

Town of **Stettler**

COUNCIL MEETING

JUNE 6, 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, JUNE 6th, 2023
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of May 16th, 2023 5-13

4. **Citizens Forum**

5. **Delegations**

6. **Administration**

(a) 2023 Operating Budget – Compost Screening Tender Award 14

(b) CAO Reports 15-20

(c) Summer COW Cancellations 21

(d) Meeting Dates

- **Monday, June 5 – Friday, June 9 – Seniors' Week**
- **Saturday, June 10 – Town & County Pancake Breakfast**
- Tuesday, June 6 – Council – 6:30pm
- Tuesday, June 13 – COW – 4:30pm
- Tuesday, June 20 – Council – 6:30pm
- Tuesday, July 4 – Council – 6:30pm
- Tuesday, July 11 – COW – 4:30pm
- Tuesday, July 18 – Council – 6:30pm
- Tuesday, August 1 – Council – 6:30pm
- Tuesday, August 8 – COW – 4:30pm
- Tuesday, August 15 – Council – 6:30pm

(e) Accounts Payable in the amount of \$533,507.38 22-37
 (\$86,020.43 + \$29,934.50 + \$97,875.06 + \$43,150.58 + \$9,197.59 + \$117,620.98 +
 \$17,017.97 + \$132,690.27)

7. **Council**

(a) Meeting Reports

8. **Minutes**

(a) Parkland Regional Library System Board – May 18, 2023 38-45

COUNCIL AGENDA

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9. **Public Hearing**
10. **Bylaws**
11. **Correspondence**
 - (a) Ukrainian Canadian Congress – Invitation to Ukrainian Day Celebration 46-50
 - (b) P&H Elevator Preservation Society – Spring 2023 Newsletter 51-54
12. **Items Added**
13. **In-Camera Session**
14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MAY 16th, 2023 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

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

Media (2)

Absent:

Councillor Baker

Call to Order:

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

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

CAO Switenky proposed adding the following item to the agenda:

- 12(a) Stettler Regional Fire Department Mediation Committee Appointments

Motion 23:05:14

Moved by Councillor Randell to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held May 2nd, 2023

Motion 23:05:15

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on May 2nd, 2023 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the May 2nd, 2023 Minutes

4. **Citizen's Forum:**

- (a) None

5. **Delegations:**

- (a) 6:35pm – Glenda Farnden – STARS – 2023 Update

Mayor Nolls welcomed G. Farnden to the meeting.

G. Farnden provided a breakdown of STARS funding, and advised that 52% of expenditures come from aviation operations.

An overview of STARS responses to the Town and County of Stettler was provided:

TOWN OF STETTLER / Within Stettler County @ Apr. 30, 2023	2018	2019	2020	2021	2022	2023	TOTAL
Near Alix (within Stettler County)				1			1
Near Bashaw (within Stettler County)				1			1
Near Big Valley	1		1		1		3
Near Byemoor			1		1		2
Near Donalds					2	1	3
Near Gadsby					1		1
Near Mirror (within Stettler County)		1		1			2
Stettler Hospital (critical inter-facility transfers)	9	9	13	16	11	3	61
Stettler (scene calls)	5	2	3	1	1		12
TOTAL (Within Stettler County / annual average 16 missions per year)	15	12	18	20	17	4	86

In total, STARS has completed 1082 missions in the County of Stettler, Camrose County, Flagstaff County, County of Paintearth, Special Areas No.2, Starland County, Kneehill County, Red Deer County and Lacombe County.

G. Farnden advised that STARS is supported by partnerships with over 90% of Alberta municipalities (fixed rate or per capita). The majority of these partnerships provide support with a minimum of \$2 per capita.

The STARS Emergency Link Centre (ELC) receives over 36,000 emergency requests per year, and STARS Transport Physicians provide medical oversight on every critical call.

A more detailed report of expenditures was provided, including a Handheld i-stat Lab, Hamilton T-1 Ventilator, and more crucial equipment.

G. Farnden concluded by thanking Town Council for their current pledge of support of \$12,000 annually.

Motion 23:05:16

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

MOTION CARRIED
 Unanimous

Mayor Nolls thanked G. Farnden for her presentation and the crucial services provided by STARS.

G. Farnden left the meeting at 7:01 p.m.

6. Administration:

(a) 2023 Operating Budget

CAO Switenky advised that following the 2023 Operating (Tax) Budget Deliberation Session held on May 9th, 2023, the Town of Stettler is proposing the following municipal property tax class changes:

- Residential - 4%
- Non-Residential – 4%

Highlights of the 2023 Budget (After Council Budget Deliberations – May 9, 2023 – 4% Res / 4% Non-Res)

Total 2023 Budget	22,174,359					
Total Revenue Other Than Taxes	13,166,989	59.38%				
Total 2023 Tax Levy	9,007,370	40.62%			2022 Actual	2023 New
Residential	3,951,588	62.63%	43.87%		3,755,718	195,858
Non Residential	2,358,114	37.37%	26.18%		2,254,970	103,130
Total Tax Levy Required for Municipal Operations	6,309,702	100.00%	70.05%		6,010,688	298,988
DIP (Provincial Industrial Assessment New 2018)	938		0.01%			6,309,676
ASFF School	2,329,045		25.86%		rounding	26
Senior Lodges	373,300		4.14%			
Requisition over levy (ASFF - \$5615)	(5,615)		-0.06%			
	9,007,370		100.00%			

Motion 23:05:17

Moved by Councillor Lawlor that the Town of Stettler Council adopt, as per Section 242(1) of the Municipal Government Act, the 2023 Operating Budget for the Town of Stettler as presented with combined expenditures and transfers totaling \$22,174,359 and with average municipal

property tax class changes as follows:

- Residential 4%
- Non-Residential 4%

MOTION CARRIED
Unanimous

(b) 2023 Capital Budget – Truck Purchase

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

M. Robbins advised that the 2022 Capital Budget included \$120,000 to purchase two fleet trucks, and the 2023 Capital Budget includes \$120,000 for two ½ ton trucks.

Council previously awarded three of the four trucks with a remaining budget of \$52,083.75 and directed administration to tender the fourth truck for future consideration.

A new tender package was prepared for the purchase of a 2023 crew cab, ½ ton, 4-wheel drive truck and sent to the three local dealerships.

The following tenders were received:

Stettler Dodge	\$53,210.00
Aspen Ford	\$56,825.00

As all the models meet specifications, administration recommends proceeding with the lowest bidder, Stettler Dodge.

Motion 23:05:18

Moved by Councillor Pfeiffer that the Town of Stettler Council award the truck tender to Stettler Dodge in the amount of \$53,210, excluding gst with funding provided through the 2023 Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Robbins for her excellent work on the tender.

(c) Economic Development Committee Recommendation – Lot 18, Block 6, Plan RN54

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

L. Graham advised that in late 2020, the Town of Stettler acquired the property located at 4915-50 Street following compliance enforcement resulting in the demolition of a derelict building, leaving the parcel vacant as it is today. The property has been for sale by the Town since early 2021.

The Economic Development Sub-Committee as well as the Downtown Improvement Committee identified a need to improve the former Hub parking lot, which has resulted in the rebrand to the Okoppe Parking Lot and improvements done to date. A large part of this discussion included creating connection from Main Street to the Okoppe Parking Lot.

Original discussions regarding the property at 4915-50 Street as a connection point involved retaining a walkway and continuing to market the remainder property; however, in order to construct and maintain a functional and appealing

walkway, it was quickly determined that the remaining lands would not be suitable for development as the parcel would be far too narrow.

On May 10, 2023 the Economic Development Sub-Committee reviewed concepts for a potential connection between the Okoppe Parking Lot and Main Street by developing “Okoppe Way.” Following the theme of Okoppe, it would include a permanent constructed walkway with park features, including mulch beds and plantings, outdoor seating, a rock garden, ornate lighting, an arched shade cover, signage and the relocation of the Okoppe designation from West Stettler Park.

The Property Today:

4915 – 50 Street
 Lot 18, Block 6, Plan RN54
 Size 25' x120' (3,000 Square Feet)
 Zoned C1: Commercial Central
 The Town of Stettler Assessed Value of the land is \$42,840

L. Graham presented the following design concepts:



Motion 23:05:19

Moved by Councillor Randell that the Town of Stettler Council approve the designation and retention of 4915-50 Street to be developed as “Okoppe Way,” and further directs administration to proceed with initial designs and budget considerations.

MOTION CARRIED
 Unanimous

(d) 2023 Capital Budget – Highway Entrance Signs

L. Graham advised that in 2011, the Town of Stettler commissioned new entrance signs to be supplied and installed with landscaping and masonry work completed by Town Staff. These entrance signs are still current, however the weathering over the past decade has left the signs in a deteriorated state. This deterioration is primarily rust with a few dents and other damages, which not only effects the visual representation of the sign, but more importantly the sign’s integrity.

Further, in 2020, the Town of Stettler created a Logo Usage and Visual Brand Policy with Branding Guidelines that outline the Town of Stettler brand, colors and proper usage of fonts and logos. At the same time as the repairs to the entrance signs, it is proposed that the entrance signs are brought up to these standards with the Town of Stettler Branding Guidelines.

The 2023 Capital Budget includes \$62,000 for Entrance Sign Upgrades; this project involves the refurbishing and resurfacing of all four (4) Town of Stettler entrance signs. Damage of the signs will be repaired, powder coated and vinyl to finish the signs.

Below is the summary of the proposals received:

Company	TOTAL COST	Comments
House of Signs	\$ 151,924.00	
*PM signs	\$ 134,538.00	<ul style="list-style-type: none"> • Did not meet spec (no powder coat)
*Banchett Sign Solutions	\$ 94,939.00	<ul style="list-style-type: none"> • Did not meet spec (no powder coat)
Landmark Signs	--	<ul style="list-style-type: none"> • Incomplete submission
*Burke Group Company	--	<ul style="list-style-type: none"> • Incomplete submission • Did not meet spec (no powder coat)
WTS Manufacturing	\$ 64,000.00	
*Hi Signs	\$ 62,000.00	<ul style="list-style-type: none"> • Did not meet spec (no powder coat)
*Behrends Bronze	--	<ul style="list-style-type: none"> • Incomplete submission • Did not meet spec (no powder coat, did not match paint color)
*Landmark Sign	--	<ul style="list-style-type: none"> • Incomplete submission • Did not meet spec (no powder coat)

*Upon review of the RFP's submitted, regarding the requirement for a powder coated finish as well as incomplete submissions, a number of the proposals do not meet the specifications as set out in the RFP.

Motion 23:05:20

Moved by Councillor Smith that the Town of Stettler Council award the RFP for the entrance sign upgrades to WTS Manufacturing in the amount of \$64,000 funded through the 2023 Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked L. Graham for her excellent work on both presentations.

(e) 2023 Budget Summary – April 30, 2023

Motion 23:05:21

Moved by Councillor Lawlor that the Town of Stettler Council approve the 2023 Budget Summary as of April 30, 2023 as presented.

MOTION CARRIED
Unanimous

(f) 2023 Capital Budget Summary – April 30, 2023

Motion 23:05:22

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the 2023 Capital Budget Summary as of April 30, 2023 as presented.

MOTION CARRIED
Unanimous

(g) Bank Reconciliations – April 30, 2023

Motion 23:05:23

Moved by Councillor Smith that the Town of Stettler Council approve the Bank Reconciliations as of April 30, 2023 as presented.

MOTION CARRIED
Unanimous

(h) Meeting Dates

- Tuesday, June 6 – Council – 6:30pm
- **Monday, June 5 – Friday, June 9 - Seniors Week**
- **Saturday, June 10 – Town & County Pancake Breakfast**
- Tuesday, June 13 – COW – 4:30pm
- Tuesday, June 20 – Council – 6:30pm
- Tuesday, July 4 – Council – 6:30pm
- Tuesday, July 11 – COW – 4:30pm
- Tuesday, July 18 – Council – 6:30pm
- Tuesday, August 1 – Council – 6:30pm
- Tuesday, August 8 – COW – 4:30pm
- Tuesday, August 15 – Council – 6:30pm

(i) Accounts Payable in the amount of \$1,232,819.55

Motion 23:05:24

Moved by Councillor Barros that the Accounts Payable in the amount of \$1,232,819.55 (\$300,058.26 + \$4,374.75 + \$891,510.22 + \$8,935.89 + \$122.43 + \$27,818) for the period ending May 16, 2023 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

May 3 – Talk of the Town
May 5 – Signed Cheques at the Town Office
May 7 – Hike for Hospice Welcome
May 9 – Stettler Board of Trade Meeting
May 9 – Tax Budget Deliberations
May 10 – Talk of the Town
May 10 – Economic Development Committee Meeting
May 11 – Meeting with County of Stettler and Minister Nate Horner
May 11 – Meeting with Minister Nate Horner
May 12 – Signed Cheques at the Town Office

(b) Councillor Baker

Report to be presented at a later date.

(c) Councillor Barros

May 3 – Stettler Hospital Foundation Meeting
May 4 – Heartland Beautification Committee
May 7 – Hike for Hospice
May 7 – Stettler Hospital Foundation Golf Tournament Meeting
May 8 – Stettler Rotary Luncheon
May 9 – Tax Budget Deliberations

(d) Councillor Lawlor

May 4 – Stettler Library Advocacy Event
May 9 – Stettler Board of Trade Meeting
May 9 – Tax Budget Deliberations
May 10 – Volunteered for McHappy Days at Stettler McDonalds
May 10 – Economic Development Committee Meeting

(e) Councillor Pfeiffer

May 9 – Tax Budget Deliberations
May 10 – Economic Development Committee Meeting
May 15 – Stettler FCSS Meeting

(f) Councillor Randell

May 9 – Tax Budget Deliberations
May 10 – Economic Development Committee
May 15 – Stettler Museum Board Meeting

(g) Councillor Smith

May 4 – Heartland Beautification Meeting
May 8 – Stettler Rotary Luncheon
May 9 – Tax Budget Deliberations
May 11 – Community Orchard Mulching
May 15 – Stettler FCSS Meeting

Motion 23:05:25

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

MOTION CARRIED
Unanimous

8. **Minutes:**

(a) None

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) Bylaw 2161-23 – Chief Administrative Officer (CAO) Bylaw

CAO Switenky advised that Bylaw 2161-23 is a bylaw to establish the role and responsibilities of the Chief Administrative Officer.

Motion 23:05:26

Moved by Councillor Randell that the Town of Stettler Council give first reading to Bylaw 2161-23

MOTION CARRIED
Unanimous

Motion 23:05:27

Moved by Councillor Lawlor that the Town of Stettler give second reading to Bylaw 2161-23.

MOTION CARRIED
Unanimous

Motion 23:05:28

Moved by Councillor Barros that the Town of Stettler give permission for third and final reading to Bylaw 2161-23.

MOTION CARRIED
Unanimous

Motion 23:05:29

Moved by Councillor Smith that the Town of Stettler give third and final reading to Bylaw 2161-23.

MOTION CARRIED
Unanimous

(b) Bylaw 2162-23 – Chief Administrative Officer (CAO) Appointment Bylaw

CAO Switenky advised that Bylaw 2161-23 is a bylaw to appoint a Chief Administrative Officer (CAO) for the Town of Stettler. The proposed bylaw is set to appoint Leann Graham as the CAO₁₁

Motion 23:05:30

Moved by Councillor Pfeiffer that the Town of Stettler Council give first reading to Bylaw 2162-23

MOTION CARRIED
Unanimous

Motion 23:05:31

Moved by Councillor Randell that the Town of Stettler give second reading to Bylaw 2162-23.

MOTION CARRIED
Unanimous

Motion 23:05:32

Moved by Councillor Lawlor that the Town of Stettler give permission for third and final reading to Bylaw 2162-23.

MOTION CARRIED
Unanimous

Motion 23:05:33

Moved by Councillor Barros that the Town of Stettler give third and final reading to Bylaw 2162-23.

MOTION CARRIED
Unanimous

(c) Bylaw 2163-23 – 2023 Tax Rate Bylaw

CAO Switenky advised that Bylaw 2163-23 is a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Stettler in the Province of Alberta for the 2023 taxation year

Motion 23:05:34

Moved by Councillor Lawlor that the Town of Stettler Council give first reading to Bylaw 2163-23

MOTION CARRIED
Unanimous

Motion 23:05:35

Moved by Councillor Barros that the Town of Stettler give second reading to Bylaw 2163-23.

MOTION CARRIED
Unanimous

Motion 23:05:36

Moved by Councillor Smith that the Town of Stettler give permission for third and final reading to Bylaw 2163-23.

MOTION CARRIED
Unanimous

Motion 23:05:37

Moved by Councillor Pfeiffer that the Town of Stettler give third and final reading to Bylaw 2163-23.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) Statistics Canada – 2021 Census of Population

Motion 23:05:38

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) Fire Mediation Committee Appointments

Motion 23:05:39

Moved by Councillor Smith that the Town of Stettler Council appoint Mayor Nolls and Councillors Barros and Baker to the Stettler Regional Fire Department Mediation Committee, with Councillor Lawlor to serve as alternate.

MOTION CARRIED
Unanimous

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

14. **Adjournment:**

Motion 23:05:40

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

MOTION CARRIED
Unanimous at 7:59 p.m.

Mayor

Assistant CAO

Memo

Date: May 25, 2023
To: Greg Switenky
CAO
From: Melissa Robbins
Director of Operations
Re: Compost Screening Tender Award

Background:

2023 Operating Budget includes \$25,000 to screen the existing compost pile.

Tender Award:

A tender was prepared for the work and sent to 7 companies, including 4 local companies.

Two tenders were received, all prices exclude gst.

Blue Grass Sod Farm Ltd.	\$18,900
Wally's Backhoe Services Ltd.	\$22,500

Recommendation:

Administration respectfully recommends awarding the tender to Blue Grass Sod Farms Ltd. for the screening of compost to a maximum expenditure of \$25,000, excluding gst., funded through the 2023 Operating Budget.

TO: Town of Stettler Council

DATE: 2023 06 06

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – APRIL 2023

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Alberta Environment, and daily office staff information sharing sessions.
2. Press Release: Town of Stettler Commences Transition from Regional Fire Agreement.
3. Ongoing CAO succession planning document preparations; draft Bylaw(s), and Employment Agreement.
4. Commence reviewing 2023 Operating (Tax) Budget impacts and alternatives.
5. Clearview Value-Scoping summarization with Superintendent Scot Leys and Board Chair Guy Neitz.
6. Meeting at the Stettler Hospital with Alberta Health Services representatives from the Central Zone to discuss local matters and updates.
7. Provincial Funding announcement at the Stettler Airport respecting 75% support or \$1.4 million towards a major runway rehabilitation project planned for in 2024.
8. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/ratepayer concerns.

ASSISTANT CAO – STEVEN GERLITZ

1. Meetings attended included: Council, Staff, Economic Development, Trade Show, Janitor Services (Clearview), CEIP Borrowing Bylaw (Vision Credit Union), Web Mapping Updates, Alberta Economic Development Association Conference (virtual), Trade Show, Regional Water.
2. Projects worked on included:
 - CEIP Bylaw and Borrowing Bylaw
 - 2023 Tax Budget
 - 2023 Capital Budget
 - 2023 Interim Budget – April 30, 2023
 - 2023 Capital Budget Summary – April 30, 2023
 - 2023 Reserves – April 30, 2023
 - 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

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- CAO Vacation coverage
- Vacation

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings attended: Department Head, Council, Ab Env, Water/Wastewater Servicing, Regional water

Projects:

- Alberta Environment – Wellings Development (multiple meetings)
- Paving Tender award
- Trade Show preparation and attendance
- Water/Wastewater Servicing Agreement
- Duty Schedule May 2023-April 2024 with staff
- Airport Runway Rehabilitation Notice of Grant approval
- Loader Tender award
- Administrative Assistant Luncheon
- Multiple water breaks on services (+8), communication with landowners
- Multiple landowner concerns and requests regarding drainage, sewer concerns, water meter change outs, etc.

TRANSPORTATION – SARAH MCCRINDLE

- Filled potholes all through town
- Street sweeper out
- Built a new stand to hold the old and new sanders for the 1 ton
- Pushed up gravel that was delivered to the yard
- Took the snow gate off the grader so we could start grading roads
- Steaming when needed
- Filled potholes at the health unit parking lot
- Started grading the perimeter roads
- Put up a banner on 50ave by 54st for the theater group
- Dug cremations and filled as needed
- Hydrovac all the utilities at the train tracks on 46st and 51ave for possible drainage culvert installation
- Push up the compost site
- Filled all the potholes in the road inside the cemetery
- Pushed up the cement site
- Open up the drainage at the airport
- Dug full burial graves and filled after when needed
- Bought and installed an Ipad in the grader so the operators have access to the asbuilts to be able to locate all manholes and valves in the lanes while grading
- Started boulevard sweeping and road sweeping
- Put the tarp rollers back on tandems
- Picked up and installed cement blocks for the parks department at the west Stettler ball diamonds
- Installed columbarium wreaths when needed

- Switched the moldboard on the grader for lane grading
- Made a list of sale items for the town sale in June
- Hydrovac holes and cement in breakaways for 3 signs
- Swept the uptown area and cleaned off all the bulbing on Main Street
- Hauled sweeping piles to the Regional dump site
- Cleaned out the semi trailers in the shop yard of all the stuff that the theatre group didn't want anymore to get them ready to be put in the sale
- Tamped the graves that were dug throughout the winter
- Swept all the uptown town parking lots
- Picked up the grass piles from the compost site at 51ave and 57st
- Picked up culvert from Armtec in Ponoka to save on shipping charges
- Hauled 4 truck loads of gravel to the golf course
- Received our new Backhoe, staff went thru some training with the salesman
- Started to sweep the grass areas along highways 12 and 56 in preparation for working alongside Emcon for highway cleanup
- Built a new pad for the new sander stand
- Hauled material and had the grader spread it out to fix the entrance of the sports park

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

Meetings

- Dutch Elm
- Trade show
- After council
- Spray Park Rotary
- Staff meetings
- AI in facilities
- Parks and open spaces
- Heartland beautification
- CARA
- AARFP conference
- Interviews for summer staff

Projects

- Ice out of arenas
- Summer staff hired
- Trade show
- Ball and Soccer prep
- Aerating
- Cemetery clean up
- Open Campground (limited services)
- Wellness trailer
- Concern and complaint forms
- Fence repair at Tot lot
- Dressing room painting in SRC
- Floor waxing at SRC
- Raise and lower flags for different mourning periods
- Parking lot cleaning

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- Score clocks installed
- Orchard cleanup
- Garbage picking
- Earth Day
- Staff training
- Electrical improvements in concession SRC
- Leaf sweeping

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2023 Permits to April 30, 2023	2022 Permits to April 30, 2022
Institutional	\$0.00	\$0.00
Industrial	\$100,413.23	\$1,100,000.00
Commercial	\$310,000.00	\$279,065.00
Residential	\$750,445.00	\$537,250.00
Total	\$1,160,857.23	\$2,629,515.00

2. Projects:

- Land Sale(s)
- AEP Wetland & Floodway Review
- Water & Wastewater Servicing Agreement
- Mid Town Estates Development
- Wellings Development
- Kneeland Development
- Economic Development Committee Initiative
- Corporate Identity Initiatives
- Land Use Bylaw Review
- North West ASP
- Internal Meeting Room
- Park Dedication
- IT/GIS Work Planning
- Staff Appraisals
- CAO and Administrative Matters
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- MPC
- Water & Wastewater Agreement
- Economic Development
- Land Use Bylaw Review
- 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, repack and grass seed.
- 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) Service leak and water main break repairs
- 9) Cleaned out Screen in manhole #2.
- 10) Monthly Wastewater sampling.
- 11) Weekly Wastewater treatment.
- 12) Snow removal
- 13) Water Meter changes.
- 14) Sucked out/cleaned Sewer dump.
- 15) Sorting through old products/stock and building better storage for tools, etc.
- 16) Tested for nitrites and Flushed dead end lines.
- 17) Sucked out sanitary tank for Water Treatment Plant
- 18) Started Hydrant Inspections.

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - SCBA - Confined space
 - SCBA - EBSS
 - SCBA - Team search
 - Fire Hydrant use - apparatus filling
2. Fire Department Operations
 - AFRRCS meeting
 - ABO wind meeting
 - Bar W Ranch meeting
 - Red Willow Solar meeting
 - Officer meeting
 - Fire restriction activation
 - Engine 13 service & pump test
 - Tower 10 service
 - Schedule Tower 10 structural testing
 - Tender 15 front wheel failure - out of service
 - Engine 214 pump service / testing
 - Engine 11 repair foam system
 - Radio system repairs
 - Tower site inspections
 - Ongoing fire fighter payroll submission, incident invoicing, incident investigations, fire cause determination submission to AB gov, Safety Codes inspections regarding fire code

Regional Fire Department Incident Summary

- April total incidents 28- 2 motor vehicle accidents, 1 Structure fire incident, 1 public hazard power line, 4 medical assist, 10 alarm incidents, 1 vehicle fire, and 9 wild land fires.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The new sodium hypochlorite system has been built. Waiting for the completion of the PLC programming. Jason Wasylyshyn from Cleartech was on site to inspect our bulk tanks and filling station before receiving our first bulk load. We will be switching from chlorine gas over to the new sodium hypochlorite system in May.
2. We are still using up the last of our ammonia before switching over to ammonium sulphate. The switch should happen in May also.
3. We stopped filling the reservoir from the river for a short period during the river breakup period which did not last very long this year.
4. Still waiting for parts for P3102A micro filter forwarding pump VFD.
5. The AMC mono chloramine analyzer is still out of service. Waiting on HACH to schedule a technician out here. Hach is having a lack of technicians in our area.
6. Routine monthly maintenance.



Greg Switenky
CAO

MEMORANDUM

To: Town of Stettler Council

From: Greg Switenky

Date: June 6, 2023

Re: Cancellation of Summer Committee Meetings

Recommendation

To cancel the July and August Committee of the Whole Meetings

Background Information

Traditionally the July and August Committee of the Whole Meetings have been cancelled due to a lower work load over the summer. A special meeting may be called, if necessary, to deal with any emerging issue(s).

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76725	76734
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	76725	2023-05-19	\$1,524.98

Invoice Description	Invoice Number	Invoice Amount	

Water Billing Postage	9866615306	\$1,524.98	

Chemical Industries (Alberta)	76726	2023-05-19	\$7,135.80

Invoice Description	Invoice Number	Invoice Amount	

Roads Dust Control Product	AB23-1064	\$7,135.80	

Horne, Geraldine	76727	2023-05-19	\$240.00

Invoice Description	Invoice Number	Invoice Amount	

Fitness Area Line Dance Instru	2023.04.03	\$240.00	

Norman, Laura	76728	2023-05-19	\$262.50

Invoice Description	Invoice Number	Invoice Amount	

HBC Trade Show Gift	2023.05.05	\$262.50	

Receiver General for Canada	76729	2023-05-19	\$63,770.50

Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP10-23	\$52,646.04	
Town Tax Remittance	PP10-23.	\$5,347.26	
BOT Tax Remittance	PP10-23.BOT	\$2,497.31	
Library Tax Remittance	PP10-23.LIBRAR	\$3,279.89	

Receiver General for Canada	76730	2023-05-19	\$327.23

Invoice Description	Invoice Number	Invoice Amount	

Garnishee	PP10-23	\$327.23	

Shirley McClellan Regional Wat	76731	2023-05-19	\$11,744.42

Invoice Description	Invoice Number	Invoice Amount	

Wtr Trsf Stn Jan/Feb/Mar Util	SMRWSC002737	\$11,744.42	

Stettler Rotary Club	76732	2023-05-19	\$400.00

Invoice Description	Invoice Number	Invoice Amount	

PR Farmers Appreciation Night	2023	\$400.00	

Walkers Tree Services Ltd.	76733	2023-05-19	\$525.00

Invoice Description	Invoice Number	Invoice Amount	

Parks Stump Grinding	471609	\$1,102.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Wm E Hay Building Construction	76734	2023-05-19	\$90.00

Invoice Description	Invoice Number	Invoice Amount	

HBC Trade Show Compost Bin	2023-12	\$90.00	
	Total Cheques		----- \$86,020.43 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76735	76741
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Centratech Technical Services	76735	2023-05-26	\$716.07

Invoice Description		Invoice Number	Invoice Amount

Fire High Pressure Cylinder Hy		142199	\$716.07
=====			
Fabco Plastics	76736	2023-05-26	\$3,964.83

Invoice Description		Invoice Number	Invoice Amount

WTP Chlorine Tonner Switch		30131810-00	\$674.07
WTP Chlorine Tonner Switch		30131810-01	\$2,085.00
WTP Chlorine Tonner Switch		30131810-02	\$294.00
WTP Chlorine Tonner Switch		30133894-00	\$911.76
=====			
Future Ag Inc	76737	2023-05-26	\$193.87

Invoice Description		Invoice Number	Invoice Amount

WTP Bearings for mover #122		IS75252	\$96.23
WTP Bearings & Washers #122		IS75252A	\$97.64
=====			
Ken-Mar Concrete	76738	2023-05-26	\$414.76

Invoice Description		Invoice Number	Invoice Amount

Signs Concrete for Sign Instal		1110	\$207.38
Signs Concrete for Sign Instal		1116	\$207.38
=====			
Rocky Mountain Equipment Canad	76739	2023-05-26	\$35,632.80

Invoice Description		Invoice Number	Invoice Amount

Equip - 2023 Case Skid Steer		2023.05.24	\$35,632.80
=====			
Snap On Tools	76740	2023-05-26	\$485.58

Invoice Description		Invoice Number	Invoice Amount

Shop - Shop Creeper		03102362768	\$238.30
Shop Hub Remover Tool		03312363069	\$247.28
=====			
Woody's Automotive Ltd.	76741	2023-05-26	\$1,742.67

Invoice Description		Invoice Number	Invoice Amount

Shop Brake Clean		814838	\$50.27
Shop Gloves & Shop Towels		815583	\$125.98
Shop Washer Fluid		815761	\$19.53
Shop Vice for Drill Press		816340	\$46.22
Trans Oil for fire truck #49		817164	\$163.49
Trans/Water/Parks 5W30 Engine		818529	\$1,202.24
Trans Hose for Wille Unit #42		814704	\$3.24
Water Oil for unit #175		815112	\$48.86
Water Wheel Bearing unit #175		814768	\$48.48
Water Battery Terminal Clamp		815756	\$2.50
Parks OIL for mower #172		817753	\$31.86

System: 2023-05-26 9:32:27 AM
User Date: 2023-05-26

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: Veronica

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
-------------	---------------	-------------	---------------

	Total Cheques		\$43,150.58
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76742	76747
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	76742	2023-06-02	\$2,744.20

Invoice Description	Invoice Number	Invoice Amount	
Office 2023 Tax Notices	9868172128	\$2,744.20	

Heartland Youth Centre	76743	2023-06-02	\$50,000.00

Invoice Description	Invoice Number	Invoice Amount	
2023 Playground Program	2023	\$50,000.00	

Klassen Construction	76744	2023-06-02	\$2,310.00

Invoice Description	Invoice Number	Invoice Amount	
Sidewalks Curb Replacement	1642	\$2,310.00	

Macey, Mikayla	76747	2023-06-02	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Shop Jun Tool Allowance	2023.06.01	\$25.00	

Receiver General for Canada	76745	2023-06-02	\$64,171.07

Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP11-23	\$52,802.88	
Town Tax Remittance	PP11-23.	\$5,427.97	
BOT Tax Remittance	PP11-23.BOT	\$2,574.79	
Library Tax Remittance	PP11-23.LIBRAR	\$3,365.43	

Roadly	76746	2023-06-02	\$13,440.00

Invoice Description	Invoice Number	Invoice Amount	
Traffic Lane Traffic Paint	000251	\$13,440.00	

Total Cheques			\$132,690.27
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006028	EFT0006048
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Anderson, Roxann	EFT0006028	2023-05-23	\$90.50

Invoice Description		Invoice Number	Invoice Amount
Admin Trvl & Sub Collections		2023.05.05	\$90.50

APEX Supplementary Pension Pla	EFT0006029	2023-05-23	\$362.81

Invoice Description		Invoice Number	Invoice Amount
Supplementary Pension Plan Tr		PP10-23	\$362.81

Black Press Group Ltd.	EFT0006030	2023-05-23	\$785.01

Invoice Description		Invoice Number	Invoice Amount
Office/P&D/HBC Advertising		34414825	\$785.01

Brenda's Country Catering	EFT0006031	2023-05-23	\$473.76

Invoice Description		Invoice Number	Invoice Amount
Fire Joint Meeting Lunch		3899	\$361.62
Airport Meeting Lunch		3966	\$112.14

Canadian Union of Public Emplo	EFT0006032	2023-05-23	\$825.00

Invoice Description		Invoice Number	Invoice Amount
Union Dues		PP10-23	\$825.00

Clearview Public Schools	EFT0006033	2023-05-23	\$2,260.18

Invoice Description		Invoice Number	Invoice Amount
April Joint Office Expenses		6910	\$2,260.18

Contact Safety Service Ltd.	EFT0006034	2023-05-23	\$382.73

Invoice Description		Invoice Number	Invoice Amount
SRC Kitchen System Inspection		13267	\$206.85
Com Hall Kitchen System Inspec		13266	\$175.88

Hi Way 9 Express Ltd.	EFT0006035	2023-05-23	\$47.37

Invoice Description		Invoice Number	Invoice Amount
Park Freight		31734726	\$47.37

Howe, Graham	EFT0006036	2023-05-23	\$63.98

Invoice Description		Invoice Number	Invoice Amount
SRC Clothing Allowance		2023.04.27	\$63.98

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
IJD Inspections Ltd.	EFT0006037	2023-05-23	\$1,177.04
Invoice Description	Invoice Number	Invoice Amount	
P&D Building Permit	04-2023	\$1,177.04	
Kjersteen, Kelly	EFT0006038	2023-05-23	\$104.95
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2023.05.08	\$104.95	
Klearwater Equipment & Technol	EFT0006039	2023-05-23	\$43,389.95
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals	230774	\$7,926.83	
WTP Chemicals	230771	\$35,463.12	
Local Authorities Pension Plan	EFT0006040	2023-05-23	\$30,917.03
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP10-23	\$30,917.03	
Municipal Property Consultants	EFT0006041	2023-05-23	\$6,918.27
Invoice Description	Invoice Number	Invoice Amount	
May Assessor	17169	\$6,918.27	
Olson, Pat	EFT0006042	2023-05-23	\$69.17
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2023.05.09	\$69.17	
Stettler & District Handibus	EFT0006043	2023-05-23	\$207.21
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage April Utilities	3883	\$207.21	
Stettler Telephone Answering S	EFT0006044	2023-05-23	\$136.50
Invoice Description	Invoice Number	Invoice Amount	
WTP May Working Alone Monitori	162	\$136.50	
Trinus Technologies Inc	EFT0006045	2023-05-23	\$86.63
Invoice Description	Invoice Number	Invoice Amount	
Computer Email removal Inquiry	3115	\$86.63	
Vanlanduyt, Lara	EFT0006046	2023-05-23	\$455.43
Invoice Description	Invoice Number	Invoice Amount	
Admin Trvl & Sub AB Municipal	2023.05.05	\$455.43	
Wally's Backhoe Services Ltd.	EFT0006047	2023-05-23	\$8,872.50
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Compliance Enforcement	1958	\$8,872.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wet Water Industries Ltd.	EFT0006048	2023-05-23	\$249.04
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Jnt Service Water Condi	AR47772	\$95.26	
Fire Joint May Wtr Treat Equip	AR46955	\$76.89	
Fire Joint Jun Wtr Treat Equip	AR47663	\$76.89	
Total Cheques			\$97,875.06
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006049	EFT0006084
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0006049	2023-05-30	\$4,836.99

	Invoice Description	Invoice Number	Invoice Amount

	Shop Bathroom Fixture Repairs	W40087	\$115.50
	SRC 3 Dual Thread Aerator	I032363	\$28.35
	Pool Chlorine Line Repair Mat	I032058	\$91.27
	Lions Hose Spigot Repair	I032420	\$49.56
	Parks Ball Diamond Rap Repair	I032414	\$149.84
	Parks Spray Park Pump	I032411	\$3,360.00
	Park Spray Park Adapter	I032456	\$11.93
	Sewer Thaw Frozen Sewer	W40030	\$345.98
	Sewer Inspect & Video Concern	W40028	\$679.88
	Sewer S/C	2023.03.31	\$4.68

Air Liquide Canada Inc.	EFT0006050	2023-05-30	\$320.40
	Invoice Description	Invoice Number	Invoice Amount

	Shop Compressed Gas Bottle Swa	75707637	\$125.58
	Shop Compress Gas Bottles	75825142	\$194.82

Bagshaw Electric Ltd.	EFT0006051	2023-05-30	\$22,090.20
	Invoice Description	Invoice Number	Invoice Amount

	Shop Fuses for voltmeter	IC043792	\$15.28
	WTP Change VFD on Low Lift	W13364	\$14,115.21
	WTP Chlorine Tonner Switch	IC043595	\$135.24
	WTP Chlorine Tonner Switch	IC043687	\$444.78
	WTP Chlorine Tonner Switch	IC043729	\$800.67
	SRC Trade Show Booth Lights	IC043422	\$62.46
	SRC 10 Emergency Light Bulbs	IC043871	\$71.09
	SRC 1 Blank Cover	IC043474	\$5.23
	SRC Electrical Upgrade for	W13412	\$180.71
	SRC Install Cable for Panel	W13413	\$4,020.14
	Parks Main Battery Connectors	IC043563	\$85.62
	Parks Micro Switch for Seat	IC043698	\$13.60
	Parks Electric Motor & Control	IC043842	\$2,091.60
	Parks 2 Anderson Plugs & Retur	IC043906	\$48.57

Bounty Onsite Inc.	EFT0006052	2023-05-30	\$5,833.75
	Invoice Description	Invoice Number	Invoice Amount

	Shop Drivers Daily Log Binder	001-139630	\$9.35
	WTP 4-Emergency Blankets	001-140326	\$108.49
	Water Marking & Safety Paints	001-139612	\$147.83
	Water Dig Trailer Rags	001-139508	\$23.52
	Airport 3 Cnd & 3 AB Flags/Wtr	001-139688	\$1,352.54
	SRC Janitor Supplies	001-139470	\$2,061.74
	SRC Janitor Supplies	001-139751	\$863.57
	SRC Janitor Supplies	001-140278	\$1,057.92
	SRC Towel Dispenser Batteries	001-139504	\$57.40
	Parks Janitor Supplies	001-139623	\$123.09
	Parks Janitor Supplies	001-140239	\$28.30

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Burmac Mechanical 2000	EFT0006053	2023-05-30	\$1,031.58
=====			
Invoice Description	Invoice Number	Invoice Amount	
Airport Repair Leaking Toilet	B51351	\$138.14	
WTP Chlorine Room Modification	B50840	\$889.25	
Water CC Extensions	I04318	\$3.94	
Water FC	2023.04.30	\$0.25	
=====			
Canadian Tire #671	EFT0006054	2023-05-30	\$171.09
=====			
Invoice Description	Invoice Number	Invoice Amount	
Signs Tools for sign repairs	0368	\$89.22	
Cemetery Mower Seat Support	0387	\$52.49	
SRC Lights for Trailer	0345	\$29.38	
=====			
Canoe Procurement Group of Can	EFT0006055	2023-05-30	\$16,981.25
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Service Engine/Transmissi	AB161986	\$2,947.19	
Trans New Front Tre for	AB162646	\$514.55	
Trans Grader Repair Parts#145	AB162469	\$1,370.96	
Equipment Gas/Oil	PF-11002-10619	\$8,823.43	
Trans/Water/Park Gasoline	PF-11026-10645	\$3,325.12	
=====			
Caro Analytical Services	EFT0006056	2023-05-30	\$1,457.40
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Water Analysis	IC2308656	\$220.50	
WTP Water Analysis	IC2308912	\$339.15	
WTP Water Analysis	IC2309118	\$897.75	
=====			
Cas Tech Inc.	EFT0006057	2023-05-30	\$2,138.64
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Intel NUC 12 Slim Kit &	220000003247	\$2,003.19	
Water UPS for Computer @ WTS	220000003248	\$135.45	
=====			
ClearTech Industries Inc.	EFT0006058	2023-05-30	\$19,479.86
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals	INV1063108	\$13,204.43	
WTP Chemicals & Contanier Dep	INV1064392	\$6,926.43	
=====			
Dean's Machine Inc.	EFT0006059	2023-05-30	\$144.38
=====			
Invoice Description	Invoice Number	Invoice Amount	
Parks Machine Spacers on mower	47360	\$144.38	
=====			
ECA Review	EFT0006060	2023-05-30	\$655.36
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&L West Stettler Advertisemen	11813	\$655.36	
=====			
Gary Moe Chevrolet Buick GMC	EFT0006061	2023-05-30	\$362.26
=====			
Invoice Description	Invoice Number	Invoice Amount	
Shop Brake Booster Check Valve	301033	\$40.71	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop Seat Belt Buckle #48	301119		\$321.55
=====			
GFL Environmental Inc.	EFT0006062	2023-05-30	\$624.49
=====			
Invoice Description	Invoice Number	Invoice Amount	
Shop Waste Collection	LQ01717882	\$624.49	
=====			
GT Hydraulic & Bearing	EFT0006063	2023-05-30	\$1,123.63
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Swivel Elbow	000-392029	\$21.58	
Trans Seals & Hoses #171	000-391257	\$30.87	
WTP Seals & Roll Pins #173	000-391609	\$36.44	
SRC Lift Batteries	000-392000	\$928.41	
Parks Oil Drain Plug #9	000-391098	\$58.13	
Parks Seals for mower #172	000-391601	\$48.20	
=====			
Gyro Ag Ltd.	EFT0006064	2023-05-30	\$742.32
=====			
Invoice Description	Invoice Number	Invoice Amount	
Roads Sander stand parts	3426	\$35.03	
Parks 13 Blades for Mowers	3445	\$409.09	
Parks 9 Mower Blades	3466	\$283.22	
Parks Sander Stand Steel #81	3485	\$14.98	
=====			
Hadley Concrete	EFT0006065	2023-05-30	\$1,164.45
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sidewalk Replacement Program	2307	\$1,164.45	
=====			
Heartland Auto Supply	EFT0006066	2023-05-30	\$2,149.10
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Air Chucks & Suppli	001-540466	\$50.61	
Trans/Shop/Street Clean Janito	001-540183	\$307.54	
Shop Supplies	001-538108	\$1,074.47	
Trans New Hoses for Drop Deck	001-538229	\$322.19	
Trans Door Ram & Plug #42	001-538566	\$33.22	
Trans Hose & Clamps #49	001-539596	\$41.31	
WTP Tie Rod Dust Boot #122	001-539964	\$13.86	
Water Hoses & Fittings #162	001-538880	\$253.17	
Park Battery Disconnect Switch	001-540196	\$50.01	
Parks Hose for mower #9	001-538496	\$25.03	
Park U-Bolts Canopy Mounts#178	001-539670	\$7.98	
Parks Oil for mower #100	001-539196	\$46.12	
Parks Wire & Plugs Electric Co	001-540285	\$77.17	
=====			
Heartland Express	EFT0006067	2023-05-30	\$672.93
=====			
Invoice Description	Invoice Number	Invoice Amount	
Bobcat of Red Deer Charge	14189	\$39.40	
Shop Freight	14404	\$154.19	
Shop Freight	14498	\$45.02	
Shop Freight	14525	\$194.59	
Trans Freight	14466	\$144.27	
Trans Freight	14554	\$95.46	
=====			
Heartland Glass Ltd.	EFT0006068	2023-05-30	\$179.03
=====			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop Replace Door Knob & Cut K	108145		\$179.03
Howe's Greenhouse	EFT0006070	2023-05-30	\$10,912.65
Invoice Description	Invoice Number	Invoice Amount	
Park Flowers	2023.05.23	\$10,912.65	
i. d. Apparel	EFT0006071	2023-05-30	\$137.45
Invoice Description	Invoice Number	Invoice Amount	
PR Council T-Shirts	114853	\$137.45	
KaizenLAB Inc.	EFT0006072	2023-05-30	\$53.11
Invoice Description	Invoice Number	Invoice Amount	
WTP Lagoon Sampling	INV0086740	\$53.11	
Keiths Refrigeration	EFT0006073	2023-05-30	\$2,896.82
Invoice Description	Invoice Number	Invoice Amount	
Health Unit Service Condensing	22615	\$2,896.82	
New West Freightliner	EFT0006074	2023-05-30	\$715.27
Invoice Description	Invoice Number	Invoice Amount	
Water NewCrankcaseBreather#26	X108043471:01	\$715.27	
Peavey Mart	EFT0006075	2023-05-30	\$275.36
Invoice Description	Invoice Number	Invoice Amount	
WTP Bolts	2001778003	\$6.18	
WTP Ubolts & Camlocks	3003907011	\$217.90	
Water Wd-40	2007470003	\$10.49	
SRC Trade Show Sign Material	2003328003	\$5.03	
SRC Anchors	2004921003	\$5.87	
Parks Soccer Net Materials	3005019003	\$29.89	
Robbins, Brad	EFT0006076	2023-05-30	\$372.87
Invoice Description	Invoice Number	Invoice Amount	
P&L ARPA Leaders Conference	2023.05.19	\$372.87	
Robbins, Melissa	EFT0006077	2023-05-30	\$160.00
Invoice Description	Invoice Number	Invoice Amount	
Eng Admin AEP Meeting	2023.05.10	\$160.00	
Schwartz Home Building Centre	EFT0006078	2023-05-30	\$14.68
Invoice Description	Invoice Number	Invoice Amount	
Park #4 Tailgate Repair Materi	844408	\$14.68	
Scott, Graham	EFT0006079	2023-05-30	\$837.71
Invoice Description	Invoice Number	Invoice Amount	
GIS Training Travel to MISA Co	2023.05.19	\$837.71	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Smith, Wayne	EFT0006080	2023-05-30	\$105.00

Invoice Description	Invoice Number	Invoice Amount	
HBC Com Garden Stakes	2023.05.13	\$105.00	

Stettler Agri-Centre	EFT0006081	2023-05-30	\$111.97

Invoice Description	Invoice Number	Invoice Amount	
Park Electric Motor Control Mo	22824S	\$111.97	

Stettler Building Supplies Ltd	EFT0006082	2023-05-30	\$49.83

Invoice Description	Invoice Number	Invoice Amount	
Sewer Storage Project Material	AK0891	\$49.83	

Stettler Home Hardware	EFT0006069	2023-05-30	\$1,583.52

Invoice Description	Invoice Number	Invoice Amount	
Office 2 water refills	132822	\$10.50	
Office Batteries	132919	\$26.94	
Office 3 water refills	132984	\$15.75	
Office 2 water refills	133032	\$10.50	
Office Cord Conceal Ramps	132872	\$32.54	
Water 3 Water Refills	132886	\$11.25	
SRC Electric Planer	132831	\$83.99	
Parks Ball/Soccer Line Paint	133047	\$1,392.05	

Stettler Registry Services Ltd	EFT0006083	2023-05-30	\$160.50

Invoice Description	Invoice Number	Invoice Amount	
Admin Statutory Charge	SR100020830	\$130.25	
Admin Discharges	SR100021179	\$30.25	

Summit Truck Equipment	EFT0006084	2023-05-30	\$2,392.85

Invoice Description	Invoice Number	Invoice Amount	
Sewer Bonding Mat Kit #162	010P17408	\$2,392.85	

Total Cheques			\$117,620.98
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000660	ONL000662
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services Inc.	ONL000660	2023-05-19	\$29,536.60
Invoice Description	Invoice Number	Invoice Amount	

Joint Office April Gas Bill	202304-3693	\$1,285.79	
Fire Joint April Gas Bill	202304-3687	\$1,117.23	
Town Shop April Gas Bill	202304-3694	\$1,007.27	
Airport April Gas Bill	202304-3686	\$265.43	
WTP April Gas Bill	202304-3689	\$9,136.83	
Water Trans April Gas Bill	202304-3684	\$419.29	
Sewer 1 April Gas Bill	202304-3685	\$289.24	
Sewer 2 April Gas Bill	202304-3692	\$360.37	
SRC April Gas Bill	202304-3691	\$14,687.65	
Com Hall April Gas Bill	202304-3690	\$688.12	
Parks Lions April Gas Bill	202304-3688	\$279.38	
=====			
Shaw Cable	ONL000661	2023-05-19	\$288.75
Invoice Description	Invoice Number	Invoice Amount	

SRC Jun 15 to Jul 14 WiFi	2023.05.15	\$288.75	
=====			
Shaw Cablesystems GP	ONL000662	2023-05-19	\$109.15
Invoice Description	Invoice Number	Invoice Amount	

Fitness Area Jun Cable TV	2023.05.01	\$109.15	
	Total Cheques		\$29,934.50
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000666	ONL000668
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000666	2023-06-02	\$12,616.42

	Invoice Description	Invoice Number	Invoice Amount

	Computer SSL Certificate/Stora	2023.05.12.768	\$1,783.34
	Water Trans Level 2 Prep	2023.05.12.763	\$676.95
	SRC Janitor Supplies/P&L Train	2023.05.12.764	\$263.48
	Admin Training & Computer Supp	2023.05.12.760	\$976.00
	Eng Admin Conference/Training	2023.05.12.766	\$267.09
	Trans Immunization Booster Sta	2023.12.05.762	\$460.40
	Pool Whentowork Online Schedul	2023.05.12.756	\$821.33
	Trans Grader Blades #145	2023.05.12.754	\$3,822.62
	PR Trade Show Set Up Meal	2023.05.12.758	\$265.34
	Fire Trvl & Sub/Janitor Suppli	2023.05.12.755	\$997.27
	BOT Corp Visa	2023.05.12.BOT	\$2,821.30

Telus Communications	ONL000667	2023-06-02	\$3,075.72
	Invoice Description	Invoice Number	Invoice Amount

	Telus May 22 to Jun 21	2023.05.23	\$3,075.72

Telus Mobility Inc.	ONL000668	2023-06-02	\$1,325.83
	Invoice Description	Invoice Number	Invoice Amount

	Telus Mobility May22 to Jun21	2023.05.21	\$1,325.83

Total Cheques			\$17,017.97



PRLS Board Meeting Minutes

May 18, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday May 18, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

With Regrets: Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent: Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff: Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Guests: Lindsey Bauman and Erin Switenky (MNP)

Call to Order

Meeting called to order at 10:05 a.m. by Teresa Rilling.

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

Motion by Stephen Levy to excuse Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, and Janice Wing from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 24/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 25/2023

1.2. **Approval of Minutes**

Rilling asked if there were any amendments to the February 23, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the February 23, 2023 meeting as presented.

CARRIED
PRLS 26/2023

1.3. **Business arising from the minutes of the February 23, 2023 meeting**

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

2. **Business Arising from the Consent Agenda**

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

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED
PRLS 27/2023

3.1. **Approval of the 2022 Parkland Audit**

Lindsey Bauman and Erin Switenky from Parkland's audit company, MNP, presented Parkland's audit. In their report, the auditors state:

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. Bauman noted the three items in the management letter from last year have been resolved, which shows the commitment of Parkland Staff to ensuring financial management is sound.

Motion by Elaine Fossen to approve the Parkland Regional Library Board 2022 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2022, and the Financial Statements for December 31, 2022, as presented.

CARRIED
PRLS 28/2023

3.2 **Audit Policy**

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors



stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

Staff inquired with the Public Library Services Branch (PLSB) whether there were any legislative requirements that would impede the Executive Committee from being the body responsible for approving Parkland's audit. They responded that there is "*nothing explicit in the legislation. However, it is implied that finances are the responsibility of the corporate board as a whole, not the Executive.*"

One advantage of having the audit approved earlier is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After some discussion, a motion was made:

Motion by Joy-Anne Murphy to hold a special online meeting of the full board to coincide with the completion of the audit for the full purpose of approving the Parkland Audit.

DEFEATED
PRLS 29/2023

Motion by Deb Smith to change PRLS Executive Committee policy to read "*The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting.*"

CARRIED
PRLS 30/2023

Lindsey Bauman and Erin Switenky left the meeting at 11:09 a.m.

11:10 – 11:19 Comfort break

3.3. 2024 Budget/Requisition Increase

Sheppard reviewed a preliminary budget for 2024 for information. In the budget, there were no changes made to the requisition, or salary and benefits lines, excepting to adjust for current staffing levels. In the case of provincial operating funding, staff assumed the increases announced this year will continue next year.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.



Without addressing salaries, there is an initial balance of +\$30,256 at this time.

Motion by Deb Coombes to receive for information.

CARRIED
PRLS 31/2023

3.4. Salary Grid

Sheppard explained. At the September 15, 2022 board meeting, following the Compensation Review presented by Dr. Margaret Law, a motion was made "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job." Currently, there are fifteen steps on Parkland's salary grid with uniform increments of 2.5%.

Based on Law's Compensation Review, Parkland's salary ranges were acceptable. However, the Executive Committee was unable to provide direction to staff regarding the adoption of a new salary grid.

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine this issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Since Parkland still has to develop a budget for 2024, the Executive Committee recommended using the current salary grid and compensation policy for one more year since it is unlikely a new grid can be established before the budget needs to be approved by the board in September.

Volunteers from the Executive Committee for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, and Janice Wing.

Motion by Deb Smith to use the current compensation policy to create the 2024 budget, and to create a subcommittee to work on creating a new compensation policy and salary grid.

CARRIED
PRLS 32/2023

Motion by Les Stulberg to appoint Twyla Hale, Jul Bissell, and Stephen Levy to join the compensation review subcommittee.

CARRIED
PRLS 33/2023

Twyla Hale left the meeting at 12:00 p.m.



3.5. Marketing and Advocacy Committee Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular.

Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Motion by Doug Booker to receive the Marketing and Advocacy Committee report for information.

CARRIED
PRLS 34/2023

3.6. ALTA Representative

Sheppard reviewed. Former Parkland Board member Bob Green is stepping down from his long-time position as the Parkland representative on the board of the Alberta Library Trustee Association (ALTA). His term will be ending on May 31st this year. Green has asked for nominations or volunteers to serve on the ALTA board.

Sheppard asked for nominations or volunteers. Barb Gilliat volunteered to be Parkland's new ALTA representative.

3.7.1. Director's Report

3.7.2. Library Services Report

3.7.3. I.T. Report

3.7.4. Finance & Operations Report



Rilling asked if there were any questions regarding the Director's Report, Library Services Report, I.T. Report, or the Finance and Operations Report. There were none.

Motion by Len Phillips to receive the Director's Report, Library Services Report, I.T. Report, and Finance and Operations Report for information.

CARRIED
PRLS 35/2023

3.12. **Parkland Community Update**

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and water play that has been extremely popular. They are also holding film nights through the summer.

Motion by Dana Kreil to receive the Parkland Community Update for information.

CARRIED
PRLS 36/2023

4. **Adjournment**

Motion by Norma Penney to adjourn the meeting at 12:17 p.m.

CARRIED
PRLS 37/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 18, 2023

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL: [Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Committee News from Trustees

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

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The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Next Meeting: September 14, 2023 (in-Person)

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



From: Info <info@uccab.ca>
Sent: May 18, 2023 1:43 PM
To: Khrystyna Halchuk <Khrystyna.Halchuk@uccab.ca>
Subject: Invitation to Ukrainian Day Celebration - August 20, 2023

CAUTION: This email originated from outside of the Town of Stettler. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Esteemed Council Members,

I hope this email finds you in good health and high spirits. I am writing to extend a warm invitation to you and the entire council to join us for the annual Ukrainian Day celebration, organized by the Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC). This highly anticipated event will take place on Sunday, August 20, 2023, at the picturesque Ukrainian Cultural Heritage Village.

Ukrainian Day holds great significance in our community and has been a cherished tradition for over 70 years. It is a joyous occasion where we come together to celebrate Ukrainian culture, heritage, and the vibrant contributions that Ukrainian Canadians have made to our society.

To provide you with more detailed information about the event and the various sponsorship opportunities available, we have attached our Sponsorship Package to this email. Should you have any questions or require further information, please do not hesitate to reach out to our office via phone or email at info@uccab.ca.

On behalf of the UCC-APC Ukrainian Day Committee, I extend our heartfelt thanks for considering our invitation. We truly hope that you and your esteemed council members will be able to join us in celebrating Ukrainian culture, heritage, and community spirit.

Thank you for your attention, and we look forward to the honor of your presence at Ukrainian Day.

UCC-APC Ukrainian Day Committee

Orysia Boychuk, President

Ukrainian Canadian Congress – Alberta Provincial Council

[Click here to subscribe to our e-newsletter!](#)

Follow us on [Facebook](#) and [Instagram](#)

Ukrainian Day

Opening our Hearts

August 20, 2023

SPONSORSHIP & ADVERTISING OPPORTUNITIES!

On Sunday, August 20th 2023, the UCC-APC will be celebrating our annual Ukrainian Day at the Ukrainian Cultural Heritage Village. This annual festival has been a signature community event for over 70 years!

The festival includes several activities, talent showcases, and commemorative events promoting and celebrating Ukrainian-Albertan heritage and culture. The event will feature a Music Jam, Cheremosh & Tryzub dancers, choirs, food vendors, presentations, children's activities, displays and much more!

We encourage you to show your support of the Ukrainian-Canadian community, the largest population of Ukrainians outside of Ukraine itself, especially during this time of Russia's invasion of Ukraine. Ukrainian Day is a unique opportunity to showcase your organization, business or services to a large, diverse audience. A chance to show your community spirit and caring, while at the same time fostering brand recognition throughout the Ukrainian community. All sponsors will be profiled to maximum capacity by UCC-APC.

You can show your support of Alberta's vibrant Ukrainian community at one of several different levels of sponsorship. All Ukrainian Day sponsors will be acknowledged. In addition, each level of sponsorship has a wide variety of profile and marketing opportunities.

All sponsors will be provided with:

- **Logo and recognition on UCC-APC website, e-Bulletins, program booklet and media releases**
- **Prominent signage at Ukrainian Day (sponsor to provide banner)**
- **Announcements and recognition of sponsorship by the Emcee at the Showcase Concert**
- **Opportunity to distribute corporate marketing item/brochure (must be approved by the UCC-APC)**
- **Acknowledgement in the UCC-APC newsletter article about Ukrainian Day.**

A. 2022 Ukrainian Day Presenting Sponsor \$5,000

The Presenting Sponsorship is a unique opportunity for a company/organization to attach its name and reputation to an important annual event and be associated with the broader community in Alberta. This is a co-branding opportunity with the potential for lasting recognition and offers the chance for your corporate/organization name and logo to be prominently melded into all 2022 Ukrainian Day advertising and promotion. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Naming opportunity of the event, i.e. UCC-APC and ‘your company’ present Ukrainian Day 2023**
- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Opportunity to develop a special marketing item/component at the Ukrainian Day event**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s presenting sponsorship**
- **Corporate Logo on an email announcement acknowledging and promoting the sponsorship (5000+)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the cover of the Ukrainian Day program book, 3000+ distributed at the event and mailed around Alberta**
- **Full page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Half page ad in the UCC-APC newsletter, distributed to 1500+ contacts**
- **Special VIP luncheon with unique entertainment**

B. 2022 Ukrainian Day Concert Showcase Sponsor \$3,000



This Sponsor receives many benefits from sponsoring the headline event of the afternoon at Ukrainian Day, the Ukrainian Showcase performance. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s concert sponsorship**
- **Opportunity for corporate/organization name and logo to be displayed on the main stage (banner to be provided by the sponsor)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book (3000+)**
- **Half page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Quarter page ad in the UCC-APC newsletter, distributed to 1500+ contacts, and on-line**
- **Special VIP luncheon with unique entertainment**

C. 2022 Ukrainian Day

Silver Sponsor

\$2,000

This sponsor will receive many benefits and prominent positioning of your organization's name and logo on all Ukrainian Day promotion and advertising materials. In addition to the opportunities mentioned above, you will also receive:

- **Opportunity to use 'Ukrainian Day Sponsor' on your promotional and advertising materials**
- **Link from the UCC-APC website to your organization's website**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book 3000+**
- **Half page ad in the Ukrainian Day program book (3000+ copies)**
- **Acknowledgement in the UCC-APC newsletter, distributed to 1500+ contacts, and online**

D. 2022 Ukrainian Day

Bronze Sponsor

\$750

For your sponsorship of this special event, you will receive positioning of your organization as follows:

- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book (3000+)**
- **Quarter page ad in the Ukrainian Day program book (3000+ copies)**
- **Logo and recognition on the UCC-APC website**
- **Announcements and recognition of sponsorship by the Emcee at the Showcase Concert**
- **Prominent on site signage**
- **Acknowledgement in the UCC-APC newsletter article about Ukrainian Day, and on-line**

E. 2022 Ukrainian Day

Activity Sponsor

\$500

Businesses and organizations also have an opportunity to sponsor a specific component of Ukrainian Day 2022. Activity areas include:

- **Stage Sponsor**
- **Arts and Crafts Sponsor**
- **Market Sponsor**
- **Children's activities and games**

For your sponsorship of this special component, you will receive positioning of your organization as follows:

- **Quarter page ad in the Ukrainian Day program book (3000+ copies)**
- **Logo and recognition on the UCC-APC website**
- **Prominent Signage at the sponsorship area (banner to be provided by the sponsor)**
- **Recognition on the acknowledgement page of the Ukrainian Day program book**
- **Acknowledgement in UCC-APC newsletter article about Ukrainian Day, and on-line.**

F. In-Kind Sponsor

To mount any event there are many needs and opportunities for businesses to provide in-kind support for items such as:

- **Decorations**
- **Tents**
- **Design of Promotional Materials**
- **Printing of Promotional Materials**
- **Technical equipment and support**

If you are interested in an in-kind sponsorship, recognition will be provided at the level of support provided - in Program booklet, website, e-Bulletin. Please contact our office for more details.

UCC-AB Provincial Council
#8, 8103-127 Ave, Edmonton, T5C 1R9
community@uccab.ca
(780) 414-1624

**The Ukrainian Day Souvenir
Program Booklet
Advertising Opportunities!
Printed in full colour!**

The Ukrainian Day Booklet is distributed free of cost to all attendees during annual Ukrainian Day festivities.

Advertising rates:

Taxes do not apply to prices!

Full page

7 1/4 " x 9 1/4 " = \$800

Half page

3 1/2 " x 9 1/4 " or 7 1/4 " x 4 1/2 " = \$ 535

Quarter page

3 1/2 " x 4 1/2 " = \$325

Business card

3 1/2 " x 2 " = \$190

DEADLINES:

Ad space reservation - **July 5, 2023**

Ad material submission – **July 15, 2023**

** Orders received after the deadline will only be accepted based on space availability*

RECEIVED

MAY 29 2023

P & H Elevator Preservation Society

Spring 2023

Celebrating our Eighteenth Year

Issue #41

Join us for the
P & H ELEVATOR'S
PANCAKE BREAKFAST



Saturday, June 3, 2023

at the P&H Elevator in Stettler

8:00 am – 12:00 pm

Come enjoy
pancakes, sausages, ham, eggs, coffee, and juice
and see our

Threshing Demonstration, Antique Washing Machine Demo,
Stone Ground Flour Demo, and Bread Baking in a
Wood Burning Stove!

- EVERYONE WELCOME - BY DONATION -

Anyone who would like to receive their newsletter via email, please send an email to
stettlergrainelevator@gmail.com.

Check out our website, www.stettlergrainelevator.com, and follow us on Facebook!

➤ Winter Projects

Our main focus this winter was continuing to work on the Feed Shed Addition. It is finally nearing completion! Our dedicated volunteers have been hard at work installing beautiful flooring on the main floor and on the stairs. Ray Kneeland has been especially involved and we would like to thank him for everything he has done for us!



We also now have a very nice railing around the staircase. The P&H emblem and photos of the elevator are laser engraved into the panels of the railing. Thank you to Dave McCourt of Woodcraft by Dave!



Now, we are setting up the kitchen. We have a fridge, stove, and dishwasher and we are hoping to complete the kitchen soon! While the Feed Shed Addition is not quite fully finished yet, it is available for bookings. Consider using our facility for your next event or gathering!

➤ Christmas Party

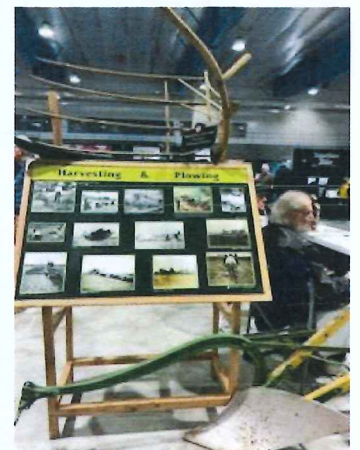
The P&H Elevator held its annual Christmas Party at the HUB on January 14th. It was so nice to see all of our friends and catch up! A delicious meal was served and then we were entertained by cowboy poet BJ Smith. It was a wonderful evening. Thank you to everyone who attended!

➤ Spring Cleaning

As we prepare for our busy summer season, our volunteers will be busily working around the elevator to get the displays ready for the year. Some of the important jobs that need to be done include vacuuming the entire elevator complex, dusting off our displays, and making sure everything is in tip-top shape. If you are interested in helping with spring cleaning or other tasks, please contact us – we can always use more volunteers!

➤ Stettler Trade Show

The P&H Elevator had a large booth at the Stettler Trade Show this year! We were able to use the space to display a variety of our artifacts including an antique motor, our woodburning stove, a wooden lathe, and a scythe with informational signage. Our volunteers also demonstrated how wheat is turned into flour with our stone-grinding flour mill and we sold that flour to visitors!



The trade show was a huge success. We loved meeting so many people from the community and showing them what our organization is all about. We also had a draw for Alberta Prairie train tickets – congratulations to our winner, Lil Glasier!

➤ Cinnamon Bun Fundraiser

On April 22, we held our first spring fundraiser! Verna Rock's freshly baked cinnamon buns made this an event you didn't want to miss. We sold out of cinnamon buns and raised about \$1400!



Thank you to all of the volunteers who helped out with our cinnamon bun event. We hope everyone who attended the fundraiser had a great time enjoying the delicious baked goods and chatting with neighbours.



➤ **Patsy Cline Tribute Show**

WOW! The Patsy Cline Tribute Show fundraiser that we have planned for May 27th is SOLD OUT! We appreciate the support and we know that this event will be exciting and memorable for everyone who attends. Frances Szelewicki will be bringing the music of Patsy Cline to life at the HUB. She is very talented and we can't wait for the show. We will also be serving snacks and refreshments.

➤ **Alberta Prairie Season Opener**

During the summers, many people tour the elevator while they are waiting for their train to depart across the tracks at Alberta Prairie! Their season opener is on May 20th and the train will be going to Big Valley. Alberta Prairie also has exciting news this year: steam locomotive No. 41 is up and running again! A mix of steam and diesel excursions will be offered throughout the season. The train runs on most Fridays, Saturdays, Sundays, and some other days. Pick up a schedule or look online if you're interested in joining them!

➤ **School Tours**

The P&H Elevator is open for school tours this spring! If you know a school group who might be interested in learning about the elevator, please contact us!

➤ **Pancake Breakfast**

Our Pancake Breakfast is on Saturday, June 3rd! Join us between 8 am and 12 pm for a delicious meal and entertainment. Pancakes, eggs, ham, and sausages will be served. We will also have a flour making demonstration, a gas-powered washing machine demonstration, a wood cutting demonstration, and fresh baked goods made on our antique wood burning stove. You can even see how threshing was done in 1887! The event is by donation and we hope to see you there.

➤ **Stettler Stampede Parade**

The P&H Elevator will be entering in the 2023 Stettler Stampede Parade again this year! The parade is planned for June 10th. Wave to us if you see us along the parade route!

➤ **John Deere**

In August, The P&H Elevator is partnering with the Stettler Town & Country Museum and the Stettler Antique Tractor Club to celebrate 120 years of John Deere. The event will feature over 100 John Deere tractors, over 100 pieces of John Deere equipment, and memorabilia from 50 to 120 years ago. There will also be a period fashion show, a threshing demonstration, a baling demonstration, an antique tractor pull, a concession, children's activities, and more throughout the weekend. Join us at the Stettler Museum on August 11th, 12th, and 13th!

➤ **Summer Plans**

Our main project for 2023 will be continuing to work on the Feed Shed Addition. We are also going to be replacing the roof on the yellow office. Hopefully, we will also be able to do some work on Scotty's office (the old Wheat Pool office that we moved to our premises last year).

➤ **Summer Students**

We will be having 2 summer students again this year! Keirsten Docherty has been working on the Stettler History Book project with us for several years and she will be continuing on as one of our summer workers again.

At present, we are looking for a second summer student to work for the P&H Elevator. If you know of any interested individuals, please contact us!

➤ **Memberships**

Thank you to everyone who has bought a membership for 2023. If you haven't bought a membership yet, you can fill out the membership form on the right and send it to us with your dues. We would greatly appreciate your support this year!

➤ **Coffee Spots**

Our coffee spots continue to be popular. They are held on Wednesday, Thursday, and Saturday mornings. If you're in the area, stop by for a chat and some coffee!

➤ **Are You Interested in Purchasing the Stettler & District History Book?**

The Stettler History Book is finally nearing completion! We hope to have the book ready to go to the publisher by September and hopefully it will be available for purchase around Christmas. The book will likely be 3 volumes, with about 2000 pages of content total. As for pricing, we are hoping to keep the cost below \$175 for a set.

We are not quite ready to take pre-orders yet, but we would love to know if you are interested in purchasing the book when it's available. We are taking names and email addresses so we can contact you once we are ready to start selling the books. Please contact historybookstettler@gmail.com if you would like us to add your name to the list!

➤ **Volunteers/Work Bees**

The P&H Elevator Preservation Society is in search of more volunteers! There are a variety of tasks that need to be completed - from restoration work to office tasks, general upkeep and cleaning, guiding tours, and more. If you're interested in becoming a volunteer, we'd love to have you. We can match activities to your interests. Every hour makes a difference!

Our work bees are usually on Saturdays and some other days throughout the week. We greatly appreciate the difference volunteers make!

➤ **Thank you!**

The support of the community means so much to us. We are very grateful for the many generous donations we have received. If you have donated to us, we would like to send you a big **Thank you!**

In Memorium

The following names have been added to our memorial board.

Sue Mitchell
Donated by Oliver and Mary Ann Bull

Annual Membership

P&H Elevator Society
 Box 1437, Stettler, AB T0C 2L0
 Membership 2023
 Annual - \$20, Lifetime - \$150

Name: _____

Address: _____

Postal Code: _____

Telephone: _____

Email: _____