

Town of Stettler

COUNCIL MEETING

FEBRUARY 6, 2024

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, FEBRUARY 6th, 2024
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of January 16th, 2024 5-8
4. **Citizens Forum**
5. **Delegations**
 - (a) 6:30pm – Heather Seibel, Executive Director – Stettler Adult Learning Centre 9-25
– 2024 Update
6. **Administration**
 - (a) 2024 Capital Budget 26-48
 - (b) 2024 Red Deer Home Show – Council Staffing Schedule 49
 - (c) 2024 Capital Budget – Stettler Fire Squad Unit Tender 50-51
 - (d) 2024 Capital Budget – Housing Assessment RFP 52-53
 - (e) Bank Reconciliation – December 31, 2023 54
 - (f) CAO Reports 55-63
 - (g) Meeting Dates
 - Tuesday, February 13 – COW – 4:30pm
 - **Thursday, February 15 – Brownlee Emerging Trends – 7:45am - 4:30pm – Council Chambers**
 - Tuesday, February 20 – Council – 6:30pm
 - Tuesday, March 5 – Council – 6:30pm
 - Tuesday, March 12 – COW – 4:30pm
 - Tuesday, March 19 – Council – 6:30pm
 - Tuesday, April 2 – Council – 6:30pm
 - Tuesday, April 9 – COW – 4:30pm

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FEBRUARY 6, 2024
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- Tuesday, April 16 – Council – 6:30pm
- Tuesday, May 7 – Council – 6:30pm
- **Tuesday, May 14 – 2024 Tax Budget Deliberations – 3:00pm**
- Tuesday, May 14 – Committee – 4:30pm
- Tuesday, May 21 – Council – 6:30pm

(h) Accounts Payable in the amount of \$470,927.43 64-80
(\$10,186.03 + \$8,059.66 + \$40,007.42 + \$21,858.91 + \$10,659.24 + \$101,533.25
+ \$202,425.95 + \$4,579.71 + \$4,122.41 + \$6,085.25 + \$61,409.60)

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearing**

10. **Bylaws**

11. **Correspondence**

(a) Stettler & District Food Bank Society – Thank You Letter 81

(b) Pfeiffer Family – Thank You Card 82

(c) ATCO – Advanced Metering (AMI) is Coming to Your Community 83-85

12. **Items Added**

13. **In-Camera Session**

(a) Health & Safety Staffing – FOIP – Section 16(1) - Labour

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 16th, 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
Assistant CAO K. Hymers
Planning & Development Officer A. Stormoen

Media (1)

Absent:

Call to Order:

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

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

Motion 24:01:01

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 December 19th, 2023

Motion 24:01:02

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on December 19th, 2023 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the December 19th, 2023 Minutes

4. **Citizen's Forum:**

None

5. **Delegations:**

- (a) 6:30pm – Mark Dennis, Town of Stettler Fire Chief and Ivan Dijkstra, Manager of Stettler Regional Fire Department – Introduction

Mayor Nolls welcomed I. Dijkstra and M. Dennis to the meeting.

I. Dijkstra introduced himself and provided information on his background and work experience.

M. Dennis and I. Dijkstra gave a brief update on what has been happening since I. Dijkstra started his position on January 2nd, 2024.

Mayor Nolls thanked I. Dijkstra for attending the meeting, and welcomed him to the community on behalf of Council.

I. Dijkstra & M. Dennis left the meeting at 6:44 p.m.

6. **Administration:**

- (a) 2023 Tax Receivables – December 31, 2023

Motion 23:01:03

Moved by Councillor Barros that the Town of Stettler

Council accept the 2023 Tax Receivables as of December 31, 2023 as presented.

MOTION CARRIED
Unanimous

(b) 2023 Budget Summary – December 31, 2023 (Pre-Audit)

Motion 23:01:04

Moved by Councillor Lawlor that the Town of Stettler Council accept the 2023 Budget Summary as of December 31, 2023 as presented.

MOTION CARRIED
Unanimous

(c) 2023 Capital Budget Summary – December 31, 2023 (Pre-Audit)

Motion 23:01:05

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

MOTION CARRIED
Unanimous

(d) Meeting Dates

- **Monday, January 22 – 2024 Strategic Planning Workshop – 2:00pm – Council Chambers**
- **Tuesday, January 23 – 2024 Capital Budget Deliberations – SRC HUB**
- Tuesday, February 6 – Council – 6:30pm
- Tuesday, February 13 – COW – 4:30pm
- **Thursday, February 15 – Brownlee Emerging Trends – 7:45am – Council Chambers**
- Tuesday, February 20 – Council – 6:30pm
- Tuesday, March 5 – Council – 6:30pm
- Tuesday, March 12 – COW – 4:30pm
- Tuesday, March 19 – Council – 6:30pm
- Tuesday, April 2 – Council – 6:30pm
- Tuesday, April 9 – COW – 4:30pm
- Tuesday, April 16 – Council – 6:30pm
- Tuesday, May 7 – Council – 6:30pm
- **Tuesday, May 14 – 2024 Tax Budget Deliberations – 3:00pm**
- Tuesday, May 14 – COW – 4:30pm
- Tuesday, May 21 – Council – 6:30pm

(e) Accounts Payable in the amount of \$1,090,355.24

Motion 24:01:06

Moved by Councillor Randell that the Accounts Payable in the amount of \$1,090,355.24 be paid as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

December 20 – Economic Development Committee
December 21 – County of Stettler Housing Authority
January 8 – Steel Wheel Stampede Board
January 9 – Stettler Board of Trade Meeting
January 15 – Steel Wheel Stampede Budget Meeting

(b) Councillor Baker

January 9 – Stettler Board of Trade
January 15 – Stettler Board of Trade Big Jack Classic Planning

(c) Councillor Barros

January 3 – Stettler Hospital Foundation Meeting
January 9 – Central Alberta Child Advocacy Building Tour
January 11 – Heartland Beautification Committee

(d) Councillor Lawlor

December 20 – Economic Development Committee
December 20 – Emac Meeting with the Stettler Ambulance Authority
January 9 – Central Alberta Child Advocacy Building Tour
January 10 – Stettler Library Fundraiser Casino

(e) Councillor Pfeiffer

December 20 – Economic Development Committee
January 9 - Central Alberta Child Advocacy Building Tour

(f) Councillor Randell

December 20 – Economic Development Committee
December 21 – County of Stettler Housing Authority
January 9 - Central Alberta Child Advocacy Building Tour

(g) Councillor Smith

No report.

Motion 24:01:07

Moved by Councillor Baker 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) RCMP Deputy Commissioner – Notice of Retirement
(b) Stettler Hospital Foundation

Motion 24:01:08

Moved by Councillor Randell that the Town of Stettler accept the Correspondence items (a-b) for information.

MOTION CARRIED
Unanimous

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

13. **In-Camera Session:** (a) Land Transfer – FOIP – Section 33(c) – Land – 5301-51 Avenue

Motion 24:01:09

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

MOTION CARRIED
Unanimous at 7:04 p.m.

Motion 24:01:10

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

MOTION CARRIED
Unanimous at 7:10 p.m.

Motion 24:01:11

Moved by Councillor Baker that the Town of Stettler Council direct administration to proceed with obtaining title to 5301-51 Avenue by way of legal land purchase agreement.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 24:01:12

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

MOTION CARRIED
Unanimous at 7:11 p.m.

Mayor

Assistant CAO



Stettler Town Council

Presentation on Tuesday, February 6, 2024

Presented by Heather Seibel, Executive Director, Stettler Adult Learning Centre

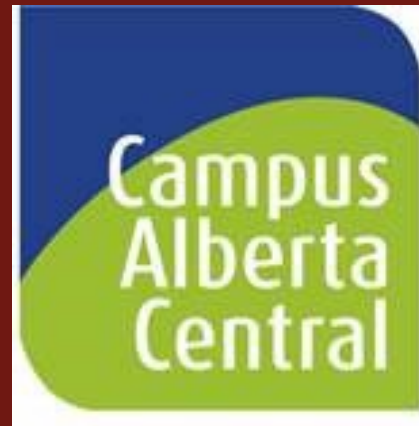


About Us

A non-profit organization,
incorporated under the Alberta
Societies Act since 1995



Part of the provincial network of
Community Adult Learning Programs (CALP)
and supported by Advanced Education



A Campus Alberta Central
(CAC) Learning site

Red Deer Polytechnic and
Olds College

Our Goals

To be the first choice for adults in East Central Alberta for furthering their education needs and goals



Be dedicated to offering lifelong learning opportunities to the Town and County of Stettler



Who Are We?

Proudly serving the Stettler community for the past 25 years!

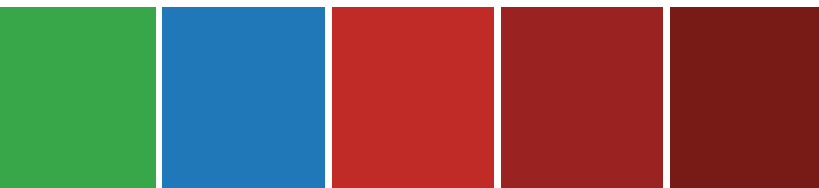


- **Team Members**

8 team members, working across 15 different program areas

- **Volunteer Tutors**

In math, reading, test preparation, work search skills



Funding

- Advanced Education
- Campus Alberta Central
- Project grants
- Community groups
- Service organizations
- Businesses
- Municipal Governments
- Fee for service and class tuition fees



A great place for education

Everyone who comes to the Stettler Adult Learning Centre has the opportunity to work with a knowledgeable advisor, who listens to better understand their goals, needs, and current skill levels. Our team creates individual plans to ready them for success and the next best program or learning opportunity for them.



SALC
Stettler Adult Learning Centre

6446
**Volunteer
Hours**
2022-23

**37% of
learners are
35-54**

38% are 55+

5685
**Paid
Programming
Hours**
2022-23

50%

*Shift in
demographics
from women to
men since fall 2023*

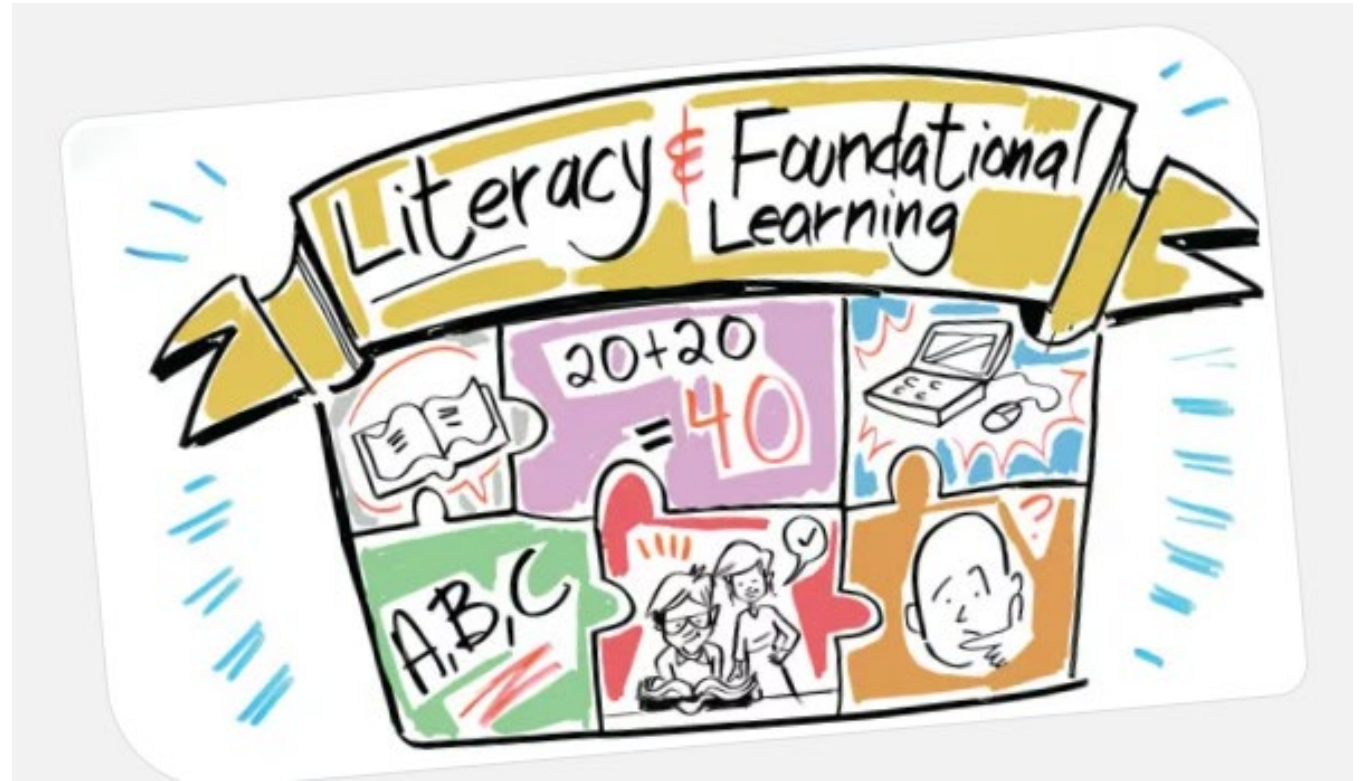
123%

*Increase in
number of
learners this year
over last*



What do we do?

Our main focus is on
Literacy and
Foundational Learning

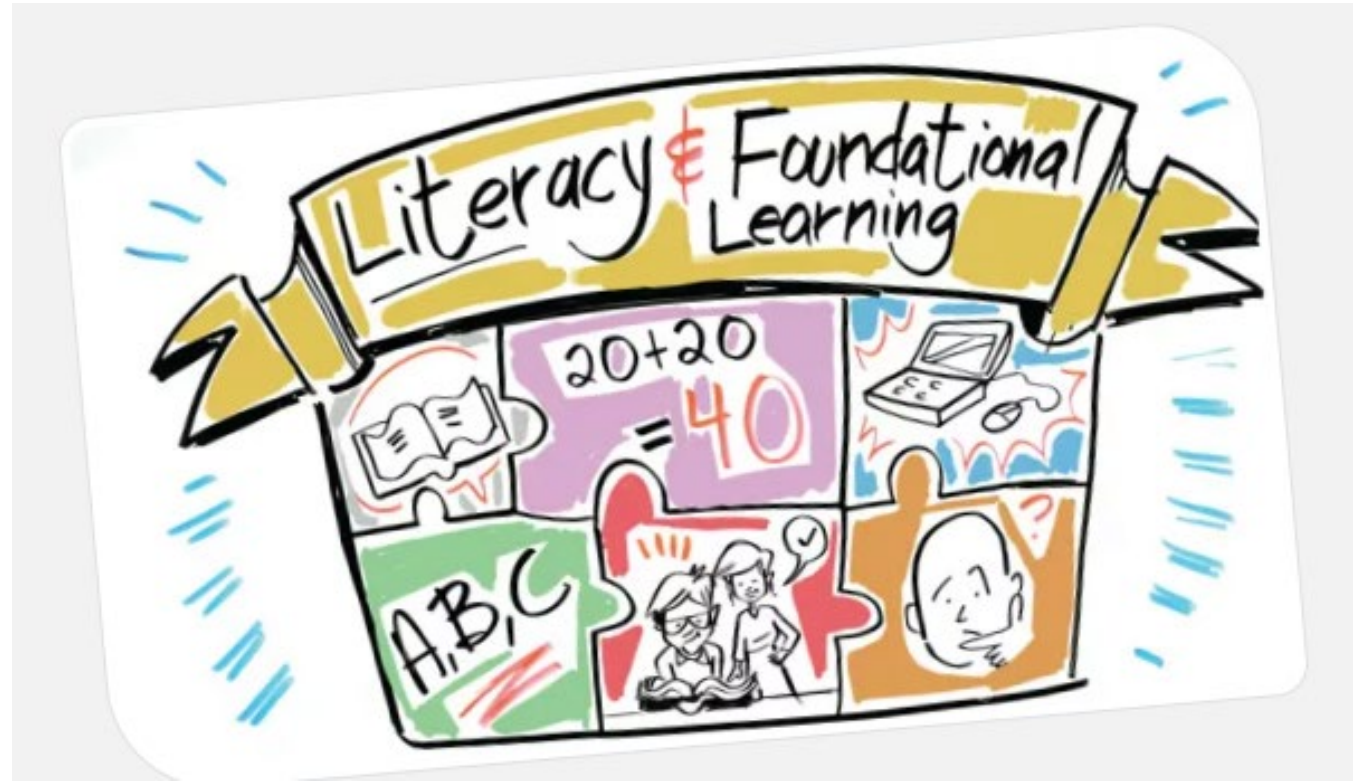


Foundational Learners

- Learners who are at, or below, a Grade 9 level in reading, writing, and math skills
- English as an Additional Language learners

What do we do?

Our main focus has been on Literacy and Foundational Learning –



We now include Digital Literacy skills as part of our foundational learning program

Exponential growth in this area this year, especially in the 50+ demographic

Our Programs



English as an Additional Language

We offer several programs for newcomers to Stettler, including group classes, individualized tutoring, language proficiency preparation, business language training, and access to immigration services.





Volunteer Tutor Program

Work one-on-one with adult learners

Engaging, enriching, and rewarding!

Come and join us!



We are always updating for new skills

Digital Literacy

Business Programs

Medical Programs

Artificial Intelligence

Human Resources and Soft Skill Development

Customized programs for your employees

How we can benefit you



How you can assist us

Spread the word
about who we
are and what we
do!

Use our services
for your
employees

Advocate to
government for
rural education

Refer others to
our Centre

Take a class with
us!



Thank You!



MEMORANDUM

To: Stettler Town Council
From: Administration
Date: **January 23, 2024**
Re: Capital Budget for 2024, 2025, 2026, 2027, 2028 (5 years – MGA)

The 2024 proposed Capital Budget has been prepared for Council's consideration in the amount of **\$5,194,935**. A Departmental Project Summary is summarized below:

2024 Capital Budget - Department Summary			
Administration			\$134,000
	Admin - Asset Management Program	\$60,000	
	Admin - Computer - Back Up Tapes	\$10,000	
	Admin - Computer - Computer replacement program	\$14,000	
	Planning - Housing Assessment Strategy	\$50,000	
Fire Department			\$2,049,435
	Fire engine replacement reserve	\$100,000	
	Emergency Warning Equipment & Carrier Slide Out for Town Fire Chief Truck	\$19,435	
	Fire Station Renovation Drawings	\$15,000	
	Reg Manager Fire Truck	\$130,000	
	2025 Fire Engine (1.2 million US \$) - Tender in 2024	\$1,700,000	
	Regional - Storage for Training Facility	\$85,000	
Transportation			\$1,365,000
	Pavement Patching	\$110,000	
	Concrete Crushing	\$150,000	
	Health Unit Parking Lot (Front and Back)	\$145,000	
	Spruce Drive - Hwy 56 to 61 Street	\$530,000	
	Cold Storage Shed	\$400,000	
	Salt Shed Door	\$30,000	
Water & Sewer & Storm			\$415,000
	Water - Belt Clip - Meter Reading	\$25,000	
	Water - Watermain on 47 Ave - 46 to 48 Street	\$350,000	
	Sewer - Lift Station A Pump Replacement (\$450,000 Total Project - 2025)	\$20,000	
	Storm - Culvert - Hwy 56 at Rail Tracks	\$20,000	
Equipment			\$480,000
	Skidsteer	\$35,000	
	Tandem	\$300,000	
	2 - 3/4 Ton Trucks	\$145,000	
Pathway / Sidewalks			\$470,000
	Pathway (maintenance & rehab)	\$55,000	
	Pathway Connection of Homesteader Park	\$20,000	
	Okoppe Walkway	\$72,000	
	Pathway Program-Spruce Drive Sidewalk	\$323,000	
Stettler Recreation Centre (SRC)			\$171,500
Arena	Domestic Hot Water Holding Tank	\$33,000	
Arena	Ice Resurfacing Holding Tank	\$35,000	
Arena	Overhead Doors	\$30,000	
SRC	Control Software Update	\$6,500	
Pool	Sand Filters - Back Mechanical Room	\$35,000	
Pool	Canon Replacement (Stage 1)	\$32,000	
Parks / Cemetary / Community Hall			\$95,000
Parks	Spray Park Upgrades (Planning Phase)	\$50,000	
Parks	Open Spaces Master Planning RFP	\$30,000	
Parks	Sports Park - Parking Curbs	\$15,000	
Arts and Culture			\$15,000
Total - 2024 Capital Budget - Department Summary			\$5,194,935

Funding Sources for the **2024 Capital Budget - \$5,194,935** (only) are summarized as follow:

- **\$1,348,000 - Grants**
 - \$1,359,751.00 – 2024 Capital Budget LGFF (Local Government Fiscal Framework – capital) - Formally MSI (Municipal Sustainability Initiative)
 - \$378,008.00 – 2023 LGFF (capital) Carry Forward
 - \$981,743.00 – 2024 Funding (capital)
 - \$1,359,751.00 – Total 2024 LGFF (capital) available for use
 - \$430,000.00 – Total used in 2024
 - \$915,156.75 – Total Carry Forward from 2023 – Lift Station & Water Reservoir
 - **\$14,594.25 - LGFF (capital) Balance Dec 31, 2024**
 - \$925,822.73 – 2024 Capital Budget Canada Community Building Fund - formally FGT Federal Gas Tax
 - \$553,217.73 – 2023 Canada Community Building Fund Carry Forward
 - \$372,605.00 – 2024 Funding
 - \$925,822.73 – Total 2024 CCBF available for use
 - \$918,000.00 – Total used in 2024
 - **\$7,822.73 – CCBF Balance Dec 31, 2024**
 - \$1,482,000 – 2023 Capital Budget STIP (Strategic Transportation Infrastructure Program)
 - 2022 Carry forward - \$145,350.94 – Alberta Community Partnership – SEASP / IDP
- **\$816,000.00 (\$882,919 Interim Budget) - Amount Available for Capital from 2024 Interim Budget**
 - **\$458,287.47 – 2024 Available for Capital – Utility (other)**
 - \$324,000.00 – Total used in 2024
 - \$70,400 – Total used in 2023 carry forward
 - \$394,400.00 - Total used in 2024 Capital budget
 - \$63, 887.47 - December 31, 2024 ending balance
 - **\$365,026.29 – 2024 Available for Capital – Utility (water)**
 - \$230,00.00 – Total used in 2024
 - \$28,536.34 – Total used in 2023 carry forward
 - \$258,536.34 - Total used in 2024 Capital budget
 - \$106,489.95 - December 31, 2024 ending balance
 - **\$581,863.49 – 2024 Available for Capital – (tax)**
 - \$262,000.00 – Total used in 2024
 - 307,085.92 – Total used in 2023 carry forward
 - \$569,085.92 - total used in 2024 Capital budget
 - \$12,777.57 - December 31, 2024 ending balance
- **\$62,500 - 2024 Interim Budget – Transfer from Operating**
 - \$20,000 – Lift Station A – Pre-Engineering / \$42,500 – Fire Storage Training Facility
- **\$1,160,935.00 – 2024 Transfer from Reserves + 2023 Carry forward \$569,083.73 = \$1,730,018.73**
 - \$1,088,105.00 – General / \$180,000.00 – County Recreation Partnership / \$200,000.00 – Land Development / \$109,532.73 – WTP / \$66,435.00 – Fire / \$16,500.00 – Computer / \$9,646.00 – Chain Link Fence / \$50,000.00 -BOT / \$9,800.00 - Culture
- **\$1,807,500.00 – Other - \$107,500 County - \$65,000 Reg Manager Fire Truck, \$42,500 – Training Storage Facility / \$1,700,000 Debenture/Reserve /**
- **\$5,194,935 – Total 2024 Capital Budget**

2024 Capital Budget - A closer Look.....

The 2024 Interim Operating Budget and the 2024 Capital Budget – an “awesome” partnership, working together for the benefit of the entire community.

The 2024 – 2026 Interim Operating Budget continues to *invest* a substantial amount of internally generated funds (**2024 - \$882,919**) for normal capital projects on an annual basis. With the Local Government Fiscal Framework (formally MSI) program coming into effect in 2024 and changes in the way it is being calculated, we saw an increase in our funding for 2024 to \$981,743 and will see an increase for 2025 to \$1,111,391. However, even with the optimism of the LGFF increasing, administration still remains cautious in the Town’s ability to save/invest in major capital equipment and infrastructure. With a federal election looming in 2024/2025 there is going to be some uncertainty moving forward.

A summary of the overall revenue and expenditure levels included in the three-year Interim Operating Budget 2024 – 2026 are as follows:

	2014	2015	2016	2017	2018	2019	2020 Pre Covid - Dec 2019	2020 Post Covid - May 2020	2021 (May 2021)	2022	2023	2024	2025
Total Revenues	\$15,787,405	\$16,344,323	\$17,475,500	\$17,785,191	\$18,345,659	\$18,753,734	\$18,952,898	\$18,240,375	\$18,850,681	\$19,131,289	\$20,138,914	\$20,694,174	\$20,773,957
Total Expenditures *	\$14,817,975	\$15,421,559	\$16,184,230	\$16,801,224	\$17,318,754	\$17,677,384	\$17,927,471	\$17,691,128	\$18,107,218	\$18,431,718	\$19,481,076	\$19,811,255	\$19,766,480
Net Revenue Generated	\$969,430	\$922,764	\$1,291,270	\$983,967	\$1,026,905	\$1,076,350	\$1,025,427	\$549,247	\$743,463	\$699,571	\$657,838	\$882,919	\$1,007,477
Available for Capital													
Utility Source Capital	\$561,500	\$629,283	\$579,417	\$523,839	\$445,438	\$396,822	\$389,930	\$301,588	\$425,041	\$368,881	\$373,218	\$335,401	\$412,314
General Source Capital	\$407,930	\$293,481	\$711,854	\$460,128	\$581,467	\$679,528	\$635,497	\$247,659	\$318,422	\$330,690	\$284,620	\$547,518	\$595,163
Net Revenue Generated	\$969,430	\$922,764	\$1,291,271	\$983,967	\$1,026,905	\$1,076,350	\$1,025,427	\$549,247	\$743,463	\$699,571	\$657,838	\$882,919	\$1,007,477
Plus External Grants (pending)													
Basic Municipal Transportation Grant	\$344,880	\$344,880	\$344,880	\$344,880	\$357,120	\$357,120	\$357,120	\$357,120	\$357,120	\$0	\$0	\$0	\$0
Canada Building Communities Fund (FGTF)	\$325,631	\$301,327	\$309,892	\$310,904	\$328,277	\$672,579	\$346,344	\$340,465	\$696,912	\$356,384	\$356,679	\$372,605	\$356,679
LGFF Operating - Police	\$54,446	\$54,445	\$53,284	\$52,513	\$53,680	\$54,199	\$53,391	\$52,856	\$52,448	\$52,448	\$52,448	\$106,896	\$52,448
LGFF Capital	\$1,063,495	\$1,125,861	\$1,043,475	\$1,947,237	\$561,531	\$566,378	\$945,165	\$943,458	\$1,245,630	\$649,945	\$649,945	\$981,743	\$1,111,391
COVID-19 - MOST (Municipal Operating Support Transfer)									\$607,693				\$0
COVID-19 - MSP (Municipal Stimulus Program)									\$707,509				\$0
Total Grants	\$1,788,452	\$1,826,513	\$1,751,531	\$2,655,534	\$1,300,608	\$1,650,276	\$1,702,020	\$1,693,899	\$3,667,312	\$1,058,777	\$1,059,072	\$1,461,244	\$1,520,518
Total New Available Funds	\$2,757,882	\$2,749,277	\$3,042,802	\$3,639,501	\$2,327,513	\$2,726,626	\$2,727,447	\$2,243,146	\$4,410,775	\$1,758,348	\$1,716,910	\$2,344,163	\$2,527,995

* Other notable Maintenance Spending Allocations within the 2024-2026 Operating Budget

	2014	2015	2016	2017	2018	2019	2020 Post Covid - May 2020	2020 Pre Covid - Dec 2019	2021	2022	2023	2024	2025	2026
Ongoing Annual Maintenance														
Water Meter Replacements	\$46,000	\$46,000	\$46,000	\$46,000	\$46,500	\$47,000	\$75,000	\$75,000	\$75,000	\$75,000	\$80,000	\$80,000	\$80,000	\$80,000
Sidewalk Replacements	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Gravel Road Oiling	\$27,000	\$27,500	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$27,500	\$27,500	\$27,500	\$27,500
Pathway Maintenance	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Fire Protective Clothing	\$57,300	\$57,300	\$57,300	\$57,300	\$57,300	\$59,000	\$60,800	\$60,800	\$62,600	\$65,000	\$67,600	\$70,000	\$70,000	\$70,000
Physician Recruitment	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
BOT Community Development	\$45,900	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$0	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000
Land Development Reserve (LDR) / Lot Sales	\$116,110	\$102,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Economic Incentives	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Stettler Recreation Centre Annual Repairs	\$78,500	\$93,600	\$93,600	\$94,210	\$74,720	\$75,000	\$75,000	\$75,000	\$87,200	\$81,700	\$113,700	\$91,700	\$93,200	\$93,200
Water treatment Plant Annual Repairs	\$102,920	\$105,500	\$107,100	\$109,600	\$111,400	\$133,100	\$135,100	\$135,100	\$127,100	\$128,100	\$148,100	\$145,600	\$146,225	\$146,900
Computer Capital Replacement	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900	\$26,900
Total Generated In/From Operations	\$608,130	\$610,350	\$507,400	\$510,510	\$543,320	\$567,530	\$534,300	\$578,300	\$584,300	\$582,200	\$644,300	\$622,200	\$624,325	\$625,000

2024 Capital Budget Funding Sources

2024 Interim Budget – Available for Capital - \$882,919 + \$522,258 (previous year carry forward – prior to 2023 audit)

The 2024 Interim Operating & Capital Budgets collectively include the following amounts available for capital purposes from internally generated sources as follows:

Source	2024 Interim Operating Budget - Amount Available for Capital	Projected Ending Balance 2023 (prior to 2023 audit - Dec 29, 2023)	2024 Total Available for Capital	2024 Budget Year Proposed Capital (incl previous years carry forward)	Projected Ending Balance 2024
Interim Budget Available for Capital - Other (sewer, garbage, recycling)	\$276,645	\$181,642	\$458,287.47	-\$394,400.00	\$63,887.47
Interim Budget Available for Capital (Water)	\$58,756	\$306,270	\$365,026.29	-\$258,536.34	\$106,489.95
Interim Budget Available for Capital (Tax)	\$547,518	\$34,345	\$581,863.49	-\$569,085.92	\$12,777.57
Total	\$882,919	\$522,258	\$1,405,177.25	-\$1,222,022.26	\$183,154.99

2024 Interim Budget – Available for Capital – Utility (sewer, waste and recycling)

- **\$458,287.47 - 2024 Available for Capital**
- \$324,000.00 – Total used in 2024
- **\$70,400.00 – Total used in 2023 carry forward**
- \$394,400.00 – total used in 2024 Capital budget
- \$63,887.47 – December 31, 2024 ending balance

The following projects are being allocated in 2024 from Available for Capital Other Utility (sewer, waste, recycling) fund allocations, they include prior and current utility and non-utility projects:

Project	Proposed Capital 2024 Budget	
Fire - Fire engine replacement (2026 - \$1M)	\$100,000	
Pavement patching	\$110,000	
Storm - Culvert - Hwy 56 at Rail Tracks	\$20,000	
Culture reserve	\$15,000	
Computer replacement program	\$14,000	
Fire - Reg Manager Fire Truck	\$65,000	\$324,000
Receiving Water Body Quality Assessment	\$50,000	
Parks - Top dressing spreader - \$10,800	\$10,800	
Parks - Campground - furnace and hot water tank	\$9,600	\$70,400
Total - 2024 Interim Budget - Available for Capital - Utility (Other)	\$394,400.00	\$394,400

2024 Interim Budget – Available for Capital – Utility (water)

- **\$365,026.29 – 2024 Available for Capital – Utility (water)**
- \$230,000.00 – Total used in 2024
- **\$28,536.34 – Total used in 2023 carry forward**
- \$258,536.34 – Total used in 2024 Capital budget
- \$106,489.95 – December 31, 2024 ending balance

The following projects are being allocated in 2024 from Available for Capital Utility (water) fund allocations, they include prior and current utility and non-utility projects:

Project	Proposed Capital 2024 Budget	
Water - Belt Clips - Meter Reading	\$25,000	
Admin - Asset Management Program	\$60,000	
Tran - Two 3/4 Ton Trucks	\$145,000	\$230,000
WTP - make up air unit - \$50,000	\$28,536	\$28,536
Total - 2024 Interim Budget - Available for Capital - Utility (Water)	\$258,536.34	\$258,536

2024 Interim Budget – Available for Capital – Taxes –

- **\$581,863.49 – 2024 Available for Capital (tax)**
- \$262,000.00 – Total used in 2024
- **\$307,085.92 – Total used in 2023 carry forward**
- \$569,085.92 – Total used in 2024 Capital budget
- \$12,777.57 – December 31, 2024 ending balance

The following projects are being allocated in 2024 from Available for Capital Taxes fund allocations, they include prior and current utility and non-utility projects:

Project	Proposed Capital 2024 Budget	
Sidewalk replacement program (yearly)	\$55,000	
Transportation - Salt Shed Door	\$30,000	
Parks - Spray park Upgrades (Planning Phase)	\$50,000	
Parks - Open Spaces Planning RFP	\$30,000	
Fire Station Renovation Drawings	\$15,000	
Pathway Connection of Homesteader Park	\$20,000	
PW - Skidsteer	\$35,000	
Okoppe Walkway (\$12,000 Avail for Capital + \$60,000.00 General Reserve)	\$12,000	
Parks - Sports Park - Parking Curbs	\$15,000	\$262,000
Fire - Replace Fire Chief Truck (\$47,000 Avail for Capital + \$47,000 Fire Capital Reserve)	\$59,000	
Fire Hall traffic signals - \$15,000 (\$7,500 County)	\$19,000.00	
Airport Runway (\$203,085.92-Avail for Capital + \$247,000 - County + \$1,482,000 Stip)	\$203,085.92	
Cemetery - New Columbarium	\$21,000.00	
Okoppe parking lot	\$5,000.00	\$307,086
Total - 2024 Interim Budget - Available for Capital - Taxes	\$569,085.92	\$569,086

2024 Transfer from Other Reserves – 2024 - \$1,160,935 + 2023 Carry forward - \$569,084 = \$1,730,019 (2023 Pre Audit Total Reserve Balance - \$8,034,812.58)

Project	2024 Transfer from General Reserve	2023 Transfer from Other Reserves	Amount
General Reserve			
Concrete Crushing	\$150,000		
Cold Storage Shed	\$400,000		
Tandem	\$300,000		
Okoppe Walkway	\$60,000		\$910,000.00
Parks - Outdoor arena - new boards - \$104,210	\$52,105		
Parks - Toro mower - \$96,000	\$96,000		
Roads - 44 Ave overlay - hwy 12 - 38st - \$7,500 final engineering	\$7,500		
Roads - Type 4 intersection - hwy 12 at 80th street - \$7,500 final engineering	\$7,500		
Roads - Mainstreet 48-49ave inc- \$7,500 final engineering	\$7,500		
Water - Watermain replacement east of 44th street between 49-50ave - \$7,500 final engineering	\$7,500		\$178,105.00
Total General Reserve			\$1,088,105.00
Other Reserves			
BOT - Housing Assessment - Strategy		\$50,000	
Computer - Back up Tapes - \$10,000		\$10,000	
County Partnership - Domestic Hot Water Holding Tank		\$33,000	
County Partnership - Ice Resurfacing Holding Tank		\$35,000	
County Partnership - Sand Filters - Back Mechanical Room		\$35,000	
County Partnership - Canon Replacement - (Stage 1)		\$32,000	
Computer - Building Maintenance - Control Software Update		\$6,500	
Fire-Capital Reserve - \$8,600-Warning Equip, \$10,835 - Slide out Bed		\$19,435	
County Partnership - Overhead Doors		\$30,000	\$250,935
WTP - PCL (programmable logic control)		\$109,533	
Culture - Hot Water Tank Replacement		\$9,800	
Community Partnership - Pool - Blind Replacement - \$15,000		\$15,000	
Chain Link Fence - Ball Diamond backstops - \$9,646		\$9,646	
Fire - Replace Fire Chief Truck		\$47,000	
Land Development - 48th Ave Cost sharing on Paving for Wellings		\$200,000	\$390,979
Seniors Centre - HUB - undercounter ice making machine - \$4,000			
Chain link fence - ball diamond backstops - \$9,646			
Fire - 2 way radio system - \$180,000 = \$60,150 avail for cap - utility			
Common services - equipment - 2 - 1/2t trucks - \$120,000 = \$70,000 avail for cap - tax			
Total Other Reserves			\$641,913.73
Total - 2024 Capital Budget - Transfer from Reserves	\$1,088,105.00	\$641,913.73	\$1,730,018.73

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

Major Capital Grant Funding – Federal and Provincial

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

Federal and Provincial Grants	2024 Allotment	Projected Ending Balance 2023 (prior to 2023 audit)	2024 Total Available for Capital	2024 Proposed Capital (incl previous years carry forward)	Projected Ending Balance 2024
Local Government Fiscal Framework (Formally MSI)	\$981,743	\$378,008.00	\$1,359,751.00	-\$1,345,156.75	\$14,594.25
Canada Building Communities Fund (formally FGT)	\$372,605	\$553,217.73	\$925,822.73	-\$918,000.00	\$7,822.73
Total	\$1,354,348	\$931,225.73	\$2,285,573.73	-\$2,263,156.75	\$22,416.98

2024 Capital Budget – Provincial and Federal Grants project summary:

- Airport runway overlay - \$1,932,085.92
 - \$1,482,000 – Strategic Transportation Infrastructure Program (STIP – 75%)
 - \$247,000 – County
 - \$203,086 – Town (available for capital) – (2023 Pre-engineering expense - \$43,914.08)
- Spruce Drive Sidewalk - \$323,000
 - \$323,000.00 – Canada Building Community Fund
- Health Unit Parking Lot - \$145,000
 - \$80,000.00 - LGFF
 - \$65,000.00 – Canada Building Community Fund
- Spruce Drive – Hwy 56 to 61 Street - \$530,000
 - \$530,000 – Canada Building Community Fund
- Watermain on 47 ave – 46 to 48 Street - \$350,000
 - \$350,000 – LGFF
- 2023 carry forward – Water Reservoir Pump Upgrade - \$761,612.86
 - \$761,612.86 – LGFF
- 2023 carry forward – Lift Station Upgrade – \$153,543.89
 - \$153,543.89 - LGFF
- 2023 carry forward - \$145,350.94 – Alberta Community partnership – SEASP/IDP (south east area structure plan / intermunicipal development plan)

What this effectively accomplishes is that the Town will utilize federal and provincial grants such as LGFF and Canada Community Building Fund funding for most large transportation and utility projects and use freed-up utility surpluses (available for capital through the Interim budget) to fund projects and savings for non-utility purposes. This will crystallize the savings into real dollars in our bank account (as opposed to having unspent Federal and Provincial Grant funds that are not in our possession). However, administration remains cautious in the Town's ability to save for/invest in major capital equipment and infrastructure given the remaining multi-year federal and provincial grant programs Local Government Fiscal Framework (LGFF- formally MSI) and Canada Communities Building Fund (CCBF – formally FGT). Also, with the global, national & provincial economic policies uncertain, and the changes to Local Government Fiscal Framework (formerly MSI program), the Town will continue to be challenged in its ability to address all the community's needs on a timely basis. 2024/2025 will see a federal election.

A look ahead to 2025, 2026, 2027, 2028 Capital Budgets

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

2025 – \$5,614,050

- Fire – Miscellaneous Equipment replacement - \$33,000
- Fire – Fuel Tank - \$16,100
- Fire – Portable Monitor - \$12,200
- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway (new construction) - \$100,000
- Rehab 47 Ave from 46-48 Street - \$150,000
- Downtown Streetscape 47-48 avenue (includes water) - \$1,200,000
- Watermain replacement 46-47 avenue between 55-56 street - \$350,000
- Watermain replacement 61A Street and 38 avenue - \$450,000
- Sewermain replacement 46-47 avenue between 55-56 street - \$325,000
- Lift Station B Pump replacements - \$450,000
- Storm Replace on west side of Hwy 12 from 44-50 avenue - \$400,000
- Skidsteer (Trade In) - \$35,000
- Sander - \$65,000
- Street Sweeper - \$300,000
- One ton Truck - \$75,000
- Airport terminal building upgrades - \$125,000
- Chipper - \$80,000
- WTP – Analyzer Replacement - \$75,000
- PALL Membrane replacement - \$50,000
- Hoist Lift Replacement - \$150,000
- Arena - Ice Resurfacer - \$185,000
- Pool - Slide for leisure pool (stage 2) - \$35,000
- Fitness Equipment Replacement - \$10,000
- Fitness-Roof Top Unit - \$60,000
- Fire – replacement of fire engine - \$200,000
- Fire – Replace Deputy fire chief SUV (\$54,250 over 2025/2026) - \$54,250
- SRC – Floor Scrubber – \$12,000
- Hub – Round table replacement - \$7,000
- Parks – Ball Field Groomer – \$14,500
- Parks – Ball Diamond Backstop Fence Replacement - \$5,000
- Parks – West Stettler Spray Park Upgrade - \$150,000
- Parks – Welcome Signage (Lions, Sports Park, West Stettler) - \$60,000
- Cemetery – Columbarium - \$20,000
- Community Hall – entry, buffet & kitchen flooring replacement - \$30,000

2026 – \$5,609,250

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Cemetery Headstone Sidewalk - \$30,000
- 46 Street overlay, 48-51 avenue - \$500,000
- Repave 61A Street at 38 ave following water replacement - \$200,000
- Watermain cast iron replacement – 48th street between 47-48 avenue - \$350,000
- Watermain cast iron replacement 52 Street between 50 - 51 avenue - \$350,000
- Watermain replacement 46-47 avenue between 54-55 street - \$325,000
- Sewermain clay tile replacement – 48th street between 47-48 avenue - \$300,000
- Sewermain replacement back alley south of 50A avenue from 57-59 street - \$400,000
- Sewermain replacement 46-47 avenue between 54-55 street - \$300,000
- Storm main through Clearview - \$500,000
- ¾ Ton Truck - \$65,000
- Skidsteer (Trade In) - \$35,000
- Cemetery Columbarium - \$20,000
- Concrete Crushing - \$150,000
- Loader - \$325,000
- Wastepond desludging (from Reserve) - \$400,000
- Pump upgrades - \$300,000
- PALL Membrane Replacement (Build Reserve) - \$50,000
- Fire – fire engine replacement - \$200,000
- Fire – replace Deputy fire chief SUV (\$54,250 over 2025/2026) - \$54,250
- Fire – miscellaneous equipment replacement - \$33,000
- Pool – Change Room Partitions - \$20,000
- Fitness – equipment replacement - \$10,000
- SRC – Digital marquee sign - \$90,000
- SRC – Office Renovation - \$20,000
- Hub – Floor refinishing - \$5,000
- Parks – Playground equipment replacement - \$80,000
- Park – West Stettler park gazebo - \$25,000
- Community Hall – Hardwood Floor refinishing - \$7,000
- Community Hall – Stacking chairs replacements - \$35,000

2027 – \$8,508,000

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Downtown Streetscape – 49–50 avenue - \$1,200,000
- 48 Street between 47–48 ave following water/sewer replace - \$400,000
- 50 ave (veterans way) 52–57 Street mill and overlay - \$375,000
- Watermain replacement on 59th street between 50-50A avenue - \$300,000
- 50A avenue mobile home park (north section) - \$175,000
- Sewermain replacement back alley south of 50A avenue from 59-61 street - \$400,000
- 50A avenue mobile home park (north section) - \$90,000

- Sewermain replacement 46-47 avenue between 53-54 street - \$300,000
- Desludge Emmerson Storm Pond - \$125,000
- Red Willow Creek Culvert Replace (57 Str to Hwy 56 Back Alley) South Pipe - \$750,000
- One ton truck - \$75,000
- Sidewalk Grinder - \$40,000
- Excavator - \$300,000
- Tandem - \$325,000
- Scissor Lift - \$250,000
- Skidsteer (Trade In) - \$35,000
- WTP - Upgrade to Interior Structures - \$150,000
- WTP – MCC Room Upgrades - \$150,000
- WTP – PALL Membrane Replacement (spend reserve) - \$350,000
- WTP – Potential Clearwater Expansion - \$2,000,000
- Fire – fire engine replacement - \$200,000
- Fire – Miscellaneous Equipment Replacement - \$33,000
- Pool – Resurface Wall Mural - \$25,000
- Fitness – Equipment Replacement - \$10,000
- Cemetery – Columbarium - \$20,000

2028 – \$5,632,000

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- 51 Avenue from 61-62 Street - \$600,000
- Airport GPS Recertification - \$14,000
- Parkdale 40 Ave 57-58 Street – Mill and overlay - \$300,000
- Watermain back alley south of 48ave between 57st and hwy 56 - \$350,000
- Watermain replacement on 46-47street between 52-53 street - \$325,000
- Watermain cast replace 61st from 51-52ave - \$425,000
- Sewermain replacement back alley south of 50A avenue from 61-62street - \$400,000
- Sewermain back alley south of 48 ave between 57st and hwy 56 - \$300,000
- Sewermain replacement 46-47ave between 52-53st - \$300,000
- Red Willow Creek Culvert Replacement on Rec Road - \$300,000
- Salt Shed Tent Replacement - \$125,000
- ¾ Ton truck - \$65,000
- Loader - \$325,000
- Asphalt roller - \$200,000
- Concrete Crushing - \$150,000
- Skid Steer (Trade In) - \$35,000
- West End dog Park Development - \$50,000
- WTP - Back up Generator Replacement - \$500,000
- WTP – PALL Membrane Replacement (Build Reserve) - \$50,000
- Fire – fire engine replacement - \$200,000
- Fire – Miscellaneous equipment replacement - \$33,000
- Pool – Waterslide Stair Replacement - \$80,000
- Fitness – Equipment Replacement - \$10,000
- SRC – Rec Office HVAC Unit - \$23,000
- SRC – Meeting Room HVAV Unit - \$34,000
- Community Hall – Ice Maker - \$8,000

2024 Capital Budget - Major Project Summary

1. 2024 Pavement / Sidewalk Improvement - \$240,000

The 2024 Capital Budget includes \$165,000 towards the annual Sidewalk Replacement Program, and the Pavement Patching Program

1. Sidewalk Replacement Program - \$130,000 - (\$75,000 – 2024 Interim Operating Budget + \$55,000 – Available for Capital 2024 Interim Budget – Tax)

Replace miscellaneous sections of sidewalk and curb and gutter that no longer meet Council Policy XV-3a, Sidewalk and pathway inspection and maintenance policy.



2. Pavement Patching Program – \$110,000 - (\$110,000 – Available for Capital- 2024 Interim Budget – (Other)

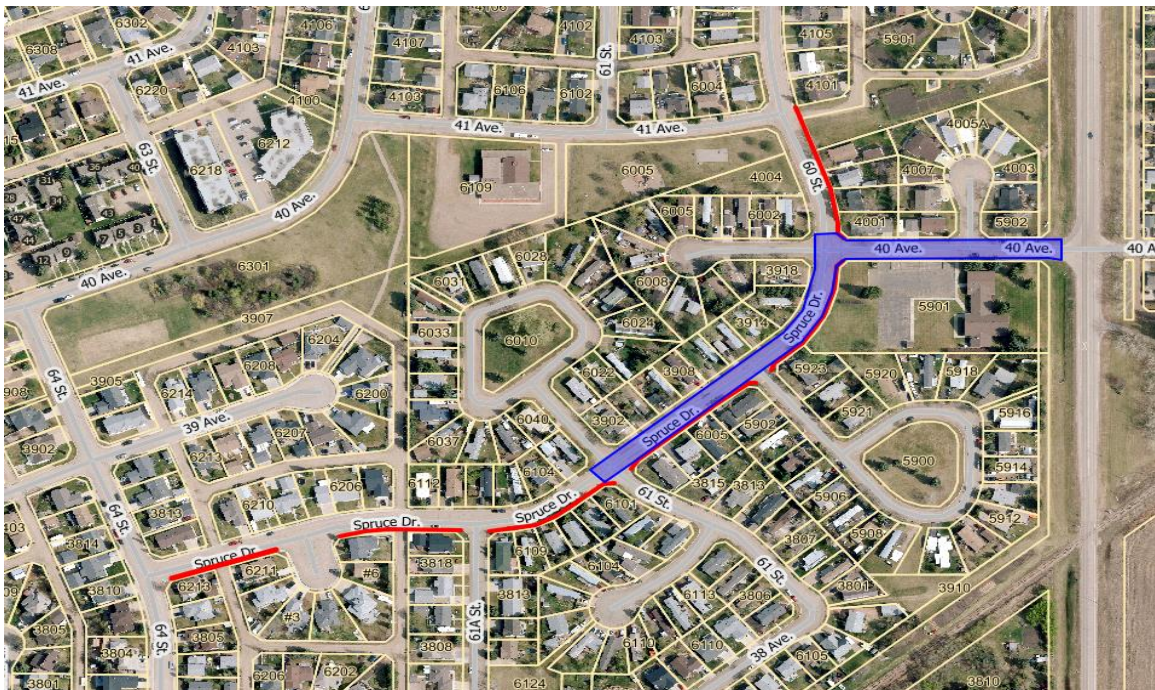
Repave the watermain trench excavation on 50 Avenue from 43-46 Street construction. Budget includes funds for several smaller patch locations that are too large for public works equipment to complete.



2. 2024 Road Way Reconstruction, Water, Sanitary and Storm Service Replacement – \$1,563,000

1. Spruce Drive – Hwy 56 to 61 Street (\$530,000) and Spruce Drive Sidewalk (\$323,000) – \$853,000
 - o \$853,000 – Canada-Community Building Fund

Construct a 1.2m wide concrete sidewalk abutting the existing curb and gutter along the south side of Spruce Drive. Mill and overlay Spruce Drive from Highway 56 to 61 street.



- 2. Watermain on 47 Avenue – 46 to 48 Street - \$350,000
 - o \$350,000 – Local Government Fiscal Framework

Remove the existing cast iron water main and replace with PVC, includes all fittings, valves and existing services.



- 3. Lift Station A Pump Upgrade Planning - \$20,000
 - o \$20,000 – 2024 Operating Budget

Utilize engineering services to provide a tender ready plan for pump upgrades in 2025.

- 4. Culvert – Hwy 56 at Rail Tracks - \$20,000
 - o \$20,000 – Available for Capital (Other)

Drill a new drainage pipe under highway 56 to replace the collapsed culvert that carries storm water across the highway.



- 5. Health Unit Parking Lot - \$145,000
 - o \$80,000 – Local Government Fiscal Framework
 - o \$65,000 – Canada Community Building Fund

Pave the newly expanded parking lot at the rear of the health unit, mill and overlay the existing rear and front parking lots.



- 6. Concrete Crushing - \$150,000
 - o \$150,000 – General Reserve

Crush the accumulated stock pile of concrete and asphalt salvaged from town projects and recycled from contractors/landowners. This program significantly reduces the amount of landfill space required and also provides re-usable aggregate for town needs.



- 7. Belt Clips for Meter Reading - \$25,000
 - o \$25,000 – available for capital – water



3. Pathway Development - \$92,000

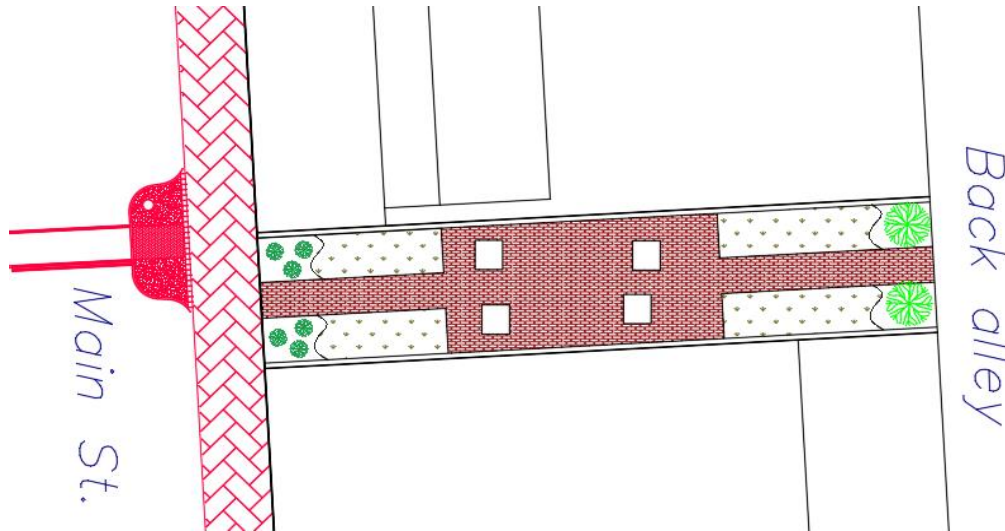
1. Pathway Connection of Homesteader's Park – Total \$20,000
 - o \$20,000 – Available for Capital (Other)

Finalize the connection of the pathway installed north of Alberta Prairie railway into the recently dedicated Homesteaders Park. Work includes crossing of rail tracks, culvert installation and pathway construction.



2. Okoppe Way 4915 – 50 Street - \$72,000
 - o \$12,000 – Available for Capital
 - o \$60,000 – General Reserve

Create a walkway with a gathering area that will have a permanent shade structure with seating. Landscaping will beautify the space. Two signs will be installed, one with the dedication of the space naming it Okoppe Way and the second with the history of the twin town program. Budget includes concrete, shade structure, furniture, landscaping, signage, and fencing. Construction in 2024, with dedication of space on the 35th anniversary of the twin town program in 2025.



4. Equipment

1. Tandem - \$300,000
 - o \$300,000.00 – general reserve

Purchase a new tandem for public works operations. Current oldest tandem is requiring continual maintenance and repair and is out of service often.



2. Two – ¾ Ton Trucks - \$145,000
 - o \$145,000.00 – available for capital – water

Purchase two new ¾ ton trucks for continual fleet renewal.



3. Skidsteer Replacement - \$35,000
 - o \$35,000 – Available for Capital

Trade in existing skidsteer and purchase a new one. Keeping this equipment up to date is critical for almost all public works operations.



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

The 2024 Capital Budget does include \$15,000 towards Arts & Culture projects.
The balance in the Culture Reserve December 31, 2023 - \$109,663.87

6. Stettler Regional Fire Department

- Replace Regional Manager Truck - \$130,000
 - Tender in 2024 - \$130,000 total cost
 - County - \$65,000 2024
 - Town - \$65,000
 - \$65,000 2024 - available for capital - Other
- 2001 Fire Engine Replacement in 2026 (\$1.2M) - \$100,000
 - \$1,700,000 – 2024 Operating budget – Debenture Reserve Account Balance – December 31, 2023- \$251,914

The “second line” apparatus, a 2001 Freightliner fire engine will have to be replaced in 2026. The Fire Underwriters have an age requirement for Fire Apparatus Insurance Grading Recognition. In small communities, fire apparatus can be used as “First Line” up to 20 years, “Second Line” up to 25 years and “Reserve only” up to 29 years with the condition of completing a strict performance test every year of service beyond 20 years. Based on the tender results from the previous apparatus purchase, the estimated cost for a new fire engine in 2026 will be \$1,700,000. The 2024-2026 Capital Budgets includes a provision of \$200,000 per year to ensure adequate funding is available in 2026. – Fire Capital Reserve - December 31, 2023 - \$251,914)

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

7. Asset Management Software - \$60,000

- \$60,000 – Available for Capital – Water

Purchase an asset management software program including consulting services to serve as one central database for all town assets to assist in lifecycle planning, risk management, evaluating levels of service and decision optimization. This is a multi year plan that includes as a first step, the capturing and inclusion of all assets into one software program.

8. Building - \$430,000

1. Cold Storage Shed - \$400,000

- o \$400,000 – General Reserve

Replace the existing cold storage with a heated shop. Public works does not currently have enough indoor heated storage for equipment. Safely securing equipment indoors not only reduces theft and damage but prolongs the life of the equipment. This additional space will be set up to store parts and signage, but also will be used as a workspace for staff to complete projects.



2. Salt Shed Door Replacement - \$30,000

- o \$30,000 – Available for Capital
Replace the existing door to the salt shed.



9. Canon Replacement - \$32,000

- o \$32,000 – County Partnership Reserve

Replace 2 water cannons on pool deck that have been repaired past life expectancy.



Town of Stettler							
2024 Reserves	31-Dec-23	Pre-Audit					
Capital Reserves		31-Dec-21	31-Dec-22	31-Dec-23	2024 Additions	2024 Deletions	31-Dec-24
4-16-00-00-12-760	Computer	\$26,899.74	\$53,799.74	\$36,966.75		-\$16,500.00	\$20,466.75
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	\$0.00			\$0.00
4-16-00-01-23-760	Fire Capital	\$770,598.99	\$917,598.99	\$850,298.99	\$100,000.00	-\$66,435.00	\$883,863.99
4-16-00-03-74-760	Senior Centre	\$19,250.00	\$19,250.00	\$15,250.00			\$15,250.00
4-16-00-01-31-760	Common Service - Equipment	\$52,172.73	\$61,852.39	\$11,852.39			\$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	\$1,127.72			\$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	\$800,700.00	\$1,067,600.00	\$930,259.08	\$266,000.00	-\$180,000.00	\$1,016,259.08
4-16-00-02-41-760	WTP (membranes replacement)	\$205,545.21	\$255,545.21	\$150,000.00	\$50,000.00	-\$109,532.73	\$90,467.27
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
Total Capital Reserves		\$2,191,744.89	\$2,692,224.55	\$2,291,102.14	\$416,000.00	-\$382,113.73	\$2,324,988.41
Operating Reserves		31-Dec-21	31-Dec-22	31-Dec-23	2024 Additions	2024 Deletions	31-Dec-24
4-15-00-00-21-700	RCMP Criminal Records Fee	\$62,263.70	\$70,009.95	\$70,009.95			\$70,009.95
4-15-00-00-23-700	Rescue Unit	\$213,628.68	\$233,338.21	\$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	\$0.00			\$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	\$66,294.08	\$70,544.08	\$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		-\$46,522.02	\$1,087.22
4-15-00-06-64-700	BOT Events	\$3,477.98	\$3,477.98	\$3,477.98		-\$3,477.98	\$0.00
4-15-00-00-69-700	Building Maintenance	\$39,600.00	\$41,800.00	\$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	\$126,753.17	\$129,256.17	\$104,463.87	\$15,000.00	-\$9,800.00	\$109,663.87
4-15-00-00-97-700	General	\$2,441,808.40	\$3,055,727.06	\$2,712,847.34		-\$1,088,105.00	\$1,624,742.34
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	\$399,631.67	\$532,087.47	\$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	\$587.00	\$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	\$0.00	\$0.00			\$0.00

4-15-00-01-66-700	Land Development	\$1,071,554.77	\$1,071,554.77	\$1,071,554.77			-\$200,000.00	\$871,554.77
4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00				\$3,000.00
4-15-00-01-77-700	Tree maintenance	\$5,950.00	\$5,950.00	\$5,950.00				\$5,950.00
4-15-00-01-69-700	Health Unit	\$12,500.00	\$12,500.00	\$12,500.00				\$12,500.00
4-15-00-01-74-700	Seniors HUB	\$10,119.46	\$16,119.46	\$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	\$10,921.76	\$25,921.76	\$25,921.76				\$25,921.76
4-15-00-03-12-700	ARB	\$6,000.00	\$6,946.00	\$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	\$22,936.70	\$72,936.70	\$72,936.70				\$72,936.70
4-15-00-05-64-700	Marketing Plan	\$0.00	\$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				\$40,000.00
	Admin SuceSSION Planning	\$300,000.00	\$300,000.00	\$300,000.00				\$300,000.00
	PY - Vacation Accrual	\$163,058.00	\$163,058.00	\$163,058.00				\$163,058.00
	COVID Municipal Operating Support transfer (MOST)	\$198,718.75	\$0.00	\$0.00				\$0.00
4-15-00-06-41-700	Water Plant - Desludging	\$210,000.00	\$280,000.00	\$350,000.00	\$70,000.00			\$420,000.00
4-15-00-07-41-700	Water Plant - Small Equip Non TCA	\$46,374.88	\$96,374.88	\$171,374.88	\$75,000.00			\$246,374.88
	Total Operating Reserves	\$6,256,465.85	\$6,973,063.34	\$6,714,574.18	\$160,000.00	-\$1,347,905.00		\$5,526,669.18
4-15-00-00-98-700	Utilities - Other	\$570,198.91	\$513,382.59	\$181,642.47	\$276,645.00	-\$394,400.00		\$63,887.47
4-15-00-00-96-700	Utilities - Water	\$380,696.29	\$391,529.49	\$306,270.29	\$58,756.00	-\$258,536.34		\$106,489.95
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$355,417.67	\$527,611.76	\$34,345.49	\$547,518.00	-\$569,085.92		\$12,777.57
	Total Interim Budget - Available for Capital (rates /tax)	\$1,306,312.87	\$1,432,523.84	\$522,258.25	\$882,919.00	-\$1,222,022.26		\$183,154.99
	Total Operating Reserves	\$7,562,778.72	\$8,405,587.18	\$7,236,832.43	\$1,042,919.00	-\$2,569,927.26		\$5,709,824.17
	Total Capital & Operating Reserves	\$9,754,523.61	\$11,097,811.73	\$9,527,934.57	\$1,458,919.00	-\$2,952,040.99		\$8,034,812.58
								\$8,034,812.58

2024 Red Deer Home Show

Staffing Schedule

Friday, March 8th 12-8pm	Saturday, March 9th 10am-6pm	Sunday, March 10th 10am-5pm

MEMORANDUM

To: CAO, Leann Graham
From: Fire Chief, Mark Dennis
Date: February 2, 2024
Re: Request for Tender of Fire Chief Squad Vehicle

Background:

Replace existing Fire Chief vehicle (2013 Suburban) with a 2023, four wheel drive GMC Yukon XL.

The capital budget limit for the Squad vehicle less emergency warning equipment and rear slide out is 106,000 excluding GST, as approved under the Town of Stettler Capital Budget.

Project Justification

Town of Stettler Fire Chief requires a vehicle for fire department duties. This vehicle is equipped to provide emergency response command and control, perform fire investigations, fire inspections, daily administrative duties and respond to incidents 24/7.

The new unit will be equipped with emergency warning lights and siren. Rear slide out with passenger safety divider for storage of equipment.

Summary of Proposals Submitted:

Administration submitted a request for tender on the Alberta Purchasing Connection and have received two bids:

Wolf Chevrolet GMC Buick Calgary - selling price without GST \$107,926 Delivery 7-10 days.

Western GMC Buick Edmonton - Selling price without GST \$ 105,500 Delivery 1-2 days

Recommendation:

Administration respectfully recommends that the Town of Stettler Council authorizes administration to award the Fire Department Squad Vehicle Tender to Western GMC Buick Edmonton - Total price without GST \$ 105,500, to be funded from the 2024 Capital Budget.

Squad Vehicle Tender							
Business Name	Date Received	Address	Date Opened and By who	Maximum Days to Deliver	Selling Price (CAD\$)	G.S.T	Total Selling Price
Wolfe Chevrolet GMC Buick Calgary	Jan 23, 2024 @1:26	1720 Bow Trail SW	February 2, 2024 Maya & Mark	7-10 Days	\$107,926	\$5,396.32	113,322.62
Western GMC Buick Edmonton	Jan 23, 2024 @ 2:06	18325 Stony Plain RD NW	February 2, 2024 Maya & Mark	1-2 Days	\$105,500	\$5,332.83	\$112,114.33

MEMORANDUM

To: CAO, Leann Graham
From: Development Officer, Angela Stormoen
Date: February 2, 2024
Re: Request for Proposals – 2024 Housing Assessment and Housing Strategy

Background:

In 2019 the Town of Stettler partnered with the County of Stettler Housing Authority to fund a Housing Assessment which has been successful in creating opportunities for developers to fill the gap that the study provided.

As a result of the new developments and the changes to the economy, the Economic Development Committee proposed an update to the current Housing Assessment. Furthermore, the committee requested a housing strategy be developed to help create and maintain an affordable, safe, and suitable supply of housing.

Proposal/Budget Evaluation:

In accordance with the RFP, the evaluation process for the 4 proposals received consisted of a review to confirm that the proposals met the mandatory requirements and to determine the highest-ranking proponent based on the rated criteria and pricing evaluation. The weighted criteria and percentage evaluation scores were based on the following:

Technical	Weighting	
	Score	%Value
Capacity of Firm, Project Understanding, Methodology, Work Schedule	/5	35%
Direct Related Experience with Housing Assessment/Strategy	/5	25%
Relevant Experience & References, Project Team	/5	15%
Total - Technical Proposal (min 60 % required)		75%
Price Proposal	/5	25%
TOTAL		100%

Summary of Proposals Submitted:

Below is the summary of the 4 proposals received and the evaluation score awarded to each proponent.

Consulting Firm	Cost	Evaluation Score			Met RFP Criteria
		Tech. (75%)	Price (25%)	TOTAL (100%)	
Urbanics Consultants	\$49,955.00	65%	25%	90%	Yes
Gordon & Associates	\$49,525.00	73%	25%	98%	Yes
Housing Strategies Inc.	\$46,625.00	73%	25%	98%	Yes
BASSA Social Innovations	\$42,500.00	75%	25%	100%	Yes

BASSA Social Innovations proposal meets all the criteria of the RFP and the contract price provides us room within our budget (\$50,000) to expand the scope if needed through the process of the assessment. BASSA Social Innovations has recently completed very similar studies successfully for the Town of Innisfail, City of Lloydminster, and Town of Westlock.

Recommendation:

Administration respectfully recommends that the Town of Stettler Council authorizes administration to reward the Housing Assessment and Housing Strategy RFP to BASSA Social Innovations and enter into a Professional Services Contract for this project with a value not to exceed the capital budget limit of \$50,000.00 excluding GST, as approved under the Town of Stettler Capital Budget.

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

Net Balance at End of Previous Month	\$	12,856,535.07
ADD: General Receipts (summarized below)		2,127,900.60
Interest Earned (Prime 7.20% less 1.60% = 5.60%)		63,357.11
Investments Matured		-
SUBTOTAL		15,047,792.78
LESS: General Disbursements		1,747,011.11
Payroll		484,627.26
Investments		-
Debenture Payments		117,932.59
Returned Cheques		459.08
Bank Charges		1,169.70
SUBTOTAL		2,351,199.74
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	12,696,593.04

Balance at End of Month - Bank		12,668,771.54
ADD: Outstanding Deposits		36,770.11
LESS: Outstanding Cheques		8,948.61
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	12,696,593.04

<u>INVESTMENTS:</u>		
US Bank Account		501,214.54
US Bank Interest		207.43
SUBTOTAL		501,421.97
TOTAL CASH ON HAND AND ON DEPOSIT	\$	13,198,015.01

THIS STATEMENT SUBMITTED TO COUNCIL THIS 6th DAY OF February, 2024

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	302,814
4	Utility	AR	290,031
5	Library	Salary Reversal	26,721
6	BOT	Salary Reversal	27,600
7	BOT	Heartland Dollars	42,170
8	County of Stettler	Rec Agreement	470,948
9	County of Stettler	IDP Agreement	16,233
10	Hwy 12/21	Water	72,295
11	SMRWSC	Water	125,178
12	SRC	Minor Hockey	27,720
13	SRC	Figure Skating	8,996
14	Gov't of AB	RCMP Grant	347,616
15	Gov't of Canada	GST	94,824
16	AB Tans	Fire	19,600
17	AE Kennedy	Rent	17,493
18	Atco Electric	Franchise Fee	69,717
19	Apex	Franchise Fee	105,172
20	Other		62,773
21		Total	2,127,901

TO: Town of Stettler Council

DATE: 2024 02 06

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – DECEMBER 2023

CAO – LEANN GRAHAM

1. Meetings:

- Town Council
- Committee of The Whole
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- General Administrative Staff Meetings
- Administration Office Interviews
- Joint Health and Safety Committee
- Stettler Regional Board of Trade
- Planning & Development Operational Meeting
- Fire Agreement Meetings
- Board of Trade Council Executive and Ex-Officio Meeting
- CUPE Negotiations
- ICC meeting for Water/Wastewater Agreement
- Stettler Ambulance Authority
- Regional Water Meeting
- Staff Sgt Russell
- Interim Operating Budget
- SREMA
- Stettler Learning Centre ED Meeting
- Board of Trade Staffing meeting with ED
- Year End Planning Meeting
- County CAO Cassidy Meeting
- Fire Agreement Signing
- Parks and Open Spaces Meeting
- Seasonal Staff Party Planning Meetings
- EAI Meeting re: Energy Rates
- Homesteaders Park Dedication
- Union Negotiations Prep Meeting
- Budget Implication Meetings
- Emergency Management Staff
- Bylaw Enforcement Staff Meeting
- Information Services Staff Meeting
- Water/Wastewater Agreement
- RCMP Staff Sargeant Meeting

2. Projects:

- Fire Services Agreement
- ATCO Franchise Agreement
- CUPE Union Negotiations
- Water/Wastewater Agreement
- Board of Trade Organizational Policy Review
- Human Resource Matter
- Operating Budget
- Benefit Package Review and Update
- SREMA – Town prep for Table Top Disaster
- Police Support Agreement
- Code of Ethics Policy Review
- Review West Stettler Fountain Project and Spray Park Concerns
- Staff Safety Initiatives
- Recreation Agreement Review
- Budget Review
- ICS Training – Organizational Inventory and Review
- Employee Recognition
- Staff Party and Staff Appreciation
- Development Officer Training/Mentorship
- Administrative and Staff Matters
- Ratepayer and Community Partner Matters

ASSISTANT CAO – STEVEN GERLITZ

3. Meetings attended included: Council, Staff, Department Head, Economic Development Committee, Internal Interim Budget Memo, Fire, ATCO Franchise Agreement, Alberta Municipalities CEIP Terms and Conditions, Regional Water, and 2024 Interim Budget Council Deliberations

4. Projects worked on included:

- 2024 Interim Budget
- CEIP – Terms and Conditions
- 2023 3 Year Budget Plan Update – December 31, 2023 – Pre-Audit (Kim)
- 2023 Interim Budget – December 31, 2023 – Pre-Audit (Kim)
- 2023 Capital Budget Summary - December 31, 2023 – Pre-Audit (Kim)
- 2023 Reserves – December 31, 2023 – Pre-Audit (Kim)
- 2023 Federal and Provincial Grant Summary – December 31, 2023 – Pre-Audit (Kim)
- 2023 Regional Water Update – December 31, 2023 – Pre-Audit (Kim)
- 2023 Water Model Update – December 31, 2023 – Pre-Audit (Kim)
- Council Agenda prep
- Sign AP Invoices and Checks
- Ratepayer inquiries
- Vacation

ASSISTANT CAO – KIM HYMERS

1. Meetings attended included: Council, Staff, Department Head, Economic Development Committee, Internal Interim Budget Memo, Alberta Municipalities CEIP-terms and conditions, regional water, Fire, 2024 Interim Budget Council Deliberations, Emergency management table top exercise, and Atco Franchise Agreement.
2. Projects worked on included:
 - 2024 Capital Budget
 - 2023 3 Year Budget Plan Update – December 31, 2023 – Pre-Audit
 - 2023 Interim Budget – December 31, 2023 – Pre-Audit
 - 2023 Capital Budget Summary – December 31, 2023 – Pre-Audit
 - 2023 Reserves – December 31, 2023 – Pre-Audit
 - 2023 Federal and Provincial Grant Summary – December 31, 2023 – Pre-Audit
 - 2023 Regional Water update – December 31, 2023 – Pre-Audit
 - 2023 Water Model Update – December 31, 2023 – Pre-Audit
 - December 2023 month end – Training new Manger of Accounting
 - 2023 Year End account reconciliations

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Report to be presented at a later date.

TRANSPORTATION – SARAH MCCRINDLE

- Graded all the perimeter roads
- Expanded the health unit parking lot. Put in parking curb stones on the west side.
- Sander out when needed
- Sidewalk snow removal and sanding as needed
- Fixed a knocked over sign on the east side of the post office
- Fixed a bullard on main street and 48ave that was hit by a vehicle
- Graders out for priority roads
- Dug and filled cremations as needed
- Staff attended a Basic Emergency Management course
- Installed a new stop sign with a break away system at 44ave and Rec Road
- Talked with the RCMP to get information about a solar crosswalk light that was hit and damaged on highway 12 at Dairy Queen.
- Grader to a lane behind Bagshaw to cut out the ice that was forming from a home owner water leak
- Monthly crosswalk and traffic light inspection
- Flooded outdoor rinks when the weather would cooperate

- Put the snow boards on our tandem trucks
- Hauled the snow from the uptown area
- Hauled crushed concrete to the shop yard
- Cleared the snow from the town owned parking lots
- Hauled snow again from the uptown area, school area, 52ave, 50A ave, 51ave, main roads in Grandview and Meadowlands, and all the roads in Parkdale
- Cleaned up the compost site at the transfer station. Watered the compost rows.
- Had salesman come to the shop for a demonstration on some new blades we are trying on our grader that will help with the ice that we are dealing with this winter on our roads.
- Dropped off and picked up barricades for the night before the night before activities on main street
- Built a shelf for an office at the town office building
- Sanded the road and parking lot at the Water Treatment Plant
- Worked on updating the transportation safety binder
- Sanded all the back lanes throughout the town
- Built a shelving unit for the shop's upstairs janitor room
- Attended the staff appreciation lunch

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

Meetings:

- Insurance for Town buildings
- After council
- Department head
- Heartland beautification
- Table top exercise with the county

Projects:

- Tree trimming
- Campground lights
- Decorating the hub
- Snow removal
- Mid season ice plant maintenance
- Spray park assessment
- Arena operations

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2023 Permits to December 31, 2023	2022 Permits to December 31, 2022
Institutional	\$155,000.00	\$479,000.00
Industrial	\$268,412.00	\$1,159,000.00
Commercial	\$3,312,525.00	\$939,140.00
Residential	\$2,764,572.00	\$2,896,495.00
Total	\$6,500,509.00	\$5,473,635.00

2. Projects:

- Budget
- 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
- AE Kennedy Maintenance Plan
- AE Kennedy Parking Lot Update
- Bylaw Property Inspections and Enforcement
- Entrance Signs
- Planning & Development Inquiries
- Housing Assessment

3. Meetings:

- MPC
- Water & Wastewater Agreement
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Volunteer at Christmas Hamper

WATER – GRANT MCQUAY

- 1) Rounds, readings, locates
- 2) Dig site maintenance
- 3) Weekly cleaning of WTS sanitary tank's
- 4) CL17 analyzer bottles changed out.
- 5) Trouble shooting issues at WTS, Big Valley leg CL17 analyzer
- 6) Trouble shooting issues at WTS, Big Valley leg Turbidity analyzer
- 7) Cleaned filters on all VFD's at WTS
- 8) Turbidity Analyzers quarterly cleaning and calibrate
- 9) Changed oil on WTS motors Stettler leg
- 10) Cleaned screens on motors
- 11) Yearly maintenance at WTS
- 12) Snow removal from entrance and parking areas at WTS
- 13) Replaced singer valve filters at reservoir
- 14) Changed oil on reservoir motor
- 15) Yearly maintenance at Reservoir
- 16) Greased motors, pumps and shafts at Lift Stations A & B
- 17) B Lift Station, Changed backflow preventor and valve on water/packing line
- 18) B Lift Station, tightened packing on pump 1
- 19) Trouble shooting on pump 1 air locking, Vortex looking for possible same style replacement or rebuild.
- 20) Flushed grease mat at A lift station
- 21) Snow removal from parking area and entrances at A & B Lift
- 22) Flooded Outdoor rinks
- 23) Curbstop repair
- 24) Flushing frozen Curbstops for turn offs
- 25) Turning off CC's for plumbing repairs
- 26) Bi-yearly Water samples
- 27) Quarterly THM & HAA water samples
- 28) Weekly water distribution sampling for bacti and chlorine residuals.
- 29) Weekly testing for lift station emergency system.
- 30) Sewer backups and responding to customer
- 31) Service leak and water main break repairs
- 32) Weekly Wastewater sampling.
- 33) Weekly Wastewater treatment.
- 34) Water Meter changes.
- 35) Shop yard, removed top soil at back of yard
- 36) Water main valve repairs.
- 37) Sewer main flushing and back up response
- 38) Responding to customers, possible leaks.
- 39) Hydrant flushing and Winterizing
- 40) Scooped rags and plastics off of Cell A and B at lagoons
- 41) Shoveled snow from Office and other sidewalks

- 42) Plowed snow at Lagoons
- 43) Plowed snow at Wetlands
- 44) Aeration building yearly maintenance
- 45) Aeration building changed oil in pumps
- 46) Aeration system, monitored quality of treatment
- 47) Winterized hydrant that were used by Fire Department
- 48) Responded to water quality complaints by customers
- 49) Cleaned ice off sidewalk at 4901 50 st from water leak.
- 50) Hauled snow with Roads crew
- 51) Began removing cattails from creek at Wetlands.
- 52) Began cutting and pilling cattails in Wetland cells
- 53) Shut off pumps and valves to isolate the lagoon shack being replaced
- 54) Moved propane tank from lagoon shack that is being replaced by Urban Dirtworks
- 55) Arranged for ATCO to disconnect power at Lagoon shack
- 56) Fixed sidewalk blocks at hydrant in front of 4901 50 st.
- 57) Council Meetings
- 58) Urban Dirtworks meeting
- 59) Ordered meters
- 60) Went through stock
- 61) Worked on Shop projects
- 62) ICS 200- Neil and Morgan
- 63) Brendan wrote and passed his Level 1 certification
- 64) Morgan wrote and passed his level 2 certification

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - December 4 Officer meeting
 - December 11 Fire apparatus compartment and equipment cleaning general maintenance and inventory
2. Fire Department Operations
 - Meeting Evan Stewart Red Deer 911 dispatch
 - Meeting Town CAO
 - SREMA table top exercise
 - Stettler Fire Station Fire Agreement signing
 - December 19 staff party
 - Complete function test and service all SCBA pack - coordinate Brogan Safety Technician
 - Capital and operation budget
 - 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
 - December total incidents 31- 9 alarms calls, 3 wild land fires, 7 MVC, 11 medical assist calls, 1 Public hazard power line

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The Chemical Bids were awarded for 2024. Most of the pricing either stayed the same as last year or came in with lower bids, so there should hopefully be some chemical savings in 2024.
2. The cooling fan has been installed on high lift pump 4101 and now all high lift pumps are in service.
3. The SCADA communications switch has been replaced and relocated to an easier access place. The UPS servicing this switch has since failed and a new UPS is on order.
4. 12/21 line had a leak between the EQ tank and the meter vault. The leak was repaired and the line put back in service. There were some pressure spikes on this line afterwards that were of concern. Through investigation there was no definitive reason for these spikes found. There are always pressure spikes on this line when the high lift pumps start up. There is a soft start timer programmed in the high lift pumps VFD's to slow the start of these pumps. Operators are manipulating the inlet valve at the reservoir in Stettler to force water up the 12/21 line. If the 12/21 reservoir fills up or the 12/21 tank inlet valve closes there will be high pressure spikes in both lines if the inlet valve in Stettler is pinched closed manually. Have asked Shane Menard of Quality Controls to look at automating this system to eliminate this problem.
5. Action Plumbing was in to repair the leak in the main plant heating unit coil. As they repaired the original leak they continued to produce new leaks. At the end of the day we still have a minor leak that still needs to be repaired.
6. Regular monthly maintenance carried out.

INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- Dec. 6 Alberta Munis. Infrastructure committee meeting
- Dec. 13 SREMA Tabletop exercise
- Dec. 14 chaired the Joint Health & Safety meeting
- Dec. 15 WHMIS 2015 course
- Dec. 15 Fiscal year-end meeting
- Dec. 20 Economic Development meeting
- Staff & Department Head meetings
- Daily office meetings

Projects include:

- Updating GP/payroll over a weekend
- Weekend install of new network switch
- Sewer line and sewer manhole elevations and flow direction updates

- Updated garbage & recycling schedule
- Assisting with IT needs at the SRC
- Department capital budget review
- Fulfilling mapping/printing requests
- Mapping and database updates (paper, electronic and webmap)

REGIONAL FIRE MANAGER – IVAN DIJKSTRA

1. Meetings attended included: Town of Stettler Council Introduction, Town of Stettler Strategic Workshop, Town of Stettler Capital Budget Session, County of Stettler Council Introduction, County Administration Meeting, Town and County Fire Service Next Steps
2. Projects worked on included:
 - Familiarization with Stettler Regional Fire
 - Familiarization with Town of Stettler & County of Stettler
 - County of Stettler Safety Orientation and WHMIS Training
 - County Fire Chief Recruitment
 - Fire team members introductions at fire stations
 - Assist Fire Investigation and emergency incident responses
 - Develop plan for interim office
 - Assist with the transfer of station 1 firefighter information to County of Stettler to ensure seamless payroll transition



Leann Graham
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	076203
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Town of Stettler	076203	2024-01-26	\$10,659.24

Invoice Description	Invoice Number	Invoice Amount	

Bank Trsf TD AC Bal to VCU	2024.01.20	\$10,659.24	

	Total Cheques	\$10,659.24	
		=====	

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77102	77110
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	77102	2024-01-19	\$2,022.79

Invoice Description		Invoice Number	Invoice Amount
Office Business Licenses/Tax		9899142660	\$2,022.79

Linde Canada	77103	2024-01-19	\$182.86

Invoice Description		Invoice Number	Invoice Amount
Pool Facility Cylinder Lease		40216729	\$182.86

LIV North	77104	2024-01-19	\$3,643.50

Invoice Description		Invoice Number	Invoice Amount
Fitness Area Cardio Equipment		IN00046248	\$2,625.00
Fitness Area Disinfectant Wipe		IN00046249	\$1,018.50

Neuterra Ventures Ltd.	77105	2024-01-19	\$209.55

Invoice Description		Invoice Number	Invoice Amount
Refund Bulk Water AC Cr Bal		2024.01.11	\$209.55

Prehn, Ethyn	77106	2024-01-19	\$25.00

Invoice Description		Invoice Number	Invoice Amount
Pool 2023 Sick Leave Incentive		2023	\$25.00

RCAP Leasing	77107	2024-01-19	\$218.40

Invoice Description		Invoice Number	Invoice Amount
Office Feb Tele Installment		911750	\$218.40

Supply Co.	77108	2024-01-19	\$82.57

Invoice Description		Invoice Number	Invoice Amount
Fire Sherlock Pole Maint Kit		INV-001033	\$82.57

Thinktel Communications	77109	2024-01-19	\$162.95

Invoice Description		Invoice Number	Invoice Amount
Office Jan Telephone Services		1328203	\$162.95

Utility Safety Partners	77110	2024-01-19	\$1,512.04

Invoice Description		Invoice Number	Invoice Amount
Wtr Trns 2024 Annual MemberFee		IN177516	\$1,512.04

Total Cheques			\$8,059.66
			65
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77111
Cheque Date	First	Last		77120

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																					
Active Network	77111	2024-01-26	\$5,266.97																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>P&L ActiveNet Sep Installment</td> <td>4200012405</td> <td>\$959.35</td> </tr> <tr> <td>P&L ActiveNet Oct Installment</td> <td>4200012437</td> <td>\$959.35</td> </tr> <tr> <td>P&L ActiveNet Nov Installment</td> <td>4200012506</td> <td>\$959.35</td> </tr> <tr> <td>P&L ActiveNet Dec Installment</td> <td>4200012544</td> <td>\$959.35</td> </tr> <tr> <td>P&L ActiveNet Jan24 Installmnt</td> <td>4200012567</td> <td>\$959.35</td> </tr> <tr> <td>P&L ActiveNet UltraCard & Ribb</td> <td>22022985</td> <td>\$470.22</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	P&L ActiveNet Sep Installment	4200012405	\$959.35	P&L ActiveNet Oct Installment	4200012437	\$959.35	P&L ActiveNet Nov Installment	4200012506	\$959.35	P&L ActiveNet Dec Installment	4200012544	\$959.35	P&L ActiveNet Jan24 Installmnt	4200012567	\$959.35	P&L ActiveNet UltraCard & Ribb	22022985	\$470.22
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P&L ActiveNet Sep Installment	4200012405	\$959.35																						
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P&L ActiveNet Jan24 Installmnt	4200012567	\$959.35																						
P&L ActiveNet UltraCard & Ribb	22022985	\$470.22																						
Alberta Municipalities	77112	2024-01-26	\$7,036.74																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Council 2024 AUMA Membership</td> <td>RG202401-162</td> <td>\$7,036.74</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Council 2024 AUMA Membership	RG202401-162	\$7,036.74															
Invoice Description	Invoice Number	Invoice Amount																						
Council 2024 AUMA Membership	RG202401-162	\$7,036.74																						
Alberta Public Safety and Emer	77113	2024-01-26	\$5,780.20																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>RCMP Biology Casework Analysis</td> <td>1800025568</td> <td>\$5,780.20</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	RCMP Biology Casework Analysis	1800025568	\$5,780.20															
Invoice Description	Invoice Number	Invoice Amount																						
RCMP Biology Casework Analysis	1800025568	\$5,780.20																						
Big Game Source for Adventure	77114	2024-01-26	\$1,006.25																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Water Trans Do Not Consume</td> <td>509437</td> <td>\$1,006.25</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Water Trans Do Not Consume	509437	\$1,006.25															
Invoice Description	Invoice Number	Invoice Amount																						
Water Trans Do Not Consume	509437	\$1,006.25																						
Bosomworth, Teresa	77115	2024-01-26	\$498.75																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Refund National Lifeguard</td> <td>2024.01.24</td> <td>\$498.75</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Refund National Lifeguard	2024.01.24	\$498.75															
Invoice Description	Invoice Number	Invoice Amount																						
Refund National Lifeguard	2024.01.24	\$498.75																						
Brogan Fire and Safety	77116	2024-01-26	\$8,293.92																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Fire Joint Piston Switch/Count</td> <td>30080955</td> <td>\$8,293.92</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Fire Joint Piston Switch/Count	30080955	\$8,293.92															
Invoice Description	Invoice Number	Invoice Amount																						
Fire Joint Piston Switch/Count	30080955	\$8,293.92																						
Chesla Enterprise Ltd.	77117	2024-01-26	\$5,000.00																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Security Release DP 3419-2022</td> <td>2024.01.19</td> <td>\$5,000.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Security Release DP 3419-2022	2024.01.19	\$5,000.00															
Invoice Description	Invoice Number	Invoice Amount																						
Security Release DP 3419-2022	2024.01.19	\$5,000.00																						
Receiver General for Canada	77118	2024-01-26	\$66,300.42																					
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Town Tax Remittance</td> <td>PP02-24</td> <td>\$58,036.28</td> </tr> <tr> <td>Town Tax Remittance</td> <td>PP02-24.</td> <td>\$3,137.21</td> </tr> <tr> <td>BOT Tax Remittance</td> <td>PP02-24.BOT</td> <td>\$1,778.67</td> </tr> <tr> <td>Library Tax Remittance</td> <td>PP02-24.LIBRAR</td> <td>\$3,348.26</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Town Tax Remittance	PP02-24	\$58,036.28	Town Tax Remittance	PP02-24.	\$3,137.21	BOT Tax Remittance	PP02-24.BOT	\$1,778.67	Library Tax Remittance	PP02-24.LIBRAR	\$3,348.26						
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Town Tax Remittance	PP02-24	\$58,036.28																						
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BOT Tax Remittance	PP02-24.BOT	\$1,778.67																						
Library Tax Remittance	PP02-24.LIBRAR	\$3,348.26																						

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Hospice Society	77119	2024-01-26	\$350.00

Invoice Description	Invoice Number	Invoice Amount	
Refund Com Hall Deposit	2024.01.24	\$350.00	

The City of Red Deer	77120	2024-01-26	\$2,000.00

Invoice Description	Invoice Number	Invoice Amount	
Regional ARB 2024 Membership	443150	\$2,000.00	

	Total Cheques		\$101,533.25
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77121	77125
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Development Officers A	77121	2024-02-02	\$350.00

	Invoice Description	Invoice Number	Invoice Amount

	P&D ADOA 2024 Membership	24-265	\$175.00
	P&D ADOA 2024 Membership	24-273	\$175.00

Klay Tate Productions	77122	2024-02-02	\$813.75

	Invoice Description	Invoice Number	Invoice Amount

	Other Events Family Day Carniv	2023.11.16.2	\$813.75

Linde Canada	77123	2024-02-02	\$1,545.59

	Invoice Description	Invoice Number	Invoice Amount

	Pool Facility Chemicals	40501755	\$1,161.67
	Pool Facility Chemicals	40687413	\$383.92

Ornamental Bronze Limited	77124	2024-02-02	\$1,020.60

	Invoice Description	Invoice Number	Invoice Amount

	Cemetery Niche Wreath W Vases	106755	\$510.30
	Cemetery Niche Wreath W Vases	106803	\$510.30

Securtek	77125	2024-02-02	\$2,355.31

	Invoice Description	Invoice Number	Invoice Amount

	Joint Office Yearly Security M	INV1092968	\$567.00
	SRC Yearly Security Monitoring	INV1092912	\$743.40
	Com Hall Yearly Security Monit	INV1092918	\$377.87
	Fire Joint Yearly Security Mon	INV1092872	\$667.04

	Total Cheques		\$6,085.25
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007010	EFT0007034
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0007010	2024-01-23	\$2,401.35

Invoice Description		Invoice Number	Invoice Amount

Sewer Hired Line Repair		I033660	\$2,292.68
Sewer Hired Line Repair		W41619	\$1,795.50

Anderson, Roxann	EFT0007011	2024-01-23	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Admin 2023 Sick Leave Incentiv		2023	\$25.00

Auton, Ezra	EFT0007012	2024-01-23	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Roads 2023 Sick Leave Incentiv		2023	\$25.00

Baharally, Charlene	EFT0007013	2024-01-23	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Fitness 2023 Sick Leave Incent		2023	\$25.00

Brennan, Maya	EFT0007014	2024-01-23	\$25.00

Invoice Description		Invoice Number	Invoice Amount

P&D 2023 Sick Leave Incentive		2023	\$25.00

County of Stettler	EFT0007015	2024-01-23	\$7,700.00

Invoice Description		Invoice Number	Invoice Amount

Emergency Response #23-267		IVC043910	\$3,500.00
Emergency Response #23-271		IVC043911	\$700.00
Emergency Response #23-279		IVC043912	\$1,225.00
Emergency Response #23-259		IVC043914	\$2,275.00

Denilla, Elysa	EFT0007016	2024-01-23	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Admin 2023 Sick Leave Incentiv		2023	\$25.00

Dennis, Mark	EFT0007017	2024-01-23	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Fire 2023 Sick Leave Incentive		2023	\$25.00

Dolan, Lori	EFT0007018	2024-01-23	\$25.00

Invoice Description		Invoice Number	Invoice Amount

Pool 2023 Sick Leave Incentive		2023	\$25.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Hitch to Headlights	EFT0007019	2024-01-23	\$638.10
Invoice Description	Invoice Number	Invoice Amount	
Fire Rescue Unit Repairs	6483	\$630.64	
Fire Rescue FC	2024.01.02	\$7.46	
Kjersteen, Kelly	EFT0007021	2024-01-23	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2024.01.12	\$250.00	
Lawlor, Gord	EFT0007022	2024-01-23	\$88.00
Invoice Description	Invoice Number	Invoice Amount	
Council Travel & Subsistence	2024.01.09	\$88.00	
Lewis, Alison	EFT0007023	2024-01-23	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
RCMP 2023 Sick Leave Incentive	2024.01.16	\$25.00	
Maxwell, Darin	EFT0007024	2024-01-23	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns 2023 Sick Leave Incen	2023	\$25.00	
McCrinkle, Sarah	EFT0007025	2024-01-23	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Roads 2023 Sick Leave Incentiv	2023	\$25.00	
Morbeck, Rachel	EFT0007026	2024-01-23	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Admin 2023 Sick Leave Incentiv	2023	\$25.00	
Municipal Property Consultants	EFT0007027	2024-01-23	\$7,063.60
Invoice Description	Invoice Number	Invoice Amount	
Jan 2024 Assessor	17177	\$7,063.60	
Pederson, Brendan	EFT0007028	2024-01-23	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns 2023 Sick Leave Incen	2023	\$25.00	
Peterson, Jacqui	EFT0007029	2024-01-23	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L 2023 Sick Leave Incentive	2023	\$25.00	
Robbins, Brad	EFT0007030	2024-01-23	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L 2023 Sick Leave Incentive	2023	\$25.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Home Hardware	EFT0007020	2024-01-23	\$61.14

Invoice Description		Invoice Number	Invoice Amount
Fire Paint & Paint Remover		135738	\$61.14

Trinus Technologies Inc	EFT0007031	2024-01-23	\$1,129.83

Invoice Description		Invoice Number	Invoice Amount
Computer Anti Virus/Email/Back		5649	\$1,129.83

Vanlanduyt, Lara	EFT0007032	2024-01-23	\$100.00

Invoice Description		Invoice Number	Invoice Amount
Admin/Office Jan Phone & Trvl		2024.01.16	\$100.00

Wet Water Industries Ltd.	EFT0007033	2024-01-23	\$76.89

Invoice Description		Invoice Number	Invoice Amount
Fire Jnt Feb Wtr Treat Equip		AR54086	\$76.89

Yost, Dustin & Maria Cristine	EFT0007034	2024-01-23	\$2,000.00

Invoice Description		Invoice Number	Invoice Amount
Com Hall Jan Hall Janitor		2024.01.01	\$2,000.00

		Total Cheques	\$21,858.91
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007035	EFT0007048
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	EFT0007035	2024-01-30	\$14,664.44

Invoice Description		Invoice Number	Invoice Amount
Bylaw Dec Bylaw Enforcement		11256	\$14,664.44

APEX Supplementary Pension Pla	EFT0007036	2024-01-30	\$707.91

Invoice Description		Invoice Number	Invoice Amount
Supplementary Pension Plan Tr		PP02-24	\$707.91

Benoit, Morgan	EFT0007037	2024-01-30	\$218.28

Invoice Description		Invoice Number	Invoice Amount
Water Travel & Subsistence		2024.01.18	\$218.28

Black Press Group Ltd.	EFT0007038	2024-01-30	\$542.76

Invoice Description		Invoice Number	Invoice Amount
Office Current Property & Busi		BPI85867	\$144.00
Water Billing Public Notice By		BPI85865	\$254.76
P&D Dev Permit		BPI85866	\$144.00

Brugman, Etienne J. L.	EFT0007039	2024-01-30	\$798.00

Invoice Description		Invoice Number	Invoice Amount
Fire Joint Moditech App		2024.01.18	\$798.00

Canadian Union of Public Emplo	EFT0007040	2024-01-30	\$605.00

Invoice Description		Invoice Number	Invoice Amount
Union Dues		PP02-24	\$605.00

Capital Power	EFT0007041	2024-01-30	\$84,504.43

Invoice Description		Invoice Number	Invoice Amount
Affiliate Dec Power Bills		5185180	\$6,276.42
December 2023 Power Bill		5185203	\$78,228.01

Gerlitz, Steven	EFT0007042	2024-01-30	\$149.49

Invoice Description		Invoice Number	Invoice Amount
PR AB Child Advocacy Centre Bl		2024.01.09	\$149.49

IJD Inspections Ltd.	EFT0007043	2024-01-30	\$534.04

Invoice Description		Invoice Number	Invoice Amount
P&D Dec Building Permits		012-2023	\$534.04

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Local Authorities Pension Plan	EFT0007044	2024-01-30	\$32,158.11

Invoice Description		Invoice Number	Invoice Amount

LAPP Contribution		PP02-24	\$32,158.11
=====			
Morbeck, Rachel	EFT0007045	2024-01-30	\$25.50

Invoice Description		Invoice Number	Invoice Amount

Admin Travel & Subsistence		2023.12.04	\$25.50
=====			
Stettler & District Handibus	EFT0007046	2024-01-30	\$283.80

Invoice Description		Invoice Number	Invoice Amount

Bus Garage Dec Utilities		40169	\$283.80
=====			
Wet Water Industries Ltd.	EFT0007047	2024-01-30	\$34.19

Invoice Description		Invoice Number	Invoice Amount

Fire Jnt Service Call AirCheck		AR54235	\$34.19
=====			
WTS Manufacturing & Sales Inc.	EFT0007048	2024-01-30	\$67,200.00

Invoice Description		Invoice Number	Invoice Amount

Office Refurbish Entrance Sign		4174	\$67,200.00

		Total Cheques	\$202,425.95
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007049	EFT0007070
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4L Communications Inc.	EFT0007049	2024-02-06	\$1,337.73

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Fire Joint Google Pixel Cell P	STTLRIN20037	\$1,337.73	

969754 Alberta Ltd.	EFT0007050	2024-02-06	\$285.60

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
HBC Dec Meeting Lunch	278	\$142.80	
HBC Jan Meeting Lunch	279	\$142.80	

Barnes, Roger	EFT0007051	2024-02-06	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
SRC Feb Phone Allowance	2024.02.01	\$25.00	

Brennan, Maya	EFT0007052	2024-02-06	\$150.00

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
P&D Feb Travel Allowance	2024.02.01	\$150.00	

Brownlee LLP	EFT0007053	2024-02-06	\$5,679.14

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Admin - Legal Services	557450	\$1,800.07	
Admin - Legal Services	560116	\$3,879.07	

Central Sharpening	EFT0007054	2024-02-06	\$178.50

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
SRC Sharpen Ice Knife	30590	\$178.50	

County of Stettler	EFT0007055	2024-02-06	\$43,646.83

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Disaster 2023 Emergency Manage	COS010115	\$41,300.77	
Admin - Legal Services	COS010121	\$2,346.06	

Dahl, Steven	EFT0007056	2024-02-06	\$90.00

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Shop Feb Tool Allowance	2024.02.01	\$70.00	
Shop Retro Jan Tool Allow	2024.01.01.2	\$20.00	

Dodd, Sonia	EFT0007057	2024-02-06	\$125.00

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Admin/Pool Feb Trvl & Phone Al	2024.02.01	\$125.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dolan, Lori	EFT0007058	2024-02-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Feb Phone Allowance	2024.02.01	\$25.00	
Federation of Canadian Municip	EFT0007059	2024-02-06	\$1,884.68
Invoice Description	Invoice Number	Invoice Amount	
Admin 2024 Membership	INV-39109-N4H8	\$1,884.68	
Gerlitz, Steven	EFT0007060	2024-02-06	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Feb Trvl & Phone	2024.02.01	\$100.00	
Graham, Leann	EFT0007061	2024-02-06	\$375.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Feb Trvl & Phone	2024.02.01	\$375.00	
Gyro Ag Ltd.	EFT0007062	2024-02-06	\$523.82
Invoice Description	Invoice Number	Invoice Amount	
Park/Lions/West Stettler/Cold	3818	\$523.82	
Icetech Refrigeration	EFT0007063	2024-02-06	\$2,908.50
Invoice Description	Invoice Number	Invoice Amount	
SRC Ice Plant Repairs	1025	\$1,774.50	
SRC Ice Plant Repairs	1018	\$1,134.00	
Leckie, Neil	EFT0007064	2024-02-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Feb Phone Allowance	2024.02.01	\$25.00	
Manalastas, Victor	EFT0007065	2024-02-06	\$3,150.00
Invoice Description	Invoice Number	Invoice Amount	
Office Joint Feb Janitor Servi	7	\$3,150.00	
Peterson, Chase	EFT0007066	2024-02-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Feb Phone Allowance	2024.02.01	\$25.00	
Robbins, Brad	EFT0007067	2024-02-06	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Feb Travel Allowance	2024.02.01	\$100.00	
Stettler Electric Inc.	EFT0007068	2024-02-06	\$499.80
Invoice Description	Invoice Number	Invoice Amount	
SRC Add rec in weight room off	6950	\$499.80	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stormoen, Angela	EFT0007069	2024-02-06	\$175.00

	Invoice Description	Invoice Number	Invoice Amount
	P&D Feb Trvl & Phone Allowance	2024.02.01	\$175.00

Vanlanduyt, Lara	EFT0007070	2024-02-06	\$100.00

	Invoice Description	Invoice Number	Invoice Amount
	Admin/Office Feb Trvl & Phone	2024.02.01	\$100.00

	Total Cheques		\$61,409.60
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000732	ONL000735
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000732	2023-12-21	\$9,325.72

	Invoice Description	Invoice Number	Invoice Amount

	BOT Corp Visa	2023.12.13.BOT	\$1,753.79
	SRC Janitor Supplies/Leadershi	2023.12.13.761	\$365.03
	Fitness Area Training/Special	2023.12.13.751	\$597.30
	WTP Training Nov 17th Rooms	2023.12.13.767	\$879.48
	Water Trans Training Meals	2023.12.13.763	\$862.08
	P&L Philips 4 yr Battery/Trvl	2023.12.13.764	\$791.48
	Office Standup Desk, Coffee Ro	2023.12.13.760	\$632.71
	P&D Homesteader Park Opening	2023.12.13.759	\$168.11
	Eng Admn American Water Works	2023.12.13.766	\$993.46
	Office Standup Desk for	2023.12.13.133	\$167.99
	Shop Cleaning Supplies	2023.12.13.762	\$188.68
	Pool AARFP Memberships	2023.12.13.756	\$452.78
	Shop Parts Run to Calgary Meal	2023.12.13.754	\$15.63
	P&D & Council Registration	2023.12.13.758	\$1,414.12
	Fire Travel & Subsistence	2023.12.13.753	\$43.08

Poulin's Professional Pest Con	ONL000733	2023-12-21	\$445.66
	Invoice Description	Invoice Number	Invoice Amount

	Jnt Office Monthly Pes Control	1635748	\$90.72
	WTP Monthly Pest Control	1635723	\$198.45
	SRC Monthly Pest Control	1635741	\$156.49

Shaw Cable	ONL000734	2023-12-21	\$91.30
	Invoice Description	Invoice Number	Invoice Amount

	Com Hall Jan17-Feb16,24 Wifi	2023.12.17	\$91.30

Shaw Cable	ONL000735	2023-12-21	\$323.35
	Invoice Description	Invoice Number	Invoice Amount

	SRC Jan15-Feb14, 24 WiFi	2023.12.15	\$323.35

	Total Cheques		\$10,186.03
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000741	ONL000743
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services Inc.	ONL000741	2024-01-19	\$39,574.92
Invoice Description	Invoice Number	Invoice Amount	

Joint Office Dec Gas Bill	202312-3693	\$1,870.04	
Fire Joint Dec Gas Bill	202312-3687	\$1,547.39	
Town Shop Dec Gas Bill	202312-3694	\$1,352.04	
Airport Dec Gas Bill	202312-3686	\$370.24	
WTP Dec Gas Bill	202312-3689	\$11,215.63	
Water Trans Dec Gas Bill	202312-3684	\$422.76	
Sewer 1 Dec Gas Bill	202312-3685	\$496.40	
Sewer 2 Dec Gas Bill	202312-3692	\$315.95	
SRC & Pool Dec Gas Bill	202312-3691	\$20,843.48	
Com Hall Dec Gas Bill	202312-3690	\$852.18	
Parks Lions Dec Gas Bill	202312-3688	\$288.81	
=====			
Shaw Cable	ONL000742	2024-01-19	\$323.35
Invoice Description	Invoice Number	Invoice Amount	

SRC Feb 15 to Mar 14 WiFi	2024.01.15	\$323.35	
=====			
Shaw Cablesystems GP	ONL000743	2024-01-19	\$109.15
Invoice Description	Invoice Number	Invoice Amount	

Fitness Area Feb Cable TV	2024.01.01	\$109.15	
	Total Cheques	-----	\$40,007.42
		=====	

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000744	ONL000744
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000744	2024-01-26	\$4,579.71

Invoice Description	Invoice Number	Invoice Amount
BOT Corporate Visa	2024.01.12.BOT	\$360.77
Admin AB Municipal Taxation	2024.01.12.133	\$225.00
Pool Facility Supplies/Trainin	2024.01.12.756	\$875.04
PR Monthly Photography Plan	2024.01.12.758	\$22.97
Shop Supplies	2024.01.12.762	\$268.95
Sewer Asset Management /Water	2024.01.12.763	\$1,390.74
Eng Admin Aset Membership CET	2024.01.12.766	\$475.33
WTP 2024 AWWOA Membership	2024.01.12.767	\$468.20
GIS Training	2024.01.12.768	\$72.71
Fire Town AFCA 2024 Membership	2024.01.12.753	\$210.00
Fire Town AFCA 2024 Membership	2024.01.12.755	\$210.00
Total Cheques		\$4,579.71

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000745	ONL000748
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Rogers	ONL000745	2024-02-02	\$170.10

Invoice Description		Invoice Number	Invoice Amount

Fire Joint Jan 19-Feb 18 Data		2754632047	\$170.10

Shaw Cable	ONL000746	2024-02-02	\$29.45

Invoice Description		Invoice Number	Invoice Amount

Com Hall Jan 16-Feb 16 WiFi		2024.01.17	\$29.45

Telus Communications	ONL000747	2024-02-02	\$2,525.91

Invoice Description		Invoice Number	Invoice Amount

Telus Jan 22 to Feb 21, 2023		2024.01.23	\$2,525.91

Telus Mobility Inc.	ONL000748	2024-02-02	\$1,396.95

Invoice Description		Invoice Number	Invoice Amount

Telus Mobility Jan22 - Feb21		2024.01.21	\$1,396.95

		Total Cheques	\$4,122.41

			=====

Stettler & District Food Bank Society
Box 1492
Stettler, Alberta, T0C 2L0

Town of Stettler
Box 280
Stettler, AB T0C 2L0

Dear Staff,

The Stettler & District Food Bank board, volunteers, and clients would like to thank you for your donation of food, \$315.00 cash, and \$195.00 Heart of Alberta Dollars. We continue to provide food to those in need in our community because of the generosity of people like you.

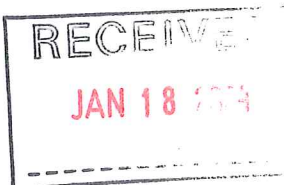
In 2022, the Stettler Food Bank provided food for 1,772 households. A total of 4,245 individuals were helped, 37% of those individuals were children under the age of 18 and 10% were over the age of 60.

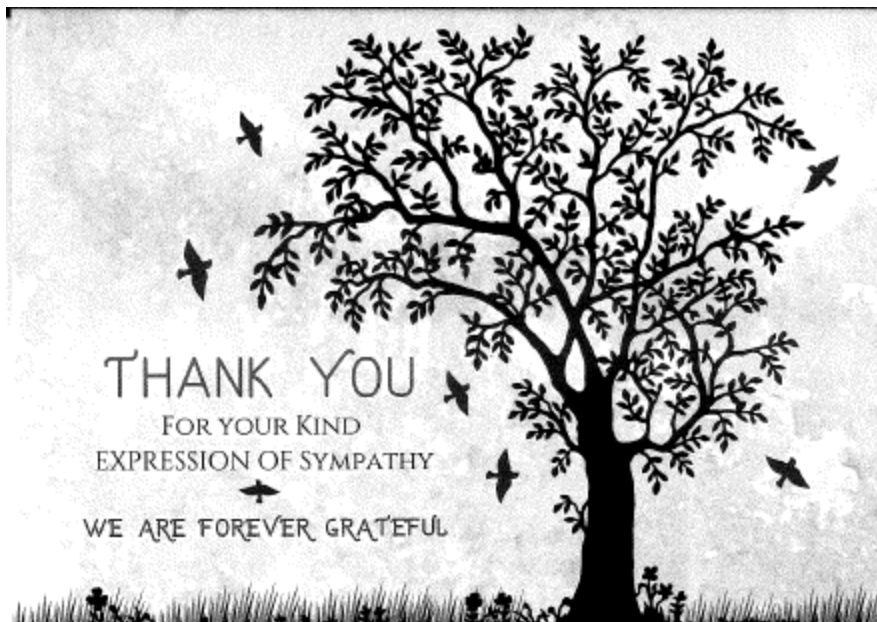
All the food that is given out by the food bank is either donated or purchased with donated funds or grants we receive. Our organization is 100% volunteer run.

We are grateful for all the individuals, clubs, organizations, Hutterite colonies, churches, schools, businesses and companies who donate time, food and cash. We live in a very generous community and without your support, our Food Bank would cease to operate.

With sincere thanks,

The Stettler & District Food Bank





Town of Skittle,

Thank you so very much
for the beautiful arrangement
was the passing of my mother.
Your kindness helped ease
some of the sorrow and was
greatly appreciated.

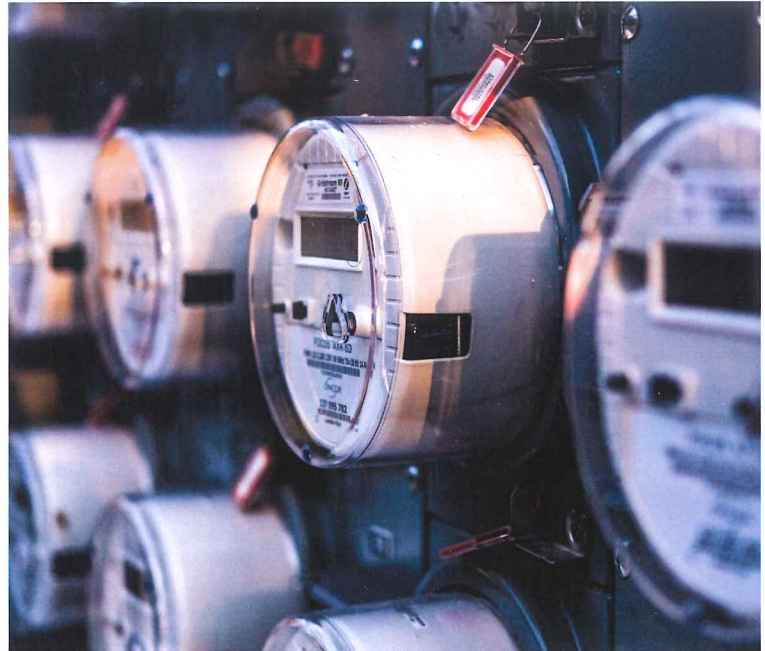
Sincerely
Sherry & Scott
& Family

ADVANCED METERING INFRASTRUCTURE (AMI) IS COMING TO YOUR COMMUNITY!

ATCO is upgrading the meters in neighbourhoods across Alberta so we can continue to provide customers with safe and reliable electricity service.

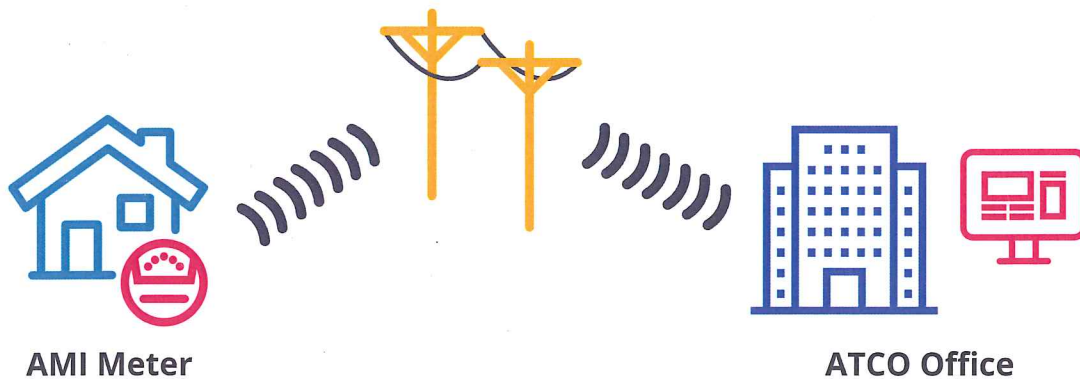
Advanced Metering Infrastructure (AMI) is an integrated system of smart meters, communications networks and radios, and data management systems that enables two-way communication between utilities and customers. These meters digitally record and report your consumption back to ATCO.

AMI meters are the next generation of electricity meters and just like upgrading your cell phone, we're upgrading meters for our customers.



Benefits for Your Community

- Remote power outage detection allowing quick response and restoration
- Additional energy management options for customers
- Digital meter reads thus reducing operating costs for the customers
- More accurate reads and reduced site visits for customers with remote ability to connect and disconnect
- Promotes energy literacy and customer knowledge with increased access to data through ATCO's My Electricity App and compatibility with Home Energy Monitors
- Aligned with Health Canada Standards and no health risk associated with AMI meters



To learn more about ATCO's AMI initiative, visit:
Electric.ATCO.com/AMI

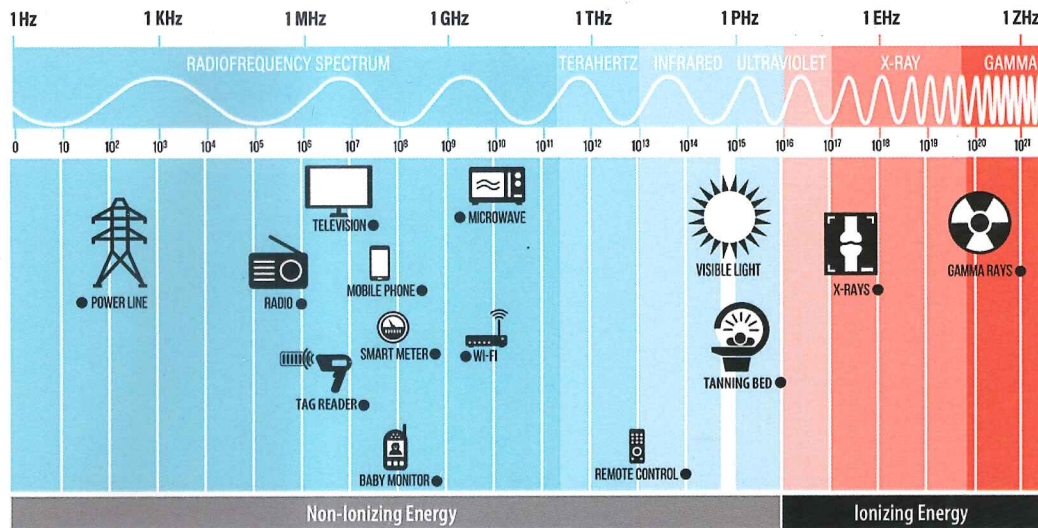
ATCO always there.
anywhere.

AMI METERS – HOW DO THEY WORK?

Our meters use a radio frequency (RF) to receive and transmit information, but the RF emissions from our meters are minimal and aligned with Health Canada Standards. According to several studies, there are no health risks from our meters, due to low power signals, proximity to you and your family, and there are only short bursts of activity rather than continuous.

Your exposure to radio frequency EMF from smart meters is very low. This is because:

- smart meters emit relatively low power signals
- there is distance between your body and smart meters
- smart meters transmit data in short bursts, not continuously
- when smart meters are not transmitting a signal, they do not emit radiofrequency EMF



You do not need to take any precautionary measures to reduce your radiofrequency EMF exposure from smart meters because the exposure levels are far below Canadian safety limits.



Need more information? Please contact us at 1-867-633-7000.

Image Source: Government of Canada (<https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/safety-and-compliance/facts-about-towers/radiofrequency-energy-and-safety>)

Source: Government of Canada (<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/everyday-things-emit-radiation/smart-meters.html>)

What are AMI Meters?

Advanced Metering Infrastructure (AMI) meters, or smart meters as they are commonly called, are digital electricity meters that measure how much electricity is used and when it is used. Using two-way communication, these meters digitally record and report consumption in real-time back to ATCO. AMI meters eliminate the use of physical meter reads, resulting in lower operating costs for customers. AMI meters have been implemented all over North America including in Canada from the prairies to the territories.

What are the benefits?

- AMI meters can detect outages faster, allowing us to restore power more efficiently. This means less time in the dark, should your power go off.
- AMI meters produce timelier reads, which ensures usage calculations on electricity bills are more consistent than estimated readings.
- We can meet your needs as a customer, as home and business technologies continue to evolve with advancements and additions such as solar panels.

