

# Town of Stettler

**COUNCIL MEETING**

**JANUARY 17, 2023**

**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, JANUARY 17<sup>th</sup>, 2022  
6:30 P.M.  
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
  - (a) Minutes of the Regular Council Meeting of December 20<sup>th</sup>, 2022 5-13
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
  - (a) 2023 Capital Budget 14-40
  - (b) Stettler Library Board Resignation 41
  - (c) Tax AR – December 31, 2022 42
  - (d) Bank Reconciliations – October 31, 2022 - December 31, 2022 43-48
  - (e) CAO Reports 49-53
  - (f) Meeting Dates
    - Tuesday, February 7 – Council – 6:30pm
    - Tuesday, February 14 – COW – 4:30pm
    - **Thursday, February 16 – Brownlee Emerging Trends (Virtual) – Council Chambers - 8:30am**
    - Tuesday, February 21 – Council – 6:30pm
    - **Friday, February 24 – Joint Town & County Council Meeting – 5:00pm – County Office**
    - Tuesday, March 7 – Council – 6:30pm
    - Tuesday, March 14 – COW – 4:30pm
    - Tuesday, March 21 – Council – 6:30pm
    - Tuesday, April 4 – Council – 6:30pm
    - Tuesday, April 11 – COW – 4:30pm
    - Tuesday, April 18 – Council – 6:30pm
  - (g) Accounts Payable in the amount of \$567,252.61 54-67  
 (\$1,856.25 + \$5,061.29 + \$126,407.53 + \$26,812.50 + \$297,507.15 + \$14,017.60 + \$95,590.29)

7.	<b><u>Council</u></b>	
	(a) Meeting Reports	
8.	<b><u>Minutes</u></b>	
	(a) Stettler District Ambulance Association – December 12, 2022	68-71
	(b) Parkland Regional Library System – November 17, 2022	72-80
9.	<b><u>Public Hearing</u></b>	
10.	<b><u>Bylaws</u></b>	
11.	<b><u>Correspondence</u></b>	
	(a) Festival of Lights – Record-Breaking Year	81
	(b) Stettler Health Foundation – New Anesthesia Machines	82
	(c) Changes to County of Stettler Recycling Program	83-84
12.	<b><u>Items Added</u></b>	
13.	<b><u>In-Camera Session</u></b>	
	(a) Town/County Joint Meeting- FOIPPA Section 27 Privileged Information	
14.	<b><u>Adjournment</u></b>	

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, DECEMBER 20<sup>th</sup>, 2022 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor S. Nolls

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

CAO G. Switenky  
Assistant CAO S. Gerlitz  
Director of Planning & Development L. Graham  
Planning & Operations Clerk A. Stormoen  
Communications Officer L. VanLanduyt

Media (1)

**Absent:**

Councillor Lawlor arrived at 6:50 p.m.

**Call to Order:**

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

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

**Motion 22:12:13**

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held December 6<sup>th</sup>, 2022

**Motion 22:12:14**

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on December 6<sup>th</sup>, 2022 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the December 6<sup>th</sup>, 2022 Minutes

None

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

5. **Delegations:** (a) 6:35pm – RCMP S/Sgt. Jon England – Community Introduction

Mayor Nolls welcomed S/Sgt. J. England to the meeting.

S/Sgt. J. England provided a brief background on his RCMP Career, having served 14 years in Red Deer.

Mayor Nolls thanked S/Sgt. J. England for introducing himself to Council, and welcomed him to the community.

S/Sgt. J. England left the meeting at 6:35 p.m.

6. **Administration:**

- (a) 2023 Interim Budget

CAO G. Switenky advised that the 2023 Interim Budget was presented to Council during the December 13<sup>th</sup> deliberation session. Section 342 of the *Municipal Government Act*

(MGA) requires Council to adopt an operating budget for each calendar year. Section 342 further states that a Council may adopt an interim operating budget for part of a calendar year. Since the Town's 2023 Operating Budget will not be adopted until May 2023, an interim operating budget is required to provide legal expenditure authority per Section 248 of the MGA.

The interim operating budget is not used to set definitive property tax rates; rather, it is used as the authority to provide services, programs, and overall corporate continuity. It is further used by Council to justify the setting of all municipal utility rates for the subsequent year. An interim operating budget ceases to have any effect when the operating budget and tax/mill rate bylaw is adopted.

- Proposed **Municipal Tax - 4% increase** (\$240,362 Tax / \$27,375 Growth)
- Proposed **Water Rate - \$0.0777m<sup>3</sup> Increase (\$2,8977)** (\$45,843)
- Proposed **Sewer Rate - \$0.25 increase (\$23.00)** (\$6,425)
- Proposed **Garbage Rate - \$0.50 Increase (\$24.25)** (\$13,440)
- Proposed **Recycling Rate - \$0.25 Increase (\$6.75)** (\$6,600)
- Proposed Financial Impact on Average Residential Customer (municipal only - \$102.09) – 3.20%

Council thanked Administration for the preparation of a transparent and responsible budget.

#### **Motion 22:12:15**

Moved by Councillor Barros that the Town of Stettler Council adopt, per Section 242(2) of the *Municipal Government Act*, the Interim 2023-2025 Operating Budget, with the following 2023 budget estimates; Expenditures totaling \$19,48,076, Revenues totaling \$20,138,914 and Amount Available for Capital of \$657,838 for the year 2023 as an Interim Operating Budget for that part of 2023 prior to the Operating Budget being adopted by Council in May 2023.

MOTION CARRIED  
Unanimous

#### (b) County of Stettler – Rural Crime Prevention Committee

CAO Switenky advised that the Rural Crime Prevention (RCP) is a committee established by the County of Stettler for the purpose of formalizing the process for receiving input from the community and the partnership between the community, the RCMP and local government.

The objectives of the committee are:

- To advise the RCMP on policing priorities identified through community input.
- To keep the RCMP and the community informed of emerging trends and issues in relation to Rural Crime Prevention within the community.
- To make and/or implement recommendations on community policing initiatives based on identified trends and issues.
- To make and/or implement recommendations on community policing initiatives based on identified trends and issues.
- To act as a liaison between council, residents, community groups and the RCMP.
- To inform and collect information from the rural residents and share information in an open manner, with the community.
- To work with other jurisdictions in our region to ensure that crime prevention does not have borders.
- Inform other levels of government of priorities and objectives in rural crime prevention.

Membership is to be comprised on two (2) County of Stettler Council Members, one (1) RCMP member, one (1) member from Fish & Wildlife and seven (7) representatives from the community.

CAO Switenky advised that the County of Stettler has offered a seat on the Board to the Town of Stettler, with the Town of Stettler absorbing that representative's expenses.

**Motion 22:12:16**

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the letter for information, and refer the discussion to the upcoming Joint Town & County Council Meeting.

MOTION CARRIED  
Unanimous

(c) 2022 Year-in-Review

G. Switenky provided a brief overview of the Year-in-Review memo. Management is extremely proud of their team's accomplishments throughout the year. The organization has thrived following the pandemic, and has enjoyed the return to in-person events and socialization. Staff are particularly appreciative of Council's ongoing support and recognition of their efforts.

**Motion 22:12:17**

Moved by Councillor Randell that the Town of Stettler Council accept the Year-in-Review memo as presented.

MOTION CARRIED  
Unanimous

**Motion 22:12:18**

Moved by Councillor Baker that the Town of Stettler Council recognize the efforts of its entire team of valued employees through the award of a \$350 Christmas Bonus in the form of Heart of Alberta Dollars per full time employee (prorated for part-time employees), as an appreciation for their continued effort, commitment and loyalty, as well as appreciation for the overall level of organizational accomplishment and dedication in 2022.

MOTION CARRIED  
Unanimous

(d) 2022 Budget Summary – November 30, 2022

**Motion 22:12:19**

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the 2022 Budget Summary as of November 30, 2022, as presented.

MOTION CARRIED  
Unanimous

(e) 2022 Capital Budget Summary – November 30, 2022

**Motion 22:12:20**

Moved by Councillor Randell that the Town of Stettler Council accept the 2022 Capital Budget Summary as of November 30, 2022, as presented.

MOTION CARRIED  
Unanimous

(f) CAO Reports

**Motion 22:12:21**

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

MOTION CARRIED  
Unanimous

(g) Meeting Dates

- Tuesday, January 3 – Council – 6:30pm
- **Monday, January 9 – 2023 Strategic Planning Workshop – 2:00pm**
- **Tuesday, January 10 – 2023 Capital Budget Council Deliberations – 3:00pm**
- Tuesday, January 10 – COW – 4:30pm
- Tuesday, January 17 – Council – 6:30pm
- Tuesday, February 7 – Council – 6:30pm
- Tuesday, February 14 – COW – 4:30pm
- Tuesday, February 21 – Council – 6:30pm
- Tuesday, March 7 – Council – 6:30pm
- Tuesday, March 14 – COW – 4:30pm
- Tuesday, March 21 – Council – 6:30pm
- Tuesday, April 4 – Council – 6:30pm
- Tuesday, April 11 – COW – 4:30pm
- Tuesday, April 18 – Council – 6:30pm

(h) Accounts Payable in the amount of \$989,210.11

**Motion 22:12:22**

Moved by Councillor Lawlor that the Accounts Payable in the amount of \$989,210.11 (\$161,993.37 + \$37,757.89 + \$85,990 + \$1933.89 + \$664,100.97 + \$37,433.99) for the period ending December 20<sup>th</sup>, 2022 having been paid, be accepted as presented.

Councillor Pfeiffer abstained from voting on Cheque #5523.

MOTION CARRIED  
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- December 7 – Talk of the Town
- December 9 – Signed Cheques at the Town Office
- December 12 – Stettler District Ambulance Authority
- December 13 – Interim Budget Deliberations
- December 15 – Joint Council Meeting Planning with Town and County of Stettler
- December 15 – County of Stettler Housing Authority
- December 16 – Stettler Waste Management Authority
- December 16 – Stettler Fire Advisory
- December 16 – Signed Cheques at the Town Office
- December 18 – Stettler Filipino Community Holiday Party

(b) Councillor Baker

- December 9 – Stettler Board of Trade Meeting
- December 12 – Stettler Board of Trade Big Jack Classic Planning Meeting
- December 13 – Municipal Planning Commission
- December 13 – Stettler Board of Trade Meeting
- December 13 – Interim Budget Deliberations
- December 16 – Stettler Waste Management Authority



December 16 – Stettler Fire Advisory  
December 18 – Stettler Filipino Community Holiday Party  
December 19 – Stettler FCSS Meeting

(c) Councillor Barros

December 8 – Alberta Mental Health Services Zoom Meeting  
December 9 – Stettler Museum Light the Night  
December 13 – Municipal Planning Commission Meeting  
December 13 – Interim Budget Meeting  
December 16 – Stettler Waste Management Authority  
December 16 – Stettler Fire Advisory  
December 18 – Stettler Filipino Community Holiday Party

(d) Councillor Lawlor

December 8 – Alberta Mental Health Services Zoom Meeting  
December 12 – Stettler District Ambulance Association  
December 13 – Municipal Planning Commission Meeting  
December 13 – Stettler Board of Trade Meeting  
December 13 – Interim Budget Deliberations  
December 15 – Parkland Advocacy Committee Meeting  
December 18 – Stettler Filipino Community Holiday Party  
December 20 – Presented Queen Elizabeth Platinum Jubilee Medal by MLA Nate Horner

(e) Councillor Pfeiffer

December 13 – Municipal Planning Commission Meeting  
December 13 – Stettler Board of Trade Meeting  
December 13 – Interim Budget Deliberations

(f) Councillor Randell

December 9 – Stettler Museum Light the Night  
December 13 – Municipal Planning Commission Meeting  
December 13 – Interim Budget Deliberations  
December 15 – County of Stettler Housing Authority Meeting

(g) Councillor Smith

December 8 – Alberta Mental Health Services Zoom Meeting  
December 12 – Regional Water Meeting  
December 13 – Municipal Planning Commission Meeting  
December 13 – Interim Budget Deliberations  
December 19 – Stettler FCSS Meeting

**Motion 22:12:23**

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

MOTION CARRIED  
Unanimous

8. **Minutes:**

(a) Regional Water Services Commission – December 12, 2022

**Motion 22:12:24**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

(a) 7:00pm – Bylaw 2153-22 – Amending Land Use Bylaw 2060-15

Mayor Nolls called declared the Public Hearing open at 7:00 p.m.

Mayor Nolls welcomed Director of Planning & Development L. Graham and Planning & Operations Clerk A. Stormoen to the meeting to coordinate the Public Hearing.

Mayor Nolls welcomed Sally and Gordon Hurley, and Councillors and officials introduced themselves.

CAO Switenky advised that the purpose of the Public Hearing is to allow all interested parties to address Council on the proposed Land Use Bylaw amendments. The Bylaw 2153-22 Land Use Bylaw Amendment was advertised on December 1, 2022 and December 8, 2022.

Mayor Nolls reviewed the Public Hearing procedure, and inquired if there are any written submissions to be read into record. L. Graham advised that there was not.

Mayor Nolls inquired if there are any verbal presentations.

S. Hurley advised that the property to the east of the subject property would be better suited for a recreation park space. Discussion ensued regarding the logistics of the proposed land donation.

Mayor Nolls inquired if there are questions from the Councillors and participants. There were none.

Mayor Nolls declared the Public Hearing closed at 7:15 p.m.

S. Hurley, G. Hurley and L. VanLanduyt left the meeting at 7:15 p.m.

10. **Bylaws:**

- (a) Bylaw 2153-22 – Part of Block PT Y, Plan 2442AE from I: Industrial to P: Public Use

L. Graham and A. Stormoen advised that Bylaw 2153-22 proposes a rezoning from I: Industrial to P: Public Use. The rezoning received 1<sup>st</sup> reading on November 15, 2022.

**Motion 22:12:25**

Moved by Councillor Baker that the Town of Stettler Council give second reading to Bylaw 2153-22.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked L. Graham and A. Stormoen for their excellent work.

L. Graham & A. Stormoen left the meeting at 7:17 p.m.

- (b) Bylaw 2154-22 – Water Rates

CAO Switenky advised that Bylaw 2154-22 is a bylaw to fix rates, charges and conditions for the supply of potable water. The proposed rate for 2023 is \$2.8977 per m<sup>3</sup>.

**Motion 22:12:26**

Moved by Councillor Lawlor that the Town of Stettler Council give first reading to Bylaw 2154-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:27**

Moved by Councillor Barros that the Town of Stettler Council give second reading to Bylaw 2154-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:28**

Moved by Councillor Smith that the Town of Stettler Council give permission for third and final reading to Bylaw 2154-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:29**

Moved by Councillor Pfeiffer that the Town of Stettler Council give third and final reading to Bylaw 2154-22.

MOTION CARRIED  
Unanimous

(c) Bylaw 2155-22 – Sewer Rates

CAO Switenky advised that Bylaw 2155-22 is a bylaw to provide for the levying of sewer service rates and for the collection thereof. The proposed rate for 2023 is \$23/month.

**Motion 22:12:30**

Moved by Councillor Randell that the Town of Stettler Council give first reading to Bylaw 2155-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:31**

Moved by Councillor Baker that the Town of Stettler Council give second reading to Bylaw 2155-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:32**

Moved by Councillor Lawlor that the Town of Stettler Council give permission for third and final reading to Bylaw 2155-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:33**

Moved by Councillor Barros that the Town of Stettler Council give third and final reading to Bylaw 2155-22.

MOTION CARRIED  
Unanimous

(d) Bylaw 2156-22 – Garbage Rates

CAO Switenky advised that Bylaw 2156-22 is a bylaw to authorize the residential waste collection fees and charges.

**Motion 22:12:34**

Moved by Councillor Smith that the Town of Stettler Council give first reading to Bylaw 2156-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:35** Moved by Councillor Pfeiffer that the Town of Stettler Council give second reading to Bylaw 2156-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:36** Moved by Councillor Randell that the Town of Stettler Council give permission for third and final reading to Bylaw 2156-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:37** Moved by Councillor Baker that the Town of Stettler Council give third and final reading to Bylaw 2156-22.

MOTION CARRIED  
Unanimous

(e) Bylaw 2157-22 – Recycling Rates

CAO Switenky advised that Bylaw 2157-22 is a bylaw to authorize the residential recycling collection fee and charges. The proposed bi-weekly curbside/lane/recycling fee for 2023 is \$6.75 per month.

**Motion 22:12:38** Moved by Councillor Lawlor that the Town of Stettler Council give first reading to Bylaw 2157-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:39** Moved by Councillor Barros that the Town of Stettler Council give second reading to Bylaw 2157-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:40** Moved by Councillor Smith that the Town of Stettler Council give permission for third and final reading to Bylaw 2157-22.

MOTION CARRIED  
Unanimous

**Motion 22:12:41** Moved by Councillor Pfeiffer that the Town of Stettler Council give third and final reading to Bylaw 2157-22.

MOTION CARRIED  
Unanimous

11. **Correspondence:** (a) Alberta Public Safety & Emergency Services – Victim Services Letter  
(b) Festival of Lights – Ultrasound Machine Received

**Motion 22:12:42** Moved by Councillor Lawlor that the Town of Stettler Council accept the Correspondence items (a-b) as presented.

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) None

14. **Adjournment:**

**Motion 22:12:43**

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

MOTION CARRIED  
Unanimous at 7:44 p.m.

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Mayor

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Assistant CAO

# MEMORANDUM

**To:** Stettler Town Council  
**From:** Administration  
**Date:** **January 17, 2023**  
**Re:** Capital Budget for 2023, 2024, 2025, 2026 and 2027 (5 years – MGA)

The 2023 proposed Capital Budget has been prepared for Council's consideration in the amount of **\$6,986,288**. A Departmental Project Summary is summarized below:

2023 Capital Budget - Department Summary			
<b>Administration</b>			<b>\$127,000</b>
	Council - Strategic Planning (Communications / Branding - Highway entrance signs)	\$62,000	
	Council - Strategic Planning - Internal office meeting room	\$13,000	
	Planning - GIS - Plotter	\$20,000	
	Planning - Computer - Server upgrade	\$18,000	
	Planning - Computer - Computer replacement program	\$14,000	
<b>Fire Department</b>			<b>\$288,000</b>
	2001 engine replacement (2026)	\$100,000	
	Replace Deputy Fire Chief truck (2023 - \$94,000 - 1/2 County - \$47,000)	\$94,000	
	Replace Fire Chief truck (2023 - \$94,000 - 1/2 County - \$47,000)	\$94,000	
<b>Transportation</b>			<b>\$555,000</b>
	Pavement patching	\$150,000	
	48th Avenue development cost sharing - paving	\$200,000	
	50th Street overlay - 48-49 Avenues	\$185,000	
	Christmas decorations	\$20,000	
<b>Airport</b>			<b>\$1,990,000</b>
	Airport runway - secure STIP funding \$1,976,000 (\$1,482,000 (75%) STIP / County \$247,000)	\$1,976,000	
	Airport runway GPS recertification	\$14,000	
<b>Water &amp; Sewer &amp; Storm</b>			<b>\$1,975,000</b>
	Water reservoir upgrades	\$800,000	
	Watermain cast iron replacement - 50th Avenue between 45-46 & 43-44 Street	\$525,000	
	Sewer - receiving water body quality assessment	\$50,000	
	Sewer - Lift station upgrades	\$600,000	
<b>Equipment</b>			<b>\$768,988</b>
	Loader	\$325,000	
	Backhoe	\$253,988	
	2 - 1/2T trucks	\$120,000	
	Skidsteer	\$55,000	
	Sander - truck mount	\$15,000	
<b>Pathway / Sidewalks</b>			<b>\$280,000</b>
	Sidewalk replacement program	\$130,000	
	Pathway (maintenance & rehab)	\$50,000	
	Pathway program (New Construction)	\$100,000	
<b>Water Treatment Plant (WTP)</b>			<b>\$470,000</b>
	PCL (programmable logic controller) upgrades	\$300,000	
	Auto transfer switch	\$40,000	
	Chlorine tonner switch	\$80,000	
	Make up air unit	\$50,000	
<b>Stettler Recreation Centre (SRC)</b>			<b>\$461,000</b>
Arena	Rink board replacements (blue and red rinks)	\$386,000	
Fitness	Treadmill	\$11,000	
Concess	2 convection ovens and electrical upgrades	\$17,000	
Arena	Brine filtering system fluid cooler and piping	\$32,000	
Pool	Blind replacement (electrical) and whirlpool manual	\$15,000	
<b>Parks / Cemetary / Community Hall</b>			<b>\$56,300</b>
Parks	Top dressing spreader	\$10,800	
Parks	Spray Park - discharge pump and electrical	\$12,000	
Parks	Bobcat attachments - broom and auger bits	\$12,000	
Parks	Campground - furnace and hot water tank	\$11,500	
Hall	Hot water tank replacement	\$10,000	
<b>Arts and Culture</b>			<b>\$15,000</b>
<b>Total - 2023 Capital Budget - Department Summary</b>			<b>\$6,986,288</b>

Funding Sources for the **2023 Capital Budget - \$6,986,288** (only) are summarized as follow:

- **\$3,478,729.70 - Grants**
  - \$1,345,350.55 – 2023 Capital Budget MSI (Municipal Sustainability Initiative – capital)
    - \$695,405.55 – 2022 MSI (capital) Carry Forward
    - \$649,945.00 – 2023 Funding (capital)
    - \$1,345,350.55 – Total 2023 MSI (capital) available for use
    - **\$0.00 - MSI (capital) Balance Dec 31, 2023**
  - \$0.00 – 2023 Capital Budget BMTG (Basic Municipal Transportation Grant)
    - **\$0.00 – 2022 BMTG Carry Forward**
    - \$0.00 – Total BMTG 2023 available for use
    - **\$0.00 - BMTG Balance Dec 31, 2023**
  - \$651,379.15 – 2023 Capital Budget Canada Building Community Fund - formally FGT Federal Gas Tax
    - \$894,700.15 – 2022 Canada Building Community Carry Forward
    - \$356,679.00 – 2023 Funding
    - \$1,251,379.15 – Total 2023 Canada Building Community available for use
    - \$600,000 – Total carry forward from 2022 - Hydovac
    - **\$0.00 – Canada Building Community Balance Dec 31, 2023**
  - \$1,482,000 – 2023 Capital Budget STIP (Strategic Transportation Infrastructure Program)
  - **2022 Carry forward - \$145,350.94 – Alberta Community Partnership – SEASP / IDP**
- **\$1,500,328.95 (\$657,838 Interim Budget) - Amount Available for Capital from 2023 Interim Budget**
  - **\$743,809.17 – Available for Capital – Utility (other) + 2022 Carry forward \$60,150 = \$803,959.17 / total available for 2023 Capital Budget = \$829,710.41 = Balance December 31, 2023 = \$25,751.24**
  - **\$314,454.79 – Available for Capital – Utility (water) + 2022 Carry forward \$0.00 = \$314,454.79 / total available for 2023 Capital Budget = \$359,226.30 = Balance December 31, 2022 = \$44,771.51**
  - **\$442,064.99 - Available for Capital – (tax) + 2022 Carry forward \$360,808.00 = \$802,872.99 / total available for 2023 Capital Budget = \$802,872.99 = Balance December 31, 2022 = \$0.00**
- **\$125,000 - 2023 Interim Budget – Transfer from Operating**
  - \$75,000 – Sidewalk Replacement Capital Program / \$50,000 – Pathway Maintenance
- **\$1,400,443.35 – 2023 Transfer from Reserves + 2022 Carry forward \$498,166.00 = \$1,898,609.35**
  - \$449,377.71 – General / \$444,000.00 – County Recreation Partnership / \$200,000.00 – Land Development / \$155,545.21 – WTP / \$47,000.00 – Fire / \$35,817.14 – Walking Path / \$30,000.00 – Culture / \$18,000.00 – Computer / \$14,000.00 – Airport / \$6,703.29 - GIS
- **\$481,786.00 – Other - \$341,000 County + \$140,786 Insurance / 2022 carry forward - \$7,500 fire hall traffic signals**
- **\$6,986,288 – Total 2023 Capital Budget**

**2023 Capital Budget - A closer Look.....**

**The 2023 Interim Operating Budget and the 2023 Capital Budget – an “awesome” partnership, working together for the benefit of the entire community.**

The 2023 – 2025 Interim Operating Budget continues to *invest* a substantial amount of internally generated funds (**2023 - \$657,838**) for normal capital projects on an annual basis. However, with the loss of the Basic Municipal Transportation Grant in 2022 (BMTG - \$357,120), administration remains cautious in the Town's ability to save for/invest in major capital equipment and infrastructure given the remaining multi-year federal and provincial grant programs (Municipal Sustainability Initiative (MSI) and Canada Building Communities Fund (CBCF – formally FGT). Also, with the global, national & provincial endemic economic policies uncertain, and the ongoing replacement vagueness of the current MSI program with the Local Government Fiscal Framework (LGFF) in 2024, the Town will continue to be challenged in its ability to address all the community's needs on a timely basis. 2023 will see new provincial leadership and an election.

A summary of the overall revenue and expenditure levels included in the three-year Interim Operating Budget 2023 – 2025 are as follows:

2014 - 2025 Operating Budget Summary													
	2014	2015	2016	2017	2018	2019	2020 Pre Covid - Dec 2019	2020 Post Covid - May 2020	2021 (May 2021)	2022	2023	2024	2025
Total Revenues	\$15,787,405	\$16,344,323	\$17,475,500	\$17,785,191	\$18,345,659	\$18,753,734	\$18,952,898	\$18,240,375	\$18,850,681	\$19,131,289	\$20,138,914	\$20,470,527	\$20,773,957
Total Expenditures *	\$14,817,975	\$15,421,559	\$16,184,230	\$16,801,224	\$17,318,754	\$17,677,384	\$17,927,471	\$17,691,128	\$18,107,218	\$18,431,718	\$19,481,076	\$19,586,111	\$19,766,480
<b>Net Revenue Generated</b>	<b>\$969,430</b>	<b>\$922,764</b>	<b>\$1,291,270</b>	<b>\$983,967</b>	<b>\$1,026,905</b>	<b>\$1,076,350</b>	<b>\$1,025,427</b>	<b>\$549,247</b>	<b>\$743,463</b>	<b>\$699,571</b>	<b>\$657,838</b>	<b>\$884,416</b>	<b>\$1,007,477</b>
<b>Available for Capital</b>													
Utility Source Capital	\$561,500	\$629,283	\$579,417	\$523,839	\$445,438	\$396,822	\$389,930	\$301,588	\$425,041	\$368,881	\$373,218	\$376,883	\$412,314
General Source Capital	\$407,930	\$293,481	\$711,854	\$460,128	\$581,467	\$679,528	\$635,497	\$247,659	\$318,422	\$330,690	\$284,620	\$507,533	\$595,163
<b>Net Revenue Generated</b>	<b>\$969,430</b>	<b>\$922,764</b>	<b>\$1,291,271</b>	<b>\$983,967</b>	<b>\$1,026,905</b>	<b>\$1,076,350</b>	<b>\$1,025,427</b>	<b>\$549,247</b>	<b>\$743,463</b>	<b>\$699,571</b>	<b>\$657,838</b>	<b>\$884,416</b>	<b>\$1,007,477</b>
<b>Plus External Grants (pending)</b>													
Basic Municipal Transportation Grant	\$344,880	\$344,880	\$344,880	\$344,880	\$357,120	\$357,120	\$357,120	\$357,120	\$357,120	\$0	\$0	\$0	\$0
Canada Building Communities Fund (FGTF)	\$325,631	\$301,327	\$309,892	\$310,904	\$328,277	\$672,579	\$346,344	\$340,465	\$696,912	\$356,384	\$356,679	\$356,679	\$356,679
MSI Operating - Police	\$54,446	\$54,445	\$53,284	\$52,513	\$53,680	\$54,199	\$53,391	\$52,856	\$52,448	\$52,448	\$52,448	\$52,448	\$52,448
MSI Capital	\$1,063,495	\$1,125,861	\$1,043,475	\$1,947,237	\$561,531	\$566,378	\$945,165	\$943,458	\$1,245,630	\$649,945	\$649,945	\$649,945	\$649,945
COVID-19 - MOST (Municipal Operating Support Transfer)									\$607,693				\$0
COVID-19 - MSP (Municipal Stimulus Program)									\$707,509				\$0
<b>Total Grants</b>	<b>\$1,788,452</b>	<b>\$1,826,513</b>	<b>\$1,751,531</b>	<b>\$2,655,534</b>	<b>\$1,300,608</b>	<b>\$1,650,276</b>	<b>\$1,702,020</b>	<b>\$1,693,899</b>	<b>\$3,667,312</b>	<b>\$1,058,777</b>	<b>\$1,059,072</b>	<b>\$1,059,072</b>	<b>\$1,059,072</b>
<b>Total New Available Funds</b>	<b>\$2,757,882</b>	<b>\$2,749,277</b>	<b>\$3,042,802</b>	<b>\$3,639,501</b>	<b>\$2,327,513</b>	<b>\$2,726,626</b>	<b>\$2,727,447</b>	<b>\$2,243,146</b>	<b>\$4,410,775</b>	<b>\$1,758,348</b>	<b>\$1,716,910</b>	<b>\$1,943,488</b>	<b>\$2,066,549</b>

\* Other notable Maintenance Spending Allocations within the 2023-2025 Operating Budget

	2014	2015	2016	2017	2018	2019	2020 Post Covid - May 2020	2020 Pre Covid - Dec 2019	2021	2022	2023	2024	2025
<b>Ongoing Annual Maintenance</b>													
Water Meter Replacements	\$46,000	\$46,000	\$46,000	\$46,000	\$46,500	\$47,000	\$75,000	\$75,000	\$75,000	\$75,000	\$80,000	\$80,000	\$80,000
Sidewalk Replacements	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Gravel Road Oiling	\$27,000	\$27,500	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$27,500	\$27,500	\$27,500
Pathway Maintenance	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Fire Protective Clothing	\$57,300	\$57,300	\$57,300	\$57,300	\$57,300	\$59,000	\$60,800	\$60,800	\$62,600	\$65,000	\$67,600	\$70,300	\$72,400
Physician Recruitment	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
BOT Community Development	\$45,900	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$0	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000
Land Development Reserve (LDR) / Lot Sales	\$116,110	\$102,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Economic Incentives	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Stettler Recreation Centre Annual Repairs	\$78,500	\$93,600	\$93,600	\$94,210	\$74,720	\$75,030	\$75,000	\$75,000	\$87,200	\$81,700	\$113,700	\$91,700	\$93,200
Water treatment Plant Annual Repairs	\$102,920	\$105,500	\$107,100	\$109,600	\$111,400	\$133,100	\$135,100	\$135,100	\$127,100	\$128,100	\$148,100	\$148,100	\$148,100
Computer Capital Replacement	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900
<b>Total Generated In/From Operations</b>	<b>\$608,130</b>	<b>\$610,350</b>	<b>\$507,400</b>	<b>\$510,510</b>	<b>\$543,320</b>	<b>\$567,530</b>	<b>\$534,300</b>	<b>\$578,300</b>	<b>\$584,300</b>	<b>\$582,200</b>	<b>\$644,300</b>	<b>\$625,000</b>	<b>\$628,600</b>



## 2023 Capital Budget Funding Sources

### 2023 Interim Budget – Available for Capital - \$657,838 + \$1,333,972 (previous year carry forward – prior to 2022 audit)

The 2023 Interim Operating & Capital Budgets collectively include the following amounts available for capital purposes from internally generated sources as follows:

Source	2023 Interim Operating Budget - Amount Available for Capital	Projected Ending Balance 2022 (prior to 2022 audit - Dec 29, 2022)	2023 Total Available for Capital	2023 Budget Year Proposed Capital (incl previous years carry forward)	Projected Ending Balance 2023
Interim Budget Available for Capital - Other (sewer, garbage, recycling)	\$334,302	\$495,408	\$829,710.41	-\$803,959.17	\$25,751.24
Interim Budget Available for Capital (Water)	\$38,916	\$320,310	\$359,226.30	-\$314,454.79	\$44,771.51
Interim Budget Available for Capital (Tax)	\$284,620	\$518,253	\$802,872.99	-\$802,872.99	\$0.00
<b>Total</b>	<b>\$657,838</b>	<b>\$1,333,972</b>	<b>\$1,991,809.70</b>	<b>-\$1,921,286.95</b>	<b>\$70,522.75</b>

### 2023 Interim Budget – Available for Capital – Utility (sewer, waste and recycling) - \$743,809 + 2022 Carry forward \$60,150 = \$803,959 / total available for 2023 Capital Budget = \$829,710 = Balance December 31, 2023 = \$25,751

The following projects are being allocated in 2023 from Available for Capital Other Utility (sewer, waste, recycling) fund allocations, they include prior and current utility and non-utility projects:

Project	Proposed Capital 2023 Budget	
Fire - 2001 fire engine replacement (2026 - \$1M)	\$100,000	
Pavement patching	\$150,000	
Pathway - new construction - \$100,000 = \$35,817.14 walking pathway reserve	\$64,183	
Sewer - receiving water body quality assessment	\$50,000	
Culture reserve	\$15,000	
Computer replacement program	\$14,000	
50th street overlay - 48-49ave - \$185,000 = \$71,729.70 MSI	\$113,270	
PW - Loader \$325,000 = \$138,566.28 Avail for capital - tax + \$152,377.71 general reserve	\$34,056	
PW - 2 - 1/2T Trucks - \$120,000 = \$50,000 general reserve	\$70,000	
PW - Skidsteer - \$55,000	\$55,000	
PW - Sander (truck mount) - \$15,000	\$15,000	
SRC - Concession - 2 convection ovens and electrical upgrades - \$17,000	\$17,000	
Parks - Top dressing spreader - \$10,800	\$10,800	
Parks - Spray Park - discharge pump and electrical	\$12,000	
Parks - Bobcat attachments - broom and auger bits	\$12,000	
Parks - Campground - furnace and hot water tank	\$11,500	\$743,809
<b>Fire - 2 way radio system - \$180,450 (balance from Fire Reserve)</b>	<b>\$60,150</b>	<b>\$60,150</b>
<b>Total - 2023 Interim Budget - Available for Capital - Utility (Other)</b>	<b>\$803,959.17</b>	<b>\$803,959</b>

**2023 Interim Budget – Available for Capital – Utility (water) - \$314,455 + 2022 Carry forward \$0 = \$314,455 / total available for 2023 Capital Budget = \$359,226 = Balance December 31, 2023 = \$44,771**

The following projects are being allocated in 2023 from Available for Capital Utility (water) fund allocations, they include prior and current utility and non-utility projects:

Project	Proposed Capital 2023 Budget	
WTP - PCL (programmable logic controller) upgrades - \$300,000 - \$155,545.21 WTP reserve	\$144,455	
WTP - Auto transfer switch - \$40,000	\$40,000	
WTP - Chlorine tonner switch - \$80,000	\$80,000	
WTP - make up air unit - \$50,000	\$50,000	\$314,455
<b>Total - 2022 Interim Budget - Available for Capital - Utility (Water)</b>	<b>\$314,454.79</b>	<b>\$314,455</b>

**2023 Interim Budget – Available for Capital – Taxes – \$442,065 + 2022 Carry forward \$360,808 = \$802,873 / total available for 2023 Capital Budget = \$802,873 = Balance December 31, 2023 = \$0**

The following projects are being allocated in 2023 from Available for Capital Taxes fund allocations, they include prior and current utility and non-utility projects:

Project	Proposed Capital 2023 Budget	
Sidewalk replacement program (yearly)	\$55,000	
Deputy Fire Chief truck - \$94,000 - County - \$47,000 + \$23,500 fire reserve	\$23,500	
Fire Chief truck - \$94,000 - County - \$47,000 + \$23,500 fire reserve	\$23,500	
Council - Strategic Planning (Communications - Highway entrance signs)	\$62,000	
Council - Strategic Planning - Internal office meeting room	\$13,000	
Planning - GIS - Plotter - \$20,000 = GIS reserve - \$6,703.29	\$13,297	
PW - Loader - \$325,000 = \$34,056.01 Avail for capital - utility + \$152,377.71 general reserve	\$138,566	
PW - Backhoe - \$253,988 = \$140,786 insurance	\$113,202	\$442,065
<b>Parks - West Stettler Park (2019 Strategic Plan)</b>	<b>\$50,000</b>	
<b>Fire Hall traffic signals - \$15,000 ( \$7,500 County)</b>	<b>\$7,500.00</b>	
<b>PW - 2 - 1/2T trucks - \$120,000 = \$50,000 Common services - reserve) - tender in 2023</b>	<b>\$70,000.00</b>	
<b>PW - Hydrovac - \$639,000 = \$600,000 Building Canada - delivery in 2023</b>	<b>\$39,900.00</b>	
<b>PW - Trailer mounted flusher - delivery in 2023</b>	<b>\$178,408.00</b>	
<b>Okoppe parking lot</b>	<b>\$15,000.00</b>	<b>\$360,808</b>
<b>Total - 2023 Interim Budget - Available for Capital - Taxes</b>	<b>\$802,872.99</b>	<b>\$802,873</b>

**2023 Transfer from Other Reserves – 2023 - \$1,400,443 + 2022 Carry forward - \$498,166 = \$1,898,609 (2021 Audited Financial Statement Balance - \$9,754,523.61)**

Project	2023 Transfer from General Reserve	2023 Transfer from Other Reserves	Amount
<b>General Reserve</b>			
Airport runway - \$1,976,000 = \$1,482,000 STIP 75% + \$247,000 County	\$247,000		
PW - Loader \$325,000 = \$138,566.28 Avail for capital - tax + \$34,056.01 Avail for Cap - utility	\$152,378		
PW - 2 - 1/2T Trucks - \$120,000 = \$70,000 avail for cap - utility	\$50,000		\$449,377.71
SRC - Arena - Scoreclocks (both rinks) with timers - \$44,010 - install in 2023	\$44,010		
SRC - Pool - Mechanical room replacement components - \$15,000	\$15,000		
Parks - Outdoor arena - new boards - \$104,210	\$104,210		
Parks - Toro mower - \$96,000	\$96,000		
Roads - 44 Ave overlay - hwy 12 - 38st - \$7,500 final engineering	\$7,500		
Roads - Type 4 intersection - hwy 12 at 80th street - \$7,500 final engineering	\$7,500		
Roads - Mainstreet 48-49ave inc - \$7,500 final engineering	\$7,500		
Water - Watermain replacement east of 44th street between 49-50ave - \$7,500 final engineering	\$7,500		\$289,220.00
<b>Total General Reserve</b>			<b>\$738,597.71</b>
<b>Other Reserves</b>			
GIS - office plotter - \$20,000 - \$13,296.71 avail for cap tax		\$6,703	
Computer - server upgrades - \$18,000		\$18,000	
Walking path - pathway program - new const - \$100,000 - \$64,182.86 avail for cap - utility		\$35,817	
Airport capital - GPS recertification - \$14,000		\$14,000	
WTP - PCL (programmable logic controller) upgrades - \$300,000 - \$144,454.79 avail for cap -		\$155,545	
County Partnership - SRC - Arena - new rink boards (both) - \$386,000		\$386,000	
County Partnership - SRC - Fitness - treadmill - \$11,000		\$11,000	
County Partnership - SRC - Arena - brine filtering system - \$32,000		\$32,000	
County Partnership - SRC - Pool - Blind replacement - \$15,000		\$15,000	
Fire - Deputy Fire Chief truck - \$94,000 - County - \$47,000 + \$23,500 avail for cap - tax		\$23,500	
Fire - Fire Chief truck - \$94,000 - County - \$47,000 + \$23,500 avail for cap - tax		\$23,500	
Land Development - 48th ave development cost share - \$200,000		\$200,000	
Culture - Christmas decorations - \$20,000		\$20,000	
Culture - Community Hall - hot water tank replacement - \$10,000		\$10,000	\$951,065.64
Culture - Community Builders - hearts - \$25,000		\$25,000	
Seniors Centre - HUB - undercounter ice making machine - \$4,000		\$4,000	
Chain link fence - ball diamond backstops - \$9,646		\$9,646	
Fire - 2 way radio system - \$180,000 = \$60,150 avail for cap - utility		\$120,300	
Common services - equipment - 2 - 1/2t trucks - \$120,000 = \$70,000 avail for cap - tax		\$50,000	\$208,946.00
<b>Total Other Reserves</b>			<b>\$1,160,011.64</b>
<b>Total - 2023 Capital Budget - Transfer from Reserves</b>	<b>\$738,597.71</b>	<b>\$1,160,011.64</b>	<b>\$1,898,609.35</b>

As a trade-off, Administration recommends that Council continue to utilize Federal and Provincial Grant Funding for Transportation, Operational and Utility Service Replacements.

## Major Capital Grant Funding – Federal and Provincial

Administration is continually challenged to allocate projects towards specifically eligible grants in order to maximize the overall amount of funding received in any given year. The amount available on an annual basis is as follows:

Federal and Provincial Grants	2023 Allotment	Projected Ending Balance 2022 (prior to 2022 audit)	2023 Total Available for Capital	2023 Proposed Capital (incl previous years carry forward)	Projected Ending Balance 2023
Municipal Sustainability initiative - MSI (Capital only)	\$649,945	\$695,405.55	\$1,345,350.55	-\$1,345,350.55	\$0.00
Canada Building Communities Fund (formally FGT)	\$356,679	\$894,700.15	\$1,251,379.15	-\$1,251,379.15	\$0.00
Basic Municipal Transportation Grant (BMTG) - deleted in 2022	\$0	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$1,006,624</b>	<b>\$1,590,105.70</b>	<b>\$2,596,729.70</b>	<b>-\$2,596,729.70</b>	<b>\$0.00</b>

## 2023 Capital Budget – Provincial and Federal Grants project summary:

- Airport runway overlay - \$1,976,000
  - \$1,482,000 – Strategic Transportation Infrastructure Program (STIP – 75%)
  - \$247,000 – County
  - \$247,000 – Town (general reserve)
- 50<sup>th</sup> street overlay (48-49 avenue) - \$185,000
  - \$71,729.70 – MSI
  - \$113,270.30 – Available for capital - utility
- Watermain cast iron replacement 50<sup>th</sup> avenue between 45-46 and 43-44 street - \$525,000
  - \$173,620.85 - MSI
  - \$351,379.15 – Canada Building Community Fund
- Water reservoir upgrades - \$800,000
  - \$800,000 – MSI
- Lift station upgrade - \$600,000
  - \$300,000 – MSI
  - \$300,000 – Canada Building Community Fund
- 2022 carry forward – Hydrovac - \$639,900
  - \$600,000 – Canada Building Community Fund
  - \$39,900 – Available for capital – tax
- 2022 carry forward - \$145,350.94 – Alberta Community partnership – SEASP/IDP (south east area structure plan / intermunicipal development plan)

What this effectively accomplishes is that the Town will utilize federal and provincial grants such as MSI and Canada Building Community Fund funding for most large transportation and utility projects and use freed-up utility surpluses (available for capital through the Interim budget) to fund projects and savings for non-utility purposes. This will crystallize the savings into real dollars in our bank account (as opposed to having unspent Federal and Provincial Grant funds that are not in our possession). However, with the loss of the Basic Municipal Transportation Grant in 2022 (BMTG - \$357,120), administration remains cautious in the Town's ability to save for/invest in major capital equipment and infrastructure given the remaining multi-year federal and provincial grant programs (Municipal Sustainability Initiative (MSI) and Canada Building Communities Fund (CBCF – formally FGT)). Also, with the global, national & provincial endemic economic policies uncertain, and the ongoing replacement vagueness of the current MSI program with the Local Government Fiscal

Framework (LGFF) in 2024, the Town will continue to be challenged in its ability to address all the community's needs on a timely basis. 2023 will see new provincial leadership and an election.

### **A look ahead to 2024, 2025, 2026, 2027 Capital Budgets**

Over and under allocations/expenditures from MSI and Canada Building Community Fund can be carried forward to the following year. Any unallocated grants are available to cover budget to actual adjustments, funding source changes during the year, as well as future project considerations. The reality of the challenge facing the Town is that there are too many future projects for the amount of expected and uncertain grant monies available. Unless the federal and provincial funding is increased, Council will need to prioritize projects thereby postponing some to future years. At this time the Premier and the Prime Minister have committed funds as promised to municipalities, however **actual** grant amounts are yet to be determined. Although Administration is optimistic, it remains uncertain as to just how much funding will be available in the next five (5) years. The following projects and estimated budget costs have been identified through the 5-year capital plan:

2024 – \$7,247,000

- Mainstreet banner signs – Master signage plan - \$48,000
- Spruce Drive reconstruction (overlay) from hwy12 - 61 street - \$600,000 from 2023 capital budget
- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway (new construction) - \$100,000
- Downtown Streetscape 47-48 avenue (includes water) - \$1,200,000
- 46<sup>th</sup> street overlay 48-51 avenue - \$500,000
- Watermain replacement 46-47 avenue between 55-56 street - \$350,000
- Watermain replacement 47<sup>th</sup> avenue between 46-48 street - \$425,000
- Watermain cast iron replacement on 52<sup>nd</sup> street (50-51 ave) - \$350,000
- Belt clips for meter reading - \$20,000
- Sewermain replacement 46-47 avenue between 55-56 street - \$300,000
- Upsize sanitary main from east lift on 50<sup>th</sup> avenue (master service study) - \$600,000
- Red Willow Creek culvert replacement – 57<sup>th</sup> street to Hwy56 back alley - \$750,000
- Skid steer parts - \$60,000
- Tandem - \$300,000
- Airport terminal building upgrades - \$125,000
- Concrete crushing - \$150,000
- Parks – 2 – ¾T trucks - \$140,000
- Fire – replacement fire engine (2026) - \$100,000
- WTP – high lift pump upgrades - \$300,000
- WTP - building repair upkeep - \$150,000
- SRC – hot water tank – \$33,000
- SRC – ice resurfacing holding tank - \$35,000
- Fitness – elliptical - \$8,000
- Fitness – upright bike - \$5,500
- SRC – marquee sign replacement - \$80,000
- Parks – 6' mower - \$30,000
- Parks – ball diamond fencing replacement – 1 diamond - \$2,500
- Fas Gas playground equipment replacement - \$125,000
- Community Hall – entry, buffet, kitchen flooring replacement - \$30,000

2025 – \$4,847,500

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Parkdale – 40<sup>th</sup> avenue 57-58 street mill and overlay - \$300,000
- 50<sup>th</sup> avenue (Veteran's Way) 52-57 street mill and overlay - \$375,000
- Repave 47ave from 46-48 street - \$150,000
- Watermain cast iron replacement – 48<sup>th</sup> street between 47-48 avenue - \$350,000
- UFA watermain looping (72<sup>nd</sup> street with push north across Hwy 12 to Repp SD) - \$350,000
- Watermain replacement 46-47 avenue between 54-55 street - \$325,000
- Sewermain clay tile replacement – 48<sup>th</sup> street between 47-48 avenue - \$300,000
- Sewermain replacement back alley south of 50A avenue from 57-59 street - \$400,000
- Sewermain replacement 46-47 avenue between 54-55 street - \$300,000
- Storm replacement west side of Hwy 12 from 44-50 avenue - \$300,000
- Skid steer parts - \$25,000
- Portable 6' pump - \$50,000
- Sander - \$50,000
- Trailer - \$25,000
- West End dog park development - \$50,000
- Street sweeper - \$250,000
- 1Tonne Truck - \$75,000
- WTP – analyzer replacement - \$75,000
- WTP – hoist / lift replacement - \$150,000
- Fire – fire engine replacement - \$100,000
- SRC – ice resurfacer – Zamboni - \$185,000
- SRC – roof top unit for red arena - \$80,000
- Fitness – stair climber - \$13,000
- Fitness - roof top unit - \$80,000
- Park – ball field groomer - \$14,500
- Park – West Stettler Park gazebo - \$25,000
- Cemetery – columbarium - \$20,000

2026 – \$5,581,500

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Downtown Streetscape – 49 – 50 avenue - \$1,200,000
- Cemetery headstone cement walkway - \$30,000
- Watermain replacement on 59<sup>th</sup> street between 50-50A avenue - \$300,000
- 50A avenue mobile home park (north section) - \$125,000
- Watermain replacement 50<sup>th</sup> street from 50-51 avenue - \$350,000
- Sewermain replacement back alley south of 50A avenue from 59-61 street - \$400,000
- 50A avenue mobile home park (north section) - \$90,000
- Sewermain replacement 46-47 avenue between 53-54 street - \$300,000
- Storm main through Clearview area - \$500,000
- ¾ tonne truck - \$65,000
- Tractor - \$75,000

- Cemetery columbarium - \$20,000
- Concrete crushing - \$150,000
- Loader - \$325,000
- Skid Steer - Parks - \$25,000
- WTP - wastepond desludging (from reserve) - \$400,000
- WTP - pump upgrades - \$300,000
- WTP - high lift pump upgrades - \$300,000
- Fire – fire engineer replacement - \$100,000 (purchase in 2026)
- Fitness – treadmill - \$11,000
- Fitness – upright bike - \$5,500
- Park – playground equipment - \$80,000

2027 – \$7,240,000

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Downtown Streetscape mill and overlay – 47-51 avenue - \$1,000,000
- 59<sup>th</sup> street overlay from 50-50A avenue - \$250,000
- Watermain backalley south of 48ave between 57st and hwy 56 - \$350,000
- Watermain replacement on 46-47street between 52-53 street - \$325,000
- Watermain cast replace 61<sup>st</sup> from 51-52ave - \$425,000
- Sewermain replacement back alley south of 50A avenue from 61-62street - \$400,000
- Sewermain back alley south of 48 ave between 57st and hwy 56 - \$300,000
- Sewermain replacement 46-47ave between 52-53st - \$300,000
- Storm – desludge Emmerson storm pond - \$125,000
- 1T truck - \$75,000
- Sidewalk grinder - \$40,000
- Excavator - \$300,000
- Tandem - \$325,000
- Scissor lift - \$250,000
- Skidsteer PW – \$25,000
- WTP – upgrade to interior structures - \$150,000
- WTP – MCC room upgrades - \$150,000
- Clearwell expansion - \$2,000,000
- Cemetery - Columbarium – \$20,000

## 2023 Capital Budget - Major Project Summary

### 1. Town of Stettler Entrance Signs – Council strategic plan – communication / branding committee - \$62,000

- Available for capital – tax - \$62,000

This project involves the refurbishing and resurfacing of all four (4) Town of Stettler entrance signs. Damage of the signs will be repaired, and new paint (powder coat) and vinyl to finish the signs. The project will consist of dismantling of signs on site, transportation of signs to successful proponents in order to property repair and resurface signs, and finally the reinstallation of signs. The sign upgrade will be reviewed by the corporate identity committee to ensure alignment with the Town of Stettler Brand and color guidelines.



In 2011 Council approved a budget of \$115,000 for four (4) entrance signs to be supplied and installed by Hi Signs with landscaping and masonry work completed by Town Staff. These entrance signs are still current however the weathering over the past decade has left the signs slowly deteriorating. This deterioration is mainly showing as rust on the metal signs with a few dents and other damages which not only effects the visual representation of the sign but more importantly the sign's integrity. The signs need be repaired as part of regular maintenance before the integrity of the signs is too far that a repair is no longer feasible. Further, in 2020 the Town of Stettler created a Logo Usage and Visual Brand Policy and Branding Guidelines which outlines Town of Stettler theme colors and proper usage of fonts and logos. At the same time as the repairs to the entrance signs it is proposed that the entrance signs are brought up to standard with the Town of Stettler Branding Guidelines.











## 2. 2023 Pavement / Sidewalk Improvement - \$280,000

The 2023 Capital Budget includes \$280,000 towards the annual Sidewalk Replacement Program, and the Pavement Patching Program

1. Sidewalk Replacement Program - \$130,000 - (\$75,000 – 2023 Interim Operating Budget + \$55,000 – Available for Capital 2023 Interim Budget – Tax)
2. Pavement Patching Program – \$150,000 - (\$150,000 – Available for Capital 2023 Interim Budget – (Utility)







- 2. 50<sup>th</sup> street overlay – 48-49 avenue - \$185,000
  - o \$113,270.30 – available for capital – utility
  - o \$71,729.70 MSI

Mill and overlay 50 Street from 48-49 Avenue following the watermain replacement construction of 2021.





- 3. Watermain cast iron replacement 50<sup>th</sup> avenue between 45-46 and 43-44 street - \$525,000
  - o \$173,620.85 – MSI
  - o \$351,379.15 – Canada Building Community Fund

Replace the existing cast main waterline and lead services between 45-46 Streets and 43-44 Streets, including tie in connections to existing PVC mains adjacent to the construction.



- 4. Lift Station upgrade - \$600,000
  - o \$300,000 – MSI
  - o \$300,000 – Canada Building Community Fund

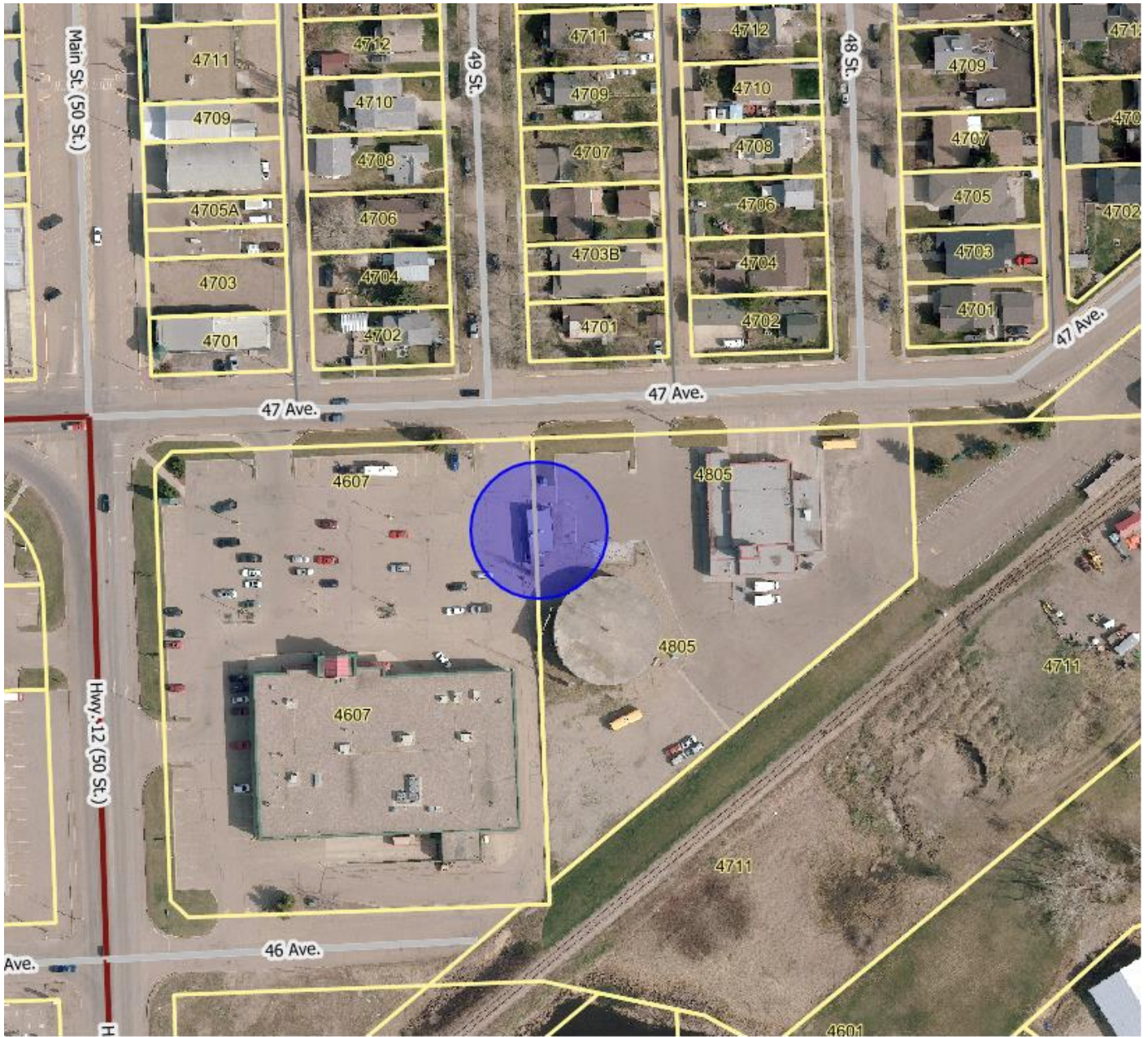
Replacing the pumphouse at the Sanitary Lagoons, with a premade lift station with dual pumps, check valves and external control panel.





- 5. Water reservoir upgrades - \$800,000
  - o \$800,000 - MSI

Project consists of supplying and installing a back up generator for the water reservoir and replacing a pump and valving.





#### 4. Pathway Development - \$150,000

The 2023 - 2027 Capital Budgets includes: \$50,000 per year for ongoing existing pathway maintenance and \$100,000 per year as a commitment towards the construction and or upgrade. As previously discussed with Council, the Trail Master Plan is a living document that is a long-term work in progress with annual priorities to be determined each year by Council.

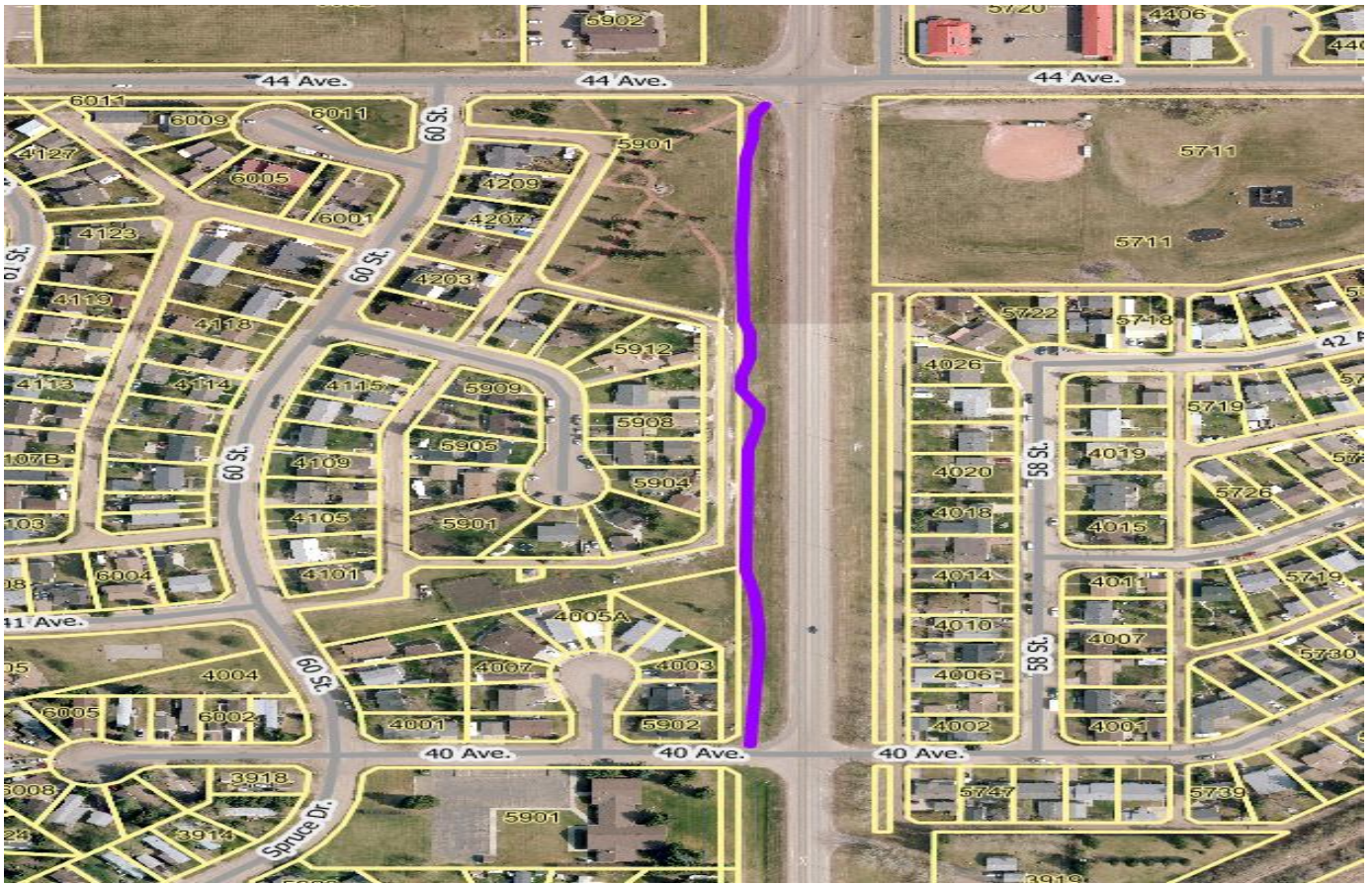
1. Pathway – Ongoing existing pathway maintenance – Total \$50,000  
2023 – \$50,000 included in 2023 Interim Operating Budget

2. Pathway – Expansion - Total \$100,000  
2023 Interim Budget – Available for Capital - tax - \$100,000

#### 2021-2022 - Pathway Program

##### Install new pathway along the west side of Highway 56 south from 44 Ave to 40 Ave

The original plan to install a pathway connection along the west side of Hwy 56 from 44 Avenue to Spruce Drive has proved to have too many barriers. The location of Telus Fibre, a high pressure gas main crossing and drainage issues requires a re-evaluation of this connection. Presentation to Committee of the Whole in April 2023 is recommended for alternative locations.





## 5. Equipment

1. Loader - \$325,000
  - o \$152,377.71 – general reserve
  - o \$138,566.28 – available for capital – tax
  - o \$34,056.01 – available for capital – utility
2. Backhoe - \$253,988
  - o \$113,202.00 – available for capital – tax
  - o \$140,786.00 – insurance

Motion 22:11:04 Moved by Councillor Barros that Town Council award the purchase of the backhoe including breaker and 5-year warranty to Rocky Mountain Equipment for a total purchase price of \$253,988, excluding GST, funded partially through insurance claim of \$140,786 with the balance of \$113,202 funded through the 2023 Capital Budget

Background:

August 2022, the Town's Case backhoe was stolen from the shop yard. Insurance values the unit at \$140,786 and has instructed us to proceed with replacement of the unit. In the 10 year capital budget, administration planned to replace this backhoe in 2023 for \$250,000.

Attachments and Warranty: At this time, administration recommends purchasing the following: Base model with attachments \$229,838 Breaker \$9,250 (this is normally priced around \$14,000) 5 year warranty \$14,900 11 Total purchase price \$253,988 Insurance claim -\$140,786 Total required expenditure \$113,202

## 6. Arts & Culture Annual Allocation - \$15,000

The 2023 Capital Budget does include \$15,000 towards Arts & Culture projects. The balance in the Culture Reserve December 31, 2023 - \$89,256

## 7. Stettler Regional Fire Department

- o Replace Fire Chief Truck - \$23,500
  - Tender in 2023 - \$94,000 total cost
    - o County - \$47,000 2023
    - o Town - \$47,000
      - \$23,500 2022 - 2022 – available for capital - tax
      - \$23,500 2023 - 2022 – available for capital - tax
- o Replace Deputy Fire Chief Truck - \$23,500
  - Tender in 2023 - \$94,000 total cost
    - o County - \$47,000 - 2023
    - o Town - \$47,000
      - \$23,500 - 2022 – available for capital - tax
      - \$23,500 - 2023 – available for capital - tax
- o 2001 Fire Engine Replacement in 2026 (\$1M) - \$100,000
  - \$100,000 – 2022 Operating budget – Available for Capital – Tax

Reserve Account Balance – December 31, 2021- \$650,298

The “second line” apparatus, a 2001 Freightliner fire engine will have to be replaced in 2026. The Fire Underwriters have an age requirement for Fire Apparatus Insurance Grading Recognition. In small communities, fire apparatus can be used as “First Line” up to 20 years, “Second Line” up to 25 years and “Reserve only” up to

29 years with the condition of completing a strict performance test every year of service beyond 20 years. Based on the tender results from the previous apparatus purchase, the estimated cost for a new fire engine in 2026 will be \$1,000,000. The 2023-2026 Capital Budgets includes a provision of \$100,000 per year to ensure adequate funding is available in 2026. – Fire Capital Reserve - December 31, 2023 - \$803,300)

- USA Bank Account – In August 2021, \$500,000 USA was transferred from our General Account to our USA Account for a total cost of \$631,950 (\$1.2639 / \$0.7912 exchange rate)

Town of Stettler							
2023 Reserves		01-Jan-23					
Capital Reserves		31-Dec-20	31-Dec-21	31-Dec-22	2023 Additions	2023 Deletions	31-Dec-23
4-16-00-00-12-760	Computer	-\$0.26	\$26,899.74	\$26,899.74		-\$18,000.00	\$8,899.74
4-16-00-00-24-760	Disaster Services	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-00-31-760	Chain Link Fence	\$9,646.00	\$9,646.00	\$9,646.00		-\$9,646.00	\$0.00
4-16-00-00-43-760	Compost Bins/Pads	\$2,880.20	\$2,880.20	\$2,880.20			\$2,880.20
4-16-00-00-56-760	Cemetery	\$2,497.40	\$2,497.40	\$2,497.40			\$2,497.40
4-16-00-00-61-760	GIS System	\$6,703.29	\$6,703.29	\$6,703.29		-\$6,703.29	\$0.00
4-16-00-01-23-760	Fire Capital	\$670,598.99	\$770,598.99	\$870,598.99	\$100,000.00	-\$167,300.00	\$803,298.99
4-16-00-03-74-760	Senior Centre	\$19,250.00	\$19,250.00	\$19,250.00		-\$4,000.00	\$15,250.00
4-16-00-01-31-760	Common Service - Equipment	\$73,188.73	\$52,172.73	\$52,172.73		-\$50,000.00	\$2,172.73
4-16-00-02-32-760	Streets Improvement	\$10,200.00	\$10,200.00	\$10,200.00			\$10,200.00
4-16-00-01-33-760	Airport Capital	\$14,527.72	\$14,527.72	\$14,527.72		-\$14,000.00	\$527.72
4-16-00-01-37-760	Drainage	\$54,581.72	\$54,581.72	\$54,581.72			\$54,581.72
4-16-00-01-74-760	Community Hall	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-01-77-760	Campground Expansion	\$20,986.21	\$20,986.21	\$20,986.21			\$20,986.21
4-16-00-02-77-760	ML Sport Park	\$16,418.68	\$16,418.68	\$16,418.68			\$16,418.68
4-16-00-03-32-760	Cemetery Road	\$148,342.90	\$148,342.90	\$148,342.90			\$148,342.90
4-16-00-03-73-760	Recreation Agreement	\$533,800.00	\$800,700.00	\$1,067,600.00	\$266,900.00	-\$444,000.00	\$890,500.00
4-16-00-02-41-760	WTP (membranes replacement)	\$22,545.21	\$205,545.21	\$255,545.21	\$50,000.00	-\$155,545.21	\$150,000.00
4-16-00-03-41-760	Water Dispensing System	\$3,220.28	\$3,220.28	\$3,220.28			\$3,220.28
4-16-00-01-42-760	Sewer capital	\$13,900.00	\$13,900.00	\$13,900.00			\$13,900.00
4-16-00-05-77-760	Downtown Park	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-04-77-760	Fishing Pier	\$8,780.00	\$8,780.00	\$8,780.00			\$8,780.00
4-16-00-07-41-760	East Industrial Loop Water	\$3,893.82	\$3,893.82	\$3,893.82			\$3,893.82
<b>Total Capital Reserves</b>		<b>\$1,635,960.89</b>	<b>\$2,191,744.89</b>	<b>\$2,608,644.89</b>	<b>\$416,900.00</b>	<b>-\$869,194.50</b>	<b>\$2,156,350.39</b>
Operating Reserves		31-Dec-20	31-Dec-21	31-Dec-21	2022 Additions	2022 Deletions	31-Dec-22
4-15-00-00-21-700	RCMP Criminal Records Fee	\$70,938.20	\$62,263.70	\$62,263.70			\$62,263.70
4-15-00-00-23-700	Rescue Unit	\$180,856.90	\$213,628.68	\$213,628.68			\$213,628.68
4-15-00-00-31-700	Land Farmed Site	\$7,650.00	\$7,650.00	\$7,650.00			\$7,650.00
4-15-00-00-32-700	Walking Path	\$35,817.14	\$35,817.14	\$35,817.14		-\$35,817.14	\$0.00
4-15-00-00-43-700	Landfill Site Maintenance	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-00-42-700	Sewer General	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-00-56-700	Perpetual Care Fund	\$55,144.08	\$66,294.08	\$66,294.08			\$66,294.08
4-15-00-00-61-700	West Stettler Planning	\$3,746.93	\$3,746.93	\$3,746.93			\$3,746.93
4-15-00-00-64-700	BOT - Community Events	\$47,609.24	\$47,609.24	\$47,609.24			\$47,609.24
4-15-00-06-64-700	BOT Events	\$3,477.98	\$3,477.98	\$3,477.98			\$3,477.98
4-15-00-00-69-700	Building Maintenance	\$37,400.00	\$39,600.00	\$39,600.00			\$39,600.00
4-15-00-00-73-700	SRC - Building Maintenance	\$9,210.47	\$9,210.47	\$9,210.47			\$9,210.47
4-15-00-00-74-700	Culture	\$128,203.17	\$126,753.17	\$129,256.17	\$15,000.00	-\$55,000.00	\$89,256.17
4-15-00-00-97-700	General	\$2,147,258.24	\$2,441,808.40	\$2,366,757.64		-\$738,597.71	\$1,628,159.93
4-16-00-01-12-760	Office Building Software	\$2,825.15	\$2,825.15	\$2,825.15			\$2,825.15
4-15-00-01-21-700	RCMP Contract	\$325,230.38	\$399,631.67	\$399,631.67			\$399,631.67
4-15-00-01-23-700	Fire - Telus Tower	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-31-700	Salt Shed	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-32-700	Street Light Replacement	\$97,899.84	\$97,899.84	\$97,899.84			\$97,899.84
4-15-00-01-64-700	Beautification	\$13,138.98	\$13,138.98	\$13,138.98			\$13,138.98
4-15-00-01-41-700	Coat Exterior Reservoir	\$40,000.00	\$40,000.00	\$587.00			\$587.00
4-15-00-01-42-700	Sewer Offsite	\$286,918.90	\$286,918.90	\$286,918.90			\$286,918.90
4-15-00-01-61-700	SE Industrial Plan	\$50,000.00	\$50,000.00	\$50,000.00			\$50,000.00
4-15-00-01-66-700	Land Development	\$1,071,554.77	\$1,071,554.77	\$1,071,554.77		-\$200,000.00	\$871,554.77

4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-01-77-700	Tree maintenance	\$5,950.00	\$5,950.00	\$5,950.00			\$5,950.00
4-15-00-01-69-700	Health Unit	\$12,500.00	\$12,500.00	\$12,500.00			\$12,500.00
4-15-00-01-74-700	Seniors HUB	\$4,589.59	\$10,119.46	\$10,119.46			\$10,119.46
4-15-00-02-23-700	Regional Squad Unit	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-32-700	Gravel	\$35,300.00	\$35,300.00	\$35,300.00			\$35,300.00
4-15-00-02-61-700	Cold lake Survey	\$13,250.00	\$13,250.00	\$13,250.00			\$13,250.00
4-15-00-02-64-700	BOT - Physician Recruitment	\$5,491.00	\$5,491.00	\$5,491.00			\$5,491.00
4-15-00-02-73-700	SRC Projector System	\$2,712.06	\$2,712.06	\$2,712.06			\$2,712.06
4-15-00-02-77-700	Community Orchard	\$10,142.03	\$10,921.76	\$10,921.76			\$10,921.76
4-15-00-03-12-700	ARB	\$6,000.00	\$6,000.00	\$6,000.00			\$6,000.00
4-15-00-03-41-700	WTS Operations	\$129.09	\$129.09	\$129.09			\$129.09
4-15-00-03-61-700	Planning	\$50,223.88	\$22,936.70	\$22,936.70			\$22,936.70
4-15-00-05-64-700	Marketing Plan	\$20,000.00	\$0.00	\$0.00			\$0.00
4-15-00-03-64-700	Parade Float	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-04-64-700	Trade Show	\$95,007.05	\$95,007.05	\$95,007.05			\$95,007.05
4-15-00-04-77-700	In memorium	\$23,361.14	\$23,361.14	\$23,361.14			\$23,361.14
4-15-00-03-77-700	Memorial Park	\$4,864.44	\$4,864.44	\$4,864.44			\$4,864.44
4-15-00-04-32-700	Slurry Seal	\$3,942.42	\$3,942.42	\$3,942.42			\$3,942.42
4-15-00-05-41-700	Well Building	\$50,000.00	\$50,000.00	\$50,000.00			\$50,000.00
4-15-00-07-64-700	Economic Development Incentive		\$10,000.00	\$10,000.00			\$10,000.00
	Admin Sucession Planning	\$0.00	\$300,000.00	\$300,000.00			\$300,000.00
	PY - Vacation Accrual	\$0.00	\$163,058.00	\$163,058.00			\$163,058.00
	COVID Municipal Operating Support transfer (MOST)	\$607,693.00	\$198,718.75	\$0.00			\$0.00
4-15-00-06-41-700	Water Plant - Desludging	\$140,000.00	\$210,000.00	\$280,000.00	\$70,000.00		\$350,000.00
4-15-00-07-41-700	Water Plant - Small Equip Non	\$50,000.00	\$46,374.88	\$50,000.00	\$75,000.00		\$125,000.00
	<b>Total Operating Reserves</b>	<b>\$5,762,036.07</b>	<b>\$6,256,465.85</b>	<b>\$6,019,411.46</b>	<b>\$160,000.00</b>	<b>-\$1,029,414.85</b>	\$5,149,996.61
4-15-00-00-98-700	Utilities - Other	\$434,447.65	\$570,198.91	\$495,408.41	\$334,302.00	-\$803,959.17	\$25,751.24
4-15-00-00-96-700	Utilities - Water	\$499,292.44	\$380,696.29	\$320,310.30	\$38,916.00	-\$314,454.79	\$44,771.51
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$215,346.04	\$355,417.67	\$518,252.99	\$284,620.00	-\$802,872.99	\$0.00
	<b>Total Interim Budget - Available for Capital (rates /tax)</b>	<b>\$1,149,086.13</b>	<b>\$1,306,312.87</b>	<b>\$1,333,971.70</b>	<b>\$657,838.00</b>	<b>-\$1,921,286.95</b>	\$70,522.75
	<b>Total Operating Reserves</b>	<b>\$6,911,122.20</b>	<b>\$7,562,778.72</b>	<b>\$7,353,383.16</b>	<b>\$817,838.00</b>	<b>-\$2,950,701.80</b>	\$5,220,519.36
	<b>Total Capital &amp; Operating Reserves</b>	<b>\$8,547,083.09</b>	<b>\$9,754,523.61</b>	<b>\$9,962,028.05</b>	<b>\$1,234,738.00</b>	<b>-\$3,819,896.30</b>	\$7,376,869.75
							\$7,376,869.75

Town of Stettler  
2023 Capital Budget Summary

01-Jan-23

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2023 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses January 1, 2023	Utility (Water) Avail for Capital 2023 Interim Operating Budget (Rates) \$38,916	Utility (other) Avail for Capital 2023 Interim Operating Budget (Rates) \$334,302	Available for Capital 2023 Interim Operating Budget (taxes) \$284,620	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2023 Operating Budget	Debtenture / Local Improvement	Grants - MSI \$649,945	Grants - Canada Building Community Fund (FGT) \$356,679	Grants - BMTG Cancelled in 2022 - \$0.00	Other	Total
<b>Operating Capital Projects included in 2023 Interim Operating Budget - 1-32-99-91-00-920 / 2-32-99-91-00-764 - Transfer to/from operating reserve</b>																	
Op-tran	2-32-09-00-03-244	Pathway rehab (2017 council direction)	\$50,000.00	\$50,000							\$50,000.00						\$50,000.00
Op-tran	2-32-09-00-00-244	Sidewalk replacement program (yearly)	\$75,000.00	\$75,000							\$75,000.00						\$75,000.00
<b>2023 Capital Budget - Operational Projects (non TCA)</b>																	
Strategic Plan		Main Street Banner Signs - budget \$48,000 - Town Strategic Priority - Communications / Branding - Table for marketing strategy	\$0.00	\$0													\$0.00
Strategic Plan		Entrance Signs Upgrades	\$62,000.00	\$62,000				\$62,000.00									\$62,000.00
Strategic Plan		Internal Meeting Room	\$13,000.00	\$13,000				\$13,000.00									\$13,000.00
ADM - GIS		Office Plotter	\$20,000.00	\$20,000				\$13,296.71		\$6,703.29		GIS System					\$20,000.00
ADM - Comp		Server Upgrade	\$18,000.00	\$18,000						\$18,000.00		Computer					\$18,000.00
FIRE	2-23-02-00-02-561	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000			\$100,000.00										\$100,000.00
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000.00	\$55,000				\$55,000.00									\$55,000.00
Op-fire	2-32-99-92-00-762	Pathway Program	\$100,000.00	\$100,000			\$64,182.86			\$35,817.14		Walking Pathway					\$100,000.00
Op-tran	2-32-21-00-03-536	Pavement patching	\$150,000.00	\$150,000			\$150,000.00										\$150,000.00
Airport		Airport GPS recertification	\$14,000.00	\$14,000						\$14,000.00		Airport Capital					\$14,000.00
WTP		PCL (programmable logic controller)	\$300,000.00	\$300,000			\$144,454.79			\$155,545.21		WTP reserve					\$300,000.00
WTP		Auto transfer switch	\$40,000.00	\$40,000			\$40,000.00										\$40,000.00
WTP		Chlorine tonner switch	\$80,000.00	\$80,000			\$80,000.00										\$80,000.00
WTP		Make up air unit	\$50,000.00	\$50,000			\$50,000.00										\$50,000.00
Sewer		Receiving water body quality assessment	\$50,000.00	\$50,000			\$50,000.00										\$50,000.00
SRC		Arena - Brine filtering system and fluid cooler line piping	\$32,000.00	\$32,000						\$32,000.00		County Partnership					\$32,000.00
SRC		Pool - Blind replacement (electrical) and whirlpool manual	\$15,000.00	\$15,000						\$15,000.00		County Partnership					\$15,000.00
Op-culture	2-74-99-91-00-764	Culture reserve account	\$15,000.00	\$15,000			\$15,000.00										\$15,000.00
<b>2023 Capital Budget - Operational Projects (non TCA)</b>			\$1,239,000.00	\$1,239,000.00			\$314,454.79	\$379,182.86	\$143,296.71	\$0.00	\$277,065.64	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2023 Capital Budget - Capital Projects (TCA)</b>																	
ADM	6-12-03-00-30-630	Computer replacement program (SRC)	\$14,000.00	\$14,000			\$14,000.00										\$14,000.00
FIRE	2-23-02-00-02-561	Replace Deputy Fire Chief Truck (2023 - \$94,000) - Reserve in 2022 - County Invoice 2023	\$94,000.00	\$94,000				\$23,500.00		\$23,500.00		Fire Reserve			\$47,000.00	County	\$94,000.00
FIRE	2-23-02-00-02-561	Replace Fire Chief Truck (2023 - \$94,000) - Reserve 2022 - County Invoice 2023	\$94,000.00	\$94,000				\$23,500.00		\$23,500.00		Fire Reserve			\$47,000.00	County	\$94,000.00
Roads		Spruce Drive mill and overlay (Hwy56 - 61 St)	\$600,000.00	\$0													\$0.00
Roads		48th Ave cost share on Paving (Wellings)	\$200,000.00	\$200,000						\$200,000.00		Land Development					\$200,000.00
Roads		50th Street overlay (48-49ave)	\$185,000.00	\$185,000			\$113,270.30						\$71,729.70				\$185,000.00
Airport	6-33-00-00-10-610	Airport runway - secure STIP funding - \$1,976,000 - \$1,482,000 STIP - Town - \$247,000 / County \$247,000	\$1,976,000.00	\$1,976,000					\$247,000.00						\$1,729,000.00	STIP Grant \$1,482,000 / County = \$247,000	\$1,976,000.00
Water		Water main cast iron replacement on 50ave between 45-46 and 43-44 street	\$525,000.00	\$525,000									\$173,620.85	\$351,379.15			\$525,000.00
Water	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 - 2023 - Funding (\$136,620.21 = \$149,490-\$12,869.79) used to fund Reservoir in 2023 - Melissa - Dec 22, 2022	\$800,000.00	\$800,000													\$800,000.00

PW		Loader	\$325,000.00	\$325,000			\$34,056.01	\$138,566.28	\$152,377.71									\$325,000.00				
PW		Backhoe	\$253,988.00	\$253,988				\$113,202.00									\$140,786.00	Insurance	\$253,988.00			
PW		2 - 1/2T Trucks	\$120,000.00	\$120,000			\$70,000.00		\$50,000.00										\$120,000.00			
PW		Skid Steer	\$55,000.00	\$55,000			\$55,000.00												\$55,000.00			
PW		Sander - truck mount	\$15,000.00	\$15,000			\$15,000.00												\$15,000.00			
PW		Christmas decorations	\$20,000.00	\$20,000						\$20,000.00	Culture (\$129,256)								\$20,000.00			
Sewer	6-42-00-00-12-610 (CAP13557)	Lift station Upgrades - from 2022 carry forwards	\$600,000.00	\$600,000									\$300,000.00	\$300,000.00					\$600,000.00			
SRC		Arena - Rink board replacements for both sides including player, penalty and bench areas	\$386,000.00	\$386,000						\$386,000.00	County Partnership								\$386,000.00			
SRC		Fitness - Treadmill	\$11,000.00	\$11,000						\$11,000.00	County Partnership								\$11,000.00			
SRC		Concession - 2 convection ovens and electrical upgrades	\$17,000.00	\$17,000			\$17,000.00												\$17,000.00			
Parks		Top dressing spreader	\$10,800.00	\$10,800			\$10,800.00												\$10,800.00			
Parks		Spray Park - Discharge Pump and electrical	\$12,000.00	\$12,000			\$12,000.00												\$12,000.00			
Parks		Bobcat attachment - broom & auger bits	\$12,000.00	\$12,000			\$12,000.00												\$12,000.00			
Parks		Campground - Furnace & hot water tank	\$11,500.00	\$11,500			\$11,500.00												\$11,500.00			
Hall		Hot water tank replacement	\$10,000.00	\$10,000						\$10,000.00	culture								\$10,000.00			
																			\$0.00			
<b>2023 Capital Budget - Capital Projects (TCA)</b>			<b>\$6,347,288.00</b>	<b>\$5,747,288.00</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$364,626.31</b>	<b>\$298,768.28</b>	<b>\$449,377.71</b>	<b>\$674,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,345,350.55</b>	<b>\$651,379.15</b>	<b>\$0.00</b>	<b>\$1,963,786.00</b>	<b>\$0.00</b>	<b>\$5,747,288.00</b>	
<b>2023 Total Capital Budget</b>			<b>\$7,586,288.00</b>	<b>\$6,986,288.00</b>			<b>\$0.00</b>	<b>\$314,454.79</b>	<b>\$743,809.17</b>	<b>\$442,064.99</b>	<b>\$449,377.71</b>	<b>\$951,065.64</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$1,345,350.55</b>	<b>\$651,379.15</b>	<b>\$0.00</b>	<b>\$1,963,786.00</b>	<b>\$0.00</b>	<b>\$6,986,288.00</b>	
		<b>Council Motion -</b>	<b>\$0.00</b>	<b>0.00%</b>				\$657,838.00	\$1,500,328.95							-\$695,405.55	-\$294,700.15	\$0.00			\$6,986,288.00	
		<b>2023 Capital Additions</b>	<b>\$0.00</b>							-\$842,490.95												<b>\$0</b>
		<b>Total 2023 Capital Budget</b>	<b>\$0.00</b>																			
		<b>Difference (Actual vs Council Budget)</b>	<b>\$7,586,288</b>																			

		2022 Carry Forward																
		Brought forward from 2022 Budget Carry Forward	2022 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount	Actual - Project Expenses January 1, 2023	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	Grants - Canada Building Community Fund (FGT)	Grants - BMTG Cancelled in 2022	Other	Total	
<b>2022 Carry Forward - Operational Projects (non TCA)</b>																		
ADM	2-12-04-00-05-252	\$25,000.00	\$25,000							\$25,000.00							\$25,000.00	
HUB	2-73-11-02-03-239	\$4,000.00	\$4,000							\$4,000.00							\$4,000.00	
SRC	2-73-11-02-04-239	\$44,010.00	\$44,010						\$44,010.00								\$44,010.00	
Pool	2-73-13-03-03-252	\$15,000.00	\$15,000						\$15,000.00								\$15,000.00	
Park	2-77-82-00-01-519	\$9,646.00	\$9,646							\$9,646.00							\$9,646.00	
Plan	2-61-02-00-06-239	\$145,350.94	\$145,350.94													\$145,350.94	\$200,000 Grant (County) \$145,350.94	
parks	2-77-05-00-02-239	\$50,000.00	\$50,000.00					\$50,000.00									\$50,000.00	
<b>2022 Carry Forward - Operational Projects (non TCA)</b>		\$293,006.94	\$293,006.94		\$0.00	\$0.00	\$0.00	\$50,000.00	\$59,010.00	\$38,646.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,350.94	\$0.00	\$293,006.94
<b>2022 Carry Forward - Capital Projects (TCA)</b>																		
FIRE	6-23-00-10-00-610	\$15,000.00	\$15,000					\$7,500.00								\$7,500.00	County \$15,000.00	
FIRE	6-23-00-00-30-630	\$180,450.00	\$180,450				\$60,150.00			\$120,300.00							\$180,450.00	
OP	6-32-21-10-15-610	\$7,500.00	\$7,500						\$7,500.00								\$7,500.00	
Equip	6-31-11-00-50-650	\$120,000.00	\$120,000					\$70,000.00		\$50,000.00							\$120,000.00	
Equip	6-31-11-00-33-630	\$639,900.00	\$639,900					\$39,900.00					\$600,000.00				\$639,900.00	
Equip	6-31-11-30-15-630	\$178,408.00	\$178,408					\$178,408.00									\$178,408.00	
SRC	6-77-81-10-00-610	\$104,210.00	\$104,210						\$104,210.00								\$104,210.00	
Park	6-77-02-30-01-630	\$96,000.00	\$96,000						\$96,000.00								\$96,000.00	
2020 MSP	6-32-21-10-23-610	\$7,500.00	\$7,500						\$7,500.00								\$7,500.00	

Op	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services) - Carry Forward \$40,000 - Melissa - January 7, 2022 - <b>2023 carry forward - \$7,500 for final engineering - Meliisa - Dec 22, 2022</b>	\$7,500.00	\$7,500					\$7,500.00									\$7,500.00			
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 - <b>2023 carry forward - \$7,500 for final engineering - Meliisa - Dec 22, 2022</b>	\$7,500.00	\$7,500					\$7,500.00									\$7,500.00			
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 - <b>2023 carry forward \$15,000 for signs and planters</b>	\$15,000.00	\$15,000.00				\$15,000.00										\$15,000.00			
																		\$0.00			
<b>2022 Carry Forward - Capital Projects (TCA)</b>			<b>\$1,378,968.00</b>	<b>\$1,378,968.00</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60,150.00</b>	<b>\$310,808.00</b>	<b>\$230,210.00</b>	<b>\$170,300.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$1,378,968.00</b>
<b>2023 Total Carry Forwards</b>			\$1,671,974.94	\$1,671,974.94			\$0.00	\$0.00	\$60,150.00	\$360,808.00	\$289,220.00	\$208,946.00		\$0.00	\$0.00	\$0.00	\$600,000.00	\$0.00	\$152,850.94	\$0.00	\$1,671,974.94
<b>2023 Total Capital Budget (including Carry Forwards)</b>			\$9,258,262.94	\$8,658,262.94			0.00%	\$314,454.79	\$803,959.17	\$802,872.99	\$738,597.71	\$1,160,011.64		\$125,000.00	\$0.00	\$1,345,350.55	\$1,251,379.15	\$0.00	\$2,116,636.94		0.00
<b>2023 Total Capital Budget Difference From Budget to Actual</b>				\$600,000.00						\$1,921,286.95		\$1,898,609.35		Total Grants Available		\$1,345,350.55	\$1,251,379.15	\$0.00			
										Total Reserves		\$3,819,896.30		Balance - December 31, 2021		\$0.00	\$0.00	\$0.00			



Good evening Gord,

I have had a shift in my life and will not be able to continue my service on the library board moving forward.

Please consider this my notice of resignation.

I have really enjoyed my time on the library board. It is such a great, effective team that supports all the great work of Rhonda in all library matters.

Thank you for the opportunity to serve,  
Corianne

**TOWN OF STETTLER  
TAXES RECEIVABLE  
AS OF DECEMBER 31, 2022**

STATUS OF PROPERTY	2022 # OF PROPERTIES	2023 # OF PROPERTIES	CURRENT TAXES	ARREARS TAXES	TOTAL TAXES
Property under agreement	7	6	38,751.11	45,286.91	84,038.02
Property to be offered for sale in 2018	1	1	2,593.32	13,072.05	15,665.37
Property to be offered for sale in 2020	0	0	0.00	0.00	0.00
Property to be offered for sale in 2022	0	0	0.00	0.00	0.00
Property to be offered for sale in 2023	7	5	16,512.08	26,467.97	42,980.05
Installment Plan Property	12	31	26,619.60	0.00	26,619.60
All Other Property	<u>132</u>	<u>107</u>	<u>157,678.65</u>	<u>54,638.79</u>	<u>212,317.44</u>
Sub-total Property Taxes	159	150	242,154.76	139,465.72	381,620.48
Business Taxes	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL TAXES RECEIVABLE 2022</b>		<b>150</b>	<b>\$242,154.76</b>	<b>\$139,465.72</b>	<b>\$381,620.48</b>
TOTAL TAXES RECEIVABLE 2021	159		\$186,598.92	\$69,456.07	\$256,054.99

**PERCENTAGE OF CURRENT PROPERTY TAXES OUTSTANDING  
AS OF DECEMBER 31, 2022**

	<u>2021</u>	<u>2022</u>	
Current Taxes Outstanding	\$ 186,598.92	242,154.76	
Less Tax Payment Plan	<u>6,120.86</u>	<u>26,619.60</u>	
Net Current Taxes Outstanding	\$ 180,478.06	\$ 215,535.16	
Property Tax Levy	\$ 8,814,032.09	\$ 8,916,327.33	*includes Business Tax Levy \$6,400

**% of Current Taxes Receivable**

<b>2022</b>	<b>2.42%</b>	Dec 31
2021	2.05%	Dec 31
2020	2.26%	Dec 31

Penalty Schedule

3% Penalty on Current Balance after 4:30 p.m. June 30, 2022

9% Penalty on Current Balance after 4:30 p.m. July 29, 2022

12% Penalty on Total Balance after 4:30 p.m. December 30, 2022

**TOWN OF STETTLER**  
**BANK RECONCILIATION for Vision Credit Union**  
**AS OF October 31, 2022**

Net Balance at End of Previous Month	\$	10,311,391.55
ADD: General Receipts (summarized below)		1,450,356.63
Interest Earned (Prime 4.80% less 1.60% = 3.20%)		33,960.52
Investments Matured		-
SUBTOTAL		11,795,708.70
LESS: General Disbursements		1,442,951.44
Payroll		298,968.74
Investments		-
Debenture Payments		-
Returned Cheques		475.19
Bank Charges		82.00
SUBTOTAL		1,742,477.37
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>10,053,231.33</b>
Balance at End of Month - Bank		10,119,244.94
ADD: Outstanding Deposits		63,691.13
LESS: Outstanding Cheques		129,704.74
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>10,053,231.33</b>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>10,053,231.33</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 6th DAY OF December, 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	269,433
4	Utility	AR	266,465
5	Brownlee	Lagoon Settlement	663,586
6	Rec Center	Summer Ice	24,120
7	AE Kennedy	Rent	17,186
8	Atco Electric	Franchise Fee	75,204
9	Apex	Franchise Fee	62,671
10	Other		71,692
11		Total	1,450,357

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

Net Balance at End of Previous Month	\$	10,053,231.33
ADD: General Receipts (summarized below)		3,384,089.72
Interest Earned (Prime 4.80% less 1.60% = 3.20%)		41,884.21
Investments Matured		-
SUBTOTAL		13,479,205.26
LESS: General Disbursements		728,507.94
Payroll		288,815.02
Investments		-
Debenture Payments		-
Returned Cheques		2,007.24
Bank Charges		75.00
SUBTOTAL		1,019,405.20
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>12,459,800.06</b>
Balance at End of Month - Bank		12,479,766.07
ADD: Outstanding Deposits		139,174.37
LESS: Outstanding Cheques		159,140.38
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>12,459,800.06</b>
<b>INVESTMENTS:</b>		
US Bank Account		500,000.00
SUBTOTAL		500,000.00
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>12,959,800.06</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 20th DAY OF December, 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	274,927
4	Utility	AR	249,994
5	TD Bank	Transfer from TD Gen	2,500,000
6	Library	Salary Reversal	37,694
7	BOT	Salary Reversal	17,666
8	AE Kennedy	Rent	17,186
9	Hwy 12/21	Water	27,874
10	Shirley McLellan	Water	64,061
11	Atco Electric	Franchise Fee	66,081
12	Apex	Franchise Fee	57,894
13	Other		70,713
14		Total	3,384,090

**TOWN OF STETTLER**  
**CU BANK RECONCILIATION for Vision Credit Union**  
**AS OF December 31, 2022**

Net Balance at End of Previous Month	\$	12,459,800.06
ADD: General Receipts (summarized below)		1,464,886.68
Interest Earned (Prime 6.45% less 1.60% = 4.85%)		49,126.49
Investments Matured		-
SUBTOTAL		13,973,813.23
LESS: General Disbursements		2,045,908.07
Payroll		439,233.78
Investments		-
Debenture Payments		125,288.03
Returned Cheques		1,586.98
Bank Charges		396.97
SUBTOTAL		2,612,413.83
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>11,361,399.40</b>
Balance at End of Month - Bank		11,437,197.64
ADD: Outstanding Deposits		74,002.42
LESS: Outstanding Cheques		149,800.66
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>11,361,399.40</b>
<b>INVESTMENTS:</b>		
US Bank Account		500,000.00
US Bank Interest		178.10
SUBTOTAL		500,178.10
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>11,861,577.50</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 17th DAY OF January, 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	275,750
4	Utility	AR	277,840
5	SRC	Ice Rental	46,940
6	Library	Salary Reversal	23,801
7	BOT	Salary Reversal	17,784
8	County of Stettler	Intermun Dev Plan	15,683
9	County of Stettler	Rec Ctr Agreement	447,026
10	County of Stettler	Fire Agreement	34,845
11	AE Kennedy	Rent	17,186
12	Hwy 12/21	Water	25,971
13	Shirley McLellan	Water	56,878
14	Atco Electric	Franchise Fee	73,583
15	Apex	Franchise Fee	102,206
16	Other		49,394
17		Total	1,464,887

**TOWN OF STETTLER  
BANK RECONCILIATION  
AS OF October 31, 2022**

Net Balance at End of Previous Month	\$	2,776,260.54
ADD: General Receipts (summarized below)		405,284.18
Interest Earned (Prime 4.70% less 1.90% = 2.80%)		7,492.89
Investments Matured		-
SUBTOTAL		3,189,037.61
LESS: General Disbursements		145,139.86
Payroll		-
Investments		-
Debenture Payments		-
Returned Cheques		-
Bank Charges		805.72
SUBTOTAL		145,945.58
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>3,043,092.03</b>
Balance at End of Month - Bank		3,036,307.60
ADD: Outstanding Deposits		20,346.45
LESS: Outstanding Cheques		13,562.02
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>3,043,092.03</b>
<b>INVESTMENTS:</b>		
US Bank Account		500,000.00
SUBTOTAL		500,000.00
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>3,543,092.03</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 6th DAY OF December 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	13,506
4	Utility	AR	74,850
5	Shirley McLellan	Water	141,201
6	Hwy12/21	Water	29,712
7	BOT	Salary Reversal	30,196
8	Library	Salary Reversal	26,011
9	Other		89,808
10		Total	405,284

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

Net Balance at End of Previous Month	\$	3,043,092.03
ADD: General Receipts (summarized below)		103,674.50
Interest Earned (Prime 4.8% less 1.90% = 2.90%)		9,175.45
Investments Matured		-
SUBTOTAL		3,155,941.98
LESS: General Disbursements		2,597,215.11
Payroll		-
Investments		-
Debenture Payments		-
Returned Cheques		-
Bank Charges		948.17
SUBTOTAL		2,598,163.28
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>557,778.70</b>
Balance at End of Month - Bank		569,238.32
ADD: Outstanding Deposits		2,102.40
LESS: Outstanding Cheques		13,562.02
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>557,778.70</b>
<b>INVESTMENTS:</b>		
US Bank Account		-
SUBTOTAL		-
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>557,778.70</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 20th DAY OF December 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
<b>2</b>	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	10,855
4	Utility	AR	2,986
5	County of Stettler	Fire Agreement	88,238
6	Other		1,596
7		Total	103,675

**TOWN OF STETTLER  
TD BANK RECONCILIATION  
AS OF December 31, 2022**

Net Balance at End of Previous Month	\$	557,778.70
ADD: General Receipts (summarized below)		418,052.06
Interest Earned (Prime 6.45% less 1.90% = 4.55%)		4,313.63
Investments Matured		-
SUBTOTAL		980,144.39
LESS: General Disbursements		112,034.59
Payroll		-
Investments		-
Debenture Payments		-
Returned Cheques		-
Bank Charges		269.16
SUBTOTAL		112,303.75
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>867,840.64</b>
Balance at End of Month - Bank		879,209.35
ADD: Outstanding Deposits		186.02
LESS: Outstanding Cheques		11,554.73
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>867,840.64</b>
<b>INVESTMENTS:</b>		
US Bank Account		-
SUBTOTAL		-
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>867,840.64</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 17th DAY OF January 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
<b>2</b>	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	15,005
4	Utility	AR	8,856
5	Gov't of AB	RCMP Grant	347,715
6	Other		46,476
7		Total	418,052



**TO:** Town of Stettler Council

**DATE:** 2023 01 17

**FROM:** Greg Switenky  
CAO

## **CHIEF ADMINISTRATIVE OFFICER'S REPORT – DECEMBER 2022**

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

1. Meetings: Town Council, Stettler Waste Management Authority, and daily office staff information sharing sessions.
2. 2023-2025 Interim Operating Budget Presentation as supportively coordinated with senior departmental input and compiled by the Assistant CAO.
3. Organizational Year-In-Review as supportively coordinated with departmental input and compiled by the Communications Officer.
4. Employee Service (Policy) Awards, staff appreciation, recognition & retention event held on December 22<sup>nd</sup> as coordinated by Senior Departmental Administration.
5. Valued vacation time away.
6. Ongoing liaison and information sharing with County Administration; working on community development and strengthening collaborative working relationships.
7. Ongoing organizational succession planning considerations.
8. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/Ratepayer concerns.

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

1. Meetings attended included: Council, Staff, Department Head, Staff Long Service /Appreciation afternoon, Regional Water 2023 Rates
2. Projects worked on included:
  - 2023 Capital Budget
  - 2023 Interim Budget
  - 2023 Regional Water - Rates
  - 2022 Operating Budget (Revenue / Expense summary) – November 30, 2022
  - 2022 Capital Budget summary – November 30, 2022
  - 2022 Reserves – November 30, 2022
  - 2022 Federal / Provincial Grants update – November 30, 2022
  - 2022 Regional Water Summary – November 30, 2022
  - Christmas
  - Sick Time

## **DIRECTOR OF OPERATIONS – MELISSA ROBBINS**

Meetings attended: Department Head, Regional Water Meeting, Capital Budget review, Al-Terra – Midtown development

Projects:

- Staffing changes
- Staff Milestone Recognition luncheon
- Airport Runway Rehab – CAP grant application
- Wellings Development – AB Environment additional information request
- Capital Budget 2023-2033
- Neptune 360 upgrade training
- Off from Dec. 23- Jan. 2

## **TRANSPORTATION – SARAH MCCRINDLE**

- Graders out for snow removal
- Sidewalk snow removal
- Sanding of streets
- Parking lot snow removal
- Cemetery snow removal
- Back alley snow removal
- Dig graves and fill graves
- Haul snow from parking lots
- Widen pathways for sidewalk machine
- Sand the road at the water treatment plant
- Push back windrows along main roads
- Fix the decorations at the museum after a wind storm
- Flood rinks
- Help the mechanic with some oil changes
- Haul snow from the uptown area
- Hydrovac fink post for the gas company so it can be fixed and moved out of the way of pathway snow removal
- Clean out the sump in the main shop
- Dig and fill cremations
- Fix signs that were hit

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

### **Meetings**

- After Council
- Informal staff meetings

### **Projects**

- Outdoor rink and Oval maintenance

- Christmas decoration cleanup
- Snow removal
- S.R.C. capital budget
- Table top exercise

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

1. Building Permit Activity to Date

	<b>2021 Permits to December 31, 2021</b>	<b>2022 Permits to December 31, 2022</b>
<b>Institutional</b>	\$2,868,560.00	\$479,000.00
<b>Industrial</b>	\$105,000.00	\$1,135,000.00
<b>Commercial</b>	\$470,450.00	\$963,139.00
<b>Residential</b>	\$3,745,838.00	\$2,896,495.00
<b>Total</b>	<b>\$7,189,548.00</b>	<b>\$5,473,634.00</b>

2. Projects:

- Land Sale(s)
- Floodway Review
- IDP & SE ASP – on hold
- Mid Town Estates Development
- Wellings Development
- Kneeland Development
- Land Use Bylaw Amendment
- Economic Development Committee Initiative
- Corporate Identity Initiatives
- North West ASP
- Internal Meeting Room
- Operating and Capital Budget
- IT/GIS Work Planning
- Staff Appraisals
- CAO and Administrative Matters
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- JHSC Meeting
- MPC Meetings
- Internal Meeting Room
- Corporate Identity
- IT/GIS Team
- Compliance Property Meetings

- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Council and Committee Meetings
- Staff and Department Head

### **WATER – GRANT MCQUAY**

- 1) Rounds, readings, locates and meters.
- 2) Dig site repair.
- 3) Weekly cleaning of WTS sanitary tank's and CL17 analyzer bottles changed out.
- 4) Curbstop repairs
- 5) Weekly water distribution sampling for bacti and chlorine residuals.
- 6) Weekly testing for lift station emergency system.
- 7) Sewer backups
- 8) Outdoor Rinks.
- 9) Service leak repairs
- 10) Cleaned out Screen in manhole #2.
- 11) Weekly Wastewater sampling.
- 12) Weekly Wastewater treatment.
- 13) Snow removal
- 14) Carding and Water Meter changes.
- 15) Reservoir Maintenance
- 16) Hydrovac Maintenance

### **REGIONAL FIRE CHIEF – MARK DENNIS**

1. Training
  - Vehicle extrication safety - Personal safety, Initial approach, Scene safety, Equipment handling;
  - Vehicle extrication - New car technology, Air bags, Seat belt pretensioner, ROPS, Hybrid/Electric, Exposing interior trim;
  - Vehicle extrication - Tools and equipment - Hydraulic cutters, Spreaders, Rams, Combi, Self-contained, and Pumps;
  - Vehicle stabilization equipment
  - VX - Team approach
  - Vehicle on its wheels - Stabilize, door removal and full side removal
2. Fire Department Operations
  - AFRRCS - project
  - Chiefs zoom meeting and officer meetings
  - Charity check stop
  - Trouble shoot rescue 14 - repair front axle bearings, front brakes, cracked engine fan, service and CVIP
  - Repair heater, service CIVIP County engine 11
  - Annual pump test and service County Tender 45
  - Trouble shoot brush 16 pump problem - Parts on order to rebuild pump.

- Ongoing fire fighter payroll submission, incident invoicing, incident investigations, fire cause determination submission to AB gov, Safety Codes inspections regarding fire code
  - Internal safety audit
  - Year end projects
  - SREMA regional table top exercise
  - 2023 budget
1. Regional Fire Department Incident Summary
    - December total incidents 29 - 7 motor vehicle accidents, 5 Fire incidents, 2 carbon monoxide incidents, and 6 medical assist.

### **WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS**

1. High lift pump 4101 motor is back from the shop. The motor has been mounted on pedestal but is not operational. Still waiting on the upper shaft and nut which are being fabricated.
2. The chemical bids for 2023 came back and award letters were sent out. The bids all came in higher than expected this year, much higher than the inflation rate that the government has been stating.
3. Micro Filter forwarding pump 3102A still out of service and waiting for new VFD that is on order.
4. Ammonia and chlorine detectors calibrated.
5. Routine plant maintenance carried out.



Greg Switenky  
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76515	76526
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ATCO Electric Ltd.	76515	2022-12-30	\$1,966.28
-----			
Invoice Description	Invoice Number	Invoice Amount	
Street Light Replace Unvested	3015320	\$1,966.28	
-----			
Cal-Trac Contracting Ltd.	76516	2022-12-30	\$3,578.40
-----			
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Dec Grader Rental	304080	\$3,578.40	
-----			
Chase Operator Training Ltd.	76517	2022-12-30	\$1,971.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans/Sewer Grader Safety Trai	2014872	\$1,971.06	
-----			
Future Ag Inc	76518	2022-12-30	\$2,951.55
-----			
Invoice Description	Invoice Number	Invoice Amount	
Park Sun Shades for Mowers	IS74472	\$2,951.55	
-----			
Gary Moe Chevrolet Buick GMC	76519	2022-12-30	\$976.47
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Tailgate Plastic cap #76	245571	\$127.96	
Fire Equip 4 Headlamps	245420	\$848.51	
-----			
Linde Canada	76520	2022-12-30	\$1,494.77
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Chemicals	33040268	\$1,129.12	
Pool Facility Chemicals	33071603	\$365.65	
-----			
Receiver General for Canada	76521	2022-12-30	\$44,533.25
-----			
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP26-22	\$34,660.95	
Town Tax Remittance	PP26-22.	\$5,763.84	
BOT Tax Remittance	PP26-22.BOT	\$1,815.20	
Library Tax Remittance	PP26-22.LIBRAR	\$2,293.26	
-----			
Receiver General for Canada	76522	2022-12-30	\$327.23
-----			
Invoice Description	Invoice Number	Invoice Amount	
Garnishee	PP26-22	\$327.23	
-----			
Shadowhawk Inc.	76523	2022-12-30	\$37,042.95
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Jaws of Life - Motor	SH8659	\$19,950.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire Single Port Gas Engine	SH8658		\$16,684.50
Fire Rescue Unit Coupler	SH8647		\$408.45
=====			
The City of Red Deer	76524	2022-12-30	\$54.00
-----			
Invoice Description	Invoice Number		Invoice Amount
-----			
Regional ARB Withdrawal Fee	433837		\$54.00
=====			
Town of Stettler - Petty Cash	76525	2022-12-30	\$251.95
-----			
Invoice Description	Invoice Number		Invoice Amount
-----			
Bylaw Postage/Lotto/PR Taxi	2022.12.21		\$251.95
=====			
Woody's Automotive Ltd.	76526	2022-12-30	\$442.38
-----			
Invoice Description	Invoice Number		Invoice Amount
-----			
Shop Gloves	798851		\$43.77
Water Float Switches #162	798913		\$349.13
Fire Joint 6 Batteries	799482		\$49.48
-----			
	Total Cheques		\$95,590.29
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76527	76529
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Local Government Admin. Assoc.	76527	2023-01-06	\$236.25
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin LLAP 2023 Membership	02588	\$236.25	
Sienna's Cleaning	76528	2023-01-06	\$975.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Dec Janitor 8 Cleans	2023.01.04	\$975.00	
Stettler & District Food Bank	76529	2023-01-06	\$645.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Employee Recognition Event Don	2022	\$645.00	
			-----
Total Cheques			\$1,856.25
			=====



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0005536	EFT0005581
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0005536	2022-12-30	\$394.80
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Sewer Line Failure Town Side	W39203	\$394.80	
-----			
Alberta Fire Chief's Associati	EFT0005537	2022-12-30	\$108.45
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fire Jnt Introductio to Fire O	IN22-1364	\$108.45	
-----			
APEX Supplementary Pension Pla	EFT0005538	2022-12-30	\$424.87
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Supplementary Pension Plan Tr	PP26-22	\$424.87	
-----			
Automated Aquatics Canada Ltd.	EFT0005539	2022-12-30	\$928.20
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Pool Facility Equip Repair Par	0000107936	\$928.20	
-----			
Bagshaw Electric Ltd.	EFT0005540	2022-12-30	\$17,765.32
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Joint Office 60 Lamps	IC040789	\$445.41	
Shop Repair Exterior Lights	W13058	\$482.98	
Shop Inspect Braker Issue & Re	W13061	\$334.28	
Shop Inspect Block Heater Issu	W13066	\$78.23	
Shop 5 Extension Cord Plugs	IC040659	\$46.57	
Airport Terminal Bldg Repairs	W13112	\$133.37	
WTP Install Asco Valve Permaga	W13059	\$900.05	
WTP Replace Sump Pump	W13104	\$7,152.51	
WTS Genset Controls Reset	W13043	\$78.23	
Sewer A Lift Stn Pump Repairs	W13045	\$736.93	
SRC Install range receptacle	W13053	\$164.31	
SRC MUA Repairs	W13044	\$1,662.68	
SRC Annual Fire Alarm Inspecti	W13130	\$1,732.50	
SRC Water Jacket Pump Repairs	W13060	\$302.93	
SRC Zamboni Propane	IC040490	\$506.24	
Pool Facility Fire Alarm Repai	W13042	\$1,621.25	
Pool Facility Repalce ESD	W13063	\$144.62	
Pool Facility Install Heater	W13068	\$1,187.16	
Com Hall 5 Outside Pot Lights	IC040713	\$55.07	
-----			
Bearcom Canada Corp.	EFT0005541	2022-12-30	\$9,097.20
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fire Jnt 10 Motorola Pagers &	1259384	\$9,097.20	
-----			
Big Hill Services Ltd.	EFT0005542	2022-12-30	\$3,388.22
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC Ice Making Supplies	30816		\$3,388.22
Bobcat of Red Deer	EFT0005544	2022-12-30	\$2,878.80
Invoice Description	Invoice Number	Invoice Amount	
Trans/WTP New Snowbucket	P15900		\$2,878.80
Bounty Onsite Inc.	EFT0005545	2022-12-30	\$2,651.75
Invoice Description	Invoice Number	Invoice Amount	
Shop Janitor supplies	001-135260	\$77.10	
Trans Street Signs Metal	001-134880	\$603.05	
WTP Janitor Supplies	001-135197	\$185.39	
Water Emergency Light Batterie	001-135256	\$131.99	
Water Safety Clothing	001-134979	\$54.42	
Water Wet Suit	001-135112	\$96.94	
Water 10" Aluminum Pipe	001-135036	\$72.35	
SRC 48 Batteries	001-135327	\$32.71	
SRC Janitor supplies	001-134883	\$138.52	
SRC Janitor Supplies	001-135365	\$1,259.28	
Bunzl Cleaning & Hygiene	EFT0005546	2022-12-30	\$539.20
Invoice Description	Invoice Number	Invoice Amount	
SRC Janitor Supplies	134000	\$539.20	
Burmac Mechanical 2000	EFT0005547	2022-12-30	\$141.75
Invoice Description	Invoice Number	Invoice Amount	
Shop 3 - 6670 Filters	104174	\$141.75	
Canadian Union of Public Emplo	EFT0005548	2022-12-30	\$687.50
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP26-22	\$687.50	
Canoe Procurement Group of Can	EFT0005549	2022-12-30	\$40,386.45
Invoice Description	Invoice Number	Invoice Amount	
Trans/Water/Parks Diesel Marke	PF-10773-10393	\$7,296.38	
Water Trans Shell Tellus	PF-10777-10399	\$219.39	
Trans Blades for Willie #42	AB144461	\$366.14	
Water Trans Battery Switch &	AB143462	\$8,270.84	
Water Trans Battery Switch	AB143463	\$204.73	
Misc Dept Equip Gas	PF-10728-10362	\$24,233.70	
Capital Power	EFT0005550	2022-12-30	\$98,539.71
Invoice Description	Invoice Number	Invoice Amount	
Affiliate Nov Power Bill	5177178	\$7,454.37	
November Power Bill	5177180	\$91,085.34	
Caro Analytical Services	EFT0005551	2022-12-30	\$199.15
Invoice Description	Invoice Number	Invoice Amount	
WTP Water Analysis	IC2233008	\$37.18	
WTP Water Analysis	IC2233050	\$161.97	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Cas Tech Inc.	EFT0005552	2022-12-30	\$50.40
-----			
Invoice Description	Invoice Number	Invoice Amount	
Computer Keyboard & Mouse	22000002534	\$50.40	
-----			
Central Sharpening	EFT0005553	2022-12-30	\$162.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Sharpen Ice Knife	29787	\$162.75	
-----			
ClearTech Industries Inc.	EFT0005554	2022-12-30	\$7,598.51
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals & Container Dep	INV1049703	\$4,071.36	
WTP Chemicals & Container Dep	INV1050739	\$4,298.20	
WTP Chemicals & Container Dep	INV1050740	\$189.88	
Pool Chemicals & Container Dep	INV1050105	\$2,984.65	
-----			
Contact Safety Service Ltd.	EFT0005555	2022-12-30	\$1,517.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Fire Exdtinguisher Inspec	12572	\$63.00	
WTP Fire Extinguisher Inspec	12563	\$567.79	
Water Fire Extinguisher Inspec	12748	\$279.83	
Water Fire Extinguisher Inspec	12747	\$606.38	
-----			
Dean's Machine Inc.	EFT0005556	2022-12-30	\$413.10
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Make bushing for backhoe	46918	\$413.10	
-----			
East Central Alberta Catholic	EFT0005557	2022-12-30	\$41,671.36
-----			
Invoice Description	Invoice Number	Invoice Amount	
4th Qtr Sep School Requisition	13557	\$41,671.36	
-----			
GT Hydraulic & Bearing	EFT0005558	2022-12-30	\$332.78
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans/Water Batteries #28&#174	000-385549	\$332.78	
-----			
Guillevin International Co.	EFT0005559	2022-12-30	\$6,281.35
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Foam	0407-490229	\$6,281.35	
-----			
Gyro Ag Ltd.	EFT0005560	2022-12-30	\$115.66
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop 2 Sets of Ear Plugs	3260	\$103.19	
Trans Snowgate Sheer Pin Steel	3276	\$12.47	
-----			
Hach Sales & Service Ltd.	EFT0005561	2022-12-30	\$6,108.42
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Lab Supplies	304993	\$552.14	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WTP Lab Supplies	305208		\$85.79
WTP & Water Trns Lab Supplies	308372		\$4,076.92
WTP Lab Supplies	308456		\$102.32
WTP Lab Supplies	308826		\$1,291.25

=====  
 Heartland Auto Supply      EFT0005562      2022-12-30      \$1,863.50

Invoice Description	Invoice Number	Invoice Amount
Shop Batteries	001-529393	\$18.19
Shop Batteries	001-529394	\$11.09
Shop Drill Bits	001-529500	\$110.83
Shop Booster Pack & Air Couple	001-529644	\$463.62
Trans Sprayer Degreaser	001-529683	\$11.87
Trans Hose Bracket Grader #145	001-529163	\$7.12
Trans Hydraulic Hose Willie#42	001-529578	\$113.54
Trans Hydraulic Hoses #145	001-529619	\$299.80
Trans Hydraulic Hose #117	001-529710	\$182.68
Trans Oil Filter Wille #42	001-529750	\$13.00
Trans/Parks/Water Oil Filters	001-529836	\$29.39
Trans Friction Modifier #45	001-529918	\$15.72
Trans Hydraulic Hoses Wille #4	001-530023	\$97.68
Trans Caging Bolts & Air Fitti	001-530350	\$56.92
Water Lights for Water Level #	001-529249	\$152.48
Water Battery Disconnect #49	001-529673	\$46.09
Water Pressure Gauge #162	001-529787	\$62.99
Water Water Tank Clamps #162	001-530041	\$35.91
Water Water Level Sensor Conne	001-530300	\$95.26
Water Screwdrivers	001-529790	\$39.32

=====  
 Heartland Express      EFT0005563      2022-12-30      \$227.14

Invoice Description	Invoice Number	Invoice Amount
Shop Freight	13985	\$227.14

=====  
 Heartland Glass Ltd.      EFT0005564      2022-12-30      \$679.04

Invoice Description	Invoice Number	Invoice Amount
Office Door Know Plotter Offic	107779	\$89.20
WTP New Windshield #151	107760	\$283.50
WTP New Windshiled #12	107767	\$294.00
SRC Key Cut for sound cabinet	107820	\$2.89
SRC Zamboni Tank Repair Materi	107885	\$9.45

=====  
 i. d. Apparel      EFT0005566      2022-12-30      \$94.50

Invoice Description	Invoice Number	Invoice Amount
P.R. 6 Fleece Blanks	112177	\$94.50

=====  
 KaizenLAB Inc.      EFT0005567      2022-12-30      \$156.34

Invoice Description	Invoice Number	Invoice Amount
Sewer Lagoon Sampling	INV0083063	\$54.32
Sewer Lagoon Sampling	INV0083652	\$51.01
Sewer Lagoon Sampling	INV0083933	\$51.01

=====  
 Keiths Refrigeration      EFT0005568      2022-12-30      \$962.14

Invoice Description	Invoice Number	Invoice Amount
Joint Office Furnace Repair	22316	\$465.07
Health Unit Service Call Heate	22338	\$126.00
Pool Service Call Heat Issue	22307	\$371.07

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Peavey Mart	EFT0005569	2022-12-30	\$157.45
-----			
Invoice Description	Invoice Number	Invoice Amount	
Roads Ice Cleats	2022.12.09	\$41.98	
Water Tools	2022.12.06	\$87.13	
Water Tape for dig trailer	2022.12.05	\$28.34	
-----			
Rocky Mountain Phoenix	EFT0005570	2022-12-30	\$8,542.81
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Rescue Unit Brake Repairs	IN027546	\$8,542.81	
-----			
Saunders, Chris	EFT0005571	2022-12-30	\$59.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2022.12.08	\$59.06	
-----			
Stettler Agri-Centre	EFT0005572	2022-12-30	\$243.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Ball Mount Loader #182	21507S	\$32.08	
Trans Seal Kit Skidsteer Snowb	21731S	\$211.67	
-----			
Stettler Building Supplies Ltd	EFT0005573	2022-12-30	\$541.42
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Insulation for digs	AJ6456	\$477.41	
SRC Building Materials	AJ6679	\$33.33	
Pool Storage Locker Repair Mat	AJ6214	\$30.68	
-----			
Stettler Equipment Sales & Ren	EFT0005574	2022-12-30	\$503.59
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Tools & Tarps	138324	\$409.50	
Parks Door Seal #157	138325	\$94.09	
-----			
Stettler Home Hardware	EFT0005565	2022-12-30	\$182.23
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office 2 water refills	131605	\$10.50	
Office Tissues & Batteries	131420	\$22.74	
Office 3 water refills	131468	\$15.75	
Office Microfibre Clothes	131573	\$23.09	
Trans 3 water refills	131540	\$11.25	
SRC Janitor Supplies	131497	\$37.78	
SRC Extension Cord	131580	\$31.49	
SRC Zamboni Tank Repair materi	131640	\$13.51	
SRC Tools & Mens Sign	131519	\$14.24	
SRC Switch Cover	131550	\$1.88	
-----			
Stettler Regional Board of Tra	EFT0005543	2022-12-30	\$27,220.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Employee Recognition	2089	\$3,950.00	
Misc Dept Staff Appreciation	2104	\$22,820.00	
Admin Heartland Dollars Staff	2093	\$200.00	
Trans Employee Recognition	2088	\$250.00	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Registry Services Ltd	EFT0005575	2022-12-30	\$33.25
Invoice Description	Invoice Number	Invoice Amount	
Trans New License Plate #24	SR400008663	\$33.25	
Tagish Engineering Ltd.	EFT0005576	2022-12-30	\$4,725.37
Invoice Description	Invoice Number	Invoice Amount	
TS110-Hwey 12 Rehab 50 & 59	19591	\$1,606.59	
TS111-Hwy 56 Rehab 52 & 57	19592	\$3,118.78	
TNT Work & Rescue	EFT0005577	2022-12-30	\$415.63
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 5 PMI TerrAdaptors	53438	\$415.63	
Trinus Technologies Inc	EFT0005578	2022-12-30	\$757.74
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus/Email/Back	R80549-37362	\$324.61	
Computer Tech Support	R80459-37514	\$433.13	
Uptown Office Supply Ltd.	EFT0005579	2022-12-30	\$1,488.20
Invoice Description	Invoice Number	Invoice Amount	
P&D Stationery	05301B	\$51.07	
Office Stationery	05213B	\$65.29	
Office Stationery	05256B	\$30.95	
Office Stationery	05267	\$849.92	
Office Stationery	05272B	\$55.52	
Trans Stationery	05249B	\$45.92	
WTP Stationery	05227B	\$268.49	
P&L Day Timer	05220B	\$83.93	
Fire Joint Stationery	05187B	\$37.11	
Vereburn Supply Ltd.	EFT0005580	2022-12-30	\$4,062.09
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Medical Gear & Frei	31622	\$4,062.09	
Wally's Backhoe Services Ltd.	EFT0005581	2022-12-30	\$2,209.20
Invoice Description	Invoice Number	Invoice Amount	
Roads Dec Backhoe Rental	1894	\$2,209.20	
Total Cheques			\$297,507.15

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0005582	EFT0005582
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
County of Stettler	EFT0005582	2022-12-30	\$26,812.50

Invoice Description	Invoice Number	Invoice Amount
Emergency Response 22-089	IVC039587	\$4,550.00
Emergency Response 22-104	IVC039588	\$975.00
Emergency Response 22-118	IVC039589	\$2,112.50
Emergency Response 22-122	IVC039591	\$1,950.00
Emergency Response 22-129	IVC039592	\$1,137.50
Emergency Response 22-145	IVC039593	\$7,312.50
Emergency Response 22-137	IVC039597	\$4,550.00
Emergency Response 22-138	IVC039598	\$2,437.50
Emergency Response 22-149	IVC039603	\$1,787.50
		-----
	Total Cheques	\$26,812.50
		=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0005583	EFT0005597
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Barnes, Roger	EFT0005583	2023-01-10	\$25.00
-----			
Invoice Description		Invoice Number	Invoice Amount
SRC Jan Cell Allowance		2023.01.01	\$25.00
-----			
Dahl, Steven	EFT0005584	2023-01-10	\$50.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Shop Jan Tool Allowance		2023.01.01	\$50.00
-----			
Dodd, Sonia	EFT0005585	2023-01-10	\$125.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Pool Jan Cell/Trvl Allowance		2023.01.01	\$125.00
-----			
Dolan, Lori	EFT0005586	2023-01-10	\$25.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Pool Jan Cell Allowance		2023.01.01	\$25.00
-----			
Gerlitz, Steven	EFT0005588	2023-01-10	\$100.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Admin/Office Jan Trvl & Cell A		2023.01.01	\$100.00
-----			
Graham, Leann	EFT0005589	2023-01-10	\$175.00
-----			
Invoice Description		Invoice Number	Invoice Amount
P&D Jan Trvl & Cell Allowance		2023.01.01	\$175.00
-----			
Leckie, Neil	EFT0005590	2023-01-10	\$25.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Pool Jan Cell Allowance		2023.01.01	\$25.00
-----			
Parkland Regional Library	EFT0005591	2023-01-10	\$13,310.39
-----			
Invoice Description		Invoice Number	Invoice Amount
Library 1st Qtr Requisition		230221	\$13,310.39
-----			
Peterson, Chase	EFT0005592	2023-01-10	\$25.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Pool Jan Cell Allowance		2023.01.01	\$25.00
-----			
Robbins, Brad	EFT0005593	2023-01-10	\$100.00
-----			
Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
P&L Jan Travel Allowance		2023.01.01	\$100.00
===== Standage, Maddie	EFT0005594	2023-01-10	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Jan Travel Allowance	2023.01.01	\$150.00	
===== Stettler FCSS	EFT0005587	2023-01-10	\$49,108.75
Invoice Description	Invoice Number	Invoice Amount	
FCSS 1st Qtr 2023 Requisition	2023.01.01	\$49,108.75	
===== Stettler Public Library	EFT0005595	2023-01-10	\$62,741.50
Invoice Description	Invoice Number	Invoice Amount	
Library 1st Qtr Requisition	2023.01.01	\$62,741.50	
===== Switenky, Greg	EFT0005596	2023-01-10	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Jan Trvl & Cell A	2023.01.01	\$370.00	
===== Wet Water Industries Ltd.	EFT0005597	2023-01-10	\$76.89
Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Jan Wtr Treat Equip	AR43912	\$76.89	
	Total Cheques		----- \$126,407.53 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000611	ONL000612
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000611	2022-12-30	\$13,740.43
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	SRC BIS Safety Software/Janito	2022.12.11.761	\$64.33
	P.R. Holdiay Part Midnight Lun	2022.12.11.765	\$126.12
	BOT Corp Visa	2022.12.11.BOT	\$1,794.06
	Fitness Area Special Events Su	2022.12.11.751	\$529.33
	GIS Space Heater/Office Chair	2022.12.11.768	\$131.42
	Water Trans Training/Parking	2022.12.11.763	\$503.33
	SRC Training/P&L Meals/Other E	2022.12.11.764	\$1,535.59
	Office CD's/Com Hall Down Spou	2022.12.11.760	\$70.08
	P.R. Staff Party Liquor & Lice	2022.12.11.759	\$2,487.84
	Eng Admin Phone Case & Batteri	2022.12.11.766	\$118.94
	Roads Meals/Shop Supplies	2022.12.11.762	\$524.52
	Pool National Lifeguard Instru	2022.12.11.756	\$1,138.44
	Trans Wear strips for Grader	2022.12.11.754	\$752.48
	Computer ThinkPad X1 Extreme	2022.12.11.758	\$2,790.15
	Fire Joint Annual License Fees	2022.12.11.753	\$1,023.80
	Fire Joint Training	2022.12.11.755	\$150.00
-----			
United Farmers of Alberta	ONL000612	2022-12-30	\$277.17
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Shop 3 pairs of coveralls	SOINV4112316	\$277.17
	-----		
	Total Cheques		\$14,017.60
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000613	ONL000618
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000613	2023-01-06	\$209.98
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP UPS Batteries		2022.12.11.767	\$209.98
-----			
Rogers	ONL000614	2023-01-06	\$170.10
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Jnt 12.19-01.18 Data Plan		2574569414	\$170.10
-----			
Shaw Cable	ONL000615	2023-01-06	\$73.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Comm Hall Wifi Jan 17 - Feb 16		2022.12.17	\$73.50
-----			
Shaw Cable	ONL000616	2023-01-06	\$288.75
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC WiFi Jan 15 to Feb 14		2022.12.15	\$288.75
-----			
Telus Communications	ONL000617	2023-01-06	\$2,966.24
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Dec 22 to Jan 21, 2023		2022.12.23	\$2,966.24
-----			
Telus Mobility Inc.	ONL000618	2023-01-06	\$1,352.72
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Telus Mobility Dec 22-Jan 21		2022.12.21	\$1,352.72
-----			
			-----
	Total Cheques		\$5,061.29
			=====



**MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, DECEMBER 12, 2022 COMMENCING AT 10:00 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA AND VIA TELECONFERENCE.**

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**PRESENT:** Gord Lawlor, Town of Stettler Councillor (Chairperson)  
Sean Nolls, Town of Stettler Councillor  
Dave Grover, County of Stettler Councillor (Vice Chairperson)  
Justin Stevens, County of Stettler Councillor  
Blaine Brinson, Summer Village of Rochon Sands  
Lorne Thurston, Summer Village of White Sands  
Amber Hoogenberg, Village of Big Valley  
Doug Brooker, Village of Donalda  
David Guba, Member-At-Large (Patient and Family Advocate)

**Other:** Linda Borg, Shift Supervisor  
Janet Chaney, Rural Acute Care Manager for Stettler Hospital and Care Centre  
Yvette Cassidy, Chief Administrative Officer  
Andrew Brysiuk, Director of Municipal Services  
Christa Cornelssen, Director of Corporate Services  
Marlene Hanson, Executive Assistant

**ABSENT:** Greg Switenky, Town of Stettler CAO

**CALL TO ORDER**

The meeting was called to order at 10:00 a.m. on Monday, December 12, 2022 by Chairperson Dave Grover.

**AGENDA ADDITIONS AND APPROVAL**

**92.12.12.22 Moved by Blaine Brinson**  
"that the December 12, 2022 Stettler District Ambulance Association Meeting agenda be approved as presented." Carried Unanimously

**MINUTE APPROVAL**

**93.12.12.22 Moved by Gord Lawlor**  
"that the September 19, 2022 regular and October 17, 2022 special Stettler District Ambulance Association Meeting Minutes be approved as presented." Carried Unanimously

**ORGANIZATIONAL ITEMS**

**Appointment of Chair:**

Dave Grover called for nominations of Chair.  
Sean Nolls nominated Gord Lawlor.  
Dave Grover called for nominations a second time.  
Dave Grover called for nominations a third and final time.

**94.12.12.22 Declared by Dave Grover**  
"the appointment of Gord Lawlor as Chair of the Stettler District Ambulance Association."

Gord Lawlor took over as Chairperson

**Appointment of Vice-Chair:**

Gord Lawlor called for nominations of Vice-Chair.  
Sean Nolls nominated Dave Grover.  
Gord Lawlor called for nominations a second time.  
Gord Lawlor called for nominations a third and final time.

- 95.12.12.22 Gord Lawlor declared**  
"the appointment of Dave Grover as Vice-Chair of the Stettler District Ambulance Association."
- Appointment of Chief Administrative Officer:
- 96.12.12.22 Moved by Dave Grover**  
"that Yvette Cassidy be appointed as Chief Administrative Officer for the Stettler District Ambulance Association." Carried Unanimously
- Appointment of Signing Authority:
- 97.12.12.22 Moved by Justin Stevens**  
"that Stettler District Ambulance Association's Signing Authority be the Chairperson, Vice Chairperson, Appointed Representative Justin Stevens or Appointed Representative Sean Nolls; together with SDAA Chief Administrative Officer Yvette Cassidy or Director of Municipal Services Andrew Brysiuk and Director of Communications Niki Thorsteinsson." Carried Unanimously
- BUSINESS ARISING FROM THE MINUTES**  
None
- Gord Lawlor welcomed and introduced Janet Chaney, Rural Acute Care with the Stettler Hospital and David Guba being a Member at Large (Patient and Family Advocate).
- NEW BUSINESS**
- Budget:
- 98.12.12.22 Moved by Sean Nolls**  
"that the Stettler District Ambulance Association Board approve the revised 2022-2023 Annual Budget as presented, attached to and forming as part of these minutes." Carried Unanimously
- Overtime:
- 99.12.12.22 Moved by Amber Hoogenberg**  
"that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.20 – Overtime Tracking/Approval, as presented." Carried Unanimously
- Fatigue Policy:
- 100.12.12.22 Moved by Blaine Brinson**  
"that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Health and Safety Policy 5.3 – Fatigue Management, as presented." Carried Unanimously
- Inter-Facility Transfers:  
Alternate transfer services funding:
- Non Ambulance Transfer (NAT) Van is not receiving funding for at this time, AHS is working on – do not attend the rural communities very often as their demand is very high.
  - Paramedic Response Unit (PRU) does not receive full funding (is partially funded) – (noted that there is a 5-year plan to get more PRUs).
- 101.12.12.22 Moved by Doug Brooker**  
"that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Operational Policy 3.10 – Inter-Facility Transfer, as presented." Carried Unanimously

Responsible Designate:  
**102.12.12.22 Moved by Justin Stevens**  
“that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.14 – Job Description – Responsible Designate, as presented.”  
Carried Unanimously

Vacation Time Policy:  
**103.12.12.22 Moved by Sean Nolls**  
“that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.18 – Vacation Time, as presented.”  
Carried Unanimously

New Employee Orientation Policy:  
**104.12.12.22 Moved by Amber Hoogenberg**  
“that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.26 – Orientation of New Employees, as presented.”  
Carried Unanimously

Shift Exchange Policy:  
**105.12.12.22 Moved by Blaine Brinson**  
“that the Stettler District Ambulance Association Board adopt Stettler District Ambulance Association Policy and Procedure Manual's Human Resources Policy 4.19 – Shift Exchanges, as presented.”  
Carried Unanimously

#### **REPORTS**

Payment Register, Bank Reconciliation and Year to Date Budget Reports:  
**106.12.12.22 Moved by Dave Grover**  
“that the Stettler District Ambulance Association’s Payments Register for the payments posted between September 1 and November 30, 2022, attached and forming part of these minutes, to be approved, as presented.”  
Carried Unanimously

**107.12.12.22 Moved by Doug Brooker**  
“that the Stettler District Ambulance Association’s Bank Reconciliation for the periods ending August 31, September 30 and October 31, 2022, attached and forming part of these minutes, to be approved, as presented.”  
Carried Unanimously

**108.12.12.22 Moved by Dave Grover**  
“that the Stettler District Ambulance Association’s Year to Date Budget for the month ending October 31, 2022, attached and forming part of these minutes, to be approved, as presented.”  
Carried Unanimously

Manager's Report:  
**109.12.12.22 Moved by Justin Stevens**  
“that the Stettler District Ambulance Association Manager's Report for the month of December, 2022 be received for information.”  
Carried Unanimously

Quarterly Newsletter:  
**110.12.12.22 Moved by Doug Brooker**  
“that the Stettler District Ambulance Association Quarterly Newsletter for the month of December, 2022 be received for information.”  
Carried Unanimously

**CONSENT AGENDA ITEMS**

Highwood MLA RJ Sidurdson’s response in regard to his role in assisting in the renegotiation of the Stettler District Ambulance Association (SDAA) contract with Alberta Health Services was distributed by email for information.

**IN-CAMERA SESSION**

None

**NEXT MEETING**

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, March 20, 2023 at 10:00 a.m.

**ADJOURNMENT**

**111.12.12.22**

**Moved by Amber Hoogenberg**

“that the Stettler District Ambulance Association Meeting adjourn at 11:05 a.m.”

Carried Unanimously

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Chairperson

---

Administrator



## PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

**Present via Zoom:** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

**With Regrets:** Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

**Absent:** Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

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

**Guests:** Donna Engel

### Call to Order

Meeting called to order at 10:19 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 Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 44/2022

## 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED  
PRLS 45/2022

**1.2. Approval of Minutes**

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

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED  
PRLS 46/2022

**1.3. Business arising from the minutes of the September 15, 2022 meeting**

Smith asked if there was any business arising from the minutes. There was 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 Len Phillips to approve the consent agenda as presented.

CARRIED  
PRLS 47/2022

**3.1. Election of Board Chair**

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

**3.2. Election of Executive Committee**

Smith reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:



Board Chair	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED  
PRLS 48/2022

### 3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland’s Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13<sup>th</sup> and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED  
PRLS 49/2022

#### **3.4. Election of Advocacy Committee**

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora  
Deb Coombs – Town of Bowden  
Teresa Cunningham – Town of Penhold  
Barb Gilliat – Village of Alix  
Gord Lawlor -Town of Stettler  
Stephen Levy – Village of Sedgewick  
Joyce McCoy – Town of Didsbury  
Shawn Peach – Town of Castor  
Norma Penney – Village of Clive  
Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED  
PRLS 50/2022

#### **3.5. Board Signing Authorities**

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED  
PRLS 51/2022

### 3.6. Dates for 2023 Meetings

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 52/2022

### 3.7. Board Meetings – Virtual or in-Person?

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

- Zoom – 14 votes
- In-person – 4 votes
- Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED  
PRLS 53/2022

### **3.8. Draft Strategic Plan 2023-2025**

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13<sup>th</sup> meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED  
PRLS 54/2022

### **3.9. Policy Revisions**

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13<sup>th</sup> meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED  
PRLS 55/2022

### **3.10. Budget Approval Update**

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

#### **3.11.1. Director & Library Services Report**

#### **3.12.2. Finance & Operations Report**

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

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED  
PRLS 56/2022

### **3.12. Parkland Community Update**

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24<sup>th</sup>.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10<sup>th</sup>.

Penhold & District Public Library is holding their community Christmas celebration on November 25<sup>th</sup>.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED  
PRLS 57/2022

### **4. Adjournment**

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED  
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

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Chair



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# PRLS BOARD TALK

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## Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

### Organizational Meeting

Parkland's board has approximately eight new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Teresa Rilling!

### Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

**Teresa Rilling** - Town of Sylvan Lake (Committee Chair)

**Joy-Anne Murphy** – City of Camrose

**Deb Coombs** – Town of Bowden

**Len Phillips** – Town of Rocky Mtn. House

**Jamie Coston** – Town of Rimbey

**Norma Penney** – Village of Clive

**Barb Gilliat** – Village of Alix

**Debra Smith** – Village of Loughheed

**Shannon Wilcox** – Town of Carstairs

**Janice Wing** – Town of Innisfail

### Budget 2023

The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining.

### Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2023 are:

**Jul Bissell** – Village of Elnora

**Deb Coombs** – Town of Bowden

**Teresa Cunningham** – Town of Penhold

**Barb Gilliat** – Village of Alix

**Gord Lawlor** -Town of Stettler

**Stephen Levy** – Village of Sedgewick

**Joyce McCoy** – Town of Didsbury

**Shawn Peach** – Town of Castor

**Norma Penney** – Village of Clive

**Debra Smith** – Village of Loughheed

**Teresa Rilling** – Town of Sylvan Lake (ex-officio)

### Board Meeting Dates for 2023

Parkland will be holding board meetings virtually in November and February, with the May and September meetings held in person at headquarters. Board meeting dates are subject to change, but are set as follows:

- **February 23** - Annual Report, Year in Review
- **May 18** - 2022 Financial Statements presented
- **September 14** - Budget presentation for 2024
- **November 16** - Organizational Meeting

### Strategic Plan Update

In addition to three focus group sessions held by Shari Hansen, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones.

The new strategic plan has been approved by the board and is effective from 2023-2025.

### Board Meetings, Virtual or in-Person?

Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023. After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

### Systems Advocacy Committee

Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13<sup>th</sup> and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

## Marketing and Advocacy Report

In September, Parkland delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were seven prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donald. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

## Committee News from Trustees

**Sedgewick & District Municipal Library** is excited to hold the grand opening of their new library building on November 24<sup>th</sup>.

**Carstairs Public Library** are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has

stepped down as of November from our local board to enjoy family time and retirement.

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**Penhold & District Public Library's** manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

**Hardisty Public Library** has been working on wheelchair access to their facility.

**Stettler Public Library** gave a shout out to Parkland staff who all go above and beyond.

**Delburne Municipal Library** held a joint meeting of their library board and friends' group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10<sup>th</sup>.

**Penhold & District Public Library** is holding their community Christmas celebration on November 25<sup>th</sup>.

## Board Members Present

Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young, (Guest) Donna Engel

## With Regrets

Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

## Absent

Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

## Next Meeting: February 23, 2023 (Zoom)

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



**From:** Mary-Jane Jackson <[mikemjackson@hotmail.com](mailto:mikemjackson@hotmail.com)>

**Sent:** December 21, 2022 3:59 PM

**Subject:** PRESS RELEASE - Stettler Festival of Lights has record breaking year

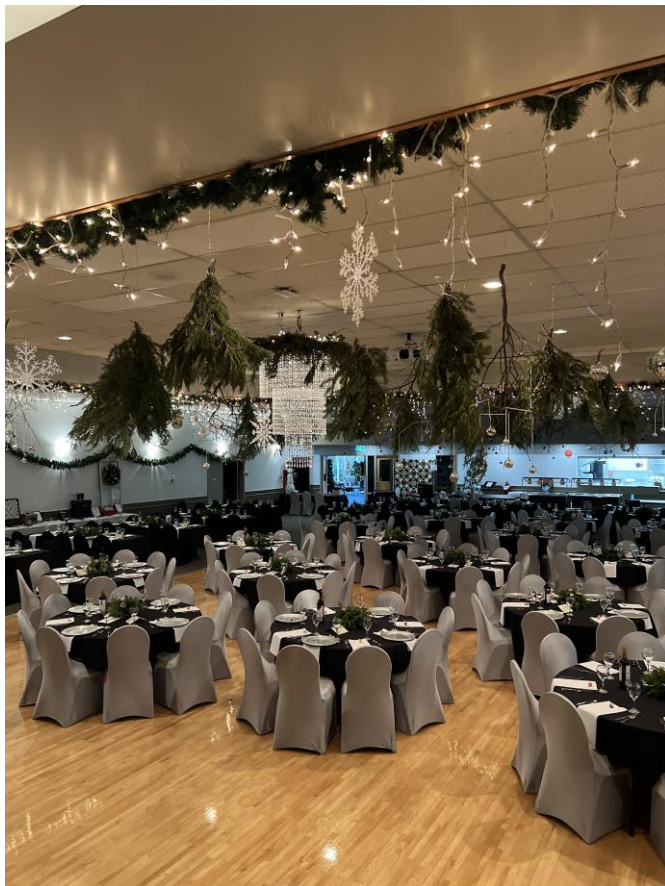
The Stettler Health Services Foundation (SHSF) is thrilled to announce that this year's Festival of Lights event held at the Stettler Community Hall the last week of November had a record-breaking year. The current net proceeds are close to \$130,000 with the total still climbing with donations and Tribute Tree sponsorships still coming in. Amy Roberts, Chairperson of Festival of Lights said "It felt amazing to be back in the hall, seeing smiling faces again as we kicked off the Christmas season this year. The support we received is nothing short of phenomenal. There just isn't a word big enough to express our gratitude."

This total allows SHSF to fully fund the purchase of a portable ultrasound for the Stettler Hospital and complete the fundraising effort to renovate the Stettler Hospital Atrium. SHSF has committed \$210,000 for this project, and with previous donations from the community, the renovation is slated to start in 2023.

Photo credit to Studio Ashmor

For more information contact:

*Mary-Jane Jackson*



Stettler Health Services Foundation recently purchased two anesthesia machines for the Stettler Hospital. They were partially funded through the SMILE cookie campaign at Tim Hortons last year and by individual donors to SHSF. Pictured is Dr. Pieter Bower of the Anesthesia department of the Stettler Hospital. Dr. Bower said "A very big thank you to the Foundation for buying the new anesthesia machines. This will make a significant difference in patient safety as these machines are much more accurate and safe in delivering anesthesia. These new machines also contribute to environmental responsibility as lower gas emissions are achieved."



For more information contact:

*Mary-Jane Jackson*

Phone # 403-742-0063

Cell # 403-740-4880



# County of Stettler No. 6

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6602 – 44 Avenue  
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[www.stettlercounty.ca](http://www.stettlercounty.ca)

January 5, 2023

Town of Stettler  
5031-50 Street  
Stettler, AB T0C 2L0

EMAIL: [SNolls@stettler.net](mailto:SNolls@stettler.net)

Dear Mayor Nolls,

**RE: Systematic Changes to the County of Stettler Recycling Program**

We are writing to inform the Town of Stettler of systematic changes being introduced to the County of Stettler's Recycling program.

Due largely to the success of the County of Stettler recycling program which saw cardboard bins placed at the Stettler Transfer Station as well as the County of Stettler Transfer Stations and the Village Transfer Stations, the County of Stettler is unable to continue solely funding this program without our partners' participation.

We are unable to keep up with the demand of the cardboard recycling bins at the Stettler Transfer Station due largely to commercial use, which we feel should be a shared expense incurred between the Town and the County of Stettler. We have requested the joint responsibility and funding of cardboard recycling be recognized through the Stettler Waste Management Authority (SWMA), of which we are both members, but this request has been denied.

Due to the financial burden the County of Stettler is absorbing for cardboard recycling at the Stettler Transfer Station we have made the difficult decision to remove our cardboard recycling bins from the Stettler Transfer Station effective February 2, 2023. We remain committed to providing recycling opportunities to County of Stettler residents and will install two new cardboard recycling bins at Erskine Transfer Station, and one new cardboard recycling bin at the Botha Transfer Station.

We are aware the Town of Stettler provides a back alley green bin recycling program to its single family dwellings, however this program does not support apartment and condominiums or commercial needs, which leaves a large gap in the recycling program which the County has until now, absorbed.

We are more than willing to discuss this matter further to discuss a joint funding formula or recycling solution like a recycling facility, which is fair and equitable to both the Town and County recycling operations.

Sincerely,



Larry Clarke  
REEVE

CC SWMA Board