes of levying a Business Tax in 2022;

NOW THEREFORE the Municipal Council of the Town of Stettler, duly assembled, enacts as follows:

1. That the tax rate for Business Tax in the Town of Stettler shall be fifteen (15.0) mills on the business assessment for the taxation year 2022.
2. That the Assistant CAO of the Town of Stettler is hereby authorized and empowered to levy and collect the rate herein affixed in accordance with the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time.
3. The 2022 Business Tax Levy is for ordinary Municipal expenditures.
4. This bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this 23<sup>rd</sup> day of November, A.D. 2021.

READ a second time this 23<sup>rd</sup> day of November, A.D. 2021.

READ a third time and finally passed this 23<sup>rd</sup> day of November, A.D. 2021.

---

MAYOR

---

ASSISTANT CAO

# STARS<sup>®</sup>

## EVERY DOLLAR HELPS US SOAR A LITTLE HIGHER.

At **STARS**, we are proud of the lives we have touched within the communities we serve. Your donation allows us to hire talented and highly skilled crews, purchase the most up-to-date medical tools and technology, and treat ill and injured patients with the care and timeliness that ensures their best chance of survival.

October 29, 2021

Mr. Greg Switenky, CAO  
Town of Stettler  
PO Box 280  
Stettler, AB T0C 2L0

Dear Mr. Switenky,

It takes a community to save a life. As a valued member of the **STARS** community, thank you for making a difference. Your support allows **STARS** to provide time, hope and life-saving transport to critically ill and injured patients across Western Canada.

If you have any questions about your pledge or wish to update your contact information, please contact me at (780) 512-6205. Thank you for your commitment to **STARS**. You are an important part of the **STARS** community and we truly appreciate your generous support.

Sincerely yours,



Glenda Farnden  
Sr. Municipal Relations Liaison  
STARS Foundation  
[gfarnden@stars.ca](mailto:gfarnden@stars.ca)

In accordance with your instructions, we are writing to advise of your upcoming pledge payment.

---

**TOTAL PLEDGE**

**\$11,904.00**

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**TOTAL PAID TO DATE**

**\$0.00**

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**AMOUNT DUE**

**\$11,904.00**

---

**DUE DATE**

**2021-11-30**

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Please submit your payment to:

**Attn: Deb Kirkland**  
STARS Foundation  
1441 Aviation Park NE  
Calgary, AB T2E 8M7

**“I’M HERE TODAY BECAUSE  
OF YOUR SUPPORT.”**

**STARS VIP, Larissa Helbig**







ALBERTA  
JUSTICE AND SOLICITOR GENERAL

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*Office of the Minister  
Deputy Government House Leader  
MLA, Edmonton - South West*

AR 48147

Mayor  
Town of Stettler  
PO Box 280  
Stettler AB T0C 2L0

Sent by email to: [gswitenky@stettler.net](mailto:gswitenky@stettler.net)

Dear Mayor:

Alberta Justice and Solicitor General would like to continue its support for police service delivery that has been provided to those municipalities solely responsible for the costs of their own policing services. To this end, funding has been approved for the 2021/2022 fiscal year.

The grant funding, however, has been structured differently this year, such that a single Policing Support Grant (PSG) will replace the two separate grants previously provided; being the Municipal Policing Assistance Grant (MPAG) and the Police Officer Grant (POG). This change has been made in order to simplify the administrative and financial processes attached to these grants for both the Ministry and your municipality. Your municipality will receive one agreement, one payment, and complete one report.

More specifically, your municipality will be receiving a grant amount equal to the grant funds your municipality received last year for 2020/2021. If your municipality received both an MPAG and POG grant, these two amounts will be combined to a single grant amount in the PSG agreement. This decision to maintain funding at the 2020/2021 levels was given much consideration and has been made as a result of the financial pressures experienced in the past year.

In addition, the PSG has been approved for one year, with the intent to consider potential modifications for future grant assistance, and having regard to the various initiatives being undertaken on policing matters as well as the costs pressures experienced in delivery of policing and oversight functions.

In terms of grant use, the approved purpose of PSG funds also now reflects the combined purpose of the prior MPAG and POG agreements, to both offset the costs of officers as well as to ensure the delivery of policing, policing oversight, the implementation of policing initiatives and priorities, and the ability to support enhanced policing services to your municipality.

In order to maintain current funding for your municipality, we are enclosing agreements for your municipality's PSG effective April 1, 2021 and expiring on March 31, 2022. Funds will be disbursed within a reasonable time following the signing of the agreement. To facilitate that, please print and review the enclosed agreement, and return the signed agreement by **November 10, 2021** to:

Manager  
Policing Oversight and Contract Policing  
Public Security Division  
Alberta Justice and Solicitor General  
10<sup>th</sup> Floor, John E. Brownlee Building  
10365 - 97 Street  
Edmonton AB T5J 3W7

Please also email a signed copy of the agreement to [karyn.popplestone@gov.ab.ca](mailto:karyn.popplestone@gov.ab.ca) in order to expedite the processing of the grant payment. If you have any questions, you may contact Karyn Popplestone at the above email address.

Yours very truly,



Kaycee Madu, QC  
Minister

Attachment

cc: Chief Administrative Officer, Town of Stettler