

# Town of Stettler

**COUNCIL MEETING**

**NOVEMBER 21, 2023**

**6:30 P.M.**

**BOARD ROOM**



# TOWN OF STETTLER MISSION STATEMENT

WE WILL PROVIDE A HIGH  
QUALITY OF LIFE FOR OUR  
RESIDENTS AND VISITORS  
THROUGH LEADERSHIP AND  
THE DELIVERY OF EFFECTIVE,  
EFFICIENT AND AFFORDABLE  
SERVICES THAT ARE SOCIALLY  
AND ENVIRONMENTALLY  
RESPONSIBLE

**TOWN OF STETTLER  
REGULAR COUNCIL MEETING  
TUESDAY, NOVEMBER 21<sup>st</sup>, 2023  
6:30 P.M.  
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
  - (a) Minutes of the Regular Council Meeting of November 7<sup>th</sup>, 2023 5-11
  - (b) Minutes of the Committee of the Whole Meeting of November 14<sup>th</sup>, 2023 12-14
4. **Citizens Forum**
5. **Delegations**
  - (a) 6:35pm – Jodi Chapman & Vicki Savage - Stettler & District Handibus Society 2024 Budget 15-19
  - (b) 6:50pm – Winnie Bissett, Ruby MacDonell & Amanda Nelson – Heartland Youth Centre 2024 Budget 20-25
  - (c) 7:05pm – Mark Jones – Central Alberta Child Advocacy Centre Update 26-29
6. **Administration**
  - (a) Committee of the Whole Recommendations – November 14, 2023 30
  - (b) Joint Fire Services Agreement – County of Stettler 31-54
  - (c) 2023 Bad Debt Write-Offs 55
  - (d) CAO Reports 56-62
  - (e) 2023 Budget Summary – October 31, 2023 63-64
  - (f) 2023 Capital Budget Summary – October 31, 2023 65-70
  - (g) Bank Reconciliation – September 30, 2023 71
  - (h) Bank Reconciliation – October 31, 2023 72
  - (i) Meeting Dates
    - Tuesday, December 5 – Council - 6:30pm
    - **Tuesday, December 12 – Interim Operating Budget Deliberations – 3:00pm – Council Chambers**

- Tuesday, December 12 – COW – 4:30pm
- Tuesday, December 19 – Council – 6:30pm
- Tuesday, January 2 – Council – 6:30pm
- Tuesday, January 9 – COW – 4:30pm
- Tuesday, January 16 – Council – 6:30pm
- **Monday, January 22 – 2024 Strategic Planning Workshop – 2:00pm – Council Chambers**
- **Tuesday, January 23 – 2024 Capital Budget Deliberations – 3:00pm – SRC HUB**

(j) Accounts Payable in the amount of \$1,323,028.53 73-91  
 (\$168,426.59 + \$397,777.91 + \$5,234.90 + \$85,583.39 + \$72,508.78 + \$94,239.88  
 + \$23,697.24 + \$475,559.84)

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearing**

10. **Bylaws**

(a) Bylaw 2164-23 – Non-Residential Tax Incentive Bylaw Amendment 92

11. **Correspondence**

(a) Central Alberta Economic Partnership – Business & Blue Jeans Invitation 93

(b) Red Deer River Watershed Alliance – Municipal Support Letter 94-103

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, NOVEMBER 7<sup>th</sup>, 2023 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor S. Nolls

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

CAO L. Graham  
Assistant CAO S. Gerlitz  
Director of Operations M. Robbins  
Assistant CAO K. Hymers  
Media (2)

**Absent:**

**Call to Order:**

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

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

CAO Graham proposed that the following item be added to the agenda:

12(a) Operational Budget Fund Transfer – Tandem Repairs

**Motion 23:11:01**

Moved by Councillor Baker to approve the agenda as amended.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held  
October 17<sup>th</sup>, 2023

**Motion 23:11:02**

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on October 17<sup>th</sup>, 2023 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the October 17<sup>th</sup>, 2023 Minutes

None

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

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

6. **Administration:** (a) 2023 Holiday Schedule

CAO Graham advised that as part of an overall employee benefits and appreciation strategy, Town Council historically grants a period of five (5) consecutive days off (including weekend days) at Christmas for regular Town staff.

In 2023, Christmas Day (December 25<sup>th</sup>) falls on a Monday, followed by Boxing Day on the Tuesday. Scheduling the fifth consecutive day off on December 27<sup>th</sup> would create a two-day work week from December 25<sup>th</sup>-29<sup>th</sup>, which Administration deems as unfavourable. Therefore, Administration proposes that the additional day off be granted for December 22, 2023, with the Staff Appreciation Luncheon being held on the afternoon of December 21.

For historical context, a five-day period of holidays was granted in 2022 from December 23-27.

Full-time regular employees would receive a day off with pay in each year. Those required to work, on-call, overtime, part-time & casual employees would be compensated in an equivalent manner to regular Statutory Holiday remuneration calculations. This would be a highly appreciated staff/family employment benefit, with a minimal service level impact.

**Motion 23:11:03**

Moved by Councillor Barros that the Town of Stettler Council approve and direct Administration to close most normal operational/non-emergency functions of the Town as possible on Friday, December 22, 2023 and the afternoon of Thursday, December 21, 2023 to grant as many employees as reasonably possible an additional day off with pay, creating an enhanced holiday break of five (5) consecutive days.

MOTION CARRIED  
Unanimous

(b) 2024 Business Tax Fees

Assistant CAO Hymers advised that each year, the Town of Stettler Council sets the Business Tax Fees for the upcoming year; administration has conducted a review of our existing Business Taxes and the Business Tax Bylaw 2154-22. As of October 12, 2023, we have the following number of Active Business Tax rolls:

<b>Business Type</b>	<b>Number Of Licenses</b>			<b>Potential 2024 Revenue</b>
<b>(Rate \$150/year):</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>*Based on 2024 Licenses</b>
Business roll:	41	41	40	\$6,000.00
<b>TOTAL</b>	<b>41</b>	<b>41</b>	<b>40</b>	<b>\$6,000.00</b>

The last change to the Business Tax Bylaw was in November 2013, which increased the business tax fees from \$125 to \$150 for business tax rolls.

**Motion 23:11:04**

Moved by Councillor Pfeiffer that the Town of Stettler Council set the 2024 Business Tax fees as the same rate as 2023; \$150 per applicant.

MOTION CARRIED  
Unanimous

(c) 2024 Business License Fees

Assistant CAO Hymers advised that each year the Town of Stettler Council sets the Business License Fees for the upcoming year; administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of November 1, 2023, we have the following number of Active Business Licenses:

<b>Business Type</b>	<b>Number of Licenses</b>			<b>Potential 2024 Revenue</b>
<b>Resident (Rate \$150/year):</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>*Based on 2023 Licenses</b>
Commercial	445	445	458	\$68,700.00
Home Occupation	42	46	46	\$6,900.00
<b>Non- Resident (Rate \$350/year)</b>	<b>50</b>	<b>62</b>	<b>62</b>	<b>\$21,700.00</b>
<b>TOTAL</b>	<b>537</b>	<b>553</b>	<b>566</b>	<b>\$97,300.00</b>

In reviewing the Business License Bylaw 1807-99, our existing rates for 'resident' businesses and 'non-resident' businesses were compared to those of other municipalities in Alberta.

Municipality	Resident fee	Non Resident Fee
Ponoka	\$100.00	\$250.00
Lacombe	\$147.00	\$412.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$100.00	\$250.00
Olds	\$125.00	\$225.00
Wainwright	\$100.00	\$200.00
Red Deer	\$118.50	\$460.80
Camrose	\$157.50	\$315.00
Peace River	\$150.00	\$300.00
<b>AVERAGE</b>	<b>\$129.80</b>	<b>\$301.28</b>
<b>Town of Stettler</b>	<b>\$150.00</b>	<b>\$350.00</b>

The last change to the Business License Bylaw 1807-99 was in November 2013, which increased the business license fees from \$325 to 350 for 'non-residential' and from \$125 to \$150 for 'resident' businesses.

**Motion 23:11:05**

Moved by Councillor Lawlor that the Town of Stettler Council set the 2024 Business License fees as the same rate as 2023, \$150 for a Resident License and \$350 for a Non-Resident License.

MOTION CARRIED  
Unanimous

(d) 2024 Dog & Cat License Fees

Assistant CAO Hymers advised that Town administration has conducted a review of our existing Dog & Cat Licenses and Rates. Dog Bylaw 2050-14 & Cat Bylaw 2049-14 were passed in March of 2014; the license fees did not change from the previous bylaw. Below is the number of Dog and Cat licenses currently registered as well as the potential revenue for 2024:

Animal Type	Number of 2021 Licenses	Number of 2022 Licenses	Number of 2023 Licenses	Potential Revenue 2024 *(based on 2023 licenses)
DOG – Unaltered	44	62	74	<b>\$21,050.00</b>
DOG – Altered	673	664	694	
CAT – Unaltered	0	1	0	<b>\$7,725.00</b>
CAT – Altered	287	272	309	
<b>TOTAL</b>	<b>1,004</b>	<b>999</b>	<b>1,077</b>	<b>\$28,775.00</b>

In reviewing Dog Bylaw 2050-14 & Cat Bylaw 2049-14 license rates, administration compared the rates to those of other municipalities similar in population size:

	Dog Unaltered	Dog Altered	Cat Unaltered	Cat Altered	Replacement Tag	Discount Rate
Bonnyville	\$65.00	\$20.00	\$50.00	\$10.00	\$5.00	n/a
Vermilion	\$55.00	\$25.00	\$55.00	\$25.00	\$10.00	n/a
St. Paul	\$20.00	\$10.00	\$20.00	\$10.00	\$5.00	n/a
Innisfail	\$50.00	\$30.00	\$50.00	\$30.00	\$10.00	\$10.00 off*
Blackfalds	\$60.00	\$45.00	\$60.00	\$45.00	\$6.00	\$30.00 off**
<b>AVERAGE</b>	<b>\$50.00</b>	<b>\$26.00</b>	<b>\$47.00</b>	<b>\$24.00</b>	<b>\$7.20</b>	<b>\$8.00</b>
<b>Stettler</b>	<b>\$50.00</b>	<b>\$25.00</b>	<b>\$50.00</b>	<b>\$25.00</b>	<b>\$10.00</b>	<b>\$10.00 off*</b>

\*Discount rate is from December 1 - January 31

\*\*Discount rate is from January 1 - January 31

**Motion 23:11:06**

Moved by Councillor Randell that the Town of Stettler set the 2024 Dog & Cat License fees at the same rate as 2023:

- \$25 for an altered dog or cat
- \$50 for an unaltered dog or cat
- \$10 for a replacement tag
- \$10 discount between December 1 – January 31

(e) Meeting Dates

- Tuesday, November 14 – COW – 4:30pm
- Tuesday, November 21 – Council – 6:30pm
- Tuesday, December 5 – Council – 6:30pm
- **Tuesday, December 12 – Interim Operating Budget Deliberations – 3:00pm – Council Chambers**
- Tuesday, December 12 – COW – 4:30pm
- Tuesday, December 19 – Council – 6:30pm
- Tuesday, January 2 – Council – 6:30pm
- Tuesday, January 9 – COW – 4:30pm
- Tuesday, January 16 – Council – 6:30pm
- **Monday, January 22 – 2024 Strategic Planning Workshop – 2:00pm – SRC Grandfield Room**
- **Tuesday, January 23 – 2024 Capital Budget Deliberations – SRC HUB**

(f) Accounts Payable in the amount of \$524,162.19

**Motion 23:11:07**

Moved by Councillor Smith that the Accounts Payable in the amount of \$524,162.19 (\$94,799.50 + \$47,101.47 + \$54,344.35 + \$11,398.51 + \$35,876.35 + \$173,823.67 + \$102,744.12 + \$4,044.22) for the period November 7, 2023 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

October 18 – Talk of the Town  
October 18 – Economic Development Committee  
October 19 – County of Stettler Housing Authority  
October 19 – Business & Citizens Awards Gala  
October 20 – Clearview Job Fair  
October 25 – Talk of the Town  
October 27 – Family Violence Prevention Month Proclamation  
October 30 – Parks & Open Spaces Committee  
November 1 – Talk of the Town  
November 3 – Signed Cheques & Reviewed the Agenda  
November 6 – Stettler Board of Trade Ex-Officio Meeting  
November 6 – No Stone Left Alone Ceremony

(b) Councillor Baker

October 18 – Stettler Board of Trade Small Business Visit  
October 19 – Business & Citizens Award Gala  
October 23 – Stettler Board of Trade Big Jack Classic Meeting  
October 26 – Stettler Board of Trade Personnel Committee  
October 26 – Family Resource Network Open House  
October 30 – Municipal Planning Commission



October 30 – Parks & Open Spaces Committee  
October 31 – Corporate Identity Committee  
November 6 – Stettler Board of Trade Ex-Officio Meeting  
November 6 – Stettler Board of Trade Big Jack Classic Meeting

(c) Councillor Barros

October 30 – Municipal Planning Commission  
November 1 – Stettler Hospital Foundation Meeting  
November 2 – Heartland Beautification Meeting

(d) Councillor Lawlor

October 18 – Economic Development Committee  
October 18 – Stettler Public Library Board  
October 19 – Parkland Regional Library Board  
October 19 – Citizens & Businesses Awards Gala  
October 20 – William E. Hay Career Fair  
October 21 – Innovative Energy Conference  
October 27 – Family Violence Prevention Month Proclamation  
October 30 – Municipal Planning Commission  
November 1 – Economic Development Banking Discussion  
November 6 – Stettler Board of Trade Ex-Officio Meeting

(e) Councillor Pfeiffer

October 18 – Economic Development Committee  
October 18 – Performing Arts Centre Advisory Meeting  
October 18 – No Stone Left Alone Setup  
October 19 – Citizens & Businesses Awards Gala  
October 23 – Stettler FCSS Meeting  
October 30 – Municipal Planning Commission  
November 6 – Board of Trade Ex-Officio Meeting  
November 6 – No Stone Left Alone  
November 7 – Performing Arts Centre Grants Meeting

(f) Councillor Randell

October 18 – Economic Development Commission Meeting  
October 19 – County of Stettler Housing Authority  
October 19 – Citizens & Businesses Awards Gala  
October 23 – Stettler Town & County Museum Board  
October 28 – Volunteered at Stettler Booseum

(g) Councillor Smith

October 23 – Stettler FCSS Meeting  
October 30 – Municipal planning Commission Meeting  
October 30 – Parks & Open Spaces Committee  
November 2 – Heartland Beautification Meeting

**Motion 23:11:08**

Moved by Councillor Lawlor 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) None
- 11. **Correspondence:** (a) None
- 12. **Items Added:** (a) Operational Budget Fund Transfer – Tandem Repairs

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

M. Robbins advised that a Town Tandem requires extensive maintenance at an estimated cost of \$14,000.

Funds that were previously allotted for Drainage-Machine Rentals remain unspent for the year; therefore, M. Robbins is proposing that these funds be transferred to cover this unforeseen expense.

**Motion 23:11:09**

Moved by Councillor Baker that Town Council approve the transfer of \$20,000 from the Drainage-Machine Rental Fund (2-37-01-00-00-263) to the Transportation – Purchase Equipment Repair Fund (2-32-00-00-00-254.)

MOTION CARRIED  
Unanimous

- 13. **In-Camera Session:** (a) FOIP – Section 16 – Third Party Information – Utility Billing

**Motion 23:11:10**

Moved by Councillor Lawlor that Town Council enter an In-Camera Session with the CAO, Assistant CAO and Manager of Financial Services present.

MOTION CARRIED  
Unanimous at 6:50 p.m.

**Motion 23:11:11**

Moved by Councillor Barros that Town Council return to the regular meeting.

MOTION CARRIED  
Unanimous at 4:04 p.m.

**Motion 23:11:12**

Moved by Councillor Baker that Town Council rebate the customer in the amount of \$1,472.04 plus GST funded through the operating budget.

MOTION CARRIED  
Unanimous

- 14. **Adjournment:**

**Motion 23:11:13**

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

MOTION CARRIED  
Unanimous at 7:05 p.m.

---

Mayor

---

Assistant CAO

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

Present: Mayor S. Nolls

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

CAO L. Graham  
Assistant CAO S. Gerlitz  
Assistant CAO K. Hymers  
Director of Operations M. Robbins

Absent:

Media (0)

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

1. Agenda Additions/Deletions

2. Agenda Approval

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

MOTION CARRIED  
Unanimous

3. Non-Residential Recycling Survey

CAO L. Graham highlighted the survey results.

**Summary of Data:**

<b>Classification of Business</b>	<b># of Business<sup>1</sup> Contacted</b>	<b># of Responses</b>	<b>Bin On Site</b>	<b>Transfer Station</b>	<b>Re-use or Taketo Home Recycling</b>	<b>Garbage</b>
Industrial Producer	20	20	6	4	3	7
Industrial Non Producer	35	29	2	4	5	18
Commercial Producer	82	77	39	7	12	19
Commercial Non Producer	67	45	4	6	18	17
Institutional	14	12	9	0	1	2
Apartments	11	11	2	0	1	8
<b>Summary</b>	<b>229</b>	<b>194</b>	<b>62</b>	<b>21</b>	<b>40</b>	<b>71</b>

Moved by Councillor Barros that the Committee of the Whole accept the survey results for information.

MOTION CARRIED  
Unanimous

4. Alberta's Extended Producer Responsibility Regulation

CAO L. Graham advised that Alberta's extended Producer Responsibility (EPR) came into force November 30, 2022. Alberta's Recycling Management Authority (ARMA) will be overseeing the program. It requires obligated producers to have systems in place for single-use products, packaging, and paper products (PPP) and hazardous products (HSP) by April 1, 2025.

The goal of the program is to reduce overall packing use and improve collection and recycling of packaging waste, thereby minimizing landfill dependency and environment abatement costs.

Municipalities currently providing recycling services as of November 30, 2022 have the option of joining the phase 1 rollout transitioning recycling services from municipal sourced to EPR supplied services. Municipalities have the option to choose to join the program, or continue to supply the service independently. There are no direct costs for the EPR program.

In Stettler, curbside recycling pickup for residential has been established for many years; therefore, the EPR supplied contractor must utilize the same methods of collection used as of November 30, 2022. This program does not extend to landowners who have been providing their own recycling services.

Deadline for Phase 1 application is December 31, 2023, with an operational date of April 1, 2025. Application under the program at this time does not commit a municipality to join the EPR program. Applications provide municipal information regarding what type of current collection exists, including the number of households receiving the service, municipal population, mapping, quantities of materials collected, etc.

E360 has applied to be an approved EPR contractor.

Moved by Councillor Barros that the Committee of the Whole recommend that the Town of Stettler join Alberta's Extended Producer Responsibility Regulation.

MOTION CARRIED  
Unanimous

5. In-Camera – FOIP – Section 16 – Third Party Information – Tax Incentive Bylaw Request

Moved by Councillor Lawlor that the Committee of the Whole move into an In-Camera Session with the CAO and Assistant CAOs present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 5:02 p.m.

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

MOTION CARRIED  
Unanimous at 6:03 p.m.

Moved by Councillor Randell that the Committee of the Whole recommend that the Town of Stettler add the following amendment to Schedule A of Bylaw 2147-22:

**SCHEDULE A – Incentive Levels & Duration New or Increased Assessment**

New Construction Or Revitalization / Incentive Redevelopment (Increase in Assessment Value)	Year 1 Tax Incentive	Year 2 Tax Incentive	Year 3 Tax Incentive	Year 4 Tax Incentive	Year 5 Tax
	%	%	%	%	%
\$5000 - \$100,000	100%				
\$100,001 - \$500,000	100%	50%			
\$500,001 - \$1,000,000	100%	75%	50%		
\$1,000,001-\$2,500,000	100%	75%	50%	25%	
\$2,500,001 - \$5,000,000	100%	100%	75%	75%	
\$5,000,001 - \$10,000,000	100%	100%	100%	100%	
\$10,000,001+	100%	100%	100%	100%	100%

MOTION CARRIED  
Unanimous

6. Adjournment

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

MOTION CARRIED  
Unanimous at 6:04 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO

# MEMORANDUM

**To:** Leann Graham, CAO

**From:** Steven Gerlitz, Asst. CAO

**Date:** November 21, 2023

**Re:** 6:35 p.m. – Stettler & District Handibus Society 2024 Budget – Jodi Chapman & Vicki Savage

---

## Recommendation

That the Town of Stettler Council accept the Stettler & District Handibus Society 2024 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2024 Operating Budget.

## Background Information

Jodi Chapman and Vicki Savage of the Stettler & District Handibus Society will be in at 6:35 pm to present the 2024 Stettler & District Handibus Society Budget to Council.

A copy of the Stettler & District Handibus Society 2024 Budget is included in this report.

## Financial Implications

2024 Budget - \$25,000

### Actual

2023 - \$25,000

2022 - \$25,000

2021 - \$25,000

2020 - \$25,000

2019 - \$25,000

2018 - \$25,000

2017 - \$20,000

2016 - \$20,000 – *Additional request of \$10,000 – Medical Van - Motion 16:01:21 - Moved by Councillor Campbell that the Town of Stettler Council accept the Stettler & District Handibus Society 2016 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$20,000 be included in the Town's 2016 Operating Budget.*

*Respecting their request for additional funding, Town Council suggested that the Stettler & District Handibus Society firstly make an application to FCSS. It is Council's hope that FCSS will be able to find a way to provide some additional financial assistance in accordance with their mandate.*

2015 - \$20,000

2014 - \$20,000

2013 - \$20,000

2012 - \$15,790, 2011 - \$15,790

## Alternatives to the Recommendation

- That the Town of Stettler Council accept the Stettler & District Handibus Society additional funding request of \$\_\_\_\_\_ within the 2024 Budget.

## Communication

- Leann Graham – CAO

## Documentation

- Copy of Stettler & District Handibus Bus Society 2024 Budget and background information



## STETTLER & DISTRICT HANDIBUS SOCIETY

P.O. BOX 2097  
4720 - 50 STREET  
STETTLER, AB, T0C 2L0  
Phone: 403-742-5858  
Fax: 403-742-1391

Town of Stettler  
Box 280  
Stettler, Alberta T0C 2L0

Dear: Town of Stettler Council

Re: 2024 Handibus Budget Funding Allocation

Each year the Town of Stettler has allocated money to the Stettler & District Handibus Society, which we greatly appreciate. These funds are used for our operation of the Handibus, and we make up the shortages in our budget deficit with donations and fund raising. We are anticipating the same funding amount of \$25,000.00 from the town for this year for the Handibus portion of our program.

We rely on our surplus for operating and unexpected repairs to bridge the gap until we receive our Town and County funding. The past few years we have had to dip into our surplus to make up deficits that have occurred despite our constant concern and diligent budgeting. One of our major fundraisers has been the casinos like so many small nonprofit organizations. We continue to look for other areas of funding but are finding that there are few grants available for transportation and all that we have encountered up to now are only applicable to new programs rather than existing.

The Handibus is the only wheelchair accessible public transportation within the Town and County of Stettler. As of December 31, 2022, we had a total of 4792 passengers of those 1679 were wheelchairs and/or walkers. Also, 1669 were medical appointments.

Without this service most of these groups might not be able to live here in Stettler, as the need for transportation is essential for work, school, and medical needs and overall provides all our passengers with a better quality of life.

We have very carefully reviewed all aspects of our budget for 2024 and pared it down as far as we feel we can go while still trying to retain realistic goals. The current fare per trip is \$6.00 each way. We do not feel that we can increase this rate at this time, as it would be a hardship for most of our passengers. We feel this is an important essential daily service for seniors and the disabled people in our community and we strive to provide the best and most affordable service possible.

This upcoming year, the Handibus Society will be in the planning stages of acquiring a new Handibus, as our lease on the current bus is finished in early 2025.

A copy of our projected 2024 budget and the current October 2023 Statistical sheet is included with this letter. We realize funding has been a challenge for all these past few years.

We thank you for considering our request and look forward to working together again!

Sincerely,

Vicki Savage  
Chairperson  
Stettler and District Handibus Society



## HANDIBUS BUDGET

2024

	Accumulated October 2023 End Total	PROJECTED TO YEAR END 2023	CURRENT BUDGET 2023	2024 BUDGET
<b>HANDIBUS SOCIETY EXPENSES</b>				
<b>Administration</b>				
<b>SALARIES/WAGES</b>				
Coord/Bkkpr/Disp Wages	\$33,103.99	\$40,578.57	\$34,622.00	\$31,304.00
Driver Wages	\$39,773.89	\$48,212.70	\$44,579.00	\$44,096.00
Employer Contributions				
Coordinator	\$5,837.23	\$7,107.65	\$8,000.00	\$7,500.00
Drivers	\$3,835.34	\$4,940.72	\$4,500.00	\$5,000.00
<b>TOTAL</b>	<b>\$82,550.45</b>	<b>\$100,839.64</b>	<b>\$91,701.00</b>	<b>\$87,900.00</b>
<b>OFFICE EXPENSE</b>				
Telephone	\$103.20	\$121.70	\$200.00	\$200.00
Rent	\$4,000.00	\$4,800.00	\$4,800.00	\$4,800.00
Office Supplies/Copying	\$1,815.57	\$1,254.25	\$2,400.00	\$2,000.00
Driver Expense	\$80.00	\$120.00	\$400.00	\$400.00
Auditing	\$900.00	\$900.00	\$750.00	\$1,000.00
P.R./Advertising	\$3,245.59	\$3,245.59	\$100.00	\$100.00
Miscellaneous - Bank Charges	\$35.00	\$46.00	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$10,179.36</b>	<b>\$10,487.54</b>	<b>\$8,750.00</b>	<b>\$8,600.00</b>
<b>BUS EXPENSES</b>				
Bus Lease	\$13,344.60	\$16,814.00	\$16,814.00	\$16,814.00
Fuel	\$10,908.18	\$13,070.28	\$16,000.00	\$16,000.00
Rprs/Tires/Mtnc/Insp	\$1,691.97	\$1,691.66	\$4,000.00	\$3,000.00
Insurance - vehicles & office	\$5,142.00	\$5,142.00	\$5,500.00	\$5,500.00
Radio License	\$168.88	\$168.00	\$160.00	\$175.00
GST Paid	\$1,684.04	\$2,052.84	\$2,500.00	\$2,500.00
Garage Utilities	\$1,229.51	\$1,308.42	\$2,000.00	\$2,000.00
Insurance for garage	\$113.93	\$113.93	\$150.00	\$150.00
<b>TOTAL</b>	<b>\$34,283.11</b>	<b>\$40,361.13</b>	<b>\$47,124.00</b>	<b>\$46,139.00</b>
<b>EXPENDITURES</b>	<b>\$127,012.92</b>	<b>\$151,688.31</b>	<b>\$147,575.00</b>	<b>\$142,639.00</b>
<b>REVENUE</b>				
Bus Lease (Donated Funds)	\$0.00	\$0.00	\$16,814.00	\$16,814.00
Passenger Fares	\$15,244.00	\$18,447.00	\$25,000.00	\$22,000.00
Other Donations	\$3,859.95	\$5,642.92	\$10,000.00	\$10,000.00
Interest Income	\$790.22	\$827.10	\$500.00	\$1,000.00
GST Rebate	\$1,562.31	\$1,562.00	\$1,300.00	\$1,400.00
Expense Recovery Coop rebate WCB refund Town utilities portion & Misc. Income	\$2,937.03	\$3,480.81	\$4,500.00	\$4,000.00
Casino Funds	\$23,955.90	\$23,955.90	\$5,000.00	\$6,500.00
C.I.P. Grant	\$0.00	\$0.00	\$12,629.00	
<b>TOTAL</b>	<b>\$48,349.41</b>	<b>\$53,915.73</b>	<b>\$75,743.00</b>	<b>\$61,714.00</b>
<b>TOTAL (DEFICIT) SURPLUS</b>	<b>(\$78,663.51)</b>	<b>(\$97,772.58)</b>	<b>(\$71,832.00)</b>	<b>(\$80,925.00)</b>
Town funding	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
County funding	\$25,000.00	\$25,000.00	\$20,000.00	\$25,000.00
Superfluity donations to year end	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00
<b>TOTAL FUNDING</b>	<b>\$60,000.00</b>	<b>\$62,000.00</b>	<b>\$57,000.00</b>	<b>\$62,000.00</b>

		Accum		Total		#DIV/0!	
		Total	Total	To Date	Prior Yr		
Walk ons	VAN	0	0	0	0	#DIV/0!	
	BUS	2581	231	2812	2531	11%	
	<b>Total</b>	<b>2581</b>	<b>231</b>	<b>2812</b>	<b>2531</b>	<b>11%</b>	
Lifts	VAN	0	0	0	0	#DIV/0!	
	BUS	1278	70	1348	1362	-1%	
	<b>Total</b>	<b>1278</b>	<b>70</b>	<b>1348</b>	<b>1362</b>	<b>-1%</b>	
Total Passengers	VAN	0	0	0	0	#DIV/0!	
	BUS	3859	301	4160	3883	7%	
	<b>Total</b>	<b>3859</b>	<b>301</b>	<b>4160</b>	<b>3883</b>	<b>7%</b>	
Total Kilometers	VAN	0	0	0	0	#DIV/0!	
	BUS	15757	1735	17492	17016	3%	
	<b>Total</b>	<b>15757</b>	<b>1735</b>	<b>17492</b>	<b>17016</b>	<b>3%</b>	
Kilometers/Trip	VAN	0	0	0	0	#DIV/0!	
	BUS	4.08318	5.76	4.20	4.38	-4%	
	<b>Total</b>	<b>4.08318</b>	<b>5.76</b>	<b>4.20</b>	<b>4.38</b>	<b>-4%</b>	
Fuel Used (Litres)	VAN	0	0	0	0	#DIV/0!	
	BUS	7249.95	583.02	7832.97	8147	-4%	
	<b>Total</b>	<b>7249.95</b>	<b>583.02</b>	<b>7832.97</b>	<b>8147</b>	<b>-4%</b>	
Litres per 100/km	VAN	0	0	0	0	#DIV/0!	
	BUS	46.01	33.6	44.78	47.88	-6%	
	<b>Total</b>	<b>46.01</b>	<b>33.6</b>	<b>44.78</b>	<b>47.88</b>	<b>-6%</b>	

													Prior Yr			
		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	To Date		Prior Yr
SCH'D STOPS	am	6	5	7	6	1	5	12	9	4	3			58	61	-5%
	pm	5	6	5	6	8	3	7	3	3	2			48	38	26%
Heart Haven	am	3	2	11	4	2	3	16	0	4	5			50	29	72%
	pm	6	12	15	6	6	17	17	2	6	3			90	68	32%
Paragon	am	7	6	8	6	15	11	26	13	13	10			115	122	-6%
	pm	17	16	16	19	25	32	41	21	14	15			216	141	53%
Walmart	am	0	0	0	0	0	0	0	0	0	0			0	0	#DIV/0!
	pm	0	0	0	0	0	0	0	0	0	0			0	0	#DIV/0!
Points West		42	49	61	40	57	36	53	71	44	38			491	763	-36%
Medicals		132	168	239	140	216	121	100	125	141	121			1503	1392	8%
MONTHLY COSTS																
Salaries/Wages		7565	7065	8047	7833	8192	8767	8495	11262.8	7632.07	7691.96			82551	75341	10%
Office/Driver/Misc		411	503	3800	504	1406	400	830	492.04	1032.98	772.49			10152	5431	87%
Bus Expenses		2747	7720	3017	2478	2937	3287	2910	3085.95	3207.06	2711.86			34101	34737	-2%
<b>TOTAL</b>		<b>10723</b>	<b>15288</b>	<b>14864</b>	<b>10815</b>	<b>12535</b>	<b>12454</b>	<b>12235</b>	<b>14841</b>	<b>11872</b>	<b>11176</b>	<b>0</b>	<b>0</b>	<b>126803</b>	<b>115509</b>	<b>10%</b>
Total KM		1332	1649	2041	1574	1677	1652	1728	2497	1607	1735			17492	17016	3%
Total Trips		345	393	525	351	476	495	433	463	378	301			4160	3883	7%
COST PER KM		8.05	9.27	7.28	6.87	7.47	7.54	7.08	5.94	7.39	6.44			7.25	6.79	7%
COST/TRIP		31.08	38.90	28.31	30.81	26.33	25.16	28.26	32.05	31.41	37.13			30.48	29.75	2%
TICKETS SOLD		11	16	12	8	16	10	7	14	8	7			109	114	-4%
County Psgrs		4	3	5	4	5	4	5	5	3	5			43	122	-65%
County KM		100	75	125	100	125	100	125	125	75	125			1075	611	76%

<b>HANDIBUS - FIVE YEAR STATISTICAL COMPARISON</b>					2018	2019	2020	2021	2022
<b>PASSENGERS</b>									
Walk - ons					4,960	4,948	2,536	2,634	3,113
Lifts					1,474	1,863	1,009	1,563	1,679
<b>TOTAL</b>					<b>6,434</b>	<b>6,811</b>	<b>3,545</b>	<b>4,197</b>	<b>4,792</b>
<b>EXPENSES</b>									
Wages - Coordinator & Drivers					91,655	91,526	82,832	86,663	89,836
Office - Phone, Rent, Supplies, Advertising, Audit					6,701	6,950	6,760	8,397	6,462
Drivers - Medicals and Driver's Abstracts					165	520	355	150	110
Bus - Repairs, Insurance, Radio License, Utilities					12,663	14,118	15,335	11,006	12,330
Fuel					8,601	10,474	7,298	9,950	14,258
Bus Lease							9,341	16,815	16,014
<b>TOTAL</b>					<b>119,785</b>	<b>123,588</b>	<b>121,921</b>	<b>132,981</b>	<b>139,010</b>
Total Kilometers					42,912	42,805	29,093	18,980	20,291
KM / Trip					3.26	3.31	4.06	4.52	4.24
Litres of Fuel					9,842	10,096.13	7,784	8,221	9,698
Litres Per / 100 KM					35.9	34.61	43.19	43.31	47.8
Cost Per Trip					18.77	17.83	34.51	29.04	28.93
Cost Per KM					2.97	2.93	4.19	6.42	6.82
Medical Appt's					1,975	2,581	1,199	1,534	1,669
Tickets Sold					261	248	144	170	170
<b>SCHEDULED STOPS</b>									
Willow Creek	AM				74	153	24	36	77
	PM				272	233	35	23	46
Heart Haven	AM				105	112	15	12	32
	PM				206	146	26	25	81
Paragon Place	AM				116	80	36	59	139
	PM				395	355	63	72	165
Walmart	AM				36	21	4	2	0
	PM				197	122	17	8	0
Points West	AM&PM				233	339	246	584	877
<b>County Stats</b>									
Passengers					77	14	51	79	127
Kilometers					3,511	771	1,491	75	736
<b>City Medical Trips</b>									
Trips					75	76	60	0	0
Kilometers					16,738	20,118	14,431	0	0
County of Stettler Funding					20,000	20,000	20,000	20,000	20,000
Town of Stettler Funding					25,000	25,000	25,000	25,000	25,000
Superfluity Donations					19,000	19,000	12,000	12,000	14,000
MARD Grant								20,000	0
CIP Grant									42950

# MEMORANDUM

**To:** Leann Graham, CAO

**From:** Steven Gerlitz, Asst. CAO

**Date:** November 21, 2023

**Re:** 6:50 p.m. – Winnie Bissett, Executive Director, Ruby Macdonell and Amanda Nelson –  
2024 Heartland Youth Centre (HYC) Budget

---

## Recommendation

That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2024 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$50,000 be included in the Town's 2024 Operating Budget.

## Background Information

Heartland Youth Centre (HYC) Winnie Bissett, Executive Director will be in at 6:50 pm to present the 2024 HYC Budget to Council.

A copy of the Heartland Youth Centre (HYC) 2024 Budget and Cover letter is included in this report.

## Financial Implications

2024 Budget - \$50,000

### Actual

2023 - \$50,000

2022 - \$50,000

2021 - \$50,000

2020 - \$50,000

2019 - \$50,000

2018 - \$40,000

2017 - \$40,000

2016 - \$40,000

2015 - \$40,000

2014 - \$40,000

2013 - \$40,000

2012 - \$32,500

2011 - \$4,500

2010 - \$4,500

2009 - \$4,000

2008 - \$4,000

## Alternatives to the Recommendation

- Substitute Another Amount –  
That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2024 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$\_\_\_\_\_ be included in the Town's 2024 Operating Budget.

## Communication

- Leann Graham – CAO
- Winnie Bissett – HYC Executive Director

## Documentation

- Copy of Stettler Heartland Youth Centre (HYC) 2024 Budget and background information

November 13, 2023

Dear Mayor Nolls and Town Council,

The Heartland Youth Center Board of Directors and myself would like to extend our sincere gratitude to the Town Council for their support of our busy, youth serving organization. Enclosed is a copy of our 2024 budget; 2024 fundraising/revenue projections; and some program information.

2023 has been an interesting and challenging year for the Youth Center. In June, after many months of discussion, the Board made the decision to leave the Big Brothers Big Sisters of Canada association. The Youth Center will continue to offer mentoring programs and mentoring groups at the schools and at the Youth Center, but will no longer offer one on one community matches after year end. We look forward to attending Council on November 21 and can answer any questions in regards to this decision.

By year end of 2022, the Youth Center memberships reached an all time high of 357 and currently we have 309 registered members ( as of Oct 31). As mentioned last year, the mental, social, behavioural and financial needs of the members and their families has also increased. Thankfully we have been able to obtain some grants to help cover some portion of staffing and program costs to address some of these issues.

Our Board and myself continue to enhance and improve on our major fundraisers – the Awesome Auction and Bowl for Kids, as well as seeking out other funding opportunities. As you will see in our attached fundraising budget, our projections are conservative but ambitious!

If you have any questions regarding our budget please do not hesitate to contact me.

Sincerely,

Ruby MacDonell  
HYC Board Treasurer

Winnie Bissett  
HYC Executive Director  
[hycstett@telus.net](mailto:hycstett@telus.net)

## HEARTLAND YOUTH CENTER BUDGET 2024

<b>OPERATING EXPENSES</b>	
Personnel	\$347 578
Program (supplies; bus costs; volunteers, staff training)	43 350
Admin (BGC fees, audit, CRM fees, office)	22 055
Facility (util., main., insur.)	37 300
<b>Total</b>	<b>\$450 283</b>
<b>PROGRAM REVENUE</b>	
Summer Student grants	9 500
Program/membership fees	32 900
Town of Stettler	50 000
Casino funds (utilities)	21 000
Casino funds (fac. Insur.)	4 000
GST rebate	1 000
<b>Total</b>	<b>118 400</b>
<b>Deficit</b>	<b>\$331 883</b>
2024 Projected fundraising	\$176 900
Projected shortfall	\$154 983

<b>HYC revenue/ projections 2022-2024</b>				
	2022 Actual (net)	2023 Budget	2023 (Oct) actual - Net	2024 Projected
AWESOME AUCTION	\$ 74,534.00	\$ 60,000.00	\$ 98,342.00	\$ 65,000.00
BOWL FOR KIDS	\$ 29,671.00	\$ 15,000.00	\$ 23,789.00	\$ 15,000.00
RENTALS	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
UNITED WAY	\$ 15,357.00	\$15,000.00	\$ 7,667.00	\$ -
BGC GRANTS/OTHER GRANTS	\$ 99,807.00	\$60,000.00	\$ 177,994.00	\$ 65,000.00
GENERAL/MEMORIAL DONATIONS	\$ 20,838.00	\$ 6,000.00	\$ 9,177.00	\$ 6,500.00
CORPORATE DONATIONS	\$ 12,654.00	\$5,500.00	\$ 500.00	\$ 5,500.00
SPECIAL EVENTS/MISC.	\$ 2,651.00	\$2,000.00	\$ 1,664.00	\$ 2,000.00
Landlord/ Bus sponsor	\$ 13,223.00	\$ 12,500.00	\$ 12,000.00	\$ 10,500.00
	\$ (1,444.00)	\$ -		
Interest/ Invest income	\$ 3,060.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00
Casino 2023/ Cash raffle		\$ 20,000.00	\$ 28,857.00	\$ 2,000.00
<b>TOTAL FUNDRAISING</b>	\$ 270,751.00	\$ 197,400.00	\$ 365,390.00	\$ 176,900.00
<b>OTHER</b>				
Operating Revenue (program fees, Town cont., student grants, applied casino funds)	\$ 109,246.00	\$ 113,700.00	\$ 104,515.00	\$ 118,200.00
<b>Total of all income</b>	\$ 349,926.00	\$ 311,100.00	\$ 469,905.00	\$ 295,100.00
<b>Notes:</b>				
2023	north end downspouts/drainage; photocopier			
2024	interior painting / gamesroom flooring			

## Adult Volunteer Opportunities

Screening required. Training Provided.

- ✓ Lead or assist with a program
- ✓ Mentor a child: 1 - 4 hours per week
- ✓ Join our Board of Directors: Monthly meetings Sept - June

- ✓ Students - earn volunteer hours for school admission, work experience, or complete practicum placements

Volunteers supervised by staff at all times - no screening required.

- ✓ Lead a craft or an activity
- ✓ Help with fundraisers or special events
- ✓ Facility maintenance

## Donations

Monetary donations & gifts in kind are graciously accepted.

Charitable #877840348RR0001

Contact us for more information

### HYC Memberships

All children and youth are required to complete a membership form as part of registration. A \$20 membership fee per child will be added for most programs, or the fee may be subsidized

### Transportation

HYC offers transportation to our programs after school from in-town schools. Flat fee of \$40 per year for 6 - 11 years in after school programs. Free for 12 - 18 years.

### HYC Subsidies

No child will be turned away for lack of funds. Families can access subsidies and/or fees may be waived.

## Our Mission

To develop and nurture the life skills of youth through community based programming with the support of families and volunteers.

## Our Core Values

- BELONGING
- RESPECT
- ENCOURAGEMENT & SUPPORT
- WORKING TOGETHER
- SPEAKING OUT

**REGISTER FOR PROGRAMS AT:**

<https://forms.gle/mAFNfmkegXQGaTsGA>

OR SCAN THE QR CODE BELOW



# HEARTLAND YOUTH CENTER

403-742-KIDS (5437)

[www.heartlandyouthcenter.ca](http://www.heartlandyouthcenter.ca)

Follow us on Facebook & Instagram for updates

Box 876  
5002 - 47 Street  
Stettler, AB

# HEARTLAND YOUTH CENTER



Stettler & District

## SCHOOL YEAR PROGRAMS 2023-2024

[www.heartlandyouthcenter.ca](http://www.heartlandyouthcenter.ca)





## Programs for 6 - 12 years

### After School Drop In

Unstructured play in our games room, gym, computer room and backyard in a supervised and fun environment. Snack provided.

For 6 - 12 years.

Mondays & Fridays after school until 6pm

Mondays, October 2, 2023 - June 10, 2024

- \$40 per school year

Fridays, October 13, 2023 - June 14, 2024

- \$40 per school year

### Kid Power

Structured games, crafts, theme days and in-town trips. Snack provided.

For 6 - 8 years

Wednesdays 3:30 - 6pm

October 4, 2023 - June 12, 2024

- \$40 per school year

### Tastebuds

Develop cooking skills, eat great food, learn about nutrition and food safety.

For 8 - 12 years.

Wednesdays 3:30 - 6pm

Session 1: October 4 - December 20, 2023

Session 2: January 10 - March 20, 2024

- \$30 per session

### Art Attack

Explore art expression through creativity, guest artists, and a variety of mediums and styles. For 6 - 11 years.

Thursdays 3:30 - 6pm

Session 1: October 5 - December 21, 2023

Session 3: April 4 - June 13, 2024

- \$30 per session



## Programs for 12 - 18 years

### Keystone Club

Develop leadership skills through teamwork & community volunteerism. For 14 - 18 years.

Tuesdays 3:30 - 6pm

October 3, 2023 - June 11, 2024

- FREE program

### Torch Club

Develop leadership skills through teamwork & community volunteerism. For 11 - 14 years.

Tuesdays 3:30 - 6pm

October 3, 2023 - June 11, 2024

- FREE program

### Tastebuds

Develop cooking skills, eat great food, learn about nutrition and food safety. For 12 - 18 years.

Wednesdays 3:30 - 6pm

Session 3: April 3 - June 12, 2024

- \$30 per session

### Art Attack

Explore art expression through creativity, guest artists, and a variety of mediums and styles.

For 11 - 18 years.

Thursdays 3:30 - 6pm

Session 2: January 11 - March 21, 2024

- \$30 per session

### Teen Drop In

Hang out with friends & our supportive staff.

Open use of gym, games room & backyard.

Cooking, computers, play pool, arcade games & more. Snack provided. For 12 - 18 years.

Thursdays 3:30 - 6:00pm

October 5, 2023 - June 13, 2024

- FREE program



## Additional Programs

### Lead Up

Youth volunteer after school and in summer programs in a group setting to build job skills, work experience & confidence. Choose days that work with your schedule. Training & supervision provided. Gain references & scholarship opportunities.

For 13 - 18 years.

- FREE program

### Community Boys Group

Monthly activities & experiences to provide male mentoring opportunities for 6 - 16 year old males in a group setting.

Dates vary throughout the year

- FREE program

### Mentoring

Adults or teen mentors are matched with a child mentee (6 - 18 years) in public settings (at HYC or in schools) to enhance confidence and build potential through relationships.

Group and individual mentoring available for 1 - 4 hours per week.

- FREE program

### Rainbows

A 12-week program in school, for children 6 - 14 years, who have suffered a loss in their lives by death, divorce or any other transition. Children meet in small groups of similar age, with the help of trained facilitators, to talk about the feelings surrounding their loss & help them understand their situation. November - May

- FREE program

### Holiday Programs

Day camps, week-long camps & teen trips are offered on PD Days, Teacher's Conference, Spring Break & during the summer. Ask us for details. We are closed on statutory holidays.

**REGISTER FOR PROGRAMS AT**

<https://forms.gle/mAFNfmkegXQGaTsGA>



Dear Stettler Town Council,

On behalf of the Central Alberta Child Advocacy Centre (CACAC), I am writing to you and your colleagues as leaders of the community and ongoing champions of our organization. The CACAC would like to request a brief meeting with you to discuss your consideration and support on the below requests which will greatly advance Central Alberta in various sectors, create the foundation for lasting change, increase the social return on investments in the service sector and protect our most vulnerable – our children.

This fall, alongside Red Deer Polytechnic and *HelpSeekers Technologies*, the Central Alberta Child Advocacy Centre collaborated on a "State of Child Wellbeing" report to gain critical and valuable insight on the issue of child and youth safety here in Central Alberta. This report is expected to be debuted to the public in early 2024 and is more than just a community impact report... it's a comprehensive resource, a call to action, and a roadmap for all stakeholders invested in the wellbeing of children in Central Alberta. Its depth, breadth, and meticulous attention to detail make it a valuable tool for anyone aiming to make a positive difference in the lives of children.

Prepared and informed with accurate data on the issue of child wellbeing in our region, we're asking municipalities to partner with the Central Alberta Child Advocacy Centre on a 5-year commitment of \$10,000 annually dedicated towards implementing a community strategy with education, training and evaluation that will create a lasting difference in, not only Central Alberta, but **your community specifically**.

As a partner, your municipality will receive an annual report on data-driven insights, a visual understanding of trends, challenges, and opportunities in your region. Beyond presenting these data and insights, this annual report will include actionable recommendations that can be translated into real-world impacts, policy reform and safer communities.

With sincere gratitude, I thank you for your time and consideration of our request. I believe passionately that this centre of integrated practice will make a better Alberta, while ultimately giving back the possibility of a healthy and happy future to our children and youth.



Mark Jones

CEO, Central Alberta Child Advocacy Centre

# Which Partners are in the Sheldon Kennedy Centre of Excellence?



The Centre of Excellence is situated on the main campus of Red Deer Polytechnic in Red Deer, Alberta. This one-of-a-kind Centre brings together strategic partners in mental health, addiction, and child maltreatment sectors to remove the siloed approach to wellness. These strategic partners work together from within the same Centre to better serve the children, youths, and adults that require vital programs and services offered at the Centre of Excellence.

## Level 1

### Alberta Health Services **Step Up Step Down**

Step-Up Step-Down (SUSD) is a program offered by Alberta Health Services. SUSD supports youth aged 13-17, who have complex mental health challenges, and includes intensive clinician and caregiver involvement to help youth thrive at home, in school, and within the community.

## Level 2



The Central Alberta Sexual Assault Support Centre (CASASC) supports those affected by sexual violence in the Central Alberta region. They specialize in healing sexual trauma so clients can talk freely about the hard stuff with no judgement. They provide a range of support services for individuals who are affected by sexual violence including counselling, play therapy, police and court support, crisis support and education.

### Alberta Health Services **Lindsey More Youth Mental Health and Addiction Hub**

## Level 2 Continued...



Move Your Mood (MYM) is an Alberta Health Services program that promotes physical activity and healthy lifestyle practices to improve the mental and physical well-being of participants. The MYM program provides opportunities for participants to experience how to move their bodies, fuel their bodies, practice mindfulness, and build positive coping strategies. The Move Your Mood studio will be available for all children and youth in the Centre and the wider community to learn healthy lifestyle practices.

## Level 3



**Central Alberta  
Child Advocacy Centre**

The Central Alberta Child Advocacy Centre (CACAC) works with children, youth, and families that have been affected by some form of abuse, maltreatment, and/or mental health. Together with their partners, the CACAC works to help the family navigate the system, connect them to programs and services to help them on their path to healing, and advocate for the child/youth. The CACAC has a multidisciplinary team that collaborates to provide an integrated action plan for the child/youth and get a full picture of the situation. The CACAC joins with key partners, including Child and Family Services, Alberta Health Services, Alberta Education, and the RCMP

The CACAC has partnered with the RCMP to conduct forensic interviews, when necessary, which are used as recorded statements during court proceedings. The aim is for the child to only tell their story one time in front of a highly trained forensic interview specialist. These RCMP members work directly at the Centre of Excellence full time as part of the team on Level 3.

## All Levels



The partnership between Red Deer Polytechnic and the Central Alberta Child Advocacy Centre involves more than the land agreement. The Centre of Excellence will impact up to 15 different curriculums, with unlimited potential for in-house training in as many disciplines. Red Deer Polytechnic has also integrated a research centre and data analysis/tracking to help ensure that the Centre of Excellence is always moving forward.

# OUR IMPACT



**507**  
Reports  
Received

This number represents the amount of reports received through official reporting channels, like RCMP, Children and Family Services, or various Alberta Health Services channels.



**552**  
Intake  
Files

This number includes the 507 reports received through official reporting channels, and 45 reports received through other means. These files are triaged by a multidisciplinary team.



**304**  
Child Forensic  
Interviews

Child Forensic Interviews are used as a child's statement in court proceedings. The goal is for a child to only have to tell their story once. Previously, a child may have had to retell their story multiple times over the course of years, resulting in retraumatization.



**544**  
Children &  
Families Served

This represents the children, youths, and families that have received one or more of our services during this reporting period. This can include a child and their siblings.



**1,755**  
Services  
Offered

This includes CFIs, court supports, take-home items, and other services provided by the CACAC.



**260**  
Facility  
Dog Supports

Total number of times DWW Quinn was utilized. This includes court and interview services. DWW Quinn was trained by Dogs With Wings. Learn more at [www.dogswithwings.ca](http://www.dogswithwings.ca)



## **COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**NOVEMBER 14, 2023**

1. It was agreed that the Committee of the Whole recommend that Town Council approve the Town of Stettler joining Alberta's Extended Producer Responsibility Regulation.
2. It was agreed that the Committee of the Whole recommend that the Town of Stettler add an amendment to Schedule A of Bylaw 2147-22, as outlined under 10(a).

# 2023 Joint Fire Services Agreement



Town of  
**Stettler**

## Contents

---

Joint Fire Services Agreement .....	3
1. Background.....	3
2. Definitions .....	3
3. Intent.....	5
4. Term .....	5
5. Relationship of the Parties .....	6
6. Responsibilities of the Parties .....	6
7. Personnel.....	7
8. Fire Advisory Committee .....	9
9. Policies.....	9
10. Delivery of Services .....	9
11. Cost Sharing.....	10
12. Fees .....	11
13. Financial Review .....	12
14. Liability & Force Majeure .....	12
15. Transition .....	14
16. Notices.....	14
17. Termination .....	15
18. Dispute Resolution .....	16
19. Miscellaneous.....	16
Schedule A – Allocated Portion .....	18
1. Property.....	18
2. Vehicles and Apparatus.....	18
3. Members .....	19
Schedule B – Level of Service.....	20
Schedule C – Fees .....	21
Schedule D – Service Area .....	22
Schedule E – Joint Assets Contributions .....	23



This agreement made this \_\_\_\_ day of \_\_\_\_\_, 2023

## **Joint Fire Services Agreement**

---

**BETWEEN**

**County of Stettler  
Incorporated January 1, 1955 by Order in Council 1782/54**

**OF THE FIRST PART**

**and**

**Town of Stettler  
Established June 30, 1906 by Order in Council 358/06**

**OF THE SECOND PART**

### **1. Background**

- 1.1. **WHEREAS** Section 3 of the Municipal Government Act, R.S.A. 2000, c. M-26, provides that the purposes of a municipality includes the provision of services that, in the opinion of council, are necessary or desirable for all or a part of the municipality;
- 1.2. **AND WHEREAS** pursuant to Section 54 of the Municipal Government Act, R.S.A. 2000, c. M-26, a municipality may provide any service that it provides within its own boundaries in another municipality with the agreement of that other municipality;
- 1.3. **AND WHEREAS** the Municipalities entered into a Regional Fire Agreement dated on or about January 1, 2013 (the "**2013 Agreement**") for the purpose of establishing a regional fire department and establishing the terms and conditions upon which the Municipalities would share costs and resources for the purpose of facilitating the Fire and Rescue Services;
- 1.4. **AND WHEREAS** the Municipalities wish to enter into an inter-municipal agreement with respect to the Fire and Rescue Services;
- 1.5. **NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements contained herein, the parties hereto covenant and agree each with the other as follows:

### **2. Definitions**

For the purposes of this Agreement, the following terms shall have the meaning set out below:

- 2.1. "**Allocated Portion**" means the share of expenses each Party shall bear as set out in Schedule "A";
- 2.2. "**Asset**" means any vehicle, equipment, technology, furniture, tool, personal protective equipment, Property, or apparatus utilized by the Department;
- 2.3. "**Capital**" means tangible capital assets as defined in the CPA Canada Public Sector Accounting Handbook, Section 3150 above the limits set out in the Policies;
- 2.4. "**Chief Administrative Officer**" or "**CAO**" means the individual appointed by a Party as the chief administrative officer under Section 206 of the MGA or their designate;
- 2.5. "**Confidential Information**" means information which must or may be excepted from disclosure under the Freedom of Information and Protection of Privacy Act, R.S.A. 2000 c. F- 25, and such other

information as may be provided by one Municipality to one or more of the other Municipalities under an express obligation of confidentiality;

- 2.6. **"Committee"** means the fire advisory committee as established in Section 8;
- 2.7. **"Coordinating Municipality"** means the Municipality that is designated by the Municipalities from time to time to provide the services set out in Section 6.1;
- 2.8. **"Council"** means the municipal council of a Municipality;
- 2.9. **"County"** means the County of Stettler No. 6;
- 2.10. **"County Chief"** means the Municipal Chief employed by the County;
- 2.11. **"Effective Date"** means January 1, 2024
- 2.12. **"Emergency Response Services"** means emergency firefighting, rescue services and other emergency services of a similar kind and nature, including the provision of first aid;
- 2.13. **"Fire and Rescue Services"** means Emergency Response Services and Fire Services;
- 2.14. **"Fire Services"** means all non-emergency aspects of fire safety including but not limited to fire prevention, pre-fire planning, fire inspection, fire investigation, public education and information, training or other staff development, and Asset management and includes advising and responding to a request for Fire Services;
- 2.15. **"ICF"** means the Town of Stettler – County of Stettler Intermunicipal Collaboration Framework, as it may be amended from time to time;
- 2.16. **"Joint Asset"** means an Asset utilized for Joint Services which is funded by both Parties according to each Party's Allocated Portion, including Station 1;
- 2.17. **"Joint Expenses"** means expenses which are borne by both Parties proportionate to each Party's Allocated Portion to fund Joint Assets and provide Joint Services;
- 2.18. **"Joint Member"** means a Member ordinarily attending Response Calls from Station 1 or with Station 1;
- 2.19. **"Joint Revenue"** means fees, funding, grant monies and other monies and revenue which relate to Joint Assets or Joint Services;
- 2.20. **"Joint Service"** means Fire and Rescue Services provided by both Parties jointly as more specifically set out in Schedule B to this Agreement;
- 2.21. **"Level of Service"** means the level of response to be provided for each of the Fire and Rescue Services, as set out in Schedule B;
- 2.22. **"Manager"** means the individual hired as the Manager of the Department by the Parties pursuant to Section 7.1 to carry out the duties set out in Section 7.3;
- 2.23. **"Member"** means a person employed by one or more of the Parties to provide Fire and Rescue Services other than a Municipal Chief or the Manager;
- 2.24. **"Municipal Chief"** means the person employed by each Party to fulfill the responsibilities set out in Section 7.6 or 7.7 as may be applicable;
- 2.25. **"Municipal Member"** means a Member other than a Joint Member;
- 2.26. **"Municipal Government Act" or "MGA"** means the Municipal Government Act, R.S.A. 2000, c. M-26, and its regulations;
- 2.27. **"Municipality"** means a municipality as defined by the MGA;

- 2.28. **"Mutual Aid Partner"** means another provider of Emergency Response Services with whom one or both Parties have entered into an agreement to provide and receive Emergency Response Services upon request during a Response Call;
- 2.29. **"Party"** means the Town or County and includes their officials, employees, agents, contractors, and volunteers;
- 2.30. **"Policies"** means the Standard Operating Guidelines, Standard Operating Procedures, and policies of the County, Town, and Department;
- 2.31. **"Property"** means real property and improvements thereto utilized by the Department;
- 2.32. **"Response Call"** means the provision of Emergency Response Services typically initiated by a call from the 911 dispatcher or other provider of Emergency Response Services;
- 2.33. **"Service Area"** means the area within the boundaries of the County, including the areas within the Town and Serviced Municipalities as shown in Schedule "D";
- 2.34. **"Serviced Municipality"** means a Municipality that is not a party to this Agreement that receives Fire and Rescue Services from the Department;
- 2.35. **"Station"** means a physical fire station, its Members, and/or Assets typically utilized by those Members, as the context requires;
- 2.36. **"Station 1"** means the Station located in Stettler which typically houses Joint Assets and certain Assets of both Parties from which Members generally attend Response Calls throughout the entire Service Area;
- 2.37. **"Station 2"** means the Station located in or around Big Valley which typically houses the County's Assets from which Members generally attend Response Calls in a specific portion of the Service Area;
- 2.38. **"Station 3"** means the Station located in or around Donalda which typically houses the County's Assets from which Members generally attend Response Calls in a specific portion of the Service Area;
- 2.39. **"Station 4"** means the Station located in or around Byemoor which typically houses the County's Assets from which Members generally attend Response calls in a specific portion of the Service Area;
- 2.40. **"Stettler Regional Fire Department"** or **"Department"** means the partnership established by this Agreement and operated by the Parties through which Fire and Rescue Services are provided to the Service Area;
- 2.41. **"Town"** means the Town of Stettler;
- 2.42. **"Town Chief"** means the Municipal Chief employed by the Town; and
- 2.43. **"Transition Committee"** means the transition committee as established in Section 17.

### 3. Intent

- 3.1. The purpose and intent of this Agreement is to establish the terms and conditions by which the Parties will operate, administer, and fund an unincorporated partnership referred to as the Stettler Regional Fire Department to provide Fire and Rescue Services within the Service Area.
- 3.2. This Agreement replaces and supersedes the 2013 Agreement and any other agreements concerning the provision of Fire and Rescue Services or concerning staff providing Fire and Rescue Services between the Parties from the Effective Date. For clarity, the 2013 Agreement and any other agreements concerning the provision of Fire and Rescue Services or concerning staff providing Fire and Rescue Services between the Parties are not of any further force or effect.

### 4. Term

- 4.1. This Agreement commences on the Effective Date.

- 4.2. The Parties shall review the terms of this Agreement at least once every four (4) years.
- 4.3. This Agreement shall continue in force until terminated by the one of the Parties.
- 4.4. A request to terminate this Agreement shall be upon no less than three (3) years notice.

## **5. Relationship of the Parties**

- 5.1. This Agreement governs and defines the Parties' respective rights, powers and obligations in the administration and operation of the Department during the Term.
- 5.2. Unless expressly set out in this Agreement, this Agreement does not grant any Party the authority to act for or to assume any obligation or responsibility for or on behalf of the other Party.
- 5.3. Unless otherwise agreed to in writing between the Parties, the following decisions in relation to the Department require unanimous agreement between the Council of the Parties:
  - (a) designation or replacement of the Coordinating Municipality;
  - (b) amending the Level of Service for Joint Services;
  - (c) the purchase, acquisition, sale, reassignment, or disposal of any Joint Asset which is Capital; and
  - (d) establishing Policies for the Department.
- 5.4. Unless otherwise agreed to in writing between the Parties, the following decisions in relation to the Department require unanimous agreement between the CAOs:
  - (a) Hiring, reviewing, disciplining, and dismissing the Manager; and
  - (b) except as required by law, disclosing Confidential Information concerning Joint Services and Joint Members to persons which are not a party to this Agreement.
- 5.5. The Parties may disclose Confidential Information to each other to deliver Fire and Rescue Services within the Service Area.
- 5.6. Nothing in this Agreement shall prohibit the Parties from providing Fire and Rescue Services to Served Municipalities or providing Emergency Response Services to Mutual Aid Partners.
- 5.7. Where a Party independently agrees to provide Fire and Rescue Services or Emergency Response Services to a Municipality, that Party shall be responsible for all expenses to provide the services.
- 5.8. Where the Parties agree to jointly provide Fire and Rescue Services or Emergency Response Services to a Municipality, the Parties shall jointly enter into an agreement with the Municipality to define responsibility for expenses to provide the services.
- 5.9. Nothing in this Agreement shall prohibit both Parties from entering into separate agreements with the same Mutual Aid Partner.

## **6. Responsibilities of the Parties**

- 6.1. The Parties shall jointly designate a Coordinating Municipality (Town of Stettler), which shall:
  - (a) provide administrative support for the Manager;
  - (b) pay for Joint Expenses which cannot be paid directly by each Party and bill the other Party's Allocated Portion (billing shall be accompanied by relevant statements, invoices, and descriptions);
  - (c) apply for and manage grants to fund Joint Assets or Joint Services;
  - (d) receive Joint Revenue and disburse the other Party's Allocated Portion of Joint Revenue;
  - (e) maintain coverage under the Workers' Compensation Act, R.S.A. 2000, c.W-15 for the Manager; and
  - (f) register and insure Joint Assets as applicable;
- 6.2. The Parties shall jointly manage Station 1 through the Manager.

- 6.3. The County shall independently manage Stations 2, 3, and 4 through the County Chief, in coordination with the Manager.
- 6.4. Notwithstanding Section 6.1 or Section 7.3, where a Party has expertise, equipment, existing service contracts, or systems which would result in Joint Assets or Joint Services being provided or maintained at a reduced cost, more efficiently, or more effectively, the CAOs may agree to that Party to undertaking the activities.
- 6.5. Each Party is responsible to:
  - (a) pay all amounts owing pursuant to this Agreement;
  - (b) employ a Municipal Chief and provide the Municipal Chief with administrative support, payroll, and benefits;
  - (c) make efforts to ensure acquired Assets and infrastructure are or can be made reasonably compatible with existing Assets and infrastructure to foster deployment throughout the Service Area;
  - (d) maintain the fire hydrants and water infrastructure within its respective jurisdiction;
  - (e) maintain coverage under the Workers' Compensation Act, R.S.A. 2000, c.W-15 for Joint Members, Municipal Members, and Municipal Chief;
  - (f) carry out repairs or maintenance to fire hydrants or any water infrastructure upon receiving notice of use or any issues from the Department;
  - (g) provide the Manager with copies of all applicable bylaws, as such bylaws may be amended or replaced from time to time;
  - (h) maintain a coordinated comprehensive map system which identify within their jurisdiction, to the extent that the Municipality has actual knowledge of such information:
    - i. addressing or land locations and access routes;
    - ii. suitability and location of water supply for Response Calls involving a fire;
    - iii. location of buildings or other structures on or at which hazardous substances are used or stored including the nature of the hazardous substances;
  - (i) use all reasonable efforts to ensure that proper road signage is in place within their jurisdiction and maintained from which the Department can take direction enroute to a Response Call; and
  - (j) provide civil infrastructure within their jurisdiction required to enable or assist the Department to provide Fire and Rescue Services.
- 6.6. The County shall provide payroll and benefits for the Manager.

## **7. Personnel**

- 7.1. The CAOs shall jointly hire a Manager who will report to both CAOs.
- 7.2. The CAOs shall jointly conduct performance reviews, perform employment coaching, and discipline the Manager.
- 7.3. The Manager shall be responsible to, in accordance with any applicable Policies:
  - (a) set and implement safety standards for the Department;
  - (b) supervise and administer the day-to-day management of the Department;
  - (c) manage Joint Assets including:
    - i. procurement;
    - ii. identifying deficiencies and arranging for their repair;
    - iii. ensuring insurance is obtained and maintained; and
    - iv. arranging for regular maintenance, inspections, and certifications as required.
  - (d) recruit, train, and manage Joint Members;

- (e) arrange and attend meetings of the Committee;
  - (f) participate in an on-call rotation and attend Response Calls;
  - (g) prepare and maintain all correspondence, documentation, records, and information on behalf of the Committee or in relation to Joint Members and Joint Assets;
  - (h) recommend and monitor budgets for Joint Expenses and Joint Revenue;
  - (i) attend and provide reports to management and Council meetings of the Parties as requested;
  - (j) forward Joint Expenses to each Party or where the Joint Expense cannot be paid directly by each Party, forward the Joint Expense to the Coordinating Municipality;
  - (k) provide inspections, investigations, and advice for properties and developments in jointly Serviced Municipalities;
  - (l) supervise, coordinate, and support the Municipal Chiefs;
  - (m) make recommendations to each CAO on the hiring, reviewing, and discipline of each Municipal Chief;
  - (n) in consultation with the CAOs, make public statements and communicate with the media with respect to the provision of Fire and Rescue Services; and
  - (o) provide the Parties with communication or education to be provided to the whole Service Area.
- 7.4. Each Party shall hire and designate a Municipal Chief who will report to the Manager and work in conjunction with the Party's CAO.
- 7.5. Each CAO shall be responsible to hire, conduct performance reviews, and discipline their Municipal Chief.
- 7.6. The Town Chief shall be responsible to, in accordance with any applicable Policies:
- (a) implement and adhere to safety standards for the Department;
  - (b) manage Town Assets including:
    - i. procurement;
    - ii. identifying deficiencies and arranging for their repair;
    - iii. ensuring insurance is obtained and maintained; and
    - iv. arranging for regular maintenance, inspections, and certifications as required.
  - (c) participate in an on-call rotation and attend Response Calls;
  - (d) prepare and maintain all correspondence, documentation, records, reports, and information in relation to Town Assets and Response Calls within the Town;
  - (e) prepare operating and capital Budgets for the Town;
  - (f) attend and provide reports to management and Council meetings of the Town as requested;
  - (g) forward Town expenses and payroll to the Town for processing;
  - (h) provide inspections, investigations, and advice for properties and developments within the Town;
  - (i) provide the Town and its residents with communication and education; and
  - (j) undertake any other duties assigned by the Town.
- 7.7. The County Chief shall be responsible to, in accordance with any applicable Policies:
- (a) implement and adhere to safety standards for the Department;
  - (b) manage County Assets including:
    - i. procurement;
    - ii. identifying deficiencies and arranging for their repair;
    - iii. ensuring insurance is obtained and maintained; and
    - iv. arranging for regular maintenance, inspections, and certifications as required.
  - (c) participate in an on-call rotation and attend Response Calls;

- (d) prepare and maintain all correspondence, documentation, records, reports, and information in relation to County Assets and Response Calls within the County;
- (e) prepare operating and capital Budgets for the County;
- (f) attend and provide reports to management and Council meetings of the County as requested;
- (g) forward County expenses and payroll to the County for processing;
- (h) provide inspections, investigations, and advice for properties and developments within the County;
- (i) provide the County and its residents with communication and education; and
- (j) undertake any other duties assigned to them by the County.

7.8. The responsibilities outlined in Sections 7.6 and 7.7 may be delegated to a Municipal Member.

## **8. Fire Advisory Committee**

- 8.1. The Committee is hereby formed.
- 8.2. The Committee shall consist of two (2) council representatives from the Town, two (2) council representatives from the County, and one (1) council representative from each of the Served Municipalities.
- 8.3. The Committee shall meet at least quarterly where the Manager shall report on incidents, training, meetings, procurement, Assets, and any other activity the Committee directs to be presented.
- 8.4. The Committee shall provide recommendations on policies, procedures, and guidelines which the Committee believes should be standardized across the Department.
- 8.5. The Committee may provide recommendations on operating and capital budgets.
- 8.6. The CAOs shall take recommendations from the Committee back to their respective Councils for final decision making and ratification. The Committee shall not have the authority to make binding decisions for any Municipality.

## **9. Policies**

- 9.1. The Parties shall jointly establish Policies to direct the operations of the Department.
- 9.2. Policies may define their scope, including to which Stations, municipal jurisdictions, and Assets the Policy is applicable.
- 9.3. The Councils may delegate the amendment of Policies or categories of Policies to the Committee or CAOs.
- 9.4. Where no Policy of the Department addresses a matter that is addressed by:
  - (a) a single Party's Policy, then that Party's Policies shall apply;
  - (b) Policies of both Parties, then both Policies shall apply where they concur or there is a possibility of dual compliance;
  - (c) Policies of both Parties where dual compliance is not possible, then the matter shall be referred to the CAOs for an interim decision, and the Manager shall draft a Department Policy to present to the Committee.

## **10. Delivery of Services**

- 10.1. The Parties agree that the primary objective of this Agreement is for the Department to provide Fire and Rescue Services to the Parties and Served Municipalities in accordance with the following terms and conditions:
  - (a) provide Emergency Response Services on a year-round, 24 hours per day, seven (7) days per week basis in accordance with the Policies and with the Level of Service;

- (b) where a Response Call requires a greater Level of Service than the Department can provide, engage Mutual Aid Partners;
  - (c) provide Fire Services as deemed reasonable and prudent;
  - (d) maintain adequate levels of properly trained and skilled Members and Assets to provide Fire and Rescue Services in accordance with the Policies and at the Level of Service;
  - (e) obtain and maintain in good standing all necessary licenses, permits, insurance coverage and other authorizations to permit it to carry out their obligations pursuant to this Agreement;
  - (f) at all times comply with all statutes, regulations, and bylaws applicable to the Department, the provision of Fire and Rescue Services and affecting the Members engaged in carrying out their obligations pursuant to this Agreement including, but not limited to, the Policies and the Level of Service;
  - (g) comply with Occupational Health & Safety requirements including but not limited to the Work Safe Alberta Bulletin "A Code of Practice for Firefighters";
  - (h) ensure that all Assets utilized to provide Fire and Rescue Services are properly serviced and maintained on a regular basis;
  - (i) keep and cause their Members to keep confidential the nature of all Response Calls and all matters involving Confidential Information arising out of the provision of Fire and Rescue Services.
- 10.2. The response area of all Stations shall be the Service Area and the Department shall establish and maintain Policies to dictate how Stations shall be dispatched.
- 10.3. The following provisions apply to the addition of a service.
- (a) If a Party wishes to add a service which would utilize Joint Assets or Joint Members but is not able to obtain consent of the other Party, the Party may provide the additional service provided that the requesting Party pays the full cost of providing that service, including the training and wages required for Joint Members and the Manager.
  - (b) The Party that declined the service is not responsible to pay for the cost of providing the additional service.
  - (c) If the Party that declined the service wishes to use the additional service, the Party must pay for that service on a cost recovery basis.
  - (d) If the Party that declined the service wishes to opt into the additional service, it may notify the other Party and the Parties shall negotiate the cost of providing the additional services.

## **11. Cost Sharing**

- 11.1. The costs of the following shall be Joint Expenses:
- (a) Utilities provided to Joint Assets, including but not limited to telephone, internet, power, gas, water, sewer, and garbage pickup.
  - (b) the Manager's wages, benefits, WCB premiums and other training or employment related costs;
  - (c) Joint Member wages, benefits, WCB premiums and other training or general employment related costs;
  - (d) costs to provide Fire and Rescue Services provided to joint Served Municipalities, including Joint Member wages, benefits, WCB premiums and other training or employment related costs;
  - (e) costs to provide Emergency Response Services to joint Mutual Aid Partners, including Joint Member wages, benefits, WCB premiums and other training or employment related costs;
  - (f) Joint Member and Manager training, conferences, certifications, and associated costs, materials, and supplies;
  - (g) payments required to be made pursuant to any financing, lease, lien, restriction, or encumbrance on Joint Assets and payments to cure any default under any such financing, lease, lien, restriction, or encumbrance;
  - (h) acquisition, additions to, and replacement of Joint Assets;
  - (i) fuel, maintenance, insurance, registration, and certification of Joint Assets;



- (j) any additional costs related to the day-to-day operations to provide Joint Services; and
  - (k) any other expenditure as may approved by the Parties.
- 11.2. Both Parties shall be liable to pay Joint Expenses which are operating, according to the Allocated Portions in accordance with approved budgets.
- 11.3. Joint Assets purchased or improved under this Agreement shall be owned proportionately according to the Parties' contribution to the Joint Asset and such expense shall be approved in accordance with Section 5.3(c).
- 11.4. The costs of the following shall not be Joint Expenses:
- (a) Utilities provided for Assets that are not Joint Assets, including but not limited to telephone, internet, power, gas, water, sewer, and garbage pickup.
  - (b) the Municipal Chief's wages, benefits, WCB premiums and other training or employment related costs;
  - (c) wages, benefits, WCB premiums and other training or employment related costs of Municipal Members;
  - (d) costs to provide Fire and Rescue Services within the Municipality, including Member wages, benefits, WCB premiums and other costs associated with their attendance at Response Calls;
  - (e) Municipal Member and Municipal Chief training, conferences, certifications, and associated costs, materials, and supplies;
  - (f) payments required to be made pursuant to any financing, lease, lien, restriction, or encumbrance on Assets which are not Joint Assets and payments to cure any default under any such financing, lease, lien, restriction, or encumbrance;
  - (g) acquisition, additions to, and replacement of Assets which are not Joint Assets;
  - (h) fuel, maintenance, insurance, registration, and certification of Assets which are not Joint Assets;
  - (i) any additional costs related to the day-to-day operations to provide Fire and Rescue Services within the Municipality; and
  - (j) any other expenditure for the benefit of one Party.
- 11.5. Fees levied by a Party for providing Fire and Rescue Services in its Municipality shall remain the Party's revenue.
- 11.6. No later than September 1 of each year, the Manager shall recommend to each Municipal Chief a budget for Joint Expenses, a budget for Joint Revenue, and a 20-year plan for Joint Assets which are Capital based on the Level of Service.
- 11.7. Joint Revenue shall not be applied against Joint Expenses and instead it shall be disbursed to the Parties in accordance with the Parties' Allocated Portions.

## **12. Fees**

- 12.1. Where a Party provides the Department with services which benefit both Parties, that Party may charge as fees to the other Party, the Allocated Portion of the amounts as detailed in Schedule "C".
- 12.2. Where the Manager provides one Party with Fire and Rescue Services which would otherwise be the direct responsibility of that Party or their Municipal Chief, the other Party may charge as fees to the benefitting Party, the Allocated Portion of the amounts as detailed in Schedule "C".
- 12.3. Where a Party provides the other Party with services or Assets which only benefit the other Party, the Party providing the services or Assets may charge as fees to the other Party the amounts as detailed in Schedule "C".
- 12.4. Notwithstanding Section 11.4. (d), where a Party employs a Member who is not paid according to a pay scale set by Department Policy, the maximum that Party shall be compensated for the Member's attendance to Fire and Rescue Services in the other Party's jurisdiction shall be the same as if the Member was paid according to the Platoon Chief step of the Department Policy.

- 12.5. The Parties will review Schedule "C" annually.
- 12.6. A Party may not charge expenses to the other Party which are greater than one year old.
- 12.7. A Party may not contest an invoiced expense to the other Party after March 1st of the year subsequent to the year the expense is invoiced.

### **13. Financial Review**

- 13.1. The Manager shall be responsible to review, monitor, and ensure Joint Expenses do not exceed the approved budgets.
- 13.2. The Parties shall facilitate the Manager's ability to review finances under Section 13.1.
- 13.3. The Parties shall be responsible to monitor and ensure all other expenses do not exceed the approved budget.
- 13.4. At year end, if the actual Joint Expense:
  - (a) operating expenses are above 125% or are below 75% of the budgeted expenses; or
  - (b) capital expenses are above 100% or are below 75% of the budgeted expenses;the Manager shall provide a written explanation for the variance to the Parties within 15 days of such explanation being requested.
- 13.5. The Parties shall provide to the Manager or publish reports which show the year-to-date expenses of the Department at least quarterly and such reports shall be reported to the Committee.
- 13.6. The Parties shall provide to one another or publish their annual audited financial statements.

### **14. Liability & Force Majeure**

- 14.1. Each Party (the "Indemnifying Party") shall at all times and without limitation, be liable for and shall defend, indemnify, keep indemnified, and save harmless the other Party, its councillors, employees, officers, volunteers, agents, representatives and insurers (collectively referred to as the Indemnified Parties") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands, prosecutions, charges and proceedings, all of whatever nature and kind which the Indemnified Parties may sustain, pay or incur or which may be brought, made or alleged against all or any of the Indemnified Parties, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct result of:
  - (a) the Indemnifying Party's misconduct, negligent action or negligent failure to act, as the case may be, of any of those persons for whom they are responsible at law (including, without limitation, any of its employees or subcontractors) relating to the Indemnifying Party's performance or intended performance of its obligations pursuant to this Agreement; or
  - (b) any breach, violation or non-performance of any representation, warranty, obligation, covenant, condition or agreement in this Agreement set forth and contained on the part of the Indemnifying Party to be fulfilled, kept, observed or performed, as the case may be; or
  - (c) the Indemnifying Party's breach or non-compliance with any federal or provincial legislation, regulation, approval, permit, license or authorization relating to the Indemnifying Party's performance or intended performance of its obligations pursuant to this Agreement; or
  - (d) any damages to third parties caused by, resulting at any time from, arising out of or in consequence of the Indemnifying Party's misconduct, negligent action or negligent failure to and/or any of those persons for whom the Indemnifying Party is responsible at law (including, without limitation, any of its employees or subcontractors) relating to the indemnifying Party's performance or intended performance of its obligations pursuant to this Agreement.

- 14.2. The Indemnified Parties shall give the Indemnifying Party written notice of any liability, loss, costs, damages, legal fees, disbursements, fines, penalties, expenses, actions, claims, demands, prosecutions, charges and proceedings for which the Indemnified Parties may be liable and which are within the scope of this Section 14; as soon as practicable after the Indemnified Parties become aware of same and the delivery of such notice will be deemed to constitute demand for the Indemnifying Party to defend, indemnify and keep indemnified and save harmless the Indemnified Parties pursuant to Section 14.1 hereof. The Parties shall consult and cooperate in determining whether a claim or any legal proceedings resulting therefrom should be defended, compromised or settled.
- 14.3. Neither Party hereto shall settle or compromise any claim without the prior written consent of the other Party, which consent shall not be unreasonably withheld.
- 14.4. The indemnifications set forth in Section 14.1 shall not apply for the benefit of an Indemnified Party to the extent that the liability referred to is determined by:
- (a) agreement between the Parties, or
  - (b) a Court of competent jurisdiction
- to have arisen out of any misconduct, negligent action or negligent failure to act of that Indemnified Party.
- 14.5. The provisions of this Section 14 are in addition to and shall not prejudice any other rights of either Party at law or in equity. This indemnity shall survive the termination or expiry of this Agreement for any reason whatsoever.
- 14.6. Throughout the Term, each Party to this Agreement shall obtain and maintain in force the following insurance, all satisfactory to the other Party, acting reasonably:
- (a) comprehensive general liability insurance with inclusive limits of not less than Five Million Dollars (\$5,000,000.00) per occurrence,
  - (b) All Risk Property insurance policy, including earthquake and flood coverage, covering not less than one hundred percent (100%) of the replacement value of the Parties' respective Assets;
  - (c) any other form of insurance the Parties may agree, from time to time, is reasonable including the form, amount and the insurance risks against which a prudent party under similar circumstances would insure.
- 14.7. All insurance policies shall be taken out with insurers and shall be in a form acceptable to all Parties, acting reasonably. Certificates of insurance and summary reports relating to each insurance policy acceptable to each Party, acting reasonably, shall be delivered by each Party to the other Party as soon as practicable after the placing of such insurance on an annual basis. All policies shall contain an undertaking by the insurers to notify all Parties in writing of any material change, cancellation or termination of any provision of any policy not less than thirty (30) days prior to the material change, cancellation or termination thereof.
- 14.8. A Party shall not be considered in breach of this Agreement or under any liability to the other Party for non-performance, part performance, defective performance or delay in the performance of its obligations under this Agreement, as a result of an event of Force Majeure, which means an event which is directly or indirectly caused by or is a result of any circumstance beyond the Party's reasonable control which affect the Party's operations, including but not limited to:
- (a) acts of God,
  - (b) outbreak of hostilities, riots, civil disturbance, acts of terrorism,
  - (c) acts of a government or other authority (that is not caused by an error, omission or breach of law of the Party) and which are resisted by the Party using lawful and reasonable means,
  - (d) fire, explosion, flood, fog or bad weather,
  - (e) power failure or failure of communication lines,
  - (f) theft, malicious damage, strike, lock-out or industrial action of any kind,

- (g) pandemic or unusual disease outbreak, or
- (h) labour shortages in the Alberta market for personnel (if the Party seeking to invoke the benefit of this Section offers reasonable compensation and terms to employees),

but in no event shall a lack of funds be an event of Force Majeure for a Party.

- 14.9. Despite the relief granted by Section 14.8, the Party who invokes the benefit of that Section shall nevertheless endeavour, acting reasonably, in any situation to perform its obligations to the extent possible and as soon as possible.
- 14.10. A Party shall not be entitled to relief under Section 14.8 in any circumstances where it has caused or substantially contributed to any delay or failure in the performance of its obligations by any default on its part.
- 14.11. In the event a Party wishes to invoke the benefit of Section 14.8, that Party shall promptly notify the other Party in writing of the reasons and the likely duration of the period during which there will be non-performance, part performance, defective performance or delay in the performance of its obligations.
- 14.12. Immediately after the circumstances giving rise to the event of Force Majeure cease, the Party who has invoked the benefit of Force Majeure must notify the other Party of the cessation.

## **15. Transition**

- 15.1. Upon appointment of the Manager, the existing positions of Regional Fire Chief and Deputy Regional Fire Chief shall be reclassified and the Town shall have sole discretion to assign those employees.
- 15.2. Except as set out in this Agreement, Assets existing at the Effective Date shall be owned proportionately in accordance with the historical contributions to acquisitions and additions by each Party and as defined in Schedule "E".
- 15.3. The CAOs or their designates shall develop a list of current Joint Assets and confirm the historical contributions by each Party;
- 15.4. The following Joint Assets shall be transferred to the Town:
  - (a) Squad 17, 2013 Chevrolet Suburban (VIN 1GNWKMEGODR138874)
- 15.5. The following Joint Assets shall be transferred to the County:
  - (a) Squad 18, 2011 Chevrolet Suburban (VIN 1GNWKMEG3BR210809)
- 15.6. Following a review, inventory, and true up of equipment, technology, tools, and personal protective equipment carried by the Joint Asset, Rescue Unit 14, any reserve funds held by the Town for the Joint Asset shall be split equally between the Parties.
- 15.7. Notwithstanding Section 3.2, the Parties shall remain bound by the obligations of the July 2011 agreement with the Summer Village of Rochon Sands to provide Emergency Services until such agreement is terminated or superseded.
- 15.8. Notwithstanding Section 3.2, the Parties shall remain bound by the obligations of the July 2011 agreement with the Summer Village of White Sands to provide Emergency Services until such agreement is terminated or superseded.

## **16. Notices**

- 16.1. All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:
  - (a) personally, by delivering it to the Parties on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. - 4:30 p.m. on

- a normal business day excluding weekends and statutory holidays). Personally delivered notice shall be deemed received when actually delivered as set out above;
- (b) by fax, e-mail or by any other like electronic method by which a written message may be sent, directed to the parties upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
    - i. upon transmission with answer back confirmation if received within the normal hours of the business day; or
    - ii. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day; or
  - (c) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

16.2. Either Party can provide notification to the other Party at the following addresses:

<p><b>Town</b>            Box 280            5031 - 50 Street            Stettler AB T0C 2L0            Email: townoffice@stettler.net            Contact: Chief Administrative Officer</p>	<p><b>County</b>            Box 1270            6602 44 Avenue            Stettler AB T0C 2L0            Email: cao@stettlercounty.ca            Contact: Chief Administrative Officer</p>
---	--

## 17. Termination

- 17.1. Upon either Party giving notice to terminate this Agreement, the Parties will establish a Transition Committee to guide the transition process and make recommendations to each Council.
- 17.2. The Transition Committee shall be composed of three (3) elected officials and the CAO from each Municipality.
- 17.3. The Manager and Municipal Chiefs may participate in the Transition Committee in an advisory role.
- 17.4. Either Party may request additional administrative staff attend meetings of the Transition Committee and such request shall not be unreasonably denied.
- 17.5. The Transition Committee's responsibilities shall include:
  - (a) negotiating an interim agreement which shall include:
    - i. determining how Fire and Rescue Services shall be delivered during the notice period;
    - ii. defining any changes to the responsibilities of the Manager and the Municipal Chiefs;
    - iii. establishing a procedure to reassign responsibilities between the Parties;
    - iv. outline how additions, disposals, and modifications to Joint Assets will be operated; and
    - v. identify how the Parties will communicate information to the public.
  - (b) overseeing an inventory of Assets which shall catalogue Joint Assets and Assets that were at one time Joint Assets and determining their historical cost and the contributions each Party made to that equipment;

- (c) negotiating how Joint Assets will be distributed to ensure an equitable distribution of Assets or payment in lieu of Assets; and
  - (d) make recommendations on the impact of other agreements the Parties have jointly entered into with Serviced Municipalities or Mutual Aid Partners.
- 17.6. The Transition Committee shall make recommendations to the Councils of the Parties who shall make all final decisions.
- 17.7. Disputes arising out of matters outlined in Section 17.5 shall advance directly to mediation, but otherwise shall follow the terms established by Section 18.

## **18. Dispute Resolution**

- 18.1. Disputes shall be resolved through the process set out in the ICF.
- 18.2. Despite anything in this Agreement to the contrary, any expenses incurred through the dispute resolution process shall be shared as outlined in the ICF.
- 18.3. Disputes shall include, but not be limited to, decisions which this Agreement requires be reached by the mutual consent of the parties which cannot be agreed upon.

## **19. Miscellaneous**

- 19.1. If any section, subsection, sentence, clause, or phrase of this Agreement is for any reason held to be invalid by the decision of a Court or Tribunal of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
- 19.2. This Agreement shall enure to the benefit of and be binding upon the parties hereto, notwithstanding any rule of law or equity to the contrary.
- 19.3. This Agreement shall be governed, interpreted, and construed in accordance with the laws of the Province of Alberta.
- 19.4. The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement nor any provision hereof.
- 19.5. This Agreement shall not be assignable from any Party to any other municipality, person, firm or corporation without the prior written consent of the other Party, which consent may not be unreasonably withheld.
- 19.6. A reference to a statute or regulation in this Agreement means the statute or regulation as it is amended or replaced from time to time.
- 19.7. No consent or waiver, express or implied, by any Party to or of any breach or default by the other Party in the performance of the other Party or parties of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Party. Failure on the part of any Party to complain of any act or failure to act of the other Party or parties or to declare the other Party or parties in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of its rights hereunder.
- 19.8. (a) There are no conditions to this Agreement, either subsequent or precedent, except as set forth herein.
- (b) This Agreement and the attached Schedules "A", "B", "C", "D", and "E" constitute the entire agreement relating to Fire and Rescue Services between the Parties.

- 19.9. This Agreement may be altered or amended from time to time by the mutual consent of all Parties. A record of any such amendment shall be in writing and a copy thereof shall bear the signatures of the Parties and shall be attached to and form part of this Agreement.
- 19.10. The Parties covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time to carry out the terms and conditions of this Agreement in accordance with their true intent and in a timely manner.
- 19.11. On the affixing of the parties' signatures, both parties agree to the terms and conditions of this agreement.

**Town of Stettler**

**County of Stettler No. 6**

\_\_\_\_\_

Mayor

\_\_\_\_\_

Date

\_\_\_\_\_

Reeve

\_\_\_\_\_

Date

\_\_\_\_\_

Chief Administrative  
Officer

\_\_\_\_\_

Date

\_\_\_\_\_

Chief Administrative  
Officer

\_\_\_\_\_

Date

## Schedule A – Allocated Portion

The ongoing operating expenses of Assets shall be funded according to the following Allocated Portions:

### 1. Property

- 1.1. For the purpose of this schedule, except as explicitly defined, all Property shall include improvements to the Property and equipment, technology, tools, and personal protective equipment located at the Property and not assigned to any vehicle, apparatus, Municipal Chief, or Municipal Member.
- 1.2. Where Property is not listed in this schedule, the Allocated Portion shall be proportionate to the historical contributions to acquisitions and additions by each Party.
- 1.3. Despite historical contributions, the following Properties' Allocated Portions shall be set as:

Description/Call Sign	Town Allocated Portion	County Allocated Portion
<i>i. Station 1</i>	50%	50%
<i>ii. Training Tower</i>	50%	50%
<i>iii. Forcible Entry Door Simulator</i>	50%	50%
<i>iv. Station 2</i>	0%	100%
<i>v. Station 3</i>	0%	100%
<i>vi. Station 4</i>	0%	100%

### 2. Vehicles and Apparatus

- 2.1. All vehicles and apparatus shall include equipment, technology, tools, and personal protective equipment carried by the vehicle or apparatus not assigned to any Municipal Chief, or Municipal Member.
- 2.2. Where a vehicle or apparatus is not listed in this schedule, the Allocated Portion shall be proportionate to the historical contributions to acquisitions and additions by each Party.
- 2.3. Despite historical contributions, the following vehicles and apparatus Allocated Portions shall be set as:
  - (a) for vehicles and apparatus typically stationed at Station 1

Description/Call Sign	Town Allocated Portion	County Allocated Portion
<i>i. Squad 01*</i>	50%	50%
<i>ii. Tower 10</i>	100%	0%
<i>iii. Engine 11</i>	0%	100%
<i>iv. Engine 12</i>	100%	0%
<i>v. Engine 13</i>	100%	0%
<i>vi. Rescue 14</i>	50%	50%
<i>vii. Tender 15</i>	0%	100%
<i>viii. Brush 16</i>	0%	100%
<i>ix. Squad 17</i>	100%	0%
<i>x. Squad 18</i>	0%	100%
<i>xi. Squad 19 (1999)</i>	50%	50%
<i>xii. Squad 19 (2008)</i>	50%	50%
<i>xiii. Rescue Trailer</i>	50%	50%

\*Squad 01 shall refer to a Squad unit for use by the Manager.



(b) for vehicles and apparatus typically stationed at Station 2, 3, and 4

Description/Call Sign	Town Allocated Portion	County Allocated Portion
<i>i. All</i>	0%	100%

(c) for vehicles and apparatus not typically stationed at any Station

- i. Each Parties' Allocated Portion of vehicles and apparatus stationed in Serviced Municipalities which are provided services by both Parties as outlined in Section 5.8 of the Agreement shall be set in accordance with the agreement between the Parties and the Serviced Municipality.

### 3. Members

3.1. The Allocated Portions for Members shall be set as:

Description/Call Sign	Town Allocated Portion	County Allocated Portion
<i>i. Joint Member Training</i>	50%	50%
<i>ii. Town Member Training</i>	100%	0%
<i>iii. County Member Training</i>	0%	100%
<i>iv. Response Calls in Town</i>	100%	0%
<i>v. Response Calls in County</i>	0%	100%

## **Schedule B – Level of Service**

---

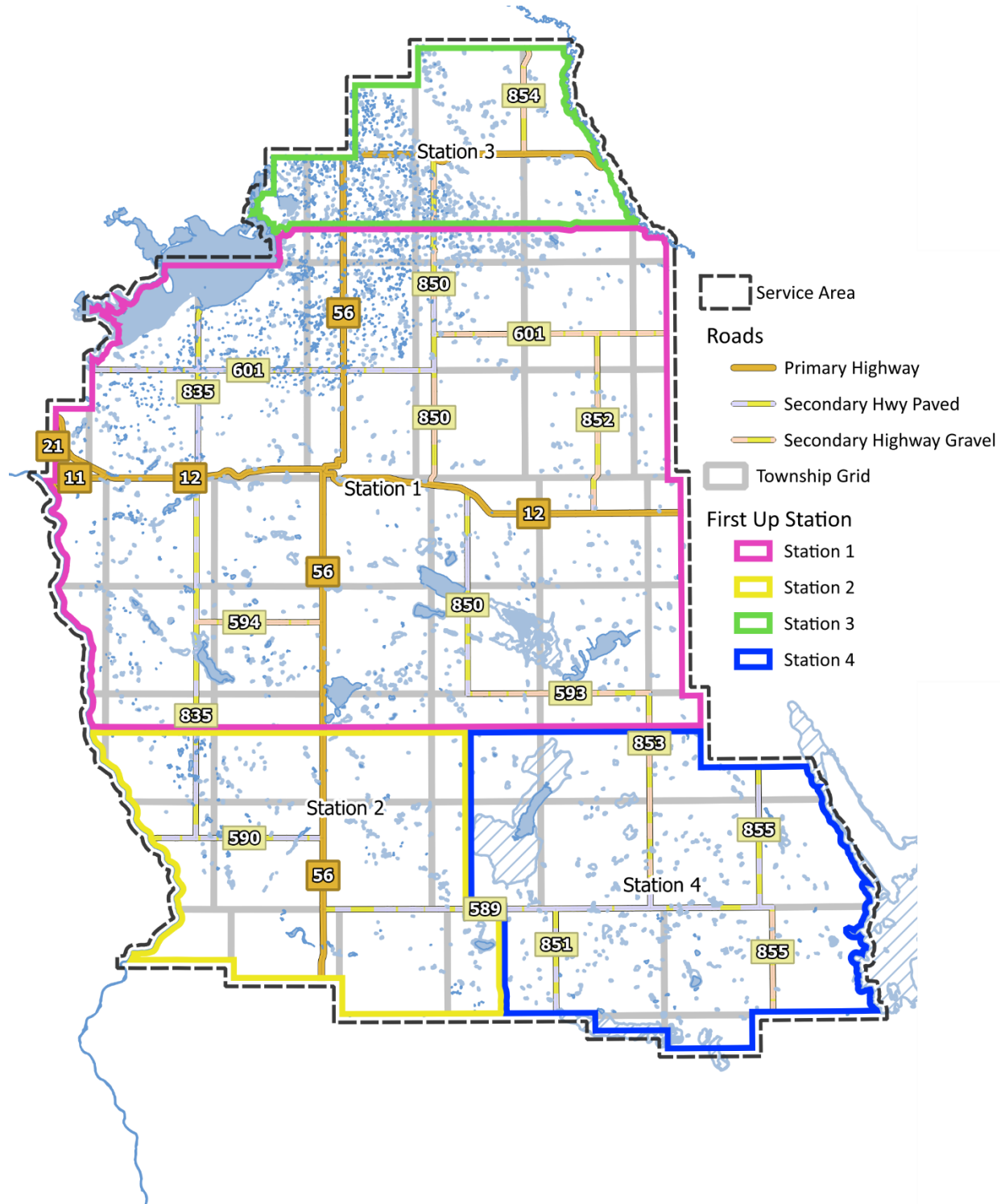
The level of service shall be equivalent to that which is offered at the time this agreement is signed, and the Parties shall review such services to amend this Schedule.

## **Schedule C – Fees**

---

Act as Coordinating Municipality.....	\$1,500/month
Manager providing Fire and Rescue Services .....	\$100/hr
Municipal Chief providing Fire and Rescue Services .....	\$65/hr
Municipal Apparatus providing Fire and Rescue Services .....	\$300/hr/unit
Mechanical Services .....	\$75/hr
Information Technology Services .....	\$50/hr
Materials and services provided by third parties .....	Actual Cost
Custodial Services (if not third party) .....	\$50/hr
Snow Clearing .....	\$100/occurrence
Snow Stock Pile Removal .....	\$500/occurrence
Facility Maintenance.....	\$35/hr

## Schedule D - Service Area



## Schedule E – Joint Assets Contributions

### 1. Station 1

Description	Total	Town Contribution	County Contribution	Town %	County %
Land (valued at 1998 assessment @ 1.32 Acres)	\$274,390.00	\$274,390.00	\$0.00	100%	0%
1981 Construction	\$399,999.00	\$266,666.00	\$133,333.00	67%	50%
2007 Expansion	\$3,000.00	\$3,000.00	\$0.00	100%	0%
2008 Expansion	\$260,534.15	\$260,534.15	\$0.00	100%	0%
2009 Expansion	\$152,468.28	\$152,468.28	\$0.00	100%	0%
2010 Expansion	\$680,723.19	\$402,295.69	\$278,427.50	59%	69%
Land Trade/Consolidation (1998 Assessment at 2.07 acres)	\$155,903.41	\$155,903.41	\$0.00	100%	0%
2013 Parking Lot	\$311,681.25	\$180,000.00	\$131,681.25	58%	73%
2022 Training Tower	\$160,304.84	\$80,152.42	\$80,152.42	50%	100%
<b>Total</b>	<b>\$2,399,004.12</b>	<b>\$1,775,409.95</b>	<b>\$623,594.17</b>	<b>74%</b>	<b>26%</b>

- 1.1. Land  
Lands described as Lot 20 Block 29 Plan 142 3410, excluding improvements, are owned entirely by the Town valued at \$430,293.41 based on the 1998 assessment.
- 1.2. Improvements  
The improvements to the Lands described above shall be owned by both Parties proportionately to their capital contributions to the Improvements, which as of the date of this Agreement, the Town has contributed \$1,345,116.54 and the County has contributed \$623,594.17.
- 1.3. Equipment  
The joint equipment within Station 1 shall be owned by both Parties equally.

### 2. Rescue 14

- 2.1. Apparatus  
Rescue 14, a 2007 Pierce Heavy Rescue, VIN: 4P1CS01T57A007697 shall be owned by both Parties equally.
- 2.2. Equipment  
The equipment on Rescue 14 shall be owned by both Parties equally following the review, inventory, and true-up in accordance with Section 15.6.

### 3. Enclosed Trailer

- 3.1. Trailer  
2021 Mission 24' x 8.5' Enclosed Trailer shall be owned by both Parties proportionately to their capital contributions to the Enclosed Trailer, which as of the date of this Agreement, the Town has contributed \$23,600.13 and the County has contributed \$23,600.12.
- 3.2. Equipment  
The equipment on the Enclosed Trailer shall be owned by both Parties equally.

#### **4. Squad 19 (1999)**

4.1. Apparatus

Squad 19 (1999), a 1999 Ford E450 Ambulance, VIN: 1FDXE40FOXHC31970, shall be owned by both Parties equally.

4.2. Equipment

The equipment on Squad 19 (1999) shall be owned by both Parties equally.

#### **5. Squad 19 (2008)**

5.1. Apparatus

Squad 19 (2008), a 2008 Ford E450 Ambulance, VIN: 1FDXF45P68DA42332, shall be owned by both Parties equally.

5.2. Equipment

The equipment on Squad 19 (2008) shall be owned by both Parties equally.

TO: Leann Graham  
 CAO

DATE: November 21-2023

FROM: Steven Gerlitz  
 Assistant CAO

**RE: 2023 BAD DEBT WRITE-OFFS GREATER THAN \$300.00**

**Policy VII-5 (b) Collection of and Write – off of Bad Debt Accounts**

Requires the Assistant CAO to present a Statement of the Bad Debt Write-offs to Town Council prior to December 31<sup>st</sup> of each year. Town Council is required to authorize the write-off accounts in excess of \$300.00. The Assistant CAO is also required to disclose the total dollar value of Bad Debts under \$300.00 that will be written off. Collection activity procedures will continue after an account has been written off.

<b>HISTORY:</b>	2020	2021	2022	2023	<b>2023 A/C's over \$300</b>	<b>2022 A/C's over \$300</b>	<b>2021 A/C's over \$300</b>	<b>2020 A/C's over \$300</b>
Utilities	\$6103.26	\$15,935.87	\$7730.19	4069.81	7	13	21	13
Accounts Receivable								
Fire Calls A/R		\$5479.73	0.00	0.00	0	0	3	0
Lions Campground				0.00	0			0
Taxes		\$561.26	0.00	\$659.60	1	0	1	0
Business Taxes				0.00	0			
Community Hall				0.00	0			
Recreation Fees					0			
<b>TOTALS</b>	\$6103.26	\$21976.86	\$7730.19	\$4729.41	<b>8</b>	<b>13</b>	<b>25</b>	<b>13</b>

For 2023, \$4729.47 should be expense as bad debts in excess of \$300.00, which represents Seven (7) accounts.

As well, I have expensed ten (10) accounts under \$300.00 totaling \$1515.79 and expensed fifteen (15) inactive accounts with credit balances totaling (\$492.30).

Based on local 2023 utility revenues to date of approximately \$2,934,783.16 the Utility write-offs totaling \$5585.60 represents 0.19% of revenues (2022 = 0.30%).

**RECOMMENDATION**

**That the Town of Stettler Council approve the 2023 Bad Debt Write-Off of seven (7) accounts, each in excess of \$300, totaling \$4729.41, and further acknowledges that an additional ten (10) accounts, each under \$300, totaling \$1515.79 and fifteen (15) credit balances totaling (\$492.30) will be written-off under Administration's authority.**

**TO:** Town of Stettler Council

**DATE:** 2023 11 21

**FROM:** Leann Graham  
CAO

## **CHIEF ADMINISTRATIVE OFFICER'S REPORT – OCTOBER 2023**

### **CAO – LEANN GRAHAM**

Report to be presented at a later date.

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

1. Meetings attended included: Council, Staff, Economic Development Committee, Internal Fire Services Financial Review, Assessment Method Review, Benefits Renewal
  
2. Projects worked on included:
  - Internal Fire Services Financial Review
  - Assessment Review
  - 2024 Interim Budget
  - 2023 3 Year Budget Plan Update – October 31, 2023
  - 2023 Interim Budget – October 31, 2023
  - 2023 Capital Budget Summary – October 31, 2023
  - 2023 Reserves – October 31, 2023
  - 2023 Federal and Provincial Grant Summary – October 31, 2023
  - 2023 Regional Water Update – October 31, 2023
  - 2023 Water Model Update – October 31, 2023
  - Council Agenda prep
  - Sign AP Invoices and Checks
  - Ratepayer inquiries
  - Vacation

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

- 2024-2026 Operating Budgets
- Water/Wastewater Agreement final draft
- Meeting with potential entertainment for staff seasonal party
- EPR Webinar
- Bylaw ticket information in house presentation
- Council Town Tour
- Met with golf course – snow capture for additional runoff
- IAMA – Asset management information course in Leduc
- Asset management software exploration
- Moonlight Madness planning
- Airport Runway Survey and Geotechnical investigation



- Sidewalk Replacement contract completed
- Safety Audit preparation
- Wellness facility service tie ins
- Insurance evaluations
- ARO obligations
- Vacation Oct. 25-27

## **TRANSPORTATION – SARAH MCCRINDLE**

- Grader out for one more round of lane grading
- hauled screen dirt from the transfer site to the shop yard. Made a pile of screened dirt for homeowners out at the transfer site
- asphalt patching
- installed the new solar crosswalk lights on 46ave
- sweeper out sweeping up leaves
- dropped off our new 1ton in Wetaskiwin to get the new flat deck installed
- picked up curbstones for the Homesteaders Park
- Dig and fill cremations as needed
- Installed curb stones in the parking lot for Homesteaders Park
- Landscaped new curb and sidewalks
- Moved the speed trailer to 60st
- Installed a 2-rail fence around the parking lot at Homesteaders Park
- Cemented in posts for the sign at Homesteaders Park at the entrance
- Cemented in steel posts for the history signs at Homesteaders Park
- Install columbarium wreaths when needed
- Cleaned up the compost site at the transfer station
- Hauled the leaves piles from the shop yard and from behind the curling rink to the compost site at the transfer station
- Cemented in posts for the gate at Homesteaders Park
- Put all the bulbs in the new strings of lights for the main street Christmas tree
- Cleaned up the shop for the Council tour and for the audit inspection
- Installed all the posts for the 8 locations of snow fence
- Hauled crushed concrete into the yard from the concrete site
- Pulled the sump pump from the pit at the airport runway
- Winterize the asphalt rollers and put away for the winter
- Winterize the steamer, tarped it and put it out back
- Put up all of our snow fence
- Switched the mold board on the grader
- For the first snow fall of the year we had 2 sanders going, clean all the sidewalks and sanded them where needed, cleaned the snow from all the town parking lots, and the grader was out clearing some of the priority roads
- Put on the second set of rapid flashers on the new solar crosswalk lights on 46 ave
- Checked out all the pole mounted Christmas decorations and replaced bulbs where needed
- Cleaned up all the clay piles from the cemetery and from behind the curling rink
- Sander out checking all the roads and uptown lanes
- Sidewalk snow machine out checking all the pathways and sidewalks
- Took off tarp rollers from the tandems and replaced side boards where needed

- Hydrovaced and cemented in a break away for a yield sign for the new midtown development

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

**Meetings**

- Preaudit
- Joint health & Safety
- Closeout audit
- Parks & open spaces
- Post council
- Department head
- Hockey Alberta

**Projects**

- Council tour of Ice plant
- Headstone repair
- Snow fencing
- Marked oval
- Transient challenges
- No stone left alone crosses
- Snow removal prep
- 3-year operational budget
- Rink board advertising
- Finished fall rough cutting
- Tree trimming
- Compost cleanup
- Audit interview
- Mowers from WTP
- Concession overhead door repair
- Arena operations

**PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN**

1. Building Permit Activity to Date

	<b>2023 Permits to October 31, 2023</b>	<b>2022 Permits to October 31, 2022</b>
<b>Institutional</b>	\$155,000.00	\$479,000.00
<b>Industrial</b>	\$118,412.00	\$1,135,000.00
<b>Commercial</b>	\$3,307,525.00	\$939,140.00
<b>Residential</b>	\$2,532,481.00	\$2,886,495.00
<b>Total</b>	<b>\$6,113,418.00</b>	<b>\$4,898,715.00</b>

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
- North West ASP
- Park Dedication
- AE Kennedy Maintenance Plan
- Bylaw Property Inspections and Enforcement
- Okoppe Way
- Homesteaders Park Opening
- Entrance Signs
- Planning & Development Inquiries
- Housing Assessment
- Budget

3. Meetings:

- MPC
- Water & Wastewater Agreement
- Park Dedication
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Council Meeting
- Staff and Department Head

**WATER – GRANT MCQUAY**

Report to be presented at a later date.

**REGIONAL FIRE CHIEF – MARK DENNIS**

Activity Report – September 2023

1. Training
  - Team building - relay race obstacle course using FD equipment
  - Equipment training - Blitz fire deployment and operation
  - Hydrant - operation and connection review
2. Fire Department Operations
  - Observed September 11 - review and remember our brothers lost in September 11 events
  - Travel to Red Deer drained water from pump plumbing on County of Stettler Tender 15 located at Freightliner. Recommended COS maintenance department to arrange to have pump plumbing blown out with air if unit will remain outside in cold weather.
  - Fire drill at Spruce Terris Condo facility (observed and provided training and information to improve fire safety measures)
  - Arrange and complete Tower 10 non destructive testing with Western Canada Crane Inspection

- Repair light tower malfunction on Rescue 14
  - Repair engine 12 reverse camera
  - Repaire engine 12 65mm intake valve
  - Install LED light fixtures at Station 1
  - Ongoing fire fighter payroll submission, incident invoicing, incident investigations, fire cause determination submission to AB gov, Safety Codes inspections regarding fire code
3. Regional Fire Department Incident Summary
- September total incidents 23- 11 alarms calls, 3 wild land fires, 3 MVC, 1 medical assist calls, 4 Structure fires, 1 Water rescue

### Activity Report – October 2023

1. Training
  - Ladder training
  - Radio Communications - IRR training (SOG Red-A-90)
2. Fire Department Operations
  - Officer meeting
  - Annual Food Bank blitz
  - Sales Rep meeting with WFR and Brogan
  - Fire prevention Week - Fire Station Open House
  - Safety codes QMP update
  - Deliver Engine 11 new windshield to County shop
  - Arrange for windshield replacement County shop engine 11 and commercial vehicle inspection
  - Schedule Rocky Mountain Phoenix to winterize blow out pump and plumbing on Tender 15 unit 226 located at freightliner in Red Deer Authorized by COS insurance rep.
  - Arrange for SCBA maintenance on all breathing air packs
  - Schedule and complete breathing air compressor maintenance
  - Complete breathing air compressor air analysis
  - Schedule CVIP on Rescue 14 for November
  - Manage fire restriction status within the County of Stettler, Village of Donalda and Big Valley
  - Ongoing fire fighter payroll submission, incident invoicing, incident investigations, fire cause determination submission to AB gov, Safety Codes inspections regarding fire code
3. Regional Fire Department Incident Summary
  - October total incidents 24- 8 alarms calls, 5 wild land fires, 4 MVC, 6 medical assist calls, 1 Public service trapped in elevator

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

1. The Hach technician was out to complete the second scheduled maintenance on the AMC. Many parts were replaced and the AMC is finally working once again.
2. Compressor A is back in service. Van Electric was out to troubleshoot and finally found the problem that was caused by a previous repair. A contactor was wired in upside down not allowing it to operate properly.
3. Troubles with the Pall Micro Filter system. System was shutting down continually. Troubleshooting found that the UPS batteries needed to be changed out. During brown outs and UPS self checks the system would switch over to UPS power. The

batteries were no good so the system would shut down. Batteries have been changed out and no current troubles.

4. The Potassium Permanganate system has been shut down for the winter.
5. The yearly boiler inspection and maintenance was carried out and is now in service.
6. The final part is now in for the 3102A feed pump VFD. Quality Controls is scheduled to come out to install and test.
7. Flux numbers on the filters have dropped off so have scheduled an enhanced CIP acid clean for early November. Manganese is the most likely cause once again which the enhanced clean deals with.
8. Still waiting on Burmac's plan for the plant humidity control for the main air unit so we can complete this capital project.
9. Monthly routine maintenance carried out.

### **INFORMATION SERVICES – GRAHAM SCOTT**

#### Meetings:

- Trained as an Information Officer with Canada Task Force 2 for 3 days
- Attended a day long Local Government Administration Association Zone 2 meeting with a focus on workplace culture, overcoming intermunicipal disputes from a CAO perspective, provincial issues/updates, etc.
- Attended a day long Energy Innovation Fair at Red Deer Polytechnic with Councillor Lawlor with a focus on solar, electric vehicle, geothermal technology and initiatives.
- Economic Development meeting
- Attended Virtual City Hall training
- Attended a day long Society of Local Government Managers regional session with a focus on critical community and workplace incidents
- Daily office meetings
- Staff and Department Head meetings
- Office IT meetings

#### Project include:

- Entering and editing data from street furniture inventory (garbage/recycling bins, benches, picnic tables)
- Mapping and database updates (paper, electronic and webmap)
- Information Services budget
- Assisting with IT
- Assessing different pdf software to help decide on an office solution
- Updating office products (ie. organization charts, recycling charts, No Stone Left Alone maps, other projects which I will now start recording now that I know I am doing these updates!)

A handwritten signature in blue ink, appearing to be 'L. Graham', written in a cursive style.

Leann Graham  
CAO

2023 Budget Summary - October 31, 2023

Revenue	2023 Budget	2023 Actual - Oct 31, 2023	Variance	%	Notes
Administration	\$372,020.00	\$356,471.81	\$15,548.19	95.82%	Sale of Lot / AT Project En
Inter Dept Utility Transfer - \$250,000)					
Police	\$873,314.00	\$67,194.08	\$806,119.92	7.69%	MSI Operating - \$104,896
Traffic Fines - Budget - \$60,000 - Actual - \$43,612 - 73%					
Provincial Grant - \$347,616					
Community Resource Program - Clearview \$40,000 / County - \$64,802					
Fire	\$803,811.00	\$238,054.37	\$565,756.63	29.62%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$118,386.85	-\$4,686.85	104.12%	
Business Licenses Budget - \$90,000 - Actual \$95,132 / Animal License Budget \$21,700 - Actual \$21,855					
Roads, Streets, Walks, Lights	\$389,535.00	\$78,010.59	\$311,524.41	20.03%	
Airport	\$24,880.00	\$10,841.06	\$14,038.94	43.57%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,743,296.00	\$2,485,461.20	\$1,257,834.80	66.40%	
Metered sale of water (Budget - \$2,011,231 - Actual \$1,377,668 - 68% - end of September 75%)					
Metered out of Town (Budget - \$1,150,275 - Actual \$1,010,803 - 88% - end of September 75%)					
Bulk water - Budget - \$40,000 - Actual - \$22,472 - 56%					
Sewer	\$1,039,069.00	\$690,804.63	\$348,264.37	66.48%	
Sewer Service Charges (Budget - \$927,049 - Actual \$670,611 = 72% - end of September 75%)					
Garbage Collection & Disposal	\$863,391.00	\$633,278.44	\$230,112.56	73.35%	SWMA haul rebate - \$26,351
Residential Garbage Revenue (Budget - \$651,840 - Actual \$476,171 = 73% - end of September 75%)					
Recycling Revenue (Budget 2022 - \$178,200 - Actual \$133,709 = 75% - end of September 75%)					
FCSS	\$157,148.00	\$123,164.75	\$33,983.25	78.38%	
Cemetery	\$23,600.00	\$40,184.70	-\$16,584.70	170.27%	
Planning & Development	\$241,851.00	\$42,033.47	\$199,817.53	17.38%	
Building Permits (Budget - \$30,000 - Actual - \$30,849)					
Economic Development - BOT	\$142,170.00	\$138,716.14	\$3,453.86	97.57%	
Subdivision Land	\$500.00	\$1,800.00	-\$1,300.00	360.00%	Subdivision Fees
Land, Housing & Rentals	\$279,514.00	\$224,410.04	\$55,103.96	80.29%	
AE Kennedy Health Unit - \$206,234					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000.00	\$5,241.50	-\$2,241.50	174.72%	
Recreation Programs	\$25,418.00	\$24,243.09	\$1,174.91	95.38%	Ball / Soccer
Facilities	\$1,567,346.00	\$541,136.90	\$1,026,209.10	34.53%	County / Pool / SRC
Community Hall	\$66,500.00	\$28,799.91	\$37,700.09	43.31%	
Senior's Center	\$21,750.00	\$14,217.90	\$7,532.10	65.37%	\$6000 Casino
Parks	\$226,746.00	\$163,458.53	\$63,287.47	72.09%	
Lions Campground - Budget - \$120,000 - actual - \$141,184 = 118%					
Operating Contingency	-\$5,615.00	\$0.00	-\$5,615.00	0.00%	
Taxes / Penalties	\$9,012,985.00	\$8,994,027.31	\$18,957.69	99.79%	
Other Revenue	\$2,188,430.00	\$2,058,512.73	\$129,917.27	94.06%	
Franchise Fee - GAS (Budget - \$1,216,030 - Actual \$776,430 = 64% - end of September 75%)					
Franchise Fee - ELECTRIC (Budget - \$764,000 - Actual \$594,511 = 78% - end of September 75%)					
Return on Investments (Budget - \$140,000 - Actual - \$590,633)					
<b>Total Revenue</b>	<b>\$22,174,359.00</b>	<b>\$17,078,450.00</b>	<b>\$5,095,909.00</b>	<b>77.02%</b>	

Expense	2023 Budget	2023 Actual - Oct 31, 2023	Variance	%	Notes
Council & Legislative	\$223,450.00	\$172,950.07	\$50,499.93	77.40%	
Council Honorarium (Budget - \$154,450)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$13,125 = 82%)					
Administration	\$1,255,298.00	\$820,352.28	\$434,945.72	65.35%	
Police	\$1,557,191.00	\$1,082,764.20	\$474,426.80	69.53%	
RCMP - Contract Billings (\$1,419,564)					
Fire	\$1,326,570.00	\$436,381.57	\$890,188.43	32.90%	
Disaster Services	\$44,711.00	\$332.71	\$44,378.29	0.74%	
Bylaw Enforcement	\$192,954.00	\$162,771.77	\$30,182.23	84.36%	
Common Services	\$272,111.00	\$240,273.28	\$31,837.72	88.30%	
Roads, Streets, Walks, Lights	\$2,292,254.00	\$1,727,286.17	\$564,967.83	75.35%	
Airport	\$69,989.00	\$28,001.29	\$41,987.71	40.01%	
Water Supply & Distribution	\$3,704,380.00	\$2,298,418.94	\$1,405,961.06	62.05%	
Sewer	\$775,310.00	\$486,146.94	\$289,163.06	62.70%	
Garbage Collection & Disposal	\$792,848.00	\$557,293.69	\$235,554.31	70.29%	
FCSS	\$196,435.00	\$203,064.69	-\$6,629.69	103.38%	
Cemetery	\$65,160.00	\$40,515.31	\$24,644.69	62.18%	
Comm Services -Handi Bus	\$25,000.00	\$25,000.00	\$0.00	100.00%	
Planning & Development	\$618,611.00	\$408,047.26	\$210,563.74	65.96%	
Economic Development	\$633,077.00	\$432,599.22	\$200,477.78	68.33%	
Subdivison Land	\$54,580.00	\$62,485.73	-\$7,905.73	114.48%	
Land, Housing & Rentals	\$45,603.00	\$25,377.87	\$20,225.13	55.65%	
Recreation - General	\$147,690.00	\$121,799.75	\$25,890.25	82.47%	
Recreation Programs	\$81,300.00	\$78,595.00	\$2,705.00	96.67%	
Facilities	\$3,217,165.00	\$2,112,697.48	\$1,104,467.52	65.67%	
Culture	\$351,856.00	\$348,205.28	\$3,650.72	98.96%	Parkland, Library, Museum
Community Hall	\$132,299.00	\$66,515.51	\$65,783.49	50.28%	
Senior's Center	\$13,280.00	\$11,229.71	\$2,050.29	84.56%	
Parks	\$803,034.00	\$482,180.66	\$320,853.34	60.04%	
Operating Contingency	\$579,858.00	\$0.00	\$579,858.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$200,000) (JE made at end of year prior to Audit)					
Available for Capital from 2023 Operating Budget for 2023 Capital Budget - \$779,858 (Water \$38,916 + Utility \$334,302 (sewer, waste, recycling) + Total Available for Capital - \$406,640) = \$779,858					
Requisitions	\$2,702,345.00	\$2,168,651.13	\$533,693.87	80.25%	
ASFF (Budget - \$2,164,542 - Actual - \$1,664,993 - 77%)					
ASFF Separate School (Budget - \$164,503 - Actual - \$130,428 - 79%)					
County of Stettler Senior Lodges (Budget - \$373,300 - Actual - \$373,300 - 100%)					
<b>Total Expense</b>	<b>\$22,174,359.00</b>	<b>\$14,599,937.51</b>	<b>\$7,574,421.49</b>	<b>65.84%</b>	
<b>Surplus / Deficit</b>	<b>\$0.00</b>	<b>\$2,478,512.49</b>			



Town of Stettler  
2023 Capital Budget Summary 31-Oct-23

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2023 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses Oct 31, 2023	Utility (Water) Avail for Capital 2023 Interim Operating Budget (Rates) \$38,916	Utility (other) Avail for Capital 2023 Interim Operating Budget (Rates) \$334,302	Available for Capital 2023 Interim Operating Budget (taxes) \$406,640	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2023 Operating Budget	Debtenture / Local Improvement	Grants - MSI \$649,945	Grants - Canada Building Community Fund (FGT) \$372,605	Grants - BMTG Cancelled in 2022 - \$0.00	Other	Total
<b>Operating Capital Projects included in 2023 Interim Operating Budget</b>																	
Op-tran	2-32-09-00-03-244	Pathway rehab (2017 council direction)-\$50,000	Operating Budget														\$0.00
Op-tran	2-32-09-00-00-244	Sidewalk replacement program (yearly) - \$75,000	Operating Budget														\$0.00
<b>2023 Capital Budget - Operational Projects (non TCA)</b>																	
Strategic Plan	2-12-02-00-01-252	Entrance Signs Upgrades	\$64,000.00	\$62,000	\$2,000.00			\$64,000.00									\$64,000.00
Strategic Plan	2-12-02-00-02-252	Internal Meeting Room	\$7,341.70	\$13,000	-\$5,658.30	\$7,197.58		\$7,341.70									\$7,341.70
ADM - GIS	2-61-04-00-01-252	Office Plotter	\$16,700.00	\$20,000	-\$3,300.00	\$16,700.00		\$9,996.71		\$6,703.29	GIS System						\$16,700.00
ADM - Comp	2-61-05-00-01-252	Server Upgrade	\$12,724.61	\$18,000	-\$5,275.39	\$12,724.61				\$12,724.61	Computer						\$12,724.61
ADM - Comp	2-61-05-00-00-252	Computer replacement program (SRC)	\$11,950.93	\$14,000	-\$2,049.07	\$14,005.23		\$11,950.93									\$11,950.93
FIRE	2-23-02-00-02-561	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000				\$100,000.00									\$100,000.00
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000.00	\$55,000		\$20,677.00		\$55,000.00									\$55,000.00
Op-fire	2-32-09-00-04-244	Pathway Program (new construction)	\$128,500.00	\$100,000	\$28,500.00	\$105,081.44	\$64,182.86	\$28,500.00		\$35,817.14	Walking Pathway						\$128,500.00
Op-tran	2-32-21-00-03-536	Pavement patching - 53rd street trench	\$149,548.00	\$150,000	-\$452.00	\$134,442.41	\$149,548.00										\$149,548.00
PW	2-32-21-00-06-536	Christmas decorations	\$20,000.00	\$20,000		\$16,878.43				\$20,000.00	Culture (\$129,256)						\$20,000.00
Airport	2-33-00-00-01-252	Airport GPS recertification	\$13,400.00	\$14,000		\$13,400.00				\$13,400.00	Airport Capital						\$13,400.00
WTP	2-41-01-00-10-252	PCL (programmable logic controller)	\$300,000.00	\$300,000		\$96,228.50	\$144,454.79			\$155,545.21	WTP reserve						\$300,000.00
WTP	2-41-01-00-11-252	Auto transfer switch	\$40,000.00	\$40,000			\$40,000.00										\$40,000.00
WTP	2-41-01-00-12-252	Chlorine tonner switch	\$66,909.49	\$80,000	-\$13,090.51	\$66,909.49	\$66,909.49										\$66,909.49
WTP	2-41-01-00-13-252	Make up air unit	\$50,000.00	\$50,000		\$2,288.66	\$50,000.00										\$50,000.00
Sewer	2-42-00-00-02-583	Receiving water body quality assessment	\$50,000.00	\$50,000			\$50,000.00										\$50,000.00
SRC	2-73-11-02-06-239	Arena - Rink board replacements for both sides including player, penalty and bench areas	\$362,252.55	\$386,000	-\$23,747.45	\$362,252.55				\$362,252.55	County Partnership						\$362,252.55
SRC	2-73-11-02-07-239	Concession - 2 convection ovens and electrical upgrades	\$17,000.00	\$17,000			\$17,000.00										\$17,000.00
SRC	2-73-11-02-05-239	Arena - Brine filtering system and fluid cooler line piping	\$30,916.92	\$32,000		\$30,916.92				\$30,916.92	County Partnership						\$30,916.92
SRC	2-73-13-03-05-252	Pool - Blind replacement (electrical) and whirlpool manual	\$15,000.00	\$15,000						\$15,000.00	County Partnership						\$15,000.00
Parks	2-77-02-00-03-519	Top dressing spreader	\$10,800.00	\$10,800		\$279.96	\$10,800.00										\$10,800.00
Parks	2-77-92-00-01-519	Spray Park - Discharge Pump and electrical	\$12,000.00	\$12,000		\$3,211.36	\$12,000.00										\$12,000.00
Parks	2-77-02-00-04-519	Bobcat attachment - broom & auger bits	\$13,193.20	\$12,000		\$13,013.50	\$13,193.20										\$13,193.20
Parks	2-77-03-00-01-519	Campground - Furnace & hot water tank	\$11,500.00	\$11,500			\$11,500.00										\$11,500.00
Hall	2-74-14-00-03-252	Hot water tank replacement	\$10,000.00	\$10,000						\$10,000.00	culture						\$10,000.00
culture	2-74-99-91-00-764	Culture reserve account	\$15,000.00	\$15,000			\$15,000.00										\$15,000.00
Addition		Rosedale Playground - Kin Club Partnership	\$120,000.00	\$0			\$120,000.00										\$120,000.00
Addition	2-73-11-02-08-239	SRC - Grant purposes engineering- funding from WSP Planning	\$5,000.00	\$50,000	-\$45,000.00	\$5,000.00		\$5,000.00									\$5,000.00
Addition	2-74-01-00-00-770	Banner - Stettler Music Festival	\$1,259.68	\$1,500	-\$240.32	\$1,259.68				\$1,259.68	culture						\$1,259.68
<b>2023 Capital Budget - Operational Projects (non TCA)</b>		\$1,709,997.08	\$1,658,800.00	-\$68,313.04	\$922,467.32	\$421,364.28	\$455,174.99	\$169,838.41	\$0.00	\$663,619.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,709,997.08
<b>2023 Capital Budget - Capital Projects (TCA)</b>																	
FIRE	2-23-02-00-02-561	Replace Deputy Fire Chief Truck (2023 - \$94,000) - Reserve in 2022 - County Invoice 2023	\$0.00	\$94,000	-\$94,000.00			\$0.00		\$0.00	Fire Reserve				\$0.00	County	\$0.00
FIRE	2-23-02-00-02-561	Replace Fire Chief Truck (2023 - \$94,000) - Reserve 2022 - County Invoice 2023	\$94,000.00	\$94,000				\$47,000.00		\$47,000.00	Fire Reserve				\$0.00	County	\$94,000.00
Roads	6-32-21-10-05-610	2024 - \$200,000 - 48th Ave cost share on Paving (Wellings)	\$1,615.49	\$200,000	-\$198,384.51	\$1,615.49				\$0.00	Land Development	\$1,615.49					\$1,615.49
Roads	6-32-21-10-03-610 CAP-15649	50th Street overlay (48-49ave)	\$166,418.00	\$185,000	-\$18,582.00	\$141,244.25	\$94,688.30						\$71,729.70				\$166,418.00

Airport	6-33-00-00-10-610	Airport runway - (2024) - secure STIP funding - \$1,976,000 - \$1,482,000 STIP - Town - \$247,000 / County \$247,000	\$0.00	\$1,976,000	-\$1,976,000.00	\$5,265.00				\$0.00								\$0.00	STIP Grant \$1,482,000 / County = \$247,000	\$0.00	
Water	6-41-11-10-13-610 CAP-15650 CCBF-2290	Water main cast iron replacement on 50ave between 45-46 and 43-44 street	\$561,857.00	\$525,000	\$36,857.00	\$555,776.98							\$210,477.85	\$351,379.15						\$561,857.00	
Water	6-41-14-20-01-620 - CAP-15651, CCBF2293	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210) - January 10, 2022 - Carry forward balance - Melissa - \$149,490 - 2023 - Funding (\$136,620.21 = \$149,490-\$12,869.79) used to fund Reservoir in 2023 - Melissa - Dec 22, 2022	\$800,000.00	\$800,000		\$26,308.42							\$200,000.00	\$600,000.00						\$800,000.00	
PW	6-31-11-00-31-630	Loader	\$302,800.00	\$325,000	-\$22,200.00	\$257,300.00		\$19,000.00	\$138,000.00	\$145,800.00										\$302,800.00	
PW	6-31-11-30-14-630	Backhoe	\$253,988.00	\$253,988		\$96,663.00			\$133,988.00								\$120,000.00	Trade In		\$253,988.00	
PW	6-31-11-50-01-650	2 - 1/2T Trucks	\$112,158.25	\$120,000	-\$7,841.75	\$106,493.00		\$70,000.00	\$42,158.25											\$112,158.25	
PW	6-31-11-00-32-630	Skid Steer	\$33,936.00	\$55,000	-\$21,064.00	\$33,936.00		\$33,936.00												\$33,936.00	
PW	6-31-11-30-13-630	Sander - truck mount	\$9,342.28	\$15,000	-\$5,657.72	\$9,342.28		\$9,342.28												\$9,342.28	
Sewer	6-42-00-00-12-610 (CAP15652) CCBF-2291	Lift station Upgrades - from 2022 carry forwards	\$700,200.00	\$600,000	\$100,200.00	\$40,480.41		\$100,200.00					\$300,000.00	\$300,000.00						\$700,200.00	
SRC	6-73-11-30-08-630	Fitness - Treadmill	\$11,000.00	\$11,000						\$11,000.00	County Partnership									\$11,000.00	
	6-56-00-60-01-660	New - columbarium	\$37,282.00	\$37,282		\$21,941.00		\$37,282.00												\$37,282.00	
<b>2023 Capital Budget - Capital Projects (TCA)</b>			<b>\$3,084,597.02</b>	<b>\$5,291,270.00</b>	<b>-\$2,206,672.98</b>	<b>\$1,296,365.83</b>	<b>\$0.00</b>	<b>\$327,166.58</b>	<b>\$398,428.25</b>	<b>\$145,800.00</b>	<b>\$58,000.00</b>	<b>\$0.00</b>	<b>\$1,615.49</b>	<b>\$0.00</b>	<b>\$782,207.55</b>	<b>\$1,251,379.15</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$3,084,597.02</b>	
<b>2023 Total Capital Budget</b>			<b>\$4,794,594.10</b>	<b>\$6,950,070.00</b>	<b>-\$2,274,986.02</b>	<b>\$2,218,833.15</b>	<b>\$421,364.28</b>	<b>\$782,341.57</b>	<b>\$568,266.66</b>	<b>\$145,800.00</b>	<b>\$721,619.40</b>	<b>\$0.00</b>	<b>\$1,615.49</b>	<b>\$0.00</b>	<b>\$782,207.55</b>	<b>\$1,251,379.15</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$4,794,594.10</b>	
<b>Council Motion - 23:01:03 (\$6,986,288)</b>			<b>\$6,861,288.00</b>	<b>46.28%</b>				\$779,858.00	\$1,771,972.51					-\$132,262.55	-\$878,774.15	\$0.00				\$4,794,594.10	
<b>2023 Capital Additions</b>			<b>\$208,782.00</b>																		\$0
<b>Total 2023 Capital Budget</b>			<b>\$7,070,070.00</b>																		
<b>Difference (Actual vs Council Budget)</b>			<b>-\$2,275,476</b>																		

		2022 Carry Forward																	
		Brought forward from 2022 Budget Carry Forward	2022 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount	Actual - Project Expenses Oct 31, 2023	Utility (Water) Avail for Capital	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves	2022 Operating Budget	Debenture / Local Improvement	Grants - MSI	Grants - Canada Building Community Fund (FGT)	Grants - BMTG Cancelled in 2022	Other	Total		
<b>2022 Carry Forward - Operational Projects (non TCA)</b>																			
ADM	2-12-04-00-05-252	Community Builders (pre build 10 hearts) - carry forward -\$25,000 (hearts expected in April 2023 - Steve Dec 28, 2022)	\$25,000.00	\$25,000						\$25,000.00								\$25,000.00	
HUB	2-73-11-02-03-239	Undercounter ice making machine - carry forward \$4000 to 2023 - Brad - Dec 22, 2022	\$4,000.00	\$4,000	\$4,000.00					\$4,000.00								\$4,000.00	
SRC	2-73-11-02-04-239	Arena Scoreclock replacement (both) with blue tooth consoles with dressing room timers - carry forward \$44,010 to 2023 - Brad - Dec 22, 2022	\$44,010.00	\$44,010	\$44,010.00				\$44,010.00									\$44,010.00	
Pool	2-73-13-03-03-252	Mechanical room replacement components - carry forward \$15000 to 2023 - Brad - Dec 22, 2022	\$15,000.00	\$15,000					\$15,000.00									\$15,000.00	
Park	2-77-82-00-01-519	Ball diamond backstop fence (2 diamonds) - 2023 - \$10,000 - 2022 carry forward - \$5000 to 2023 - Brad - Dec 22, 2022	\$9,646.00	\$9,646						\$9,646.00								\$9,646.00	
Plan	2-61-02-00-06-239	SE ASP (\$200,000 regional grant with County) - carry forward project (\$200,000 - \$54,649.06 = \$145,350.94) to 2023 - Leann Dec 19, 2022	\$145,350.94	\$145,350.94	\$4,608.90											\$145,350.94	\$200,000 Grant (County)	\$145,350.94	
parks	2-77-05-00-02-239	Parks - West Stettler Park - Imp (2019 Strategic Plan) - Allan - January 6, 2020 - carry forward balance - \$25,000 - 2020 Power & Water Feature - 2021 Carry Forward \$50,000 to 2022 - Greg - January 6, 2022 - carry forward \$50,000 to 2023 - Brad - Dec 22, 2022 - March 22, 2023 - Greg/Brad - use \$50,000 funding for SRC Grant Engineering - create new code - 2-73-11-02-08-239	\$0.00	\$0.00				\$0.00										\$0.00	
<b>2022 Carry Forward - Operational Projects (non TCA)</b>		\$243,006.94	\$243,006.94	\$0.00	\$52,618.90	\$0.00	\$0.00	\$0.00	\$59,010.00	\$38,646.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,350.94	\$0.00	\$243,006.94	
<b>2022 Carry Forward - Capital Projects (TCA)</b>																			
FIRE	6-23-00-10-00-610	Fire Hall Traffic Signals - carry forward \$15,000 (1/2 County) to 2023 - Etienne - Dec 20, 2022	\$15,000.00	\$15,000				\$7,500.00								\$7,500.00	County	\$15,000.00	
FIRE	6-23-00-00-30-630	2 way radio system replacement AFRRCS (Alberta 1st Responder Communication System) in 2021 - Tender in Dec 2021 - Carry Forward Balance (\$180,450) to 2022 for tender approval - Mark - January 7, 2022 - 2023 carry forward \$180,450 - delivery in 2023 - Etienne - Dec 20, 2022	\$180,450.00	\$180,450	\$167,986.24		\$60,150.00			\$120,300.00								\$180,450.00	
OP	6-32-21-10-15-610	44 Avenue overlay from Hwy 12 to 38St - CAPP - carry forward \$7,500 for final Engineering - Melissa - Dec 22, 2022	\$7,500.00	\$7,500					\$7,500.00									\$7,500.00	
Equip	6-31-11-00-50-650	2 - Pick-up trucks - carry forward - twender in 2023 - updated budget \$120,000 - Melissa - Dec 22, 2022	\$113,948.00	\$120,000	-\$6,052.00	\$65,259.00		\$63,948.00		\$50,000.00								\$113,948.00	
Equip	6-31-11-00-33-630	Hydovac - CAP-15653 - delivery in 2023 - carry forward - \$639,900 - delivery in 2023 - Melissa - Dec 22, 2022	\$640,249.00	\$639,900	\$349.00	\$640,249.00		\$40,249.00					\$600,000.00					\$640,249.00	
Equip	6-31-11-30-15-630	Trailer mounted flusher - delivery in 2023 - carry forward \$178,408 - delivery in 2023 - Melissa - Dec 22, 2022	\$178,408.00	\$178,408				\$178,408.00										\$178,408.00	
SRC	6-77-81-10-00-610	Outdoor arena refurbishment (new boards - \$104,210) - installation in 2023 - carry forward - \$52,105 to 2023 - delivery in 2023 - Brad - Dec 22, 2023	\$104,210.00	\$104,210	\$52,105.00				\$104,210.00									\$104,210.00	
Park	6-77-02-30-01-630	Toro mower replacement - tender in 2023 - carry forward - \$96,000 - retender in 2023 - Brad - Dec 22, 2022	\$96,000.00	\$96,000					\$96,000.00									\$96,000.00	

2020 MSP	6-32-21-10-23-610	MSP - Type 4 Intersection (Hwy 12 at 80st-south side only) - Carry Forward Balance to 2022 - Melissa January 7, 2022 (\$842,611.75-\$442,526.24 = \$400,085.51 carry forward - 2023 carry forward \$7,500 for final engineering - Meliisa - Dec 22, 2022	\$7,500.00	\$7,500					\$7,500.00										\$7,500.00
Op	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services) - Carry Forward \$40,000 - Melissa - January 7, 2022 - 2023 carry forward - \$7,500 for final engineering - Meliisa - Dec 22, 2022	\$7,500.00	\$7,500					\$7,500.00										\$7,500.00
Water	6-41-11-10-12-610 (CAP13555)	Watermain replacement east of 44th street between 49-50ave - project delayed due to supply issues and telus line - Carry Forward Balance (\$280,000-\$24,656.34 = \$255,353.66 - Melissa - January 7, 2022 - 2023 carry forward - \$7,500 for final engineering - Meliisa - Dec 22, 2022	\$7,500.00	\$7,500					\$7,500.00										\$7,500.00
Op	6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000 - \$15,284.81) - January 10, 2022 - Melissa - carry forward balance - \$44,715.19-\$16,699.57 = \$28,015.62 - 2023 carry forward \$15,000 for signs and planters	\$15,000.00	\$15,000.00				\$15,000.00											\$15,000.00
<b>2022 Carry Forward - Capital Projects (TCA)</b>			\$1,373,265.00	\$1,378,968.00	-\$5,703.00	\$925,599.24	\$0.00	\$60,150.00	\$305,105.00	\$230,210.00	\$170,300.00	\$0.00	\$0.00	\$600,000.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$1,373,265.00
<b>2023 Total Carry Forwards</b>			\$1,616,271.94	\$1,621,974.94	-\$5,703.00	\$3,197,051.29	\$0.00	\$60,150.00	\$305,105.00	\$289,220.00	\$208,946.00	\$0.00	\$0.00	\$600,000.00	\$0.00	\$0.00	\$152,850.94	\$0.00	\$1,616,271.94
<b>2023 Total Capital Budget (including Carry Forwards)</b>			\$6,410,866.04	\$8,572,044.94	-\$2,280,689.02	49.87%	\$421,364.28	\$842,491.57	\$873,371.66	\$435,020.00	\$930,565.40	\$1,615.49	\$0.00	\$1,382,207.55	\$1,251,379.15	\$0.00	\$272,850.94		0.00
<b>2023 Total Capital Budget Difference From Budget to Actual</b>				-\$2,161,178.90	-\$2,174,384.51	\$13,205.61			\$2,137,227.51		\$1,365,585.40			Total Grants Avail	\$1,447,778.78	\$1,204,596.88	\$0.00		
					(airport/wellings)				Total Reserves		\$3,502,812.91			Balance - 31/12/23	\$65,571.23	-\$46,782.27	\$0.00		

Town of Stettler

2023 Reserves

31-Oct-23

Capital Reserves		31-Dec-20	31-Dec-21	31-Dec-22	2023 Additions	2023 Deletions	31-Dec-23
4-16-00-00-12-760	Computer	-\$0.26	\$26,899.74	\$53,799.74		-\$12,724.61	\$41,075.13
4-16-00-00-24-760	Disaster Services	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-00-31-760	Chain Link Fence	\$9,646.00	\$9,646.00	\$9,646.00		-\$9,646.00	\$0.00
4-16-00-00-43-760	Compost Bins/Pads	\$2,880.20	\$2,880.20	\$2,880.20			\$2,880.20
4-16-00-00-56-760	Cemetery	\$2,497.40	\$2,497.40	\$2,497.40			\$2,497.40
4-16-00-00-61-760	GIS System	\$6,703.29	\$6,703.29	\$6,703.29		-\$6,703.29	\$0.00
4-16-00-01-23-760	Fire Capital	\$670,598.99	\$770,598.99	\$917,598.99	\$100,000.00	-\$167,300.00	\$850,298.99
4-16-00-03-74-760	Senior Centre	\$19,250.00	\$19,250.00	\$19,250.00		-\$4,000.00	\$15,250.00
4-16-00-01-31-760	Common Service - Equipment	\$73,188.73	\$52,172.73	\$61,852.39		-\$50,000.00	\$11,852.39
4-16-00-02-32-760	Streets Improvement	\$10,200.00	\$10,200.00	\$10,200.00			\$10,200.00
4-16-00-01-33-760	Airport Capital	\$14,527.72	\$14,527.72	\$14,527.72		-\$13,400.00	\$1,127.72
4-16-00-01-37-760	Drainage	\$54,581.72	\$54,581.72	\$54,581.72			\$54,581.72
4-16-00-01-74-760	Community Hall	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-01-77-760	Campground Expansion	\$20,986.21	\$20,986.21	\$20,986.21			\$20,986.21
4-16-00-02-77-760	ML Sport Park	\$16,418.68	\$16,418.68	\$16,418.68			\$16,418.68
4-16-00-03-32-760	Cemetery Road	\$148,342.90	\$148,342.90	\$148,342.90			\$148,342.90
4-16-00-03-73-760	Recreation Agreement	\$533,800.00	\$800,700.00	\$1,067,600.00	\$266,900.00	-\$419,169.47	\$915,330.53
4-16-00-02-41-760	WTP (membranes replacement)	\$22,545.21	\$205,545.21	\$255,545.21	\$50,000.00	-\$155,545.21	\$150,000.00
4-16-00-03-41-760	Water Dispensing System	\$3,220.28	\$3,220.28	\$3,220.28			\$3,220.28
4-16-00-01-42-760	Sewer capital	\$13,900.00	\$13,900.00	\$13,900.00			\$13,900.00
4-16-00-05-77-760	Downtown Park	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-04-77-760	Fishing Pier	\$8,780.00	\$8,780.00	\$8,780.00			\$8,780.00
4-16-00-07-41-760	East Industrial Loop Water	\$3,893.82	\$3,893.82	\$3,893.82			\$3,893.82
<b>Total Capital Reserves</b>		\$1,635,960.89	\$2,191,744.89	\$2,692,224.55	\$416,900.00	-\$838,488.58	\$2,270,635.97

Operating Reserves		31-Dec-20	31-Dec-21	31-Dec-21	2023 Additions	2023 Deletions	31-Dec-23
4-15-00-00-21-700	RCMP Criminal Records Fee	\$70,938.20	\$62,263.70	\$70,009.95			\$70,009.95
4-15-00-00-23-700	Rescue Unit	\$180,856.90	\$213,628.68	\$233,338.21			\$233,338.21
4-15-00-00-31-700	Land Farmed Site	\$7,650.00	\$7,650.00	\$7,650.00			\$7,650.00
4-15-00-00-32-700	Walking Path	\$35,817.14	\$35,817.14	\$35,817.14		-\$35,817.14	\$0.00
4-15-00-00-43-700	Landfill Site Maintenance	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-00-42-700	Sewer General	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-00-56-700	Perpetual Care Fund	\$55,144.08	\$66,294.08	\$70,544.08			\$70,544.08
4-15-00-00-61-700	West Stettler Planning	\$3,746.93	\$3,746.93	\$3,746.93			\$3,746.93
4-15-00-00-64-700	BOT - Community Events	\$47,609.24	\$47,609.24	\$47,609.24			\$47,609.24
4-15-00-06-64-700	BOT Events	\$3,477.98	\$3,477.98	\$3,477.98			\$3,477.98
4-15-00-00-69-700	Building Maintenance	\$37,400.00	\$39,600.00	\$41,800.00			\$41,800.00
4-15-00-00-73-700	SRC - Building Maintenance	\$9,210.47	\$9,210.47	\$9,210.47			\$9,210.47
4-15-00-00-74-700	Culture	\$128,203.17	\$126,753.17	\$129,256.17	\$15,000.00	-\$56,259.68	\$87,996.49
4-15-00-00-97-700	General	\$2,147,258.24	\$2,441,808.40	\$3,055,727.06		-\$435,020.00	\$2,620,707.06
4-16-00-01-12-760	Office Building Software	\$2,825.15	\$2,825.15	\$2,825.15			\$2,825.15
4-15-00-01-21-700	RCMP Contract	\$325,230.38	\$399,631.67	\$532,087.47			\$532,087.47
4-15-00-01-23-700	Fire - Telus Tower	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-31-700	Salt Shed	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-32-700	Street Light Replacement	\$97,899.84	\$97,899.84	\$97,899.84			\$97,899.84
4-15-00-01-64-700	Beautification	\$13,138.98	\$13,138.98	\$13,138.98			\$13,138.98
4-15-00-01-41-700	Coat Exterior Reservoir	\$40,000.00	\$40,000.00	\$587.00			\$587.00
4-15-00-01-42-700	Sewer Offsite	\$286,918.90	\$286,918.90	\$286,918.90			\$286,918.90
4-15-00-01-61-700	SE Industrial Plan	\$50,000.00	\$50,000.00	\$0.00			\$0.00

4-15-00-01-66-700	Land Development	\$1,071,554.77	\$1,071,554.77	\$1,071,554.77			\$1,071,554.77
4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-01-77-700	Tree maintenance	\$5,950.00	\$5,950.00	\$5,950.00			\$5,950.00
4-15-00-01-69-700	Health Unit	\$12,500.00	\$12,500.00	\$12,500.00			\$12,500.00
4-15-00-01-74-700	Seniors HUB	\$4,589.59	\$10,119.46	\$16,119.46			\$16,119.46
4-15-00-02-23-700	Regional Squad Unit	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-32-700	Gravel	\$35,300.00	\$35,300.00	\$35,300.00			\$35,300.00
4-15-00-02-61-700	Cold lake Survey	\$13,250.00	\$13,250.00	\$13,250.00			\$13,250.00
4-15-00-02-64-700	BOT - Physician Recruitment	\$5,491.00	\$5,491.00	\$5,491.00			\$5,491.00
4-15-00-02-73-700	SRC Projector System	\$2,712.06	\$2,712.06	\$2,712.06			\$2,712.06
4-15-00-02-77-700	Community Orchard	\$10,142.03	\$10,921.76	\$25,921.76			\$25,921.76
4-15-00-03-12-700	ARB	\$6,000.00	\$6,000.00	\$6,946.00			\$6,946.00
4-15-00-03-41-700	WTS Operations	\$129.09	\$129.09	\$129.09			\$129.09
4-15-00-03-61-700	Planning	\$50,223.88	\$22,936.70	\$72,936.70			\$72,936.70
4-15-00-05-64-700	Marketing Plan	\$20,000.00	\$0.00	\$0.00			\$0.00
4-15-00-03-64-700	Parade Float	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-04-64-700	Trade Show	\$95,007.05	\$95,007.05	\$95,007.05			\$95,007.05
4-15-00-04-77-700	In memorium	\$23,361.14	\$23,361.14	\$23,361.14			\$23,361.14
4-15-00-03-77-700	Memorial Park	\$4,864.44	\$4,864.44	\$4,864.44			\$4,864.44
4-15-00-04-32-700	Slurry Seal	\$3,942.42	\$3,942.42	\$3,942.42			\$3,942.42
4-15-00-05-41-700	Well Building	\$50,000.00	\$50,000.00	\$50,000.00			\$50,000.00
4-15-00-07-64-700	Economic Development Incentive		\$10,000.00	\$40,000.00			\$40,000.00
	Admin Sucession Planning	\$0.00	\$300,000.00	\$300,000.00			\$300,000.00
	PY - Vacation Accrual	\$0.00	\$163,058.00	\$163,058.00			\$163,058.00
	COVID Municipal Operating Support transfer (MOST)	\$607,693.00	\$198,718.75	\$0.00			\$0.00
4-15-00-06-41-700	Water Plant - Desludging	\$140,000.00	\$210,000.00	\$280,000.00	\$70,000.00		\$350,000.00
4-15-00-07-41-700	Water Plant - Small Equip Non TCA	\$50,000.00	\$46,374.88	\$96,374.88	\$75,000.00		\$171,374.88
<b>Total Operating Reserves</b>		<b>\$5,762,036.07</b>	<b>\$6,256,465.85</b>	<b>\$6,973,063.34</b>	<b>\$160,000.00</b>	<b>-\$527,096.82</b>	<b>\$6,605,966.52</b>
4-15-00-00-98-700	Utilities - Other	\$434,447.65	\$570,198.91	\$513,382.59	\$334,302.00	-\$842,491.57	\$5,193.02
4-15-00-00-96-700	Utilities - Water	\$499,292.44	\$380,696.29	\$391,529.49	\$38,916.00	-\$421,364.28	\$9,081.21
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$215,346.04	\$355,417.67	\$527,611.76	\$406,640.00	-\$873,371.66	\$60,880.10
<b>Total Interim Budget - Available for Capital (rates /tax)</b>		<b>\$1,149,086.13</b>	<b>\$1,306,312.87</b>	<b>\$1,432,523.84</b>	<b>\$779,858.00</b>	<b>-\$2,137,227.51</b>	<b>\$75,154.33</b>
<b>Total Operating Reserves</b>		<b>\$6,911,122.20</b>	<b>\$7,562,778.72</b>	<b>\$8,405,587.18</b>	<b>\$939,858.00</b>	<b>-\$2,664,324.33</b>	<b>\$6,681,120.85</b>
<b>Total Capital &amp; Operating Reserves</b>		<b>\$8,547,083.09</b>	<b>\$9,754,523.61</b>	<b>\$11,097,811.73</b>	<b>\$1,356,758.00</b>	<b>-\$3,502,812.91</b>	<b>\$8,951,756.82</b>

**TOWN OF STETTLER**  
**CU BANK RECONCILIATION for Vision Credit Union**  
**AS OF Septmeber 30, 2023**

Net Balance at End of Previous Month	\$	15,976,784.84
ADD: General Receipts (summarized below)		1,258,296.80
Interest Earned (Prime 7.20% less 1.60% = 5.60%)		70,472.03
Investments Matured		-
SUBTOTAL		17,305,553.67
LESS: General Disbursements		2,523,706.93
Payroll		307,473.49
Investments		-
Debenture Payments		207,588.19
Returned Cheques		1,533.83
Bank Charges		507.30
SUBTOTAL		3,040,809.74
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>14,264,743.93</b>

Balance at End of Month - Bank		14,245,642.65
ADD: Outstanding Deposits		89,102.70
LESS: Outstanding Cheques		70,001.42
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>14,264,743.93</b>

<u>INVESTMENTS:</u>		
US Bank Account		500,685.27
US Bank Interest		424.87
SUBTOTAL		501,110.14

**TOTAL CASH ON HAND AND ON DEPOSIT** **\$ 14,765,854.07**

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

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

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	317,946
4	Utility	AR	317,329
5	Library	Salary Reversal	56,481
6	Hwy 12/21	Water	41,053
7	SMRWSC	Water	78,600
8	Gov't of AB	AB Trans	14,431
9	SV Rochon	Fire Agreement	18,302
10	Gov't of AB	GST	41,594
11	SRC	Summer Ice	11,305
12	Gov't of Canada	Summer Student Grant	18,675
13	County of Stettler	Fire Agreement	17,656
14	BOT	Salary Reversal	23,160
15	Clearview	SRO	16,000
16	AE Kennedy	Rent	17,493
17	Atco Electric	Franchise Fee	69,575
18	Apex	Franchise Fee	64,628
19	Other		134,069
20		Total	1,258,297

**TOWN OF STETTLER**  
**CU BANK RECONCILIATION for Vision Credit Union**  
**AS OF October 31, 2023**

Net Balance at End of Previous Month	\$	14,264,743.93
ADD: General Receipts (summarized below)		1,096,062.00
Interest Earned (Prime 7.20% less 1.60% = 5.60%)		66,260.32
Investments Matured		-
SUBTOTAL		15,427,066.25
LESS: General Disbursements		1,368,730.73
Payroll		306,977.96
Investments		-
Debenture Payments		-
Returned Cheques		1,191.09
Bank Charges		281.35
SUBTOTAL		1,677,181.13
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>13,749,885.12</b>

Balance at End of Month - Bank		13,901,993.10
ADD: Outstanding Deposits		34,189.46
LESS: Outstanding Cheques		186,297.44
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>13,749,885.12</b>

<b>INVESTMENTS:</b>		
US Bank Account		500,685.27
US Bank Interest		141.44
SUBTOTAL		500,826.71
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>14,250,711.83</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 21st DAY OF November, 2023

\_\_\_\_\_  
MAYOR

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

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	285,893
4	Utility	AR	295,657
5	Library	Salary Reversal	14,162
6	Hwy 12/21	Water	38,548
7	SMRWSC	Water	70,562
8	Gov't of AB	AB Trans	11,200
9	SRC	Minor Hockey	8,045
10	Gov't of AB	GST	38,308
11	Gov't of Canada	FCSS	41,939
12	AE Kennedy	Rent	17,493
13	Atco Electric	Franchise Fee	67,928
14	Apex	Franchise Fee	65,378
15	Other		140,949
16		Total	1,096,062



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76993	77006
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Building Industry & Land Devel	76993	2023-11-10	\$908.25
-----			
Invoice Description		Invoice Number	Invoice Amount
PR 2024 Red Deer Home Show		31575	\$908.25
-----			
Bull Dog Driver Training	76994	2023-11-10	\$262.50
-----			
Invoice Description		Invoice Number	Invoice Amount
Trans Air Brake Training		183598	\$262.50
-----			
Cold Creek Carpentry	76995	2023-11-10	\$252.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Water Trans Repair Property Ow		500	\$252.00
-----			
Corspraying	76996	2023-11-10	\$8,918.34
-----			
Invoice Description		Invoice Number	Invoice Amount
Pest & Weed Control Contract		2328	\$6,536.25
Pest & Weed Herbicides		2329	\$2,382.09
-----			
Cubex Ltd.	76997	2023-11-10	\$1,038.81
-----			
Invoice Description		Invoice Number	Invoice Amount
Roads Asphalt rakes & holder f		P0558802	\$1,038.81
-----			
ESRI Canada	76998	2023-11-10	\$1,239.00
-----			
Invoice Description		Invoice Number	Invoice Amount
GIS ArcGIS Desktop Renewal		90212637	\$1,239.00
-----			
Ken-Mar Concrete	76999	2023-11-10	\$9,410.03
-----			
Invoice Description		Invoice Number	Invoice Amount
Lanes Supply & Deliver 3/4"		1467	\$9,410.03
-----			
Linde Canada	77000	2023-11-10	\$383.92
-----			
Invoice Description		Invoice Number	Invoice Amount
Pool Facility Chemicals		38904270	\$383.92
-----			
Ornamental Bronze Limited	77001	2023-11-10	\$657.30
-----			
Invoice Description		Invoice Number	Invoice Amount
Cemetery Current Year Date Tab		106218	\$141.75
Cemetery Niche Wreath w Vases		106219	\$515.55

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Phoenix Fence Corp	77002	2023-11-10	\$1,625.65
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Plant Gate Repairs		E31591	\$1,625.65
-----			
RCAP Leasing	77003	2023-11-10	\$218.40
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office Telecommunications Inst		812163	\$218.40
-----			
Rural Municipalities of Albert	77004	2023-11-10	\$204.75
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Admin Associate Membership		RMA009976	\$204.75
-----			
Toms Boots & Western Wear	77005	2023-11-10	\$1,464.44
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Shop Steel Toed Winter Boots		9309	\$188.94
Trans Steel Toed Winter Boots		9320	\$311.80
Trans Steel Toed Winter Boots		9321	\$255.10
Trans Steel Toed Winter Boots		9331	\$226.75
Trans Steel Toed Winter Boots		9346	\$226.75
Trans Steel Toed Winter Boots		9347	\$255.10
-----			
Wm E Hay Composite High School	77006	2023-11-10	\$59,000.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Culture - PAC Upgrade Donation		201	\$59,000.00
-----			
Total Cheques			\$85,583.39
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77007	77016
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	77007	2023-11-17	\$90.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin Public Auction/P&D Title	2023.10.31	\$90.00	
-----			
Derijck, Brian and/or Sharlene	77008	2023-11-17	\$80.53
-----			
Invoice Description	Invoice Number	Invoice Amount	
Refund Util AC Cr Balance	2023.11.09	\$80.53	
-----			
E360S Environmental 360 Soluti	77009	2023-11-17	\$27,017.31
-----			
Invoice Description	Invoice Number	Invoice Amount	
Oct Waste & Recycling Collecti	RD0000281562	\$27,017.31	
-----			
Greidanus, Ron & Patricia	77010	2023-11-17	\$50.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&D Refund for a MPC Charge	2023.11.09	\$50.00	
-----			
Haul-All Equipment Ltd.	77011	2023-11-17	\$8,818.64
-----			
Invoice Description	Invoice Number	Invoice Amount	
Sidewalk/BOT/Parks Hid-a-Baq	102987	\$8,818.64	
-----			
Natus Canada	77012	2023-11-17	\$284.55
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin Safety Standalone Audiom	1240103095	\$284.55	
-----			
Rairdan Services Inc.	77013	2023-11-17	\$4,200.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Refund Monthly Digital	319	\$4,200.00	
-----			
Receiver General for Canada	77014	2023-11-17	\$50,558.92
-----			
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP23-23	\$42,371.34	
Town Tax Remittance	PP23-23.	\$3,017.38	
BOT Tax Remittance	PP23-23.BOT	\$1,919.15	
Library Tax Remittane	PP23.23.LIBRAR	\$3,251.05	
-----			
Red Deer River Watershed Allia	77015	2023-11-17	\$2,976.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water 2023 Funding Contributio	0000312	\$2,976.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Thinktel Communications	77016	2023-11-17	\$163.93
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Nov Telephone Services	1323660		\$163.93
Total Cheques			\$94,239.88
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006600	EFT0006624
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0006600	2023-10-17	\$323.40
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	HBC Sep Meeting Lunch	249	\$189.00
	HBC Oct Meeting Lunch	250	\$134.40
-----			
Auton, Ezra	EFT0006601	2023-10-17	\$32.84
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Roads Travel Flat Deck Install	2023.10.05	\$32.84
-----			
Baker, Kurt	EFT0006602	2023-10-17	\$817.99
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Council Trvl & Sub AUMA	2023.09.29	\$817.99
-----			
Barros, Cheryl	EFT0006603	2023-10-17	\$916.14
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Council Trvl & Sub AUMA	2023.09.29	\$916.14
-----			
C & S Disposal	EFT0006605	2023-10-17	\$28,918.10
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Sep Waste/Recycling/Composting	5989	\$28,918.10
-----			
Combat Spraying Ltd.	EFT0006606	2023-10-17	\$1,966.13
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Parks Ball/Soccer/Playground P	7351	\$1,966.13
-----			
Dekra-Lite	EFT0006607	2023-10-17	\$10,127.38
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Roads Christmas Tree Lights	DLIO2021935	\$10,127.38
-----			
Gerlitz, Steven	EFT0006608	2023-10-17	\$1,655.71
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Admin Trvl & Sub AUMA	2023.09.29	\$1,655.71
-----			
Hadley Concrete	EFT0006609	2023-10-17	\$57,604.51
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Sidewalk Replacments	2326	\$57,604.51

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Heartland Overdoor	EFT0006610	2023-10-17	\$393.75
Invoice Description	Invoice Number	Invoice Amount	
SRC Repair Overhead door	2023-214	\$393.75	
IJD Inspections Ltd.	EFT0006611	2023-10-17	\$3,566.80
Invoice Description	Invoice Number	Invoice Amount	
P&D Building Permits	09-2023	\$3,566.80	
Lawlor, Gord	EFT0006612	2023-10-17	\$687.09
Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub AUMA	2023.09.29	\$687.09	
Loomis Express	EFT0006613	2023-10-17	\$44.31
Invoice Description	Invoice Number	Invoice Amount	
WTP Freight	10621245	\$44.31	
McCallum, Neil	EFT0006614	2023-10-17	\$325.68
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Training Water Mai	2023.10.10	\$325.68	
Nelson, Tyler	EFT0006615	2023-10-17	\$29.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Travel to WTP	2023.10.10	\$29.00	
NextGen Automation	EFT0006616	2023-10-17	\$542.44
Invoice Description	Invoice Number	Invoice Amount	
Office & Water Bill Postage	527459	\$542.44	
Pfeiffer, Scott	EFT0006617	2023-10-17	\$1,086.70
Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub AUMA	2023.09.29	\$1,086.70	
Randell, Travis	EFT0006618	2023-10-17	\$1,024.69
Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub AUMA	2023.09.29	\$1,024.69	
Roadway Traffic Products	EFT0006619	2023-10-17	\$283.45
Invoice Description	Invoice Number	Invoice Amount	
Signs New Street & Avenue Sign	11036	\$283.45	
Rollies Vac Systems	EFT0006620	2023-10-17	\$378.00
Invoice Description	Invoice Number	Invoice Amount	
Com Hall Grease trap pumpout	22849	\$378.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shirley McClellan Regional Wat	EFT0006622	2023-10-17	\$7,846.78
=====			
Invoice Description	Invoice Number	Invoice Amount	
Water Trsf Stn Insurance	SMRWSC-002572	\$7,846.78	
=====			
Smith, Wayne	EFT0006621	2023-10-17	\$906.99
=====			
Invoice Description	Invoice Number	Invoice Amount	
Council Trvl & Sub AUMA	2023.09.29	\$906.99	
=====			
Stettler Regional Board of Tra	EFT0006604	2023-10-17	\$300.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
P.R. Town Lift Photo Contest P	2356	\$300.00	
=====			
Vanlanduyt, Lara	EFT0006623	2023-10-17	\$687.09
=====			
Invoice Description	Invoice Number	Invoice Amount	
Admin Trvl & Sub AUMA	2023.09.29	\$687.09	
=====			
WFR Wholesale Fire & Rescue Lt	EFT0006624	2023-10-17	\$47,961.62
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 4 Bunker Gear FXR	INV/2023/3251	\$23,939.96	
Fire Joint 4 Bunker Gear & Fre	INV/2023/3250	\$24,021.66	
=====			
Total Cheques			\$168,426.59
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006682	EFT0006715
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0006682	2023-11-07	\$684.35
-----			
Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tr	PP22-23	\$684.35	
-----			
Barnes, Roger	EFT0006683	2023-11-07	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Nov Phone Allowance	2023.11.01	\$25.00	
-----			
Brenda's Country Catering	EFT0006684	2023-11-07	\$147.42
-----			
Invoice Description	Invoice Number	Invoice Amount	
Airport Sep Meeting Lunch	4022	\$147.42	
-----			
Brennan, Maya	EFT0006685	2023-11-07	\$150.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&D Nov Travel Allowance	2023.11.01	\$150.00	
-----			
Burmac Mechanical 2000	EFT0006686	2023-11-07	\$20,484.24
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP INstall Louvered Grill in	B51648	\$350.49	
WTP Install A/C Units	B51634	\$20,133.75	
-----			
Canadian Union of Public Emplo	EFT0006687	2023-11-07	\$687.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP22-23	\$687.50	
-----			
Capital Power	EFT0006688	2023-11-07	\$85,471.97
-----			
Invoice Description	Invoice Number	Invoice Amount	
Affiliate Sep Power Bills	5183317	\$4,468.66	
Sep Power Bill	5183331	\$81,003.31	
-----			
Dahl, Steven	EFT0006689	2023-11-07	\$50.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Nov Tool Allowance	2023.11.01	\$50.00	
-----			
Dennis, Mark	EFT0006690	2023-11-07	\$707.98
-----			
Invoice Description	Invoice Number	Invoice Amount	
LAPP 2022 Overpayment	2023.10.30	\$707.98	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Diverse Signs N Designs Inc.	EFT0006691	2023-11-07	\$1,739.69
-----			
Invoice Description	Invoice Number	Invoice Amount	
Traffic Lane Caution Signs for	10722	\$212.60	
BOT Homesteaders Park Signage	10668	\$221.57	
HBC Community Garden Signs	10706	\$895.01	
SRC Replacement Arena Boards	10659	\$410.51	
-----			
Dodd, Sonia	EFT0006692	2023-11-07	\$125.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin/Pool Nov Cell & Trvl All	2023.11.01	\$125.00	
-----			
Dolan, Lori	EFT0006693	2023-11-07	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Nov Phone Allowance	2023.11.01	\$25.00	
-----			
Gamponia, Nelson	EFT0006694	2023-11-07	\$250.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Roads CUPE Clothing Allowance	2023.10.30	\$250.00	
-----			
Gerlitz, Steven	EFT0006695	2023-11-07	\$100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Nov Cell & Trvl A	2023.11.01	\$100.00	
-----			
Graham, Leann	EFT0006696	2023-11-07	\$375.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Nov Cell & Trvl A	2023.11.01	\$375.00	
-----			
Leckie, Neil	EFT0006699	2023-11-07	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Nov Cell Phone Allowance	2023.11.01	\$25.00	
-----			
Local Authorities Pension Plan	EFT0006698	2023-11-07	\$31,756.37
-----			
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP22-23	\$31,756.37	
-----			
Macey, Mikayla	EFT0006700	2023-11-07	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Nov Tool Allowance	2023.11.01	\$25.00	
-----			
McCallum, Neil	EFT0006701	2023-11-07	\$67.61
-----			
Invoice Description	Invoice Number	Invoice Amount	
LAPP 2022 Overpayment	2023.10.30	\$67.61	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
McQuay, Grant	EFT0006702	2023-11-07	\$436.03
-----			
Invoice Description	Invoice Number	Invoice Amount	
LAPP 2022 Overpayment	2023.10.30	\$436.03	
-----			
Olson, Pat	EFT0006703	2023-11-07	\$48.21
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2023.10.30	\$48.21	
-----			
Peterson, Chase	EFT0006704	2023-11-07	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Nov Cell Phone Allowance	2023.11.01	\$25.00	
-----			
Robbins, Brad	EFT0006705	2023-11-07	\$680.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&L ARPA AGM & Conference	2023.10.29	\$580.00	
P&L Nov Travel Allowance	2023.11.01	\$100.00	
-----			
Saunders, Chris	EFT0006706	2023-11-07	\$43.35
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2023.10.25	\$43.35	
-----			
Scott, Graham	EFT0006707	2023-11-07	\$988.74
-----			
Invoice Description	Invoice Number	Invoice Amount	
LAPP 2022 Overpayment	2023.10.30	\$707.95	
CRAHIMT Response Travel Allow	2023.06.20	\$280.79	
-----			
Stettler Dads Services	EFT0006708	2023-11-07	\$1,500.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Oct Meter Reader	2023.10	\$1,500.00	
-----			
Stormoen, Angela	EFT0006709	2023-11-07	\$175.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&D Nov Cell & Travel Allowanc	2023.11.01	\$175.00	
-----			
Superior North America Inc.	EFT0006710	2023-11-07	\$187,349.40
-----			
Invoice Description	Invoice Number	Invoice Amount	
Equip Trailer Mounted Flusher	6935W	\$187,349.40	
-----			
The Geo Hewitt's Co. Ltd.	EFT0006697	2023-11-07	\$613.61
-----			
Invoice Description	Invoice Number	Invoice Amount	
Bylaw 2024 Cat & Dog Tags	2303568	\$613.61	
-----			
Vanlanduyt, Lara	EFT0006711	2023-11-07	\$43.88
-----			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC Parks Committee Lunch		2023.10.30	\$43.88
=====			
Varghese, Cyril	EFT0006712	2023-11-07	\$302.60
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC CUPE Clothing Allowance		2023.10.25	\$250.00
LAPP 2022 Overpayment		2023.10.30	\$52.60
=====			
Wally's Backhoe Services Ltd.	EFT0006713	2023-11-07	\$62,380.87
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
TS114 50th Ave Watermain Rplmn		PPC#3-TS114	\$62,380.87
=====			
Wilford, Dallas	EFT0006714	2023-11-07	\$250.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Roads CUPE Clothing Allowance		2023.10.25	\$250.00
=====			
Yost, Dustin	EFT0006715	2023-11-07	\$44.09
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC CUPE Clothing Allowance		2023.10.28	\$44.09
-----			
Total Cheques			\$397,777.91
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006716	EFT0006740
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Accu-Flo Meter Service Ltd.	EFT0006716	2023-11-14	\$20,462.40
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water 30 MACH 10 Water Meters	111009	\$20,462.40	
-----			
AMSC Insurance Services Ltd.	EFT0006717	2023-11-14	\$173.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Parks Insure 2023 Dodge Ram	43865	\$173.00	
-----			
Apple Fitness Store Ltd.	EFT0006718	2023-11-14	\$44.37
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fitness Equip Repair Materials	IN00044519	\$44.37	
-----			
Automated Aquatics Canada Ltd.	EFT0006719	2023-11-14	\$1,696.21
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Pool Aquacreek Batteries	0000113795	\$721.91	
Pool Tracks 2 Pack/Bootie Disp	0000113796	\$110.15	
Pool #12 Universal Nozzle, Gas	0000113604	\$864.15	
-----			
County of Stettler	EFT0006720	2023-11-14	\$9,800.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Emergency Response #23-038	IVC042653	\$2,800.00	
Emergency Response #23-040	IVC042654	\$5,600.00	
Emergency Response #23-201	IVC042663	\$1,400.00	
-----			
Dekra-Lite	EFT0006721	2023-11-14	\$213.33
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Roads Christmas Decoration Bul	DLIO2022078	\$213.33	
-----			
Ember Graphics	EFT0006722	2023-11-14	\$535.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC Rink Board Advertising	7673	\$357.00	
SRC Rink Board Advertising	7741	\$178.50	
-----			
Fort Garry Industries Ltd.	EFT0006723	2023-11-14	\$364.14
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Road Asphalt Tarp for Tandem	F1427358	\$364.14	
-----			
Hi Way 9 Express Ltd.	EFT0006724	2023-11-14	\$219.82
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans Freight	32465620	\$219.82	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Hymers, Kim	EFT0006725	2023-11-14	\$311.73
Invoice Description	Invoice Number	Invoice Amount	
Admin Travel & Subsistence	2023.09.20	\$311.73	
i. d. Apparel	EFT0006726	2023-11-14	\$3,781.05
Invoice Description	Invoice Number	Invoice Amount	
SRC Staff Clothing	118345	\$3,781.05	
Innov8 Digital Solutions	EFT0006727	2023-11-14	\$202.99
Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopies 10-06 - 11-.05	IN450280	\$202.99	
Jeremy Verhoven Trucking	EFT0006728	2023-11-14	\$945.00
Invoice Description	Invoice Number	Invoice Amount	
Equipment Transport Hitachi	230002	\$945.00	
Kathy's Printing Service	EFT0006729	2023-11-14	\$4,462.50
Invoice Description	Invoice Number	Invoice Amount	
PR 3350 Issues of Town Life	6536	\$4,462.50	
Keen Klean	EFT0006730	2023-11-14	\$761.25
Invoice Description	Invoice Number	Invoice Amount	
Com Hall Steam Clean Carpets	591858	\$761.25	
Manalastas, Victor	EFT0006731	2023-11-14	\$3,000.00
Invoice Description	Invoice Number	Invoice Amount	
Joint Office Oct Janitor	4	\$3,000.00	
Maxwell, Darin	EFT0006732	2023-11-14	\$78.06
Invoice Description	Invoice Number	Invoice Amount	
Water CUPE Clothing Allowance	2023.11.03	\$78.06	
Nelson, Tyler	EFT0006733	2023-11-14	\$29.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Travel & Subsistence	2023.11.07	\$29.00	
NextGen Automation	EFT0006734	2023-11-14	\$574.14
Invoice Description	Invoice Number	Invoice Amount	
Office/Water Bill Photocopies	535306	\$574.14	
Norwood Foundry Limited	EFT0006735	2023-11-14	\$7,824.60
Invoice Description	Invoice Number	Invoice Amount	
Sidewalks 3 Catch Basin tops &	44568	\$7,824.60	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Rowles, Marty	EFT0006736	2023-11-14	\$166.36
-----			
Invoice Description                      Invoice Number                      Invoice Amount			
-----			
SRC Clothing Allowance                      2023.11.04                      \$166.36			
-----			
Scott, Graham	EFT0006737	2023-11-14	\$163.00
-----			
Invoice Description                      Invoice Number                      Invoice Amount			
-----			
GIS Training Energy Innovation                      2023.10.27                      \$163.00			
-----			
Shirley McClellan Regional Wat	EFT0006738	2023-11-14	\$15,676.47
-----			
Invoice Description                      Invoice Number                      Invoice Amount			
-----			
Wtr Trsf Stn 2023 Phase 1 Prin                      SMRWSC003110                      \$15,676.47			
-----			
Stettler Telephone Answering S	EFT0006739	2023-11-14	\$136.50
-----			
Invoice Description                      Invoice Number                      Invoice Amount			
-----			
WTP Nov Working Alone Monitori                      168                      \$136.50			
-----			
WTS Manufacturing & Sales Inc.	EFT0006740	2023-11-14	\$887.36
-----			
Invoice Description                      Invoice Number                      Invoice Amount			
-----			
Roads Fix Cemetery Auger                      4035                      \$99.75			
TRans Square Tubing for Street                      4034                      \$46.45			
Trans Add Hanging Brackets                      4036                      \$741.16			
-----			
Total Cheques			\$72,508.78
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006741	EFT0006761
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	EFT0006741	2023-11-21	\$14,664.44
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Oct Bylaw Enforcement		11242	\$14,664.44
-----			
Alberta Fire Chief's Associati	EFT0006742	2023-11-21	\$452.66
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire 3 Red & 3 Pink Kids Helme		IN23-1041	\$452.66
-----			
APEX Supplementary Pension Pla	EFT0006743	2023-11-21	\$684.35
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supplementary Pension Plan Tr		PP23-23	\$684.35
-----			
Auton, Ezra	EFT0006744	2023-11-21	\$250.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Roads CUPE Clothing Allowance		2023.11.08	\$250.00
-----			
Black Press Group Ltd.	EFT0006745	2023-11-21	\$833.21
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
P&D Dev Permit Ad		BPI55348	\$401.21
P&D Dev Permit Ad		BPI55349	\$144.00
P&D Dev Permit Ad		BPI55350	\$288.00
-----			
Canadian Red Cross	EFT0006746	2023-11-21	\$20.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
P&L Emergency First Aid		CRC-669928	\$20.50
-----			
Canadian Union of Public Emplo	EFT0006747	2023-11-21	\$660.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Union Dues		PP23-23	\$660.00
-----			
Central Sharpening	EFT0006748	2023-11-21	\$178.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC Sharpen Ice Knife		30378	\$178.50
-----			
Clearview Public Schools	EFT0006749	2023-11-21	\$402.98
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Joint Office Oct Expenses		7029	\$402.98

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
IJD Inspections Ltd.	EFT0006750	2023-11-21	\$1,081.82
Invoice Description	Invoice Number	Invoice Amount	
P&D Building Permits	010-2023	\$1,081.82	
Klearwater Equipment & Technol	EFT0006751	2023-11-21	\$3,941.28
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals	240378	\$3,941.28	
Local Authorities Pension Plan	EFT0006752	2023-11-21	\$32,028.05
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP23-23	\$32,028.05	
Municipal Property Consultants	EFT0006753	2023-11-21	\$6,918.27
Invoice Description	Invoice Number	Invoice Amount	
jNov 2023 Assessor	17175	\$6,918.27	
Mutual Propane Ltd.	EFT0006754	2023-11-21	\$837.36
Invoice Description	Invoice Number	Invoice Amount	
Sewer Propane for heating bldg	B35065	\$837.36	
Receiver General for Canada	EFT0006755	2023-11-21	\$396,398.00
Invoice Description	Invoice Number	Invoice Amount	
RCMP Municipal Policing 2ndQtr	7005830	\$396,398.00	
Shirley McClellan Regional Wat	EFT0006756	2023-11-21	\$11,158.70
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trsf Stn Jul/Aug/Sep Util	SMRWSC003256	\$11,158.70	
Stettler & District Handibus	EFT0006758	2023-11-21	\$189.55
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage Oct Utilities	3988	\$189.55	
Stettler Agri-Centre	EFT0006757	2023-11-21	\$337.53
Invoice Description	Invoice Number	Invoice Amount	
Parks Chainsaw Files	26607S	\$22.55	
Parks Chainsaw Pants	25137S	\$314.98	
Stingray Radio Inc.	EFT0006759	2023-11-21	\$682.50
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Sept Advertising	650900-10	\$682.50	
Superior North America Inc.	EFT0006760	2023-11-21	\$2,392.16
Invoice Description	Invoice Number	Invoice Amount	
Drainage Flushing Trailer Nozz	34987S	\$2,392.16	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trinus Technologies Inc	EFT0006761	2023-11-21	\$1,447.98
=====			
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus/Email/Back	4897	\$1,141.38	
Computer WatchGuard Upgrade	4919	\$306.60	
Total Cheques			\$475,559.84
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000704	ONL000707
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000704	2023-10-06	\$445.66
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Joint Office Mnth Pest Control	1605917	\$90.72	
WTP Monthly Pest Control	1605880	\$198.45	
SRC Monthly Pest Control	1605907	\$156.49	
=====			
Rogers	ONL000705	2023-10-06	\$170.10
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fire Joint Data Sep 19-Oct 18	2699935494	\$170.10	
=====			
Telus Communications	ONL000706	2023-10-06	\$2,551.14
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus Sep 22 to Oct 21	2023.09.23	\$2,551.14	
=====			
Telus Mobility Inc.	ONL000707	2023-10-06	\$2,068.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus Mobility Sep 22 - Oct 21	2023.09.21	\$2,068.00	
-----			
	Total Cheques		\$5,234.90
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000717	ONL000720
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000717	2023-11-17	\$23,010.17
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Joint Office Oct Gas Bill	202310-3693	\$693.89
	Fire Joint Oct Gas Bill	202310-3687	\$313.97
	Town Shop Oct Gas Bill	202310-3694	\$321.73
	Airport Oct Gas Bill	202310-3686	\$181.70
	WTP Oct Gas Bill	202310-3689	\$4,870.11
	Water Trans Oct Gas Bill	202310-3684	\$150.28
	Sewer 1 Oct Gas Bill	202310-3685	\$203.47
	Sewer 2 Oct Gas Bill	202310-3692	\$155.83
	SRC Oct Gas Bill	202310-3691	\$15,527.91
	Com Hall Oct Gas Bill	202310-3690	\$379.86
	Parks Lion Oct Gas Bill	202310-3688	\$211.42
-----			
Poulin's Professional Pest Con	ONL000718	2023-11-17	\$289.17
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Jnt Office Monthly Pest Contro	1616676	\$289.17
-----			
Shaw Cable	ONL000719	2023-11-17	\$288.75
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	SRC Dec 15 to Jan 14 WiFi	2023.11.15	\$288.75
-----			
Shaw Cablesystems GP	ONL000720	2023-11-17	\$109.15
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Fitness Area Dec Cable TV	2023.11.01	\$109.15
-----			
	Total Cheques		\$23,697.24
			=====

**BYLAW 2164-23**

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2147-22 OF THE SAID TOWN

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c. M-26, and amendments thereto,

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

1. That Schedule "A" of Bylaw 2147-22, the New or Revitalized Business Property Tax Incentive Bylaw, shall be and is hereby amended to the following:

SCHEDULE A – Incentive Levels & Duration New or Increased Assessment

New Construction Or Revitalization / Incentive Redevelopment (Increase in Assessment Value)	Year 1 Tax Incentive %	Year 2 Tax Incentive %	Year 3 Tax Incentive %	Year 4 Tax Incentive %	Year 5 Tax %
\$5000 - \$100,000	100%				
\$100,001 - \$500,000	100%	50%			
\$500,001 - \$1,000,000	100%	75%	50%		
\$1,000,001-\$2,500,000	100%	75%	50%	25%	
\$2,500,001 - \$5,000,000	100%	100%	75%	75%	
\$5,000,001 - \$10,000,000	100%	100%	100%	100%	
\$10,000,001+	100%	100%	100%	100%	100%

2. That this Bylaw shall take force and effect on \_\_\_\_\_, 2023.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2032.

Read a third and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO



# BUSINESS & BLUE JEANS



## KEVIN VAN LAGEN

*Empowering Rural Revitalization*

An Altario School Principal and Rural Development and Education Consultant with BDO Canada LLP



## TIM CARSON

*Unlocking Potential in Ag Industry*

Chief Executive Officer at Alberta Association of Agricultural Societies



## CINDY TRAUTMAN

*Meet Camrose County*  
Camrose County Reeve



## JAKE VERMEER

*Meet Camrose County*  
Chair of Camrose County Economic Development Committee



# SPEAKERS

# 24 NOV

## 9:30 A.M.- 3:30 P.M.

### WHERE:

Cherry Lane B & B and Cafe  
19312 Township Road 440,  
Camrose County

## VERMEERS' DAIRY FARM TOUR

At 1:30 p.m., we invite you to tour Vermeers' Dairy Ltd, one of Alberta's largest and most progressive dairy farms.

Pre-registration is required:  
[ecdev@county.camrose.ab.ca](mailto:ecdev@county.camrose.ab.ca)

**REGISTER BY NOV. 17TH / SPACE IS LIMITED**  
REGISTER HERE: [HTTPS://WWW.EVENTBRITE.CA/D/CANADA--ALBERTA/CAEP/](https://www.eventbrite.ca/d/canada--alberta/caep/)

November 15, 2023

Town of Stettler  
Box 280  
Stettler, Alberta  
T0C 2L0

**Re: Municipal Support for the Red Deer River Watershed Alliance**

Dear Town of Stettler Council,

Hello, I am Francine Forrest, and I am reaching out on behalf of the Red Deer Watershed Alliance (RDRWA). As a municipality operating in the Red Deer River watershed, the Town of Stettler is recognized as a vital partner in land and watershed management in the basin. Below is a brief update on the RDRWA's activities and information on ways you can help us achieve our shared watershed planning goals and participate in our 2024- 2025 funding process.

**Who We Are**

The RDRWA was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. We are a multi-sector, not-for-profit organization that facilitates regional watershed management. Our renewed WPAC mandate and roles agreement with Environment and Protected Areas (2022) specifies RDRWA will lead an ongoing collaborative process to:

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP),
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convener and collaborator on watershed issues.

**Benefits to Your Municipality**

We are sending this letter, and the attached '*Our Common Water*' Case for Support, to invite the Town of Stettler to join other municipalities from across the watershed with a financial contribution in support of the RDRWA. Water is the foundation for the health and prosperity of local communities and the RDRWA recognizes the role of municipalities as major land and water use decision-makers and community leaders. The RDRWA can directly help to support your municipality through programming at the watershed-scale that influences the health of local watersheds and the water security for communities and industries. Over the past 18 years, the

RDRWA has developed many resources and initiatives to maintain and protect watershed health. The RDRWA's works on regional watershed assessment, programming and planning initiatives which provides information to assist with local decision making with community benefits including: source protection, flood and drought resiliency, increased water literacy and recreational enjoyment.

Municipalities contribute approximately 20% of the RDRWA's annual funding, based on a recommended funding model of **50 cents per capita**. Consistent municipal funding strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, align monitoring initiatives and lead water literacy and environmental education efforts.

### Update on Activities

Highlights from our [2022-2023 Annual Report](#) and upcoming activities include:

- **Watershed Assessment and Planning Resources:** We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management. Some initiatives are listed below.
  - **Managing water and runoff:** The RDRWA in partnership with the Nature Conservancy of Canada developed an [online map portal](#) that also maps "[hydrologically significant areas](#)" across the watershed. This information can be used to inform decisions and help control runoff by prioritizing areas for development and restoration.
  - **Flood and drought resilience:** The RDRWA partnered with Fiera Biological Consulting (2020 – present) to map riparian condition along over 10,000 km of shoreline in the Medicine-Blindman Rivers, Buffalo, Kneehills, Threehills, and Little Red Deer Rivers and Raven, Michichi and Rosebud rivers. The [technical reports](#) and municipal summaries support decision making and targeted restoration and conservation programming. Stay tuned for upcoming workshops on drought management.
  - **State of the Watershed:** The RDRWA is collaborating with partners to assess and update its [State of the Watershed Report](#) (2009). Information will inform shared initiatives for Integrated Watershed Management Planning ([IWMP](#)).
- **Education and Outreach:** Our work reaches thousands of central Albertans every year. This year the RDRWA hosted and participated in summer outreach events to connect with over 5000 individuals. Events were for school groups and the general public. RDRWA also partnered with the Waskasoo Environmental Education society to deliver watershed educational programs to Grade 5 and Grade 8 students. The RDRWA has also connected with >3000 individuals on social media (Facebook, X) and through our monthly newsletter and website materials. We additionally developed a number of films on important topics including: [source water](#), [native trout](#), and [riparian areas](#) to increase water literacy.

- **Convenor and Collaborator:** We also provide forums for stakeholders to meet, share information, discuss water and watershed issues and priorities in the basin. This year our Fall forum and WPAC Summit brought partners from across Alberta and beyond to the basin for important discussions.



### Stronger Together

Thank-you for considering this invitation to become a funding partner of the RDRWA. For interest and follow up invoicing, please contact Kelly Dodds at [info@rdrwa.ca](mailto:info@rdrwa.ca) or by phone at 403-340-7379. Your support matters and we hope you will join the community of municipalities to collaborate on watershed management initiatives and help address our current and future shared water challenges.

Sincerely,

Francine Forrest, MSc.  
Executive Director, RDRWA

#### Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Check out water-related events on our [community calendar](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees



# OUR COMMON WATER

**PARTNERS IN WATERSHED  
MANAGEMENT**

**MUNICIPAL CASE FOR  
SUPPORT 2024-2025**

# Who We Are

The Red Deer River Watershed Alliance (RDRWA) was established in 2005 as the official Watershed Planning and Advisory Council (WPAC) for the Red Deer River Watershed, as designated under the Government of Alberta's Water for Life Strategy. The Alliance leads on watershed planning, promoting beneficial management practices, fostering stewardship activities, reporting on the state of the watershed and educating users on the importance of water resources.

As the official provincial Watershed Planning and Advisory Council (WPAC) for the Red Deer River watershed, the RDRWA has a responsibility to ensure that we engage with many groups of people with diverse perspectives, values, interests, and concerns; which includes sectors such as agriculture, industry and municipalities, as well as the general public.

As a multi-sector organization, the RDRWA acts as a collaborative forum for stakeholders from across sectors to work together in support of a healthy, dynamic, and sustainable watershed. We all have a role to play in watershed management, and the RDRWA's primary role is one of connection - helping our community members and key stakeholders find meaningful opportunities to make a difference.

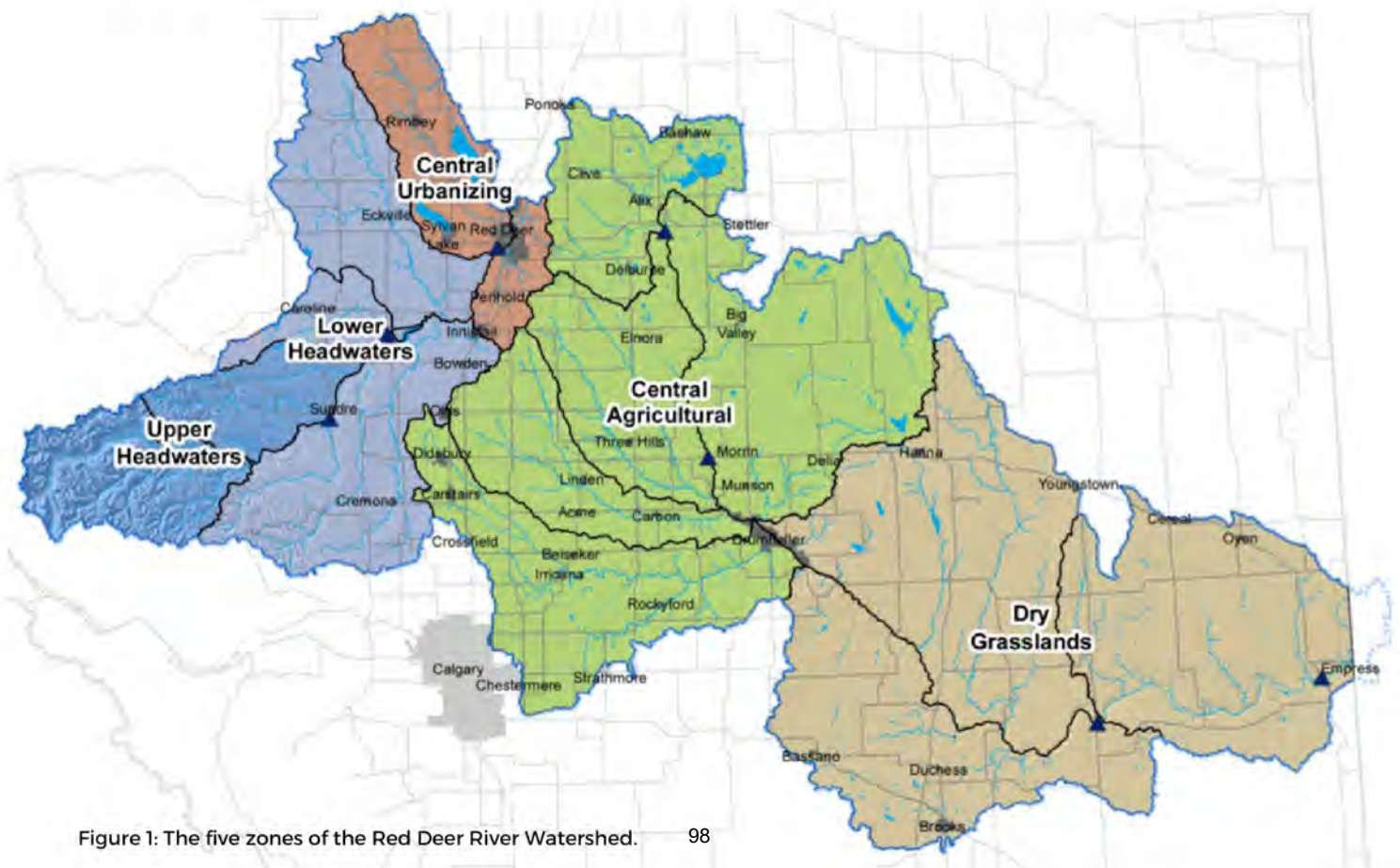


Figure 1: The five zones of the Red Deer River Watershed. 98

# Help The RDRWA Support Municipal Leadership



## WATER IS THE FOUNDATION FOR THE HEALTH AND PROSPERITY OF LOCAL COMMUNITIES

The health of the Red Deer River watershed is vital to:



Sourcewater  
Protection



Fisheries and  
Wildlife



Municipal Services



Flood and Drought  
Resilience



Wetlands and  
Riparian Areas



Recreation

# Municipal Support For Watershed Management

Municipalities are leaders and important land-use decision-makers in the Red Deer River watershed. The Red Deer River watershed is home to two cities (Red Deer and Brooks), 22 towns, 20 counties and specialized municipalities, 80 villages and hamlets, and 10 summer villages.

Many of these local governments support watershed initiatives by donating \$0.50 for every resident within their part of the watershed to the RDRWA, proving there is power in numbers.

This funding enables the RDRWA to continue our work on watershed planning, developing resources and tools, delivering environmental education programming, engaging with community members, hosting regular forums and events, and helping to meet your needs as a municipality.



*The Red Deer River Watershed Alliance works collaboratively with a wide range of sectors, communities and perspectives.*

## PARTNERS IN WATERSHED MANAGEMENT

Municipalities contribute approximately 20% of the RDRWA's annual funding, based on a funding model of just 50 cents per capita. Municipal funding helps secure grants and strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, and lead water literacy and environmental education efforts.

# Advancing Watershed Management: RDRWA and Your Municipality

The RDRWA's work benefits your municipality through programming that influences the health of local watersheds and the water security of communities and industries.

The RDRWA is working to update its State of the Watershed Report and further develop of the Integrated Watershed Management Plan. We welcome the involvement and engagement of municipal partners throughout this process.

We encourage municipalities to consult our educational and technical resources via [www.rdrwa.ca](http://www.rdrwa.ca) or to contact the RDRWA for support.

WE WORK WITH A WIDE RANGE OF PARTNERS TO  
EXPLORE INNOVATIVE SOLUTIONS TO WATER  
MANAGEMENT CHALLENGES.



In 2023, we focused on improving programming for our municipalities, recognizing the role of municipalities as major land-use decision-makers and community leaders.

## Watershed Video Resources



The RDRWA created a short film, Riparian Ecosystems to raise awareness about the importance of natural infrastructure in flood and drought resilience in the Red Deer River watershed.

RDRWA has also created additional videos on the following topics: source waters, municipal planning, gravel-bed rivers, climate change and native trout.

# Working For You

We strive to be a resource for municipalities to learn about the watershed and specific actions that can be taken to support watershed health.

To assist municipalities with land and water resource management, we facilitate communication on watershed planning and produce technical reports and tools addressing watershed topics (e.g., source protection, riparian health, water security, hydraulic fracturing). All of these resources are available to you at no charge and can help inform planning decisions.



**Blueprint: An Integrated Watershed Management Plan for the Red Deer River Watershed on Water Quality (2016).** The plan addresses two key areas: surface water quality and groundwater quality, recognizing that the two are fundamentally interconnected.



**Hydraulic Fracturing Management Recommendations and Fact Sheet (2020).** The Red Deer River Watershed Alliance developed a fact sheet on hydraulic fracturing trends in the basin and nine high-level management recommendations in response to stakeholder and community concerns related to hydraulic fracturing activity and potential implications for the Red Deer River watershed.



### **Mapping Hydrologically Significant Areas (2021).**

The Red Deer River Watershed Alliance partnered with the Nature Conservancy of Canada to map “hydrologically significant areas” across the watershed and to develop an online map portal. This practical tool can be used to inform planning and management decisions.



### **Source Water Video**

The RDRWA created a short film 'Source Waters' to raise awareness about the Red Deer River watershed and the importance of water in central Alberta. The film follows the journey of the river from tip to toe, and features a range of experts and municipal leaders.



### **Mapping Riparian Condition Reports (2020- present).**

The Red Deer River Watershed Alliance partnered with Fiera Biological Consulting on three projects to assess over 10,000 km of riparian intactness (condition) along shorelines in the Medicine-Blindman subwatersheds (1), Buffalo, Kneehills, Threehills and Little Red Deer River subwatersheds (2) and Raven, Rosebud and Michichi subwatersheds (3) using a GIS-based approach. These studies provide important information to on prioritization of conservation and restoration efforts which contribute to longterm water quality and flood resilience benefits.

# Your Support Matters

Stronger Together. The RDRWA works collaboratively with all levels of government to build partnerships and advance watershed management. Through support, you will be joining a community of other respected leaders, municipalities and sectors in shared watershed management.

Please consider supporting shared watershed management through a \$0.50 contribution per capita to the RDRWA annually. This funding is leveraged through support from a range of funders, including fellow municipalities, the provincial government, industry, and other granting streams.

The RDRWA would be pleased to work with your municipality to identify strategic ways forward on key and emerging land and water issues.



For more information, contact the RDRWA  
E: [info@rdrwa.ca](mailto:info@rdrwa.ca) Tel: 403-340-7379