

Town of Stettler

COUNCIL MEETING

JUNE 3, 2025

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 sustainable delivery
of effective, efficient
and affordable services
that are socially and
environmentally responsible.

TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, JUNE 3RD, 2025
6:30 P.M.
AGENDA

1. Agenda Additions

2. Agenda Approval

3. Confirmation of Minutes

(a) Minutes of the Regular Council Meeting of May 20th, 2025 5-12

4. Citizens Forum

5. Delegations

6. Administration

(a) Memo – 2025 General Election Voting Procedures 13-16

(b) Memo – Spray Park Snack Shack 17-18

(c) Memo – Tax Rebate 19-21

(d) Memo – Town of Stettler Pancake Breakfast 22

(e) April 2025 Bank Reconciliation 23

(f) CAO Reports 24-32

(g) Meeting Dates

- Tuesday, June 10, 2025 – COW – 4:30 p.m.
- Tuesday, June 17, 2025 – Council – 6:30 p.m.
- Tuesday, July 8, 2025 – Council – 6:30 p.m.
- Tuesday, July 22, 2025 – Council – 6:30 p.m.
- Tuesday, August 5, 2025 – Council – 6:30 p.m.
- Tuesday, August 19, 2025 – Council – 6:30 p.m.
- Tuesday September 2, 2025 – Council – 6:30 p.m.
- Tuesday, September 9, 2025 – COW – 4:30 p.m.

(h) Accounts Payable in the amount of \$1,113,531.72 33-50

(\$17,668.51 + \$25,991.00 + \$713,429.27 + \$214,296.47 + \$14,348.38 + \$127,798.09)

7. Council

(a) Meeting Reports

8. Minutes

(a) Parkland Regional Library Services Board Meeting – May 15, 2025 51-59

(b) Heartland Beautification Committee Meeting – May 1, 2025 60-62

(c) Stettler & District FCSS Board Meeting 63-67

9. Public Hearings

10. Bylaws

11. Correspondence

(a) Parkland Regional Library System – 2024 Annual Report 68-90

12. Items Added

13. In-Camera Session

(a) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Draft Intermunicipal Development Plan

(b) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Fire Update

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MAY 20th, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor S. Nolls

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

CAO L. Graham
Assistant CAO K. Hymers
Director of Operations M. Robbins
Development Officer A. Stormoen

Media (2)

Absent:

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

1/2. Agenda Additions/Approval:

Motion 25:05:22 Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held May 6^h, 2025

Motion 25:05:23 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on May 6, 2025 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the May 6th, 2025 Minutes

None

(c) Minutes of the Committee of the Whole Meeting held May 8th, 2025

Motion 25:05:24 Moved by Councillor Lawlor that the Minutes of the Committee of the Whole Meeting held on May 8th, 2025 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the May 8th, 2025 Minutes

None

4. Delegations: (a) None

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

6. Administration: (a) Weed Control Act – Inspector Appointment

Mayor Nolls welcomed Development Officer A. Stormoen to the meeting.

A Stormoen advised that the Town of Stettler currently contracts Alberta Animal Services out of Red Deer to enforce Town bylaws and provide animal control in our community. Throughout the summer and fall months enforcement on overgrown grass and weeds includes complaints and concerns of Noxious and Prohibited Noxious Weeds.

Unlike overgrown grass and general weeds which are regulated under the Town of Stettler’s Nuisance Bylaw 1945-07, Noxious and Prohibited Noxious Weeds are regulated under the Alberta Weed Control Act.

Noxious and Prohibited Noxious Weeds are plants that spread rapidly and can have a significant impact on the native plant life of Alberta. The Alberta Weed Control Act designates weeds as Noxious or Prohibited Noxious and requires landowners to either control or destroy these weeds.

In order to enforce the Weed Control Act, the municipality must appoint an inspector as per section 7 of the act:

“Municipal inspectors 7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.”

Motion 25:05:25

Moved by Councillor Baker that the Town of Stettler Council appoint Adrienne Golong, Bylaw Officer for the Town of Stettler, as Town of Stettler weed inspector as per the Weed Control Act.

MOTION CARRIED
Unanimous

Mayor Nolls thanked A. Stormoen for her excellent presentation.

(b) 2025 Capital Budget – Paving Tender – 47 Avenue and Pavement Patching

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

2025 Capital Budget includes \$150,000 for miscellaneous pavement patches and \$500,000 to rehabilitate 47 Avenue between 46-49 Streets.

Tender packages were put together by Tagish Engineering and advertised on the Alberta Purchasing Connection. Summary of Tenders Received by Tagish Engineering:

- TJ Paving Ltd. \$362,787.70
- PME Inc. \$519,975.67
- Central City Asphalt Ltd. \$527,022.45
- Border Paving Ltd. \$550,675.00

Tenders do not include gst or contingency

Project	Budget	Tender Value	Engineering (Tagish)	Contingency	Additions	Total Expected Expenditure
47 Ave (46-49 St)	500,000	308,444.74	48,126.00	36,278.77	100,000	\$492,849.51
Pavement Patching	150,000	54,342.96	-	-	\$95,000	\$149,342.96

TJ Paving submitted favorable pricing and, in an effort, to benefit from the pricing, administration is recommending adding additional concrete sidewalk and curb replacements to the 47 Avenue project. Administration is also recommending

adding two additional pavement patch areas to the program and spend up to the budgeted amounts for both capital items.

Motion 25:05:26

Moved by Councillor Lawlor that the Town of Stettler Council award the 2025 Paving Tender to TJ Paving in the amount of \$362,787.70, adding additional work valued at \$195,000, plus a contingency of \$36,278.77, for a total maximum expenditure to TJ Paving of \$594,066.47, utilizing Tagish Engineering for engineering services of \$48,126.00, excluding gst as outlined in the table above, funded from the 2025 Capital Budget.

MOTION CARRIED
Unanimous

(c) 2025 Capital Budget – Water Treatment Plant Desludging Tender

M Robbins noted that the 2025 Capital Budget includes \$135,000 to desludge the waste ponds at the Water Treatment Plant using bacterial sludge removal products in lieu of traditional mechanical removal to protect the integrity of HDPE liner in the waste ponds.

A tender was prepared for the supply of bacterial sludge removal products and posted to Alberta Purchasing Connection. The tender includes very specific product specifications with NSF certification due to the release of the waste ponds back to the Red Deer River.

Two tenders were received; prices exclude gst.

- | | |
|---------------------------|--------------------------------|
| • Nanotech Environmental | \$111,626.43 |
| • Acti-Zyme Products Ltd. | Does not meet the requirements |

Motion 25:05:27

Moved by Councillor Pfeiffer that the Town of Stettler Council award the tender to Nanotech Environmental for the supply of bacterial sludge removal product in the amount of \$111,626.43, excluding gst, funded through the 2025 Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Robbins for the great work on her presentations.

(d) Increasing Funding for Alberta’s Libraries Resolution

Administration informed Council that the current funding model for public libraries is based off of a per capita rate of \$5.60, which has increased by only \$0.05, under 1%, since 2016 while inflation in Alberta has increased by 25%. Further, the Government of Alberta funding grant currently utilizes population data from 2019 however current population data shows an increase of 15% between 2019 and 2025.

The resolution is asking the Minister of Municipal Affairs to advocate for the following changes to the provincial funding of Alberta public libraries:

- Use the most recent population statistics of the Alberta Municipal Affairs Population Estimate List; and

- Update per capita funding to \$6.94 per person, an increase of \$1.34 per person to reflect the current inflation rate as noted above

Motion 25:05:28

Moved by Councillor Lawlor that the Town of Stettler Council accept the resolution as presented and moves forward with the plan to ask the Minister of Municipal Affairs to advocate for increased funding for Alberta public libraries.

MOTION CARRIED
Unanimous

(e) Memo - Seniors' Week

Seniors' Week will be celebrated throughout Alberta from June 2 to 8, 2025. Historically, the Town of Stettler and County of Stettler No. 6 Councils have partnered to celebrate Seniors' Week by visiting our community's facilitated care centers and deliver fruit trays. In more recent years, a successful partnership with the Stettler Public Library has been established to create a care package for each resident.

Administration respectfully recommends the following actions for Seniors' Week 2025:

-Town of Stettler Council declare Seniors' Week in Stettler on May 27 at 11 AM at Willow Creek.

-Town of Stettler Council delegates attendees for social visits to each listed facility below:

- Tuesday, May 27: Seniors Week Proclamation Signing at Willow Creek, 11 AM, Mayor Sean Nolls
- Monday, June 2: Heart Haven, 12 PM – 1 PM
- Tuesday June 3: Paragon Place, 12 PM – 1PM
- Wednesday June 4: Willow Creek, 12 PM – 1 PM
- Wednesday June 4: FCSS Event at the Legion Hall, 11 AM – 2 PM
- Friday June 6: Points West Living, 12 PM – 1 PM

(e) Physician Recruitment & Retention Incentive Policy Amendment

Administration noted that in July of 2024, the Town of Stettler and the County of Stettler passed a Physician Recruitment & Retention Incentive Policy and entered into Agreement to administer the incentive program jointly.

The policy sets out criteria requiring the physician to provide both clinical and emergency room medical care to the community for eligibility for the incentive. The value of the incentive scales depending on the additional services the physician can provide, such as obstetrics and anesthesia.

The agreement structure recently saw updates prepared by County and Town administration and reviewed by Town of Stettler Council on April 1, 2025. Administrations from both the Town and the County have discussed and are presenting an amendment to the policy to account for the changes to the agreement previously agreed to. The amendments include:

- Adding of definitions to ensure clear interpretation;

- Clarifying the payment structure for a Candidate Physician and the requirement of providing Additional Services agreed to in the agreement within a 1-year period;
- Clarifying the “top up” process for physicians who received a partial incentive between 2022 and 2024 prior to this policy; and
- Adding that the Town of Stettler will provide the physician with a 1-year family pass to the Stettler Recreation Centre.

Motion 25:05:29

Moved by Councillor Randell that the Town of Stettler Council adopt Policy VII-7 as amended.

MOTION CARRIED
Unanimous

(f) PAC Request for Funding

Administration highlighted the Stettler Performing Arts Centre's significant role in the community since 1986, serving as a vibrant venue for music festivals, dance performances, fundraisers, and school productions. Over the years, ongoing upgrades have ensured the facility remains modern, functional, and equipped to support artistic excellence.

In the first phase of improvements, several key projects were completed, including dressing room renovations, sound and lighting system upgrades, and the installation of a Closed-Circuit TV system. These enhancements were made possible through funding from government grants, the Superfluity Thrift Shop, the Rotary Club, William E. Hay, the Town of Stettler, and Clearview Public Schools.

As the next phase begins, the focus will shift to enhancing the lighting system. Planned upgrades include improvements to lighting infrastructure, the replacement of over-stage lighting, and enhancements to side lights. The projected funding requirements for these initiatives are:

- Lighting infrastructure upgrade: \$24,758.80
- Over-stage lighting replacement: \$26,831.71
- Side-lights upgrade: \$22,679.13

Motion 25:05:30

Moved by Councillor Barros that the Town of Stettler Council approve the funding request of \$27,000 for the replacement of the Over-Stage Lighting in the Stettler William E. Hay Performing Arts Centre.

MOTION CARRIED
Unanimous

(f) Meeting Dates

- Monday, June 2, 2025-Friday, June 6, 2025 – Seniors' Week
- Tuesday, June 3, 2025 – Council – 6:30 p.m.
- Tuesday, June 10, 2025 – COW – 4:30 p.m.
- Tuesday, June 17, 2025 – Council – 6:30 p.m.
- Tuesday, July 8, 2025 – Council – 6:30 p.m.
- Tuesday, July 22, 2025 – Council – 6:30 p.m.
- Tuesday, August 5, 2025 – Council – 6:30 p.m.
- Tuesday, August 19, 2025 – Council – 6:30 p.m.

- (g) Accounts Payable in the amount of \$471,332.75
(\$84,565.78 + \$69,144.94 + \$79,343.23 + \$210,150.96 + \$18,479.84 + \$9,648.00)

Motion 25:05:31

Moved by Councillor Barros that the Accounts Payable in the amount of \$471,332.75 be paid as presented.

MOTION CARRIED
Unanimous

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

- (a) Mayor Nolls

May 8 – Board of Trade Admin Meeting
May 8 – Alberta Health Services Meeting
May 8 – Committee of the Whole
May 9 – Signed Cheques
May 13 – Board of Trade Meeting
May 14 – Talk of the Town
May 15 – Signed a cheque and reviewed the agenda
May 16 – Proclamation Signing for Rural Health Week at the County Office

- (b) Councillor Baker

May 8 – Committee of the Whole Meeting
May 13 – Board of Trade Meeting
May 15 – Red Deer River Municipal Users Group Meeting
May 15 – ACAA 35th Anniversary

- (c) Councillor Barros

May 7 – Health Foundation
May 8 – Committee of the Whole Meeting
May 14 – Stettler Adult Learning Centre – Post Secondary Meeting

- (d) Councillor Lawlor

May 8 – McHappy Day
May 8 – Tax Deliberations
May 9 – Stettler Elementary School Mental Health Fair
May 9 – Stettler Library TIFF Circuit
May 13 – Board of Trade Meeting
May 15 – Parkland Regional Library Board Meeting

- (e) Councillor Pfeiffer

May 8 – Committee of the Whole Meeting
May 13 – Board of Trade Meeting
May 14 – Stettler Adult Learning Centre – Post Secondary Meeting

- (f) Councillor Randell

May 8 – Committee of the Whole Meeting

May 12 – Stettler Town & County Museum Meeting

(g) Councillor Smith

May 8 – Committee of The Whole Meeting

Motion 25:05:32

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

MOTION CARRIED
Unanimous

8. Minutes:

(a) None

9. Public Hearing:

(a) None

10. Bylaws:

(a) Bylaw 2188-25 – Cemetery Bylaw

Motion 25:05:33

Moved by Councillor Baker that the Town of Stettler give first reading to Bylaw 2188-25.

MOTION CARRIED
Unanimous

Motion 25:05:34

Moved by Councillor Lawlor that the Town of Stettler give second reading to Bylaw 2188-25.

MOTION CARRIED
Unanimous

Motion 25:05:35

Moved by Councillor Barros that the Town of Stettler give permission for third and final reading to Bylaw 2188-25.

MOTION CARRIED
Unanimous

Motion 25:05:36

Moved by Councillor Smith that the Town of Stettler give third and final reading to Bylaw 2188-25.

MOTION CARRIED
Unanimous

(b) Bylaw 2189-25 – Advertising Bylaw

Motion 25:05:37

Moved by Councillor Pfeiffer that the Town of Stettler give first reading to Bylaw 2189-25.

MOTION CARRIED
Unanimous

A. Stormoen left the meeting at 7:18 p.m.

11. Correspondence:

(a) Central Alberta Pregnancy Care Centre

Motion 25:05:38

Moved by Councillor Randell that the Town of Stettler accept the presentation as information.

MOTION CARRIED
Unanimous

12. Items Added:

(a) None

13. In-Camera Session:

(a) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Fire Update

Motion 25:05:39 Moved by Councillor Baker that the Town of Stettler Council enter an In-Camera Session with CAO L. Graham, Assistant CAO K. Hymers and Director of Operations M. Robbins present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 7:19

- (b) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Airport Update

Motion 25:05:40 Moved by Councillor Pfeiffer that the Town of Stettler Council return to the regular meeting

MOTION CARRIED
Unanimous at 7:57

14. Adjournment:

Motion 25:05:41 Moved by Councillor Lawlor that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 7:57 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Town of Stettler Council
From: Maddie Standage and Graham Scott
Date: May 26, 2025
Re: 2025 General Election Voting Procedures



Background:

Nomination Day: Monday September 22, 2025

Election Day: Monday October 20, 2025

In accordance with the *Local Authorities Election Act*, Town Council has the authority to vary certain procedures relating to a general election. This memorandum was prepared to allow Council to review the specific sections in the *Local Authorities Election Act* and determine if they would like to direct administration to move forward with preparing said bylaws to be brought forward to a future Council Meeting and passed before the deadline of June 30, 2025.

Historically the Town of Stettler has not proceeded with the options to vary the election procedures as outlined in the sections below.

Section 11

This section allows Council the authority to change election day from the third Monday of October to the Saturday directly before the third Monday in October. This would change the election day from October 20, 2025 to October 18, 2025.

11 (1) Election day for local jurisdiction

- (a) In the case of a general election, if required, is to be the 3rd Monday in October, or*
- (b) In the case of a by-election or vote on a bylaw or question, shall be the day fixed by a resolution of the elected authority.*
- (2) Notwithstanding subsection (1)(a), an elected authority may, by a bylaw passed prior to June 30 of a year in which a general election is to be held, provide that the election day in the local jurisdiction is to be the Saturday immediately preceding the 3rd Monday in October.*
- (3) In a year where either, or both, of the following occur in conjunction with a general election, a bylaw referred to in subsection (2) is of no force and effect for the purpose of that general election and election day for that general election shall be the day referred to in subsection (1)(a):*
 - (a) A Senate election under the Alberta Senate Election Act,*
 - (b) a referendum vote under the Referendum Act.*

Section 37(3)

This section allows Council to pass a bylaw giving authority to the Returning Officer to designate more than one voting station.

- 37 (3) The elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to designate*
- (a) More than one voting station for each subdivision, and*
 - (b) The location of those voting stations.*

Section 43(3)

This section allows Council the authority to change the order of names on the ballots from alphabetical (first by last name, then by given name) to instead have the names appear in a variety of orders.

- 43 (1) Each ballot shall contain the name of each candidate.*
- (2) The names of the candidates on each ballot shall be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.*
- (3) Notwithstanding subsection (2), if an elected authority passes a bylaw 2 months before an election that provides that*
- (a) ballots shall be printed in as many lots as there are candidates for the office,*
 - (b) in the first lot the names of the candidates shall appear in alphabetical order,*
 - (c) in the 2nd lot the names shall appear in the same order, except that the first name in the first lot shall be placed last,*
 - (d) in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last, and*
 - (e) tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotation so that no 2 consecutive electors may receive ballot papers from the same lot and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used,*

then the ballots used in an election while the bylaw is in force shall be in the form described in this subsection.

Section 46(2)

This section allows Council the authority to change the opening hours of voting stations on election day. The *Local Authorities Election Act* regulates standard hours for voting stations to be open continuously from 10:00 a.m. to 8:00 p.m.

46 (1) Every voting station shall be kept open continuously on election day from 10 a.m. until 8 p.m.

(2) Notwithstanding subsection (1), an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the voting station is to open before 10 a.m.

Section 78(4.1) – (4.3)

These sections allow an elector to request the municipality to provide a template for blind voters and further provides Council the authority to pass a bylaw setting out the blind elector template if no request be made.

78 (4.1) If an elector requests a blind elector template by June 30 in a year in which a general election is to be held, a municipality must pass a bylaw setting out the blind elector template

(4.2) A municipality may pass a bylaw setting out the blind elector template even if no request is made under subsection (4.1)

(4.3) The bylaw referred to in subsection (4.1) and (4.2) must specify when the blind elector template is available and how the municipality will notify electors of the availability of the blind elector template.

Section 85.1(4)

This section allows Council to pass a bylaw to allow the returning officer to start counting special ballots and advance vote ballots prior to the closure of polls, however not earlier than 7:30 p.m.

85.1 (4) An elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to count the special ballot box, advance vote box and institutional vote ballot box no earlier than 7:30 p.m. on election day.

Recommendations:

Section 11

- That Council moves forward with the standard procedures as outlined in the *Local Authorities Election Act* and election day remains the third Monday of October being, October 20, 2025.

Section 37(3)

- That Council moves forward with the standard procedures as outlined in the *Local Authorities Election Act* allowing for one voting station for the returning officer to designate the location of.
- Currently the Stettler Community Hall is booked for October 20, 2025 for our one voting station and advanced votes booked for October 14 – 17 at the Council Chambers at the Town Office.

Section 43(3)

- That Council moves to allow the ballots to remain in alphabetical order.

Section 46(2)

- That Council moves forward with the standard procedures as outlined in the *Local Authorities Election Act* with polls being open on election day from 10 a.m. to 8 p.m.

Section 78(4.1) – (4.3)

- That Council waits to see if there is a request made before June 30 for a blind elector template and at that time creates one.
- Historically there has not been a request made for a blind elector template and visually impaired electors have voted under sections 78(1)-(4) allowing a deputy or a trusted friend or relative of the elector to mark the ballot after the elector has indicated what their vote will be.

Section 85.1(4)

- That Council moves forward with the standard procedures as outlined in the *Local Authorities Election Act* with vote counting to start after the closure of the polls.

MEMORANDUM

To: Leann Graham, CAO

From: Brad Robbins, Director Parks & Leisure Services

Date: May 29, 2025

Re: Spray Park Snack Shack

Background:

Through the Stettler Public Library, Heartland Youth Centre, Stettler Family Resource Network and Clearview's Caring and Resilient Students (CARS), the Soaring Project team is a youth-led project focused on community engagement, youth mental health, creative expression and skills development. Over the last couple years this team of youth, led by Stettler Public Library as fiscal agent, were instrumental in the creation of the Dick Richards Memorial Mini Golf facility located at the Stettler Town and Country Museum.

This year, through various meetings of the team, it was determined that the 2025 Soaring Project proposal should be a reactivation of the currently dormant snack shack located at the Stettler Spray Park at West Stettler Park.

The snack shack previously operated as a lease agreement with yearly lease costs being set at 10% gross sales per month. The snack shack has not had a lease holder since the summer of 2022 although there have been a number of inquiries. Limitations as to what offerings can be provided through the snack shack have impacted potential lessee's from signing an agreement.

Project Details

The Soaring Project will activate the currently unused ice cream shack located at West Stettler Park. Youth volunteers (ages 12-17) will operate the shack on a limited schedule (3-hour daily shifts and a Wednesday evening shift) throughout the months of July and August, selling ice cream on a cost-recovery basis with light profit. In exchange, the youth who volunteer will receive an honorarium at the end of summer recognizing their contributions and volunteer hours.

The Soaring Team also proposes to enhance the ice cream shack area with artistically painted tables, engaging youth and local artists in beautification efforts that serve as positive community expression and help discourage graffiti.

Addition Details/Findings

Youth will be supervised by an adult each shift that the shack is open.

The group has worked with AHS to secure the necessary health/safety related information and permitting and will also be responsible for remittance of any and all applicable taxes such as GST and WCB premiums.

The Stettler Public Library has provided a Certificate of Insurance naming the Town of Stettler as additional insured.

Recommendation:

Administration respectfully recommends that the Town of Stettler Council approve granting the operations of the Spray Park Snack Shack to the Soaring Project Team, led and supported by the Stettler Public Library from July 1st to August 31st of 2025.

MEMORANDUM

To: Leann Graham - CAO
From: Rachel Morbeck - Tax & IT Coordinator
Date: May 28, 2025

As per Town of Stettler Tax Rebate policy IV - 1(a), we are seeking approval to issue a refund cheque to the owner of 6011 - 40 Avenue Close for a tax rebate on a mobile home that burned down. The demolition was completed on May 1st, 2025.

Please see the calculations as follows:

Assessment value for improvements:				Residential/Farmland - Municipal		Total Tax Rebate		\$	601.07
				Residential - School				\$	219.40
2025 value of improvements				126,720				\$	-
				Seniors				\$	35.26
*May 1 to December 31 equals 244 days of loss in 2025				Total				\$	855.73
Municipal - Res/Farm	<u>244</u> Days x	126,720	Assessment x	0.0070954	2025 Tax Rate =	\$	601.07		
	365								
Municipal - Non-Res	<u>0</u> Days x		Assessment x	0.0097888	2025 Tax Rate =	\$	-		
	365								
School - Res	<u>244</u> Days x	126,720	Assessment x	0.0025899	2025 Tax Rate =	\$	219.40		
	365								
School - Non-Res	Days x		Assessment x	0.004038	2025 Tax Rate =	\$	-		
	365								
Seniors	<u>244</u> Days x	126,720	Assessment x	0.0004162	2025 Tax Rate =	\$	35.26		
	365								

Administration respectfully recommends that Town of Stettler Council approves the Tax Rebate in the amount of \$855.73.

TOWN OF STETTLER

Prepared by: Corporate Services Committee Number: IV-1 (a)
Adopted by: Town of Stettler Council Original Policy: 1993 01 03
Previous Policy: 2002 04 02
Current Policy: 2009 03 17

Title: **Tax Rebate**

Purpose: To provide for the automatic application process for the rebate of taxes on properties which have had improvements removed from the property **or** a manufactured home (on a rented lot) is moved out of a municipality during the year.

Policy Statement: To receive an automatic tax rebate the ratepayer should complete a demolition certificate or notify the Town of the date of removal of the manufactured home.

The rebate will be based upon the assessment value of the improvements removed from the property.

The date for the proration calculation shall be:

- a. For a manufactured home the date of actual removal of the said manufactured home as verified by the Town.
- b. For demolitions the date will be determined when reclamation of the site has been completed to the satisfaction of the Town.

In the case of property damage/loss to an assessed structure resulting from a fire, the affected property owner shall be eligible for a tax rebate/refund/credit calculated as a deemed demolition retroactive to the date of the fire provided all of the following:

- a. The fire has caused an excessive amount of damage to an assessed improvement on the property rendering the property uninhabitable/unable to be occupied for the balance of any given tax year.
- b. The property owner has paid all property taxes (both current & arrears) relating to the property.

- c. No tax rebate/refund/credit shall be applied until a valid demolition permit has been issued and the damaged structure(s) have been entirely removed. Assessed structures damaged by fire that require less than 100% demolition shall not be eligible for a tax rebate/refund/credit under this policy because the determination of a partial loss is considered too subjective.
- d. The value of land for assessment purposes shall not be included in any tax rebate/refund/credit calculation under this policy.
- e. Fire damage that is a result of arson by an owner (as solely determined by the Fire Chief/RCMP) shall not be eligible for a tax rebate/refund/credit under this policy.

Tax rebates greater than \$500.00 shall require approval of the Town Council.

MEMORANDUM

Date: May 29, 2025

To: Leann Graham
CAO

From: Maya Brennan
Communications Officer

Re: Town of Stettler Pancake Breakfast Options

Background:

The Town Pancake Breakfast has traditionally been held on the second Saturday of June in conjunction with the Steel Wheel Stampede. However, with the Stampede no longer taking place, Council must determine the best way to proceed with the event.

Discussions with the County of Stettler have resulted in an offer to partner once again. Under this proposal, Town of Stettler Councillors could collaborate with County of Stettler Councillors and staff to serve breakfast at the Stettler County Fair on August 1st, 2025. Additionally, County of Stettler Councillors could join Town of Stettler Councillors and staff for a separate Town of Stettler Pancake Breakfast at a date of their choosing.

One potential date for the Town-hosted breakfast is July 1st, 2025, as it coincides with the Canada Day Parade, an event that has traditionally paired with the pancake breakfast. Staff members have expressed an interest in assisting with cleanup and various tasks to help ensure the event runs smoothly.

Recommendation:

Administration recommends that Town of Stettler Council proceed with the following plan:

1. Host a Town of Stettler pancake breakfast on July 1st, 2025 and invite County of Stettler Councillors to assist in the kitchen.
2. Collaborate with the County of Stettler by participating in and helping during their pancake breakfast at the Stettler County Fair on August 1st, 2025.

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF Apr 30 , 2025

Net Balance at End of Previous Month	\$ 10,850,376.55
ADD: General Receipts (summarized below)	2,192,316.77
Interest Earned (Prime 7.20% less 2% = 5.20%)	29,683.20
Investments Matured	-
SUBTOTAL	13,072,376.52
LESS: General Disbursements	1,766,400.53
Payroll	302,794.84
Investments	-
Debenture Payments	-
Returned Cheques	3,785.61
Bank Charges	1,198.63
SUBTOTAL	2,074,179.61
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$ 10,998,196.91

Balance at End of Month - Bank	10,968,254.15
ADD: Outstanding Deposits	47,909.15
LESS: Outstanding Cheques	17,966.39
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$ 10,998,196.91

INVESTMENTS:	
US Bank Account	502,972.36
US Bank Interest	103.35
SUBTOTAL	503,075.71
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 11,501,272.62

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2th DAY OF Apr 2025

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3			
4	Apex	Franchise Fee	110,401
5	Atco Electric	Franchise Fee	70,657
6	BOT	SREV	25,621
7	BOT	Trade Show	13,256
8	FCSS Q2	Grant	41,055
9	Grov	GST	7,030
10	Libaray	Srev	35,911
11	LGFF Capiital	Grant	981,743
12	Hi Way 12/21	Water	39,282
13	Health Unit	Rental	18,106
14	SMRWSC	Water	70,657
15	Rec	Campground	11,528
16	Rec	Minor Hockey	10,646
17	Rec	Figure Skating	5,503
18	Rec	Swim Lesson	5,535
19	Tax	AR	335,703
20	Utility	AR	314,373
21	Other		95,310
22		Total	2,192,317

TO: Town of Stettler Council

DATE: 2025 05 29

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – APRIL 2025

CAO – LEANN GRAHAM

1. Meetings Attended:

- Town Council
- Committee of the Whole
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- Weekly Fire Staff Meetings
- General Administrative Staff Meetings
- Parks and Open Spaces Meeting
- Cemetery Bylaw Meeting
- SREMA Advisory Committee Meeting
- Towns East Zones Meeting
- JHSC Meeting
- Joint Council Meetings
- Board of Trade Meeting
- Joint Administration Meeting
- Regional Water Meeting
- Economic Development Meeting
- CUPE Meeting
- IDP Review Meeting
- Pool Succession Plan Meeting
- Tax Budget Deliberations

ASSISTANT CAO – KIM HYMERS

2. Meetings attended included:

- Council
- Staff
- Department Head
- Introduction to Public Procurement
- Competitive Bidding Training
- Advanced Competitive Bidding Training
- Procurement Training
- CEIP – Stettler Check in and new System Training
- Local Improvement Calculation
- Joint Council Meeting Prep
- Joint Council Meeting
- Regional Water Meeting
- Joint Council Meeting Prep
- Joint Council Meeting

3. Projects worked on included:

- Policy Review – read and review policies
- Bylaw Review – read and review bylaws
- Council Agenda prep
- Revenue and Expense Report for Council
- Review Financial Information Return
- Review Financial Statements
- Regional Water Minutes Review and Meeting Prep
- Funding for 2025 Capital Budget
- 2024 SFE for Grant Funding
- Fire Operations Budget Review
- 2025 Tax Budget

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- Staff review of Local Improvement Processes
- Airport Board Meeting
- Water Reservoir – project ongoing, preparing for pumphouse upgrades
- Circular Materials Webinar
- Cold Storage Replacement construction continues
- Airport Fuel Release Clean up and Backfill
- Trade Show preparation and worked shifts
- Custodial Services at the Town shop
- 2025 Watermain replacements tender and design review
- Spring Fling Planning
- Regional Water Meeting
- Airport Advisory Special Meeting – Development permit circulation
- Parks and Public Works Meeting
- Cemetery Bylaw Review and Cost evaluation
- Fleet Management Course and Certification (2 day course)
- IDP Servicing and density reviews
- WTP Reservoir Desludge Project - tender
- 47 Avenue Road Reconstruction – design and tender
- Stettler Parade and Stettler Fest planning road closures
- Highway 12/56 Upgrades Construction Completion certificates and progress payments
- Asset Management – working diligently to accomplish April 30th deadline for upload to Citywide PSD
- Tree Trimming questions -working with landowners, bylaw and town staff
- Multiple development permit circulations and comments
- **Volunteered to decorate Tim Horton's smile cookies**
- Landowner concerns – garbage collection, water usage, drainage, etc.

TRANSPORTATION – SARAH MCCRINDLE

- Helped parks with ice removal at the arena
- Monthly facility inspection of public works shop
- Monthly traffic light and crosswalk²⁵ light inspection
- Steaming frozen culverts and catch basins

- Posted transportation in training position
- Put up the goose signs on 44ave by buttermilk slough
- Dig and fill cremations as needed
- Garbage can repairs as needed
- Removed the snow gate from the grader
- Fill potholes
- Switched over the mold board on the grader
- Removed the ice from the north side of the arena
- Sweeper out
- Orientation on the new chipper
- Swept the arena parking lot and swept the grass
- Tenders for the public works shop cleaning contract
- Pushed up the gravel hauled into the yard
- Sent employee to Calgary to pick up our dust control
- Wash sander and take off the tandem
- Barricades to the arena for the trade show
- Quotes for the over head door maintenance
- Meeting for picking duty schedule
- Took down snow fence
- Grader out on perimeter roads
- Dropped off a one-ton truck and the old chipper to Michener Allen in Edmonton to be sold at auction
- Picked up line paint order from Edmonton
- Put up a new hose for washing out the sweeper and for filling trucks with water
- Helped move furniture at the town office
- Put in the solar sump pumps at the airport
- Boulevard sweeping throughout the town
- Met with the train to look at drainage problem along the tracks at 49ave 43st
- Sign repairs as needed
- Measured asphalt patches for 2025
- Hauled sweeping pile in the shop yard to the regional dump
- Cleaned off catch basins
- Replaced all the broken garbage cans in Grandview
- Installed the solar sump pump at the train tracks along 51ave and 46st
- Replaced broken garbage cans in the east end
- Put out the speed trailer on 47ave by the fire hall
- Pulled the stump at the cemetery of a tree that parks cut down as it was interfering our equipment
- Landscaped the grader damage marks on homeowners' lawns from snow removal
- Garbage can replacement in Parkdale
- Removed a sidewalk along 48ave and 49st. landscaped afterward
- Took down the banner from 50ave and 54st. had ATCO straighten the pole afterwards

- Cleaned up the compost site at the transfer station
- Swept the tarmac at the airport
- Swept all the town owned parking lot

DIRECTOR OF PARKS & LEISURE SERVICES – BRAD ROBBBINS

- Finalizing Department Work Plan Development
- Department Head Meetings
- Parks and Public Works Joint Meetings
- Ongoing P & L Leadership Meetings
- Canada Day Planning Meetings
- Heartland Beautification Meetings
- Spray Park Status Update Presentation to Rotary
- Meeting with P&H Elevator Society – Homesteaders Park Development
- Attended 5-day Public Procurement Training Seminar in Nisku
- Parks and Open Spaces Committee Meeting
- Cemetery Bylaw (fees and servicing) meeting
- Meeting with WEHSC regarding use of field space for soccer and tennis facility status
- Meeting with Cor-Spray regarding sports field fertilizing plan and general herbicide application plan
- Campground Bylaw development
- Culture Days Grant application submission
- Joint Health and Safety Committee Meetings
- Stettler Trade Show – Town of Stettler Booth
- Aquatics Manager Interviews and Hiring of new Manager
- Meeting with IRC (Instant Risk Coverage) regarding special event sanctioning and insurance
- Meeting with Rotary committee regarding Spray Park – Concession wrapping project
- Meeting with Library Manager regarding Spray Park concession proposal (Soaring Program)
- Meeting and contract agreement with Lions Campground Caretakers
- 2025-2026 Stettler Imperials Planning/Scheduling Meeting
- Attendance at the ARPA Leadership Summit – May 7-9
- Completion of documentation requirements for ABSA Inspector
- Finalized agreement with Stettler Car Club for Bleacher Purchase
- Planning for Lions Campground Opening
- Aquatics Manager Transition Planning
- Completion of SRC Ice Plant Compressor 1 & Coalescer Maintenance Capital Project
- Summer Student Onboarding (Welcome and Expectations)

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2025 Permits to April 30, 2025	2024 Permits to April 30, 2024
Institutional	\$0.00	\$0.00
Industrial	\$12,609.00	\$0.00
Commercial	\$680,306.00	\$47,000.00
Residential	\$836,598.00	\$371,000.00
Total	\$1,442,715.00	\$418,000.00

2. Projects:

- Land Sale(s)
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Intermunicipal Development Plan
- Subdivision Applications
- Leasehold Agreements
- Okoppe Way
- Community Builders
- Housing
- Habitat For Humanity
- Cash Leases
- Trade Show

3. Meetings:

- Intermunicipal Development Plan
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Health Unit
- Municipal Planning Commission
- Economic Development
- Circle of Services/Habitat for Humanity
- Community Builders

WATER – GRANT MCQUAY

- Rounds, readings and locates
- Dig site maintenance
- Weekly cleaning of WTS sanitary tanks
- CL17 analyzer bottles changed out

- THM and HAA water samples
- Flushed grease mat at a lift station
- Curb stop repairs
- Turning off CCs for plumbing repairs/non payment
- Weekly water distribution sampling for bacti and chlorine residuals
- Weekly testing for lift station emergency system
- Sewer backups and responding to customers
- Sewer service repairs
- Water service leak repairs
- Weekly wastewater sampling
- Weekly wastewater treatment
- Water meter changes
- Aeration system monitored quality of treatment
- Worked on shop projects
- Spring hydrant inspections completed
- Installed pump #2 from B lift station that was rebuilt
- Shut down reservoir for construction
- Airport work, packing and hauling

PARKS & LEISURE FOREMAN – DESIRAE PERRY

1. Meetings

- Parks and Leisure Leadership Meeting
- Parks and Public Works Meeting
- ICS-200 completed by Dustin, Cyril and Ashley
- Corinne attended Playground Inspection Course in Calgary
- First Aid for summer casuals

1. Projects and such

- Removed boards and glass in preparation for ice removal
- Remove ice with the help of Public Works
- Helped prepare for the swim meet
- Put up "No Dog in Park" signs on all sports fields
- New tree chipper was delivered; staff read manual
- Ice Plant shut down
- Prepared SRC and arena floors for the Trade Show and hung banner
- Building Inspections (April & May)
- F/T Parks staff sat in on a XOOM meeting for Parks work
- Graffiti Removal
- Desirae and Marty attended AARFP Conference in Canmore
- Swept, mowed and aerated sports fields
- Painted lines on ball fields and soccer pitches
- Swept and mowed campground
- Summer casuals started May 1
- Opened Campground for the season
- Rototilled Community Gardens in preparations for the growing season

- Maintenance on ball diamonds
- Yearly orchard maintenance
- Started mowing and weed eating the Town
- Installed 2 picnic tables at the Dog Park
- Fertilized the sports fields
- General maintenance and upkeep of Recreation Centre

TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

1. Training

- Traffic control person, A20 - Management of traffic SOG
- Wild Fire Fighting operations
- Apparatus equipment check procedures
- Attended Fire Department Instructor Conference
- Tower Rescue Rope Operations
- Elevator Rescue
- Electric and Hybrid Vehicle Response
- Adapting to Fluorine Foam Firefighting Operations
- Response to MC-406 Gasoline Tanker Emergencies
- Tactical Response to Explosive Gas Emergencies

2. Fire Department Operations

- Town weekly fire meeting
- Apparatus maintenance ongoing
- Schedule Air compressor service and Breathing air analysis
- Coordinate Trade show Fire Safety Inspection
- First Due Software change over planning
- AFRRCS technical advisor and administrator applications requirements
- AFRRCS pager implications ongoing
- AFCA registration
- Town of Stettler Fire Bylaw
- Constructing new truck check / inventory tracking check sheets
- New Town of Stettler fire engine design tender document in preparation for manufacture meeting
- Club Cafe fire safety inspection required multiple visits
- Ongoing fire safety inspections and pre planning, fire safety public education, incident investigations, fire cause determination submission

Town of Stettler Fire Department Responses	
Fire Dollar Loss	2
Fire No Dollar Loss	3
Medical First Response	11
Motor Vehicle Collision	10
Alarm	29
Gas Leak or Response to Carbon Monoxide ³⁰	3

Hazmat	0
Technical Rescue	0
TOTAL Number of Responses	58
Total Staff Hours/Incidents (hrs)	266hrs 50 min

WATER TREATMENT PLANT SUPERVISOR - CHRIS SAUNDERS

- Konecranes was in to install a new chain fall on the high lift area monorail. The polymer area and high lift area monorails have been load tested.
- Divers were on site to clean and inspect the river inlet structure. The divers also inspected the raw water reservoir outlet pipe and area. The divers cleaned and inspected the Contact Tank #2.
- Ongoing operator training for certification advancement.
- Shade cloths being prepared for installation on raw water reservoir.
- DBI SALA self-retrieving winch sent off for certification.
- Routine monthly maintenance carried out.

DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- April 3rd – Joint Health & Safety meeting
- April 3rd – Utility spreadsheet call with Housing, Infrastructure and Communities Canada
- April 8th – Trinus IT monthly ticket meeting
- April 11th – Two trade show shifts
- April 16th – Economic Development meeting
- April 28th – Trinus on site visits for computer hardware (included shop, fire hall, SRC, Office and WTP)
- April 29th – Elections Alberta webinar
- Staff & Department Head meetings
- Daily office meetings

Projects of note include:

- Ready and compiling data for asset management project
- Addressing data to EMS Dispatch
- Submitting IT tickets
 - For April this resulted in 62.75 hours of work by Trinus that was included in the contract
- Training on a new .pdf software
- Assisted in resolving some issues with our backup data
- Re-programmed office phones
- Updating Alberta municipal residential utility rates database
- Downloading and checking election register data from Alberta Elections

- Compiled and provided feedback regarding Bill 50 to the Province in regards to elections
- Ordering hardware and software
- Added AB Muni. election training information to website
- Fulfilling mapping/printing requests from Town staff and external agencies
- Mapping and database updates (paper, electronic and webmap)



Leann Graham
CAO

System: 2025-05-22 2:08:23 PM
User Date: 2025-05-22

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000902
Cheque Date	First	Last		ONL000906

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shaw Cable	ONL000902	2025-05-22	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Wifi	2025.05.17	\$120.75	
Shaw Cable	ONL000903	2025-05-22	\$441.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Wifi	2025.05.15	\$441.00	
Shaw Cablesystems GP	ONL000904	2025-05-22	\$109.15
Invoice Description	Invoice Number	Invoice Amount	
Fitness - June Cable	2025.05.01	\$109.15	
United Farmers of Alberta	ONL000905	2025-05-22	\$274.33
Invoice Description	Invoice Number	Invoice Amount	
Trans - Chain	SOINV7309368	\$88.70	
Parks - Paint & Spikes	SOINV7337148	\$185.63	
Workers' Compensation Board -	ONL000906	2025-05-22	\$16,723.28
Invoice Description	Invoice Number	Invoice Amount	
AP - WCB	28054613	\$16,723.28	
Total Cheques		\$17,668.51	

System: 2025-05-29 2:39:42 PM
User Date: 2025-05-29

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000907
Cheque Date	First	Last		ONL000909

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000907	2025-05-29	\$25,077.20
Invoice Description	Invoice Number	Invoice Amount	
Office - Gas	2025-04-3693	\$1,070.21	
Fire Joint - Gas	202504-3687	\$863.99	
SHop - Gas	202504-3694	\$783.23	
Airport - Gas	202504-3686	\$231.95	
WTP - Gas	202504-3689	\$6,168.12	
Water - Gas	202504-3684	\$342.37	
Sewer - Gas	202504-3685	\$273.74	
Sewer #2 - Gas	202504-3692	\$361.23	
SRC & Pool - Gas	202504-3691	\$14,272.88	
Comm Hall - Gas	202504-3690	\$500.38	
Parks - Gas	202504-3688	\$209.10	
Alberta Land Titles	ONL000908	2025-05-29	\$230.00
Invoice Description	Invoice Number	Invoice Amount	
Admin, P&D, Eng - Searches	2025.04.30	\$230.00	
Poulin's Professional Pest Con	ONL000909	2025-05-29	\$683.80
Invoice Description	Invoice Number	Invoice Amount	
Office - Pest Control	1780997	\$90.72	
Office - Ant Control	1783405	\$238.14	
WTP - Pest Control	1780985	\$198.45	
SRC - Pest Control	1780993	\$156.49	
Total Cheques		\$25,991.00	

System: 2025-05-22 4:14:36 PM
User Date: 2025-05-22

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	EFT0009028
Cheque Date	First	Last		EFT0009085

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0009028	2025-05-27	\$2,125.20
Invoice Description	Invoice Number	Invoice Amount	
PR - Staff Party	415	\$1,323.00	
PR - Conflict Workshop Cater	414	\$588.00	
P&L - Staff Lunch	416	\$214.20	
Action Plumbing & Excavating	EFT0009029	2025-05-27	\$3,002.98
Invoice Description	Invoice Number	Invoice Amount	
Trans - Hose Reel Materials	I036632	\$776.52	
Pool - Equip Parts	I036639	\$430.86	
Trans - Pipe to repair drain	I036646	\$106.37	
Arena - Hi Temp Silicone	I036675	\$31.94	
Campground - Hose Valves	I036694	\$60.82	
Spray Park - Galv Cap	I036714	\$6.05	
Pool - building Repair	W446745	\$338.05	
Health Unit - Fix Clogged Sink	W44700	\$334.70	
Water - Sewer Problem	W44710	\$918.75	
Air Liquide Canada Inc.	EFT0009030	2025-05-27	\$439.85
Invoice Description	Invoice Number	Invoice Amount	
Shop - Welding Gas Lease	78777013	\$439.85	
APEX Supplementary Pension Pla	EFT0009031	2025-05-27	\$382.36
Invoice Description	Invoice Number	Invoice Amount	
Pension Plan Remit	PP10-25	\$382.36	
Black Press Group Ltd.	EFT0009032	2025-05-27	\$984.32
Invoice Description	Invoice Number	Invoice Amount	
P&D - April Permit Ads	BPI285323	\$984.32	
Stettler Regional Board of Tra	EFT0009033	2025-05-27	\$2,140.25
Invoice Description	Invoice Number	Invoice Amount	
Council - Tradeshow Booth 2025	3016	\$1,640.25	
Water - Reimbursement	2972	\$250.00	
Water - Reimbursment	3018	\$250.00	
Bond-O Security	EFT0009034	2025-05-27	\$89.25
Invoice Description	Invoice Number	Invoice Amount	
Shop - Cable Ends	BOND0IN129771	\$89.25	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Brownlee LLP	EFT0009035	2025-05-27	\$1,181.25
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Remedial	585305	\$1,181.25	
=====			
Bunzl Cleaning & Hygiene	EFT0009036	2025-05-27	\$265.60
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Vacuum Parts	144194	\$265.60	
=====			
Busch Systems Int'l Inc.	EFT0009037	2025-05-27	\$3,585.21
Invoice Description	Invoice Number	Invoice Amount	
Recycle - Bins	IN25-002819	\$3,585.21	
=====			
Canadian Union of Public Emplo	EFT0009038	2025-05-27	\$632.50
Invoice Description	Invoice Number	Invoice Amount	
Ap - Union Dues	PP10-25	\$632.50	
=====			
Canoe Procurement Group of Can	EFT0009039	2025-05-27	\$14,216.28
Invoice Description	Invoice Number	Invoice Amount	
Pool - Parts & Freight	AB344425	\$220.00	
Trans - Fix Ride Control	AB340273	\$9,876.14	
Water - Teeth Ripper	AB364934	\$453.44	
Water - 3/4 Inch	AB369202	\$388.40	
Water - Hydrant Gaskets	AB369203	\$3,149.48	
P&L - Squeegee for Scrubber	AB369297	\$297.44	
Trans - Sweeper Side Brooms	AB378444	\$2,067.19	
=====			
Capital Power	EFT0009040	2025-05-27	\$85,923.56
Invoice Description	Invoice Number	Invoice Amount	
Captial Power - Affiliates	5195107	\$7,775.87	
Capital Power - April	5195135	\$78,147.69	
=====			
Central Labs Ltd.	EFT0009041	2025-05-27	\$243.60
Invoice Description	Invoice Number	Invoice Amount	
Water - Bacti for Construction	2500579	\$243.60	
=====			
CG Industrial Specialties Ltd.	EFT0009042	2025-05-27	\$2,053.80
Invoice Description	Invoice Number	Invoice Amount	
WTP - Solnoids	5014957	\$2,053.80	
=====			
ClearTech Industries Inc.	EFT0009043	2025-05-27	\$9,588.23
Invoice Description	Invoice Number	Invoice Amount	
WTP - Yearly Analyzer	INV1157629	\$9,588.23	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Clearview Public Schools	EFT0009044	2025-05-27	\$170.35
Invoice Description	Invoice Number	Invoice Amount	
Office - Mats & Phone	7471	\$170.35	
=====			
Commercial Aquatic Supplies	EFT0009045	2025-05-27	\$379.58
Invoice Description	Invoice Number	Invoice Amount	
Pool - Building Repair & Freig	IN108400	\$379.58	
=====			
Commercial Credit Adjusters Lt	EFT0009046	2025-05-27	\$34.25
Invoice Description	Invoice Number	Invoice Amount	
Water - Agency Fees	162544	\$34.25	
=====			
Contact Safety Service Ltd.	EFT0009047	2025-05-27	\$142.80
Invoice Description	Invoice Number	Invoice Amount	
WTP - Monitor Calibration	16859	\$142.80	
=====			
County of Stettler	EFT0009048	2025-05-27	\$62,500.00
Invoice Description	Invoice Number	Invoice Amount	
Admin - Dr Recruitment	2025.05.09	\$62,500.00	
=====			
E360S Environmental 360 Soluti	EFT0009049	2025-05-27	\$23,035.05
Invoice Description	Invoice Number	Invoice Amount	
Apr Waste & Recycle	1020001-000037	\$23,035.05	
=====			
Glover International Trucks Lt	EFT0009050	2025-05-27	\$570.34
Invoice Description	Invoice Number	Invoice Amount	
Trans - 4 Shocks	445669	\$445.81	
Trans - Transmission Connector	440143	\$124.53	
=====			
GT Hydraulic & Bearing	EFT0009051	2025-05-27	\$941.43
Invoice Description	Invoice Number	Invoice Amount	
Parks - Mower Wheel Bearings	000-431156	\$325.25	
Shop - Fittings	000-431317	\$109.31	
Trans - Wheel Seals	000-431320	\$10.67	
Parks - Battery	000-431425	\$153.65	
Sewer - Jack Bracket	000-431569	\$112.03	
Parks - Headlights & Feight	000-431687	\$86.09	
Shop - Battery	000-432011	\$153.65	
Shop - Tail Lights	000-432097	\$61.20	
Shop - Light	000-432263	\$12.53	
Shop - O rings	000-432404	\$3.40	
Trans - Hydraulic Oil	000-432724	\$145.51	
=====			
Gyro Ag Ltd.	EFT0009052	2025-05-27	\$20.93
Invoice Description	Invoice Number	Invoice Amount	
	37		

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans - Filter	4737		\$19.35
Trans - Pull Rope	4738		\$1.58
Hach Sales & Service Ltd.	EFT0009053	2025-05-27	\$8,773.80
Invoice Description	Invoice Number	Invoice Amount	
WTP - Service Agreement	CAN47918	\$8,773.80	
Hitch to Headlights	EFT0009054	2025-05-27	\$764.93
Invoice Description	Invoice Number	Invoice Amount	
Equip - CVIP Insepction	7112	\$764.93	
Hoisting Ltd.	EFT0009055	2025-05-27	\$3,144.75
Invoice Description	Invoice Number	Invoice Amount	
Shop, water, sewer - Hoist	29878	\$3,144.75	
Stettler Home Hardware	EFT0009056	2025-05-27	\$1,584.03
Invoice Description	Invoice Number	Invoice Amount	
Trans - Water	140700	\$9.00	
Office - Water	140749	\$12.00	
Park - Ball Paint	140754	\$58.58	
Parks - Ball & Soccer Paint	140756	\$1,347.33	
Office - Hanger Kit	140774	\$15.21	
Office - Tissues	140880	\$12.59	
Shop - water	140900	\$13.50	
P&L - Desk Repair	140945	\$17.09	
Office - Water	140991	\$18.00	
Parks - Shower Curtians	141004	\$80.73	
Icetek Refrigeration	EFT0009057	2025-05-27	\$79,701.30
Invoice Description	Invoice Number	Invoice Amount	
SRC - Compressor Overhaul	1893	\$27,678.00	
SRC - Replace Compressors	1894	\$8,757.00	
SRC - Replace Soaker Hose	1915	\$4,252.50	
SRC - Replace Call Deck	1916	\$25,026.75	
P&L - Plant Lab Analysis	1895	\$1,433.25	
P&L - Added Glycol	1921	\$3,014.55	
P&L - Plant Oil	1918	\$1,874.25	
P&L - Fluid Cooler Flush	1914	\$7,665.00	
IJD Inspections Ltd.	EFT0009058	2025-05-27	\$983.79
Invoice Description	Invoice Number	Invoice Amount	
P&D - Saftey Code Insepctions	APR2025	\$983.79	
Innov8 Digital Solutions	EFT0009059	2025-05-27	\$221.78
Invoice Description	Invoice Number	Invoice Amount	
P&L - Photocopies	IN569171	\$221.78	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
KaizenLAB Inc.	EFT0009060	2025-05-27	\$401.63
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Lagoon Sampling	INV0101934	\$65.10	
Sewer - Lagoon Sampling	INV0102055	\$202.65	
Sewer - Lagoon Sampling	INV0102188	\$133.88	
=====			
Keiths Refrigeration	EFT0009061	2025-05-27	\$2,641.09
Invoice Description	Invoice Number	Invoice Amount	
Health Unit - T stat check	25202	\$131.25	
Health Unit - Spring Maintenan	25196	\$2,509.84	
=====			
Local Authorities Pension Plan	EFT0009062	2025-05-27	\$31,903.54
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP10-25	\$31,903.54	
=====			
Lifesaving Society	EFT0009063	2025-05-27	\$1,251.88
Invoice Description	Invoice Number	Invoice Amount	
Pool - Swim Badges	34242	\$1,141.88	
Pool - Advanced aquatic supply	34403	\$80.00	
Pool - Advanced aquatics	34333	\$30.00	
=====			
Morbeck, Rachel	EFT0009064	2025-05-27	\$19.50
Invoice Description	Invoice Number	Invoice Amount	
Admin - Travel & Sub	2025.05.06	\$19.50	
=====			
Nanotech Environmental	EFT0009065	2025-05-27	\$117,207.75
Invoice Description	Invoice Number	Invoice Amount	
WTP - Capital project	893	\$117,207.75	
=====			
Nelson, Tyler	EFT0009066	2025-05-27	\$275.00
Invoice Description	Invoice Number	Invoice Amount	
WTP - Travel & Sub	2025.05.05	\$275.00	
=====			
Northstar Trucking Ltd.	EFT0009067	2025-05-27	\$11,946.55
Invoice Description	Invoice Number	Invoice Amount	
Lanes - 3/4" Gravel	326701	\$11,946.55	
=====			
Oakcreek Golf & Turf Inc.	EFT0009068	2025-05-27	\$5,901.58
Invoice Description	Invoice Number	Invoice Amount	
Toro - Repair	1067653-00	\$5,604.18	
SRC - Idler Pulleys	1067448-00	\$297.40	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Purolator Courier Ltd.	EFT0009069	2025-05-27	\$1,324.60
Invoice Description	Invoice Number	Invoice Amount	
All Dpts - Freight	555147176	\$1,324.60	
=====			
R & E Elevator Ltd.	EFT0009070	2025-05-27	\$1,207.50
Invoice Description	Invoice Number	Invoice Amount	
Office - Scheduled Maintenance	33227	\$787.50	
SRC - Elevator Maintenance	33231	\$420.00	
=====			
Rally Rentals	EFT0009071	2025-05-27	\$304.13
Invoice Description	Invoice Number	Invoice Amount	
Shop - Welding Consumables	5875	\$304.13	
=====			
Ruby Rock Group	EFT0009072	2025-05-27	\$164,184.25
Invoice Description	Invoice Number	Invoice Amount	
Roads - Highway 12 & 56 Rehab	PPC #2 TS119	\$164,184.25	
=====			
Spray Lake Sawmills (1980) Ltd	EFT0009073	2025-05-27	\$5,585.48
Invoice Description	Invoice Number	Invoice Amount	
HBC & Park - Mulch	175546	\$5,585.48	
=====			
Stettler Building Supplies Ltd	EFT0009074	2025-05-27	\$510.36
Invoice Description	Invoice Number	Invoice Amount	
SRC - Screws for glass	AN4655	\$111.60	
P&L - Building Repair	AN4913	\$18.87	
Roads - Barricade Supplies	AN4916	\$238.13	
Hub - Washroom Wall repair	AN5814	\$64.25	
Arena - Paint Pail	AN5815	\$4.71	
Street Clean - Hose Reel Mater	AN6017	\$44.06	
Trans - Rough Spruce	AN4579	\$28.74	
=====			
Stettler & District Handibus	EFT0009075	2025-05-27	\$235.74
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage - Utilities	4262	\$235.74	
=====			
Stettler Telephone Answering S	EFT0009076	2025-05-27	\$157.50
Invoice Description	Invoice Number	Invoice Amount	
WTP - Working alone monitoring	186	\$157.50	
=====			
Summit Truck Equipment	EFT0009077	2025-05-27	\$1,966.04
Invoice Description	Invoice Number	Invoice Amount	
Water - Filters for hydrovac	010P30146	\$1,966.04	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Thinktel Communications	EFT0009078	2025-05-27	\$171.10
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Invoice Description	Invoice Number	Invoice Amount
Office - Telephone Services	1365451	\$171.10

Timcon Construction (1988) Ltd	EFT0009079	2025-05-27	\$31,207.98
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Invoice Description	Invoice Number	Invoice Amount
Water - Reservoir Upgrades	TS108 - PPC #4	\$31,207.98

Trinus Technologies Inc	EFT0009080	2025-05-27	\$2,772.00
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Invoice Description	Invoice Number	Invoice Amount
Computer - Set Ups	10623	\$2,772.00

Westvac Industrial Ltd.	EFT0009081	2025-05-27	\$438.05
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Invoice Description	Invoice Number	Invoice Amount
Equip - Switch Bank	P15280	\$438.05

WFR Wholesale Fire & Rescue Lt	EFT0009082	2025-05-27	\$530.15
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Invoice Description	Invoice Number	Invoice Amount
Fire - Foam	INV/2025/1088	\$353.94
Fire - Town - Adapaters	INV/2025/1183	\$176.21

Woody's Automotive Ltd.	EFT0009083	2025-05-27	\$7,249.88
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Invoice Description	Invoice Number	Invoice Amount
Shop - Brakes & Rotors	612-933502	\$546.28
Parks - Filters	612-933593	\$27.03
Parks - Oil Filter	612-933595	\$5.88
Parks - Work Lights	612-933714	\$158.05
Shop - Brake Caliper	612-933716	\$158.89
Shop - Tool Box	612-933767	\$1,761.85
Parks - Filters	612-934789	\$10.54
Parks - Filters	612-934884	\$21.71
Shop - Ball Joints	612-934928	\$835.18
Parks - Ignition Switch	612-934948	\$156.33
WTP - Filters	612-934980	\$11.76
WTP - Filters	612-934987	\$31.32
Shop - Soap for pressure washe	612-935004	\$29.95
Parks - Shocks	612-935300	\$212.69
Shop - Brakes Grease	612-935336	\$36.72
Parks - Air Bag Sesnor	612-935549	\$192.75
Parks - Oil Filter	612-935551	\$5.27
Parks - Brake Switch	612-935592	\$39.34
Shop - Bolt Extractor Set	612-936892	\$112.64
Shop - Mode Door Actuator	612-936927	\$49.36
Shop - Light for deck	612-936961	\$7.65
Shop - Wiper blades	612-937375	\$47.46
Shop - Water Pump Hose	612-937506	\$60.96
Water - Filter	612-937569	\$5.43
Trans - Filter	612-937571	\$5.43
Shop - Running Boards	612-938017	\$1,905.82
Trans - Filters	612-938044	\$14.41
Trans - Toggle Switch	612-938079	\$28.98

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Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Trans - Mounting Magnets	612-938438		\$79.76
Parks - Belts	612-938541		\$71.76
Shop - Compressor	612-938550		\$556.47
Pool - Compressor	612-936820		\$75.59

The Wright Builders	EFT0009084	2025-05-27	\$14,061.60
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Invoice Description	Invoice Number	Invoice Amount
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Shop - Concrete Apron	1062	\$14,061.60
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WTS Manufacturing & Sales Inc. EFT0009085	2025-05-27	\$151.04
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Invoice Description	Invoice Number	Invoice Amount
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Traffic Lane - Flat Bar	5099	\$38.14
Shop - Steel for Deck	5196	\$112.90

Total Cheques		\$713,429.27
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User Date: 2025-05-30

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	EFT0009086
Cheque Date	First	Last		EFT0009128

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
APEX Supplementary Pension Pla	EFT0009086	2025-06-03	\$382.36
=====			
Invoice Description	Invoice Number	Invoice Amount	

AP - Pension Plan Remit	PP11-25	\$382.36	
=====			
Barnes, Roger	EFT0009087	2025-06-03	\$25.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

SRC - Phone Allowance	2025.06.01	\$25.00	
=====			
Benoit, Curtis	EFT0009088	2025-06-03	\$126.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Roads - Clothing Allowance	2025.05.20	\$126.00	
=====			
Stettler Regional Board of Tra	EFT0009089	2025-06-03	\$100,600.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

BOT Grant	2025.05.27	\$100,000.00	
PR - Staff Party Prizes	3009	\$600.00	
=====			
Bunzl Cleaning & Hygiene	EFT0009090	2025-06-03	\$97.94
=====			
Invoice Description	Invoice Number	Invoice Amount	

SRC - Vacuum Bags	144260	\$97.94	
=====			
Canadian Red Cross	EFT0009091	2025-06-03	\$82.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Admin & Park - Training	CRC-913394	\$41.00	
Park - First Aid	CRC-913562	\$41.00	
=====			
Canadian Tire #671	EFT0009092	2025-06-03	\$252.73
=====			
Invoice Description	Invoice Number	Invoice Amount	

Parks - Spray Paint	2842	\$51.63	
Shop - Paint	2863	\$30.22	
Water - B Lift	2847	\$64.01	
Shop - Paint for Deck	2823	\$106.87	
=====			
Canadian Union of Public Emplo	EFT0009093	2025-06-03	\$660.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

AP - Union Dues	PP11-25	\$660.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Caro Analytical Services	EFT0009094	2025-06-03	\$565.43
Invoice Description	Invoice Number	Invoice Amount	
WTP - Water Analysis	IC2507718	\$369.60	
WTP - Water Analysis	IC2510726	\$195.83	
=====			
Denilla, Elysa	EFT0009095	2025-06-03	\$46.19
Invoice Description	Invoice Number	Invoice Amount	
PR - Staff Party Decor	2025.04.21	\$46.19	
=====			
Dolan, Lori	EFT0009096	2025-06-03	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.06.01	\$25.00	
=====			
Duff, Kendra	EFT0009097	2025-06-03	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel Allowance	2025.06.01	\$150.00	
=====			
Graham, Leann	EFT0009098	2025-06-03	\$375.00
Invoice Description	Invoice Number	Invoice Amount	
Admin - Travel & Phone	2025.06.01	\$375.00	
=====			
Heartland Express	EFT0009099	2025-06-03	\$42.29
Invoice Description	Invoice Number	Invoice Amount	
Water - Freight	16928	\$42.29	
=====			
Heartland Glass Ltd.	EFT0009100	2025-06-03	\$185.85
Invoice Description	Invoice Number	Invoice Amount	
P&L - Locks	109980	\$185.85	
=====			
Hymers, Kim	EFT0009101	2025-06-03	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Admin - Travel & Phone	2025.06.01	\$100.00	
=====			
Klearwater Equipment & Technol	EFT0009102	2025-06-03	\$2,926.88
Invoice Description	Invoice Number	Invoice Amount	
WTP - Chemicals	251349	\$2,926.88	
=====			
Local Authorities Pension Plan	EFT0009103	2025-06-03	\$32,094.85
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP11-25	\$32,094.85	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Lawlor, Gord	EFT0009104	2025-06-03	\$78.00
Invoice Description	Invoice Number	Invoice Amount	

Council - Travel to PRL Meetin	2025.05.20	\$78.00	
=====			
Leckie, Neil	EFT0009105	2025-06-03	\$25.00
Invoice Description	Invoice Number	Invoice Amount	

Pool - Phone Allowance	2025.06.01	\$25.00	
=====			
Loomis Express	EFT0009106	2025-06-03	\$109.28
Invoice Description	Invoice Number	Invoice Amount	

Trans - Freight	11325148	\$109.28	
=====			
McCrindle, Sarah	EFT0009107	2025-06-03	\$168.79
Invoice Description	Invoice Number	Invoice Amount	

Roads - Clothing Allowance	2025.05.20	\$168.79	
=====			
Stettler Town & County Museum	EFT0009108	2025-06-03	\$36,000.00
Invoice Description	Invoice Number	Invoice Amount	

Museum - Grant	2025.06.01	\$36,000.00	
=====			
Oakcreek Golf & Turf Inc.	EFT0009109	2025-06-03	\$560.44
Invoice Description	Invoice Number	Invoice Amount	

Park - Bearings	1069154-00	\$373.88	
Park - Seal kit	1068051-00	\$186.56	
=====			
OK Tire Stettler	EFT0009110	2025-06-03	\$105.27
Invoice Description	Invoice Number	Invoice Amount	

Trans - Tire Repair	IN118614	\$34.39	
Parks - Tire Repair	IN118496	\$70.88	
=====			
Pederson, Brendan	EFT0009111	2025-06-03	\$40.00
Invoice Description	Invoice Number	Invoice Amount	

Shop - Tools	2025.06.01	\$40.00	
=====			
Perry, Desirae	EFT0009112	2025-06-03	\$50.00
Invoice Description	Invoice Number	Invoice Amount	

P&L - Phone Allowance	2025.06.01	\$50.00	
=====			
Peterson, Chase	EFT0009113	2025-06-03	\$50.00
Invoice Description	Invoice Number	Invoice Amount	

Pool - Phone Allowance	2025.06.01	\$50.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Peterson, Jacqui	EFT0009114	2025-06-03	\$25.00
Invoice Description	Invoice Number	Invoice Amount	

P&L - Phone Allowance	2025.06.01	\$25.00	
=====			
Roadway Traffic Products	EFT0009115	2025-06-03	\$2,798.15
Invoice Description	Invoice Number	Invoice Amount	

Sewer - Sign for Flushing	1239	\$2,798.15	
=====			
Robbins, Brad	EFT0009116	2025-06-03	\$150.00
Invoice Description	Invoice Number	Invoice Amount	

P&L - Travel Allowance	2025.06.01	\$150.00	
=====			
Scott, Graham	EFT0009117	2025-06-03	\$43.00
Invoice Description	Invoice Number	Invoice Amount	

Computer - Travel	2025.04.28	\$43.00	
=====			
Standage, Maddie	EFT0009118	2025-06-03	\$150.00
Invoice Description	Invoice Number	Invoice Amount	

P&D - Travel Allowance	2025.06.01	\$150.00	
=====			
Stettler Dads Services	EFT0009119	2025-06-03	\$1,500.00
Invoice Description	Invoice Number	Invoice Amount	

Water - May Meter Reader	2025-05	\$1,500.00	
=====			
Stettler Flooring	EFT0009120	2025-06-03	\$193.21
Invoice Description	Invoice Number	Invoice Amount	

P&L - Des Office Paint	79144	\$96.35	
P&L - Campground Floors	78995	\$96.86	
=====			
Stettler Registry Services Ltd	EFT0009121	2025-06-03	\$325.25
Invoice Description	Invoice Number	Invoice Amount	

Admin - Searches	SR200028320	\$325.25	
=====			
Stettler Tool & Hardware	EFT0009122	2025-06-03	\$249.94
Invoice Description	Invoice Number	Invoice Amount	

Shop - Angle Drill	10021077	\$188.99	
Shop - Water Pump Impeller	10021485	\$36.74	
Drainage - Solar Pump Parts	10032480	\$24.21	
=====			
Stormoen, Angela	EFT0009123	2025-06-03	\$175.00
Invoice Description	Invoice Number	Invoice Amount	

P&D - Travel & Phone	2025.06.01 46	\$175.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Tagish Engineering Ltd.	EFT0009124	2025-06-03	\$24,126.44
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Invoice Description	Invoice Number	Invoice Amount
Eng - Hwy 56&12 Improvements	21020	\$5,091.96
Roads - 46 Ave Paving	21021	\$4,711.49
Water - Reservoir Upgrades	21019	\$4,380.36
Water - 50 Ave Replacement	21022	\$9,942.63

Tomkow, Joe	EFT0009125	2025-06-03	\$70.00
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Invoice Description	Invoice Number	Invoice Amount
Shop - Tool Allowance	2025.06.01	\$70.00

Uptown Office Supply Ltd.	EFT0009126	2025-06-03	\$1,855.79
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Invoice Description	Invoice Number	Invoice Amount
Shop - Number Decals	10931	\$13.40
Office - Chairs	10952	\$837.90
P&L - Table & Chair Legs	10966	\$441.00
P&L - Park Plan Printed Doc	10968	\$33.60
Office - Supplies	10967	\$247.96
Office - Supplies	10996	\$58.83
P&L - Office Supplies	11028	\$89.10
Fire - Office Supplies	11057	\$134.00

WFR Wholesale Fire & Rescue Lt	EFT0009127	2025-06-03	\$4,460.39
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Invoice Description	Invoice Number	Invoice Amount
fire - town - transmitters	INV/2025/1355.	\$4,460.39

Yost, Dustin & Maria Cristine	EFT0009128	2025-06-03	\$2,250.00
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Invoice Description	Invoice Number	Invoice Amount
Comm Hall - Janitor	2025.06.01	\$2,250.00

Total Cheques	\$214,296.47
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Town Of Stettler
CHEQUE DISTRIBUTION REPORT
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77797
Cheque Date	First	Last		77804

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Digital Postage On Call	77797	2025-05-22	\$3,150.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Postage	2025.05.22	\$3,150.00	
Future Ag Inc	77798	2025-05-22	\$235.36
Invoice Description	Invoice Number	Invoice Amount	
Park - Brake Shoes	IS85924	\$235.36	
Hometown Productions & Media	77799	2025-05-22	\$136.50
Invoice Description	Invoice Number	Invoice Amount	
HBC - Trash 2 Treasure Ads	2025.05.05	\$136.50	
Nemetz, Corinne	77800	2025-05-22	\$288.77
Invoice Description	Invoice Number	Invoice Amount	
Park - Meal Expense	2025.05.12	\$288.77	
Norman, Laura	77801	2025-05-22	\$136.50
Invoice Description	Invoice Number	Invoice Amount	
HBC - Perlite Course	2025.05.08	\$136.50	
RCAP Leasing	77802	2025-05-22	\$218.40
Invoice Description	Invoice Number	Invoice Amount	
Office -Telecommunications	1368992	\$218.40	
Toms Boots & Western Wear	77803	2025-05-22	\$47.20
Invoice Description	Invoice Number	Invoice Amount	
Trans - Steel Toe Boots	10171	\$47.20	
Van Electric	77804	2025-05-22	\$10,135.65
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Venting	965	\$5,595.45	
Water - Deficiencies Repaired	949	\$4,540.20	
Total Cheques		\$14,348.38	

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Town Of Stettler
CHEQUE DISTRIBUTION REPORT
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77805
Cheque Date	First	Last		77815

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Allan Barrett	77805	2025-05-29	\$1,000.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Park - Music in the park	2025.05.27	\$1,000.00	
=====			
Canada Post Corporation	77806	2025-05-29	\$1,562.72
=====			
Invoice Description	Invoice Number	Invoice Amount	

Water Bills - Postage	9957898856	\$1,562.72	
=====			
Giant Turf & Landscape	77807	2025-05-29	\$2,414.42
=====			
Invoice Description	Invoice Number	Invoice Amount	

Bylaw - 50A Ave CLenaup	LMN-3181	\$2,414.42	
=====			
Heartland Youth Centre	77808	2025-05-29	\$50,000.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Playground - 2025 Program	2025	\$50,000.00	
=====			
Jo-Jo's County Kitchen	77809	2025-05-29	\$103.95
=====			
Invoice Description	Invoice Number	Invoice Amount	

P&D - IDP Luncheon	1538IM	\$103.95	
=====			
Mr Green Carpet Clean	77810	2025-05-29	\$840.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Comm Hall - Steam Clean	114	\$840.00	
=====			
Receiver General for Canada	77811	2025-05-29	\$724.54
=====			
Invoice Description	Invoice Number	Invoice Amount	

Admin - Fire Trademark	2025.05.29	\$724.54	
=====			
Receiver General for Canada	77812	2025-05-29	\$70,257.66
=====			
Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP11-25	\$56,253.00	
Town Tax Remittance	PP11-25.	\$6,844.80	
BOT Tax Remittance	PP11-25.BOT	\$3,337.61	
Library Tax Remittance	PP11-25.LIBRAR	\$3,822.25	
=====			
ROc Tan Corporation	77813	2025-05-29	\$273.35
=====			
Invoice Description	Invoice Number	Invoice Amount	

System: 2025-05-29 2:32:59 PM
User Date: 2025-05-29

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: Anika

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Airport - Windsock	10602		\$273.35
Toms Boots & Western Wear	77814	2025-05-29	\$283.45
Invoice Description	Invoice Number	Invoice Amount	
Trans - Boots	10179		\$283.45
Town of Stettler - Petty Cash	77815	2025-05-29	\$338.00
Invoice Description	Invoice Number	Invoice Amount	
AP - Petty Cash	2025.05.27		\$338.00
Total Cheques			\$127,798.09



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 15, 2025

Vacant Seat on the Executive Committee

Twyla Hale, Parkland's representative on the Executive Committee for Area 6 has, due to unforeseen circumstances, surrendered her seat.

Area six represents the communities of Bashaw, Clive, Donalds, Lacombe, the Summer Village of Rochon Sands, Stettler and the Summer Village of White Sands. These board members chose their representative for Area 6. Welcome Shaleah Fox to the Executive Committee!

2024 Parkland Audit

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky. The audit reports were previously presented by Schmidt and Switenky at the March Executive Committee meeting where they were approved.

Switenky noted that there were no recommendations or management letter this year, which shows the commitment of Parkland Staff to ensuring Parkland has sound financial management.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

LAPP Audit and Pension Policy

Every three years Parkland is required to have an audit of its Local Authorities Pension Plan.

Three small errors were found resulting from Parkland's practice of calculating full-time equivalency (FTE) in days rather than hours. Parkland's method of calculating FTE

has been a standing practice for decades without being flagged during previous LAPP audits.

the errors were very minor. Following the auditors' recommendations, Parkland has created a pension policy statement to be included in Parkland's Policy Manual. Previously, pension benefits were recorded in Parkland's Human Resource Manual.

Advocacy Committee Report

At their March 27th meeting, the committee determined the following were to be Parkland's advocacy goals for 2025:

- Continue to focus on advocacy to the system board
- Continue to help libraries and their boards advocate for themselves at the local level with a special emphasis on the fact that 2025 is a municipal election year.
- Continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems. As it relates to this goal, Parkland is not to make provincial efforts its priority but rather concentrate on the other goals.

In cooperation with the six other library systems, Parkland is also to:

- Continue advocating with the Government of Alberta (GOA) to introduce a predictable library grant funding model that reflects population growth and inflation.
- Support a proposal to the GOA for adjustments to the funding model allowing intermunicipal library boards to remain financially viable while streamlining governance structures.
- Support a request to the GOA that they reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.

One of the principal jobs of board members is advocacy. In an attempt to make resources related to advocacy readily available to both Parkland board members and to our libraries, an extensive array of advocacy tools has been put on Parkland's website. They can be found under the "About Us" menu by clicking the "Advocacy" link. A demonstration of the materials was provided at

the board meeting including a PowerPoint type presentation with narration provided by AI.

PRLS 2026 Budget

In response to direction provided by the Executive Committee, staff have prepared the draft 2026 budget.

A letter from Ric McIver, the Minister of Municipal Affairs, confirmed that library funding will be stable in 2026.

The Parkland budget with full notes will be brought back to the board in September for formal approval.

Penhold Library/School Partnership

The Penhold library has been noted in the press recently for losing a significant amount of funding due to the demise of the contract the library board had with the local school authority. The terms of the agreement were amended, stating that the library would provide services to all schools in the division without compensation. The Penhold Library board is looking into their options with the Public Library Services Branch.

Committee News from Trustees

The **Penhold & District Public Library** hosted a beekeeper and held a water color program. They are also working on their Strategic Plan.

The **Stettler Public Library** partnered with the high school and local county museum to build a 9-hole mini golf attraction that is located at the museum. They received a grant to pay for the materials. The Town of Stettler is also happy to be partnering with CPL to advocate for libraries.

The **Camrose Public Library** is partnering with the local performing arts centre to host 3 family events, and has space in the arts' brochure.

The **Clive Public Library** has started a nature school program with many families signed up. On June 5th the library is hosting an intergenerational garden tea party in partnership with the FCSS in the green space outside the library.

The **Sedgewick & District Municipal Library** held a garage sale at the beginning of May that brought in \$500 for the library. The first two weeks of June they are also holding an online auction with donated items.

The **Bentley Municipal Library** has started a nature school. They have also placed mini-libraries around the area and in the municipal campground.

The **Delburne Municipal Council** was presented with the Advocacy Framework Guide, and a copy is available on the Delburne Facebook page. There is also a copy at the library.

Board Chair Barb Gilliat said a few words regarding the retirement of long-time staff member Donna Williams.

Board Members Present

(In-Person) Barb Gilliat (Board Chair), Matthew Goudy, Gord Lawlor, Ray Reckseidler, Janice Wing **(Zoom)** Jackie Almberg, Paul Ashford, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Todd Dalke, Cal David, Jeff Eckstrand, Sarah Fahey, Tim Field, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Bryce Liddle, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Paul Patterson, Jas Payne (alt. Megan Hanson), Dianne Roth, Sandy Shipton & alt. Diane Elliot, Les Stulberg, Harvey Walsh, Carlene Wetthuhn

Regrets

Delijiah Antaloczy, Ricci Matthews, Cody Hillmer

Absent

Jul Bissell, Wayne Clark, Edna Coulter, Les Fee, Cody Johnson, Julie Maplethorpe, Darryl Motley, Jordon Northcott, Shawn Peach, Leonard Phillips, Naomi Tercier, Shannon Wilcox, Bill Windsor

Guests

Lindsey Bauman & Erin Switenky, MNP, Maia Foster, Leslie Moody, Megan Ginther, Haley Amendt, Megan Hanson

Next Meeting: September 11, 2025 (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

PRLS Board Meeting Minutes

May 15, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday May 15, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Matthew Goudy, Gord Lawlor, Ray Reckseidler, Janice Wing

Present via Zoom: Jackie Almberg, Paul Ashford, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Todd Dalke, Cal David, Jeff Eckstrand, Sarah Fahey, Tim Field, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Bryce Liddle, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Paul Patterson, Jas Payne (alt. Megan Hanson), Dianne Roth, Sandy Shipton & alt. Diane Elliot, Les Stulberg, Harvey Walsh, Carlene Wetthuhn

Guests: Lindsey Bauman & Erin Switenky, MNP, Maia Foster, Leslie Moody, Megan Ginther, Haley Amendt, Megan Hanson

With Regrets: Delijiah Antaloczy, Ricci Matthews, Cody Hillmer

Absent: Jul Bissell, Wayne Clark, Edna Coulter, Les Fee, Cody Johnson, Julie Maplethorpe, Darryl Motley, Jordon Northcott, Shawn Peach, Leonard Phillips, Naomi Tercier, Shannon Wilcox, Bill Windsor

Staff: Jessica Dinan, Karyn Goodwillie, Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Carlene Wetthuhn to excuse Delijiah Antaloczy, Ricci Matthews and Cody Hillmer from attendance at the board meeting on May 15, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 18/2025

Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.

Motion by Paul Patterson to accept the agenda as presented.

CARRIED

PRLS 19/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the February 27, 2025 minutes. Paul Ashford's name was listed incorrectly in the package and minutes.

Motion by Ray Reckseidler to approve the minutes of the February 27, 2025 meeting as amended.

CARRIED

PRLS 20/2025

1.3. Business arising from the minutes of the February 27, 2025 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. There was none.

Motion by Stephen Levy to approve the consent agenda as presented.

CARRIED

PRLS 21/2025

3.1 2024 Parkland Audit

Gilliat introduced Erin Switenky and Lindsey Bauman from MNP. Switenky reviewed the audit, which was included in the package. The auditors stated that;

"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."

According to policy 2.6.10, the Executive Committee is responsible for reviewing and approving Parkland's audit which they did at their March 27th meeting.

Bryce Liddle entered the meeting at 10:18 a.m.

Motion by Harvey Walsh to receive for information the Parkland Regional Library Board 2024 Audit Findings Report for December 31, 2024 and the Financial Statements for December 31, 2024 as presented.

CARRIED

Switenky and Bauman left the meeting at 10:19 a.m.

3.2 LAPP Audit and Pension Policy

Williams reviewed the LAPP Audit. Every three years Parkland is required to have an audit of its Local Authorities Pension Plan.

Three small errors were found resulting from Parkland's practice of calculating full-time equivalency (FTE) in days rather than hours. Parkland's method of calculating FTE has been a standing practice for decades without being flagged during previous LAPP audits. Of the three employees with errors in their calculations, two were on authorized leave and one passed away unexpectedly.

Following the auditors' recommendations, Parkland has created a pension policy statement to be included in Parkland's Policy Manual. Previously, pension benefits were recorded in Parkland's Human Resource Manual.

Motion by Cal David to receive the 2024 LAPP audit for information.

CARRIED

PRLS 23/2025

Motion by Gord Lawlor to approve the Pension Policy as presented.

CARRIED

PRLS 24/2025

3.3 Vacant Seat on Parkland's Executive Committee

Sheppard reviewed. Twyla Hale, Parkland's representative on the Executive Committee for Area 6 has, due to unforeseen circumstances, surrendered her seat. According to Parkland policy,

2.6.8 "Should a sitting member of the Executive Committee be unable to continue as a member of the committee prior to the conclusion of their one-year term, representatives from that group of municipalities may appoint a new representative to the Executive Committee at the next board meeting."

Area six represents the communities of Bashaw, Clive, Donalda, Lacombe, the Summer Village of Rochon Sands, Stettler and the Summer Village of White Sands. These board members entered a Zoom breakout room and chose their representative for Area 6.

Motion by Kathy Hall to appoint Shaleah Fox as Parkland's Executive Committee for Area 6.

CARRIED

PRLS 25/2025

3.4 Board Signing Authorities

Sheppard reviewed. Twyla Hale, who recently stepped off Parkland's board, was one of two board signing authorities. Board Chair Barb Gilliat is Parkland's one remaining board signing authority.

According to board policy 4.4.20, Parkland Regional Library System requires that two trustees act as signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the board signing authorities live or work close to PRLS headquarters.

Matthew Goudy volunteered to be Parkland's second board signing authority.

Motion by Ray Reckseidler to accept Matthew Goudy as PRLS' board signing authority.

CARRIED

PRLS 26/2025

Diane Eliot entered the meeting at 10:38 a.m.

3.5 PRLS 2026 Budget

Sheppard reviewed. Due to the lengthy process Parkland must follow to obtain approval of Parkland's budget, staff are beginning work on the 2026 budget now. The Executive Committee has worked on the 2026 budget at their meetings on March 27th and April 24th. The two scenarios presented by staff were identical except that in "Option B" there is a legal line valued in the amount of \$20,000. This line was included at the direction of the Executive Committee because Parkland has had to consult lawyers in a variety of matters involving topics such as human resources, questions concerning the membership agreement, which population figures Parkland should be invoicing municipalities with, etc. While staff would welcome an additional \$20,000 in the budget, the unpredictable nature of legal costs means the funds might never be utilized.

In 2024, the board revised the Purchasing Policy Statement to allow the Director discretionary spending up to \$15,000 from the Contingent Liability and Consultation Reserve which can be used to cover unexpected legal costs. For this reason, staff did not believe there was a need for a separate legal line in the budget.

Les Stulberg left the meeting at 10:57 a.m.

The Executive Committee did not endorse adding a cost-of-living adjustment (COLA) to the salary grid for 2026 but did endorse that eligible staff receive a step up the salary grid in accordance with Parkland's Compensation Policy. According to the policy, steps up the grid are guaranteed for eligible staff but COLA adjustments are optional.

After some discussion, the board agreed that staff will bring one budget option to the board in September without the \$20,000 legal line, and a second option adding a COLA adjustment for staff.

3.6 Parkland Investments

Williams reviewed. According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year.

Parkland's investor, Adam Lamb, contacted Parkland with the following recommendation:

"From an investment perspective, a lot is happening in the market with tariffs, but thankfully your bonds are very safe. Due to the unknowns of the tariffs, new bond prices have gone down, meaning old ones have gone up. So, it's been a positive on Parkland's portfolio.

I would strongly recommend keeping it as is. If governments are forced to lower interest rates due to recession risks from tariffs, this would be a positive for the bonds you hold."

At the April 24th Executive Committee meeting, staff recommend following Lamb's advice and made no change to Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRLS does not currently have funds invested in GICs.

The Executive Committee made no changes to Parkland's current investment strategy.

Motion by Janice Wing to receive for information.

CARRIED
PRLS 27/2025

3.7 Advocacy and Marketing Report

Lawlor reviewed the Advocacy report. At their March 27th meeting, the committee determined the following were to be Parkland's advocacy goals for 2025:

- Continue to focus on advocacy to the system board
- Continue to help libraries and their boards advocate for themselves at the local level with a special emphasis on the fact that 2025 is a municipal election year.
- Continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems. As it relates to this goal, Parkland is not to make provincial efforts its priority but rather concentrate on the other goals.

In cooperation with the six other library systems, Parkland is also to:

- Continue advocating with the Government of Alberta (GOA) to introduce a predictable library grant funding model that reflects population growth and inflation.
- Support a proposal to the GOA for adjustments to the funding model allowing intermunicipal library boards to remain financially viable while streamlining governance structures.
- Support a request to the GOA that they reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.

With the announcement of the provincial budget, Parkland sent a "thank-you" letter to Rick McIver, the Minister of Municipal Affairs, for providing stable operating grant funding. After Parkland sent our letter, the six other library systems agreed to a joint "thank-you" letter based on the one that Parkland produced.

Other advocacy activities include a joint initiative with Calgary Public Library. Calgary Public Library's CEO Sarah Meilleur contacted Parkland's Director to ask if Parkland and the Town of

Stettler would cooperate on the creation of a joint resolution for presentation at the fall Alberta Municipalities conference. For the motion to go forward, Calgary requires the cooperation of a smaller municipality. The Town of Stettler was chosen because Gord Lawlor was recognized for a presentation he made to Rick McIver, the Minister of Municipal Affairs, earlier this spring.

Parkland's 2024 Return on Investment (ROI) documents are ready for distribution and can be found on Parkland website.

Parkland's Director was contacted by the personal Secretary of the Minister of Municipal Affairs and asked to provide a quote for a press release related to library grant funding for the 2025-2026 budget year.

One of the principal jobs of board members is advocacy. In an attempt to make resources related to advocacy readily available to both Parkland board members and to our libraries, an extensive array of advocacy tools has been put on Parkland's website. A demonstration of the materials was provided at the board meeting including a PowerPoint type presentation with narration provided by AI.

In addition to online training, Parkland staff will provide in-person advocacy training. One such session was held at Parkland on March 17th.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 28/2025

3.8 Penhold Library School Partnership

Teresa Cunningham spoke to this topic. The Penhold library has been noted in the press recently for losing a significant amount of funding due to the demise of the contract the library board had with the local school authority. The terms of the agreement were amended, stating that the library would provide services to all schools in the division without compensation. The Penhold Library board is looking into their options with the Public Libraries Services Branch.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 29/2025

3.9. Updates

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

3.9.4. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, IT Report, or the Finance and Operations Report. Joy-Anne Murphy wanted to clarify that the reason one library stopped being part of the complaint in process mentioned in the Director's report was because the library manager in question moved out of province.

Motion by Janice Wing to receive the Director's, Library Services, IT, and Finance & Operations Reports for information.

Dana Kreil left the meeting at 11:24 a.m.

Teresa Cunningham left the meeting at 11:25 a.m.

Todd Dalke left the meeting at 11:26 a.m.

3.10. Parkland Community Update

The **Penhold & District Public Library** hosted a beekeeper and held a water color program. They are also working on their Strategic Plan.

The **Stettler Public Library** partnered with the high school and local county museum to build a 9-hole mini golf attraction that is located at the museum. They received a grant to pay for the materials. The Town of Stettler is also happy to be partnering with CPL to advocate for libraries.

The **Camrose Public Library** is partnering with the local performing arts centre to host 3 family events, and has space in the arts' brochure.

The **Clive Public Library** has started a nature school program with many families signed up. On June 5th the library is hosting an intergenerational garden tea party in partnership with the FCSS in the green space outside the library.

The **Sedgewick & District Municipal Library** held a garage sale at the beginning of May that brought in \$500 for the library. The first two weeks of June they are also holding an online auction with donated items.

The **Bentley Municipal Library** has started a nature school. They have also placed mini-libraries around the area and in the municipal campground.

The **Delburne Municipal Council** was presented with the Advocacy Framework Guide, and a copy is available on the Delburne Facebook page. There is also a copy at the library.

Board Chair Barb Gilliat said a few words regarding the retirement of long-time staff member Donna Williams.

4. Adjournment

Motion by Matthew Goudy to adjourn the meeting at 11:50 a.m.

CARRIED
PRLS 31/2025

Chair

MINUTES OF THE HEARTLAND BEAUTIFICATION COMMITTEE MEETING
May 1, 2025

Present: Councilor C. Barros, Councilor W. Smith, Chairperson G. Fix, J. Byers, L. Norman, T. Wilson, B. Robbins, J. Peterson

Call to Order: Chairperson G. Fix called the meeting to order at 12:05pm

1. Additions/Agenda Approval

Moved by C. Barros that the agenda be approved as presented.

MOTION CARRIED
Unanimous

2. Confirmation of April 3, 2025 HBC Meeting Minutes

Moved by J. Byers that the Minutes from April 3, 2025 Heartland Beautification Committee Meeting be approved as presented.

MOTION CARRIED
Unanimous

3. Statement of Revenues & Expenses

There was not an updated statement of revenue and expenses to present at time of meeting.

4. Reports

A. General

Trade Show

- Trade show booth turned out great. Promoted the community gardens mainly

W. Smith motioned to participate in Stettler's 2026 trade show with 1 extra 6ft table
Seconded by L. Norman

MOTION CARRIED
Unanimous

- 7 compost bins were sold

B. Green Spaces

Community Gardens

- 21 raised beds were filled and mulched by work bees
- Discussion on soil testing. Will do 2 tests per garden

L. Norman motioned to put east strip of South Gardens back to grass.
Seconded T. Wilson

MOTION CARRIED
Unanimous

- Pollinator webinar Sunday. "What plants to use" May 4
- T. Wilson has taken all the old wooded raised beds

Community Orchard

- Royal Bank looking for volunteer opportunities
- Come up with a date for tree planting
- Discussion on fencing around trees
- L. Norman will look into size and cost of fencing
- Locates will need to be done
- T. & L. Philp will need to be shown how to use the watering system at Orchard. T. Wilson would also like to know how.

Masons

- \$645.00 left. G. Fix suggested we add Sponsored by Masons to Pedestal wrap or B. Robbins suggested to add to bench fund for Appolo Lodge

Container Contest

- J. Peterson will adjust last year's poster and send out for posting on HBC page

Planting Memories

- Greif group will be doing planting on May 27th

Beautiful Yard

- 1 sign left. Had a request for 1 so T. Wilson will contact and deliver

Concrete Benches

- Need to be built on site

C. Green Action

Trash 2 Treasure

- May 17-19th (weekend before Town lane cleanup)

Water Bottle Refill Stations

- 3 Signs need to go up for spray park refill station
- New signs for Sports park refill station. 8.5" x 11" for dugouts. G. Fix will get quotes

Idle Free sign at Sobey's has been fixed

Rain barrel fundraiser discussion. Storage of rain barrels would be an issue. Decided to table for now

Transfer Station Recycling

- Producer paid recycling is now available at transfer station

EV Charging stations

- There are rebates available to obtain charging stations
- It was felt it was best left to a business to handle
- Info was passed on to Gary Moe

D. Heritage Conservation

- Jimmy's Hardware sign is still waiting on lighting
- Still no progress on Stettler Hotel Signage
- Plaques at West Stettler Park are ready to be installed. Just waiting for staff to have time to do it.

5. Next Meeting- June 5, 2025

6. Adjournment- 1:04pm

**Stettler & District FCSS
Board Meeting
January 27th , 2025**

Present: Les Stulberg, Wayne Smith, Blake Chapman, James Nibourg, Scott Pfeiffer, Shelly Walker.

Recording Secretary: Dianne Petersen

Regrets: Darcy Bachman

1. **MEETING CALLED TO ORDER:** *By Les Stulberg at 4:59*
2. **AGENDA ADDITIONS:** N/A
3. **APPROVAL OF AGENDA**
Motion: *By Scott Pfeiffer to accept as presented.* -Carried-
4. **MINUTES OF December 2024 Meeting**
Motion: *By Wayne Smith to accept the Minutes as presented.* -Carried-
5. **BUSINESS ARISING FROM MINUTES:** N/A
6. **DIRECTORS REPORT:** Read by Shelly Walker
Motion: *By James Nibourg to accept as presented* -Carried-
7. **OLD BUSINESS :** N/A
8. **NEW BUSINESS:**
 - 8.1 Seniors Conference-
Motion by James Nibourg to Deny -Carried-
 - 8.2 SIRC Request-
Motion by Scott Pfeiffer to pay SIRC quarterly for 2025 -Carried-
 - 8.3 Accountant Update:
Wayne Smith received for Information
 - 8.4 Staff TFSA:
Motion by James Nibourg to change from RRSP to TFSA -Carried-
9. **FINANCIALS:**
 - 9.1 Bank Statements
 - 9.2 Reconciliations
 - 9.3 Profit and Loss *Wayne Smith to accept all financials as presented.*

10. CORRESPONDENCE:

Next Meeting Date: February 24, 2025

ADJOURNMENT:

Motion: *By Blake Chapman @ 5:36* -Carried-

Board Chair

Recording Secretary

**Stettler & District FCSS
Board Meeting
February 24 , 2025**


Present: Les Stulberg, Wayne Smith, Blake Chapman, James Nibourg, Scott Pfeiffer, Darcy Bachman, Shelly Walker,
Recording Secretary: Reanne Lattery for Dianne Petersen
Regrets:

1. **MEETING CALLED TO ORDER:** *By Les Stulberg at 4:30*
2. **AGENDA ADDITIONS: Suicide Awareness**
3. **APPROVAL OF AGENDA**
Motion: *By Blake Chapman to accept as presented.* -Carried-
4. **MINUTES OF January 2025 Meeting**
Motion: *By Blake Chapman to accept the Minutes as presented.* -Carried-
5. **BUSINESS ARISING FROM MINUTES: N/A**
6. **DIRECTORS REPORT: Read by Shelly Walker**
Motion: *By Darcy Bachman to accept as presented* -Carried-
7. **OLD BUSINESS : N/A**
8. **NEW BUSINESS:**
8.1 Suicide Awareness
Motion by James Nibourg to move 1000.00 from Community Development Budget to Savings for Suicide awareness -Carried-
9. **FINANCIALS:**
9.1 Bank Statements
9.2 Reconciliations
9.3 Profit and Loss *Scott Pfeiffer to accept all financials as presented.* -Carried-
10. **CORRESPONDENCE:**

Next Meeting Date: March 24, 2025

ADJOURNMENT:
Motion: *By Wayne Smith @ 5:02* -Carried-


Board Chair


Recording Secretary

**Stettler & District FCSS
Board Meeting
March 24 , 2025**

Present: Les Stulberg, Wayne Smith, Blake Chapman, James Nibourg, Scott Pfeiffer, Darcy Bachman, Shelly Walker.
Recording Secretary: Dianne Petersen
Regrets:

1. **MEETING CALLED TO ORDER:** *By Les Stulberg at 4:33*
2. **AGENDA ADDITIONS:**
3. **APPROVAL OF AGENDA**
Motion: *By Blake Chapman to accept as presented.* -Carried-
4. **MINUTES OF February 2025 Meeting**
Motion: *By Wayne Smith to accept the Minutes as presented.* -Carried-
5. **BUSINESS ARISING FROM MINUTES:** N/A
6. **DIRECTORS REPORT:** Read by Shelly Walker
Motion: *By Darcy Bachman to accept as presented* -Carried-
7. **OLD BUSINESS :** N/A
8. **NEW BUSINESS:**
 - 8.1 Office Hours- To be left to the Directors discretion.
 - 8.2 2024 Financial Statement-Accountant Request Scott Pfeiffer received for information.
 - 8.3 Directors Conference- Motion by James Nibourg to receive for information.
 - 8.4 Trade Show- FCSS will be volunteering with the board of Trade this year.
 - 8.5 Stettler FCSS Boundaries. We are seeing a lot of people from outside the county .
Wayne Smith to receive 8.4 and 8.5 for information.
9. **FINANCIALS:**
 - 9.1 Bank Statements
 - 9.2 Reconciliations
 - 9.3 Income Statement *Wayne Smith to accept all financials as presented.* -Carried-

10. ATTACHMENTS

2024 Financial Statement
2025 FCSS Conference Information

Next Meeting Date: April 21, 2025

ADJOURNMENT:

Motion: *By Darcy Bachman @ 5:13*

-Carried-


Board Chair


Recording Secretary

**Stettler & District FCSS
Board Meeting
April 21st , 2025**

Present: Les Stulberg, Wayne Smith, Blake Chapman, James Nibourg, Scott Pfeiffer, Darcy Bachman, Shelly Walker.

Recording Secretary: Dianne Petersen

Regrets:

1. MEETING CALLED TO ORDER: *By Les Stulberg at 4:26*
2. AGENDA ADDITIONS:
3. APPROVAL OF AGENDA
Motion: *By Blake Chapman to accept as presented.* -Carried-
4. MINUTES OF February 2025 Meeting
Motion: *By Darcy Bachman to accept the Minutes as presented.* -Carried-
5. BUSINESS ARISING FROM MINUTES: N/A
6. DIRECTORS REPORT: Read by Shelly Walker
Motion: *By Wayne Smith to accept as presented* -Carried-
7. OLD BUSINESS : N/A
8. NEW BUSINESS:
8.1 2024 Financial Statement- James Nibourg received for information.
8.2 Community Foundation of Central Alberta James Nibourg to receive for information.
8.3 GIC- Motion by James Nibourg to check into other bank options. -Carried-
8.4 Accounting update-Darcy Bachman received for information.
9. FINANCIALS:
9.1 Bank Statements
9.2 Reconciliations
9.3 Income Statement *Wayne Smith to accept all financials as presented.* -Carried-
10. ATTACHMENTS

Next Meeting Date: May 26th, 2025

ADJOURNMENT:

Motion: *By Darcy Bachman @ 5:02* -Carried-


Board Chair


Recording Secretary

**Stettler & District FCSS
Board Meeting
May 26 , 2025**

Present: Les Stulberg, Wayne Smith, Blake Chapman, James Nibourg, Scott Pfeiffer, Shelly Walker.

Recording Secretary: Reanne Wagner

Regrets: Dianne Petersen, Darcy Bachman

1. **MEETING CALLED TO ORDER:** *By Les Stulberg at 4:24*
2. **AGENDA ADDITIONS:**
8.3 Team Care pal. Com
3. **APPROVAL OF AGENDA**
Motion: *By Blake Chapman to accept as presented.* -Carried-
4. **MINUTES OF April 2025 Meeting**
Motion: *By Wayne Smith to accept the Minutes as presented.* -Carried-
5. **BUSINESS ARISING FROM MINUTES:** N/A
6. **DIRECTORS REPORT:** Read by Shelly Walker
Motion: *By James Nibourg to accept as presented* -Carried-
7. **OLD BUSINESS :**
7.1 Banking update
Motion: By James Nibourg for Shelly is to book appointment with Royal Bank and check with ATBFinancial
Follow up at next meeting -Carried-
8. **NEW BUSINESS:**
8.1 RDN Rural Development Network –
Motion: By Wayne Smith to receive as information -Carried-
8.2 Prosper Canada -Resilient Futures Grant
Update from Shelly
Motion: By James Nibourg as information received
8.3 Shelly to follow up
Motion: By James Nibourg -Carried-
9. **FINANCIALS:**
9.1 Bank Statements
Motion: By Scott Pfeiffer to move financials -Carried-
9.2 Account Update
Motion:
10. **ATTACHMENTS**
10.1 Seniors Week
Motion: By Blake Chapman received for information -Carried-

Next Meeting Date: June 16, 2025
- ADJOURNMENT:**
Motion: *By Scott Pfeiffer @ 5:18* -Carried-



The Parkland Library Board

2024 Audit Findings

Report to the Audit Committee

December 31, 2024

Lindsey Bauman, CPA
T: 403.786.2410
E: lindsey.bauman@mnp.ca



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Overview

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of The Parkland Library Board (the "Library") as at December 31, 2024 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Audit Committee.

As auditors, we report to the members on the results of our examination of the financial statements of the Library as at and for the year ended December 31, 2024. The purpose of this Report is to assist you, as members of the Audit Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Audit Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Engagement Status

We have completed our audit of the financial statements of the Library which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Audit Committee;
- The Board of Directors / Executive Committee review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

Independent Auditor's Report

We expect to have the above procedures completed and to release our Independent Auditor's Report on March 27, 2025.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Library. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

Audit Reporting Matters

The following significant matters arose during the course of audit that we wish to bring to your attention.

Significant Audit, Accounting and Reporting Matters

Area		Comments
	Changes from Audit Service Plan	There were no deviations from the Audit Service Plan previously presented to you. Please refer to Appendix B for the significant areas and our audit responses.
	Final Materiality	Final materiality used for our audit was \$200,000 for December 31, 2024, and \$140,000 for December 31, 2023.
	Identified or Suspected Fraud	<p>Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.</p> <p>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.</p>
	Identified or Suspected Non-Compliance with Laws and Regulations	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements
	Matters Arising in Connection with Related Parties	No significant matters arose during the course of our audit in connection with related parties of the Library.
	Matters Arising From Discussions with Management	<p>We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Library.</p> <p>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.</p>
	Budgeting	It is important to ensure that the budget is appropriate for the entity's purposes. Consider whether it would be relevant to budget for items like amortization or capital items. With these items missing the budget is inconsistent with financial reporting. Amortization is common to be budgeted for as a proxy for future capital expenditures.

Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p>Management override of internal controls</p> <p>Overall risk of material misstatement due to fraud regarding management's override of internal controls.</p>	<p>To respond to the overall risk of material misstatement due to fraud regarding management's override of controls, we have performed the following procedures:</p> <ol style="list-style-type: none"> 1. Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements using Mindbridge AI software. No issues were noted. 2. Reviewed accounting estimates for biases. There were no circumstances producing biases which represented a risk of material misstatement due to fraud found during testing. 3. Evaluated the rationale behind significant transactions not in the normal course of business. No circumstances were noted during testing which would point to management engaging in fraudulent financial reporting or concealing misappropriation of assets.
<p>Deferred revenue and restricted contributions / Grant revenue</p> <p>Risk that deferred revenue has been overstated and/or understated.</p>	<p>Reviewed contracts for grant revenue to ensure appropriate amounts recorded as deferred versus revenue. Substantive testing completed on deferred revenue.</p>
<p>Expenses / expense claims</p> <p>Risk that expenses are overstated in the current year to align with budget or due to personal expenses being recorded. These risks are common for similar organizations.</p>	<p>Testing around expense claims was completed, consistent with the previous years. Further testing around accounts payables was completed to ensure that they appropriately exist. No issues were noted.</p>

Other Areas

Area	Comments
Auditor Independence	We confirm to the Audit Committee that we are independent of the Library. Our letter to the Audit Committee discussing our independence is included as part of the additional materials attached to this report.

Area	Comments
Management Representations	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

MNP LLP

Chartered Professional Accountants

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PARKLAND REGIONAL LIBRARY SYSTEM
FINANCIAL STATEMENTS
December 31, 2024

PARKLAND REGIONAL LIBRARY SYSTEM
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December 31, 2024

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MANAGEMENT'S REPORT

To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard
2025-03-28 09:08:46 MDT

Ron Sheppard - Executive Director



Independent Auditor's Report

To the Members of The Parkland Library Board:

Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, remeasurement gains and losses, changes in net financial assets and cash flows, and changes in accumulated operating surplus for the year then ended, and schedules 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 Library as at December 31, 2024, and the results of its operations, changes in its net financial assets and its 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library 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 Library's ability 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 liquidate the Library or to cease operations, or has no realistic alternative but to do so.

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

Auditor's 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 auditor's 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 control.
- 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 purpose of expressing an opinion on the effectiveness of the Library'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 Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 our auditor's report. However, future events or conditions may cause the Library 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.

Lacombe, Alberta

March 28, 2025

MNP LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash and cash equivalents (note 4)	\$ 674,459	\$ 907,293
Accounts receivable	\$ 23,333	27,494
Investments (note 5)	\$ 798,013	765,417
TOTAL FINANCIAL ASSETS	\$ 1,495,805	1,700,204
LIABILITIES		
Accounts payable and accruals (note 6)	\$ 141,759	\$ 244,514
Book allotment	\$ 17,182	22,170
Deferred revenue (note 7)	\$ 130,940	152,703
TOTAL LIABILITIES	\$ 289,881	419,387
NET FINANCIAL ASSETS	\$ 1,205,924	1,280,817
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 24,930	\$ 8,770
Prepaid expenses	175,192	171,906
Tangible capital assets (schedule 1)	4,295,198	4,395,010
TOTAL NON-FINANCIAL ASSETS	4,495,320	4,575,686
COMMITMENTS (note 8)		
ACCUMULATED SURPLUS	5,701,244	5,856,503
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 9)	5,720,276	5,891,450
Accumulated remeasurement loss on investments	(19,032)	(34,947)
	5,701,244	5,856,503

Approved by the Library Board:

e-Signed by Barb Gilai
2025-03-27 16:55:24:24 MDT
Chairman

e-Signed by Twyla Hale
2025-03-31 08:50:50:50 MDT
Director

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget	2024	2023
REVENUE			
Investment income	\$ 50,000	\$ 76,101	\$ 93,925
Member fees	2,123,362	2,123,362	2,001,335
Miscellaneous and donations	-	10,135	8,957
Outside sales - Books and supplies	-	155,043	117,125
Provincial funding (note 10)	1,654,817	1,676,580	1,678,455
	<u>3,828,179</u>	<u>4,041,221</u>	<u>3,899,797</u>
EXPENSES			
Administration	\$ 14,200	\$ 14,885	\$ 14,314
Amortization	-	165,019	163,163
Audit	21,000	24,701	21,700
Communications, marketing and promotions	20,000	24,770	19,396
Continuing education	20,000	17,128	13,870
Dues, fees, and memberships	13,000	12,011	12,295
OROS grant expense	84,756	106,518	108,394
Freight and postage reimbursement	3,500	2,557	2,916
Insurance	25,000	24,998	24,451
Investment fees	4,700	4,308	4,110
Library materials	457,957	449,070	448,637
Library service grant	452,928	452,928	452,928
Miscellaneous - distributions	-	7,500	7,500
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	154,339	116,770
Planned member technology purchases	69,391	185,146	325,326
Professional fees	-	14,463	15,420
Repairs and maintenance - building	60,000	65,566	52,325
Salaries and benefits	2,154,819	2,082,135	2,029,750
Supplies for library materials and inhouse stationary	48,000	44,195	44,633
Technology software, internet, maint. agreement, misc. supplies	240,128	243,187	224,567
Travel	8,000	1,242	4,792
Trustee	26,000	23,530	24,901
Utilities	34,000	27,757	27,774
Vehicle	56,000	45,460	56,499
Workshops, training for libraries	14,000	15,019	7,587
	<u>3,828,179</u>	<u>4,209,232</u>	<u>4,224,818</u>
Deficiency of revenue over expenses, before other expenses	-	(168,011)	(325,021)
OTHER EXPENSES			
Gain (loss) on disposal of investments	-	(2,367)	838
Gain (loss) on disposal of tangible capital assets	-	(796)	21,251
Deficiency of revenue over expenses	-	(171,174)	(302,932)
Accumulated operating surplus, beginning of year	<u>5,891,450</u>	<u>5,891,450</u>	<u>6,194,382</u>
Accumulated operating surplus, end of year (Note 9)	<u>5,891,450</u>	<u>5,720,276</u>	<u>5,891,450</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget	2024	2023
Deficiency of revenue over expenses	\$ -	(171,174)	(302,932)
Acquisition of tangible capital assets	-	(66,003)	(112,162)
Amortization of tangible capital assets	-	165,019	163,163
Proceeds on disposal of tangible capital assets	-	-	60,000
Loss (gain) on disposal of tangible capital assets	-	796	(21,251)
Change in prepaid expenses	-	(3,266)	(47,452)
Change in inventory for consumption	-	(16,160)	7,862
Change in accumulated remeasurement loss on long-term investments	-	15,915	16,524
Decrease in net financial assets	-	(74,893)	(236,248)
Net financial assets, beginning of year	1,280,817	1,280,817	1,517,065
Net financial assets, end of year	1,280,817	1,205,924	1,280,817

The accompanying notes are an integral part of these financial statements

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 2,292,700	\$ 2,129,019
Cash receipts from grants	1,654,817	1,654,817
Investment income received	76,101	93,925
Cash paid for materials and services	(1,726,373)	(1,607,526)
Cash paid for salaries and benefits	(1,987,091)	(1,918,985)
Cash paid for library service grant	(452,928)	(452,928)
Bank and investment fees paid	(5,008)	(4,970)
	<u>(147,782)</u>	<u>(106,648)</u>
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(66,003)	(112,162)
Proceeds on disposal of tangible capital assets	-	60,000
	<u>(66,003)</u>	<u>(52,162)</u>
INVESTING ACTIVITY		
Purchase of investments	(92,049)	(96,934)
Proceeds on sale of investments	73,000	74,000
	<u>(19,049)</u>	<u>(22,934)</u>
Net increase (decrease) in cash	(232,834)	(181,744)
Cash and cash equivalents, beginning of year	907,293	1,089,037
Cash and cash equivalents, end of year	<u>674,459</u>	<u>907,293</u>

PARKLAND REGIONAL LIBRARY SYSTEM
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024
SCHEDULE 1

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2024	2023
Original Cost:								
Balance, beginning of year	181,266	3,946,960	610,000	359,984	49,684	58,967	5,206,861	5,191,801
Acquisition of tangible capital assets	-	-	-	66,003	-	-	66,003	112,162
Disposals of tangible capital assets	-	-	-	(78,950)	(490)	-	(79,440)	(97,102)
Balance, end of year	181,266	3,946,960	610,000	347,037	49,194	58,967	5,193,424	5,206,861
Accumulated Amortization:								
Balance, beginning of year	99,887	315,757	-	327,850	33,665	34,692	811,851	707,041
Annual amortization	24,414	78,939	-	53,647	3,164	4,855	165,019	163,162
Disposals	-	-	-	(78,355)	(289)	-	(78,644)	(58,352)
Balance, end of year	124,301	394,696	-	303,142	36,540	39,547	898,226	811,851
Net Book Value	56,965	3,552,264	610,000	43,895	12,654	19,420	4,295,198	4,395,010

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2024	2023
Balance, beginning of year	216,746	1,279,694	4,395,010	\$ 5,891,450	\$ 6,194,382
Excess of revenue over expenses	(171,174)	-	-	(171,174)	(302,932)
Reserves used for (transferred from) operations	100,866	(100,866)	-	-	-
Purchases of tangible capital assets	-	(66,003)	66,003	-	-
Disposal of tangible capital assets	796	-	(796)	-	-
Annual amortization expense	165,019	-	(165,019)	-	-
Balance, end of year	312,253	1,112,825	4,295,198	5,720,276	5,891,450

The accompanying notes are an integral part of these financial statements

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Accumulated remeasurement loss on investments, beginning of the year	(34,947)	(51,471)
Increase in market value	15,915	16,524
Accumulated remeasurement loss on investments, end of year	<u>(19,032)</u>	<u>(34,947)</u>

The accompanying notes are an integral part of these financial statements

PARKLAND REGIONAL LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. Nature of activities

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Change in account policy

Revenue

Effective January 1, 2024, the Library adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of revenue under PS 3400 Revenue. The new standard establishes when to recognize and how to measure revenue, and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was applied prospectively, and prior periods have not been restated. Under the new standard, revenue is differentiated between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions", as described in Note 3. There was no material impact on the financial statements from the retroactive application of the new accounting recommendations.

3. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability.

These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year.

Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

3. Significant accounting policies *(continued from previous page)*

ii. 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 assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i>Method</i>	<i>Rate</i>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

3. Significant accounting policies *(continued from previous page)*

Financial instruments

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

4. Cash and cash equivalents

Cash accounts bear interest at bank prime rate of 5.45% (2023 - 7.20%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2023 - prime less 1.90%) on \$ 719,261 (2023 - \$913,747).

5. Investments

	2024	2023
Bonds (original cost of \$813,825; 2023 - \$796,502)	798,013	765,417

Bonds bear interest at rates ranging from 1.10% to 3.80% and have maturity dates ranging from June 2025 to December 2034. Included in investments is \$3,220 (2023 - \$3,861) of accrued interest.

6. Accounts payable and accruals

	2024	2023
Trade accounts payable and accruals	\$ 48,742	148,727
Employee benefit obligations	76,990	81,946
Goods and Services Tax payable	16,027	13,841
	141,759	244,514

Included in trade accounts payable and accruals is a balance of \$3,719 (2023 - \$4,817) on ATB Financial Mastercards with a total credit limit of \$15,000 (2023 - \$15,000).

Employee benefit obligations consist of estimated sick leave benefits of \$65,500 (2023 - \$60,500) that accumulate but do not vest, as well as vacation and lieu time of \$11,490 (2023 - \$21,446) that employees have earned and deferred to future years.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

7. Deferred revenue

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2024	2023
Opening balance	\$ 152,703	\$ 176,341
Add: amounts deferred	156,647	156,647
Less: amounts recorded as revenue	(178,410)	(180,285)
Ending balance	<u>130,940</u>	<u>152,703</u>

8. Commitments

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2023, the Library entered into a 5 year agreement for access to Polaris software commencing January 1, 2024 at a 2025 annual cost of \$95,177.78 which increases at 2% per year over the term.

9. Accumulated operating surplus

	2024	2023
Unrestricted reserve	<u>312,253</u>	<u>216,746</u>
Internally restricted		
Operating reserves		
Technology	312,117	474,773
Building	235,500	225,000
Contingent liability	69,518	38,851
	<u>617,135</u>	<u>738,624</u>
Capital reserves		
Amortization	278,531	323,911
Vehicle	179,454	179,454
Equipment/furnishings replacement	37,705	37,705
	<u>495,690</u>	<u>541,070</u>
Total reserves	<u>1,112,825</u>	<u>1,279,694</u>
Equity in tangible capital assets	<u>4,295,198</u>	<u>4,395,010</u>
	<u>5,720,276</u>	<u>5,891,450</u>

10. Provincial funding

	2024	2023
Government of Alberta - Municipal Affairs		
Operating grant	\$ 1,045,242	\$ 1,045,242
Library Service grant	452,928	452,928
OROS grant	178,410	180,285
	<u>1,676,580</u>	<u>1,678,455</u>

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

11. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 304,451 people and 444 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

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

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.65% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2024 were \$146,356 (2023 - \$123,922). Total current service contributions by employees of the Library to the LAPP in 2024 were \$124,666 (2023 - \$110,539).

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15,057 billion (2022 - \$12,671 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2024.

12. Economic dependence

The Library is dependent on funding from government grants to maintain its operations. In 2024, the Province of Alberta contributed \$1,681,580 (2023 - \$1,678,455) of revenue to the Library, equalling approximately 42% (2023 - 43%) of total revenue. If funding is not received, its operations would be significantly reduced.

13. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one member library (2023 - one member library and one grantor) in connection with trade receivables represents 10% (2023 - 42%) of total accounts receivable at December 31, 2024. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

14. Comparative figures

Comparative figures have not been reclassified to conform with current year presentation.

15. Approval of financial statements

These financial statements were approved by the Library board on March 27, 2025.