

Town of Stettler

COUNCIL MEETING

JULY 4, 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, JULY 4th, 2023
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

- (a) Minutes of the Regular Council Meeting of June 20th, 2023 5-12
- (b) Minutes of the Special Meeting of Council of June 26th, 2023 13-14

4. **Citizens Forum**

5. **Delegations**

6. **Administration**

- (a) 2023 Capital Budget – Lift Station 15-16
- (b) 2023 Capital Budget – Master Pathway Plan 17-20
- (c) 2023 Capital Budget – Homesteaders Park 21-22
- (d) CAO Reports 23-29
- (e) Economic Development Committee – Trade Show Booth 30-31
- (f) Meeting Dates
 - Tuesday, July 18 – Council – 6:30pm
 - Tuesday, August 1 – Council – 6:30pm
 - Tuesday, August 15 – Council – 6:30pm
 - Tuesday, September 5 – Council – 6:30pm
 - Tuesday, September 12 – COW – 4:30pm
 - Tuesday, September 19 – Council – 6:30pm
 - **Wednesday, September 27- Friday, September 29 – Alberta Municipalities Convention**
 - Tuesday, October 3 – Council – 6:30pm
 - Tuesday, October 10 – COW – 4:30pm
 - Tuesday, October 17 – Council – 6:30pm

- (g) Accounts Payable in the amount of \$422,412.56 32-45
(\$82,089.93 + \$168,454.13 + \$39,766.85 + \$67,145.90 + \$64,955.75)

7. **Council**

- (a) Meeting Reports

8.	<u>Minutes</u>	
	(a) Stettler District Ambulance Association – June 19, 2023	46-48
9.	<u>Public Hearing</u>	
10.	<u>Bylaws</u>	
11.	<u>Correspondence</u>	
	(a) Alberta Municipal Affairs – Letter from Minister McIver	49
	(b) Stettler District Ambulance Association – Financial Statements – March 31, 2023	50-67
12.	<u>Items Added</u>	
13.	<u>In-Camera Session</u>	
14.	<u>Adjournment</u>	

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JUNE 20th, 2023 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

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

Media (2)

Absent:

Councillor C. Barros
CAO G. Switenky

Call to Order:

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

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

Motion 23:06:11

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held June 6th, 2023

Motion 23:06:12

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on June 6th, 2023 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the June 6th, 2023 Minutes

None

- (c) Minutes of the Committee of the Whole Meeting of June 13th, 2023

Motion 23:06:13

Moved by Councillor Lawlor that the Minutes of the Committee of the Whole Meeting held on June 13th, 2023 be approved as presented.

MOTION CARRIED
Unanimous

- (d) Business Arising from the June 13th, 2023 Minutes

None

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

5. **Delegations:** (a) 6:35pm – Mark Jones – CEO, Central Alberta Child Advocacy Centre

Mayor Nolls welcomed M. Jones to the meeting.

M. Jones began by playing a short video, "You Are Not Alone."

M. Jones advised that the Central Alberta Child Advocacy Centre (CACAC) is a not-for-profit organization rooted in the protection and recovery of children. In the early 2000's, an epidemic of youth suicides hit hard in Central Alberta. In response, a coalition was formed with the initial goal of providing necessary mental health resources for adolescents.

Since then, the CACAC has expanded, with 9 core staff and taking over more space in its temporary building in order to provide in-office mental health therapy services and increase family support space. The organization provided a number of presentations for use around Central Alberta and continues to bring awareness to a subject that is difficult but necessary to confront.

M. Jones advised that there are currently 25 cases from Stettler that have been referred to the Centre. The tenants of the Centre pay \$1.5M per year in rent, and have raised \$9.5M of the \$12M total cost. The Centre itself is located on Red Deer College land.



M. Jones concluded his presentation with the video, "Build the Future."

Motion 23:06:14

Moved by Councillor Lawlor that the Town of Stettler Council accept the Central Alberta Child Advocacy Centre's presentation for information.

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Jones for attending the meeting and for his informative presentation.

M. Jones left the meeting at 6:54 p.m.

6. Administration:

(a) 2023 Capital Budget – Sidewalk Replacement Tender

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

M. Robbins advised there is an approved 2023 Capital Budget of \$130,000 to replace miscellaneous sections of concrete throughout the town to ensure compliance with Council Policy XV-3(a) – Sidewalk and Pathways Inspection and Maintenance.

The following tenders (excluding GST) were received on June

15, 2023:

• Jo's Concrete Services Ltd.	\$119,597.00
• Hadley Concrete	\$119,707.25

According to Town Council Policy VII-4 – Purchasing of Goods and Services – construction contracts with a value up to \$200,000 allows local contractors a pre-tax differential of \$1,500. Based on this, administration recommends awarding the tender to Hadley Concrete.

Motion 23:06:15

Moved by Councillor Pfeiffer that the Town of Stettler Council award the 2023 Sidewalk Replacement tender to Hadley Concrete in the amount of \$119,707.25 and approves expenditures up to \$130,000, excluding GST, with funding provided by the 2023 Capital Budget.

MOTION CARRIED
Unanimous

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

M. Robbins left the meeting at 6:57 p.m.

(b) IJD Inspections Ltd. – Contract Amendment

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

L. Graham and A. Stormoen advised that the Town of Stettler has achieved an excellent working relationship with IJD Inspections in the past 14 years, having fostered an increased level of service to our residents regarding safety codes. IJD Inspections currently does all building, plumbing, gas and electric inspections within the Town of Stettler in accordance with the Quality Management Plan and has proven themselves through the annual Safety Codes Audit Process with Alberta Municipal Affairs.

In 2009, the Town of Stettler sent out a Request for Proposals for Safety Code Inspections under the Town's Accreditation, 3 agencies responded and IJD Inspections Ltd. was the successful agency. In the following years, the contract was amended to extend the original agreement and update the building, plumbing, gas and electrical fees.

In July of 2020, the Town of Stettler and IJD Inspections entered into a new updated contract for a 3-year term and increased the minimum building permit fee and constructions values used to calculate building permit fees.

The contract is up for discussion again as it expires on July 1, 2023.

Motion 23:06:16

Moved by Councillor Smith that the Town of Stettler Council approves the contract amendment with IJD Inspections Ltd. and advised administration to enter into a 3-year term extension with IJD Inspections Ltd.

MOTION CARRIED
Unanimous

(c) Policy IV-1 – Building and Development Permit Fee Schedule Review

L. Graham and A. Stormoen advised that in 2022, the Town of Stettler issued 54 building permits with a construction value of \$5.5M. The following is a breakdown of the permit fees collected based on our existing fee schedule (IJD currently receives 65% of the permit fees while the Town retains 35%).

Permit Fees Collected: \$53,107.85
IJD Revenue 65% of Permit Fee: \$34,520.10
Town Revenue 35% of Permit Fee: \$18,587.75

in discussion with IJD Inspections, the Town of Stettler's Minimum plumbing, gas and electrical permit fees, currently at \$90.00, are low in comparison with other municipalities. IJD has requested that the Town of Stettler review the minimum plumbing, gas, electrical permit fee and consider increasing it as per the provided schedule:

Municipality	Minimum Plumbing, Gas & Electrical Fee	Percentage Comparison	
		IJD 65%	TOS 35%
Alberta Safety Codes Authority	\$200.00	\$130.00	\$70.00
Blackfalds*	\$150.00	\$97.50	\$52.50
Carstairs*	\$150.00	\$97.50	\$52.50
Red Deer	\$105.50	\$68.58	\$36.93
Clive*	\$150.00	\$97.50	\$52.50
Stettler*	\$90.00	\$58.50	\$31.50
Mean Average	\$140.92	\$91.60	\$49.32

**Accredited Municipalities in contract with IJD Inspections.*

IJD Inspections Ltd. has requested the minimum plumbing, gas and electrical fee be set at \$125.00 and include a Solar Panel Fee at \$250.

Motion 23:06:17

Moved by Councillor Lawlor that the Town of Stettler Council amends Policy IV-1 "Building and Development Permit Fee Schedule" to increase the minimum plumbing, gas and electrical fee to \$125 and solar panel fee to \$250 as per the attached schedule, and incorporates the revised policy as the fee schedule for the IJD Inspection Ltd. Contract Amendment.

MOTION CARRIED
Unanimous

Mayor Nolls thanked L. Graham and A. Stormoen for their work on the projects.

(d) 2023 Budget Summary – May 31, 2023

Motion 23:06:18

Moved by Councillor Randell that the Town of Stettler Council approve the 2023 Budget Summary as of May 31, 2023 as presented.

MOTION CARRIED
Unanimous

(e) 2023 Capital Budget Summary – May 31, 2023

Motion 23:06:19

Moved by Councillor Baker that the Town of Stettler Council approve the 2023 Capital Budget Summary as of May 31, 2023 as presented.

MOTION CARRIED
Unanimous

(f) 7:30pm – Tax Incentive Bylaw – First Recipient

Assistant CAO S. Gerlitz advised that James Dadensky is the first recipient of the Tax Incentive Bylaw benefit.

Council traveled to the incentivized business to discuss the bylaw with the recipient and take photos at 7:27 pm.

Council returned to the regular meeting at 7:41 p.m.

(g) Meeting Dates

- Tuesday, June 20 – Council – 6:30pm
- Tuesday, July 4 – Council – 6:30pm
- Tuesday, July 18 – Council – 6:30pm
- Tuesday, August 1 – Council – 6:30pm
- Tuesday, August 15 – Council – 6:30pm
- Tuesday, September 5 – Council – 6:30pm
- Tuesday, September 12 – COW – 4:30pm
- Tuesday, September 19 – Council – 6:30pm
- **Wednesday, September 27 – Friday, September 29 – Alberta Municipalities Convention**

(h) Accounts Payable in the amount of \$920,367

Motion 23:06:20

Moved by Councillor Smith that the Accounts Payable in the amount of \$920,367 (\$398,217.17 + \$550.62 + \$95,127.29 + \$233,763.08 + \$8,533.76 + \$184,175.08) for the period ending June 20, 2023 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

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

(a) Mayor Nolls

June 7 – Talk of the Town
June 8 – Fire Services Mediation
June 9 – Stettler Waste Management Authority
June 9 – Steel Wheel Stampede
June 10 – Steel Wheel Stampede Pancake Breakfast, Parade, Dignitary Luncheon
June 13 – Stettler Regional Board of Trade
June 13 – Committee of the Whole
June 14 – Talk of the Town
June 14 – Alberta Municipalities Summer Leader Caucus
June 15 – Fire Services Mediation
June 15 – County of Stettler Housing Authority
June 16 – Signed Cheques at the Town Office
June 19 – Stettler District Ambulance Association
June 19 – Meeting with AHS Central Zone
June 19 – Rural Health Professionals Meeting
June 19 – Stettler Rotary Farmer Appreciation Night

(b) Councillor Baker

June 8 – Fire Services Mediation
June 12 – Stettler Board of Trade Big Jack Classic Planning
June 13 – Municipal Planning Commission
June 13 – Stettler Board of Trade Meeting
June 13 – Committee of the Whole Meeting

June 14 – Stettler Board of Trade – Shop Stettler Planning
June 15 – Fire Services Mediation

(c) Councillor Barros

Report to be presented at a later date.

(d) Councillor Lawlor

June 9 – Seniors Week Visit at Points West
June 10 – Steel Wheel Stampede Pancake Breakfast, Parade and Dignitary Luncheon
June 13 – Stettler Board of Trade Meeting
June 13 – Committee of the Whole Meeting
June 15 – Parkland Regional Library Advocacy Meeting
June 19 – Stettler District Ambulance Association Meeting

(e) Councillor Pfeiffer

June 7 – Seniors Week Visit at Paragon Place
June 10 – Steel Wheel Stampede Pancake Breakfast, Parade and Dignitary Luncheon
June 13 – Municipal Planning Commission
June 13 – Stettler Board of Trade Meeting
June 13 – Committee of the Whole Meeting
June 14 – Stettler Learning Centre Meeting
June 19 – Stettler Rotary Farmers Appreciation Night

(f) Councillor Randell

June 7 – Seniors Week Visit at Paragon Place
June 8 – Seniors Week BBQ at Heart Haven
June 10 – Steel Wheel Stampede Pancake Breakfast, Parade and Dignitary Luncheon
June 13 – Committee of the Whole Meeting
June 15 – County of Stettler Housing Authority
June 19 – Healthcare Professionals Attraction & Retention Committee

(g) Councillor Smith

June 7 – Seniors Week Visit – Paragon Place
June 10 – Steel Wheel Stampede Pancake Breakfast, Parade and Dignitary Luncheon
June 13 – Municipal Planning Commission Meeting
June 19 – Stettler FCSS Meeting
June 19 – Stettler Rotary Farmers Appreciation Night

Motion 23:06:21

Moved by Councillor Pfeiffer 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 2153-22 – Block PT Y, Plan 2442AE from I: Industrial to P: Public Use

L. Graham and A. Stormoen advised that the applicant is proposing to rezone the above-mentioned parcel from I: Industrial to P: Public Use. The applicant originally requested the rezoning to aid in the sale of the 5.37-acre parcel. The purchaser was the initiator of the sale and is donating this

parcel of land to the Town of Stettler for public use.

The rezoning of the 5.37 acre parcel passed first reading at the regular Council Meeting on November 15, 2022, public hearing and second reading at the regular Council Meeting of December 20, 2023. Administration respectfully recommended that Council not proceed to third and final reading of the Land Use Bylaw Amendment Bylaw 2153-22 at the regular Council Meeting on December 20, 2023 until such time the subdivision was registered and the purchaser entered in an agreement with the Town of Stettler. As such, the subdivision was registered at Alberta Land Titles on April 17, 2023 and the agreement with the purchaser and the Town was fully executed on June 14, 2023.

Motion 23:06:22

Moved by Councillor Baker that the Town of Stettler Council give 3rd and final reading to Bylaw 2153-22.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) Battle River Watershed Alliance – The Current
(b) Town of Stettler – Canada Day Celebrations to Launch Summer in Stettler

Motion 23:06:23

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) FOIP – Section 16 – Third Party Information – Unsightly Property
(b) FOIP – Section 23 – Local Body Confidences – Fire Services Mediation

Motion 23:06:24

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

MOTION CARRIED
Unanimous at 7:47 p.m.

A. Stormoen left the meeting at 8:15 p.m.

Motion 23:06:25

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

MOTION CARRIED
Unanimous at 8:45 p.m.

Motion 23:06:26

Moved by Councillor Lawlor that the Town of Stettler Council approves awarding the Detached Garage Repair at 4508-49 Avenue to James Patko Contracting Inc. for the contract price of \$11,624.70 in accordance with the Court of King's Bench Order – Court File Number 221000971.

MOTION CARRIED
Unanimous

Motion 23:06:27

Moved by Councillor Baker that the Town of Stettler Council accept the Memorandum of Understanding of Fire Services in principle.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 23:06:28

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

MOTION CARRIED
Unanimous at 8:52 p.m.

Mayor

Assistant CAO

**MINUTES OF THE SPECIAL MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JUNE 27, 2023**

Present: Mayor Sean Nolls

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

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

Absent: Councillor K. Baker

Waiver of Notice: All members of Town Council present (7 of 7) signed a “Waiver of Notice” for this Special Council Meeting prior to the beginning of the meeting. Section 194(4) of the *Municipal Government Act (MGA)* requires that at least 2/3rds of the whole Council must agree in writing, before the beginning of the meeting, to hold a Special Council Meeting with less than 24 hours’ notice.

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

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

Motion 23:06:01 Moved by Councillor Lawlor to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **In-Camera**

(a) FOIP – Section 23 – Local Body Confidences – Fire Services Mediation

Motion 23:06:02 Moved by Councillor Smith that the Town of Stettler Council enter the In-Camera Session with the CAO, Assistant CAO and Director of Planning & Development present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 6:30 p.m.

Motion 23:06:03 Moved by Councillor Pfeiffer that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 7:00 p.m.

Motion 23:06:04 Moved by Councillor Randell that the Town of Stettler Council approve the Memorandum of Understanding to define a framework for drafting an agreement to jointly provide a regional fire service, with Mayor Nolls to sign the document as presented.

MOTION CARRIED
Unanimous

4. **Adjournment:**

Motion 23:06:05 Moved by Councillor Lawlor that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 7:00 p.m.

Mayor

Assistant CAO

MEMORANDUM

Date: June 27, 2023

To: Greg Switenky
CAO

From: Melissa Robbins,
Director of Operations

Re: Recommendation of Award of Lagoon Lift Station Upgrades

Background:

2023 Capital Budget project to replace the lift station at the lagoons is \$600,000.



Summary of Tenders Received by Tagish Engineering:

Tagish Engineering posted the tender on the Alberta Purchasing Connection website for an open and competitive process. The following submissions were received.

- Urban Dirtworks Inc. \$629,657.70
- Wally's Backhoe Services Ltd. \$653,600.00

Tenders do not include gst or contingency.

Budget Evaluation:

The scope of work for this project was re-designed several times to keep the project within budget. However, due to increasing component costs, tenders closed over budget. Administration will fund the project from best available sources within the 2023 Capital budget. Contingency was not included in the tender to avoid extra billing; however, carrying a contingency allowance is necessary to cover any unexpected costs or changes.

Tendered Price	\$629,657.70
Contingency	\$15,000.00
Engineering & Testing	<u>\$55,363.00</u>
Total	\$700,020.70

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the Lagoon Lift Station Upgrades tender to Urban Dirtworks Inc. in the amount of \$629,657.70, with a \$15,000 contingency for a construction cost of \$644,657.70, excluding GST. Administration recommends utilizing Tagish Engineering for engineering services up to \$55,363.00 for a maximum project expenditure of \$700,020.70, excluding gst with funding provided from the 2023 Capital Budget.

MEMORANDUM

Date: June 29, 2023

To: Greg Switenky
CAO

From: Melissa Robbins
Director of Operational Services

Re: 2023 Pathway Plan

Summary:

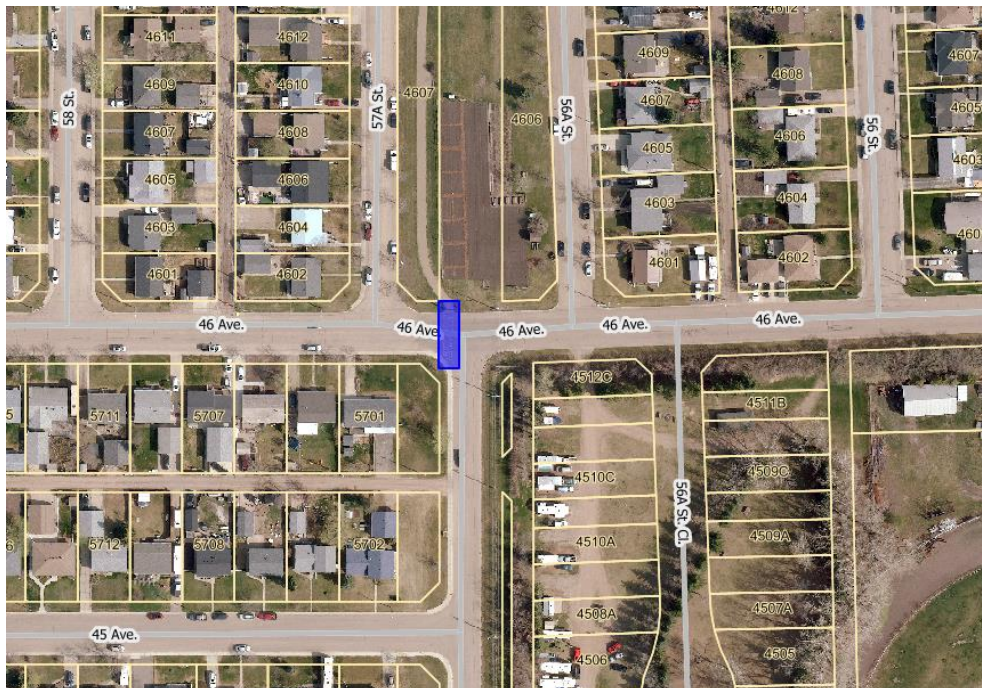
2023 Capital Budget includes \$100,000 to install new pathways and \$50,000 to rehab existing pathways. At Committee of the Whole June 13th meeting, the Master Pathway Plan was presented for discussion and priority determination.

Committee of the Whole Discussion:

At the June 13 COW meeting, pathway priorities were discussed. Consensus was to install solar power pedestrian crossing lights at 46 Avenue and 57 Street. Area 4 and 5 were the highest voted locations by the public during the Trade Show. Council directed administration to consider completing Area 4a with the planned improvements for Spruce Drive in 2024. Provide cost estimates for Area 5 to install pathway from 51-52 Street and Area 7 to Homesteaders park and Area 4b for future consideration.

46 Avenue Solar Powered Ped Crossing Lights

\$10,000



Area 5 (connection from 51-52 Street only)

\$28,500



Area 7a

\$140,000



Funding:

The 2023 budget includes \$100,000 for new pathways and \$50,000 for rehab of pathways. Administration does not plan to spend the \$50,000 for rehab this year, leaving the full amount available to use. The previous 2 years of planned pathway improvements (\$200,000) were not completed due to conflicts with existing utilities in the vicinity of the master pathway plan. The unspent funds were absorbed into general reserves, so Council can make the decision to utilize reserve funds to build pathways at locations they choose. However, given the time of year, staff have capacity to undertake 46 Avenue solar ped crossing, Area 5 (51-52 St) and Area 7a in 2023 for a combined budget of \$178,500.

For Future year consideration:

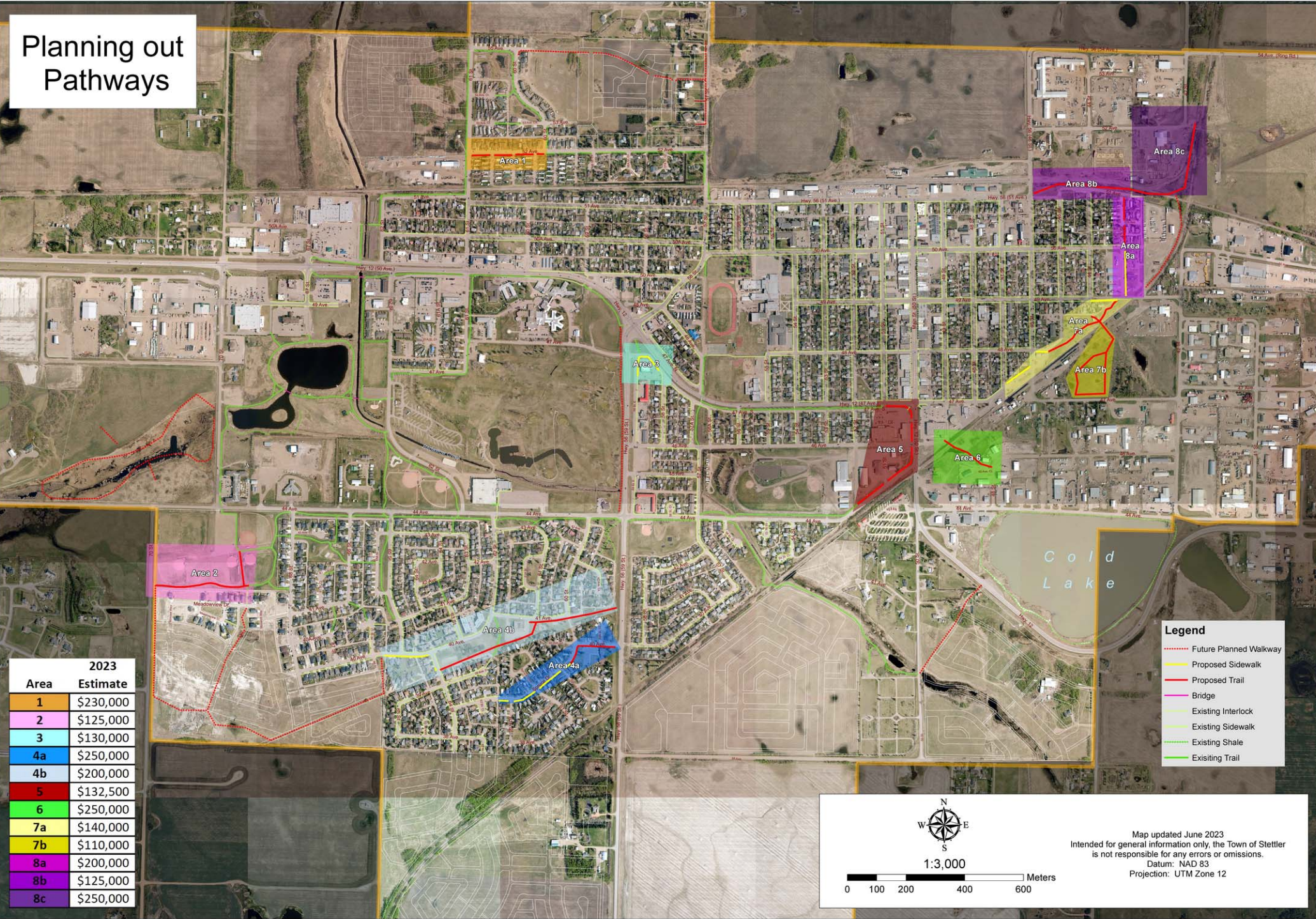
Area 7b	\$110,000
Area 4a (sidewalk with Spruce Dr construction)	\$250,000
Area 4b	\$200,000

Administration updated all the pathway cost estimates in the Master Pathway plan (attached for reference for future planning purposes).

Recommendation:

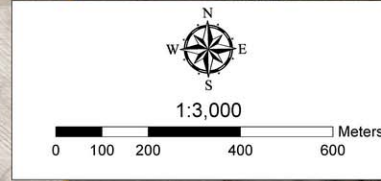
Administration respectfully recommends that Town of Stettler Council approves the purchase and installation of solar ped crossing lights on 46 Avenue for \$10,000 funded from the 2023 Capital Budget and directs administration to obtain quotes for Town of Stettler Council approval for Area 5 (51-52 St) and Area 7a.

Planning out Pathways



2023	
Area	Estimate
1	\$230,000
2	\$125,000
3	\$130,000
4a	\$250,000
4b	\$200,000
5	\$132,500
6	\$250,000
7a	\$140,000
7b	\$110,000
8a	\$200,000
8b	\$125,000
8c	\$250,000

- Legend**
- Future Planned Walkway
 - Proposed Sidewalk
 - Proposed Trail
 - Bridge
 - Existing Interlock
 - Existing Sidewalk
 - Existing Shale
 - Existing Trail



Map updated June 2023
 Intended for general information only, the Town of Stettler is not responsible for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12

MEMORANDUM

Date: June 28, 2023

To: Greg Switenky
CAO

From: Melissa Robbins, Director of Operations
Angela Stormoen, Planning and Development

Re: Homesteader's Park

Background:

In the fall of 2022, the Town of Stettler began the process of rezoning and subdividing the lot at 4408 – 47 Avenue as part of a proposed land donation to the Town of Stettler for the use of a park. The subdivision has since been registered at Alberta Land Titles, the rezoning from Industrial to Public Use passed 3rd and final reading at the regular council meeting June 20, 2023 and the land transfer to the Town of Stettler is currently being processed at Alberta Land Titles. Administration has been in conversation with the donor who has requested the park be named Homesteaders Park as a dedication to the homesteaders who shared Carl Stettler's vision of a Swiss-German Community, homesteading in 1904-05 an area south and east of the Town of Stettler. Furthermore, the donor will be creating 3 monuments to display throughout the park displaying history of the Swiss-German Homesteaders, the flour mill (originally located just east of the Pirate Park) and the thrashing industry.



Objectives/Estimates:

3 Monuments (donated by land donor)	\$200 for installation
Temporary Sign	\$400
Parking Lot/approach	\$2,500
Waste container and pet waste bag dispenser	\$2,500
Boundary Fencing	\$2,150
Pathways (mowed)	no expenditure required

Future Considerations:

Permanent sign	\$3,000
Pathways (gravel)	\$70,000
Pathways (paved)	\$110,000

Timelines:

The Parks department has mowed a walkable grass pathway through the park space and will continue to maintain it throughout the growing season. If the pathways are kept in a grass state, they won't be cleared in the winter due to the inability to locate a grass path and the potential damage to turf during snow removal operations.

Signage, Fencing, Parking Lot, and approach can be installed in July/August.

Monument installation in late August/early September.

Grand opening of park September 2024.

Recommendation:

Administration respectfully recommends that Town of Stettler Council direct administration to build the fence, parking lot, approaches, and install accessories for an expenditure of \$7,750 funded through the Community Development account in the 2023 Operating budget.

TO: Town of Stettler Council

DATE: 2023 07 04

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – MAY 2023

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Joint Health and Safety Committee, Community Builders unveiling, and daily office staff information sharing sessions.
2. 2023 Operating (Tax) Budget Presentation workshop.
3. Ongoing CAO succession planning/document preparations; draft Bylaw(s), and Employment Agreement.
4. Library Agreement appreciation event.
5. Conduct a mock provincial election/voting station process for the grade six classes at SES with Q&A.
6. Commence with Fire Mediation process.
7. Invited to a meeting with local Physicians to discuss clinics and improving access.
8. Meeting with ATCO representatives to discuss Franchise Agreement extension, and street light replacements.
9. Meeting with MLA respecting environmental development challenges.
10. 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, Council Tax Budget Workshop, Staff, Economic Development, Janitor Services (Clearview), Fire Services Mediation, Stettler Elementary School Election Worker, Community Builders Presentation, ATCO Franchise Agreement
2. Projects worked on included:
 - Fire Services Mediation
 - 2023 Tax Budget

- 2023 Capital Budget
- 2023 Interim Budget – May 31, 2023
- 2023 Capital Budget Summary – May 31, 2023
- 2023 Reserves – May 31, 2023
- 2023 Federal and Provincial Grant Summary – May 31, 2023
- Council Agenda prep
- Sign AP Invoices and Checks
- Ratepayer inquiries

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings attended: Department Head, Council, Ab Env, Water/Wastewater Servicing, Virtual AB Munis Liabilities conference, Homesteader's park, Kal Tire, CUPE rep, ATCO Franchise agreement, 50 Ave water preconstruction meeting.

Projects:

- Alberta Environment – Wellings Development (multiple meetings and significant background summary)
- Water/Wastewater Servicing Draft Agreement
- Sidewalk Replacement Tender
- Pathway Planning
- Water Loss Evaluation
- Coordination with County for dust control and street sweeping
- Parade insurance
- Pedestrian crossing light damage/additions to insurance policy
- Drainage plan review for re-development of 5807 50 Ave
- Airport Runway GPS Approach recertification
- 50 Ave watermain replacements
- Homesteaders park planning
- Compost Screening Tender award
- Airport Runway Rehab – discussions with Lacombe and Drumheller regarding their runway rehab (positives/negatives)
- Multiple landowner concerns and requests regarding drainage, sewer concerns, water meter change outs, sidewalk replacements, etc.

TRANSPORTATION – SARAH MCCRINDLE

- Worked with Emcon to boulevard sweep all the highways in town. Street sweeper worked with them
- Installed 2 of the builder signs along the pathway on 44ave
- Lane grading
- Shut off the heaters in the control boxes for the traffic lights
- Hauled mulch to the tree orchard for parks
- Put a new tarp on one of our tandems
- Dug cremations as needed

- Took down the banner on 50ave at 54st
- Finished boulevard sweeping and street sweeping throughout the town
- Open and close the columbarium for funerals
- Got all the trucks and trailer ready for lane cleanup. Lane cleanup for 4 days
- Dealt with some heavy flooding in town after a down pour of rain
- Street sweeper out
- Hydrovac holes for breakaways for street signs. Installed new signs
- Touched up the dig area on 46ave
- Fixed up the entrance to the sports park with the grader
- Employee training on the street sweeper
- Did our monthly traffic and crosswalk light inspection
- Tamp graves at the cemetery
- After being with us for 17 years we had to put our shop cat Scruffy to sleep
- Took barricades to the Board of Trade office for their barbeque
- Moved a shed at the sports park for parks
- Installed columbarium wreaths when needed
- Cut asphalt at the health unit. We dug out these patches and rebuilt the base for paving
- Sent the sweeper to Big Valley to sweep the town for them
- Sent the sweeper to Rochon Sands to sweep for them
- Sent the sweeper and a tandem to Erskine to sweep for them
- Applied dust control to the shop yard
- Hauled mulch to the cemetery for parks
- Cleaned out the bins at the cemetery for parks
- Hauled some asphalt millings and crushed concrete to the shop yard from the concrete site
- Worked along side the county to get vehicles to move so they could apply dust control to dig areas along 53st and also at 46ave
- Sent the sidewalk machine over to the ball diamonds to help parks
- Picked up all the sweeping piles and hauled away

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

Meetings:

- Arena connects
- After council
- Department head
- Heartland Beautification
- Staff orientation
- Homesteaders Park
- Parks and open spaces
- Rotary spray park

Projects:

- Planting memories
- Flower planting
- Tree planting
- Pest control
- Transient issues
- Campground cleanup
- Grass cutting
- Lacrosse tournaments
- Ball Tournaments
- Hedge trimming
- Ball and soccer maintenance
- Cut path at Homesteaders

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	\$429,000.00
Industrial	\$100,413.23	\$1,100,000.00
Commercial	\$1,140,000.00	\$402,889.62
Residential	\$779,945.00	\$813,915.00
Total	\$2,020,357.23	\$3,459,004.62

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
- Fire Mediation
- IT/GIS Work Planning
- CAO and Administrative Matters
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement

- Planning & Development Inquiries

3. Meetings:

- MPC
- Water & Wastewater Agreement
- Fire Mediation
- 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) Weekly Wastewater sampling.
- 11) Weekly Wastewater treatment.
- 12) Water Meter changes.
- 13) Dig site repair/repack.
- 14) Sorting through old products/stock and building better storage for tools, etc.
- 15) Hydrant Inspections.
- 16) Lane clean-up.

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - Rope rescue knots
 - Rope rescue haul systems
 - High point anchor - Terradaptor tripod
 - Patient packaging
 - MFR skills - OPA, Lucas, Striker operation
 - First Aid Recertification

2. Fire Department Operations
 - AFRRCS meeting
 - Bar W Ranch meeting
 - AFCA conference
 - Officer meeting
 - Ongoing public questions and concerns regarding fire ban activation
 - Fire works applications for high level shows
 - Tower 10 Com loss
 - 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:
- May total incidents 33- 11 wild land fires, 1 structure fire, 11 alarm calls and 10 medical assist calls

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The new sodium hypochlorite system, which was a Capital Project, is now in service. This system is replacing the chlorine gas system. The safety concerns with chlorine gas, for workers and public, have now been negated. We no longer need an outside contractor to work on the chlorine injection system. We no longer need our Scott air cart, bottles and breathing equipment or the yearly certification and maintenance costs.
2. The new ACH coagulant system is now in service. We are no longer using caustic for PH adjustment as ACH does not have acid like the alum which drops the waters PH. We will be using a little acid during the summer months as the raw water PH climbs some. There was very little cost involved as the caustic skid is now being used to pump the ACH as the alum pumps were way too big. We only use about 1/3 the amount of ACH compared to the alum. This should greatly decrease the amount of sludge going to our sludge ponds.
3. We are injecting algaecide into the raw water to keep algae growth under control. We are also sending off regular algae samples to have analyzed at the Biologica Lab in Victoria B.C.
4. South settling tank has been drained and cleaned.
5. Back flow preventers were re-certified by Central Albert Fire Protection.
6. We tried to switch from aqua ammonia to ammonium sulphate so that we could get rid of the ammonia fumes as well as the problems with off gassing during the summer months which makes it difficult to pump. We based the switch on price savings, safety concerns and difficulties pumping aqua ammonia during the summer months.
 The chemical company was very wrong in the batching information that they gave to us. It takes at least 5 times the amount the amount of the ammonium sulphate to replace the aqua ammonia. This makes the cost a lot higher than anticipated. We will do some jar testing to get a better idea of how much we will need to use of the ammonium sulphate. We will also renegotiate costs to see if there is room to adjust there. I suspect we will end up sending the product back.
7. Regular routine monthly maintenance carried out.

8. We had some troubles with some aquatic bugs that appeared and were plugging off our micro filter strainers which were going into backwash every 30 minutes. This made it very hard to try to keep up with the hot weather water demand. We switched feeding from our reservoir and are drawing water straight from the river for now.



Greg Switenky
CAO

MEMORANDUM

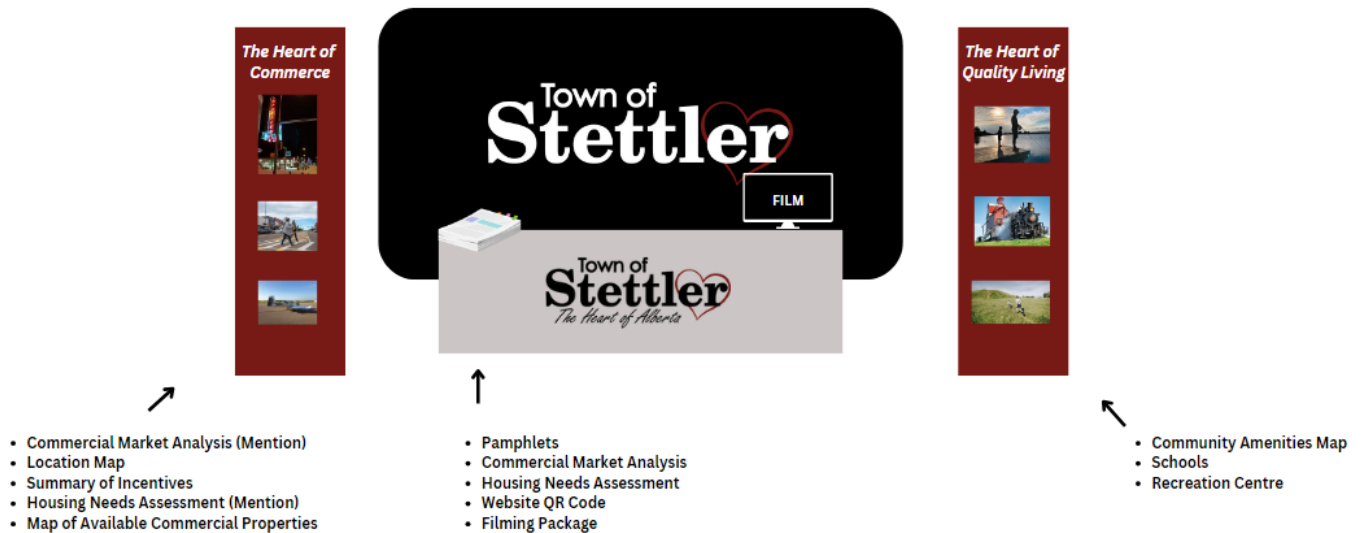
To: CAO Greg Switenky

From: Economic Development Committee

Date: June 29, 2023

Re: Economic Development Committee Recommendation – Trade Show Booth

In order to attract both residents and prospective businesses from outside of our community, the Economic Development Committee is proposing the initiation of a traveling trade show booth. The booth would serve to highlight Stettler's high quality of living, economic viability, and development attraction initiatives.



An estimated cost of \$2000 would be required to build the booth, with expenses including a branded backdrop and table cover, standing banners, tech equipment and a carrying case for a pre-existing monitor.

The Economic Development Committee recommends beginning the initiative by attending the 2024 Spring Red Deer Renovation and Home Show from March 8-10, 2024.

Estimated Budget

Inside Booth (10' x 10") - \$865
2 Staff - \$150/person/day - \$900
Hotel – 2 Days Inn Rooms - \$506
Meals - \$80/day per person - \$480
Mileage - \$190 x \$0.50 = \$95
Total = \$2846

Recommendations

The Economic Development Subcommittee recommends that the Town of Stettler Council approve the initiation of a mobile trade show booth and expenditure of \$2000, with funding to come from the Community Development Fund in the 2023 Operating Budget.

The Economic Development Subcommittee recommends that the Town of Stettler Council approve attendance at the 2024 Spring Red Deer Renovation and Home Show for an expenditure of \$2846, with funding to come from the Community Development Fund in the 2024 Operating Budget.

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006154	EFT0006205
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0006154	2023-06-27	\$141.75

Invoice Description	Invoice Number	Invoice Amount	

HBC Meeting Lunch	224	\$141.75	

Accu-Flo Meter Service Ltd.	EFT0006155	2023-06-27	\$5,611.20

Invoice Description	Invoice Number	Invoice Amount	

Water Trans 1-1.5" & 2-2" Mete	108004	\$5,611.20	

Acklands - Grainger Inc.	EFT0006156	2023-06-27	\$2,392.37

Invoice Description	Invoice Number	Invoice Amount	

SRC 8 Air Filters	9702012742	\$847.41	
SRC Partition Brackets	9736326126	\$414.23	
Pool Janitor & Safety Supplie	9736967887	\$585.25	
Pool Janitor Supplies	9701864465	\$545.48	

Action Plumbing & Excavating	EFT0006157	2023-06-27	\$938.52

Invoice Description	Invoice Number	Invoice Amount	

SRC Ice Plant Repairs	W40231	\$801.49	
Pool Brass Closet	I032629	\$122.85	
Parks Garden Hose Swivel	I032546	\$14.18	

Ainsworth Inc.	EFT0006158	2023-06-27	\$792.00

Invoice Description	Invoice Number	Invoice Amount	

Pool Flange	INV42983	\$792.00	

Apple Fitness Store Ltd.	EFT0006159	2023-06-27	\$2,122.79

Invoice Description	Invoice Number	Invoice Amount	

Fitness Area Floor Garbage Sta	IN00041076	\$715.05	
Fitness Area Equipment Repairs	IN00041167	\$698.25	
Fitness Area Equipment Repair	IN00041168	\$709.49	

Bagshaw Electric Ltd.	EFT0006160	2023-06-27	\$1,033.45

Invoice Description	Invoice Number	Invoice Amount	

Office 56 - 4 pair eterhnet	IC044755	\$529.15	
Shop Connectors	IC044712	\$19.06	
WTP Cobra Clamps	IC044037	\$54.81	
WTP Electrical Parts	IC044073	\$12.58	
SRC Emergency Lights & Batteri	IC044848	\$436.80	
Parks Battery Cable Sander#109	IC044142	\$26.83	

Black Press Group Ltd.	EFT0006161	2023-06-27	\$2,331.15

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
PR Business Directory/Lanes Ad	34428374		\$2,331.15
Bobcat of Red Deer	EFT0006162	2023-06-27	\$1,423.55
Invoice Description	Invoice Number	Invoice Amount	
Trans Teerth for Asphalt Saw	P18181		\$1,423.55
Bond-O Communications Ltd.	EFT0006163	2023-06-27	\$119.18
Invoice Description	Invoice Number	Invoice Amount	
Trans 2-Way Radio Connector#36	BONDOIN128761		\$76.13
P&L Telephone Handset	BONDOIN128770		\$43.05
Bond-O Security	EFT0006164	2023-06-27	\$351.75
Invoice Description	Invoice Number	Invoice Amount	
P&L Securirty Wbox UPS System	BONDOIN128126		\$351.75
Bounty Onsite Inc.	EFT0006165	2023-06-27	\$4,090.91
Invoice Description	Invoice Number	Invoice Amount	
Trans Coveralls	001-140579		\$152.25
Trans Safety Supplies Gloves	001-140801		\$31.27
Roads hooks for sander stand	001-140504		\$78.96
WTP Face Mask Filters & Janito	001-140819		\$813.31
WTP Jerry Can & Tie Wraps	001-141361		\$34.33
Water Locates Marking Paint	001-140652		\$179.61
Water Valve Cleaning Tool Adap	001-140852		\$52.62
Water Ear Protection	001-141303		\$7.11
Water Trans Safety Coveralls	001-141682		\$102.38
Sewer Lagoons Building Materia	001-141194		\$53.41
Sewer Locate Marking Paint	001-141430		\$131.67
Sewer Locate Marking Paint	001-141451		\$21.95
Cemetery Marking Flags	001-141461		\$30.18
SRC Janitor Supplies	001-140871		\$1,031.46
SRC Ear Plugs & Janitor Suppli	001-141011		\$127.66
SRC Janitor Supplies	001-141727		\$1,242.74
Brenntag Canada Inc.	EFT0006166	2023-06-27	\$4,414.20
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals & Drum Deposit	46679057		\$4,414.20
Canadian Tire #671	EFT0006167	2023-06-27	\$491.70
Invoice Description	Invoice Number	Invoice Amount	
WTP Janitor Supplies	0412		\$39.55
WTP Supplies	0366		\$46.08
WTP Squeegee	0414		\$43.04
SRC Step Stool	0365		\$50.38
Parks Safety Supplies	0389		\$105.97
Pest & Weeds Tree Spikes	0369		\$73.04
Pest & Weeds Tree Spikes	0371		\$102.80
Pest & Weeds Tree Spikes	0375		\$30.84
Canoe Procurement Group of Can	EFT0006168	2023-06-27	\$39,697.57
Invoice Description	Invoice Number	Invoice Amount	
Fire Repairs 2001 Freightliner	AB166654		\$6,752.84
Trans Sign Materials & Freight	AB168574	33	\$665.63

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans Service Call Loader Brak	AB165635		\$643.65
Trans Milling Teeth Aspahalt	AB167149		\$1,471.05
Trans Paint for Backhoe #36	AB168077		\$84.86
Trans Road Construction Fabric	AB167961		\$1,031.06
Wtr Hydrovac #162 Tire Repair	AB164789		\$96.71
Water unit #175 Tire Repair	AB165358		\$42.35
Water Hydrovac #162 Tire Repai	AB165420		\$80.38
Water Trans Replacement Stock	AB165984		\$15,285.27
Water Service Saddles	AB166262		\$1,507.78
Parks Mower #172 Tire Repair	AB166697		\$40.32
Parks Mower #178 Tire Repair	AB167969		\$40.01
Misc Equip Gas, Oil	PF-11056-10677		\$7,793.27
Trans/Water/Park Diesel Marked	PF-11113-10719		\$4,162.39
=====			
Capital H2O Systems Inc.	EFT0006169	2023-06-27	\$563.24
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemical Pump Spare Parts	19144	\$563.24	
=====			
Caro Analytical Services	EFT0006170	2023-06-27	\$214.20
Invoice Description	Invoice Number	Invoice Amount	
WTP Water Analysis	IC2311338	\$39.90	
WTP Water Analysis	IC2311576	\$174.30	
=====			
ClearTech Industries Inc.	EFT0006171	2023-06-27	\$13,403.62
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals & Container Dep	INV1068746	\$4,037.42	
WTP Chemicals	INV1068140	\$9,366.20	
=====			
Clearview Public Schools	EFT0006172	2023-06-27	\$3,142.01
Invoice Description	Invoice Number	Invoice Amount	
May Joint Office Expense	6936	\$3,142.01	
=====			
Combat Spraying Ltd.	EFT0006173	2023-06-27	\$3,034.50
Invoice Description	Invoice Number	Invoice Amount	
Park/Ball/Soccer/Playground Po	7283	\$2,100.00	
Park Minor Ball Portable Renta	7293	\$934.50	
=====			
County of Stettler	EFT0006174	2023-06-27	\$5,150.00
Invoice Description	Invoice Number	Invoice Amount	
Emergency Responce 23-058	IVC042069	\$1,575.00	
Emergency Response 23-028	IVC042061	\$1,625.00	
Emergency Response 23-041	IVC042063	\$1,950.00	
=====			
Dean's Machine Inc.	EFT0006175	2023-06-27	\$558.97
Invoice Description	Invoice Number	Invoice Amount	
Trans Mark Tap Bar Clamps #24	47414	\$558.97	
=====			
East Central Alberta Catholic	EFT0006176	2023-06-27	\$43,476.15
Invoice Description	Invoice Number	Invoice Amount	
2nd Qtr School Requisition	14257	\$43,476.15	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Gary Moe Chevrolet Buick GMC	EFT0006177	2023-06-27	\$130.02

Invoice Description	Invoice Number	Invoice Amount	
WTP Oil Coller Lines #12	301564	\$130.02	
=====			
Glover International Trucks Lt	EFT0006178	2023-06-27	\$603.59

Invoice Description	Invoice Number	Invoice Amount	
Trans Mirrors for Tandem #24	383880	\$271.85	
Trans Seat Belt Buckle Tandem	384012	\$331.74	
=====			
GT Hydraulic & Bearing	EFT0006179	2023-06-27	\$7,002.89

Invoice Description	Invoice Number	Invoice Amount	
Shop Filters	000-393075	\$40.13	
Trans Backhoe #36 Fittings	000-393599	\$43.26	
Water Pickup #175 New Battery	000-391338	\$166.03	
Water Hose & Fitting for Front	000-391532	\$1,668.35	
Water Hydrovac #162 Battery	000-391894	\$271.82	
Water #3 Tailgate Latch & Hard	000-393230	\$7.92	
Water #3 Tailgate Lock & Hardw	000-393246	\$371.14	
Water Hydrovac #162 Hose	000-393335	\$2,164.60	
Fitness Area Snap Ring	000-393918	\$1.43	
Parks Mower Deck Wheel Bearing	000-391146	\$276.51	
Parks Mower Canopys U-Bolts	000-391652	\$53.11	
Parks Pickup #87 New Battery	000-392498	\$135.91	
Parks Case Tractor #37 Fitting	000-392499	\$154.21	
Parks Dump Trailer #111 Batter	000-392515	\$191.15	
Parks Case Tractor #37 Filter&	000-392516	\$222.13	
Parks Sprockets Electric Conve	000-392570	\$65.98	
Parks Cable Electric Conversio	000-392701	\$346.50	
Parks Pickup #8 New Battery	000-392900	\$152.15	
Parks Belts & Bearing Wood Chi	000-393501	\$355.48	
Parks Mower #172 Bearings	000-393892	\$17.20	
Parks Mower #172 O-Rings	000-393941	\$3.67	
Parks Bearings & O-Rings #178	000-394070	\$294.21	
=====			
Heartland Auto Supply	EFT0006180	2023-06-27	\$2,951.93

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 18 Jet Kuts	001-542675	\$160.03	
Fire Joint 8 Ratchet Straps/Ha	001-541589	\$337.57	
Shop Supplies & Tools	001-540590	\$713.55	
Trans Oil Filter & ram Stopper	001-540717	\$49.93	
Trans Bolts & Nuts Skidsteer #	001-541108	\$30.61	
Trans Paint for Backhoe #36	001-541432	\$74.07	
Trans Oil Filter & Bolts Wille	001-541840	\$16.77	
Trans Oil Filter & Hydraulic H	001-541985	\$322.39	
Street Clean Hose for filling	001-540401	\$182.92	
Street Clean New hose	001-541883	\$102.97	
Signs Ready Rod for making Bre	001-541733	\$13.39	
Roads Hook for sander stand	001-539484	\$26.84	
Roads Cable for sander stand	001-541433	\$26.58	
Drainage Hoses for Hydrovac &	001-541026	\$204.72	
Water Hydrovac #170 Hardware	001-541123	\$23.57	
Water Gate Latch #3 All Thread	001-541164	\$15.03	
Water Dry Graphite	001-542422	\$102.50	
Water & Trans equip repair par	001-542775	\$22.78	
Parks Mower #172 Gear Oil	001-542101	\$72.61	
Parks Engine Leak Stop #88	001-540808	\$19.54	
Parks Parts for Electric Conve	001-540861	\$138.20	
Parks Fuel Line Connector #8	001-541841	\$21.24	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Parks Pickup #81 Plugs	001-542064		\$39.47
Parks Mower #178 Gear Oil&Spri	001-542418		\$80.31
Parks Switches Sander Controll	001-542759		\$50.33
Parks Idle Air Control Motor	001-543178		\$104.01
=====			
Hi Way 9 Express Ltd.	EFT0006181	2023-06-27	\$1,282.43
=====			
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	31734727	\$47.37	
Trans Freight	31734730	\$47.37	
Trans Freight	66063115	\$94.72	
Trans Freight	32387822	\$1,059.14	
Parks Freight	32380589	\$33.83	
=====			
i. d. Apparel	EFT0006183	2023-06-27	\$1,534.05
=====			
Invoice Description	Invoice Number	Invoice Amount	
P.R. 24 Branded Hats	115365	\$628.74	
3P.R. 36 Branded Trucker Caps	115532	\$905.31	
=====			
IJD Inspections Ltd.	EFT0006184	2023-06-27	\$1,913.32
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&D Building Permits	05-2023	\$1,913.32	
=====			
Innov8 Digital Solutions	EFT0006185	2023-06-27	\$333.25
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopies 4.06 to 5.05	IN413651	\$235.15	
P&L Contract Overage 5.06-6.05	INV418214	\$98.10	
=====			
J. T. Auto Body Ltd.	EFT0006186	2023-06-27	\$525.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Deductible * Repair Dent	23645	\$525.00	
=====			
KaizenLAB Inc.	EFT0006187	2023-06-27	\$717.87
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Lagoon Sampling	INV0087130	\$169.22	
Sewer Lagoon Sampling	INV0087280	\$56.41	
Sewer Lagoon Sampling	INV0087455	\$56.41	
Sewer Lagoon Sampling	INV0087660	\$379.42	
Sewer Lagoon Sampling	INV0087832	\$56.41	
=====			
Keiths Refrigeration	EFT0006188	2023-06-27	\$273.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Compressor repair	22672	\$273.00	
=====			
Leading Edge Metal Works Ltd.	EFT0006190	2023-06-27	\$78.75
=====			
Invoice Description	Invoice Number	Invoice Amount	
Park Build Base Motor Mount	2326	\$78.75	
=====			
Lifesaving Society	EFT0006191	2023-06-27	\$409.88
=====			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Pool Programs 675 Swim Badges	24064		\$259.88
Pool Program 5 Lifeguard Exams	23829		\$150.00
=====			
Local Authorities Pension Plan EFT0006189		2023-06-27	\$35.83
=====			
Invoice Description	Invoice Number	Invoice Amount	

LAPP Contribution	PP12A-23	\$35.83	
=====			
Oakcreek Golf & Turf Inc.	EFT0006192	2023-06-27	\$1,836.53
=====			
Invoice Description	Invoice Number	Invoice Amount	

Parks Water Pump Mower#172	1009174-00	\$785.22	
Parks Mower #178 Seat Switch	1010022-00	\$1,051.31	
Park Mower #178 Wheel Bearings	1012599-00	\$591.11	
=====			
OK Tire Stettler	EFT0006193	2023-06-27	\$1,356.37
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans Tandem #24 Tire Repair	IN097411	\$65.63	
Trans New Tires Sweeper #6	IN098122	\$1,160.53	
Trans Tandem #24 Tire Repair	IN0985651	\$102.38	
Park Tire Repair unit #1	IN098527	\$27.83	
=====			
Peavey Mart	EFT0006194	2023-06-27	\$658.81
=====			
Invoice Description	Invoice Number	Invoice Amount	

Roads Cable for sander stand	2000620004	\$52.38	
Roads Chain for sander stand	2007969003	\$112.33	
WTP Hoses, Bushings, Supplies	2001433007	\$184.94	
Water Tools for unit #175	2008326003	\$21.51	
HBC Wire for Orchard	3008595003	\$80.29	
SRC Bolts	2005820003	\$4.56	
Parks Quick Links	2006161004	\$34.61	
Parks Spiral Anchor Pin	2008482003	\$28.26	
Parks Marking Paint	2008701012	\$106.26	
Parks Net Repair Materials	3005844003	\$18.89	
Parks Bolts	2001075003	\$14.78	
=====			
Perry, Desirae	EFT0006195	2023-06-27	\$83.95
=====			
Invoice Description	Invoice Number	Invoice Amount	

SRC Clothing Allowance	2023.06.06	\$83.95	
=====			
Purolator Courier Ltd.	EFT0006196	2023-06-27	\$812.18
=====			
Invoice Description	Invoice Number	Invoice Amount	

WTP/Water/Eng Admin Freight	453515649	\$812.18	
=====			
R & E Elevator Ltd.	EFT0006197	2023-06-27	\$350.84
=====			
Invoice Description	Invoice Number	Invoice Amount	

Joint Office Elev Maintainence	29253	\$350.84	
=====			
Rally Rentals	EFT0006198	2023-06-27	\$82.95
=====			
Invoice Description	Invoice Number	Invoice Amount	

Parks Trailer Rental	33818	\$82.95	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																																																
Schwartz Home Building Centre	EFT0006199	2023-06-27	\$128.51																																																
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Stettler Agri-Centre	EFT0006200	2023-06-27	\$1,455.92																																																
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Stettler Building Supplies Ltd	EFT0006201	2023-06-27	\$2,439.30																																																
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Stettler Home Hardware	EFT0006182	2023-06-27	\$431.98																																																
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Stettler Registry Services Ltd	EFT0006202	2023-06-27	\$2,851.25																																																
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Superior North America Inc.	EFT0006203	2023-06-27	\$516.55																																																
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office Stationery	06316B		\$244.99
Office Stationery	06407B		\$74.30
Office Stationery	06472B		\$16.65
Fire Joint FelLX210 Shredder	06384B		\$523.95
Eng Admin Anti Fatigue Mat	06427B		\$125.93
WTP Printer Ink	06464B		\$104.90
P&L Stationery	06308B		\$26.80

=====
 Vanlanduyt, Lara EFT0006205 2023-06-27 \$1,044.88

Invoice Description	Invoice Number	Invoice Amount
P.R. Parade Candy/Seniors Week	2023.06.15	\$1,044.88

Total Cheques -----
 \$168,454.13
 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000671	ONL000675
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services Inc.	ONL000671	2023-06-23	\$15,931.52
Invoice Description	Invoice Number	Invoice Amount	

Joint Office May Gas Bill	202305-3693	\$445.13	
Fire Joint May Gas Bill	202305-3687	\$534.17	
Town Shop May Gas Bill	202305-3694	\$475.46	
Airport May Gas Bill	202305-3686	\$132.40	
WTP May Gas Bill	202305-3689	\$5,197.96	
Water Trans May Gas Bill	202305-3684	\$183.03	
Sewer 1 May Gas Bill	2202305-3685	\$96.90	
Sewer 2 May Gas Bill	202305-3692	\$183.72	
SRC May Gas Bill	202305-3691	\$8,153.37	
Com Hall May Gas Bill	202305-3690	\$365.83	
Parks May Gas Bill	202305-3688	\$163.55	
=====			
Collabria Payment Processing	ONL000672	2023-06-23	\$23,363.93
Invoice Description	Invoice Number	Invoice Amount	

Park Memorial Trees/Flowers/Ho	2023.06.12.761	\$3,193.34	
P&L Park Pass, Conference Room	2023.06.12.765	\$621.51	
Fitness Area Janitor Supplies/	2023.06.12.751	\$502.43	
Fire Trvl & Sub AB Fire Chief	2023.06.12.753	\$273.38	
Sewer Asset Management	2023.06.12.763	\$137.27	
P.R. Parade Candy	2023.06.12.769	\$449.49	
P&L Coffee Supplies Act Active	2023.06.12.764	\$3,412.58	
Admin Workshops/Courses	2023.06.12.760	\$1,628.19	
P&D June Workshop/Room	2023.06.12.759	\$1,089.18	
Fire Joint Training/AB Fire Ch	2023.06.12.755	\$2,300.70	
Eng Admin Meals/Adobe Sub	2023.06.12.766	\$116.28	
Pool Samsung Washer & Dryer	2023.06.12.756	\$2,543.00	
Equip Hydrovac Seat Covers#170	2023.06.12.754	\$139.38	
P.R. Seniors Week/Pancake Brea	2023.06.12.758	\$1,471.26	
GIS Training Workshop/CRAHIMT	2023.06.12.768	\$2,178.62	
BOT Corp Visa	2023.06.12.BOT	\$2,557.71	
Parks Sprayer Nozzels/2shopcat	2023.06.12.762	\$749.61	
=====			
Shaw Cable	ONL000673	2023-06-23	\$73.50
Invoice Description	Invoice Number	Invoice Amount	

Com Hall Jul 17-Aug 16 WiFi	2023.06.17	\$73.50	
=====			
Shaw Cable	ONL000674	2023-06-23	\$288.75
Invoice Description	Invoice Number	Invoice Amount	

SRC Jul 15 to Aug 14 WiFi	2023.06.15	\$288.75	
=====			
Shaw Cablesystems GP	ONL000675	2023-06-23	\$109.15
Invoice Description	Invoice Number	Invoice Amount	

Fitness Area Jun Cable Tv	2023.06.01	\$109.15	

System: 2023-06-23 11:20:11 AM
User Date: 2023-06-23

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: Veronica

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

	Total Cheques		\$39,766.85
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76766	76781
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	76766	2023-06-23	\$65.00

Invoice Description	Invoice Number	Invoice Amount	

Admin/Bylaw/P&D Discharges	2023.05.31	\$65.00	

Aspen Ford Sales Ltd.	76767	2023-06-23	\$482.96

Invoice Description	Invoice Number	Invoice Amount	

Parks EVAP line for unit #8	326090	\$54.59	
Parks Fuel Injectors unit #8	326115	\$361.18	
Parks Throttle Position Sensor	326184	\$67.19	

Canada Post Corporation	76768	2023-06-23	\$1,481.03

Invoice Description	Invoice Number	Invoice Amount	

Water Billing Postage	9869861835	\$1,481.03	

Certified Laboratories	76769	2023-06-23	\$2,123.94

Invoice Description	Invoice Number	Invoice Amount	

Trans Oil for Loader #182	927007	\$1,736.86	
Trans Grease Bachkhoe Breaker	928226	\$387.08	

Dig Pig Products Inc.	76770	2023-06-23	\$425.25

Invoice Description	Invoice Number	Invoice Amount	

Water Quick Connect Fittings &	DP258	\$425.25	

Heartland Youth Centre	76771	2023-06-23	\$62,737.77

Invoice Description	Invoice Number	Invoice Amount	

2023 HYC Auction Proceeds	2023.AUCTION	\$62,737.77	

Horseshoe Paving Ltd.	76772	2023-06-23	\$9,551.06

Invoice Description	Invoice Number	Invoice Amount	

Roads Digout & Pave @	0006	\$9,551.06	

LM Waste Removal	76773	2023-06-23	\$105.00

Invoice Description	Invoice Number	Invoice Amount	

Park Waste Bin Softball Tourne	693.59	\$105.00	

Receiver General for Canada	76774	2023-06-23	\$19.08

Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP12A-23	\$19.08	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler & District Music Fest	76775	2023-06-23	\$209.48
Invoice Description	Invoice Number	Invoice Amount	
Music Festival Reimburse Resiz	2023.06.16	\$209.48	
Stettler Auto Works Ltd.	76776	2023-06-23	\$100.80
Invoice Description	Invoice Number	Invoice Amount	
Park Tow Mower #172 to Shop	522353	\$100.80	
Stettler Tool & Hardware	76777	2023-06-23	\$350.67
Invoice Description	Invoice Number	Invoice Amount	
Traffic Lane Blower 450CFM	10005163	\$230.99	
Water Snowblower quick attach	10004819	\$119.68	
Tail Creek Nursery	76778	2023-06-23	\$1,347.75
Invoice Description	Invoice Number	Invoice Amount	
HBC Planting Memories Flowers	560346	\$1,347.75	
Thorogood, Leona	76779	2023-06-23	\$62.10
Invoice Description	Invoice Number	Invoice Amount	
Water Refund Util AC Cr Bal	2023.06.21	\$62.10	
Van Electric	76780	2023-06-23	\$441.00
Invoice Description	Invoice Number	Invoice Amount	
Health Unit Emergency Light Re	362	\$441.00	
Woody's Automotive Ltd.	76781	2023-06-23	\$2,587.04
Invoice Description	Invoice Number	Invoice Amount	
Shop Gloves	821356	\$41.99	
Shop 1/4" Air Craft Cable	822669	\$4.88	
Shop Washer Fluid & Rags	822939	\$138.89	
Shop Paint	823241	\$14.09	
Trans/Water/Parks Diesel Oil	821286	\$1,349.59	
Trans Sweeper #6 Wiper Blades	821491	\$22.79	
Trans Cabin Filter unit #76	823802	\$24.09	
WTP Reusable Clothes	822833	\$190.85	
Cemetery Mower Battery	820295	\$108.95	
Parks Intake Manifold Gaskets	820886	\$150.59	
Parks Spark Plugs unit #33	821667	\$41.08	
Parks Spark Plugs for unit #8	821886	\$54.77	
Parks Intake Manifold Gaskets	821992	\$89.63	
Parks Injector O-Rings for #8	822580	\$20.35	
Parks MAP Sensor unit #8	822893	\$274.85	
Parks Throttle Position Sensor	823521	\$86.32	
Parks Engine Treatment unit#8	820843	\$19.82	
Total Cheques			\$82,089.93

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76782	76786
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
===== Cheek, Melanie	76782	2023-06-23	\$750.00
	Invoice Description	Invoice Number	Invoice Amount
	----- Park Jul 12 Entertainment	2023	\$750.00
===== Duff, Van	76783	2023-06-23	\$1,400.00
	Invoice Description	Invoice Number	Invoice Amount
	----- Canada Day Entertainment	2023.07.01	\$1,400.00
===== Jackson, Lloyd	76784	2023-06-23	\$700.00
	Invoice Description	Invoice Number	Invoice Amount
	----- Park Jul 26th Entertainment	2023	\$700.00
===== Ross, Erin	76785	2023-06-23	\$500.00
	Invoice Description	Invoice Number	Invoice Amount
	----- Park Jul 19th Entertainment	2023	\$500.00
===== Stettler Dodge Ltd.	76786	2023-06-23	\$63,795.90
	Invoice Description	Invoice Number	Invoice Amount
	----- Equip 2023 Dodge Ram 3500	2023.06.22	\$63,795.90

	Total Cheques		\$67,145.90
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76787	76787
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Receiver General for Canada	76787	2023-06-30	\$64,955.75

Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP13-23	\$53,036.94	
Town Tax Remittance	PP13-23.	\$5,899.32	
BOT Tax Remittance	PP13-23.BOT	\$2,597.53	
Library Tax Remittance	PP13-23.LIBRAR	\$3,421.96	

	Total Cheques		\$64,955.75
			=====

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, JUNE 19 2023 COMMENCING AT 10:01 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA AND VIA TELECONFERENCE.

PRESENT: Gord Lawlor, Town of Stettler Councillor (Chairperson)
Dave Grover, County of Stettler Councillor (Vice Chairperson)
Justin Stevens, County of Stettler Councillor
Sean Nolls, Town of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Bob Huff, Village of White Sands
Clark German, Village of Big Valley
David Guba, Member-At-Large (Patient and Family Advocate)

Other: Linda Borg, Shift Supervisor
Yvette Cassidy, Chief Administrative Officer
Andrew Brysiuk, Director of Municipal Services
Christa Cornelssen, Director of Corporate Services
Michelle Hoover, Legislative Assistant

ABSENT: Doug Brooker, Village of Donalda

Other: Greg Switenky, Town of Stettler CAO
Janet Chaney, Rural Acute Care Manager for Stettler Hospital and Care Centre

CALL TO ORDER

The meeting was called to order at 10:01 am on Monday, June 19 2023 by Chairperson Gord Lawlor.

AGENDA ADDITIONS AND APPROVAL

15.06.19.23 Moved by Justin Stevens

“that the June 19, 2023 Stettler District Ambulance Association Meeting agenda be approved as presented.”

Carried Unanimously

MINUTE APPROVAL

16.06.19.23 Moved by Sean Nolls

“that the April 6, 2023 Stettler District Ambulance Association Meeting Minutes be approved as presented.”

Carried Unanimously

Introductions were completed.

DELEGATION

Peggy Weinzierl, Gitzel & Company Professional Chartered Accountants:

The completed audit of the financial year as of March 31, 2023 were presented to the Board. The Auditor reported the Stettler District Ambulance Association had a clean audit for the 2022-2023 financial year. It is noted that the two ambulances, ordered but not received, will be paid for in the current financial year.

IN-CAMERA SESSION

17.06.19.23 Moved by Justin Stevens

“that the Stettler District Ambulance Association enter into an in-camera at 10:17 am to discuss elements of the 2023 Financial Year Audit under Section 19 (Confidential Evaluations) of the Freedom of Information and Protection of Privacy Act.”

Carried Unanimously

18.06.19.23 Moved by Blaine Brinson
“that the Stettler District Ambulance Association Board exit the in-camera session at 10:21 am.”
Carried Unanimously

NEW BUSINESS

Audited Financial Statements, March 31, 2023:

19.06.19.23 Moved by Clark German
“that the Stettler District Ambulance Association Board approve the March 31, 2023 Audited Financial Statements for the year ending March 31, 2023 as prepared and presented by Gitzel & Company Chartered Professional Accountants.”
Carried Unanimously

Appoint 2024 Auditor:

20.06.19.23 Moved by Bob Huff
“That the Stettler District Ambulance Association Board appoint Gitzel & Company Chartered Professional Accountants as the Stettler District Ambulance Association’s 2023-2024 Auditor.”
Carried Unanimously

NEW BUSINESS CONT.

Immunizations Required Policy:

21.06.19.23 Moved by Justin Stevens
“that the Stettler District Ambulance Association Board adopt the updated Human Resources Policy 4.4 – Immunizations Required as presented.”
Carried Unanimously

Modifying the Event Standby Contract:

22.06.19.23 Moved by Clark German
“that the Board approve the addition of a clause requiring a non-refundable booking deposit of 50% of the contracted service value to all future Event Standby Contracts that the Stettler District Ambulance receives.”
Carried Unanimously

REPORTS

Payment Register, Bank Reconciliation and Year to Date Budget Reports:

23.06.14.23 Moved by Blaine Brinson
“that the Stettler District Ambulance Association’s Payments Register for the payments posted between April 1, 2023 and May 31, 2023, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

24.06.19.23 Moved by Justin Stevens
“that the Stettler District Ambulance Association’s Bank Reconciliation for the periods ending February 28, March 31 and April 30, 2023, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

Manager's Report and Newsletter:

- Bargaining Committee will meet for the first time in August.
- The High School PARTY Program Mock Car Crash took place on June 14

25.06.19.23 Moved by Sean Nolls
“that the Stettler District Ambulance Association Manager's Report dated June 19, 2023, the Stettler District Ambulance Newsletter, and the Stettler District Ambulance Association Annual Report be received for information.”

Carried Unanimously

BUSINESS ARISING FROM THE MINUTES

SDAA Bursary Update

- There have been zero applications received so far
- Administration will promote the application at events they attend.

26.06.19.23

Moved by Sean Nolls

“that the Stettler District Ambulance Association Board extend the SDAA Bursary Application deadline through October 31, 2023.”

Carried Unanimously

CONSENT AGENDA ITEMS

None

IN-CAMERA SESSION

27.06.19.23

Moved by Clark German

“that the Stettler District Ambulance Association enter into an in-camera session at 11:04 am to discuss items exempt from disclosure in the *Freedom of Information and Protection of Privacy Act* as:

Caleb Ould

FOIP Section 17: Disclosure harmful to personal privacy.”

Carried Unanimously

28.06.19.23

Moved by Blaine Brinson

“that the Stettler District Ambulance Association exit the in-camera session at 11:23 am.”

Carried Unanimously

29.06.19.23

Moved by Justin Stevens

“that the Stettler District Ambulance Association Board support Caleb Ould in completing a Bachelor’s of Health Science Degree through reimbursement of 50% of the course costs; payable upon completion of each of the 16 courses, subject to the following conditions:

1. A gross maximum of up to \$10,000.00 for the degree, and
2. a signed contract committing to reimbursing the Stettler District Ambulance Association should his employment end prior to the second anniversary of completion of the Degree.”

Carried Unanimously

NEXT MEETING

The next meeting is scheduled for Monday, September 18 at 10:00 am.

ADJOURNMENT

30.06.19.23

Moved by Dave Grover

“that the Stettler District Ambulance Association Meeting be adjourned at 11:35 am.”

Carried Unanimously

Chairperson

Administrator

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers

STETTLER DISTRICT AMBULANCE ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2023

STETTLER DISTRICT AMBULANCE ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

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**MANAGEMENTS' RESPONSIBILITY FOR
FINANCIAL REPORTING**

Management of the Stettler District Ambulance Association is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the association's financial position as at March 31, 2023 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.


In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The Board carries out its responsibilities for review of the financial statements principally through board meetings. They meet with management and the external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Board with and without the presence of management. The association Board has approved the financial statements.

The financial statements have been audited by Gitzel & Company, Chartered Professional Accountants, independent external auditors appointed by the association. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the association's financial statements.



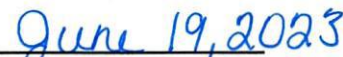
Chief Administrative Officer



Date



Director of Corporate Services



Date

INDEPENDENT AUDITORS' REPORT

TO: The Board Members
Stettler District Ambulance Association

Opinion

We have audited the financial statements of Stettler District Ambulance Association, which comprise the statement of financial position as at March 31, 2023 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended March 31, 2023 and notes and schedules to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the association as at March 31, 2023, the results of its operations, change in its net financial assets (debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Stettler, Alberta
June 19, 2023

Gitzel & Company
CHARTERED PROFESSIONAL ACCOUNTANTS

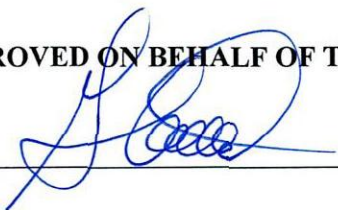
STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2023

	2023	2022
FINANCIAL ASSETS		
Cash	\$ 603,358	\$ 642,402
Accounts receivable (Note 3)	109,705	59,713
GST receivable	<u>12,129</u>	<u>6,487</u>
	<u>725,192</u>	<u>708,602</u>
LIABILITIES		
Accounts payable and accrued liabilities	39,525	39,847
Wages & benefits payable	119,308	93,570
Due to related parties (Note 4)	<u>102,985</u>	<u>103,958</u>
	<u>261,818</u>	<u>237,375</u>
NET FINANCIAL ASSETS (DEBT)	<u>463,374</u>	<u>471,227</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	510,230	572,828
Prepaid expenses	<u>184,177</u>	<u>6,930</u>
	<u>694,407</u>	<u>579,758</u>
ACCUMULATED SURPLUS (Schedule 1) (Note 6)	\$ <u>1,157,781</u>	\$ <u>1,050,985</u>

APPROVED ON BEHALF OF THE BOARD:



STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2023

	Budget (unaudited)	2023	2022
REVENUE			
Alberta Health Services	\$ 2,287,875	\$ 1,930,856	\$ 1,686,707
Ambulance service (Note 7)	252,000	272,182	252,799
Donations and recoveries	-	12,225	6,983
Interest	-	22,551	4,965
Gain on disposal	-	-	10,000
	<u>2,539,875</u>	<u>2,237,814</u>	<u>1,961,454</u>
EXPENDITURES			
Administration	185,298	185,298	185,298
Advertising	-	470	456
Amortization	114,688	62,598	65,387
Bad debts	42,878	37,303	33,813
Building repairs	8,045	5,581	2,173
Communications	-	-	3,939
Dues and fees	8,670	6,020	9,735
Insurance and license	14,703	11,118	12,252
Meals and mileage	9,161	8,789	8,830
Medical equipment maintenance	-	10,738	17,743
Medical supplies	79,676	64,868	60,671
Office	14,197	21,537	14,009
Professional fees	9,671	6,300	6,819
Rent	-	42,120	42,120
Staff education	3,682	4,310	3,762
Telephone & utilities	24,208	21,281	19,660
Uniforms	9,063	9,021	8,945
Vehicle - fuel	42,170	54,499	48,405
-repairs & maintenance	49,464	32,787	49,464
Wages and benefits	1,924,301	1,546,380	1,446,788
	<u>2,539,875</u>	<u>2,131,018</u>	<u>2,040,269</u>
EXCESS REVENUES OVER EXPENDITURES		106,796	(78,815)
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>1,050,985</u>	<u>1,129,800</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 1,157,781</u>	<u>\$ 1,050,985</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF CHANGES IN FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED MARCH 31, 2023

	2023	2022
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$ <u>106,796</u>	\$ <u>(78,815)</u>
CHANGES IN NON-FINANCIAL ASSETS		
Acquisition of tangible capital assets	-	-
Amortization	62,598	65,387
Net use (acquisition) of prepaid assets	<u>(177,247)</u>	<u>5,572</u>
	<u>(114,649)</u>	<u>70,959</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(7,853)	(7,856)
NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR	<u>471,227</u>	<u>479,083</u>
NET FINANCIAL ASSETS (DEBT) - END OF YEAR	\$ <u><u>463,374</u></u>	\$ <u><u>471,227</u></u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED MARCH 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Excess of revenue over expenditure	\$ 106,796	\$ (78,815)
Non-cash items included:		
Amortization	62,598	65,387
Gain on disposal	-	(10,000)
Change in non-cash current assets and liabilities:		
Accounts receivable	(49,992)	11,663
GST receivable	(5,642)	3,961
Prepaid expenses	(177,247)	5,572
Accounts payable and accrued liabilities	(322)	12,186
Wages and benefits payable	25,738	(61,983)
Due to related parties	<u>(973)</u>	<u>(2,858)</u>
Cash provided by (used in) operating activities	<u>(39,044)</u>	<u>(54,887)</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	-	-
Sale of tangible capital assets	<u>-</u>	<u>10,000</u>
Cash provided by (used in) investing activities	<u>-</u>	<u>10,000</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	(39,044)	(44,887)
CASH AND EQUIVALENTS – BEGINNING OF YEAR	<u>642,402</u>	<u>687,289</u>
CASH AND EQUIVALENTS – END OF YEAR	\$ <u><u>603,358</u></u>	\$ <u><u>642,402</u></u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

SCHEDULE 1 – CHANGES IN ACCUMULATED SURPLUS

FOR THE YEAR ENDED MARCH 31, 2023

	2023				2022
	Equity in Tangible Capital Assets (Note 8)	Reserves (Note 9)	Unrestricted Net Assets	Total	Total
BALANCE - BEGINNING OF YEAR	\$ 572,828	\$ 507,067	\$ (28,910)	\$ 1,050,985	\$ 1,129,800
Excess (deficiency) of revenue over expenditures	-	-	106,796	106,796	(78,815)
Transfer to reserves	-	82,737	(82,737)	-	-
Tangible capital assets purchased	-	-	-	-	-
Amortization	<u>(62,598)</u>	<u>-</u>	<u>62,598</u>	<u>-</u>	<u>-</u>
BALANCE - END OF YEAR	\$ <u>510,230</u>	\$ <u>589,804</u>	\$ <u>57,747</u>	\$ <u>1,157,781</u>	\$ <u>1,050,985</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgment. Actual results could differ from these estimates.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies adopted as follows:

(a) Reporting Entity

Stettler District Ambulance Association was founded to provide ambulance services for the residents of participating municipalities and is governed by the Ambulance Services Act. Stettler District Ambulance Association was incorporated under the Societies Act of the Province of Alberta on June 19, 1972. The association is funded by a contract with Alberta Health Services and individuals receiving services.

(b) Basis of Accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred with the exception of pension expenditures as disclosed in Note 1(f).

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

(c) Use of Estimates - Continued

Amortization is based on the estimated useful lives of property and equipment. Allowance for doubtful accounts is based on those accounts receivable outstanding greater than 365 days. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

(d) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post – remediation including operation, maintenance and monitoring.

(e) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of and exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the association, and reasonable estimates of the amounts can be made.

(f) Pension Expenditure

The association participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Contributions for current and past service pension benefits are recorded as expenditures in the year in which they become due.

(g) Allowances for Operating Assets

Allowances for asset valuations are netted against the related asset. Increases in allowances are recorded as an expenditure while decreases in allowances are recorded as a revenue.

(h) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and accounts with banks.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

(i) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which included all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Land Improvements	15 - 25
Buildings	25 - 50
Machinery and Equipment	5 - 25
Vehicles	10 - 25

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are received at fair value at the date of receipt and also recorded as revenue.

(j) Equity in Tangible Capital Assets

Equity in tangible capital assets represents the Association's investment in its total tangible capital assets net of related debt.

(k) Reserves

Reserves are established at the discretion of the Board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are recorded on the statement of changes in net assets.

(n) Revenue Recognition

Revenue from transactions with no performance obligation is recognized at realizable value when the association has the authority to claim or retain an inflow of economic resources and identifies a past transaction or event giving rise to an asset.

Revenue from transactions with performance obligations is recognized as the performance obligations are satisfied by providing the promised goods or services to the payor. User fees are recognized over the period of use, sales of goods are recognized when goods are delivered. Licenses and permits with a single performance obligation at a point in time are recognized as revenue on issuance, those which result in a continued performance obligation over time are recognized over the period of the license or permit as the performance obligation is satisfied.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. Management is currently evaluating the effect of adopting these standards on the financial statements.

(a) Section PS 3160 – Public Private Partnerships

This section establishes standards on accounting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner. Effective for the fiscal years beginning on or after April 1, 2023.

(b) Section PS 3400 – Revenue

This new section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. Effective for the fiscal years beginning on or after April 1, 2023.

(c) Section PSG – 8 – Purchased Intangibles

This section establishes standards on how to recognize and record purchased intangibles that meet the definition of an asset. Effective for the fiscal years beginning on or after April 1, 2023.

3. ACCOUNTS RECEIVABLE

	2023	2022
Alberta Health Services	\$ 43,759	\$ -
Trade accounts receivable	434,378	390,842
Allowance for doubtful accounts	<u>(368,432)</u>	<u>(331,129)</u>
	<u>\$ 109,705</u>	<u>\$ 59,713</u>

4. RELATED PARTY TRANSACTIONS

The Association has a contractual obligation with the County of Stettler to pay for administrative services on a quarterly basis based on actual costs. This contract was set to expire in October 2022. For the year ended March 31, 2023, \$185,298 (2022 - \$185,298) was paid to the County of Stettler for administrative services. The association also paid building rent of \$42,120 (2022 - \$42,120) to related municipal parties.

At year end, \$79,373 (2022 - \$83,352) was owed to the County of Stettler, \$20,402 (2022 - \$20,180) was owed to the Town of Stettler and \$3,209 (2022 - \$3,209) was owed to other related municipalities for various trade accounts payable. These municipalities are the participating members of the association.

Related party transactions are recorded at exchange amounts with regular terms of payment.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2023	2022
Buildings	\$ 376,607	\$ 143,221	\$ 233,384	\$ 240,455
Equipment	282,412	171,998	110,414	125,386
Automotive	<u>585,266</u>	<u>418,834</u>	<u>166,432</u>	<u>206,987</u>
	<u>\$ 1,244,285</u>	<u>\$ 734,053</u>	<u>\$ 510,230</u>	<u>\$ 572,828</u>

6. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2023	2022
Unrestricted surplus (deficit)	\$ 57,747	\$ (28,910)
Restricted surplus: (Note 9)		
Operating	177,804	177,067
Capital	412,000	330,000
Equity in tangible capital assets	<u>510,230</u>	<u>572,828</u>
	<u>\$ 1,157,781</u>	<u>\$ 1,050,985</u>

7. AMBULANCE SERVICE

Ambulance service revenue is earned by providing service to the following:

	Budget (unaudited)	2023	2022
Alberta Blue Cross	\$ 163,000	\$ 196,107	\$ 166,435
Hospitals and individuals	<u>89,000</u>	<u>76,075</u>	<u>86,364</u>
	<u>\$ 252,000</u>	<u>\$ 272,182</u>	<u>\$ 252,799</u>

8. EQUITY IN TANGIBLE CAPITAL ASSETS

	2023	2022
Tangible capital assets (Note 5)	<u>\$ 510,230</u>	<u>\$ 572,828</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

9. RESERVES

The board has established the following reserves:

	Opening	Transfers In	Transfers Out	Closing
Future operating expenses	\$ 177,067	\$ 737	\$ -	\$ 177,804
Future capital expenses	<u>330,000</u>	<u>82,000</u>	<u>-</u>	<u>412,000</u>
	<u>\$ 507,067</u>	<u>\$ 82,737</u>	<u>\$ -</u>	<u>\$ 589,804</u>

10. ECONOMIC DEPENDENCE

The Association is dependent on Alberta Health Services for the majority of funding for its operations and has received \$1,930,856 (2022 - \$1,686,707) during the year. The volume of transactions between the Association and Alberta Health Services is normal for this entity and this industry within the province of Alberta.

11. FINANCIAL INSTRUMENTS

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

The Association's financial instruments consist of cash, receivables and accounts payable. The fair values of these financial instruments, where determinable, approximate their carrying amounts unless otherwise noted.

The Association is exposed to various risks through its financial instruments. The following analysis provides a measure of the Association's risk exposure and concentrations at the balance sheet date.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the Association is not exposed to significant currency or other price risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The association manages its exposure to interest rate risk through a combination of fixed and floating rate borrowings. The fixed rate credit card is subject to fair value risk, as the value will fluctuate as a result of changes in market rates. The floating rate line of credit is subject to interest rate cash flow risk, as the required cash flows to service the debt will fluctuate as a result of changes in market rates.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

11. FINANCIAL INSTRUMENTS - Continued

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Association's accounts receivable are normal industry credit risks. The carrying value of accounts receivable reflects management's assertion of the credit risk associated with these customers.

Operating Lines of Credit

At March 31, 2023 the Association had short-term bank credit facilities aggregating \$205,000 (2022 - \$205,000) of which \$NIL (2022 - \$NIL) had been drawn down. These credit facilities bear interest at Prime plus 1% and 19.99% per annum.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Association participate in the Local Authorities Pension Plan (LAPP), which is covered by the Alberta Public Sector Pension Plans Act. The plan serves about 275,863 people and 433 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Association is required to make current service contributions to the Plan of 8.45% (2022 - 8.45%) of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 12.23% (2022 - 12.80%) for the excess.

Employees of the association are required to make current service contributions of 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount.

Total current service contributions by the Association to the plan in 2023 were \$77,506 (2022 - \$92,608). Total current service contributions by employees to the plan in 2023 were \$69,644 (2022 - \$83,968).

At December 31, 2021, the Plan disclosed an actuarial surplus of \$5.0 billion.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

13. COMMITMENTS

At year end the Association is committed to the following:

- A contract to provide services with Alberta Health Services
- A contract with Alberta Health Services for managing equipment and supplies
- A collective agreement with the Health Sciences Association of Alberta for terms of employment
- Contracts for maintenance and equipment maintenance
- Contracts for internet and electrical services

Prior to the end of the year two additional ambulances were ordered and had not been received

14. BUDGET AMOUNTS

The budget was prepared by the Association with the Board of Directors' approval. It is presented for information purposes only and has not been audited.

15. APPROVAL OF FINANCIAL STATEMENTS

The Board of Directors has approved these financial statements.