

**Regular Board Meeting February 8, 2022 at 12:30 PM  
'The HUB' Stettler Recreation Centre (6202 – 44 Avenue)**

1. Call to order
2. Agenda
  - a. Additions/Deletions
  - b. Approval of Agenda
3. Review of Minutes January 11, 2021
  - a. Omissions and Deletions
  - b. Approval/Approval with Changes
4. Financial
  - a. Statement of Revenue and Expense: December 2021, January 2022
  - b. Bank Reconciliation: December 2021, January 2022
  - c. Cheque Register: 6849 – 6857, 6858 – 6870
  - d. Manual Cheque Register: 6803 – 6811, 6812 – 6820, 6828 – 6838, 6840
  - e. Voided Manual Cheque- 6839
  - f. Change of Financial Institution and Signing Authority
5. Old Business
  - a. Strategic Planning Session/ 2022 Goals
  - b. BOT Website- Box Clever
  - c. Stettler Opportunity Development Cooperative (ODC)
6. Reports
  - a. Project Report- January 2022: Donna Morris
  - b. Executive Director's Report- January 2022: Byron Geddes
7. Correspondence:
  - a.
8. New Business
  - a. 2021 Awards Gala
  - b. Stettler Trade Show
  - c. Chamber Market
  - d. Think Local, Shop Stettler
9. Next Meeting: March 8, 2022      Location: Stettler Board of Trade office
10. Adjourned

***2019 Strategic Planning***

***Goals:***

- a. To build and maintain relationships with partners*
- b. To engage members and serve their needs*
- c. Promote Stettler & Area businesses and tourism*
- d. To enable and expand awareness of the ED as a Regional Economic Development Officer*



**MINUTES OF  
THE STETTLER REGIONAL BOARD OF TRADE & COMMUNITY DEVELOPMENT  
HELD  
January 11, 2022  
Stettler Board of Trade Office**

**Present:** President- Matt Dorsett, Executive Director- Byron Geddes, Terry Chesla, Brandi Page, Kami Ritz, Shannon Lukens, Councillor Kurt Baker, Gord Lawlor, Councillor Scott Pfeiffer, Donna Morris (Recording Secretary)

**Teams:** Joanne MacDonald, Ryan McNeill

**a. Call to Order**

President Matt Dorsett called the meeting to order at 12:02pm

**b. Agenda**

1. Addition/ Deletions to Agenda
  - a. 8.b. Employment Opportunity
  - b. 8.c. Awards Gala
  
2. Approval of Agenda

**MOTION**

Moved by Councillor Kurt Baker that the agenda be approved as amended.

**ALL IN FAVOR  
CARRIED**

**3. Review Minutes of December 14, 2021 Meeting**

- a. Omissions and Deletions
- b. Approval/ Approval with changes

**MOTION**

Moved by Brandi Page to accept the minutes of the December 14, 2021 meeting as presented.

Seconded by Councillor Scott Pfeiffer

**ALL IN FAVOR  
CARRIED**

**4. Financial**

- a. Statement of Revenue and Expense: December 2021  
Donna Morris presented on financials. The December Statement of Revenue and Expenses nor the Bank Reconciliation have yet to be received due to year end. The cheque registers were provided in the meeting package with no expenses out of the ordinary for the month.

**MOTION**

Moved by Donna Morris to approve financials as presented.

Seconded by Gord Lawlor.

**ALL IN FAVOR**

**CARRIED**

b. Change of Signing Authority

Byron Geddes reported that the signing authority has been complete.

**5. Old Business**

a. Strategic Planning Session

Byron Geddes reported. Byron is still requesting each director to submit their top 5 priorities for the goals presented from the December 2021 meeting. The goals presented should be tackled in full by the Board however we are looking at how to prioritize the needs of our business community. A County of Stettler No. 6 representative has been requested and will be discussed at the County Council meeting scheduled for January 12<sup>th</sup>. The Town of Stettler is to be sending an updated business license spreadsheet to the Board of Trade twice per month starting this week. The Strategic Plan from Stephanie Hadley should be completed on time for the AGM next month.

b. Stettler Pheasant Festival

Donna Morris reported. Financials were completed and a letter has been submitted to the Stettler Pheasant Festival committee letting them know we will be providing them payment of \$60,781.74 to transfer funds to their account. We wish them success in their future events.

c. BOT Website- Box Clever

Donna Morris reported. It was hoped we could show the new website today however it has been delayed once again. We are days away from the soft launch and we will send an email to our Executive when it is released.

d. Stettler Opportunity Development Cooperative (ODC)

Byron Geddes reported. The Stettler ODC has mentors in place and will be looking to host a meeting later this week or early next to discuss the role of the mentors in the process. Don Lynn and Peter Boys have been assisting in this portion of the ODC. A meeting with all members of the ODC including mentors, prospective entrepreneurs, and investors will be scheduled for later in the month. A board of Investors will be created at that time.

e. 2022 Goals

Byron Geddes reported. A new project for the Board of Trade is proposed to be introduced in February 2023 as an Ice Fishing Tournament at Rochon Sands. We will utilize the Polar Dip being planned by Justin Stevens for February of 2022 as a promotional opportunity for our event by hosting a photo contest alongside the event. Both events will be proposed as a fundraiser for Water Rescue Equipment to support the Stettler Fire Department. The Ice Fishing event is being proposed as a two-day tournament held Family Day weekend. A banquet to present prizes and other events at the lake are being looked at to make this event more of a festival. Name suggestions and ideas can be submitted to Kami.

## **6. Reports- December 2021**

### **a. Project Report: Donna Morris**

#### **COVID-19 Update**

The news keeps coming with the COVID-19 pandemic, and with the Omicron variant we are facing much uncertainty once again. Since my last report, we have seen minor decreases in gathering restrictions and even more decreases to quarantine times. The most recent information provided has determined that those who are double vaccinated and become symptomatic or those who have received a positive result from a rapid or PCR test, are to quarantine for five-days or until they become symptom free. Following the five days, they are requested to wear a mask for an additional five days in all public spaces. For those who are not double vaccinated, the individual must still remain quarantined for ten days or until they are symptom free and any household contacts who are also not vaccinated should remain home for 14 days.

We continue to see businesses taking part in the Alberta Chambers Rapid Test Program. With the original program ending December 31, 2021, some businesses chose not to extend their participation. The program was extended to March 31, 2022 and we continue to currently oversee 9 businesses in the program down from the 11 we assisted previously. With the new variant, we are seeing more interest increase once again in the program and I expect our numbers may increase slightly once again. The Alberta Chambers has requested that I determine the time frame it takes to facilitate this program and my best guestimate would be at minimum 2 hours per week. I have yet to hear any response on the appeal to the decision of the Board of Trade partaking in such a program and at this time would recommend that if anyone feels unsafe to enter our premises, please feel free to request curbside and/or virtual assistance and we will do the best we can to accommodate. We will continue to monitor the cases in our region (as of January 4<sup>th</sup>- 34 active cases and 63.7% vaccination rate) and will determine the safest practices for our office as we see fit.

#### **Think Local, Shop Stettler**

The Think Local, Shop Stettler Cash Cards promotion went over very well this year with an estimated 61,000 entries being received over the five-week promotion. Congratulations went out to each of Chris Dovbniak, Amelia Loewen, and Karen Symes who won \$250 Heart of Alberta Dollars in our weekly draws and Tammy Sikkema who won our Grand prize draw of \$500 Heart of Alberta Dollars simply for shopping in Stettler this holiday season. Both the Moonlight Madness and Night Before the Night Before events went as scheduled with no drastic restrictions being put in place. Moonlight Madness was a fantastic evening that our retail stores welcomed as a relief at the tills. Hundreds of people lined the streets to see the Main Street Tree light up and welcome Santa as he toured the community in horse and buggy. The stores were quite busy for much of the day and things quieted down between 8 and 9pm. The Night Before the Night Before was affected by the higher numbers of reported COVID cases in the area and did not see as many out and about during the event. Original planning had some events scheduled during the day and evening only to find that many businesses had decided not to stay open late. All events were then changed to be scheduled during the day hoping to encourage consumers to shop while they were out. By the time the date rolled around, businesses had changed their minds and decided to stay open later hours, so it was a bit disappointing to not be able to encourage consumers to their locations by hosting some of the events at the same time. For future years, we need to determine if we are continuing to call the event the "Night" Before the Night Before and host more events in the evening or if we continue with the daytime events encouraging consumers to shop within business hours. As we look to the new year, we are hoping to introduce some new programs. Currently, Holiday Hangover ads are being promoted on the radio and through social media. These ads are encouraging consumers to remember that even though the holiday season is over, you can

still shop local for all your needs. With the assistance of the Shop Local grant, we will begin to host monthly Cash Mobs starting later this month or early February. The idea of the Cash Mob is to give a local business the opportunity to showcase what each offers that people may not be aware of. In addition, it gives the consumer the opportunity to have a slightly personalized opportunity to shop in store and learn more about the business owners and managers and why they should shop local. Consumers are suggested to plan on spending a minimum of \$20 at each mob which can help the business as well. The Central Alberta Business Centre had started the mobs previously and now that they have closed, asked that we continue. We felt it was an important aspect to promote our businesses and will give them a try. Another project we are hoping to introduce is similar to the Subscription boxes we had hosted in the past however are simply a product box for sale instead of a sign-up service. The Love Our Local boxes will be filled with unique or highly sought-after items available from our local businesses and the intention is to offer two boxes each year. The boxes will be for available in our office as well as on the new Chamber Market in time for the Love Our Local promotions in February - the month of love. The Chamber Market is another opportunity we will be introducing to help local businesses showcase their items and services to the entire province and even nationally and internationally. This online portal mimics Amazon in the way that you can search for products from a variety of vendors but offers the local touch consumers are looking for. More information on each of these will be available as we work out the logistics and we look forward to continuing to promote our local businesses in 2022.

#### Trade Show

The 40<sup>th</sup> annual Trade Show is scheduled to be held April 8, 9, and 10, 2022. Planning is beginning to take shape and I will be dedicating much of the month of January to finalizing both the Trade Show and Think Local, Shop Stettler promotions. Goodkey Show Services is the company we chose to replace GES and they have provided me with the floor plans to be able to host the show in a variety of ways if restriction guidelines change. Many of our entertainers are still holding on to our deposits from 2020 and are willing to return to the 2022 event. It is uncertain at this time if we will be able to sell out the show with Vendors due to wariness of the pandemic however, I have some new ideas and am going to do my best to make it as successful as the ones in the past.

#### Other

Other meetings and projects:

- Google My Business Video with Liam
- TOS Solar Incentive Discussions
- Website Updates
- Business Mixers Planning
- Video and Photography Portfolios
- Year End Account Reconciliations

#### b. Executive Director's Report: Byron Geddes

We had a really strong holiday season in the region. A new record was set with Heart of Alberta Dollar sales reaching almost \$89,700 in sales. This was a \$7,000 increase over 2020 which was also a record-breaking year.

Byron has been working with Leanne Graham and Greg Switenky at the Town of Stettler to further Economic Development in the area. A push for franchise opportunities and new industry to the area. A tax incentive program has just passed through the Town Council which will be good for existing businesses as well as future opportunities.

12,000 brochures have arrived in our office to promote the Chamber Group Benefits to local farmers. These brochures include information on the Stettler Board of Trade and will be included with the next County Connections magazine.

**7. Correspondence:**

- a. No correspondence

**8. New Business**

- a. AGM 2022

The Annual General Meeting of the Stettler Board of Trade will be held prior to the regular monthly meeting of the Executive on February 8, 2022. If directors would like to have their name stand, please submit your preference in writing to Byron.

- b. Employment Opportunity

Byron Geddes reported. The Economic Development Committee has requested that we find the funding to continue employment with Liam Rockliffe in order to continue work on the Google My Business program. Liam assisted over 100 businesses to access their Google profiles since coming onto the project. Donna Morris stated there is work available however upon discussing with Liam, there isn't many more businesses he can assist. In addition, his school schedule is not cohesive to working during business hours and even though Liam is a good worker, it is felt that he needs to be strongly supervised and it would not be advisable to have him work on his own. Discussion ensued.

**MOTION**

Moved by Councillor Scott Pfeiffer that although we are not able to create a permanent part time position at this time, Liam Rockliffe be offered a full-time summer student position in the future.

Seconded by Shannon Lukens.

**ALL IN FAVOR  
CARRIED**

- c. Awards Gala

Donna Morris reported. Last October it was decided to postpone the 2021 Awards Gala with no specific date set. As we are now in a new year, discussion needs to be held whether we host the 2021 event in the near future or we postpone the event until October 2022. Discussion ensued.

**MOTION**

Moved by Terry Chesla to host a small-scale virtual style 2021 Awards Gala similar to the 2020 event with the opportunity for restaurants to host watch parties encouraging the winners and their families/friends and staff to celebrate together and host the 2022 Awards Gala in October.

Seconded by Gord Lawlor.

**ALL IN FAVOR  
CARRIED**

**9. Next Meeting Date**

Tuesday, February 8, 2022 at 12:00pm

Annual General Meeting followed by regular Monthly Executive Meeting.

**10. Adjournment**

President Matt Dorsett adjourned the meeting at 1:17pm

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Approved

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Date

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF DECEMBER 31, 2021**

Byron and Donna

Account Number	Account Description	Total Committed	Current Month Actual	2021 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
1-64-02-00-00-490	BOT - Souvenir Sales		-	100	14.44	(25.00)	85.56
1-64-02-00-00-491	BOT - Other Goods & Services		-	-	41.25	-	(41.25)
1-64-02-00-00-492	BOT - Other Tourism		-	-	-	-	-
1-64-02-00-00-493	BOT - Promotion		-	-	-	(130.95)	-
1-64-02-00-00-494	BOT - Community Event		-	-	674.52	(500.00)	(674.52)
1-64-02-00-00-520	BOT - Chamber Membership		-	150	865.60	(300.00)	(715.60)
1-64-02-00-00-550	BOT - Interest		53.63	900	383.99	(696.75)	516.01
1-64-02-00-00-560	BOT - Brochure Advertising		-	6,000	6,224.00	(3,917.14)	(224.00)
1-64-02-00-00-561	BOT - Meeting Room Rental		-	150	30.00	(180.00)	120.00
1-64-02-00-00-590	BOT - Donations		-	-	50.00	(6.10)	(50.00)
1-64-02-00-00-591	BOT - Group Insurance Commission		296.14	3,000	2,737.84	(3,800.95)	262.16
	Sub-Total General	-	349.77	10,300	11,021.64	(9,556.89)	(721.64)
1-64-02-00-00-832	BOT - SCP Grant		-	-	-	(54,129.47)	-
1-64-02-00-00-840	BOT - Provincial Grant		-	2,000	951.74	(17,625.65)	1,048.26
1-64-02-00-00-842	BOT - STEP Grant		-	-	9,168.00	(4,694.00)	(9,168.00)
1-64-02-00-00-850	BOT - Town of Stettler		-	-	-	-	-
1-64-02-00-00-851	BOT - County of Stettler		-	-	-	-	-
1-64-02-00-00-852	BOT - Other Municipalities		-	-	-	-	-
1-64-02-00-01-852	BOT - Other Muni - Memberships		-	-	-	-	-
	Sub-Total Grants	-	-	2,000.00	10,119.74	(76,449.12)	(8,119.74)
1-64-02-03-01-490	BOT - Project - Women's Conference		-	-	-	(76.19)	-
1-64-02-03-04-490	BOT - Project - Shop Stettler		1,075.00	13,000	12,947.10	(10,968.10)	52.90
1-64-02-03-06-490	BOT - Project - Business Wall		-	3,000	-	(3,386.98)	3,000.00
1-64-02-03-07-490	BOT - Project - General Meeting		-	-	-	-	-
1-64-02-03-08-490	BOT - Project - Trade Show		-	75,000	(7,679.54)	(320.96)	82,679.54
1-64-02-03-09-490	BOT - Project - Seminars/Workshops		-	500	20.00	(476.19)	480.00
1-64-02-03-10-490	BOT - Project - Luncheons		-	-	-	-	-
1-64-02-03-12-490	BOT - Project - Dr. Recruitment		-	5,500	-	(6,000.00)	5,500.00
1-64-02-03-13-490	BOT - Project - Awards Banquet		-	14,000	800.00	(4,933.33)	13,200.00
1-64-02-03-14-490	BOT - Destination St. Luncheon		-	2,750	22,256.60	(3,864.09)	(19,506.60)



**STETTLER REGIONAL**  
**BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT**  
**AS OF DECEMBER 31, 2021**

Byron and Donna

Account Number	Account Description	Total Committed	Current Month Actual	2021 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
1-64-02-03-15-490	BOT - Project - Greenlab		-	-	-	-	-
1-64-02-03-16-490	BOT - Project - Subscription Box		-	-	1,267.38	-	(1,267.38)
1-64-02-03-19-490	BOT - Project - Dignatary Luncheon		-	1,000	664.06	-	335.94
1-64-02-03-24-490	BOT - Project - Open Farm Days		-	15,450	-	(1,212.99)	15,450.00
1-64-02-03-26-490	BOT - Project - Pheasant Festival		-	88,580	73,769.29	(57,535.85)	14,810.71
1-64-02-03-27-490	BOT - Project - Project 1		-	-	58,302.00	-	(58,302.00)
	Sub-Total Project (Combined)	-	1,075.00	218,780.00	162,346.89	(88,774.68)	56,433.11
	Total Board of Trade Revenue	-	1,424.77	231,080	183,488.27	(174,780.69)	47,591.73
2-64-02-00-00-111	BOT - Admin - Salary		18,625.73	94,590	81,357.92	95,842.69	13,232.08
2-64-02-00-00-112	BOT - Admin - Wages		10,504.34	53,130	55,673.90	49,850.31	(2,543.90)
2-64-02-00-00-131	BOT - Admin - EOC		(891.80)	-	-	(0.00)	-
2-64-02-00-00-211	BOT - Admin - Travel & Subs.		266.64	3,750	1,614.89	2,151.72	2,135.11
2-64-02-00-00-214	BOT - Admin - Group Memberships		250.00	5,000	7,236.98	8,408.18	(2,236.98)
2-64-02-00-00-216	BOT - Admin - Training/Workshops		-	4,000	3,229.28	5,788.60	770.72
2-64-02-00-00-811	BOT - Admin - Bank Service Charge		212.66	-	3,256.42	3,460.84	(3,256.42)
	Sub-Total BOT - Admin.	-	28,967.57	160,470	152,369.39	165,502.34	8,100.61
2-64-02-00-01-112	BOT - Office - Wages		15,899.23	62,620	68,896.20	59,906.08	(6,276.20)
2-64-02-00-01-222	BOT - Office - Telephone		712.14	3,750	2,533.35	3,960.21	1,216.65
2-64-02-00-01-223	BOT - Office - Postage		42.59	1,000	931.08	1,122.77	68.92
2-64-02-00-01-225	BOT - Office - Subscriptions		-	3,000	4,150.46	228.17	(1,150.46)
2-64-02-00-01-237	BOT - Office - Janitor		591.48	2,800	4,744.95	3,643.72	(1,944.95)
2-64-02-00-01-239	BOT - Office - Website		300.00	25,000	15,531.98	150.00	9,468.02
2-64-02-00-01-252	BOT - Office - Pur Bldg Repair		68.00	3,000	5,026.48	3,058.49	(2,026.48)
2-64-02-00-01-274	BOT - Office - Insurance		-	2,042	2,214.12	2,041.64	(172.12)
2-64-02-00-01-511	BOT - Office - Supplies		1,211.91	3,900	6,249.19	4,243.76	(2,349.19)
2-64-02-00-01-529	BOT - Office - Computer		3,097.60	3,000	3,137.60	2,980.35	(137.60)
2-64-02-00-01-561	BOT - Office - Small Equip.		5,335.95	5,000	7,304.48	2,138.20	(2,304.48)
2-64-02-00-01-581	BOT - Office - Gas		337.82	1,377	1,494.07	1,470.68	(117.07)
2-64-02-00-01-582	BOT - Office - Power		462.43	2,106	1,900.19	2,283.70	205.81

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF DECEMBER 31, 2021**

Byron and Donna

<b>Account Number</b>	<b>Account Description</b>	<b>Total Committed</b>	<b>Current Month Actual</b>	<b>2021 Budget</b>	<b>Y.T.D Amount</b>	<b>Y.T.D Last Year</b>	<b>Variance</b>
2-64-02-00-01-583	BOT - Office - Water		377.33	660	1,018.59	465.42	(358.59)

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF DECEMBER 31, 2021**

Byron and Donna

Account Number	Account Description	Total Committed	Current Month Actual	2021 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
2-64-02-00-02-252	BOT - Office - Signage		-	1,500	-	1,796.92	1,500.00
2-64-02-00-02-511	BOT - Office - Photocopying		-	-	-	-	-
2-64-02-00-03-511	BOT - Office - Printing		-	-	-	-	-
	Sub-Total BOT - Office	-	28,436.48	120,755.00	125,132.74	89,490.11	(4,377.74)
2-64-02-01-00-211	BOT - Promo - Float Travel/Subs		-	6,750	32.26	-	6,717.74
2-64-02-01-00-221	BOT - Promo - Brochures/Map		-	9,650	5,672.50	-	3,977.50
2-64-02-01-00-254	BOT - Promo - Float Rep/Maint		-	1,500	-	-	1,500.00
2-64-02-01-00-518	BOT - Promo - Souvenirs		-	500	-	-	500.00
	Sub-Total BOT - Promo	-	-	18,400.00	5,704.76	-	12,695.24
2-64-02-02-00-216	BOT - Tourism - Training/Workshops		30.00	5,500	533.62	3,125.27	4,966.38
2-64-02-02-00-221	BOT - Tourism - Advertising		2,742.51	24,250	19,101.32	19,378.18	5,148.68
2-64-02-02-00-233	BOT - Tourism - Summer Wages		3,139.46	11,070	15,626.44	13,234.42	(4,556.44)
2-64-02-02-00-519	BOT - Tourism - Materials/Flowers		-	250	-	126.82	250.00
	Sub-Total BOT - Tourism	-	5,911.97	41,070.00	35,261.38	35,864.69	5,808.62
2-64-02-03-00-112	BOT - Project - Salary		-	-	-	-	-
2-64-02-03-00-116	BOT - Project - STEP		-	10,700	-	-	10,700.00
2-64-02-03-01-519	BOT - Project - Women's Conference		-	500	-	-	500.00
2-64-02-03-02-519	BOT - Project - Nite before Xmas		-	-	-	-	-
2-64-02-03-03-519	BOT - Project - Shop Local		1,811.15	3,000	3,698.64	3,994.04	(698.64)
2-64-02-03-04-519	BOT - Project - Shop Stettler		3,514.86	13,000	10,948.40	9,965.64	2,051.60
2-64-02-03-05-519	BOT - Project - Santa Days		-	-	-	-	-
2-64-02-03-06-519	BOT - Project - Business Wall		-	150	-	-	150.00
2-64-02-03-07-519	BOT - Project - General Meeting		-	500	379.44	197.06	120.56
2-64-02-03-08-519	BOT - Project - Trade Show		-	53,000	879.67	2,345.02	52,120.33
2-64-02-03-09-519	BOT - Project - Seminars/Workshops		355.62	3,000	448.59	4,393.55	2,551.41
2-64-02-03-10-519	BOT - Project - Luncheons		863.13	2,000	1,674.50	1,559.77	325.50
2-64-02-03-11-519	BOT - Project - Business Visits		-	500	120.89	538.51	379.11
2-64-02-03-12-519	BOT - Project - Dr. Recruitment		-	5,500	363.80	509.00	5,136.20
2-64-02-03-13-519	BOT - Project - Awards Banquet		-	14,590	933.02	3,194.31	13,656.98

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF DECEMBER 31, 2021**

Byron and Donna

Account Number	Account Description	Total Committed	Current Month Actual	2021 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
2-64-02-03-15-519	BOT - Project - Community Event		952.28	3,500	5,818.07	3,816.59	(2,318.07)
2-64-02-03-16-519	BOT - Project - Employer Conference		-	-	-	-	-
2-64-02-03-17-519	BOT - Project - Subscription Box		-	-	1,575.16	-	(1,575.16)
2-64-02-03-19-519	BOT - Project - Dignatary Luncheon		-	1,300	678.02	-	621.98
2-64-02-03-20-519	BOT - Project - Destination Stettler		-	2,750	26.22	386.11	2,723.78
2-64-02-03-24-519	BOT - Project - Open Farm Days		-	15,450	24.00	2,316.85	15,426.00
2-64-02-03-26-519	BOT - Project - Pheasant Festival		60,881.74	87,550	110,375.53	45,590.23	(22,825.53)
2-64-02-03-27-519	BOT - Project - Project 1		<u>100.00</u>	<u>-</u>	<u>1,498.74</u>	<u>-</u>	<u>(1,498.74)</u>
	Sub-Total BOT - Project	-	68,478.78	216,990.00	139,442.69	78,806.68	77,547.31
2-64-02-04-00-112	BOT - Community Dev - Wages	-	(750.00)	-	(750.00)	-	750.00
2-64-02-04-00-221	BOT - Community Dev - Advertising	-	(129.06)	12,000	620.94	-	11,379.06
2-64-02-04-00-233	BOT - Community Dev - Strategic Planning	-	-	7,500	129.06	-	7,370.94
2-64-02-04-00-239	BOT - Community Dev - Conferences	-	-	3,500	-	-	3,500.00
2-64-02-04-00-519	BOT - Community Dev - Projects	-	-	21,000	4,000.00	3,000.00	17,000.00
2-64-02-04-01-519	BOT - Community Dev - Steel Wheel	-	-	-	-	-	-
	Sub-Total BOT - Community Development	-	(879.06)	44,000.00	4,000.00	3,000.00	40,000.00
2-64-99-92-00-762	BOT - Contributed to Capital	-	-	<u>2,200</u>	<u>-</u>	<u>-</u>	<u>2,200.00</u>
	Sub-Total BOT - General	-	-	2,200	-	-	2,200.00
4-10-00-00-00-102	Unearned Revenue - BOT		<u>(72,833.55)</u>	<u>-</u>	<u>(72,833.55)</u>	<u>(70,978.55)</u>	<u>72,833.55</u>
	Sub-Total BOT - General	-	(72,833.55)	-	(72,834)	(70,978.55)	72,833.55
	Total Expenses	-	58,082.19	603,885.00	389,077.41	301,685.27	214,807.59

**STETTLER REGIONAL  
BOARD OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF DECEMBER 31, 2021**

Byron

Account Description	Current Month Actual	2021 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
<b><u>Revenue</u></b>					
Souvenir Sales	-	100.00	14.44	(25.00)	85.56
Other Goods & Services	-	-	41.25	-	(41.25)
Other Tourism	-	-	-	-	-
Promotion	-	-	-	(130.95)	-
Community Event	-	-	674.52	(500.00)	(674.52)
Interest	53.63	900.00	383.99	(696.75)	516.01
Brochure Advertising	-	6,000.00	6,224.00	(3,917.14)	(224.00)
Meeting Room Rental	-	150.00	30.00	(180.00)	120.00
Donations	-	-	50.00	(6.10)	(50.00)
Group Insurance Commission	296.14	3,000.00	2,737.84	(3,800.95)	262.16
Grants Total	-	2,000	10,119.74	(76,449.12)	(8,119.74)
Project Total	<u>1,075.00</u>	<u>218,780</u>	<u>162,346.89</u>	<u>(88,774.68)</u>	<u>56,433.11</u>
 Total Revenue	 1,424.77	 230,930	 182,622.67	 (174,480.69)	 48,307.33
<b><u>Expenses</u></b>					
Administration Total	28,967.57	160,470	152,369.39	165,502.34	8,100.61
Office Total	28,436.48	120,755	125,132.74	89,490.11	(4,377.74)
Promotion Total	-	18,400	5,704.76	-	12,695.24
Tourism Total	5,911.97	41,070	35,261.38	35,864.69	5,808.62
Project Total	68,478.78	216,990	139,442.69	78,806.68	77,547.31
Community Development Total	<u>(879.06)</u>	<u>44,000</u>	<u>4,000.00</u>	<u>3,000.00</u>	<u>40,000.00</u>
 Total Expenses	 130,915.74	 601,685	 461,910.96	 372,663.82	 139,774.04

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF JANUARY 31, 2022**

Stacey Donna

Account Number	Account Description	Total Committed	Current Month Actual	2022 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
1-64-02-00-00-490	BOT - Souvenir Sales		-	1,500	-	(14.44)	1,500.00
1-64-02-00-00-491	BOT - Other Goods & Services		-	-	-	(41.25)	-
1-64-02-00-00-492	BOT - Other Tourism		-	-	-	-	-
1-64-02-00-00-493	BOT - Promotion		-	-	-	-	-
1-64-02-00-00-494	BOT - Community Event		-	-	-	(674.52)	-
1-64-02-00-00-520	BOT - Chamber Membership		-	-	-	(865.60)	-
1-64-02-00-00-550	BOT - Interest		-	900	-	(383.99)	900.00
1-64-02-00-00-560	BOT - Brochure Advertising		-	6,000	-	(6,224.00)	6,000.00
1-64-02-00-00-561	BOT - Meeting Room Rental		-	150	-	(30.00)	150.00
1-64-02-00-00-590	BOT - Donations		-	-	-	(50.00)	-
1-64-02-00-00-591	BOT - Group Insurance Commission		296.14	2,500	296.14	(2,737.84)	2,203.86
	Sub-Total General	-	296.14	11,050	296.14	(11,021.64)	10,753.86
1-64-02-00-00-832	BOT - SCP Grant		-	-	-	-	-
1-64-02-00-00-840	BOT - Provincial Grant		-	-	-	(951.74)	-
1-64-02-00-00-842	BOT - STEP Grant		-	-	-	(9,168.00)	-
1-64-02-00-00-850	BOT - Town of Stettler		-	-	-	-	-
1-64-02-00-00-851	BOT - County of Stettler		-	-	-	-	-
1-64-02-00-00-852	BOT - Other Municipalities		-	-	-	-	-
1-64-02-00-01-852	BOT - Other Muni - Memberships		-	-	-	-	-
	Sub-Total Grants	-	-	-	-	(10,119.74)	-
1-64-02-03-01-490	BOT - Project - Women's Conference		-	-	-	-	-
1-64-02-03-04-490	BOT - Project - Shop Stettler		870.24	12,000	870.24	(12,947.10)	11,129.76
1-64-02-03-06-490	BOT - Project - Business Wall		-	2,500	-	-	2,500.00
1-64-02-03-07-490	BOT - Project - General Meeting		-	-	-	-	-
1-64-02-03-08-490	BOT - Project - Trade Show		410.00	74,000	410.00	7,679.54	73,590.00
1-64-02-03-09-490	BOT - Project - Seminars/Workshops		-	500	-	(20.00)	500.00
1-64-02-03-10-490	BOT - Project - Luncheons		-	-	-	-	-
1-64-02-03-12-490	BOT - Project - Dr. Recruitment		-	3,000	-	-	3,000.00
1-64-02-03-13-490	BOT - Project - Awards Banquet		-	14,000	-	(800.00)	14,000.00
1-64-02-03-14-490	BOT - Destination St. Luncheon		-	5,000	-	(22,256.60)	5,000.00

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF JANUARY 31, 2022**

Stacey Donna

Account Number	Account Description	Total Committed	Current Month Actual	2022 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
1-64-02-03-15-490	BOT - Project - Greenlab		-	-	-	-	-
1-64-02-03-16-490	BOT - Project - Subscription Box		-	-	-	(1,267.38)	-
1-64-02-03-19-490	BOT - Project - Dignatary Luncheon		-	-	-	(664.06)	-
1-64-02-03-24-490	BOT - Project - Open Farm Days		-	14,500	-	-	14,500.00
1-64-02-03-26-490	BOT - Project - Pheasant Festival		-	-	-	(73,769.29)	-
1-64-02-03-27-490	BOT - Project - Project 1		-	-	-	(58,302.00)	-
	Sub-Total Project (Combined)	-	1,280.24	125,500.00	1,280.24	(162,346.89)	124,219.76
	Total Board of Trade Revenue	-	1,576.38	136,550	1,576.38	(183,488.27)	134,973.62
2-64-02-00-00-111	BOT - Admin - Salary		4,098.16	105,050	4,098.16	81,357.92	100,951.84
2-64-02-00-00-112	BOT - Admin - Wages		2,126.05	56,910	2,126.05	55,673.90	54,783.95
2-64-02-00-00-131	BOT - Admin - EOC		-	-	-	-	-
2-64-02-00-00-211	BOT - Admin - Travel & Subs.		114.28	4,000	114.28	1,614.89	3,885.72
2-64-02-00-00-214	BOT - Admin - Group Memberships		5,033.90	8,700	5,033.90	7,236.98	3,666.10
2-64-02-00-00-216	BOT - Admin - Training/Workshops		-	4,000	-	3,229.28	4,000.00
2-64-02-00-00-811	BOT - Admin - Bank Service Charge		258.63	-	258.63	3,256.42	(258.63)
	Sub-Total BOT - Admin.	-	11,631.02	178,660	11,631.02	152,369.39	167,028.98
2-64-02-00-01-112	BOT - Office - Wages		2,795.84	72,560	2,795.84	68,896.20	69,764.16
2-64-02-00-01-222	BOT - Office - Telephone	147.00	47.62	4,950	47.62	2,533.35	4,902.38
2-64-02-00-01-223	BOT - Office - Postage		-	1,500	-	931.08	1,500.00
2-64-02-00-01-225	BOT - Office - Subscriptions		1,900.00	4,500	1,900.00	4,150.46	2,600.00
2-64-02-00-01-237	BOT - Office - Janitor		265.74	4,550	265.74	4,624.95	4,284.26
2-64-02-00-01-239	BOT - Office - Website		-	2,500	-	15,531.98	2,500.00
2-64-02-00-01-252	BOT - Office - Pur Bldg Repair		-	5,000	-	5,026.48	5,000.00
2-64-02-00-01-274	BOT - Office - Insurance		-	2,320	-	2,214.12	2,320.00
2-64-02-00-01-511	BOT - Office - Supplies	44.41	(258.87)	4,000	(258.87)	6,249.19	4,258.87
2-64-02-00-01-529	BOT - Office - Computer		-	3,000	-	3,137.60	3,000.00
2-64-02-00-01-561	BOT - Office - Small Equip.		584.95	3,000	584.95	7,304.48	2,415.05
2-64-02-00-01-581	BOT - Office - Gas		-	1,558	-	1,494.07	1,558.00
2-64-02-00-01-582	BOT - Office - Power		(242.14)	3,338	(242.14)	1,900.19	3,580.14

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF JANUARY 31, 2022**

Stacey Donna

<b>Account Number</b>	<b>Account Description</b>	<b>Total Committed</b>	<b>Current Month Actual</b>	<b>2022 Budget</b>	<b>Y.T.D Amount</b>	<b>Y.T.D Last Year</b>	<b>Variance</b>
2-64-02-00-01-583	BOT - Office - Water		38.39	500	38.39	1,018.59	461.61



**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF JANUARY 31, 2022**

Stacey Donna

Account Number	Account Description	Total Committed	Current Month Actual	2022 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
2-64-02-00-02-252	BOT - Office - Signage		-	6,000	-	-	6,000.00
2-64-02-00-02-511	BOT - Office - Photocopying		-	-	-	-	-
2-64-02-00-03-511	BOT - Office - Printing		-	-	-	-	-
	Sub-Total BOT - Office	191.41	5,131.53	119,276.00	5,131.53	125,012.74	114,144.47
2-64-02-01-00-211	BOT - Promo - Float Travel/Subs		-	6,750	-	32.26	6,750.00
2-64-02-01-00-221	BOT - Promo - Brochures/Map		-	5,750	-	5,672.50	5,750.00
2-64-02-01-00-254	BOT - Promo - Float Rep/Maint		-	1,500	-	-	1,500.00
2-64-02-01-00-518	BOT - Promo - Souvenirs		-	1,000	-	-	1,000.00
	Sub-Total BOT - Promo	-	-	15,000.00	-	5,704.76	15,000.00
2-64-02-02-00-216	BOT - Tourism - Training/Workshops		-	6,500	-	533.62	6,500.00
2-64-02-02-00-221	BOT - Tourism - Advertising		199.00	12,360	199.00	19,101.32	12,161.00
2-64-02-02-00-233	BOT - Tourism - Summer Wages		-	5,000	-	15,626.44	5,000.00
2-64-02-02-00-519	BOT - Tourism - Materials/Flowers		-	400	-	-	400.00
	Sub-Total BOT - Tourism	-	199.00	24,260.00	199.00	35,261.38	24,061.00
2-64-02-03-00-112	BOT - Project - Salary		-	-	-	-	-
2-64-02-03-00-116	BOT - Project - STEP		-	10,780	-	-	10,780.00
2-64-02-03-01-519	BOT - Project - Women's Conference		-	-	-	-	-
2-64-02-03-02-519	BOT - Project - Nite before Xmas		-	-	-	-	-
2-64-02-03-03-519	BOT - Project - Shop Local		-	5,000	-	3,698.64	5,000.00
2-64-02-03-04-519	BOT - Project - Shop Stettler	56.73	143.27	12,000	143.27	10,948.40	11,856.73
2-64-02-03-05-519	BOT - Project - Santa Days		-	-	-	-	-
2-64-02-03-06-519	BOT - Project - Business Wall		-	150	-	-	150.00
2-64-02-03-07-519	BOT - Project - General Meeting		-	500	-	379.44	500.00
2-64-02-03-08-519	BOT - Project - Trade Show		340.00	52,500	340.00	879.67	52,160.00
2-64-02-03-09-519	BOT - Project - Seminars/Workshops		-	5,000	-	448.59	5,000.00
2-64-02-03-10-519	BOT - Project - Luncheons	523.95	(523.95)	2,000	(523.95)	1,674.50	2,523.95
2-64-02-03-11-519	BOT - Project - Business Visits		-	500	-	120.89	500.00
2-64-02-03-12-519	BOT - Project - Dr. Recruitment		-	3,000	-	363.80	3,000.00
2-64-02-03-13-519	BOT - Project - Awards Banquet		-	14,000	-	933.02	14,000.00

**STETTLER REGIONAL  
BOARD OF TRADE OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF JANUARY 31, 2022**

Stacey Donna

Account Number	Account Description	Total Committed	Current Month Actual	2022 Budget	Y.T.D Amount	Y.T.D Last Year	Variance
2-64-02-03-15-519	BOT - Project - Community Event		-	4,000	-	5,818.07	4,000.00
2-64-02-03-16-519	BOT - Project - Employer Conference		-	-	-	-	-
2-64-02-03-17-519	BOT - Project - Subscription Box		-	-	-	1,575.16	-
2-64-02-03-19-519	BOT - Project - Dignatary Luncheon		-	-	-	678.02	-
2-64-02-03-20-519	BOT - Project - Destination Stettler		-	2,000	-	26.22	2,000.00
2-64-02-03-24-519	BOT - Project - Open Farm Days		-	14,500	-	24.00	14,500.00
2-64-02-03-26-519	BOT - Project - Pheasant Festival		-	-	-	110,375.53	-
2-64-02-03-27-519	BOT - Project - Project 1	<u>100.00</u>	<u>4,900.00</u>	<u>-</u>	<u>4,900.00</u>	<u>1,498.74</u>	<u>(4,900.00)</u>
	Sub-Total BOT - Project	680.68	4,859.32	125,930.00	4,859.32	139,442.69	121,070.68
2-64-02-04-00-112	BOT - Community Dev - Wages	-	-	-	-	(750.00)	-
2-64-02-04-00-221	BOT - Community Dev - Advertising	-	-	12,000	-	620.94	12,000.00
2-64-02-04-00-233	BOT - Community Dev - Strategic Planning	-	-	7,500	-	129.06	7,500.00
2-64-02-04-00-239	BOT - Community Dev - Conferences	-	-	3,500	-	-	3,500.00
2-64-02-04-00-519	BOT - Community Dev - Projects	-	-	21,000	-	4,000.00	21,000.00
2-64-02-04-01-519	BOT - Community Dev - Steel Wheel	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Sub-Total BOT - Community Development	-	-	44,000.00	-	4,000.00	44,000.00
2-64-99-92-00-762	BOT - Contributed to Capital	<u>-</u>	<u>-</u>	<u>2,200</u>	<u>-</u>	<u>-</u>	<u>2,200.00</u>
	Sub-Total BOT - General	-	-	2,200	-	-	2,200.00
4-10-00-00-00-102	Unearned Revenue - BOT		<u>5,095.00</u>	<u>-</u>	<u>5,095.00</u>	<u>(72,833.55)</u>	<u>(5,095.00)</u>
	Sub-Total BOT - General	-	5,095.00	-	5,095	(72,833.55)	(5,095.00)
	Total Expenses	872.09	26,915.87	509,326.00	26,915.87	388,957.41	482,410.13

**STETTLER REGIONAL  
BOARD OF TRADE AND COMMUNITY DEVELOPMENT  
AS OF JANUARY 31, 2022**

Stacey

<b>Account Description</b>	<b>Current Month Actual</b>	<b>2022 Budget</b>	<b>Y.T.D Amount</b>	<b>Y.T.D Last Year</b>	<b>Variance</b>
<b><u>Revenue</u></b>					
Souvenir Sales	-	1,500.00	-	(14.44)	1,500.00
Other Goods & Services	-	-	-	(41.25)	-
Other Tourism	-	-	-	-	-
Promotion	-	-	-	-	-
Community Event	-	-	-	(674.52)	-
Interest	-	900.00	-	(383.99)	900.00
Brochure Advertising	-	6,000.00	-	(6,224.00)	6,000.00
Meeting Room Rental	-	150.00	-	(30.00)	150.00
Donations	-	-	-	(50.00)	-
Group Insurance Commission	296.14	2,500.00	296.14	(2,737.84)	2,203.86
Grants Total	-	-	-	(10,119.74)	-
Project Total	<u>1,280.24</u>	<u>125,500</u>	<u>1,280.24</u>	<u>(162,346.89)</u>	<u>124,219.76</u>
 Total Revenue	 1,576.38	 136,550	 1,576.38	 (182,622.67)	 134,973.62
<b><u>Expenses</u></b>					
Administration Total	11,631.02	178,660	11,631.02	152,369.39	167,028.98
Office Total	5,131.53	119,276	5,131.53	125,012.74	114,144.47
Promotion Total	-	15,000	-	5,704.76	15,000.00
Tourism Total	199.00	24,260	199.00	35,261.38	24,061.00
Project Total	4,859.32	125,930	4,859.32	139,442.69	121,070.68
Community Development Total	<u>-</u>	<u>44,000</u>	<u>-</u>	<u>4,000.00</u>	<u>44,000.00</u>
 Total Expenses	 21,820.87	 507,126	 21,820.87	 461,790.96	 485,305.13

Batch ID: CHBOT20220112  
 Batch Comment: CHBOT20220112

Audit Trail Code: PMCHQ00002317  
 Posting Date: 2022-01-12

Chequebook ID: MARKET CORP

\* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
006849	2022-01-12	060420	ACCESS GAS	Access Gas Services Inc.	\$207.42
006853	2022-01-12	060421	CHAMBER	Chamber of Commerce Executives	\$210.00
006852	2022-01-12	060422	GEDDES PETTY	Petty Cash	\$1,195.00
006854	2022-01-12	060423	HOMETOWN PROD	Mykyta, Alex	\$2,500.00
006855	2022-01-12	060424	JEWEL THEATRE	Jewel Theatre	\$210.00
REMIT0000000000000853	2022-01-12	060425	JOHNS MENS WEAR	John's Mens Wear	\$0.00
REMIT0000000000000854	2022-01-12	060426	LAWLOR JEWELRY	Lawlor Jewelry	\$0.00
006856	2022-01-12	060427	MAGNETSIGNS	Magnetsigns Stettler Ltd.	\$208.95
006857	2022-01-12	060428	NEXTGEN	NextGen Automation	\$260.98
REMIT0000000000000855	2022-01-12	060429	PEAVEY MART	Peavey Mart	\$0.00
REMIT0000000000000856	2022-01-12	060430	SNEAKERS PLUS	Sneakers Plus	\$0.00
REMIT0000000000000857	2022-01-12	060431	SOBEYS	Sobeys Captial Inc.	\$0.00
REMIT0000000000000858	2022-01-12	060432	THE BRICK	The Brick	\$0.00
REMIT0000000000000859	2022-01-12	060433	TODAY'S SWEET	Today's Sweet Cakery	\$0.00
REMIT0000000000000860	2022-01-12	060434	WELLS FURNITURE	Wells Furniture	\$0.00
006850	2022-01-12	060435	BLACK PRESS	Black Press Group Ltd.	\$729.77
006851	2022-01-12	060436	BOND-O SEC	Bond-O Security	\$567.00

Total Cheques: 17

Cheques Total: \$6,089.12  
 =====

Batch ID: CHBOT20220127  
 Batch Comment: CHBOT20220127

Audit Trail Code: PMCHQ00002327  
 Posting Date: 2022-01-27

Chequebook ID: MARKET CORP

\* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
006859	2022-01-27	060525	AROMA CLEANING	Aroma Cleaning Service	\$126.00
006861	2022-01-27	060526	CANADIAN LINEN	Canadian Linen & Uniform Servi	\$153.03
006858	2022-01-27	060527	CHAMBER OF	Alberta Chambers of Commerce	\$5,075.60
006860	2022-01-27	060528	GEDDES PETTY	Petty Cash	\$1,105.00
006862	2022-01-27	060529	GEDDES, BYRON	Geddes, Byron	\$101.22
006863	2022-01-27	060530	HOMETOWN PROD	Mykyta, Alex	\$2,500.00
006864	2022-01-27	060531	LOCALINTEL INC.	Localintel Inc.	\$1,995.00
006865	2022-01-27	060532	MAGNETSIGNS	Magnetsigns Stettler Ltd.	\$208.95
006866	2022-01-27	060533	MORRIS, DONNA	Morris, Donna	\$60.00
006867	2022-01-27	060534	RITZ K	Ritz, Kami	\$35.00
006868	2022-01-27	060535	TOWN OF STETT	Town of Stettler	\$9,058.44
006869	2022-01-27	060536	WALSTROM L	Walstrom, Leah	\$357.00
006870	2022-01-27	060537	WELLS FARGO	Wells Fargo Equipment Fin Co	\$47.19
Total Cheques: 13					Cheques Total: \$20,822.43

Audit Trail Code: PMPAY00000191  
\* Voided transactions

Chequebook ID	Type	Number	Date	Paid To/Rcvd From	Description	Amount
MARKET CORP	Cheque	006803	2022-01-07	The Brick		\$575.00
MARKET CORP	Cheque	006804	2022-01-07	Sobeys Captial Inc.		\$2,330.00
MARKET CORP	Cheque	006805	2022-01-07	John's Mens Wear		\$455.00
MARKET CORP	Cheque	006806	2022-01-07	Lawlor Jewelry		\$585.00
MARKET CORP	Cheque	006807	2022-01-07	Wells Furniture		\$700.00
MARKET CORP	Cheque	006808	2022-01-07	Today's Sweet Cakery		\$340.00
MARKET CORP	Cheque	006809	2022-01-07	Peavey Mart		\$205.00
MARKET CORP	Cheque	006810	2022-01-07	Peavey Mart		\$200.00
MARKET CORP	Cheque	006811	2022-01-07	Sneakers Plus		\$150.00
9 Transaction(s)						Total \$5,540.00



Audit Trail Code: PMPAY00000192  
 \* Voided transactions

Chequebook ID	Type	Number	Date	Paid To/Rcvd From	Description	Amount
MARKET CORP	Cheque	006812	2022-01-31	OK Tire Stettler		\$300.00
MARKET CORP	Cheque	006813	2022-01-31	Home & Hobby		\$495.00
MARKET CORP	Cheque	006814	2022-01-31	59th Street Liquor Store		\$325.00
MARKET CORP	Cheque	006815	2022-01-31	Cosmic Pizza		\$300.00
MARKET CORP	Cheque	006816	2022-01-31	John's Mens Wear		\$170.00
MARKET CORP	Cheque	006817	2022-01-31	Shoppers Drug Mart		\$370.00
MARKET CORP	Cheque	006818	2022-01-31	Shoe Closet The		\$150.00
MARKET CORP	Cheque	006819	2022-01-31	Today's Sweet Cakery		\$175.00
MARKET CORP	Cheque	006820	2022-01-31	Fresh Wife Collective		\$850.00
MARKET CORP	Cheque	006828	2022-01-31	Boston Pizza Stettler		\$210.00
MARKET CORP	Cheque	006829	2022-01-31	Big Game Source for Sports		\$150.00
MARKET CORP	Cheque	006830	2022-01-31	Subway Stettler		\$230.00
MARKET CORP	Cheque	006831	2022-01-31	Peavey Mart		\$175.00
MARKET CORP	Cheque	006832	2022-01-31	Heartland Auto Supply		\$175.00
MARKET CORP	Cheque	006833	2022-01-31	Stettler Building Supplies Ltd.		\$700.00
MARKET CORP	Cheque	006834	2022-01-31	Ace Liquor		\$145.00
MARKET CORP	Cheque	006835	2022-01-31	Stettler Home Hardware		\$730.00
MARKET CORP	Cheque	006836	2022-01-31	Wells Furniture		\$300.00
MARKET CORP	Cheque	006837	2022-01-31	Stettler Liquor Store		\$1,525.00
MARKET CORP	Cheque	006838	2022-01-31	Jewel Theatre		\$140.00
MARKET CORP	Cheque	006840	2022-01-31	No Frills		\$1,890.00
21 Transaction(s)						Total \$9,505.00



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Town Of Stettler  
CHEQUEBOOK POSTING JOURNAL  
Payables Management

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User ID: Veronica

## Project Report- February 2022

### **COVID-19 Update**

Everyday seems to be something new with the COVID-19 pandemic and we are expecting more changes to come in the very near future. Most recently, the changes have included new updates to the quarantine restrictions. As the changes come through, we will update the business community as best as possible.

The Alberta Chambers Rapid Test Program continues with 11 businesses participating. Interest in the program still comes in 2-3 times per week on average, however the mandatory testing of once or twice a week is what seems to deter businesses from taking part. They would prefer a system that would allow them to test when they see fit as otherwise it is another task they have to add to their already busy work weeks. The program has been able to catch a few positive cases before they spread throughout local businesses so it does work as intended. Currently the program will continue to the end of March 2022. The Federal Government has announced compensation funding for the time commitment by the Chambers who participated in the program and I will let the Executive know if we are eligible and what we will be compensated for once I am made aware of the process.

### **Business Networking Mixer**

We held the first of our Business Networking Mixers on Wednesday, February 2 with Justin Tanner, CPA of Gitzel and Company presenting on Tax Tips and Expert Advice. Only one person attended on the cold morning however Justin was still gracious enough to share his tips with us. I learned a lot of things I was not aware of and will share the tips on our website later in the month for those who were unable to attend to be able to access. Our next monthly event will be held on March 2 where we will welcome Cally Strandquist of the Wellness House to talk about Stress and Mental Health in the workplace.

### **Financials**

I completed the year end reconciliations for our accounts last month and submitted them to the Town for their records. There were a few minor changes directing expenses from one account to another, but for the most part, they were up to date and correct.

### **Shop Local Funding Grant**

Our Shop Local funding was extended to the end of February which would align with the Federal Governments fiscal year end. We are grateful for this extension as we were unable to follow through with some of the projects we had originally committed to. We have now been able to acquire the services for and complete a few of the projects and will continue to finish with the rest of them by February 20<sup>th</sup>. This will allow us enough time to provide reporting to the ACC on how the funds were spent. In addition we had been provided the opportunity to apply for additional funding for the Shop Local grant. We had applied and were advised to prepare some revisions to our application so it could be approved. After discussion between myself and Kami, we rescinded the application as it was felt we would have too many projects on our plate and would be unable to fulfill the project the way it was intended in the time frame allowed. I will provide a full report on the Shop Local Funding Grant at the March meeting.

## **Other**

Other meetings and projects:

- Welcomed & Assisted New Businesses
- Website & Domain Updates
- Business Mixers Planning & Schedule
- Alberta Health Guidance & Updates
- Video and Photography Portfolios
- Destination Stettler project research meetings
- Agency Resource Meeting
- Alberta Chamber of Commerce Weekly Network Meeting
- Chamber Channel Weekly Meetings
- Peavey ODC Mentorship Meeting
- Consultations with Castor Winterfest, Lacombe Museum, Donalda Community & Chamber
- Taste of the Heartland request to County of Stettler
- Tourism Red Deer Focus Group
- General catch up

## **Executive Director's Report January 2022.**

On the recommendation of the board and the Economic Development sub committee had Liam come in to rebuild/finish Google my business videos. Had to rework/edit several of the videos.

January with the Peavey ODC had a meeting with the mentors for the cooperative. We built a list of about 6 mentors who have agreed to help bring the level up of applications to the ODC giving the applicant a better chance for funding. Discussions concluded all applicants will need to submit a one-page teaser discussing their business and what they are looking for and when they require it so that the mentors will have a better chance of lining up the right mentor for the right applicant.

Dozens of calls for the Dr's recruitment program and the eventual arrival 2 Dr's from South Africa. Dr's Jaco and Eme Vermeulen Arrived the night of the 2<sup>nd</sup>. Lined up meet and greet for the Dr's on Feb 10<sup>th</sup>. Worked on Cell Phones, lodging, banking, etc. Built a welcome basket of local products for the new doctors.

Monthly Economic Development mtg went well and discussed BOT ED involvement on commercial mapping and franchise opportunities. Built a pkg with Lara and links to various pages on the Town website and links for ours as well.

Meeting with various businesses such as P&H and Big Game about funding opportunities. P&H have a new meeting room that will have to be done by July, a great opportunity to use the BOT to promote their facility and allow people to explore the past and our heritage at this business.

Coast to Coast Mtg with Malcolm, Greg, Brad, Lara and Myself, several topics discussed and 125 people expected for the event. Basically a 2-day event that will bring people to town for shopping and tourism.

Precision Drilling Employment call wanting to attend our next hiring/job fair. They have 5 pages of opportunities presently on their website.

Several calls to Fish & Game as well as Angler's Atlas and Fish Donkey about what is required for next year's Ice fishing Derby, working in conjunction with the Polar plunge and had meeting to discuss both.

Town Strat Planning session 2 items for the BOT, Stettler as a Christmas Destination and Bringing Film to Stettler, of the latter, explore people/decision makers for Alberta film and discover the process of it all.

Our computers from December finally arrived and were set up and old ones were deactivated.

EDA meetings discussed film industry and Economic pulse.

Under direction of the Board I acquired County Councillor James Nibourg for a board member to give guidance for county events etc. Blessing from the Reeve and CAO Cassidy.

Meeting with Peggy from SLC discussing their upcoming learning calendar and other opportunities with this group. Great meeting and really need to go explore their facility sooner than later.

Meeting with Stacey Benjamin to discuss several areas of the BOT now that I have been here for a while.

Several meetings through the month with Matt and Sean and Greg to stay in touch and on point. Getting busier in my role and starting to develop Cadence daily with the role.