

Town of Stettler

COUNCIL MEETING

JULY 19, 2022

6:30 P.M.

BOARD ROOM



TOWN OF STETTLER MISSION STATEMENT

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

**TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, JULY 19th, 2022
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of July 5th, 2022 5-12

4. **Citizens Forum**

5. **Delegations**

(a) 6:35pm – Stettler FC U17 Girls – Alberta Soccer Provincial Champions

(b) 6:50pm – Donna Morris, Project Manager of the Stettler Regional Board of Trade – Taste of the Heartland 2022 13

6. **Administration**

(a) Central Alberta Selects Ice Rental Fee 2022-23 14-15

(b) 2022 Capital Budget – Water Reservoir Painting Tender Award 16

(c) 2022 Capital Budget – Sidewalk Tender Award 17

(d) TD Bank Reconciliation – June 30, 2022 18

(e) Vision Credit Union Bank Reconciliation – June 30, 2022 19

(f) 2022 Tax Receivable Report – June 30, 2022 20

(g) 2022 Budget Expense/Revenue Statement – June 30, 2022 21-22

(h) 2022 Capital Budget – June 30, 2022 23-25

(i) 2022 Tax Penalty Pardon Request 26-36

(j) Meeting Dates

- **Sunday, July 24 – Communities in Bloom Judges Meet & Greet – 6:00pm – Boston Pizza**
- **Monday, July 25 – Communities in Bloom Judging Day**
 - o Meet at Town Office at 8:45am
 - o Lunch at the Stettler Town & Country Museum at 12:15pm
 - o Awards Supper at the HUB at 6:00pm

COUNCIL AGENDA

JULY 19, 2022

PAGE 2

- Tuesday, August 2 – Council – 6:30pm
- Tuesday, August 16 – Council – 6:30pm
- Tuesday, September 6 – Council – 6:30pm
- Tuesday, September 13 – COW – 4:30pm
- Tuesday, September 20 – Council – 6:30pm
- **Wednesday, September 21-Friday, September 23 – Alberta Municipalities Conference - Calgary**
- Tuesday, October 4 – Council – 6:30pm
- Tuesday, October 11 – COW – 4:30pm
- **Tuesday, October 18 – Organizational Meeting – 6:30pm (Council to Follow)**
- Tuesday, October 18 – Council – 6:30pm
- Tuesday, November 1 – Council – 6:30pm
- Tuesday, November 8 – COW – 4:30pm
- Tuesday, November 15 – Council – 6:30pm
- **Monday, December 5 – Regional Water Meeting – 1:00pm**
- Tuesday, December 6 – Council – 6:30pm
- **Tuesday, December 13 – 2023 Interim Budget Workshop – 4:30pm**
- Tuesday, December 13 – COW – 4:30pm
- Tuesday, December 20 – Council – 6:30pm

(k) Accounts Payable in the amount of \$226,409.64
(\$116,659.55 + \$109,750.09)

37-40

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearing**

10. **Bylaws**

11. **Correspondence**

(a) Stettler Public Library – Plan of Service

41-63

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JULY 5th, 2022 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor S. Nolls

Councillors C. Barros, G. Lawlor
S. Pfeiffer, & T. Randell

CAO G. Switenky
Assistant CAO S. Gerlitz
Communications Officer L. Angus

Media (2)

Absent: Councillors W. Smith & K. Baker

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

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

Motion 22:07:01 Moved by Councillor Lawlor to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held June 21st, 2022

It was advised that on page eight (8), the Community Builders Ceremony was dated as July 30th instead of June 30th.

Motion 22:07:02 Moved by Councillor Barros that the Minutes of the Regular Meeting of Council held on June 21, 2022 be approved as amended.

MOTION CARRIED
Unanimous

(b) Business Arising from the June 21, 2022 Minutes

None

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

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

6. **Administration:**

(a) 2022 Strategic Plan Update

Mayor Nolls welcomed Communications Officer L. Angus to the meeting.

L. Angus advised that with the year half over, Administration would like to provide Council with a progress summary on the top five (5) Strategic Planning items from the 2022 Session.

The highest-ranking item was the Parks Advisory Committee, which was tasked with overseeing large-scale planning for all of the parks and green spaces within the town, including potential opportunities for new park spaces.

At the Action Planning Session following the Strategic

Planning Meeting, the Goals and Actions Required of the Committee were established as:

- Establishing a working group
- Confirming working group guiding principles
- Reviewing existing plans
- Identifying new features required, including maintenance and upgrades
- Identifying quick wins

L. Angus advised that the Committee has begun progress on, or completed, each of these actions.

The Working Group consists of:

- Mayor Sean Nolls
- Councillor Kurt Baker
- Councillor Wayne Smith
- Director of Parks & Leisure Services Allan King
- Manager of Recreation & Culture Brad Robbins
- Communications Officer L. Angus

The group met once in June, and plans to resume meetings in September.

The following guiding principles were reviewed and confirmed at the meeting:

- Explore additional ideas from the 2022 Strategy Session, as well as others for inclusion in future operating and/or capital budget approval processes.
- Consider Corporate Identity
- Be mindful of operational dynamics
- Create priorities for future Capital Budgets based on affordability
- Collaborate with the Heartland Beautification Committee of shared opportunities
- Incorporate local service groups later in the process

When reviewing the 2006 Parks & Open Spaces Master Plan, Committee Chair B. Robbins advised that the following tasks identified in the original plan have been accomplished:

- Two updated playgrounds (West Stettler Park and Emmerson)
- 1 new playground (East/Pirate Park)
- Memorial Tree Park and Emmerson Green Space
- Sports Park Fields (2 soccer, 1 baseball, 3 softball)
- Two-phase Skate Park
- Memorial Tree Park Green Space
- Northeast Dog Park
- Community Gardens and Orchard
- Track Refurbishment

The final tasks are outstanding recommendations from the 2006 Plan:

- Two new playgrounds
- Fas Gas Tot Lot Revitalization
- Second Stage Track Refurbishment (Bleachers)
- Outdoor Arena Refurbishment (2022)
- Sports Field Turf Revitalization Plan (in progress)

L. Angus advised that the Committee discuss the original plan, and whether another consulted plan would be of value moving forward with a new Committee. The Committee agreed that while it is difficult to determine if the same actions would have been identified and completed

without the Plan, the Plan helped guide large-scale decision making. The consensus was that it would be beneficial to see what other professional agencies might be interested in leading our community through a similar process.

Before identifying “quick wins,” the Committee commenced with informal brainstorming regarding potential new features that would be of benefit to the community. Suggestions included:

- Disc Golf Course
- Southwest Dog Park
- New SW Tot Park and/or Playground
- West End Natural Area

The “quick wins” discussed by the Committee consist of items that have been identified as a priority, and are already in progress or are easily achievable.

1. West Stettler Park Fountain

- The previous Parks Committee had collected information and logistics on the fountain addition.
- Quotes had been collected for various 7.5hp fountain options, but an update is required.
- The fountain would require the installation of a three-phase power pump, connecting to the pump shack. This installation would also prepare for future needs of the area.

L. Angus advised that Committee Chair B. Robbins will acquire quotes for both the pump installation and fountain, and the Committee will coordinate with Council to identify a revised project budget.

2. Pickleball

- There is a growing interest in pickleball in our community, as it is a more accessible sport than tennis.
- The Tennis Court at William E. Hay is a shared facility, open to the public. Clearview has expressed their support for the inclusion of pickleball lines on the pre-existing court.

L. Angus advised that B. Robbins is currently seeking quotes to paint pickleball lines over the current tennis court.

3. West Stettler Gazebo

- The Gazebo has reached the point in its life-cycle where maintenance is required.
- A roofing upgrade and wind shields are the prioritized upgrades.
- Other improvements will be minor and largely aesthetic based.

L. Angus advised that the Parks and Leisure Department is currently pricing new wind shields.

4. Fas Gas Tot Lot

- This is the community’s oldest playground
- Previously identified as a high priority for upgrade
- Funding partnerships with community service groups are a possibility

L. Angus advised that there are currently no action items in

the works for this project, but that the Committee confirmed it is a top priority.

5. Signage Upgrade

- Signage was addressed multiple times at the 2022 Strategic Planning Session, including signs within Town parks and green spaces.
- The Corporate Identity Committee is currently in the initial stage of creating a signage master plan.
- Parks-related signage would include branded entry and wayfinding signage.
- This has also been identified as an opportunity to re-name individual fields.

L. Angus advised that the Committee will collaborate on park signage standards with the Corporate Identity Committee upon direction.

L. Angus advised that the second-highest ranking item was the SRC Expansion Plan/Multi-Use Facility.

The goals and actions required of the group included:

- Establishing a working group
- Considering revisiting SRC Expansion Plan
- Exploring funding options

The working group consists of:

1. Mayor Sean Nolls
2. Councillor Gord Lawlor
3. Councillor Scott Pfeiffer
4. CAO Greg Switenky
5. Director of Planning & Development Leann Graham
6. Manager of Recreation and Culture Brad Robbins

The group has met once, and will resume meetings in September 2022.

L. Angus advised that because of the high level of funding required to fulfill this project in any form, the Committee is exploratory at this time. The goal is to have quotes and a tentative plan ready so that if a funding opportunity does arise, the Committee can begin working on the project.

When reviewing the planning compiled by the previous Committee, it was agreed that a brick-and-mortar building linked to the current facility was the ideal structure. The previous funding model was reviewed; however, significant changes have arisen since that initial model was created.

The Committee discussed alternate building options and new funding models based on the current political environment. Possible models include just a walking track and enhanced arena seating (no fieldhouse), and the possibility of facilitating a detached fieldhouse.

Manager of Recreation & Culture B. Robbins has advised that with direction from the Committee, he will pursue pricing options from Sprung Structures and Eagle Builders.

The third strategic priority is a virtually-enabled office meeting space. The goals and actions required of the working group are:

- Identify layout options
- Get cost estimates
- Create proposed budget

- Commence structural components
- Commence IT components

The working group consists of:

1. Assistant CAO Steven Gerlitz
2. Director of Planning & Development Leann Graham
3. Director of Operations Melissa Robbins
4. G.I.S Coordinator Graham Scott
5. Communications Officer Lara Angus
6. IT Coordinator Andrew Sommerville

The group has met three times, and plans to resume meetings in August.

The working group began the process by reviewing layout options. All options but one limited the possibility of future office space, which led the committee to chose dividing the work room.

Cost implications of the selected layout include:

- Dividing the work room
- New tracks for the rolling filing system
- Electrical reconfiguration
- Confirming sufficient lighting and ventilation
- Enabling technology

L. Angus advised that an initial electrical quote has been received, and that the Committee is waiting a construction quote from a general contractor.

Once these quotes are received, the Committee will assess the best fit for the organization's technology requirements and request quotes, compile all quotes to create a proposed budget, and attend Council to present the proposed plan and budget.

L. Angus advised that the fourth item, 'Stettler as a Christmas Destination,' has not begun meeting as both the Parks & Leisure Department and Stettler Board of Trade have several summer events to focus on. The Committee plans to hold their first meeting in September.

L. Angus advised that the final item, IT Upgrade and Integration Advisory, has also not commenced their action plan. Much of their decision-making will be based on the technology selected by the Internal Meeting Room Committee, so this group is expected to commence work further into their planning process.

Motion 22:07:03

Moved by Councillor Barros that Town Council accept the presentation for information.

MOTION CARRIED
Unanimous

Mayor Nolls thanked L. Angus for her informative presentation.

L. Angus left the meeting at 6:53 p.m.

(b) Meeting Dates

- Tuesday, July 19 – Council – 6:30pm

- **Sunday, July 24 – Communities in Bloom Judges Meet &**

- Greet – 6:00pm – Boston Pizza**
- Monday, July 25 – Communities in Bloom Judging Day**
 - Meet at Town Office at 5:45am
 - Lunch at the Stettler Town & Country Museum at 12:15pm
 - Awards Supper at the HUB at 6:00pm
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- Tuesday, December 13 – 2023 Interim Budget Workshop**
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- Tuesday, December 20 – Council – 6:30pm

(c) Accounts Payable in the amount of \$515,751.13

Motion 22:07:04

Moved by Councillor Pfeiffer that the Accounts Payable in the amount of \$515,751.13 (\$70,422.13 + \$1,250.37 + \$356,913.67 + \$69,710.18 + \$17,454.78) for the period ending July 5th, 2022 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:** Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

June 22 – Talk of the Town
 June 22 – Meeting with History Channel
 June 22 – Alberta Health Services Meeting
 June 23 – County of Stettler Housing Authority Meeting
 June 24 – Stettler Waste Management Authority Meeting
 June 24 – Stettler Fire Advisory Meeting
 June 24 – Signed Cheques at the Town Office
 June 25 – William E. Hay Graduation Ceremony
 June 29 – Talk of the Town
 June 30 – Virtual Meeting with Minister Tyler Shandro
 June 30 – Community Builders Ceremony
 June 30 – Signed Cheques at the Town Office
 July 1 – Canada Day Celebrations

(b) Councillor Baker

Report to be presented at a later date

(c) Councillor Barros

June 24 – Stettler Waste Management Authority Meeting
 June 30 – Community Builders Ceremony
 July 1 – Stettler Museum Pancake Breakfast

(d) Councillor Lawlor

June 22 – Stettler Library Personnel & Finance Committee
June 25 – William E. Hay Graduation Ceremony

(e) Councillor Pfeiffer

June 28 – Rural Economic Development Engagement Session
June 30 – Community Builders Ceremony

(f) Councillor Randell

June 23 – County of Stettler Housing Authority Meeting

(g) Councillor Smith

Report to be presented at a later date.

Motion 22:07:05

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

MOTION CARRIED
Unanimous

8. **Minutes:**

(a) Stettler District Ambulance Association – June 20, 2022

Motion 22:07:06

Moved by Councillor Lawlor that the Town of Stettler Council accept the Minutes (a) as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

- (a) Stettler District Ambulance Association – Financial Statements for the Year Ended March 31, 2022
- (b) Government of Alberta – Strong Year-End Results Position Alberta for Future
- (c) Alberta Transportation – Highway 12 Construction

Motion 22:07:07

Moved by Councillor Lawlor that the Town of Stettler Council accept the Correspondence items (a-c) as presented.

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) None

13. **In-Camera Session:**

(a) None

14. **Adjournment:**

Motion 22:07:06

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

MOTION CARRIED
Unanimous at 7:28 p.m.

Mayor

Assistant CAO

TASTE OF THE HEARTLAND

August 13, 2022

Stettler, Alberta



The Taste of the Heartland is a premier 'farm to fork' experience held within the Town and County of Stettler. Guests will spend their day learning about local agriculture with onsite farm tours and see why it's not just a career, it's a lifestyle. The opportunity to shop direct from local producers will be presented with the Heartland Market and guests will end the day with a delectable 3-course meal created by celebrity chefs using all local ingredients and served on our historic main street in Stettler.

Partners

\$1,000+

- Partners will be profiled on the Taste of the Heartland website with a direct link to their website
- Partners logos will be showcased on the itineraries for the Farm to Fork Bus Tours or on the menu at the Long Table Dinner
- Hosts will mention the Partner at least twice during event commentary
- Partners will be given the opportunity to set up a profile table and sell product at the Long Table Dinner
- Two complimentary tickets will be provided to the Long Table Dinner

Sponsors

\$500 - \$999

- A direct link to the Sponsors website will be included with their logo on the Taste of the Heartland website
- Hosts will mention the Sponsors at least twice during event commentary
- One complimentary ticket will be provided to the Long Table Dinner with one additional ticket offered at a discounted rate

Friend of the Taste of the Heartland

up to \$499

- Friends of the Taste of the Heartland will be listed on the Taste of the Heartland website
- Hosts will mention the Sponsors at least once during event commentary

Stettler Board of Trade

Donna Morris

403-742-3181

County of Stettler No. 6

Niki Thorsteinsson

403-742-4441

www.tasteoftheheartland.ca

Page 13



Stettler
REGIONAL BOARD OF TRADE

MEMORANDUM

To: Greg Switenky, CAO

From: Brad Robbins, Manager Recreation & Culture

Date: July 13, 2022

Re: Central Alberta Selects 2022-2023 Ice Rental Fee

Background:

The Central Alberta Selects (CAS) are a “AA” league hub center as defined by Hockey Alberta offering a competitive regional team at the U18, U15 and U13 levels. Players from the Stettler Minor Hockey Association are eligible to try out/play for each of these teams as a result of the Stettler Minor Hockey Association (SMHA), being included within their regional boundaries. The CAS teams are administered under the Lacombe Minor Hockey Association.

CAS teams currently practice and play games where ice is available within the region. This has included Lacombe, Blackfalds, Clive, Alix, Big Valley, etc. Periodically games are played in Stettler but it is rare based on dates required by the league that CAS teams play in and conflicts with SMHA ice availability overall.

SMHA has indicated that they are in favor of working with CAS to find more ice time within Stettler for their teams due to the volume of SMHA resident players that are playing on CAS teams.

One of the challenges to giving CAS ice, in addition to availability, is the per hour cost to rent ice at the Stettler Recreation Centre (SRC) which classes teams at this level which are regionalized to pay the Adult/Junior B hourly rental of \$160.00 (2022). CAS teams do not currently fit within the current SMHA subsidized rate of \$80.00 as a result of the SMHA rate being subsidized 50% as per Town of Stettler Policy for Stettler youth sport.

The Parks and Leisure Services department are currently working on a new recommendation to Policy X-1(d) which would take effect at the start of the 2023-24 hockey season, but as a result of the Stettler Lightning taking a second years leave of absence the SRC does have some excess ice that will be available for rent as a result during the 2022-23 hockey season.

CAS teams are currently charged \$103/hour in Lacombe as they are given the local youth rate since Lacombe is the hub center for CAS teams. CAS teams are currently charged \$140.25/hour in Blackfalds. Lacombe and Blackfalds would be our two closest comparable facilities, relative to type and usage. CAS teams are required to send in their ice slot availability by August 1st to the South Central Alberta Hockey League.

The Parks and Leisure Services Department are proposing a rate of \$110/hour plus GST. As result, a one-hour practice slot will cost CAS teams \$137.50 plus GST, which covers the cost of one-15 minute flood. A 2.5 hour game slot will cost CAS teams \$302.50 plus GST with the addition of a 15 minute flood at the conclusion of the booking.

While there is never a guarantee that a Town or County of Stettler resident is successful in making a CAS team, the rate we are proposing would apply to all CAS teams regardless. The Parks & Leisure Services Department highlights the additional economic impact to our community by having these team's playing games within our community.

Recommendation:

That the Town of Stettler agree to rent ice to the Central Alberta Selects administered and managed by the Stettler Minor Hockey Association at a rate of \$110.00 per hour plus GST for the 2022-2023 hockey season starting October 1st.

Future rates for similar teams/organizations such as CAS will be brought forward for council consideration as part of the full recommendation to Town of Stettler Policy X-1 (d) as a "non-local youth rate".

MEMORANDUM

Date: June 28, 2022

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operations

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

History:

Approved 2021 capital budget is \$50,000 to paint the exterior of the Water Reservoir. September of 2021, Town Council awarded the request for quotation (RFQ) to AlumaSafway Inc. in the amount of \$41,173.15. Scheduling issues arose and the contractor was not able to complete the work before the outside temperatures dropped and hoarding would have been required and was not included in the work. The decision to delay the work to summer of 2022 was agreed to between AlumaSafway and the Town.

May 2022, AlumaSafway requested an approved expenditure for product prices increases, which the terms of the quotation allows. The revised quote is \$98,000 – \$105,000. Administration has been unsuccessful negotiating a reasonable price increase to complete the work and therefore is recommending cancelling the RFQ award to AlumaSafway and sending the project out for new quotations. AlumaSafway Inc. agrees to these terms.

June 7, 2022 Town Council cancelled the AlumaSafway request for quotation (RFQ) and directed administration to obtain new quotes for 2022 completion.

Summary of Quotations:

The RFQ was posted on Alberta Purchasing Connection and advertised locally. Two quotes were received for the work as follows:

AG Creations Inc.	\$37,000.00
United Supreme Group Inc.	\$447,442.00

Reference checks for AG Creations came back favorably and the company submitted a bid bond with the request for quotation to secure the work and has the appropriate insurance requirements.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the RFQ of the Water Reservoir Painting to AG Creations Inc. in the amount of \$37,000 and includes a contingency amount of \$13,000 to cover any unexpected repairs required funded through the 2022 Capital Budget.

MEMORANDUM

Date: July 14, 2022

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: Recommendation of Award of 2022 Sidewalk Replacement Tender

History:

Approved 2022 capital budget is \$130,000 to replace miscellaneous sections of concrete throughout the town to ensure compliance with Council Policy XV-3(a) – Sidewalk and Pathways Inspection and Maintenance.

Tender Summary:

The following tenders were received on July 15, 2022.

Tender prices exclude GST.

- Jo's Concrete Services Ltd. \$112,160.00
- Hadley Contracting \$123,850.22

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the 2022 Sidewalk Replacement tender to Jo's Concrete Services Ltd. in the amount of \$112,160.00, and approves expenditures up to \$130,000, excluding gst with funding provided by the 2022 Capital Budget.

**TOWN OF STETTLER
BANK RECONCILIATION
AS OF June 30, 2022**

Net Balance at End of Previous Month	\$	5,211,471.72
ADD: General Receipts (summarized below)		5,494,022.11
Interest Earned (Prime 3.70% less 1.90% = 1.80%)		6,042.76
Investments Matured		-
SUBTOTAL		10,711,536.59
LESS: General Disbursements		372,822.98
Payroll		295,028.71
Investments		-
Debenture Payments		101,022.73
Returned Cheques		-
Bank Charges		1,020.00
SUBTOTAL		769,894.42
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	9,941,642.17
Balance at End of Month - Bank		9,779,332.31
ADD: Outstanding Deposits		325,742.29
LESS: Outstanding Cheques		163,432.43
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	9,941,642.17
INVESTMENTS:		
US Bank Account		500,000.00
SUBTOTAL		500,000.00
TOTAL CASH ON HAND AND ON DEPOSIT	\$	10,441,642.17

THIS STATEMENT SUBMITTED TO COUNCIL THIS 19th DAY OF July 2022

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	4,806,979
4	Utility	AR	222,687
5	ATCO	Franchise	66,890
6	Apex	Franchise	68,933
7	Library	Salary Reversal	55,709
8	Library	Rental	11,025
9	SMRWSC	Water	63,032
10	Hwy 12/21	Water	31,455
11	BOT	Salary Reversal	20,478
12	AE Kennedy	Rent	17,186
13	Other		129,648
14		Total	5,494,022

TOWN OF STETTLER
BANK RECONCILIATION for Vision Credit Union
AS OF June 30, 2022

Vision

Net Balance at End of Previous Month	\$	5,302,231.62
ADD: General Receipts (summarized below)		789,944.69
Interest Earned (Prime 3.70% less 1.60% = 2.10%)		8,872.54
Investments Matured		-
SUBTOTAL		6,101,048.85
LESS: General Disbursements		1,033,910.40
Payroll		-
Investments		-
Debenture Payments		-
Returned Cheques		2,316.23
Bank Charges		150.00
SUBTOTAL		1,036,376.63
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	5,064,672.22
Balance at End of Month - Bank		5,064,672.22
ADD: Outstanding Deposits		-
LESS: Outstanding Cheques		-
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	5,064,672.22
TOTAL CASH ON HAND AND ON DEPOSIT	\$	5,064,672.22

THIS STATEMENT SUBMITTED TO COUNCIL THIS 19th DAY OF July, 2022

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	709,396
4	Utility	AR	64,946
5	Other		15,603
6		Total	789,945

**TOWN OF STETTLER
TAXES RECEIVABLE
AS OF June 30, 2022**

STATUS OF PROPERTY	2021 # OF PROPERTIES	2022 # OF PROPERTIES	CURRENT TAXES	ARREARS TAXES	TOTAL TAXES
Property under agreement	10	7	40,010.22	44,876.38	84,886.60
Property to be offered for sale in 2018	1	1	2,379.19	13,072.05	15,451.24
Property to be offered for sale in 2022	0	3	9,704.29	22,806.94	32,511.23
Property to be offered for sale in 2023	8	9	16,101.15	28,503.85	44,605.00
Installment Plan Property	894	907	1,464,959.46	0.00	1,464,959.46
All Other Property	<u>215</u>	<u>254</u>	<u>497,334.59</u>	<u>63,919.13</u>	<u>561,253.72</u>
Sub-total Property Taxes	1128	1181	2,030,488.90	173,178.35	2,203,667.25
Business Taxes	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TAXES RECEIVABLE 2022		1181	\$2,030,488.90	\$173,178.35	\$2,203,667.25
TOTAL TAXES RECEIVABLE 2021	1128		\$873,403.51	\$96,788.28	\$970,191.79

**PERCENTAGE OF CURRENT PROPERTY TAXES OUTSTANDING
AS OF June 30, 2022**

	<u>2021</u>	<u>2022</u>	
Current Taxes Outstanding	\$873,403.51	\$2,030,488.90	
Less Tax Payment Plan	468,672.20	1,464,959.46	
Less Annexed Property	0.00	0.00	
Net Current Taxes Outstanding	\$ 404,731.31	\$ 565,529.44	
Property Tax Levy	\$ 8,814,032.09	\$ 8,922,099.09	*includes Business Tax Levy \$6,400

% of Current Taxes Receivable

2022=	6.34%	Jun 30
2021=	4.59%	Oct 29
2020=	4.28%	Oct 30

Penalty Schedule

- 3% Penalty on Current Balance After 4:30 p.m. June 30, 2022
- 9% Penalty on Current Balance after 4:30p.m. July 29, 2022
- 12% Penalty on Total Balance After December 30, 2022

2022 Budget Summary - June 30, 2022

Revenue	2022 Operating Budget	2022 Operating Actual - June 30, 2022	Variance	%	Notes
Administration	\$272,020.00	\$151,171.79	\$120,848.21	44.43%	
Inter Dept Utility Transfer - \$250,000)					
Police	\$548,804.00	\$22,779.36	\$526,024.64	95.85%	MSI Operating - \$52,448
Traffic Fines - Budget - \$60,000 - Actual - \$18,505 - 31%					
Provincial Grant - \$347,000					
Community Resource Program - Clearview \$40,000 / County - \$43,356					
Fire	\$599,321.00	\$91,199.66	\$508,121.34	84.78%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$109,950.00	\$115,050.00	-\$5,100.00	-4.64%	
Business Licenses Budget - \$86,250 - Actual \$91,350 / Animal License Budget \$21,700 - Actual \$21,750					
Roads, Streets, Walks, Lights	\$269,535.00	\$67,069.25	\$202,465.75	75.12%	
Airport	\$10,880.00	\$9,338.20	\$1,541.80	14.17%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,783,438.00	\$1,209,435.66	\$2,574,002.34	68.03%	
Metered sale of water (Budget - \$1,962,728 - Actual \$696,482 = 35% - end of May - 42%)					
Metered out of Town (Budget - \$1,070,000 - Actual \$428,987 = 40% - end of May - 42%)					
Bulk water - Budget - \$40,000 - Actual - \$6942 - 17%					
Sewer	\$950,701.00	\$380,142.78	\$570,558.22	60.01%	
Sewer Service Charges (Budget - \$888,681 - Actual \$359,949 = 41% - end of May - 42%)					
Garbage Collection & Disposal	\$839,812.00	\$346,552.89	\$493,259.11	58.73%	SWMA haul rebate - \$26,619
Residential Garbage Revenue (2022 Budget - \$636,975 - Actual \$257,376 = 40% - end of May - 42%)					
Recycling Revenue (Budget 2022 - \$171,210 - Actual \$71,360 = 42% - end of May - 42%)					
FCSS	\$157,148.00	\$26,192.00	\$130,956.00	83.33%	
Cemetery	\$23,600.00	\$14,338.00	\$9,262.00	39.25%	
Planning & Development	\$58,500.00	\$24,601.69	\$33,898.31	57.95%	
Building Permits (Budget - \$30,000 - Actual - \$15,818)					
Economic Development - BOT	\$137,420.00	\$115,603.60	\$21,816.40	15.88%	
Subdivision Land	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Land, Housing & Rentals	\$278,580.00	\$150,516.43	\$128,063.57	45.97%	
AE Kennedy Health Unit - \$205,300					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000.00	-\$158.50	\$3,158.50	0.00%	
Recreation Programs	\$26,190.00	-\$3,252.72	\$29,442.72	112.42%	Ball / Soccer
Facilities	\$1,056,465.00	\$263,984.41	\$792,480.59	75.01%	County / Pool / SRC
Community Hall	\$95,000.00	\$10,983.28	\$84,016.72	88.44%	
Senior's Center	\$22,875.00	\$13,148.57	\$9,726.43	42.52%	\$6000 Casino
Parks	\$125,650.00	\$53,916.51	\$71,733.49	57.09%	
Lions Campground - Budget - \$120,000 - actual - \$52,217 - 44%					
Operating Contingency	\$11,899.00	\$0.00	\$11,899.00	0.00%	
Taxes / Penalties	\$8,778,101.00	\$8,789,574.51	-\$11,473.51	-0.13%	
Other Revenue	\$2,078,400.00	\$933,993.06	\$1,144,406.94	55.06%	
Franchise Fee - GAS (Budget - \$1,065,000 - Actual \$502,385 = 47% - end of June - 50%)					
Franchise Fee - ELECTRIC (Budget - \$805,000 - Actual \$345,612 = 43% - end of May - 42%)					
Return on Investments (Budget - \$140,000 - Actual - \$51,368 - 37%)					
Total Revenue	\$20,239,289.00	\$12,786,180.43	\$7,453,108.57	63.18%	

Expense	2022 Interim Operating Budget (no operating capital budget)	2022 Operating Actual - June 30, 2022	Variance	%	Notes
Council & Legislative	\$222,640.00	\$98,723.12	\$123,916.88	55.66%	
Council Honorarium (Budget - \$153,640)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$8,274 = 52% - AM membership)					
Administration	\$1,141,978.00	\$518,503.64	\$623,474.36	54.60%	
Police	\$1,277,089.00	\$311,781.42	\$965,307.58	75.59%	
RCMP - Contract Billings (2022 - \$1,087,211)					
Fire	\$1,064,264.00	\$276,255.07	\$788,008.93	74.04%	
Disaster Services	\$33,530.00	\$207.32	\$33,322.68	99.38%	
Bylaw Enforcement	\$196,777.00	\$79,359.69	\$117,417.31	59.67%	
Common Services	\$159,815.00	\$54,766.09	\$105,048.91	65.73%	
Roads, Streets, Walks, Lights	\$2,154,578.00	\$719,336.14	\$1,435,241.86	66.61%	
Airport	\$49,187.00	\$10,351.57	\$38,835.43	78.95%	
Water Supply & Distribution	\$3,729,431.00	\$1,301,231.26	\$2,428,199.74	65.11%	
Sewer	\$727,420.00	\$304,861.00	\$422,559.00	58.09%	
Garbage Collection & Disposal	\$748,219.00	\$228,387.67	\$519,831.33	69.48%	
FCSS	\$196,435.00	\$98,217.50	\$98,217.50	50.00%	
Cemetery	\$64,290.00	\$16,189.76	\$48,100.24	74.82%	
Planning & Development	\$552,985.00	\$292,546.86	\$260,438.14	47.10%	
Comm Services -Handi Bus	\$25,000.00	\$25,000.00	\$0.00	0.00%	
Economic Development	\$587,646.00	\$239,064.56	\$348,581.44	59.32%	
Subdivison Land	\$56,620.00	\$25,169.10	\$31,450.90	55.55%	
Land, Housing & Rentals	\$44,760.00	\$12,131.17	\$32,628.83	72.90%	
Recreation - General	\$146,025.00	\$80,201.12	\$65,823.88	45.08%	
Recreation Programs	\$81,320.00	\$71,474.24	\$9,845.76	12.11%	
Facilities	\$2,554,648.00	\$947,173.25	\$1,607,474.75	62.92%	
Culture	\$354,497.00	\$155,613.48	\$198,883.52	56.10%	Parkland, Library, Museum
Community Hall	\$137,397.00	\$39,477.65	\$97,919.35	71.27%	
Senior's Center	\$13,280.00	\$4,741.53	\$8,538.47	64.30%	
Parks	\$663,412.00	\$230,663.09	\$432,748.91	65.23%	
Operating Contingency	\$489,571.00	\$0.00	\$489,571.00	100.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$210,000) (JE made at end of year prior to Audit)					
Available for Capital from 2022 Operating Budget for 2022 Capital Budget - \$699,571 (Water \$54,007 + Utility \$314,874 (sewer, waste, recycling) + Total Available for Capital - \$330,690) = \$699,571					
Requisitions	\$2,766,475.00	\$806,908.08	\$1,959,566.92	70.83%	
ASFF (Budget - \$2,225,053 - Actual - \$537,229 - 24%)					
ASFF Separate School (Budget - \$168,749 - Actual - \$83,343 - 49%)					
County of Stettler Senior Lodges (Budget - \$372,673 - Actual - \$186,337 - 50%)					
Total Expense	\$20,239,289.00	\$6,948,335.38	\$13,290,953.62	34.33%	
Surplus / Deficit	\$0.00	\$5,837,845.05			

Town of Stettler
2022 Capital Budget Summary

30-Jun-22

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2022 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses June 30, 2022	Utility (Water) Avail for Capital 2022 Interim Operating Budget (Rates) \$54,007	Utility (other) Avail for Capital 2022 Interim Operating Budget (Rates) \$320,874	Available for Capital 2022 Interim Operating Budget (taxes) \$311,853	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2022 Operating Budget	Debenture / Local Improvement	Grants - MSI \$649,945	Grants - FGT (\$356,384)	Grants - BMTG - 2022 Budget \$0.00 (\$60 per cap x 5952)	Other	Total	
Operating Capital Projects included in 2022 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							\$75,000.00						\$75,000.00	
2022 Capital Budget - Operational Projects (non TCA)																		
ADM	2-12-04-00-05-252	Community Builders (pre build 10 hearts)	\$25,000.00	\$25,000						\$25,000.00	Culture						\$25,000.00	
ADM	2-61-05-00-00-252	Computer replacement program	\$14,000.00	\$14,000	\$2,075.80		\$14,000.00										\$14,000.00	
FIRE	2-23-02-00-02-561	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000			\$100,000.00										\$100,000.00	
FIRE	2-23-02-00-02-561	Replace Deputy Fire Chief Truck (2023) - Reserve in 2022 - County Invoice 2023	\$23,500.00	\$23,500				\$23,500.00									\$23,500.00	
FIRE	2-23-02-00-02-561	Replace Fire Chief Truck (2023) - Reserve 2022 - County Invoice 2023	\$23,500.00	\$23,500				\$23,500.00									\$23,500.00	
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000.00	\$55,000				\$55,000.00									\$55,000.00	
Op-tran	2-32-21-00-03-536	Pavement patching	\$150,000.00	\$150,000			\$150,000.00										\$150,000.00	
Water	2-41-15-00-00-554	Wetland Pumphouse Upgrades	\$175,000.00	\$175,000			\$175,000.00										\$175,000.00	
WTP	2-41-01-00-04-252	Membrane Replacement (build reserve)	\$50,000.00	\$50,000		\$10,000.00	\$10,000.00	\$30,000.00									\$50,000.00	
WTP	2-41-01-00-06-252	Misc. Pump Replacement	\$100,000.00	\$100,000	\$61,466.73		\$100,000.00										\$100,000.00	
WTP	2-41-01-00-07-252	Caustic CIP (cleaning in place) tank heater	\$35,000.00	\$35,000	\$13,237.26	\$35,000.00											\$35,000.00	
WTP	2-41-01-00-08-252	PCL (programmable logic controller) Upgrades	\$75,000.00	\$75,000			\$75,000.00										\$75,000.00	
WTP	2-41-01-00-09-252	Compressors	\$200,000.00	\$200,000	\$19,259.60	\$200,000.00											\$200,000.00	
HUB	2-73-11-02-03-239	Undercounter ice making machine	\$4,000.00	\$4,000					\$4,000.00								\$4,000.00	
SRC	2-73-11-02-04-239	Arena Scoreclock replacement (both) with blue tooth consoles with dressing room timers	\$28,000.00	\$28,000					\$28,000.00								\$28,000.00	
Pool	2-73-13-03-03-252	Mechanical room replacement components	\$15,000.00	\$15,000					\$15,000.00								\$15,000.00	
Hall	2-74-14-00-02-252	Hardwood floor refinishing (dance floor)	\$15,000.00	\$15,000						\$15,000.00	Culture						\$15,000.00	
Park	2-77-82-00-01-519	Ball diamond backstop fence (2 diamonds)	\$5,000.00	\$5,000					\$5,000.00								\$5,000.00	
Culture	2-74-99-91-00-764	Culture reserve account	\$15,000.00	\$15,000			\$15,000.00										\$15,000.00	
2022 Capital Budget - Operational Projects (non TCA)			\$1,233,000.00	\$1,233,000.00	\$0.00	\$96,039.39	\$245,000.00	\$639,000.00	\$132,000.00	\$52,000.00	\$40,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$1,233,000.00	
2022 Capital Budget - Capital Projects (TCA)																		
FIRE	6-23-00-30-09-630	Replace extraction hydraulic pump	\$19,000.00	\$19,000				\$9,500.00								\$9,500.00	County	\$19,000.00
FIRE	6-23-00-10-00-610	Fire Hall Traffic Signals	\$15,000.00	\$15,000				\$7,500.00								\$7,500.00	County	\$15,000.00
OP	6-32-09-60-01-660	Pathway (new construction)	\$86,765.00	\$100,000	-\$13,235.00		\$100,000.00											\$100,000.00
OP	6-32-21-10-15-610	44 Avenue overlay from Hwy 12 to 38St - CAPP	\$711,706.50	\$750,000	-\$38,293.50	\$10,146.06							\$750,000.00					\$750,000.00
OP	6-33-00-00-10-610	Airport runway - secure STIPfunding - \$1,618,096 - \$1,213,572 STIP - Town - \$202,262 / County \$202,262	\$1,618,096.00	\$1,618,096					\$202,262.00							\$1,415,834.00	Strategic Transportation Infrastructure (STIP) Grant \$1,213,572 / County = \$202,262	\$1,618,096.00
Water	6-41-11-10-03-610	Watermain cast iron replacement 53rd street between 48-51 avenue - CAPP	\$852,759.03	\$950,000	-\$97,240.97	\$52,340.68		\$135,616.02					\$504,137.21	\$172,537.68	\$137,709.09			\$950,000.00
Equip	6-31-11-00-33-630	Hydovac - CAPP	\$600,000.00	\$600,000									\$600,000.00					\$600,000.00
Equip	6-31-11-00-50-650	2 - Pick-up trucks	\$90,000.00	\$90,000				\$40,000.00		\$50,000.00	Common Services - Equipment							\$90,000.00
Equip	6-31-11-30-15-630	Trailer mounted flusher	\$200,000.00	\$200,000				\$200,000.00										\$200,000.00
SRC	6-77-81-10-00-610	Outdoor arena refurbishment (new boards)	\$94,000.00	\$94,000					\$94,000.00									\$94,000.00
Park	6-77-02-30-01-630	Toro mower replacement	\$96,000.00	\$96,000					\$96,000.00									\$96,000.00
2022 Capital Budget - Capital Projects (TCA)			\$4,383,326.53	\$4,532,096.00	-\$148,769.47	\$62,486.74	\$0.00	\$100,000.00	\$392,616.02	\$392,262.00	\$50,000.00	\$0.00	\$0.00	\$1,254,137.21	\$772,537.68	\$137,709.09	\$1,432,834.00	\$4,532,096.00
2022 Total Capital Budget			\$5,616,326.53	\$5,765,096.00		\$158,526.13	\$245,000.00	\$739,000.00	\$524,616.02	\$444,262.00	\$90,000.00	\$125,000.00	\$0.00	\$1,254,137.21	\$772,537.68	\$137,709.09	\$1,432,834.00	\$5,765,096.00
Council Motion - February 1, 2022			\$5,765,096.00		2.82%			\$686,734.00	\$1,508,616.02									\$5,765,096.00
2022 Capital Additions			\$0.00						-\$821,882.02									\$0
Total 2022 Capital Budget			\$5,765,096.00															
Difference (Actual vs Council Budget)			-\$148,769.47															

		2021 Carry Forward																	
		Brought forward from 2021 Budget Carry Forward	2021 Carry Forward Amounts	Difference between Actual and Budget Amount	Actual - Project Expenses June 30, 2022	Utility (Water) Avail for Capital	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves	2022 Operating Budget	Debtenture / Local Improvement	Grants - MSI \$649,945	Grants - FGT (\$356,384)	Grants - BMTG - 2022 Budget \$0.00 (\$60 per cap x 5952)	Other	Total		
2021 Carry Forward - Operational Projects (non TCA)																			
Planning	2-61-02-00-06-239	SE ASP	\$23,922.39	\$23,922.39	\$30,016.79					\$23,922.39	Planning - SE ASP								\$23,922.39
Lagoon	6-42-01-10-12-610	Lagoon upgrade (legal)	\$1,708.50	\$1,708.50	\$65,338.15				\$1,708.50										\$1,708.50
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 - 2021 Carry Forward \$50,000 to 2022 - Greg - January 6, 2022	\$50,000.00	\$50,000.00				\$50,000.00											\$50,000.00
Op-storm	2-77-05-00-02-239	Concept planning for West Stettler Park - Phase 2 - no planning in 2021 - Carry Forward \$50,000 to 2022 - Melissa Jan 7, 2022	\$50,000.00	\$50,000				\$46,253.07		\$3,746.93	West Stettler Planning Reserve								\$50,000.00
2021 Carry Forward - Operational Projects (non TCA)			\$125,630.89	\$125,630.89	\$0.00	\$95,354.94	\$0.00	\$0.00	\$96,253.07	\$1,708.50	\$27,669.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,630.89
2021 Carry Forward - Capital Projects (TCA)																			
2020 MSP	6-32-21-10-23-610	MSP - Type 4 Intersection (Hwy 12 at 80st-south side only) - Carry Forward Balance to 2022 - Melissa January 7, 2022 (\$842,611.75-\$442,526.24 = \$400,085.51 carry forward	\$400,085.51	\$400,085.51	\$110,710.80					\$283,651.66	Municipal Operating Support Transfer MOST - \$198,718.75 Land Development - \$84,932.91			\$116,433.85					\$400,085.51
FIRE	6-23-00-00-30-630	2 way radio system replacement AFRRCS (Alberta 1st Responder Communication System) in 2021 - Tender in Dec 2021 - Carry Forward Balance (\$180,450) to 2022 for tender approval - Mark - January 7, 2022	\$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 - Carry Forward Balance to complete in 2022 (\$165,000 - \$151,863.08 = \$13,136.96) - Mark, January 7, 2022	\$13,136.96	\$13,136.96	\$108,540.98			\$6,568.48									\$6,568.48	County	\$13,136.96
Op	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services) - Carry Forward \$40,000 - Melissa - January 7, 2022	\$40,000.00	\$40,000	\$300.40									\$40,000.00					\$40,000.00
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 - Carry Forward \$50,000 to 2022 - Melissa January 7, 2022	\$50,000.00	\$50,000.00			\$10,000.00			\$40,000.00	Water Reservoir Coat								\$50,000.00
Water	6-41-11-10-12-610 (CAP13555)	Watermain replacement east of 44th street between 49-50ave - project delayed due to supply issues and telus line - Carry Forward Balance (\$280,000-\$24,656.34 = \$255,353.66 - Melissa - January 7, 2022	\$255,353.66	\$255,353.66	\$29,979.33									\$255,353.66					\$255,353.66
Water	6-41-11-30-02-630	Water meter data collection upgrade - Carry Forward Balance (\$35,000-\$4437.50 = \$30,562.50 - Melissa January 10, 2022	\$30,562.50	\$30,562.50			\$30,562.50												\$30,562.50
Sanitary	6-42-00-00-12-610 (CAP13557)	Lift station upgrades (2021) - Carry Forward \$300,000 - Melissa Jan 10, 2022	\$300,000.00	\$300,000									\$300,000.00						\$300,000.00
WTP	6-41-04-10-00-610	Pig vault rehab - Carry Forward \$175,000	\$175,000.00	\$175,000		\$175,000.00													\$175,000.00
WTP	6-41-01-00-21-610	Low lift valve automatic actuators - Carry Forward balance - \$100,000-\$53,625.12 = \$46,374.88	\$46,374.88	\$46,374.88	-\$13,770.00					\$46,374.88	WTP = Small Capital Reserve								\$46,374.88
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) - January 10, 2022 - Melissa - carry forward balance - \$44,715.19-\$16,699.57 = \$28,015.62	\$28,015.62	\$28,015.62				\$28,015.62											\$28,015.62
Sewer	6-42-00-10-05-610	Lift station pump upgrades (2020) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$299,242.50 (\$300,000-\$757.50) - January 10, 2022 - Melissa - Carry forward balance - \$299,242.50	\$299,242.50	\$299,242.50	\$8,480.68									\$299,242.50					\$299,242.50
	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) - January 10, 2022 - Carry forward balance - Melissa - \$149,490	\$149,490.00	\$149,490.00										\$149,490.00					\$149,490.00

6-56-00-60-01-660	2021 Capital Budget Addition - Columbarium - Paid 1/2 in 2021 Balance due on delivery (\$18,666c - \$9,333.20 = \$9,332.80 - Allan - January 7, 2022	\$9,333.20	\$9,333.20	\$0.00	\$9,333.20			\$9,333.20										\$9,333.20	
																		\$0.00	
2021 Carry Forward - Capital Projects (TCA)		\$1,977,044.83	\$1,977,044.83	\$0.00	\$253,575.39	\$175,000.00	\$100,712.50	\$43,917.30	\$0.00	\$490,326.54	\$0.00	\$0.00	\$0.00	\$704,843.66	\$455,676.35	\$0.00	\$6,568.48	\$0.00	\$1,977,044.83
2021 Total Carry Forwards		\$2,102,675.72	\$2,102,675.72	-\$148,769.47	\$507,456.46	\$175,000.00	\$100,712.50	\$140,170.37	\$1,708.50	\$517,995.86		\$0.00	\$0.00	\$704,843.66	\$455,676.35	\$0.00	\$6,568.48	\$0.00	\$2,102,675.72
2022 Total Capital Budget (including Carry Forwards)		\$7,719,002.25	\$7,867,771.72		6.45%	\$420,000.00	\$839,712.50	\$664,786.39	\$445,970.50	\$607,995.86		\$125,000.00	\$0.00	\$1,958,980.87	\$1,228,214.03	\$137,709.09	\$1,439,402.48		0.00
2022 Total Capital Budget Difference From Budget to Actual			-\$148,769.47					\$1,924,498.89		\$1,053,966.36		Total Grants Available		\$1,958,980.87	\$1,228,214.03	\$137,709.09			2,102,675.72
								Total Reserves		\$2,978,465.25		Balance - December 31, 2022		\$0.00	\$0.00	\$0.00			

To: Mayor & Council,

My name is [REDACTED] and a resident of the town of Stettler.....

My issue pertains to the circumstances beyond my control for the late payment of my P/Taxes.

I have been in Quebec since middle of May 2022 and was to arrive back the afternoon of June 30th/2022, which would have allowed me to pay invoice due. At that time I was not aware of actual due date, October, or June 30th. I had asked someone in your town office in a phone call which at that time no one could give me a certain date...however, confident either way I would still meet the deadline.

Left my residence 6:30 am for my flight from Montreal to Toronto on June 30th, only to find out it would be delayed 2 hours which left me late in arriving to Toronto & consequently without a connecting flight back to Calgary.I was made to stand in line for close to 4 hours and then told no flights available to come home that day...It was approx 9:00 PM that evening before they were able to find one seat left for a flight out of Toronto to Edmonton the next day...I immediately accepted the flight though originally was to return to Calgary....Desperate to just get back to Alberta .

I then was sent a long distance downstairs in the Toronto airport to have my luggage arrive in Edmonton instead of Calgary...Another long long lineup....!!....

Next morning arriving early to confirm my flight only to see it delayed 2 more times and was praying they would not Cancel that flight, like so many others....

Had to arrange my airport pickup so to get home and finally arrived home in Stettler around 10:00PM July 1/2022....But with the much disappointment for not being able to return with my luggage, as was not found in Edmonton...Again sent to another long lineup to submit a baggage claim...

I was only aware of the June 30th deadline the next day, Saturday July 02 when opening my mail....which I even then tried to call the Town Office in hopes someone might take the call...don't remember if I left a message or not..???

However I drove down to the town office 9:00am Monday morning in order to pay my original tax which I left a cheque for in the original amount due and asked if i could be given a Cancellation of the late penalty charge due to my no fault of mine circumstances.....I was told to remit an email to the council for approval concerning this matter....I have never defaulted any payment of services or taxes since my arrival here in Stettler in 2013...as a matter of fact and record can check that usually submit payment on any matter well before due date...but if this tax was not payable till October did not want to pay my almost \$2800. 4 months in advance...

In closing I would ask the Council to please consider this exceptional situation.

Thank-you

Regards
[REDACTED]



TOWN OF STETTLER

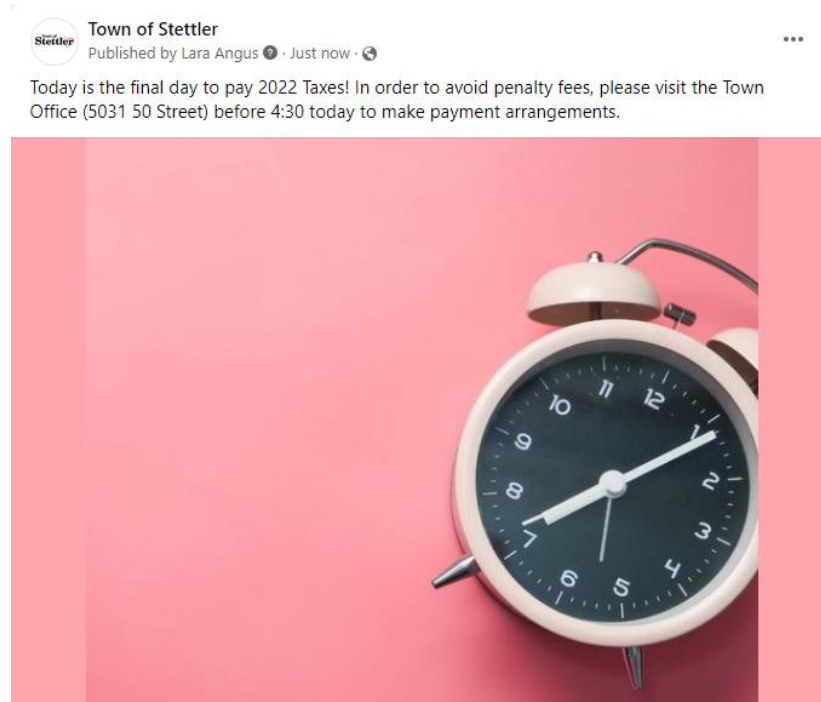
2022 TAX COMMUNICATION SUMMARY

Summary

The documentation below outlines the channels and messages through which the 2022 Tax Payment Deadline was advertised, as well as the dates of publishing.

Facebook


June 30th, 9:00 AM



June 24th



June 16th

 **Town of Stettler**
Published by Lara Angus · June 16 at 9:37 AM · 🌐

Have you tried the Town of Stettler Tax Calculator? This tool allows you to compare your yearly taxes, and provides an overview of your taxation rates. Try it today at <https://www.stettler.net/tax-calculator>

Taxes are coming due on June 30th, 2022. Visit us at the Town Office to make a payment, or give us a call at 403-742-8305 for further information!

Tax Calculator


Property Tax Comparison

Residential & Farmland

2022 Assessment			2021 Assessment			Difference	% Change
Add a number here			Add a number here			\$0.00	0%
	Tax Rate	Amount		Tax Rate	Amount	Difference	% Change
School Foundation	2.6233	\$0.00	School Foundation	2.5972	\$0.00	\$0.00	0%
Senior's Housing	0.4714	\$0.00	Senior's Housing	0.4668	\$0.00	\$0.00	0%
Municipal	6.8362	\$0.00	Municipal	6.8886	\$0.00	\$0.00	0%
Total Taxes		\$0.00	Total Taxes		\$0.00	Total Taxes	\$0.00 0%


Calculate →

June 7th

 **Town of Stettler**
Published by Lara Angus · June 7 at 11:57 AM · 🌐

Taxes are coming due on June 30th, 2022! Have you considered switching from a one-time payment and signing up for the monthly Tax Payment Plan? For more information, please visit <https://www.stettler.net/live/taxes> or call 403-742-8305.

Reminder - due to processing delays at the Province of Alberta Land Titles Office, any new changes in ownership or mailing address may not be reflected on your Combined Assessment and Tax Notice.



Page 29

May 27th



Town of Stettler

Published by Lara Angus · May 27 ·



Combined Assessment and Tax Notices have been mailed out as of today, May 27th. Please note that due to processing delays at the Province of Alberta Land Titles Office, any new changes in ownership or mailing address may not be reflected on your Combined Assessment and Tax Notice.

If you do not receive your notice in the coming weeks or have questions relating to your assessment, please contact the Town Office at 403-742-8305. In alignment with Bylaw 2149-22, the 2022 tax payment deadline has returned to the last working day of June.

For further information on taxation, assessment, and the appeal process, please visit: <https://www.stettler.net/live/taxes>



Mobile App Notifications

June 30th, 9:15AM

◀ Back



● **Final Day to Pay 2022 Taxes**

General • Jun 30, 2022 at 9:16 AM

Today is the final day to pay 2022 Taxes! In order to avoid penalty fees, please visit the Town Office (5031 50 Street) before 4:30 today to make payment arrangements.

June 24th

◀ Back



● **Tax Deadline Approaching**

General • Jun 24, 2022 at 10:32 AM

We would like to remind residents that taxes are due on Thursday, June 30th. Please visit the Town Office (5031 50 Street) or call 403-742-8305 to make arrangements!

Community Screens

June 1st – 14th

- PatchouliMint Spa
- Stettler Hospital ER (24 hrs)
- County of Stettler Office
- Brenda's Cozy Cafe
- Stettler Public Library
- Heart Haven Lodge
- Stettler Building Supplies
- Willow Creek Lodge
- Paragon Place
- Heartland Bowling Centre
- Heartland Auto & Industrial Supply
- The Coffee Tree
- Jewel Theatre
 - Big Screen
 - Lobby
 - Outdoor Screen visible 24hr

A FRIENDLY REMINDER

**THE 2022
TAX PAYMENT DEADLINE
IS THE LAST BUSINESS
DAY OF JUNE!**



For further information please visit the
Town Office or call 403-742-8305

Newspaper Ads

ECA Review

June 16th & 23rd Issues



Combined Assessment and Tax Notices have been mailed out as of May 27th.

Please note that due to processing delays at the Province of Alberta Land Titles Office, any new changes in ownership or mailing address may not be reflected on your Combined Assessment and Tax Notice.



If you do not receive your notice in the coming weeks or have questions relating to your assessment, please contact the Town Office at 403-742-8305. In alignment with Bylaw 2149-22, the 2022 tax payment deadline has returned to the last working day of June.

For further information on taxation, assessment, and the appeal process, please visit:
<https://www.stettler.net/live/taxes>

Stettler Independent

June 16th & 23rd Issues



Combined Assessment and Tax Notices have been mailed out as of May 27th. Please note that due to processing delays at the Province of Alberta Land Titles Office, any new changes in ownership or mailing address may not be reflected on your Combined Assessment and Tax Notice.

If you do not receive your notice in the coming weeks or have questions relating to your assessment, please contact the Town Office at 403-742-8305. In alignment with Bylaw 2149-22, the 2022 tax payment deadline has returned to the last working day of June.

For further information on taxation, assessment, and the appeal process, please visit:
<https://www.stettler.net/live/taxes>



Town of Stettler Utility Bill Newsletter

June 10th

Tax Deadline Approaching

Combined Assessment and Tax Notices have been mailed out as of May 27th. Please note that due to processing delays at the Province of Alberta Land Titles Office, any new changes in ownership or mailing address may not be reflected on your Combined Assessment and Tax Notice.

If you do not receive your notice in the coming weeks or have questions relating to your assessment, please contact the Town Office at 403-742-8305. In alignment with Bylaw 2149-22, the 2022 tax payment deadline has returned to the **last working day of June**. For further information on taxation, assessment, and the appeal process, please visit:
<https://www.stettler.net/live/taxes>

Radio Ads w/ Q93.3

15 ads from June 8th – 29th

Spot #1 –June 06-30 (STLR: RNC-)

ANNCR: Town of Stettler Combined Assessment and Tax Notices have been mailed! If you don't receive your notice in the coming weeks or have questions, call Town Office at 403-742-8305 or visit stettler.net. Remember, the 2022 Tax Deadline is June 30th!

Website Notice Citing Payment Options

Taxation & Assessment —

The 2022 Combined Assessment and Tax Notices are mailed to all property owners on May 27, 2022. Notice of Assessment Date: June 6, 2022.

If you do not receive your notice, please contact the Town Office at 403-742-8305.

The assessment roll is open to inspection at the Town Office and any person may inspect the assessment roll during regular business hours. An assessed person or a taxpayer wishing to make a complaint about any assessment or tax must do so in accordance with relevant provisions under the Municipal Government Act and Regulations. There is no right to make a complaint about any tax rate.

Taxes may be paid at the Town Office by cash, cheque or debit card. They may also be paid online with the following banks: CIBC, TD Trust, Credit Union, ATB, Scotia Bank, Royal Bank, and Bank of Montreal. Please ensure that you select the Town of Stettler. You may also sign up for the Monthly Tax Payment Plan.

Payment Deadline

As of the May 17th Council Meeting, Bylaw 2149-22 has also been amended to revert the tax payment deadline date back to the **last business day of June**.

There is an option to pay your taxes by the Monthly Tax Payment Plan. To get more information, please contact the Town Office at 403-742-8305 or townoffice@stettler.net

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

1994 cM-26.1 s345

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26.1 s346

Cancellation, reduction, refund or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26.1 s347

Tax becomes debt to municipality

348 Taxes due to a municipality

- (a) are an amount owing to the municipality,
- (b) are recoverable as a debt due to the municipality,
- (c) take priority over the claims of every person except the Crown, and
- (d) are a special lien
 - (i) on land and any improvements to the land, if the tax is a property tax, a community revitalization levy, a special tax, a clean energy improvement tax, a local improvement tax or a community aggregate payment levy, or
 - (ii) on goods, if the tax is a business tax, a community revitalization levy, a well drilling equipment tax, a community aggregate payment levy or a property tax

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0004865	EFT0004885
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0004865	2022-07-12	\$424.87

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tr	PP13-22	\$424.87	

Barnes, Roger	EFT0004866	2022-07-12	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
SRC Jul Phone Allowance	2022.07.01	\$25.00	

Canadian Union of Public Emplo	EFT0004867	2022-07-12	\$907.50

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP13-22	\$907.50	

Dahl, Steven	EFT0004868	2022-07-12	\$50.00

Invoice Description	Invoice Number	Invoice Amount	
Shop Jul Tool Allowance	2022.07.01	\$50.00	

Dodd, Sonia	EFT0004869	2022-07-12	\$125.00

Invoice Description	Invoice Number	Invoice Amount	
Admin/Pool Jul Phone & Trvl Al	2022.07.01	\$125.00	

Dolan, Lori	EFT0004870	2022-07-12	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Pool Jul Phone Allowance	2022.07.01	\$25.00	

Stettler FCSS	EFT0004871	2022-07-12	\$49,213.71

Invoice Description	Invoice Number	Invoice Amount	
PR Seniors Week Door Prize	245	\$104.96	
FCSS 3rd Qtr Requisition	2022.07.01	\$49,108.75	

Gerlitz, Steven	EFT0004872	2022-07-12	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Jul Phone & Trvl	2022.07.01	\$100.00	

Graham, Leann	EFT0004873	2022-07-12	\$175.00

Invoice Description	Invoice Number	Invoice Amount	
P&D Jul Phone & Trvl Allowance	2022.07.01	\$175.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Howe, Graham	EFT0004874	2022-07-12	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC & Cemetery Jul Phone Allow	2022.07.01	\$25.00	
Howe, Kelly	EFT0004875	2022-07-12	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Clothing Allowance	2022.06.29	\$250.00	
Leckie, Neil	EFT0004876	2022-07-12	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Jul Phone Allowance	2022.07.01	\$25.00	
Nolls, Sean	EFT0004877	2022-07-12	\$185.00
Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2022.05.12	\$185.00	
Oakcreek Golf & Turf Inc.	EFT0004878	2022-07-12	\$181.78
Invoice Description	Invoice Number	Invoice Amount	
Park Belts for mower #178	2299717	\$181.78	
QM Contracting	EFT0004879	2022-07-12	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Wtr Billing Jun Water Meter Re	931399	\$1,575.00	
Robbins, Brad	EFT0004880	2022-07-12	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Jul Travel Allowance	2022.07.01	\$100.00	
Saunders, Chris	EFT0004881	2022-07-12	\$169.97
Invoice Description	Invoice Number	Invoice Amount	
WTP Clothing Allowance	2022.06.27	\$169.97	
Standage, Maddie	EFT0004882	2022-07-12	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Jul Travel Allowance	2022.07.01	\$150.00	
Stettler Public Library	EFT0004883	2022-07-12	\$62,529.25
Invoice Description	Invoice Number	Invoice Amount	
Library 3rd Qtr Requisition	2022.07.01	\$62,529.25	
Switenky, Greg	EFT0004884	2022-07-12	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Jul Phone & Trvl	2022.07.01	\$370.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wilford, Dallas	EFT0004885	2022-07-12	\$52.47
Invoice Description	Invoice Number	Invoice Amount	
Roads CUPE Clothing Allowance	2022.06.29	\$52.47	
	Total Cheques		\$116,659.55

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	76222
Cheque Date	First	Last		76227

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
County of Stettler Housing Ath	76222	2022-07-08	\$93,168.25

Invoice Description		Invoice Number	Invoice Amount

Seniors Lodge 3rd Qtr Payment		2022-REQ03	\$93,168.25

Guaranteed Great Baking	76223	2022-07-08	\$1,500.00

Invoice Description		Invoice Number	Invoice Amount

Other Events Canada Day Cupcak		102	\$1,500.00

Parkland Regional Library	76224	2022-07-08	\$13,131.84

Invoice Description		Invoice Number	Invoice Amount

Library 3rd Qtr Requisition		220227	\$13,131.84

Popovich Productions Ltd.	76225	2022-07-08	\$650.00

Invoice Description		Invoice Number	Invoice Amount

Other Events Jul 20th Park Ent		2022	\$650.00

Renegade Station	76226	2022-07-08	\$800.00

Invoice Description		Invoice Number	Invoice Amount

Other Events Jul 27th Park Ent		2022	\$800.00

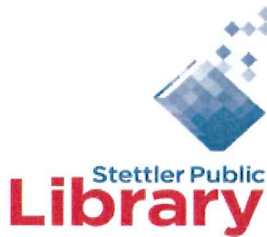
Ross, Erin	76227	2022-07-08	\$500.00

Invoice Description		Invoice Number	Invoice Amount

Other Events Jul 13 Park Ent		2022	\$500.00

		Total Cheques	\$109,750.09

			=====



6202-44 Avenue,
Stettler, AB T0C 2L1
P 403-742-2292
F 403-742-5481
W spl.prl.ab.ca
f /StettlerPublicLibrary
t @stettlerlibrary

July 4, 2022

Dear Mayor Nolls and Council,

We are pleased to present you with a copy of our newest plan of service for the Stettler Public Library covering the years 2022-26. This plan was developed after conducting a community needs assessment with a selection of community leaders. The Stettler Wellness Network's Community Connectedness Survey data was also reviewed for information about community needs that the library could help address. We look forward to working toward the goals set out in this plan which respond to needs identified in the community.

Please also find attached a copy of our financial statements for the year ended December 31, 2021 and a one-page snapshot of our statistics for 2021. Now that the library has fully reopened and all programming has resumed we look forward to helping connect even more members of the community with information and with one another at library programs in 2022.

Today marks the launch of our Summer Reading Club for 2022. We are pleased to welcome so many young minds to our programs at the library. It is shaping up to be one of the best Summer Reading Clubs we have been able to host in years. We have 123 children already signed up and expect that number to climb as we settle into summer.

As one of very few community spaces where people can gather to explore, to learn and to connect with others, without a financial barrier, your support helps to make it all possible.

We are sending our heartfelt thanks for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Skocdopole", written in a cursive style.

Jane Skocdopole, Chair
Stettler Library Board



STETTLER PUBLIC LIBRARY
PLAN OF SERVICE



2022 - 2026

| spl.prl.ab.ca |

Stettler Public
Library

TABLE OF CONTENTS

Members of the Stettler Library Board	3
Message from the Board	4
Strategic Planning Process	5
Vision, Mission, and Values	6
Strategic Direction	7
• Create Young Readers	8
• Satisfy Curiosity	9
• Know Your Community	10
• Stimulate Imagination	11



MEMBERS OF THE STETTLER LIBRARY BOARD



Jane Skocdopole
Chair



Victoria Leuck
Vice-Chair



Barb Gano
Secretary/Treasurer



Ben Ayotte
Trustee



Will Brown
Trustee



Blake Chapman
Trustee



Gord Lawlor
Town Representative



Corianne Neilson
Trustee



Gail Peterson
Trustee



Les Stulberg
County Representative

MESSAGE FROM THE BOARD

We are excited to share the Stettler Public Library's 2022-2026 Plan of Service with all of you who helped make it possible. This plan will shape the future of the Stettler Public Library over the next five years. Each initiative we undertake and the changes we make will reflect the goals that were set in response to your feedback.

We will be building upon the successes of our previous plan which has guided operations over the past four years. This new plan further clarifies our purpose, promotes accountability, establishes priorities, and provides a basis for measurement.

The Stettler Public Library exists to support community life and individual development. We will provide a welcoming, convenient, accessible, community hub where skilled staff will provide support across a range of areas, including:

Reading and literacy	Lifelong learning
Healthy living and well-being	Access to the digital world

The achievements of the library would not have been possible without the support of our stakeholders, including the Town of Stettler, County of Stettler No. 6, Stettler Friends of the Library Society, Public Library Services Branch, and the Parkland Regional Library System. It does indeed take a village. We thank each and every one of you for your continued support and commitment to local library services and community.

The Stettler Library Board would like to thank the staff, volunteers, community members, businesses and community organizations that provide support, inspiration, time, and make other valuable contributions to the success of the library within the community.

STRATEGIC PLANNING PROCESS

The Libraries Act Regulation requires library boards to develop and file a plan of service with a mission statement and goals and objectives, based on an assessment of community needs with the Minister of Municipal Affairs every five years. The Stettler Library Board is pleased to present the 2022-2026 plan of service which was developed through community feedback.

In the fall of 2021, the Board's Advocacy Committee organized a needs assessment exercise at the SRC Hub on September 22, 2021 and invited community leaders to attend. Twenty community leaders gathered and contributed their knowledge of community issues and the needs of various stakeholder groups. This meeting was facilitated by Colleen Schalm, Library Services Manager at that time, for the Parkland Regional Library System.

The Advocacy Committee also reviewed information gathered by the Stettler Wellness Network's Community Connectedness Survey of June 2021. Information from this survey allowed us to identify trends and concerns about connectedness in the community.

The Stettler Library Board, staff and Friends of the Library Society then met on December 15, 2021 to identify issues and develop a shared vision of the library over the next five years. This meeting was facilitated by Olya Korolchuk and Haley Amendt, Parkland Regional Library System Consultants. A number of areas were identified, including:



VISION

Stettler Public Library enriches the lives of all residents through providing experiences and resources that stimulate discovery, learning, and connection.

MISSION

To provide fun and engaging experiences and diverse resources for the young, and the young at heart, in a safe and welcoming environment.

VALUES

Responsive: Innovative and flexible

Equality and Inclusion: Open to all

Trust and Integrity: Do what is right

Intellectual Freedom: Access to information and the right to know.



STRATEGIC DIRECTION

The goals and objectives outlined in this plan will be implemented over the next five years in support of the Stettler Public Library's Vision, Mission and Values.

The Stettler Library Board will monitor the library's progress and success in meeting the goals and objectives set out in this plan.



GOAL 1 | CREATE YOUNG READERS: EARLY LITERACY

Children from birth to age five will have experiences and services designed to ensure that they will enter school ready to learn to read, write, and listen.

1. Parents will have the resources they need to encourage emerging literacy in their children.
 - By 2026, 75% of parents of preschool children surveyed will report being aware of the resources and programming available for their children at Stettler Public Library.
 - We will provide a comfortable and user-friendly environment where families and caregivers will want to spend time with their children.
 - We will increase membership in the “1000 Books before Kindergarten” program and have at least 50 children registered by 2026.
2. Preschool children will enter school ready to learn.
 - Circulation of materials for preschool children will increase by 5% each year.
 - At least 750 preschool children will attend programs hosted at the library and at least 250 preschool children will attend programs at non-library locations (parks, preschools, etc.)
 - By 2026, 75% of parents of preschool children surveyed will say the library plays an important role in helping children enter school ready to learn.



GOAL 2 | KNOW YOUR COMMUNITY: COMMUNITY RESOURCES AND SERVICES

Community members will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

1. Members of the community will be able to access information and contact details for the community resources they need.
 - The percentage of people who indicate on surveys that they use the library to obtain information about programs, services, and activities provided by community organizations will increase each year from 2022 through 2026.
 - 75% of community members surveyed will respond that the information assistance they receive from library staff is very good or excellent.
 - The number of hits on the library's community information page will increase each year.

2. Community businesses, organizations, and agencies will be invited to partner in library programs, to highlight their services, and present on topics of interest in the community.
 - Community businesses and organizations will report that offering a program at the Stettler Public Library was beneficial and allowed them to connect with new potential clients.
 - The library will offer 1-2 community-based information sessions per month.
 - 75% of community members attending information sessions will indicate that they learned something useful.

3. Members of the community will be aware of services available at the Stettler Public Library.
 - 75% of community members surveyed will be aware of library programs and services of benefit to them.
 - The library will participate in a minimum of 10 outreach and awareness activities each year (e.g. trade show, Christmas markets, Early Years Fair, registration nights and other community events).
 - Library staff will identify and implement strategies for bringing new members into the library community.
 - Library staff will create partnerships to provide services to targeted populations who could benefit from the library's resources.

GOAL 3 | SATISFY CURIOSITY: LIFELONG LEARNING

Community members will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

1. Children and teens will have access to supports, resources, and experiences to help them succeed at school and outside of school as they explore the world around them.
 - There will be a 10% increase in teen attendance at programs that offer opportunities to connect with one another, explore new technologies and express themselves creatively.
 - Library staff will create a homework central area where children and teens can access homework supports (reference material, online platforms like Solaro and tutoring).
 - Circulation of junior nonfiction, junior fiction, and YA fiction will increase by 20% by 2026.
2. Community members will have access to high-quality and relevant programs and resources that encourage lifelong learning, discovery, and connection over shared interests.
 - 75% of community members attending programs will indicate that the program was both fun and informative.
 - Library memberships will increase to 30% of the community by 2026.
 - Circulation of the adult nonfiction collection will increase by 10% by 2026.



GOAL 4 | STIMULATE IMAGINATION: READING, VIEWING AND LISTENING FOR PLEASURE

Community members who want materials to enhance their leisure time will find what they want and will have the help they need to make choices from among the options.

1. Children, teens and adults will have access to fun experiences and diverse collections that enrich their lives and expand their awareness of the world around them.
 - Library visits will increase by 10% each year between 2022 and 2026.
 - Outreach services will increase circulation of materials each year.
 - 75% of people attending library programs will report that they are satisfied with the quality and variety of programs offered at the Stettler Public Library.
2. Community members will receive assistance to locate materials of interest to them and will have opportunities to discover new materials in a variety of formats.
 - The number of people who indicate that they use the library to find something to read or view for pleasure will increase by 10% between 2022 and 2026.
 - Turnover of items in the collection will increase year over year.
 - 75% of community members surveyed will report that the assistance they receive from staff when requesting help is very good or excellent.
 - Library memberships will increase to 30% of the population by 2026.



Stettler Public Library

6202 44 Avenue
Stettler, AB T0C 2L1

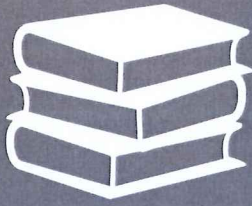
Phone: 403.742.2292

Fax: 403.742.5481

Email: spl@prl.ab.ca

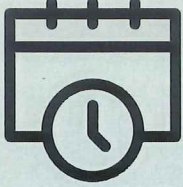


More than you imagined...

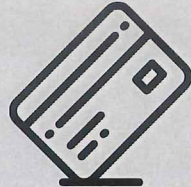


Stettler Public Library

Annual Report 2021



The library had **2,592** open hours in 2021!



2,574 people have a card at our library



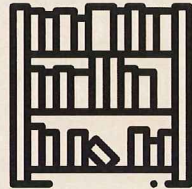
30,601 people walked through our doors last year



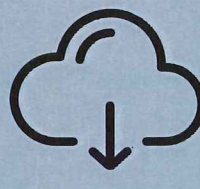
In addition to **18,635** website visits



The library added **1,713** new items last year



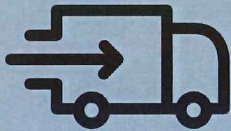
Bringing the total collection to **24,163**



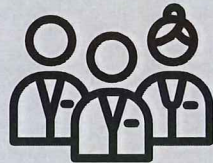
There were **8,458** downloads of e-Content



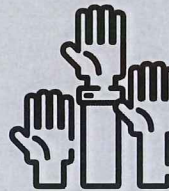
Contributing to a total of **72,846** checkouts!



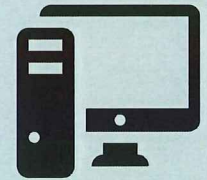
We lent our items to libraries outside of our system **15,004** times



Our service is delivered by **12** dedicated staff



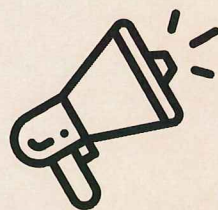
And **23** amazing volunteers



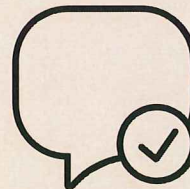
The library has **21** public computers



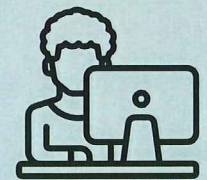
And brought in **35,213** items upon patron request



The library participated in **9** promotional events



Where **2,700** people heard our message



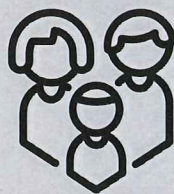
They were in use for a total of **3,333** hours!



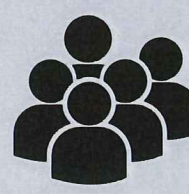
We offered **300** programs for kids



165 for adults and seniors



And **61** for families



12,986 people attended in total!



There were also **107,704** connections to our Wi-Fi

STETTLER PUBLIC LIBRARY
Financial Statements
For The Year Ended December 31, 2021

INDEPENDENT AUDITOR'S REPORT

To the Members of Stettler Public Library

Qualified Opinion

We have audited the financial statements of Stettler Public Library (the organization), which comprise the statement of financial position as at December 31, 2021, and the statements of revenue and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Qualified Opinion

In common with many not-for-profit organizations, the organization derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2021, current assets and net assets as at December 31, 2021.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Other Matter

The financial statements for the year ended December 31, 2020 are unaudited.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Independent Auditor's Report to the Members of Stettler Public Library (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Stettler, Alberta
April 28, 2022

RWALLP
CHARTERED PROFESSIONAL ACCOUNTANTS

STETTLER PUBLIC LIBRARY
Statement of Revenue and Expenditures
For The Year Ended December 31, 2021

	2021	2020
REVENUE		
Book allotment	\$ 12,088	\$ 11,662
Donations	12,840	5,346
Fundraising	4,163	3,573
Grants	86,289	78,966
Interest income	356	1,738
Library services, programs and book sales	2,189	3,387
Requisitions - County of Stettler	128,419	134,714
Requisitions - Town of Stettler	238,492	250,182
	<u>484,836</u>	<u>489,568</u>
EXPENDITURES		
Advertising and promotion	2,830	1,834
Board expenses	80	198
Books and materials	25,851	20,507
Conferences and staff education	2,059	1,472
Fundraising	2,097	5,946
Insurance	2,732	2,510
Interest and bank charges	477	475
Lease and utilities	42,000	42,000
Memberships	665	151
Office	18,151	17,685
Professional fees	3,000	1,100
Requisitions	5,912	5,912
Salaries and wages	336,018	338,533
Small equipment	3,259	5,737
Supplies and programs	13,605	12,829
Telephone	3,958	4,198
	<u>462,694</u>	<u>461,087</u>
NET EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS	22,142	28,481
OTHER EXPENDITURES		
Renovations and capital expenditures	<u>5,219</u>	<u>2,333</u>
EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR	\$ 16,923	\$ 26,148

STETTLER PUBLIC LIBRARY
Statement of Changes in Net Assets
For The Year Ended December 31, 2021

	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 124,694	\$ 98,546
EXCESS OF REVENUE OVER EXPENDITURES	<u>16,923</u>	<u>26,148</u>
NET ASSETS - END OF YEAR	<u>\$ 141,617</u>	<u>\$ 124,694</u>

STETTLER PUBLIC LIBRARY
Statement of Financial Position
As At December 31, 2021

	2021	2020
ASSETS		
CURRENT ASSETS		
Cash	\$ 67,831	\$ 24,205
Term deposits	79,528	94,238
Accounts receivable	2,761	2,571
Prepaid expenses	9,342	6,310
	\$ 159,462	\$ 127,324
 LIABILITIES AND SHAREHOLDERS' EQUITY		
CURRENT LIABILITIES		
Accounts payable	\$ 17,845	\$ 2,630
 NET ASSETS	 141,617	 124,694
	\$ 159,462	\$ 127,324

STETTLER PUBLIC LIBRARY
Statement of Cash Flows
For The Year Ended December 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 484,290	\$ 487,570
Cash paid to suppliers and employees	(450,033)	(468,769)
Interest received	356	1,738
Interest paid	(478)	(474)
	<u>34,135</u>	<u>20,065</u>
INVESTING ACTIVITY		
Purchase of equipment	(5,219)	(2,333)
	<u>28,916</u>	<u>17,732</u>
INCREASE IN CASH FLOW		
Cash - beginning of year	<u>118,443</u>	<u>100,711</u>
CASH - END OF YEAR	<u>\$ 147,359</u>	<u>\$ 118,443</u>
CASH AND CASH EQUIVALENTS CONSIST OF:		
Cash	\$ 67,831	\$ 24,205
Term deposits	79,528	94,238
	<u>\$ 147,359</u>	<u>\$ 118,443</u>

STETTLER PUBLIC LIBRARY
Notes to Financial Statements
For The Year Ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in guaranteed investment certificates and are valued at cost. Accrued interest on these investments is recorded to accounts receivable.

Property and equipment

Property and equipment is shown as expenditures when acquired.

Donated assets and services

The value of donated materials and services are not recorded in the financial statements as fair market values are not readily subject to audit verification.

Revenue recognition

Stettler Public Library follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Books and materials

The cost of books and resource materials are expensed in the year that they are purchased. The library records the yearly book allotment received from Parkland Regional Library as revenue and the portion utilized as an expense. The remaining unused amount is recorded as an account receivable at year end.

Financial instruments policy

Financial instruments consist of cash, term deposits, accounts receivable and accounts payable. Due to the short-term nature of these items, carrying values approximate fair values.

2. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2021.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

STETTLER PUBLIC LIBRARY
Notes to Financial Statements
For The Year Ended December 31, 2021

3. COMMITMENTS

The Stettler Public Library has entered into a long-term agreement, effective until August 31, 2024. Under the terms of the agreement, the library is committed to lease payments of \$42,000 per year.

4. COVID-19

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a global pandemic, which continues to spread in Canada and around the world.

During the current and prior year this led to closure of the library to the public for different periods of time. The staff were able to assist clients by offering curbside services. Fundraising events have been limited by provincial restrictions.

Management is uncertain of the effects of these changes on its financial statements and believes that any disturbance may be temporary, however, there is uncertainty about the length and potential impact of the disturbance.

As a result, we are unable to estimate the potential impact on the organization's operations as at the date of these financial statements.

5. COMPARATIVE FIGURES

Whenever necessary, comparative figures have been reclassified to conform to the current year's presentation. The comparative figures were prepared on a compilation basis.