

Town of Stettler

COUNCIL MEETING

MAY 7, 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, MAY 7th, 2024
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of April 16th, 2024 5-12
 - (b) Minutes of the Special Meeting of Council of April 30th, 2024 13-14
4. **Citizens Forum**
5. **Delegations**
 - (a) 6:30pm – Glenda Farnden & Shannon Paquette – STARS 2024 Update 15-36
6. **Administration**
 - (a) 2023 Financial Statements 37-81
 - (b) Policy X-1 (p): Stettler Recreation Centre Code of Conduct 82-83
 - (c) Policy XV-7: Water Conservation 84-87
 - (d) 2024 Operating Budget – Dirt Screening Tender 88
 - (e) 2024 Capital Budget – Drawbar Tender 89
 - (f) 2024 Steel Wheel Stampede Events 90
 - (g) 2024 Seniors’ Week 91
 - (h) CAO Reports 92-100
 - (i) Meeting Dates
 - **Tuesday, May 14 – 2024 Tax Budget Deliberations – 3:00pm**
 - Tuesday, May 14 – Committee – 4:30pm
 - Tuesday, May 21 – Council – 6:30pm
 - **Monday, June 3- Friday, June 7 – Seniors’ Week**
 - Tuesday, June 4 – Council – 6:30pm
 - **Saturday, June 8 – Steel Wheel Stampede Parade**

COUNCIL AGENDA

MAY 7th, 2024

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- Tuesday, June 11 – COW – 4:30pm
- **Friday, June 14 – Community Builders Unveiling – 3:30pm**
- Tuesday, June 18 – Council – 6:30pm

(j) Accounts Payable in the amount of \$580,440.96 101-115
(\$77,031.25 + \$114 + \$356,857 + \$354.10 + \$69,119.66 + \$72,967.94 + \$3,997.01)

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearing**

10. **Bylaws**

11. **Correspondence**

(a) Parkland Regional Library System – 2023 Annual Report 116-117

(b) Stettler Regional Board of Trade – Stettler Steel Wheel Parade & Dignitary Luncheon 118

(c) Sheldon Kennedy Centre of Excellence – Grand Opening Invitation 119

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 16th, 2024 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

Director of Operations M. Robbins

Manager of Recreation & Culture B. Robbins

Media (1)

Public (1)

Absent:

Call to Order:

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

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

Motion 24:04:14

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held April 2nd, 2024

Motion 24:04:15

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on April 2nd, 2024 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the April 2nd, 2024 Minutes

None

4. **Delegations:**

- (a) 6:30pm – Malcolm Fischer – Coast to Coast Tour 2025

Mayor Nolls welcomed M. Fischer to the meeting.

M. Fischer advised that the Coast to Coast Antique Car Tour is planning a stop in Stettler in 2025. Following their visit in 2022, Stettler was voted as the group's favourite stop in Canada.

The group of approximately 80 Model T vehicles and their drivers will tentatively plan to arrive in Stettler in July for a five (5) day stay.

Motion 24:04:16

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

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Fischer for his presentation and expressed excitement for the upcoming visit.

M. Fischer left the meeting at 6:52 p.m.

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

6. **Administration:**

(a) 2024 Capital Budget – Sports Park Parking Lot Curbs

Mayor Nolls welcomed Manager of Recreation & Culture B. Robbins to the meeting.

B. Robbins advised that there is a 2024 Capital Budget of \$15,000 to purchase parking curbs for the Stettler Sports Park Parking Lot. Parking curbs, in addition to an overall parking design, will assist with parking organization, traffic patterns and help to address some driving behavior within the parking lot.

Summary of Parking Curb Quotes Received:

- Proform Construction Products
 - \$50 / curb including 2 anchor pins
 - Freight \$1,650
 - Price includes offloading
- Lafarge
 - \$60 / curb including 2 anchor pins
 - Freight \$1,320
 - Price does not include offloading

Quotes do not include GST.

Motion 24:04:17

Moved by Councillor Lawlor that the Town of Stettler Council authorize up to \$15,000 for parking lot enhancements at the Stettler Sports Park. This includes the purchase of parking curbs from Proform Construction Products and additional expenses such as signage, etc. required for traffic control.

MOTION CARRIED
Unanimous

Mayor Nolls thanked B. Robbins for his presentation.

B. Robbins left the meeting at 6:52 p.m.

(b) 2024 Capital Budget – Concrete Crushing Tender Award

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

M. Robbins advised that there is a 2024 Capital Budget of \$150,000 to crush recycled concrete and asphalt into usable aggregate.

Summary of Tenders Received on April 10, 2024:

• Collins Concrete & BobCat Ltd.	\$125,000
• Park Paving Ltd.	\$135,400
• Vortex Construction Ltd.	\$158,000
• Concrete Crushers Inc.	\$163,730
• DD Contracting & Construction Ltd.	\$222,000
• DeAngelis Development Corporation	\$246,510

Tenders do not include gst or contingency.

The pricing from Collins Concrete & Bobcat Ltd. is low and reference checks were favourable.

Motion 24:04:18

Moved by Councillor Smith that the Town of Stettler Council award the Concrete Crushing tender to Collins Concrete & Bobcat Ltd. in the amount of \$125,000, excluding GST, and approves expenditures up to \$150,000 as funded in the 2024 Capital Budget.

MOTION CARRIED
Unanimous

(c) 2024 Capital Budget – Receiving Water Body Quality Assessment

M. Robbins advised that there is a 2024 Capital Budget of \$50,000 to complete a Receiving Water Body Quality Assessment of the wastewater discharge to Red Willow Creek which was a new requirement of the Town's Alberta Environment Wastewater License to Operate Approval issued in 2022. The license requires the assessment be completed by December 31, 2024. Administration chose to delay completing the assessment until this year to obtain the most current creek sampling in the assessment.

Request for Proposals were posted on the Alberta Purchasing Connection. The main criteria of the assessment includes:

- Determine the assimilative capacity of the receiving water body for treated effluent discharged.
- Determine the mixing zone allowed to establish compliance limits of treated effluent discharge.
- Include impacts on the intermittent flowing stream to ensure the discharge of treated effluent will have negligible impacts on the receiving water body stream and downstream users.

The following RFP's were received:

MPE Engineering Ltd.	\$51,245
Hutchinson Environmental Sciences Ltd.	\$68,849
H3M Environmental	\$83,318

All reports submitted meet the requirements of the RFP and all consultants provided quality reference projects of similar nature. MPE Engineering Ltd. has direct experience with Red Willow Creek having previously completed the Red Willow Creek Flood Hazard Mapping Study (2015) and the Red Willow Creek Realignment Study (2018).

Motion 24:04:19

Moved by Councillor Randell that the Town of Stettler Council award the Receiving Water Quality Assessment to MPE Engineering Ltd. in the amount of \$51,245, excluding GST, funded through the 2024 Capital Budget.

MOTION CARRIED
Unanimous

(d) Airport Runway Rehabilitation Tender Award

M. Robbins advised that the 2024 Capital Budget includes rehabilitating the existing airport runway for \$1,975,930. The Town received 75% grant funding of \$1,481,947.50 through the Strategic Transportation Infrastructure Program under the Community Airport Program with both the Town and County contributing the remaining 25% funding of \$250,000 each.

Tender packages were put together by Tagish Engineering and advertised on the Alberta Purchasing Connection.

Summary of Tenders Received by Tagish Engineering:

• Central City Asphalt	\$1,772,307.45
• Wally’s Backhoe Services	\$1,811,268.75
• Border Paving	\$2,056,972.75
• TJ Paving	\$2,091,425.30
• Alberta Asphalt Enterprises	\$2,162,193.75

Tenders do not include GST.

Project Costs:

Construction	\$1,772,307.45
Engineering & Geotechnical	\$159,507.67
Contingency	<u>\$44,114.88</u>
Total Estimated Project	\$1,975,930.00

Motion 24:04:20

Moved by Councillor Smith that the Town of Stettler Council award the Airport Runway Rehabilitation tender to Central City Asphalt in the amount of \$1,772,307.45, with a contingency of \$44,114.88, utilizing Tagish Engineering for engineering services of \$159,507.67, excluding gst, for a budget expenditures of \$1,975,930.00 funded through the 2024 Capital Budget.

MOTION CARRIED
 Unanimous

Mayor Nolls thanked M. Robbins for her excellent work on all of her presentations.

M. Robbins left the meeting at 7:04 p.m.

(e) Policy II-2(d) Amendment – Employee Health & Wellness

Assistant CAO Gerlitz presented the proposed amendments to Policy II-2(d), which include the provision of free access to Stettler Recreation facilities to RCMP Members of the Stettler Detachment, General Practitioner / General Practitioner Anesthetist practicing within the Town of Stettler, Resident Doctors while practicing at the Stettler Hospital Complex, and Locum Physicians while practicing with the Town of Stettler through the Medical Clinics or Stettler Hospital Complex.

Motion 24:04:21

Moved by Councillor Lawlor that the Town of Stettler Council approve Policy II-2(d) as amended.

MOTION CARRIED
 Unanimous

(f) Bylaws Repealed

Assistant CAO Gerlitz advised that following a complete review of all Bylaws, the following were found to be no longer relevant:

- Bylaw 1564-86 – Stettler Town and County Fire Department
- Bylaw 1577-87 – Stettler Town and County Fire Department (wording amendment)
- Bylaw 1686-93 – STARS
- Bylaw 1750-96 – Community Hall Board

- Bylaw 1882-03 – Stettler Parks and Leisure Board

Motion 24:04:22

Moved by Councillor Pfeiffer that the Town of Stettler Council repeal the following Bylaws:

- Bylaw 1564-86 – Stettler Town and County Fire Department
- Bylaw 1577-87 – Stettler Town and County Fire Department (wording amendment)
- Bylaw 1686-93 – STARS
- Bylaw 1750-96 – Community Hall Board
- Bylaw 1882-03 – Stettler Parks and Leisure Board

MOTION CARRIED
Unanimous

(g) Policy VII-7 – Town of Stettler Retirement Obligation

Assistant CAO Hymers advised that the objective of Policy VII-7 is to stipulate the accounting treatment for asset retirement obligation (“ARO”) for the Town of Stettler so that users of the financial report can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for AROs are the recognition and measurement of these obligations.

The Town of Stettler shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280, and all relevant Alberta and Canada regulations.

Motion 24:04:23

Moved by Councillor Barros that the Town of Stettler Council approve Policy VII-7 as presented.

MOTION CARRIED
Unanimous

(h) 2024 Budget Summaries – February 29, 2024 & March 31, 2024

Motion 24:04:24

Moved by Councillor Randell that the Town of Stettler Council approve the 2024 Budget Summaries as of February 29th and March 31st, 2024, as presented.

MOTION CARRIED
Unanimous

(i) Bank Reconciliation – March 31, 2024

Motion 24:04:25

Moved by Councillor Smith that the Town of Stettler Council approve the Bank Reconciliation as of March 31st, 2024, as presented.

MOTION CARRIED
Unanimous

(j) Meeting Dates

- 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
- **Monday, June 3 – Friday, June 7 – Seniors Week**

- Tuesday, June 4 – Council – 6:30pm
- **Saturday, June 8 – Steel Wheel Stampede Parade**
- Tuesday, June 11 – COW – 4:30pm
- Tuesday, June 18 – Council – 6:30pm

(k) Accounts Payable in the amount of \$906,501.24

Motion 24:04:26

Moved by Councillor Pfeiffer that the Accounts Payable in the amount of \$906,501.24 be paid as presented.

MOTION CARRIED
Unanimous

7. **Council:** Councilors outlined highlights of meetings they attended.

(a) Mayor Nolls

- April 3 – Talk of the Town
- April 3 – Rural Physician Recruitment Meeting
- April 4 – Investing in Rural Health Announcement Conference
- April 8 – Steel Wheel Stampede Board Meeting
- April 9 – Stettler Regional Board of Trade
- April 10 – Talk of the Town
- April 11 – Greetings at Pregnancy Care Centre Banquet
- April 12 – Signed Cheques at the Town Office
- April 12-14 – Stettler Trade Show

(b) Councillor Baker

- April 8 – Meals on Wheels
- April 9 – Stettler Regional Board of Trade
- April 9 – Committee of the Whole
- April 10 – Meals on Wheels
- April 12 – Meals on Wheels
- April 13-14 – Stettler Trade Show

(c) Councillor Barros

- April 9 – Committee of the Whole
- April 9 – Meals on Wheels
- April 14 – Heartland Beautification Committee
- April 12-14 – Stettler Trade Show

(d) Councillor Lawlor

- April 8 – Meals on Wheels
- April 9 – Committee of the Whole
- April 12 – Wm E. Hay Mental Health Wellness Day Keynote
- April 12-13 – Stettler Trade Show
- April 16 – William E. Hay Portfolio Panel

(e) Councillor Pfeiffer

- April 9 – Stettler Regional Board of Trade
- April 9 – Committee of the Whole

April 10 – Meals on Wheels
April 13 – Stettler Trade Show
April 15 – Stettler FCSS

(f) Councillor Randell

April 8 – Meals on Wheels
April 9 – Committee of the Whole
April 14 – Stettler Trade Show
April 15 – Stettler Museum Meeting

(g) Councillor Smith

April 4 – Heartland Beautification Committee
April 9 – Meals on Wheels
April 9 – Committee of the Whole
April 15 – Stettler FCSS

Motion 24:04:27

Moved by Councillor Smith 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) Stettler Cancer Support Group – Thank You Letter
(b) Hike for Hospice – 2024 Business Challenge

Motion 24:04:28

Moved by Councillor Lawlor 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) Offer to Purchase – FOIP – Section 16 – Third Party Information

Motion 24:04:29

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

MOTION CARRIED
Unanimous at 7:30 p.m.

Motion 24:04:30

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

MOTION CARRIED
Unanimous at 7:38 p.m.

Motion 24:04:31

Moved by Councillor Barros that the Town of Stettler Council remove the conditions of the proposed sale.

Unanimous

14. **Adjournment:**

Motion 24:04:32

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

MOTION CARRIED
Unanimous at 7:40 p.m.

Mayor

Assistant CAO

**MINUTES OF THE SPECIAL MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 30, 2024**

Present: Mayor Sean Nolls

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

CAO L. Graham
Assistant CAO K. Hymers

Absent:

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

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

Motion 24:04:32 Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **In-Camera**

(a) FOIP – Section 24 – Advice from Officials – 2023 Financial Statements

(b) FOIP – Section 24 – Advice from Officials – Policy V-2(a): Tangible Capital Assets

Motion 24:04:33 Moved by Councillor Lawlor that the Town of Stettler Council enter the In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 4:31 p.m.

Motion 24:04:34 Moved by Councillor Lawlor that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous 5:22 p.m.

Motion 24:04:35 Moved by Councillor Barros that the Town of Stettler Council approve the 2023 Financial Statements as presented.

MOTION CARRIED
Unanimous

Motion 24:04:36 Moved by Councillor Baker that the Town of Stettler Council decline the Stettler Volunteer Fire Department and Stettler Volunteer Fighters Association's donation of the two (2) 2023 Sea Doo Water Craft Units and one (1) 2023 Karavan Model Galvanized Trailer, valued at \$66,453, to allow for the appropriate allocation of these assets for rescue services within the modernized Joint Fire Services Agreement as executed on December 18, 2023.

MOTION CARRIED
Unanimous

4. **Adjournment:**

Motion 24:04:37 Moved by Councillor Barros that this special meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 5:23 p.m.

Mayor

Assistant CAO

CRITICAL CARE, ANYWHERE



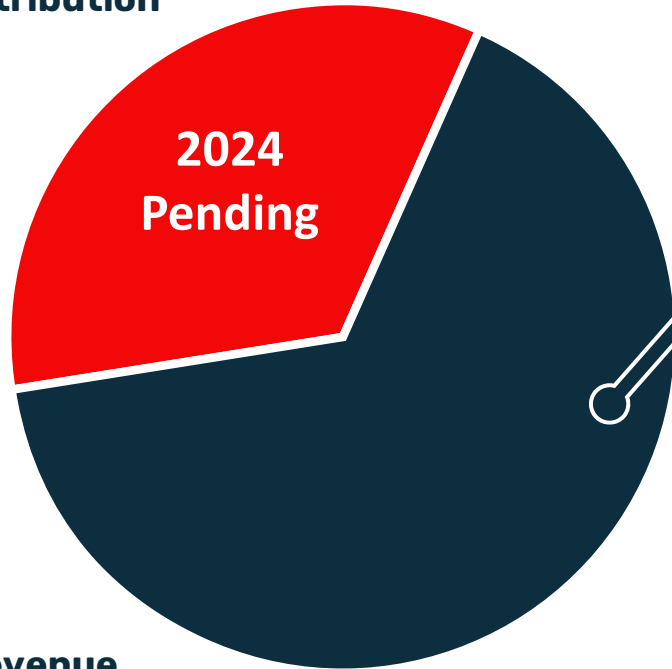
Your best hope, in a worst-case scenario.



STARS ALBERTA REVENUE FISCAL 2023

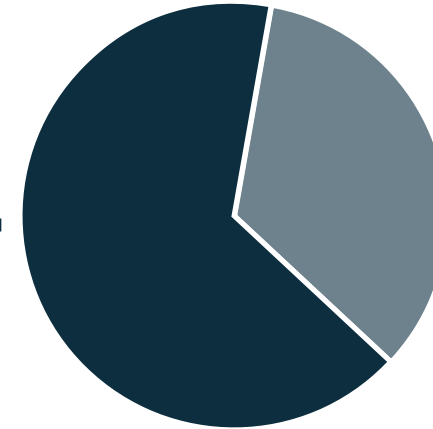
AB Government contribution
\$15.0 million

2023 =
50% of
Operational
costs



NET fundraising revenue
\$27.8 million

2023 NET lottery proceeds:
\$9.8 million
35% of total fundraising
*** 2024 STARS LOTTERY = \$10M net**



Fundraising revenue:
\$18.0 million
65% of total fundraising
*** Includes \$2M+ Annual Municipal Support**

FUELED BY GENEROSITY. Achieving success together.

ESSENTIAL SERVICE FOR ALL

- **New! 8 rural municipalities**
- **New! 9 urban municipalities**
- **Requests Pending**
- Over 90% Alberta's Municipalities in partnership
- Range: \$2 up to \$90 per capita
- Fixed rates alleviate census fluctuation
- **Partnership ensures robust health & safety network**

★ PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC
 City of Fort St. John, BC
 Taylor, BC
 City of Dawson Creek, BC
 Pouce Coupe, BC
 Chetwynd, BC
 Tumbler Ridge, BC

★ Northern Lights

★ Clear Hills

★ Northern Sunrise

★ Saddle Hills

Fairview

★ MD Peace

Opportunity

★ Spirit River

★ Birch Hills

Smoky River

★ County of Grande Prairie

Big Lakes

Lesser Slave River

Lac La Biche

★ City of Grande Prairie

★ MD Greenview

Woodlands

Westlock

Thorhill

Smoky Lake

Bonnyville

St. Paul

Barhead

★ Sturgeon

Lamont

Two Hills

Hinton

Edson

Lac Ste Anne

Parkland

Strathcona

Minburn

Vermilion River

Yellowhead

Brazeau

Leduc

Wetaskwin

★ Beaver

Wainwright

Ponoka

Camrose

★ Flagstaff

Provost

Clearwater

Lacombe

Stettler

Paintearth

Special Area 4

Red Deer

Starland

Special Area 2

Bighorn

Mountain View

Kneehill

Special Area 3

★ Rocky View

★ Wheatland

Special Area 3

Foothills

Vulcan

Newell

★ Ranchland

Willow Creek

★ Lethbridge

Taber

Crowsnest Pass

Pincher Creek

Cardston

Warner

Forty Mile

Stirling

(9) MUNICIPAL LEADERS

- Standing Motion / Fixed rate
- Included in Protective Services
- **Welcome Birch Hills County**

REGIONAL LEADERS

County of Stettler + Town of Stettler

Leaders contribute min. \$2 (+) per capita

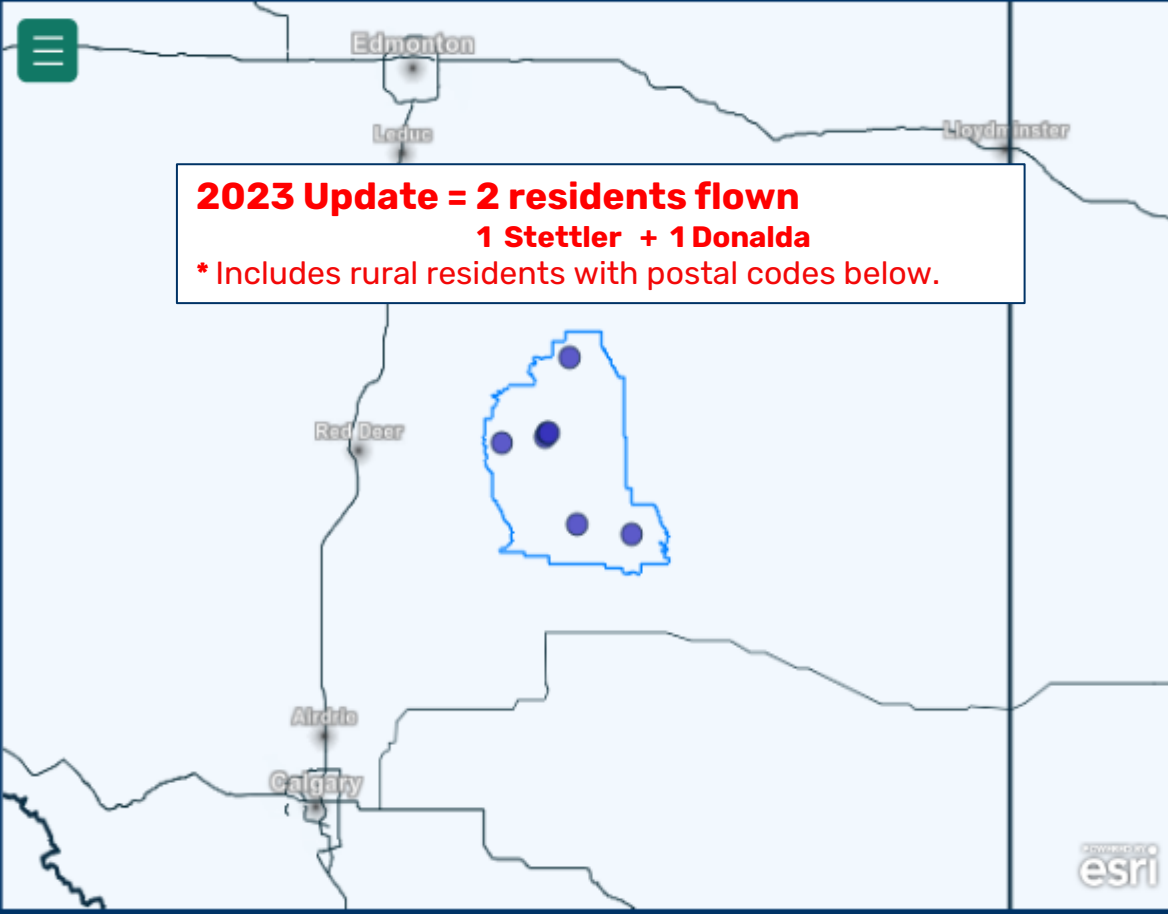
★ Complete Regional Partnerships

TOWN OF STETTLER & County @ April 15, 2024	2019	2020	2021	2022	2023	2024	TOTAL
Near Alix (within County of Stettler)			1				1
Near Bashaw (within County of Stettler)			1				1
Near Big Valley		1		1			2
Near Byemoor		1		1			2
Near Donaldda				2	1		3
Near Gadsby				1	1		2
Near Mirror (within County of Stettler)	1		1		1		3
Stettler Hospital critical inter-facility transfers	9	13	16	11	8	4	61
Stettler scene calls	2	3	1	1	3	1	11
TOTAL *Annual average 16 missions per year	12	18	20	17	14	5	86



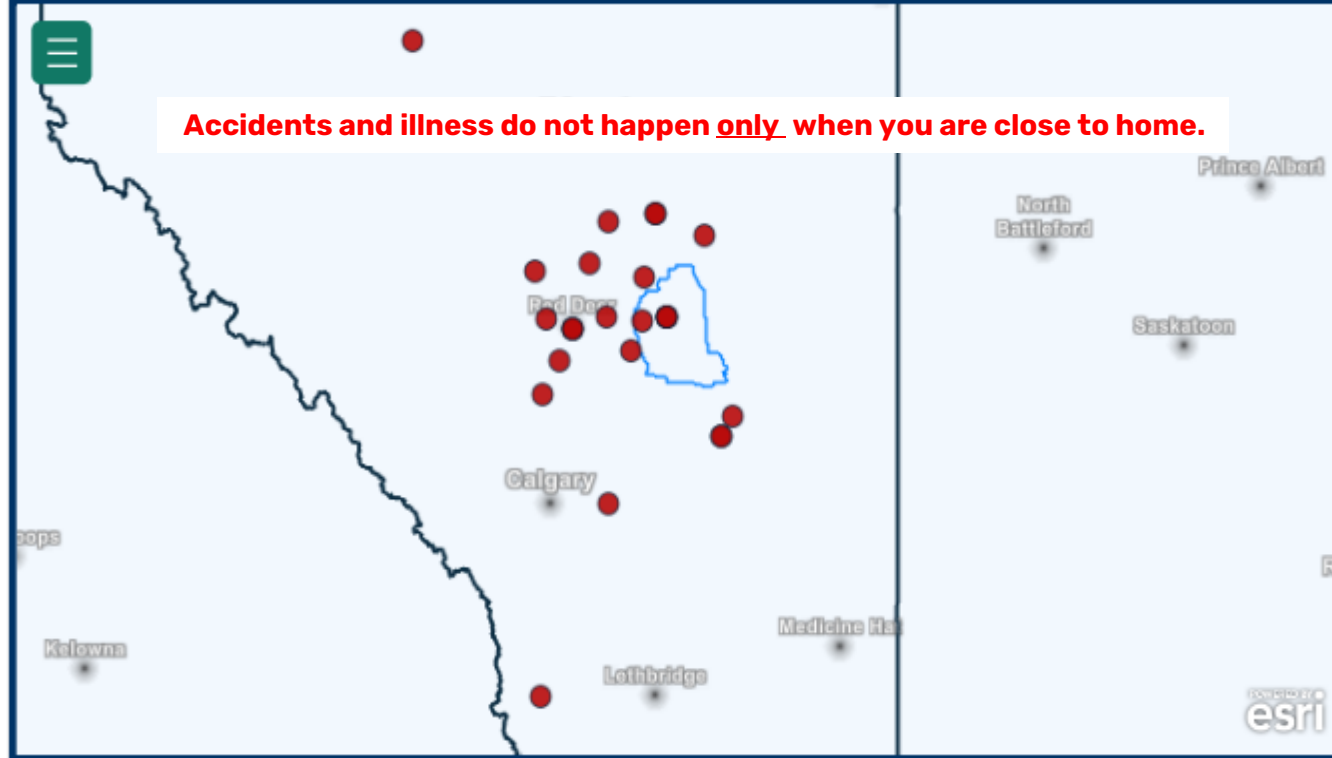
Within Stettler County Boundaries - Patients Flown by STARS (2010-Present)

Stettler County Residents Flown by STARS

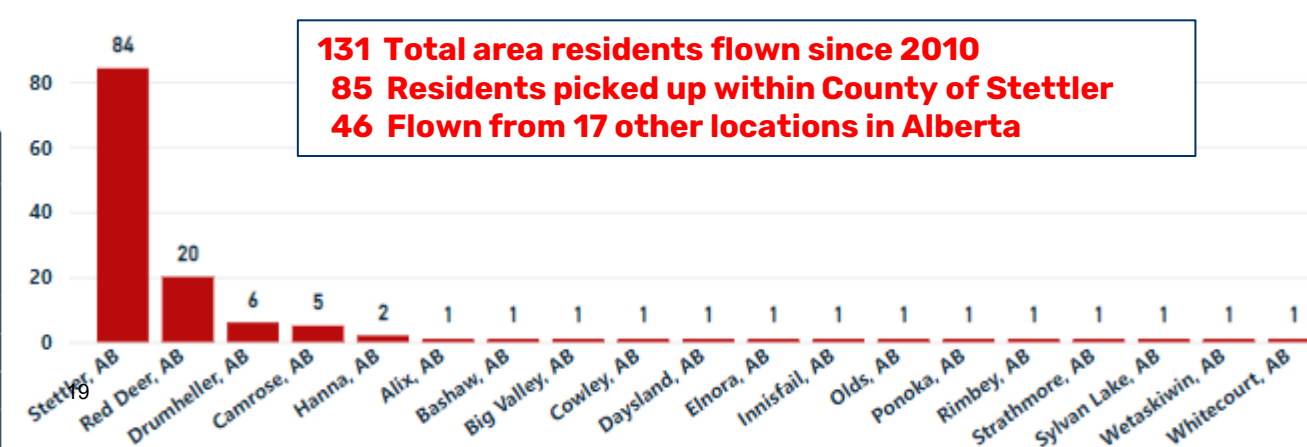


2023 Update = 2 residents flown
1 Stettler + 1 Donalda
 * Includes rural residents with postal codes below.

Locations where Stettler County Residents Travelled and Needed STARS



Count by Pickup Location



131 Total area residents flown since 2010
85 Residents picked up within County of Stettler
46 Flown from 17 other locations in Alberta

Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Stettler	9	6	10	7	2	34	90
Big Valley	0	2	2	1	0	5	14
Gadsby	0	0	0	1	0	1	3
Botha	0	1	2	0	0	3	10
Byemoor	1	0	0	0	1	2	2
Donalda	2	0	3	0	1	6	12
Total	12	9	17	9	4	51	131

More Than Rapid Transport

EMERGENCY LINK CENTRE (ELC)

- Integrated with all dispatch centres and resources
- Precise mapping coordinates
- Dispatches HALO and HERO responses
- 36,000 emergency requests/year

STARS Transport Physicians

- Medical and procedural guidance
- Every critical call / All modes of transport
- Ground ambulance, rotary wing, fixed wing
- Schedule logistical arrangements with receiving Doctors and Hospitals
- Virtual care supports rural medical professionals



Innovative Leader

Generational Investment

- All bases H145 Operational
- Campaign completed

Night Vision Goggles (NVG)

- 1st Civilian organization in Canada
- 50% of calls occur at night

Universal Blood Onboard

- 1st HEMS in North America
- Increased to 4 Units
- The difference between life and death.

A Canadian First - Massive Hemorrhage Protocol

- Reverse anticoagulation
- Promote blood clotting in severe trauma patients



Critical Care Experts

- Up to 200 hours per year
- Mandatory simulation-lab
- Clinical Educators at each base
- Replicate complex/distinct cases

In-Field Training

- Ready for the unthinkable
- Inclement weather / Patient vulnerability
- High-consequence situations

Chain of Survival Partners

- Landing Zone Training (available online)
- STARS.ca (critical care anywhere tab)



International Air Medical Transport Conference (AMTC)

- Rigorous competition
- Triage multiple patients
- Inconceivable critical situations
- Graded on decision-making
- Timing and patient outcomes

STARS TOP 3 - 21 Years!



TOWN OF STETTLER

LEADERSHIP - DEDICATION - SUPPORT

CURRENT PLEDGE OF SUPPORT

***\$12,000.00 PER YEAR
STANDING MOTION***

A life is saved every day. Partnership makes it possible.





INSIDE THIS ISSUE:

New leadership at STARS

Road crew worker saved by STARS

Unprecedented response to
Manitoba highway tragedy

Carla Minogue
STARS Very Important Patient



HORIZONS

We provide critical care, **anywhere.**

New leadership at STARS focused on ensuring stability and critical care, anywhere



In September, STARS saw a leadership transition which introduced the third-ever president and CEO. While a leadership change can often be a major shift for organizations, Katherine Emberly's initial priority is to ensure the crucial work continues of protecting the health and safety of communities across the Prairies.

In her first few months on the job, Katherine has been busy meeting with community members, government officials, business leaders and STARS allies to listen to their ideas and deepen our partnerships. At the same time, she's been diving into understanding more about STARS' medical care and clinical operations, shadowing our highly trained staff. These conversations and activities enable STARS leadership and allies to make sound decisions for the future of critical care.

"STARS is a people and community focused organization. Our first priority is to build relationships," said Katherine. "We want to get out and continue to build our reputation in the community, say 'thank you' to the people that support us and ensure that we've got their support and partnership moving forward."

Right now, Katherine is working with the leadership team on critical projects for the stability and long-term success of STARS. As part of that goal, she is aiming to ensure we continue to be an organization of choice for our many donors and partners. Having stable and reliable funding allows our team to focus on the important work of providing critical care, anywhere.

"No matter where you sit in the organization and no matter what your job, there's an overarching acknowledgement that it takes all of

us," said Katherine. "I am so honoured to come into this organization that has such a clear and impactful purpose."

Katherine's additional long-term goals for STARS include continuing to lead industry transformation, forging stronger connections with corporate partners and supporting the growth in innovation and technology.

Beyond her work leading STARS' critical care mission, Katherine serves on the boards of Alberta Blue Cross, Calgary Economic Development and Axis Connects. Through her passion for equity, inclusion, and diversity, Katherine continually finds ways to give all contributors a voice and ensure that doors are open for everyone who works alongside STARS. As a mother of two teen girls, Katherine is excited to use her leadership position to be an example to women and girls across Canada.

Groundbreaking blood protocol launches in Manitoba

“This program has saved the lives of countless individuals.”

— **Nichole Bandura**

LABORATORY SUPERVISOR FOR HEMATOLOGY/
TRANSFUSION MEDICINE, MANITOBA SHARED HEALTH



THE TECHNOLOGY

The field of critical care changes rapidly, so STARS must stay on the leading edge of new advances in technology and medicine that can lead to better outcomes for our patients. One of the most effective tools that STARS provides onboard is blood for critical patients. This summer, an innovative protocol that ensures patients have access to life-saving blood products while being cared for by STARS, was introduced in Manitoba.

The Massive Hemorrhage Protocol (MHP) was initiated in Manitoba on June 30, 2023. It provides access to two new products that can help stop bleeding – one to reverse anticoagulation and the other to help blood clots form.

The protocol was first introduced in Saskatchewan in 2022 and is being used regularly to care for patients in that province.

“I think it’s the first of its kind in Manitoba,” noted Jennifer Fosty, a STARS flight nurse who helped lead the implementation of the protocol in partnership with Manitoba Shared Health.

STARS crews have brought blood along on missions since 2013. Initially, STARS stocked two units of type O negative blood. O negative is known as the ‘universal blood type,’ as it’s safe to be given to anyone – particularly helpful in a traumatic situation when a patient urgently needs blood and their blood type is unknown. Based on need, STARS increased onboard blood supply to four units in 2019.

The blood is carried in temperature-controlled coolers, and if it’s not used within 72 hours it’s placed back in the blood supply to avoid any wastage. STARS then receives fresh blood for the crew to use on the next patient who needs it.

STARS works closely with Manitoba Shared Health’s Blood Bank at Winnipeg’s Health Sciences Centre to ensure the MHP products are always on hand. The Blood Bank supplies STARS with MHP packages several times per week.

“If any products are used on a patient during transport, the Blood Bank is notified and quickly replenishes stock in order to have another MHP package in our hands, so that we’re ready for the next patient who may need it,” added Fosty.

It is another example of how STARS is a trusted partner in the delivery of critical care.

“STARS and the Blood Bank operate cohesively to ensure trauma patients are treated in a timely manner,” explained Nichole Bandura, laboratory supervisor for Hematology/Transfusion Medicine with Manitoba Shared Health. “STARS effectively communicates with the Blood Bank so both parties are prepared for the needs of incoming trauma patients. The rapid response of both STARS and the Blood Bank ensures the best care is provided to the patient.”

The partnership between STARS and the Blood Bank, driven by a spirit of innovation and a passion for finding

new ways to save lives, has made a real difference for patients.

“It is so important for critical patients to have access to blood products during pre-hospital transport,” said STARS’ Fosty. “The Massive Hemorrhage Protocol will definitely improve patient outcomes.”

“Having an organized plan of action and effective communications skills makes STARS and the Blood Bank a successful team,” added Manitoba Shared Health’s Bandura. “This program has saved the lives of countless individuals, ensuring the healthcare needs are met for Manitobans in some of the most traumatic situations.”

Stan Grad 1944 – 2023



One of STARS’ supporters and advocates, Stan Grad, passed away at the age of 78. Stan was a passionate ally and philanthropist who wholeheartedly supported STARS’ lifesaving mission. His fervent passion and dedication are key reasons for STARS becoming what it is today.

“I just want to say thank you to the sponsors and the donors and the partners for supporting STARS and supporting people like me.”

— Carla Minogue, STARS VERY IMPORTANT PATIENT

Road crew worker saved by STARS

City road crews are essential to navigable communities, but working right next to oncoming traffic comes with serious risks, as Carla Minogue knows all too well.

In May 2004, she was working as the designated traffic flagger for a road crew repairing a section of the Trans-Canada Highway in a rural community.

“I was holding the sign that said slow or stopping people if they needed to be stopped,” said Carla. “It was the end of the day, and I was picking up cones and putting them into the truck ahead of me and a car came out of the lane that was still open on the highway and hit me from behind. It then rear-ended the truck that was parked in front of me. I was somewhere in the mess of vehicles, and nobody really knew what to expect when they came to see me.”





THE CARE



THE PEOPLE



THE RESPONSE



THE TECHNOLOGY

As her crew members rushed to remove her from the wreckage, a call was placed to 911 who alerted STARS Emergency Link Centre that an air medical crew was needed.

“I remember being on the highway, on the pavement and hearing that STARS was coming and we were just waiting for the helicopter to arrive,” said Carla.

“Highway landings are a common procedure for STARS crews, but you have to be careful because no landing is the same. There are a multitude of hazards whether its weather, visibility, wires, trees, or the condition of the landing area,” said Greg Curtis, the STARS pilot who flew the helicopter on Carla’s mission. “Doing it successfully is only possible through following our strong standard operating procedures and with flight crew being in constant communication with first responders on the ground. I’m glad we were able to be there for Carla.”

Carla’s injuries were life-threatening, with extensive injuries throughout her body.

“I broke two areas of my back, T five and six, which was a pretty serious break, and I had to have surgery. I have rods beside my spine now, holding it upright. I had a cracked pelvis and a broken foot and some damage to my knee, broken ribs, crazy bruises everywhere and probably a concussion of some sort from the impact. The impact was really strong, so strong that it blew my tied-up steel-toed boots right off my feet. They were found in the ditch later.”

When severe spinal injuries occur, the smoother transit that a STARS’

helicopter provides is critical for the recovery of the patient, as a bumpy transit on the road can worsen the injury. In Carla’s situation, the highway was shut down by local first responders so that STARS could land directly at the site of the incident, load Carla into the helicopter, and take her to a trauma centre.

By the time the helicopter arrived, paramedics on the ground had stabilized Carla’s spine for transit, and the STARS crew was able to provide a smooth transit and essential critical care enroute to a major hospital. This collaborative approach prevented further injury and ensured that with the assistance of her medical team, once she recovered, she could walk on her own again.

Specific to spinal injury, the STARS Critical Care Medical Control Protocols have been developed to guide air medical crews on how to manage and transport potential spinal-injured patients. This includes how to immobilize and protect a potentially unstable spinal cord injury from any further damage during transport. The protocol has been developed and guided by nationally-accepted evidence.

“STARS uses evidence, accepted international guidelines, and a committee of physicians and researchers to develop evidence-based, best practice protocols for the treatment of spinal injuries,” said Justin Mazzolini, STARS’ Critical Care Medical Control Protocols lead. “Often patients with spinal injuries have associated traumatic injuries, so in addition to caring for the spinal injury, multiple treatments and protocols

may be employed by air medical crews to stabilize blood pressure, ensure adequate oxygenation and ventilation and rapidly transport patients to tertiary care.”

Despite her successful recovery, Carla continues to deal with the lingering impact of her injuries. However, she is grateful for the impact that STARS has had on her life.

“I remember thinking, oh no, this must be really bad,” said Carla. “But at the same time, having some reassurance knowing that I was going to be in the best hands, in the best care. I was very close to being paralyzed,” said Carla. “I’m very grateful to STARS for taking such good care of me to keep me walking.”

“I got to meet Carla 19 years after her accident,” said Greg Curtis. “Getting to connect with her was one of the most meaningful visits of my entire career. It really was a treat to meet her.”

Since her accident, Carla and her family have become even more involved with STARS, including volunteering their time to raise funds for STARS’ critical care mission and spreading awareness of STARS’ essential work.

“I just want to say thank you to the sponsors and the donors and the partners for supporting STARS and supporting people like me,” said Carla. “Because without you, lots of us may not be here or maybe looking and feeling a lot differently than we are today, so thank you.”



Municipal Hail Insurance understands the value and importance of planning for unforeseeable events in the future. Because of Municipal Hail Insurance’s support for STARS, we can reach the next patient with an unforeseeable critical care emergency within Western Canada for generations to come. Since 2016, Municipal Hail Insurance has helped STARS to use any transportation and tools necessary to reach patients and deliver the care that can save lives.

Working together to save lives

STARS joins partners in unprecedented response to Manitoba highway tragedy



THE CARE



THE PEOPLE



THE RESPONSE



THE TECHNOLOGY



SASKATOON



FIXED WING PREPARES TO DEPART FOR BRANDON



LOADING PATIENT INTO STAR-9 HELICOPTER

SK

MB

REGINA



Brandon Staging Area



CARBERRY
Accident Scene

The morning of June 15 began like most others at the STARS Winnipeg base. The day crew started their shift at 7 a.m. and went through their daily checks to ensure they and their aircraft were ready for the next mission. Like many other days at the base, several off-duty crew members were also on hand taking part in the ongoing training that STARS regularly undertakes to keep their skills as sharp as possible.

Shortly before noon, however, a series of events would unfold that ensured that what started out as an average day would turn out to be one of the largest coordinated responses in STARS' history.

At approximately 11:35 a.m., a semi-truck collided with a passenger bus on a busy stretch of the Trans-Canada Highway near Carberry, Manitoba, roughly 170 kilometres west of Winnipeg. Given the amount of traffic that regularly travels through the area, local RCMP and first responders were notified almost immediately and were the first to arrive on scene.

Minutes after the collision occurred, a 911 operator alerted Manitoba's centralized dispatch centre – the Medical Transportation Coordination Centre (MTCC) – of the event. The MTCC immediately called STARS, alerting them of a potentially major event. This resulted in an automatic launch of STAR-7, the on-duty aircraft and flight crew in Winnipeg. They were in the air less than 12 minutes after the collision took place.

At the same time, numerous ground ambulances from the southwest region were also enroute to the scene.

Dr. Doug Martin, STARS medical director for Manitoba and a transport physician, was working that morning and was quickly pressed into action to help deploy and direct the aircraft and medical crew that would be required to transport a large number of patients.

Continued...



PATIENT TRANSPORT FROM STAGING AREA AT BRANDON AIRPORT

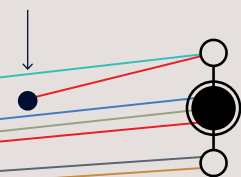


LOADING PATIENT INTO FIXED WING FOR TRANSPORT TO WINNIPEG



PATIENT HANDOFF FROM GROUND AMBULANCE TO STARS CREW

Portage la Prairie
One patient moved from Portage la Prairie



WINNIPEG
Critical patients transport to Health Sciences Centre

- STAR-7 (Winnipeg)
- STAR-9 (Regina)
- STAR-207 (FW/Winnipeg)
- STAR-208 (FW/Winnipeg)
- Lifeguard (FW/Saskatoon)
- Lifeguard (FW/Saskatoon)

Dr. Martin was one of four transport physicians on duty with STARS that morning. There was also a lead on-call transport physician and a second on-call transport physician overseeing STARS medical crew on the fixed-wing aircraft.

A fourth doctor, a senior resident in emergency medicine completing his very last month of training, was also with STARS that morning on an elective rotation.

"We very quickly determined that I was going to stay back and help coordinate the transport," explained Dr. Martin. The lead on-call transport physician and the senior resident doctor at the STARS base would deploy to the scene by air, while the second on-duty transport physician would handle any medical transport calls coming from elsewhere in the province.

Dr. Martin then jumped in his car and drove to the nearby Virtual Emergency Care and Transport Resource Service (VECTRS) operations centre. VECTRS is Manitoba Shared Health's centralized and coordinated source for clinical guidance and patient transport support. At VECTRS, Dr. Martin joined Dr. Rob Grierson, Shared Health's chief medical officer for Emergency Response Services, to help coordinate the inter-facility transport response to the accident.

Initial triage reports indicated that 10 patients were in either serious or critical condition. From Carberry, the nearest regional hospitals were in Brandon or Portage la Prairie. Most patients, however, were in a condition that required them to be taken to Manitoba's major trauma centre – Health Sciences Centre in Winnipeg. It became clear very quickly that more aircraft and more medical crews were needed to transport those patients.

With STAR-7 already dispatched from Winnipeg, Dr. Martin contacted the STARS Emergency Link Centre to connect with the STARS team in Regina, the next closest base. STAR-9 was then dispatched out of Regina and lifted off toward Manitoba shortly thereafter.

Meanwhile, back at the STARS Winnipeg base, efforts were underway to deploy additional medical crew via fixed wing aircraft. Grant Therrien, STARS provincial director, Manitoba operations, was leading these efforts.

"The STAR-7 crew had just been dispatched and our on-duty fixed wing medical crew were at the ready," explained Therrien. "We also had a clinical simulation happening at the base that day, so we had a number of additional air medical crew available. Dr. Martin phoned me and explained the situation and asked if we could not only send the on-duty crew, but if we could put together an additional team to travel on a second fixed wing aircraft."

"It was truly all hands-on deck, whoever could help, was assigned to help."

– **Grant Therrien, STARS Provincial Director, Manitoba operations**

Therrien's response to the request was simple and clear.

"Absolutely, we will."

With the on-duty fixed wing crew on their way in the first aircraft, Therrien then summoned all the off-duty medical crew members who were at the base and told them to get their flight suits on and start packing up additional supplies. Their clinical simulation day was about to become a major, real-life mission.

Therrien, who also serves as a STARS flight paramedic, assembled an additional five medical crew members – including himself – to travel on the second fixed wing aircraft. When they arrived at the hangar to load the second aircraft they learned that, because of the space taken up by the onboard stretcher, there were only enough seats for four medical attendants. Without hesitation, one of the STARS flight paramedics volunteered to be strapped to the stretcher for the flight to ensure that they could all be there to help in whatever way they could.

At the scene of the incident, STAR-7 had arrived from Winnipeg and the crew immediately began providing critical care to one of the patients. Dr. O'Leary, the physician who was also onboard STAR-7, began checking in with all other ground ambulance crews and first responders to assist with their patients.

"It was truly all hands-on deck," said Therrien. In addition to the STARS crew, there were first responders on the scene from local EMS services across southwestern Manitoba, area fire departments, and the RCMP. "Whoever could help was assigned to help."

"I want to acknowledge all of the first responders, including volunteer responders, ground EMS, and RCMP that were the first to arrive on scene," added Therrien. "They arrived at a chaotic, devastating scene, and they did incredible work both prior to our arrival and in working together to care for as many people as possible."

Before long, STAR-7 departed with the first patient from the scene to Health Sciences Centre. With the two fixed wing aircraft enroute from Winnipeg and STAR-9 on the way from Regina, ground ambulances began transporting patients to the nearest major hospital. Most patients were transported to the Brandon Regional Health Centre, with two other patients taken by ambulance to the hospital in Portage la Prairie.

In addition, two patients were transported by ground directly to the Brandon Airport, which would become the staging area for patient transport. There they were met by the two fixed wing aircraft which had arrived in Brandon and were waiting to transport them immediately back to Winnipeg.

The Brandon Regional Health Centre, western Manitoba's major health centre, had received five critically injured patients in the span of 30 minutes. To assist with this influx of critical patients, several STARS crew members who were not yet transporting patients travelled to the hospital in Brandon.



Grant Therrien
STARS Provincial Director, Manitoba Operations

Grant is also an active STARS flight paramedic and was stationed at the Brandon Airport as on-site transport coordinator.



Dr. Doug Martin
STARS Medical Director, Manitoba

One of the transport physicians on duty, Dr. Martin was stationed at the VECTRS centre, working with Shared Health to coordinate the critical care transports.

They worked alongside the Brandon medical teams in stabilizing these critical patients in preparation for onward transport to Winnipeg. They also provided a clear line of communication to both Therrien, who was coordinating the staging area at the Brandon Airport, and to the team at the VECTRS centre in Winnipeg who could then relay information to the trauma teams who were receiving patients at Health Sciences Centre.

Coordinating the transport of the remaining patients from Brandon was the next task for Drs. Martin and Grierson and their team back at the VECTRS centre. It is common for neighbouring jurisdictions to provide additional support in a major incident such as this. In addition to STAR-9 from Regina already responding, more help was required. With all the critical care transport assets in Manitoba in use, a decision was made to request additional help from Saskatchewan from which two Lifeguard fixed wing air ambulance aircraft and crews were dispatched – including an additional STARS transport physician from Saskatoon – to the Brandon Airport.

As the aircraft from Saskatchewan began to arrive in Brandon, they were subsequently loaded with patients who had been stabilized at the Brandon hospital and departed again to transport them to Winnipeg.

Dr. Martin shared that the final transport tied to the accident came later that afternoon when STARS was dispatched for an inter-facility transfer from the hospital in Portage la Prairie. “A patient who had been initially transported by ground from the scene to Portage la Prairie had now worsened and required critical transport to Health Sciences Centre.”

And so, the crew of STAR-7, who were the first aircraft dispatched to the accident scene more than five hours earlier, launched once more to transport the last patient to the trauma centre in Winnipeg. As they returned to base early that evening, the magnitude of the day’s events was clear.

The tragic incident at Carberry was one of the largest scene responses in the history of Manitoba. As we honour and remember the lives that were lost, we recognize the efforts of so many who did everything they could to save as many lives as possible.

When all was said and done, a total of six aircraft and 20 STARS crew members travelled either to the scene or to Brandon to care for and transport critically injured patients that day. STARS was one of the many organizations who were involved in the enormous, multi-agency response to this tragedy.

STARS salutes the invaluable efforts of Manitoba Shared Health, the RCMP,

Carberry North Cypress–Langford Fire & Rescue, Prairie Mountain EMS, Brandon Emergency Services, the Brandon Regional Health Centre, Manitoba VECTRS, the Manitoba Medical Transportation Coordination Centre, Vanguard Air, Saskatchewan Air Ambulance, and Winnipeg EMS.

We also recognize the 20 STARS crew members who were involved in our response, including seven flight paramedics, five flight nurses, four transport physicians and the four pilots who flew STAR-7 and STAR-9. These crew members have been thoroughly supported in the aftermath of this tragedy, given the difficulty of the scene and the value that STARS places on the mental health and wellbeing of our team.

“This was certainly one of the most difficult days we have experienced, not only as a medical and first responder community, but for the province as a whole,” stated Dr. Martin.

“It was one of the most challenging missions any of us will ever face, but it’s what we train for,” adds Therrien. “I’m proud that we were able to work together to save so many lives that day.”

Following her passion for medicine, ER doctor joins STARS



THE CARE



THE PEOPLE



THE RESPONSE



THE TECHNOLOGY

“I wanted to be able to assist people in an emergency, to help them with that crisis in their life. I thought of it as very fulfilling.”

— Dr. Darla Palmer, STARS TRANSPORT PHYSICIAN





“Becoming a mom shifts so many things and changes the dynamics of your job.”

— Dr. Darla Palmer, STARS TRANSPORT PHYSICIAN

There’s something about a calling, a passion for a profession you just can’t ignore. Dr. Darla Palmer couldn’t deny the ambition to serve. It lived inside of her from the time she was a young girl, living in the community of Souris in rural Manitoba.

“When I was 13 years old, I lost my house in a fire,” recounted Dr. Palmer. “That certainly drew my attention to the importance of having fire services in rural communities.”

The loss of the only home she knew and the compassionate care she received from first responders that day left an indelible mark. She wanted to help people in the same way she was supported.

“I wanted to be able to assist people in an emergency, to help them with that crisis in their life. I thought of it as very fulfilling.”

As soon as she was able to immerse herself in emergency services, Dr. Palmer seized the opportunity.

“When I was 17, I joined the fire department as a junior member. When I turned 18, I was able to start going on calls,” Dr. Palmer said.

She also grew up with a role model, her stepfather, who served as an emergency medical technician (EMT).

“I watched him being on call and hearing the pager go off around the clock. It certainly inspired me,”

Dr. Palmer recalled. “I always remember being aware that what he was doing was so vital and important. I wanted to be a part of that.”

Dr. Palmer joined the Canadian Armed Forces and served for years before she was nudged towards her true calling.

“I started in artillery and after working there for several years, I was encouraged by some of the military leadership who saw my potential to apply for a medic position. I became involved in the civilian side and was licensed as an EMT,” she said.

It was a gratifying part of her life journey, but she wanted to do even more. She continued working as an EMT while pursuing medical school.

“Eventually I decided to apply for medicine. There was something about it I was just drawn to.”

Dr. Palmer currently works in the emergency department at the Health Sciences Centre in Winnipeg and has recently completed her residency in emergency medicine.

“I’ll begin working with STARS after I graduate in November,” Dr. Palmer said. “I will be assisting with the logistics of transporting critically ill and injured patients in the province, in addition to providing consultant advice to other medical professionals.”

She will be on-call to oversee missions and, at times, travel on board the flights.

“There will be situations where I will fly with the air medical crew to provide direct hands-on patient care.”

She is looking forward to the challenge, which she attests is a full circle moment.

“STARS is a way of bridging critical care and timely care to patients that live in rural areas,” she affirmed. “I think all people are deserving of timely health care, regardless of their place of residence.”

Dr. Palmer is also embracing the responsibility of being a parent. She is a new mother and is balancing her career with her 13-month-old son at home. Motherhood has brought a renewed purpose to her work, merging her personal and professional life.

It reinforced the parallels of selflessness, devoting her life to her patients and her new family.

“My career has taken on a whole different meaning. Certain calls and patient cases just hit differently,” she said. “Becoming a mom shifts so many things and changes the dynamics of your job.”

She admires what STARS represents and is humbled to be a part of the crew that saves lives.

“Just the thought of being able to provide comprehensive, timely, critical care to patients, regardless of their location, just drives me to provide the best patient care possible.”

**Purchase your 2024
calendar today at
starsgear.ca**

When you support STARS,
you enable us to deliver critical
care, anywhere it's required.
You propel our innovation,
allowing us to deliver leading-
edge care that saves lives.



\$30



STARS Horizons | Fall 2023
Return undeliverable items to:
1441 Aviation Park NE
Box 570, Calgary, Alberta T2E 8M7
Unsubscribe at newsletter@stars.ca

stars.ca

MEMORANDUM

To: Leann Graham, CAO

From: Kim Hymers, Asst. CAO

Date: May 7, 2024

Re: 2023 Financial Statements

Recommendation


That the Town of Stettler Council accept the 2023 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2023 as presented for their information.

FINANCIAL INFORMATION RETURN

Town of Stettler (0298)

For the Year Ending December 31, 2023

The information contained in this
Financial Information Return is presented
fairly to the best of my knowledge.

Heaven Graham 
Name

May 1 2024
Date


Alberta
Municipal Affairs



*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA

INDEPENDENT AUDITORS' REPORT MUNICIPAL FINANCIAL INFORMATION RETURN

TO: The Mayor and Council
Town of Stettler

Opinion

We have audited the municipal financial information return of the Town of Stettler, which comprises the schedule of financial position as at December 31, 2023 and the schedules of change in accumulated surplus, financial activities and supplementary schedules for the year then ended.

In our opinion, the accompanying municipal financial information return presents fairly, in all material respects, the financial position of the town as at December 31, 2023, the results of its operations and change in its accumulated surplus for the year then ended in accordance with Canadian public sector accounting standards.

It is understood that this report, as requested by the Minister of Alberta Municipal Affairs, is to be used primarily for statistical purposes. We have issued an independent auditors' report dated April 30, 2024 on the financial statements of the Town of Stettler for the year ended December 31, 2023 and reference should be made to those audited financial statements for complete information.

Basis for Opinion

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

Emphasis of Matter – Basis of Accounting

The financial information return is prepared to assist the town to meet the requirements of the Municipal Government Act (Section 277(1)). As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Municipal Financial Information Return

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

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

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

Auditors' Responsibilities for the Audit of the Municipal Financial Information Return

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

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

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

Stettler, Alberta

April 30, 2024


CHARTERED PROFESSIONAL ACCOUNTANTS

Audited Schedules

FINANCIAL POSITION

Schedule 9A

	Total
	1
Assets	0010
Cash and Temporary Investments	0020 13,448,113
Taxes and Grants in Place of Taxes Receivable	0030
. Current	0040 215,395
. Arrears	0050 159,645
. Allowance	0060 -12,511
Receivable From Other Governments	0070 1,037,412
Loans Receivable	0080
Trade and Other Receivables	0090 953,370
Debt Charges Recoverable	0095
Inventories Held for Resale	0130
. Land	0140
. Other	0150
Long Term Investments	0170
. Federal Government	0180
. Provincial Government	0190
. Local Governments	0200
. Other	0210 197,055
Other Current Assets	0230 12,706
Other Long Term Assets	0240 844,436
	0250
Total Financial Assets	0260 16,855,621
Liabilities	0270
Temporary Loans Payable	0280
Payable To Other Governments	0290 198,280
Accounts Payable & Accrued Liabilities	0300 1,604,011
Deposit Liabilities	0310 28,625
Deferred Revenue	0340 1,781,106
Long Term Debt	0350 3,513,691
Other Current Liabilities	0360
Asset Retirement Obligations	0365 2,164,697
Other Long Term Liabilities	0370 105,359
	0380
Total Liabilities	0390 9,395,769
Net Financial Assets (Net Debt)	0395 7,459,852
Non Financial Assets	
Tangible Capital Assets	0400 84,539,088
Inventory for Consumption	0410
Prepaid Expenses	0420 25,232
Other	0430 463,882
Total Non-Financial Assets	0440 85,028,202
Accumulated Surplus	0450 92,488,054

CHANGE IN ACCUMULATED OPERATING SURPLUS

Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Operating Surplus - Beginning of Year	0500	3,068,204	11,097,811	80,264,598	94,430,613
Net Revenue (Expense)	0505	-1,942,559			-1,942,559
Funds Designated For Future Use	0511	-5,282,568	5,282,568		
Restricted Funds - Used for Operations	0512	3,466,981	-3,466,981		
Restricted Funds - Used for TCA	0513		-1,779,336	1,779,336	
Current Year Funds Used for TCA	0514	-1,616,037		1,616,037	
Donated and Contributed TCA	0516	-250,000		250,000	
Disposals of TCA	0517	172,775		-172,775	
Annual Amortization Expense	0518	5,137,378		-5,137,378	
Long Term Debt - Issued	0519				
Long Term Debt - Repaid	0521	-502,626		502,626	
Capital Debt - Used for TCA	0522				
	0523				
Other Adjustments	0524	241,744		-241,744	
Accumulated Operating Surplus - End of Year	0525	2,493,292	11,134,062	78,860,700	92,488,054

FINANCIAL ACTIVITIES BY FUNCTION

Schedule 9C

	Revenue		Expense	
		1		2
Total General	0700	9,008,615		
Function	0710		1150	
General Government	0720		1160	
Council and Other Legislative	0730		1170	210,876
General Administration	0740	73,662	1180	1,330,833
Other General Government.....	0750		1190	
Protective Services	0760		1200	
Police	0770	627,811	1210	1,805,750
Fire	0780	397,339	1220	872,973
Disaster and Emergency Measures	0790		1230	41,924
Ambulance and First Aid	0800		1240	
Bylaws Enforcement	0810	150,170	1250	207,404
Other Protective Services.....	0820		1260	
Transportation	0830		1270	
Common and Equipment Pool	0840	600,000	1280	642,418
Roads, Streets, Walks, Lighting	0850	190,943	1290	4,595,452
Airport	0860	10,841	1300	81,257
Public Transit	0870		1310	
Storm Sewers and Drainage	0880		1320	121,610
Other Transportation	0890		1330	
Environmental Use and Protection	0900		1340	
Water Supply and Distribution	0910	3,803,864	1350	3,503,669
Wastewater Treatment and Disposal	0920	1,344,235	1360	770,681
Waste Management	0930	844,490	1370	727,297
Other Environmental Use and Protection	0940		1380	
Public Health and Welfare	0950		1390	
Family and Community Support	0960	165,104	1400	203,065
Day Care	0970		1410	
Cemeteries and Crematoriums	0980	47,519	1420	49,835
Other Public Health and Welfare	0990		1430	
Planning and Development	1000		1440	
Land Use Planning, Zoning and Development	1010	50,182	1450	491,819
Economic/Agricultural Development	1020	170,854	1460	549,952
Subdivision Land and Development	1030	120,144	1470	346,462
Public Housing Operations	1040		1480	85,967
Land, Housing and Building Rentals	1050	290,521	1490	96,932
Other Planning and Development.....	1060		1500	
Recreation and Culture	1070		1510	
Recreation Boards	1080		1520	
Parks and Recreation	1090	1,634,682	1530	4,220,803
Culture: Libraries, Museums, Halls	1100	57,030	1540	573,586
Convention Centres	1110		1550	
Other Recreation and Culture.....	1120		1560	
Other Utilities	1125		1565	
Gas	1126		1566	
Electric	1127		1567	
Other Utilities.....	1128		1568	
Other	1130		1570	
Total Revenue/Expense	1140	19,588,006	1580	21,530,565
Net Revenue/Expense			1590	-1,942,559

FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

	Total	
	1	
Revenues	1700	
Taxation and Grants in Place	1710	
. Property (net municipal, excluding requisitions).....	1720	6,283,221
. Business	1730	6,000
. Business Revitalization Zone	1740	
. Special	1750	
. Well Drilling	1760	
. Local Improvement	1770	
Sales To Other Governments	1790	
Sales and User Charges	1800	5,747,980
Penalties and Costs on Taxes	1810	114,623
Licenses and Permits	1820	164,774
Fines	1830	94,355
Franchise and Concession Contracts	1840	1,822,708
Returns on Investments (Incl. Portfolio Investments)	1850	900,406
Rentals	1860	899,748
Insurance Proceeds	1870	
Net Gain on Sale of Tangible Capital Assets	1880	99,225
Contributed and Donated Assets.....	1885	250,000
Federal Government Operating Transfers	1892	1,800
Federal Government Capital Transfers	1902	
Provincial Government Operating Transfers	1912	658,059
Provincial Government Capital Transfers	1922	1,633,954
Local Government Operating Transfers	1931	893,046
Local Government Capital Transfers	1932	
Transfers From Local Boards and Agencies	1940	
Developer Agreements	1960	
Offsite Levies	1962	
Other Revenues	1970	18,107
Total Revenue	1980	19,588,006
Expenses	1990	
Salaries, Wages, and Benefits	2000	6,211,176
Contracted and General Services	2010	3,391,745
Purchases from Other Governments	2020	1,680,130
Materials, Goods, Supplies, and Utilities	2030	3,487,315
Provision For Allowances	2040	173,246
Transfers to Other Governments	2050	342
Transfers to Local Boards and Agencies	2060	958,871
Transfers to Individuals and Organizations	2070	51,215
Bank Charges and Short Term Interest	2080	24,420
Interest on Operating Long Term Debt	2090	
Interest on Capital Long Term Debt	2100	150,721
Accretion of Asset Retirement Obligations.....	2105	100,378
Amortization of Tangible Capital Assets	2110	5,137,378
Net Loss on Sale of Tangible Capital Assets.....	2125	
Write Down of Tangible Capital Assets.....	2127	
Other Expenditures	2130	163,628
Total Expenses	2140	21,530,565
Net Revenue (Expense)	2150	-1,942,559

REMEASUREMENT GAINS AND LOSSES

Schedule 9Q

Accumulated remeasurement gains (losses) at beginning of year	2171	<input type="text"/>
Gains	2172	<input type="text"/>
Losses	2174	<input type="text"/>
Amounts reclassified to Statement of Operations	2176	<input type="text"/>
Net Remeasurement gains (losses) for the year	2178	<input type="text"/>
Accumulated remeasurement gains (losses) at end of year	2180	<input type="text"/>

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

	Revenue		Expenses	
	Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
	1	2	3	4
General Government	2200			
Council and Other Legislative	2210			
General Administration	2220	72,559	112,206	19,339
Other General Government.....	2230			
Protective Services	2240			
Police	2250	8,763		
Fire	2260	68,225	169,022	
Disaster and Emergency Measures	2270			
Ambulance and First Aid	2280			
Bylaws Enforcement	2290			
Other Protective Services.....	2300			
Transportation	2310			
Common and Equipment Pool	2320		557,316	353,573
Roads, Streets, Walks, Lighting	2330	19,988	71,730	2,542,409
Airport	2340			31,617
Public Transit	2350			
Storm Sewers and Drainage	2360			65,968
Other Transportation	2370			
Environmental Use and Protection	2380			
Water Supply and Distribution	2390	3,177,588	558,452	704,566
Wastewater Treatment and Disposal	2400	897,779		275,114
Waste Management	2410	844,490	446,456	989
Other Environmental Use and Protection	2420			
Public Health and Welfare	2430			
Family and Community Support	2440			
Day Care	2450			
Cemeteries and Crematoriums	2460	43,745		5,248
Other Public Health and Welfare	2470			
Planning and Development	2480			
Land Use Planning, Zoning and Development	2490			6,435
Economic/Agricultural Development	2500	258,848		
Subdivision Land and Development	2510			2,587
Public Housing Operations	2520			85,967
Land, Housing and Building Rentals	2530			
Other Planning and Development.....	2540			
Recreation and Culture	2550			
Recreation Boards	2560	5,332		39,479
Parks and Recreation	2570	340,953		684,546
Culture: Libraries, Museums, Halls	2580	9,710		57,652
Convention Centres	2590			
Other Recreation and Culture.....	2600			
Other Utilities	2605			
Gas	2606			
Electric	2607			
Other Utilities.....	2608			
Other	2610			
Total	2620	5,747,980.00	1,633,954.00	5,137,378.00
				150,721.00

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative	2710				
General Administration	2720				54,518
Other General Government.....	2730				
Protective Services	2740				
Police	2750				
Fire	2760	186,282			
Disaster and Emergency Measures	2770				
Ambulance and First Aid	2780				
Bylaws Enforcement	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool	2820	1,707,878			
Roads, Streets, Walks, Lighting	2830	193,380			73,069
Airport	2840				
Public Transit	2850				
Storm Sewers and Drainage	2860				
Other Transportation	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution	2890	666,912			170,889
Wastewater Treatment and Disposal	2900	446,456			117,686
Waste Management	2910				
Other Environmental Use and Protection	2920				
Public Health and Welfare	2930				
Family and Community Support	2940				
Day Care	2950				
Cemeteries and Crematoriums	2960	21,941			
Other Public Health and Welfare	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development	2990				
Economic/Agricultural Development	3000				
Subdivision Land and Development	3010				
Public Housing Operations	3020				
Land, Housing and Building Rentals	3030	27,824			
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards	3060	11,803			
Parks and Recreation	3070	132,897	250,000		86,464
Culture: Libraries, Museums, Halls	3080				
Convention Centres	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas	3106				
Electric	3107				
Other Utilities.....	3108				
Other	3110				
Total	3120	3,395,373.00	250,000.00		502,626.00

CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

	Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4	
Tangible Capital Assets - Cost					
Engineered Structures	3200				
Roadway Systems.....	3201	74,164,650	186,777	580,945	73,770,482
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	16,553,845	564,577	6,990	17,111,432
Wastewater Systems.....	3204	17,158,692	446,454		17,605,146
Storm Systems.....	3205	4,729,560			4,729,560
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures	3210	112,606,747	1,197,808	587,935	113,216,620
Construction In Progress.....	3219				
Buildings	3220	58,005,200	179,751		58,184,951
Machinery and Equipment	3230	7,839,933	1,692,720	392,993	9,139,660
Land	3240	1,525,999	250,000		1,775,999
Land Improvements.....	3245	6,593,755	141,941		6,735,696
Vehicles	3250	4,372,077	183,153		4,555,230
Total Capital Property Cost	3260	190,943,711.00	3,645,373.00	980,928.00	193,608,156.00
Accumulated Amortization					
Engineered Structures	3270				
Roadway Systems	3271	61,185,732	2,431,926	580,945	63,036,713
Light Rail Transit Systems	3272				
Water Systems	3273	5,911,037	196,982	6,990	6,101,029
Wastewater Systems	3274	6,081,330	253,646		6,334,976
Storm Systems	3275	1,395,466	65,968		1,461,434
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Total Engineered Structures	3280	74,573,565	2,948,522	587,935	76,934,152
Buildings	3290	19,931,738	1,171,818		21,103,556
Machinery and Equipment	3300	4,091,814	604,323	220,218	4,475,919
Land	3310				
Land Improvements.....	3315	3,233,060	275,028		3,508,088
Vehicles	3320	2,909,666	137,687		3,047,353
Total Accumulated Amortization	3330	104,739,843.00	5,137,378.00	808,153.00	109,069,068.00
Net Book Value of Capital Property	3340	86,203,868			84,539,088
Capital Long Term Debt (Net)	3350	4,016,317			3,513,691
Asset Retirement Obligation	3355	1,922,953			2,164,697
Equity in Tangible Capital Assets	3400	80,264,598.00			78,860,700.00

LONG TERM DEBT SUPPORT

Schedule 9H

	Operating Purposes 1	Capital Purposes 2	Total 3
Long Term Debt Support	3405		
Supported by General Tax Levies	3410	701,044	701,044
Supported by Special Levies	3420	1,028,904	1,028,904
Supported by Utility Rates	3430	1,783,743	1,783,743
Other	3440		
Total Long Term Debt Principal Balance	3450	3,513,691.00	3,513,691.00

LONG TERM DEBT SOURCES

Schedule 9I

	Operating Purposes 1	Capital Purposes 2	Total 3
Loans to Local Authorities	3500	3,513,691	3,513,691
Canada Mortgage and Housing Corporation	3520		
Mortgage Borrowing	3600		
Other	3610		
Total Long Term Debt Principal Balance	3620	3,513,691.00	3,513,691.00

FUTURE LONG TERM DEBT REPAYMENTS

Schedule 9J

	Operating Purposes 1	Capital Purposes 2	Total 3
Principal Repayments by Year	3700		
Current + 1	3710	482,989	482,989
Current + 2	3720	461,768	461,768
Current + 3	3730	481,157	481,157
Current + 4	3740	374,369	374,369
Current + 5	3750	389,490	389,490
Thereafter	3760	1,323,918	1,323,918
Total Principal	3770	3,513,691.00	3,513,691.00
Interest by Year	3780		
Current + 1	3790	134,233	134,233
Current + 2	3800	114,161	114,161
Current + 3	3810	94,772	94,772
Current + 4	3820	76,011	76,011
Current + 5	3830	60,890	60,890
Thereafter	3840	109,339	109,339
Total Interest	3850	589,406.00	589,406.00

PROPERTY TAXES AND GRANTS IN PLACE

Schedule 9K

		Property Taxes 1	Grants - in Place 2	Total 3
Net Municipal Property Taxes				
Residential Land and Improvements	3910	3,933,773	29,583	3,963,356
Non-Residential				
Land and Improvements (Excluding M & E).....	3935	2,186,618	7,521	2,194,139
Machinery and Equipment	3950			
Linear Property	3960	119,025		119,025
Small Business Tax	3965			
Farm Land	3980	6,701		6,701
Adjustments to Property Taxes	3990			
Net Total Municipal Property Taxes	4000	6,246,117	37,104	6,283,221

Provincial and Seniors Foundation Requisitions

Education				
Residential/Farm Land	4031		1,441,126	
Non-Residential	4035		897,320	
Seniors Lodges	4090		373,300	
Designated Industrial Property	4099		939	
Other	4100			
Adjustments to Requisition Transfers	4110			
Total Requisition Transfers	4120		2,712,685	

GRANTS IN PLACE OF TAXES

Schedule 9L

		Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government	4200	7,521			7,521
Provincial Government	4210	29,583			29,583
Local Government	4220				
Other	4230				
Total	4240	37,104			37,104

SALARIES AND BENEFITS

Schedule 9M

		Salaries 1	Benefits Allowances 2	Severance 3	Total 4
Elected Officials	4300	182,296	10,261		192,557
Chief Administrative Officer	4310	237,439	42,572		280,011
Designated Officer(s)	4320	133,575			133,575
Total	4340	553,310	52,833		606,143

DEBT LIMIT

Schedule 9AA

Debt Limit	5700	26,556,078	26,556,078
Total Debt	5710	3,513,691	
Debt Service Limit	5720	4,426,013	4,426,013
Total Debt Service Costs	5730	617,222	

Enter prior year Line 3450 Column 2 balance here: 4,016,317.0

GRANT AND DEFERRED GRANT REVENUE SCHEDULE

Schedule 9P

Cash and Temporary Investments

8820 13,448,113

Restricted Cash by Grant

Municipal Sustainability Initiative Capital	8825	420,692
Municipal Sustainability Initiative Operating	8826	
Canada Community-Building Fund	8827	552,729
Alberta Community Partnership- Intermunicipal Collaboration	8828	
Alberta Community Partnership- Municipal Restructuring	8829	140,742
Alberta Community Partnership- Mediation and Cooperative Processes	8830	
Alberta Community Partnership- Municipal Internship	8831	
Alberta Community Partnership- Strategic Initiative	8833	80,000
Local Government Fiscal Framework	8836	
Other Grants	8835	169,525

Total Restricted Cash

8865 1,363,688

Unrestricted Cash

8870 12,084,425

Accounts Receivable - Grants

8872

Deferred Revenue

8875 1,781,106

Deferred Revenue by Grant

Municipal Sustainability Initiative Capital	8880	420,692
Municipal Sustainability Initiative Operating	8881	
Canada Community-Building Fund	8882	552,729
Alberta Community Partnership- Intermunicipal Collaboration	8883	
Alberta Community Partnership- Municipal Restructuring	8884	140,742
Alberta Community Partnership- Mediation and Cooperative Processes	8885	
Alberta Community Partnership- Municipal Internship	8886	
Alberta Community Partnership- Strategic Initiative	8888	80,000
Local Government Fiscal Framework	8891	
Other Grants	8890	169,525

Total Deferred Revenue by Grant

8898 1,363,688

Other Deferred Revenue

8899 417,418

2023 Municipal Statistics: Town of Stettler (0298)

Schedule ST

Total Full-time Positions.....	5500	54.0
Number of Hamlets (for Specialized Municipalities and Municipal Districts only)	5515	
Length of all Open Roads Maintained (km)	5520	94.0
Length of Water Mains (km)		
Municipality Owned Systems	5555	66.3
Service Providers	5556	
Co-ops	5557	
Regional Systems	5558	
Other	5559	
Total	5560	66.3
Length of Wastewater Mains (km)		
Municipality Owned Systems	5565	59.8
Service Providers	5566	
Co-ops	5567	
Regional Systems	5568	
Other	5569	
Total	5570	59.8
Length of Storm Drainage Mains (km)	5580	26.1
Number of Residences (for Summer Villages only)	5590	
Number of Dwelling Units	5595	2,390
Number of Bridges	5591	1

2023 ASSESSMENT STATISTICS

Total Assessment Services Costs (\$)	5596	
Assessment Complaints to the Local Assessment Review Board (LARB)		
Number of LARB residential (three or fewer dwelling units) or farm land complaints filed	5602	
Number of LARB residential (three or fewer dwelling units) or farm land complaints withdrawn	5604	
Number of residential (three or fewer dwelling units) or farm land complaints heard by the LARB	5606	
Number of assessment adjustments made by the LARB	5608	
Assessment Complaints to the Composite Assessment Review Board (CARB)		
Number of CARB residential and non-residential complaints filed	5623	
Number of CARB residential and non-residential complaints withdrawn	5625	
Number of residential and non-residential complaints heard by the CARB	5627	
Number of residential and non-residential assessment adjustments made by the CARB	5629	

2023 PLANNING STATISTICS

When was your Municipal Development Plan last approved (date)?	5658	09/03/2013
Number of development permit applications received.....	5660	67
Number of development permits issued.....	5661	66
Average number of days from a development permit application to approval?	5669	21
Number of building permit applications received.....	5677	55
Number of building permits issued.....	5668	55
Average number of days from a building permit application to approval?	5676	14
Estimated value of construction from development/building permit (\$)		
Residential.....	5663	2,764,572
Commercial.....	5664	3,312,525
Industrial.....	5665	268,412
Institutional.....	5666	155,000
Total	5667	6,500,509.00
Does your municipality issue business licences?	5671	Yes
Number of new business licences issued in 2023?	5672	89
Average number of days from a new business licence application to approval?	5673	2
Number of business licences renewed in 2023?	5678	553
Number of subdivision applications received in 2023?	5670	2
Number of subdivision applications approved in 2023?	5674	2
Average number of days from subdivision application to approval?	5675	25.0
Number of land use bylaw amendment applications.....	5680	
Number of Subdivision and Development Appeal Board appeals heard.....	5690	
Does your municipality have a Subdivision and Development Appeal Board (SDAB) established by bylaw?.....	5581	Yes
How many SDAB members are appointed?.....	5582	5
How many SDAB members are trained?.....	5583	1
Is the SDAB clerk a designated officer of your municipality?.....	5584	Yes

Has the SDAB clerk completed the SDAB Training?	5585	Yes
Is your municipality a member of an Intermunicipal SDAB?.....	5586	No
How many municipalities are members of the intermunicipal SDAB?.....	5587	
Does your municipality have a Community Aggregate Payment Levy (CAPL) bylaw?	5541	No
What is the CAPL rate established by bylaw ? (\$ per tonne)	5542	
How much CAPL revenue (\$) was collected in 2023?	5543	
CAPL revenue in 2023 was allocated to: (select all that apply)	5544	
	General Government	
	Protective Services	
	Transportation	
	Environmental	
	Recreation	
	Other	

TOWN OF STETTLER
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

MANAGEMENTS' RESPONSIBILITY FOR
FINANCIAL REPORTING

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

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

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

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

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

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

The external auditors have full access to Council with and without the presence of management. The town council has approved the financial statements.

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



Chief Administrative Officer



Assistant Chief Administrative Officer

May 11, 24
Date

May 11, 24
Date



*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA

INDEPENDENT AUDITORS' REPORT

TO: The Mayor and Council
The Town of Stettler

Opinion

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

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

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

Stettler, Alberta

April 30, 2024


CHARTERED PROFESSIONAL ACCOUNTANTS

TOWN OF STETTLER
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023

	<u>2023</u>	Restated (Note 2) <u>2022</u>
FINANCIAL ASSETS		
Cash and Temporary Investments (Note 3)	\$ 13,448,113	\$ 12,957,478
Taxes and Grants-in-lieu Receivables (Note 4)	362,529	336,217
Local Improvement Taxes Receivable	844,436	964,363
Trade and Other Receivables	953,370	1,062,623
Receivable from Governments	1,037,412	1,722,741
Long-term Investments (Note 5)	197,055	33,011
Other Assets	<u>12,706</u>	<u>-</u>
TOTAL FINANCIAL ASSETS	<u>\$ 16,855,621</u>	<u>\$ 17,076,433</u>
LIABILITIES		
Accounts Payable and Accrued Liabilities	\$ 1,802,291	\$ 1,371,430
Deposit Liabilities	28,625	28,900
Deferred Revenue (Note 6)	1,781,106	2,225,070
Other Current Liabilities	-	6,340
Public Land Trust (Note 14)	105,359	105,359
Asset Retirement Obligation	2,164,697	1,922,953
Long-term Debt (Note 8)	<u>3,513,691</u>	<u>4,016,317</u>
TOTAL LIABILITIES	<u>\$ 9,395,769</u>	<u>\$ 9,676,369</u>
NET FINANCIAL ASSETS (DEBT)	<u>\$ 7,459,852</u>	<u>\$ 7,400,064</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Note 11)	84,539,088	86,203,868
Land Held for Resale	463,882	733,882
Prepaid Expenses	<u>25,232</u>	<u>92,799</u>
TOTAL NON-FINANCIAL ASSETS	<u>\$ 85,028,202</u>	<u>\$ 87,030,549</u>
ACCUMULATED SURPLUS (Note 13)	<u>\$ 92,488,054</u>	<u>\$ 94,430,613</u>
CONTINGENCIES (NOTE 17)		

Mayor

04/30/2024
Date

TOWN OF STETTLER
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2023</u> <u>Actual</u>	Restated (Note 2) <u>2022</u> <u>Actual</u>
REVENUES			
Net Taxes (Schedule 3)	\$ 6,082,156	\$ 6,289,221	\$ 6,031,071
Sales and User Fees	5,540,984	5,997,980	5,579,354
Government Transfers (Schedule 4)	1,502,873	1,552,905	1,470,232
Investment Income	141,600	900,406	344,579
Penalties and Costs on Taxes	87,950	114,623	97,624
Licenses and Permits	156,000	164,774	161,670
Fines	62,700	94,355	46,297
Franchise and Concession Contracts	1,980,030	1,822,708	1,828,329
Rentals	815,500	899,748	799,070
Gain on sale of Tangible Capital Assets	-	99,225	-
Other	419,385	18,107	227,938
Total Revenue	<u>\$ 16,789,178</u>	<u>\$ 17,954,052</u>	<u>\$ 16,586,164</u>
EXPENDITURES (Schedule 5)			
Legislative	221,450	210,876	202,356
Administration	1,192,778	1,218,028	1,004,313
Protective Services	3,019,426	2,745,767	2,114,752
Transportation	2,663,783	2,469,979	2,279,432
Water Supply and Distribution	3,125,490	2,756,968	2,635,832
Wastewater Treatment and Disposal	620,120	491,381	533,319
Waste Management	780,348	726,308	702,501
Public Health and Welfare	261,595	247,652	239,726
Subdivision Land Development	1,306,268	1,420,238	1,158,447
Recreation, Culture and Parks	4,363,964	4,005,612	3,382,123
Amortization (Note 20)	-	5,137,378	5,258,487
Accretion Expense	-	100,378	95,398
Total Expenditures	<u>\$ 17,555,222</u>	<u>\$ 21,530,565</u>	<u>\$ 19,606,686</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSE			
EXPENSES - BEFORE OTHER	\$ (766,044)	\$ (3,576,513)	\$ (3,020,522)
OTHER			
Government Transfers for Capital (Schedule 4)	<u>4,325,730</u>	<u>1,633,954</u>	<u>1,695,373</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	3,559,686	(1,942,559)	(1,325,149)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>94,430,613</u>	<u>94,430,613</u>	<u>95,755,762</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 97,990,299</u>	<u>\$ 92,488,054</u>	<u>\$ 94,430,613</u>

**TOWN OF STETTLER
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)
FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>2023</u> <u>Actual</u>	Restated (Note 2) <u>2022</u> <u>Actual</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	\$ (1,942,559)	\$ (1,325,149)
Acquisition of Tangible Capital Assets	(3,645,373)	(2,061,226)
Proceeds on Disposal of Tangible Capital Assets	272,000	392,282
Amortization of Tangible Capital Assets	5,137,378	5,258,487
(Gain) Loss on Sale of Tangible Capital Assets	<u>(99,225)</u>	<u>(95,891)</u>
	\$ 1,664,780	\$ 3,493,652
Acquisition of Prepaid Assets	(25,232)	(92,799)
Use of Prepaid Assets	92,799	8,888
Reduction of land held for resale	<u>270,000</u>	<u>-</u>
	\$ 337,567	\$ (83,911)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	\$ 59,788	\$ 2,084,592
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	<u>\$ 7,400,064</u>	<u>\$ 5,315,472</u>
NET FINANCIAL ASSETS (DEBT), END OF YEAR	<u>\$ 7,459,852</u>	<u>\$ 7,400,064</u>

**TOWN OF STETTLER
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>2023</u>	<u>Restated</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:	<u>Actual</u>	<u>(Note 2)</u> <u>2022</u> <u>Actual</u>
OPERATING		
Excess (Shortfall) of Revenues Over Expenditures	\$ (1,942,559)	\$ (1,325,149)
Non-cash items included in excess (shortfall) of revenues over expenditures:		
Amortization of Tangible Capital Assets (Note 20)	5,137,378	5,258,487
(Gain) Loss on Disposal of Tangible Capital Assets	(99,225)	(95,891)
Accretion Expense	100,378	95,398
Non-cash changes to Operations (net change):		
Taxes and Grants-in-lieu Receivables	(26,312)	(93,751)
Local Improvement Taxes Receivables	119,927	119,928
Government Trade and Other Receivables	794,582	340,256
Other Financial Assets	(12,706)	11,899
Prepaid Expenses	67,567	(83,911)
Accounts Payable and Accrued Liabilities	430,861	(523,934)
Land Held for Resale	270,000	-
Deferred Revenue	(443,964)	(722,750)
Other Current Liabilities	(6,340)	-
Deposit Liabilities	(275)	1,700
Net Cash Provided by (used in) Operating Activities	<u>4,389,312</u>	<u>2,982,282</u>
CAPITAL		
Acquisition of Tangible Capital Assets	(3,504,007)	(2,061,226)
Sale of Tangible Capital Assets	<u>272,000</u>	<u>392,282</u>
Cash Applied to Capital Transactions	<u>(3,232,007)</u>	<u>(1,668,944)</u>
INVESTING		
Acquisition of long term investments	\$ (164,044)	(32,971)
Decrease (increase) in Restricted Cash or Cash Equivalents	<u>464,172</u>	<u>719,745</u>
Cash Provided by (Applied to) Investing Transactions	<u>300,128</u>	<u>686,774</u>
FINANCING		
Long-Term Debt Repaid	<u>(502,626)</u>	<u>(488,528)</u>
Cash Provided by (Applied to) Financing Transactions	<u>(502,626)</u>	<u>(488,528)</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	\$ 954,807	\$ 1,511,584
CASH AND EQUIVALENTS - BEGINNING OF YEAR	<u>10,895,437</u>	<u>9,383,853</u>
CASH AND EQUIVALENTS - END OF YEAR	<u>\$ 11,850,244</u>	<u>\$ 10,895,437</u>
Cash and Cash Equivalents is Made up of:		
Cash and Temporary Investments (Note 3)	\$ 13,448,113	\$ 12,957,478
Less: Restricted Portion of Cash and Temporary Investments (Note 3)	<u>(1,597,869)</u>	<u>(2,062,041)</u>
	<u>\$ 11,850,244</u>	<u>\$ 10,895,437</u>

TOWN OF STETTLER
SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2023 Actual	Restated (Note 2) 2022 Actual
BALANCE, BEGINNING OF YEAR	3,068,204	11,097,811	80,264,598	94,430,613	95,755,762
Excess (deficiency) of Revenues over Expense	(1,942,559)	-	-	(1,942,559)	(1,325,149)
Unrestricted Funds Designated for Future Use	(5,282,568)	5,282,568		-	-
Restricted Funds Used for Operations	3,466,981	(3,466,981)		-	-
Restricted Funds Used for TCA		(1,779,336)	1,779,336	-	-
Current Year Funds Used for TCA	(1,616,037)		1,616,037	-	-
Donated and Contributed TCA	(250,000)		250,000	-	-
Disposal of TCA	172,775		(172,775)	-	-
Annual Amortization Expense	5,137,378		(5,137,378)	-	-
Long Term Debt Repaid	(502,626)		502,626	-	-
Long Term Debt Used for TCA			-		
Long Term Debt Issued			-		
Other Adjustments	241,744		(241,744)	-	-
Change in Accumulated Surplus	(574,912)	36,251	(1,403,898)	(1,942,559)	(1,325,149)
BALANCE, END OF YEAR	2,493,292	11,134,062	78,860,700	92,488,054	94,430,613

TOWN OF STETTLER
SCHEDULE 2 - TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023

								Restated (Note 2)
	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2023 Actual	2022 Actual
COST:								
BALANCE, BEGINNING OF YEAR	1,525,999	6,593,755	58,005,200	112,606,747	7,839,933	4,372,077	190,943,711	189,741,425
Acquistition of Tangible Capital Assets	250,000	141,941	179,751	1,197,808	1,692,720	183,153	3,645,373	2,061,226
Construction-in-Progress						-		
Disposal of Tangible Capital Assets	-	-	-	(587,935)	(392,993)	-	(980,928)	(858,940)
Write Down of Tangible Capital Assets								
BALANCE, END OF YEAR	1,775,999	6,735,696	58,184,951	113,216,620	9,139,660	4,555,230	193,608,156	190,943,711
ACCUMULATED AMORTIZATION:								
BALANCE, BEGINNING OF YEAR	-	3,233,060	19,931,738	74,573,565	4,091,814	2,909,666	104,739,843	100,043,905
Annual Amortization		275,028	1,171,818	2,948,522	604,323	137,687	5,137,378	5,258,487
Accumulated Amortization on Disposals			-	(587,935)	(220,218)	-	(808,153)	(562,549)
BALANCE, END OF YEAR	-	3,508,088	21,103,556	76,934,152	4,475,919	3,047,353	109,069,068	104,739,843
2023 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	1,775,999	3,227,608	37,081,395	36,282,468	4,663,741	1,507,877	84,539,088	86,203,868
2022 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	1,525,999	3,360,695	38,073,462	38,033,182	3,748,119	1,462,411	86,203,868	

TOWN OF STETTLER
SCHEDULE 3 - PROPERTY AND OTHER TAXES
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
TAXATION			
Real Property Taxes	\$ 8,572,108	\$ 8,783,211	\$ 8,596,746
Linear Property Taxes	166,939	171,401	166,939
Government Grants-in-lieu of Property Taxes	39,054	40,355	39,054
Special Assessments and Local Improvement Taxes	-	-	-
Business Taxes	6,400	6,000	5,827
Subtotal	<u>\$ 8,784,501</u>	<u>\$ 9,000,967</u>	<u>\$ 8,808,566</u>
REQUISITIONS			
Alberta School Foundation Fund - Basic	2,329,045	2,338,446	2,402,887
Seniors Foundation	373,300	373,300	373,670
Designated Industrial Property	-	-	938
Subtotal	<u>\$ 2,702,345</u>	<u>\$ 2,711,746</u>	<u>\$ 2,777,495</u>
NET MUNICIPAL TAXES	<u>\$ 6,082,156</u>	<u>\$ 6,289,221</u>	<u>\$ 6,031,071</u>

TOWN OF STETTLER
SCHEDULE 4 - GOVERNMENT TRANSFERS
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
TRANSFERS FOR OPERATING			
Federal Government	\$ 1,500	\$ 1,800	\$ 1,580
Provincial Government	556,596	893,046	854,507
Other Local Government	944,777	658,059	614,145
Subtotal	<u>\$ 1,502,873</u>	<u>\$ 1,552,905</u>	<u>\$ 1,470,232</u>
TRANSFERS FOR CAPITAL:			
Provincial Government	\$ 4,325,730	\$ 1,633,954	\$ 1,695,373
Other Local Government	-	-	-
Subtotal	<u>\$ 4,325,730</u>	<u>\$ 1,633,954</u>	<u>\$ 1,695,373</u>
TOTAL GOVERNMENT TRANSFERS	<u>\$ 5,828,603</u>	<u>\$ 3,186,859</u>	<u>\$ 3,165,605</u>

TOWN OF STETTLER
SCHEDULE 5 - CONSOLIDATED EXPENDITURES BY OBJECT
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2023</u> <u>Actual</u>	Restated (Note 2) <u>2022</u> <u>Actual</u>
CONSOLIDATED EXPENSES BY OBJECT			
Salaries, Wages and Benefits	\$ 6,651,930	\$ 6,211,176	\$ 6,178,139
Contracted and General Services	4,428,664	3,391,745	2,403,877
Materials, Goods, Supplies and Utilities	3,740,677	3,487,315	3,501,390
Provision for Allowances	11,000	173,246	21,928
Purchases and Transfers from Other Governments	1,419,064	1,680,472	1,007,534
Transfers to Local Boards and Agencies	905,793	958,871	885,288
Transfers to Individuals and Organizations	53,260	51,215	42,916
Bank Charges and Short-term Interest	14,300	24,420	24,062
Interest on Long-term Debt	150,730	150,721	172,391
Other Expenditures	179,804	163,628	15,276
Accretion Expense	-	100,378	95,398
Amortization of Tangible Capital Assets	-	5,137,378	5,258,487
TOTAL EXPENSES	<u>\$ 17,555,222</u>	<u>\$ 21,530,565</u>	<u>\$ 19,606,686</u>

TOWN OF STETTLER
SCHEDULE 6 - SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2023

	General Government	Protective Services	Transporation	Environmental Use & Protection	Public Health & Welfare	Planning & Development	Recreation & Culture	2023 Actual
REVENUE:								
Net Municipal Taxes	6,289,221							6,289,221
Sales to Other Governments	-							-
Sales and User Charges	72,559	76,988	19,988	4,919,857	43,745	258,848	605,994	5,997,980
Penalties and Costs on Taxes	91,311			23,312				114,623
Licenses and Permits		117,251				47,523		164,774
Fines		94,355						94,355
Franchise and Concession Contracts	1,822,708							1,822,708
Returns on Investments	789,672	12,484	42,684	44,512	3,774	7,280	-	900,406
Rentals			6,341			300,413	592,994	899,748
Federal Government Transfers							1,800	1,800
Provincial Government Transfers		456,644	629,046	1,004,907	165,104	17,637	18,675	2,292,013
Local Government Transfers	-	417,598	4,500		-	-	470,948	893,046
Gain on sale of Tangible Capital Assets			99,225					99,225
Other Revenues	18,107				-	-	-	18,107
Total Revenue	9,083,578	1,175,320	801,784	5,992,588	212,623	631,701	1,690,411	19,588,006
EXPENSES:								
Salaries , Wages and Benefits	873,946	586,027	893,819	1,316,406	38,720	637,044	1,865,214	6,211,176
Contracted and General Services	442,589	300,454	579,572	941,137	119	300,531	827,343	3,391,745
Purchases from Other Governments		1,680,130						1,680,130
Materials, Goods, Supplies and Utilities	57,551	147,740	947,174	1,258,031	5,748	198,276	872,795	3,487,315
Provision for Allowance	167,196			6,050	-		-	173,246
Transfer to Other Governments						342	-	342
Transfer to Local Boards and Agencies				410,040	203,065		345,766	958,871
Transfer to Individuals and Organizations	16,755			1,200	25,000	7,000	1,260	51,215
Bank Charges	7,038			533		3,551	13,298	24,420
Interest on Capital Long Term Debt	19,339		21,158	94,996			15,228	150,721
Other Expenditures		13,262	17,268	77,696		16,426	38,976	163,628
Accretion Expense		13,262	17,268	46,321		16,426	7,101	100,378
Total Expense	1,584,414	2,740,875	2,476,259	4,152,410	272,652	1,179,596	3,986,981	16,393,187
NET REVENUE, BEFORE AMORTIZATION	7,499,164	(1,565,555)	(1,674,475)	1,840,178	(60,029)	(547,895)	(2,296,570)	3,194,819
Amortization	112,206	169,022	2,993,567	980,669	5,248	94,989	781,677	5,137,378
NET REVENUE	7,386,958	(1,734,577)	(4,668,042)	859,509	(65,277)	(642,884)	(3,078,247)	(1,942,559)

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Stettler are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of all of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources. Included with the municipality are the following:

Town of Stettler Fire Department
Stettler Regional Board of Trade and Community Development

The schedule of taxes levied also includes requisitions for educational, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

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

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

(c) Use of Estimates

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

Amortization is based on the estimated useful lives of property and equipment. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

There is measurement uncertainty related to asset retirement obligations. Determining settlement amounts, discount rates and timing of settlement involves estimation. Changes to any of these estimates and assumptions may result in a change to the obligation.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(e) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(f) Land Held For Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

(g) Government Transfers

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

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(h) Non-Financial Assets

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

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

i) Tangible Capital Assets

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

	YEARS
Land Improvements	15 - 45
Buildings	25 - 50
Engineered Structures	
Roadway System	5 - 60
Water System	45 - 75
Wastewater System	45 - 75
Storm System	45 - 75
Machinery and Equipment	5 - 40
Vehicles	7 - 25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii) Contributions of Tangible Capital Assets

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

iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(i) Cash & Cash Equivalents

Cash and cash equivalents consist of cash on hand, accounts with banks and short-term, highly liquid investments with maturity dates not in excess of 1 year at the date of purchase.

(j) Pensions

Pension cost included in these statements comprise the cost of employer contributions for current service of employees during the year. The municipality participates in the multi-employer Local Authorities Pension Plan.

(k) Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023

(l) Revenue Recognition

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

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

(m) Asset retirement obligation

Asset retirement obligations are legal obligations associated with the retirement of a tangible capital asset. A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the town to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. These may include, but are not limited to, decommissioning, or dismantling a tangible capital asset that was acquired, constructed or developed; remediation of contamination of a tangible capital asset created by its normal use; post-retirement activities such as monitoring; and constructing other tangible capital assets to perform post-retirement activities.

The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the town reviews the carrying amount of the liability. The town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023

2. Accounting Changes - Asset Retirement Obligations

The town adopted the recommendations in the CPA Canada Handbook, Section PS 3280, *Asset Retirement Obligations*, on how to account for a liability for the retirement of a tangible capital asset for fiscal years beginning on or after April 1, 2022, applied on a modified retroactive basis with restatement of prior year comparative information. The town chose to apply the amendments at the beginning of the earliest period presented, January 1, 2022.

Adoption of these new standards lead to adjustments to the comparative figures. As of January 1, 2022 the following balance sheet items were adjusted: increase to liabilities due to recording the asset retirement obligation less accumulated accretion up to the day of adoption in the sum of \$1,827,555, a corresponding increase in the cost of tangible capital assets of \$322,157 and an increase in the accumulated amortization of tangible capital assets of \$247,223. The equity in tangible capital assets was decreased by \$1,752,621 and due to additional amortization expense of \$7,252 and accretion expense of \$95,398 relating to the current year's asset retirement obligation. Overall this decreased ending accumulated surplus by \$1,855,271.

Adoption of this new standard lead to adjustments to the comparative figures:

	<u>Restated</u>	<u>As Previously Reported</u>	<u>Adjustment</u>
Consolidated statement of financial position			
Liabilities			
Asset Retirement Obligation	\$ 1,922,953	\$ -	\$ 1,955,953
Total Liabilities	\$ 9,676,369	\$ 7,753,416	\$ 1,922,953
Net Financial Assets (Debit)	\$ 7,400,064	\$ 9,323,017	\$ (1,922,953)
Non-Financial Assets			
Tangible Capital Assets (note 11)	\$ 86,203,868	\$ 86,136,186	\$ 67,682
Total non-financial assets	\$ 87,030,549	\$ 86,962,867	\$ 67,682
Consolidated statement of operations			
Expenses			
Amortization Expense	\$ 5,258,487	\$ 5,251,235	\$ 7,252
Accretion	\$ 95,398	\$ -	\$ 95,398
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$ (1,325,149)	\$ (1,222,499)	\$ (102,650)
ACCUMULATED SURPLUS-END OF YEAR	\$ 94,430,613	\$ 96,285,884	\$ (1,855,271)
Consolidated statement of changes in net financial assets (debt)			
Excess of revenues over expenditures	\$ (1,325,149)	\$ (1,222,499)	\$ (102,650)
Amortization of tangible capital assets	\$ 5,258,487	\$ 5,251,235	\$ 7,252
Increase (decrease) in net financial assets	\$ 3,493,652	\$ 3,486,400	\$ 7,252
Net financial assets (debt), end of year	\$ 7,400,064	\$ 9,323,017	\$ (1,922,953)

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

Consolidated statement of cash flows

Operating Activities			
Excess (shortfall) of revenues over expenses	\$ (1,325,149)	\$ (1,222,499)	\$ (102,650)
Amortization of tangible capital assets	\$ 5,258,487	\$ 5,251,235	\$ 7,252
Accretion expense	\$ 95,398	\$ -	\$ 95,398

3. CASH AND TEMPORARY INVESTMENTS

	<u>2023</u>	<u>2022</u>
Cash	\$ 13,448,113	\$ 12,957,478
Temporary Investments	<u>-</u>	<u>-</u>
Total	<u>\$ 13,448,113</u>	<u>\$ 12,957,478</u>

Interest is earned on the General Account at Prime Rate less 1.60%. Included in Cash and Temporary Investments is a restricted amount of \$1,597,869 (2022 - \$2,062,041) received from various Provincial Programs and related to deferred grant funding (Note 6).

Included in cash is a restricted balance of \$105,359 (2022 - \$105,359) related to public land trust funds held at year end (Note 14).

4. TAXES AND GRANTS IN LIEU RECEIVABLES

	<u>2023</u>	<u>2022</u>
Current and Grants-in-lieu	\$ 215,395	\$ 209,263
Arrears Taxes	159,645	139,465
Less: Allowance for Doubtful Accounts	<u>(12,511)</u>	<u>(12,511)</u>
Total	<u>\$ 362,529</u>	<u>\$ 336,217</u>

5. LONG-TERM INVESTMENTS

	<u>2023</u>	<u>2022</u>
Credit Union Common Shares	<u>\$ 197,055</u>	<u>\$ 33,011</u>
Total	<u>\$ 197,055</u>	<u>\$ 33,011</u>

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

6. DEFERRED REVENUE

	<u>2023</u>	<u>2022</u>
Local Government Fiscal Framework (Formerly MSI Cap)	\$ 420,692	\$ 797,834
Canada Community-Building Fund (Formerly FGTF)	597,729	831,992
Police Assistance	86,929	86,929
Strategic Transportation Infrastructure Program (STIP)	169,525	-
Municipal Stimulus Program	-	-
Alberta Community Partnership Grant	140,742	145,351
Other	182,252	199,935
Other - P&L	19,191	17,617
Other - BOT	164,046	145,412
	<u>1,781,106</u>	<u>2,225,070</u>
Total	\$ 1,781,106	\$ 2,225,070

Conditional grants are deferred until the prescribed expenditures are made.

7. RESTRICTED FUNDS

Reserves for operating and capital activities changed as follows:

<u>Operating Reserves</u>	<u>2022</u>	<u>Increases</u>	<u>Decreases</u>	<u>2023</u>
RCMP (Records Check)	70,010	8,764	144	78,630
Rescue Van	233,338	64,608	10,381	287,565
Land Farmed Site	7,650			7,650
Walking Pathway	35,817		35,817	-
Landfill Site Maintenance	3,000			3,000
Perpetual Care	70,544	10,300		80,844
West Stettler Planning	3,747			3,747
BOT Community Event	47,610			47,610
Building Maintenance	41,800	2,200		44,000
SRC Building Maintenance	9,211			9,211
Culture	129,256	15,000	98,792	45,464
Office Automation	2,825			2,825
RCMP Contract	532,087			532,087
Street Light Replacement	97,900			97,900
Mun 2000 Beautification	13,139			13,139
Coat Exterior Reservoir	587			587
Sewer Offsite	286,919			286,919
SE Industrial Planning	-			-
Land Development	1,071,555			1,071,555
Health Unit	12,500			12,500
Playground Program	3,000			3,000
Tree Maintenance	5,950			5,950
Senior HUB	16,119		7,000	9,119
Gravel	35,300			35,300
Cold Lake Survey	13,250			13,250
Physician Recruit	5,491			5,491
SRC Projection System	2,712			2,712
Community Orchard	25,922			25,922
ARB	6,946			6,946
WTS Operations	129			129

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023

Planning	72,937			72,937
Memorial Park	4,864			4,864
Provincial Grant	-			-
Slurrey Seal	3,942			3,942
Trade Show	95,007			95,007
In Memorium	23,361			23,361
Succession Planning	300,000		111,347	188,653
Water Well Building	50,000			50,000
Marketing Plan	-			-
Vacation Accrual	163,058			163,058
WTP Waste Pond	280,000	70,000		350,000
BOT Events	3,478			3,478
Economic Development	40,000			40,000
WTP Valve/Small Capital	96,375	75,000		171,375
General Reserve	3,055,727	3,565,505	1,911,054	4,710,178
Available for Capital	513,383	556,326	893,093	176,616
Utilities - Other	527,612	432,149	666,542	293,219
Utilities - Water	391,529	38,916	124,175	306,270
Total Operating Reserves	\$ 8,405,587	\$ 4,838,768	\$ 3,858,345	\$ 9,386,010

Capital Reserves	2022	Increases	Decreases	2023
Admin Equipment/Computer	53,800	26,900	16,833	63,867
Disaster Services	-			-
Chainlink Fence	9,646			9,646
Compost Bins/Pads	2,880			2,880
Cemetery	2,497			2,497
GIS System	6,703		6,703	-
Fire Equipment	917,599	100,000	752,250	265,349
Common Services Equipment	61,853		50,000	11,853
Drainage	54,582			54,582
Sewer	13,900			13,900
Street Improvement	10,200			10,200
Airport Capital	14,528		13,400	1,128
Campground Expansion	20,986			20,986
WTP	255,545	50,000	155,545	150,000
Senior Centre	19,250		4,000	15,250
ML Sports Park	16,419			16,419
Cemetery Road	148,343			148,343
Water Dispensing System	3,220			3,220
Recreation Agreement	1,067,600	266,900	389,242	945,258
Fishing Pier	8,780			8,780
East Industrial Loop	3,894			3,894
Total Capital Reserves	\$ 2,692,225	\$ 443,800	\$ 1,387,973	\$ 1,748,052
TOTAL RESTRICTED FUNDS	\$ 11,097,812	\$ 5,282,568	\$ 5,246,318	\$ 11,134,062

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

8. LONG-TERM DEBT

	<u>2023</u>	<u>2022</u>
Tax Supported Debentures	\$ 701,044	\$ 858,305
Self Supported Debentures	<u>2,812,647</u>	<u>3,158,012</u>
Total	\$ 3,513,691	\$ 4,016,317

Principal and interest repayments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 482,989	\$ 134,233	\$ 617,222
2025	461,768	114,161	575,929
2026	481,157	94,772	575,929
2027	374,369	76,011	450,380
2028	389,490	60,890	450,380
Thereafter	<u>1,323,918</u>	<u>109,339</u>	<u>1,433,257</u>
Total	\$ 3,513,691	\$ 589,406	\$ 4,103,097

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 6.000% per annum, and mature in periods 2023 through 2036. The average annual interest rate is 4.49% for 2023 (4.49% for 2022).

Debenture debt is issued on the credit and security of the Town at large.

Future interest repayment annual amounts have been calculated using the accrual method. The Town's total cash payments for interest in 2023 were \$156,230 (2022 - \$177,683)

9. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Stettler be disclosed as follows:

	<u>2023</u>	<u>2022</u>
Total Debt Limit	\$ 26,556,078	\$ 24,879,246
Total Debt	<u>3,513,691</u>	<u>4,016,317</u>
Amount of Debt Limit Unused	\$ 23,042,387	\$ 20,862,929
Service on Debt Limit	\$ 4,426,013	\$ 4,145,541
Service on Debt	<u>617,222</u>	<u>658,856</u>
Amount of Debt Servicing Limit Unused	\$ 3,808,791	\$ 3,486,685

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

10. ASSET RETIREMENT OBLIGATION

The town owns certain buildings which contain asbestos and, therefore, the town is legally required to perform abatement activities upon renovation or demolition of these buildings. Abatement activities include handling and disposing of the asbestos in a prescribed manner when it is disturbed. Undiscounted future cash flows expected for abatement costs in 2025 - 2045 are expected to be \$3,284,308. The estimated total liability of \$2,164,697 (2022 - \$1,922,953) is based on the sum of discounted future cash flows for abatement activities using a discount rate of 4.99% and assuming annual inflation of 3.028%. The town has not designated assets for settling the abatement activities.

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 1,922,953	\$ 1,827,555
Change in estimated cash flows	141,366	-
Accretion expense	<u>100,378</u>	<u>95,398</u>
	<u>\$ 2,164,697</u>	<u>\$ 1,922,953</u>

11. TANGIBLE CAPITAL ASSETS

Net Book Value	<u>2023</u>	<u>2022</u>
Land	\$ 1,775,999	\$ 1,525,999
Land Improvements	3,227,608	3,360,695
Buildings	37,081,395	38,073,462
Engineered Structures		
Distribution Systems - Roads	10,733,769	12,978,919
Distribution Systems - Water	11,010,403	10,642,808
Distribution Systems - Wastewater	11,270,170	11,469,644
Distribution Systems - Storm	3,268,126	2,941,811
Machinery & Equipment & Furnishings	4,663,741	3,748,119
Vehicles	<u>1,507,877</u>	<u>1,462,411</u>
Total	<u>\$ 84,539,088</u>	<u>\$ 86,203,868</u>

12. EQUITY IN TANGIBLE CAPITAL ASSETS

	<u>2023</u>	<u>2022</u>
Tangible Capital Assets (Schedule 2)	\$ 193,608,156	\$ 190,943,711
Accumulated Amortization (Schedule 2)	(109,069,068)	(104,739,843)
Asset Retirement Obligation	(2,164,697)	(1,922,953)
Long Term Debt (Note 8)	<u>(3,513,691)</u>	<u>(4,016,317)</u>
Total	<u>\$ 78,860,700</u>	<u>\$ 80,264,598</u>

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

13. ACCUMULATED SURPLUS

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

	<u>2023</u>	<u>2022</u>
Unrestricted Surplus (deficit)	\$ 2,493,292	\$ 3,068,204
Restricted Funds (Note 7)	11,134,062	11,097,811
Equity in Tangible Capital Assets (Note 12)	<u>78,860,700</u>	<u>80,264,598</u>
Total	<u>\$ 92,488,054</u>	<u>\$ 94,430,613</u>

14. PUBLIC LAND TRUST FUNDS

The Town of Stettler administers the following trust:

	<u>2023</u>	<u>2022</u>
Reserve for public lands	<u>\$ 105,359</u>	<u>\$ 105,359</u>

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

15. SALARY & BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by provincial regulation is as follows:

2023					2022
	<u>#of Persons</u>	<u>Salary (1)</u>	<u>Benefits & Allowances (2&3)</u>	<u>Total</u>	<u># of Persons</u>	<u>Total</u>
Councillor C. Barros	1	23,008	1,167	24,175	1	22,773
Councillor G. Lawlor	1	24,278	1,236	25,514	1	23,340
Councillor S. Pfeiffer	1	23,238	1,174	24,412	1	23,735
Mayor S. Nolls	1	42,966	2,348	45,314	1	44,345
Councillor W. Smith	1	21,938	1,097	23,035	1	22,499
Councillor K. Baker	1	24,148	1,229	25,377	1	23,048
Councillor T. Randall	1	22,718	1,143	23,861		23,460
CAO. G. Switenky	1	189,626	34,768	224,394	1	225,318
CAO. L. Graham	1	47,813	7,804	55,617	1	-
Other Designated Officers	2	133,575	-	133,575	2	127,870

- (1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- (2) Employers share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition
- (3) Benefits and allowances figures also include the Employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans and club memberships.

16. LOCAL AUTHORITIES PENSION PLAN

- Employees of the Town of Stettler participate in the Local Authorities Pension Plan (LAPP), which is covered by the Public Sector Pension Plans Act. The Plan serves about 291,259 people and 437 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund.
- Contributions for current service are recorded as expenditures in the year in which they become due.
- The Town of Stettler is required to make current service contributions to the Plan of 8.45% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 12.23% for the excess.
- Employees of the Town of Stettler are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.23% on pensionable salary above this amount.
- Total current and past service contributions by the Town of Stettler to the Local Authorities Pension Plan in 2023 were \$427,920 (2022 - \$420,352) Total current and past service contributions by the employees of the Town of Stettler to the Local Authorities Pension Plan in 2023 were \$383,617 (2022 - \$375,375)
- At December 31, 2022 the Plan disclosed an actuarial surplus of \$12.7 billion for the Plan.

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023

17. CONTINGENCIES

The Town of Stettler is a member of the Alberta Local Authorities Reciprocal Insurance Exchange. Under the terms of membership, the Town of Stettler could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town of Stettler, the County of Stettler, and all other incorporated municipalities within the geographical boundaries of the County of Stettler provide funds for the operation of the Stettler Waste Management Authority. The Authority is accumulating reserves to fund future estimated site cleanup obligations. The member municipalities may be liable for future costs in excess of the reserves.

The Town of Stettler and the County of Stettler through joint agreement provide funds for the operation of the Stettler Family and Community Support Services. The amounts noted in this financial statement represent only the Town of Stettler portion of contributions made to F.C.S.S.

18. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and temporary investments, accounts receivables, a line of credit, investments, accounts payable, accrued liabilities, deposit liabilities, requisition over-levy and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivable, and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides service may experience financial difficulty and may be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

The Town is exposed to interest rate risk on temporary bank indebtedness, as the interest rate will fluctuate with change in the prime lending rate.

The fixed rate debentures are subject to interest rate risk, as the value will fluctuate as a result of changes in market rates.

19. SEGMENTED DISCLOSURE

The Town provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023

20. AMORTIZATION

Amortization is a non-cash expense and is allocated to the different functions as follows:

	<u>2023</u>	<u>2022</u>
General Administration	\$ 112,206	\$ 82,867
Police Protective Services	-	-
Fire Protective Services	169,022	151,403
Common and Equipment Pool	353,573	278,582
Roads, Streets, Walks, Lighting	2,542,409	2,763,238
Airport	31,617	31,203
Storm Sewers and Drainage	65,968	65,967
Water Supply and Distribution	704,566	695,323
Wastewater Treatment and Disposal	275,114	330,066
Waste Management	989	989
Cemeteries	5,248	4,809
Land Use Planning	6,435	1,746
Economic Development	2,587	2,587
Public Housing Operations	85,967	85,967
Land, Housing and Building Rentals	39,479	39,479
Parks and Recreation	684,546	669,370
Culture	57,652	54,891
Total	\$ 5,137,378	\$ 5,258,487

21. OPERATING LINE OF CREDIT

At December 31, 2023 the Town had a short-term line of credit for \$100,000 (2022 - \$100,000) of which nothing had been drawn down. The interest rate on advances would be Prime minus 1/4%.

22. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

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

(a) Section PS3160 - Public Private Partnerships

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

(b) Section PS 3400 - Revenue

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

**TOWN OF STETTLER
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023**

(c) Section PSG-8- Purchased Intangibles

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

(d) The Conceptual Framework for Financial Reporting in the Public Sector

The Conceptual Framework is a coherent set of interrelated concepts underlying accounting and financial reporting standards, prescribes the nature, function and limits of financial accounting and reporting, and is the foundation on which standards are developed and professional judgement is applied. Effective for the fiscal years beginning on or after April 1, 2026.

(e) Section PS 1202 - Financial Statement Presentation

This section sets out general and specific requirements for the presentation of information in general purpose financial statements. This new standard will effectively replace PS 1201 - Financial Statement Presentation. Effective for the fiscal years beginning on or after April 1, 2026.

23. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

24. BUDGET AMOUNTS

Budget figures for the year ended December 31, 2023 were approved as May 16, 2023 and are for information purposes. These amounts have not been audited.

TOWN OF STETTLER

Prepared by: Parks & Leisure Services Dept Number: X-1(p)
Adopted by: Town of Stettler Council Original Policy:
Previous Policy: N/A
Current Policy:

Title: **Stettler Recreation Centre Code of Conduct**

Purpose: The purpose of the “Code of Conduct” is to ensure workers and users of the Stettler Recreation Centre (SRC) understand the standards the Town of Stettler have established for efficient and courteous service to the community. This policy is to be an additional course of action for Town employees to have at their disposal and to be an enhancement tool to work within our existing bylaws and policies.

Policy Statement: The SRC exists to provide residents and guests with opportunities to participate in recreational activities in an environment where all individuals are treated with respect and where all activity is safe, promotes equal opportunities and prohibits discriminatory practices.

It is understood that organizations utilizing the SRC must take primary responsibility for the behavior of all associated with them, including but not limited to participants, staff, volunteers, officials, coaches and spectators.

Policy Objectives: All users and user groups are asked to respect the enjoyment of others using the facility. The following will be grounds for enforcement action:

1. Deliberate destruction, damage, or misuse of property, machinery, equipment, tools or the same belonging to the Town of Stettler, employees, other users of occupiers.
2. Theft of property belonging to the Town of Stettler, employees, other users of occupiers.
3. Unsatisfactory conduct on/in or Town property, includes but may not be limited to:
 - a. Immoral conduct or indecency,
 - b. Possession of an illegal weapon,
 - c. Fighting,
 - d. Abusive or obscene language/gestures,
 - e. Threatening, intimidating or coercing others for any purpose,

- f. Being in a restricted area
 - g. Refusing to adhere to facility rules and regulations
 - h. Refusing to respond to staff directives.
 - i. Creating or contributing to unsafe or unsanitary conditions
4. Serious incidents will be investigated and reported to the Director, Parks and Leisure Services. Depending on the nature of the infraction:
- a. The form of discipline may range from a warning to eviction from the facility.
 - b. Expulsions from the facility may vary in length.

Enforcement:

1. A Town employee may evict anyone found violating any of the facility regulations and/or Code of Conduct from the facility for the remainder of the day. Should the situation escalate, endanger staff and/or general public safety, the RCMP will be contacted immediately.
2. The staff witnessing the incident will be responsible for documenting, in writing using the standardized Incident Report Form, the name of the offender, the infractions and the reason(s) for the eviction.
3. Director, Parks and Leisure Services, or designate, to meet with participant and where participant is under the age of eighteen (18) to include parent(s), and explain Code of Conduct and breach. Ensure that expectations of the Code of Conduct are clear to participant and/or parent(s).
4. If participant is involved in a second breach of the Code of Conduct, the Director, Parks and Leisure Services, or designate, will meet with the participant and/or parent(s) to discuss the breach and where suspension is imposed, issue written notice to the participant and/or parent(s), with copy to the Town of Stettler CAO.
5. If participant is involved in a third breach of the Code of Conduct, staff will impose a suspension from the SRC ranging from a suspension of seven (7) days to an indefinite suspension.

Appeal:

Anyone disagreeing with an eviction exceeding 48 hours may appeal to the Director, Parks and Leisure Services and/or the Town of Stettler CAO.

TOWN OF STETTLER

<u>Prepared By:</u>	Director of Operations	Number:	XV-7
<u>Adopted By:</u>	Town of Stettler Council	Original Policy:	N/A
		Previous Policy:	N/A
		Current Policy:	2024 01 07

Title: **Water Conservation**

Purpose: To establish supporting regulatory framework for the Waterworks Bylaw, Section 1502, for all residents and businesses who are municipal water utility customers and provide detail on how the Town may restrict the manner in which customers can use municipal water for certain purposes such as watering lawns, gardens, yards or grounds.

Policy: **1. STATEMENT**

The Town will ensure that the Municipal sanitary sewer main lines and the sewer system is maintained in a reasonable and safe condition insofar as the Town's financial resources will allow.

2. APPLICATION

- a) This policy applies to the use of municipally supplied potable water and it includes all sectors of water use such as residential, industrial, commercial and institutional, including municipal operations.
- b) Conservation efforts of water use will apply when environmental conditions (i.e. drought) or operational constraints, cause a shortage in the water supply.
- c) Water restrictions due to environmental conditions will apply May 1st through to October 1st, operational constraints will be applied as required.

RESTRICTED ACTIVITIES:

- During times of water conservation, specific water use activities are defined to provide clarity on what activities are determined to be non-essential. Those activities are defined and described in Schedule A.

CONSERVATION TRIGGERS/PENALTIES:

- Movement between Water Conservation Steps are defined by Triggers that have defined metrics on how the Steps are put on and off.
 - o Environmental condition triggers are based on the Red Deer River flows as measured at Red Deer.
 - o Operation constraint triggers are based on the Water Treatment Plant production and evaluation of existing Town water storage reservoir levels.
- Step 1: Activated when the Red Deer River at Red Deer maintains a flow within the range of 16 to 18 m³/s for one consecutive week or if the Water Treatment Plant requires a shut down of longer than 12 hours or if reservoir levels cannot be maintained to meet fire flow requirements.
- Step 2: Activated when the Red Deer River at Red Deer flow drops below 16 m³/s for one consecutive week or if the Water Treatment Plant requires a shut down longer than 24 hours, or if reservoir levels cannot be maintained to meet fire flow requirements.
- Step 3: Activated at the discretion of Alberta Environment and Parks.

ENFORCEMENT/PENALTIES:

- Each Water Conservation Step has certain requirements for notification and/or penalties associated to non compliance for each step initiated.

Best Practice Conditions: no fines apply, unless in the Town's opinion, the use of water is wasteful as per Section 1504 of the Waterworks Bylaw.

Step 1 and 2 – If the customer is non-compliant, they receive a letter concerning their non-compliance. They are given 7 days to resolve the action. If they continue the action, a fine of \$250 is issued for the first offence. The fine for the second offence is \$1,000. The fine for the third offence is \$2,500. Subsequent fines are \$2,500 and may result in disconnection of water service.

Step 3 – Any violation results in an automatic shut off of water due to severity of drought at the direction of Alberta Environment and Parks.

MUNICIPAL OPERATIONS:

Public Works:

- Will reduce watermain flushing, except as necessary to maintain water quality standards. Will capture and re-use flushing water for other purposes at Steps 1-3.
- Step 1-3, will wash equipment from the well at the shop instead of using potable water.

Stettler Recreation Center:

- Aquatics – if Step 1 is implemented, the slide will be closed and remained closed through Steps 1-3.
- Arena – Starting in August when the ice plant is commissioned, will obtain to capture the cooling water for re-use.

Spray Park:

- Does not have the capabilities to re-use water and therefore, once Step 1 conservation has been implemented, this facility will be closed.

Trees and Flowers:

- Staff will attempt to use repurposed water when available for all Steps of conservation implemented.
- No additional plantings of any kind will be planted upon moving into Step 1.









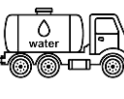
Community Gardens:

- Staff will attempt to use repurposed water for the watering tanks located at all community gardens.

Fire Department:

- Will not use water for fire practice once Step 1 has been implemented.

Schedule A

		Best Practice Conditions	Step 1	Step 2	Step 3
Sprinklers		YES Best practices include avoid watering during 9am to 7pm	YES , 2 hr max., one day a week	YES , 1 hr max., one day a week	NO
			Watering schedule is based on house number: Even house number: Even days, Odd house number: Odd days. Watering is allowed between 7 pm and 9 am only.		
Hoses with spray nozzle: Only for gardens, trees, shrubs, flowers		YES Any day/time	YES max, 1 hr day	YES max, 1 hr day	NO
Hand watering		YES Any day/time	YES Any day/time	YES Any day/time	NO
Watering new sod, up to three weeks from planting		YES Any day/time	YES Any day/time	YES , max 2 hour/twice a day	NO
Car washing		Car washing is recommended at a commercial car wash	NO , at commercial car wash only	NO , at commercial car wash only	NO , at commercial car wash only, or as restricted by Alberta Environment
Outdoor washing: windows, exterior building surfaces, sidewalk, driveways or walkways		YES Any day/time	Hand washing of windows for residential only allowed. Commercial properties may clean outdoor surfaces to meet public health standards.	Hand washing of windows for residential only allowed. Commercial properties may clean outdoor surfaces to meet public health standards.	NO
Filling of pools, hot tubs		YES Any day/time	NO filling, draining or refilling permitted. Topping up permitted	NO	NO
Filling of fountains and other decorative features		YES Any day/time	NO	NO	NO
Water use for construction projects including grading, compaction and dust control required to meet contract standards		YES Any day/time	YES Any day/time	YES Any day/time	NO
Municipal Operations	Best practice methods to reduce water will be implemented as defined in the policy.				

Memo

Date: May 1, 2024
To: Leann Graham
CAO
From: Melissa Robbins
Director of Operations
Re: Dirt Screening Tender Award

Background:

2024 Operating Budget includes \$25,000 to screen salvaged stockpiled dirt.

Tender Award:

A tender was prepared for the work and sent to 7 companies, including 5 local businesses.

Three tenders were received, all prices exclude gst.

Blue Grass Sod Farm Ltd.	\$19,467
Zenith Enterprise Ltd.	\$30,820
Collins Concrete	\$35,550

Recommendation:

Administration respectfully recommends awarding the tender to Blue Grass Sod Farms Ltd. for the screening of dirt to a maximum expenditure of \$25,000, excluding gst., funded through the 2024 Operating Budget.

MEMORANDUM

Date: April 30, 2024

To: Leann Graham
CAO

From: Melissa Robbins
Director of Operational Services

Re: Grader Repair

Summary:

Current grader is a 2020 CAT purchased for \$308,600. Purchase included a 3 year warranty, that expired in October 2023. Sometime during winter operations of snow removal, the drawbar was bent. PW hired a local company to try to bend the bar back into place and although it worked for snow removal operations, now that we've transitioned into fine grading of back alleys, the grader is not longer able to hold shims in the drawbar due to it not being straight and requires replacement of the drawbar. Public Works does not expect to replace this grader until 2030.

Evaluation:

The drawbar costs \$45,000 to replace through Finning Canada. This value of repair is not able to be covered under normal operating repair budgets.

The 2024 Capital budget included \$300,000 funded from General Reserves to purchase a new tandem. A new unit was ordered for \$283,000, with an expected sale of the replaced tandem of \$35,000 later this year, leaving an available \$52,000 of unspent allocation.

Recommendation:

Administration respectfully recommends that Town of Stettler Council approve the purchase of a replacement drawbar from Finning Canada in the amount of \$45,000, funded from General Reserves in the 2024 Capital Budget.

MEMORANDUM

To: CAO Leann Graham
From: Communications Officer Lara VanLanduyt
Date: May 3, 2024
Re: Steel Wheel Stampede Events & Pancake Breakfast

Overview:

The 2024 Steel Wheel Stampede will be held on June 7th -8th, with the Parade and surrounding events taking place on Saturday, June 8th. Town Council is hereby invited to participate in the following events:

Steel Wheel Stampede Parade: Marshalling at 10:30 AM, Parade Begins at 11 AM.

Dignitary Luncheon: 12:30 PM

The Town & County of Stettler Councils typically host a Pancake Breakfast on the morning of these events, aligning with pre-planned festivities. This year, the County of Stettler is unable to partake in events held on this date due to the Federation of Canadian Municipalities Conference. Alternate solutions include:

Option #1

Town Council proceed with the Pancake Breakfast as planned, with staffing support from Administration.

Option #2

The Town & County Councils delay the event and select another weekend to host a Pancake Breakfast. The County of Stettler has proposed Saturday, August 17th, 2024 at the Stettler Museum in support of their Heritage Days event.

Option #3

The Town & County Councils cancel the 2024 Pancake Breakfast and resume with the usual Steel Wheel Stampede weekend date in 2025.

MEMORANDUM

To: CAO Leann Graham
From: Communications Officer Lara VanLanduyt
Date: May 3, 2024
Re: Seniors Week 2024

Overview:

Seniors' Week will be celebrated throughout Alberta from June 3rd to 9th, 2024. Historically, the Town of Stettler and County of Stettler No. 6 Councils have partnered to celebrate Seniors' Week by visiting our community's facilitated care centres and the HUB Senior Centre to socialize and deliver fruit trays. In more recent years, a successful partnership with the Stettler Public Library has been established to create a care package for each resident.

Administration respectfully recommends the following actions for Seniors' Week 2024:

1. Town of Stettler Council declare Seniors' Week in Stettler on May 27th at 11:30 AM at Heart Haven.
2. Town of Stettler Council delegates attendees for social visits to each listed facility.

Monday, May 27th: Seniors' Week Proclamation Signing – Heart Haven – 11:30am

Monday, June 3rd: Heart Haven - 11:30am-12:30pm

Tuesday, June 4th: Paragon Place – 11:30am-12:30pm

Wednesday, June 5th: Willow Creek - 11:30am-12:30pm

Thursday, June 6th: SRC HUB - 12:00-2:00pm – FCSS Seniors' Appreciation Event

Friday, June 7th: Points West - 11:00am-12:00pm

Administration will provide the fruit trays and care packages at each location.

TO: Town of Stettler Council

DATE: 2024 05 03

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – MARCH 2024

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
- Trade Show Planning
- SRC Expansion Committee
- Joint Health and Safety Committee
- Nate Horner Budget Tour
- Stettler Regional Board of Trade
- Planning & Development Operational Meeting
- Fire Staff Meetings
- Drought Management Meetings
- E360 – Waste Contract Meeting
- IDP Prep Meeting
- Collections – Admin Presentation
- IDP Committee Meeting
- Housing Assessment Sessions
- Budget Meetings
- Bylaw Enforcement Staff Meeting

2. Projects:

- Provincial Budget Review
- Clearview Shared Facility Agreement Review
- Fire Services Agreement
- P&L Organizational Review and Vacancy Replacements
- Human Resource Matters
- 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

Thank you Everyone!
I am so lucky to be part of a very special team.

ASSISTANT CAO – KIM HYMERS

1. Meetings attended included:
 - a. Council
 - b. Staff
 - c. Department Head
 - d. Committee of the Whole
 - e. Economic Development Committee
 - f. Alberta Municipalities CEIP Contractors Webinar
 - g. Rate Payer
 - h. Bylaw – Water/Utility
 - i. Trade Show Planning
 - j. Parks and Leisure Staffing
 - k. Alberta Municipalities CEIP Application Process Training
 - l. Budget Tour Luncheon – Nate Horner
 - m. Municipal Leadership Spring Caucus
 - n. LGFF Online Portal Training
 - o. Board of Trade Staff Session and Policy Review
 - p. Presentation on Collection Companies
 - q. Housing Assessment Focus Group Session
 - r. Housing Assessment Town Tour
 - s. Auditors in Office

2. Projects worked on included:
 - a. 2024 Capital Budget Codes
 - b. Regional Water Update – February 29, 2024
 - c. Policy Review – read and review policies
 - d. Bylaw Review – read and review bylaws
 - e. FIR – Financial Information Return
 - f. Financial Statements
 - g. Working Papers – Binders for Auditors
 - h. F9 reports – Department heads, Object Code and Master Report
 - i. Fire Invoicing – Revamp our master Fire agreement Invoice
 - j. CEIP – Launch of Program
 - k. Asset Retirement Obligation Spreadsheet
 - l. Asset Retirement Obligation Policy
 - m. 2024 Tax Budget
 - n. Job Interview – Parks and Leisure Foreman

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- On Call March 6-12th

- Departmental Job Description Review, including minimum safety and job training requirements
- Sewer back up on 62 Street – insurance claim and investigation
- Circular Materials Webinar
- Paving Projects design and tender
- Airport – Stettler Flying Club maintenance assist agreement updates
- Custodial services of Airport Terminal Building
- Cold Storage Design and tender prep
- IDP Continuation meeting with County
- Provincial Drought Emergency Management Working group March 1st and 13th in Calgary
- Provincial Drought MOU review
- Utility Bylaw Evaluation
- Toilet Replacement Policy update
- Trade Show Planning
- Drought Town Hall Phone call
- Airport Board Meeting
- Water Reservoir Pumphouse changes
- Water Meters replacements – utility account corrections and landowner conversations
- Concrete Crushing Tender
- Skid Steer Tender
- Two ¾ Ton Truck Tender Awards
- Airport Runway Rehabilitation Tender
- Evaluation of Light Commercial Garbage collection locations with E360

TRANSPORTATION – SARAH MCCRINDLE

- Snow removal of the whole town including the uptown lanes, town owned parking lots, and all the residential lanes
- Our “new” snowblower broke down on the second last day of snow removal so we finished the town with “ole faithful”
- Sidewalk snow removal when needed
- Sanding truck out when needed
- Steamed all the bulbing on main street to help with drainage
- Staff training on the new flushing trailer
- Steamed all the frozen catch basins and culverts thru out the town
- Demoed skid steers (Cat, John Deere, and Bobcat) and filled out the evaluation forms
- Shop inspection
- Crosswalk and traffic light inspection
- Graded all the arterial gravel roads
- Met with WTS manufacturing about the design for the new stand to hold up the main street Christmas tree
- Made a pothole list
- Rest of the staff completed their recertification of their first aid

- Filled potholes
- Washed up and oiled the 1-ton sander and put it away for the year
- Graded the shop yard
- Ordered parts for our line painter so the mechanic could rebuild the crucial parts as this is cheaper than buying a new one
- Installed columbarium wreaths as needed
- Ordered the new tandem
- Ordered the two new ¾ ton trucks
- Staff completed the following safety courses: JH&S, chainsaw, backhoe
- Parking lot snow
- Cleaned the snow from the cemetery
- Brought the street sweeper back to the shop to do some maintenance on it to get it ready for the season
- Trimmed trees from some of the streets that hit our equipment
- Worked on the sidewalk machine and got it ready for starting boulevard sweeping when it dries up
- Hauled excess material from water digs thru out the winter to the regional dump
- Ordered the line paint for the summer

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

Meetings:

- Parks and open spaces
- Tradeshow planning
- Summer casual interviews and hires
- Staff meetings
- After council
- Department head
- Foreman interviews
- BOT tradeshow meetings

Projects:

- Snow removal
- Flag half masting
- Resume short listing
- Natural gas leak at Community Hall
- Foreman hire
- Rink transition for Carnival/Imperials play offs
- Building checks
- Zamboni boiler maintenance
- Campground washroom cleanup after force entry
- Grave topping
- Insurance survey and deficiencies corrected
- U18 hockey Provincials preparation
- BOT toilet repair
- SRC plumbing issues
- Community Hall pool tournament

- Carpet cleaner repair

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2024 Permits to March 31, 2024	2023 Permits to March 31, 2023
Institutional	\$0.00	\$0.00
Industrial	\$0.00	\$100,412.00
Commercial	\$7,000.00	\$310,000.00
Residential	\$6,000.00	\$197,600.00
Total	\$13,000.00	\$608,012.00

2. Projects:

- Tradeshow
- Land Sale(s)
- Mid Town Estates Development
- Wellings Development
- Kneeland Development
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Housing Assessment
- Intermunicipal Development Plan

3. Meetings:

- Intermunicipal Development Plan
- Housing Assessment – Focus Groups
- MPC
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Economic Development
- Tradeshow

WATER – GRANT MCQUAY

- 1) Rounds, readings, locates and meters.
- 2) Dig site maintenance
- 3) Weekly cleaning of WTS sanitary tank’s
- 4) CL17 analyzer bottles changed out.
- 5) Flushed grease mat at A lift station

- 6) Curbstop repair
- 7) Flushing frozen Curbstops for turn offs
- 8) Turning off CC's for plumbing repairs
- 9) Weekly water distribution sampling for bacti and chlorine residuals.
- 10) Weekly testing for lift station emergency system.
- 11) Sewer backups and responding to customer
- 12) Sewer service repairs
- 13) Water Service leaks
- 14) Weekly Wastewater sampling.
- 15) Weekly Wastewater treatment.
- 16) Water Meter changes.
- 17) Shoveled snow from Office and other sidewalks
- 18) Hauled snow with roads
- 19) Plowed lanes for roads
- 20) Aeration system, monitored quality of treatment
- 21) Responded to water quality complaints by customers
- 22) Council Meetings
- 23) Worked on Shop projects, cleaning Cold storage
- 24) Cleaned all machinery inside and out
- 25) Various safety courses
- 26) Installed Louver controllers for both lift stations.
- 27) Airport issues response.
- 28) Brendan, Neil, Darin took First aid course

STETTLER FIRE CHIEF – MARK DENNIS

1. Training
 - March 4 Officer meeting
 - March 11 MFR - Patient assessment, Lucas with scoop stretcher, FF picture ID
 - March 18 Rapid Intervention - Skills review 5 air connections w/RIT kit, Sling link, connection to RIT kit, RIT with SCBA application
 - March 25 Rapid Intervention - Skills review practical application in the maze basement TOS, High point anchor rescue system skills review second story window rescue training tower
 - On line seminar: Fire Underwriter Survey - Enhance Your Community's Fire Protection
2. Fire Department Operations
 - Meeting - Bearcom, Town CAO, Commercial trucks
 - Safety Codes Council - 2023 Annual Internal Review Fire Discipline Accreditation

- AFRRCS project - mobile radio installation planning for apparatus, frequency sharing agreements, systems and equipment deployment review
- Working on new squad emergency lighting and siren, communication equipment console.
- Working on response operating guidelines for 911 dispatch
- Review 911 response logic table for dispatch programming
- Fleet mapping for new 911 dispatch console programming
- Constructed new shelves for supplies
- Commercial Truck mobile repair - Engine 12 replace intake control, Rescue 14 diagnose air pump / bat charger malfunction.
- Ongoing fire safety inspections and pre planning, fire safety public education, incident investigations, fire cause determination submission to AB gov
- Regional Fire Department Incident Summary - March incidents 1- brush fire, medical assist MFR 5, Vehicle accident 3, Gas leak 1, Alarm 7

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. Floc Mixer 2020A Capacitors have gone in the VFD and is out of service. These VFD's seem to be failing quite often and we will be discussing other options with electrical contractor.
2. Feed pump 3102B might have failing capacitors also. Bagshaw Electric will be on site April 12 to do some troubleshooting.
3. Hadley Concrete will be onsite early April to build containment berm in sodium Hypochlorite room.
4. ABSA was out at the plant to inspect the new heating boiler system. The boilers are small enough that they no longer fit into ABSA jurisdiction so there is no longer any need for them to come out for inspections.
5. Drumheller Water Treatment Plant staff was up to pick up our chlorine gas gear that we no longer had any use for. Some of the proceeds will be used to purchase a, battery operated, valve exercise tool. This is a safety item which will greatly reduce the physical hazards of exercising the large field valves at the plant.
6. Continued E-compliance training for staff.
7. Regular monthly routine maintenance carried out.

INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- Mar. 1 Finished ICS 400 course in Airdrie
- Mar. 5 Trade Show planning meeting
- Mar. 7 Joint Health & Safety meeting
- Mar. 7 Began setup for the Red Deer Home Show
- Mar. 8 Finished setup for the Red Deer Home Show
- Mar. 10 Take down of Red Deer Home Show
- Mar. 18 Monthly IT meeting
- Mar. 20 Economic Development meeting
- Mar. 25-28 vacation
- Staff & Department Head meetings
- Daily office meetings

Projects of note include:

- Continued reminders sent out for Economic Development Survey
- Coordinating on work regarding facility emergency backup power generation
- Updated the “Emergency Preparedness” section of the Town website
- Completed the annual updates to the residential utility comparison data
- Troubleshooting workstation issues
- Replacement of stand for mobile screen.
- Submitted and worked on a ticket to do with website editing
- Looked into the availability of updated aerial imagery
- 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, County of Stettler Council, County Administration Meeting, Town Administration Meeting, AFFRCS Meeting

2.Projects worked on included:

- Continued Fire team members introductions at SRFD fire stations
- ICS200 co-instruction for SRFD Station 1
- Completed ICS200 co-instruction to obtain ICS200 Instructor Credentials
- Fire Underwriter's Survey Session
- Started CAFC Human Factors Course Series
- Assist Fire Investigation & emergency incident responses
- Completed recruitment for SRFD County Fire Chief, and familiarization of new SRFD County Fire Chief
- Continued work on preparation of AFRRCS Roll-out in Summer 2024
- Completed purchase of SUV for Regional Manager, continued progress for installation of emergency response accessories

- Continued work for updated dispatch protocols for SRFD station with Red Deer Dispatch
- SRFD Incident Statistics as of March 31, 2024:

	SRFD	Town	County
Fire Structure	3	2	1
Fire Wildland	10	2	8
Medical Assists	21	12	9
MVC	9	2	7
Alarms Ringing	14	13	1
TOTAL	57	31	26

Leann Graham
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77215	77223
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Active Network	77215	2024-04-19	\$2,878.05

Invoice Description		Invoice Number	Invoice Amount

P&L Feb Monthly Installment		4200012599	\$959.35
P&L Mar Monthly Installment		4200012622	\$959.35
P&L Apr Monthly Installment		4200012650	\$959.35

Alberta Land Titles	77216	2024-04-19	\$16.00

Invoice Description		Invoice Number	Invoice Amount

P&D Searches		2024.03.31	\$16.00

Canada Post Corporation	77217	2024-04-19	\$1,374.01

Invoice Description		Invoice Number	Invoice Amount

Water Billing Bills Postage		9911562294	\$1,374.01

Ed's Valve Servicing (Red Deer 77218		2024-04-19	\$199.50

Invoice Description		Invoice Number	Invoice Amount

WTP Valve Recertification		14987	\$199.50

Future Ag Inc	77219	2024-04-19	\$120.84

Invoice Description		Invoice Number	Invoice Amount

Trans Oil Skidsteer #117		IS80149	\$120.84

Government of Alberta	77220	2024-04-19	\$160.00

Invoice Description		Invoice Number	Invoice Amount

WTP Licence of Occupation		2024.04.09	\$160.00

RCAP Leasing	77221	2024-04-19	\$218.40

Invoice Description		Invoice Number	Invoice Amount

Office Telecommunications Inst		1003729	\$218.40

Receiver General for Canada	77222	2024-04-19	\$69,317.29

Invoice Description		Invoice Number	Invoice Amount

Town Tax Remittance		PP08-24	\$60,083.84
Town Tax Remittance		PP08-24.	\$3,482.82
BOT Tax Remittance		PP08-24 BOT	\$2,380.52
Library Tax Remittance		PP08-24 LIBRAR	\$3,370.11

Woody's Automotive Ltd.	77223	2024-04-19	\$2,747.16

Invoice Description		Invoice Number	Invoice Amount

Shop Hose for Shop		868499	\$144.35

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop Plastic Wrap for Shipping	868862		\$20.21
Shop Duct Tape	868897		\$19.52
Shop Towels	869158		\$61.31
Shop Case of WD-40	869738		\$104.20
Shop Towels	871537		\$61.31
Shop Paint	871889		\$17.18
Shop Cart Parts Organization	870796		\$438.90
Trans Oil for Tandem #24	870013		\$205.19
15/40 Engine Oil	870015		\$1,195.80
Trans Oil Filter Tandem #24	869962		\$71.84
WTP Trans Filter Pickup #12	871632		\$22.83
Water Trans Oil Tandem #26	869999		\$205.19
Sewer Filter for Hydrovac #162	868808		\$49.47
Rec Center Gasket Zamboni #68	871400		\$20.71
Rec Center Stud on Zamboni #68	871430		\$4.91
Parks Oil for Zamboni #68	870581		\$104.24

	Total Cheques		\$77,031.25
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77224	77224
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Thiel, Niel	77224	2024-04-19	\$114.00

Invoice Description	Invoice Number	Invoice Amount	
PP08-24	2024.04.19	\$114.00	

	Total Cheques		\$114.00
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77225	77226
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
TD Canada Trust	77225	2024-04-26	\$52.50

Invoice Description		Invoice Number	Invoice Amount

Admin Bank Service Charge		2024.04.23	\$52.50

Town of Stettler - Petty Cash	77226	2024-04-26	\$301.60

Invoice Description		Invoice Number	Invoice Amount

A/P Lotto Tickets/Bylaw Postag		2024.04.23	\$301.60

		Total Cheques	\$354.10

			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77227	77232
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Guaranteed Great Baking	77227	2024-05-03	\$3,718.00

Invoice Description		Invoice Number	Invoice Amount

PR - Trade Show Cupcakes		6	\$3,718.00

Mr Green Carpet Clean	77228	2024-05-03	\$761.25

Invoice Description		Invoice Number	Invoice Amount

Comm Hall - Steam Clean		536253	\$761.25

Norman, Laura	77229	2024-05-03	\$1,113.53

Invoice Description		Invoice Number	Invoice Amount

HBC Soil Ammendments		2024.04.27	\$1,113.53

Receiver General for Canada	77230	2024-05-03	\$66,375.16

Invoice Description		Invoice Number	Invoice Amount

Town Tax Remittance		PP09-24	\$57,524.52
Town Tax Remittance		PP09-24.	\$3,001.66
BOT Tax Remittance		PP09-24.BOT	\$2,380.52
Library Tax Remittance		PP09-24.LIBRAR	\$3,468.46

Sienna's Cleaning	77231	2024-05-03	\$900.00

Invoice Description		Invoice Number	Invoice Amount

Shop - April 9 Cleans		690647	\$900.00

Society to Prevent Dutch Elm D	77232	2024-05-03	\$100.00

Invoice Description		Invoice Number	Invoice Amount

P&L - 2024 Corp Membership		2024.06.16	\$100.00

		Total Cheques	\$72,967.94
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007341	EFT0007388
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4L Communications Inc.	EFT0007341	2024-04-23	\$104.99

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Drainage Extra ipad Case	STTLRIN20972	\$104.99	

Accu-Flo Meter Service Ltd.	EFT0007342	2024-04-23	\$34,163.85

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Water Trans 50 Mach 10 Meters	1125954	\$34,163.85	

Acklands - Grainger Inc.	EFT0007343	2024-04-23	\$898.32

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Pool Facility Janitor Supplies	9050135954	\$483.69	
Pool Facility Janitor Supplies	9049008403	\$414.63	

Action Plumbing & Excavating	EFT0007344	2024-04-23	\$127,884.69

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Fire Joint Repair Bathroom Fix	W42234	\$115.50	
WTP Make Up Air Unit	W42170	\$2,125.37	
WTP Replace Heating Boiler	W42269	\$93,497.04	
WTP Install Temporary Boiler	W42270	\$12,427.72	
Sewer Wastewater Tank Install	W42439	\$13,716.35	
SRC Install Elkay fountain	W42431	\$3,774.67	
SRC Flush Valves	IC034335	\$137.97	
Pool Siemens Actuator	I034387	\$1,845.94	
Lions Campground Shower Repair	I034398	\$244.13	

Air Liquide Canada Inc.	EFT0007345	2024-04-23	\$260.41

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Shop Gas Bottle Rental	77158848	\$7.69	
Water Trans Gas for Multi Weld	77120654	\$252.72	

APEX Supplementary Pension Pla	EFT0007346	2024-04-23	\$334.42

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Supplementary Pension Plan Tr	PP08-24	\$334.42	

Automated Aquatics Canada Ltd.	EFT0007347	2024-04-23	\$526.03

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Pool Facility Chemicals & Frie	0000116107	\$526.03	

Bagshaw Electric Ltd.	EFT0007348	2024-04-23	\$1,560.43

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Office 110 Light Bulbs	IC053292	\$602.91	
Office 72 Fluorescent Lamps	IC053308	\$336.42	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water Replace board on Heater	W14295		\$621.10
Black Press Group Ltd.	EFT0007349	2024-04-23	\$1,462.13
Invoice Description	Invoice Number	Invoice Amount	
Office CEOP Ad/P&D Permit Ads	BPI125107		\$1,462.13
Bounty Onsite Inc.	EFT0007350	2024-04-23	\$4,725.25
Invoice Description	Invoice Number	Invoice Amount	
Trans Safety Supplies	001-152170	\$208.01	
Trans Oil Pump pickup #45	001-152077	\$204.75	
Sign Materials	001-152483	\$5.48	
Drainage Pipe	001-152511	\$58.40	
Drainage Coxreel Viton	001-152524	\$745.50	
WTP Dust Masks	001-151859	\$129.11	
WTP Safety Glasses	001-151931	\$15.05	
WTP Personal PPE	001-152092	\$260.99	
Water Wheels for welding table	001-151914	\$133.01	
SRC Janitor Supplies	001-151844	\$875.48	
SRC Janitor Supplies	001-152206	\$76.65	
SRC Janitor Supplies	001-152400	\$1,500.60	
SRC Garbage Bags	001-152475	\$97.16	
SRC Janitor Supplies	001-152495	\$33.02	
SRC Janitor Supplies	001-152573	\$33.82	
SRC Hearing Protection	001-151763	\$108.00	
SRC Eye Wash Station	001-152261	\$25.88	
Comm Hall Janitor Supplies	001-151996	\$214.34	
Brenntag Canada Inc.	EFT0007351	2024-04-23	\$3,862.95
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemicals & Drum Deposit	46808847	\$4,414.20	
Burmac Mechanical 2000	EFT0007352	2024-04-23	\$8,876.16
Invoice Description	Invoice Number	Invoice Amount	
Sewer Blockage Townside	B51914	\$904.05	
Drainage Pipe for Flusing Trai	107273	\$27.47	
WTP 1/2": Threaded Unions	107181	\$57.04	
Parks Lions Lennox Furnace	B51987	\$7,887.60	
Canadian Tire #671	EFT0007353	2024-04-23	\$256.94
Invoice Description	Invoice Number	Invoice Amount	
Sewer Exhaust on Flushing Trai	2254	\$17.84	
SRC Dusters	2167	\$30.22	
SRC Janitor Supplies	2285	\$103.90	
SRC Screw Extractor Set	2275	\$20.99	
Com Hall Gas Detector	2173	\$83.99	
Canadian Union of Public Emplo	EFT0007354	2024-04-23	\$632.50
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP08-24	\$632.50	
Canoe Procurement Group of Can	EFT0007355	2024-04-23	\$23,262.89
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept Feb Fuel Bill	PF-11861-11309	\$10,811.88	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans/Water/Park Diesel Marked	PF-11862-11316		\$6,157.80
Trans Hydraulic OIL & Fuel Con	PF-11879-11327		\$131.80
Trans/Water/Parks Gasoline	PF-11897-11342		\$465.06
Trans Asphalt cutter teeth	AB205691		\$3,422.44
Trans Snowblower #186 Blades	AB206782		\$454.93
Water New Tires Excavator #108	AB207454		\$1,818.98
=====			
Caro Analytical Services	EFT0007356	2024-04-23	\$230.48
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Water Analysis	IC2405214	\$43.05	
WTP Water Analysis	IC2405486	\$187.43	
=====			
Chapman Riebeek	EFT0007357	2024-04-23	\$215.51
=====			
Invoice Description	Invoice Number	Invoice Amount	
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Bylaw Mar Legal Services	2404018	\$215.51	
=====			
Chemical Industries (Alberta)	EFT0007358	2024-04-23	\$7,555.80
=====			
Invoice Description	Invoice Number	Invoice Amount	
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Roads 4 Totes Dust Control Pro	AB24-1034	\$7,555.80	
=====			
ClearTech Industries Inc.	EFT0007359	2024-04-23	\$27,520.33
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Yearly Service Certificati	INV1105881	\$8,005.45	
WTP Chemicals	INV1105433	\$7,687.83	
WTP Chemicals	INV1108438	\$7,453.57	
WTP Certify Chlorine & Turbidi	INV1105901	\$4,373.48	
=====			
Contact Safety Service Ltd.	EFT0007360	2024-04-23	\$336.00
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Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Shop Emergency Lighting Batter	14882	\$136.50	
WTP Monitor Calibration	14833	\$73.50	
Comm Hall Rubber Nozzle Cap	14835	\$126.00	
=====			
GT Hydraulic & Bearing	EFT0007361	2024-04-23	\$11,591.61
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Trans Fittings Tandem #86	000-409750	\$27.62	
Trans Battery pickup #76	000-409781	\$152.36	
Trans Tailgate Valve Tandem#24	000-409827	\$74.92	
Trans Oil Filter Tandem #86	000-410400	\$102.78	
Trans Coupler Oil Drain Rental	000-410494	\$172.54	
Trans Bearings Snowblower #186	000-410570	\$78.85	
Trans O-Rings Grader #145	000-410875	\$50.58	
Trans Rubber Hose pickup #45	000-410967	\$12.86	
Trans Re-Build Snow Gate for	999-029772	\$1,747.23	
Water Tailgate Valve Tandem#26	000-409829	\$174.56	
Water Trans Temp Sensor Tandem	000-409848	\$68.99	
Sewer Pump, Brackets, BeltsPTO	000-409021	\$4,725.00	
Sewer PTO Control Kit for New	000-409894	\$4,123.88	
SRC Fittings for Zamboni #68	000-409974	\$6.78	
Parks Bearings for Bobcat #157	000-410569	\$72.66	
=====			
Heartland Auto Supply	EFT0007362	2024-04-23	\$6,172.13
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Invoice Description	Invoice Number	Invoice Amount	
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire Town Booster Cables#12&13	001-562604		\$504.17
Shop Supplies & Materials	001-565042		\$1,012.88
Hydrovac Pressure Gauge #162	001-565059		\$9.42
Trans Papcolloy Tension #24	001-565634		\$7.64
Trans Oil for Grader #145	001-567087		\$202.44
Trans Parts for Engine Rebuilt	001-565102		\$2,754.93
Trans Hardware Snowblower #186	001-565570		\$96.54
Trans Air Filter Tandem #24	001-566036		\$116.07
Trans Filters for Loader #182	001-566148		\$133.04
Trans Parts for Willie #42	001-566104		\$75.96
Trans Oil Filter Rental Grader	001-566390		\$44.80
Trans Fuel Pump Pickup #137	001-566559		\$225.20
TRans Hardware Sweeper #6	001-566713		\$15.42
Trans Steamer Parts	001-566013		\$25.68
Trans New Windshield Wipers	001-565307		\$52.10
Signs Materials	001-566979		\$7.46
Trans License Plate Cover Asph	001-565653		\$10.36
Trans Gloves for Steaming	001-566260		\$14.25
WTP Brake Rotors Pickup #12	001-566918		\$400.88
Water Paint & Welding Gloves	001-565124		\$283.31
SRC Zamboni Hardware #68	001-566778		\$16.96
SRC Safety Supplies	001-565122		\$154.35
Parks Bearings for Bobcat #157	001-566537		\$8.27
=====			
Heartland Express	EFT0007363	2024-04-23	\$75.97
Invoice Description	Invoice Number	Invoice Amount	
Shop Freight	15516	\$75.97	
=====			
Heartland Glass Ltd.	EFT0007364	2024-04-23	\$2,978.85
Invoice Description	Invoice Number	Invoice Amount	
Health Unit Install 2 Interior	109045	\$2,978.85	
=====			
Stettler Home Hardware	EFT0007365	2024-04-23	\$853.83
Invoice Description	Invoice Number	Invoice Amount	
Office 2 water refills	136484	\$10.50	
Office 2 water refills	136544	\$10.50	
Office 2 water refills	136624	\$10.50	
Fire Town 24 Smoke Detectors &	136603	\$618.60	
Trans 2 Water refills	136651	\$7.50	
Water 3 water refills	136539	\$11.25	
Water 10" Pry Bar	136698	\$29.39	
SRC 2 Washroom Signs	136506	\$7.54	
SRC Glass Removal Parts & repl	136582	\$53.70	
SRC Drop Sheets	136486	\$5.25	
SRC Blower Pre-Mixed Fuel	136454	\$63.92	
Parks Synthetic Grease	136696	\$25.18	
=====			
i. d. Apparel	EFT0007366	2024-04-23	\$1,080.98
Invoice Description	Invoice Number	Invoice Amount	
PR Trade Show Apparel	120894	\$1,080.98	
=====			
Industrial Machine Inc.	EFT0007367	2024-04-23	\$170.10
Invoice Description	Invoice Number	Invoice Amount	
SRC Ice Breaker Zamboni #68	48474	\$170.10	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Innov8 Digital Solutions	EFT0007368	2024-04-23	\$247.79
Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopies 03.06-04.05	IN483120	\$247.79	
KaizenLAB Inc.	EFT0007369	2024-04-23	\$327.60
Invoice Description	Invoice Number	Invoice Amount	
Sewer Lagoon Sampling	INV0094267	\$109.20	
Sewer Lagoon Sampling	INV0094330	\$109.20	
Sewer Lagoon Sampling	INV0094129	\$109.20	
Klearwater Equipment & Technol	EFT0007370	2024-04-23	\$4,396.14
Invoice Description	Invoice Number	Invoice Amount	
WTP Chemcials	240924	\$4,396.14	
Local Authorities Pension Plan	EFT0007371	2024-04-23	\$32,056.46
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribtuion	PP08-24	\$32,056.46	
Lifesaving Society	EFT0007372	2024-04-23	\$120.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Advanced Aquatic Supplies	28158	\$120.00	
Municipal Property Consultants	EFT0007373	2024-04-23	\$7,063.60
Invoice Description	Invoice Number	Invoice Amount	
April 2024 Assessor	17180	\$7,063.60	
Oakcreek Golf & Turf Inc.	EFT0007374	2024-04-23	\$961.22
Invoice Description	Invoice Number	Invoice Amount	
Parks Blade hub mower #172	1033827-00	\$961.22	
Peavey Mart	EFT0007375	2024-04-23	\$404.63
Invoice Description	Invoice Number	Invoice Amount	
Shop Foam Insulation, Bait Stn	3003315005	\$253.49	
Trans Cut Off Wheel	2006316003	\$16.79	
WTP SN PVC CSA Boots	2002548003	\$62.99	
SRC Cable Ties & Bit Socket	2003939004	\$46.70	
Parks Lions Pest Statons	2002703003	\$24.66	
Rally Rentals	EFT0007376	2024-04-23	\$738.17
Invoice Description	Invoice Number	Invoice Amount	
Shop Filter for Plasma Cutter	2187	\$299.99	
Shop Tips for Plasma Cutter	2191	\$87.68	
Water BLU for Welding Projects	2251	\$175.25	
Sewer Mig Wire	2298	\$175.25	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Roadway Traffic Products	EFT0007377	2024-04-23	\$5,058.06
Invoice Description	Invoice Number	Invoice Amount	
Traffic Lane/SRC/Roads Paint	11349	\$5,058.06	
Schowalter, Derek	EFT0007378	2024-04-23	\$94.45
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2024.04.17	\$94.45	
Schwartz Home Building Centre	EFT0007379	2024-04-23	\$13.63
Invoice Description	Invoice Number	Invoice Amount	
Shop Steel Wool to plug Holes	867816	\$13.63	
Scott, Graham	EFT0007380	2024-04-23	\$326.25
Invoice Description	Invoice Number	Invoice Amount	
GIS ICS Planning Training	2024.04.05	\$326.25	
Stettler Equipment Sales & Ren	EFT0007381	2024-04-23	\$141.12
Invoice Description	Invoice Number	Invoice Amount	
Park Main Drive Belt Skidsteer	156185	\$141.12	
Stettler Flooring	EFT0007382	2024-04-23	\$223.18
Invoice Description	Invoice Number	Invoice Amount	
Fire Painting Supplies	76488	\$20.63	
SRC Room Paint	786583	\$202.55	
Stettler Registry Services Ltd	EFT0007383	2024-04-23	\$715.00
Invoice Description	Invoice Number	Invoice Amount	
Admin Land Titles Searches	SR200024363	\$180.25	
Admin Land Titles Searches	SR200024323	\$299.25	
Fire Town Register Unit #207	SR100027276	\$113.00	
Fire Joint Register Unit #201	SR400011671	\$89.25	
Trans New Plate Asphalt Traile	SR100027282	\$33.25	
Stettler Telephone Answering S	EFT0007384	2024-04-23	\$157.50
Invoice Description	Invoice Number	Invoice Amount	
WTP Apr Working Alone Monitori	173	\$157.50	
Tagish Engineering Ltd.	EFT0007385	2024-04-23	\$32,072.10
Invoice Description	Invoice Number	Invoice Amount	
TS117 - 2024 Road Program	20432	\$13,480.39	
TS116 - Regional Airport Runwa	20431	\$11,542.99	
TS118-47 Ave Watermain Replcmn	20433	\$7,048.72	
Uptown Office Supply Ltd.	EFT0007386	2024-04-23	\$866.39
Invoice Description	Invoice Number	Invoice Amount	
Office 3 hole punch pads	08454B	\$20.96	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office Stataionery	08472B		\$411.72
Office Stationery	08490B		\$14.24
Office Stationery	08509B		\$111.88
Office Calculator	08574B		\$25.16
Fire Joint 2 Binders & 1 Tray	08597B		\$37.67
WTP Printer Ink & Post it Note	08444B		\$56.70
P&L Stationery	08442B		\$47.10
SRC Stationery	08558B		\$33.50
SRC Stationery	08573B		\$97.55
SRC Stationery	08603B		\$9.91

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WTS Manufacturing & Sales Inc. EFT0007387	2024-04-23	\$1,280.16
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Invoice Description	Invoice Number	Invoice Amount
Water Trasn Metal Rack Tubing	4407	\$320.04
Water Trans Metal Rack Seacan	4418	\$960.12

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Yost, Dustin & Maria Cristine EFT0007388	2024-04-23	\$2,000.00
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Invoice Description	Invoice Number	Invoice Amount
Com Hall Apr Janitor	2024.04.01	\$2,000.00

Total Cheques	\$356,857.00
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000770	ONL000776
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services Inc.	ONL000770	2024-04-26	\$39,426.34
Invoice Description	Invoice Number	Invoice Amount	

Joint Office March Gas Bill	202403-3693	\$2,031.50	
Fire Joint March Gas Bill	202403-3687	\$1,625.45	
Shop March Gas Bill	202403-3694	\$1,668.25	
Airport March Gas Bill	202403-3686	\$407.16	
WTP March Gas Bill	202403-3689	\$10,083.43	
Water Trans March Gas Bill	202403-3684	\$489.08	
Sewer #1 March Gas Bill	202403-3685	\$548.28	
Sewer #2 March Gas Bill	202403-3692	\$337.30	
Rec Centre March Gas Bill	202403-3691	\$20,994.40	
Community Hall March Gas Bill	202403-3690	\$919.02	
Lions Park March Gas Bill	202403-3688	\$322.47	
=====			
Collabria Payment Processing	ONL000771	2024-04-26	\$27,779.33
Invoice Description	Invoice Number	Invoice Amount	

Fire Training AFCA Conferene	2024.04.12.753	\$3,649.22	
Fire Town Apple Adapters & Mou	2024.04.12.755	\$9,973.19	
Council Leaders Conference	2024.04.12.760	\$760.43	
Admin Training/Office Coffee R	2024.04.12.133	\$398.75	
Admin Leaders Conference	2024.04.12.758	\$1,761.15	
Municipal Planning IDP	2024.04.12.627	\$176.07	
BOT Corporate Visa	2024.04.12.BOT	\$2,585.86	
P&L Department Staff Meeting	2024.04.12.765	\$20.68	
P&L Cleaning Supplies/Coffee R	2024.04.12.761	\$380.83	
Fitness Area Special Event Sup	2024.04.12.751	\$163.29	
Pool Goods for Resale/Office S	2024.04.12.756	\$1,078.45	
Trans Re-Fresh Cylinder Heads	2024.04.12.754	\$596.32	
Shop OH&S/Bench Grinder Safety	2024.04.12.762	\$595.18	
Eng Admin Drought Workshop #3	2024.04.12.766	\$380.94	
Trans/Water Multi Pro Welder	2024.04.12.763	\$4,399.36	
GIS ICS Training/Computer Trai	2024.04.12.768	\$859.61	
=====			
Rogers	ONL000772	2024-04-26	\$65.10
Invoice Description	Invoice Number	Invoice Amount	

Fire Jnt Apr 19-May 18 Data Fl	2798344983	\$65.10	
=====			
Shaw Cable	ONL000773	2024-04-26	\$120.75
Invoice Description	Invoice Number	Invoice Amount	

Com Hall May 17 - Jun 16 WiFi	2024.04.17	\$120.75	
=====			
Shaw Cable	ONL000774	2024-04-26	\$441.00
Invoice Description	Invoice Number	Invoice Amount	

SRC May 15 to Jun 14 WiFi	2024.04.15	\$441.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shaw Cablesystems GP	ONL000775	2024-04-26	\$109.15

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Fitness Area May Cable TV		2024.04.01	\$109.15

United Farmers of Alberta	ONL000776	2024-04-26	\$1,177.99

Invoice Description		Invoice Number	Invoice Amount
-----		-----	-----
Trans Hydraulic Oil Wille #42		SOINV5740729	\$271.73
Drainage Flushing Trailer Part		SOINV5835399	\$17.83
Water Trans Pig Vault 3/4"		SOINV5885947	\$9.64
Sewer Seacan Storage Solutions		SOINV5838621	\$851.53
Sewer Fill Lines Extensions		SOINV5867579	\$27.26
Total Cheques			-----
			\$69,119.66
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000777	ONL000778
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Telus Communications	ONL000777	2024-05-03	\$2,530.29

Invoice Description		Invoice Number	Invoice Amount

Telus April 22 - May 21		2024.04.23	\$2,530.29

Telus Mobility Inc.	ONL000778	2024-05-03	\$1,466.72

Invoice Description		Invoice Number	Invoice Amount

Telus Mobility - Apr 22-May 21		2024.04.21	\$1,466.72

		Total Cheques	\$3,997.01

			=====



Parkland Regional Library System 2023 Annual Report

Libraries, Value Beyond Words



Photo from Olds Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2023.



Photo from Hughenden Library



Parkland Libraries have...

637,120 items in their collections.

Virtual Library Services

- 262,476 website and online catalogue visits
- 58,010 eLibrary database sessions
- 156,051 digital checkouts
- 1,422,940 WiFi sessions at libraries

Parkland HQ

- Completed workshops, training, analysis, and reports on multiple topics for library staff
- Housed and managed 10,081 print items plus 3,635 non print items like kits and audiobooks
- Maintains a collection of 21,494 virtual items like eBooks and eAudiobooks

Libraries, Value Beyond Words



2023 Annual Report



Resource Sharing

- Van drivers made 3,180 deliveries driving 182,850 kilometers
- 843,900 items delivered in van runs in 2023
- Purchased, processed, and added 41,841 items to the system catalogue

Advocacy Activity

The Systems Advocacy Committee created and distributed advocacy materials for the Provincial election which may have significantly impacted the province-wide efforts to obtain an increase in operating grant funding from the Government of Alberta

IT Support

- A new website was implemented for the region. This was a major undertaking that involved many Parkland staff with many obstacles to overcome.
- 86 computers were replaced throughout the region.
- A total of 64 new wireless access points were replaced in all member libraries.

Library Services Support

- 73 visits to 43 member libraries
- Training provided to 10 new library managers
- 1,237 consulting sessions by Parkland Staff
- Held 18 training events for 255 attendees

Marketing Activity

- Canadian Library Month Contests resulted in 1,700 new cardholders in October
- Distributed 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services

Social Media

- A LinkedIn strategy was implemented and followers increased by 39%
- 69% increase in engagement for Facebook
- 35% increase in engagement for Instagram

Contact Us:

Parkland Regional Library System
4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Barb Gilliat

Director: Ron Sheppard (ext. 230)
Manager of Library Services: Andrea Newland (ext.221)
Manager of Finance and Operations: Donna Williams (ext. 141)
Manager of Technology Infrastructure: Tim Spark (ext. 212)
IT Helpdesk (ext. 600)

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

Re: Stettler Steel Wheel Stampede Parade & Dignitary Luncheon

On behalf of the Stettler Regional Board of Trade & Community Development, I would like to extend an invitation to you or an alternate, to participate in our 15th Annual Steel Wheel Stampede Parade. This year our parade is taking place on Saturday, June 8th at 11:00 am.

You are welcome to bring your own vehicle or upon request, we will provide a parade vehicle for you. Parade assembly will be at the Rotary Armstrong Spray Park (62 street- please enter off 44th Avenue from the South). If you require a parade vehicle to provide for you, we ask for you to assemble at the Stettler Recreation Centre (6202 44 avenue) where you will be assigned a vehicle and chauffeured to the parade assembly location. Following the parade, you are invited to join representatives of the Town and County of Stettler in the Hub at the Stettler Recreation Centre, 6202 – 44 Avenue, for the Dignitaries' Luncheon.

Event Time are as follows:

10:30 am – Marshalling Commences

11:00 am – Parade Begins

12:30 pm – Stettler Town & County Dignitaries Lunch

Please RSVP by June 1st, indicating your attendance for the Parade, the Dignitary Lunch and if you will be requiring a vehicle and /or signage for the parade. Please feel free to contact us if you require any additional information.

Stampede weekend in Stettler is growing each year. Visit www.steelwheelstampede.com for a list of rodeo events or www.destinationstettler.com for community happenings during the week and beyond. We thank you for your consideration and look forward to welcoming you to the Stettler on June 8th.

Sincerely

Coralie Cherewko

Stettler Region “The Heart of Alberta” - A Great Place to Live and A Great Place to Do Business

Coralie Cherewko

Project Manager

403-742-3181

6606 50Ave Stettler, AB



You're Invited!



Grand Opening

Sheldon Kennedy Centre of Excellence

Thursday, May 16

12:00 PM – 5:00 PM

Open House at
Sheldon Kennedy Centre of Excellence
70 College Circle, Red Deer AB

7:00 PM – 8:00 PM

Formal Program at
Gary W. Harris Centre: Main Gym
Ribbon Cutting ceremony to follow

Free parking available at Sheldon Kennedy Centre of Excellence
and Gary W. Harris Canada Games Centre.

