

Agenda
For Summer Village of Rochon Sands
Regular Meeting of Council
July 11, 2023 @ 6:00 PM
Municipal Office, and Via Zoom for Public

- | | |
|--|--------|
| 1. Call to Order | Page # |
| 2. Approval of Agenda/Additions | |
| 3. Public Hearing | |
| 4. Delegations/Guests: | |
| 5. Approval of Previous Minutes | |
| 5.1. 06-13-2023 SVRS Regular Council Meeting Minutes - Draft | 5 |
| 5.2. 06-09-2023 SRMA Minutes - Draft | 9 |
| 6. Business Arising from Previous Minutes | |
| 6.1. PCPS Rochon Sands 2023 – 2024 Planning Services Agreement | |
| 6.2. Highway Lots – Release forms for Survey Registration Update | |
| 6.3. County Intermunicipal Collaboration Committee (ICC) Meeting to Sept 2023 | |
| 6.4. Joint Council Meeting Agenda SVRS and SVWS – Follow Up Items | |
| 7. Financial Reports | |
| 7.1. Financials – Council Operation Rev Exp May 31, 2023 | |
| 7.2. Financials - Capital Rev Exp to May 31, 2023 | |
| 7.3. Financials – May Cheque Listing to May 31, 2023 | |
| 7.4. Financials – April Bank Reconciliation to April 30, 2023 | |
| 8. New Business | |
| 8.1. June 28,2023, Stettler Recreation Board Letter | |
| 8.2. June 29, 2023, SRFD Press Release Town and County Fire Service Partners | |
| 8.3. County of Stettler Intermunicipal Collaboration Framework (ICC) Meeting Sept. | |
| 9. Council/Committee Reports | |
| 9.1 Mayors Report | |
| 9.2 Councillor Reports | |
| 10. CAO and Staff Reports | |
| 10.1. CAO Report | |
| 11. Correspondence/Information/Reports | |
| 11.1 June-30-2023 Minister Jason Nixon, SSHA Letter of Support | |
| 11.2 June-26-2023 Stettler Housing Letter Minister Nixon from SRHA | |
| 11.3 June-20-2023 Minister Ric McIver, Municipal Affairs Portfolio | |
| 11.4 Stettler Ambulance Authority - 2023 Signed Financial Statements | |

12. In Camera – Human Resources

12.1 Chief Administrative Officers Resignation

13. Next Regular Meeting Date – August 8, 2023

14. Adjournment

Regular Meeting of the Council
of the Summer Village of Rochon Sands held on
June 13, 2023, at 6:00 PM, at the Municipal Office,
#1 Hall Street, Rochon Sands, and
via Zoom on Electronic Devices.

Present: Mayor D. Hiller
Councillor J Byer (Zoom)
Councillor B. Brinson
Administrator Dean Pickering
Administrative Assistant Erin Weinzierl
Dave Nelson, Marina Society
Brent Carr, Marina Society
Mark Tustian, Marina Society

Public (1):

Laurene Black

1. Call to Order

Meeting called to order by Mayor Hiller @ 5:58 PM.

2. Approval of Agenda/Additions

8.7 RFD – Longhurst Consulting IT Server Quote

8.8 Hall Items

8.9 Snak Shak (Dinette)

RES 23-06-01 Motion by Councillor Brinson to accept the agenda as amended.

Carried

3. Public Hearing –

3.1. None scheduled.

4. Delegations/Guests –

4.1. Rochon Sands Marina Society Update – Dave Nelson, Brent Carr, Mark Tustian

- March 2023, they were accepted as a society
- Many people are back lot residents but also people who do not have access to the shore.
- Trying to use an insurance company from BC that is familiar with the insurance process of marinas.
- Trouble allowing sub-leases approved due to insurance does not allow this.
- 38 stalls since the 2008 expansion.
- Right now, outside slips are tough to use with bigger boats due to the level of the water.
- Bylaws will need rewording, mostly to be done by a lawyer.
- Looking for support from the SVRS with future projects and both can work together for grants.

- Try to update and expand the marina as environmentally friendly as possible.

Mr. Nelson, Mr. Carr, Mr. Tustian withdraw from the meeting at 6:35 pm.

4.2. SV Rochon Sands – Action Items for the New Marina Society, LOC & Sub-Lease

- The Marina Board needs to send in their society papers
- The Marina Board needs to complete their insurance for the marina
- Admin to look over the 2010 contract and bring it back to Council for the next meeting

5. Approval of Previous Minutes

5.1. SV Rochon Sands 05-09-2023 Draft Regular Council Meeting Minutes

- Public: Hariette
- 4.1 Capitalization
- 4.3 add what the spikes in levels are

RES 23-06-02 Motion by Mayor Hiller to accept SV Rochon Sands 05-09-2023 Draft Regular Council Minutes as amended.

Carried

6. Business Arising from Previous Minutes

6.1. Highway Lots – Release forms for Survey Registration.

Presented to Council

6.2. Village Square Mini Basketball Court Contract Award

RES 23-06-03 Motion by Councillor Brinson to award the bid of \$8600 from Roy Knapp Construction for construction of the mini basketball court.

6.3. Village Square Basketball Pole and Backboard System – City Hoops Gold

RES 23-06-04 Motion by Councillor Brinson to accept the purchase of the basketball pole & backboard system for Village Square from City Hoops Gold for \$3517.50.

Carried

6.4. RFD – PCPS 2023 New Planning Services Agreement Rochon Sands

RES 23-06-05 Motion by Mayor Hiller to approve a one-year contract with PCPS’ “2023 New Planning Service Agreement” for the Summer Village of Rochon Sands.

Carried

7. Financials

- 7.1. Financials – Council – Operations Rev Exp May 31, 2023
- 7.2. Financials – Capital Rev Exp to May 31, 2023
- 7.3. Financials – May Cheque Listing to May 31, 2023
- 7.4. Financials – 2023 Budget Notes for Summer Village Operating Budget
- 7.5. Financials – April Bank Reconciliation to April 30, 2023

RES 23-06-04 Motion by Councillor Brinson to accept the financial reports and statements as presented.

Carried

8. New Business

8.1. RFD – Development Permit – 2023-004 – Wood – Variance Request

RES 23-06-06 Motion by Mayor Hiller to approve the relaxation of variance for development permit #2023-004 – Wood for the following:

- Maximum height of 24' to 26' height
- Front set back of a minimum front yard of 25' from the property line to 15' from the property line.

Carried

8.2. RFD – Kubota Tractor Attachment – Rake with Grapple, hydraulic hose

RES 23-06-07 Motion by Councillor Brinson to approve purchasing the Kubota tractor attachment – rake with grapple and hydraulic hose for \$3911.25.

Carried

8.3. RFD – ATCO & Telus poles and support anchors, with drawings

RES 23-06-08 Motion by Mayor Hiller to approve the request from Telecon to move the pole and support anchors to the proposed area (as per the drawings submitted) by 38 Beach Street East.

Carried

8.4. RFD – Hall Street Paving Overlay – Quote Richardson Blacktop Inc.

RES 23-06-09 Motion by Councillor Brinson to approve the quote by Richardson Blacktop Inc to pave an overlay on Hall Street (top of the hill of the hall to the highway) and various locations to correct other problematic areas in the Summer Village as listed on the quote.

Carried

8.5. RFD – Joint Council Meeting SVRS & SVWS – Common Issues

RES 23-06-10 Motion by to amend and schedule the Joint Council Meeting SVRS & SVWS – Common Issues:

- Resolve the South Shore IDP
- Options for dates July 10th or July 17th

Carried

8.6. RFD – County Intermunicipal Collaboration Committee (ICC) Framework

Presented to Council

8.7. RFD – Longhurst Consulting IT Server Quote

RES 23-06-11 Motion by Mayor Hiller to agree to a 40% SVRS / 60% SVWS cost-sharing split and it will be discussed at the Joint Council Meeting.

Carried

8.8. Hall Items

- Hot water tank – they are looking for the SVRS to help contribute to help pay for the new hot water system. They are asking for about \$7500
- Can admin help the Hall and Rec board to apply for grants?
- Pressure tank bladder is punctured; therefore, the pump runs all the time to keep pressure. Replacing will be approximately \$1500.
- July 1st 8am-11am Pancake Breakfast. Cake and ice cream will be at the flag-raising.
- Admin talk to Councillor Brinson, who liaison between the Council, Administration, and the Hall and Rec Board.

RES 23-06-12 Motion by Mayor Hiller to approve paying for a portion of replacing and repairing the hot water system and pressure tank in the sum of \$9000.00.

Carried

8.9. Snak Shak (Dinette)

- Full basement in the drawings for storage and mechanical.
- Waiting for Tremmel Construction to come back with quotes for year-round washrooms and change of basement plans.

Presented to Council

9. Council/Committee Reports

9.1. Mayor's Report

- Waste Management Authority Meeting.
 - Admin needs to bring the numbers to discuss at the SVRS and SVWS collective meeting.
 - Looking at regionalizing cardboard recycling.
- Buffalo Lake Management Team Meeting but needs a proxy since he is not able to attend. Councillor Brinson will be joining instead of Mayor Hiller.

9.2. Councillors' Report

- Councillor Brinson
 - Hall Board Meeting
 - Ambulance on Monday and BLM
 - No meetings for Regional Fire
- Councillor Byer
 - Senior Housing is still working on having professionals coming to work temporarily in the buildings.
 - Had a resident strongly discuss with him about staff burning in the park.

10. CAO and Staff Reports

10.1. CAO Report

- Tax notices went out
- 30 registered docks
- Have not had many complaints about EFT being not quite set up, but many residents have paid. RBC is working and the rest are within a week or more.
- June 26th audit for development permits for IJD and Safety codes.
- Lorne will seed and water around the Barrows gazebo area.
- Removal of trees at the Narrows and removing beavers (9-10). Able to expand to some sites and the group site.
- Rotor tiller will work to till up the seaweed pile.
- No breaks or problems with the water line in the park this year.
- Fridge and supplies purchased for the park to sell pop, water, etc.
- Scanning in maps for shoreline master plan.

RES 23-06-13 Motion by Mayor Hiller to accept Council/Committee and CAO report as presented.

Carried

11. Information/Reports

11.1. Summer Village of White Sands SVWS Subdivision 2023-149 – BLIDP Notice

RES 23-06-14 Motion by Councillor Brinson to accept the Summer Village of White Sands subdivision 2023-149 and administration will send a letter to White Sands' development officer about the decision.

Carried

12. In-Camera

RES 23-06-15 Motion by Mayor Hiller to move into camera at 8:33 pm.

Carried

12.1. Chief Administrative Officers Review

12.2. SVRS Salary and Wages Grid

RES 23-06-16 Motion by Mayor Hiller to move out of camera at 8:40 pm.

Carried

RES 23-06-17 Motion by Mayor Hiller to approve the Salary and Wage Guide 2023 as amended.

Carried

13. Next Meeting Date

13.1. Regular Council Meeting Date – July 11, 2023, 8:33 PM

14. Adjournment

RES 23-06-18 Motion by Mayor Hiller to adjourn Regular Council meeting at 8:41 pm

Mayor

Administrator

**MINUTES OF THE REGULAR STETTLER WASTE MANAGEMENT AUTHORITY MEETING
HELD ON FRIDAY, JUNE 9, 2023 AT 10:00 A.M., IN THE COUNCIL CHAMBERS OF THE
COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTNER, ALBERTA AND
VIA TELECONFERENCE.**

PRESENT: Cheryl Barros, Town of Stettler (Chairperson)
Paul McKay, County of Stettler Councillor (Vice Chairperson)
Justin Stevens, County of Stettler Councillor
Clark German, Village of Big Valley
Rick Nelson, Village of Donalda
Ed Waugh, Summer Village of White Sands
Dan Hiller, Summer Village of Rochon Sands
Grace Fix, Recycling Member at Large

Other: Rene Doucette, Manager/SWMA Representative
Greg Switenky, Town of Stettler CAO, via Zoom
Sean Nolls, Town of Stettler Mayor
Yvette Cassidy, County of Stettler CAO (SWMA CAO)
Andrew Brysiuk, Director of Municipal Services
Michelle Hoover, Legislative Assistant
Cara McKenzie, Manager of Health & Safety

ABSENT: Ernie Gendre, County of Stettler Councillor
Kurt Baker, Town of Stettler Councillor
Mark Fox, Member at Large

CALL TO ORDER

The meeting was called to order at 10:00 am, Friday, June 9, 2023 by Chairperson Cheryl Barros.

AGENDA ADDITIONS AND APPROVAL

23.06.09.23 Moved by Grace Fix
“that the June 9, 2023 agenda for the Stettler Waste Management Authority Meeting be approved as presented.”
Carried Unanimously

MINUTE APPROVAL

24.06.09.23 Moved by Paul McKay
“that the March 24, 2023 Stettler Waste Management Authority Meeting minutes be approved as presented.”
Carried Unanimously

DELEGATIONS

No delegations are scheduled for this meeting.

Dan Hiller and Yvette Cassidy joined the meeting at 10:03 am.

MANAGER’S REPORT

- Will need to inquire in the fall about the Dried Meat Landfill mattress program.
- 25-years approximately remain on our two current cells, according to the recent survey done by our engineers.
- All burn pits are currently full.
- The modifications to the Big Valley Station have been completed. There is now more room for larger trucks to maneuver.
- Will need to consider purchasing a new scale in the future.

25.06.09.23 Moved by Ed Waugh
“that the Stettler Waste Management Manager’s Report dated June 9, 2023 be received for information.”
Carried

FINANCIALS

Payment Register, Bank Reconciliation and Year to Date Budget

Reports:

26.06.09.23 Moved by Clark German
“that the Stettler Waste Management Authority’s Payments Register for the payments posted between March 1, 2023 and May 31, 2023, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

27.06.09.23 Moved by Clark German
“that the Stettler Waste Management Authority’s Bank Reconciliations and Reserves for the periods ending March 31, and April 30, 2023, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

28.06.09.23 Moved by Grace Fix
“that the Stettler Waste Management Authority’s Reserves ending April 30, 2023, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

29.06.09.23 Moved by Justin Stevens
“that the Stettler Waste Management Authority’s Year to Date Budget for the month ending April 30, 2023, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

IN-CAMERA SESSION

30.06.09.23 Moved by Dan Hiller
“that the Stettler Waste Management Authority enter into an in-camera session at 10:06 am, to discuss the following agenda item; Transfer Site Incident, under the following Alberta FOIP Act provisions
Section: 19: Confidential evaluations
Section: 20: Disclosure harmful to law enforcement
Section: 24: Advice from officials
and
Section: 27: Privileged information.”
Carried Unanimously

31.06.09.23 Moved by Justin Stevens
“that the Stettler Waste Management Authority exit the in-camera session at 10:23 am.”
Carried Unanimously

New Business

Policy AD 26: Complaints

32.06.09.23 Moved by Paul McKay
“that the Stettler Waste Management Authority approve Policy AD 26 – Complaints as presented.”
Carried Unanimously

Workplace Harassment and Violence Prevention Plan
33.06.09.23 Moved by Dan Hiller
“that the Stettler Waste Management Authority adopt the Workplace Harassment and Violence Prevention Plan as presented.”
Carried Unanimously

Stettler Transfer Station Security
34.06.09.23 Moved by Clark German
“that the Stettler Waste Management Authority approve the purchase and installation of a security camera system for a total estimated cost of \$8,500.00.”
Carried Unanimously

REPORTS

Textile Recycling Diversion Report April 2023:
35.06.09.23 Moved by Rick Nelson
“that the Stettler Waste Management Textile Recycling Report dated April 2023 be received for information.”
Carried Unanimously

Recycling Report

- Grace Fix met with the Stettler Board of Trade and they sent out a survey to business owners and apartment dwellers. 34 responses were received.
- Discussion of the changes in cardboard recycling availability.

36.06.09.23 Moved by Grace Fix
“that the Board instruct Administration to bring back the 2022 expenses for the costs of cardboard, plastics and paper recycling at all transfer sites within the Stettler Waste Management area (facilities and communities).
Carried Unanimously

37.06.09.23 Moved by Justin Stevens
“that the Recycling Report dated June 9, 2023 be received for information.”
Carried Unanimously

NEXT MEETING

The next SWMA meeting will be on Friday, September 15, 2023 at 10 am.

ADJOURNMENT

38.06.09.23 Moved by Grace Fix
“that the Stettler Waste Management Authority Meeting be adjourned at 11:11 am.”
Carried Unanimously

Chairperson

SWMA Chief Administrative Officer

PLANNING SERVICES AGREEMENT

This AGREEMENT made this 1st day of July, 2023

BETWEEN:

PARKLAND COMMUNITY PLANNING SERVICES
(PCPS)

- and -

(The Client)
SUMMER VILLAGE OF ROCHON SANDS

Parkland Community Planning Services wishes to provide municipal planning and related services to the Client and the Client wishes to utilize the municipal planning and related services and expertise of PCPS; therefore the planning services to be provided to the Client by PCPS shall be as contained in this Agreement.

TERM

1.) The term of this agreement shall be from July 1, 2023 to and including March 31, 2027.

SERVICES

2.) The services provided by PCPS to the Client during the term of this agreement will be those requested by the Client from time to time on an as-needed basis or through an agreed upon work plan. Requests for services may include, but are not limited to:

- (a) current planning services in the form of consultation and advice on day-to-day planning matters, including but not limited to policy, development permit processing, land development, land use designation and general planning administration matters, to Council and administration, as well as the general public and provincial agencies;

- (b) planning related technical services including but not limited to updates of the municipal base map, civic address maps, municipal registered plan and index map and municipal land use designation map, graphics, designs, general mapping, interactive mapping products and GIS layers;
 - (c) subdivision processing services including pre-application advice, receipt, referral, review and assessment of applications, providing recommendations related to a decision, issuing notice of decision, reviewing plans and instruments for registration, maintaining a filing and processing system related to subdivision responsibilities, and appearing before the appeal board if necessary;
 - (d) long range planning and planning advisory services pertaining but not limited to municipal development plans, intermunicipal development plans, area structure plans, and area redevelopment plans, land use bylaws, outline plans, growth studies and strategies, studies, reports and plans on special issues, site designs, community involvement and public participation programs, planning process training and orientation;
 - (e) other services that may be developed over time based on internal skill sets and in response to client needs.
- 3.) Travel to and from the municipality to attend meetings, undertake field work and inspections, and to consult with affected parties within the municipal office or elsewhere, will be an integral part of the services provided.
- 4.) The Parties hereto acknowledge that PCPS is an independent contractor and is not the agent, servant or employee of the Client.
- 5.) In all dealings with the Client, the services of PCPS shall fall under the administration of the Client's Chief Administrative Officer (CAO) or designate.

- 6.) PCPS will provide designated staff advisors as mutually agreed with the Client, but reserve the ability to replace or substitute staff when circumstances so warrant. Planning and related technical services will be provided on as timely a basis as staff resources allow.
- 7.) Advice and services will be supplied in the most effective and efficient manner, and may be by post, electronic mail, web based services, videoconferencing, telephone or face to face communication.

FEES

- 8.) The Client agrees to pay PCPS the amount of \$1,250.00 for a Tier Two membership (see Schedule A – Membership Rates based on Population Categories) for each of the three years and nine months of this agreement. **As this agreement is starting mid-year, the membership fee for 2023-24 is adjusted to \$937.50. The remaining three years of membership fees will be invoiced at \$1,250.00 each.**
- 9.) As a Tier Two member, the Client's preferred hourly rates (see Schedule B – Hourly Rates Based on Membership Class) for services rendered from July 1, 2023 to and including March 31, 2026 will be:

Director	\$200 per hour
Senior Planner	\$180 per hour
Planner	\$155 per hour
Planning Technician	\$105 per hour
Administrative Support	\$90 per hour (note: applied to subdivision processing and support of major planning projects)

WORK PLAN AND ESTIMATES

- 10.) The Client and PCPS will endeavour to establish a three year work plan at the beginning of the term of this agreement to guide the delivery of services provided by PCPS. The work plan must be approved by the Client's Chief Administrative Officer. An estimate for a specific project (e.g., creation of a new area structure plan) may be provided by PCPS as

part of the work plan. More detailed terms of reference for major projects may be created to confirm scope, level of effort and estimated costs at any point during the term of the agreement.

- 11.) The Client must provide written authorization prior to the undertaking of any work by PCPS not included in an agreed upon work plan or project budget.
- 12.) The Client retains the right to seek competitive proposals from PCPS and other planning service providers for specific planning projects. PCPS will be provided the opportunity to submit a bid in all such cases. For the purposes of this clause, the determination of whether the desired work is within the capabilities of PCPS or a project team assembled and led by PCPS rests solely with PCPS.

PAYMENT OF FEES

- 16.) The Client will pay the membership fee of \$1,250.00 each year on or before the anniversary date (March 31). **See Section 8.**
- 17.) Project fees will normally be invoiced on a monthly basis, such payment being due within 30 days of the invoice.
- 18.) The Client will assign to PCPS the right to collect all subdivision related fees charged to the applicant for the provision of subdivision processing services. All subdivision related fees collected by PCPS for subdivision applications within the jurisdiction of the Client will be remitted to the Client following the conclusion of PCPS' annual financial audit/review for the year in which the fees were collected.

ADDITIONAL CLIENT EXPENSES

- 19.) Travel costs for trips related to the delivery of planning services will be billed to the Client using a mileage rate set by the PCPS Board of Directors.
- 20.) Expenses and costs related to the delivery of planning services, including but not limited to public advertising, venue rental and printing costs will be paid by the Client.

- 21.) While PCPS will seek to compensate staff for overtime by time-off-in-lieu, the additional wage costs incurred by staff advisory time in a day or week which exceeds Provincial labour standards may need to be paid by the Client.
- 22.) Where particular matters arise, which PCPS considers will require the engagement of a specialist, or another discipline other than planning, the fees and costs for engagement of the specialist or other discipline will be paid by the Client, provided the Client has authorized the engagement of the specialist.
- 23.) The additional client expenses described in clauses 19 through 22 are payable in addition to the hourly fees charged by PCPS and will not be credited against the minimum annual usage amount.

EXPERT WITNESS

- 25.) Nothing in this agreement will be construed to obligate PCPS to prepare for litigation or appear as an expert witness on behalf of the Client, unless the Director of PCPS authorizes such engagement and the Client and PCPS agree to the charges for such service.

CLIENT RESPONSIBILITIES

- 26.) The Client will provide reasonable notice to PCPS for service required and anticipated, such that service time may be equitably distributed throughout the contract period wherever possible.
- 27.) The Client will consult with PCPS to ensure timely provision of materials and information to support the services being requested.
- 28.) The Client will cooperate with the timely provision of background materials and information needed by PCPS to fulfil the service obligations to the Client.

OWNERSHIP OF MATERIALS

- 29.) All information, reports, plans, and related materials provided to the Client by PCPS in the performance of its service to the Client are to be jointly owned by the Client and PCPS.
- 30.) Joint ownership does not relieve other recipients of these materials from compensating PCPS for its time and expenses in preparing, customizing or assembling the material.

CONFIDENTIAL MATERIALS

- 31.) All confidential information obtained by PCPS with respect to these services or the Client's operation shall not be divulged to any person not authorized to receive it.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- 32.) PCPS acknowledges that the Freedom of Information and Protection of Privacy Act applies to all information and records relating to, or obtained, generated, collected or provided under or pursuant to this contract.

AMENDMENT AND CANCELLATION

- 33.) Only the authorized officer(s) of PCPS and of the Client have the authority to amend the terms of this agreement. Such amendments will be by written agreement.
- 34.) The term of this agreement may be extended for an additional year by the Client's Chief Administrative Officer and the Director of PCPS. If an extension is made, the minimum annual usage amount and the hourly rate structures will be adjusted. All other terms and conditions will remain the same.
- 35.) Should a dispute arise between the parties of this agreement, or should either party have a complaint with respect to the other party, then both parties agree that they shall meet to discuss and reach resolution regarding the dispute or complaint.
- 36.) If either the Client or PCPS breaches this agreement, the other party may cancel this agreement by means of written notice, the effective date being 60 (sixty) days from the date of written notice.

37.) Either party may cancel this agreement with six (6) months written notice, without cause, and the effective date of termination will be the end of the PCPS fiscal year (March 31).

38.) Neither party may assign this agreement without the mutual written consent of the other.

39.) All the terms, provisions and conditions of this agreement shall be binding upon the parties, and where permitted, their assigns.

40.) All notices, approvals or requests in connection with this agreement shall be sent to the parties at the following addresses:

PARKLAND COMMUNITY PLANNING SERVICES
Unit B, 4730 50th Street
RED DEER, AB T4N 1X2

IN WITNESS WHEREOF the Parties hereto have executed this agreement.

PARKLAND COMMUNITY PLANNING SERVICES

Per: _____

Per: _____

SUMMER VILLAGE

---OF---

ROCHON SANDS

Per: _____

Per: _____

Schedule A – Membership Fees based on Population Categories

Population	Tier One	Tier Two
Under 500	\$2,500	\$1,250
500 to 1,000	\$3,000	\$1,500
1,000 to 2,000	\$4,000	\$2,000
2,000 to 3,000	\$5,000	\$2,500
3,000 to 5,000	\$6,000	\$3,000
5,000+	\$9,000	\$4,500

Schedule B – Hourly Rates based on Membership Class

Position	Tier One	Tier Two	Non-Member
Director	\$185	\$200	\$225
Senior Planner	\$165	\$180	\$205
Planner	\$140	\$155	\$180
GIS Technician	\$90	\$105	\$135
Admin Support	\$75	\$90	\$115

From: [Daniel Wilson](#)
To: [Info](#)
Cc: [Candace Mix](#)
Subject: RE: Road Closure and Application for Judge's Order - SV Rochon Sands Council Meeting April 11, 2023 at 6:00 PM
Date: Monday, June 12, 2023 4:46:55 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good evening/morning. Robert Shearer has signed. I believe we are in possession of all the signatures required to consent to the order. We are currently working on tweaking the affidavit in support of the application that we will be asking Murray to sign. We can then submit to the Justice.

Daniel Wilson
Barrister and Solicitor

**WILSON
CRUICKSHANK**
LAW OFFICE

LACOMBE | Ph : (403)782-3392 **Fax :** (403)789-0041
Address : 5025 51st Street, Lacombe, Alberta, T4L 2A3

STETTLER | Ph : (403) 742-4436 **Fax :** Fax: (403) 742-0345
Address : 4902 51st Street, PO Box 1240, Stettler, Alberta, T0C 2L0

WILSONLEGAL.CA

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If you have received this email in error, please notify us immediately by return email or by telephone at (403)742-4436 and delete this email and any reply to it. Thank you.

From: Daniel Wilson
Sent: Wednesday, May 10, 2023 10:52 AM
To: Info@rochonsands.net
Cc: Candace Mix <Candace@wilsonlegal.ca>
Subject: RE: Road Closure and Application for Judge's Order - SV Rochon Sands Council Meeting April 11, 2023 at 6:00 PM

Thank you.

Lot 47 has now signed. I will reach out to the remaining land owners.

Daniel Wilson
Barrister and Solicitor

**JOINT COUNCIL MEETING
SUMMER VILLAGE OF ROCHON SANDS, &
SUMMER VILLAGE OF WHITE SANDS
MONDAY, July 10, 2023, TIME: 6:00 PM
LOCATION: ROCHON SANDS HALL**

1.0 AGENDA ITEMS

2.0 PREVIOUS AGENDA MARCH 22, 2022

1. MARCH 3/22 County Lagoon Closures to the Summer Villages
2. Joint CAO Recruitment

3.0 CURRENT JOINT MUNICIPAL ISSUES

1. Joint Municipal Office Cost Sharing
 - a. Cost Sharing Spreadsheet
 - b. 2022 Rochon Sands Cost Sharing Account for billing SVWS
 - c. 2023, June 30, YTD Rochon Sands Cost Sharing Account for billing SVWS
2. Joint Office Staffing Requirements
3. Joint Office – IT Server and Cloud backup costs and needs
4. Seasonal Staffing – Winter Snow Plowing and Sanding
5. Recreation Leases & LOCs– Shoreline Plans
6. Stettler Regional Fire Services – County vs. Town
7. Stettler Waste Management Authority Fees – Population and Calculations
8. Southshore Growth Node Traffic Study
9. BAR W Resort – County Development Application Status
10. County of Stettler – Road Cost Sharing Agreement & ICF Traffic Study
11. Recreation Leases – Shoreline Plans, Docks and Mooring Policies
12. Southshore – Boat Launches
13. Intermunicipal Collaboration Framework (ICF), and ICF Grants
14. Intermunicipal Collaboration Committee (ICC) Issues
15. ICF Grants – Boat Launches, Marina’s, and Marina parking lots
16. Dissolve the Southshore Intermunicipal Development Plan (IDP)
17. SMRWSC – Regional Water Services – Local Waterline Grants
18. Regional Sewer & Septic Services
19. OTHER – Amalgamation Review – Municipal Affairs? `

4.0 ADJORNMENT

From: [Craig Teal](#)
To: cao@whitesandsab.ca
Subject: ICC Meeting
Date: Tuesday, June 6, 2023 1:33:18 PM
Attachments: [2020 07 08 - 7.1.4 SV of White Sands - County ICF \(April 2020\).pdf](#)

Hi Dean,

I wish to set up an Intermunicipal Collaboration Committee meeting between the Summer Village and the County under our Intermunicipal Collaboration Framework. The purpose is to continue our discussions about the boat launch.

I have attached a copy of the ICF for your reference.

I believe this may be the first time the committee has formally met. We may have to spend some time reviewing the Committee role and function.

Please give me call when you can – I would like to set something up and have the meeting by mid-July.

Thanks

Craig Teal, RPP MCIP

Director of Planning & Development

County of Stettler

t: 403-742-4441 x 119

f: 403-742-1277

e: cteal@stettlercounty.ca

w: www.stettlercounty.ca

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SUMMER VILLAGE OF ROCHON SANDS

For the Period Ending June 30, 2023

For the month of

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
*	General Administration	(22,042.00)	(3,451.63)	15.66
*	Protective Services	(480.00)	4.00	(0.83)
*	Transporation	(4,000.00)	0.00	0.00
*	Planning & Development	(7,000.00)	(1,400.00)	20.00
*	Recreation & Parks	(6,200.00)	(5,000.00)	80.65
*	Provincial Parks	(220,200.00)	(86,013.58)	39.06
*	Taxes & Penalties	(466,752.00)	(465,976.07)	99.83
*	Other Revenue	(24,000.00)	(734.72)	3.06
**	TOTAL REVENUE	(750,674.00)	(562,572.00)	74.94
*	Council & Legislative	10,000.00	0.00	0.00
*	General Administration	164,300.00	61,088.32	37.18
*	Policing	5,400.00	3,162.25	58.56
*	Fire Fighting & Preventive	17,500.00	1,598.63	9.14
*	Disaster Services	7,100.00	0.00	0.00
*	Bylaw Enforcement	1,000.00	0.00	0.00
*	Transportation	80,450.00	27,001.53	33.56
*	Water Department	6,000.00	3,388.77	56.48
*	Landfill & Recycling	15,700.00	4,313.50	27.47
*	Planning & Development	14,800.00	1,814.41	12.26
*	Parks & Recreation	45,440.00	17,205.19	37.86
*	Provincial Parks	153,951.00	66,561.79	43.24
*	Culture	6,800.00	610.32	8.98
*	Contingency	30,000.00	0.00	0.00
*	Requisitions	192,200.00	102,881.07	53.53
**	TOTAL EXPENSES	750,641.00	289,625.78	38.58
***	(SURPLUS)/DEFICIT-Before Amort	(33.00)	(272,946.22)	827,109.76

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

For the Period Ending June 30, 2023

For the month of

General Ledger	Description	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
CAPITAL REVENUE				
5-32-00-00-00-840	Trans - Provincial Grant	(70,000.02)	0.00	(70,000.02)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(10,000.02)	0.00	(10,000.02)
*	TOTAL CAPITAL REVENUE	(80,000.04)	0.00	(80,000.04)
CAPITAL EXPENDITURE				
6-32-00-00-00-660	Parks & Rec - Trails	0.00	891.20	(891.20)
6-72-30-00-00-660	Parks & Rec - Village Square	16,999.98	9,752.00	7,247.98
*	TOTAL CAPITAL EXPENDITURE	16,999.98	10,643.20	6,356.78
**	SURPLUS/(DEFICIT)	(63,000.06)	10,643.20	(73,643.26)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2023-Jul-5
12:37:45PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370185	2023-06-12	4J FIREWOOD SERVICES LTD., JESSICA JASPER	0129	PAYMENT JULY LONG ORDER	3,675.00	3,675.00
202370186	2023-06-12	BOUNTY ONSITE	001-141421	PAYMENT HAND SANITIZER	153.57	153.57
202370187	2023-06-12	BROKOPP, PHYLLIS	15	PAYMENT JUNE MAINTENANCE AGREEMENT	3,000.00	3,000.00
202370188	2023-06-12	CANADA REVENUE AGENCY	46	PAYMENT LATE PAYMENTS	567.18	567.18
202370189	2023-06-12	COMBAT SPRAYING LTD.	7285	PAYMENT OUTHouses FOR VILLAGE SQUARE	420.00	420.00
202370190	2023-06-12	COUNTY OF STETTLER HOUSING AUTHORITY	2023-REQ03	PAYMENT Q3	7,170.00	7,170.00
202370191	2023-06-12	EDGSON, GAYLENE	968746	PAYMENT APRIL AND MAY CLEANING	240.00	240.00
202370192	2023-06-12	FIVE STAR VENTURES	30615 30643 30700 30738	PAYMENT MAY MAY MAY MAY	52.50 63.00 63.00 63.00	241.50
202370193	2023-06-12	LINDEN AGRI-CENTER	23318S	PAYMENT BOLTS AND BLADES	160.56	160.56
202370194	2023-06-12	LM WASTE REMOVAL	69268	PAYMENT MAY	954.00	954.00
202370195	2023-06-12	NO REGRETS WELDING, CHAD RAMSTAD	0565	PAYMENT FIX 3 POINT HITCH FOR ROTOR TILL	769.13	769.13
202370196	2023-06-12	PARKLAND REGIONAL LIBRARY	230194 230195	PAYMENT Q2 Q3	213.61 213.61	427.22
202370197	2023-06-12	PCPS COMMUNITY PLANNING SERVICES	22011	PAYMENT GIS SUPPORT	47.50	47.50
202370198	2023-06-12	POLY AG RECYCLING LTD.	148804 148805	PAYMENT BENCHES. \$655.20 PAID IN CASH BENCH AND PICNIC TABLE	1,024.80 945.00	1,969.80
202370199	2023-06-12	SCHMIDEK, LORNE	27 28 29 30 31	PAYMENT FRIDGE FOR PP TO SELL COLD ITEM SUPPLIES FOR FIRDGE TO SELL SUPPLIES FOR FIRDGE TO SELL SUPPLIES FOR FIRDGE TO SELL SUPPLIES FOR FIRDGE TO SELL.	943.95 102.60 29.38 112.76 86.04	1,274.73
202370200	2023-06-12	SHIRLEY MCCLELLAN WATER COMMISSIONS	SMRWSC002761	PAYMENT JUNE	2,300.65	2,300.65
202370201	2023-06-12	STETTLER HOME HARDWARE	133152 133228 133384 133438	PAYMENT SUPPLIES LOPPER CLEANING SUPPLIES BROOMS AND OIL	416.37 49.50 268.73 51.42	786.02
202370202	2023-06-12	SUTTON SEPTIC SERVICE	4285m	PAYMENT JUNE	183.75	183.75
202370203	2023-06-12	SYBAN SYSTEMS	5440-26052023 5443-26052023	PAYMENT 50% JUNE JUNE	103.95 103.95	207.90
202370204	2023-06-12	TOWN OF STETTLER	IVC042069	PAYMENT FIRE AT 67 SANDS STREET	1,598.63	2,632.13



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2023-Jul-5
12:37:45PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370204	2023-06-12	TOWN OF STETTLER	IVC042237	STREET SWEEPING	1,033.50	2,632.13
202370205	2023-06-12	UNITED FARMERS OF ALBERTA	114742725 SOINV4665604	PAYMENT FUEL ROUND-UP	1,765.69 224.54	1,990.23
202370206	2023-06-15	WEINZIERL, ERIN L				
202370207	2023-06-15	PICKERING, RICHARD D				
202370208	2023-06-30	WEINZIERL, ERIN L				
202370209	2023-06-30	SCHMIDEK, LORNE D				
202370210	2023-06-30	PICKERING, RICHARD D				
202370211	2023-06-30	HILDEBRAND, ABIGAIL M				
202370212	2023-06-30	DIEGEL, JASMINE				
202370213	2023-06-30	AMIRAUULT, DAMIAN D				
202370214	2023-06-30	APEX	42	PAYMENT MAY	136.54	136.54
202370215	2023-06-30	CANADA REVENUE AGENCY	47	PAYMENT M202306	7,340.28	7,340.28
202370216	2023-06-30	DIRECT ENERGY , 770001455755	30	PAYMENT MAY	216.56	216.56
202370217	2023-06-30	DIRECT ENERGY , 770001456209	30	PAYMENT MAY	339.11	339.11
202370218	2023-06-30	DIRECT ENERGY , 770001779105	30	PAYMENT MAY	133.21	133.21
202370219	2023-06-30	DIRECT ENERGY , 770001779345	27	PAYMENT MAY	1,248.56	1,248.56
202370220	2023-06-30	FEDERATION OF CANADIAN MUNICAPLITIES	INV-33988-K6N0C	PAYMENT 2023 FCM	116.01	116.01
202370221	2023-06-30	GITZEL & COMPANY	69710	PAYMENT 2022 AUDIT	9,135.00	9,135.00
202370222	2023-06-30	GOVERNMENT OF ALBERTA, MUNICIPAL AFFAIRS	14228	PAYMENT Q2	40,685.54	40,685.54
202370223	2023-06-30	HUNTER, WADE	313	PAYMENT RES 23-06-12 WATER HEATER INSTA	9,000.00	9,000.00
202370224	2023-06-30	MR. T'S SEPTIC SERVICE LTD.	1422 1476	PAYMENT MAY 23 JUNE 27	315.00 157.50	472.50
202370225	2023-06-30	ROY'S CONCRETE SERVICES	972474	PAYMENT BASKETBALL COURT	10,239.60	10,239.60
202370226	2023-06-30	SCHMIDEK, LORNE	32	PAYMENT SUPPLIES	341.51	341.51
202370227	2023-06-30	SUTTON SEPTIC SERVICE	4350M	PAYMENT JUNE 19	183.75	183.75
202370228	2023-06-30	TELUS COMMUNICATION	46	PAYMENT MAY	125.00	125.00
202370229	2023-06-30	TELUS MOBILITY	25	PAYMENT MAY	120.42	120.42
202370230	2023-06-30	TRAIL TIRE	26363	PAYMENT FLAT TIRE REPAIR	99.75	99.75
202370231	2023-06-30	WEALTHSIMPLE INVESTMENTS INC.	18	PAYMENT M202306	825.00	825.00



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2023-Jul-5
12:37:45PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
202370232	2023-06-30	WORKER'S COMPENSATION BOARD - ALBERTA	26493967	PAYMENT WCB	1,036.80	1,036.80

Total 129,877.00

*** End of Report ***

**SUMMER VILLAGE OF ROCHON SANDS
BANK RECONCILIATION
AS OF MAY 31, 2023**

Net Balance at End of Previous Month	\$	107,234.49
ADD: General Receipts		61,270.72
Interest Earned		0.00
Investments Matured		<u>0.00</u>
SUBTOTAL		168,505.21
LESS: General Disbursements		82,257.88
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		<u>350.05</u>
SUBTOTAL		<u>82,607.93</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>85,897.28</u>
Balance at End of Month - Bank		121,728.22
ADD: Outstanding Deposits		0.00
LESS: Outstanding Cheques		<u>35,830.94</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>85,897.28</u>
INVESTMENTS:		
RBC Reserve Account		36,366.03
RBC Investment GIC#1 Maturing Dec 9, 2023 @ 3.0%		204,645.26
RBC Investment GIC#3 Maturing Dec 2, 2023 @ 4.75%		200,000.00
RBC Investment GIC#4 Maturing Dec 2, 2023 @ 3.9%		<u>250,000.00</u>
SUBTOTAL		<u>691,011.29</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	776,908.57

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SUMMER VILLAGE OF ROCHON SANDS

Tax Trial Balance (Debit Balances)

Trial Balance As Of

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
1		2,342.99	210.87	210.87	2,553.86	2,553.86	0.00	0.00	0.00	0.00
23		1,682.29	151.41	151.41	1,833.70	1,833.70	0.00	0.00	0.00	0.00
38		2,310.37	337.33	198.53	2,404.38	2,404.38	0.00	0.00	0.00	0.00
63		2,714.68	244.32	244.32	2,959.00	2,959.00	0.00	0.00	0.00	0.00
64		2,842.13	255.79	255.79	3,097.92	3,097.92	0.00	0.00	0.00	0.00
91		2,179.54	405.37	405.37	4,328.31	2,584.91	1,743.40	0.00	0.00	0.00
98		1,210.80	108.97	108.97	1,319.77	1,319.77	0.00	0.00	0.00	0.00
102		2,553.21	229.79	229.79	2,783.00	2,783.00	0.00	0.00	0.00	0.00
107		899.37	0.00	0.00	899.37	899.37	0.00	0.00	0.00	0.00
111		2,549.70	229.47	229.47	2,779.17	2,779.17	0.00	0.00	0.00	0.00
127		1,782.76	160.45	160.45	1,943.21	1,943.21	0.00	0.00	0.00	0.00
149		2,617.08	235.54	235.54	2,852.62	2,852.62	0.00	0.00	0.00	0.00
161		3,017.44	271.57	271.57	3,289.01	3,289.01	0.00	0.00	0.00	0.00
166		1,747.74	157.30	157.30	1,905.04	1,905.04	0.00	0.00	0.00	0.00
201		1,152.17	103.70	103.70	1,255.87	1,255.87	0.00	0.00	0.00	0.00



SUMMER VILLAGE OF ROCHON SANDS

Tax Trial Balance (Debit Balances)

Trial Balance As Of

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	31,602.27		Local Improvement Levy		0.00			
		Additional Tax Levy	0.00		Accumulated Penalty		3,101.88			
					Outstanding Penalty		2,963.08			
		Sub Ledger								
		Current	34,460.83							
		1 Year	1,743.40							
		2 Years	0.00							
		3 Years	0.00							
		Over 3	0.00							
		Outstanding	<u>36,204.23</u>							

*** End of Report ***



County of Stettler No. 6

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

June 28, 2023

Summer Village of Rochon Sands
#1 Hall Street
Rochon Sands, AB
T0C 3B0

Dear CAO:

RE: Regional Recreation Board Representation

The Regional Recreation Board held their most recent meeting on June 5, 2023. During this meeting, Board members expressed their concern expressed about the attendance of board members.

We understand the many commitments that volunteer Board members are facing; employment, attending board meetings, other volunteer activities, and most importantly spending time with family. All these things take a tremendous amount of time and energy, with something often being missed along the way.

There are many benefits for your community/organization to attending Regional Recreation Board meetings:

1. Sharing information including grants, resources, webinars and workshops
2. Networking amongst other similar organizations within the County of Stettler
3. Marketing and planning of community events
4. Access to Recreation Special Project Funding

It has come to our attention that your representative has only attended 2 of the last 6 Regional Recreation meetings since February 2022. If your appointed member is unable to attend, we strongly encourage that your Board sends an alternate to the meetings in their absence.

As stated in the updated 2023 Regional Recreation Board Agreement

“Each member may appoint an alternate who shall have all the powers of the regular members only in the case of the regular member’s absence at official meeting of the Board.”

“The Cooperating Authorities must ensure they have a representative member on the Board at all times.”

The next Regional Recreation Board meeting will be in the fall. Before that time, please contact the County to confirm Board attendance, whether this may be the current member or a designated alternate.

For more information, or to confirm, contact Lorraine Hankins by email at lhankins@stettlercounty.ca or by phone at 403-742-4441 (ext. 109).

Sincerely

A handwritten signature in black ink, appearing to read "Lorraine Hankins". The signature is written in a cursive, flowing style.

Lorraine Hankins
Manager of Recreation and Insurance
County of Stettler



For Immediate Release
June 29, 2023

Town and County to continue as partners in Fire Service

Fire mediation discussions have resulted in a framework to modernize our joint regional fire agreement.

The County of Stettler and the Town of Stettler fire mediation discussions have resulted in reaching a mutually acceptable framework for the benefit of both the County and Town of Stettler.

The County and Town will to continue to support a joint Regional Fire Department together.

The County will begin making preparations to recruit a new County Fire Chief, with the Town maintaining a Town Fire Chief. Together, the Town and County will employ a new Manager of Regional Fire Services who will supervise, coordinate and support the Town and County Fire Chiefs, and make recommendations to each municipality's CAO's.

The County and Town would like to thank Municipal Affairs for their support of this mediation process and thank the Mediation Committee for negotiating this resolution in good faith.

Throughout negotiations, the Town and County have remained committed to negotiating a fair and equitable resolution for the benefit of our communities and citizens as a whole. The County of Stettler and the Town of Stettler have enjoyed the benefits of the previous joint regional fire agreement since 2007.

"We are very happy to have reached resolution for our fire service agreement and we feel confident moving forward that both Town and County residents will continue to receive outstanding fire protection services. We wish to thank our partners at the Town of Stettler for joining us in mediation discussions, ensuring we are both able to continue providing an excellent and efficient joint regional service to our region."

Larry Clarke, REEVE for the County of Stettler No. 6

"We feel that this Memorandum of Understanding will modernize upon our previous agreement to account for the differences in rural and urban firefighting, and will safeguard our already exceptional fire services. We look forward to continuing our working relationship with the

County of Stettler as we proceed with this process.”

Sean Nolls, MAYOR for the Town of Stettler

Going forward, we'll be negotiating a new long-form agreement that will outline how we develop levels of service, responsibilities of the Chiefs & Manager, plus establishing a modernized Fire Advisory Committee.

From: [Craig Teal](#)
To: cao@whitesandsab.ca
Subject: ICC Meeting
Date: Tuesday, June 6, 2023 1:33:18 PM
Attachments: [2020 07 08 - 7.1.4 SV of White Sands - County ICF \(April 2020\).pdf](#)

Hi Dean,

I wish to set up an Intermunicipal Collaboration Committee meeting between the Summer Village and the County under our Intermunicipal Collaboration Framework. The purpose is to continue our discussions about the boat launch.

I have attached a copy of the ICF for your reference.

I believe this may be the first time the committee has formally met. We may have to spend some time reviewing the Committee role and function.

Please give me call when you can – I would like to set something up and have the meeting by mid-July.

Thanks

Craig Teal, RPP MCIP

Director of Planning & Development

County of Stettler

t: 403-742-4441 x 119

f: 403-742-1277

e: cteal@stettlercounty.ca

w: www.stettlercounty.ca

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#1 Hall Street
Rochon Sands, AB T0C 3B0
Phone (403) 742-4717
Fax (403) 742-4771
Website:
www.rochonsands.net
Email: info@rochonsands.net



June 30, 2023

Honourable Jason Nixon
Minister of Seniors, Community
And Social Service
404 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Nixon:

RE: Letter of Support for the County of Stettler Housing Authority

Congratulations on your appointment as the Minister of Seniors, Community and Social Service.

The Summer Village of Rochon Sands Council is a member of the County of Stettler Housing Authority (CSRA), and is in support of the County of Stettler Housing Authority's request for Capital Maintenance Renewal (CMR) funding to update their housing units, and to repair the damaged units.

The County of Stettler Housing Authority operates 14 community housing units that are owned by the Province of Alberta, through Alberta Social Housing Corporation (ASHC). Every housing unit is important with the current affordable housing shortage in the Stettler area.

The Summer Village of Rochon Sands Council, who has a member on the County of Stettler Housing Authority CMR funding application.

Thank you for your assistance.

Sincerely,

His Worship, Dan Hiller
Mayor, Summer Village Rochon Sands

CC: Honourable Nate Horner, MLA
Box 1929
Bay 400, 300 South Railway Avenue East
Drumheller, AB T0J 0Y0

COUNTY OF STETTLER HOUSING AUTHORITY

"Seniors and Community Housing"

stettlerhousing.com

Central Office

Willow Creek Lodge

6020 - 47 Avenue, Stettler, AB T0C 2L1

Phone: 403-742-2953 Fax: 403-742-3199

Paragon Place Lodge

5011- 55 Street, Stettler, AB T0C 2L2

Phone: 403-742-6195 Fax: 403-742-6198



Heart Haven Lodge

6011- 50 Avenue, Stettler, AB T0C 2L1
Phone: 403-742-9220 Fax: 403-742-9221

Stettler Community Housing

403-740-9224

Big Valley - Valley Villa Apts.

403-741-8605

June 26, 2023

Honourable Jason Nixon
Minister of Seniors, Community
And Social Service
404 Legislature Building
10800 – 97 Ave
Edmonton, AB T5K 2B6

Dear Minister Nixon,

Congratulations on your appointment as Minister!

We write to you today regarding our concern about the (CMR) Capital Maintenance & Renewal funding for Alberta Social Housing Corporation owned family housing in Stettler. We operate fourteen family housing in the Stettler area.

We are asking for your help in getting emergency CMR funding for one of our family units that is unrentable because of extensive damage done by the previous tenant. It has been vacant since December 2021.

We requested CMR funding last year to get this unit back in our active inventory. We have not been approved for any CMR funding to date. We had requested CMR funding for both the 2022 & 2023 Budget years.

We have a small portfolio of family housing in Stettler, so each unit counts toward helping our families who are in need. We currently have families on a waitlist for immediate housing and having even one unit not rentable is unacceptable. Every unit represents a fresh start for a family.

Thank you for your immediate attention in this matter by helping us get CMR funding so we can get Stettler families in need a safe place to live.

Sincerely Yours

County of Stettler Housing Authority

James Nibourg
Board Chair

Cc: Honourable Nate Horner MLA Drumheller - Stettler
Honourable Ric McIver, Minister of Municipal Affairs



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver
Minister

cc: Chief Administrative Officers

STETTLER DISTRICT AMBULANCE ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2023

STETTLER DISTRICT AMBULANCE ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

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**MANAGEMENTS' RESPONSIBILITY FOR
FINANCIAL REPORTING**

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

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

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

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

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

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

The external auditors have full access to the Board with and without the presence of management. The association Board has approved the financial statements.

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



Chief Administrative Officer

June 19, 2023
Date



Director of Corporate Services

June 19, 2023
Date



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

INDEPENDENT AUDITORS' REPORT

TO: The Board Members
Stettler District Ambulance Association

Opinion

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

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

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the association'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 association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the association 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.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Stettler, Alberta
June 19, 2023


CHARTERED PROFESSIONAL ACCOUNTANTS

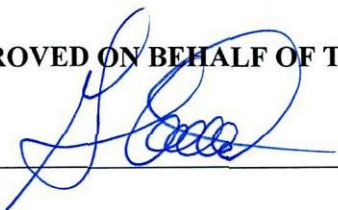
STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2023

	2023	2022
FINANCIAL ASSETS		
Cash	\$ 603,358	\$ 642,402
Accounts receivable (Note 3)	109,705	59,713
GST receivable	<u>12,129</u>	<u>6,487</u>
	<u>725,192</u>	<u>708,602</u>
LIABILITIES		
Accounts payable and accrued liabilities	39,525	39,847
Wages & benefits payable	119,308	93,570
Due to related parties (Note 4)	<u>102,985</u>	<u>103,958</u>
	<u>261,818</u>	<u>237,375</u>
NET FINANCIAL ASSETS (DEBT)	<u>463,374</u>	<u>471,227</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	510,230	572,828
Prepaid expenses	<u>184,177</u>	<u>6,930</u>
	<u>694,407</u>	<u>579,758</u>
ACCUMULATED SURPLUS (Schedule 1) (Note 6)	\$ <u>1,157,781</u>	\$ <u>1,050,985</u>

APPROVED ON BEHALF OF THE BOARD:



STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2023

	Budget (unaudited)	2023	2022
REVENUE			
Alberta Health Services	\$ 2,287,875	\$ 1,930,856	\$ 1,686,707
Ambulance service (Note 7)	252,000	272,182	252,799
Donations and recoveries	-	12,225	6,983
Interest	-	22,551	4,965
Gain on disposal	-	-	10,000
	<u>2,539,875</u>	<u>2,237,814</u>	<u>1,961,454</u>
EXPENDITURES			
Administration	185,298	185,298	185,298
Advertising	-	470	456
Amortization	114,688	62,598	65,387
Bad debts	42,878	37,303	33,813
Building repairs	8,045	5,581	2,173
Communications	-	-	3,939
Dues and fees	8,670	6,020	9,735
Insurance and license	14,703	11,118	12,252
Meals and mileage	9,161	8,789	8,830
Medical equipment maintenance	-	10,738	17,743
Medical supplies	79,676	64,868	60,671
Office	14,197	21,537	14,009
Professional fees	9,671	6,300	6,819
Rent	-	42,120	42,120
Staff education	3,682	4,310	3,762
Telephone & utilities	24,208	21,281	19,660
Uniforms	9,063	9,021	8,945
Vehicle - fuel	42,170	54,499	48,405
-repairs & maintenance	49,464	32,787	49,464
Wages and benefits	1,924,301	1,546,380	1,446,788
	<u>2,539,875</u>	<u>2,131,018</u>	<u>2,040,269</u>
EXCESS REVENUES OVER EXPENDITURES		106,796	(78,815)
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>1,050,985</u>	<u>1,129,800</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 1,157,781</u>	<u>\$ 1,050,985</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF CHANGES IN FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED MARCH 31, 2023

	2023	2022
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$ <u>106,796</u>	\$ <u>(78,815)</u>
CHANGES IN NON-FINANCIAL ASSETS		
Acquisition of tangible capital assets	-	-
Amortization	62,598	65,387
Net use (acquisition) of prepaid assets	<u>(177,247)</u>	<u>5,572</u>
	<u>(114,649)</u>	<u>70,959</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(7,853)	(7,856)
NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR	<u>471,227</u>	<u>479,083</u>
NET FINANCIAL ASSETS (DEBT) - END OF YEAR	\$ <u><u>463,374</u></u>	\$ <u><u>471,227</u></u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED MARCH 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Excess of revenue over expenditure	\$ 106,796	\$ (78,815)
Non-cash items included:		
Amortization	62,598	65,387
Gain on disposal	-	(10,000)
Change in non-cash current assets and liabilities:		
Accounts receivable	(49,992)	11,663
GST receivable	(5,642)	3,961
Prepaid expenses	(177,247)	5,572
Accounts payable and accrued liabilities	(322)	12,186
Wages and benefits payable	25,738	(61,983)
Due to related parties	<u>(973)</u>	<u>(2,858)</u>
Cash provided by (used in) operating activities	<u>(39,044)</u>	<u>(54,887)</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	-	-
Sale of tangible capital assets	<u>-</u>	<u>10,000</u>
Cash provided by (used in) investing activities	<u>-</u>	<u>10,000</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	(39,044)	(44,887)
CASH AND EQUIVALENTS – BEGINNING OF YEAR	<u>642,402</u>	<u>687,289</u>
CASH AND EQUIVALENTS – END OF YEAR	\$ <u>603,358</u>	\$ <u>642,402</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

SCHEDULE 1 – CHANGES IN ACCUMULATED SURPLUS

FOR THE YEAR ENDED MARCH 31, 2023

	2023				2022
	Equity in Tangible Capital Assets (Note 8)	Reserves (Note 9)	Unrestricted Net Assets	Total	Total
BALANCE - BEGINNING OF YEAR	\$ 572,828	\$ 507,067	\$ (28,910)	\$ 1,050,985	\$ 1,129,800
Excess (deficiency) of revenue over expenditures	-	-	106,796	106,796	(78,815)
Transfer to reserves	-	82,737	(82,737)	-	-
Tangible capital assets purchased	-	-	-	-	-
Amortization	<u>(62,598)</u>	<u>-</u>	<u>62,598</u>	<u>-</u>	<u>-</u>
BALANCE - END OF YEAR	\$ <u>510,230</u>	\$ <u>589,804</u>	\$ <u>57,747</u>	\$ <u>1,157,781</u>	\$ <u>1,050,985</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgment. Actual results could differ from these estimates.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies adopted as follows:

(a) Reporting Entity

Stettler District Ambulance Association was founded to provide ambulance services for the residents of participating municipalities and is governed by the Ambulance Services Act. Stettler District Ambulance Association was incorporated under the Societies Act of the Province of Alberta on June 19, 1972. The association is funded by a contract with Alberta Health Services and individuals receiving services.

(b) Basis of Accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred with the exception of pension expenditures as disclosed in Note 1(f).

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

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

(c) Use of Estimates

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

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

(c) Use of Estimates - Continued

Amortization is based on the estimated useful lives of property and equipment. Allowance for doubtful accounts is based on those accounts receivable outstanding greater than 365 days. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

(d) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post – remediation including operation, maintenance and monitoring.

(e) Government Transfers

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

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the association, and reasonable estimates of the amounts can be made.

(f) Pension Expenditure

The association participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Contributions for current and past service pension benefits are recorded as expenditures in the year in which they become due.

(g) Allowances for Operating Assets

Allowances for asset valuations are netted against the related asset. Increases in allowances are recorded as an expenditure while decreases in allowances are recorded as a revenue.

(h) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and accounts with banks.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

(i) Non-Financial Assets

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

(i) Tangible Capital Assets

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

	YEARS
Land Improvements	15 - 25
Buildings	25 - 50
Machinery and Equipment	5 - 25
Vehicles	10 - 25

(ii) Contributions of Tangible Capital Assets

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

(j) Equity in Tangible Capital Assets

Equity in tangible capital assets represents the Association's investment in its total tangible capital assets net of related debt.

(k) Reserves

Reserves are established at the discretion of the Board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are recorded on the statement of changes in net assets.

(n) Revenue Recognition

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

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

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

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

(a) Section PS 3160 – Public Private Partnerships

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

(b) Section PS 3400 – Revenue

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

(c) Section PSG – 8 – Purchased Intangibles

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

3. ACCOUNTS RECEIVABLE

	2023	2022
Alberta Health Services	\$ 43,759	\$ -
Trade accounts receivable	434,378	390,842
Allowance for doubtful accounts	<u>(368,432)</u>	<u>(331,129)</u>
	<u>\$ 109,705</u>	<u>\$ 59,713</u>

4. RELATED PARTY TRANSACTIONS

The Association has a contractual obligation with the County of Stettler to pay for administrative services on a quarterly basis based on actual costs. This contract was set to expire in October 2022. For the year ended March 31, 2023, \$185,298 (2022 - \$185,298) was paid to the County of Stettler for administrative services. The association also paid building rent of \$42,120 (2022 - \$42,120) to related municipal parties.

At year end, \$79,373 (2022 - \$83,352) was owed to the County of Stettler, \$20,402 (2022 - \$20,180) was owed to the Town of Stettler and \$3,209 (2022 - \$3,209) was owed to other related municipalities for various trade accounts payable. These municipalities are the participating members of the association.

Related party transactions are recorded at exchange amounts with regular terms of payment.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2023	2022
Buildings	\$ 376,607	\$ 143,221	\$ 233,384	\$ 240,455
Equipment	282,412	171,998	110,414	125,386
Automotive	<u>585,266</u>	<u>418,834</u>	<u>166,432</u>	<u>206,987</u>
	<u>\$ 1,244,285</u>	<u>\$ 734,053</u>	<u>\$ 510,230</u>	<u>\$ 572,828</u>

6. ACCUMULATED SURPLUS

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

	2023	2022
Unrestricted surplus (deficit)	\$ 57,747	\$ (28,910)
Restricted surplus: (Note 9)		
Operating	177,804	177,067
Capital	412,000	330,000
Equity in tangible capital assets	<u>510,230</u>	<u>572,828</u>
	<u>\$ 1,157,781</u>	<u>\$ 1,050,985</u>

7. AMBULANCE SERVICE

Ambulance service revenue is earned by providing service to the following:

	Budget (unaudited)	2023	2022
Alberta Blue Cross	\$ 163,000	\$ 196,107	\$ 166,435
Hospitals and individuals	<u>89,000</u>	<u>76,075</u>	<u>86,364</u>
	<u>\$ 252,000</u>	<u>\$ 272,182</u>	<u>\$ 252,799</u>

8. EQUITY IN TANGIBLE CAPITAL ASSETS

	2023	2022
Tangible capital assets (Note 5)	<u>\$ 510,230</u>	<u>\$ 572,828</u>

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

9. RESERVES

The board has established the following reserves:

	Opening	Transfers In	Transfers Out	Closing
Future operating expenses	\$ 177,067	\$ 737	\$ -	\$ 177,804
Future capital expenses	<u>330,000</u>	<u>82,000</u>	<u>-</u>	<u>412,000</u>
	<u>\$ 507,067</u>	<u>\$ 82,737</u>	<u>\$ -</u>	<u>\$ 589,804</u>

10. ECONOMIC DEPENDENCE

The Association is dependent on Alberta Health Services for the majority of funding for its operations and has received \$1,930,856 (2022 - \$1,686,707) during the year. The volume of transactions between the Association and Alberta Health Services is normal for this entity and this industry within the province of Alberta.

11. FINANCIAL INSTRUMENTS

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

The Association's financial instruments consist of cash, receivables and accounts payable. The fair values of these financial instruments, where determinable, approximate their carrying amounts unless otherwise noted.

The Association is exposed to various risks through its financial instruments. The following analysis provides a measure of the Association's risk exposure and concentrations at the balance sheet date.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the Association is not exposed to significant currency or other price risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The association manages its exposure to interest rate risk through a combination of fixed and floating rate borrowings. The fixed rate credit card is subject to fair value risk, as the value will fluctuate as a result of changes in market rates. The floating rate line of credit is subject to interest rate cash flow risk, as the required cash flows to service the debt will fluctuate as a result of changes in market rates.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

11. FINANCIAL INSTRUMENTS - Continued

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Association's accounts receivable are normal industry credit risks. The carrying value of accounts receivable reflects management's assertion of the credit risk associated with these customers.

Operating Lines of Credit

At March 31, 2023 the Association had short-term bank credit facilities aggregating \$205,000 (2022 - \$205,000) of which \$NIL (2022 - \$NIL) had been drawn down. These credit facilities bear interest at Prime plus 1% and 19.99% per annum.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Association participate in the Local Authorities Pension Plan (LAPP), which is covered by the Alberta Public Sector Pension Plans Act. The plan serves about 275,863 people and 433 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

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

The Association is required to make current service contributions to the Plan of 8.45% (2022 - 8.45%) of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 12.23% (2022 - 12.80%) for the excess.

Employees of the association are required to make current service contributions of 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount.

Total current service contributions by the Association to the plan in 2023 were \$77,506 (2022 - \$92,608). Total current service contributions by employees to the plan in 2023 were \$69,644 (2022 - \$83,968).

At December 31, 2021, the Plan disclosed an actuarial surplus of \$5.0 billion.

STETTLER DISTRICT AMBULANCE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023

13. COMMITMENTS

At year end the Association is committed to the following:

- A contract to provide services with Alberta Health Services
- A contract with Alberta Health Services for managing equipment and supplies
- A collective agreement with the Health Sciences Association of Alberta for terms of employment
- Contracts for maintenance and equipment maintenance
- Contracts for internet and electrical services

Prior to the end of the year two additional ambulances were ordered and had not been received

14. BUDGET AMOUNTS

The budget was prepared by the Association with the Board of Directors' approval. It is presented for information purposes only and has not been audited.

15. APPROVAL OF FINANCIAL STATEMENTS

The Board of Directors has approved these financial statements.