

Town of **Stettler**

COUNCIL MEETING

MARCH 21, 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, MARCH 21st, 2023
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

- | | |
|--|-------|
| (a) Minutes of the Regular Council Meeting of March 7 th , 2023 | 5-10 |
| (b) Minutes of the Committee of the Whole Meeting of March 14 th , 2023 | 11-12 |

4. **Citizens Forum**

5. **Delegations**

- | | |
|--|--------|
| (a) 6:35pm – Theren Churchill – 2022 Grey Cup Champion | Verbal |
| (b) 7:00pm – RCMP S/Sgt. Jon England and Cst. Ben Witmer – RCMP and School Resource Officer Update | Verbal |

6. **Administration**

- | | |
|--|-------|
| (a) 2023 Capital Budget - SRC Rink Board Tender Award | 13-18 |
| (b) 2023 Capital Budget – Truck Purchase Tender Award | 19-20 |
| (c) 2023 Capital Budget – Skid Steer Tender Award | 21-22 |
| (d) Committee of the Whole Recommendations – March 14 th , 2023 | 23 |
| (e) 2023 Trade Show Schedule | 24 |
| (f) Bank Reconciliations – February 28, 2023 | 25-26 |
| (g) CAO Reports | 27-31 |
| (h) Meeting Dates | |

- Tuesday, April 4 – Council – 6:30pm
- Tuesday, April 11 – COW – 4:30pm
- **Friday, April 14 – Sunday, April 16 – Stettler Trade Show**
- Tuesday, April 18 – Council – 6:30pm
- Tuesday, May 2 – Council – 6:30pm
- **Tuesday, May 9 – Tax Budget Deliberations – 3pm**
- Tuesday, May 9 – COW – 4:30pm
- Tuesday, May 16 – Council – 6:30pm
- **Monday, June 5 – Friday, June 9 – Seniors' Week**

COUNCIL AGENDA
MARCH 21st, 2023
PAGE 2

- **Friday, June 9 – Saturday, June 10 – Steel Wheel Stampede**
- Tuesday, June 6 – Council – 6:30pm
- Tuesday, June 13 – COW – 4:30pm
- Tuesday, June 20 – Council – 6:30pm

(i) Accounts Payable in the amount of \$734,804.47 32-49
(\$76,826.92 + \$22,412.71 + \$105,180.62 + \$46,731.79 + \$10,824.18 + \$472,828.25)

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearing**

10. **Bylaws**

(a) Bylaw 2160-23 – Clean Energy Improvement Program Tax and Borrowing Bylaws 50-64
(1st Reading)

11. **Correspondence**

(a) Parkland Regional Library System 2022 Annual Report 65-67

12. **Items Added**

13. **In-Camera Session**

(a) FOIP – Section 16 – Third Party Information – Fire Services

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MARCH 7th, 2023 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz
Director of Operations M. Robbins
Director of Planning & Development L. Graham
Planning & Operations Clerk A. Stormoen

Media (2)

Absent:

Councillor S. Pfeiffer

Call to Order:

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

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

CAO Switenky requested that the following item be added to the agenda:

12(a) Stettler Waste Management Authority Land Transfer

Motion 23:03:01

Moved by Councillor Barros to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held February 21st, 2023

Motion 23:03:02

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on February 21st, 2023 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the February 21st, 2023 Minutes

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

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

6. **Administration:**

- (a) Alberta Provincial Budget 2023-24 – Municipal Impacts

CAO Switenky advised that the Provincial 2023 Budget has been tabled, and provided an overview on how the budget will impact municipalities.

The 2023 Budget includes an overall increase of \$45.2 million from the previous budget, and \$485 million provided through the Municipal Sustainability Initiative (MSI). MSI operating funding is also doubling to \$60 million. Town funding is currently \$54,288, and will increase to \$104,000.

In 2024, the Local Government Fiscal Framework (LGFF) will be introduced, which is an updated framework that ties funding to provincial revenue changes and ensures sustainable funding levels for the province. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Subject to approval from the Legislature, the legislation will be updated so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. This will lead to an anticipated 12.6% increase in funding for municipalities.

The federal Canada Community-Building Fund (CCBF), which provides infrastructure funding to municipalities throughout the province, will see an increase of \$11.1 million to Alberta.

Further, an additional \$3 million in grant funding is being committed in support of local public library boards, which means an increase of at least five per cent for all library boards. FCSS will see an increase of \$5 million, and another \$10 million has been allocated for food banks. GIPO remains at 50%, and police support grants will increase. Finally, Budget 2023 will provide an increase of \$500,000 to provide fire services training grants.

Motion 23:03:03

Moved by Councillor Baker that the Town of Stettler Council accept the Alberta Provincial Budget 2023-24 for information.

MOTION CARRIED
Unanimous

(b) Meeting Dates

- Tuesday, March 14 – COW – 4:30pm
- Tuesday, March 21 – Council – 6:30pm
- Tuesday, April 4 – Council – 6:30pm
- Tuesday, April 11 – COW – 4:30pm
- **Friday, April 14 – Sunday, April 16 – Stettler Trade Show**
- Tuesday, April 18 – Council – 6:30pm
- Tuesday, May 2 – Council – 6:30pm
- **Tuesday, May 9 – Tax Budget Deliberations – 3pm**
- Tuesday, May 9 – COW – 4:30pm
- Tuesday, May 16 – Council – 6:30pm
- Tuesday, June 6 – Council – 6:30pm
- **Monday, June 5 – Friday, June 9 - Seniors Week**
- **Friday, June 9 – Saturday, June 10 – Steel Wheel Stampede**
- Tuesday, June 13 – COW – 4:30pm
- Tuesday, June 20 – Council – 6:30pm

(c) Accounts Payable in the amount of \$835,871.20

Motion 23:03:04

Moved by Councillor Smith that the Accounts Payable in the amount of \$835,871.20 (\$141,478.54 + \$62,277.52 + \$456,387.24 + \$120,319.65 + \$50,232.13 + \$5,176.12) for the period ending March 7, 2023 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

February 22 – Talk of the Town
February 23 – County of Stettler Housing Authority Meeting
February 24 – Meeting with RCMP K-Division
February 24 – Signed Cheques at the Town Office
March 1 – Talk of the Town
March 1 – Fire Meeting with Administration
March 1 – Local Government Education Update
March 2 – Fire Meeting with County of Stettler
March 3 – Signed Cheques at the Town Office
March 6 – Physician Recruitment & Retention Meeting

(b) Councillor Baker

February 22 – Stettler Board of Trade Big Jack Classic Wrap-Up
February 23 – Parks Meeting with Kinsmen & Manager of Recreation & Culture
February 27 – Parks & Open Spaces Committee Meeting
March 1 – Fire Meeting with Administration
March 2 – Municipal Planning Commission Meeting
March 2 – Fire Meeting with County of Stettler

(c) Councillor Barros

March 1 – Hospital Equipment Meeting
March 1 – Stettler Hospital Foundation Meeting
March 1 – Fire Meeting with Administration
March 2 – Heartland Beautification Committee
March 2 – Municipal Planning Commission Meeting
March 2 - Fire Meeting with County of Stettler

(d) Councillor Lawlor

February 23 – Parkland Regional Library System Board Meeting
February 24 – Meeting with RCMP K Division
March 2 – Municipal Planning Commission

(e) Councillor Pfeiffer

Report to be presented at a later date.

(f) Councillor Randell

February 23 – County of Stettler Housing Authority
February 27 – Stettler Museum Meeting
March 2 – Municipal Planning Commission
March 6 – Stettler Health Professionals Attraction & Retention Committee

(g) Councillor Smith

February 27 – Parks & Open Spaces Committee Meeting
March 1 – Local Government Education Update
March 2 – Municipal Planning Commission Meeting
March 2 – Heartland Beautification Meeting

Motion 23:03:05

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

MOTION CARRIED
Unanimous

8. **Minutes:** (a) None

9. **Public Hearing:** (a) 7:00pm – Bylaw 2159-23 – Land Use Bylaw Amendment – 4410 – 47 Avenue from I to DC4

Mayor Nolls 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, as well as attendee S. Hurley.

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 amendment, which was advertised on February 16, 2023 and February 23, 2023.

Mayor Nolls reviewed the Public Hearing procedure and inquired if there are any written submissions to be read into the record. None were received. A. Stormoen provided a brief update on Bylaw 2159-23.

Mayor Nolls inquired if there are any verbal presentations. S. Hurley spoke in favour of the bylaw.

Mayor Nolls inquired if there are any questions from the Councillors and participants. None were raised.

Mayor Nolls declared the Public Hearing closed at 7:06 p.m.

10. **Bylaws:** (a) Bylaw 2159-23 – Land Use Bylaw Amendment – 4410 – 47 Avenue from I to DC4

In 2008 the area was zoned Urban Reserve; a group of property owners in the area requested the Town to rezone the land to a residential zoning, it was determined at the time that the intention of the area was to transition to Industrial and Council approved a rezoning to a DC4: Direct Control Urban Reserve to maintain the Urban Reserve purpose but to also allow for property enhancement as approved by Council.

In 2018 the landowner at 4601 – 47 Avenue applied to have their property rezoned back to Urban Reserve to allow for a “Farming” use. Town of Stettler council denied the rezoning application at the regular council meeting on October 2, 2018. Since that time administration has received multiple inquiries from residents in the area regarding animal housing.

In November of 2022 Town of Stettler administration received an email requesting councils’ consideration of allowing a maximum of 4 horses on a property in the same area along 47 Avenue.

Administration has taken a wholistic look at the DC4: Direct Control Urban Reserve District and taken into consideration the future park land north of 47 Avenue, the above noted request and past conversations with landowners in this area regarding the use of farming and therefore propose the following changes to the Town of Stettler Land Use Bylaw 2060-15.

Motion 23:03:06

Moved by Councillor Baker that the Town of Stettler Council give second reading to Bylaw 2159-23.

MOTION CARRIED

Unanimous

Motion 23:03:07

Moved by Councillor Lawlor that the Town of Stettler Council give third and final reading to Bylaw 2159-23.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) None

12. **Items Added:** (a) Stettler Waste Management Land Transfer

CAO Switenky advised that the Stettler Waste Management Authority has secured a deal to purchase land for the future expansion of the landfill. Their lawyer is recommending that the managing partner hold the land in trust since the Waste Authority cannot hold land of its own as a result of not being incorporate or a society.

Discussion ensued respecting gaining a further understanding of the difference between this proposed Trust Agreement rather than having the title reflect all six partner municipalities.

Motion 23:03:08

Moved by Councillor Randell that the Town of Stettler Council approve the County of Stettler No. 6 February 13, 2023 offer to purchase and the acquisition of NW 34-40-19-W4M by the County of Stettler No. 6 as trustee for and on behalf of the municipalities comprising the Stettler Waste Management Authority as beneficial owners. Further, that Town Council authorize the Chief Administrative Officer, together with the Chief Elected Official, to sign and enter into a Trust Agreement pursuant to which the County of Stettler No. 6 will hold title to the NW 34-40-19-W4M in trust for the benefit of the municipalities comprising the Stettler Waste Management Authority, subject to the Mayor's satisfaction with the agreement wording.

MOTION CARRIED
Unanimous

13. **In-Camera Session:** (a) FOIP – Section 23 – Local Body Confidences – IDP/SEASP Process & SRFD

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

Motion 23:03:09

Moved by Councillor Smith that the Town of Stettler Council enter an In-Camera Session with the CAO, Assistant CAO, Director of Operations, Director of Planning & Development, and Planning & Operations Clerk present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 7:13 p.m.

Motion 23:03:10

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

MOTION CARRIED
Unanimous at 8:17 p.m.

14. **Adjournment:**

Motion 23:03:11

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

MOTION CARRIED
Unanimous at 8:17 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
MARCH 14, 2023

Present: Mayor S. Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz
Director of Operations M. Robbins

Media (0)

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

1. Agenda Additions/Deletions
2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. Stettler Music Festival – Arts & Culture Funding Request

Mayor Nolls welcomed Stettler District Music Festival Chairperson W. Staal to the meeting.

CAO Switenky advised that Town Council has received a request from the Stettler & District Music Festival (SDMF) to fund a new banner under the Arts & Culture Reserve. The quoted cost of the banner is \$1,113.19. CAO Switenky advised that the SDMF intends to use the banner annually to promote the festival, and has contacted the Town's Director of Operations to discuss suitable placement locations. Director of Operations M. Robbins advised that the Town can install and take down the banner for liability purposes.

W. Staal highlighted the request for the Town of Stettler to cover the cost of a new banner to promote the SDMF.

After some discussion, Council agreed that the Stettler & District Music Festival is a long-standing event in the community that promotes art and culture in the Town of Stettler and brings people to the community. Therefore, funding for the new banner should come out of the Arts and Culture Reserve Account.

Moved by Councillor Barros that the Committee of the Whole refer the Stettler & District Music Festival funding request to the Regular Meeting of Council held on March 21st, 2023, and recommend that Town Council approve the Town of Stettler to purchase a banner to promote the Stettler District Music Festival at a cost of up to \$1500, with funding to come from the Arts & Culture Reserve in the 2023 Budget.

MOTION CARRIED
Unanimous

M. Robbins & W. Staal left the meeting at 4:41 p.m.

4. Intermunicipal Library Agreement

CAO Switenky advised that the current Intermunicipal Library Agreement expires on May 26, 2023. Stettler Public Library Manager Rhonda O'Neill has advised that an extension of the current 3-year Stettler Public Library Board term to a 5-year term may be worth consideration.

Discussion ensued, with Committee of the Whole agreeing to recommend changing the 3-year term to a 5-year term.

Moved by Councillor Lawlor that the Committee of the Whole refer the Intermunicipal Library Agreement, with the amendments of a name change to Stettler Library Board and the term of the agreement to five (5) years, to the Regular Meeting of Council held on March 21st, 2023 for approval.

MOTION CARRIED
Unanimous

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

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

MOTION CARRIED
Unanimous at 4:42 p.m.

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

MOTION CARRIED
Unanimous at 5:28 p.m.

6. Additions

7. Adjournment

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

MOTION CARRIED
Unanimous at 5:28 p.m.

Mayor

12
Assistant CAO

MEMORANDUM

Date: March 17, 2023

To: Greg Switenky
CAO

From: Brad Robbins
Manager, Recreation & Culture

Re: 2023 SRC Dasher Board Replacement

Background:

Approved 2023 capital budget was for \$386,000 to dismantle and install new 48” tall dasher board systems in both the Blue and Red Arenas of the Stettler Recreation Centre (SRC). The amount approved was based on a budget quote received on December 21, 2022.

The total project outlined in the RFP included the reuse of existing shield supports and glass wherever possible and to modify the existing players benches, penalty boxes and time keeper’s areas to be more user friendly. Through the RFP process it has been identified that we can add all new shield supports to each arena instead of reusing the existing shield supports for a cost of \$31,290 (excluding gst). In addition, we received pricing to supply and install L-shaped gap closure \$2,500.00 (excluding gst) that will cover the threshold between the boards and our existing rubber matting at ice level

In addition to the RFP that was available to potential bidders, a pre proposal meeting was held on February 23rd for all interested proponents to attend. A subsequent meeting was held on February 24th to accommodate one of the proponent’s schedules.

Summary of RFP’s received by town office on March 15, 2023

The RFP was posted on Alberta Purchasing Connection and advertised directly to various suppliers. Four (4) proposals were received for the project as follows:

Omnisport Inc	\$310,473.00
Riley Sports	\$398,900.00
Global Sport Resources	\$400,700.00
Cascadia Sport Systems Inc	\$593,457.00

Proposal pricing above does not include GST.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the 2023 Stettler Recreation Centre Dasher Board Replacement RFP to Omnisport Inc. in the amount of \$310,473.00 (excluding gst), with additional expenses of \$31,290 (excluding gst) to supply and install new two piece aluminum shield supports and \$2,500 (excluding gst) to supply and install gap closures at ice level, all to be paid from the 2023 Capital Budget.



OMNI SPORT SYSTEM 250

The System 250 is our most popular, and arguably most versatile dasher system. It has been installed with various options throughout Canada and the rest of the world. The System 250 is well suited to new construction projects or facility renovations and is built to suit the specific needs of each project.

Configurations include posted shielding or seamless glass systems, hot-dip galvanized steel or welded aluminum frames, and full complement of options including overhead machine gates, sledge hockey conversion, concert lift-outs, and more.

Give us a call today at 1-866-654-7465 to discuss which configuration and what options would be the best fit for your facility!

SYSTEM 250 PHOTOS

SYSTEMS

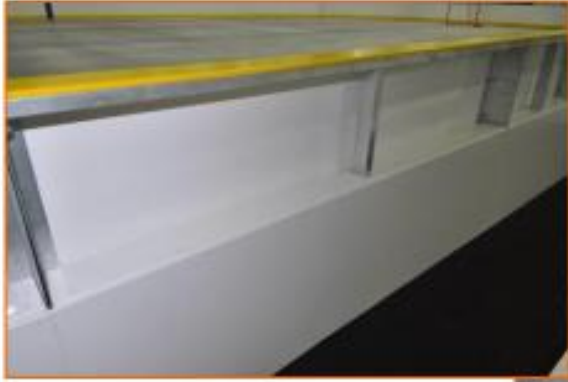


14 Boulder Blvd. | Stony Plain, AB T7Z 1V7
780-968-2344 Tel 780-968-2217 Fax

www.omnisport.ca



BOX AREAS



14 Boulder Blvd. | Stony Plain, AB T7Z 1V7
780-968-2344 Tel 780-968-2217 Fax

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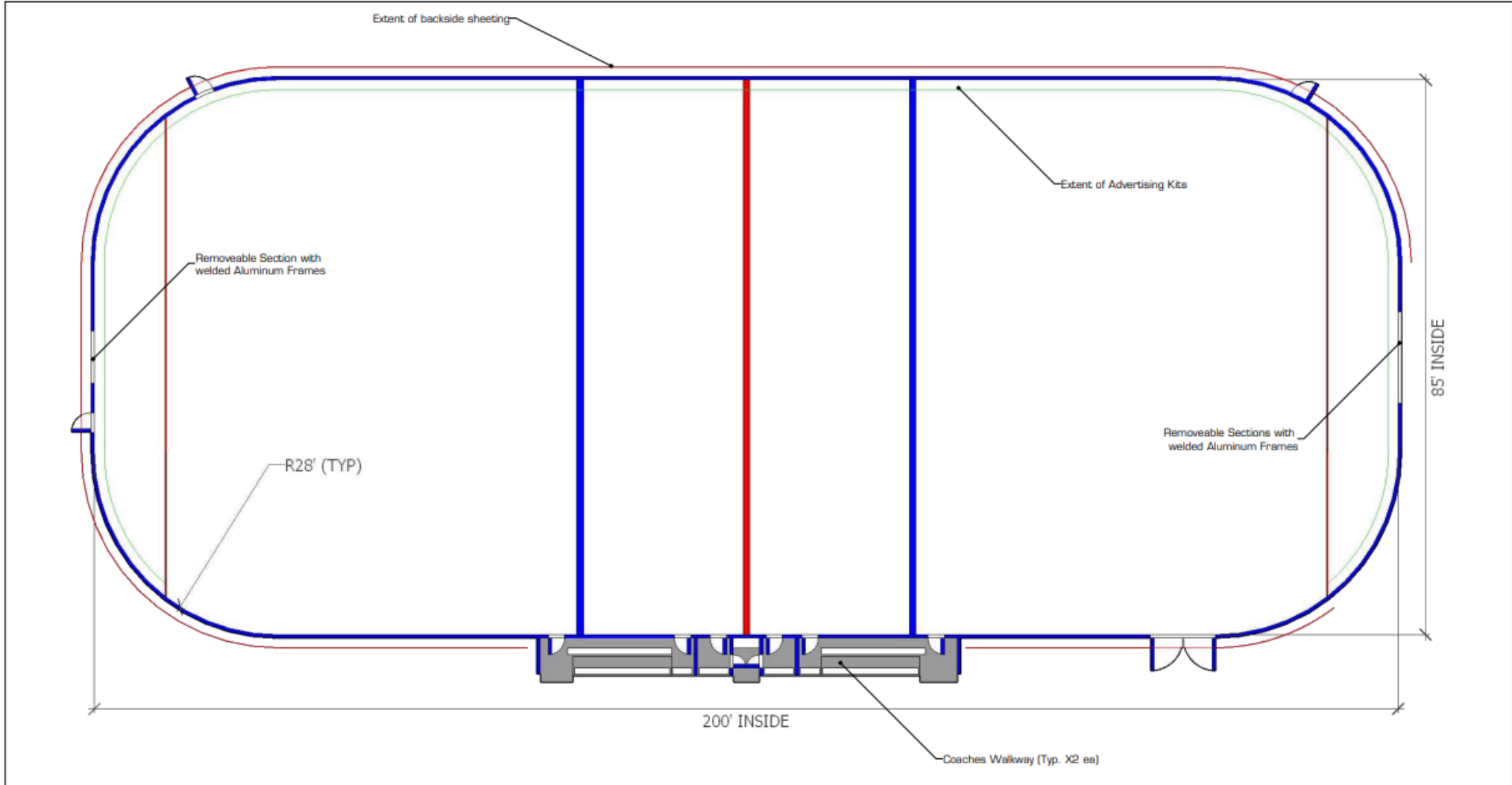
SYSTEM DETAILS



14 Boulder Blvd. | Stony Plain, AB T7Z 1V7
780-968-2344 Tel. 780-968-2217 Fax.

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**MAIN (BLUE) ARENA
CONCEPTUAL DASHER LAYOUT**

14 Boulder Blvd.
Stony Plain, AB
T7Z 1V7

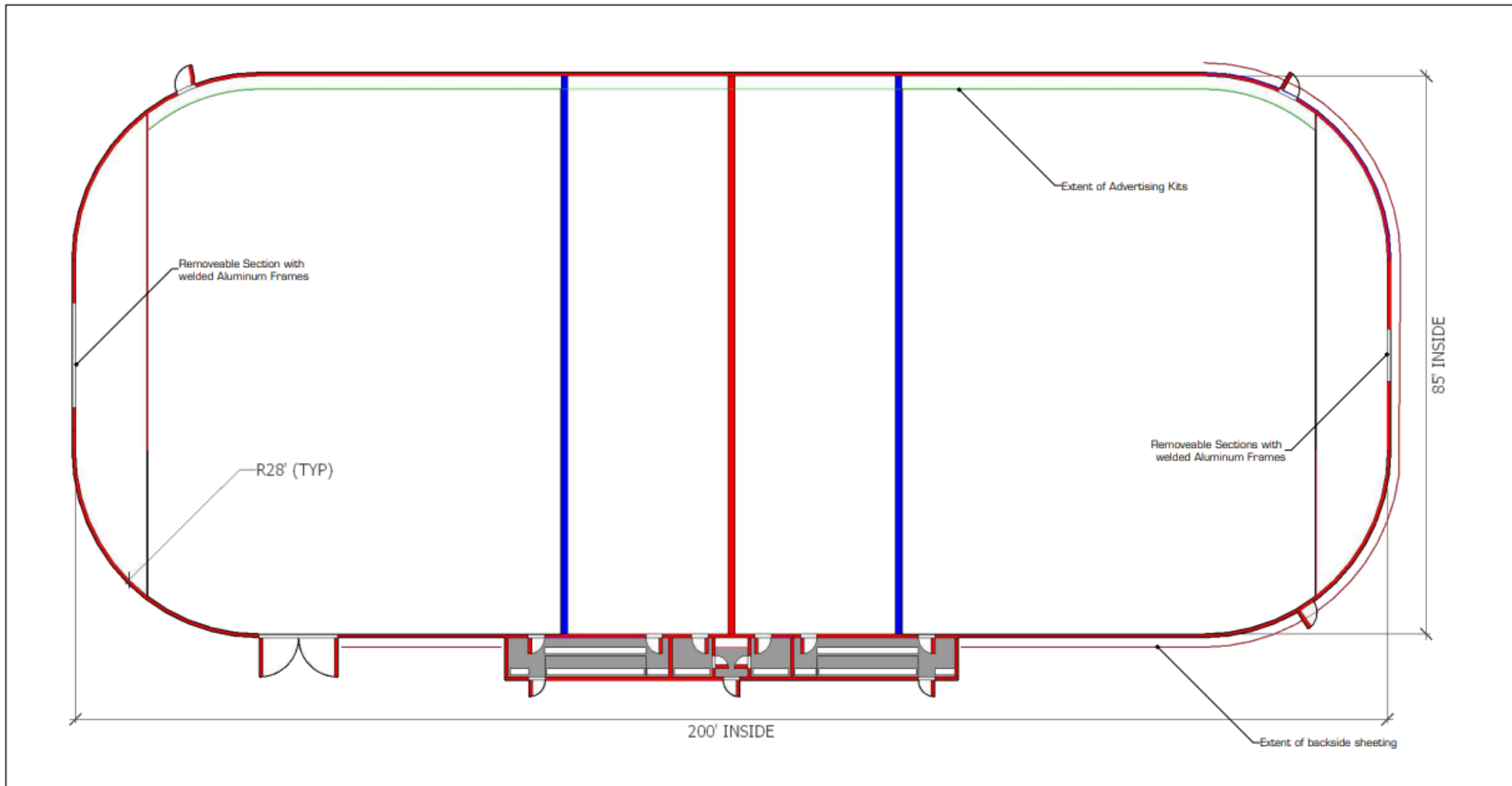
OMNISPORT INC.

1-866-654-7465
www.omnisport.ca

**STETTLER RECREATION CENTRE
STETTLER, AB**

REVISIONS	
MM/DD/YY	REMARKS
1 02 /24 /23	Layout sketch for site visit measurements
2 03 /10 /23	Revised to reflect quoted layout
3 --- /--- /---	---
4 --- /--- /---	---
5 --- /--- /---	---

SK 01



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**SECOND (RED) ARENA
CONCEPTUAL DASHER LAYOUT**

14 Boulder Blvd.
Stony Plain, AB
T7Z 1V7



1-866-654-7465
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STETTLER RECREATION CENTRE
STETTLER, AB

REVISIONS		REMARKS
1	02 /24 /23	Layout sketch for site visit measurements
2	03 /10 /23	Revised to reflect quoted layout
3	---	---
4	---	---
5	---	---

SK 02

MEMORANDUM

Date: March 10, 2023

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: 2023 Capital Budget – Truck purchases

Summary:

Given prior year priorities, our work truck fleet has aged and replacement is being addressed as warranted.

2022 Capital Budget included \$120,000 to purchase two fleet trucks, and 2023 Capital budget includes \$120,000 for two ½ ton trucks.

Three tenders were prepared and sent to the three local dealerships. Two for ½ ton trucks and one for a 1 ton truck. As pricing and supply have been unpredictable, administration only tendered three of the four purchases to ensure we didn't tender more than budget would allow for. After closing the tenders, it is expected the fourth truck can be tendered and purchased within budget. Administration will proceed with the fourth truck tender and present to Council at a future meeting.

Summary of tenders:

Specifications on fleet trucks differs based on departmental purpose and workload effectiveness.

One ton truck regular cab 4x4:

Stettler Dodge	\$60,758.00
Aspen Ford	\$65,393.00

½ ton truck crew cab 4x4:

Stettler Dodge	\$53,283.00
Aspen Ford	\$60,171.00
Gary Moe Chevrolet	\$62,873.25

½ ton truck extended cab 4x4:

Gary Moe Chevrolet	\$58,875.25
Aspen Ford	\$60,231.00

Evaluation:

As all the models meet specifications, administration is recommending proceeding with the lowest bidder for all units.

Budget summary:

Budget available	\$240,000.00
One ton purchase	\$60,758.00
Deck for one ton	\$15,000.00
½ ton crew cab	\$53,283.00
½ ton extended cab	<u>\$58,875.25</u>
Remaining	\$52,083.75

*The 2022 Capital budget allocation has been carried forward to the 2023 Capital Budget.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the tenders as follows:

- ½ ton crew cab 4x4 truck to Stettler Dodge at \$53,283.00 excluding gst.,
- ½ ton extended cab 4x4 to Gary Moe Chevrolet at \$58,875.25, excluding gst.,
- 1 ton 4x4 to Stettler Dodge at \$60,738.00, excluding gst.

including the required \$15,000 deck for the one ton all funded through the 2023 Capital Budget.

Memo

Date: March 7, 2023
To: Greg Switenky
CAO
From: Melissa Robbins
Director of Operational Services
Re: Skid Steer Purchase

Background:

2023 Capital Budget includes \$55,000 to purchase a new skid steer net a trade in of an existing skid steer.

Request for Proposal:

A request for proposal (RFP) was posted on the Alberta Purchasing Connection. The following proposals were received and include 3-year warranty.

Company	Bid	Trade in Value	Expenditure
Rocky Mountain Equipment (CASE)	\$84,700	\$50,000	\$34,700.00
Stettler Agri Center (New Holland)	\$91,460	\$55,000	\$36,460.00
Brandt Tractor (John Deere)	\$91,790	\$50,000	\$41,790.00
Vanee Farm Center Inc (New Holland)	\$96,220	\$50,000	\$46,220.00
Future Ag Inc. (CASE)	\$98,660	\$50,000	\$48,660.00
Finning (CAT)	\$104,335.20	\$47,500	\$56,835.20
Tingley's Harvest Center (JCB)	\$110,391	\$45,000	\$65,361.00
Stettler Equipment Sales and Rentals (Bobcat)	did not meet spec	-	-

Equipment Evaluation:

Staff evaluated the models except for JCB as it was over budget and the Bobcat which did not meet spec. The following is the average evaluation of the units.

John Deere	4.3/5
CAT	4.1/5
CASE	3.7/5
New Holland	3.5/5

As all of the machines meet specifications and staff evaluations are favorable, administration believes that evaluation levels do not warrant not awarding the low tender.

Optional Equipment:

As we previous had a BobCat model skid steer, we require adaptors for our existing attachments to use with a different skid steer model. We are recommending purchasing two adaptors @ \$800.00/each.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the purchase of the skid steer including 3-year warranty and trade in our existing unit to Rocky Mountain Equipment, with an additional \$1,600 for two electrical adaptors for a total budget expenditure of \$36,300, excluding gst., funded from the 2023 Capital Budget.

COMMITTEE OF THE WHOLE RECOMMENDATIONS

MARCH 14, 2023

1. It was agreed that the Committee of the Whole recommend that Town Council approve the Town of Stettler to purchase a banner to promote the Stettler District Music Festival at a cost of up to \$1500, with funding to come from the Arts & Culture Reserve in the 2023 Budget.
2. It was agreed that the Committee of the Whole refer the Intermunicipal Library Agreement, with the amendments of a name change to Stettler Library Board and the term of the agreement to five (5) years, to Town Council for approval.

STETTLER TRADE SHOW

APRIL 14, 15 & 16, 2023



<u>DATE</u>	<u>TIME</u>	<u>DEPT. HEAD</u>	<u>COUNCIL REP</u>
FRIDAY APRIL 14TH	4:00 P.M. - 6:30 P.M.	_____	_____ & _____
	6:30 P.M. - 9:00 P.M.	_____	_____ & _____
SATURDAY APRIL 15TH	10:00 A.M. - 1:00 P.M.	_____	_____ & _____
	1:00 P.M. - 4:00 P.M.	_____	_____ & _____
	4:00 P.M. - 6:00 P.M.	_____	_____ & _____
SUNDAY APRIL 16TH	11:00 A.M. - 1:00 P.M.	_____	_____
	1:00 P.M. - 4:00 P.M.	_____	_____ & _____ & _____

NOTE: TOWN BOOTH IS LOCATED IN THE RED ARENA – BOOTH H117

LUNCH WILL BE PROVIDED ON FRIDAY, APRIL 14
1:00 PM - SRC
IN THE TOWN'S BOOTH

**TOWN OF STETTLER
TD BANK RECONCILIATION
AS OF February 28, 2023**

Net Balance at End of Previous Month	\$	834,201.69
ADD: General Receipts (summarized below)		4,708.44
Interest Earned (Prime 6.70% less 1.90% = 4.80%)		3,410.28
Investments Matured		-
SUBTOTAL		842,320.41
LESS: General Disbursements		61,425.42
Payroll		-
Investments		-
Debenture Payments		-
Returned Cheques		-
Bank Charges		421.60
SUBTOTAL		61,847.02
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	780,473.39
Balance at End of Month - Bank		792,013.22
ADD: Outstanding Deposits		14.90
LESS: Outstanding Cheques		11,554.73
		11,554.73
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	780,473.39
INVESTMENTS:		
US Bank Account		-
SUBTOTAL		-
TOTAL CASH ON HAND AND ON DEPOSIT	\$	780,473.39

THIS STATEMENT SUBMITTED TO COUNCIL THIS 21st DAY OF March 2023

MAYOR

ASSISTANT CAO

TO: Town of Stettler Council

DATE: 2023 03 21

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – FEBRUARY 2023

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Committee of the Whole, Special SWMA Meeting, SRC Updating Committee, and daily office staff information sharing sessions.
2. Administrative staff (PLS&CAO) submit a Green and Inclusive Community Buildings Program (Federal) application for substantial SRC expansion funding under short notice timelines.
3. 2023-2024 Alberta Provincial Budget telephone Town Hall with Minister of Municipal Affairs Rebecca Schulz, and Preliminary Analysis webinar with Alberta Municipalities.
4. RCMP detachment update, in person, with Senior Representatives for the District.
4. Ongoing discussions respecting the Stettler Regional Fire Department's 24/7 365 operational capacities and expectations within the joint partnership funding agreement.
5. 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, RCMP, SRO, Economic Development, Brownlee Emerging Trends,
2. Projects worked on included:
 - 2023 Tax Budget
 - 2023 Capital Budget
 - 2023 Interim Budget
 - 2022 Financial Statement / Financial Information Return review and summary
 - 2022 Operating Budget (Revenue / Expense summary) (C Run) – December 31, 2022
 - 2022 Capital Budget Final Summary – (C Run) – December 31, 2022
 - 2022 Reserves – (C Run) – December 31, 2022
 - 2022 Federal / Provincial Grants update – (C Run) – December 31, 2022
 - 2022 Regional Water Final Summary – (C Run) – December 31, 2022
 - CAO Vacation coverage
 - Vacation

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings attended: Department Head, Airport Board Meeting, Capital Budget Presentation, Strat Planning, IDP Prep meeting and County staff meeting, Town life planning,
Projects:

- Vacation Feb 6-13
- Airport Master Plan presentation to Council
- 50 Avenue watermain replacements – telus duct bank discussions
- Emerging Trends Virtual conference with Council
- Skid Steer tender
- Pick up truck tenders
- Loader tender
- 2023 paving tender
- Town life articles

TRANSPORTATION – SARAH MCCRINDLE

- Sidewalk snow removal and sanding when needed
- Sanded streets when needed
- Graded roads when needed
- Snow removal in parking lots when needed
- Snow removal in lanes when needed
- Sanded lanes when needed
- Removed the snow built up around the lights along the runway at the airport
- Cleaned up the rental backhoe and returned to Wally's backhoe as we had our backhoe returned to us after the theft
- Cleaned up the sander
- Cleaned up the graders
- Hauled the snow that was built up along the edges of the road from KFC along 57st to the vet clinic along 51ave. we worked with EMCON on this project
- Hauled snow to West Stettler and Parkdale hills twice so they would be ready for family day
- Steamed frozen catch basins every time the weather warmed up
- Installed columbarium wreaths when needed
- Replaced signs that were knocked down
- Hauled snow from all the uptown parking lots
- Dug out and pathway and added gravel along 52ave that had sunk after a water break this fall
- Did our annual review of all our hazard assessments and safe work practices in our safety manual
- built a new hanger for the wall in the public works shop to hang ladders and other tools
- Helped out water department on a water break
- Sent an employee to Sylvan Lake and Red Deer to pick up parts to save on freight charges
- Took down the for sale sign on the lot by spiral mobility
- Did our annual audiometric testing
- Employee built a new shelving unit for the water foreman

**CAO REPORT
FEBRUARY 2023
PAGE 3**

- Painted the transportation office, the water foreman office, the hall way in the office area, and the coffee room upstairs
- Did the monthly traffic light inspection
- Cleaned up the snow piles in the parking lot at the spray park to help with drainage when the snow starts to melt
- Did up a request for purchase for a new skid steer, 2 half ton trucks, and 1 One ton truck
- Put on the new sun shades on the crosswalk light on 46 st and 49ave that was hit
- Booked demos and tried out machines with Case, Cat, New Holland, and John Deere for skid steers
- Did an online course for Leadership in Safety Excellence with the water department
- Picked up our new electric 2 yard 1 ton sander from Edmonton

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

Meetings:

- Parks and open spaces
- SRC arena operations
- Town reprehensive at AAAS conference
- Sales people meetings

Projects:

- Snow removal
- Hub lighting
- Arena operations
- Job posting for summer staff
- Sick leave coverage
- New score clocks have arrived waiting to install
- Oval maintence
- Ordered replacement Zamboni water tank

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2023 Permits to February 28, 2023	2022 Permits to February 28, 2022
Institutional	\$0.00	\$0.00
Industrial	\$1,500.00	\$0.00
Commercial	\$210,000.00	\$205,425.00
Residential	\$138,600.00	\$404,300.00
Total	\$350,100.00	\$1,322,925.00

2. Projects:

- Land Sale(s)
- Floodway Review
- IDP & SE ASP
- Mid Town Estates Development
- Wellings Development
- Kneeland Development
- Economic Development Committee Initiative

- Corporate Identity Initiatives
- North West ASP
- Internal Meeting Room
- Park Dedication
- 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:

- MPC Meetings
- IDP SE ASP
- Corporate Identity
- SRC Committee
- Park Dedication
- 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 and water main break repairs
- 10) Cleaned out Screen in manhole #2.
- 11) Monthly Wastewater sampling.
- 12) Weekly Wastewater treatment.
- 13) Snow removal
- 14) Water Meter changes.
- 15) Retrofitting an old excavator bucket to clean plastics, garbage and organics off of Lagoons.
- 16) Sorting through old products/stock and building better storage for tools, etc.

REGIONAL FIRE CHIEF – MARK DENNIS

Report to be presented at a later date.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The test run with the ACH coagulant went well. We have switched back to the alum coagulant so that we can use up the remaining tank. We are also back to adding caustic for PH correction now that we are back on alum. We are in the process of cleaning out the second alum tank so that we can order a bulk load of the new coagulant.
2. The chlorine gas switch to sodium hypochlorite capital project is well on the way. The sodium hypochlorite tanks are now set up in the chlorine room. See attached photos. The new pump skids have been delivered and the pipework will commence.
3. The ammonium sulfate storage and batching system has been set up in the ammonia room and we are ready to switch over from the aqua ammonia as soon as the current supply has been used up.
4. We are still waiting on parts to repair the flash mixer VFD and the 2030A Floc Mixer VFD.
5. The technician from Cleartech was out to do the yearly maintenance and certification of our online and laboratory analyzers.
6. The HACH technician was out to do by-yearly maintenance and certification of our AMC analyzer. It is not in service. Parts are on order to complete the service.
7. Routine monthly maintenance carried out.
8. There were some scaling complaints with some people having to change out filters on their appliances sooner lately. The PH has been the same leaving the water treatment plant but we will do some extra tests to see if we can see a problem not evident.



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76618	76630
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Active Network	76618	2023-03-10	\$404.25

Invoice Description	Invoice Number	Invoice Amount	

P&L Card Printer Ink	22022394	\$404.25	

Cal-Trac Contracting Ltd.	76619	2023-03-10	\$3,645.60

Invoice Description	Invoice Number	Invoice Amount	

Snow Removal Feb Grader Rental	304106	\$3,645.60	

Innov8 Digital Solutions	76620	2023-03-10	\$113.17

Invoice Description	Invoice Number	Invoice Amount	

P&L Photocopies Feb 6- Mar5	IN398916	\$113.17	

Parkland Geo	76621	2023-03-10	\$4,200.00

Invoice Description	Invoice Number	Invoice Amount	

Subd Land Dev-Phase 2 Ass	0223-7928	\$4,200.00	

Quadient	76622	2023-03-10	\$1,717.68

Invoice Description	Invoice Number	Invoice Amount	

Office Postage/Pre Paid Exp	2621430	\$1,717.68	

Receiver General for Canada	76623	2023-03-10	\$62,869.61

Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP05-23	\$54,710.67	
Town Tax Remittance	PP05-23.	\$3,005.04	
BOT Tax Remittance	PP05-23.BOT	\$2,379.89	
Library Tax Remittance	PP05-23.LIBRAR	\$2,774.01	

Receiver General for Canada	76624	2023-03-10	\$327.23

Invoice Description	Invoice Number	Invoice Amount	

Garnishee	PP05-23	\$327.23	

Red Deer River Municipal Users	76625	2023-03-10	\$1,488.00

Invoice Description	Invoice Number	Invoice Amount	

Water Reg/Membership 2023 Req	2023.02.08	\$1,488.00	

Sienna's Cleaning	76626	2023-03-10	\$975.00

Invoice Description	Invoice Number	Invoice Amount	

Shop Janitor 8 Cleans@100.00	2023.02.28	\$975.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Spiral Mobility	76627	2023-03-10	\$26.24

Invoice Description		Invoice Number	Invoice Amount
Computer Lightning USB Cable		16158	\$26.24

Stettler Tool & Hardware	76628	2023-03-10	\$36.74

Invoice Description		Invoice Number	Invoice Amount
Sewer Soft Wape Bucket Fabrica		10003373	\$36.74

Uline Canada Corporation	76629	2023-03-10	\$946.67

Invoice Description		Invoice Number	Invoice Amount
Community Hall 3 Recycler Bins		11792045	\$946.67

Yellow Pages	76630	2023-03-10	\$76.73

Invoice Description		Invoice Number	Invoice Amount
Office Feb Directory Advert		INV03389126	\$76.73

	Total Cheques		\$76,826.92
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76631	76650
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	76631	2023-03-17	\$30.12

Invoice Description	Invoice Number	Invoice Amount	
P&D Searches	2023.02.28	\$30.12	

Armstrong, Carly	76632	2023-03-17	\$70.59

Invoice Description	Invoice Number	Invoice Amount	
Water Refund Util AC Cr Bal	2023.03.10	\$70.59	

Canada Post Corporation	76633	2023-03-17	\$1,481.98

Invoice Description	Invoice Number	Invoice Amount	
Water Billing Postage	9859230968	\$1,481.98	

ElectroGas Monitors Ltd.	76634	2023-03-17	\$604.80

Invoice Description	Invoice Number	Invoice Amount	
WTP Ammonia 50 ppm	SI107060	\$604.80	

Falcon Equipment Ltd.	76635	2023-03-17	\$3,311.49

Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Fan paddles	312002713	\$1,262.31	
Trans Skid ShoesSnowblower#186	312002797	\$2,049.18	

Fastimes Towing	76636	2023-03-17	\$1,181.25

Invoice Description	Invoice Number	Invoice Amount	
Water Tow Hydrovac from WTP to	4555	\$1,181.25	

Geddes, Byron	76637	2023-03-17	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
BOT 2022 Sick Leave Incentive	2022	\$25.00	

Larson's Auto Electric 2010	76638	2023-03-17	\$118.77

Invoice Description	Invoice Number	Invoice Amount	
Trans Coil for Sand unit#109	IN3010122	\$89.79	
Trans Airfilter for Sander#109	IN3020124	\$28.98	

Linde Canada	76639	2023-03-17	\$365.65

Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Chemicals	34215668	\$365.65	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Morris, Donna	76640	2023-03-17	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
BOT 2022 Sick Leave Incentive	2022	\$25.00	
Ornamental Bronze Limited	76641	2023-03-17	\$510.30
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath With Vas	103922	\$510.30	
Peterson, Jacqui	76642	2023-03-17	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L 2022 Sick Leave Incentive	2022	\$25.00	
Purolator Courier Ltd.	76643	2023-03-17	\$322.28
Invoice Description	Invoice Number	Invoice Amount	
Office/WTP/Water/P&D Freight	452789547	\$322.28	
Schwartz Home Building Centre	76644	2023-03-17	\$122.30
Invoice Description	Invoice Number	Invoice Amount	
WTP Ammonia Room Fabrication	840493	\$122.30	
Spiral Mobility	76645	2023-03-17	\$104.99
Invoice Description	Invoice Number	Invoice Amount	
Trans Radio for Tandem #86	14190	\$104.99	
Sweet Home on Main	76646	2023-03-17	\$225.00
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Refund Business License	2023.03.13	\$225.00	
The Society of Local Governmen	76647	2023-03-17	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Membership Fee	264.2023	\$400.00	
Vanguard Collection Agencies L	76648	2023-03-17	\$104.01
Invoice Description	Invoice Number	Invoice Amount	
Water Billing Collection Fees	10539	\$104.01	
Ward, Lee Anne	76649	2023-03-17	\$150.06
Invoice Description	Invoice Number	Invoice Amount	
Water Refund Util AC Cr Bal	2023.01.27	\$150.06	
Woody's Automotive Ltd.	76650	2023-03-17	\$1,645.59
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 4 pkgs Cable Ties	808342	\$39.28	
Fire 3 Sawzall Torch Blades	807223	\$74.57	35

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop Engine Oil	805870		\$176.97
Shop Towels	808233		\$99.83
Shop Power Steering Hose #141	807966		\$92.14
Shop Tools Socket	808894		\$12.38
Trans Engine Oil #86	806735		\$334.34
Trans Engine Oil #24	806620		\$334.34
Trans Engine Oil Backhoe #36	806773		\$111.45
Trans First Aid Kit Backhoe#36	806714		\$66.87
Trans Fuel Tank Repair Kit#141	806837		\$8.55
Trans Fan Belt & Pulley #45	808320		\$64.70
WTP Brake Rotor for pickup#151	806911		\$107.27
WTP Ball Joint unit #151	806886		\$90.24
SRC 3/4 Counter sink bit	808239		\$23.87
Parks Plug Zamboni Exhaust #68	807176		\$4.85
Parks Test Port PlugZamboni#38	807217		\$3.94

	Total Cheques		\$10,824.18
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0005760	EFT0005791
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	EFT0005760	2023-03-14	\$569.48

Invoice Description	Invoice Number	Invoice Amount	

Pool Facility 3 1st Aid Kits	9598878040	\$427.11	
Pool Facility 1st Aid Kit Refi	9621465351	\$142.37	

Alberta Animal Services	EFT0005761	2023-03-14	\$14,664.44

Invoice Description	Invoice Number	Invoice Amount	

Bylaw Feb Enforcement	11200	\$14,664.44	

APEX Supplementary Pension Pla	EFT0005762	2023-03-14	\$362.81

Invoice Description	Invoice Number	Invoice Amount	

Supplementary Pension Plan Tr	PP05-23	\$362.81	

Automated Aquatics Canada Ltd.	EFT0005763	2023-03-14	\$2,672.88

Invoice Description	Invoice Number	Invoice Amount	

Pool Facility Equip Repair Par	0000109121	\$327.18	
Pool Facility Chemicals & Part	0000108675	\$2,345.70	

Brownlee LLP	EFT0005764	2023-03-14	\$1,086.54

Invoice Description	Invoice Number	Invoice Amount	

Bylaw Property Enforcement	543728	\$1,086.54	

C & S Disposal	EFT0005765	2023-03-14	\$25,565.72

Invoice Description	Invoice Number	Invoice Amount	

Feb Waste & Recycling Collecti	4200	\$25,565.72	

Canadian Union of Public Emplo	EFT0005766	2023-03-14	\$660.00

Invoice Description	Invoice Number	Invoice Amount	

Union Dues	PP05-23	\$660.00	

Cas Tech Inc.	EFT0005767	2023-03-14	\$1,841.68

Invoice Description	Invoice Number	Invoice Amount	

Computer 7 UPS Batteries/Water	22000002990	\$1,775.55	
Computer 3" USB Serial Cable	22000002926	\$66.13	

CentralSquare Canada Software	EFT0005768	2023-03-14	\$1,198.00

Invoice Description	Invoice Number	Invoice Amount	

Computer Diamond Enhancement	373171	\$1,198.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Chapman Riebeek	EFT0005769	2023-03-14	\$123.11

Invoice Description	Invoice Number	Invoice Amount	
Bylaw Jan Legal Services	2302015	\$123.11	

County of Stettler	EFT0005770	2023-03-14	\$35,363.00

Invoice Description	Invoice Number	Invoice Amount	
Emergency Response #22-033	IVC039279	\$2,275.00	
Emergency Response #22-124	IVC039590	\$2,275.00	
Emergency Response #22-176	IVC040620	\$2,275.00	
Emergency Response #22-181	IVC040691	\$1,300.00	
Emergency Response #22-197	IVC040644	\$1,137.50	
Emergency Response #22-200	IVC040677	\$9,425.00	
Emergency Response #22-205	IVC040645	\$6,663.00	
Emergency Response #22-206	IVC040689	\$812.50	
Emergency Response #22-225	IVC040690	\$1,950.00	
Emergency Response #22-239	IVC040692	\$1,300.00	
Emergency Response #22-241	IVC040707	\$2,700.00	
Emergency Response #22-245	IVC040723	\$812.50	
Emergency Response #22-249	IVC040722	\$1,625.00	
Emergency Response #22-253	IVC040720	\$812.50	

Dillon Consulting	EFT0005771	2023-03-14	\$393.75

Invoice Description	Invoice Number	Invoice Amount	
Mun Plan IDP & SEASP Consultin	273764	\$393.75	

Diverse Signs N Designs Inc.	EFT0005772	2023-03-14	\$402.32

Invoice Description	Invoice Number	Invoice Amount	
Shop New Sign for Shop Gate	9875	\$181.69	
SRC 200 Whmis Decals	9845	\$220.63	

Heartland Glass Ltd.	EFT0005773	2023-03-14	\$16.80

Invoice Description	Invoice Number	Invoice Amount	
WTP 2 keys cut for WTS	108033	\$16.80	

Hi Way 9 Express Ltd.	EFT0005774	2023-03-14	\$1,063.80

Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	32340726	\$87.48	
WTP Freight	0250171	\$933.64	
Fire Joint Freight	12613496	\$42.68	

KaizenLAB Inc.	EFT0005775	2023-03-14	\$53.11

Invoice Description	Invoice Number	Invoice Amount	
Sewer Lagoon Sampling	INV0085142	\$53.11	

Klearwater Equipment & Technol	EFT0005776	2023-03-14	\$3,941.28

Invoice Description	Invoice Number	Invoice Amount	
WTP Fluoride	230566	\$3,941.28	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
MedTeq Solutions CA Ltd	EFT0005777	2023-03-14	\$1,812.79
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Target Solutions	INV62722	\$1,812.79	
NextGen Automation	EFT0005778	2023-03-14	\$428.33
Invoice Description	Invoice Number	Invoice Amount	
Office/Water Bill Photocopies	477896	\$428.33	
Northstar Trucking Ltd.	EFT0005779	2023-03-14	\$387.45
Invoice Description	Invoice Number	Invoice Amount	
SRC Parkling Lot Chips	323448	\$387.45	
R & E Elevator Ltd.	EFT0005780	2023-03-14	\$350.84
Invoice Description	Invoice Number	Invoice Amount	
Office Joint Regular Maintenanc	28687	\$350.84	
Rally Rentals	EFT0005781	2023-03-14	\$227.01
Invoice Description	Invoice Number	Invoice Amount	
Sewer Oxygen for Torch	33092	\$63.00	
Water Welding Equipment	33183	\$164.01	
Rollies Vac Systems	EFT0005782	2023-03-14	\$336.00
Invoice Description	Invoice Number	Invoice Amount	
Landfill Pumpout	22461	\$336.00	
Shanes Instrument Services Ltd	EFT0005783	2023-03-14	\$7,200.25
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Composit Sampler	20669	\$7,200.25	
Somerville, Andrew	EFT0005785	2023-03-14	\$387.85
Invoice Description	Invoice Number	Invoice Amount	
Computer Multi-Device Keyboard	2023.01.02	\$387.85	
Stettler Dads Services	EFT0005786	2023-03-14	\$1,500.00
Invoice Description	Invoice Number	Invoice Amount	
Water Billing Feb MeterReader	2023-2	\$1,500.00	
Stettler Electric Inc.	EFT0005787	2023-03-14	\$361.91
Invoice Description	Invoice Number	Invoice Amount	
SRC TV Power & Data Mount	6324	\$361.91	
Stettler Telephone Answering S	EFT0005788	2023-03-14	\$136.50
Invoice Description	Invoice Number	Invoice Amount	
WTP Mar Working Alone Monitori	160	\$136.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stingray Radio Inc.	EFT0005789	2023-03-14	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Feb Advertising	650900-2	\$546.00	
Superior North America Inc.	EFT0005790	2023-03-14	\$394.11
Invoice Description	Invoice Number	Invoice Amount	
Drainage Nozzles for Steamer	29936S	\$394.11	
The Soap Stop	EFT0005784	2023-03-14	\$1,069.86
Invoice Description	Invoice Number	Invoice Amount	
Com Hall/Fitness/Shop/SRC Jani	487294	\$1,069.86	
WTS Manufacturing & Sales Inc.	EFT0005791	2023-03-14	\$63.00
Invoice Description	Invoice Number	Invoice Amount	
Fitness Area Steel Base Plate	3408	\$63.00	
	Total Cheques		\$105,180.62

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0005792	EFT0005844
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4L Communications Inc.	EFT0005792	2023-03-21	\$125.97

Invoice Description		Invoice Number	Invoice Amount

Shop iPhone Screen Protector		STTLRIN15500	\$31.49
Trans iPhone Screen Protector		STTLRIN15527	\$94.48

Action Plumbing & Excavating	EFT0005794	2023-03-21	\$628.87

Invoice Description		Invoice Number	Invoice Amount

SRC DR6 Pipe Repair Material		I031963	\$7.41
SRC Hub Kitchen Fittings Ice M		W39525	\$621.46

AL-TERRA Engineering	EFT0005795	2023-03-21	\$3,510.86

Invoice Description		Invoice Number	Invoice Amount

Mun Plan Area Structure Plan		12646	\$3,510.86

Alberta Boilers Safety Assoc.	EFT0005793	2023-03-21	\$363.55

Invoice Description		Invoice Number	Invoice Amount

WTP 2023 Boiler Registration		20234958	\$363.55

AMSC Insurance Services Ltd.	EFT0005796	2023-03-21	\$259,259.53

Invoice Description		Invoice Number	Invoice Amount

BOT Insurance		42467	\$1,475.00
Stettler Flying Club Insurance		42709	\$1,155.00
Heartland Youth Center Insuran		42694	\$3,511.00
2023 Insurance Policy		42052	\$253,636.00

Auton, Cindy	EFT0005797	2023-03-21	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Pool 2022 Sick Leave Incentive		2022	\$25.00

Auton, Ezra	EFT0005798	2023-03-21	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Roads 2022 Sick Leave Incentiv		2022	\$25.00

Bagshaw Electric Ltd.	EFT0005799	2023-03-21	\$216.56

Invoice Description		Invoice Number	Invoice Amount

WTP DS2T-20202 Filter 18679		IC042207	\$216.56

Baharally, Charlene	EFT0005800	2023-03-21	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Fitness 2022 Sick Leave Incent		2022	\$25.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Bobcat of Red Deer	EFT0005801	2023-03-21	\$1,854.64

Invoice Description	Invoice Number	Invoice Amount	
Trans Skidsteer Auger Bits#117	P16832	\$549.31	
Trans Asphalt Saw Teeth	P16881	\$1,305.33	
=====			
Bounty Onsite Inc.	EFT0005802	2023-03-21	\$3,759.27

Invoice Description	Invoice Number	Invoice Amount	
Shop Safety Supplies	001-137780	\$123.82	
SRC Janitor Supplies	001-137198	\$620.95	
SRC Janitor Supplies	001-137506	\$528.55	
SRC Janitor Supplies	001-137559	\$424.20	
SRC Jantior Supplies	001-137765	\$1,016.47	
SRC Jantior Supplies	001-138090	\$984.63	
Com Hall Janitor Supplies	001-137716	\$60.65	
=====			
Brownlee LLP	EFT0005803	2023-03-21	\$197.19

Invoice Description	Invoice Number	Invoice Amount	
Bylaw Property Enforcement	544680	\$197.19	
=====			
Brugman, Etienne J. L.	EFT0005804	2023-03-21	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Fire 2022 Sick Leave Incentive	2022	\$25.00	
=====			
Burmac Mechanical 2000	EFT0005805	2023-03-21	\$107.18

Invoice Description	Invoice Number	Invoice Amount	
Roads Bench Materials	104442	\$107.18	
=====			
Canadian Tire #671	EFT0005806	2023-03-21	\$395.62

Invoice Description	Invoice Number	Invoice Amount	
Shop Hooks to hang tools	319	\$81.80	
WTP Batteries	316	\$33.58	
WTP Supplies	304	\$206.29	
Water Hooks to hang ladders	314	\$73.95	
=====			
Canoe Procurement Group of Can	EFT0005807	2023-03-21	\$24,159.67

Invoice Description	Invoice Number	Invoice Amount	
Trans/Water/Parks Diesel Fuel	PF-10899-10514	\$3,333.59	
Shop Grease	PF-10936-10542	\$606.90	
Trans Solar Crosswalk Repair P	AB155746	\$234.15	
Trans Sign Breakaways & Freigh	AB155728	\$524.61	
Roads Deductable & GST on repa	AB154928	\$1,212.46	
Water Excavator TireRepair#108	AB152756	\$163.76	
Water Excavator TireRepair#108	AB152905	\$163.76	
Water Loader Blades #152	AB152735	\$1,995.25	
Misc Dept Equip Gas Oil	PF-10874-10491	\$15,925.19	
=====			
Caro Analytical Services	EFT0005808	2023-03-21	\$171.68

Invoice Description	Invoice Number	Invoice Amount	
WTP Water Analysis	IC2303828	\$131.78	
WTP Water Analysis	IC2303793	\$39.90	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
CentralSquare Canada Software	EFT0005809	2023-03-21	\$45,615.79
Invoice Description	Invoice Number	Invoice Amount	
Computer Diamond Enhancement	374716	\$45,615.79	
ClearTech Industries Inc.	EFT0005810	2023-03-21	\$3,338.92
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals	INV1058061	\$6,226.42	
Clearview Public Schools	EFT0005811	2023-03-21	\$2,046.38
Invoice Description	Invoice Number	Invoice Amount	
Joint Office Feb Expenses	6856	\$2,046.38	
Contact Safety Service Ltd.	EFT0005812	2023-03-21	\$210.00
Invoice Description	Invoice Number	Invoice Amount	
WTP First Aid Course	12929	\$210.00	
Dahl, Steven	EFT0005813	2023-03-21	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Shop 2022 Sick Leave Incentive	2022	\$25.00	
Dean's Machine Inc.	EFT0005814	2023-03-21	\$86.63
Invoice Description	Invoice Number	Invoice Amount	
Trans Machine Dump Box Ram	47144	\$86.63	
Dennis, Mark	EFT0005815	2023-03-21	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Fire 2022 Sick Leave Incentive	2022	\$25.00	
Dolan, Lori	EFT0005816	2023-03-21	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool 2022 Sick Leave Incentive	2022	\$25.00	
East Central Alberta Catholic	EFT0005817	2023-03-21	\$43,476.16
Invoice Description	Invoice Number	Invoice Amount	
1st Qtr 2023 School Requisitio	13907	\$43,476.16	
Federation of Canadian Municip	EFT0005818	2023-03-21	\$1,840.42
Invoice Description	Invoice Number	Invoice Amount	
Council FCM Membership	INV-34387-Z8N9	\$1,840.42	
Glover International Trucks Lt	EFT0005819	2023-03-21	\$1,684.97
Invoice Description	Invoice Number	Invoice Amount	
Trans Mirror&ladder Tandem#24	374904	\$615.37	
Trans AirControlValveTandem#86	375343	\$154.37	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans Fuel Tank Strap & Rubber	375807		\$915.23
GT Hydraulic & Bearing	EFT0005820	2023-03-21	\$3,706.84
Invoice Description	Invoice Number	Invoice Amount	
Shop Filters	000-388254	\$353.63	
Trans Copper Spray for Bolts	000-389040	\$23.59	
Shop Fuel Pump O-Ring #141	000-388833	\$3.98	
Shop Pressure Washer Parts	000-389471	\$100.64	
Trans Wheel Seal & Diff Breath	000-386652	\$345.19	
Trans Air Brake Valve for Tand	000-388407	\$839.57	
Trans O-Rings for Sander #109	000-38438	\$1.26	
Trans Hydraulic Hose for Wille	000-388944	\$54.53	
Water New LED Headlights for	000-387769	\$1,110.72	
Water Shocks & Air Bags for Hy	000-388282	\$1,188.73	
Gyro Ag Ltd.	EFT0005821	2023-03-21	\$13.00
Invoice Description	Invoice Number	Invoice Amount	
Trans Steel&Keyway for pickup	3339	\$13.00	
Hi Way 9 Express Ltd.	EFT0005822	2023-03-21	\$33.83
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	32332642	\$33.83	
i. d. Apparel	EFT0005824	2023-03-21	\$838.95
Invoice Description	Invoice Number	Invoice Amount	
Trans/Water Safety Vests & Swe	114299	\$315.00	
Trans/Water 20 Caps	114300	\$523.95	
IJD Inspections Ltd.	EFT0005825	2023-03-21	\$2,663.41
Invoice Description	Invoice Number	Invoice Amount	
P&D Building Permits & Inspect	02-2023	\$2,663.41	
Keiths Refrigeration	EFT0005826	2023-03-21	\$6,637.31
Invoice Description	Invoice Number	Invoice Amount	
WTP Compressor Repairs	22525	\$273.00	
Health Unit RTU Maintanace	22480	\$987.00	
SRC Hub Install Ice Machine	22536	\$1,177.31	
SRC Hub Ice Machine	22535	\$4,200.00	
King, Allan	EFT0005827	2023-03-21	\$176.20
Invoice Description	Invoice Number	Invoice Amount	
SRC 2022 Sick Leave Incentive	2022	\$25.00	
SRC CUPE Clothing Allowance	2023.02.09	\$151.20	
Lifesaving Society	EFT0005828	2023-03-21	\$778.05
Invoice Description	Invoice Number	Invoice Amount	
Pool Advanced Aquatic Supplies	22499	\$778.05	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
McCrinkle, Sarah	EFT0005829	2023-03-21	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Roads 2022 Sick Leave Incentiv	2022	\$25.00	
Meridian OneCap Credit Corp	EFT0005830	2023-03-21	\$786.90
Invoice Description	Invoice Number	Invoice Amount	
P&L Jan/Feb/Mar Copier Lease	230401 663948	\$786.90	
Municipal Property Consultants	EFT0005831	2023-03-21	\$10,908.27
Invoice Description	Invoice Number	Invoice Amount	
Mar 2023 Assessor & Camalot Fe	17167	\$10,908.27	
OK Tire Stettler	EFT0005832	2023-03-21	\$280.88
Invoice Description	Invoice Number	Invoice Amount	
Water Tire Repair on Tandem#26	IN095150	\$280.88	
Peavey Mart	EFT0005833	2023-03-21	\$182.35
Invoice Description	Invoice Number	Invoice Amount	
Shop Heat Lamp Bulb	2002980003	\$14.69	
Trans Safety Vest	2009017003	\$26.24	
Trans Extension Cord	2008104003	\$90.26	
Water Shop Broom Handle	2000319007	\$10.23	
Water Soap/Degreaser	2005004003	\$26.24	
Water Wall Cleaning Brush	3009509003	\$14.69	
Spartan Controls Ltd.	EFT0005834	2023-03-21	\$1,638.00
Invoice Description	Invoice Number	Invoice Amount	
WTP PH Probe	90589592	\$1,638.00	
Stettler Building Supplies Ltd	EFT0005835	2023-03-21	\$816.11
Invoice Description	Invoice Number	Invoice Amount	
Office Planter Box Materials	AJ9372	\$54.56	
Trans Cabinet Screws	AJ9158	\$25.18	
Water Shelving Materials	AJ8922	\$341.46	
Water LVL & Anchors	AJ8598	\$334.03	
SRC Bathroom Stall Repair Mat	AJ8746	\$10.99	
SRC 8 Impact Torque Bits	AJ8450	\$26.80	
Pool Light Lens	AJ9194	\$23.09	
Stettler Dodge Ltd.	EFT0005836	2023-03-21	\$243.86
Invoice Description	Invoice Number	Invoice Amount	
Shop Fuel Line Retaining Clips	156448	\$1.81	
WTP Valve Cover Gasket for#15	156561	\$44.12	
Water Tailgate Handle #175	156314	\$197.93	
Stettler Equipment Sales & Ren	EFT0005837	2023-03-21	\$542.44
Invoice Description	Invoice Number	Invoice Amount	
Water High Flow Skidsteer Rent	139244	\$542.44	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Home Hardware	EFT0005823	2023-03-21	\$563.78

	Invoice Description	Invoice Number	Invoice Amount
	Office 2 water refills	132069	\$10.50
	Office 3 water refills	132105	\$15.75
	Office 3 water refills	132277	\$15.75
	Trans shop wall paint	132173	\$53.54
	Trans Painting Supplies	132342	\$70.81
	Trans Cat Food	132346	\$32.54
	Trans Paint, Cat Food, Supplie	132355	\$100.77
	Shop Cat Food	132373	\$23.08
	Water 3 water refills	132218	\$11.25
	Water Aeration Bdg Repair Mat	132291	\$44.30
	Water Aeration Bldg Repair Mat	132312	\$142.74
	SRC Painters Tape	132367	\$5.24
	SRC Spray Paint	132274	\$24.40
	Comm Hall Toilet Seat Bolts	132119	\$13.11

The Gear Centre	EFT0005838	2023-03-21	\$1,056.10

	Invoice Description	Invoice Number	Invoice Amount
	Shop New Differential Carrier	4020583-00	\$1,056.10

Tietge, Richard	EFT0005839	2023-03-21	\$25.00

	Invoice Description	Invoice Number	Invoice Amount
	WTP 2022 Sick Leave Incentive	2022	\$25.00

Trinus Technologies Inc	EFT0005840	2023-03-21	\$1,079.17

	Invoice Description	Invoice Number	Invoice Amount
	Computer Chili Tech Support	P354-38145	\$173.25
	Computer Anti Virus/Email/Back	R82801-38124	\$775.98
	Computer Outlook App Certifica	R82291-38115	\$129.94

Uptown Office Supply Ltd.	EFT0005841	2023-03-21	\$2,334.03

	Invoice Description	Invoice Number	Invoice Amount
	Office Stationery	05621B	\$3.28
	Office T4 Envelopes	05623B	\$45.36
	Office 4 boxes of file folders	05639B	\$100.63
	Shop Mouse Pad/Office Stamp	05800B	\$71.51
	Trans 4 drawer File Cabinet	05616B	\$451.50
	Trans Stationery	05716B	\$20.41
	Computer Lexmark Toner &	05518B	\$1,465.80
	P&L Stationery	05658B	\$175.54

Vortex Production Services Ltd	EFT0005842	2023-03-21	\$42,116.91

	Invoice Description	Invoice Number	Invoice Amount
	Water Trsf Stn Rebuild Pump &	SPS0218534	\$27,135.02
	Sewer Pump 1 rebuild @Aeration	SPS0218535	\$14,981.89

Wheels On	EFT0005843	2023-03-21	\$357.00

	Invoice Description	Invoice Number	Invoice Amount
	Shop Confined Space Entry	89378	\$178.50
	Trans Confined Space Entry/	89622	\$178.50

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Yost, Dustin & Maria Cristine	EFT0005844	2023-03-21	\$1,800.00

Invoice Description	Invoice Number	Invoice Amount	

Com Hall Mar Hall Jantior	2023.03.01	\$1,800.00	
	Total Cheques		----- \$472,828.25 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000637
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000637	2023-03-07	\$22,412.71

Invoice Description	Invoice Number	Invoice Amount
Pool Postage, Membership, Swim	2023.02.10.756	\$1,577.03
SRC & Parks AARFP Conference	2023.02.10.761	\$1,805.49
BOT Corp Visa	2023.02.10.BOT	\$3,643.17
Fitness Are Special Event Supp	2023.02.10.751	\$700.55
WTP Plastic Wrap, Electric Win	2023.02.10.767	\$1,593.67
Admin Safety for Leadership	2023.02.10.768	\$2,848.51
Sewer AWWOA Memberships	2023.02.10.763	\$437.22
P&L Office Supplies/Courses	2023.02.10.764	\$720.33
Bylaw Supplies	2023.02.10.759	\$24.41
SRC TV Mount, Electric Powerhe	2023.02.10.752	\$553.06
Shop Coffee Room/Janitor Suppl	2023.02.10.762	\$1,056.07
Snow Removal Grader Blades	2023.02.10.754	\$4,155.12
Roads Backhoe Impound Fees	2023.02.10.758	\$1,990.73
Fire Oxygen Clyinder Tank Wren	2023.02.10.753	\$465.02
Office Tissue/Fire UPS Late Fe	2023.02.10.760	\$12.54
Fire Joint Meeting Polar Dip/O	2023.02.10.755	\$829.79

	Total Cheques	\$22,412.71
		=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000638	ONL000641
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services Inc.	ONL000638	2023-03-17	\$36,716.01
Invoice Description	Invoice Number	Invoice Amount	

Joint Office Feb Gas Bill	202302-3693	\$2,328.84	
Fire Joint Feb Gas Bill	202302-3687	\$2,059.89	
Airport Feb Gas Bill	202302-3686	\$325.84	
Town Shop Feb Gas Bill	202302-3694	\$2,763.82	
WTP Feb Gas Bill	202302-3689	\$9,107.43	
Water Trans Feb Gas Bill	202302-3684	\$523.79	
Sewer 1 Feb Gas Bill	202302-3685	\$227.26	
Sewer 2 Feb Gas Bill	202302-3692	\$397.87	
SRC & Pool Feb Gas Bill	202302-3691	\$17,666.85	
Com Hall Feb Gas Bill	202302-3690	\$964.05	
Parks Lions Feb Gas Bill	202302-3688	\$347.65	
Gear Up Feb Gas Bill	202302-3679	\$2.72	
=====			
Shaw Cablesystems GP	ONL000639	2023-03-17	\$109.15
Invoice Description	Invoice Number	Invoice Amount	

Fitness Area Apr Cable TV	2023.03.01	\$109.15	
=====			
United Farmers of Alberta	ONL000640	2023-03-17	\$92.38
Invoice Description	Invoice Number	Invoice Amount	

Sewer Brush to clean walls in	SOINV429034	\$92.38	
=====			
Workers' Compensation Board -	ONL000641	2023-03-17	\$9,814.25
Invoice Description	Invoice Number	Invoice Amount	

WCB 1st 2023 Installment	26183300	\$9,814.25	
	Total Cheques		\$46,731.79
			=====

Clean Energy Improvement Program Summary

Next Steps

To summarize, the next steps on your CEIP journey are:

1. Access the CEIP Collaboration Portal and review all materials provided
2. Convene an internal CEIP project team (brief them on the program and encourage them to start thinking about how they would implement the municipal responsibilities of the program)
3. Draft CEIP bylaw
4. Send bylaw to CEIP team for review
5. Pass bylaw
6. Arrange financing capital for the program
7. Engage with CEIP team as part of your cohort intake and contract Alberta Municipalities as the Program Administrator (contracting Alberta Municipalities will occur after the first few design meetings have occurred)
8. Develop program
9. Launch program

March 16, 2023

We do have some program questions:

1. What is the time line for the Town of Stettler to be accepted into the program?
Once you pass the first reading of your bylaw, I will add you to the list of the next batch of municipalities that we will start working with on designing and developing their programs. We should begin work with this group in late summer/early fall.
2. What is the process to get certified approved installers?
The Qualified Contractors list is managed by Alberta Municipalities. All information for contractors can be found on the ['For Contractors'](#) page of our website, including the process to become a Qualified Contractor.
3. Is the property owner required to get a home energy audit prior to making an application to the program?
Yes, if it is a residential property an EnerGuide home energy evaluation is required before submitting a full application. For commercial properties, an ASHRAE level 2 audit must be completed.
4. Can the energy audit cost be added as professional fees under the program?
Yes, if the municipality allows (in their program terms and condition), the cost for the energy evaluations/audits can be financed through the program, as professional services.

Division 6.1

Clean Energy Improvement Tax

Debt limit

252(1) No municipality may make a borrowing if the borrowing will cause the municipality to exceed its debt limit, unless the borrowing is approved by the Minister.

(2) For the purposes of subsection (1), a borrowing made by a municipality to pay for costs associated with clean energy improvements as defined in Part 10, Division 6.1 does not count against the debt limit or debt service limit of the municipality. The Clean Energy Improvement Program (CEIP) is a financing program designed to make residential and non-residential energy efficiency and renewable energy upgrades more accessible. The program is administered by the Alberta Municipal Services Corporation (AMSC) in partnership with the Town of Stettler. The AMSC has over ten years of experience administering energy efficiency and renewable energy programs to municipalities across Alberta.

What makes the Clean Energy Improvement Program different?

CEIP uses innovative financing solution known as Property Assessed Clean Energy (“PACE”), which allows property owners to access flexible, long-term financing through their municipality. Repayment is facilitated through an added Clean Energy Improvement charge to the participant’s regular property tax bill. This charge is linked to the property where the upgrades are installed and not the property owner.

The Town of Stettler expects the program to reduce GHG emissions in the community, deliver energy bill savings to program participants, and contribute to job creation and local economic growth.

The province introduced CEIP legislation in 2018. This is Alberta's version of a property assessed clean energy (PACE) program, which first gained popularity years ago in the United States.

How it works:

- Municipalities must create and pass a bylaw, which includes a capital plan.
- The Alberta Municipal Services Corporation then helps create the program and supports the municipalities through administering it.
- Homeowners apply for the program. If approved, they can hire a qualified contractor to complete their chosen project.
- Instead of paying the contractor, the homeowner pays off the improvement on their regular property tax bill over up to 20 years.
- If the property owner decides to move, the bill stays with the home and will be charged on the new resident's taxes.

How is the Town involved?

How CEIP Works

The *MGA* and the Regulation establish the details, requirements and eligibility criteria of a CEIP as follows:

1. **Eligible Improvements:** Under the *MGA*, a “clean energy improvement” that may be financed in whole or in part pursuant to a CEIP must:
 - be a renovation, adaptation or installation on eligible private property; and
 - increase energy efficiency or the use of renewable energy on that property.

Pursuant to the *MGA*, “eligible private property” may be one of the following types of property: residential, non-residential, and farmland, but cannot be designated industrial property. As a result, it is possible to establish a program for just residential, for just commercial or for just farmland (or a combination of these) within a municipality’s bylaw.

2. **Recoverable Costs:** The costs that may be recovered through a CEIP include:
 - the capital cost of undertaking the clean energy improvement;
 - the cost of professional services needed for the clean energy improvement;
 - a proportionate share of the costs associated with the administration of a clean energy improvement program;
 - the cost of financing the clean energy improvement, and
 - other expenses incidental to the undertaking of the clean energy improvement and to the raising of revenue to pay for it.
3. **Debt Limits:** In order to incentivize municipalities to adopt a clean energy improvement program, the *MGA* (Section 252(2) now exempts borrowings for CEIPs from counting against the debt limit or debt service limits of municipalities.
4. **Repayment:** The person liable to pay a clean energy improvement tax is the owner of the property in respect of which the tax is imposed. In other words, CEIP financing is tied to the property, not the homeowner. Upon sale of the property, the CEIP repayment obligations remain with the property and are transferred to the new homeowner. The tax may also be fully repaid at any time.

The Program Administrator

Pursuant to the Regulation, the Alberta Municipal Services Corporation (“AMSC”), a subsidiary of Alberta Municipalities, has been designated as the program administrator for all CEIPs in Alberta. The role of the program administrator is to assist municipalities with designing and administering each local program. The program administrator must also establish and publish on its website a list of:

1. eligible clean energy improvements that may be financed through a CEIP, including the anticipated lifespan and estimated energy savings of each improvement; and
2. qualified contractors who may provide services in relation to clean energy improvements as well as a code of conduct, marketing guidelines and processes for the removal of contractors from the list.

The program administrator must also actively monitor and annually report on clean energy improvement programs in Alberta and provide this report to each municipality that has established a program.

Steps Required to Establish a CEIP

The legislation outlines the following specific steps that must be taken by a municipality in order to establish and participate in a CEIP:

1. **Council Must Pass a Bylaw:** Municipalities that wish to participate in the program must pass a clean energy improvement tax bylaw to establish the program and authorize any necessary borrowing to finance the program. The legislation requires that a clean energy improvement tax bylaw set out very specific details, including:
 - the types of private property that are eligible for a clean energy improvement;
 - the clean energy improvements that will be eligible for the program;
 - if borrowing is required to finance the program, the details of the borrowing in accordance with section 251(2) of the *MGA*; and

- the period over which the cost of each eligible clean energy improvement will be spread, with the period not exceeding the probable lifetime of the improvement.

In establishing a local program, the legislation does provide some flexibility regarding certain criteria, requirements and parameters that may be established by the bylaw in order to tailor the program to each municipality. These include:

- narrowing the types of property that are eligible to apply;
- establishing additional eligibility criteria;
- confirming the municipality's exercise of discretion;
- expanding upon the requirements of agreements with a property owner;
- reducing the qualifying value limits of capital costs for clean energy improvements from those provided under the Regulation; and
- delegating authority with respect to entering into agreements to facilitate the program.

Before giving second reading to a proposed clean energy improvement tax bylaw, council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 and section 606 of the *MGA*.

2. **Master Agreement with Program Administrator:** A municipality that has passed a clean energy improvement tax bylaw must enter into a services agreement with AMSC to address how the program will be administered. This master agreement will generally set out standard servicing terms as well as:
 - how the municipal funding will be disbursed;
 - the service fees payable by the municipality to AMSC;
 - how the costs to administer the program (the "administration fee") will be divided between AMSC and the municipality.
3. **Clean Energy Improvement Agreements with Property Owners:** Once AMSC has reviewed a property owner's application and has recommended that the property is eligible to participate in the CEIP under the requirements of the clean energy improvement tax bylaw, the *MGA* and the Regulation, the property owner can submit a request to the municipality to enter into a Clean Energy Improvement Agreement. AMSC's approval does not obligate the municipality to accept the recommendation; however, a clean energy improvement cannot be financed pursuant to the established CEIP bylaw until the municipality and the property owner have entered into an agreement.

The terms and conditions of a clean energy agreement are set out within the *MGA* and the Regulation. In addition to describing the applicable fees, details of the improvement to be funded, the property where the improvement will be installed and the repayment schedule and obligations, the agreement must:

- address how cost overruns will be dealt with;
- state the proportionate shares of how of the amount required to recover the costs of the clean energy improvement will be paid;
- describe how the clean energy improvement tax will be revised in the event of a subdivision of the property or a consolidation of the property with any other property, or in the event council refinances the debt created to pay for the clean energy improvement;

- require the owner of the property to allow AMSC reasonable access to the property in order to monitor progress of the program; and
- set out the obligations of the property owner upon sale of the property.
- For residential properties, the participant acknowledges and agrees that they have completed a Pre Project-Home Energy Evaluation on the subject property prior to beginning the project, which has been submitted to the Program Administrator with their completed Application Form

Prior to submitting a Project Application Form, the Participant must:

Have a valid pre-qualification approval from Alberta Municipalities for the same Property listed on the Application Form.

Have an EnerGuide Version 15 Home Evaluation completed by a registered NRCan Energy Advisor.

The NRCan Energy Advisor must be registered with a service organization listed on the Contractor Directory on the CEIP website.

The Participant must pay for the EnerGuide Version 15 Home Evaluation out of pocket.

Participants who completed a pre-Project EnerGuide Version 15 Home Evaluation on or after April 1, 2020, are not required to complete a new evaluation.

In the Project Application Form, the Participant may request to finance the cost of the pre- and post-Project Home Energy Evaluation; if financing is requested and approved, the Participant will be reimbursed after an Upgrade with a minimum Capital Cost of \$3,000 is installed and a complete and accurate Upgrade Completion Form is submitted. To be eligible for financing, the pre-Project EnerGuide Version 15 Home Evaluation must be completed after submitting a Pre-Qualification Form and the post-Project EnerGuide Version 15 Home Evaluation must be completed after all Upgrades related to the Project are complete

- The participant acknowledges and agrees that it is the participant's sole responsibility to complete the project by retaining the Qualified Contractor and ensuring the project is completed within six (6) months of receiving the Installation Authorization Notice.

Supporting Documents

In addition to meeting the requirements of the legislation, once a CEIP has been established by bylaw, it is strongly recommended that municipalities also develop the following supporting materials and documents to allow the program to be implemented in an effective and consistent manner:

1. Template Clean Energy Improvement Agreements: similar to development agreements or servicing agreements, creating a template document will save municipalities time by reducing attempts to re-negotiate the terms of the agreement and ensuring the agreement meets the direction of council as outlined within the bylaw and the requirements of the applicable legislation.

2. General Guidelines: developing and publishing a guiding document to introduce the program will allow property owners to understand the eligibility criteria and repayment options, provide a clear step-by-step process for property owners to follow and answer frequently asked questions.

3. **Internal Policies:** to assist administration with reviewing applications, entering into agreements and reporting to council as directed.

As the legislation is very specific with respect to the establishment of a CEIP, it is strongly recommended that legal support is engaged during the various stages of developing a local program so that council and administration can fully understand the parameters of the program and the ways in which a CEIP may potentially be tailored to meet the needs of each community.

Municipal Government Act

Debt limit

252(1) No municipality may make a borrowing if the borrowing will cause the municipality to exceed its debt limit, unless the borrowing is approved by the Minister.

(2) For the purposes of subsection (1), a borrowing made by a municipality to pay for costs associated with clean energy improvements as defined in Part 10, Division 6.1 does not count against the debt limit or debt service limit of the municipality.

Division 6.1

Clean Energy Improvement Tax

Interpretation

390.1(1) In this Division, “clean energy improvement” means, subject to the regulations, a renovation, adaptation or installation on eligible private property that

- (a) will increase energy efficiency or the use of renewable energy on that property, and
- (b) will be paid for in whole or in part by a tax imposed under this Division, but does not include improvements referred to in section 284(1)(j)(iii) and (iv).

(2) For the purposes of this Division, the amount required to recover the costs of a clean energy improvement may include

- (a) the capital cost of undertaking the clean energy improvement,
- (b) the cost of professional services needed for the clean energy improvement,
- (c) a proportionate share of the costs associated with the administration of a clean energy improvement program,
- (d) the cost of financing the clean energy improvement, and (e) other expenses incidental to the undertaking of the clean energy improvement and to the raising of revenue to pay for it.

Eligibility of properties for clean energy improvements

390.2 Subject to section 390.3(4)(a), property is eligible for a clean energy improvement if the property is

- (a) located in a municipality that has passed a clean energy improvement tax bylaw,
- (b) one of the following types of private property:
 - (i) residential;
 - (ii) non-residential;
 - (iii) farm land, and
- (c) not designated industrial property.

Clean energy improvement tax bylaw

390.3(1) Each council may pass a clean energy improvement tax bylaw

- (a) to establish a clean energy improvement program,

- (b) notwithstanding section 251, to authorize the municipality to make a borrowing for the purpose of financing clean energy improvements, and
- (c) to enable clean energy improvements to be made to eligible properties.
- (2)** Before a clean energy improvement is made to any property, a council must pass a clean energy improvement tax bylaw.
- (3)** A clean energy improvement tax bylaw authorizes the council to impose a clean energy improvement tax in respect of each clean energy improvement made to a property to raise revenue to pay the amount required to recover the costs of those clean energy improvements.
- (4)** A clean energy improvement tax bylaw must, subject to the regulations,
 - (a) set out
 - (i) the types of private property that are eligible for a clean energy improvement, and
 - (ii) eligible clean energy improvements,
 - (b) set out
 - (i) the amount of money to be borrowed for the purpose of financing clean energy improvements,
 - (ii) the maximum rate of interest, the term and the terms of repayment of the borrowing, and
 - (iii) the source or sources of money to be used to pay the principal and interest owing under the borrowing,
 - (c) indicate that, where a municipality has entered into a clean energy improvement agreement with the owner of a property, a clean energy improvement tax will be charged based on the clean energy improvement agreement,
 - (d) identify the period over which the cost of each eligible clean energy improvement will be spread, which period may vary from improvement to improvement, but the period shall not exceed the probable lifetime of the improvement,
 - (e) indicate the process by which the owner of a property can apply to the municipality for a clean energy improvement,
 - (f) include any other information the council considers necessary or advisable, and
 - (g) include any requirements imposed by the regulations.
- (5)** Before giving second reading to a proposed clean energy improvement tax bylaw, the council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

Clean energy improvement agreement

- 390.4(1)** A municipality and the owner of a property shall enter into a clean energy improvement agreement before a clean energy improvement is made to that property.
- (2)** A clean energy improvement agreement must, subject to the regulations,
- (a) describe the proposed clean energy improvement,
 - (b) identify the property in respect of which the clean energy improvement tax will be imposed,
 - (c) indicate that the owner of the property will be liable to pay the clean energy improvement tax,
 - (d) include the amount required to recover the costs of the clean energy improvement and the method of calculation used to determine that amount,
 - (e) state the period over which the amount required to recover the costs of the clean energy improvement will be paid,
 - (f) state the portion of the amount required to recover the costs of the clean energy improvement to be paid
 - (i) by the municipality,
 - (ii) from revenue raised by the clean energy improvement tax, and

- (iii) from other sources of revenue,
- (g) describe how the clean energy improvement tax will be revised in the event of a subdivision of the property or a consolidation of the property with any other property, and
- (h) include any other information the municipality considers necessary or advisable.

Person liable to pay clean energy improvement tax

390.5(1) The person liable to pay a tax imposed in accordance with a clean energy improvement tax bylaw is the owner of the property in respect of which the tax is imposed.

(2) A complaint about a tax imposed in accordance with a clean energy improvement tax bylaw must be made within one year after the tax is first imposed.

Paying off a clean energy improvement tax

390.6 The owner of a property in respect of which a clean energy improvement tax is imposed may pay the tax at any time.

Refinancing of debt by council

390.7 If, after a clean energy improvement agreement has been made, the council refinances the debt created to pay for the clean energy improvement that is the subject of that agreement at an interest rate other than the rate estimated when the clean energy improvement agreement was made, the council, with respect to future years, may revise the amount required to recover the costs of the clean energy improvement included in that agreement to reflect the change in the interest rate.

Petitions

390.8(1) Notwithstanding section 232(2), electors of a municipality may petition the municipality to

- (a) pass a clean energy improvement tax bylaw, or
- (b) amend or repeal a clean energy improvement tax bylaw.

(2) For greater certainty, the amendment or repeal of a clean energy improvement tax bylaw does not affect clean energy improvement agreements entered into prior to the passage of that bylaw or the imposition of a clean energy improvement tax in relation to a property where a clean energy improvement has been made.

Regulations

390.9 The Minister may make regulations respecting clean energy improvements, including, without limitation, regulations

- (a) respecting eligibility requirements for clean energy improvements;
- (b) respecting clean energy improvement agreements;
- (c) respecting clean energy improvement tax bylaws;
- (d) respecting types of renovations, adaptations or installations for which clean energy improvement agreements may be made and types of renovations, adaptations or installations for which clean energy improvement agreements may not be made;
- (e) respecting the disclosure of clean energy improvement agreements to prospective purchasers of property;
- (f) respecting limits on the number of improvements to a single property or a type of eligible property for which a tax may be imposed under this Division;
- (g) respecting limits on the capital costs of undertaking clean energy improvements on a single property or a type of eligible property under this Division;

(h) respecting clean energy improvement programs, including the administration of clean energy improvement programs.

CLEAN ENERGY IMPROVEMENT PROGRAM TAX AND BORROWING BYLAW

A BYLAW OF THE TOWN OF STETTLE IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE CLEAN ENERGY IMPROVEMENT TAX AND BORROWING BYLAW

WHEREAS, a Clean Energy Improvement Program is a local property tax financing tool designed to fund clean energy improvements that will increase energy efficiency or use of renewable energy on eligible residential and non-residential properties within the Town of Stettler;

WHEREAS, the Town of Stettler has developed a Clean Energy Improvement program (CEIP) to support residential and non-residential Property Owner(s) in Stettler in financing clean energy improvements;

AND WHEREAS, Council, pursuant to section 390.3 of the Municipal Government Act, RSA 2000 c M-26 (the Act) considers it desirable to implement a Clean Energy Improvement Program Tax and Borrowing Bylaw to establish a Clean Energy Improvement Program;

AND WHEREAS, Alberta Municipal Services Corporation (AMSC) operating as Alberta Municipalities, has developed a Clean Energy Improvement Program (CEIP) to support municipalities in Alberta to finance clean energy improvements and act as Program Administrator in accordance with the Clean Energy Improvements Regulation, Alta Reg 212/2018;

WHEREAS, the Council of the Town of Stettler has decided to issue a bylaw pursuant to Section 252(2) of the Municipal Government Act to finance costs associated with Clean Energy Improvement Program (CEIP) as defined in Part 10, Division 6, Section 390(3);

WHEREAS, the total cost of the project(s) is projected to be \$2,500,000.00 and the Town of Stettler considers it appropriate that the total estimated cost will be applied to the project(s) over the life of the Clean Energy Improvement Program;

WHEREAS, to complete the project, it will be necessary for the Town of Stettler to borrow the sum of \$2,500,000.00, for a period not to exceed twenty-five (25) years, from Vision Credit Union Stettler or another authorized financial institution by the issuance of an operational line of credit (LOC) on the terms and conditions referred to in this Bylaw;

WHEREAS, the Town of Stettler will repay the indebtedness over a period of twenty-five (25) years in monthly instalments, with interest not to exceed ten percent (10%);

WHEREAS, the principal amount of the outstanding debt of the Town of Stettler on December 31, 2022, is \$4,016,317 and no part of the principal or interest is in arrears;

WHEREAS, all required approvals for the project have been obtained and the project follows all Acts and Regulations of the Province of Alberta;

AND WHEREAS, Council, pursuant to section 230,390.3(5) and 606 of the Act, shall give notice and hold a public hearing prior to giving second (2nd) reading to the Clean Energy Improvement Tax and Borrowing Bylaw;

NOW THEREFORE, the Council of the Town of Stettler in the Province of Alberta duly assembled, hereby enacts as follows:

PART I: BYLAW TITLE

1. This Bylaw shall be known as the "Clean Energy Improvement Tax and Borrowing Bylaw".

PART 2: PURPOSE

2.1 The purpose of this bylaw is to establish a Clean Energy Improvement Program in accordance with Part 10, Division 6.1 of the Act, authorizing Council to:

- (a) impose a Clean Energy Improvement Tax in respect to a clean energy improvement made to eligible residential and non-residential properties within the Town of Stettler, to raise revenue to pay the amount required to recover the costs and financing of those clean energy improvements; and
- (b) make borrowing for the purpose of financing clean energy improvements, and to enable clean energy improvements to be made to eligible residential and non-residential properties within the Town of Stettler.

PART 3: DEFINITIONS

3.1. The following definitions apply under this Bylaw:

3.1.1 “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M- 26, as amended;

3.1.2 “Administration Fee” means an administration fee as defined in section 8(2)(a) of the Regulation;

3.1.3 “Agreement” means, as drafted in accordance with section 390.4 of the Act, a Clean Energy Improvement Agreement executed between the Town of Stettler and the registered Owner(s) of the eligible residential and non-residential property whereby the registered Owner(s) of the eligible residential and non-residential property agrees to pay an amount required to cover the costs of financing each clean energy improvement approved by the Program Administrator;

3.1.4 “CEIP” or “Clean Energy Improvement Program” or “Program” means a Clean Energy Improvement Program as described in Part 10, Division 6.1 of the Act and in the Regulation;

3.1.5 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer as appointed by Council, including the CAO’s designate;

3.1.6 “Clean Energy Improvement Tax” means a tax levied against an eligible residential and non-residential property pursuant to an Agreement in accordance with Part 10, Division 6.1 of the Act;

3.1.7 “Council” means the Town of Stettler duly-elected municipal council;

3.1.8 “Eligible Clean Energy Improvement” or “improvement” means a renewable energy or energy efficiency improvement renovation, adaption on an eligible property and deemed to be an approved upgrade by the Program Administrator, and as defined in section 390.1 of the Act;

- that will increase energy efficiency or the use of renewable energy on that property; and
- for which an agreement may be made; and
- which is published on a list by the Program Administrator in accordance with the Regulation;

3.1.9 “Owner” means, collectively, the registered Owner(s) of a residential and non-residential property;

3.1.10 “Program Administrator” means the Alberta Municipal Services Corporation (AMSC) operating as Alberta Municipalities, or its successors as designated by order in accordance with the Regulation;

3.1.11 “Property” means the eligible residential and non-residential property, located within the Town of Stettler boundaries, on which an Owner(s) is applying to affix a clean energy improvement;

3.1.12 “Regulation” means the Clean Energy Improvement Regulation, Alta Reg 212/2018 and amendments thereto;

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3.1.13 "Tax Arrears" means taxes that remain unpaid after December 31 of the year in which they are imposed pursuant to section 326(1)(c) of the Act;

4. A property Owner(s) of an eligible property within the Town of Stettler can apply to the Program Administrator to seek financing for a clean energy improvement of their property.

(a) The Program Administrator may charge an application fee, pursuant to section 8 of the Regulation;

(b) The Program Administrator will review the Owner's application and may approve it subject to the requirements of the Act, Regulation and this Bylaw;

5. Participation in the Program is limited to eligible residential and non-residential properties;

(a) To be eligible for the Program, the property must be located within the municipal boundaries of the Town of Stettler and pursuant to section 297 and section 390.2(b) of the Act, be classified as:

i. Residential

ii. Non-residential

6. The Chief Administrative Officer, or designate, of the Town of Stettler is hereby authorized to impose a clean Energy Improvement Tax, in respect of each clean energy improvement made to a property, where the Town of Stettler has entered into a Clean Energy Improvement Agreement with the Owner(s) of that property.

7. The Clean Energy Improvement Tax will be levied against a property when there is a Clean Energy Improvement Agreement, to raise revenue to pay the amount required to recover the costs of those clean energy improvements, including principal and interest, to do so between the Town of Stettler and the property Owner(s).

8. The property Owner(s) must meet the criteria defined by the Program Administrator and Town of Stettler to be eligible to participate in the Clean Energy Improvement Program.

9. For a clean energy improvement to be eligible, it must be an installation that is permanently affixed to the eligible Property which:

(a) will increase energy efficiency or the use of renewable energy on that property;

(b) Clean Energy Improvements eligible to be financed through a Clean Energy Improvement Tax shall be as indicated on the list established by the Program Administrator in accordance with section 3(1) of the Regulation: (shall include but not limited to: interior and exterior lighting and lighting controls, HVAC (high efficiency furnace), water heating, building envelope improvements (i.e., Insulation), and renewable energy upgrades (i.e., photovoltaic solar system)

(c) is not less than three thousand (\$3000) dollars in capital costs for the Project;

(d) does not exceed \$50,000 in total project cost (including capital, incidental and professional services costs).

10. The most recent amount of the tax authorized by a bylaw under Section 353 (property tax) of the Municipal Government Act and imposed on the property must be greater than, or equal to, the annual Clean Energy improvement Program annual payment, calculated in accordance with the following formula:

A+B+C / D

Where A is the capital cost of undertaking the clean energy improvement;

B is the total cost of professional services needed for the clean energy improvement;

C is the total of all incidental costs and financing costs;

D is the lesser probable lifetime, calculated in years, of the improvement or the maximum financing term established by the Town of Stettler.

11. The Clean Energy Improvement Agreement will be as set out as under Section 390.4 of the Municipal Government Act, and as amended.

12. The period over which the cost of each eligible clean energy improvement will be spread may vary from improvement to improvement but shall not exceed the probable lifetime of the improvement.

13. A property Owner(s) may submit one application per year.

14. The property Owner(s) can apply for the program:

(a) By submitting an application to the Program Administrator for the Clean Energy Improvement Program including any required supporting documentation, and following all program requirements as outlined by the Program Administrator;

(b) By paying any required application fees.

15. That for the purpose of the Clean Energy Improvement Program, the sum of project amounts, as they are approved, will be borrowed through a financial institution or other sources.

16. That for the purpose of financing the Clean Energy Improvement Program (CEIP) upgrading the sum of TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000.00) be borrowed from the Vision Credit Union Stettler or any other authorized financial institution by way of Line of Credit and security of the Town of Stettler, of which amount the full sum of \$2,500,000.00 plus interest is to be paid by the participants of the CEIP.

17. The proper officers of the Town of Stettler are hereby authorized to issue debenture(s), or appropriate debt instruments on behalf of the Town of Stettler for the amount and purpose as authorized by this bylaw, namely the Clean Energy Improvement Program.

18. The line of Credit to be issued under this bylaw shall not exceed the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) and may be in any denomination not exceeding the amount by this bylaw and shall be dated having regard to the date of the borrowing.

19. The Town of Stettler shall repay the indebtedness according to the repayment structure in effect, namely monthly instalments not to exceed Twenty-five (25) years calculated at Prime plus a negotiated rate suitable to the Town from Vision Credit Union Stettler and not to exceed ten percent (10%).

20. The principal and interest owing under the borrowing will be paid using the proceeds from the Clean Energy Improvement Tax and payment made by the approved project recipients through to the Town of Stettler on the annual Clean Energy Improvement Tax, and collected and enforced in a like manner to property taxes under the MGA.

21. There shall be levied and raised in each year of the currency of the Line of Credit on all the benefiting properties in the Town of Stettler, collectible at the same time and in the same manner as municipal taxes, in an amount sufficient to pay the principal and interest falling due in such year on such indebtedness and in addition thereto the amount required to pay any of such Indebtedness which falls due in each year thereafter.

22. In the event of a shortfall, the Town of Stettler shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

23. The indebtedness shall be contracted on the credit and security of the Town of Stettler.

24. A Clean Energy Improvement Tax will be imposed on the property that is subject to a Clean Energy Improvement Agreement at any time following the signing of the Clean Energy Improvement Agreement, and shall remain with the property upon any subsequent changes in ownership until fully repaid.

25. In the event that an Owner(s) wishes to repay the Clean Energy Improvement Program financing early, the amount owing will be calculated at the time of the request, based on principal and interest remaining and the terms of the financing being used for the project(s).

26. Any project(s) approved under the Clean Energy Improvement Program must be completed within the time limit as set out under the Agreement.

27. The CAO shall have the authority to approve and enter into a Clean Energy Improvement Agreement with the registered Owner(s) of an eligible residential and non-residential property.

28. The CAO may delegate any authority under the Bylaw to any employee in the Town of Stettler.

29. The Town of Stettler shall enter into an agreement, pursuant to section 6 of the Regulation, to have the Program Administrator act as the program administrator of the program for the Town of Stettler.

30. The CAO shall have the authority to approve and enter into the agreement with the Program Administrator on behalf of the Town of Stettler.

31. Following the Program Administrator's approval of the Owner's application, the Owner(s) may request that the Town of Stettler enter into a Clean Energy Improvement Agreement for the property;

32. Before the Agreement is signed, the Owner(s) must review the terms and conditions of the Agreement with the Program Administrator and provide a signed acknowledgment that they understand the terms and conditions of the Agreement;

33. Where the Town of Stettler has entered into an Agreement with the Owner(s), a Clean Energy Improvement Tax will be charged based on that Agreement;

34. For greater certainty, the approval of an Owner(s) application by the Program Administrator does not require the Town of Stettler to enter into an agreement with that Owner(s). The Town of Stettler may, in its sole discretion, in accordance with section 10(3) of the Regulation, refuse to enter into an agreement for any reason.

(a) The Town of Stettler shall not enter into a Clean Energy Improvement Agreement when:

- i. tax arrears have been owing on the property, or on any other property within the municipal boundaries of the Town of Stettler owned wholly or jointly by the Owner(s), at any time with the last five (5) years;
- ii. the Owner(s) is in bankruptcy or in receivership;
- iii. the property is going through foreclosure;
- iv. it is prohibited from doing so pursuant to sections 10(1)(c) of the Regulation;
- vi. there appears to be limited equity in the property;
- vii. the property has unresolved development compliance or safety codes issues;

viii. the costs under a proposed Clean Energy Improvement Agreement shall cause the Town of Stettler to exceed the amount of borrowing authorized under this Bylaw;

ix. the Owner(s) does not intend to permanently affix the clean energy improvement to the property;

x. the Program Administrator has not approved the Owner(s) application for a clean energy improvement; or

xi. the Owner(s), or the property does not otherwise meet the eligibility requirements of the Act, the Regulation, or this Bylaw.

35. The Clean Energy Improvement Tax shall be shown as a separate line item on the Property's tax roll and on any tax notice. If there are multiple improvements as part of a project with multiple terms, over multiple years, each improvement will be listed as one line item on the tax notice.

36. The Town of Stettler may impose the Clean Energy Improvement Tax on the property at any time following the signing of the Agreement.

37. Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall remain in effect.

38. This Bylaw shall come into force and take effect upon being passed

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, 2023.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, 2023.

READ A THIRD TIME IN COUNCIL THIS THIS _____ DAY OF _____, 2023.

Mayor

Assistant CAO

Parkland Regional Library System 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2022.



Photo from Caroline Municipal Library



Parkland Libraries have...

678,471 items in the physical collection and 1,256,988 physical circulations.

Virtual Library Services

- 248,922 website and online catalogue visits
- 91,259 eLibrary database sessions
- 134,981 digital checkouts
- 1,646,392 WiFi sessions at libraries

Parkland HQ

- Completed 23,757 interlibrary loans
- Provided an additional \$66,000 for additional eContent paid for from reserves
- Completed workshops, training, analysis, and reports on multiple topics for library staff.

2022 Annual Report



Photo from Caroline Municipal Library

Resource Sharing

- 883,300 items delivered in van runs in 2022.
- Purchased, processed, and added 30,594 items to the system catalogue.

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

IT Support

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3,310 Audiobooks
- 855 Software and Video Game Kits
- 1,955 Children, Teen, and Adult Programming Kits

2022 Annual Report



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Teresa Rilling

Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair)
Barb Gilliat (Vice Chair)
Deb Coombes
Debra Smith
Jamie Coston
Janice Wing
Joy-Anne Murphy
Leonard Phillips
Norma Penney
Shannon Wilcox

Director: Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221)

Manager of Finance and Operations: Donna Williams (ext. 141)

Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Barb Gilliat
Deb Coombes
Debra Smith
Joyce McCoy
Jul Bissell
Shawn Peach
Stephen Levy
Teresa Cunningham
Teresa Rilling

[Complete Board and Municipality list here.](#)

*Statistics based on 2022 annual report to PLSB Municipal Affairs

Strong Libraries, Strong Communities

