

Town of **Stettler**

COUNCIL MEETING

OCTOBER 18, 2022

6:30 P.M.

**(FOLLOWING THE ORGANIZATIONAL
MEETING)**

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, OCTOBER 18th, 2022
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

- (a) Minutes of the Regular Council Meeting of October 4th, 2022 5-14
- (b) Minutes of the Committee of the Whole Meeting of October 11th, 2022 15

4. **Citizens Forum**

5. **Delegations**

6. **Administration**

- (a) Bank Reconciliations – September 30, 2022 16-17
- (b) 2022 Budget Summary – September 30, 2022 18-19
- (c) 2022 Capital Budget Summary – September 20, 2022 20-22
- (d) Meeting Dates

- **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
- **Tuesday, November 22 – Tax Public Auction – 1:00pm**
- **Monday, December 5 – Regional Water Meeting – 1:00pm**
- Tuesday, December 6 – Council – 6:30pm
- **Tuesday, December 13 – 2023 Interim Budget Workshop – 3:00pm**
- Tuesday, December 13 – COW – 4:30pm
- Tuesday, December 20 – Council – 6:30pm

- (e) Accounts Payable in the amount of \$557,451.95 23-31
(\$339,811.71 + \$4153.02 + \$213,487.22)

7. **Council**

- (a) Meeting Reports

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- 8. **Minutes**
 - (a) Parkland Regional Library Board – September 15, 2022 32-39
- 9. **Public Hearing**
- 10. **Bylaws**
 - (a) Bylaw 2152-22 – Rezoning Application 40-48
- 11. **Correspondence**
 - (a) Alberta Health Services - AHS Contacting Patients on Surgical Waitlist in the Central Zone to Confirm Surgical Waitlist Status 49-50
 - (b) Alberta Transportation – Alberta Municipalities Meeting 51
- 12. **Items Added**
- 13. **In-Camera Session**
- 14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, OCTOBER 4th, 2022 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

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

CAO G. Switenky
Assistant CAO S. Gerlitz
Manager of Recreation & Culture B. Robbins
Aquatics Manager S. Dodd

Media (2)

Absent: Mayor S. Nolls

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

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

Motion 22:10:01 Moved by Councillor Barros to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held September 6th, 2022

Motion 22:10:02 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on September 6th, 2022 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the September 6th, 2022 Minutes

None

(c) Minutes of the Committee of the Whole Meeting of September 13th, 2022

Motion 22:10:03 Moved by Councillor Smith that the Minutes of the Committee of the Whole Meeting held on September 13th, 2022 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the September 13th, 2022 Minutes

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

5. **Delegations:** (a) 6:35pm – Stettler Storm 15U AA – 2022 Western Champions

Deputy Mayor Lawlor welcomed Coach Clint Greiner and members of the Stettler Storm 15U AA Baseball team to the meeting and extended a congratulations to the team for placing first at Alberta Provincials and the Western Canadian Championships. The team was presented with a certificate of recognition of behalf of Town Council. Council recessed for refreshments and open discussion with

the Stettler Storm 15U AA team.

Deputy Mayor Lawlor thanked C. Greiner and the Stettler Storm 15U AA team for attending the meeting.

Delegates left the meeting at 6:57 p.m.

6. **Administration:**

(a) Parks & Leisure Policy Updates

Mayor Nolls welcomed Manager of Recreation & Culture B. Robbins and Aquatics Manager S. Dodd to the meeting.

B. Robbins & S. Dodd advised that revisions to Policy X-1 (d), Policy X-1 (e) (vii) and Policy X-1 (g) are recommended.

Policy X-1 (d) refers to Stettler Recreation Centre Rental Rates. B. Robbins advised that rates are established annually to comply with Town Council's desire for adults to pay \$100 and children/youth to pay 50% of an appropriate and/or proportionate share of budgeted/recoverable expenses attributed to user groups. The following rates were proposed:

Memberships & Admissions

	General	10 x Pass	1 Month	3 Month	6 Month	1 Year
Child (3-8 years of age)	\$3.75	\$33.00	\$37.00	\$85.00	\$148.00	\$250.00
Student (9-17 years of age)	\$5.00	\$45.00	\$50.00	\$115.00	\$200.00	\$340.00
Adult	\$5.50	\$50.00	\$55.00	\$130.00	\$225.00	\$380.00
Senior	\$5.00	\$45.00	\$50.00	\$115.00	\$200.00	\$340.00
Family	\$17.00	\$140.00	\$150.00	\$360.00	\$560.00	\$790.00

Pool Rentals

The cost to rent the Lane pool/Leisure pool/Slide/Hot tub is \$115.00 for one hour.

If there are more than 40 people attending then there will be an increase of \$35.00 per 20 people. This increase is to cover the cost of additional lifeguards.

Birthday Party Packages

Option 1 (\$135.00)	Option 2 (\$75.00)
1 hr. Private Pool Time	2 hr. Open Swim
Max 40 People	Includes 15 People
Includes 1 hr. party room	\$15/every 5 people over

Party Room in Aquatics Centre

Town of Stettler Sponsored Groups	No Charge
Other Groups	\$20/hour
Max Seating Capacity	15

Sponsor Swim/Youth Group Rentals

\$115.00 per hour for patrons 1-100

Increase \$50.00 for every 75 additional patrons

Swimming Lessons & Swim Club Fees

Schedule B

Life Saving Swim Program

- \$45.00 – Lifesaving swim to survive program for preschool to swimmer level 3
- \$52.00 – Lifesaving swimmer level 4-6 swim patrol lessons (rookie, ranger, star)
- \$25.00 for ½ hour private lesson

Swim Club Fees

To be reviewed annually to comply with Town Council's policy that states adults pay 100% and children 50% of budgeted expenses for cost recovery of Town facilities.

The Town of Stettler will charge \$55.00 per hour for Swimming Pool Rental Fees to the Stettler Swimming Club effective Feb 1, 2009. (This rate applies to the 25 m lane pool only and the surrounding deck space).

Base Rental Rate shall include the cost of one (1) guard as required to guard a maximum of 39 swimmers.

Extra Guard Fees - Required life guarding of the Stettler Aquatic Centre (SAC) during the times the Stettler Aquatic Centre (SAC) is rented by the Stettler Swim Club will be undertaken by qualified Town staff in accordance with Provincial Regulations and Town of Stettler Policy as follows:

Number of Guards	Number of Swimmers
1	1-40
2	41-80
3	81-140
4	141-200

The number of swimmers for any Special Event will be given to the Aquatic Manager a minimum 2 weeks prior to event to ensure staffing.

Stettler Swim Club Individual Pool Additional Costs

- Lane Pool \$55.00/hr.
- Per Lane \$11.00/hr./lane

Meeting Rooms

Schedule C

Senior Centre (The Hub)

- Seniors \$2.00 Drop-In
- Other Groups \$250.00/day
- Damage Deposit \$250.00
- Seating Capacity – 375

Meeting/Board Room Rentals

- Town of Stettler Sponsored Groups No Charge
- Local Non-Profit \$10/hr. or \$55/day
- Other Groups \$20/hr. or \$75/day

Seating Capacity - as posted in room

Studio Room Rentals

- Town of Stettler Sponsored Groups No Charge
- Local Non-Profit \$20/hour to maximum \$75
- Other Groups \$40/hour to maximum \$120
- Seating Capacity - as posted in room

Equipment Rentals

- Projector \$25.00/day

Arenas

Schedule D

Ice - Hourly rentals

Year	2023	2024
Adult Rec, Junior B, Senior, etc.	\$165	\$170
Events where alcohol is sold	\$200	\$225
Minor Hockey & Figure Skating – Prime Time	\$165	\$170
Minor Hockey & Figure Skating – Prime Time -less 50% Minor Sports Grant	\$82.50	\$85
AA – CAS	\$110	\$115
School Hockey Academy	\$57	\$58
No Prime (Monday-Thursday 8:30 am - 3:30 pm) does not include holidays.	\$70	\$75
Summer Ice – (April to August when available)	\$165	\$170
Hockey School Summer Ice (7 Day Rental)	\$10,975	\$11,305

It is recommended that all teams in adult rec carry \$1,000,000.00 comprehensive liability insurance.

Notice of cancellation of ice time must be given 1 week in advance to avoid charges.

When booking large blocks of ice, a deposit of \$500.00 is required. There will be no tentative bookings for all day events and deposit will be forfeited if not used.

Summer Ice Large Block Rental Rates – August

5 days - \$7,990 + GST

6 days - \$9,886 + GST

7 days - \$11,305 + GST

** Rates include the use of two meeting rooms.

\$307.50 per week for other surface with no ice.

First come first served basis for weekly block bookings.

The Town reserves the right to place restrictions on the length of time the ice is in the arena.

A schedule must be presented one week prior to ice usage for Town staff and public posting.

Dry Floor Rental Rates

	Blue	Red	Deposit/Floor
Town of Stettler Group	No Charge		
Local Non-Commercial	\$348.50	\$266.50	\$300
Town Commercial	\$482.50	\$323.00	\$350
Other Groups	\$641.00	\$400.00	\$500
Graduation Ceremonies	\$1,200.00		
Town Crew Clean Up Fee	\$450/arena if required		

Local minor sports indoor practice hourly fee:

- If booked 72 hours in advance - \$22.00/hour +GST
- If booked less than 72 hours in advance - \$45/hour +GST
- Staff will be arranged to open and close facility.

Glass Removal – If the removal of the glass is required the Town will remove it and replace it at cost.

Persons renting the arena floor space during the off season for a three day or more event shall be allowed the use of the arena floor space on the day before and/or the day after the event, at a reduced daily rental rate equal to one-half the normal daily rental rate. This provision is established to accommodate extra time that the renter may need to set up and/or disassemble any structures or displays necessary for the event but is not intended for the purpose of running the event itself. The renter will be responsible for advising the Parks & Leisure Services Department if either of these extra days is required when booking the facility.

Public Skating

Public Skating is provided FREE to the public – sponsored by Local Businesses and Organizations.

1 Month - \$500 plus GST

2 Weeks - \$300 plus GST

Rink Board Advertising

Rates will be as follows for Red and Blue Arenas:

Cost	3 X 8 foot	=	\$425.00 + GST
	3 X 7 foot	=	\$400.00 + GST
	3 X 6 foot	=	\$375.00 + GST
	3 X 4 foot	=	\$350.00 + GST

Advertiser to pick up material and deliver it back to the Parks & Leisure Services Office for installation.

Contract will be automatically renewed each year until such time as the Advertiser or Town ends the agreement.

Rink Board Advertising is sold on first come first serve basis. Local businesses will be given preference.

The Director of Parks & Leisure Services or designate and the Town CAO has authority to add or delete advertising space on a one-year trial basis in the Recreation Centre. Rates will vary depending upon location, size, etc. and to be consistent with other advertising prices

Ice Resurfacing Machine Advertising

Rates will be as follows:

The cost to advertise on the Ice Resurfacing Machine is \$1,500/year.

Term of agreement to be established and agreed upon between the Parks and Leisure Services Department and Advertiser.

Advertiser is responsible for the costs of design, production and installation or decals on Ice Resurfacing Machine with Parks and Leisure Services Department approval of design and installation method.

B. Robbins advised that Policy X-1 (e)(vii) refers to Ball Diamond Rates, and that rates are established annually to comply with Town Council's desire for adults to pay 100% and children/youth to pay 50% of an appropriate and/or proportionate share of budgeted/recoverable expenses attributed to user groups. The following rates were proposed:

Year	2023	2024
Minor Ball Association	\$13,000	\$14,800
Minor Ball Association-less 50% Minor Sports Grant	\$6,500	\$7,400
Adults – per team per season	\$430	\$430
Day Use Rate (Other Groups)	\$50	\$60

B. Robbins advised that Policy X-1 (g) refers to Soccer Field Rates, and that rates are established annually to comply with Town Council's desire for adults to pay 100% and children/youth to pay 50% of an appropriate and/or proportionate share of budgeted/recoverable expenses attributed to user groups. The following rates were proposed:

Year	2023	2024
Minor Soccer Association	\$14,800	\$14,800
Minor Soccer Association-less 50% Minor Sports Grant	\$7,400	\$7,400
Adults – per team per season	\$430	\$430
Day Use Rate (Other Groups)	\$25	\$25

Motion 22:10:04

Moved by Councillor Baker that Town Council approve Policies X-1 (d), X-1 (g), and X-1 (e) (vii) as amended.

MOTION CARRIED
Unanimous

Motion 22:10:05

Moved by Councillor Randell that Town Council approve a \$200.00/ hour fee under Policy X-1 (d) for the balance of 2022 for events in the Stettler Recreation Centre where alcohol is served.

MOTION CARRIED
Unanimous

(b) 2022 Capital Budget – Score Clock Tender

B. Robbins advised that there is an approved 2022 Capital Budget of \$28,000 to remove and install new scoreboards, dressing room timers and control consoles. The amount approved was based on a budget quote received in January 2022.

Through the RFP process, it was identified that the original budgetary quote did not include the cost of installation in addition to data and electrical work required.

Summary of RFP's received by town office on September 9, 2022

The RFP was posted on Alberta Purchasing Connection and advertised directly with various suppliers. Three (3) proposals were received for the project as follows:

Rock Advertising Inc.	\$44,010.00
Longbow Sales Inc	\$44,065.00
Evolution AV	\$64,088.13

Proposal pricing above does not include GST.

Motion 22:10:06

Moved by Councillor Barros that Town Council award the RFP of the Stettler Recreation Centre score clocks and console replacement to Rock Advertising in the amount of \$44,010.00 funded through the 2022 Capital Budget.

MOTION CARRIED
Unanimous

Deputy Mayor Lawlor thanked B. Robbins and S. Dodd for their excellent work on both projects.

B. Robbins and S. Dodd left the meeting at 7:16 p.m.

(c) Physical Supply – Natural Gas (2023, 2024, 2025, 2026)

CAO G. Switenky advised Administration has been working with Energy Associations International (EAI) for the physical supply of natural gas to the Town of Stettler from 2023 onward. Our current agreement with Access Gas expires December 31, 2022 at a cost of \$2.67/GJ with 75% weather normalized equivalent protection.

Administration and EAI considered many current and long-term market conditions:

- Storage levels in North America are not showing any signs of recovery
 - Alberta natural gas storage has recovered to be in line with 2021 levels, however gas is now trading based on international factors, and less about supply/demand balance here at home.
 - YTD Spot price for natural gas is trending at \$5.75/GJ
 - Carbon tax levy (\$/GJ) – Jan 2020 - \$1.05 / April 2020 - \$1.58 / April 2021 - \$2.10 / April 2022 - \$2.63 / April 2023 - \$3.29 / April 24 - \$4.05 / April 2026 - \$5.57 / April 2027 - \$6.33 / April 2028 - \$7.08 / April 2029 - \$7.84 / April 2030 - \$8.60

Administration agreed with EAI that it was a good time in the market to procure natural gas supply over a 2- to-4-year term. This term will offer price and budget stability to serve the Town of Stettler's load profile requirements at a unit price lower than the current wholesale cost of natural gas.

With that in mind, Administration authorized the "Town of Stettler Natural Gas RFP"

- Release of RFP – Friday, April 1, 2022
- Indicative Pricing Date - Thursday, April 14, 2022 @4:30pm
- Firm Bid Round (Time Sensitive) - Wednesday, September 7, 2022 @ 10:00am (2 companies that submitted pricing to RFP were invited to the Firm Bid Round – Access Gas & Direct Energy)

Financial Implications

Access Gas – 4-year Contract (January 1, 2023 to December 31, 2026) - \$5.46/GJ

- \$125,934.90 total commodity cost per year (23,065GJ x \$5.46/GJ)
- Plus \$0.30/GJ EAI Management Fee
 - o \$132,854.40 total commodity cost per year (\$5.46+\$0.30 x 23,065GJ)

Current Costs

- Access Gas - \$2.67/GJ + \$0.30/GJ EAI Management Fee (5 Year Contract – 2018 to 2022)

- \$68,503.05 total commodity cost per year (\$2.67 + \$0.30) x 23,065GJ))
- \$64,351 Increase (\$132,854 - \$68,503)
- 2023 Carbon Levy Increase – \$15,223 (2023 - 23,065GJ x 3.29/GJ = \$75,884 / 2022 – 23,065GJ x \$2.63/GJ = \$60,661

Motion 22:10:07

Moved by Councillor Pfeiffer that Town Council ratify Administration entering into a Natural Gas Physical Supply Contract with Access Gas for the four (4) year period of 2023-2026 at a base rate of \$5.46/GJ, load following basis with 75% weather normalized equivalent.

MOTION CARRIED
Unanimous

(d) Parkland Regional Library – 2023 Budget Requisition

Assistant CAO Gerlitz advised that Council is in receipt of the Parkland Regional Library’s budget for 2023 (one year budget), with a 2023 per capita requisition of \$8.75 (2023 – \$8.75 = \$52,080.00 / 2022 - \$8.55 = \$50,889.60 - \$1,190.40 – 2.34% increase).

The updated municipal requisitions are as follows:

- 2008 - \$6.11
- 2009 - \$6.58
- 2010 - \$6.77
- 2011 - \$6.97
- 2012 - \$7.07 (\$7.29 & \$7.18 previous)
- 2013 - \$7.28 (\$7.53 & \$7.67 previous)
- 2014 - \$7.50 (\$7.62 & \$7.91 previous)
- 2015 - \$7.73 (\$7.87 previous)
- 2016 - \$7.88 (\$8.08 & \$8.27 previous)
- 2017 - \$8.04 - 2% increase
- 2018 - \$8.12 – 5% increase
- 2019 - \$8.25 – 1.66% increase
- 2020 - \$8.55 – 4% increase
- 2021 - \$8.55 – 0% increase
- 2022 - \$8.55 – 0% increase
- 2023 - \$8.75 – 2.34% increase**
- 2024 - \$8.90 – 2% estimated increase
- 2025 - \$9.07 – 2% estimated increase

Year	Per Capita	Population	Requisition	Diff	%
2004			\$21,060.78		
2005			\$28,377.18	\$7,316.40	35%
2006			\$28,377.18	\$0.00	0%
2007			\$29,526.90	\$1,149.72	4%
2008			\$33,103.98	\$3,577.08	12%
2009	\$6.58	5843	\$38,446.94	\$5,342.96	16%
2010	\$6.77	5843	\$39,557.11	\$1,110.17	3%
2011	\$6.97	5843	\$40,725.71	\$1,168.60	3%
2012	\$7.07	5843	\$41,310.01	\$584.30	1%
2013	\$7.28	5748	\$41,845.44	\$535.43	1%
2014	\$7.50	5748	\$43,110.00	\$1,264.56	3%
2015	\$7.73	5748	\$44,432.04	\$1,322.04	3%
2016	\$7.88	5748	\$45,294.24	\$862.20	2%
2017	\$8.04	5748	\$46,213.92	\$919.68	2%
2018	\$8.12	5952	\$48,330.24	\$2,116.32	5%
2019	\$8.25	5952	\$49,104.00	\$773.76	2%
2020	\$8.55	5952	\$50,889.60	\$1,785.60	4%
2021	\$8.55	5952	\$50,889.60	\$0.00	0%
2022	\$8.55	5952	\$50,889.60	\$0.00	0%
2023	\$8.75	5952	\$52,080.00	\$1,190.40	2.34%
2024	\$8.93	5952	\$53,121.60	\$1,041.60	2.00%
2025	\$9.10	5952	\$54,184.03	\$1,062.43	2.00%

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year. The Parkland Regional Library Board requests that council approves the 2023 budget and notifies PRL in writing so that any concerns can be addressed at the PRL Board meeting on November 17th.

Motion 22:10:08

Moved by Councillor Smith that Town Council approve the Parkland Regional Library 2023 Budget with a requisition of \$8.75 per capita – Total Requisition - \$52,080.00.

MOTION CARRIED
Unanimous

(e) CAO Reports

Motion 22:10:09

Moved by Councillor Baker that Town Council accept the CAO Reports as presented.

MOTION CARRIED
Unanimous

(j) Meeting Dates

- 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
- **Tuesday, November 22 – Tax Public Auction – 1:00pm**
- **Monday, December 5 – Regional Water Meeting – 1:00pm**
- Tuesday, December 6 – Council – 6:30pm
- **Tuesday, December 13 – 2023 Interim Budget Workshop – 3:00pm**
- Tuesday, December 13 – COW – 4:30pm
- Tuesday, December 20 – Council – 6:30pm

(d) Accounts Payable in the amount of \$1,219,468.93

Councillor Pfeiffer declared a conflict of interest regarding EFT #0005123.

Motion 22:10:10

Moved by Councillor Baker that the Accounts Payable in the amount of \$1,219,468.93 (\$1,842.15 + \$127,887.51 + \$311,141.18 + \$3,827.58 + \$225,598.73 + \$516,041.85 + \$33,129.93) for the period ending October 4th, 2022 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

Report to be presented at a later date.

(b) Councillor Baker

September 8 – Municipal Planning Commission Meeting
 September 8 – Wellings of Stettler Ground-Breaking Ceremony
 September 8 – Parks Advisory Committee Meeting
 September 13 – Board of Trade Meeting
 September 13 – Committee of the Whole Meeting
 September 15 – Red Deer River Municipal Users Group Meeting
 September 21-23 – Alberta Municipalities Convention
 September 27 – Stettler Waste Management Authority Meeting
 September 28 – Corporate Identity Committee Meeting

(c) Councillor Barros

September 8 – Municipal Planning Commission Meeting
 September 13 – Committee of the Whole Meeting
 September 15 – Stettler Hospital Foundation Committee Meeting
 September 18 – Decorated Fundraiser ‘Smile Cookies’
 September 20 – Alberta Health Services Community Engagement Session
 September 21-23 – Alberta Municipalities Convention
 September 27 – Stettler Waste Management Authority Meeting
 October 1 – Volunteered for Stettler Hospital Atrium Improvements
 October 3 – Stettler Learning Centre Strategic Planning Meeting

(d) Councillor Lawlor

September 8 - Wellings of Stettler Ground-Breaking Ceremony

September 12 – Board of Trade Awards Gala Committee Meeting
September 12 – Stettler Library Personnel & Finance Committee Meeting
September 13 – Board of Trade Meeting
September 13 – Meeting with Representative from the Japanese Consulate
September 13 – Society for Prevention of Family Violence Meeting
September 13 – Committee of the Whole Meeting
September 14 – Economic Development Committee Meeting
September 15 – Parkland Regional Library Board Meeting
September 16 – Farewell Reception for Japanese Consul-General Uchida
September 19 – Stettler Ambulance Authority Meeting
September 20 - Alberta Health Services Community Engagement Session
September 21-23 – Alberta Municipalities Convention
October 4 – Stettler Recreation Centre Expansion Committee Meeting

(e) Councillor Pfeiffer

September 8 – Municipal Planning Commission Meeting
September 8 - Wellings of Stettler Ground-Breaking Ceremony
September 13 – Board of Trade Meeting
September 13 – Committee of the Whole Meeting
September 14 – Economic Development Committee Meeting
September 19 – Stettler FCSS Meeting
September 20 - Alberta Health Services Community Engagement Session
September 21-23 – Alberta Municipalities Convention
October 4 – Stettler Recreation Centre Expansion Committee Meeting

(f) Councillor Randell

September 8 - Wellings of Stettler Ground-Breaking Ceremony
September 8 – County of Stettler Housing Authority Family Dinner
September 10 – Alberta Culture Days Battle of the Borscht Judging
September 13 – Committee of the Whole Meeting
September 14 – Economic Development Committee Meeting
September 15 – County of Stettler Housing Authority Meeting
September 19 – Stettler Museum Meeting (no quorum)
September 20 - Alberta Health Services Community Engagement Session
September 21-23 – Alberta Municipalities Convention
October 3 – Stettler Museum Meeting

(g) Councillor Smith

September 8 - Wellings of Stettler Ground-Breaking Ceremony
September 8 – Parks Advisory Committee Meeting
September 9 – Stettler Airport Board Meeting
September 13 – Committee of the Whole Meeting
September 19 – Stettler FCSS Meeting
September 20 – Alberta Health Services Community Engagement Session
September 21-23 – Alberta Municipalities Convention

October 3 – Food Bank Volunteering

Motion 22:10:11

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

MOTION CARRIED
Unanimous

8. **Minutes:** (a) Stettler District Ambulance Association – September 19, 2022
(b) Stettler Waste Management Authority – September 27, 2022

Motion 22:10:12

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) None

11. **Correspondence:** (a) P&H Elevator Preservation Society – Fall 2022 Newsletter
(b) Stettler Festival of Lights – 2022 Sponsorship Form
(c) Alberta Justice & Solicitor General – Working Definition of Anti-Semitism

Motion 22:10:13

Moved by Councillor Randell 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 22:10:14

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

MOTION CARRIED
Unanimous at 7:49 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OCTOBER 11, 2022

Present: Mayor S. Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Media (0)

Call to Order: Mayor Nolls called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions
2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. In Camera: Succession Planning – Labour – FOIP – Section 16(1)

Moved by Councillor Smith that the Committee of the Whole enter an In-Camera Session with CAO G. Switenky and Assistant CAO S. Gerlitz present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 4:30 p.m.

Moved by Councillor Barros that the Committee of the Whole return to the regular meeting.

MOTION CARRIED
Unanimous at 5:33 p.m.

4. Additions
5. Adjournment

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

MOTION CARRIED
Unanimous at 5:33 p.m.

Mayor

Assistant CAO

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

Net Balance at End of Previous Month	\$	2,783,022.59
ADD: General Receipts (summarized below)		576,802.05
Interest Earned (Prime 4.70% less 1.90% = 2.80%)		5,802.70
Investments Matured		-
SUBTOTAL		3,365,627.34
LESS: General Disbursements		381,049.62
Payroll		-
Investments		-
Debenture Payments		207,588.19
Returned Cheques		-
Bank Charges		728.99
SUBTOTAL		589,366.80
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	2,776,260.54
Balance at End of Month - Bank		2,770,919.38
ADD: Outstanding Deposits		18,903.18
LESS: Outstanding Cheques		13,562.02
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	2,776,260.54
INVESTMENTS:		
US Bank Account		500,000.00
SUBTOTAL		500,000.00
TOTAL CASH ON HAND AND ON DEPOSIT	\$	3,276,260.54

THIS STATEMENT SUBMITTED TO COUNCIL THIS 18th DAY OF October 2022

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	22,980
4	Utility	AR	128,838
5	ATCO	Franchise	74,193
6	Apex	Franchise	120,248
7	Gov't of AB	AB Trans	21,288
8	Clearview	Comm Resource Officer	21,577
9	Hwy12/21	Water	30,913
10	Rochon	Fire Service	17,578
11	Library	Salary Reversal	25,321
12	AE Kennedy	Rent	17,186
13	Other		96,680
14		Total	576,802

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

Net Balance at End of Previous Month	\$	11,260,413.43
ADD: General Receipts (summarized below)		540,685.52
Interest Earned (Prime 4.80% less 1.60% = 3.20%)		33,191.01
Investments Matured		-
SUBTOTAL		11,834,289.96
LESS: General Disbursements		1,222,992.62
Payroll		297,762.94
Investments		-
Debenture Payments		-
Returned Cheques		2,052.85
Bank Charges		90.00
SUBTOTAL		1,522,898.41
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	<u>10,311,391.55</u>
Balance at End of Month - Bank		10,435,802.89
ADD: Outstanding Deposits		39,137.11
LESS: Outstanding Cheques		163,548.45
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	<u>10,311,391.55</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	<u>10,311,391.55</u>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 18th DAY OF October, 2022

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	247,371
4	Utility	AR	167,250
5	Apex	Franchise Fee	54,982
6	Other		71,083
7		Total	540,686

2022 Budget Summary - September 30, 2022

Revenue	2022 Operating Budget	2022 Operating Actual - September 30, 2022	Variance	%	Notes
Administration	\$272,020.00	\$216,953.69	\$55,066.31	20.24%	
Inter Dept Utility Transfer - \$250,000)					
Police	\$548,804.00	\$53,851.11	\$494,952.89	90.19%	MSI Operating - \$52,448
Traffic Fines - Budget - \$60,000 - Actual - \$32,086 - 53%					
Provincial Grant - \$347,000					
Community Resource Program - Clearview \$40,000 / County - \$43,356					
Fire	\$599,321.00	\$161,555.76	\$437,765.24	73.04%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$109,950.00	\$117,485.34	-\$7,535.34	-6.85%	
Business Licenses Budget - \$86,250 - Actual \$93,690 / Animal License Budget \$21,700 - Actual \$21,645					
Roads, Streets, Walks, Lights	\$269,535.00	\$67,069.25	\$202,465.75	75.12%	
Airport	\$10,880.00	\$10,481.06	\$398.94	3.67%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,783,438.00	\$2,044,773.33	\$1,738,664.67	45.95%	
Metered sale of water (Budget - \$1,962,728 - Actual \$1,192,812, = 61% - end of August - 66%)					
Metered out of Town (Budget - \$1,070,000 - Actual \$741,185 = 69% - end of August - 66%)					
Bulk water - Budget - \$40,000 - Actual - \$19,406 - 49%					
Sewer	\$950,701.00	\$604,342.33	\$346,358.67	36.43%	
Sewer Service Charges (Budget - \$888,681 - Actual \$584,149 = 66% - end of August - 66%)					
Garbage Collection & Disposal	\$839,812.00	\$553,887.94	\$285,924.06	34.05%	SWMA haul rebate - \$26,619
Residential Garbage Revenue (2022 Budget - \$636,975 - Actual \$412,061 = 65% - end of August - 66%)					
Recycling Revenue (Budget 2022 - \$171,210 - Actual \$114,461 = 67% - end of August - 66%)					
FCSS	\$157,148.00	\$65,479.00	\$91,669.00	58.33%	
Cemetery	\$23,600.00	\$23,050.66	\$549.34	2.33%	
Planning & Development	\$58,500.00	\$41,016.02	\$17,483.98	29.89%	
Building Permits (Budget - \$30,000 - Actual - \$27,755)					
Economic Development - BOT	\$137,420.00	\$136,553.77	\$866.23	0.63%	
Subdivision Land	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Land, Housing & Rentals	\$278,580.00	\$215,814.94	\$62,765.06	22.53%	
AE Kennedy Health Unit - \$205,300					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000.00	\$2,931.50	\$68.50	0.00%	
Recreation Programs	\$26,190.00	\$3,466.41	\$22,723.59	86.76%	Ball / Soccer
Facilities	\$1,056,465.00	\$373,359.72	\$683,105.28	64.66%	County / Pool / SRC
Community Hall	\$95,000.00	\$21,533.29	\$73,466.71	77.33%	
Senior's Center	\$22,875.00	\$15,707.35	\$7,167.65	31.33%	\$6000 Casino
Parks	\$125,650.00	\$106,542.53	\$19,107.47	15.21%	
Lions Campground - Budget - \$120,000 - actual - \$104,043 - 87%					
Operating Contingency	\$11,899.00	\$0.00	\$11,899.00	0.00%	
Taxes / Penalties	\$8,778,101.00	\$8,783,976.06	-\$5,875.06	-0.07%	
Other Revenue	\$2,078,400.00	\$1,439,728.44	\$638,671.56	30.73%	
Franchise Fee - GAS (Budget - \$1,065,000 - Actual \$744,992 = 70% - end of August - 66%)					
Franchise Fee - ELECTRIC (Budget - \$805,000 - Actual \$481,035 = 60% - end of August - 66%)					
Return on Investments (Budget - \$140,000 - Actual - \$132,677 - 95%)					
Total Revenue	\$20,239,289.00	\$15,059,559.50	18\$5,179,729.50	74.41%	

Expense	2022 Interim Operating Budget (no operating capital budget)	2022 Operating Actual - September 30, 2022	Variance	%	Notes
Council & Legislative	\$222,640.00	\$141,108.07	\$81,531.93	36.62%	
Council Honorarium (Budget - \$153,640)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$12,474 = 78% - AM membership)					
Administration	\$1,141,978.00	\$710,445.72	\$431,532.28	37.79%	
Police	\$1,277,089.00	\$448,786.99	\$828,302.01	64.86%	
RCMP - Contract Billings (2022 - \$1,087,211)					
Fire	\$1,064,264.00	\$411,170.78	\$653,093.22	61.37%	
Disaster Services	\$33,530.00	\$343.11	\$33,186.89	98.98%	
Bylaw Enforcement	\$196,777.00	\$125,367.32	\$71,409.68	36.29%	
Common Services	\$282,530.00	\$165,402.67	\$117,127.33	41.46%	
Roads, Streets, Walks, Lights	\$2,154,578.00	\$1,059,826.11	\$1,094,751.89	50.81%	
Airport	\$49,187.00	\$12,833.16	\$36,353.84	73.91%	
Water Supply & Distribution	\$3,729,431.00	\$2,126,565.12	\$1,602,865.88	42.98%	
Sewer	\$727,420.00	\$496,985.53	\$230,434.47	31.68%	
Garbage Collection & Disposal	\$748,219.00	\$511,873.93	\$236,345.07	31.59%	
FCSS	\$196,435.00	\$147,326.25	\$49,108.75	25.00%	
Cemetery	\$64,290.00	\$33,556.49	\$30,733.51	47.80%	
Planning & Development	\$430,270.00	\$375,907.04	\$54,362.96	12.63%	
Comm Services -Handi Bus	\$25,000.00	\$25,000.00	\$0.00	0.00%	
Economic Development	\$587,646.00	\$374,192.48	\$213,453.52	36.32%	
Subdivison Land	\$56,620.00	\$38,738.90	\$17,881.10	31.58%	
Land, Housing & Rentals	\$44,760.00	\$14,453.04	\$30,306.96	67.71%	
Recreation - General	\$146,025.00	\$126,724.98	\$19,300.02	13.22%	
Recreation Programs	\$81,320.00	\$87,139.76	-\$5,819.76	-7.16%	
Facilities	\$2,554,648.00	\$1,430,142.93	\$1,124,505.07	44.02%	
Culture	\$354,497.00	\$267,293.84	\$87,203.16	24.60%	Parkland, Library, Museum
Community Hall	\$137,397.00	\$67,011.07	\$70,385.93	51.23%	
Senior's Center	\$13,280.00	\$5,284.09	\$7,995.91	60.21%	
Parks	\$663,412.00	\$427,780.08	\$235,631.92	35.52%	
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	\$1,437,305.19	\$1,329,169.81	48.05%	
ASFF (Budget - \$2,225,053 - Actual - \$1,074,458 - 48%)					
ASFF Separate School (Budget - \$168,749 - Actual - \$83,343 - 49%)					
County of Stettler Senior Lodges (Budget - \$372,673 - Actual - \$279,504.75 - 75%)					
Total Expense	\$20,239,289.00	\$11,068,564.65	\$9,170,724.35	54.69%	
Surplus / Deficit	\$0.00	\$3,990,994.85			

Town of Stettler
2022 Capital Budget Summary 30-Sep-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 September 30, 2022	Utility (Water) Avail for Capital Interim Operating Budget (Rates) \$54,007	Utility (other) Avail for Capital 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	\$9,158.42		\$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	\$60,789.79		\$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	\$13,914.20	\$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	\$103,122.01	\$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	\$683,776.98							\$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	\$762,621.05		\$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)	\$104,210.00	\$94,000	\$10,210.00				\$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)			\$4,393,536.53	\$4,532,096.00	-\$138,559.47	\$1,446,398.03	\$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			\$5,626,536.53	\$5,765,096.00		\$1,549,520.04	\$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	27.54%				\$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)			-\$138,559.47															

		2021 Carry Forward																	
		Brought forward from 2021 Budget Carry Forward	2021 Carry Forward Amounts	Difference between Actual and Budget Amount	Actual - Project Expenses September 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	Debenture / 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	\$54,649.06					\$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	\$68,846.25				\$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	\$123,495.31	\$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	\$350,308.87					\$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	\$109,898.83			\$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	\$1,200.40									\$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	\$2,413.00		\$10,000.00			\$40,000.00	Water Reservoir Coat								\$50,000.00
Water	6-41-11-10-05-610	Install additional fire hydrants 46th street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$30,000	\$13,150.52	\$13,150.52	\$13,150.52		\$13,150.52												\$13,150.52
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	\$202,116.45								\$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	\$6,253.68								\$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	\$4,054.36			\$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	\$14,010.04									\$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		\$9,963.51									\$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
2021 Carry Forward - Capital Projects (TCA)		\$1,990,195.35	\$1,990,195.35	\$0.00	\$708,932.86	\$175,000.00	\$113,863.02	\$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	\$1,990,195.35
2021 Total Carry Forwards		\$2,115,826.24	\$2,115,826.24	-\$138,559.47	\$2,381,948.21	\$175,000.00	\$113,863.02	\$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	\$2,115,826.24
2022 Total Capital Budget (including Carry Forwards)		\$7,742,362.77	\$7,880,922.24		30.22%	\$420,000.00	\$852,863.02	\$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			-\$138,559.47					\$1,937,649.41		\$1,053,966.36		Total Grants Available		\$1,958,980.87	\$1,228,214.03	\$137,709.09			2,115,826.24
								Total Reserves		\$2,991,615.77		Balance - December 31, 2022		\$0.00	\$0.00	\$0.00			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76377	76397
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Active Network	76377	2022-10-07	\$10,500.00

Invoice Description		Invoice Number	Invoice Amount

P&L/SRC Software Upgrade		2004850	\$10,500.00
=====			
AG Creations Inc.	76378	2022-10-07	\$38,850.00

Invoice Description		Invoice Number	Invoice Amount

Water Reservoir Painting		2020344	\$38,850.00
=====			
Algae Control Canada	76379	2022-10-07	\$1,585.50

Invoice Description		Invoice Number	Invoice Amount

Sewer Dazzel Sewer Sweetener		INV-20530	\$1,585.50
=====			
Boehlke, Shelby	76380	2022-10-07	\$28.54

Invoice Description		Invoice Number	Invoice Amount

Water Refund Util AC Cr Bal		2022.09.28	\$28.54
=====			
Cal-Trac Contracting Ltd.	76381	2022-10-07	\$2,258.56

Invoice Description		Invoice Number	Invoice Amount

Sewer D6 cat rental - cattails		304018	\$2,258.56
=====			
Canada Post Corporation	76382	2022-10-07	\$1,538.36

Invoice Description		Invoice Number	Invoice Amount

Water Bills Postage		9837439877	\$1,538.36
=====			
CECO Poles & Structures Inc.	76383	2022-10-07	\$498.75

Invoice Description		Invoice Number	Invoice Amount

Fire Post top adaptors & fixtu		17368	\$498.75
=====			
Corspraying	76384	2022-10-07	\$118.58

Invoice Description		Invoice Number	Invoice Amount

Lanes Hired Weed Control		2245	\$118.58
=====			
County of Stettler Housing Ath	76385	2022-10-07	\$93,168.25

Invoice Description		Invoice Number	Invoice Amount

Seniors Lodges 4th Qtr Requisi		2022-REQ04	\$93,168.25
=====			
ElectroGas Monitors Ltd.	76386	2022-10-07	\$597.45

Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC Safety Supplies	SI104474		\$597.45
Hansel's Excavating Ltd.	76387	2022-10-07	\$315.00
Invoice Description	Invoice Number	Invoice Amount	
Roads Backhoe Rental	7808		\$315.00
Horseshoe Paving Ltd.	76388	2022-10-07	\$9,306.53
Invoice Description	Invoice Number	Invoice Amount	
Roads Asphalt Patch Water Dig	1		\$9,306.53
Hydrodig Canada Inc.	76389	2022-10-07	\$724.50
Invoice Description	Invoice Number	Invoice Amount	
Park & Cemetery Sump Pump Out	SI00224828		\$724.50
Lang, Dwight & Lorna	76390	2022-10-07	\$423.72
Invoice Description	Invoice Number	Invoice Amount	
Taxes Reund Municipal Taxes	2022.09.12		\$423.72
Nichol, Bruce	76391	2022-10-07	\$26.25
Invoice Description	Invoice Number	Invoice Amount	
Sewer Remiburse Landowner	2022.09.28		\$26.25
Ornamental Bronze Limited	76392	2022-10-07	\$937.65
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath w Vases	102257		\$470.40
Cemetery Niche Wreath w Vases	102053		\$467.25
Receiver General for Canada	76393	2022-10-07	\$50,330.90
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP20-22		\$39,688.30
Town Tax Remittance	PP20-22.		\$6,077.73
BOT Tax Remittance	PP20-22.BOT		\$1,778.07
Library Tax Remittance	PP20-22.LIBRAR		\$2,786.80
Receiver General for Canada	76394	2022-10-07	\$327.23
Invoice Description	Invoice Number	Invoice Amount	
Garnishee	PP20-22		\$327.23
Sienna's Cleaning	76395	2022-10-07	\$900.00
Invoice Description	Invoice Number	Invoice Amount	
Shop Sept Janitor 9 Cleans	2022.09.30		\$900.00
Stettler Friends of the Librar	76396	2022-10-07	\$1,000.00
Invoice Description	Invoice Number	Invoice Amount	
Other Events Culture Days Even	2022		\$1,000.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Town Trophy & Gifts	76397	2022-10-07	\$51.45
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Repair Trophy	15677	\$36.75	
HBC Update Walk N Roll Trophy	15708	\$14.70	
	Total Cheques		\$213,487.22
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0005198	EFT0005242
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	EFT0005198	2022-10-11	\$14,500.10

Invoice Description		Invoice Number	Invoice Amount

Bylaw Sept Enforcement		11972	\$14,500.10

APEX Supplementary Pension Pla	EFT0005199	2022-10-11	\$424.87

Invoice Description		Invoice Number	Invoice Amount

Supplementary Pension Plan Tr		PP20-22	\$424.87

Automated Aquatics Canada Ltd.	EFT0005200	2022-10-11	\$125.95

Invoice Description		Invoice Number	Invoice Amount

Pool Facility Chemicals/Freigh		0000106372	\$125.95

Barnes, Roger	EFT0005201	2022-10-11	\$25.00

Invoice Description		Invoice Number	Invoice Amount

SRC Oct Phone Allowance		2022.10.01	\$25.00

Benoit, Morgan	EFT0005202	2022-10-11	\$183.14

Invoice Description		Invoice Number	Invoice Amount

Water Trans Level 1 Prep Cours		2022.10.05	\$183.14

Brenda's Country Catering	EFT0005204	2022-10-11	\$147.00

Invoice Description		Invoice Number	Invoice Amount

Airport Meeting Lunch		3845	\$147.00

C & S Disposal	EFT0005205	2022-10-11	\$27,618.76

Invoice Description		Invoice Number	Invoice Amount

Sep Wates/Recycling/Compost Co		3112	\$27,618.76

Canadian Union of Public Emplo	EFT0005206	2022-10-11	\$742.50

Invoice Description		Invoice Number	Invoice Amount

Union Dues		PP20-22	\$742.50

Capital Power	EFT0005207	2022-10-11	\$93,247.83

Invoice Description		Invoice Number	Invoice Amount

August Affiliate Power Bills		5175436	\$5,771.29
Misc Dept Aug Power Bill		5175430	\$87,476.54

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Cas Tech Inc.	EFT0005208	2022-10-11	\$2,467.29
Invoice Description	Invoice Number	Invoice Amount	
A/R Employee Purchase	22000002153	\$2,467.29	
Chemical International	EFT0005209	2022-10-11	\$746.97
Invoice Description	Invoice Number	Invoice Amount	
SRC Janitor Supplies	112726	\$746.97	
County of Stettler	EFT0005210	2022-10-11	\$331.11
Invoice Description	Invoice Number	Invoice Amount	
Land Rental Transfer Stn Taxes	2022 #437100	\$256.11	
Land Rental Water Lift Taxes	2022 #684501	\$75.00	
Dahl, Steven	EFT0005211	2022-10-11	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Shop Oct Tool Allowance	2022.10.01	\$50.00	
Dodd, Sonia	EFT0005212	2022-10-11	\$125.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Pool Oct Trvl/Phone Allo	2022.10.01	\$125.00	
Dolan, Lori	EFT0005213	2022-10-11	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Oct Phone Allowance	2022.10.01	\$25.00	
East Central Alberta Catholic	EFT0005214	2022-10-11	\$41,671.37
Invoice Description	Invoice Number	Invoice Amount	
3rd Qtr 2022 School Requisitio	13206	\$41,671.37	
Gerlitz, Steven	EFT0005216	2022-10-11	\$1,793.45
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Oct Trvl & Phone	2022.10.01	\$100.00	
Admin Trvl & Sub AM Convention	2022.09.27	\$1,693.45	
Graham, Leann	EFT0005217	2022-10-11	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Oct Trvl & Phone Allowance	2022.10.01	\$175.00	
Joe Johnson Equipment	EFT0005218	2022-10-11	\$1,050.00
Invoice Description	Invoice Number	Invoice Amount	
Sewer 6' Hydrovac Camera Skid	P40668	\$1,050.00	
Just Safety Supplies & Service	EFT0005219	2022-10-11	\$1,022.59
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC Safety Supplies	6974		\$108.23
Roads & Water Safety Supplies	6975		\$914.36
=====			
KaizenLAB Inc.	EFT0005220	2022-10-11	\$479.69
Invoice Description	Invoice Number	Invoice Amount	
Sewer Lagoon - Sampling	INV0080075	\$54.32	
Sewer Lagoon - Sampling	INV0080307	\$54.32	
Sewer Lagoon - Sampling	INV0080818	\$106.68	
Sewer Lagoon - Sampling	INV0080821	\$106.68	
Sewer Lagoon - Sampling	INV0080825	\$106.68	
Sewer Lagoon - Sampling	INV0080826	\$51.01	
=====			
Leckie, Neil	EFT0005221	2022-10-11	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Oct Phone Allowance	2022.10.01	\$25.00	
=====			
Loomis Express	EFT0005222	2022-10-11	\$159.01
Invoice Description	Invoice Number	Invoice Amount	
WTP Freight from Tundra	10160834	\$159.01	
=====			
NextGen Automation	EFT0005223	2022-10-11	\$457.38
Invoice Description	Invoice Number	Invoice Amount	
Office/Wtr Billing Photocopies	442840	\$457.38	
=====			
Nolls, Sean	EFT0005224	2022-10-11	\$1,693.45
Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub AM Conventi	2022.09.27	\$1,693.45	
=====			
Northstar Trucking Ltd.	EFT0005225	2022-10-11	\$11,089.79
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Road Sand	322969	\$11,089.79	
=====			
Parkland Regional Library	EFT0005226	2022-10-11	\$13,131.84
Invoice Description	Invoice Number	Invoice Amount	
Library 4th Qtr Requisition	220228	\$13,131.84	
=====			
Robbins, Brad	EFT0005227	2022-10-11	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Oct Travel Allowance	2022.10.01	\$100.00	
=====			
Robbins, Melissa	EFT0005228	2022-10-11	\$227.00
Invoice Description	Invoice Number	Invoice Amount	
Eng Admin Trvl & Sub AM Conven	2022.09.27	\$227.00	
=====			
Scott, Graham	EFT0005229	2022-10-11	\$78.00
Invoice Description	Invoice Number	Invoice Amount	
P&D SLGM Regional Session	2022.09.30	\$78.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Standage, Maddie	EFT0005230	2022-10-11	\$150.00

Invoice Description	Invoice Number	Invoice Amount	
P&D Oct Travel Allowance	2022.10.01	\$150.00	

Stettler Dads Services	EFT0005231	2022-10-11	\$1,500.00

Invoice Description	Invoice Number	Invoice Amount	
Water Sept Meter Reader	2022-2	\$1,500.00	

Stettler FCSS	EFT0005215	2022-10-11	\$49,108.75

Invoice Description	Invoice Number	Invoice Amount	
FCSS 4th Qtr 2022 Requisition	2022.10.01	\$49,108.75	

Stettler Public Library	EFT0005232	2022-10-11	\$62,529.25

Invoice Description	Invoice Number	Invoice Amount	
Library 4th Qtr Requisition	2022.10.01	\$62,529.25	

Stettler Regional Board of Tra	EFT0005203	2022-10-11	\$300.00

Invoice Description	Invoice Number	Invoice Amount	
PR Photo Contest Prizes	1986	\$300.00	

Stingray Radio Inc.	EFT0005233	2022-10-11	\$546.00

Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Sep Advertising	470483-9	\$546.00	

Stormoen, Angela	EFT0005234	2022-10-11	\$169.00

Invoice Description	Invoice Number	Invoice Amount	
P&D Rural Economic Development	2022.09.23	\$169.00	

Superior North America Inc.	EFT0005235	2022-10-11	\$4,924.96

Invoice Description	Invoice Number	Invoice Amount	
Street Clean Materials	27202S	\$1,992.31	
Water Hydrovac Reel Hose	27065S	\$2,932.65	

Switenky, Greg	EFT0005236	2022-10-11	\$597.00

Invoice Description	Invoice Number	Invoice Amount	
Admin Trvl & Sub AM Convention	2022.09.28	\$227.00	
Admin/Office Trvl & Phone Allo	2022.10.01	\$370.00	

Tagish Engineering Ltd.	EFT0005237	2022-10-11	\$939.80

Invoice Description	Invoice Number	Invoice Amount	
TS00-2022 General Engineering	19420	\$180.02	
TS105-44 Ave (50 St-Hwy 12)	19421	\$759.78	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Tundra Process Solutions Ltd.	EFT0005238	2022-10-11	\$1,979.25
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Lab Supplies	IN-118016	\$1,979.25	
=====			
Valley Green Landscaping	EFT0005239	2022-10-11	\$682.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Enforcement	03903	\$682.50	
=====			
W.R. Meadows of Western Canada	EFT0005240	2022-10-11	\$1,999.39
=====			
Invoice Description	Invoice Number	Invoice Amount	
Roads Repair	120015285	\$1,999.39	
=====			
Wally's Backhoe Services Ltd.	EFT0005241	2022-10-11	\$252.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Roads Backhoe Rental	1743	\$252.00	
=====			
Wet Water Industries Ltd.	EFT0005242	2022-10-11	\$219.72
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Service Call fill	AR41936	\$29.30	
Fire Joint Service Call Repair	AR41955	\$190.42	
=====			
	Total Cheques		\$339,811.71
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000582
Cheque Date	First	Last		ONL000583

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Telus Communications	ONL000582	2022-10-07	\$2,970.09
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Telus Sep 22 to Oct 21, 2022		2022.09.23	\$2,970.09
=====			
Telus Mobility Inc.	ONL000583	2022-10-07	\$1,182.93
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Telus Mobility Sep 22-Oct 21		2022.09.21	\$1,182.93

	Total Cheques		\$4,153.02
			=====



PRLS Board Meeting Minutes September 15, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday September 15, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, Barb Gilliat

Present via Zoom: Jackie AlMBERG, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets: Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent: Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Guests: Margaret Law

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk

Call to Order

Meeting called to order at 10:06 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Dana Kreil to excuse Edna Coulter, Amanda Derksen, Barbara Gibson, Heather Ryan, Ricci Matthews and Len Phillips from attendance at the board meeting on September 15, 2022 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 28/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Stephen Levy to accept the agenda as presented.

CARRIED
PRLS 29/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Teresa Rilling to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 30/2022

1.3. Business arising from the minutes of the May 19, 2022 meeting

Smith asked if there was any business arising from the minutes. There were none.

2. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Lori Reid to approve the consent agenda as presented.

CARRIED
PRLS 31/2022

3.1. Compensation Review

Motion by Alison Barker-Jevne to go in-Camera at 10:10 a.m.

CARRIED
PRLS 32/2022

Motion by Barb Gilliat to go out of- Camera at 10:57 a.m.

CARRIED
PRLS 33/2022

Motion by Gord Lawlor to receive the Compensation Review report for information.

CARRIED
PRLS 34/2022

Motion by Janice Wing to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland’s current grid

CARRIED
PRLS 35/2022

Margaret Law left the meeting at 10:45 a.m.

3.2. Approval of the PRLS Budget 2023

Sheppard gave an overview of the Parkland 2023 proposed budget. For the first time in three years, Parkland is asking for an increase in the municipal levy. The proposed increase is .20 cents per capita. The levy will change from \$8.55 per capita to \$8.75 per capita, using the Treasury Board and Finance Population Figures as directed by the board. This budget assumes funding from the Government of Alberta will continue at the current rate of \$4.70 per capita. Also assumed is the Rural Library Services Grant rate continuing at \$5.55 per capita, the whole of which is passed directly on to libraries. Most of the increases in budget lines are associated with

inflationary costs. The Building Repair and Maintenance line has increased partly because of the maintenance fees for the elevator. Staff and benefit lines will see a cost-of-living adjustment increase. The Trustee line has gone down, due to the virtual meetings that seem to be preferred by most of the trustees.

By approving the budget, a number of reserve transfers will be approved. There was \$40,500 for another cargo van. We also have technology purchases including replacing wireless equipment in member libraries planned for next year. This project will cost approximately \$219,600. Also, \$35,000 will be transferred from the Unrestricted Reserve for the Cooperative Collection Fund.

Motion by Barb Gilliat to approve the Parkland Regional Library System 2023 Budget as presented.

CARRIED
PRLS 36/2022

3.3 PRLS Governance Policy Revisions PRLS Audit

Sheppard Reviewed. According to PRL policy 4.4.4. Audit,

The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end.

The last time PRLS conducted an RFT (RFP) and appointed an auditor was 2019, for the years 2019-2021.

This year, seven agencies were contacted to submit RFPs but only our current auditor, MNP LLP, submitted a formal audit proposal.

At their June 16th meeting, the Executive Committee selected the auditor MNP to conduct Parkland's audit for the years 2022-2024. Over the years, it has become increasingly difficult to find firms that will even submit proposals in response to an RFP for audit services. Furthermore, Parkland has only changed audit firms once in living memory. For these reasons, the Executive Committee proposed eliminating the requirement that an RFP be conducted every three years for audit services. To support this change, the Executive Committee approved the following motion:

Motion by Barb Gilliat to recommend that the board change Parkland's Audit policy statement to read: "The auditor shall be appointed by the Executive Committee. Audit services shall be reviewed at the discretion of the Director, or, at the direction of Parkland's Executive Committee or the board."

Motion by Gord Lawlor to amend the audit policy statement 4.4.4. as presented, in accordance with the recommendation of Parkland's Executive Committee

CARRIED
PRLS 37/2022

RFP for Banking Services

Sheppard continued. The Parkland Board's Finance Policy statement on banking currently states:

From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.

Despite the ambiguous phrasing of the statement, staff have diligently sought RFPs for Parkland's banking services every three years. After some discussion at their June meeting, the Executive Committee determined Parkland's banking services shall be subject to a review and request for proposal every five years at a minimum.

At their August meeting, the Executive Committee recommended that the wording for policy statement 4.4.5 be changed to:

Banking services shall be subject to review and a request for proposal every five years at a minimum, or sooner, at the discretion of staff, the Executive Committee, or the board.

Motion by Gord Lawlor to change policy 4.4.5. as recommended by the Executive Committee.

CARRIED
PRLS 38/2022

3.4. Capital Cost Allowance for Technology

Williams reviewed. The Parkland 2021 audit management letter stated:

Recommend that the estimated useful lives for property, plant and equipment be reviewed by senior management, and adjusted as needed.

During Parkland's audit, MNP discussed with staff that Parkland may not be using the best depreciation rate for technology assets. It was observed that the current rate may be inaccurate as computers in the library typically last 3 to 5 years and the current CCA (Capital Cost Allowance) rate Parkland uses is Class 10 with a 30% declining balance.

Parkland's management team has implemented a change to the CCA for technology assets only. Staff believe the use of Class 50 with a CCA rate of 55% declining balance for technology assets is a better fit for the life span of Parkland's computer assets.

This adjustment does not require a policy change but constitutes a change in long standing practice.

Motion by Barb Gilliat to receive for information.

CARRIED
PRLS 39/2022

3.5. Advocacy and Marketing Report

Gord Lawlor began the Advocacy Committee report. Highlights included the creation of a joint Advocacy Committee composed of seven library systems, a review of tools board members can use to help pass Parkland's budget with municipal council, and the presentation of a document, *Your Guide to Building Rapport*. Designed for municipal library boards, this document will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Hailey Halberg continued with the Marketing Report. Halberg discussed Parkland's open house held last July, Parkland's new social media strategy, and Connection Campaign.

In the marketing campaign, libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Staff have completed the photography/videography project and received six edited videos and 240 professional photos libraries can use for marketing.

Five videos were then shown from the project, featuring the following libraries: Alix, Amisk, Caroline, Forestburg and Rocky Mtn. House.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 40/2022

3.6. Parkland Community Update

Sedgewick & District Municipal Library – Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler wellness network. The trailer can be booked for block parties and other events.

Motion by Ray Reckseidler to receive the Parkland Community Update for information.

CARRIED
PRLS 41/2022

3.7.1. Director & Library Services Report

3.7.2. I.T. Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the IT Report. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report and IT Report for information.

CARRIED
PRLS 42/2022

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:14 p.m.

CARRIED
PRLS 43/2022

Meeting adjourned at 12:14 p.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

Strategic Plan Update

At their August 18th meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, [Hamza Khan](#). Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity*. Stay up-to-date with all conference news by following us on [Facebook](#) and [Twitter](#), or [visit our conference website to learn more](#).

Advocacy Committee

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here:

<https://www.prl.ab.ca/about-us/return-on-investment>

Staff also introduced *Your Guide to Building Rapport*, which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.

In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1st, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

Committee News from Trustees

Sedgewick & District Municipal Library Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

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Stettler Public Library has developed a travelling trailer in cooperation with Stettler Wellness Network. The trailer can be booked for block parties and other events.

Board Members Present

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie AlMBERG, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Next Meeting: November 17, 2022, (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



Request For Decision

Agenda Item:

Issue:

Application for Rezoning – Bylaw 2152-22
Legal: Lot 4 to 5, Block 7, Plan 4621KS
Civic: 4709 – 58 Street
Applicant: Antonia Choriatis
Proposed rezoning from C2: Commercial Highway to R1: Residential Low Density

Recommendation:

That Council consider the application and give 1st Reading to Land Use Bylaw Amendment 2152-22 request to rezone Lots 4-5, Block 7, Plan 4621KS from C2: Commercial Highway to R1: Residential Low Density.

General:

The applicant is proposing to rezone the above-mentioned parcel from C2: Commercial Highway to R1: Residential Low Density. The applicant has requested the rezoning to aid in the sale of the property. The purchaser intends to occupy one unit while their parents will occupy the second unit. The property is currently leased and occupied as two residential units.

The existing building contains two units which are currently split as one commercial and one residential unit and is reflected as such in the Towns tax assessment. The rezoning would transition both units to residential use dwelling, duplex (existing) as listed in the R1: Residential Low Density District. The construction of the building proves to be of residential appearance and historically has been utilized as both commercial and residential uses in each unit.

The Residential Low Density District is both conducive with the existing residential development in the area along 48 avenue southeast and across Hwy 56 along 48 Avenue northwest as well as the existing and proposed uses on this parcel.

Following 1st Reading a public hearing will be set for the rezoning on November 15, 2022 followed by 2nd and 3rd reading.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw and the Municipal Development Plan.

Land Use Bylaw Implications:

Land Use District Purpose:

Section 85 C2: Commercial Highway District

85.1 Purpose:

To provide an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open spaces for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

Section 73 R1: Residential Low Density District

73.1 Purpose:

To provide an area for single detached residential development.

(Full Land Use Bylaw District Excerpts Attached)

Alternatives:

Defeat the application stating reasons.

Author:

Angela Stormoen for Leann Graham, Director of Planning and Development

Section 73: R1 Residential Low Density District

73.1 Purpose:

To provide an area for single detached residential development.

73.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition Dwelling, Single Detached Home Occupation Public Assembly Public Use	Accessory Uses Bed and Breakfast Facility Dwelling, Duplex (Existing) Sign Utility Building

73.3

Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	40%
Minimum Floor Area	100 square metres
Maximum Building Height	10.0 m
Minimum Parcel Area	Interior Parcels 550 square metres Corner Parcels 600 square metres
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of the Bylaw.
Front Yard Setback	Dwelling – 6.5 m
Side Yard Setback	Dwelling – 1.5 m except where it abuts a public roadway 3.0 m, or as required by the Alberta Building Code, whichever is greater.
Rear Yard Setback	Dwelling - 7.5 m except on corner or double fronting lots.
Landscaping	35% of Site Area.
Parking	A two car parking area shall be provided to the rear, side or front of the dwelling. Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.
Accessory Buildings	Section 34 of this Bylaw.

Section 85: C2 Commercial Highway District

85.1 Purpose:

To provide for an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create and attractive environment, primarily accessible to motor vehicles.

85.2 Uses:

Permitted Uses	Discretionary Uses
Animal Services Automobile and RV Sales and Rental Automobile Repair Garage Automobile Service Station Automobile Supply Store Bank / Financial Institution Building Demolition Cannabis Retail Sales Caterer Clinic Convenience Food Store Contracting Services – Minor Farm Supply Store Florist Shop Food and/or Beverage Service Facility Gas Bar Handicraft Business Hotel Laundromat Light Equipment Repair / Rental Motel Office Building Personal Service Shop Pharmacy Public Use Restaurant – All Types Retail Store Shopping Centre Sign Theatre – Movie Truck and Mobile Home Sales and Rental Truck Stop Vehicle Wash Veterinary Clinic	Accessory Use All Permitted Uses within the I District Communication Tower Dry Cleaning and Laundry Plant / Depot Dwelling Units Above Ground Floor Business Gaming or Gambling Establishment Parking Facility Recreational Amusement Park Recreation Facility Recycling Depot Similar Use Tanker Truck Washing Facility Taxi / Bus Depot Temporary Mobile Commercial Sales Utility Building

85.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Minimum Parcel Frontage	15 m adjacent to a service or local road 46 m without a service road
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m.
Front Yard Setback	9.0 m adjacent to a service or local road
Side Yard Setback	3.0 m
Rear Yard Setback	3.0 m
Landscaping	Section 48 of this Bylaw. An average width of 3.0 m adjacent to the property line over the full length of the perimeter of the site, excluding access and egress points, shall be landscaped.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage	All outdoor storage shall be screened All outdoor display shall be screened from residential districts. Storage is not allowed in front yard. Garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.

4709 – 58 Street

View from 48 Avenue looking west



View from Hwy 56 looking southeast



BYLAW 2152-22

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2060-15 OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Schedule "A" of Bylaw 2060-15 shall be and is hereby amended as follows:

(a) That Lot 4 to 5, Block 7, Plan 4621KS C2: Commercial Highway to R1:
Residential Low Density

2. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this ____ day of _____ A.D. 2022.

NOTICE OF ADVERTISEMENT published _____ & _____, 2022.

Public Hearing held _____, 2022 at _____ P.M.

READ a second time this ____ day of _____ A.D. 2022.

READ a third time and finally passed this _____ day of _____ A.D. 2022.

Mayor

Assistant CAO

Schedule A

Proposed Rezoning



Date: October 6, 2022

To: HACs, PACs, Foundations, Mayors and Reeves, MLAs

From: AHS

RE: AHS contacting patients on surgical waitlists in the Central Zone to confirm surgical waitlist status

In an effort to update data on surgical wait times for Albertans, and support surgical waitlist management strategies across the province, Alberta Health Services (AHS) is expanding a waitlist validation and surgical confirmation project.

By validating provincial and Zone surgical waitlists through surgical confirmation with patients, the accuracy of waitlist numbers are expected to improve by up to 10 per cent across the province.

Through October, patients listed on surgical waitlists will receive a phone call or voicemail from the AHS surgery waitlist management team.

Patients will be asked to confirm AHS has contacted the correct person.

As part of the process to confirm wait list status, the surgical waitlist management team will ask for the patient's provincial personal health number and birthdate to confirm their identity.

Note: Patients who hang up or do not call the number back will not see their position on the waitlist affected.

Patients are reminded AHS will never ask for financial information or for any personal information other than your provincial personal health number or birthdate during these automated calls. If the phone call or voicemail asks for additional information, such as a social insurance number or banking information, patients are reminded to **not** provide that information or return the call.

This work is part of regular monitoring to confirm waitlists. It is in addition to the contact from their surgeon's office.

Due to text and phone scams, it is key to ensure Albertans are aware of the program, and how to identify if a call is real and not a scam.

To help patients determine that the call is not a scam, a [webpage](#) has been created outlining the scripts being used for each zone. If individuals reach out to you with questions, please encourage them to contact their surgeon's office.

We thank you for your continued support.

Sincerely,

Alberta Health Services



ALBERTA
TRANSPORTATION

*Office of the Minister
MLA, Calgary-Edgemont*

October 11, 2022

AR 91325

His Worship Sean Nolls
Mayor
Town of Stettler
PO Box 280
Stettler, AB T0C 2L0
snolls@stettler.net

Dear Mayor Nolls:

Thank you for meeting with me and my staff at the recent Alberta Municipalities convention in Calgary. In follow-up to the meeting, I am able to provide the following information.

I appreciate our discussion regarding both highways 12 and 56, and I understand the importance of these highways to your community. As discussed, Alberta Transportation will review the pavement condition and potential opportunities to update the pedestrian signals. Department staff will contact the Town with information on these matters in the near future.

Should you have additional questions or concerns regarding the matters discussed, please feel free to contact Mr. Mike Damberger, Regional Director. Mr. Damberger can be reached toll-free at 310-0000, then 403-340-4325, or by email at mike.damberger@gov.ab.ca.

Thank you again for the opportunity to meet. I look forward to continued collaboration with the Town of Stettler.

Sincerely,

Honourable Prasad Panda ECA
Minister of Transportation

cc: Mike Damberger, Regional Director, Alberta Transportation