

# Town of Stettler

**COUNCIL MEETING**

**APRIL 20 2021**

**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, APRIL 20<sup>th</sup>, 2021  
6:30 P.M.  
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
  - (a) Minutes of the Regular Council Meeting of April 6<sup>th</sup>, 2021 5-12
  - (b) Minutes of the Committee of the Whole Meeting of April 13<sup>th</sup>, 2021 13-14
4. Citizens Forum
5. Delegations
  - (a) 6:35pm - MLA Nate Horner – United Conservative Party
  - (b) 6:50pm – Manager of Accounting & Financial Services Kim Hymers – 2020 Financial Statement 15-77
6. Administration
  - (a) Request for Decision - Subdivision 2021-01: Lot 2, Block 1, Plan 1923086 78-87
  - (b) Seniors' Week 2021 Declaration 88
  - (c) Committee of the Whole Recommendations – April 13, 2021 89
  - (d) Tax Budget Discussion Verbal
  - (e) Bank Reconciliation – February 28, 2021 90
  - (f) 2021 Budget Summary – March 31, 2021 91-93
  - (g) 2021 Expense/Revenue Summary – March 31, 2021 94-95
  - (h) CAO Reports 96-101
  - (i) Meeting Dates
    - Tuesday, May 4 – Council – 6:30pm
    - **Tuesday, May 11 – 2021 Tax Budget Deliberation – 3:00pm**
    - Tuesday, May 11 – COW – 4:30pm
    - Tuesday, May 18 – Council – 6:30pm
    - Tuesday, June 1 – Council – 6:30pm
    - Tuesday, June 8 – COW – 4:30pm

- Tuesday, June 15 – Council – 6:30pm
- Tuesday, July 6 – Council – 6:30pm
- Tuesday, July 20 – Council – 6:30pm
- Tuesday, August 3 – Council
- Tuesday, August 17 – Council

(j)	Accounts Payable in the amount of \$598,704.09 (\$287,636.15 + \$72,966.51 + \$4,140.01 + \$211,354.99 + \$22,156.43 + \$450.00)	102-113
7. <u>Council</u>		
(a)	Meeting Reports	
8. <u>Minutes</u>		
(a)	Regional Water Services Commission Meeting – April 12, 2021	114-115
9. <u>Public Hearing</u>		
10. <u>Bylaws</u>		
(a)	Bylaw 2140-21	116-121
11. <u>Correspondence</u>		
(a)	Hope Counselling and Pastoral Services – Letter to Council	122
(b)	Government of Alberta – Municipal Governance During the COVID-19 Pandemic	123-124
(c)	Barry Morishita, AUMA – Letter to Mayor Nolls RE: Blue Ribbon Panel & LGFF	125-126
(d)	STARS – Partnership Request to Council & Impact Report	127-138
12. <u>Items Added</u>		
13. <u>In-Camera Session</u>		
(a)	Labour – Section 16(1) - FOIP	Verbal
14. <u>Adjournment</u>		

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, APRIL 6<sup>th</sup>, 2021 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS

Present:

Mayor S. Nolls

Councillors A. Campbell, C. Barros, G. Lawlor, M. Fischer,  
S. Pfeiffer & W. Smith

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

Media (3)

Absent:

Call to Order:

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

1/2. Agenda Additions/Approval:

Motion 21:04:01

Moved by Councillor Barros to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. Confirmation of Minutes:

- (a) Minutes of the Regular Meeting of Council held  
March 16<sup>th</sup>, 2021

Motion 21:04:02

Moved by Councillor Fischer that the Minutes of the  
Regular Meeting of Council held on March 16<sup>th</sup>, 2021  
be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the March 16<sup>th</sup>, 2021 Minutes

None

4. Citizen's Forum:

- (a) None

5. Delegations:

- (a) 6:35pm – Shelly Walker & Gelaisa Long – Stettler Family &  
Community Support Services (FCSS)

Mayor Nolls welcomed S. Walker and G. Long to the  
meeting.

S. Walker and G. Long advised that FCSS has worked to  
remain a consistent presence in the community during  
COVID-19. The FCSS Office was closed to the public on  
March 16<sup>th</sup>, 2020, but reopened on March 30<sup>th</sup> with extra  
precautions and have been successful to date in delivering  
services.

During the shutdown, FCSS staff worked with the Stettler  
Food Bank and the Stettler Handi-Bus to provide food  
hamper delivery to the residents of Stettler & County.  
Personal hygiene kits, fuel cards and grocery cards were  
purchased with a Social Services Support Grant for COVID-  
19 and distributed to the vulnerable members of our  
community. FCSS staff also facilitated the grant application

process for Stettler and submitted six applications of which four were successful in bringing valuable dollars to the community during the pandemic.

S. Walker and G. Long reviewed FCSS's programming, services, engagement, outreach and events, and advised that they had a total annual client contact of 51,347. A Housing & Service Needs Assessment was also completed in order to understand basic demographic information, housing situations, how long participants have lived in the community, and the kind of services they require.

S. Walker and G. Long concluded by presenting the 2021 FCSS Budget:

Budget		Stettler & District FCSS Proposed Budget 2021	
		2020 Budget	2021 Budget
<b>REVENUE</b>			
Provincial FCSS Town Grant 80%		157,148.00	157,148.00
Town of Stettler Municipal Contribution 20%		39,287.00	39,287.00
Provincial FCSS County Grant 80%		172,715.00	172,715.00
County of Stettler Municipal Contribution 20%		43,179.00	43,179.00
Child & Family Service Grant		46,907.00	50,000.00
Other Revenue		23,642.00	25,100.00
<b>TOTAL REVENUE</b>		<b>482,878.00</b>	<b>487,429.00</b>
<b>EXPENSES</b>			
Programming		296,851.00	268,267.00
Administration		133,655.00	134,025.00
Equipment		7,345.00	8,000.00
Maintenance		12,500.00	14,500.00
Board/Staff Expense		3,500.00	5,500.00
Office Expense		22,583.00	20,950.00
Audit & Bank Fees		5,763.00	5,975.00
<b>TOTAL EXPENSES</b>	<sup>23</sup>	<b>482,197.00</b>	<b>457,217.00</b>
<b>DEFICIT/SURPLUS</b>		<b>681.00</b>	<b>30,212.00</b>

Discussion ensued regarding FCSS's role in assisting with provincial and federal financial benefits throughout the pandemic, and the potential relationship between the Canada Emergency Response Benefit (CERB) and Assured Income for the Severely Handicapped (AISH).

Mayor Nolls thanked S. Walker and G. Long for their presentation and the virtual and in-person services they have been providing to the Town.

(b) 6:50pm – MP Damien Kurek, Conservative Party of Canada

Mayor Nolls welcomed MP D. Kurek and B. Bekkeheim to the meeting.

MP D. Kurek addressed the following topics:

- The ongoing Canada Summer Jobs Program, which is expecting approval soon. MP D. Kurek advised that there has been many more applications received than the funding available, but that this is an important initiative that provides a direct injection into communities.
- MP D. Kurek is part of an opposition committee looking at recovering from COVID-19 and tourism recovery
- The ongoing COVID-19 vaccine roll-out
- The Federal Budget is being presented on April 19<sup>th</sup>
- Connecting with communities and constituents
- Ongoing public policy and COVID-19 support programs

MP D. Kurek concluded by advising that he would bring all ongoing concerns forward to Ottawa, and that a Federal

Election is likely coming in the near future.

Mayor Nolls thanked MP D. Kurek and B. Bekkeheim for attending the meeting and providing a regional update.

MP D. Kurek, S. Walker and G. Long left the meeting at 7:08 p.m.

6. Administration:

(a) Seniors Week 2021

CAO Switenky advised that Seniors Week 2021 is scheduled for June 7-13, 2021. The Town of Stettler typically partners with the County of Stettler No. 6 to visit and deliver fresh fruit to the following facilities:

- Points West Living
- Paragon Place
- Willow Creek
- Heart Haven
- The HUB

Due to the health and safety constraints of the COVID-19 pandemic, social visits are not a possibility. In 2020, the Town of Stettler and County of Stettler Councils collaborated remotely to create a video in recognition of Seniors Week, which was distributed to the aforementioned living facilities. With this year's advance notice of the restrictions that will tentatively be in place, there is an opportunity to plan a safe and interactive activity for Seniors Week that allows for connection and engagement with Stettler's Seniors.

Discussion with management at Points West Living, Paragon Place, Willow Creek and Heart Haven have provided administration with the following criteria for the planning process:

1. Outdoor gatherings are allowed amongst the residents, whether as a whole or in pre-assigned cohorts.
2. Food delivery is permitted to the door if the food has been prepared in a professional commercial kitchen.
3. Communal areas are permitted for resident use, allowing for access to different windows throughout the facility.

CAO Switenky advised that administration is requesting feedback on options for this year's celebration.

Motion 21:04:03

Moved by Councillor Pfeiffer that the Town of Stettler Council refer the Seniors Week 2021 discussion to the April 13<sup>th</sup>, 2021 Committee of the Whole Meeting.

MOTION CARRIED  
Unanimous

(b) IDP – SE Area Structure Plan Request for Proposal Award

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

L. Graham advised that in March 2020, the Town and County received the Alberta Community Partnership (ACP) Grant for \$200,000 under the Intermunicipal Component for an Intermunicipal Development Plan (IDP) amendment and a new South East Area Structure Plan (SE ASP). Both plans are considered Statutory documents under the Municipal

Government Act.

In January of 2021, we distributed a Request for Proposal (RFP) through the Alberta Purchasing Connection and received 7 proposals, resulting in a thorough review and evaluation by both the Town and County administrations.

The Proposal criteria included an amendment to the existing IDP followed by a new SE ASP. The existing SE ASP is 31 years old and significantly outdated in nature. The process of developing a new SE ASP cannot begin until the completion of an amendment to the IDP as the area is completely within the IDP boundary and includes property within both municipal jurisdictions.

In recent years, the Town and County collaborated and completed a master Servicing Study and a Red Willow Creek Basin Study through a previous Regional Collaboration Program Grant(s). With the addition of these studies, we can create comprehensive planning documents and provide a clear direction for future development. The SE ASP will bridge outstanding service gaps by incorporating the current documents – Master Servicing Study, Red Willow Creek Basin Study and the growth areas identified in the Stettler Town and County IDP. This will create beneficial and methodical development. Furthermore, the collaboration of all documents will eliminate inconsistencies between plans and provide a road map for any future development within the SE ASP.

In accordance with the RFP, the evaluation process for the 7 proposal received consisted of a review to confirm that the proposals met the mandatory requirements and to determine the highest-ranking proponent based on the rated criteria and pricing evaluation. The weighted criteria is based on a percentage with a minimum of 60 required to qualify for the price proposal evaluation. The weighted criteria and percentage evaluation scores were based on the following:

Technical	Weighting	
	Score	%Value
Capacity of Firm, Project Understanding, Methodology, Work Schedule	/5	35%
Direct Related Experience with Intermunicipal Development Plans and Area Structure Plans	/5	25%
Relevant Experience & References, Project Team	/5	15%
<b>Total - Technical Proposal (min 60 % required)</b>		<b>75%</b>
Price Proposal	/5	25%
<b>TOTAL</b>		<b>100%</b>

Summary of Proposals

Consulting Firm	Cost	Evaluation Score			Met RFP Criteria
		Tech. (75%)	Price (25%)	TOTAL (100%)	
Invistec Consulting	\$134,146.55	-	-	-	No
Urbanic Consultants	\$55,250.00	43%	-	43%	Yes
Al-Terra Engineering	\$69,619.72	57%	-	57%	Yes
Beairsto & Associates	\$141,735.70	63%	25%	88%	Yes
ISL Engineering	\$179,909.00	75%	25%	100%	Yes
V3 Companies	\$170,119.00	75%	25%	100%	Yes
Dillon Consulting w/ MPE Engineering	\$136,500.00	75%	25%	100%	Yes

Motion 21:04:04

Moved by Councillor Fischer that the Town of Stettler Council authorizes administration to negotiate with Dillon Consulting with MPE Engineering to confirm desired project scope and enter into a Professional Services Contract for this project with a value not to exceed funding limits of



\$200,000.00 excluding GST, as approved under the Alberta Community Partnership Grant.

MOTION CARRIED  
Unanimous

(c) Meeting Dates

- Monday, April 12 – Regional Water Meeting – 1:00pm – Town Office
- Tuesday, April 13 – COW - 4:30pm
- Tuesday, April 20 – Council - 6:30pm
- Tuesday, May 4 – Council – 6:30pm
- Tuesday, May 11 – 2021 Tax Budget Deliberation – 3:00pm
- Tuesday, May 11 – COW – 4:30pm
- Tuesday, May 18 – Council – 6:30pm
- Tuesday, June 1 – Council – 6:30pm
- Tuesday, June 8 – COW – 4:30pm
- Tuesday, June 15 – Council – 4:30pm

(d) Accounts Payable in the amount of \$562,923.01

Motion 21:04:05

Moved by Councillor Smith that the Accounts Payable in the amount of \$562,923.01 (\$44,260.68 + \$6,794.24 + \$58,964.32 + \$237,179.13 + \$167,888.87 + \$47,835.77) for the period ending April 6<sup>th</sup>, 2021 for having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

March 17 – Talk of the Town  
March 18 – Joint Town of Stettler & County of Stettler Meeting  
March 18 – County of Stettler Housing Authority Meeting  
March 19 – Stettler Waste Management Authority Meeting  
March 19 – Signed Cheques at the Town Office  
March 22 – Health Professionals Attraction & Retention Committee  
March 24 – Talk of the Town  
March 25 – Virtual Meeting with Minister of Municipal Affairs Ric McIver and Central Alberta Mayors

(b) Councillor Barros

March 18 – Joint Town of Stettler and County of Stettler Meeting  
March 22 – Heartland Youth Centre Annual General Meeting  
March 22 – Health Professionals Attraction & Retention Committee  
April 1 – Heartland Beautification Meeting

(c) Councillor Campbell

March 18 – Red Deer River Municipal Users Group Meeting  
March 18 – Joint Town of Stettler and County of Stettler Meeting

March 23 – '13 Ways' Webinar

(d) Councillor Fischer

March 17 – Stettler Independent Interview for Community Builders  
March 18 – Joint Town of Stettler & County of Stettler Meeting  
March 19 – Stettler Waste Management Authority Meeting  
March 19 – Campus Alberta Personal Assessment Meeting  
March 23 – '13 Ways' Webinar  
March 31 – Meeting with MLA Nate Horner

(e) Councillor Lawlor

March 17 – Economic Development Committee Meeting  
March 18 – Joint Town of Stettler & County of Stettler Meeting  
March 22 – Heartland Youth Centre Annual General Meeting  
March 24 – Stettler Regional Board of Trade Meeting  
March 25 – Parkland Regional Library Meeting  
April 1 – Stettler Public Library Sub-Committee Meeting

(f) Councillor Pfeiffer

March 17 – Economic Development Committee Meeting  
March 18 – Joint Town of Stettler & County of Stettler Meeting

(g) Councillor Smith

March 18 – Joint Town of Stettler & County of Stettler Meeting  
March 26 – Stettler Elementary Zoom Call

Motion 21:04:06

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

MOTION CARRIED  
Unanimous

8. Minutes:

- (a) Parkland Regional Library Board – February 25, 2021
- (b) Stettler & District Ambulance Association – March 15, 2021
- (c) Stettler Waste Management Authority – March 19, 2021

Motion 21:04:07

Moved by Councillor Barros that the Town of Stettler Council accept the Minutes (a-c) for information.

MOTION CARRIED  
Unanimous

9. Public Hearing:

- (a) 7:00pm – Rezoning Bylaw 2139-21

Mayor Nolls declared the Public Hearing open at 7:08 pm by welcoming Members of Council, CAO G. Switenky, Assistant CAO S. Gerlitz, Director of Planning & Development L. Graham and Planning & Development Clerk R. Morbeck, as well as two members of the public; Tracey Peters and Becky

Anderson. Mayor Nolls asked for self-introductions of Council and Senior Administration in attendance.

CAO Switenky advised that the purpose of the Public Hearing is to allow all interested parties an opportunity to address Council for the purposes of the Rezoning Bylaw.

CAO Switenky advised that Bylaw 2139-21 was given First Reading at the March 16<sup>th</sup>, 2021 Council Meeting and was advertised in the March 25<sup>th</sup> and April 1<sup>st</sup> editions of the Stettler Independent.

Mayor Nolls highlighted the Rules of Conduct that will be followed during the Public Hearing:

- Written submissions will be tabled and read into the record
- The Public Hearing is the opportunity for the public to comment on the proposed bylaw only
- Participants wishing to speak to this bylaw must give their names for the record
- Anyone wishing to support or oppose the amendment will be given the opportunity to speak up to 5 minutes
- Council may ask questions of the speakers after each presentation for clarification purposes, or direct questions to other presenters
- There will be no debating between Council, participants or presenters
- During question period, any questions from the floor must be directed through the Chair.

Mayor Nolls asked Director of Planning & Development L. Graham if any written submissions were received. Three (3) written submissions were received and read. L. Graham gave an update on the proposed rezoning and read the letter received into the record.

Mayor Nolls asked if there were any verbal submissions – none were received.

Mayor Nolls asked Council if they had any questions. Discussion ensued regarding the following:

- Whether drainage will be considered at the subdivision stage. It was noted that significant storm drainage work has been done in the area.
- Berms and trees as a barrier for the adjacent owner; it was advised that the developer is working on a solution with the adjacent landowners. The developer's intent is to save as many trees as possible and plant new ones in addition.

Mayor Nolls closed the Public Hearing at 7:32 p.m.

10. Bylaws: (a) Bylaw 2139-21: Rezoning PU-R2 – Lot 2, Block 1, Plan 1923036

Motion 21:04:08

Moved by Councillor Campbell that the Town Council give second reading to Bylaw 2139-21 as presented.

MOTION CARRIED  
Unanimous

T. Peters and B. Anderson left the meeting at 7:36 p.m.

11. Correspondence: (a) AUMA – Casual Legal: Want to Remain on Municipal Council? Pay Your Taxes!

- (b) Nicole Doan – Letter to Town Council
- (c) AUMA – Recall Legislation: Impacts Vary by Population
- (d) Government of Alberta – Giving Non-Profits More Freedom to Care
- (e) Heartland Youth Centre – Annual General Meeting & Financial Statements

Motion 21:04:09

Moved by Councillor Fischer that Town Council accept the Correspondence items (a-e) for information.

MOTION CARRIED  
Unanimous

12. Items Added:

- (a) None

13. In-Camera Session:

- (a) Land Use Matter – Section 25 - FOIP

Motion 21:04:10

Moved by Councillor Pfeiffer that Town Council move into the In-Camera session with the CAO, Assistant CAO and Director of Planning & Development present.

MOTION CARRIED  
Unanimous at 8:02 p.m.

Motion 21:04:11

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

MOTION CARRIED  
Unanimous at 8:17 p.m.

Motion 21:04:12

Moved by Councillor Fischer that Town Council approve the Memorandum of Understanding regarding the proposed rezoning and development on NW 9-39-19-W4 and the preparation of an Intermunicipal Development Plan amendment with the County of Stettler No.6.

MOTION CARRIED  
Unanimous

14. Adjournment:

Motion 21:04:13

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

MOTION CARRIED  
Unanimous at 8:18 p.m.

\_\_\_\_\_  
Mayor

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

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
APRIL 13, 2021

Present: Mayor S. Nolls  
Councillors A. Campbell, C. Barros, G. Lawlor, M. Fischer,  
S. Pfeiffer & W. Smith

CAO G. Switenky  
Assistant CAO S. Gerlitz  
Communications Officer L. Angus

Absent:

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

1. Agenda Additions/Deletions

None

2. Agenda Approval

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

MOTION CARRIED  
Unanimous

3. 4:35pm – Communications Officer L. Angus – Seniors' Week 2021 – June 7-13, 2021

Mayor Nolls welcomed L. Angus to the meeting.

L. Angus advised that due to the health and safety constraints of the COVID-19 pandemic, social visits are not a possibility for Alberta's Annual Seniors' Week. All facilities have been contacted regarding this planning process and has expressed their interest in working with the Town and County to facilitate a celebration. L. Angus presented the following suggestions:

- Fruit Tray and Card Delivery
- Drive-By Parade
- Scheduled Video Calls
- Sponsored Activity Packages

L. Angus stated that she will put forward a recommendation to the County of Stettler No. 6 based on which gesture Town Council is interested in pursuing. Discussion ensued.

It was agreed that administration should pursue planning for a drive-by parade, fruit tray delivery, and activity kits in collaboration with the Stettler Public Library. Further, planning for the parade should include clubs and groups that may want to participate with their specialty vehicles, including the Fire Department, RCMP, Stettler Museum, car clubs and more.

Mayor Nolls thanked L. Angus for her presentation.

4. Stettler Community Builders Committee

CAO Switenky advised that the Stettler Community Builders Committee presented to Town Council at the March 16<sup>th</sup>, 2021 Meeting. The presentation included a plan and procedure for how to execute the Stettler Community Builders recognition program and an overview of tentative costs. The Stettler Community Builders Committee has respectfully requested funding for five (5) initial units of the physical recognition feature followed by two (2) units each subsequent year, at a cost of \$1275 per unit, not including installation. Councillor Fischer provided context on the idea of a recognition of groups and events that contributed to the building and enhancement of Stettler, in addition to individuals. It was agreed that the recognition should expand to the collective efforts of groups and the historical impact of events. Discussion ensued.

It was suggested that in addition to the physical recognition, a digital enhancement piece could be included using a QR code that links to our website. It was also noted that physical recognitions would meet all Town of Stettler branding guidelines.

Moved by Councillor Smith that the Committee of the Whole recommend to Town Council that funding be approved for two (2) units of the Stettler Community Builders award and that an ad-hoc committee is established to oversee the project.

MOTION CARRIED  
Unanimous

7. Additions

None

8. Adjournment

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

MOTION CARRIED  
Unanimous at 5:22 p.m.

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Mayor

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Assistant CAO

# MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: April 20, 2021

Re: 2020 Financial Statements

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## Recommendation

That the Town of Stettler Council accept the 2020 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2020 as presented, including correspondence from the Auditor as follows:

1. "Audit Findings" Letter dated April 20, 2021.
2. "Significant Deficiencies in Internal Control" Letter dated April 20, 2021
3. Auditor Opinion Letter dated April 20, 2021
4. **The Auditors' Report on the 2020 Consolidated Financial Statements**, dated April 20, 2021.
5. **The Auditors' Report on the 2020 Municipal Financial Information Return** dated April 20, 2021.

## Background Information

### Plans & Bylaws

### Financial Implications

### Alternatives to the Recommendation

### Points to Ponder

### Communication

- J. Tanner, Auditor – Gitzel Krejci Dand Peterson
- K. Hymers – Office Administrator
- G. Switenky – CAO

### Documentation

- 2020 Financial Audit
- 2020 Expense and Revenue Statement
- 2020 Reserves
- 2020 Capital Budget Summary

# GITZEL & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

\*Peggy Weinzierl, CPA, CA \*Scott St. Arnaud, CPA, CA \*Jolene P. Kobi, CPA, CA \*Justin J. Tanner, CPA, CA  
\*Eric A. Peterson, CPA, CA (Associate) \*Robert J. Krejci, CA (Associate) \*Barry D. Gitzel, CPA, CA (Associate)

## AUDIT FINDINGS

April 20, 2021

Council  
Town of Stettler  
Box 280  
Stettler, AB  
T0C 2L0

Dear Council:

The purpose of this report is to summarize certain aspects of the audit that we believe would be of interest to Council.

We performed an audit of the financial statements of Town of Stettler for the year ended December 31, 2020. The financial statements are the responsibility of the municipality's management. Our responsibility is to express an opinion on these financial statements based on our audit. Canadian auditing standards require that we communicate the following information with you in relation to our audit.

Our audit included:

- Assessing the risk that the financial statements may contain material misstatements;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management; and
- Gaining a sufficient understanding of internal controls in order to plan the audit and determine the level of control risk. Where control risk was assessed at below maximum, a combined audit approach was used. Where control risk was assessed at maximum or where it is determined that it would be more cost-efficient, a substantive audit approach was used. It should be noted that we have not expressed an opinion about the operating effectiveness of internal controls.

The engagement team undertook a documented planning process prior to commencement of the audit in order to identify concerns, address independence considerations, assess the engagement team requirements, and plan the nature, timing and extent of audit work required.

Management is responsible for the fair presentation of the financial statements and for the design, and implementation of internal controls to prevent and detect fraud and error.



We would like to communicate the following:

1. We will be submitting a letter to management regarding any significant deficiencies in internal control and other matters that we feel should be brought to their attention.
2. We accumulated uncorrected misstatements that we identified during the engagement and communicated them to management. All uncorrected misstatements for the current period have been corrected with the exception of the items summarized on the attached form "Unadjusted Misstatement Schedule."
3. Misstatements resulting from error that were material and were corrected are included in our adjusting journal entries. Please see attached.

This report is intended solely for the use of Council, management and others within the municipality and should not be used for any other purposes. We accept no responsibility to a third party who uses this communication.

The matters identified above are a by-product of the financial statement audit. The audit would not necessarily identify all matters that may be of interest to communicate to you.

We look forward to discussing with you the matters addressed in this letter.

To ensure there is a clear understanding and record of the matters discussed, we ask that a member of Council sign their acknowledgement in the space provided below. Should any member of Council wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Yours very truly,

*Gitzel & Company*

GITZEL & COMPANY

**Acknowledgement of Council:**

I have read and reviewed the above disclosures and understand and agree with the comments therein:

\_\_\_\_\_

\_\_\_\_\_ (Date)

Town of Stettler

Year End: December 31, 2020

Adjusting journal entries

Date: 01/01/2020 To 12/31/2020

Prepared by	Reviewed by
JT 04/04/2021	

FS3

Number	Date	Name	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatement
5	12/31/2020	Admin - Uncollectable Accounts	2-12-01-00-00-920		118,319.21			
5	12/31/2020	Admin - Uncollectable Accounts	2-12-01-00-00-920		22,643.58			
5	12/31/2020	Operating Allowance - General Administration	3-02-01-00-00-800			140,962.79		
To record an allowance for the estimated uncollectable taxes associated with tax roll 910170004 (Stettler Motel Property) and tax roll 73290009 (Lot by the bell store)								
6	12/31/2020	Roads - TCA writedown	2-32-99-90-00-940		169,108.50			
6	12/31/2020	Accum Amort. - Eng St. - Roads	3-98-99-00-01-610			169,108.50		
6	12/31/2020	Equity In Fixed Assets	4-17-00-00-06-800		169,108.50			
6	12/31/2020	Surplus/Deficit - Other	4-18-00-00-03-900			169,108.50		
To record loss on disposal of roads								
7	12/31/2020	A/R - Sundry Accrual	3-02-02-00-00-277			86,288.00		
7	12/31/2020	Unearned Revenue	4-10-00-00-00-100		86,288.00			
To adjust AR and deferred revenue for police funding set up as AR in error								
8	12/31/2020	Admin - Salary	2-12-01-00-00-111		22,260.64			
8	12/31/2020	RCMP - Steno Salary	2-21-00-00-00-111		1,811.46			
8	12/31/2020	Fire - Salary	2-23-00-00-00-111		38,414.05			
8	12/31/2020	Shop - Wages	2-31-01-00-00-112		11,843.10			
8	12/31/2020	Trans - Administration - Salary	2-32-00-00-00-111		4,340.60			
8	12/31/2020	Roads - Wages	2-32-21-00-00-112		49,386.79			
8	12/31/2020	Airport - Administration Salary	2-33-00-00-00-111		128.14			
8	12/31/2020	Water - Administration - Salary	2-41-00-00-00-111		5,505.17			
8	12/31/2020	Water Plant - Wages	2-41-01-00-00-112		19,651.74			
8	12/31/2020	Water Trans - Wages	2-41-11-00-00-112		29,837.32			
8	12/31/2020	Sewer - Admin Salary	2-42-00-00-00-111		2,960.47			
8	12/31/2020	Sewer - Wages	2-42-00-00-00-112		8,321.35			
8	12/31/2020	Planning & Dev - Salary	2-61-01-00-00-111		4,092.48			
8	12/31/2020	Engineering Admin - Salary	2-61-03-00-00-111		1,281.40			
8	12/31/2020	Ec Dev - Salary	2-64-00-00-00-111		848.23			
8	12/31/2020	Subd Land Dev - Salary	2-66-00-00-01-111		1,913.05			
8	12/31/2020	Rec Facility - Other Dept Alloc - Salary	2-71-02-00-00-111		3,964.50			
8	12/31/2020	Rec Centre - Wages	2-73-11-02-00-112		36,041.88			
8	12/31/2020	Fitness Area - Part-time Wages	2-73-12-05-00-112		455.04			
8	12/31/2020	Pool - Facility - Salary	2-73-13-03-00-111		5,351.52			
8	12/31/2020	Park - General - Wages	2-77-02-00-00-112		5,237.91			
8	12/31/2020	A/P - Wages	4-07-00-00-00-271			253,646.84		
Reverse double entry in wages payable								
9	12/31/2020	A/R - Taxes - Current	3-02-00-00-00-210			388,319.21		
9	12/31/2020	A/R - Taxes - Arrears	3-02-00-00-00-211			47,643.58		
9	12/31/2020	Operating Allowance - General Administration	3-02-01-00-00-800		140,962.79			
9	12/31/2020	Land Held for Resale - Emmerson IV	3-05-00-27-00-582		295,000.00			
Reclassify taxes receivable accounts for tax roll 910170004 (Stettler motel) and Roll 732900009 (By the bell store) as land inventory held for resale. Stettler motel (roll 910170004) should be set up as land for resale with a cost of \$270,000 and the lot by the bell store (roll 732900009) will have a value of \$25,000								
10	12/31/2020	Planning & Dev - Drawn fr. Op. Reserve	1-61-99-91-00-920			13,787.84		
10	12/31/2020	Municipal Planning - Contracted Planning	2-61-02-00-00-239		7,712.50			
10	12/31/2020	Municipal Planning - Contracted Planning	2-61-02-00-00-239		3,861.00			
10	12/31/2020	Municipal Planning - Contracted Planning	2-61-02-00-00-239		2,214.34			
To reclassify expenses that were previously expensed directly to reserve accounts								
11	12/31/2020	Water Plant - Waste Pond Desludge	2-41-01-00-01-263			70,000.00		
11	12/31/2020	Water - Transfer To Op Reserve	2-41-99-91-00-764		70,000.00			
To record transfer to reserve for								

Prepared by	Reviewed by
JT 04/04/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
desludging - reversal of JE12-114B									
12	12/31/2020	Office - Transfer to Operating Reserve	2-12-99-91-00-764				300,000.00		
12	12/31/2020	Reserve - Succession Planning	4-15-00-05-12-700			300,000.00			
To record JV12-54C - to reverse transfer to succession planning reserve									
13	12/31/2020	Office - Transfer to Operating Reserve	2-12-99-91-00-764				163,058.00		
13	12/31/2020	Reserve - Vacation Accrual	4-15-00-06-12-700			163,058.00			
To record JV 12-55c reversal of transfer to vacation accrual reserve									
14	12/31/2020	Contingency - Transfer To Reserve	2-99-99-91-00-764			68,448.37			
14	12/31/2020	Reserve - General	4-15-00-00-97-700				68,448.37		
To record VJ 12-56-c to transfer amount to contingency reserve									
						1,870,371.63	1,870,371.63		
Net Income (Loss)			(2,592,057.10)						

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**TOWN OF STETTLER**  
**UNADJUSTED MISSTATEMENT SCHEDULE**  
**FOR THE PERIOD ENDED DECEMBER 31, 2020**

		Dr (Cr) Statement of Income			Dr (Cr) Balance Sheet Items		
File Ref	Description of Misstatement	Identified Misstatements	Likely or Projected Misstatements	Aggregate Misstatements	Assets	Liabilities	Closing Equity
20-1	To reclassify credit balances in taxes AR	\$ -	\$ -	\$ -	\$ 18,706	\$ (18,706)	\$ -
20-10	To adjust for overstated AR - due from BOT as a consolidated entity	8,473	-	8,473	(8,473)	-	8,473
20-18-3	Present value of local improvement levies receivable over stated	-	-	-	(130,573)	-	130,573
	a) TOTALS CURRENT YEAR	<b>\$8,473</b>	<b>\$-</b>	<b>\$ 8,473</b>	<b>\$ (120,340)</b>	<b>\$ (18,706)</b>	<b>\$ 139,046</b>
	b) Effects of unadjusted misstatements from previous years			(115,400)	-	-	-
	c) Aggregate likely misstatements (i.e. a+b)			(106,927)	(120,340)	(18,706)	139,046
	d) Materiality (Performance)	\$350,000		(350,000)	(350,000)	(350,000)	350,000
	e) Amount remaining for further possible misstatement (if <b>NEGATIVE</b> materiality has been exceeded)			<u>\$ 243,073</u>	<u>\$ 229,660</u>	<u>\$ 331,294</u>	<u>\$ 210,954</u>

**Conclusion:**

The proposed adjustments noted above do not affect the fair presentation of the financial statements.

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For discussion purposes only

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# GITZEL & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

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\*Peggy Weinzierl, CPA, CA \*Scott St. Arnaud, CPA, CA \*Jolene P. Kobi, CPA, CA \*Justin J. Tanner, CPA, CA  
\*Eric A. Peterson, CPA, CA (Associate) \*Robert J. Krejci, CA (Associate) \*Barry D. Gitzel, CPA, CA (Associate)

## SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

April 20, 2021

Council  
Town of Stettler  
Box 280  
Stettler, AB  
T0C 2L0

Re: Audit of the Financial Statements for the period ending December 31, 2020

Dear Sir or Madam:

The objective of our audit was to express an opinion on the financial statements. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances and was not for the purpose of expressing an opinion on the effectiveness of internal control or for identifying all significant control deficiencies that might exist. The responsibility for internal control belongs to management.

During the course of our audit for the year ended December 31, 2020 we did not identify any of the following matters: misstatements, other than trivial errors; fraud; misstatements that may cause future financial statements to be materially misstated; illegal or possibly illegal acts; or significant weaknesses in internal control.

We would like to congratulate your accounting staff on their attention to accounting procedures and internal controls.

This letter has been prepared for management and those charged with governance in fulfilling their oversight responsibilities, and is not intended for any other purpose.

There are certain other areas within the accounting system that have not been examined by us. We will comment on these areas, if necessary.

We appreciate the co-operation and assistance of your staff during this audit. Should you require any further information or explanations, please do not hesitate to call.

Yours very truly,

GITZEL & COMPANY CHARTERED PROFESSIONAL ACCOUNTANTS

Justin Tanner, CPA, CA

DRAFT  
For discussion purposes only

**TOWN OF STETTLER  
BOX 280**

**Stettler, AB  
T0C 2L0**

April 20, 2021

Gitzel & Company  
Chartered Professional Accountants  
Box 460  
STETTLER, AB T0C 2L0

Dear Sir or Madam:

We are providing this letter in connection with your audit of the financial statements of Town of Stettler as of December 31, 2020 and for the period then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of financial activities, and cash resources in accordance with Canadian public sector accounting standards. We acknowledge that we are responsible for the fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for the design and implementation of internal control to prevent and detect fraud and error.

We understand that your examination was planned and conducted in accordance with Canadian auditing standards and accordingly included such tests of the accounting records and such other auditing procedures for the purpose of expressing an opinion on the financial statements. While your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We hereby confirm that to the best of our knowledge and belief as of the date of this letter, the following representations made to you during your audit.

**A. Financial statements and financial records**

1. Significant accounting policies and any changes in these policies, have been disclosed.
2. All information relevant to use of the going concern assumption in the financial statements, has been disclosed.
3. We are not aware of any items that have not been properly recorded in the accounting records underlying the financial statements, except as noted in the summary of uncorrected items attached to this letter.
4. We believe the effects of those uncorrected financial statement misstatements aggregated by you during the audit are immaterial, both individually and in the aggregate to the financial statements taken as a whole. Attached to this letter is a summary of such items.

5. All liabilities, contingencies, unusual contractual obligations or substantial commitments which would materially affect the financial statements have been recorded or disclosed in the financial statements.
6. Material non-monetary transactions or transactions for no consideration undertaken by the entity in the financial reporting period under consideration have been disclosed to you.
7. All known related parties have been disclosed to you as well related party balances and transactions, including guarantees, non-monetary transactions and transactions for no consideration. They have been properly measured, recorded and disclosed in the financial statements.
8. Where appropriate, all transactions between the Municipality and its councillors occurring throughout the year have been segregated.
9. None of the councillors were indebted to the Municipality at year end, other than in the ordinary course of business, except as disclosed in the accounting records.
10. Information regarding the terms and conditions of interest rate risk, credit risk and foreign exchange risk of financial instruments has been disclosed. There were no derivative or off-balance sheet financial instruments held at period end.
11. Fair value of financial instruments has been disclosed. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
12. We have reviewed, approve and accept full responsibility for the year-end adjusting entries which you prepared or changed, and account codes you determined or changed, which form a part of the Municipality's books-of-account.
13. We have read and approve the issue of the financial statements referred to above. They present fairly, in all material respects, the financial position of the Municipality as at December 31, 2020, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.
14. We have responded fully to all inquiries made to us and have made available to you all financial records and related data and all minutes of the meetings of shareholders, directors and committees of directors.

#### **B. Ownership**

1. The Municipality has satisfactory title to (or lease interest in,) all assets and there are no liens or encumbrances on the Municipality's assets.
2. All assets which are owned by the Municipality are recorded in the accounts.

#### **C. Valuation**

1. Our present plans and intentions are appropriately reflected by the carrying value and classification of the Municipality's assets and liabilities.
2. Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:
  - (a) appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary.



3. Adequate provisions have been recorded in the accounts for all anticipated losses related to obsolete, slow-moving and defective inventories and all known or anticipated losses from uncollectible accounts receivable.
4. The nature of all material measurement uncertainty has been appropriately disclosed in the financial statements, including all estimates where it is possible that the estimate will change in the near term and the effect of the change could be material to the financial statements. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

#### **D. Completeness**

1. All goods shipped or services rendered prior to the year-end have been recorded as sales of this year except that no amount has been included in sales and accounts receivable for goods shipped on consignment, on approval, or subject to repurchase agreements.
2. Inventory does not include:
  - (a) items not paid for or for which no liability has been recorded in the accounts at year-end
  - (b) goods on consignment from others
  - (c) goods invoiced to customers.
3. All additions to property and equipment during the year represent actual additions and no expenditures of a capital nature have been charged to expense during the year.
4. All property and equipment sold or dismantled (and all capital lease terminations) during the year have been properly accounted for in the accounts.
5. Capital and other assets with a limited life are being depreciated, amortized, or otherwise written off as a charge to income over their estimated useful lives in a systematic and rational manner.
6. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
7. All accounting and financial records and related data of the Municipality have been made available to you and nothing was withheld from you.

#### **E. Fraud and illegal acts**

1. Management has assessed the risk as low, that the financial statements may be materially misstated as a result of fraud.
2. We have no knowledge of fraud or suspected fraud affecting the entity involving management; or employees who have significant roles in the system of internal control; or others where the fraud could have a non-trivial effect on the financial statements.
3. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect fraud.
4. Management is not aware of any fraud, possible fraud, suspected fraud, illegal or possibly illegal acts the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.

**F. General**

1. Minutes have not been prepared. We are aware that updating the minutes is our legal responsibility. Nothing that would be recorded in those minutes would have any effect on the financial statements.
2. We have disclosed to you all significant customers and/or suppliers of the Municipality who individually represent a significant volume of transactions with our municipality. We are of the opinion that the volume of transactions done by the Municipality with any one party is not of sufficient magnitude that discontinuance would have a material effect on the ongoing operations of the Municipality.
3. We are aware of the environmental laws and regulations that impact on our municipality and we are in compliance.
4. Any pledge or assignment of municipality assets as security for liabilities has been disclosed to you.
5. All provisions for personal use of the business assets or expenses have been fairly ascertained and recognized.
6. All transactions of the Municipality which were not at arm's length have been disclosed to you.
7. We are not aware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
8. We are not aware of any violations or possible violations of laws or regulations, the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
9. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
10. We have disclosed to you, and the municipality has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
11. We are aware of the positive, negative and financial covenants included in our loan agreements and we are in compliance, except as noted in the financial statements.

**G. Events subsequent to the year-end**

1. All events that have occurred, or are pending, or in prospect, as at the date of this letter which are of material significance to the Municipality's affairs have been recognized or disclosed in the financial statements.

Yours very truly,

**TOWN OF STETTLER**

Per: \_\_\_\_\_ Title: \_\_\_\_\_

Per: \_\_\_\_\_ Title: \_\_\_\_\_

Town of Stettler

Year End: December 31, 2020

Adjusting Journal entries

Date: 01/01/2020 To 12/31/2020

Prepared by	Reviewed by
JT	
04/04/2021	

FS3

Number	Date	Name	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatement
5	12/31/2020	Admin - Uncollectable Accounts	2-12-01-00-00-920		118,319.21			
5	12/31/2020	Admin - Uncollectable Accounts	2-12-01-00-00-920		22,643.58			
5	12/31/2020	Operating Allowance - General Administration	3-02-01-00-00-600			140,962.79		
To record an allowance for the estimated uncollectable taxes associated with tax roll 910170004 (Stettler Motel Property) and tax roll 732900009 (Lot by the bell store)								
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6	12/31/2020	Equity In Fixed Assets	4-17-00-00-06-800		169,108.50			
6	12/31/2020	Surplus/Deficit - Other	4-18-00-00-03-900			169,108.50		
To record loss on disposal of roads								
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7	12/31/2020	Unearned Revenue	4-10-00-00-00-100		86,288.00			
To adjust AR and deferred revenue for police funding set up as AR in error								
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8	12/31/2020	RCMP - Steno Salary	2-21-00-00-00-111		1,811.46			
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8	12/31/2020	Shop - Wages	2-31-01-00-00-112		11,843.10			
8	12/31/2020	Trans - Administration - Salary	2-32-00-00-00-111		4,340.60			
8	12/31/2020	Roads - Wages	2-32-21-00-00-112		49,386.79			
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To record transfer to reserve for								

Town of Stettler

Year End: December 31, 2020

Adjusting journal entries

Date: 01/01/2020 To 12/31/2020

Prepared by	Reviewed by
JT 04/04/2021	

FS3-1

Number	Date	Name	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatement
desludging - reversal of JE12-114B								
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14	12/31/2020	Reserve - General	4-15-00-00-97-700			68,448.37		
To record VJ 12-55-c to transfer amount to contingency reserve								
					1,870,371.63	1,870,371.63		
Net Income (Loss)			(2,592,057.10)					

**TOWN OF STETTLER**  
**UNADJUSTED MISSTATEMENT SCHEDULE**  
**FOR THE PERIOD ENDED DECEMBER 31, 2020**

		Dr (Cr) Statement of Income			Dr (Cr) Balance Sheet Items		
File Ref	Description of Misstatement	Identified Misstatements	Likely or Projected Misstatements	Aggregate Misstatements	Assets	Liabilities	Closing Equity
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20-10	To adjust for overstated AR - due from BOT as a consolidated entity	8,473	-	8,473	(8,473)	-	8,473
20-18-3	Present value of local improvement levies receivable over stated	-	-	-	(130,573)	-	130,573
	a) TOTALS CURRENT YEAR	<b>\$8,473</b>	<b>\$-</b>	<b>\$ 8,473</b>	<b>\$ (120,340)</b>	<b>\$ (18,706)</b>	<b>\$ 139,046</b>
	b) Effects of unadjusted misstatements from previous years			(115,400)	-	-	-
	c) Aggregate likely misstatements (i.e. a+b)			(106,927)	(120,340)	(18,706)	139,046
	d) Materiality (Performance)	\$350,000		(350,000)	(350,000)	(350,000)	350,000
	e) Amount remaining for further possible misstatement (if <b>NEGATIVE</b> materiality has been exceeded)			<u>\$ 243,073</u>	<u>\$ 229,660</u>	<u>\$ 331,294</u>	<u>\$ 210,954</u>

**Conclusion:**

The proposed adjustments noted above do not affect the fair presentation of the financial statements.

**TOWN OF STETTLER**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

DRAFT  
For discussion purposes only

**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, 2020 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**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



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# GITZEL & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

\*Peggy Weinzierl, CPA, CA \*Scott St. Arnaud, CPA, CA \*Jolene P. Kobi, CPA, CA \*Justin J. Tanner, CPA, CA  
\*Eric A. Peterson, CPA, CA (Associate) \*Robert J. Krejci, CA (Associate) \*Barry D. Gitzel, CPA, CA (Associate)

## 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, 2020 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes 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, 2020, 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 20, 2021

CHARTERED PROFESSIONAL ACCOUNTANTS

**TOWN OF STETTLER**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>FINANCIAL ASSETS</b>		
Cash and Temporary Investments (Note 2)	\$ 10,840,417	\$ 10,379,895
Taxes and Grants-in-lieu Receivables (Note 3)	285,810	263,150
Local Improvement Taxes Receivable	1,210,611	1,337,046
Trade and Other Receivables	1,939,990	1,872,379
Receivable from Governments	780,703	473,480
Land Inventory Held for Resale	-	393,882
Long-term Investments (Note 4)	40	40
Other Assets	<u>4,529</u>	<u>-</u>
<b>TOTAL FINANCIAL ASSETS</b>	<b><u>\$ 15,062,100</u></b>	<b><u>\$ 14,719,872</u></b>
<b>LIABILITIES</b>		
Accounts Payable and Accrued Liabilities	\$ 2,488,488	\$ 1,873,292
Deposit Liabilities	22,500	22,275
Deferred Revenue (Note 5)	2,072,868	1,894,505
Other Current Liabilities	-	100,147
Other Long-term Liabilities (Note 19)	105,359	105,359
Long-term Debt (Note 7)	<u>5,004,359</u>	<u>5,482,521</u>
<b>TOTAL LIABILITIES</b>	<b><u>\$ 9,693,574</u></b>	<b><u>\$ 9,478,099</u></b>
<b>NET FINANCIAL ASSETS (DEBT)</b>	<b><u>\$ 5,368,526</u></b>	<b><u>\$ 5,241,773</u></b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets (Note 9)	91,955,272	95,362,814
Land Held for Resale	688,882	
Prepaid Expenses	<u>15,311</u>	<u>15,459</u>
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b><u>\$ 92,659,465</u></b>	<b><u>\$ 95,378,273</u></b>
<b>ACCUMULATED SURPLUS (Note 11)</b>	<b><u>\$ 98,027,991</u></b>	<b><u>\$ 100,620,046</u></b>

**CONTINGENCIES (NOTE 15)**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**TOWN OF STETTLER**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2020</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>
<b>REVENUES</b>			
Net Taxes (Schedule 3)	\$ 5,955,994	\$ <b>5,847,977</b>	\$ 6,041,718
Sales and User Fees	5,094,344	<b>5,409,809</b>	5,553,953
Government Transfers (Schedule 4)	1,421,749	<b>2,066,681</b>	1,691,725
Investment Income	131,600	<b>96,858</b>	261,508
Penalties and Costs on Taxes	78,950	<b>83,079</b>	90,361
Licenses and Permits	141,550	<b>148,560</b>	144,354
Fines	62,700	<b>31,740</b>	53,703
Franchise and Concession Contracts	1,648,000	<b>1,674,186</b>	1,630,338
Rentals	640,887	<b>542,098</b>	878,174
Gain on Sale of Tangible Capital Assets	-	-	-
Other	100,146	<b>105,859</b>	(100,416)
<b>Total Revenue</b>	<u>\$ 15,275,920</u>	<u>\$ <b>16,006,847</b></u>	<u>\$ 16,245,418</u>
<b>EXPENDITURES (Schedule 5)</b>			
Legislative	206,300	<b>169,775</b>	213,911
Administration	1,185,975	<b>1,924,410</b>	1,149,212
Protective Services	2,191,536	<b>2,191,473</b>	2,020,592
Transportation	2,214,646	<b>2,099,890</b>	1,978,555
Water Supply and Distribution	2,610,100	<b>2,697,264</b>	2,319,801
Wastewater Treatment and Disposal	495,267	<b>1,026,502</b>	676,218
Waste Management	710,366	<b>674,619</b>	713,136
Public Health and Welfare	261,103	<b>246,227</b>	241,008
Subdivision Land Development	990,245	<b>880,770</b>	949,797
Recreation, Culture and Parks	3,411,601	<b>3,020,222</b>	3,329,357
Amortization (Note 18)	-	<b>5,506,234</b>	5,912,296
<b>Total Expenditures</b>	<u>\$ 14,277,139</u>	<u>\$ <b>20,437,386</b></u>	<u>\$ 19,503,883</u>
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSE</b>			
<b>EXPENSES - BEFORE OTHER</b>	\$ 998,781	\$ <b>(4,430,539)</b>	\$ (3,258,465)
<b>OTHER</b>			
Government Transfers for Capital (Schedule 4)	<u>2,418,250</u>	<u><b>1,838,484</b></u>	<u>1,215,529</u>
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES</b>	3,417,031	<b>(2,592,055)</b>	(2,042,936)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>100,620,046</u>	<u><b>100,620,046</b></u>	<u>102,662,982</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>\$ 104,037,077</u>	<u>\$ <b>98,027,991</b></u>	<u>\$ 100,620,046</u>

**TOWN OF STETTLER**  
**CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES</b>	<b>\$ (2,592,055)</b>	<b>\$ (2,042,936)</b>
Acquisition of Tangible Capital Assets	(2,336,576)	(2,040,923)
Proceeds on Disposal of Tangible Capital Assets	44,997	4,917
Amortization of Tangible Capital Assets	5,506,234	5,912,296
(Gain) Loss on Sale of Tangible Capital Assets	<u>192,886</u>	<u>29,901</u>
	<b>\$ 3,407,541</b>	<b>\$ 3,906,191</b>
Acquisition of Prepaid Assets	(15,310)	(15,459)
Use of Prepaid Assets	15,459	17,781
Acquisition of Land held for Resale	<u>(295,000)</u>	<u>-</u>
	<b>\$ (294,851)</b>	<b>\$ 2,322</b>
<b>(INCREASE) DECREASE IN NET DEBT</b>	<b>\$ 520,635</b>	<b>\$ 1,865,577</b>
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	<u>\$ 5,241,773</u>	<u>\$ 3,376,196</u>
NET FINANCIAL ASSETS (DEBT), END OF YEAR	<u>\$ 5,762,408</u>	<u>\$ 5,241,773</u>

**TOWN OF STETTLER**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:</b>	<b>Actual</b>	<b>Actual</b>
<b>OPERATING</b>		
Excess (Shortfall) of Revenues Over Expenditures	\$ (2,592,055)	\$ (2,042,936)
Non-cash items included in excess (shortfall) of revenues over expenditures:		
Amortization of Tangible Capital Assets (Note 18)	5,506,234	5,912,296
(Gain) Loss on Disposal of Tangible Capital Assets	192,886	29,901
Non-cash Charges to Operations (net change):		
Taxes and Grants-in-lieu Receivables	(22,660)	(25,438)
Local Improvement Taxes Receivables	126,435	117,304
Government Trade and Other Receivables	(374,834)	(598,511)
Other Financial Assets	(4,529)	1,351
Prepaid Expenses	148	2,322
Accounts Payable and Accrued Liabilities	615,196	158,865
Land Held for Resale	(295,000)	-
Deferred Revenue	78,216	346,666
Long Term Liability	-	-
Deposit Liabilities	226	1,925
Net Cash Provided by (used in) Operating Activities	<u>3,230,263</u>	<u>3,903,745</u>
<b>CAPITAL</b>		
Acquisition of Tangible Capital Assets	(2,336,576)	(2,040,923)
Sale of Tangible Capital Assets	44,997	4,917
Cash Applied to Capital Transactions	<u>(2,291,579)</u>	<u>(2,036,006)</u>
<b>INVESTING</b>		
Decrease (increase) in Restricted Cash or Cash Equivalents	<u>(157,362)</u>	<u>(261,021)</u>
Cash Provided by (Applied to) Investing Transactions	<u>(157,362)</u>	<u>(261,021)</u>
<b>FINANCING</b>		
Other Long-Term Debt	-	-
Long-Term Debt Issued	-	-
Long-Term Debt Repaid	(478,162)	(521,569)
Cash Provided by (Applied to) Financing Transactions	<u>(478,162)</u>	<u>(521,569)</u>
<b>CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR</b>	<b>\$ 303,160</b>	<b>\$ 1,085,149</b>
<b>CASH AND EQUIVALENTS - BEGINNING OF YEAR</b>	<b><u>8,580,709</u></b>	<b><u>7,495,560</u></b>
<b>CASH AND EQUIVALENTS - END OF YEAR</b>	<b><u>\$ 8,883,869</u></b>	<b><u>\$ 8,580,709</u></b>
<b>Cash and Cash Equivalents is Made up of:</b>		
Cash and Temporary Investments (Note 2)	\$ 10,840,417	\$ 10,379,895
Less: Restricted Portion of Cash and Temporary Investments (Note 2)	(1,956,548)	(1,799,186)
	<b><u>\$ 8,883,869</u></b>	<b><u>\$ 8,580,709</u></b>

**TOWN OF STETTTLER**  
**SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2020 Actual	2019 Actual
<b>BALANCE, BEGINNING OF YEAR</b>	<b>2,524,885</b>	<b>8,214,868</b>	<b>89,880,293</b>	<b>100,620,046</b>	<b>102,662,982</b>
Excess (deficiency) of Revenues over Expense	(2,592,055)	-	-	(2,592,055)	(2,042,936)
Unrestricted Funds Designated for Future Use	(2,350,644)	2,350,644			
Restricted Funds Used for Operations	405,272	(405,272)			
Restricted Funds Used for TCA		(1,613,157)	1,613,157		
Current Year Funds Used for TCA	(723,420)		723,420		
Donated and Contributed TCA	-				
Disposal of TCA	237,886		(237,886)		
Annual Amortization Expense	5,506,234		(5,506,234)		
Long Term Debt Repaid	(478,163)		478,163		
Long Term Debt Used for TCA					
Long Term Debt Issued					
Change in Accumulated Surplus	5,110	332,215	(2,929,380)	(2,592,055)	(2,042,936)
<b>BALANCE, END OF YEAR</b>	<b>2,529,995</b>	<b>8,547,083</b>	<b>86,950,913</b>	<b>98,027,991</b>	<b>100,620,046</b>

**TOWN OF STETTTLER**  
**SCHEDULE 2 - TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2020 Actual	2019 Actual
<b>COST:</b>								
BALANCE, BEGINNING OF YEAR	1,525,999	6,280,864	57,581,850	110,848,543	6,879,998	4,110,722	187,227,976	186,623,539
Acquisition of Tangible Capital Assets		42,165	20,378	1,283,779	728,900	261,355	2,336,577	2,040,923
Construction-in-Progress		-	-	(1,383,729)	(217,179)	-	(1,600,908)	-
Disposal of Tangible Capital Assets		-	-					(1,436,486)
Write Down of Tangible Capital Assets								
BALANCE, END OF YEAR	1,525,999	6,323,029	57,602,228	110,748,593	7,391,719	4,372,077	187,963,645	187,227,976
<b>ACCUMULATED AMORTIZATION:</b>								
BALANCE, BEGINNING OF YEAR	-	2,442,683	16,181,363	67,745,047	3,087,402	2,408,667	91,865,162	82,203,290
Annual Amortization		258,145	1,164,287	3,499,331	416,888	167,583	5,506,234	6,208,320
Accumulated Amortization on Disposals			-	(1,214,622)	(148,401)	-	(1,363,023)	(1,057,076)
BALANCE, END OF YEAR	-	2,700,828	17,345,650	70,029,756	3,355,889	2,576,250	96,008,373	87,354,534
<b>2020 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>1,525,999</b>	<b>3,622,201</b>	<b>40,256,578</b>	<b>40,718,837</b>	<b>4,035,830</b>	<b>1,795,827</b>	<b>91,955,272</b>	<b>99,873,442</b>
2019 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	1,525,999	3,838,181	41,400,487	43,103,496	3,792,596	1,702,055	95,362,814	



**TOWN OF STETTLER**  
**SCHEDULE 3 - PROPERTY AND OTHER TAXES**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2020</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>
<b>TAXATION</b>			
Real Property Taxes	\$ 8,324,023	\$ <b>8,315,187</b>	\$ 8,478,367
Linear Property Taxes	165,256	<b>157,597</b>	165,256
Government Grants-in-lieu of Property Taxes	38,505	<b>45,497</b>	38,505
Special Assessments and Local Improvement Taxes	-	-	-
Business Taxes	6,400	<b>6,450</b>	6,600
Subtotal	<u>\$ 8,534,184</u>	<u>\$ <b>8,524,731</b></u>	<u>\$ 8,688,728</u>
<b>REQUISITIONS</b>			
Alberta School Foundation Fund - Basic	2,226,935	<b>2,326,436</b>	2,314,766
Seniors Foundation	350,336	<b>350,318</b>	331,308
Designated Industrial Property	919	-	936
Subtotal	<u>\$ 2,578,190</u>	<u>\$ <b>2,676,754</b></u>	<u>\$ 2,647,010</u>
<b>NET MUNICIPAL TAXES</b>	<u>\$ 5,955,994</u>	<u>\$ <b>5,847,977</b></u>	<u>\$ 6,041,718</u>

**TOWN OF STETTLER**  
**SCHEDULE 4 - GOVERNMENT TRANSFERS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2020</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>
<b>TRANSFERS FOR OPERATING</b>			
Federal Government	\$ 1,500	\$ 55,629	\$ 1,500
Provincial Government	563,847	1,208,017	810,481
Other Local Government	856,402	803,035	879,744
Subtotal	<u>\$ 1,421,749</u>	<u>\$ 2,066,681</u>	<u>\$ 1,691,725</u>
<b>TRANSFERS FOR CAPITAL:</b>			
Provincial Government	\$ 2,406,000	\$ 1,838,484	\$ 1,215,529
Other Local Government	12,250	-	-
Subtotal	<u>\$ 2,418,250</u>	<u>\$ 1,838,484</u>	<u>\$ 1,215,529</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 3,839,999</u>	<u>\$ 3,905,165</u>	<u>\$ 2,907,254</u>

**TOWN OF STETTLER**  
**SCHEDULE 5 - CONSOLIDATED EXPENDITURES BY OBJECT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u> <u>Budget</u> <u>(Unaudited)</u>	<u>2020</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>
<b>CONSOLIDATED EXPENSES BY OBJECT</b>			
Salaries, Wages and Benefits	\$ 6,399,260	\$ 6,087,658	\$ 6,046,447
Contracted and General Services	2,578,808	2,611,949	2,389,198
Materials, Goods, Supplies and Utilities	3,137,215	3,617,692	2,807,266
Provision for Allowances	11,000	165,189	10,272
Purchases and Transfers from Other Governments	956,072	1,079,255	976,901
Transfers to Local Boards and Agencies	867,497	875,941	863,017
Transfers to Individuals and Organizations	50,164	41,025	185,893
Bank Charges and Short-term Interest	14,283	16,826	14,660
Interest on Long-term Debt	213,430	213,434	238,436
Other Expenditures	49,410	29,297	29,597
Loss on Sale of Tangible Capital Assets	-	192,886	29,900
Amortization of Tangible Capital Assets	-	5,506,234	5,912,296
<b>TOTAL EXPENSES</b>	<u>\$14,277,139</u>	<u>\$20,437,386</u>	<u>\$19,503,883</u>

**TOWN OF STETTLER**  
**SCHEDULE 6 - SEGMENTED DISCLOSURE**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

	General Government	Protective Services	Transportation	Environmental Use & Protection	Public Health & Welfare	Planning & Development	Recreation & Culture	2020 Actual
<b>REVENUE:</b>								
Net Municipal Taxes	5,847,977							5,847,977
Sales to Other Governments	32,000							32,000
Sales and User Charges	37,194	591,689	2,748	4,509,287	20,422	90,238	126,231	5,377,809
Penalties and Costs on Taxes	66,984			16,095				83,079
Licenses and Permits		108,018				40,542		148,560
Fines		31,740						31,740
Franchise and Concession Contracts	1,674,186							1,674,186
Returns on Investments	93,584	1,936			641	697		96,858
Rentals			5,756			284,442	251,900	542,098
Contributed and Donated Assets		-	-					-
Federal Government Transfers						54,129	1,500	55,629
Provincial Government Transfers	607,693	399,856	1,838,484		157,148	22,320	21,000	3,046,501
Local Government Transfers	-	368,102	4,500		-	-	430,433	803,035
Other Revenues	104,674	-			-	-	1,185	105,859
Total Revenue	8,464,292	1,501,341	1,851,488	4,525,382	178,211	492,368	832,249	17,845,331
<b>EXPENSES:</b>								
Salaries, Wages and Benefits	936,177	621,307	884,750	1,363,343	35,357	542,350	1,704,374	6,087,658
Contracted and General Services	917,362	301,425	292,548	616,930	133	177,832	305,719	2,611,949
Purchases from Other Governments		1,078,959						1,078,959
Materials, Goods, Supplies and Utilities	39,246	190,356	732,364	1,823,857	14,301	131,831	685,737	3,617,692
Provision for Allowance	155,245	-		9,944	-			165,189
Transfer to Other Governments						296		296
Transfer to Local Boards and Agencies				386,880	196,435		292,626	875,941
Transfer to Individuals and Organizations	15,159		400		25,000		466	41,025
Bank Charges	8,424			268		3,461	4,673	16,826
Interest on Capital Long Term Debt	25,816		29,222	131,764			26,632	213,434
Net Loss on Sale of TCA		-	192,886					192,886
Other Expenditures	4	-		29,293				29,297
Total Expense	2,097,433	2,192,047	2,132,170	4,362,279	271,226	855,770	3,020,227	14,931,152
<b>NET REVENUE, BEFORE AMORTIZATION</b>	6,366,859	(690,706)	(280,682)	163,103	(93,015)	(363,402)	(2,187,978)	2,914,179
Amortization	87,665	146,998	3,410,478	999,816	4,068	131,681	725,528	5,506,234
<b>NET REVENUE</b>	<b>6,279,194</b>	<b>(837,704)</b>	<b>(3,691,160)</b>	<b>(836,713)</b>	<b>(97,083)</b>	<b>(495,083)</b>	<b>(2,913,506)</b>	<b>(2,592,055)</b>

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**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.

**(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.

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**(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.

**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

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

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.

**2. CASH AND TEMPORARY INVESTMENTS**

	<u>2020</u>	<u>2019</u>
Cash	\$ 10,840,417	\$ 10,379,895
Temporary Investments	<u>-</u>	<u>-</u>
<b>Total</b>	<b><u>\$ 10,840,417</u></b>	<b><u>\$ 10,379,895</u></b>

Interest is earned on the General Account at Prime Rate less 1.65%. Included in Cash and Temporary Investments is a restricted amount of \$1,956,548 (2019 - \$1,799,186) received from various Provincial Programs and related to deferred grant funding (Note 5).

Included in cash is a restricted balance of \$55,144 (2019 - \$51,644) related to trust funds held at year end (Note 12).

**3. TAXES AND GRANTS IN LIEU RECEIVABLES**

	<u>2020</u>	<u>2019</u>
Current and Grants-in-lieu	\$ 227,513	\$ 155,837
Arrears Taxes	70,808	119,824
Less: Allowance for Doubtful Accounts	<u>(12,511)</u>	<u>(12,511)</u>
<b>Total</b>	<b><u>\$ 285,810</u></b>	<b><u>\$ 263,150</u></b>

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**4. LONG-TERM INVESTMENTS**

	<u>2020</u>	<u>2019</u>
AMFC Shares, at Cost	\$ 40	\$ 40
<b>Total</b>	<b>\$ 40</b>	<b>\$ 40</b>

**5. DEFERRED REVENUE**

	<u>2020</u>	<u>2019</u>
Municipal Sustainability Initiative	\$ 765,017	\$ 984,716
New Deal Communities	552,114	548,067
Police Assistance	87,520	86,904
Basic Municipal Transportation	135,889	93,769
Municipal Stimulus Program	100,000	-
Alberta Community Partnership Grant	200,000	-
Other	116,008	85,730
Other - P&L	20,368	16,799
Other - BOT	95,952	78,520
<b>Total</b>	<b>\$ 2,072,868</b>	<b>\$ 1,894,505</b>

Conditional grants are deferred until the prescribed expenditures are made.

**6. RESTRICTED FUNDS**

Reserves for operating and capital activities changed as follows:

<u>Operating Reserves</u>	<u>2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>2020</u>
RCMP (Records Check)	69,728	5,219	4,009	70,938
Rescue Van	155,910	24,947		180,857
Land Farmed Site	7,650			7,650
Walking Pathway	67,982		32,165	35,817
Landfill Site Maintenance	3,000			3,000
Perpetual Care	51,644	3,500		55,144
West Stettler Planning	3,747			3,747
BOT Community Event	35,664	11,946		47,610
Building Maintenance	35,200	2,200		37,400
SCR Building Maintenance	9,211			9,211
Culture	126,000	169,808	167,605	128,203
Office Automation	7,825		5,000	2,825
RCMP Contract	325,230			325,230
Street Light Replacement	97,900			97,900
Mun 2000 Beautification	13,139			13,139
Coat Exterior Reservoir	40,000			40,000
Sewer Offsite	286,919			286,919
SE Industrial Planning	50,000			50,000
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

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

Senior HUB	5,056		466	4,590
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	10,610		468	10,142
ARB	6,000			6,000
WTS Operations	81,129		81,000	129
Planning	55,000	32,000	36,776	50,224
Memorial Park	4,864			4,864
Provincial Grant	-	607,693		607,693
Slurrey Seal	3,942			3,942
Trade Show	95,007			95,007
In Memorium	23,361			23,361
Water Well Building	50,000			50,000
Marketing Plan	20,000			20,000
WTP Waste Pond	70,000	70,000		140,000
BOT Events	-	3,478		3,478
WTP Valve/Small Capital	50,000			50,000
General Reserve	2,041,520	632,304	526,566	2,147,258
Available for Capital	303,848	377,884	466,386	215,346
Utilities - Other	740,296	436,792	677,796	499,292
Utilities - Water	841,503	31,444	438,499	434,448
<b>Total Operating Reserves</b>	<b>\$ 6,933,152</b>	<b>\$ 2,414,706</b>	<b>\$ 2,436,736</b>	<b>\$ 6,911,122</b>

<b>Capital Reserves</b>	<b><u>2019</u></b>	<b><u>Increases</u></b>	<b><u>Decreases</u></b>	<b><u>2020</u></b>
Admin Equipment/Computer	7,988	26,900	34,888	-
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	510,449	160,150		670,599
Common Services Equipment	104,565	12,466	43,842	73,189
Drainage	54,582			54,582
Sewer	13,900			13,900
Street Improvement	10,200			10,200
Airport Capital	14,528			14,528
Community Hall	33,441		33,441	-
Campground Expansion	20,986			20,986
WTP	22,545			22,545
Senior Centre	19,250			19,250
ML Sports Park	16,419			16,419
Cemetery Road	148,343			148,343
Water Dispensing System	3,220			3,220
Recreation Agreement	266,900	266,900		533,800
Fishing Pier	8,780			8,780
East Industrial Loop	3,894			3,894
<b>Total Capital Reserves</b>	<b>\$ 1,281,716</b>	<b>\$ 466,416</b>	<b>\$ 112,171</b>	<b>\$ 1,635,961</b>
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$ 8,214,868</b>	<b>\$ 2,881,122</b>	<b>\$ 2,548,907</b>	<b>\$ 8,547,083</b>



**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**7. LONG-TERM DEBT**

	<u>2020</u>	<u>2019</u>
Tax Supported Debentures	\$ 1,176,283	\$ 1,336,250
Self Supported Debentures	<u>3,828,076</u>	<u>4,146,271</u>
<b>Total</b>	<b><u>\$ 5,004,359</u></b>	<b><u>\$ 5,482,521</u></b>

Principal and interest repayments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 499,514	\$ 200,004	\$ 699,518
2022	488,528	177,683	666,211
2023	502,626	156,230	658,856
2024	482,989	134,233	617,222
2025	461,768	114,161	575,929
Thereafter	<u>2,568,934</u>	<u>341,012</u>	<u>2,909,946</u>
<b>Total</b>	<b><u>\$ 5,004,359</u></b>	<b><u>\$ 1,123,323</u></b>	<b><u>\$ 6,127,682</u></b>

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 2021 through 2036. The average annual interest rate is 4.49% for 2020 (4.49% for 2019).

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 2020 were \$213,434 (2019 - \$238,435)

**8. 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>2020</u>	<u>2019</u>
Total Debt Limit	\$ 24,077,771	\$ 24,368,126
Total Debt	<u>5,004,359</u>	<u>5,482,521</u>
<b>Amount of Debt Limit Unused</b>	<b><u>\$ 19,073,412</u></b>	<b><u>\$ 18,885,605</u></b>
Service on Debt Limit	\$ 4,012,962	\$ 4,061,354
Service on Debt	<u>699,518</u>	<u>699,519</u>
<b>Amount of Debt Servicing Limit Unused</b>	<b><u>\$ 3,313,444</u></b>	<b><u>\$ 3,361,835</u></b>

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, 2020**

**9. TANGIBLE CAPITAL ASSETS**

<b>Net Book Value</b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Land	\$ 1,525,999	\$ 1,525,999
Land Improvements	3,622,201	3,838,181
Buildings	40,256,578	41,400,487
Engineered Structures		
Distribution Systems - Roads	16,486,607	18,900,540
Distribution Systems - Water	8,919,441	8,517,857
Distribution Systems - Wastewater	11,942,650	12,248,995
Distribution Systems - Storm	3,370,139	3,436,104
Machinery & Equipment & Furnishings	4,035,830	3,792,596
Vehicles	<u>1,795,827</u>	<u>1,702,055</u>
<b>Total</b>	<b><u>\$ 91,955,272</u></b>	<b><u>\$ 95,362,814</u></b>

**10. EQUITY IN TANGIBLE CAPITAL ASSETS**

	<b><u>2020</u></b>	<b><u>2019</u></b>
Tangible Capital Assets (Schedule 2)	\$ 187,963,645	\$ 187,227,976
Accumulated Amortization (Schedule 2)	(96,008,373)	(91,865,162)
Long Term Debt (Note 7)	<u>(5,004,359)</u>	<u>(5,482,521)</u>
<b>Total</b>	<b><u>\$ 86,950,913</u></b>	<b><u>\$ 89,880,293</u></b>

**11. ACCUMULATED SURPLUS**

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

	<b><u>2020</u></b>	<b><u>2019</u></b>
Unrestricted Surplus (deficit)	\$ 2,135,385	\$ 2,524,885
Restricted Funds (Note 6)	8,941,693	8,214,868
Equity in Tangible Capital Assets (Note 10)	<u>86,950,913</u>	<u>89,880,293</u>
<b>Total</b>	<b><u>\$ 98,027,991</u></b>	<b><u>\$ 100,620,046</u></b>

**TOWN OF STETTLER  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE YEAR ENDED DECEMBER 31, 2020**

**12. TRUST FUNDS**

The Town of Stettler administers the following trust:

	<u>2020</u>	<u>2019</u>
Cemetery Perpetual Care		
Balance, Beginning of Year	\$ 51,644	\$ 48,079
Sale of Cemetery Plots/Columbarium Niche	3,500	3,565
Headstone Sidewalk Purchase	-	-
	\$ 55,144	\$ 51,644

**13. 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:

	2020				2019	
	<u>#of</u> <u>Persons</u>	<u>Salary (1)</u>	<u>Benefits &amp;</u> <u>Allowances (2&amp;3)</u>	<u>Total</u>	<u># of</u> <u>Persons</u>	<u>Total</u>
Councillor C. Barros	1	18,998	972	19,970	1	20,316
Councillor A. Campbell	1	21,813	165	21,978	1	24,318
Councillor M. Fischer	1	19,388	503	19,891	1	24,961
Councillor G. Lawlor	1	19,648	1,112	20,760	1	23,185
Councillor S. Pfeiffer	1	19,648	1,006	20,654	1	21,136
Mayor S. Nolls	1	35,656	1,846	37,502	1	41,329
Councillor W. Smith	1	19,128	978	20,106	1	20,043
CAO. G. Switenky	1	194,812	35,098	229,910	1	218,217

- (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.

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**14. 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 274,151 people and 420 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 9.39% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 13.84% for the excess.
- Employees of the Town of Stettler are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.84% on pensionable salary above this amount.
- Total current and past service contributions by the Town of Stettler to the Local Authorities Pension Plan in 2020 were \$476,524 (2019 - \$443,389) Total current and past service contributions by the employees of the Town of Stettler to the Local Authorities Pension Plan in 2020 were \$431,592 (2019 - \$401,188)
- At December 31, 2019 the Plan disclosed an actuarial surplus of \$7.9 billion for the Plan.

**15. 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.

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**16. 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.

**17. 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, 2020**

**18. AMORTIZATION**

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

	<u>2020</u>	<u>2019</u>
General Administration	\$ 87,666	\$ 96,429
Police Protective Services	-	-
Fire Protective Services	146,998	147,677
Common and Equipment Pool	253,913	246,863
Roads, Streets, Walks, Lighting	3,066,840	3,476,268
Airport	23,757	17,785
Storm Sewers and Drainage	65,967	65,968
Water Supply and Distribution	671,570	677,800
Wastewater Treatment and Disposal	327,257	325,978
Waste Management	989	989
Cemeteries	4,068	3,811
Land Use Planning	4,744	4,744
Economic Development	2,587	2,587
Public Housing Operations	85,967	85,967
Land, Housing and Building Rentals	38,383	38,383
Parks and Recreation	669,777	671,793
Culture	55,751	49,254
<b>Total</b>	<b><u>\$ 5,506,234</u></b>	<b><u>\$ 5,912,296</u></b>

**19. OTHER LONG-TERM LIABILITIES**

	<u>2020</u>	<u>2019</u>
Tax Sales In Trust	\$ -	\$ -
Reserve for Public Lands	105,359	105,359
<b>Total</b>	<b><u>\$ 105,359</u></b>	<b><u>\$ 105,359</u></b>

**20. OPERATING LINE OF CREDIT**

At December 31, 2020 the Town had a short-term line of credit for \$100,000 (2019 - \$100,000) of which nothing had been drawn down. The interest rate on advances would be Prime minus 1/4%.

**TOWN OF STETTLER**  
**NOTES TO THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**21. 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 PSAS 3041 - Portfolio Investments**

This standard addresses the distinction between temporary and portfolio investments. The standard is beginning on or after April 1, 2021, when sections PS1201, PS2601 and PS3450 are adopted.

**(b) Section PSAS 3450 - Financial Instruments**

This standard establishes recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments. Applies to years beginning on or after April 1, 2021.

**(c) Section PSAS 2601 - Foreign Currency Translation**

This section establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statements. Applies to years beginning on or after April 1, 2021.

**(d) Section PSAS 1201 - Financial Statement Presentation**

Revised standard is effective beginning on or after April 1, 2021 when sections PS2601 and PS3450 are adopted.

**(e) Section PSAS 3280 - Asset Retirement Obligation**

This standard is intended to provide guidance on accounting for ARO's and will apply in years beginning on or after April 1, 2021.

**(f) Section PSAS 3400 - Revenue**

This standard will provide greater clarity on the difference between exchange and non-exchange transactions. Applies to years beginning on or after April 1, 2022.

**22. APPROVAL OF FINANCIAL STATEMENTS**

Council and Management have approved these financial statements.

**23. BUDGET AMOUNTS**

Budget figures for the year ended December 31, 2020 were approved as May 19, 2020 and are for information purposes. These amounts have not been audited.

MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2020

**Municipality Name:** Town of Stettler

**CERTIFICATION**

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

**Greg Switenky, CAO**

Print Name

April 20, 2021

Date

The number of potential errors on Page 12 of this form: 1



# GITZEL & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

\*Peggy Weinzierl, CPA, CA \*Scott St. Arnaud, CPA, CA \*Jolene P. Kobi, CPA, CA \*Justin J. Tanner, CPA, CA  
\*Eric A. Peterson, CPA, CA (Associate) \*Robert J. Krejci, CA (Associate) \*Barry D. Gitzel, CPA, CA (Associate)

## 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, 2020 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, 2020, 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 20, 2021 on the financial statements of the Town of Stettler for the year ended December 31, 2020 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 20, 2021

CHARTERED PROFESSIONAL ACCOUNTANTS

**FINANCIAL POSITION**

Schedule 9A

	Total
	1
<b>Assets</b>	0010
Cash and Temporary Investments .....	0020 10,840,417
Taxes and Grants in Place of Taxes Receivable.....	0030
. Current .....	0040 227,513
. Arrears .....	0050 70,808
. Allowance .....	0060 -12,511
Receivable From Other Governments .....	0070 780,703
Loans Receivable .....	0080
Trade and Other Receivables .....	0090 1,939,990
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 40
Other Current Assets .....	0230 4,529
Other Long Term Assets .....	0240 1,210,611
	0250
<b>Total Financial Assets</b>	0260 15,062,100
	0270
<b>Liabilities</b>	0280
Temporary Loans Payable .....	0280
Payable To Other Governments .....	0290 106,042
Accounts Payable & Accrued Liabilities .....	0300 2,382,446
Deposit Liabilities .....	0310 22,500
Deferred Revenue .....	0340 2,072,868
Long Term Debt .....	0350 5,004,359
Other Current Liabilities .....	0360
Other Long Term Liabilities .....	0370 105,359
	0380
<b>Total Liabilities</b>	0390 9,693,574
	0395
<b>Net Financial Assets (Net Debt)</b>	0395 5,368,526
<b>Non Financial Assets</b>	
Tangible Capital Assets.....	0400 91,955,272
Inventory for Consumption.....	0410
Prepaid Expenses .....	0420 15,311
Other.....	0430 688,882
	0440
<b>Total Non-Financial Assets</b>	0440 92,659,465
<b>Accumulated Surplus</b>	0450 98,027,991

**CHANGE IN ACCUMULATED SURPLUS**

**Schedule 9B**

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	2,524,885	8,214,868	89,880,293	100,620,046
Net Revenue (Expense) .....	0505	-2,592,055			-2,592,055
Funds Designated For Future Use.....	0511	-2,350,644	2,350,644		
Restricted Funds - Used for Operations.....	0512	405,272	-405,272		
Restricted Funds - Used for TCA.....	0513		-1,613,157	1,613,157	
Current Year Funds Used for TCA .....	0514	-723,420		723,420	
Donated and Contributed TCA.....	0516				
Disposals of TCA.....	0517	237,886		-237,886	
Annual Amortization Expense.....	0518	5,506,234		-5,506,234	
Long Term Debt - Issued.....	0519				
Long Term Debt - Repaid.....	0521	-478,163		478,163	
Capital Debt - Used for TCA.....	0522				
	0523				
Other Adjustments.....	0524				
Accumulated Surplus - End of Year.....	0525	2,529,995	8,547,083	86,950,913	98,027,991

DRAFT  
For discussion purposes only

FINANCIAL ACTIVITIES BY FUNCTION

Schedule 9C

	Revenue		Expense	
		1		2
<b>Total General</b>	0700	7,786,799		
<b>Function</b>	0710		1150	
General Government	0720		1160	
Council and Other Legislative .....	0730		1170	169,775
General Administration .....	0740	677,491	1180	2,012,074
Other General Government.....	0750		1190	
Protective Services	0760		1200	
Police .....	0770	435,416	1210	1,220,335
Fire .....	0780	411,355	1220	904,958
Disaster and Emergency Measures .....	0790	545,153	1230	33,154
Ambulance and First Aid .....	0800		1240	
Bylaws Enforcement .....	0810	109,418	1250	180,023
Other Protective Services.....	0820		1260	
Transportation	0830		1270	
Common and Equipment Pool .....	0840	337,207	1280	393,033
Roads, Streets, Walks, Lighting .....	0850	661,465	1290	4,895,993
Airport .....	0860	10,256	1300	41,768
Public Transit .....	0870		1310	
Storm Sewers and Drainage .....	0880		1320	179,576
Other Transportation .....	0890		1330	
Environmental Use and Protection	0900		1340	
Water Supply and Distribution .....	0910	3,422,879	1350	3,368,834
Wastewater Treatment and Disposal .....	0920	1,122,661	1360	1,353,759
Waste Management .....	0930	822,402	1370	675,608
Other Environmental Use and Protection .....	0940		1380	
Public Health and Welfare	0950		1390	
Family and Community Support .....	0960	157,148	1400	196,435
Day Care .....	0970		1410	
Cemeteries and Crematoriums .....	0980	21,064	1420	53,860
Other Public Health and Welfare .....	0990		1430	
Planning and Development	1000		1440	
Land Use Planning, Zoning and Development .....	1010	40,142	1450	370,672
Economic/Agricultural Development .....	1020	172,249	1460	439,664
Subdivision Land and Development .....	1030	100	1470	56,157
Public Housing Operations .....	1040		1480	85,967
Land, Housing and Building Rentals .....	1050	279,876	1490	59,991
Other Planning and Development.....	1060		1500	
Recreation and Culture	1070		1510	
Recreation Boards .....	1080		1520	
Parks and Recreation .....	1090	813,708	1530	3,255,153
Culture: Libraries, Museums, Halls .....	1100	18,542	1540	490,597
Convention Centres .....	1110		1550	
Other Recreation and Culture.....	1120		1560	
Other Utilities	1125		1565	
Gas .....	1126		1566	
Electric .....	1127		1567	
Other .....	1130		1570	
<b>Total Revenue/Expense</b>	1140	17,845,331	1580	20,437,386
<b>Net Revenue/Expense</b>			1590	-2,592,055

FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

		Total
		1
Revenues	1700	
Taxation and Grants in Place	1710	
Property (Net Municipal)	1720	5,841,527
Business	1730	6,450
Business Revitalization Zone	1740	
Special	1750	
Well Drilling	1760	
Local Improvement	1770	
Sales To Other Governments	1790	32,000
Sales and User Charges	1800	5,377,806
Penalties and Costs on Taxes	1810	83,079
Licenses and Permits	1820	148,560
Fines	1830	31,740
Franchise and Concession Contracts	1840	1,674,186
Returns on Investments	1850	96,858
Rentals	1860	542,098
Insurance Proceeds	1870	
Net Gain on Sale of Tangible Capital Assets	1880	
Contributed and Donated Assets	1885	
Federal Government Unconditional Transfers	1890	
Federal Government Conditional Transfers	1900	55,630
Provincial Government Unconditional Transfers	1910	
Provincial Government Conditional Transfers	1920	3,046,501
Local Government Transfers	1930	803,035
Transfers From Local Boards and Agencies	1940	
Developer Agreements and Levies	1960	
Other Revenues	1970	105,861
<b>Total Revenue</b>	<b>1980</b>	<b>17,845,331</b>
Expenses	1990	
Salaries, Wages, and Benefits	2000	6,087,658
Contracted and General Services	2010	2,611,949
Purchases from Other Governments	2020	1,078,959
Materials, Goods, Supplies, and Utilities	2030	3,617,692
Provision For Allowances	2040	165,189
Transfers to Other Governments	2050	296
Transfers to Local Boards and Agencies	2060	875,941
Transfers to Individuals and Organizations	2070	41,025
Bank Charges and Short Term Interest	2080	16,826
Interest on Operating Long Term Debt	2090	
Interest on Capital Long Term Debt	2100	213,434
Amortization of Tangible Capital Assets	2110	5,506,234
Net Loss on Sale of Tangible Capital Assets	2125	192,886
Write Down of Tangible Capital Assets	2127	
Other Expenditures	2130	29,297
<b>Total Expenses</b>	<b>2140</b>	<b>20,437,386</b>
<b>Net Revenue (Expense)</b>	<b>2150</b>	<b>-2,592,055</b>

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	37,192		87,665	25,816
Other General Government.....	2230				
Protective Services	2240				
Police .....	2250	5,219			
Fire .....	2260	41,317		146,998	
Disaster and Emergency Measures .....	2270	545,153			
Ambulance and First Aid .....	2280				
Bylaws Enforcement .....	2290				
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool .....	2320		337,207	253,913	
Roads, Streets, Walks, Lighting .....	2330	2,748	658,717	3,066,840	29,222
Airport .....	2340			23,757	
Public Transit .....	2350				
Storm Sewers and Drainage .....	2360			65,968	
Other Transportation .....	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution .....	2390	2,816,216	590,567	671,570	80,660
Wastewater Treatment and Disposal .....	2400	870,668	251,993	327,257	51,104
Waste Management .....	2410	822,402		989	
Other Environmental Use and Protection .....	2420				
Public Health and Welfare	2430				
Family and Community Support .....	2440				
Day Care .....	2450				
Cemeteries and Crematoriums .....	2460	20,422		4,068	
Other Public Health and Welfare .....	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development .....	2490			4,744	
Economic/Agricultural Development .....	2500	90,238			
Subdivision Land and Development .....	2510			2,587	
Public Housing Operations .....	2520			85,967	
Land, Housing and Building Rentals .....	2530			38,383	
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards .....	2560	2,856			
Parks and Recreation .....	2570	113,475		669,777	26,632
Culture: Libraries, Museums, Halls .....	2580	9,900		55,751	
Convention Centres .....	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas .....	2606				
Electric .....	2607				
Other .....	2610				
<b>Total</b>	<b>2620</b>	<b>5,377,806</b>	<b>1,838,484</b>	<b>5,506,234</b>	<b>213,434</b>

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	77,105			48,053
Other General Government.....	2730				
Protective Services	2740				
Police .....	2750				
Fire .....	2760				
Disaster and Emergency Measures .....	2770				
Ambulance and First Aid .....	2780				
Bylaws Enforcement .....	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool .....	2820	738,751			
Roads, Streets, Walks, Lighting .....	2830	744,043			90,270
Airport .....	2840	119,430			
Public Transit .....	2850				
Storm Sewers and Drainage .....	2860				
Other Transportation .....	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution .....	2890	592,278			154,783
Wastewater Treatment and Disposal .....	2900				109,838
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				
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				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards .....	3060				
Parks and Recreation .....	3070	8,732			75,218
Culture: Libraries, Museums, Halls .....	3080	46,237			
Convention Centres .....	3090				
Other Recreation and Culture.....	3100	10,000			
Other Utilities	3105				
Gas .....	3106				
Electric .....	3107				
Other .....	3110				
<b>Total</b>	<b>3120</b>	<b>2,336,576</b>			<b>478,162</b>



CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
<b>Tangible Capital Assets - Cost</b>					
Engineered Structures	3200				
Roadway Systems.....	3201	74,729,891	711,878	1,352,864	74,088,905
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	13,946,081	571,901	30,865	14,487,117
Wastewater Systems.....	3204	17,443,011			17,443,011
Storm Systems.....	3205	4,729,560			4,729,560
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures .....	3210	110,848,543	1,283,779	1,383,729	110,748,593
Construction In Progress.....	3219				
Buildings .....	3220	57,581,850	20,378		57,602,228
Machinery and Equipment .....	3230	6,879,998	728,900	217,178	7,391,720
Land .....	3240	1,525,999			1,525,999
Land Improvements.....	3245	6,280,864	42,164		6,323,028
Vehicles .....	3250	4,110,722	261,355		4,372,077
<b>Total Capital Property Cost</b>	3260	187,227,976	2,336,576	1,600,907	187,963,645
<b>Accumulated Amortization</b>					
Engineered Structures	3270				
Roadway Systems	3271	55,828,133	2,957,920	1,183,757	57,602,296
Light Rail Transit Systems	3272				
Water Systems	3273	5,429,445	169,096	30,865	5,567,676
Wastewater Systems	3274	5,194,015	306,347		5,500,362
Storm Systems	3275	1,293,454	65,968		1,359,422
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures .....	3280	67,745,047	3,499,331	1,214,622	70,029,756
Buildings .....	3290	16,181,363	1,164,287		17,345,650
Machinery and Equipment .....	3300	3,087,402	416,888	148,401	3,355,889
Land .....	3310				
Land Improvements.....	3315	2,442,683	258,145		2,700,828
Vehicles .....	3320	2,408,667	167,583		2,576,250
<b>Total Accumulated Amortization</b>	3330	91,865,162	5,506,234	1,363,023	96,008,373
<b>Net Book Value of Capital Property</b>	3340	95,362,814			91,955,272
<b>Capital Long Term Debt (Net)</b>	3350	5,482,521			5,004,359
<b>Equity in Tangible Capital Assets</b>	3400	89,880,293			86,950,913

**LONG TERM DEBT SUPPORT**

**Schedule 9H**

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Long Term Debt Support</b>	3405			
Supported by General Tax Levies .....	3410		1,176,283	1,176,283
Supported by Special Levies .....	3420		1,364,476	1,364,476
Supported by Utility Rates .....	3430		2,463,600	2,463,600
Other .....	3440			
<b>Total Long Term Debt Principal Balance</b>	3450		5,004,359	5,004,359

**LONG TERM DEBT SOURCES**

**Schedule 9I**

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority .....	3500		5,004,359	5,004,359
Canada Mortgage and Housing Corporation .....	3520			
Mortgage Borrowing .....	3600			
Other .....	3610			
<b>Total Long Term Debt Principal Balance</b>	3620		5,004,359	5,004,359

**FUTURE LONG TERM DEBT REPAYMENTS**

**Schedule 9J**

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Principal Repayments by Year</b>	3700			
Current + 1 .....	3710		499,514	499,514
Current + 2 .....	3720		488,528	488,528
Current + 3 .....	3730		502,626	502,626
Current + 4 .....	3740		482,989	482,989
Current + 5 .....	3750		461,768	461,768
Thereafter .....	3760		2,568,934	2,568,934
<b>Total Principal</b>	3770		5,004,359	5,004,359
<b>Interest by Year</b>	3780			
Current + 1 .....	3790		200,004	200,004
Current + 2 .....	3800		177,683	177,683
Current + 3 .....	3810		156,230	156,230
Current + 4 .....	3820		134,233	134,233
Current + 5 .....	3830		114,161	114,161
Thereafter .....	3840		341,012	341,012
<b>Total Interest</b>	3850		1,123,323	1,123,323

**PROPERTY TAXES AND GRANTS IN PLACE**

**Schedule 9K**

		Property Taxes 1	Grants - in Place 2	Total 3
Property Taxes	3900			
Residential Land and Improvements .....	3910	5,314,302	35,454	5,349,756
Non-Residential	3920			
Land and Improvements (Excluding M & E).....	3935	2,997,168	10,043	3,007,211
Machinery and Equipment .....	3950			
Linear Property .....	3960	157,597		157,597
Railway .....	3970			
Farm Land .....	3980	3,717		3,717
Adjustments to Property Taxes .....	3990			
<b>Total Property Taxes and Grants In Place</b>	<b>4000</b>	<b>8,472,784</b>	<b>45,497</b>	<b>8,518,281</b>
Requisition Transfers			4010	
Education				
Residential/Farm Land .....			4031	1,393,516
Non-Residential .....			4035	932,920
Seniors Lodges .....			4090	350,318
Other .....			4100	
Adjustments to Requisition Transfers .....			4110	
<b>Total Requisition Transfers</b>			<b>4120</b>	<b>2,676,754</b>
<b>Net Municipal Property Taxes and Grants In Place</b>			<b>4130</b>	<b>5,841,527</b>

**GRANTS IN PLACE OF TAXES**

**Schedule 9L**

		Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government .....	4200	10,043			10,043
Provincial Government .....	4210	35,454			35,454
Local Government .....	4220				
Other .....	4230				
<b>Total</b>	<b>4240</b>	<b>45,497</b>			<b>45,497</b>

**DEBT LIMIT**

**Schedule 9AA**

Debt Limit .....	5700	1 24,077,771
Total Debt .....	5710	5,004,359
Debt Service Limit .....	5720	4,012,962
Total Debt Service Costs .....	5730	699,518

Enter prior year Line 3450 Column 2 balance here:

5,482,521

**GRANT AND DEFERRED GRANT REVENUE SCHEDULE**

**Schedule 9P**

**Cash and Temporary Investments**

8820 10,840,417

**Restricted Cash by Grant**

Municipal Sustainability Initiative Capital	8825	900906
Municipal Sustainability Initiative Operating	8826	
Federal Gas Tax Fund	8827	211649
Alberta Community Partnership- Intermunicipal Collaboration	8828	200000
Alberta Community Partnership- Municipal Restructuring	8829	
Alberta Community Partnership- Mediation and Cooperative Processes	8830	
Alberta Community Partnership- Municipal Internship	8831	
Alberta Community Partnership- Local Land Use Planning	8832	
Alberta Community Partnership- Strategic Initiative	8833	
Alberta Community Partnership- Regional Collaboration Program	8834	
Other Grants	8835	213440

**Total Restricted Cash**

8865 1525995

**Unrestricted Cash**

8870 9,314,422

**Accounts Receivable - Grants**

8872 340,465

**Deferred Revenue**

8875 2,072,868

**Deferred Revenue by Grant**

Municipal Sustainability Initiative Capital	8880	900906
Municipal Sustainability Initiative Operating	8881	
Federal Gas Tax Fund	8882	552114
Alberta Community Partnership- Intermunicipal Collaboration	8883	200000
Alberta Community Partnership- Municipal Restructuring	8884	
Alberta Community Partnership- Mediation and Cooperative Processes	8885	
Alberta Community Partnership- Municipal Internship	8886	
Alberta Community Partnership- Local Land Use Planning	8887	
Alberta Community Partnership- Strategic Initiative	8888	
Alberta Community Partnership- Regional Collaboration Program	8889	
Other Grants	8890	213440

**Other Deferred Revenue**

8899 206408

EDIT LIST - PLEASE REVIEW AND CORRECT ANY ERRORS NOTED BELOW

Please ensure the Machinery and Equipment taxes has been recorded under Line 3950

DRAFT  
For discussion purposes only

Revenue	2020 Budget	Actual - Dec 31, 2020 (Final - C Run)	Variance	%	Notes
Administration	\$317,333	\$927,487.41	-\$610,154.41	292.28%	MOST Grant
	Clearview swimming pool - \$13,313 / White Sands Contract - \$32000 / Inter Department Transfer - \$250,000				
Police	\$520,024	\$439,424.73	\$80,599.27	84.50%	MSI Operating - \$52,856
	Traffic Fines (Budget - \$60,000 / \$30,340 - 51%)				
	Provincial Grant - \$347,000 / Community SRO - \$54,825 - \$0.00 (Clearview 50% SRO / County 25% SRO - received 1/2 grant)				
Fire	\$402,577	\$411,354.86	-\$8,777.86	102.18%	
Disaster Services	\$0	\$545,153.24	-\$545,153.24	0.00%	Hail Storm Insurance Claim
Bylaw Enforcement	\$109,950	\$109,417.96	\$532.04	99.52%	Animal / Business License
	Business Licenses (Budget - \$86,250 - Actual \$89,643 (104%) / Animal License - Budget \$21,700 - Actual \$18,375				
Roads, Streets, Walks, Lights	\$269,535	\$314,008.59	-\$44,473.59	116.50%	transfer from reserves
	Roads Frontage - Pavement (Budget - \$62,075)				
Airport	\$10,880	\$10,256.06	\$623.94	94.27%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,137,318	\$2,859,973.90	\$277,344.10	91.16%	
	Metered sale of water (Budget - \$1,879,608 / Actual - \$1,773,618 - 94%)				
	Metered out of Town (Budget - \$1,070,000 / Actual - \$987,131 - 92%)				
	Bulk water (Budget - \$15,000 / Actual \$29,163 - 194%)				
Sewer	\$905,963	\$870,668.40	\$35,294.60	96.10%	
	Sewer Service Charges (Budget - \$855,943 / Actual \$870,668 - 102%)				
Garbage Collection & Disposal	\$824,660	\$822,402.09	\$2,257.91	99.73%	SWMA haul rebate - \$24,145
	Residential Garbage Revenue (Budget - \$623,438 / Actual \$615,418 - 99%)				
	Recycling Revenue (Budget - \$168,870 / Actual - \$170,566 - 101%)				
FCSS	\$157,148	\$157,148.00	\$0.00	100.00%	
Cemetery	\$23,600	\$21,063.62	\$2,536.38	89.25%	
Planning & Development	\$34,100	\$76,918.37	-\$42,818.37	225.57%	drawn from reserve - planning
	Building Permits (Budget - \$20,000 / Actual - \$24,081 - 120%)				
Economic Development - BOT	\$149,585	\$175,716.78	-\$26,131.78	117.47%	Training grant / trade show
Subdivision Land	\$200	\$100.00	\$100.00	50.00%	Subdivision Fees
Land, Housing & Rentals	\$273,780	\$279,875.97	-\$6,095.97	102.23%	
	Health Unit - \$197,950				
	Ambulance Station - \$20,100				
	SRC - Library - Budget - \$42,000				
Recreation - General	\$3,000	\$2,856.42	\$143.58	95.21%	
Recreation Programs	\$3,500	\$3,962.39	-\$462.39	113.21%	N0 Ball / Soccer - ice in sept
Facilities	\$873,305	\$739,845.39	\$133,459.61	84.72%	County Partnership - \$430,433
Community Hall	\$35,000	\$5,974.79	\$29,025.21	17.07%	
Senior's Center	\$14,437	\$13,033.93	\$1,403.07	90.28%	
Parks	\$50,650	\$92,139.27	-\$41,489.27	181.91%	
	Lions Campground - Budget - \$50,000 / Actual - \$68,154 - 136%)				
Operating Contingency	\$100,146	\$104,675.55	-\$4,529.55	104.52%	Over/under levy
Taxes / Penalties	\$8,595,184	\$8,591,107.80	\$4,076.20	99.95%	Incl Business Taxes / Penalties
Other Revenue	\$1,778,000	\$1,767,769.19	\$10,230.81	99.42%	
	Franchise Fee - GAS (Budget - \$936,000 / Actual - \$1,006,914 - 108%)				
	Franchise Fee - ELECTRIC (Budget - \$712,000 / Actual - \$667,272 - 94%)				
	Return on Investments (Budget - \$130,000 / Actual - \$93,584 - 72%)				
<b>Total Revenue</b>	<b>\$18,589,875</b>	<b>\$19,342,334.71</b>	<b>-\$752,459.71</b>	<b>104.05%</b>	

Expense	2020 Budget	Actual - Dec 31, 2020 (Final - C Run)	Variance	%	Notes
Council & Legislative	\$208,300	\$171,774.73	\$36,525.27	82.47%	
Council Honorarium (Budget - \$152,300 / Actual - \$146,924 - 96%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$15,000 / Actual - \$3,233 - 22%)					
Council Membership Conferences (Budget - \$10,000 / Actual - \$7,528 - 75%)					
Administration	\$1,230,121	\$2,600,621.95	-\$1,370,500.95	211.41%	COVID Expenses (supplies) - \$45,696.41
Police	\$1,140,831	\$1,278,410.51	-\$137,579.51	112.06%	
RCMP - Contract Billings (Budget - \$956,072 / Actual - \$1,078,959)					
Fire	\$889,028	\$772,656.18	\$116,371.82	86.91%	
Disaster Services	\$32,068	\$33,153.98	-\$1,085.98	103.39%	
Bylaw Enforcement	\$185,808	\$180,023.43	\$5,784.57	96.89%	
Common Services	\$150,597	\$140,119.80	\$10,477.20	93.04%	Shop
Roads, Streets, Walks, Lights	\$2,108,345	\$1,839,571.36	\$268,773.64	87.25%	
Airport	\$46,974	\$18,011.19	\$28,962.81	38.34%	
Water Supply & Distribution	\$3,200,880	\$3,025,671.62	\$175,208.38	94.53%	
Sewer	\$642,607	\$643,898.72	-\$1,291.72	100.20%	
Garbage Collection & Disposal	\$722,866	\$720,608.09	\$2,257.91	99.69%	
FCSS	\$196,435	\$196,435.00	\$0.00	100.00%	
Cemetery	\$64,668	\$43,882.90	\$20,785.10	67.86%	
Planning & Development	\$342,725	\$368,827.61	-\$26,102.61	107.62%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$532,150	\$467,992.08	\$64,157.92	87.94%	Ec Dev, BOT. HBC
Subdivison Land	\$55,270	\$56,156.89	-\$886.89	101.60%	
Land, Housing & Rentals	\$43,900	\$23,808.34	\$20,091.66	54.23%	
Recreation - General	\$140,775	\$153,686.90	-\$12,911.90	109.17%	
Recreation Programs	\$80,280	\$81,198.56	-\$918.56	101.14%	
Facilities	\$2,455,770	\$2,232,179.30	\$223,590.70	90.90%	
Culture	\$345,812	\$353,862.02	-\$8,050.02	102.33%	PAC Upgrades
Community Hall	\$119,029	\$77,364.75	\$41,664.25	65.00%	
Senior's Center	\$13,310	\$3,619.40	\$9,690.60	27.19%	
Parks	\$618,745	\$435,124.05	\$183,620.95	70.32%	
Operating Contingency	\$319,247	\$716,813.11	-\$397,566.11	224.53%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$230,000) (JE made at end of year prior to Audit)					
Available for Capital from 2020 Operating Budget for 2020 Capital Budget - \$549,247 (Water (\$63,562) + Utility \$365,150 (sewer, waste, recycling) + Total Available for Capital - \$247,659) + Contingency - Utility - \$0 / Salaries - \$0 = \$549,247					
Requisitions	\$2,678,334	\$2,676,754.04	\$1,579.96	99.94%	
ASFF (Budget - \$2,159,570 - Actual - \$2,158,958 - 100%)					
ASFF Separate School (Budget - \$167,527 - Actual - \$167,478 - 100%)					
County of Stettler Senior Lodges (Budget - \$350,318 - Actual \$350,318 - 100% Actual)					
<b>Total Expense</b>	<b>\$18,589,875</b>	<b>\$19,337,226.51</b>	<b>-\$747,351.51</b>	<b>104.02%</b>	
<b>Surplus / Deficit</b>	<b>\$0</b>	<b>\$5,108.20</b>	<b>-\$5,108.20</b>		accumulated surplus
<b>2020 Total Salaries &amp; Wages</b>	<b>\$6,201,460</b>	<b>\$5,840,679.78</b>	<b>\$360,780.22</b>	<b>94.18%</b>	
<b>2020 Gas and Power</b>	<b>\$1,018,311</b>	<b>\$1,042,031.69</b>	<b>-\$23,720.69</b>	<b>102.33%</b>	

Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2020 Budget Expense - Approved by Council	Difference Between Actual and Budget Amount	Actual - Project Expenses - Dec 31, 2020 (B Run Final)	Utility (Water) Avail for Capital 2020 Interim Operating Budget (Rates) = (-\$63,562)	Utility (other) Avail for Capital 2020 Interim Operating Budget (Rates) = \$365,150	Available for Capital 2020 Interim Operating Budget (taxes)- \$247,659	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2020 Operating Budget / MSI Operating \$52,856 (\$53,391)	Debtenture / Local Improvement	Grants - MSI - \$943,458 (\$945,165)	Grants - FGT - \$340,465 (\$346,344)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	\$8121 difference in provincial Grants from feb 27 Provincial Budget	Total
ADM 6-12-03-00-30-630	Computer Replacement Program	\$0.00	\$0.00	\$0.00					\$0.00	Office equip							\$0.00
ADM 6-12-03-00-31-630	Server Replacement (email, data , licensing)	\$35,042.00	\$35,042.00	\$0.00	\$35,042.00		\$154.00		\$34,888.00	Office equip							\$35,042.00
ADM 6-12-03-00-30-630	Softward Upgrade (e services/extender info)	\$21,931.35	\$25,670.00	-\$3,738.65	\$21,931.35	\$16,931.35			\$5,000.00	Software Update							\$21,931.35
ADM 6-64-01-00-00-630	Communication - Website & Mobile APP	\$20,131.50	\$50,000.00	-\$29,868.50	\$20,131.50	\$20,131.50											\$20,131.50
FIRE 6-23-99-91-00-764	2001 Fire Engine Replace-2026-\$1M	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00		\$100,000.00										\$100,000.00
FIRE 6-23-00-00-30-630	2 way radio system Replacement AFRCCS (Alberta 1st Responder Communication System) in 2021	\$60,150.00	\$60,150.00	\$0.00	\$60,150.00		\$60,150.00										\$60,150.00
FIRE 6-23-00-30-00-630	Multipurpose Air Shelter Command - Regional	\$24,500.00	\$24,500.00	\$0.00	\$24,500.00		\$12,250.00								\$12,250.00	County	\$24,500.00
Op 232090001244 / 632091000610	Sidewalk replacement program (yearly)	\$120,067.36	\$130,000.00	-\$9,932.64	\$120,067.36		\$45,067.36			\$75,000.00							\$120,067.36
Op 6-32-09-60-02-660	Pathway Program (Area 2c - Hwy 12 along Co-op/Stettler GM) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward \$10,000	\$32,165.00	\$100,000.00	-\$67,835.00	\$32,165.00				\$32,165.00	Pathway							\$32,165.00
Op 2-32-09-00-03-244	Pathway Rehab (2017 Council Direction)	\$51,853.71	\$50,000.00	\$1,853.71	\$51,853.71					\$51,853.71							\$51,853.71
Op 2-32-21-00-03-536	Pavement Patching	\$139,340.00	\$150,000.00	-\$10,660.00	\$139,340.00	\$139,340.00	\$0.00										\$139,340.00
Op 6-32-21-00-13-610	44th Avenue Overlay from Hwy 56-65th Street 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$134,226.24 (\$792,943.50-\$658,717.26)	\$658,717.26	\$950,000.00	-\$291,282.74	\$658,717.26								\$341,597.26	\$317,120.00			\$658,717.26
Op 6-32-21-10-05-610	Mainstreet - 49th Avenue - 1/2 block south - COVID project deleted from 2020 Capital Budget - Budget for in 2021	\$27,626.15	\$380,000.00	-\$352,373.85	\$27,626.15	\$27,626.15											\$27,626.15
Op 6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000-\$15,284.81)	\$15,284.81	\$60,000.00	-\$44,715.19	\$15,284.81	\$15,284.81											\$15,284.81
Op 6-56-00-10-00-610	Cemetery concrete runner sidewalk	\$9,408.96	\$30,000.00	-\$20,591.04	\$9,408.96		\$9,408.96										\$9,408.96
Water 6-41-11-10-24-610	Watermain on 52ndST between 49-50ave - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$29,337.02 (\$252,819.25-\$223,482.23)	\$223,482.23	\$230,000.00	-\$6,517.77	\$223,482.23							\$223,482.23					\$223,482.23
Water 6-41-11-10-06-610	Watermain on 61ST Grandview - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$408,059.64 (\$746,477.96-\$338,418.32)	\$338,418.32	\$546,000.00	-\$207,581.68	\$338,418.32							\$338,418.32					\$338,418.32
Water 6-41-11-10-05-610	Install additional fire hydrants 46th street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$30,000	\$0.00	\$30,000.00	-\$30,000.00		\$0.00	\$0.00										\$0.00
Water 2-41-16-00-00-554	Abandon Water Wells 15, 16, 17	\$25,661.92	\$90,000.00	-\$64,338.08	\$25,661.92	\$25,661.92											\$25,661.92
Sewer 6-42-00-10-03-610	Sewermain on 61ST Grandview - project updated to water only - more of alley done with only water	\$0.00	\$0.00	\$0.00													\$0.00
Sewer 6-42-00-10-05-610	Lift station pump upgrades - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$299,242.50 (\$300,000-\$757.50)	\$757.50	\$300,000.00	-\$299,242.50	\$757.50								\$757.50				\$757.50
Storm 6-42-00-00-15-610	Cattail removal Red Willow Creek - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$25,000	\$379,103.88	\$250,000.00	\$129,103.88	\$379,103.88	\$100,000.00	\$69,000.00		\$81,000.00	WTS Operations		\$129,103.88					\$379,103.88
Equip 6-31-11-00-50-650	One tonne truck	\$43,842.02	\$50,000.00	-\$6,157.98	\$43,842.02		\$0.00		\$43,842.02	Common Services							\$43,842.02
Equip 6-31-11-30-25-630	Grader (trade in Unit 145 Grader)	\$317,696.25	\$280,000.00	\$37,696.25	\$317,696.25		\$272,696.25								\$45,000.00	trade in Unit 145 - 2010 Grader	\$317,696.25
WTP 6-41-01-20-13-620	WTP - Chlorine Analyzer - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000	\$0.00	\$20,000.00	\$0.00		\$0.00											\$0.00
WTP 6-41-01-20-00-620	WTP - Make up air unit replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000	\$0.00	\$20,000.00	\$0.00		\$0.00											\$0.00
WTP 6-41-01-20-19-620	WTP - Membranes (build reserves) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000	\$0.00	\$50,000.00	\$0.00		\$0.00											\$0.00



WTP	6-41-01-20-11-620	WTP - Chlorine gas replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00												\$0.00
WTP	6-41-01-20-26-620	WTP - Fluoride meter	\$12,935.00	\$12,000.00	\$935.00	\$12,935.00	\$12,935.00												\$12,935.00
WTP	2-41-01-00-06-252	WTP - Storage pond additional shading - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$13,000 (\$15,000 -\$2000)	\$2,000.00	\$15,000.00	\$0.00	\$2,000.00	\$2,000.00												\$2,000.00
WTP	6-41-01-20-09-620	WTP - Potable water pump - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00												\$0.00
Park	6-77-81-60-00-660	Skateboard Park - Phase 2 - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$204,000 (cost of final design)	\$10,000.00	\$126,000.00	-\$116,000.00	\$10,000.00	\$10,000.00										\$0.00	Skate Board Association	\$10,000.00
Park	6-77-02-30-07-630	Baseball diamond utility vehicle (mule) - 2020 Carry Forward - Brad Jan 7, 2021 - carry forward balance - \$32,000	\$0.00	\$32,000.00	-\$32,000.00					\$0.00	Common Services								\$0.00
SRC	6-73-11-30-03-630	Scissor lift	\$8,731.77	\$12,000.00	-\$3,268.23	\$8,731.77	\$8,731.77												\$8,731.77
SRC	2-73-13-03-04-252	Door Accessibility	\$25,095.80	\$24,500.00	\$595.80	\$25,095.80	\$25,095.80												\$25,095.80
SRC Fitness	6-73-12-30-00-630	Pec Deck Machine - Phase 2 - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$6,550.00	\$0.00	\$6,550.00	-\$6,550.00														\$0.00
SRC - Arena	6-73-11-20-05-620	Tube Heaters - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$62,500	\$0.00	\$62,500.00	-\$62,500.00														\$0.00
SRC - Pool	6-73-13-00-30-630	Controller Replacement	\$25,630.00	\$28,150.00	-\$2,520.00	\$25,630.00	\$25,630.00												\$25,630.00
Culture	2-74-99-91-00-764	Culture Projects (PAC - \$9000 - wireless mic system)	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00												\$15,000.00
<b>Total 2020 Capital Budget</b>			\$2,744,572.79	\$4,445,062.00	-\$1,497,489.21	\$2,744,572.79	\$14,935.00	\$661,499.55	\$336,660.32	\$0.00	\$196,895.02		\$126,853.71	\$0.00	\$691,004.43	\$342,354.76	\$317,120.00	\$57,250.00	\$2,744,572.79
<b>Council Motion - 20:02:03 - Feb 4, 2020</b>			\$4,445,062.00	100.00%			\$549,247.00	\$1,013,094.87							\$380,122.57	-\$14,077.76	\$40,000.00		\$2,744,572.79
<b>Total 2020 Capital Budget</b>			\$4,445,062.00					-\$463,847.87											\$1,700,489.21
<b>Difference (Actual vs Council Budget)</b>			-\$1,700,489.21																

		2019 Carry Forward / OTHER																
		Brought forward from 2019 Budget Carry Forward	2019 Approved Amount (with tender amount updates)	Difference Between Actual and Budget Amount	Actual - Project Expenses - Dec 31, 2020 (B Run Final)	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves		Operating Budget	Debtenture / Local Improve	MSI	FGT	BMTG	Other	Total
2019 Carry Forward - Projects not Completed																		
6-32-09-60-00-660	Pathway Expansion - Completed - Melissa January 4, 2021 (Melissa Dec 30/19 - carry forward balance - \$100,000-46,628.12 = \$53,371.88)	\$0.00	\$53,371.88					\$0.00										\$0.00
6-32-21-10-22-610	51st Avenue - 59-61st Street Cement and Paving - Completed - Melissa January 4, 2021 (Melissa Dec 30/19 - carry forward balance - \$0)	\$575.10	\$0.00		\$575.10				\$575.10									\$575.10
6-32-21-10-01-610	Downtown Streetscape Concept Planning - Completed - Melissa January 4, 2021 - (Melissa Dec 30/19 - carry forward balance - \$20,000-\$8728.79 = \$11,271.21)	\$10,249.74	\$11,271.21		\$10,249.74			\$10,249.74										\$10,249.74
6-41-11-10-22-610 - CAP-11501	Watermain replace on 52nd Street between 48-49 Ave - (Melissa Dec 30/19 - carry forward balance - \$221,369.75 - \$205,400.66 = \$15,969.09) - (Melissa January 4, 2021 - carry forward balance - \$15,000)	\$15,875.67	\$15,875.67		\$15,875.67									\$15,875.67				\$15,875.67
6-41-11-10-23-610 - CAP-11502	Watermain replace west of 57ASTbetween 46-47 Ave - Completed - Melissa January 4, 2021 (Melissa Dec 30/19 - carry forward balance - \$229,465.78 - \$213,354.80 = \$16,110.98)	\$12,581.04	\$16,110.98		\$12,581.04									\$12,581.04				\$12,581.04
6-41-14-20-01-620 - CAP-11503	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210)	\$210.00	\$149,790.00		\$210.00									\$210.00				\$210.00
6-42-00-10-22-610 - CAP-11502	Sewermain replace west of 57ASTbetween 46-47 Ave Completed - Melissa January 4, 2021 (Melissa Dec 30/19 - carry forward balance - \$229,465.78 - \$213,354.81 = \$16,110.97)	\$11,024.61	\$16,110.97		\$11,024.61									\$11,024.61				\$11,024.61
6-42-00-20-00-620	Lift Stations A & B Furnaces - (Melissa Dec 30/19 - carry forward balance - \$30,000 - \$0.00 = \$30,000) - (Melissa January 4, 2021 - carry forward balance \$14,566.97 (\$30,000 - \$15,433.03)	\$15,433.03	\$30,000.00		\$15,433.03	\$15,433.03												\$15,433.03
6-31-11-50-00-650	3/4 Tonne Truck - Completed - Melissa January 4, 2021 - (Melissa Dec 30/19 - carry forward balance - \$36,526.25 - \$0 = \$39,526.25)	\$40,006.25	\$39,526.25		\$40,006.25	\$40,006.25												\$40,006.25
6-31-11-50-02-650 - CAP-11506	Tandem - Completed - Melissa January 4, 2021 (Melissa Dec 30/19 - carry forward balance - \$170,000-0=\$170,000)	\$177,506.98	\$170,000.00		\$177,506.98									\$177,506.98				\$177,506.98
6-31-11-30-06-630 - CAP-11507	Snow Blower - Completed - Melissa January 4, 2021 - (Melissa Dec 30/19 - carry forward balance - \$180,000 - 0 = \$180,000)	\$159,700.00	\$159,700.00		\$159,700.00									\$159,700.00				\$159,700.00
6-41-01-20-25-620	WTP - Completed - Melissa January 4, 2021 MCC Room Air Conditioning - (Melissa Dec 30/19 - carry forward balance - \$10,000 - \$675.96 = \$9324.04)	\$9,192.12	\$9,324.04		\$9,192.12	\$9,192.12												\$9,192.12
6-41-01-20-10-620	WTP - Cathodic Protection Distribution Line - (Melissa Dec 30/19 - carry forward balance - \$100,000 - 0 = \$100,000) - Melissa January 4, 2021 - resting indicated replacement not needed - no budget necessary)	\$0.00	\$100,000.00			\$0.00												\$0.00
2-61-02-00-05-239	Northwest ASP - (Melissa Dec 30/19 - carry forward balance - \$25,000 - 0 = \$25,000) - (Melissa January 4, 2021 - carry forward balance \$2,640.62 (\$25,000 - \$22,359.38)	\$22,988.28	\$25,000.00		\$22,988.28					\$22,988.28	planning res							\$22,988.28
6-41-14-10-01-610	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$50,000 - 0 = \$50,000) - (Melissa January 4, 2021 - carry forward balance \$50,000)	\$0.00	\$50,000.00			\$0.00				\$0.00	Coat Reservoir Exterior							\$0.00
642011011610 & 642011013610	Lagoon Cell B (2018) & Cell C (2019) - Desludging - Completed - Melissa January 4, 2021 (Melissa Dec 30/19 - carry forward balance for desludging Cells B (2018 - Budget \$334,720 / tender amount - \$230,162.71) and C (2019 - Budget - \$300,000 / tender amount - \$153,442.67) - Total 2019 Carry forward to 2020 - (\$230,162.71+\$153,442.67- \$192,778.92 = \$190,826.46)	\$111,106.79	\$190,826.46		\$111,106.79									\$111,106.79				\$111,106.79
6-42-00-10-20-610	New Sewer Dump - (Melissa Dec 30/19 - carry forward balance - \$115,000 - 0 = \$115,000) - Melissa January 4, 2021 - Project not needed - project cancelled	\$0.00	\$115,000.00				\$0.00											\$0.00
6-41-01-10-01-610	WTP - Waste Pond Dredging - Completed - Melissa January 4, 2021 - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$350,000 - 1171.80 = \$348,828.20)	\$283,007.64	\$348,828.20		\$283,007.64	\$283,007.64												\$283,007.64



Town of Stettler

2020 Reserves

31-Dec-20 Final Audit - C Run

Capital Reserves		31-Dec-17	31-Dec-18	31-Dec-19	2020 Additions	2020 Deletions	31-Dec-20
4-16-00-00-12-760	Computer	\$56,668.68	\$37,059.84	\$7,987.74	\$26,900.00	-\$34,888.00	-\$0.26
4-16-00-00-24-760	Disaster Services	\$6,008.00	\$6,008.00	\$0.00			\$0.00
4-16-00-00-31-760	Chain Link Fence	\$9,646.00	\$9,646.00	\$9,646.00			\$9,646.00
4-16-00-00-43-760	Compost Bins/Pads	\$2,880.20	\$2,880.20	\$2,880.20			\$2,880.20
4-16-00-00-56-760	Cemetery	\$2,497.40	\$2,497.40	\$2,497.40			\$2,497.40
4-16-00-00-61-760	GIS System	\$6,703.29	\$6,703.29	\$6,703.29			\$6,703.29
4-16-00-01-23-760	Fire Capital	\$250,298.99	\$350,298.99	\$510,448.99	\$160,150.00		\$670,598.99
4-16-00-03-74-760	Senior Centre	\$19,250.00	\$19,250.00	\$19,250.00			\$19,250.00
4-16-00-01-31-760	Common Service - Equipment	\$20,000.00	\$20,000.00	\$104,565.13		-\$31,376.40	\$73,188.73
4-16-00-02-32-760	Streets Improvement	\$0.00	\$0.00	\$10,200.00			\$10,200.00
4-16-00-01-33-760	Airport Capital	\$0.00	\$0.00	\$14,527.72			\$14,527.72
4-16-00-01-37-760	Drainage	\$29,581.72	\$29,581.72	\$54,581.72			\$54,581.72
4-16-00-01-74-760	Community Hall	\$24,063.22	\$221,522.77	\$33,440.71		-\$33,440.71	\$0.00
4-16-00-01-77-760	Campground Expansion	\$20,986.21	\$20,986.21	\$20,986.21			\$20,986.21
4-16-00-02-77-760	ML Sport Park	\$16,418.68	\$16,418.68	\$16,418.68			\$16,418.68
4-16-00-03-32-760	Cemetery Road	\$150,000.00	\$148,342.90	\$148,342.90			\$148,342.90
4-16-00-03-73-760	Recreation Agreement	\$0.00	\$0.00	\$266,900.00	\$266,900.00		\$533,800.00
4-16-00-02-41-760	WTP	\$30,698.18	\$30,698.18	\$22,545.21			\$22,545.21
4-16-00-03-41-760	Water Dispensing System	\$3,220.28	\$3,220.28	\$3,220.28			\$3,220.28
4-16-00-01-42-760	Sewer capital	\$13,900.00	\$13,900.00	\$13,900.00			\$13,900.00
4-16-00-05-77-760	Downtown Park	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-04-77-760	Fishing Pier	\$8,780.00	\$8,780.00	\$8,780.00			\$8,780.00
4-16-00-07-41-760	East Industrial Loop Water	\$3,893.82	\$3,893.82	\$3,893.82			\$3,893.82
<b>Total Capital Reserves</b>		<b>\$675,494.67</b>	<b>\$951,688.28</b>	<b>\$1,281,716.00</b>	<b>\$453,950.00</b>	<b>-\$99,705.11</b>	<b>\$1,635,960.89</b>

Operating Reserves		31-Dec-17	31-Dec-18	31-Dec-19	2020 Additions	2020 Deletions	31-Dec-20
4-15-00-01-12-700	Office Automation (Software)		\$7,825.15	\$7,825.15		-\$5,000.00	\$2,825.15
4-15-00-00-21-700	RCMP Criminal Records Fee	\$57,417.27	\$62,685.38	\$69,728.38	\$1,209.82		\$70,938.20
4-15-00-00-23-700	Rescue Unit	\$126,002.35	\$132,243.16	\$155,910.49	\$24,946.41		\$180,856.90
4-15-00-00-31-700	Land Farmed Site	\$7,650.00	\$7,650.00	\$7,650.00			\$7,650.00
4-15-00-00-32-700	Walking Path	\$67,982.14	\$67,982.14	\$67,982.14		-\$32,165.00	\$35,817.14
4-15-00-00-43-700	Landfill Site Maintenance	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-00-42-700	Sewer General	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-00-56-700	Perpetual Care Fund	\$66,064.08	\$48,079.08	\$51,644.08	\$3,500.00		\$55,144.08
4-15-00-00-61-700	West Stettler Planning	\$3,746.93	\$3,746.93	\$3,746.93			\$3,746.93
4-15-00-00-64-700	BOT - Community Events	\$11,000.00	\$11,000.00	\$35,663.62	\$11,945.62		\$47,609.24
4-15-00-06-64-700	BOT - Events				\$3,477.98		\$3,477.98
4-15-00-00-69-700	Building Maintenance	\$30,800.00	\$33,000.00	\$35,200.00	\$2,200.00		\$37,400.00
4-15-00-00-73-700	SRC - Building Maintenance	\$41,560.47	\$9,210.47	\$9,210.47			\$9,210.47
4-15-00-00-74-700	Culture (2017 Community Hall Carry Forward)	\$96,000.00	\$111,000.00	\$126,000.00	\$15,000.00	-\$12,796.83	\$128,203.17
4-15-00-00-97-700	General	\$1,620,422.51	\$1,767,304.24	\$2,041,520.24	\$632,304.00	-\$526,566.00	\$2,147,258.24
4-15-00-01-21-700	RCMP Contract	\$230,000.00	\$230,000.00	\$325,230.38			\$325,230.38
4-15-00-01-23-700	Fire - Telus Tower	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-31-700	Salt Shed	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-32-700	Street Light Replacement	\$52,279.84	\$68,789.84	\$97,899.84			\$97,899.84
4-15-00-01-64-700	Beautification	\$13,138.98	\$13,138.98	\$13,138.98			\$13,138.98
4-15-00-01-41-700	Coat Exterior Reservoir	\$40,000.00	\$40,000.00	\$40,000.00			\$40,000.00
4-15-00-01-42-700	Sewer Offsite	\$272,565.90	\$272,565.90	\$286,918.90			\$286,918.90

4-15-00-01-61-700	SE Industrial Plan	\$50,000.00	\$50,000.00	\$50,000.00			\$50,000.00
4-15-00-01-66-700	Land Development	\$1,145,468.60	\$1,136,813.25	\$1,071,554.77			\$1,071,554.77
4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-01-77-700	Tree maintenance	\$2,950.00	\$5,950.00	\$5,950.00			\$5,950.00
4-15-00-01-69-700	Health Unit		\$12,500.00	\$12,500.00			\$12,500.00
4-15-00-01-74-700	Seniors HUB		\$917.33	\$5,056.06		-\$466.47	\$4,589.59
4-15-00-02-23-700	Regional Squad Unit	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-02-32-700	Gravel	\$35,300.00	\$35,300.00	\$35,300.00			\$35,300.00
4-15-00-02-61-700	Cold lake Survey	\$13,250.00	\$13,250.00	\$13,250.00			\$13,250.00
4-15-00-02-64-700	BOT - Physician Recruitment	\$0.00	\$0.00	\$0.00		\$5,491.00	\$5,491.00
4-15-00-02-73-700	SRC Projector System	\$2,712.06	\$2,712.06	\$2,712.06			\$2,712.06
4-15-00-02-77-700	Community Orchard	\$8,560.00	\$13,657.78	\$10,609.78		-\$467.75	\$10,142.03
4-15-00-03-12-700	ARB	\$6,000.00	\$6,000.00	\$6,000.00			\$6,000.00
4-15-00-03-41-700	WTS Operations	\$81,129.09	\$81,129.09	\$81,129.09		-\$81,000.00	\$129.09
4-15-00-03-61-700	Planning	\$0.00	\$0.00	\$55,000.00		-\$4,776.12	\$50,223.88
4-15-00-05-64-700	Marketing Plan	\$0.00	\$0.00	\$20,000.00			\$20,000.00
4-15-00-03-64-700	Parade Float	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-04-64-700	Trade Show	\$45,628.18	\$68,689.40	\$95,007.05			\$95,007.05
4-15-00-04-77-700	In memorium	\$23,818.18	\$23,361.14	\$23,361.14			\$23,361.14
4-15-00-03-77-700	Memorial Park	\$4,864.44	\$4,864.44	\$4,864.44			\$4,864.44
4-15-00-04-32-700	Slurry Seal	\$48,942.42	\$3,942.42	\$3,942.42			\$3,942.42
4-15-00-05-41-700	Well Building	\$45,628.18	\$50,000.00	\$50,000.00			\$50,000.00
4-15-00-05-12-700	Succession Planning						\$0.00
4-15-00-06-12-700	Vacation Accrual						\$0.00
	Municipal Operating Support transfer (MOST)			\$607,693.00			\$607,693.00
4-15-00-06-41-700	Water Plant - Desludging			\$70,000.00	\$70,000.00		\$140,000.00
4-15-00-07-41-700	Water Plant - Small Capital			\$50,000.00	\$0.00		\$50,000.00
<b>Total Operating Reserves</b>		\$4,281,889.19	\$4,393,483.03	\$5,655,199.41	\$764,583.83	-\$657,747.17	\$5,762,036.07
4-15-00-00-98-700	Utilities - Other	\$419,650.69	\$455,317.82	\$740,295.81	\$371,947.45	-\$677,795.61	\$434,447.65
4-15-00-00-96-700	Utilities - Water	\$677,144.42	\$836,000.49	\$841,502.58	\$32,726.85	-\$374,936.99	\$499,292.44
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$395,460.85	\$232,674.74	\$303,847.50	\$261,726.10	-\$350,227.56	\$215,346.04
<b>Total Interim Budget - Available for Capital (rates /tax)</b>		\$1,492,255.96	\$1,523,993.05	\$1,885,645.89	\$666,400.40	-\$1,402,960.16	\$1,149,086.13
<b>Total Operating Reserves</b>		\$5,774,145.15	\$5,917,476.08	\$7,540,845.30	\$1,430,984.23	-\$2,060,707.33	\$6,911,122.20
<b>Total Capital &amp; Operating Reserves</b>		\$6,449,639.82	\$6,869,164.36	\$8,822,561.30	\$1,884,934.23	-\$2,160,412.44	\$8,547,083.09



## Request For Subdivision

### Agenda Item:

#### Issue:

Applicant: Tracey Peters  
Subdivision Applicant: #2021-01  
Legal: 4501-46 Avenue  
Civic: Lot 2, Block 1, Plan 1923086  
Proposed Subdivision: 17 +/- Residential Parcels

#### Recommendation:

That the application for a seventeen (17) parcel subdivision as shown on the Tentative Plan has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations and having considered adjacent landowner(s) submissions, it is recommended that the application be approved as per Tentative Plan for the following reasons:

That the application is consistent with Section 7 of the Subdivision and Development Regulations;

The application is consistent with the policies of the Municipal Development Plan; and  
The application is consistent with the Land Use Bylaw 2060-15.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.
3. The owner/applicant shall enter into and comply with the terms and conditions of, a development agreement with and to the satisfaction of the Town of Stettler, in accordance with Section 655 of the Municipal Government Act, as amended, with regard to all municipal improvements such as water supply, sewage disposal, storm water management, on-site roads including pedestrian systems, streetlights and other utilities as may be required.
4. Easements for servicing and drainage shall be obtained by the Town of Stettler upon subdivision.
5. The Applicant shall prepare and submit to the Town for approval, at no cost to the Town, engineering design drawings that are required for the construction of municipal improvements.
6. The issuance of a Construction Completion Certificate for the municipal improvements to the Town's satisfaction, pursuant to the subdivision development agreement referenced above.
7. The owner/applicant must in accordance with Bylaw 1972-08 pay off-site levies of \$5,000/gross developable acre for the 5.68 acre parcel for a total amount payable of \$28,400.00
8. The owner/applicant shall work with the Town of Stettler and the Stettler and

District Ag Society to come up with an acceptable form of screening and separation along the East Boundary of the property to minimize potential conflicts between the existing ag grounds and the new residential properties.

**Notes:**

Any existing instruments on the land title in favor of the users of lease roads, pipelines or other oil and gas facilities or other infrastructure shall be carried forward to the land title of the proposed parcel.

**IMPLICATIONS OF RECOMMENDATION**

**General:**

The applicant is proposing the development of a 17 +/- lot residential subdivision including multi family housing (duplex) as well as single family housing. The applicant will be responsible for all municipal improvements for the proposed development including water supply, sewage disposal, storm water management, on-site roads, and other utilities.

The rezoning and subdivision applications have been accepted by the Town and are being processed concurrently. The subdivision application is before council today for consideration while administration respectfully recommends that Council not proceed to 3<sup>rd</sup> and final reading of the rezoning bylaw 2139-21 until such time that the applicant has entered into a Development Agreement with Town of Stettler as a condition of the subdivision approval.

The proposed subdivision was circulated to the adjacent landowners.

The proposed rezoning and subdivision are in accordance with the Town of Stettler Municipal Development Plan (Bylaw 2041-13) which was adopted in 2013 and identifies this land as future residential (see attached map).

**BACKGROUND**

**Key Issues:**

Future Land Use – The proposed rezoning and subdivision are in accordance with the Town of Stettler Municipal Development Plan (Bylaw 2041-13) which was adopted in 2013 and identifies this land as future residential (see attached map).

**Legislation and Policy:**

Staff has assessed this application against the provisions outlined in the:  
Town of Stettler Land Use Bylaw 2060-15.  
The Town of Stettler Municipal Development Plan.

**Technical Review:**

External Agencies:  
Apex Utilities – No Objections  
Telus Communications – No Objections  
Atco Electric – No Objections  
County of Stettler –No objections

Technical Considerations (as per application):

Topography – Flat/Rolling  
Soil Characteristics – Sandy/Clay  
Storm Water Collection and Disposal –conditional as part of the Development Agreement.  
Accessibility to Road – 46 Avenue and 57 Street  
Water supply, sewage and solid waste disposal – conditional as part of the Development Agreement.  
The use of the land in the vicinity of the site – Residential and Public Use

**Alternatives:**

Defeat the application, stating reasons


**Author:**

Leann Graham, Director of Planning and Development



# Area of Proposed Subdivision Plan 2021-01

4501 – 57 Street

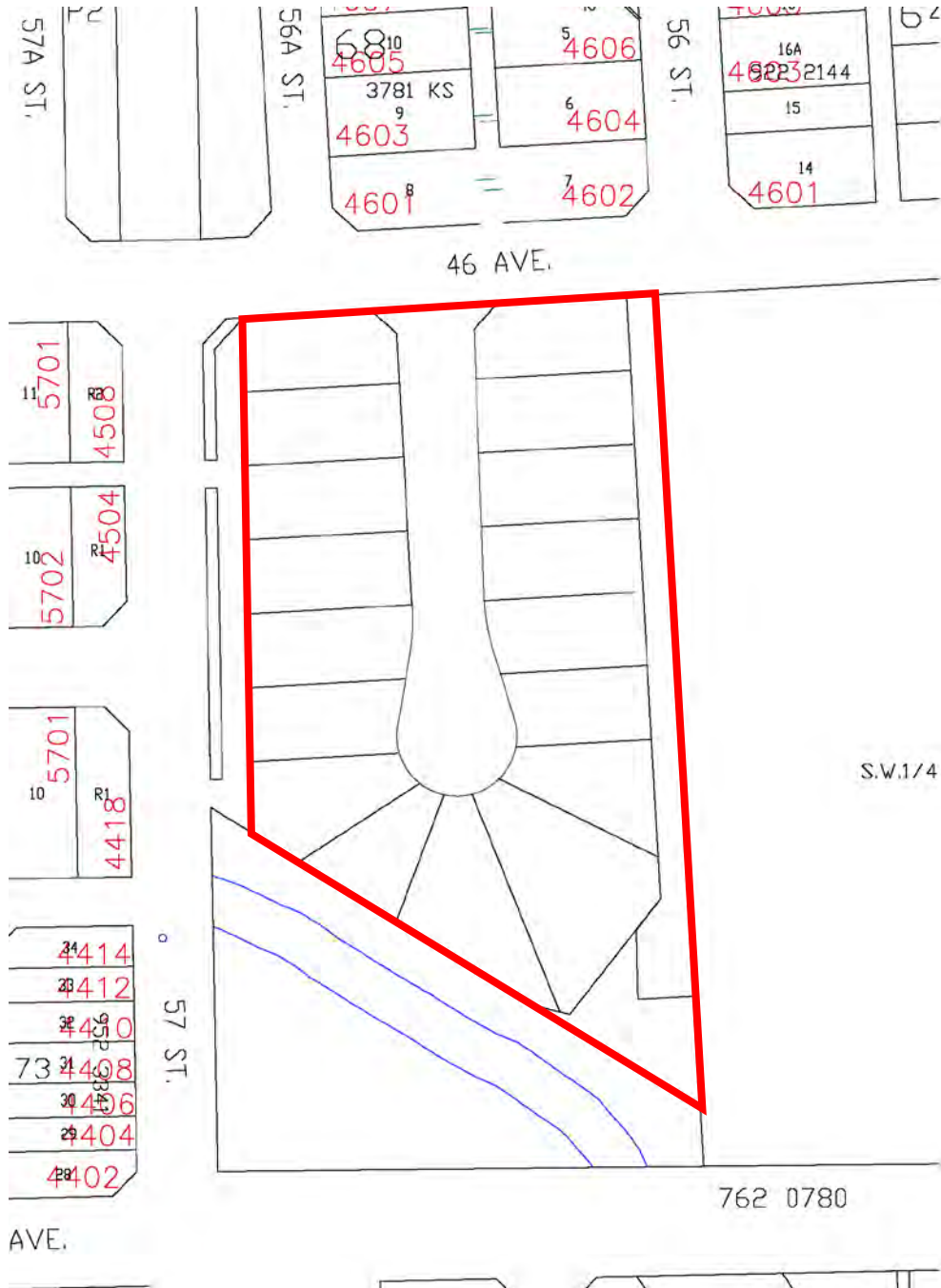
Proposed subdivision area as outlined in red 



# Proposed Subdivision Plan 2021-01

4501 – 57 Street

Proposed subdivision area as outlined in red



## Leann Graham

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**From:** Ryan Bolin <ryan.bolin@gmail.com>  
**Sent:** March 17, 2021 7:58 AM  
**To:** Leann Graham  
**Subject:** RE: Subdivision Application #2021-01

To Whom It May Concern,

As an adjacent property owner to the proposed subdivision application #2021-01, I am writing to you to object to this subdivision for the following;

I'm concerned about the drainage issues that will arise from taking out a large green space that acts as a buffer for flooding when the Red Willow Creek is at capacity. Having lived in our current residence since 2007, I have a lot of evidence of prior flooding. Removing green space that is able to soak up moisture and replacing it with asphalt and houses will surely create issues for all residences in the area. Has a stormwater management report been completed in regards to this subdivision application?

Second, I'm not sure Stettler is in need of residential lots at the moment. There are, by my rough count around 20 vacant lots in Stettler right now in Meadowlands. Why is it in the public interest to spent tax dollars to service lots when we already have adequate inventory. Stettler's population is not growing, and commercial real estate vacancies are concerning.

Third, I'm concerned about what this will do to the Ag Society and fairgrounds. In a rural community such as ours, I believe it's important we support agricultural events like the Steel Wheel Stampede. Residential development would limit any future expansion of the ag grounds and would make the proposed difficult to sell due to the noise and dust created by events.

Finally, would you please provide a reference to the area structure plan or any other pre-approval that this property may have that permits it to be rezoned or developed for residential land use.

Regards,  
Ryan Bolin

## Leann Graham

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**From:** Melissa <mroste@hotmail.com>  
**Sent:** April 1, 2021 10:28 AM  
**To:** townoffice; Leann Graham  
**Subject:** Rezoning Bylaw 2139-21

Good Morning,

I am writing in opposition of the rezone of Lot 2, Block 1, Plan 1923086 from Public Use to R2 Residential General, located at 4501 – 57 Street.

I am a resident on 54 Street and I am concerned about the following:

1. Sheltered green spaces are hard to come by in Stettler. This area has been a great spot for outdoor events, such as weddings, picnics, photo sessions, and rest areas. The lot has potential to be enhanced to further beautify this area of town, in a park like setting. The trees also provide shade and a wind break to the Grand Stand and rodeo events.
2. The trees are not only beautiful, but as you know this area is low lying and therefore the water table is high. How will the surrounding area be affected once all the trees are taken down? I realize there was a new culvert installed on the south side the lot, however can it be anticipated that water/flooding won't be more of future issue once all the trees are destroyed? As they are absorbing a lot of the underground moisture, holding back water and can reduce the flow of flooding. I would suggest a more environmental-based study could be completed, prior to Council's decision, to ensure that won't be the case.
3. If the development goes ahead, how will this impact the adjacent Agriculture Society? Will rodeo and 4-H events still continue? Will the Town have to consider a new area for the Steel Wheel Stampede or Mid-Way? Can you guarantee construction or the future residents won't complain and drive out these events? Recreation is imperative to a thriving community and we need to ensure there is a future for these programs and events.
4. I realize the idea of a new subdivision is exciting, I want to see Stettler grow and thrive as well. What about looking at filling the developments on either side of Stettler, rather than in an established neighborhood?
5. Due to the location of this lot, how and for what length of time will this construction be disruptive to traffic flow and to area residents? Or will the location be cleared and then sit vacant for years to come, becoming an eyesore for the neighboring residents and those passing through our community?

Thank you for time and consideration of my points.

Melissa Huraj

## Leann Graham

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**From:** Ag Society Stettler <stettleragsociety1907@gmail.com>  
**Sent:** April 1, 2021 10:14 AM  
**To:** Leann Graham  
**Subject:** Letter from Stettler District Agricultural Society  
**Attachments:** Letter to Town of Stettler re Subdivision proposal.docx

Dear Leann;

The Agricultural Society Board of Directors discussed the proposal submitted from the Town of Stettler at their general meeting March 23, 2021. Please find attached a letter outlining some ideas that the Board of Directors expressed at the meeting.

*Best Regards;*

### **Marj Savage - Administration**

Stettler District Agricultural Society (Est) 1907)  
PO Box 257  
Stettler, AB T0C 2L0  
(Ph): 403-742-6288  
[stettleragsociety1907@gmail.com](mailto:stettleragsociety1907@gmail.com)

STETTLER DISTRICT AGRICULTURAL SOCIETY  
PO BOX 257, Stettler AB T0C 2L0  
Phone: 403-742-6288 email: [stettleragsociety1907@gmail.com](mailto:stettleragsociety1907@gmail.com)

March 16, 2021

Attention: Mayor Sean Nolls; Councillor Scott Pfeiffer; Councillor Malcolm Fischer; Councillor Gord Lawlor; Councillor Wayne Smith; Councillor Al Campbell; Councillor Cheryl Barros

Dear Mayor and Council;

We would like to address Council regarding the concerns that Stettler District Agricultural Society has related to the following,

1. Proposed Subdivision for Lot 2, Block 1, and Plan 1923086. and how it relates to,
2. Current BYLAW 2020-11; Current as of August 4, 2020  
Being a bylaw to prevent and compel the abatement of activities, property or things creating noise that is a nuisance in the Town of Stettler, in the Province of Alberta.

When reviewing the proposed subdivision plan and the area, it was noted that the fencing and land at the west end of the grounds will be affected and there is the potential for additional surveying to be done. We propose that any surveying would be the responsibility and financial burden of the Developer.

It appears as well, that there are a number of trees that would be removed from the proposed areas. At this time the trees do offer a sound and visual barrier when there are events taking place on the agricultural grounds. The concern that Stettler Agricultural Society Board Members have is an anticipated conflict that we/our renter groups may have with home owners who are disrupted by or opposed to noise, smell and sight produced by agricultural related events. Examples of these events include, but are not limited to, rodeos, cattle and other livestock shows, outdoor events that require loudspeakers to announce the event. In the case of the larger events the entire outdoor area is consumed with trucks and livestock trailers that are not scheduled in their arrival or departure from the grounds, as we do not operate with regular business hours or close the venue at a precise and/or routine time.

We do allow overnight camping on the grounds as well and often time user groups that have rented Stettler Community Hall for weddings, funerals or other large events ask to park/camp overnight on the Agricultural Grounds. This has also been the case with some tournaments that have taken place in the ball diamonds located near our facilities. With the RV Park gone it may increase the request for participants to access the AG grounds to overnight camp.

Stettler District Agricultural Society wants to collaborate with Town Council, and have discussions regarding possibly building a berm and fence as well as planting replacement trees through the means available to the town and county constituents.

While attending events in other communities where housing borders the exhibition grounds, we have become acutely aware of the conflict that has occurred between homeowners and the Ag society and/or

event participants. In some instances it has been an ongoing struggle in these communities, where law enforcement is dispatched to every event by the homeowner in an attempt to shut the event down completely. And in some cases, when law enforcement sees no grounds to cite the event, the homeowners have come over and confronted the participants. This conflict paints the Ag society in a negative way, when in most cases, Ag societies are trying to build community capacity and drive business and tourism dollars in the Town and County. Our hope is to avoid issues or conflict between our organization, the Town and County and the people who wish to live here.

We are asking for discussion around how to prevent any issues and to ensure that relationships between the Ag society and the homeowners are both positive and neighborly, deeply rooted in mutual respect with an understanding of the importance that agricultural related events play in the vitality of this community.

Respectfully Submitted

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Dwayne Martin – President

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Jenna Watson – Vice President



# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 7 – 13, 2021 to be Seniors' Week in

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**Community**

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**Official Title**

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**Official Signature**

A handwritten signature in black ink, appearing to read "Josephine Pon".

**The Honourable Josephine Pon, Minister of Seniors and Housing**



COMMITTEE OF THE WHOLE RECOMMENDATIONS

APRIL 13, 2021

1. It was agreed that the Committee of the Whole recommend to Town Council that administration be advised to pursue planning for a Drive-By Parade, food delivery, and activity kits in celebration of Seniors' Week 2021.
2. Moved by Councillor Smith that the Committee of the Whole recommend to Town Council that funding be approved for two (2) units of the Stettler Community Builders award and that an ad-hoc committee be established to oversee the project.

**TOWN OF STETTLER  
BANK RECONCILIATION  
AS OF February 28, 2021**

Net Balance at End of Previous Month	\$	10,734,883.01
ADD: General Receipts (summarized below)		964,958.88
Interest Earned (Prime 2.45% less 1.65% = 0.80%)		7,528.73
Investments Matured		-
SUBTOTAL		11,707,370.62
LESS: General Disbursements		1,209,088.89
Payroll		245,497.12
Investments		-
Debenture Payments		-
Returned Cheques		582.48
Bank Charges		1,010.47
SUBTOTAL		1,456,178.96
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>10,251,191.66</b>
Balance at End of Month - Bank		10,274,545.28
ADD: Outstanding Deposits		19,720.78
LESS: Outstanding Cheques		43,074.40
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>10,251,191.66</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 20th DAY OF Apr 2021

\_\_\_\_\_  
MAYOR

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

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	263,056
4	Utility	AR	222,127
5	ATCO	Franchise	64,677
6	AltaGas	Franchise	117,315
7	Library	Rental	11,025
8	BOT	Destination Stettler	20,000
9	SMRWSC	Water	62,100
10	County of Stettler	Fire Agreement	108,208
11	Gov't of AB	FCSS	13,095
12	AE Kennedy	Rent	16,572
13	Other		66,784
14		Total	964,959

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2021 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses March 31, 2021	Utility (Water) Avail for Capital 2021 Interim Operating Budget (Rates) \$55,149	Utility (other) Avail for Capital 2021 Interim Operating Budget (Rates) \$358,182	Available for Capital 2021 Interim Operating Budget (taxes) \$235,518	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2021 Operating Budget	Debtenture / Local Improvement	Grants - MSI (\$1,245,630 + \$52,448 = \$1,298,078)	Grants - FGT (\$340,465)	Grants - BMTG (\$60 per cap x 5952 = \$357,120)	Other	Total			
<b>Operating Capital Projects included in 2021 Interim Operating Budget</b>																				
Op-tran	2-32-09-00-00-244	Pathway rehab (2017 council direction)	\$50,000.00	\$50,000							\$50,000.00						\$50,000.00			
Op-tran	2-32-09-00-03-244	Sidewalk replacement program (yearly)	\$75,000.00	\$75,000							\$75,000.00						\$75,000.00			
<b>2021 Capital Budget - Operational Projects (non TCA)</b>																				
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000.00	\$55,000				\$55,000.00									\$55,000.00			
Op-fire		2001 Fire engine replace-2026-\$1M	\$100,000.00	\$100,000			\$100,000.00										\$100,000.00			
Op-tran		Pavement patching	\$150,000.00	\$150,000			\$150,000.00										\$150,000.00			
Op-storm		Concept planning for West Stettler Park Phase 2	\$50,000.00	\$50,000				\$46,253.07	\$3,746.93	West Stettler Planning Reserve							\$50,000.00			
Op-tran		Concrete crushing	\$150,000.00	\$150,000			\$150,000.00										\$150,000.00			
Op-culture		Culture reserve account	\$15,000.00	\$15,000			\$15,000.00										\$15,000.00			
<b>2021 Capital Budget - Operational Projects (non TCA)</b>			<b>\$520,000.00</b>	<b>\$520,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$415,000.00</b>	<b>\$101,253.07</b>	<b>\$0.00</b>	<b>\$3,746.93</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
<b>2021 Capital Budget - Capital Projects (TCA)</b>																				
RCMP		Storage container (detachment)	\$10,000.00	\$10,000						\$10,000.00	Check Reserve						\$10,000.00			
ADM		Computer replacement program (SRC)	\$4,000.00	\$4,000			\$4,000.00										\$4,000.00			
ADM		2021 Municipal Election - Council notebooks	\$17,500.00	\$17,500			\$17,500.00										\$17,500.00			
2020 MSP	6-32-21-10-19-610	MSP - 44Ave Phase 2 - Hwy 56 to Hwy 12	\$611,241.25	\$611,241.25	\$587,499.06	\$23,742.19										\$611,241.25	MSP			
2020 MSP		MSP - Type 4 Intersection (Hwy 12 at 80st-south side only)	\$600,000.00	\$600,000.00					\$391,115.19	Support Transfer (MOST - \$607,693)			\$112,617.06			\$96,267.75	MSP			
FIRE		2 way radio system replacement AFRRCS (Alberta 1st Responder Communication System) in 2021	\$180,450.00	\$180,450			\$60,150.00		\$120,300.00	Fire Capital Reserve							\$180,450.00			
FIRE		38' 3 Storey drill tower - firefighter training	\$165,000.00	\$165,000				\$82,500.00								\$82,500.00	County			
FIRE		Enclosed cargo trailer - 8x24 tandem axle	\$50,000.00	\$50,000			\$25,000.00									\$25,000.00	County			
Op	6-32-09-60-01-660	Pathway program (new construction)	\$100,000.00	\$100,000	\$92,348.01	\$7,651.99		\$100,000.00									\$100,000.00			
Op	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services)	\$850,000.00	\$850,000	\$838,876.54	\$11,123.46			\$102,670.00	Support Transfer (MOST - \$607,693)			\$390,210.00	\$357,120.00			\$850,000.00			
Water	6-41-11-10-12-610	Watermain replacement east of 44th street between 49-50ave	\$280,000.00	\$280,000	\$267,871.60	\$12,128.40							\$280,000.00				\$280,000.00			
Water		Water meter data collection upgrade	\$35,000.00	\$35,000			\$35,000.00										\$35,000.00			
Sanitary		Lift station upgrades	\$300,000.00	\$300,000									\$300,000.00				\$300,000.00			
Equip		Tandem	\$200,000.00	\$200,000									\$200,000.00				\$200,000.00			
Equip		Trackless	\$160,000.00	\$160,000									\$160,000.00				\$160,000.00			
WTP		Pig vault rehab	\$175,000.00	\$175,000		\$175,000.00											\$175,000.00			
WTP		Membranes replacement	\$50,000.00	\$50,000		\$50,000.00											\$50,000.00			
WTP		Low lift valve automatic actuators	\$100,000.00	\$100,000					\$100,000.00	Capital Reserve							\$100,000.00			
Parks		Turf aerator	\$11,000.00	\$11,000			\$11,000.00										\$11,000.00			
Parks		Ball diamond backstop fence	\$5,000.00	\$5,000			\$5,000.00										\$5,000.00			
<b>2021 Capital Budget - Capital Projects (TCA)</b>			<b>\$3,904,191.25</b>	<b>\$3,904,191.25</b>	<b>\$1,786,595.21</b>	<b>\$54,646.04</b>	<b>\$225,000.00</b>	<b>\$157,650.00</b>	<b>\$182,500.00</b>	<b>\$0.00</b>	<b>\$724,085.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$940,000.00</b>	<b>\$502,827.06</b>	<b>\$357,120.00</b>	<b>\$815,009.00</b>	<b>\$0.00</b>	<b>\$3,904,191.25</b>
<b>2021 Total Capital Budget</b>			<b>\$4,549,191.25</b>	<b>\$4,549,191.25</b>	<b>\$1,786,595.21</b>	<b>\$54,646.04</b>	<b>\$225,000.00</b>	<b>\$572,650.00</b>	<b>\$283,753.07</b>	<b>\$0.00</b>	<b>\$727,832.12</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$940,000.00</b>	<b>\$502,827.06</b>	<b>\$357,120.00</b>	<b>\$815,009.00</b>	<b>\$0.00</b>	<b>\$4,549,191.25</b>
<b>Council Motion - 21:02:04 - Feb 2, 2021</b>			<b>\$4,549,191.25</b>	<b>1%</b>				\$648,849.00	\$1,081,403.07					-\$19,574.00	-\$162,362.06	\$0.00			\$4,549,191.25	
<b>Difference (Actual vs Council Budget)</b>			<b>\$0</b>																	\$0.00

		2020 Carry Forward																	
		Brought forward from 2020 Budget Carry Forward	2020 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount	Actual - Project Expenses March 31, 2021	Utility (Water) Avail for Capital 2021 Interim Operating Budget (Rates)	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debtenture / Local Improve	Grants - MSI (\$1,018,614 + \$52,513 = \$1,071,127)	Grants - FGT (\$310,904)	Grants - BMTG (\$60 per cap x 5748 = \$344,880)	Other	Total		
2020 Carry Forward - Projects not Completed																			
<b>2020 Carry Forward - Operational Projects (non TCA)</b>																			
Storm		Cattail removal Red Willow Creek - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$25,000	\$25,000.00	\$25,000.00											\$25,000.00			\$25,000.00	
WTP	2-41-01-00-06-252	WTP - Storage pond additional shading - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$13,000 (\$15,000 -\$2000)	\$13,000.00	\$13,000.00		\$13,000.00												\$13,000.00	
Planning	2-61-02-00-05-239	Northwest ASP - (Melissa Dec 30/19 - carry forward balance - \$25,000 - 0 = \$25,000) - (Melissa January 4, 2021 - carry forward balance \$2,640.62 (\$25,000 - \$22,359.38))	\$2,640.62	\$2,640.62						\$2,640.62	Planning Reserve							\$2,640.62	
Parks	2-77-05-00-02-239	Parks - West Stettler Park - Imp (2019 Strategic Plan) - Allan - January 6, 2020 - carry forward balance - \$25,000 - 2020 Power & Water Feature	\$50,000.00	\$50,000.00				\$50,000.00										\$50,000.00	
Lagoon	6-42-01-10-12-610	Lagoon - Legal	\$255.00		\$0.00	\$255.00					\$255.00							\$255.00	
Pool	2-73-13-03-04-252	SRC - Projects	-\$1,000.00	\$0.00	\$0.00	-\$1,000.00					-\$1,000.00							-\$1,000.00	
<b>2020 Carry Forward - Operational Projects (non TCA)</b>			<b>\$89,895.62</b>	<b>\$90,640.62</b>	<b>\$0.00</b>	<b>-\$745.00</b>	<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$2,640.62</b>	<b>\$0.00</b>	<b>-\$745.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$89,895.62</b>	
<b>2020 Carry Forward - Capital Projects (TCA)</b>																			
Op	6-32-09-60-02-660	Pathway Program (Area 2c - Hwy 12 along Co-op/Stettler GM) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward \$10,000	\$10,000.00	\$10,000.00						\$10,000.00	Pathway							\$10,000.00	
Op	6-32-21-00-13-610	44th Avenue Overlay from Hwy 56-65th Street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$134,226.24 (\$792,943.50-\$658,717.26)	\$134,226.24	\$134,226.24									\$134,226.24					\$134,226.24	
Op	6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000 - \$15,284.81)	\$44,715.19	\$44,715.19			\$44,715.19											\$44,715.19	
Water	6-41-11-10-24-610	Watermain on 52ndST between 49-50ave - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$29,420.18 (\$252,819.25-\$223,399.07)	\$29,420.18	\$29,420.18									\$29,420.18					\$29,420.18	
Water	6-41-11-10-06-610	Watermain on 61ST Grandview - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$408,059.64 (\$746,477.96 - \$338,418.32)	\$408,059.64	\$408,059.64									\$408,059.64					\$408,059.64	
Water	6-41-11-10-05-610	Install additional fire hydrants 46th street - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$30,000	\$30,000.00	\$30,000.00			\$15,000.00	\$15,000.00										\$30,000.00	
Sewer	6-42-00-10-05-610	Lift station pump upgrades - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$299,242.50 (\$300,000-\$757.50)	\$299,242.50	\$299,242.50										\$259,242.50	\$40,000.00			\$299,242.50	
WTP	6-41-01-20-13-620	WTP - Chlorine Analyzer - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000	\$20,000.00	\$20,000.00		\$20,000.00												\$20,000.00	
WTP	6-41-01-20-00-620	WTP - Make up air unit replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$20,000	\$20,000.00	\$20,000.00		\$20,000.00												\$20,000.00	
WTP	6-41-01-20-19-620	WTP - Membranes (build reserves) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000	\$50,000.00	\$50,000.00		\$50,000.00												\$50,000.00	
WTP	6-41-01-20-11-620	WTP - Chlorine gas replacement - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000	\$50,000.00	\$50,000.00		\$50,000.00												\$50,000.00	
WTP	6-41-01-20-09-620	WTP - Potable water pump - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$50,000	\$50,000.00	\$50,000.00		\$50,000.00												\$50,000.00	
Park	6-77-81-60-00-660	Skateboard Park - Phase 2 - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$223,000 (cost of final design)	\$223,000.00	\$223,000.00	\$214,000.00	\$9,000.00			\$160,100.45								\$62,899.55	Association	\$223,000.00
Park	6-77-02-30-07-630	Baseball diamond utility vehicle (mule) - 2020 Carry Forward - Brad Jan 7, 2021 - carry forward balance - \$32,000	\$32,000.00	\$32,000.00						\$32,000.00	common services							\$32,000.00	
SRC - Are	6-73-11-20-05-620	Tube Heaters - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$62,500	\$19,575.00	\$19,575.00			\$19,575.00											\$19,575.00	

SRC Fitness	6-73-12-30-00-630	Pec Deck Machine - 2020 Carry Forward - Brad Jan 4, 2021 - carry forward balance - \$6,550.00	\$6,550.00	\$6,550.00			\$6,550.00											\$6,550.00	
	6-41-11-10-22-610 - CAP-11501	Watermain replace on 52nd Street between 48-49 Ave - (Melissa Dec 30/19 - carry forward balance - \$221,369.75 - \$205,400.66 = \$15,969.09) - (Melissa January 4, 2021 - carry forward balance - \$15,000)	\$15,000.00	\$15,000.00								\$15,000.00						\$15,000.00	
	6-41-14-20-01-620 - CAP-11503	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210)	\$149,490.00	\$149,490.00								\$149,490.00						\$149,490.00	
	6-42-00-20-00-620	Lift Stations A & B Furnaces - (Melissa Dec 30/19 - carry forward balance - \$30,000 - \$0.00 = \$30,000) - (Melissa January 4, 2021 - carry forward balance \$14,566.97 (\$30,000 - \$15,433.03))	\$14,566.97	\$14,566.97			\$14,566.97											\$14,566.97	
Water	6-41-14-10-01-610	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$50,000 - 0 = \$50,000) - (Melissa January 4, 2021 - carry forward balance \$50,000	\$50,000.00	\$50,000.00			\$10,000.00					\$40,000.00	Water Reservoir Coat					\$50,000.00	
WTP	6-41-01-20-21-620	WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20) - (Melissa - December 20) - (Melissa Dec 30/19 - carry forward balance - \$250,000 - \$20,499.36 = \$229,500.64) - Melissa January 4, 2021 - carry forward balance \$209,122.94 (\$229,500.64 - \$20,377.70)	\$209,122.94	\$209,122.94				\$209,122.94										\$209,122.94	
Airport	6-33-00-10-01-630	Airport - Runway Lights (Joint Airport Grant - runway lighting) \$32,550 - 0 = \$32,550) - Melissa January 4, 2021 - carry forward balance - \$132,700 - \$119,430 = \$13,270	\$13,270.00	\$13,270.00			\$13,270.00											\$13,270.00	
Water	6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019 - (Melissa Dec 30/19 - carry forward balance \$34,706.73 - \$2201.72 = \$32,505.01) - Melissa January 4, 2021 carry forward balance - \$32,505.01	\$32,505.01	\$32,505.01			\$32,505.01											\$32,505.01	
Cem	6-56-00-60-01-660	Cemetery Columbarium - Alan - January 6, 2020 - carry forward balance - \$20,000 - \$1800 = \$18,200 - Brad - January 11, 2021 - Carry forward balance - \$18,200	\$17,674.64	\$18,200.00	\$525.36	\$17,674.64	\$17,674.64											\$17,674.64	
<b>2020 Carry Forward - Capital Projects (TCA)</b>			<b>\$1,928,418.31</b>	<b>\$1,928,943.67</b>	<b>\$214,525.36</b>	<b>\$26,674.64</b>	<b>\$190,000.00</b>	<b>\$149,632.17</b>	<b>\$39,224.64</b>	<b>\$369,223.39</b>	<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$736,196.06</b>	<b>\$259,242.50</b>	<b>\$40,000.00</b>	<b>\$62,899.55</b>	<b>\$0.00</b>	<b>\$1,928,418.31</b>
<b>2020 Total Carry Forwards</b>			<b>\$2,018,313.93</b>	<b>\$2,019,584.29</b>		<b>\$80,575.68</b>	<b>\$203,000.00</b>	<b>\$149,632.17</b>	<b>\$89,224.64</b>	<b>\$369,223.39</b>	<b>\$84,640.62</b>	<b>-\$745.00</b>	<b>\$0.00</b>	<b>\$736,196.06</b>	<b>\$284,242.50</b>	<b>\$40,000.00</b>	<b>\$62,899.55</b>	<b>\$0.00</b>	<b>\$2,018,313.93</b>
<b>2021 Total Capital Budget (including Carry Forwards)</b>			<b>\$6,567,505.18</b>	<b>\$6,568,775.54</b>			<b>\$428,000.00</b>	<b>\$722,282.17</b>	<b>\$372,977.71</b>	<b>\$369,223.39</b>	<b>\$812,472.74</b>	<b>\$124,255.00</b>	<b>\$0.00</b>	<b>\$1,676,196.06</b>	<b>\$787,069.56</b>	<b>\$397,120.00</b>	<b>\$877,908.55</b>		<b>0.00</b>
							<b>Water \$428,000.00</b>	<b>\$1,523,259.88</b>			<b>\$1,181,696.13</b>								
											<b>Total Reserves \$2,704,956.01</b>								
												<b>Total Grants Available</b>		<b>\$2,063,094.73</b>	<b>\$892,578.50</b>	<b>\$493,009.11</b>			
												<b>Balance - December 31, 2021</b>		<b>\$386,898.67</b>	<b>\$105,508.94</b>	<b>\$95,889.11</b>			

Revenue	2021 Budget	Actual - March 31, 2021	Variance	%	Notes
Administration	\$272,020	\$51,488.89	\$220,531.11	18.93%	
Inter Department Transfer - \$250,000					
Police	\$466,391	\$8,792.72	\$457,598.28	1.89%	MSI Operating - \$53,391
Traffic Fines (Budget - \$60,000 / Actual - \$4,885 = 8%)					
Provincial Grant - \$347,000 / Community SRO - \$0)					
Fire	\$449,247	\$8,967.16	\$440,279.84	2.00%	
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$109,950	\$107,240.00	\$2,710.00	97.54%	Animal / Business License
Business Licenses (Budget - \$86,250 - Actual \$87,700 (102%) /Animal License - Budget \$21,700 - Actual \$19,490					
Roads, Streets, Walks, Lights	\$63,800	\$30.00	\$63,770.00	0.05%	
Roads Frontage - Pavement (Budget - \$62,075)					
Airport	\$10,880	\$4,613.20	\$6,266.80	42.40%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,147,358	\$463,876.89	\$2,683,481.11	14.74%	
Metered sale of water (Budget - \$1,961,648 / Actual - \$274,364 - 14% - to end of February - 16%)					
Metered out of Town (Budget - \$1,070,000 / Actual - \$178,667 - 17% - to end of February - 16%)					
Bulk water (Budget - \$40,000 / Actual \$2,749 - 7%)					
Sewer	\$950,701	\$142,361.02	\$808,339.98	14.97%	
Sewer Service Charges (Budget - \$888,681 / Actual \$142,361 - 16% - to end of February - 16%)					
Garbage Collection & Disposal	\$839,263	\$137,321.51	\$701,941.49	16.36%	
Residential Garbage Revenue (Budget - \$634,980 / Actual \$102,757 - 16% - to end of February - 16%)					
Recycling Revenue (Budget - \$170,664 / Actual - \$28,213 - 17% - to end of February - 16%)					
FCSS	\$157,148	\$39,285.00	\$117,863.00	25.00%	
Cemetery	\$23,600	\$12,873.00	\$10,727.00	54.55%	
Planning & Development	\$44,500	\$20,387.46	\$24,112.54	45.81%	
Building Permits (Budget - \$30,000 / Actual - \$17,130 - 57%)					
Economic Development - BOT	\$232,125	\$41,493.96	\$190,631.04	17.88%	
Subdivison Land	\$2,000	\$0.00	\$2,000.00	0.00%	
Land, Housing & Rentals	\$282,015	\$64,021.64	\$217,993.36	22.70%	
Health Unit - \$204,400					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$3,000	\$81.76	\$2,918.24	2.73%	
Recreation Programs	\$22,700	\$19.05	\$22,680.95	0.08%	
Facilities	\$952,732	\$46,181.06	\$906,550.94	4.85%	County Partnership - \$431,500
Community Hall	\$30,000	-\$401.19	\$30,401.19	-1.34%	
Senior's Center	\$20,875	\$6,235.71	\$14,639.29	29.87%	
Parks	\$115,650	\$2,947.70	\$112,702.30	2.55%	
Lions Campground - Budget - \$115,000 / Actual - \$1,648 - 1%)					
Operating Contingency	\$0	\$0.00	\$0.00	0.00%	
Taxes	\$8,677,383	-\$0.06	\$8,677,383.06	0.00%	
Other Revenue	\$1,938,350	\$411,689.62	\$1,526,660.38	21.24%	Business Taxes / Penalties
Franchise Fee - GAS (Budget - \$1,002,950 / Actual - \$238,933 - 24% - to end of February - 16%)					
Franchise Fee - ELECTRIC (Budget - \$727,000 / Actual - \$121,454 - 17% - to end of February - 16%)					
Return on Investments (Budget - \$140,000 / Actual - \$14,516 - 10%)					
<b>Total Revenue</b>	<b>\$18,811,688</b>	<b>\$1,569,506.10</b>	<b>\$17,242,181.90</b>	<b>8.34%</b>	

Expense	2021 Budget	Actual - March 31, 2021	Variance	%	Notes
Council & Legislative	\$221,630	\$41,999.26	\$179,630.74	18.95%	
Council Honorarium (Budget - \$152,630 / Actual - \$33,829 - 22%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000 / Actual - \$292 - 1%)					
Council Membership Conferences (Budget - \$16,000 / Actual - \$6,189 - 39%)					
Administration	\$1,302,597	-\$195,515.98	\$1,498,112.98	-15.01%	COVID Expenses (supplies) - \$3158.38
Police	\$1,264,942	\$25,955.64	\$1,238,986.36	2.05%	
RCMP - Contract Billings (Budget - \$1,080,481)					
Fire	\$894,059	\$90,892.13	\$803,166.87	10.17%	
Disaster Services	\$33,080	\$51.01	\$33,028.99	0.15%	
Bylaw Enforcement	\$192,716	\$52,669.36	\$140,046.64	27.33%	
Common Services	\$156,733	\$24,990.95	\$131,742.05	15.94%	
Roads, Streets, Walks, Lights	\$1,947,877	\$222,393.27	\$1,725,483.73	11.42%	
Airport	\$47,635	\$5,828.22	\$41,806.78	12.24%	
Water Supply & Distribution	\$3,092,209	\$500,778.31	\$2,591,430.69	16.19%	
Sewer	\$706,865	\$133,091.84	\$573,773.16	18.83%	
Garbage Collection & Disposal	\$724,917	\$143,931.19	\$580,985.81	19.85%	
FCSS	\$196,435	\$49,108.75	\$147,326.25	25.00%	
Cemetery	\$65,790	\$2,259.33	\$63,530.67	3.43%	
Planning & Development	\$330,035	\$83,579.39	\$246,455.61	25.32%	
Comm Services -Handi Bus	\$25,000	\$0.00	\$25,000.00	0.00%	
Economic Development	\$679,030	\$77,800.88	\$601,229.12	11.46%	
Subdivison Land	\$55,820	\$9,028.21	\$46,791.79	16.17%	
Land, Housing & Rentals	\$44,890	\$6,796.11	\$38,093.89	15.14%	
Recreation - General	\$153,470	\$20,804.61	\$132,665.39	13.56%	
Recreation Programs	\$82,740	\$6,206.04	\$76,533.96	7.50%	
Facilities	\$2,386,688	\$403,118.85	\$1,983,569.15	16.89%	
Culture	\$334,162	\$75,123.90	\$259,038.10	22.48%	
Community Hall	\$107,546	\$17,548.59	\$89,997.41	16.32%	
Senior's Center	\$13,330	\$582.47	\$12,747.53	4.37%	
Parks	\$625,631	\$42,723.43	\$582,907.57	6.83%	
Operating Contingency	\$428,849	\$0.00	\$428,849.00	0.00%	
WTP gross recovery - (\$220,000) (JE made at end of year prior to Audit)					
Available for Capital from 2021 Operating Budget for 2021 Capital Budget - \$648,849 (Water (\$55,149) + Utility \$358,182 (sewer, waste, recycling) + Total Available for Capital - \$235,518) + Contingency - Utility - \$0 / Salaries - \$0 = \$648,849					
Requisitions	\$2,697,012	\$581,609.02	\$2,115,402.98	21.56%	
ASFF (Budget - \$2,150,127 - Actual - \$539,740 - 25%)					
ASFF Separate School (Budget - \$177,176 - Actual - \$41,869 - 24% )					
County of Stettler Senior Lodges (Budget - \$368,792 - Actual \$0 - 0%)					
<b>Total Expense</b>	<b>\$18,811,688</b>	<b>\$2,423,354.78</b>	<b>\$16,388,333.22</b>	<b>12.88%</b>	
<b>Surplus / Deficit</b>	<b>\$0</b>	<b>-\$853,848.68</b>	<b>\$853,848.68</b>		

TO: Town of Stettler Council

DATE: 2021 04 20

FROM: Greg Switenky  
CAO

**CHIEF ADMINISTRATIVE OFFICER'S REPORT – MARCH 2021**

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Committee of the Whole, Joint Health & Safety Committee, Stettler Waste Management Authority (Zoom), and daily office staff information sharing sessions.
2. Ongoing organizational COVID-19 continuity planning under AHS guidelines, provincial mandates, and industry best practices. Virtual CMOH and Telephone Town Hall sessions.
3. Joint meeting of the Town & County of Stettler - Council and Senior Administration.
4. Virtual County of Stettler – Board of Trade and BioBord presentations.
5. Virtual 13 Ways – “Ask Me Anything” recorded webinar.
6. Virtual Government of Alberta – Round Table Session on Municipal Climate Policy.
7. Virtual Alberta Counsel – Disaster Recovery Program - Start the Conversation.
8. Ongoing liaison and information sharing with County Administration; working on community development and strengthening collaborative working relationships.
9. Ongoing organizational succession planning considerations.
10. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/Ratepayer concerns.

ADMINISTRATION – ASSISTANT CAO – STEVEN GERLITZ

1. Meetings attended included: Council, Committee of the Whole, Economic Development Committee, 2021 Municipal Election Training, AUMA AMSC Insurance Renewal Webinar, Senior Management COVID, 202, Numerous Town Hall Meetings (listening), Dr. Hinshaw COVID Updates (listening)
2. Projects worked on included:
  - COVID planning, info and research
  - COVID Relief Financial Contribution – Local Businesses - questions
  - 2021 Municipal Election – Assist Returning Officer with Election Planning/training
  - 2020 Financial Statement and FIR - review
  - 2020 Cash Flow Statement follow up – December 31, 2020 (final audit)



- 2020 Regional Water Summary – December 31, 2020 (final audit)
- 2020 Capital Budget Summary – December 31, 2020 (final audit)
- 2020 Operating Budget Summary – December 31, 2020 (final audit)
- 2020 Reserves Update – December 31, 2020 (final audit)
- 2020 Grant Updates – December 31, 2020 (final audit)
- 2020 Regional Water Rates – true up costing
- 2021 Capital Budget
- 2021 Cash Flow Statement follow up – March 31, 2021
- 2021 Regional Water Summary – March 31, 2021
- 2021 Capital Budget Summary – March 31, 2021
- 2021 Operating Budget Summary – March 31, 2021
- 2021 Reserves Update – March 31, 2021
- 2021 Grant Updates – March 31, 2021
- 2023-2032 – Regional Water Model Program Update - continued
- Garbage and Recycling Inquiries – municipal inquiries
- Council Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns

#### DIRECTOR OF OPERATIONS – MELISSA ROBBINS

##### Meetings:

- IDP Development Meeting
- BioBoard Development
- Stettler Hospital Upgrades – underground improvements
- Staff interview
- Analyzing Changes to Alberta's Disaster Recovery Webinar
- Joint Town/County Meeting

##### Projects:

- Application for Healthy Canada Grant for the Downtown Streetscape
- Neptune 360 Transition
- New intersection design highway 12 west
- Downtown Streetscapes/Watermain tender award and contracts
- 43 Street Water main Tender Award and Contracts
- Sidewalk Replacement Tender Award and Contracts

#### TRANSPORTATION – IVAN WILFORD

- Dug cremations and graves
- Sign repair/installations

- Sanded lanes and streets as needed
- Equipment repairs and cleaning
- Finished up Culvert and catch basin thawing
- First aid training
- Cleaned up and oiled sanders
- Installed new rapid flash pedestrian cross walk lights at veteran’s way and 54 street
- Used the lights we removed to repair the cross-walk lights at 49 avenue and 46 street as new parts are not available.
- Nelson passed his class 3 road test
- Pot hole repairs
- Touched up 44 Avenue culvert dig site
- Online skid steer safety training coarse with practical testing
- Packed winter graves and topped up with black dirt
- Completed Trackless and tandem tenders sent to the office for posting
- Started boulevard and street sweeping
- Some grading of perimeter roads
- Some parking lot sweeping
- Removed snow fence
- Finished trimming trees on the north edge of the seed cleaning plant road
- Swept some lane apron gravel back
- Removed ice from the rec center
- Pushed up concrete site
- Pushed up/Turned compost

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2020 Permits to March 31, 2020	2021 Permits to March 31, 2021
Institutional	-	\$2,868,560.00
Industrial	\$92,000.00	-
Commercial	\$25,000.00	\$164,900.00
Residential	\$890,860.00	\$940,965.00
Total	\$1,007,860.00	\$3,974,425.00

2. Projects:

- IDP & SE ASP RFP
- Seniors Development Proposal
- Rotary Park Development
- Cemetery Road Developments
- Potential 46 Avenue Subdivision
- Corporate Identity Initiative
- Economic Development Committee Initiative
- North West ASP
- Community Builders
- Development

- Planning & Operations Clerk Maternity Leave Replacement
- Bylaw Officer Resignation Replacement
- IT Coordinator Interviews
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- JHSC Meeting
- IDP & SE ASP Meeting
- MPC Meeting
- AE Kennedy Admin Meeting
- Insurance Paul Davis Meetings
- Seniors Development Proposal Meeting
- Corporate Identity Meeting
- Economic Development Meeting
- Commercial Market Analysis Meetings
- Election Training
- Board of Trade Meeting
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Joint Town and County Council Meeting
- Council and Committee Meetings
- Staff and Department Head

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

Meetings: Heartland beatification, Town hall, central zone, AARFP board of directors, Covid updates, and Paul Davis.

Projects: Arena operations, completed campground washroom renovations, removal of Red ice surface, prepped floors for ball, soccer, and lacrosse, started field prep for ball and soccer, and started filling holes in campground stalls.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The aerators were flushed out and put into service for anticipation of the river ice breakout.
2. The permanganate pump, lines and injection quills were flushed out and the system was put into service and is pumping water at this time. The tank will be batched with permanganate after the ice leaves the river.

3. The lab and most of the online analyzers at the plant had their yearly maintenance and certification performed by the Cleartech technician. The rest of the meters will be scheduled for May with the Hach technician.
4. One online CL17 chlorine analyzer failed so grab samples were taken until a technician was able to repair the following day. All samples taken were within operating parameters.
5. March 29 storm caused power outages at the plant. The plant had to run on genset through the night as the power was on and off too much to leave the plant running on line power. As it was, we lost the reservoir communication and the plant was run in manual for some time. After comms came back there is still some missing data which will have to be rectified once Shane Menard is back from working out of town.
6. The streaming current analyzer has been repaired under warranty and is back in service. All new parts were installed.
7. Routine monthly maintenance carried out.

#### WATER – GRANT MCQUAY

- 1) Rounds, readings, locates and meters.
- 2) Quarterly water sampling.
- 3) Water leak repairs.
- 4) Weekly cleaning of WTS sanitary tank's and CL17 analyzer bottles changed out.
- 5) Dig site maintenance.
- 6) Weekly water distribution sampling for bacti and chlorine residuals.
- 7) Weekly testing for lift station emergency system.
- 8) Repaired counter tops at WTS.
- 9) Quarterly facility maintenance.
- 10) Cleared a blockage on Sewer main.
- 11) Repaired hydrant
- 12) Reviewed job procedures and hazard assessments.
- 13) First aid and ground disturbance courses.
- 14) Finished hauling and pushing up cattails.
- 15) CC repairs.
- 16) Nitrite testing and flushing.

#### REGIONAL FIRE CHIEF – MARK DENNIS

1. **Training**
  - Training is back to shift on rotation to maintain separation for COVID 19
  - Provide shift training for the following: portable air shelter, rotary saws, chain saws, regional mapping, restrictions and routing
1. **Fire Department Operations**
  - New recruit interviews
  - New recruit protective clothing sizing
  - Training tower foundation planning
  - AFRRCS project planning
  - Manage wild fire danger signs at Buffalo Lake
  - Officer meeting, East Central fire chiefs zoom meeting, AFCA zone 5 zoom, Town and County joint council meeting

- Ongoing fire fighter payroll submission, incident invoicing, incident investigations, fire cause determination submission to AB gov.
- Ongoing Fire investigation final report regarding worker injury OHS investigation
- Complete 2020 Safety Codes internal audit submission
- Fire inspection activities - Ongoing fire code occupancy load calculations and questions regarding enhanced COVID restriction changes by AHS, Fire safety inspections, and Stettler hospital renovation
- Performed temporary valve repair on Tender 15 to keep unit in service. Waiting for parts to repair tank to pump electric valve and controller
- Donalda station Tender 35 CVIP has been completed along with repairs back in service relocated to Stettler currently in the County Shop to be accessed for incident response
- Working on Brush 26 DPF issues
- Hydro testing for SCBA bottles
- LP1000 defibrillator returned from Stryker
- Ordered more COVID PPE through Gov. Supplies for fire stations
- Schedule overhead door repairs station 1 and 2
- Replaced hot water heaters at station 1

1. Regional Fire Department Incident Summary

- Total incidents 28 - 3 motor vehicle incidents, 3 vehicle fires, 3 structure fires, 12 alarm calls, 3 medical first response incidents, 1 carbon monoxide incident, and 3 wild land fires.



Greg Switenky  
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75469
Cheque Date	First	Last		75471

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
A Healing Touch	75469	2021-04-09	\$150.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Covid-19 Relief Contribution		2058	\$150.00
=====			
Dragonfly Synergy	75470	2021-04-09	\$150.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Covid-19 Relief Contribution		2339	\$150.00
=====			
Toms Boots & Western Wear	75471	2021-04-09	\$150.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Covid-19 Relief Contribution		2212	\$150.00
-----			
			-----
		Total Cheques	\$450.00
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75481
Cheque Date	First	Last		75489

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
City of Lacombe	75481	2021-04-09	\$100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool - Training	17834	\$100.00	
-----			
DFI Corporation	75482	2021-04-09	\$100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Refund Buld Water Dep	2021.03.18	\$100.00	
-----			
Digital Postage On Call	75483	2021-04-09	\$3,150.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Metered Postage	2021.04.05	\$3,150.00	
-----			
Diverse Signs N Designs Inc.	75484	2021-04-09	\$4,083.26
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Lobby Sign Replacement	7539	\$4,083.26	
-----			
Government of Alberta	75485	2021-04-09	\$59.80
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Local Gov Binder Update	S093406	\$59.80	
-----			
Ken-Mar Concrete	75486	2021-04-09	\$315.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Roads Other Goods	151	\$315.00	
-----			
Parkland Regional Library	75487	2021-04-09	\$13,358.52
-----			
Invoice Description	Invoice Number	Invoice Amount	
Library 2nd Qtr Requisition	210238	\$13,358.52	
-----			
Peters, Jennifer	75488	2021-04-09	\$226.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Refund Mar & Apr Tax Install	2021.04.05	\$226.00	
-----			
Practica Ltd.	75489	2021-04-09	\$763.85
-----			
Invoice Description	Invoice Number	Invoice Amount	
Park West Stettler Dispencers	42384	\$763.85	
-----			
Total Cheques			\$22,156.43

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75490
Cheque Date	First	Last		75505

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
911 Supply	75490	2021-04-16	\$11,820.81
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fire Joint 5 Visors&MPLS Light	INV0283483	\$2,903.09	
Fire Joint 5 Rescue Helmets	INV0283479	\$4,526.46	
Fire Joint Uniforms	INV0283482	\$4,503.57	
-----			
Alberta Land Titles	75491	2021-04-16	\$80.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Admin/Bylaw/Water Searches	2021.03.31	\$80.00	
-----			
ATCO Electric Ltd.	75492	2021-04-16	\$348.92
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Bylaw Compliance Enforcement	3009676	\$348.92	
-----			
Bunzl Cleaning & Hygiene	75493	2021-04-16	\$663.25
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC Floor Sealer wax	125543	\$663.25	
-----			
Canada Post Corporation	75494	2021-04-16	\$1,556.52
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water Bills Postage	9773112715	\$1,556.52	
-----			
County of Stettler Housing Ath	75495	2021-04-16	\$184,056.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Seniors Lodges 1st Qtr Requisi	2021-REQ2-1	\$92,028.00	
Seniors Lodges 2nd Qtr Requisi	2021-REQ02-2	\$92,028.00	
-----			
Fastimes Towing	75496	2021-04-16	\$84.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Parks Tow unit #87 to the Shop	3447	\$84.00	
-----			
Future Ag Inc	75497	2021-04-16	\$968.63
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Airport Filters unit #158	IS65165	\$122.00	
Airport Brgs, seals, hose #158	IS65166	\$633.83	
Airport Sight glass unit #158	IS65166A	\$20.28	
Airport Grease nipples #158	IS65257	\$10.36	
WTP Blade retainer unit #122	IS65259	\$182.16	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Hochhausen, Raelynn	75498	2021-04-16	\$73.14
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water refund Util AC Cr Bal	2021.04.12	\$73.14	
-----			
Linde Canada	75499	2021-04-16	\$348.23
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Chemicals	62566419	\$348.23	
-----			
Muhlbach Electric Ltd.	75500	2021-04-16	\$1,052.63
-----			
Invoice Description	Invoice Number	Invoice Amount	
Sewer A Lift Backup motor pane	20210406	\$1,052.63	
-----			
Ornamental Bronze Limited	75501	2021-04-16	\$459.90
-----			
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Columbarium Wreath	97001	\$459.90	
-----			
Paul Davis Systems	75502	2021-04-16	\$26,700.97
-----			
Invoice Description	Invoice Number	Invoice Amount	
Bylaw Compliance Enforcement	RED-21-0195	\$23,880.94	
Bylaw Compliance Enforcement	RED-21-0196	\$2,820.03	
-----			
Receiver General for Canada	75503	2021-04-16	\$58,901.39
-----			
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP07-21	\$49,789.71	
Town Tax Remittance	PP07-21.	\$3,010.90	
BOT Tax Remittance	PP07-21.BOT	\$1,847.28	
SVWS Tax Remittance	PP07-21.SVWS	\$702.30	
Library Tax Remittance	PP07-21.LIBRAR	\$3,551.20	
-----			
Stettler Independent	75504	2021-04-16	\$68.25
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Newspaper Subscription	2021.OFFICE	\$68.25	
-----			
Toms Boots & Western Wear	75505	2021-04-16	\$453.51
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop-2 pairs winter lined boot	36	\$453.51	
-----			
Total Cheques			\$287,636.15
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0003348
Cheque Date	First	Last		EFT0003373

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta One-Call Corporation	EFT0003348	2021-04-13	\$191.84
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Trans March 1st Calls	IN166139	\$191.84	
-----			
Barnes, Roger	EFT0003349	2021-04-13	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Apr Phone Allowance	2021.04.01	\$25.00	
-----			
Stettler Regional Board of Tra	EFT0003350	2021-04-13	\$300.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
PR town Life Photo Contest Pri	1652	\$300.00	
-----			
C & S Disposal	EFT0003351	2021-04-13	\$22,629.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
Mar Waste & Recycling Collect	809	\$22,629.75	
-----			
Capital Power	EFT0003352	2021-04-13	\$67,196.58
-----			
Invoice Description	Invoice Number	Invoice Amount	
February Power Bill	5166860	\$64,602.10	
Affiliate February Power Bills	5166855	\$2,594.48	
-----			
Cheri's Ultimate Cleaning Serv	EFT0003353	2021-04-13	\$2,132.80
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Jan Feb Mar Janitor	962214	\$2,132.80	
-----			
Dahl, Steven	EFT0003354	2021-04-13	\$50.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop April Tool Allowance	2021.04.01	\$50.00	
-----			
Digital Connection Office Syst	EFT0003355	2021-04-13	\$485.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office & Water Bills Postage	315559	\$485.06	
-----			
Dodd, Sonia	EFT0003356	2021-04-13	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool April Phone Allowance	2021.04.01	\$25.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
F-6 Electric	EFT0003357	2021-04-13	\$892.13
Invoice Description	Invoice Number	Invoice Amount	
Water Reservoir UPS Batteries	2039	\$892.13	
Stettler FCSS	EFT0003358	2021-04-13	\$49,108.75
Invoice Description	Invoice Number	Invoice Amount	
FCSS 2nd Qtr 2021 Requisition	2021.04.01	\$49,108.75	
Gerlitz, Steven	EFT0003359	2021-04-13	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Apr Trvl & Phone	2021.04.01	\$100.00	
Graham, Leann	EFT0003360	2021-04-13	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Apr Travel & Phone Allowan	2021.04.01	\$175.00	
Gyro Ag Ltd.	EFT0003361	2021-04-13	\$551.92
Invoice Description	Invoice Number	Invoice Amount	
Trans Shovels & Picks	1815	\$309.53	
Trans 5 Rakes	1828	\$242.39	
Just Safety Supplies & Service	EFT0003362	2021-04-13	\$757.27
Invoice Description	Invoice Number	Invoice Amount	
Roads - Other Goods	646	\$271.54	
Wtr Trns Gloves & Safety Glass	6414	\$485.73	
Morbeck, Rachel	EFT0003363	2021-04-13	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D April Travel Allowance	2021.04.01	\$150.00	
Mountainview Systems Ltd.	EFT0003364	2021-04-13	\$42.00
Invoice Description	Invoice Number	Invoice Amount	
Roads Button Replacements	SI67010	\$42.00	
QM Contracting	EFT0003365	2021-04-13	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water March Water Meter Reader	931384	\$1,575.00	
Robbins, Brad	EFT0003366	2021-04-13	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L April Travel Allowance	2021.04.01	\$100.00	
Scott, Graham	EFT0003367	2021-04-13	\$25.80
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office 4 cases of pop		2021.04.05	\$25.80
Stenlund, Wayne	EFT0003368	2021-04-13	\$25.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Shop April Tool Allowance		2021.04.01	\$25.00
Stettler Public Library	EFT0003369	2021-04-13	\$59,623.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Library 2nd Qtr Requisition		2021.04.01	\$59,623.00
Stingray Radio Inc.	EFT0003370	2021-04-13	\$546.00
-----			
Invoice Description		Invoice Number	Invoice Amount
March Advertising		412943-3	\$546.00
Switenky, Greg	EFT0003371	2021-04-13	\$370.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Admin/Office Apr Trvl & Phone		2021.04.01	\$370.00
Trinus Technologies Inc	EFT0003372	2021-04-13	\$1,742.22
-----			
Invoice Description		Invoice Number	Invoice Amount
Computer Exchange SSL		R61573-31103	\$346.50
Computer Tech Support		P354-30853	\$649.69
Computer Anti Virus/email/Back		R62379-31030	\$746.03
W.R. Meadows of Western Canada	EFT0003373	2021-04-13	\$2,534.87
-----			
Invoice Description		Invoice Number	Invoice Amount
Roads Cold Mix & Aspalht		120011241	\$2,534.87
Total Cheques			\$211,354.99
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0003374
Cheque Date	First	Last		EFT0003402

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0003374	2021-04-20	\$27,507.20
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fire Jnt Rplce FurnaceVenting	W35580	\$837.17	
Fire Jnt Replace 2 40 Gal HWT	W35581	\$2,205.00	
Shop 1 1/2" Fernco unit #46	I027699	\$7.41	
Shop Repair Pressure Washer	W35526	\$1,073.33	
Trans Hi LLimit Switch unit #7	I027674	\$126.00	
Wtr Repair & Service Infared H	W35351	\$1,495.01	
SRC S/O Faucet Aerator	I027822	\$53.13	
SRC Replace Gas Union	W35527	\$116.29	
Pool Facility Equip Repair Mat	I027768	\$313.96	
Pool Facility O Ring	I027769	\$727.20	
SRC Install Tube Heater	W35391	\$20,552.70	
-----			
Air Liquide Canada Inc.	EFT0003375	2021-04-20	\$108.73
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop Yearly Cylinder Lease	72734686	\$108.73	
-----			
Alberta Animal Services	EFT0003376	2021-04-20	\$14,306.76
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Jan Bylaw Enforcement	11887	\$14,306.76	
-----			
Alberta Elevating Devices	EFT0003377	2021-04-20	\$241.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Joint Office Elevator Permit	EP037196	\$120.50	
SRC Elevator Permit	EP043632	\$120.50	
-----			
APEX Supplementary Pension Pla	EFT0003378	2021-04-20	\$369.92
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Supplementary Pension Plan Tr	PP07-21	\$369.92	
-----			
Brenntag Canada Inc.	EFT0003379	2021-04-20	\$1,647.87
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
WTP Chemicals Container Deposi	46326870	\$2,829.12	
-----			
Canadian Union of Public Emplo	EFT0003380	2021-04-20	\$632.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Union Dues	PP07-21	\$632.50	
-----			
Caro Analytical Services	EFT0003381	2021-04-20	\$157.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
WTP Water Analysis	IC2104317	\$157.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Cas Tech Inc.	EFT0003382	2021-04-20	\$103.95
Invoice Description	Invoice Number	Invoice Amount	
Computer Speakers & Mouse	2033	\$103.95	
Central Sharpening	EFT0003383	2021-04-20	\$131.25
Invoice Description	Invoice Number	Invoice Amount	
SRC Sharpen Ice Knife	28731	\$131.25	
Chamco Industries Ltd.	EFT0003384	2021-04-20	\$254.68
Invoice Description	Invoice Number	Invoice Amount	
WTP Lantern Ring	6018900ADR	\$254.68	
Clearview Public Schools	EFT0003385	2021-04-20	\$3,021.61
Invoice Description	Invoice Number	Invoice Amount	
Joint Office March Expenses	6345	\$3,021.61	
Dean's Machine Inc.	EFT0003386	2021-04-20	\$655.22
Invoice Description	Invoice Number	Invoice Amount	
Trans Reblld Hydraulic Cylinde	44650	\$323.65	
Trans Bld pins & bracket #42D	44677	\$331.57	
Digestco Ltd.	EFT0003387	2021-04-20	\$976.82
Invoice Description	Invoice Number	Invoice Amount	
Sewer 3 pails of Attach A Lift	44214	\$976.82	
ESC Automation	EFT0003388	2021-04-20	\$1,794.98
Invoice Description	Invoice Number	Invoice Amount	
Pool Software Maintenance	SCPAY0110633	\$1,794.98	
Gateway Mechanical Services In	EFT0003389	2021-04-20	\$1,046.50
Invoice Description	Invoice Number	Invoice Amount	
SRC March Shut Down	643269	\$1,046.50	
Hach Sales & Service Ltd.	EFT0003390	2021-04-20	\$3,544.98
Invoice Description	Invoice Number	Invoice Amount	
WTP Reagents & Buffers	245713	\$2,900.70	
WTP Lab Reagents	246112	\$85.68	
WTP Lab Supplies	246726	\$558.60	
Heartland Express	EFT0003391	2021-04-20	\$394.46
Invoice Description	Invoice Number	Invoice Amount	
Trans & Water Trans Freight	11634	\$129.02	
Trans Freight	11660	\$37.63	
Trans Freight	11722	\$43.01	
Water Trans Freight	11702	\$184.80	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Heartland Glass Ltd.	EFT0003392	2021-04-20	\$80.85
Invoice Description	Invoice Number	Invoice Amount	
Water Trsf Stn Lab Countertop	106326	\$80.85	
Heartland Registry Services	EFT0003393	2021-04-20	\$242.75
Invoice Description	Invoice Number	Invoice Amount	
Admin - Debtor Search	SR300006955	\$89.25	
Admin - Lien Search	SR300006966	\$68.25	
Admin - Statutory Charge	SR300006992	\$85.25	
Hi Way 9 Express Ltd.	EFT0003394	2021-04-20	\$331.35
Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	31763099	\$30.46	
Trans Freight	31861576	\$42.64	
Trans Freight	31861685	\$62.95	
Water Trans Freight	20124340	\$195.30	
Leading Edge Metal Works Ltd.	EFT0003395	2021-04-20	\$65.10
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Well Head Plates	1780	\$65.10	
MedTeq Solutions CA Ltd	EFT0003396	2021-04-20	\$1,626.45
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Target Solutions	18169	\$1,626.45	
Municipal Property Consultants	EFT0003397	2021-04-20	\$6,800.85
Invoice Description	Invoice Number	Invoice Amount	
April 2021 Assessor	17144	\$6,800.85	
Spray Lake Sawmills (1980) Ltd	EFT0003398	2021-04-20	\$6,108.27
Invoice Description	Invoice Number	Invoice Amount	
Parks Foothills Prem Mulch	142129	\$6,108.27	
Stenlund, Wayne	EFT0003399	2021-04-20	\$66.10
Invoice Description	Invoice Number	Invoice Amount	
Roads CUPE Clothing Allowance	2021.03.31	\$66.10	
Stettler Telephone Answering S	EFT0003400	2021-04-20	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
WTP Apr Working Alone Monitori	137	\$120.75	
WFR Wholesale Fire & Rescue Lt	EFT0003401	2021-04-20	\$259.46
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 2 Storage Shelves	INV/2021/0198	\$259.46	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
WTS Manufacturing & Sales Inc.	EFT0003402	2021-04-20	\$368.65
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water Trans Hydrant Flanges	1865	\$344.58	
Signs Square Tubing Brackets	1890	\$24.07	
		-----	
	Total Cheques		\$72,966.51
			=====



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000409
Cheque Date	First	Last		ONL000410

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Telus Communications	ONL000409	2021-04-09	\$3,045.99
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Telus March 22 to April 21	2021.03.23	\$3,045.99
=====			
Telus Mobility Inc.	ONL000410	2021-04-09	\$1,094.02
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Telus Mobility Mar 22 to Apr 2	2021.03.21	\$1,094.02
			-----
	Total Cheques		\$4,140.01
			=====

**MINUTES OF THE APRIL 12, 2021  
REGIONAL WATER SERVICES COMMISSION MEETING  
TOWN OF STETTLE BOARD ROOM  
1:00 P.M.**

---

Present: Steven Gerlitz, Assistant CAO, Town of Stettler  
Melissa Robbins, Director of Operations, Town of Stettler  
Al Campbell, Councillor, Town of Stettler  
Malcolm Fischer, Councillor, Town of Stettler  
Larry Clark, Reeve, County of Stettler  
Yvette Cassidy, CAO, County of Stettler, Manager SMRWSC  
Garth Innis, Director of Environmental Services, County of Stettler  
Brenda Knight, Lacombe County, Hwy 12/21  
Keith Boras, Lacombe County, Hwy 12/21  
Dion Burlock, Agricultural Fieldman, Lacombe County

1. Call to Order

L. Clark called the meeting to order at approximately 1:03 p.m.

2. Additions to Agenda

Moved by B. Knight that the agenda be accepted as presented.

MOTION CARRIED  
Unanimous

3. Minutes of the Regional Water Meeting of 2020

It was noted that the last in person meeting was December 9, 2019 due to COVID. Regional summaries were shared with the commissions in 2020.

Moved by M. Fischer that the regional summaries presented be accepted for information.

MOTION CARRIED  
Unanimous

4. Current Business

a. 2020 Final True-up Rates

- S. Gerlitz advised that a detailed copy of the Water Rates 2020 True-up Costing was given to both Commissions prior to the meeting and a detailed costing summary of water allocations, expenses, revenues, capital expenses, depreciation, and amortization were included in the agenda package.
- S. Gerlitz highlighted the 2020 Water True-up Rates as presented. It was noted that there was no change in the water rates.

Moved by M. Fischer that the 2020 Water True-up Rates as presented be accepted for information

MOTION CARRIED  
Unanimous

**REGIONAL WATER SERVICES COMMITTEE MEETING**

**APRIL 12, 2021**

**PAGE 2**

b. Operational Update(s)

M. Robbins – Town of Stettler

- The 400mm distribution valve chamber was not completed as planned. Tender prices exceeded the budget amount of \$250,000, with the lowest tender and engineering costs coming in close to \$450,000. Evaluation of the chamber itself and required maintenance/operational costs/daily checks has caused administration to re-evaluate the chamber at this time. Without a major expansion to the north, the system is working fine.
- 2021 Capital Budget Items – Water Treatment Plant
  - o Pig vault rehab \$175,000.00
  - o Membrane's replacement \$50,000.00
  - o Low lift valve automatic actuators \$100,000.00

B. Knight – Hwy 12/21

- The Commission has had a relatively good year, we have no major operational issues to report
- The Commission was successful in securing funding to build the last two legs of our system. The first being the line from the Village of Alix to Clive, and the second being a segment from Ferintosh to Edberg. Tender for the 2 remaining projects will be opened this week.

L. Clark – SMRWSC

- Received 90/10 grant funding for the Rochon Sands Extension to the SMRWSC Water Line from White Sands for a total project cost of \$2.2 million dollars. Tender package is being completed.
- After Rochon Sands, the Commission will have Bawlf and Rosalind to service

Moved by B. Knight that the operation updates be accepted for information

MOTION CARRIED  
Unanimous

5. Additions

(a) None

6. Next Meeting Date

The next meeting of the Committee will be held on Monday, December 13, 2021 at 1:00 pm at the Town Office.

7. Adjournment

The Regional Water Services Committee Meeting was adjourned at 1:38 p.m.



## Request For Decision

### Agenda Item:

#### Issue:

Application for Rezoning 2140-21  
Legal: Lot 5, Block 4, Plan 1223548  
Civic: 4020-48 Street  
Applicant: Gayle Cassidy  
Proposed Rezoning from DC2: Direct Control Residential 2 to C2: Highway Commercial

#### Recommendation:

That Council gives first reading to Bylaw 2140-21 Rezoning Lot 5, Block 4, Plan 1223548 from DC2: Direct Control Residential 2 to C2: Highway Commercial and direct administration to proceed with preparation of a Public Hearing to be held on May 18, 2021.

### IMPLICATIONS OF RECOMMENDATION

#### General:

The applicant is proposing to rezone Lot 5, Block 4, Plan 1223548 from Highway Commercial to Direct Control Residential (see attached). The property is currently vacant and accessed through 4019-50 Street. The applicant is proposing to re-zone the property to DC2 and consolidate the parcel with 4019-50 Street.

In 2012 the property was subdivided to accommodate 3 residential parcels and the highway commercial parcel. Development has taken place on the residential properties with the original house remaining on 4019-50 Street. The applicant has applied for a consolidation of the 2 parcels, 4019-50 street and 4020 – 48 Street (see attached). The consolidation application is being processed concurrently, following the legislated circulation the consolidation will be before council for consideration on May 18, 2021.

### BACKGROUND

#### Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw, South East area Structure Plan, Inter municipal Development Plan, and Municipal Development Plan.

#### Development Review

The proposed rezoning from C2 to DC2 is compatible with the residential uses across 50 Street and to the South of the property. The opportunity to subdivided and rezone in the future still exists however at this time the applicant is proposing the rezoning and consolidation to accommodate the use of both parcels as one residential property.

The proposed rezoning does not conform to the existing South East Area Structure Plan,

this is a common occurrence in this area with other residential properties to the south, and across 50 Street to the west. The SE ASP is to be reviewed between the Town and County in 2021 and it should be noted that the existing SE ASP is outdated in nature (1989) and does not accurately reflect the development within the area.

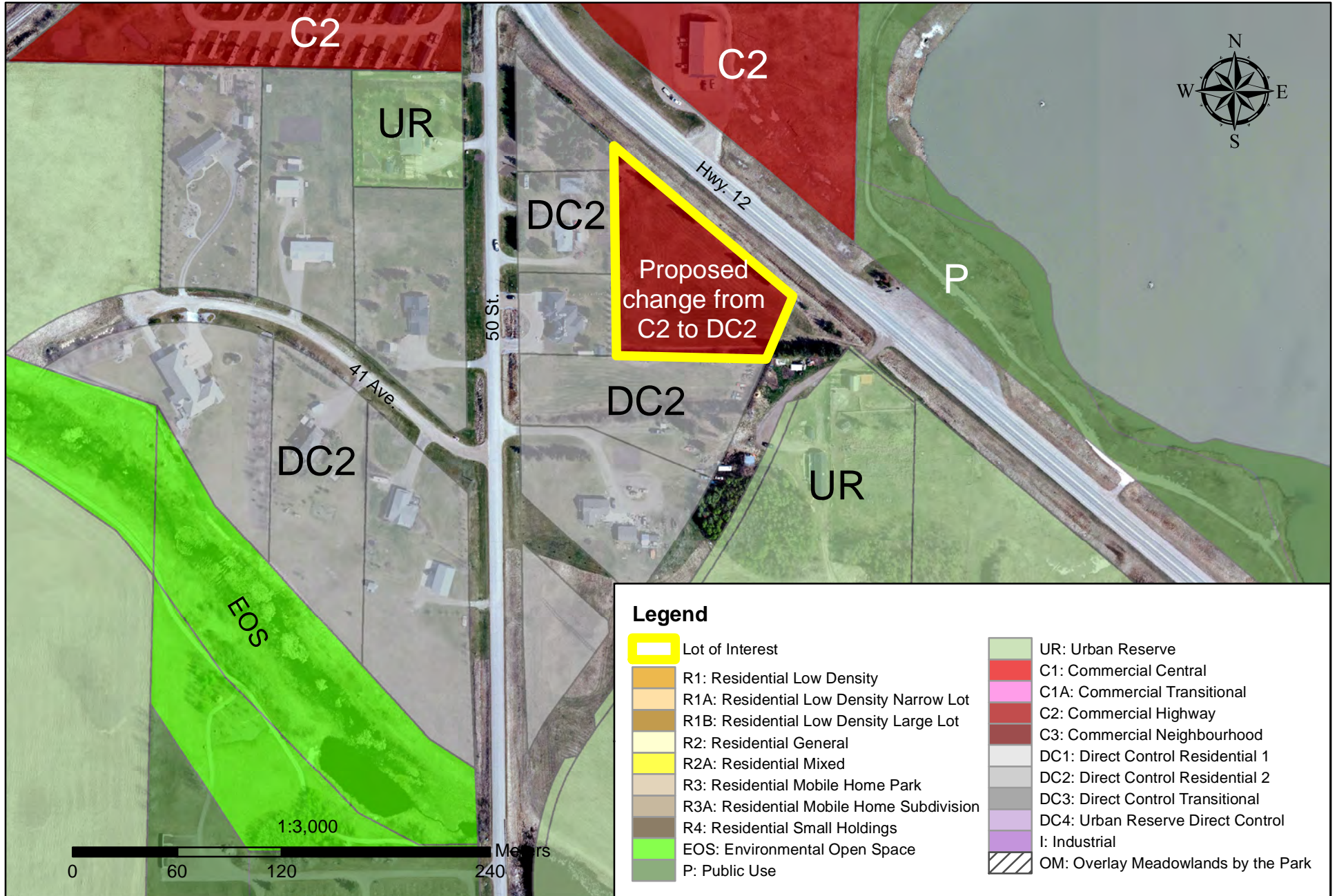
**Alternatives:**

- Defeat this application based on the condition that it does not conform to the South East Area Structure Plan.

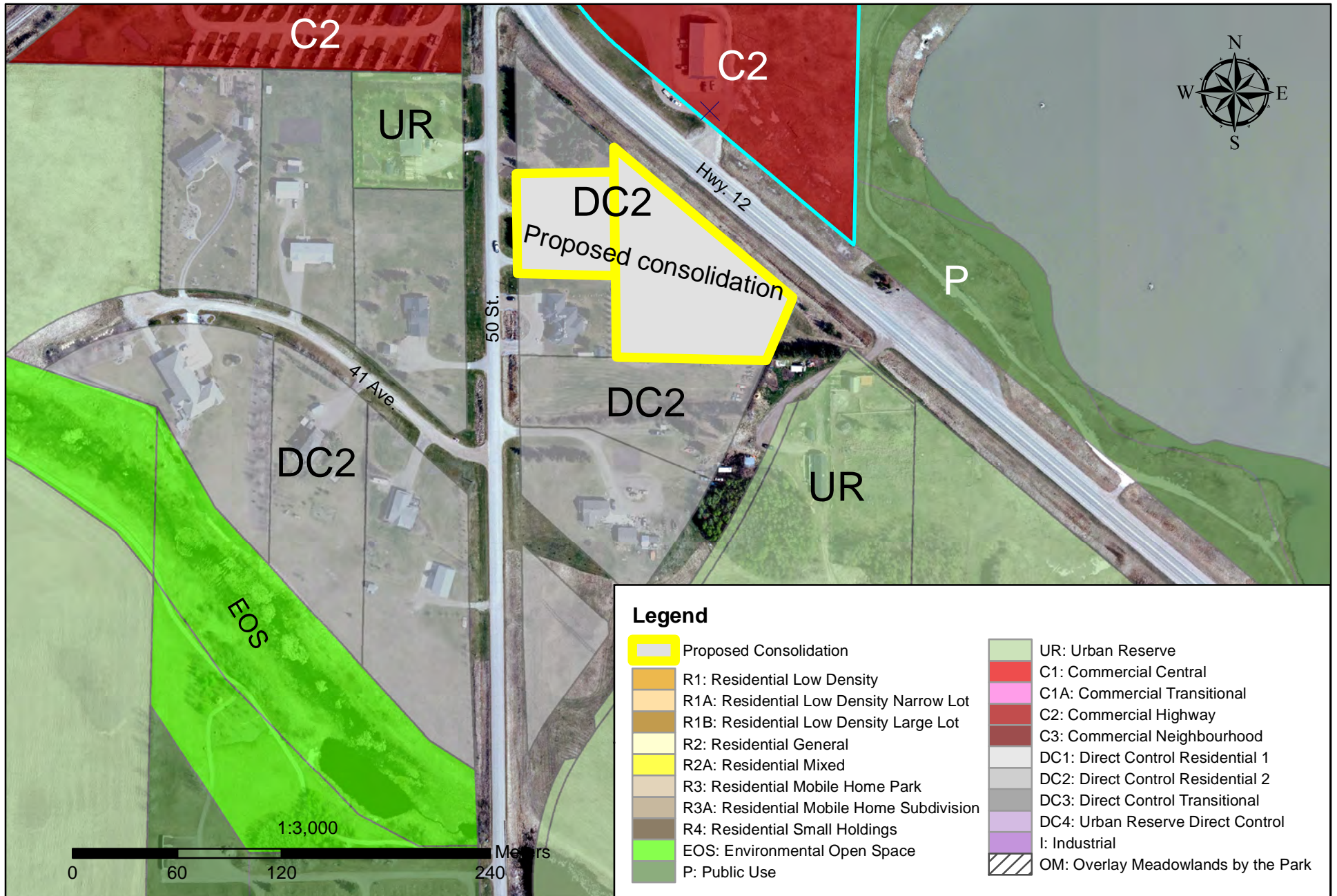
**Author:**

Leann Graham, Director of Planning and Development

# Proposed Re-zoning



# Proposed Consolidation after re-zoning



BYLAW 2140-21

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2060-15 OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.

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

1. That Schedule "A" of Bylaw 2060-15 shall be and is hereby amended as follows:

(a) That Lot 5, Block 4, Plan 1223548 from DC2: Direct Control Residential 2 to C2: Highway Commercial

2. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this 20th day of April A.D. 2021.

NOTICE OF ADVERTISEMENT published \_\_\_\_\_ & \_\_\_\_\_, 2021

Public Hearing held \_\_\_\_\_ at \_\_\_\_\_ P.M.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2021.

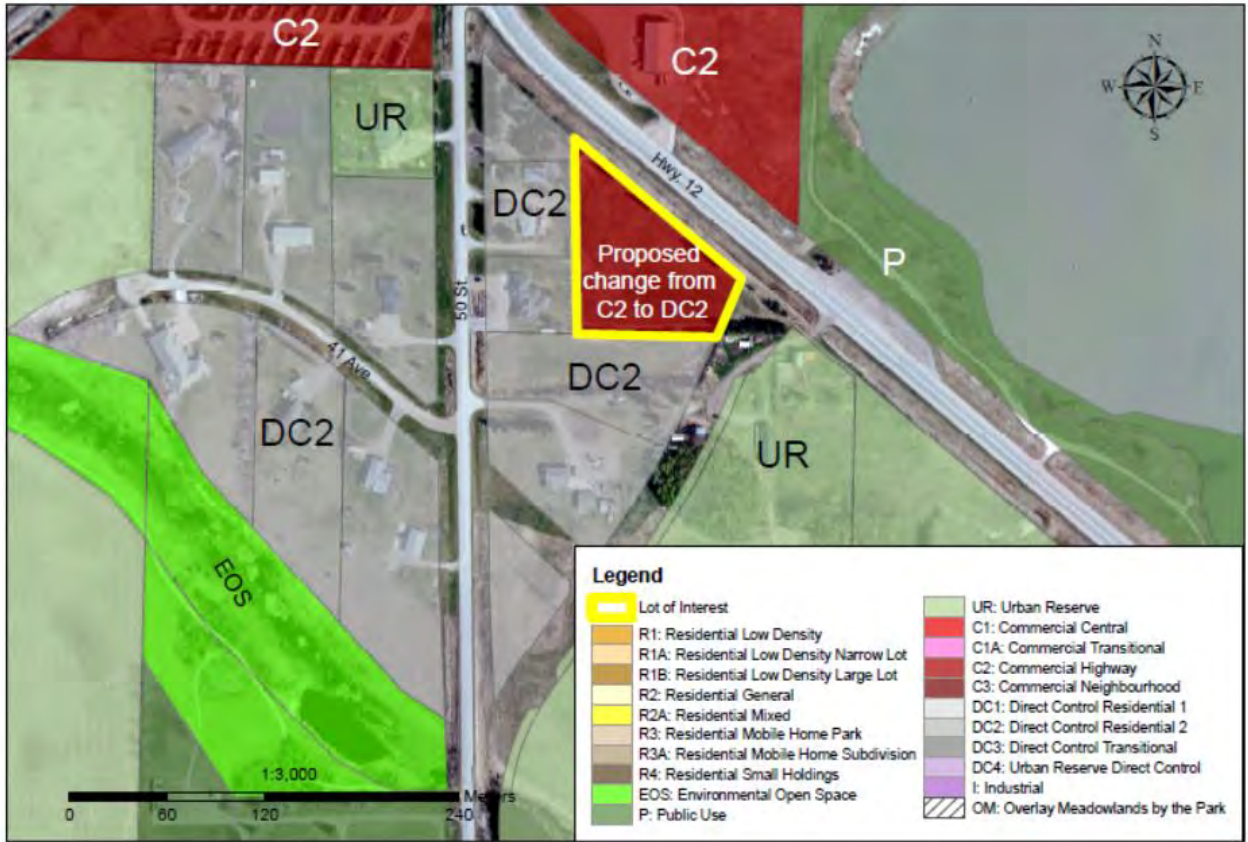
READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2021.

\_\_\_\_\_  
Mayor

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



Schedule A



*Hope Counselling and Pastoral Services*

Address: Suite #5 – 5101 46 Ave, Stettler, AB T0C 2L0

Mailing Address: 6207 38 St. Stettler, Alberta T0C 2L1

Phone: (403) 742 – 9507

Registration Number: TN21301791

Stettler, Alberta

April 2, 2021

Dear Mayor Sean and Town Councillors,

I was pleasantly surprised to open a piece of mail from the Town of Stettler recently. The rebate check in the amount that I had paid for my business license was enclosed and I thought it appropriate to send this note of appreciation to you for this thoughtful and meaningful gesture. These are difficult times, and I am certain that your motion and subsequent actions based on that motion were encouraging too many.

All the best to you as you continue to serve our community.

Sincerely,

*Ross*

Rev. Ross Helgeton

---

Rev. Ross Helgeton BRE, MABC, M.Div.

Member of The Canadian Counselling and Psychotherapy Association

Member of the FEBC (Fellowship Baptist) Chaplains Association

Phone: (403) 742-9507

Email: [revrh@telus.net](mailto:revrh@telus.net)

---

RECEIVED

APR 08 2021

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – April 9, 2021

On April 6, 2021, the Government of Alberta announced a return to Step 1 of the Path Forward. For the most up-to-date information on the COVID-19 situation in Alberta, visit: [alberta.ca/COVID19](https://alberta.ca/COVID19).

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available.

If you would like a specific issue addressed in an upcoming update, please email your request to: [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available at: [www.alberta.ca/municipal-government-resources.aspx](https://www.alberta.ca/municipal-government-resources.aspx)

## Council Meetings

**Can councils still hold council meetings in-person with members of the public present?**

**YES.** Since municipal council meetings are business meetings and not social meetings, they can be held in person, including with members of the public; however, because of the elevated risk, it is strongly recommended to move to virtual meeting formats wherever possible. It is important to note that masks are mandatory in all indoor public places and indoor workplaces.

**Is the Public Meeting Procedures (COVID-19 Suppression) Regulation still in effect?**

**YES.** The Public Meeting Procedures (COVID-19 Suppression) Regulation remains in effect until it has been repealed. The [regulation](#) enables municipalities to follow the Chief Medical Officer of Health's orders for physical/social distancing by conducting meetings electronically. While councils are encouraged to consider electronic meetings to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission, while ensuring the process used complies with current public health orders.

**Should councillors still be encouraged to wear masks?**

**YES.** Masks are required to be worn indoors at all times, unless individuals are at a workstation and separated from others. If each individual seated in chambers is separated by two metres from all others then masks could be removed; however, it is highly recommended masks remain on for all in-person meetings. At this time, virtual meetings continue to be encouraged wherever possible.

### Municipal Advisory Services

If you have further questions, please call: 780-427-2225 (or toll-free by first dialing 310-0000) or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

Municipal Governance During the COVID-19 Outbreak

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## Recreational Facilities

**Can municipal facilities such as recreation centres, arenas and aquatic centres remain open?**

**YES.** Municipal facilities used for indoor recreation may remain open only for individual or household one-on-one fitness training and youth group physical activities. At this time, libraries must close.

## General Questions

**Can municipalities choose to keep certain municipally controlled properties closed even if they are allowed to be open under Step 1?**

**YES.** The decision to open facilities remains a local council decision. Municipalities and the public must continue to put safety first while gradually reopening businesses, resuming activities and getting people back to work.

**Are municipalities responsible in any way for use of their community halls or facilities in contravention of the order or parameters of use under the Public Health Order?**

**YES.** Community hall and facility operators are responsible for any contravention to public health orders that occur within their premises. If the operator is the municipality, then the municipality would be held responsible.

**Should municipalities be encouraging employees to work from home?**

**YES.** Working from home is mandatory unless the employee's physical presence is required to meet operational needs. While in the office, individuals must practice social distancing and wear masks when in public areas of the office. Municipal staff should be encouraged and supported to have remote work arrangements where feasible.

**Are we able to have a small number of staff remain in the office to accept nomination papers, utility payments, etc.?**

**YES.** It is up to each municipality to determine what is operationally required and put in place measures that adhere to the active public health orders to protect the health and safety of the public and employees that are deemed critical to operational effectiveness.

For elections, in addition to delivering nomination forms in person, the specific requirement of section 28 of the *Local Authorities Election Act* to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. Nomination forms can also be accepted at specific times set by the returning officer, by appointment, or at a secure drop-off box.

Ministerial Order No. MSD: 130/20, remains in effect and enables nomination deposits to also be paid by debit or credit card. The need for certain modifications will continue to be monitored and reviewed to ensure municipalities will have the ability to align election operations with public health orders or recommendations.

## Additional Resources

RMA's COVID-19 response hub is available at: <https://rmaalberta.com/about/covid-19-response-hub>.

AUMA's updated guide is available at: [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities links and resources for municipalities is available at: [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [alberta.ca/COVID19](http://alberta.ca/COVID19)

April 14, 2021

Mayor Sean Nolls  
Town of Stettler  
Box 280  
Stettler, AB T0C 2L0  
[townoffice@stettler.net](mailto:townoffice@stettler.net)

Dear Mayor Nolls:

Thank you for your March 9, 2021 letter regarding your concerns with the 2019 report by the Blue Ribbon Panel on Alberta's Finances and the recent changes to capital funding for municipalities.

### **Blue Ribbon Panel on Alberta's Finances**

AUMA shares the same concerns about the information presented in the Blue Ribbon Panel report regarding capital funding and capital stock. In addition to the points you raised, your question was whether AUMA can determine the relative fairness and completeness of the data used by the Blue Ribbon Panel. In general, we are comfortable with the sources of data as it is based on information from Statistics Canada and surveys between provincial and territorial governments. However, we do have concerns and questions of the completeness of the data as well as certain gaps in analysis. Examples include:

#### Capital Stock

Page 53 of the report suggests that the Alberta's municipal government capital stock was 81 per cent above the national average. The data is sourced from Statistics Canada's report of 'Flows and stocks of fixed non-residential capital'. Our understanding is this data is based on responses to Statistics Canada's Annual Capital and Repair Expenditures Survey, which is sent to businesses and governments each year. We have compared the capital stock figures to Alberta's net tangible capital assets (TCA) as reported in Alberta's municipal financial information returns and found significant differences in the figures. As such, we have reached out to Statistics Canada to understand what the response rate is to their survey and how the figures may differ from municipal reporting of TCA.

#### Capital Funding

Page 55 of the report suggests that capital grants to Alberta municipalities are 20 per cent higher than the national average on a per capita basis. The source of data is based on information presented to a Provincial Territorial Officials Committee. When the Blue Ribbon Panel report was released, AUMA asked for the underlying data for comparable grant funding but our request was denied. As such, we do not know what capital funding was included and cannot make a determination on the reasonableness of the comparison with other provinces. We also note that the analysis was limited only to the 2018-19 year, which may not be representative of overall funding trends in each province.

### Per Capita Analysis

One of the themes of the Blue Ribbon Panel report is to assert that Alberta should align with other provinces on a per capita basis in terms of its capital stock and funding to municipalities. What is not acknowledged or explored in the report is how Alberta's infrastructure footprint is quite different from any other province. Alberta is unique in that the vast majority of the province has been developed for the production and use of its resources. As such, there are communities and infrastructure across most parts of the province and therefore, it is not surprising that Alberta would have a higher value of capital stock per capita.

### Tax Room

Page 56 of the report states that municipalities have tax room, but there is no detail about whether the authors are referring to specific municipalities in Alberta or if all Alberta municipalities have tax room compared to other provinces. If the latter, the same argument could be made that the Government of Alberta also has tax room as we are the lowest taxed province in Canada and therefore can afford to maintain funding for community infrastructure.

### **Allocation of Capital Funding**

In your letter, you also spoke about the differences in funding between municipalities within Alberta. AUMA agrees with your suggestion that the new LGFF program offers an opportunity to revisit the distribution of municipal funding program. The delay of LGFF until 2024 is disappointing, but we will take advantage of this opportunity to further refine solutions for how the new allocation formula can overcome current inequities in funding allocation. Based on input from members, one of the four principles that AUMA is using for LGFF allocation is that funding should be distributed equitably. Our vision is that this can be achieved through a formula component that looks at a municipality's infrastructure needs and its fiscal capacity to manage those assets. In the coming months, we plan to launch a technical working group that will explore this issue in more detail to inform the design of the LGFF allocation formula.

We are fully aware that capital funding from the provincial and federal governments is critical to the sustainability of communities like Stettler. AUMA will continue to seek clarity on the data used in the Blue Ribbon Panel report and raise these issues with provincial decision makers. In the meantime, I encourage you to speak with your local MLA about how the upcoming reductions in MSI and LGFF funding will impact the future of your community.

Thank you again for your letter and if you have follow up questions, I encourage you to contact our Advocacy team at [advocacy@auma.ca](mailto:advocacy@auma.ca) or reach out to me by email at [president@auma.ca](mailto:president@auma.ca) or my cell phone at (403) 363-9224.

Sincerely,



Barry Morishita  
AUMA President



April 14, 2021

Mayor Sean Nolls  
Town of Stettler  
Attn: Greg Switenky, CAO  
Sent via email to: gswitenky@stettler.net  
Sent via email to: langus@stettler.net

Dear Mayor Nolls and Council:

Thank you for your continued dedication and support of STARS. You fly with us on every mission bringing hope and a chance for life.

The COVID-19 pandemic has changed all our lives and continues to pose many challenges. Like most organizations, the pandemic has negatively impacted STARS revenues in all funding areas. This has challenged us to be proactive and think outside the box. We mobilized to identify efficiencies to reduce operational and fundraising costs, and pivoted programs and fundraisers to on-line events. We are humbled that Albertans continue to stand by our side in the fight for life.

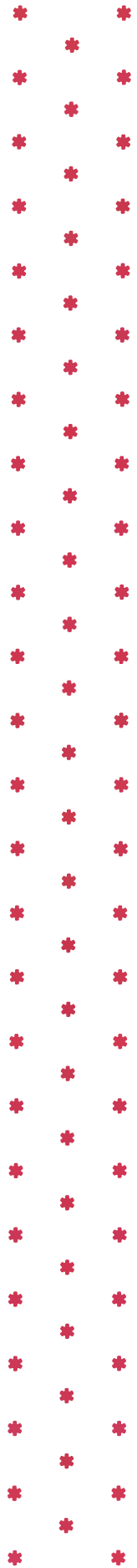
The 2022 STARS Calendar (launching in July), will mark 29 years for this highly coveted fundraising program! We are truly grateful to Viterra, "Presenting Print Sponsor" for the calendar campaign, which covers substantial costs to support the success of this major fundraising stream. The calendar features inspirational patient stories that directly connects STARS with many rural communities. Since the pandemic, revenue from calendar sales has decreased and we continue to face significant challenges to stay connected with rural supporters, due to the inability to travel and maintain a presence within rural communities. We constantly receive phone calls from rural citizens, who want to support STARS and purchase their annual calendar but, do not have access to the Internet or they are concerned and hesitant to make on-line purchases, and do not want the added expense of postal charges.

During a recent municipal update with the Town of Tofield, Deputy Mayor, Harold Conquest, brought forth a tremendous idea that could instill a positive impact for both rural communities, and STARS.

We kindly request your consideration of:

STARS calendar availability at your Town Office -

1. Town Offices provide an easily accessible, trustworthy option for rural residents
2. The STARS Calendar Campaign runs from July – December
3. In July - STARS will supply a complete package consisting of:
  - a. Box of 50 calendars (up front/without charge)
  - b. Informational posters for Town Office and other prime locations within your community (i.e. grocery store, gas station)
  - c. Contact information sheet (FAQ's and contact information to request additional calendars)



We would like to request:

1. A poster to be on display in the Town Office during July - December
2. Advertisement of STARS calendar availability on your Town website
3. Town Office will track calendar sales
4. Town Office will issue a cheque to STARS at the end of the campaign for the total amount of sales

Also, during the month of December, to make the holiday season a little brighter, many municipalities support a holiday hamper program. By including a STARS calendar in each holiday hamper, you will help raise awareness and highlight the 24/7, emergency health and safety network that you provide for your residents, through your life-saving partnership with STARS.

To give back to the communities that we serve, for the purpose of holiday hampers; STARS will offer to your Town Office, the purchase of STARS calendars at a rate of \$5 per calendar. As a fundraising initiative, the STARS calendars are sold for \$30/each, so we appreciate your kind understanding and confidentiality of this offer. In turn, this also provides an outlet for any unsold calendars to be utilized and possibly alleviate additional shipping costs for STARS. We believe it's a win – win for all!

If I may be of further assistance, please do not hesitate to contact me directly at (780) 512-6205 or email: [gfarnden@stars.ca](mailto:gfarnden@stars.ca)

Thank you for your consideration and continued support.

We are ALL STARS.



Glenda Farnden  
Sr. Municipal Relations Liaison  
STARS Foundation



Mayor Debora Dueck  
Town of Tofield



**STARS**<sup>®</sup>



**ALLY  
IMPACT  
REPORT**

**TOWN OF STETTLER**



# TOWN OF STETTLE

## OUR PARTNER IN SAFETY



In 2020, the Town of Stettler generously contributed \$11,904 towards **STARS** flight operations from the Edmonton and Calgary bases that serves the central region of Alberta - **THANK YOU.** With your partnership we continue fighting for the lives of people who work, play, and travel across the prairie provinces.

We are sincerely grateful for your commitment, which helped **STARS** carry out 2,969 flights across Western Canada during the past year, with 1,325 in Alberta alone. Our Emergency Link Centre (ELC) handled 31,136 emergency requests (an average of 86 per day). Additionally, our crew facilitated education and training for 773 medical personnel in rural Alberta. Your support also helps us improve and enhance our responsiveness to every patient's unique situation. This year, because of generous support from donors like you, STARS was able to upgrade our cardiac monitors, begin the replacement of our night vision goggles as well as our simulation training mannequins, which are used to ensure our crews remain confident and prepared to handle a variety of medical and trauma incidents.

For more than 34 years, our success has been grounded in community support and partnerships. Through tough times, we are so appreciative to have allies like you behind us. It's because of you that we are able to put the right tools in the hands of the best talent. This doesn't just save time, it saves lives.

Once again, a heartfelt thank you from all of us at STARS.



# TOWN OF STETTLE

## 2020 MISSION STATISTICS

Town of Stettler/County of Stettler @ December 31, 2020	2016	2017	2018	2019	2020	TOTAL
Near Big Valley			1			1
Near Byemoor					1	1
Near Mirror				1		1
Town of Stettler (critical inter-facility transfers)	9	3	9	9	13	43
Near Stettler	10	7	5	2	3	27
<b>TOTAL</b>	<b>19</b>	<b>10</b>	<b>15</b>	<b>12</b>	<b>17</b>	<b>73</b>



In 2020, because of your support, STARS was able to carry out 16 scene, and critical inter-facility missions near and within the Town of Stettler. Thank you for helping to support the residents of the Town of Stettler in the communities and areas where they live, work and play.

**Thank you for your steadfast commitment to STARS since 1993.** Your commitment helps STARS maintain the highest level of critical care for your residents and ensures that health and safety is of the utmost priority.

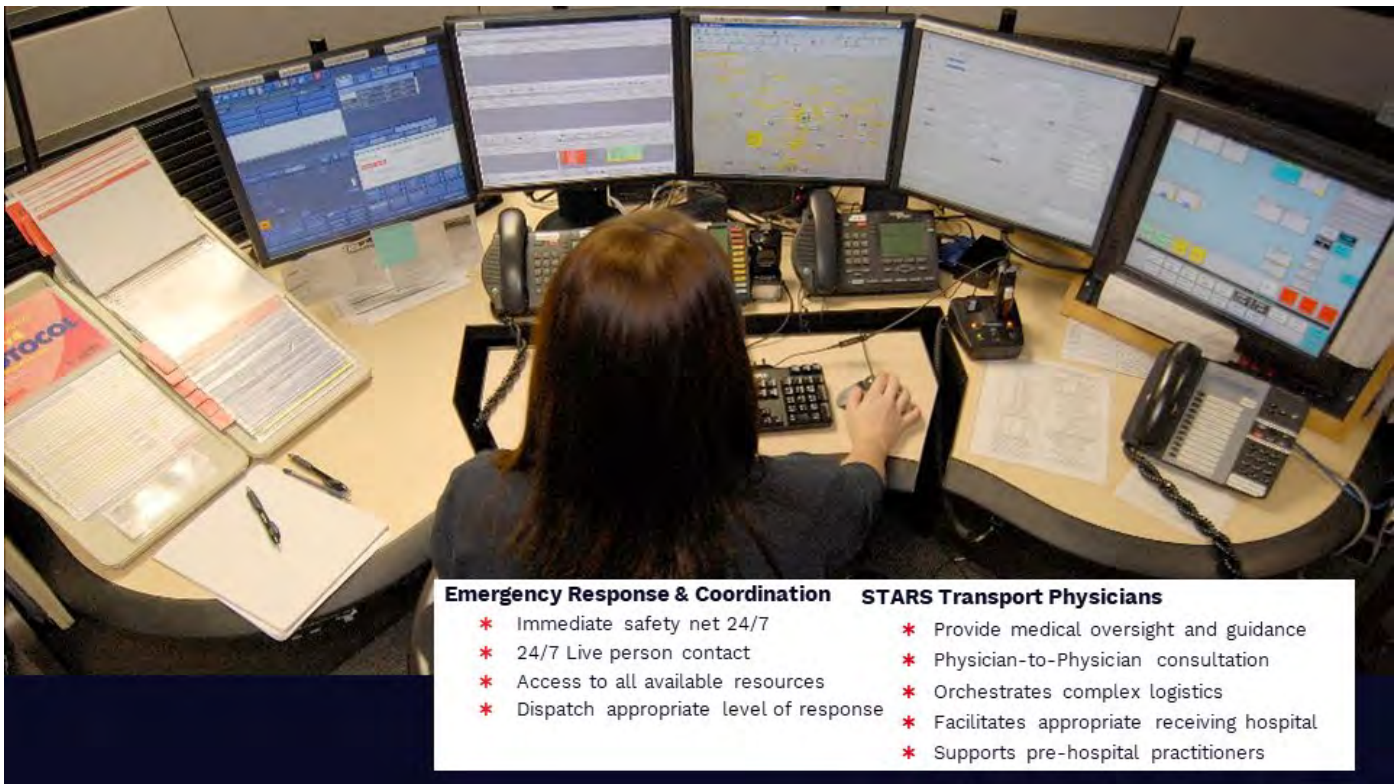




# BEHIND THE SCENES

## STARS EMERGENCY LINK CENTRE (ELC) AND TRANSPORT PHYSICIANS

**Because of donors like you, STARS has the ability to be involved very early in a patient's journey, which is vital to a positive outcome.**



Behind the scenes, through the STARS Emergency Link Centre we are able to instantly connect an emergency critical care Transport Physician with local dispatch agencies to collaboratively determine the most appropriate, available resources and the level of care required for each patient.

STARS Transport Physicians guide a patient's critical care path through physician-to-physician consultation with the sending hospital, orchestrate complex logistics, and facilitate with intensive care and trauma physicians at the appropriate receiving hospitals.

Your partnership with STARS, ensures that we will continue to fight for the lives of the next patient who needs us. Your residents may take comfort in knowing that they have access to STARS across Western Canada.





- **STARS** VERY IMPORTANT PATIENT, WADE CASSIDY AND WIFE, THEA

# “WELCOME BACK, WADE.”

**STARS** Very Important Patient Wade Cassidy will never forget those three words, spoken by his flight nurse. Just seconds before, Cassidy was having a massive heart attack.

“Everything went clear. Not black, but everything went clear, it was a very euphoric feeling, and that was actually me going into cardiac arrest,” said Cassidy.

Suddenly, he received a jolt of electricity and awoke to flight nurse Crystal Lybeck’s voice and those three words: “Welcome back, Wade.”

Cassidy had been taking the docks in from the lake when he started feeling nauseous, and like an elephant had taken up residence in his chest. As an ambulance arrived at the dock, an emergency room doctor who happened to be at the lake came by. He advised the paramedics to call **STARS**.

“I’ll never forget that day,” said Lybeck. “When you’re dispatched for a patient who is having a heart attack and is that young, it stands out.” As the **STARS** crew weighed the options, Cassidy went into cardiac arrest again. He was flown to hospital where the medical team was able to repair his heart.

For Cassidy, who feels like he received a second chance at life, he is not only grateful to **STARS**, but also to the allies who made his mission possible.

“Every day that you wake up and put your socks on is a gift,” Cassidy said. “Give your wife that extra hug. Give your kids that extra hug even if you’re embarrassing them because every day is a gift.”

# WHERE YOUR SUPPORT GOES



**TIME**  
**18%**

Time can make the difference between life and death, or between intervention and irreversible impacts. Because of the rapid onset of our patient Wade Cassidy's cardiac arrest, time was not on his side. Your support meant he arrived at hospital in time to save his life. Saving time saves lives.



**TOOLS**  
**20%**

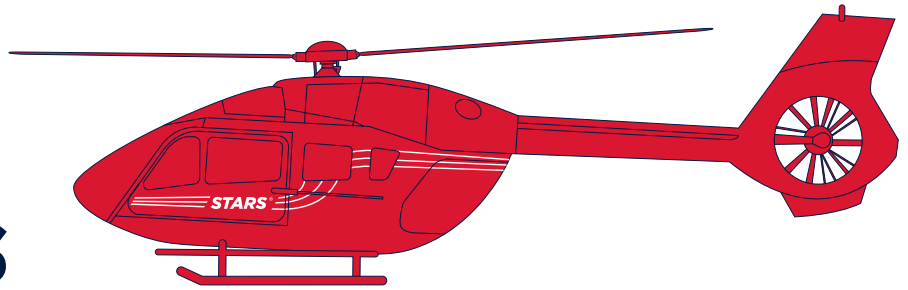
You ensure we have the right tools to save lives. Not only was **STARS** Emergency Link Centre pivotal in deploying our crew, coordinating first responders and connecting with the receiving medical centre, the equipment onboard was essential in helping stabilize Wade's condition.



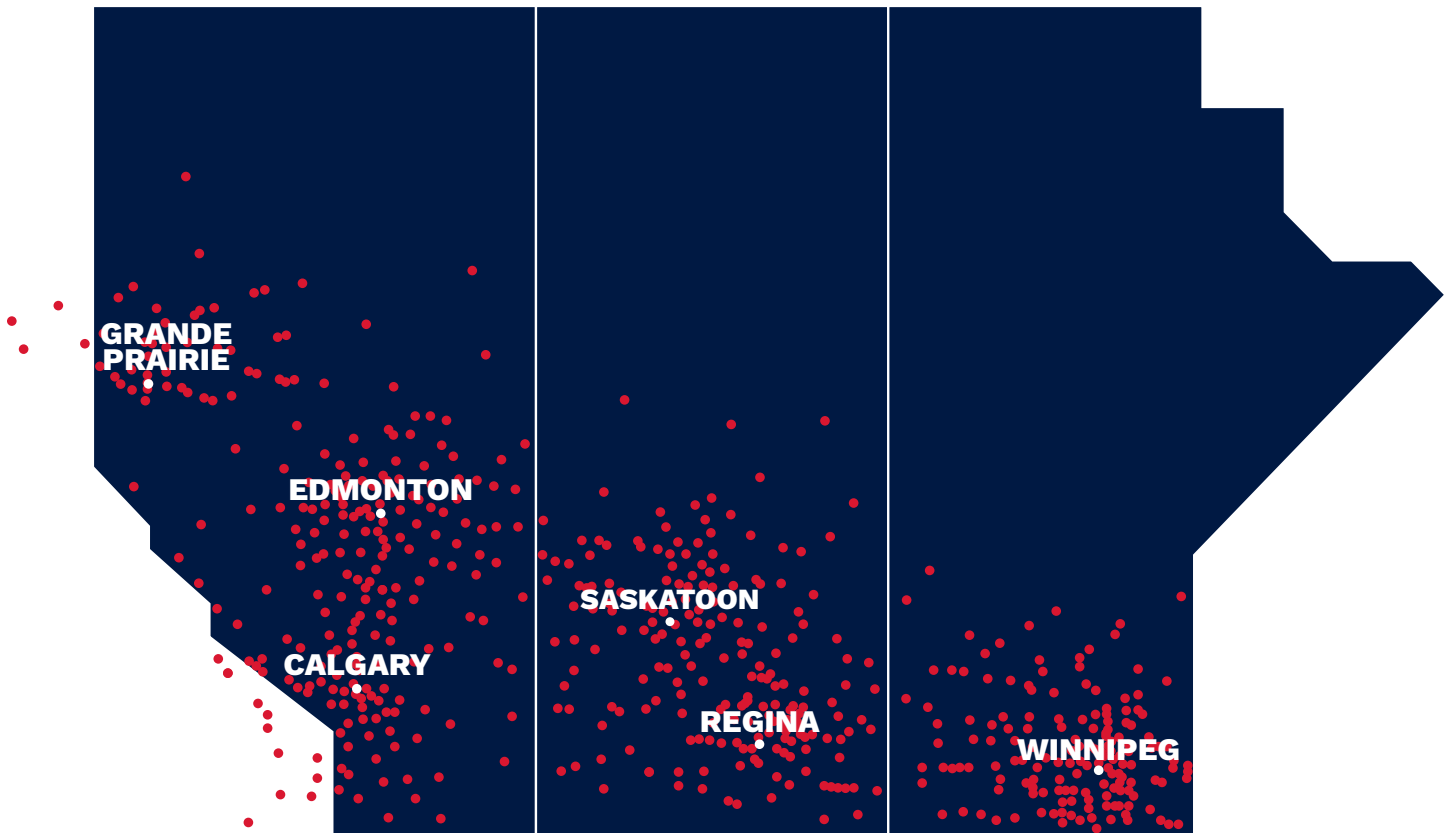
**TALENT**  
**62%**

Our people are our biggest asset. Crew members, like flight nurse Crystal Lybeck and paramedic Glen Pilon, make a difference for patients like Wade and their families every day. Our crews are selected because of their aptitude and commitment to being the best in trauma care.

# OUR MISSION LOCATIONS



**STARS** is proud to provide critical care to the ill and injured throughout Western Canada. From eastern British Columbia to Manitoba, we are able to be there for the next patient who needs us most thanks to support from our allies.



## SINCE 1985, STARS HAS FLOWN MORE THAN 45,000 MISSIONS ACROSS WESTERN CANADA.

Below are **1,325 STARS missions** carried out during 2019/20 from our bases in Calgary, Edmonton and Grande Prairie.

**\* ALBERTA 1,255** Acme 1 Airdrie 5 Alberta Beach 4 Alder Flats 1 Alexander First Nation 2 Alexis Nakota Sioux Nation 3 Alix 4 Anselmo 1 Athabasca 10 Atikameg 5 Banff 21 Barons 1 Barrhead 7 Bassano 7 Bawlf 1 Bear Canyon 1 Beaumont 1 Beaver Mines 1 Beaverlodge 7 Beiseker 3 Bentley 1 Berwyn 2 Bezanson 1 Black Diamond 9 Blackfalds 1 Blackie 1 Blairmore 4 Blue Ridge 1 Blueberry Mountain 1 Bon Accord 1 Bonnyville 19 Bow Island 1 Bowden 4 Boyle 6 Breton 1 Brooks 21 Buck Lake 1 Burmis 1 Busby 1 Cadotte Lake 4 Calahoo 1 Calgary 1 Calling Lake 1 Calmar 4 Camrose 26 Canmore 9 Carbon 2 Cardiff 1 Cardston 2 Caroline 3 Carseland 3 Carstairs 3 Castor 7 Cayley 1 Cereal 1 Cheadle 3 Cherhill 1 Chestermere 2 Chip Lake 1 Chipman 1 Claresholm 8 Clear Prairie 1 Cleardale 1 Cline River 2 Clyde 1 Coal Valley 1 Cochrane 1 Cold Lake 18 Colinton 2 Comet 1 Condor 1 Consort 1 Coronation 2 Cowley 1 Cremona 1 Crossfield 2 Dapp 1 Darwell 1 Daysland 5 De Winton 3 Debolt 3 Delburne 1 Devon 1 Didsbury 19 Drayton Valley 17 Driftpile 3 Drumheller 18 Duffield 3 Eaglesham 1 Edberg 1 Eden Valley First Nation 2 Edson 6 Elbow Falls 6 Elk Point 9 Embarras 1 Enilda 1 Entwistle 1 Evansburg 4 Exshaw 1 Fairview 10 Fallis 1 Ferintosh 2 Flatbush 1 Foremost 1 Fort Assiniboine 1 Fort Macleod 12 Fort McMurray 1 Fort Saskatchewan 3 Fox Creek 6 Frog Lake First Nation 1 Ghost Lake 2 Gibbons 1 Gift Lake 1 Girouxville 1 Gleichen 7 Gold Creek 1 Goodfare 3 Goodfish Lake 2 Gordondale 1 Grande Cache 9 Grande Prairie 23 Grimshaw 2 Grovedale 15 Gunn 2 Guy 1 Halkirk 1 Hanna 5 Hardisty 2 Hespero 1 High Prairie 22 High River 5 Hill Spring 2 Hines Creek 1 Hinton 9 Holden 1 Horse Lake First Nation 3 Hotchkiss 1 Hussar 2 Hythe 1 Indus 2 Innisfail 2 Irma 1 Irricana 2 Island Lake 1 Jasper 10 Jossard 1 Kananaskis Village 3 Kapasiwin 1 Kathryn 1 Killam 1 Kinuso 1 La Glace 1 Lac La Biche 4 Lac la Nonne 1 Lacombe 4 Lake Louise 5 Lamont 3 Langdon 2 Leduc 2 Legal 1 Lethbridge 54 Linden 4 Little Buffalo 4 Little Smoky 2 Lloydminster 15 Lomond 1 Longview 2 Madden 1 Magrath 1 Ma-Me-O Beach 2 Manning 4 Maskwacis 5 Mayerthorpe 8 McLennan 3 Medicine Hat 5 Millarville 3 Millet 3 Milo 1 Mirror 1 Morley 2 Mossleigh 1 Mulhurst 5 Munson 1 Muskeg River 3 Nanton 6 New Sarepta 1 Niton Junction 1 Nojack 1 Nordegg 3 O'Chiese First Nation 2 Okotoks 2 Olds 10 Onoway 3 Oyen 3 Peace River 8 Pearce 1 Peavine 1 Peers 1 Penhold 1 Pincher Creek 11 Pipestone Creek 1 Plamondon 3 Ponoka 10 Provost 5 Raymond 4 Red Deer 67 Red Earth Creek 1 Redwater 6 Rich Lake 1 Rimbey 6 Rivière Qui Barre 1 Rochester 3 Rocky Mountain House 22 Rosemary 1 Rycroft 2 Ryley 3 Saddle Lake Cree Nation 2 Saskatchewan River Crossing 3 Seba Beach 1 Sexsmith 2 Siksika Nation 2 Silver Valley 1 Slave Lake 6 Smith 1 Smoky Lake 12 Speddin 1 Spirit River 12 Spring Coulee 1 Spring Lake 1 St. Albert 2 St. Paul 31 Standard 1 Stettler 17 Stirling 1 Stoney Nakota First Nation 3 Stony Plain 6 Strachan 1 Strathmore 16 Strome 1 Sturgeon Heights 2 Sunchild First Nation 4 Sundre 17 Sunnybrook 1 Swan Hills 4 Sylvan Lake 1 Taber 13 Teepee Creek 3 Thorsby 2 Three Hills 4 Tilley 1 Tofield 4 Tomahawk 1 Torrington 1 Travers 1 Trochu 1 Trout Lake 1 Turner Valley 1 Two Hills 5 Valhalla 2 Valleyview 8 Vauxhall 1 Vegreville 10 Vermilion 7 Viking 5 Vilna 2 Vulcan 4 Wabasca 3 Wagner 1 Wainwright 9 Waiparous 1 Wanham 1 Water Valley 2 Waterton Park 1 Watino 1 Wembley 6 Westrose 2 Westlock 12 Wetaskiwin 36 Whitecourt 10

**\* BRITISH COLUMBIA 70** Canal Flats 2 Chetwynd 3 Cranbrook 6 Dawson Creek 2 Donald 1 Elkford 1 Endiver 1 Fernie 13 Field 1 Fort St. John 3 Golden 8 Hudson's Hope 1 Invermere 13 Jaffray 2 Mount Robson 1 Sparwood 2 Spillimacheen 1 Sunset Prairie 1 Taylor 1 Tomslake 1 Tumbler Ridge 2 Valemount 2 Wonowon 2

Our fiscal year runs from April through March. Missions may have been scene calls in the area closest to the listed communities.



**OUR FIGHT FOR LIFE:  
A YEAR IN REVIEW  
2019/2020**

**\* STARS EMERGENCY LINK CENTRE**

**31,136** EMERGENCY REQUESTS HANDLED

MORE THAN **6,000** INDUSTRY CALLS

**86** AVERAGE EMERGENCY REQUESTS PER DAY



**\* MISSIONS**

**2,969** YEARLY MISSIONS FLOWN FROM OUR BASES IN:  
AB 1,325 SK 884 MB 760

**8** DAILY AVERAGE MISSIONS

MORE THAN **45,000** MISSIONS SINCE 1985

- CARDIAC **18%**
- ENVIRONMENTAL **<1%**
- NEUROLOGICAL **12%**
- OBSTETRICAL **<1%**
- OTHER MEDICAL **20%**
- OTHER TRAUMA **18%**
- PULMONARY **11%**
- UNKNOWN **<1%**
- VEHICLE INCIDENTS **20%**

**\* FOUNDATION**

**42,013** DONORS

**\$10M** APPROXIMATE YEARLY COST TO RUN A BASE



● FUNDRAISING  
● GOV'T FUNDING

**\* EDUCATION THROUGH SIMULATION**

**2,178** MEDICAL PERSONNEL TRAINED

773 AB 715 SK 680 MB

**Glenda Farnden**  
**Sr. Municipal Relations Liaison**  
**STARS Foundation**  
**780-512-6205**  
**gfarnden@stars.ca**

1-888-797-8277 | stars.ca | info@stars.ca

