

**COMMITTEE OF THE WHOLE
DECEMBER 10, 2019
4:30 P.M.
AGENDA**

1. Agenda Additions/Deletions
2. Agenda Approval
3. 4:30 PM – Leann Graham, Brad Robbins & Lara Angus – Corporate Identity Committee 2-49
4. 2020-2024 Curbside Garbage/Recycling Collection and Disposal, Compost Site Collection and Disposal Proposal 50-115
5. Additions
6. Adjournment

CORPORATE IDENTITY COMMITTEE

YEAR IN REVIEW



Background

Corporate Identity was voted as the #1 priority at the 2019 Strategic Planning Meeting, resulting in the formation of the Corporate Identity Committee.

The Corporate Identity Committee formulated their Three-Phase Action Plan and presented the plan to Town of Stettler Department Heads and Committee of the Whole in June 2019.

The first phase of the plan was scheduled for near-completion by the end of 2019.

Target #1

Social Media, Policy & Education



- Amend the Code of Conduct Policy
- Draft a New Communications Policy
- Streamline Social Media
- Educate Staff & Council on Best Organizational Practices

Target #2

Website, App & Media Relations



- Prepare and Execute Plan for Website Redesign
- Mobile Friendly App
- Create Protocol for News Releases

Target #3

Visual Identity



- Affiliation Logos
- New Branded Stationary and Apparel
- Develop and Distribute an Electronic Tool Kit with Templates
- Create Branding Guidelines

Target 1

1

STREAMLINE SOCIAL MEDIA

2

REFINE INTERNAL POLICY

3

EDUCATION FOR EMPLOYEES & COUNCIL

Social Media Streamlining

Why?

Have you ever been in a room where everyone was on their phone? Social media is all around you!

- ❑ Social Media is an essential tool in public engagement with the capability to reach a large portion of our residents.
- ❑ Social Media activity spreads quickly; mismanagement can be destructive to any organization.
- ❑ Municipal communication relies heavily on transparency. Creating a social media presence that is active, courteous and professional shows our residents that the desire for honest and direct communication is mutual.



Progress

Tactics		Upcoming	Completed	Status
1	Social Media Training		✓	<ul style="list-style-type: none">Twenty Employees and Councillors Participated in Social Media Training on December 3rd, 2019.
2	Eliminate Redundant Facebook Accounts	✗		<ul style="list-style-type: none">The SRC requires a centralization of their three Facebook pages.
3	Reduce Number of Social Media Administrators	✗		<ul style="list-style-type: none">The Town of Stettler currently has ten Facebook administrators.

Refining Internal Policy

Why?

- ❑ In an era of increased public presentation and digitalization, our policies and codes need to reflect the evolving challenges and risks our organization face.
- ❑ Communications is a broad and overarching field. Defining roles, procedures and expectations will help to guide an expansive operation.



Progress

Tactic	Upcoming	Completed	Status
1 Draft a Communications Policy		✓	<ul style="list-style-type: none">The first draft of the Communications policy is complete and ready for revision or approval.
2 Revise the Code of Ethics		✓	<ul style="list-style-type: none">The first draft of the revised Code of Ethics is complete and ready for revision or approval.
3 Adopt Communications Policy	✗		<ul style="list-style-type: none">The Communications Policy is awaiting approval.
4 Adopt Revised Code of Ethics	✗		<ul style="list-style-type: none">The revised Code of Ethics is awaiting approval.

Educate Employees and Council

Why?

- We can not ask our team to adapt best communication and engagement practices without providing them with the tools to succeed.
- Organizational skills are always changing. Education will allow our organization to adopt a forward-thinking approach to corporate services.

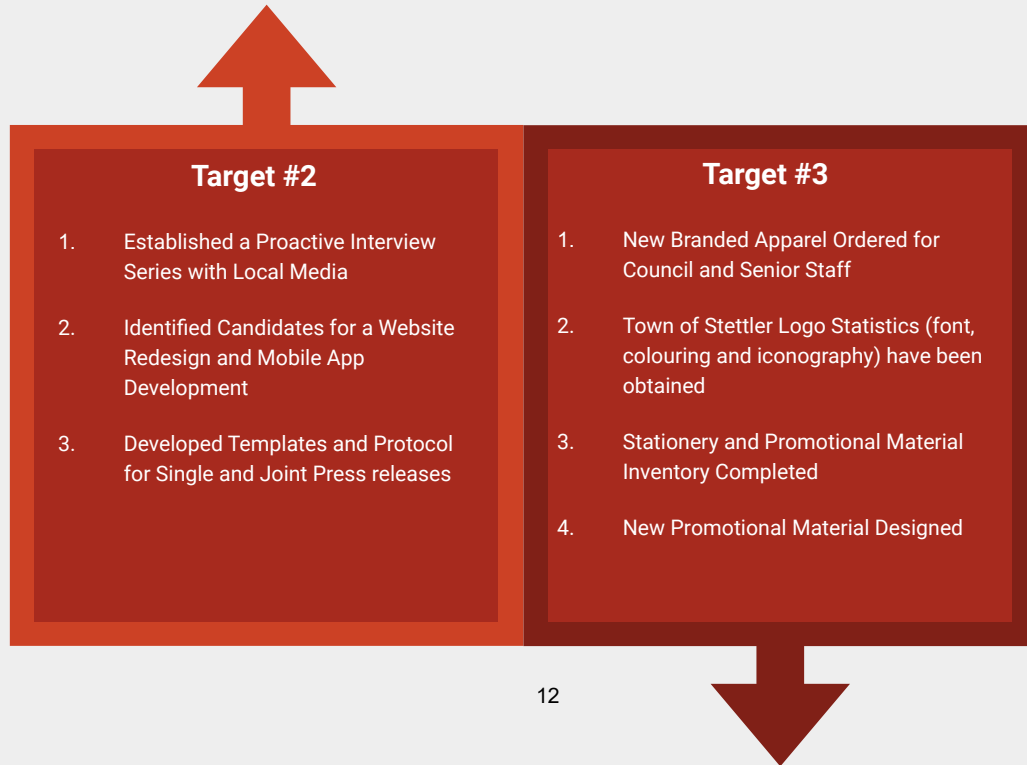


Progress

Tactic		Upcoming	Completed	Status
1	Social Media Training		✓	<ul style="list-style-type: none">Twenty Employees and Councillors Participated in Social Media Training on December 3rd, 2019.
2	Microsoft Outlook Training		✓	<ul style="list-style-type: none">The first session of Microsoft Outlook Training are booked for January 2020.
3	Launch the "Lunch & Learn Series"	✗		<ul style="list-style-type: none">Series pending employee interest.

We Overachieved!

Target 2 & 3 Progress



2020 Objectives

Engage More Media Outlets

- Initiate similar programs with other publications.

Commission Website Redesign

- Pending approval, select a Web Agency for the redesign.
- Develop a Content Relocation Strategy.
- Define website management roles.
- Educate selected administrators on the new CMS.
- Website and App Launch Event.
- Create a Website Mailing List

Commission Mobile Application Design

- Develop a Content Creation Strategy.
- Define application management roles.
- Educate selected administrators on the new CMS.
- Website and App Launch Event.

Town of Stettler

“Keeping Stettler Clean and Green”

2019 Garbage and Recycling Schedule

[Click here for the 2019 Recycling/Garbage schedule.](#)

[CLICK HERE TO READ MORE](#)

1 2 3 4 5



Council Agendas

Agendas are available on Friday before each meeting



Imagine Stettler

Only three questions to have your say!



Newsletter

For monthly info. and happenings around Town!

Welcome to the Town of Stettler

The Heart of Alberta

"this town holds an unequalled position as having the most astonishing growth of any settlement in the history of Alberta." -- author/historian Donna Stevens in Edith Clark's "Trails of Tail Creek Country".

The Stettler Town and County area is known as the "Heart Of Alberta". Stettler's central location makes it an attractive location for distribution and manufacturing. Oil and natural gas, coal, sulfur, gravel, sand, agricultural and dairy products are some of the raw resources found in the Stettler vicinity. The population of Stettler's main trading area is over 11,000 people. The proximity of many rural communities creates a potential market of over 38,000 people. We often get to see folks from the North towards Camrose, the South towards Drumheller, the East towards the Saskatchewan border and the West towards Red Deer.

Some Related Links:

Regional Board of Trade
Summer Village of White Sands
Alberta Prairie Railway Excursions
District Agricultural Society
Town & Country Museum

Stettler Independent
County of Stettler
Real Country 93.3
Stettler Weather
Stettler Hospital

Public Library
Stettler & District FCSS
Clearview Public Schools
Christ-King School
P&H Elevator Society

Latest News [view all](#)



September 25, 2019

Communities in Bloom

The Town of Stettler was selected as the winner of the Communities in Bloom International Small Category. Thank you to everyone who made this achievement possible, and to the residents who instill such pride in our community!

[Press Release](#)



August 02, 2019

Website Contest

For a one year pass to the Stettler Recreation Centre (SRC)!



March 07, 2019

Do you have a Bylaw concern?

Here is who to contact...

Events [view calendar](#)

- December 6, 2019
Anime Movie: Nausicaa
- December 6, 2019
Kindness for Katlyne
- December 6, 2019
Light the Night
- December 7, 2019
Pokemon Swap Meet!
- December 7, 2019
Stettler Pop-Up Market
- December 7, 2019
Craftapalooza
- December 7, 2019
Smash Bros Tournament
- December 7, 2019
Light the Night



Today at the Rec Centre...
Dec 6 10-11:30 Parent and Tot skate



Outdoor Family Fun

so many ways to keep your family active!

Common Resources

 Make Online Payments	 Multi-use Facility Project Info	 Town Directory
 Program Guide	 Program Registration Activenet	 Waste Collection Schedule

Your Guide to Edson



Reside

We are a tight-knit community proud of our roots and passionate about building for the future.



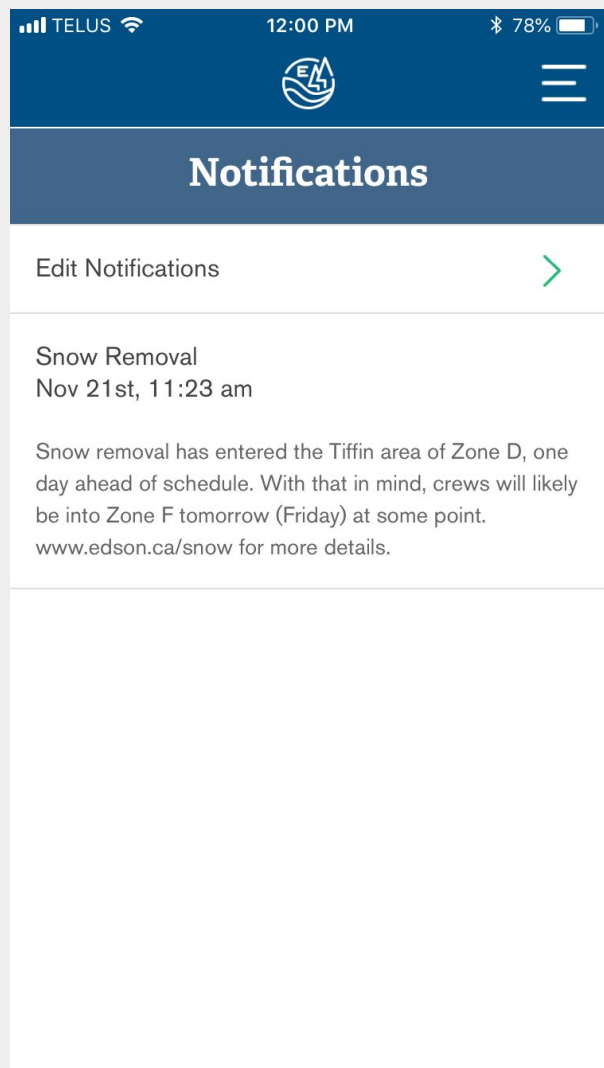
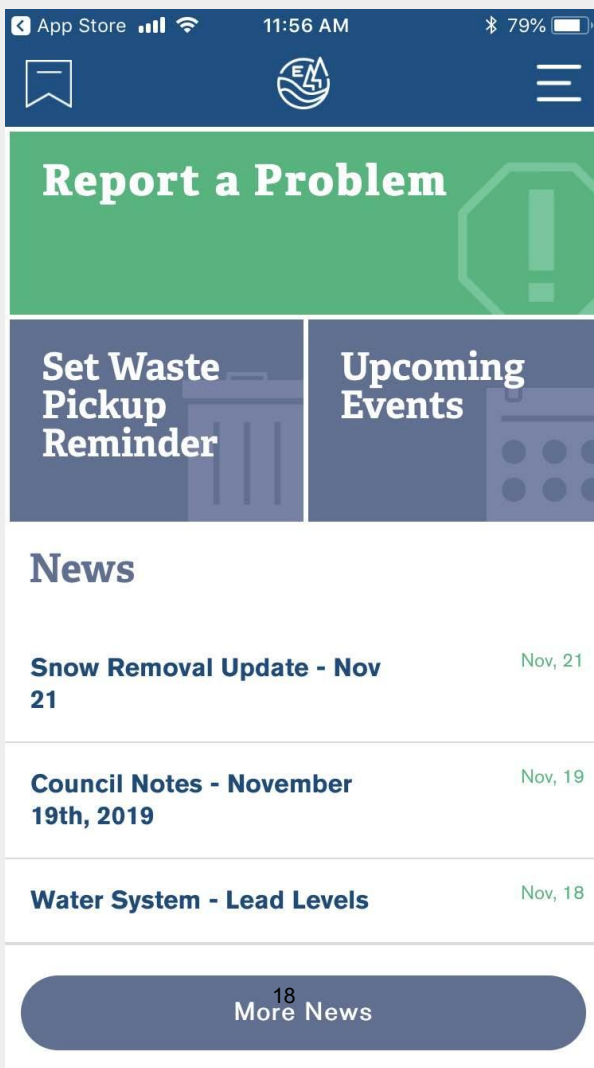
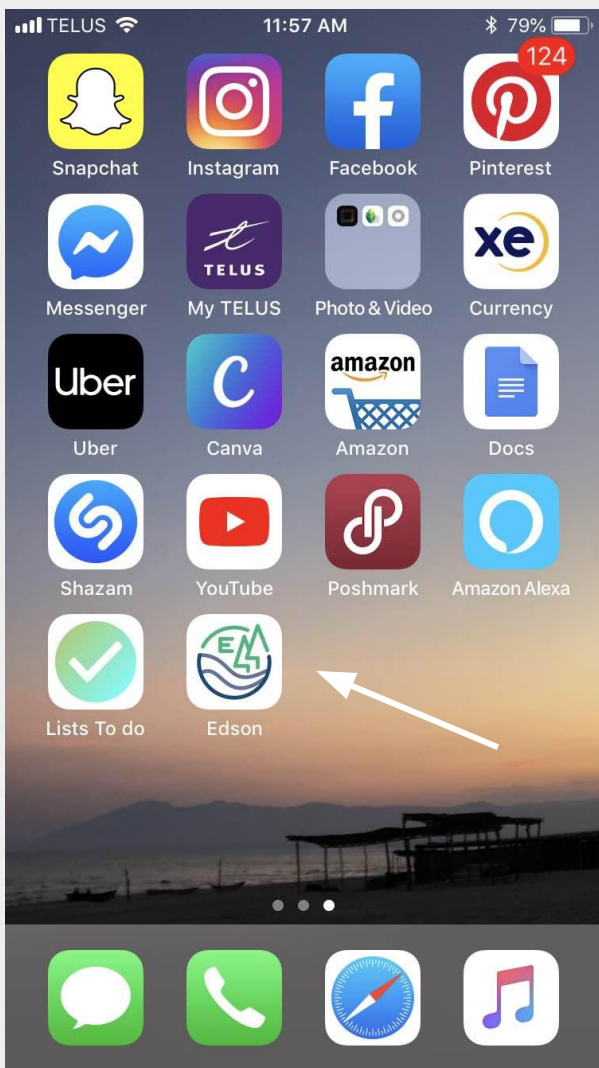
Invest

Edson is perfectly positioned near Alberta's capital with easy access to major routes running all the way to the Rocky Mountains. Our community is the perfect place to think about setting up your business.



Visit

We are lucky enough to call Alberta's woodlands our backyard. From hiking to fishing, marathons to outdoor concerts, there is something for everyone!



Thank
you!!

TOWN OF STETTLER
COMMUNICATIONS REPORT
2019-2020



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History

In the past, the Town of Stettler has not had a role dedicated to maintaining and furthering the communication of the organization. The communication needs of the Town were filled by a number of employees who each managed a sector of the position as needed. A need for a Communications Officer was suggested at the 2018 Strategic Planning Meeting and in December 2018, the role of Corporate Communications Coordinator was filled. The role currently combines the duties of the Corporate Secretary with the development and management of an evolving communications operation.

During the 2019 Strategic Planning Meeting, the need for a refined corporate identity and visual branding strategy was voted as a top priority. The Corporate Identity Committee was formed, consisting of the Corporate Communications Coordinator, Director of Planning & Development, and Manager of Recreation & Culture. This Committee has been meeting throughout the year and has presented to Town Council and staff department heads on their progress and future objectives. The findings and deductions of this Committee will be explored in the following report.

Reporting Methods

This report and its resultant objectives were formed on the basis of several forms of analysis, including:

Employee and Supervisor Feedback

Following the hiring of the Corporate Communications Coordinator, discussions were held regarding the strengths and weaknesses of the organization's current communication. Areas of particular need were highlighted in the initial review of the Corporate Communications Coordinator job description.

Research & Sampling

The Corporate Identity Committee has studied past examples of the Town of Stettler's internal and external communication by pulling samples from our social media, digital tools, and print correspondence. These examples have been compared against samples from other organizations and municipalities.

Civic Engagement & Resident Feedback

Resident feedback has been compiled through several pre-existing channels such as the 'Green Sheet' concern and complaint program, direct messaging on social media, and verbal comments. At the 2019 Trade Show, a Communications Survey was launched in print format and later transferred to an online platform.

Website Monitoring

In order to understand the information residents and visitors require the most frequent access to, the Town of Stettler website was installed with analytic software. The results of this analytic monitoring are continually reviewed.

Survey Findings

What are our residents saying?

The Communications Survey was initially distributed through print format, then shared through a digital platform to the Town of Stettler Facebook page with a request for input. The survey received valuable quantitative and qualitative responses which helped to shape the Corporate Identity Committee's 2019 Action Plan.

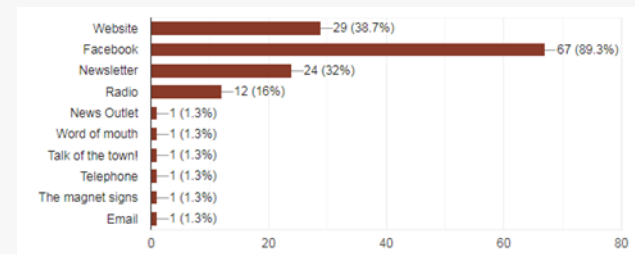
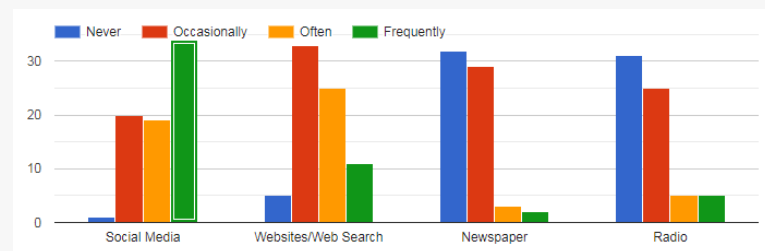
The goal of this survey was to gather information regarding several different aspects of resident needs, including:

- How they receive information
- What information they would like to receive
- Satisfaction with current Town of Stettler social media
- Satisfaction with the current Town of Stettler website
- How often they use different communication channels

By measuring the quantitative data and comparing the qualitative responses, several key themes were noted in residents' responses

Social Media is Indispensable

When asked how the individual receives information related to the Town, the majority of respondents indicated that social media was a top choice.



When asked how often the respondent uses social media to received town-related information, 45% responded 'Frequently' and 25% responded 'Often.' Comparably, the second-most popular medium was the website which 15% of respondents said they used 'Frequently' and 33% percent chose 'Often.' Respondents were also asked to select which communication mediums they use most, and the Town of Stettler Facebook page was the most popular choice by a margin of 50.6%.

Our Social Media Can Improve

Overall, respondents appeared satisfied with the Town of Stettler social media presence. However, certain elements were mentioned as areas of needing improvement including:

- Diversifying content
- Streamlining accounts
- Increased posting frequency
- Sharing more departmental and Council updates

The following suggestions have been pulled directly from the survey:

Update more regularly on FB not just about water but about activities around town and other happenings and give advance about them as well

Better use of the Facebook page. Share more relevant and important info on the Facebook.

One Facebook page for the town and SRC really silly that the pool and fitness have different pages! It also is poor for the brand the Town of Stettler! Have some contests to encourage followers! Update the feed frequently

More information on Facebook about council meetings and decisions

A User-Friendly Website is Crucial

Although the majority of respondents stated that they were either 'Satisfied' with the website (33.3%) or 'Neutral' (38.7), a common grievance found in the qualitative survey responses was the current format of the Town of Stettler website. Respondents spoke of outdated/missing information, a cluttered and non-responsive layout, and difficulty finding key information.

A mobile friendly website would be a start!

Get a new website!

Actually utilize the e-services tab on the website instead of it saying "coming soon" for three more years

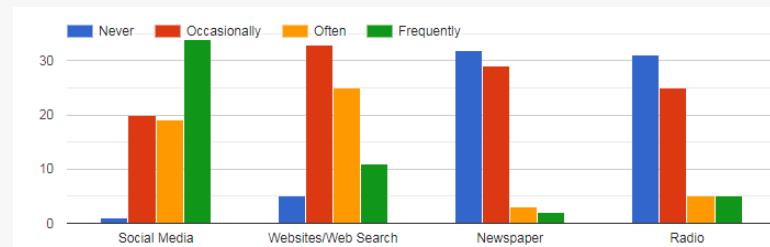
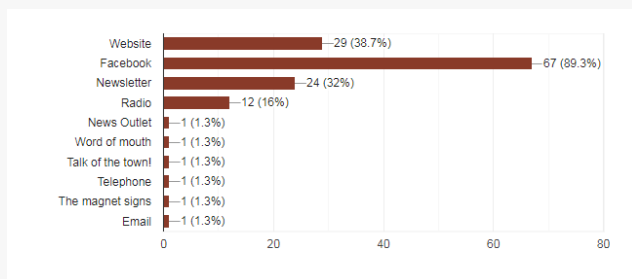
A search function on your website that actually found things would be helpful.

Updated sites more

Make the website more user friendly

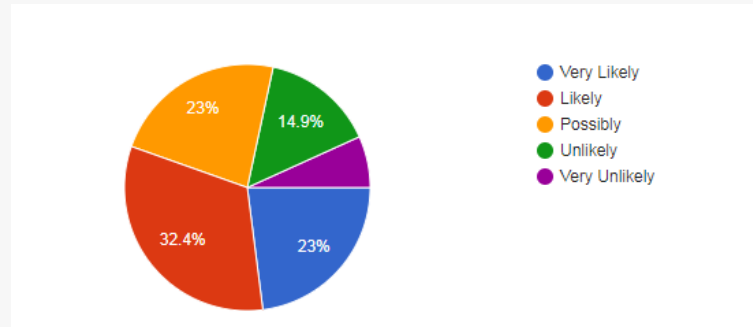
Fix the pool schedule availability. Very hard to find fitness swim activities that are scheduled

Quantitative data revealed that the website is the most second-most utilized communication channel behind Facebook.



Our Residents Are Open to New Technology

At the 2019 Strategic Planning Meeting, a mobile app was rated as one of the top five areas of interest. Resident enthusiasm for a mobile app was measured at the 2019 Trade show, and the results suggest that Town of Stettler residents are also interested in a mobile application.



Overall, 55.4% of respondents answered that they would be “likely” or “very likely” to download and use a Town of Stettler mobile application, while 21.7% voted “unlikely” or “very unlikely.”

Key Messages

From these survey results, the following key messages were formed:

1. Social Media is a crucial communication tool and must be managed accordingly.
2. The Town of Stettler website is a popular channel and is currently not meeting our resident’s standards.
3. Although the online forums were ranked as the most frequently used, the variety of channels we offer are utilized.
4. We have an excellent foundation of communication with Town residents which can now be developed and refined.

S.W.O.T Review

Through the aforementioned investigation methods, the following “SWOT” analysis was formed to assess our internal and external communication.

“SWOT” abbreviates strengths, weaknesses, opportunities, and threats. These analyses are a means of gaining a wholesome overview of an organization’s operations. Strengths highlight the aspects of our communication in which we are currently thriving. Weaknesses do not suggest areas of failure or inadequacy, but rather describe the challenges that we currently face as an organization. Opportunities are elements where we stand the greatest chance of improving, and threats define the risks or consequences of fulfilling those opportunities.

Strengths

- Dedicated and specialized Corporate Identity Committee
- An expressed willingness from staff and Council to adopt new communication tactics
- Steadily increasing, organic social media following
- Considerably positive response to social media interaction from residents
- Frequent interdepartmental meetings and contact
- Positive relationships with local media outlets
- Ongoing collaboration with affiliates such as the Board of Trade

Weaknesses

- Lacking coverage on Town initiatives from local media outlets
- Role uncertainty in terms of collaborative social media management
- Inconsistent visual branding representing our organization
- Communication and conduct policies that do not fully reflect the current social climate
- Perceptible resident dissatisfaction regarding the Town of Stettler website

Opportunities

- Commence a proactive approach to media relations through collaboration with news outlets
- Refine Town policy to adapt to evolving communication needs and challenges
- Strengthen the Town's visual identity by enforcing an established brand
- Create a user-friendly website interface that caters specifically to the needs of our residents
- Offer comprehensive training to staff and council on internal and external communication mediums
- Embrace forward-thinking technology like mobile applications
- Polish and streamline the Town of Stettler and Stettler Recreation Centre social media presence

Threats

- Considerable financial cost
- Potential labor strain of covering after-hours events in news releases
- Various Town of Stettler branded materials already in circulation
- Extraneous social media accounts confusing residents
- A substantial resident technology-comprehension gap that must be considered

Objectives

These findings as presented have allowed for the Corporate Identity Committee to identify what objectives need to be achieved to progress the Town of Stettler's internal and external communication to a level that exceeds the standards of our employees, council, and residents. The following objectives aim to provide insight into the comprehensive goals for our organization, while the subsequent strategies and tactics provide a definitive plan to achieve these objectives.

1. Streamline Social Media Presence

Our current social media presence exists exclusively on Facebook and while the Town of Stettler manages a single page, the Stettler Recreation Centre has separate pages for the Aquatic Centre, Fitness Centre, and the Centre as a whole. While the Aquatic Centre and Fitness Centre produce regular content, the Stettler Recreation Centre page is not used. Survey responses and committee consensus suggests that one, consistently managed Facebook page would be preferred by residents and would reduce the burden of each employee who manages a separate page. This would also prevent the duplication and misplacement of information.

Although the Town of Stettler has only one Facebook page, several employees offered their assistance in managing the page before the hiring of the Corporate Communications Coordinator. While the combined effort of staff was necessary in building the initial page, the excessive amount of page administrators has led to instances of tonal inconsistencies or the posting of content that does not align with Town policy. These inconsistencies can easily be remedied by centralizing the management of both the Town of Stettler and Stettler Recreation Centre pages.

2. Educate Employees & Councillors on Best Practices

Best approaches to organizational communication have evolved significantly over time, and will continue to do so. If we expect our staff to employ these practices, we must provide the resources for them to do so. Offering training sessions and tools is a conducive way to set our employees and Councillors up for success and reduce the public relations threats that municipalities often face.

3. Refine Internal Policies

It is crucial that the policy that dictates our employment standards reflect the attitudes we are proposing to adopt in this report. Several pieces of Town of Stettler policy do not reflect the current needs of our organization, and therefore do not reinforce the ideals we are aiming to advance. Refining and expanding on current policy will give the impression that these values are a priority for management.

4. Adopt a Proactive Approach to Media

In terms of citizen demographics, the Town of Stettler serves residents of varying ages and accessibility. In today's digital age, the array of communication methods available is more extensive than ever before. It is crucial to acknowledge the varying communication needs and preferences of these demographics, rather than focusing exclusively on modern mediums. Traditional media therefore remains a key component of our approach to communication.

A common strain on smaller municipalities is a lack of coverage from local media outlets, namely news and radio. Our approach to traditional media is typically reactive as opposed to proactive, meaning that news outlets approach us with their questions or story pitches, rather than us approaching the outlets with the messages we would like shared with residents. The "Talk of the Town" radio segment has been an excellent tool for endorsing Town news and services. By establishing similar initiatives, we can take further control of the Town's public perception.

5. Revitalize Town Website

An organization's website is integral for providing residents with up-to-date information on our news and services. A common concern that has emerged from our findings is that our residents and members of our organization do not find the website user-friendly and have become frustrated with its cluttered interface. A significant portion of the content on our website is made of external links, which automatically take users away from our website. Our website is also not responsive, meaning that it is not designed for use on mobile phones and tablets. By completing a website redesign, we have the opportunity to highlight the information our residents are most interested in, install a Content Management System (CMS) that is simple and efficient for managing employees, and link to a mobile app that provides the ultimate mobile-friendly interface to residents.

6. Strengthen our Visual Brand

The Town of Stettler established a new logo in 2013, replacing the original logo of the Town Crest within a heart. Both logos played on the Town slogan, “The Heart of Alberta,” but it was ultimately decided that the original crest logo was too intricate for printing and replication.



New Logo as of 2013



Prior Town Logo

Although the logo has been widely embraced and is used on the Town’s website, social media and print publications, the original crest logo can still be found on materials such as stationary, apparel, merchandise, etc. In other instances, the Town logo has been modified or discolored. It has also been discovered that digital correspondence such as e-mails, e-bills, and invoices are being distributed with no logo or Town branding whatsoever.



Finally, direct affiliates of the Town of Stettler such as the Board of Trade and Stettler Recreation Centre are inconsistently mirroring the Town logo. While the Board of Trade markets itself as a clear affiliate of the Town through matching font and iconography, the SRC displays no visual connection to the Town.



Stettler Board of Trade Logo



Stettler Recreation Centre

Consequentially, the Town is not presenting a clear and consistent visual identity that sparks recognition and trust with our residents. This also impacts employees who are unsure of what branding they should be using in their correspondence. Eliminating the confusion of multiple and modified logos will present employees with clarity on how to express their association with the Town, and assure residents that any interaction with the Town is reliable and trustworthy.

Strategies & Tactics

Following the identification of these objectives, a three-phase action plan was constructed by the Corporate Identity Committee. Each phase is anticipated to be completed within one calendar year, with a tentative project completion by 2022. These objectives will be achieved through the following strategies and tactics, with strategies being an overarching approach and tactics being specific tasks and actions.

2019 – Social Media, Policy, & Education

<i>Strategy</i>	<i>Tactics</i>
Educate Current Social Media Administrators and Supervisors on Best Practices	<ul style="list-style-type: none"> • Training Session with Beverly Theresa, Social Media Coach for Facebook administrators and supervisors.
Eliminate Redundant Facebook Accounts	<ul style="list-style-type: none"> • Deactivate Stettler Aquatic Centre Facebook Page. • Deactivate SRC Fitness Centre Facebook Page. • Move content to Stettler Recreation Centre Page.
Reduce Number of Social Media Administrators	<ul style="list-style-type: none"> • Select three administrators for the Town of Stettler Facebook Page. • Select two administrators for the Stettler Recreation Centre Page.
Educate Employees on Internal Communication Tools	<ul style="list-style-type: none"> • Arrange Microsoft Outlook Training for all employees and Councillors with Town e-mail addresses with the Stettler Learning Centre.
Refine & Create Organizational Policy	<ul style="list-style-type: none"> • Edit the Employee Code of Conduct to reflect our standards for social media, civic engagement, and public relations. • Draft a Communications Policy that defines communication roles, channels and procedures.

2020 – Media Relations, Website, & Mobile Application

<i>Strategy</i>	<i>Tactics</i>
Adopt a Proactive Approach to Printed Media	<ul style="list-style-type: none"> • Facilitate a standing news column with local media after each Council meeting and in coordination with Town news and events.
Commission a New Town Website	<ul style="list-style-type: none"> • Distribute an RFP to web design agencies that have worked with nearby municipalities and can provide a mobile application. • Corporate Communications Coordinator to assist agency in transfer of information between websites. • Train select staff on the new CMS. • Build a Mailing List for Bi-Monthly direct e-mails.
Commission a Mobile Application	<ul style="list-style-type: none"> • Request application from selected web design agency in coordination with new website. • Provide residents with a tutorial on how to fully utilize the app and register for notifications.

2021 – Visual Branding

<i>Strategy</i>	<i>Tactics</i>
Establish a Common Visual Brand Between Town and Affiliates	<ul style="list-style-type: none"> • Work with a Graphic Designer and create a new logo for the Stettler Recreation Centre.
Eliminate Town Merchandise Featuring Previous Logo	<ul style="list-style-type: none"> • Dispose of stationary with the outdated logo and reorder accordingly. • Dispose of any promotional materials such as pins and zipper ties containing the previous logo and reorder accordingly. • Request that Town employees and Council only wear apparel featuring the current logo and reorder accordingly.
Ensure All Digital Correspondence is Properly Branded	<ul style="list-style-type: none"> • Create an “electronic toolkit” including e-mail signatures, headers, footers, and properly formatted logos for convenient and consistent digital use. • Tutorial for all applicable employees on how to use the kit.
Establish Branding Guidelines	<ul style="list-style-type: none"> • Create an instruction booklet on how to use the Town logo properly including re-sizing guidelines, colour palettes, font size and style, etc.

Status Update - 2019

This year has comprised of significant growth and change to the Town of Stettler's communication ventures. The Corporate Communications Coordinator began employment at the end of 2018, and the Corporate Identity Committee was established after the Strategic Planning Meeting in February, 2019. Following the delegation of personnel towards our communications efforts, the timeline for the completion of the first phase of the Corporate Identity Action Plan was scheduled for the end of the calendar year. This first phase contained tactics for social media, policy and education.

Education

At the time of this report, the following actions have been completed concerning education:

- Social Media Training with Beverly Theresa on December 4th. Twenty selected members of senior staff and Council participated in a half-day session.
- Five sessions of Microsoft Outlook Training have been scheduled for all Town of Stettler staff and Councillors using a Town of Stettler e-mail address. Sessions will take place in January and February 2020.

Social Media

At the time of this report, the following actions have been completed concerning social media:

- Town of Stettler page activity is now largely managed by the Corporate Communications Coordinator, with the Parks & Leisure Supervisor acting as supporting administrator.
- The administrators for the Town of Stettler Facebook page and upcoming Stettler Recreation Centre page have been selected.
- A Facebook posting schedule has been established and is executed by the Corporate Communications Coordinator

Policy

At the time of this report, the following actions have been completed concerning organizational policy:

- The Communications Policy is complete and is pending approval.
- The Social Media Account Request Form and Social Media Post Request Form are complete and are pending approval.
- The Code of Ethics has been revised based on notable municipal examples and is pending approval.

Other

Several actions outlined in the second and third phases of the action plan have commenced, including:

- Several web design agencies have been selected as eligible candidates for the website redesign and mobile app, and an RFP for the project has been distributed.
- A standing news column reporting on Council decisions and projects has been arranged with the Stettler Independent.
- Analytical software has been installed on our current website to identify the information our residents search for most often.
- A template for joint news releases in coordination with other municipalities and organizations has been constructed.
- New branded apparel was ordered for Councillors and senior staff in accordance with our current visual brand.
- The statistics of our logo including font, sizing, colouring and iconography have been obtained.
- An inventory of Town of Stettler branded stationary and promotional materials has been completed.

Conclusion

This report acknowledges the commendable foundation that the Town of Stettler has built respecting organizational communication on both the internal and external level. Throughout the research and reporting process, it has been made clear that staff, management, and Council acknowledge the importance of corporate communication and identity and are committed to strengthening our own. Through the findings outlined in this report, it is recognizable that we can grow as an organization and enhance our communication and brand; the strategies and tactics compiled by the Corporate Communications Committee provide the means to do.

The three-phase action plan detailed in this report is the Corporate Identity Committee's approach to refining and elevating our pre-existing communication measures. Once this action plan is achieved, there will be room to expand the department further. Our external findings show that our residents are open to this growth and are ready for more extensive communication.

The Town of Stettler has exceptional personnel, resources and a collective attitude that provides the Committee with the tools to achieve these goals. Through future collaboration between ourselves, staff and council, the Corporate Identity Committee and Corporate Communications Coordinator are in an excellent position to establish a successful communications program.

Prepared by

Lara Angus
Corporate Communications Coordinator

Provisions by

Leann Graham
Director of Planning & Development

Brad Robbins
Manager of Recreation & Culture



TOWN OF STETTLER

Prepared by: Administration Number:
Adopted by: Town of Stettler Council Original Policy: 2019 12 17
Previous Policy: N/A
Current Policy: 2019 12 17

Title: **Organizational Communication**

Purpose: To establish roles and protocols for the organizational communication of Town of Stettler employees and to align the brand and tone of the Town's public presence.

Policy Statement:

Social Media

Roles

Employees involved in the development and maintenance of the Town of Stettler's social media pages are responsible for building a strong online presence that reflects the Town's identity. All employees who have access to a Town of Stettler or Stettler Recreation Centre social media channel must receive social media training and agree to partake in future training as the need arises.

1. Corporate Communications Coordinator

Develops, monitors, and posts content on the Town of Stettler social media. Provides back up to the Stettler Recreation Centre social media pages.

2. Parks and Leisure Office Supervisor

Develops, monitors and posts content on the Stettler Recreation Centre social media. Provides back up to the Town of Stettler social media pages.

3. Social Media Administrators

Develops content for the Town of Stettler or Stettler Recreation Centre social media channels and sends to the Corporate Communications Coordinator or Parks & Leisure Office Supervisor to be shared.

- The Director of Operations will be maintained as an administrator for operational urgent after-hours situations.
- The Aquatic Supervisor will be maintained as an administrator Aquatic Centre matters outside of Parks & Leisure office hours.

Non – Administrators

An employee who wishes to have a post made to a Town of Stettler or Stettler Recreation Centre social media account but does not have permission to access the page may submit a *Social Media Post Request Form* (Appendix i).

Accounts

Information posted on behalf of the Town of Stettler should be convenient for residents to locate; therefore, the number of social media accounts that the Town maintains should be limited. The accounts that are currently approved are:

1. Town of Stettler
2. Stettler Recreation Centre

It is prohibited to create a new social media page that claims affiliation to the Town of Stettler without the express permission of the CAO. A request for the creation of a new social media account may be done by completing a *Social Media Account Request Form* (Appendix ii) with the recommendation of the Corporate Communications Coordinator.

Personal Use/External Agency Use

Every employee of the Town of Stettler is perceived as an ambassador of the organization, both on and off duty. It is crucial to acknowledge the difference between personal and professional social media use. For more information on the appropriate use of personal social media and online public forums, please see the Town of Stettler Employee Code of Ethics.

Engagement & Messaging

Comments, likes, shares, private messages, and other forms of digital interaction are equally important to original posts. When engaging with users, please adhere to the following:

- Comments involving questions should be responded to promptly and professionally. If the administrator is unsure of the correct answer, consult the appropriate Department Head before responding.
- Avoid slang and jargon; maintain a professional tone, but explain concepts using layman's terms.
- If a comment thread extends beyond one Town of Stettler response, offer to continue the conversation via phone or e-mail.
- Comments that target individual employees, employ harassment tactics, or contain inappropriate language will not be tolerated. The Town of Stettler reserves the right to remove hostile or vulgar comments.
- Treat every online conversation with respect, regardless of the quality of the comment or message.
- Messages or comments sent to the Town of Stettler or Stettler Recreation Centre pages are to be responded to during operating hours only, except in the case of an emergency.

Posting & Creating Content

Posts shared to the Town of Stettler and Stettler Recreation Centre social media accounts should highlight happenings at each organization using a professional and friendly tone. All posts made to the Town of Stettler Facebook page must be facilitated through the Corporate Communications Coordinator, and posts made to the Stettler Recreation Page must be facilitated through the Parks and Leisure Office Supervisor.

- Content is not to be created or shared to social media on behalf of outside organizations or events. If the Town or Stettler Recreation Centre is **directly involved** in an event, that involvement may be promoted.

- Although different administrators may manage the same channel, a page should portray one, clear voice. Aim to maintain a similar tone and vocabulary to the page's main administrator.
- All posts must be edited for spelling and grammar before posting.

Legality

Content shared to social media must respect:

- FOIP
- Intellectual Property Legislation
- Canadian Anti-Spam Legislation
- Terms & Conditions of the channel

Public Engagement

Through all available mediums of communication, the Town of Stettler aims to provide communication that is accurate, concise, and courteous.

Mediums

The Town of Stettler acknowledges that different demographics have varying preferences for receiving communication and news, and will offer a variety of communication channels based on the diverse needs of residents.

Concerns & Inquiries

Questions or concerns received within working hours will be promptly and accurately answered. If the recipient of the concern or question is unable to address the issue properly, they are to forward the inquiry to the appropriate Department Head.

Public Discourse

Employees will not speak in a disrespectful manner regarding other employees, members of Council, Town of Stettler business associates, or the Town of Stettler;

Employees will not divulge sensitive or confidential information to members of the public;

Employees will not discuss personal opinions on Town-related matters or figures with members of the public;

Employees may invite members of the public to contact the appropriate Department Head during operational hours in response to questions, complaints or comments received outside of working hours.

Media Relations

The Town of Stettler acknowledges the importance of a strong and transparent relationship between the municipality and media. The Town of Stettler aims to provide timely, accurate and relevant information to the media for the overall benefit of residents.

Spokespeople (Reactive Media Relations)

Not every employee of the Town of Stettler is an authorized spokesperson; only authorized spokespeople may speak on behalf of the Town of Stettler.

General inquiries from members from the media should be directed to the Corporate Communications Officer. Specific inquiries may be referred to the appropriate Department Head.

Statements made to the media are not to include personal perspectives in the case that the opinion conflicts with the official position of the Town of Stettler.

News Releases (Proactive Media Relations)

Town-related news, decisions or events may be promoted through news releases. News releases are to be created and distributed through the Corporate Communications Coordinator. Any requests or suggestions for a news release are to be sent to the Corporate Communications Coordinator.

Contentious Topics

In the case of a media request regarding a controversial matter, the Corporate Communications Coordinator is to

collaborate with the CAO and relevant Department Heads to develop an inclusive statement.

Emergency/Disaster Management

In the case of an Emergency, the Public Information Office will act as the primary media and public liaison.

TOWN OF STETTLER

Prepared by: Number: II-7(i)
Adopted by: Town of Stettler Council Original Policy: 1997 05 06
Previous Policy: 2001 07 17
Current Policy: DRAFT

Title: **Employee Code of Ethics**

Purpose:

- 1 To encourage ethical conduct by outlining expected behavior standards.
- 2 To discourage unethical conduct by outlining potential consequences.
- 3 To encourage employees to bring forward ethical concerns in the public interest.

General Statement: Observe the highest ethical standards in the performance of their duties and shall put public interest above individual, group, or special interest and consider their occupation as an opportunity to serve society.

Policy Statement:

Employees follow Town ethical standards and serve the interests of The Town and its citizens when carrying out the financial and operational duties of The Town by:

- (1) respecting and maintaining the confidentiality of information received in the course of their duties;
- (2) conducting The Town's business in compliance with all laws, regulations, and other legal requirements;
- (3) avoiding situations where a private or personal interest of an employee conflicts with the interest of The Town, including when a private or personal interest could reasonably appear to influence the objectivity or impartiality of work-related decisions. Otherwise, employees must disclose and seek direction from their supervisor regarding potential conflicts of interest;
- (4) not accepting substantial or frequent gifts, discounts, or hospitality, which could reasonably be perceived to influence

a business decision. Employees can accept gifts, discounts, or hospitality considered usual business practice, as long as they transparently report to their supervisor any value received greater than \$50;

- (5) not using Town property or purchasing items on behalf of the town for personal benefit;
- (6) not influencing or seeking to influence the hiring of friends or relatives; Disclosure to and involvement of the CAO is required should a friend or relative be considered for hiring, discretion is provided to the CAO in this regard.
- (7) not using confidential or "insider" Town information for personal benefit;
- (8) avoiding off-duty conduct, including on-line activity, that could harm or damage The Town's reputation, interfere with the employee fulfilling the employee's work responsibilities, or reasonably lead to refusal, reluctance, or inability of other employees to work with them.
- (9) not knowingly making false or misleading statements or allegations;
- (10) exercising diligence to prevent, detect, and report suspected fraud; and
- (11) bringing forward ethical concerns or reporting questionable conduct involving other Town employees or persons conducting business with The Town.

In addition to the above, there are a number of specific items for Employees to be aware of relative to following Town ethical standards:

1. Outside Employment

A Town employee may take additional employment including self-employment, unless this additional employment:

- a) Causes an actual or apparent conflict of interest;
- b) Is performed so that it appears to have been performed on behalf of the Town;
- c) Interferes with the performance of the employee's duties for the Town;
- d) Involves the use of Town facilities or equipment including telephones;

- e) Involves an activity related to this additional or self employment which is carried out during Town working hours;
- f) Involves activities which must be undertaken during business hours, in which case the employee must use vacation time, which will require approval.

2. Criminal Offenses

- a) Employees charged and/or convicted with a criminal offense will have their employment reviewed by the Town Manager and may face suspension or loss of employment.

3. Political Activity

- a) The Employee shall not actively campaign for a political candidate during working hours.
- b) Employees shall not campaign for a person seeking office as a Councillor or Mayor.
- c) Employees wishing to run for political offices may seek a leave without pay which shall be at the Town Manager's discretion.
- d) Employees elected to the Legislative Assembly, the House of Commons or Town of Stettler Municipal Council shall resign their position with the Town. Any Employees elected to a municipal office other than the Town of Stettler, School Board or Hospital Board shall not allow the interests of the elected body to conflict with the Town of Stettler.

Employees are expected to exercise sound judgment, and to be guided in their actions at all times by a sincere intent to be honest, forthright, and ethical in performing their duties and fulfilling their employment responsibilities. It is not possible to document all possible ethical concerns that could arise in the course of employment. Therefore, employees should seek guidance from their supervisor or Human Resources if they have any doubt about how this policy would apply in specific situations.

Employees face appropriate employer action when not following Town ethical standards, which may include disciplinary consequences up to and including termination, claims for restitution or reimbursement of losses, and/or referral to legal prosecution.

Employees with ethical concerns have reporting options available to them and are supported and protected from reprisal/retaliation,

even if the reported concerns are later found to be without merit, as long as employees acted honestly and in good faith in bringing forward concerns.

Options for reporting include the ability to report serious allegations anonymously.

Penalties and Appeals

This Code of Ethics is an integral part of an Employee's terms and conditions of employment. Failure by an Employee to comply with this code will result in corrective and/or disciplinary action being taken by the Town of Stettler. This may include a reprimand, suspension or dismissal.

When an Employee feels the corrective and/or disciplinary action taken by the Employer is excessive or unjust, the Employee may:

- grieve the action through the normal procedure in the respective Collective Agreement for bargaining unit members.
- appeal the decision and for non-union Employees the appropriate sections of the current Collective Agreement would be used for guidance purposes.

Definitions:

Fraud: An act committed by one who, by deceit, falsehood, or other fraudulent means, whether or not it is a false pretense, defrauds, or attempts to defraud The Town, whether ascertained or not, of any property, money, or valuable security, or any service. Fraud will typically involve the use of a dishonest act or omission in an attempt to gain some personal benefit or advantage, but can also include the abuse of authority, assigned to or entrusted upon an individual by The Town, to achieve an improper end.

Reprisal/Retaliation: Oral or written reprimand, suspension, termination, loss of advancement opportunities, change in duties, reduction in pay, change in reporting structure, change in work location, harassment, threats, coercion, interference, or intimidation, directed at an Employee because the Employee had, in good faith, made a report, or participated in an investigation, proceeding, or hearing with respect to a suspected violation of any Town Policy, Procedure, or other rule/expectation respecting the conduct of employees.

MEMORANDUM

To: Greg Switenky, CAO

From: Steven Gerlitz, Asst. CAO

Date: December 10, 2019

Re: Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal – January 1, 2020 to December 31, 2024

Recommendation

That the Committee of the Whole recommend to Town of Stettler Council to approve the 5-year contract with C & S Disposal Inc. for the Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal from January 1, 2020 to December 31, 2024 at a cost of:

- 2020 - \$285,780.24
- 2021 - \$285,780.24
- 2022 - \$291,664.20
- 2023 - \$297,556.56
- 2024 - \$303,483.36
- Total 5-year Contract Cost - \$1,464,264.60

Highlights of Proposed Contract

- January 1, 2020 to December 31, 2024
- Prior years' experience within Town of Stettler
- Service delivery remains the same – no disruption for residents
- Service delivery ready for January 1, 2020
- WCB Number in place
- Health and Safety Program in place
- Owner/Management/Staff are fully prepared to drive and ensure all scheduled pick-ups are completed
- Access to spare equipment on demand in case of emergency or breakdown
- Any missed calls received while truck is still in Town, will be taken care of that day, if notification comes after leaving Town, pick-up will be first thing the next day.
- All drivers will be supplied with cell phones for direct communication to management
- Town "green sheet" program continued
- All trucks undergo extensive preventive maintenance regularly to ensure equipment is in best working condition. All trucks will undergo safety inspections twice annually rather than the required 1 time per year.
- Compost front load truck will be equipped with backup alarm and backup camera.
- ALL Recycled materials will be transported to Capital 1 Paper in Calgary (letter on file from Capital 1 Paper) – from RFP Submitted – letter from Capital Paper Recycling Ltd. - In the province of Alberta, we have two 55,000 square foot processing facilities. each having the capacity to process over 15,000 tonne of recyclable items.

For decades, Capital Paper along with all recycling companies relied mostly on Asian countries for our finished recycled materials. We at Capital Paper had the foresight many years ago to see the error in this decision; as it is not environmentally the correct approach. Our intention has always been to source strong domestic markets for most of our material, where we know that the materials are being recycled responsibly, and not just put into international shipping cans and hoping for the best. Through this process we have

supported our domestic mills and processors, allowing for sustainably growth and strong end markets for quality material.

Recycled products are a commodity, with global demand, and as such a maximum of 5% of our finished product is destined for overseas markets. Currently this product line is referred to as #9 newsprint. This is important to know, as a #9 newsprint is in high demand due to the quality required for recycling back into newsprint. Our cardboard is manufactured back into either cardboard, boxboard, linerboard or medium. Our high grades are pulped down and manufactured into tissue, sanitary products or printing/writing papers. Our newsprint is turned back into molded packaging, newspapers or medium. Our scrap metal is turned back into metal products. The plastics are either reverted back to a resin form for reuse, or manufactured into building products. The glass that can be captured is used in the manufacturing of fiberglass. Best of all, all of these products are consumed domestically in Canada or the United States, and not incinerated or landfilled.

- Recycled materials include: #1 - #7 Plastics, cardboard, newsprint, mixed office paper, tin cans, aluminum cans, magazines, and phone books, (same as current contract)
- Green Box Program continues as is – no residential sorting required
- Elderly and Handicapped Assistance Program
- Long term commitment – purchase a 2020 fully automated collection truck
- Trade Show Booth
- Municipal Bins – all municipal bins will be brand new and equipped with new plastic lids
- Cart Cleaning – coming
- Insurance – in place

Background Information from RFP –

Introduction

The Town of Stettler is responsible for maintaining a high level of service for Town residents and businesses, which includes the automated collection of garbage and recycling as well as numerous compost collection sites throughout Town.

The Town of Stettler reserves the right to select one company to complete all three aspects of the RFP; Curbside Garbage / Recycling Collection and Disposal and Compost Collection and Disposal or one company for the collection and disposal of Garbage / Recycling and another company for Compost Site Collection and disposal or any other combination of services. The Town of Stettler also reserves the right to eliminate one or all of these services at any time.

Background

As the population of Stettler increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long term service agreements to maintain a high level of operating service levels.

The Town of Stettler presently has a laneway / curbside collection program for Garbage and Recyclables. The current contract requires Garbage collection (automated cart) to be picked up at the laneway / curbside weekly and the Recyclables picked up (manually) every two weeks for Eligible Residential Customers. Schedule A shows the pickup schedule for each of the neighborhoods. The Town of Stettler currently provides automated carts for waste collection and recycling “green box” containers.

The Town of Stettler also implements a Compost Collection Site System. The Compost Collection includes twenty- three (23) 6-yard bins located at 9 locations within the Town of Stettler Municipal Boundaries, as per Schedule B.

Definitions

In this RFP, unless the context otherwise requires:

"Dwelling" means a residential premises for the domestic use of one or more individuals living a single housekeeping unit, with cooking, eating, living, sleeping and sanitary facilities including secondary suites and rental suites but does not include apartments, row houses or town houses with more than 4 units in each housing block, hotels, hospitals, motels, mixed use developments or institutional property. A duplex, secondary suites and rental suites shall be considered two dwelling units; a four-plex shall be considered four dwelling units; and individual condominium units and individual mobile homes within mobile home parks shall be deemed to be a single dwelling unit for the purpose of this bylaw

Cart Management

The Town of Stettler shall be responsible for managing all Carts including receiving requests for change outs from residents, loss or repairs, cleaning and the delivery of Carts.

Any broken or stolen Carts will be the responsibility of the Town of Stettler to fix, find or replace. Unless due to the negligence of the Contractor or their employees, the cost of new or replacement Carts shall be the responsibility of the Town of Stettler

All dwellings will be supplied with one Household Waste Cart, and one Recycling Container, supplied by the Town of Stettler.

Project Schedule

- Request for Proposal packages disseminated: November 6, 2019
- Closing date for receipt of proposal packages: December 4, 2019 (4:00pm)
- Recommendation for project award: December 17, 2019 (Council)
- Notification of Award: (Tentative date): December 18, 2019
- Agreement Signed: (Tentative date): December 18, 2019
- Service Contract begins: January 1, 2020

Financial

RFP Total 5-year Costing Summary

Total Yearly Cost Summary	2020 Cost	Total 5 Year Contract Cost
C & S Disposal Inc.	\$285,780.24	\$1,464,264.60
Empirham Disposal Corp.	\$314,076.84	\$1,590,316.68
Environmental 360 Solutions (E360S)	\$357,213.84	\$1,877,631.48
Waste Connections of Canada	\$436,294.44	\$2,293,245.60
L & M Waste Removal Ltd (Composting / Bins only)	\$123,480.00	\$617,400.00
2019 Total Yearly Cost	\$297,885.00	
2020 Total Yearly Cost (Interim Budget Estimate)	\$330,700.00	

Options

- a) Eliminate Green Box Collection Program, Contractor responsible for Garbage/ Municipal Bins and Composting Bins Collection and Disposal
 - Will save \$534,188.12 over the 5-year term of the contract (based on C & S Disposal) – total cost of the contract over the 5-year term - \$930,076 (garbage / Municipal bins / Composting Bins)
 - Residents using green box program
 - Future of Recycling Residential Monthly Fee – to be determined – 2020 Revenue Budget - \$168,870 (\$6.50 per month)
 - Recycling option available to Town residents?? – SWMA

- Cost and implementation of SWMA Recycling Program – to be determined – increase in SWMA rates to be determined
- b) Hire own sources – Garbage Collection and Disposal Only – Contractor responsible for Municipal Bins, Composting and Recycling Collection and Disposal
- Will save \$671,232 over the 5-year term of the contract (based on C & S Disposal) – total cost of the contract (Municipal Bins / Composting Collection and Recycling over the 5-year term - \$793,033
 - Own Sources Cost – \$727,500 over total 5-year contract - employee salary and benefits – \$81,500, equipment truck - \$200,000 (new), operation and maintenance - \$24000 (\$2000 per month)
- c) Hire own sources – Garbage Collection and Disposal Only / Eliminate Green Box Collection Program / Contractor responsible for Municipal Bins and Composting Collection and Disposal
- Will save \$1,120,579 over the 5-year term of the contract (based on C & S Disposal) – total cost of the contract (Municipal Bins / Composting Collection over the 5-year term - \$258,844
 - Own Sources Cost – \$727,500 over total 5-year contract - employee salary and benefits – \$81,500, equipment truck - \$200,000 (new), operation and maintenance - \$24000 (\$2000 per month)
 - Residents using green box program
 - Future of Recycling Residential Monthly Fee – to be determined – 2020 Revenue Budget - \$168,870 (\$6.50 per month)
 - Recycling option available to Town residents?? – SWMA
 - Cost and implementation of SWMA Recycling Program – to be determined – increase in SWMA rates to be determined

Communication

- Council
- G. Switenky
- M. Robbins
- L. Graham
- L. Angus

Documentation

- RFP Costing Summary Sheet
- RFP - Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal – January 1, 2020 to December 31, 2024
- Bylaw 2123-19
- Proposed Contract

Town of Stettler

Curbside Garbage / Recycling Collection and Disposal - Compost Site Collection and Disposal

C & S Disposal Inc.

	2020	2021	2022	2023	2024
	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Garbage (2185 Units)	\$10,925.00	\$10,925.00	\$11,143.50	\$11,362.00	\$11,580.50
Municipal Bins - Garbage (11 Units)	\$1,430.00	\$1,430.00	\$1,458.60	\$1,487.75	\$1,517.56
Municipal Bins - Cardboard (3 Units)	\$390.00	\$390.00	\$397.80	\$405.75	\$413.88
Downtown Waste Bins (15 Units)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Compost Bins (23 Units / 2 times per week)	\$2,392.00	\$2,392.00	\$2,439.84	\$2,487.68	\$2,537.51
Recycling (2160 Units / Bi-weekly)	\$8,658.00	\$8,658.00	\$8,845.20	\$9,032.40	\$9,219.60
Recycling Weekly - Town Office	\$20.02	\$20.02	\$20.41	\$20.80	\$21.23
Total Monthly Cost	\$23,815.02	\$23,815.02	\$24,305.35	\$24,796.38	\$25,290.28
Total Yearly Cost	\$285,780.24	\$285,780.24	\$291,664.20	\$297,556.56	\$303,483.36

RFP Criteria		
Cost of Service	45	45
References - Past Service	25	25
Equipment	15	15
Experience	10	10
Final Recycling Processing	5	5
Total Points	100	100
Total 5 Year Contract Cost		
\$1,464,264.60		

Environmental 360 Solutions (E360S)

	2020	2021	2022	2023	2024
	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Garbage (2185 Units)	\$12,869.65	\$13,197.40	\$13,525.15	\$13,852.90	\$14,202.50
Municipal Bins - Garbage (11 Units)	\$2,057.00	\$2,108.48	\$2,161.17	\$2,215.18	\$2,270.51
Municipal Bins - Cardboard (3 Units)	\$375.00	\$384.39	\$393.99	\$403.83	\$413.94
Downtown Waste Bins (15 Units)	\$975.00	\$999.70	\$1,024.40	\$1,049.75	\$1,075.75
Compost Bins (23 Units / 2 times per week)	\$3,597.97	\$3,687.67	\$3,779.36	\$3,873.05	\$3,970.72
Recycling (2160 Units / Bi-weekly)	\$9,763.20	\$10,000.80	\$10,260.00	\$10,519.20	\$10,778.40
Recycling Weekly - Town Office	\$130.00	\$133.25	\$136.50	\$139.99	\$143.49
Total Monthly Cost	\$29,767.82	\$30,511.69	\$31,280.57	\$32,053.90	\$32,855.31
Total Yearly Cost	\$357,213.84	\$366,140.28	\$375,366.84	\$384,646.80	\$394,263.72

RFP Criteria		
Cost of Service	45	43
References - Past Service	25	25
Equipment	15	15
Experience	10	10
Final Recycling Processing	5	5
Total Points	100	98
Total 5 Year Contract Cost		
\$1,877,631.48		

Waste Connections of Canada

	2020	2021	2022	2023	2024
	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Garbage (2185 Units)	\$13,110.00	\$13,437.75	\$13,765.50	\$14,115.10	\$14,464.70
Municipal Bins - Garbage (11 Units)	\$1,920.49	\$1,968.45	\$2,017.62	\$2,068.11	\$2,119.81
Municipal Bins - Cardboard (3 Units)	\$853.44	\$874.77	\$896.64	\$919.05	\$942.03
Downtown Waste Bins (15 Units)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Compost Bins (23 Units / 2 times per week)	\$5,353.94	\$5,487.80	\$5,625.11	\$5,765.64	\$5,909.85
Recycling (2160 Units / Bi-weekly)	\$15,120.00	\$15,508.80	\$15,876.00	\$16,286.40	\$16,696.80
Recycling Weekly - Town Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Monthly Cost	\$36,357.87	\$37,277.57	\$38,180.87	\$39,154.30	\$40,133.19
Total Yearly Cost	\$436,294.44	\$447,330.84	\$458,170.44	\$469,851.60	\$481,598.28

RFP Criteria		
Cost of Service	45	42
References - Past Service	25	25
Equipment	15	15
Experience	10	10
Final Recycling Processing	5	5
Total Points	100	97
Total 5 Year Contract Cost		
\$2,293,245.60		

Empirham Disposal Corp.

	2020	2021	2022	2023	2024
	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Garbage (2185 Units)	\$11,362.00	\$11,362.00	\$11,551.37	\$11,551.37	\$11,551.37
Municipal Bins - Garbage (11 Units)	\$1,925.00	\$1,925.00	\$1,980.00	\$1,980.00	\$1,980.00
Municipal Bins - Cardboard (3 Units)	\$270.00	\$270.00	\$285.00	\$285.00	\$285.00
Downtown Waste Bins (15 Units)	\$78.00	\$78.00	\$79.30	\$79.30	\$79.30
Compost Bins (23 Units / 2 times per week)	\$5,980.00	\$5,980.00	\$6,179.33	\$6,179.33	\$6,179.33
Recycling (2160 Units / Bi-weekly)	\$6,552.00	\$6,552.00	\$6,645.60	\$6,645.60	\$6,645.60
Recycling Weekly - Town Office	\$6.07	\$6.07	\$6.15	\$6.15	\$6.15
Total Monthly Cost	\$26,173.07	\$26,173.07	\$26,726.75	\$26,726.75	\$26,726.75
Total Yearly Cost	\$314,076.84	\$314,076.84	\$320,721.00	\$320,721.00	\$320,721.00

RFP Criteria		
Cost of Service	45	44
References - Past Service	25	25
Equipment	15	15
Experience	10	10
Final Recycling Processing	5	5
Total Points	100	99
Total 5 Year Contract Cost		
\$1,590,316.68		

L & M Waste Removal Ltd

	2020	2021	2022	2023	2024
	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Garbage (2185 Units)					
Municipal Bins - Garbage (11 Units)	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00
Municipal Bins - Cardboard (3 Units)	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00
Downtown Waste Bins (15 Units)					
Compost Bins (23 Units / 2 times per week)	\$7,360.00	\$7,360.00	\$7,360.00	\$7,360.00	\$7,360.00
Recycling (2160 Units / Bi-weekly)					
Recycling Weekly - Town Office					
Total Monthly Cost	\$10,290.00	\$10,290.00	\$10,290.00	\$10,290.00	\$10,290.00
Total Yearly Cost	\$123,480.00	\$123,480.00	\$123,480.00	\$123,480.00	\$123,480.00

RFP Criteria		
Cost of Service	45	41
References - Past Service	25	NA
Equipment	15	5
Experience	10	NA
Final Recycling Processing	5	NA
Total Points	100	46
Total 5 Year Contract Cost		
\$617,400.00		

Total Yearly Cost Summary	2020 Cost	Total 5 Year Contract Cost
C & S Disposal Inc.	\$285,780.24	\$1,464,264.60
Empirham Disposal Corp.	\$314,076.84	\$1,590,316.68
Environmental 360 Solutions (E360S)	\$357,213.84	\$1,877,631.48
Waste Connections of Canada	\$436,294.44	\$2,293,245.60
L & M Waste Removal Ltd (Composting / Bins only)	\$123,480.00	\$617,400.00
2019 Total Yearly Cost	\$297,885.00	
2020 Total Yearly Cost (Interim Budget Estimate)	\$330,700.00	

Request for Proposal
**Curbside Garbage / Recycling Collection and Disposal,
Compost Site Collection and Disposal**

Issued: Wednesday, November 6, 2019

Submission Deadline: Wednesday, December 4, 2019 at 4:00 p.m.

Late or faxed or electronic proposal packages will not be accepted. Hard Copy Proposals must be presented in sealed, clearly marked packages no later than 4:00pm, Wednesday, November 4, 2019. There will be no exemptions

By Invitation: E360, C & S Disposal, Collective Waste Service, Meridan Waste Disposal, Waste Management LTD., 5 Star, L&M, Progressive Waste Solutions, OPT Waste Management, Waste Collections of Canada

Posted to: Alberta Purchasing Connection at www.purchasingconnection.ca
And on the Town of Stettler website at www.Stettler.net

Steven Gerlitz
Assistant CAO
Town of Stettler
5031-50th Street
Box 280
Stettler, AB T0C 2L0

TOWN OF STETTLER

2020-2024 CURBSIDE GARBAGE / RECYCLING COLLECTION AND DISPOSAL, COMPOST SITE COLLECTION AND DISPOSAL PROPOSAL

Request for Proposals

Re: 2020-2024 Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection for the Town of Stettler.

The Town of Stettler invites proposals marked “**Town of Stettler Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal**” to be received at the Town Office, 5031-50th Street, Box 280, Stettler, AB, T0C 2L0, up to 4:00 PM local time on Wednesday, December 4, 2019. The Proposal will consist of a Five (5) year contract.

We look forward to reviewing the proposals. The Town of Stettler reserves the right to select one company to complete all three aspects of the RFP; Curbside Garbage / Recycling Collection and Disposal and Compost Collection and Disposal or one company for the collection and disposal of Garbage / Recycling and another company for Compost Site Collection and disposal or any other combination of services. The Town of Stettler also reserves the right to eliminate one or all of these services at any time.

Should any further information be required or questions arise please contact me at (403) 742-8305.

Yours Truly,

Steven Gerlitz
Assistant CAO

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Introduction

The Town of Stettler is responsible for maintaining a high level of service for Town residents and businesses, which includes the automated collection of garbage and recycling as well as numerous compost collection sites throughout Town.

Background

As the population of Stettler increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long term service agreements to maintain a high level of operating service levels.

The Town of Stettler presently has a laneway / curbside collection program for Garbage and Recyclables. The current contract requires Garbage collection (automated cart) to be picked up at the laneway / curbside weekly and the Recyclables picked up (manually) every two weeks for Eligible Residential Customers. Schedule A shows the pickup schedule for each of the neighborhoods. The Town of Stettler currently provides automated carts for waste collection and recycling “green box” containers.

The Town of Stettler also implements a Compost Collection Site System. The Compost Collection includes twenty- three (23) 6-yard bins located at 9 locations within the Town of Stettler Municipal Boundaries, as per Schedule B.

Opportunity

This Request for Proposal (the “RFP”) issued by The Town of Stettler (the “Town”) is an invitation to submit binding offers for the provision of services related to the hauling and disposal of solid waste, recyclables and composting within the Town of Stettler municipal boundaries.

The Town of Stettler requests the submission of proposals for qualified and experienced Contractors to provide the following services:

- a) Garbage Collection (automated carts), as outlined in Schedule A;
- b) Recyclables Collection (manual), as Outlined in Schedule A;
- c) Composting Collection (6 yard bins), as outlined in Schedule B;

Contractors are to submit proposals that would provide a similar standard to that already used for collection.

Objective

The primary objective of this RFP is to seek a qualified, safety conscious, responsible and accountable company to enter into a service agreement with the Town of Stettler for a period of Five (5) years based on the agreed upon scope of work contained herein.

Payment for Proposal Documents

There will be no payment for contract Documents.

Return of Contract Documents

Contract Documents do not need to be returned as there is no deposit for the documents.

General Instructions to Bidders

Sealed proposals specifically marked "**Town of Stettler Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal**" will be received at the Town Office, 5031-50th Street, Box 280, Stettler, AB, T0C 2L0, up to 4:00 PM local time on Wednesday, December 4, 2019 addressed to:

Mr. Steven Gerlitz
Assistant CAO
5031-50th Street
Box 280
Stettler, AB T0C 2L0

Proposals shall include the following mandatory information:

- All proposals shall use the enclosed Bid Forms for submitting their proposal price (Appendix A).
- The proponent shall sign and submit the Proposal Form (Appendix A).
- Proposal Submittal: Three copies of the sealed proposals clearly marked as above.
- Submission Deadline: Wednesday, December 4, 2019 at 4:00 p.m.
 - Late or faxed or electronic proposal packages will not be accepted. Hard Copy Proposals must be presented in sealed, clearly marked packages no later than 4:00pm, Wednesday, December 4, 2019. There will be no exemptions.

Definitions

In this RFP, unless the context otherwise requires:

- a) "Apartment" means a building divided into separate self-contained living suites having sleeping, cooking and bathroom or toilet facilities; and which contain more than four (4) such suites
- b) "Bulk Waste" includes furniture, appliances, mattresses, bicycles, or other oversize items not capable of being placed in a Household Waste Cart for collection
- c) "Building Waste" means all waste produced in the process of constructing, altering, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of building
- d) "Collection area" means the location within the corporate limits of the Town of Stettler from which residential garbage collection and disposal and residential recyclable materials collection and disposal shall be undertaken from all dwellings within the Town of Stettler, as per Schedule A
- e) "Collection Day" means a day established and published by the Town of Stettler for Curbside residential garbage collection and disposal and residential recyclable materials collection and disposal, as per Schedule A

- f) "Collection Point" means the property, roadway, alley or street allowance which has been designated by the Town of Stettler for the setting out of Household Waste Carts and Recycling Containers for curbside collection
- g) "Commercial Property Waste" means any waste generated by commercial property, industrial property, institutional property, community property, governmental property, religious property or charitable organizations
- h) "Compost Material" means plant material, leaves, and debris commonly thrown away in the course of maintaining yards and gardens, including grass clippings but excludes noxious weeds, sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and bushes
- i) "Construction Waste" means any waste produced in the process of constructing, altering, renovating, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of construction
- j) "Condominium" means a building or bareland subdivision divided into individually owned units as described in the Condominium Property Act and any amendment thereto; each condominium unit shall be deemed a single dwelling for the purpose of this bylaw
- k) "Dwelling" means a residential premises for the domestic use of one or more individuals living a single housekeeping unit, with cooking, eating, living, sleeping and sanitary facilities including secondary suites and rental suites but does not include apartments, row houses or town houses with more than 4 units in each housing block, hotels, hospitals, motels, mixed use developments or institutional property. A duplex, secondary suites and rental suites shall be considered two dwelling units; a four-plex shall be considered four dwelling units; and individual condominium units and individual mobile homes within mobile home parks shall be deemed to be a single dwelling unit for the purpose of this bylaw
- l) "Excess Garbage" means any garbage generated at a dwelling which exceeds the capacity of one Household Waste Cart
- m) "Household Waste Cart" includes a Garbage Cart and/or Recycling Container supplied by the Town of Stettler to each dwelling
- n) "Industrial Property" means a building or premises in which any manufacturing, processing, production, cleaning, repairing, servicing, testing, storage, warehousing, distribution, or transshipment of any materials, goods, products, or equipment is carried on
- o) "Institutional Property" means non-commercial, non-residential places where the occupants sojourn for limited periods; and includes, but is not limited to, hospitals, schools, churches, government buildings and senior citizens residential lodges
- p) "Light Commercial Properties" – means properties that are currently receiving manual garbage collection services from the collector for the monthly charge established by Council. These properties (schedule C) shall be grandfathered in for the purposes of this bylaw.
- q) "Manager" means the Chief Administrative Officer (CAO) for the Town of Stettler, or their designate
- r) "Recycling Container" means a "green bin" supplied by the Town of Stettler to each dwelling to contain all recyclable materials for collection. Customers may also have other open face plastic bins and clear plastic recyclable bags to contain recyclable materials for collection in lieu of the "green bin," to the satisfaction of the Manager

Proposal Requirements

The contractor shall, at its own expense and in an efficient, thorough and workmanlike manner collect, remove and dispose of garbage and refuse (herein called "garbage"), recyclable materials, and municipal compost collected within the boundaries of the Town in accordance with this RFP.

Proposals shall include the following:

Residential Garbage Automated Cart Collection – Schedule A

The Town of Stettler requests pricing for the collection of Garbage of dwellings using existing Town of Stettler supplied Automated Collection Carts and manual waste collection of light commercial properties, within the collection area in the Town of Stettler and shall be performed by the Contractor at least once per week as per Schedule A.

The collection schedule, as per Schedule A, shall not be changed without the consent of the Town and without giving notice to persons affected by the change. Such notice shall be given in a manner and in a form approved by the Town. The cost of giving notice shall be borne by the Contractor except when the change is directed by the Town.

Every owner or occupant of a dwelling or light commercial property in the Town shall ensure that all Household Waste Carts and Recycling Containers assigned to that property are set out on collection day, in such a manner that Automated Collection may occur, as per Schedule A, including:

- a. If the dwelling is adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed adjacent to and facing the alley;
- b. If the dwelling is not adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed at the curb of the street, touching the edge of the gutter, at the mouth of the driveway with the cart or container facing the street or as near as possible to the roadway at the front of the property, without obstructing the sidewalk and as directed by the Manager or a Bylaw Enforcement Officer and allowed to remain only on collection day.
- c. Placement at the collection point no sooner than 24 hours ahead of a scheduled collection for the dwelling and ensure Household Waste Carts and Recycling Containers are set out for collection prior to 7:00a.m. on collection day;



- d. Ensure that Household Waste Carts and Recycling Containers are removed from the collection point and returned to their storage area no later than 8:00 pm on collection day;
- e. Ensure the Household Waste Carts and Recycling Containers are placed such that they have clearances from any obstacles of one meter on all sides and ensure overhead clearance above carts;
- f. Ensure that the Household Waste Carts and Recycling Containers are placed out for collection in a way that they cannot easily be tipped over

The Town may assign a collection point for any dwelling, in which case the Household Waste Carts and Recycling Containers shall be placed in order to provide the Contractor unobstructed and convenient access thereto.

In cases where other special conditions exist which make the collection point impractical, such Household Waste Carts and Recycling Containers shall, with the approval of the Manager, be located at a reasonable place for pickup by the contractor, as directed by the Manager.

In the event where garbage and recyclable materials are to be collected from condominiums, collection bins for said units shall all be placed in a centralized location for pick-up, or near a travelled portion of the access road lane; on the property of the premises or elsewhere to the satisfaction of the Manager.

Where garbage and recyclable materials are to be collected from any dwelling where, in the opinion of the Manager, it is impractical to locate or store the Household Waste Carts and Recycling Containers for collection, the Contractor may be required to enter into the aforesaid property to collect the garbage and recyclable materials.

No person shall, within the Town of Stettler:

- a. include any of the following materials in a Household Waste Cart or Recycling Container:
 - i. hazardous waste
 - ii. bio-hazardous medical wastes, blood samples or cultures from laboratory and clinical works
 - iii. bulk waste
 - iv. Building waste
 - v. burn waste
 - vi. flammable, combustible or oxidizing materials
 - vii. materials that are on fire or above a temperature of 65°C
 - viii. explosive substances, objects or mechanisms
 - ix. hot ashes, for the purposes of this item, ashes shall not be considered "cold" until at least 5 days after they have been removed from a fire
 - x. oil, oil filters, or oil containers

- xi. trees, tree stumps, logs, land-clearing debris, timbers and fence posts; sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and bushes, or concrete material
- xii. construction waste
- xiii. motor vehicle parts and farm implements
- xiv. commercial property waste
- xv. liquid waste
- xvi. waste materials not identified as acceptable for landfilling pursuant to any permit or certificate issued by Alberta Environment
- xvii. any excess garbage that exceeds the capacity of the Household Waste Cart or prevents the lid from closing
- xviii. luminescent gas filled electric discharge tubes or florescent tubes
- xix. any material that is designated by Alberta Recyclable Management Authority; or
- xx. any material that is designated/banned by regional landfills
- xxi. prohibited noxious weeds as listed under the *Weed Control Regulation*
- xxii. fill any Household Waste Cart or Recycling Container in such manner that; the cover cannot be fitted properly; the contents thereof cannot be easily removed; and the contents are overflowing

Cart Management

The Town of Stettler shall be responsible for managing all Carts including receiving requests for change outs from residents, loss or repairs, cleaning and the delivery of Carts.

Any broken or stolen Carts will be the responsibility of the Town of Stettler to fix, find or replace.

Unless due to the negligence of the Contractor or their employees, the cost of new or replacement Carts shall be the responsibility of the Town of Stettler

All dwellings will be supplied with one Household Waste Cart, and one Recycling Container, supplied by the Town of Stettler.

Garbage Collection – Municipal Purposes – Appendix B

Garbage collection shall be performed by the Contractor at least once per week from premises used for municipal purposes. The Town may add or delete bins at their discretion, however initially the Contractor shall supply and place bins (6 yard) at the following locations and any other locations as requested by the Town:

- | | | |
|--|----------|-----------------------------|
| • Town Office | (1 bin) | 5031 - 50 Street |
| • Community Hall | (1 bin) | 5101 - 46 Avenue |
| • Town Work Shop | (1 bin) | 5104 - 61 Street |
| • Lions Park (April to September Included) | (2 bins) | Recreation Road & 47 Avenue |
| • Stettler Regional Day Care | (1 bin) | 5702 - 48 Avenue |
| • Fire Hall | (1 bin) | 4805 – 47 Avenue |
| • Recreation Center | (3 bins) | 6202 – 44 Avenue |

- Cardboard (recycling) (3 bins) Community Hall, Stettler Daycare, Stettler Recreation Centre

Garbage Collection – Downtown Commercial Area

Garbage collection shall be performed by the Contractor at no additional cost to the Town at least once per week, or more frequently as may be seasonally required by the Town, from the 15 garbage receptacles owned and installed by the Town in the downtown commercial area. The specific location of these receptacles shall be regularly communicated to the Contractor and may be subject to change on occasion.

Garbage Collection Disposal

The Contractor shall dispose of all municipal garbage at the Regional Landfill Site operated by the Stettler Waste Management Authority located in the N.E. 1/4 Sec 33-40-19-W4th Meridian during the normal operating hours of the Landfill or at time mutually agreeable to the Town, the Contractor and the Regional Landfill Operator. Any costs to dispose of municipal waste at the Regional Landfill Site shall be the responsibility of the Town

Curbside / Lane “green box” Manual Recycling Collection – Schedule A

Recycling Materials from each Town customer shall be collected by the Contractor on the same day (Wednesday) of each bi-week; areas being alternated on a weekly basis to cover the entire Town once every two weeks. A regular recycling collection route schedule shall be established in consultation with and in accordance with the approval of the Town. Such collection schedule, as per Schedule A, shall not be changed without the consent of the Town and without first giving notice to persons affected by the change. Such notice shall be given in a manner and in a form approved by the Town. The cost of giving notice shall be borne by the Contractor except when the change is directed by the Town.



The Proposal must show a list of all recycled materials to be collected.

The Contractor and the Town shall on an “As needed basis” determine and mutually agree upon what is acceptable and what is not acceptable for recycling collection. It is also mutually understood that external markets for disposing of recyclable materials shall generally dictate what is acceptable for collection. The Contractor, with the cooperation of the Town, shall be responsible for providing notice of any changes in acceptable recyclable materials to all customers, unless the change is directed by the Town.

Recycling Materials Collection shall be performed by the Contractor on a bi-weekly basis in all areas of the Town where property is used for single family residential dwellings, multiple family

residential units (as specified by the Town) and small businesses receiving municipal garbage collection.

Recycling Materials for pick-up shall be placed by the Town's customer in an authorized recycling container supplied by the Town in accordance with Town Policy. The Contractor shall also pick-up oversized/excess Recycling Materials placed near an authorized recycling container.

Recycling Collection – Municipal Purposes

Recycling Material Collection shall be performed by the Contractor on a weekly basis for the Town of Stettler Administration Building site. The Contractor shall supply (on a negotiated fee for service basis)

- Town Office 5031- 50th Street (inside back door)

Recycle Material Collection Disposal

The Contractor shall dispose of all municipal Recycling Materials collected at a recycling depot of their choice and at no further cost or expense to the Town other than the rates included in this agreement. The Contractor shall not dispose of Recycling Materials in any Town of Stettler/ Stettler Waste Management Authority operated facilities without approval from the Town.

The proposal must identify where recycled materials will be disposed of.

Composting Sites Collection – Schedule B

Compost collection shall be performed by the Contractor at least twice per week on a seasonal basis (generally starting in the third week of April and ending in the second week of November) from multiple sites determined by the Town (Schedule B). The Contractor shall empty all compost bins at each site on a mutually agreed upon regular schedule (Tuesday and Fridays preferred), and for any additional pick-ups that may be requested by the Town. Compost materials pick up at each site shall be disposed of at Town of Stettler Composite Site located at the Stettler Transfer Site. (PTSE9-39-19-W4th)



Collection on a Statutory Holiday

In the event of holidays which cause the loss of a working day, the Contractor shall accelerate his operations so as to complete the normal collection schedule within the same week as the holiday occurs. The Contractor must supply on a timely basis to the Town an annual schedule/calendar of garbage/recycling pick-up days by route.

Laneway and Front Curb Pickup

All garbage / recycling pick-ups shall be made in the lane where available, or at such places as may be designated by the Town CAO or designate.

Contractor Responsibilities

The Contractor shall:

- At all times maintain and operate a sufficient number of vehicles and equipment to properly maintain a satisfactory standard of collection service and maintain a proper and regular collection schedule at all times for any particular route.
- Maintain all vehicles in good operating condition and keep the same painted and washed so as to provide a satisfactory appearance.
- Provide to the Town and the public a location and telephone number at which the Contractor's customer service representative may be reached between the hours of 8:00 A.M. and 5:00 P.M. during each working day.
- Customer Issues received at the Town Office shall be recorded on "green complaint forms" and location/issue will be forwarded by email to Customer Service office. The Contractor shall complete the "green complaint form" and email form back to Lara Angus, Communications Coordinator, Town of Stettler – email address – langus@stettler.net
- The Contractor shall as soon as possible call the Town of Stettler Administration Office at 403-742-8305 during regular office hours or 403-741-6108 after hours, if for any reason garbage or recycling service cannot be completed on the specific day as per the current schedule, as per Schedule A.
- Require all employees to be of satisfactory appearance while engaged in the collection service and treat all Town of Stettler customers with civility and mutual respect warranted under the specific circumstances.
- Carry such signs and identification on the vehicles used in connection with this agreement as may be required by the Town CAO or designate.
- If the Contractor fails or misses picking up garbage and/or recycling, the Contractor shall return to pick-up the missed garbage and/or recycling as soon as reasonably possible (mutually understood to be within the same week). Based on a complaint from a municipal customer, the Town at its sole discretion may determine it to be appropriate to dispatch Town staff to pick up any missed garbage or refuse, and will deduct from the Contractor's monthly invoice a charge of \$10 per dwelling unit collected by Town Staff. The Town reserves the right to waive this charge at its discretion.

Terms of Reference

In responding to this RFP, and to be eligible for consideration, each respondent must submit a completed and signed proposal package that, among other things, acknowledges its acceptance of the RFP Terms of Reference and Governing Law as contained hereunder:

- (a) this RFP process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract. A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- (b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a proposal;
- (c) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its proposal package, including, if applicable, costs incurred for interviews, demonstrations, certificates or the like;
- (d) no legal obligation regarding the procurement of any goods or service shall be created between the respondent and the Town until the Town accepts the respondent's offer in writing;
- (e) when evaluating proposals, the Town may request further information from the respondents or third parties in order to verify, clarify or supplement the information provided in the respondent's submission, and the Town may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information;
- (f) The Town may consider the respondent's past performance on previous contracts or any other relevant information taken into account by the Town when determining the acceptability of a respondent;
- (g) The respondent consents to the Town's collection of the information as contemplated under this RFP for the uses contemplated under this RFP;
- (h) The Town will not return the submission or any accompanying documentation submitted by a respondent;
- (i) The Town may elect not to consider a respondent whose proposal contains misrepresentations or any other inaccurate, misleading or incomplete information;
- (j) The Town may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its proposal, or (iii) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest; and
- (k) The Town may cancel this RFP process at any time.

The parties also acknowledge that these terms (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre- contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by,

and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

Requests for Information

Any requests for information can be made during regular office hours to:

Mr. Steven Gerlitz
Assistant CAO
5031-50th Street
Box 280
Stettler, AB T0C 2L0
Email – sgerlitz@stettler.net / Phone – 403-742-8305 / Cell Phone – 403-741-6108

Project Schedule

- Request for Proposal packages disseminated: November 6, 2019
- Closing date for receipt of proposal packages: December 4, 2019 (4:00pm)
- Recommendation for project award: December 17, 2019 (Council)
- Notification of Award: (Tentative date): December 18, 2019
- Agreement Signed: (Tentative date): December 18, 2019
- Service Contract begins: January 1, 2020

Operating Contract

It is intended that a selection from the service delivery options offered by Proponents will be made by the Town and a contract will be prepared for execution by both parties for provision of service to the Town. The initial term will be for a minimum of five (5) years.

Operations

The contractor will be responsible to provide all necessary equipment and manpower to ensure continued service delivery throughout the life of the contract. All equipment must be maintained (cleaned) and in good repair or replaced to the satisfaction of the Town. All fuel, environmental, recycling processing fees and all associated operational fees will be included in the contract prices.

The contractor will provide the general public with a local number for customer comments and complaints. The contractor will keep track of all calls related to the Stettler contract. Any disruption in service to the normal pickup days, as per Schedule A, must be relayed to the Town as soon as reasonably possible.

Payment

The Town shall make payment to the Contractor for the work done under this agreement by way of monthly payments payable upon invoice for each previous month of collection. During the term January 1, 2020 to December 31, 2024, each payment shall be calculated based on the number of residential units served. The number of residential units served shall be set as accurately as possible by the Town on January 1st of each year. This number shall be reviewed and revised as necessary on January 1st of each subsequent year.

Indemnity

The Contractor shall indemnify and save harmless the Town from and against all claims, losses, damages and costs, which the Town may be required to pay, suffer or incur by reason of or in any way relating to this agreement to collect and dispose of garbage, or by reason of any negligence on the part of the Contractor, its servants, or agents in connection with the Collection or disposal of garbage/recycling/composting.

Occupational Health & Safety

For the purpose of all occupational health & safety regulations of the province of Alberta, the successful Proponent will be considered as the “Prime Contractor.”

Equipment Requirements

All proposed vehicles to be used for the performance of the services must have sufficient capacity and strength, capable of loading and unloading mechanically (all waste) mounted on an adequate truck chassis. All vehicles must comply with Alberta Transportation commercial vehicle requirements. Any changes in equipment will be subject to approval by the Town.

Environmental Regulation Compliance

All operations must comply with the Waste Control Regulations under the Alberta Environmental Protection Enhancement Act and any regulation that may replace it, as well as all other legislation that may apply.

Any spills or leaks from the Carts or hauling vehicles must be reported in accordance with Safety Reporting Requirements as determined by the Town. Any hauling vehicles that are leaking must be removed from service immediately.

Materials and Equipment

Unless otherwise specified, the Contractor shall provide, wash, maintain and pay for all materials, tools, machinery, equipment, temporary facilities, controls, and conveniences necessary for the performance of the Contract.

Contract Term

It is the Town’s intent to enter into a five (5) year agreement with services commencing on January 1, 2020 to December 31, 2024

Worker’s Compensation Board (WCB)

The Contractor is required to provide proof of compliance with all the requirements of the Worker’s Compensation Act of Alberta and will hold an account in good standing throughout the duration of the contract.

Insurance Coverage

The Contractor shall:

- Maintain liability insurance against liability arising out of the operation of any and all motor vehicles used by the Contractor in the amount of not less than \$2,000,000.00 inclusive, which policy shall include the Town as an additional named insured and shall contain a cross-liability clause and be non-cancelable without thirty (30) days' notice to the Town. The Contractor shall on execution of this agreement lodge with the Assistant CAO a certified copy of such policy.
- Maintain liability insurance against liability arising out of any event or action other than the operation of motor vehicles in the amount of not less than \$2,000,000.00 inclusive, which policy shall include the Town as an additional-named insured and shall contain a cross-liability clause and shall be non-cancelable without thirty (30) days written notice to the Town. The Contractor shall on execution of this agreement lodge with the Assistant CAO a certified copy of such policy.

Waste Management

The Contractor will be responsible for compost, waste and recycling materials once it enters the truck or the bins are loaded into the trucks. The Contractor will be responsible for any damages caused by the Contractor's employees, vehicles, and equipment to the Town owned bins, equipment and infrastructure or the Private or Public lands during the term of this contract.

Other Requirements of the Submission

Respondents should ensure their submission includes the following information to facilitate the evaluation process so that their submission receives full consideration:

Evaluation Criteria

The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value that they provide to the Town of Stettler. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.

The Town of Stettler criteria for evaluating the proposals from qualified waste management service contractors for solid waste services within the Town are outlined below:

• Criteria	Weighting
• Cost of Services	45
• Past Service Quality (based on references**)	25
• Equipment	15
• Experience	10
• Final Recycling Processing	5

Following the assessment of all Proposals including any clarifications required, the Town of Stettler will prepare 'Memo to Council' with recommendations for submission to the Municipal Council at a

regularly scheduled meeting for their consideration and acceptance, or other action to be taken with respect to the submissions.

The Town of Stettler reserves the right to:

- accept no Proposal whatsoever;
- accept any combination of service delivery
- accept or reject any Proposal whether complete or not;
- negotiate changes to the successful Proposal;
- reject any Proposal it considers not in its best interests;
- not be liable for misunderstandings by Proponents or errors in the Request for Proposals;
- not accept the lowest priced or any Proposal;
- issue addenda to the Request for Proposals;
- contact references provided by the Proponents;
- request points of clarification to assist in evaluating Proposals;
- require changes in the scope of work as deemed necessary by the Town of Stettler;
- withdraw the Request for Proposals at any time.

Proposal Presentation to Town of Stettler Council

The Town of Stettler reserves the right to request one or more of the Proponents whose submissions are of particular interest to the staff of the Town of Stettler, to make an oral presentation to the Town of Stettler Council,

Proposal Information and proprietary Information

The Town of Stettler will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for their internal review.

Proponents should be aware that the Town of Stettler is subject to the provisions of the Freedom of Information and Protection of Privacy Act and that this may affect their ability to withhold information and records from disclosure. If the Proponent(s) believe any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under "Freedom of Information" legislation.

The rationale for keeping information confidential under this legislation includes:

- Trade secrets of the Proponent;
- Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent;
- Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Town of Stettler, its elected or appointed officials or

employees, any property ownership direct or indirect in the Town of Stettler. The Town of Stettler may rely on such disclosure.

Litigation

The Proponent, by submitting a Proposal agrees that it will not claim damages, for whatever reason, relating to the RFP, by reason of submitting a Proposal, in respect of the competitive process, or in respect of any breach of any implied duty of fairness, including but not limited to any costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any and all such claims.

No Contract

This RFP is not a tender and does not commit the Town of Stettler in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Town of Stettler by this RFP or submissions prior to the completed execution of a formal written contract.

Proposal Acceptance

Following acceptance and approval to proceed with the Proposal by the Municipal Council, the Proponent is expected to enter into a contract with the Municipality to perform the works or services set out and agreed upon in the Proposal.

The contractor will be expected to execute with the Municipality a contract that outlines the terms and specifications in this RFP.

Notwithstanding anything herein to the contrary, the Town of Stettler reserves the right to add or delete to the requirements of this RFP prior to the acceptance of the proposal, subject to the agreement of the Proponent.

Town of Stettler Business Licence

The Contractor may be an independent out-of-town business, it is acknowledged that he is providing municipal services on behalf of the Town. Therefore, the Contractor will be considered as a local business for business licensing purposes and shall ensure his business license is paid annually to remain in good standing with the Town. The Contractor is required to have only one business license for Municipal/Commercial Recycling and Garbage Collection purposes.

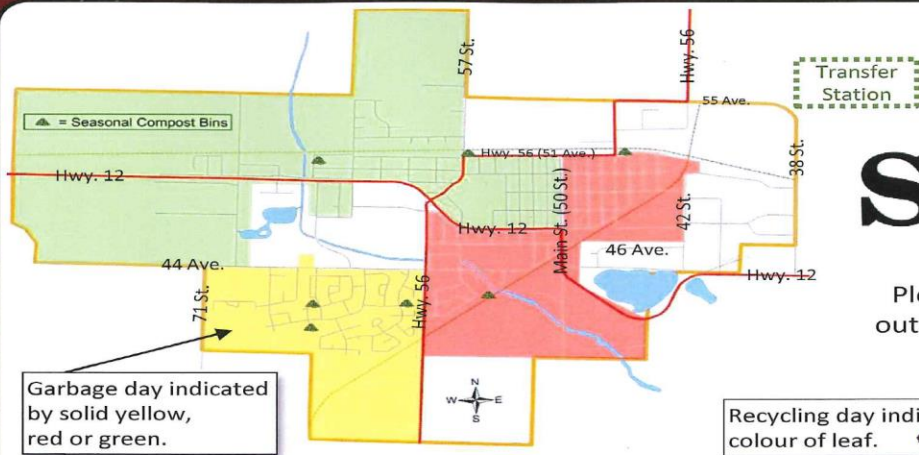
Addenda

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the Town of Stettler representative listed. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents that have registered with the Town of Stettler Representative will be advised by means of an Addendum issued by the Town of Stettler.

All Addenda shall be in written format and become part of the Proposal Documents and receipt of Addenda shall be acknowledged by the Proponent in their submission.

Schedule A – 2019 Residential Garbage and Recycling Schedule

2019 Residential Garbage & Recycling Schedule



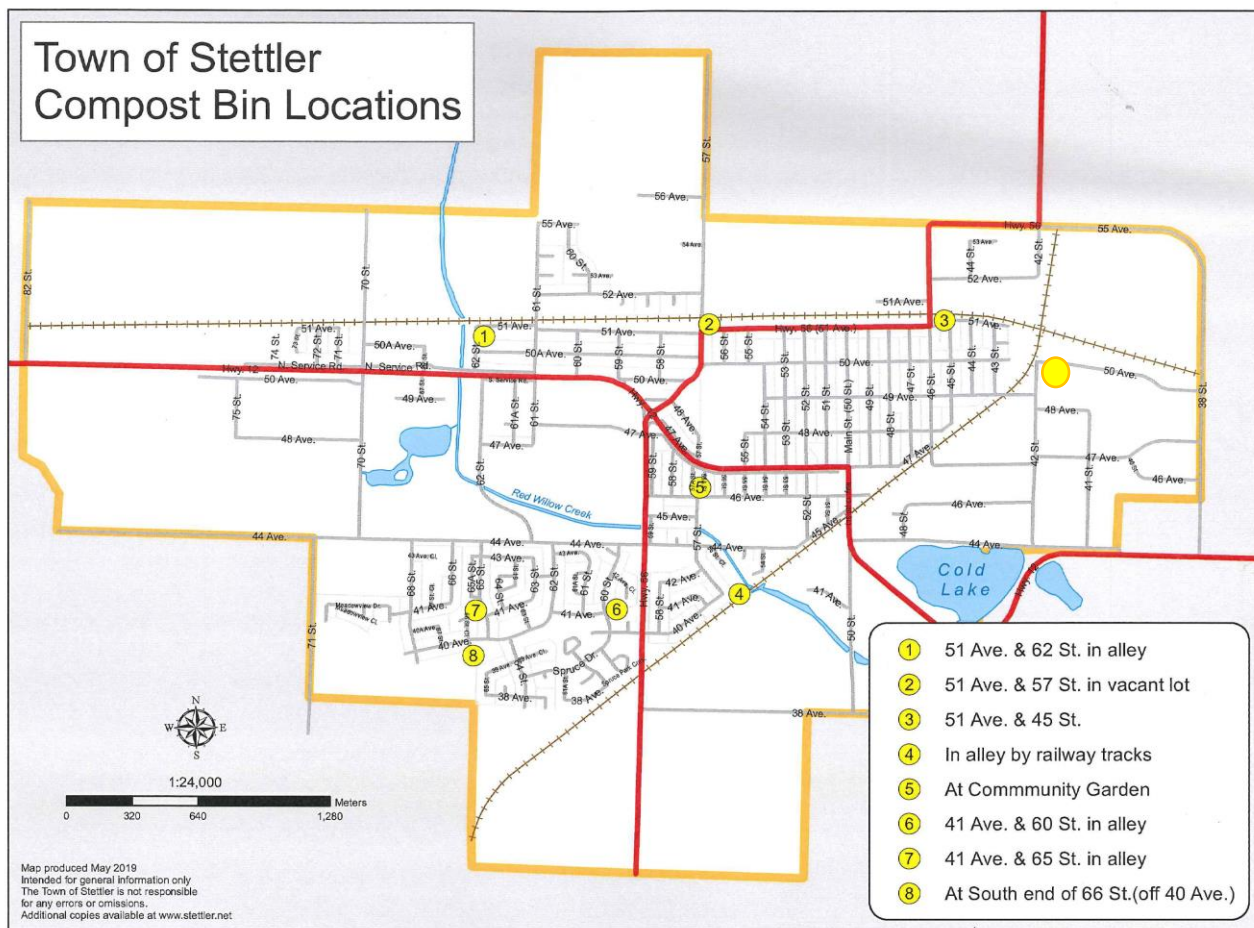
Please have garbage/recycling out by 7am on the indicated day, or you may be missed!

January 2019					February 2019					March 2019					April 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28		25	26	27	28	29	29	30			
May 2019					June 2019					July 2019					August 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31						29	30	31			26	27	28	29	30
September 2019					October 2019					November 2019					December 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	2	3	4	5		1	2	3	4					1	2	3	4	5	6
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
30					28	29	30	31		25	26	27	28	29	30	31	Jan 1	Jan 2	

No recycling collection

Questions on Garbage or Recycling? Please see our website at www.stettler.net
 phone: 403-742-8305 e-mail: townoffice@stettler.net created Dec. 2018

Schedule B – 2019 Town of Stettler Compost Bin Locations



Bin Locations and Numbers of Bins – Compost Bin Pick-up Tuesdays and Fridays Each Week

Location 1 – 2 Bins

Location 2 – 8 Bins

Location 3 – 2 Bins

Location 4 – 2 Bins

Location 5 – 2 Bins

Location 6 – 3 Bins

Location 7 – 2 Bins

Location 8 – 2 Bins (proposed 2020 – 1 Bin – 1 Bin relocated to 62nd street for campground)

Total – 23 Bins

Schedule C – 2019 Light Commercial Properties

	D_Utility Account	UT Cust Name	Add1	Add2	Status	D_End Billing
1	070010.01	West. Canadian District of the	6109	41 Avenue	Active	02/07/2019
2	081100.01	Grace Fellowship Baptist	5923	51 Avenue	Active	02/07/2019
3	082560.00	Stettler Church ofthe Nazarene	5717A	50 Avenue	Active	02/07/2019
4	083200.00	St. Peters Lutheran Church	5712	48 Avenue	Active	02/07/2019
5	093020.00	Stettler Congregation of	6912	50A Avenue	Active	02/07/2019
6	110035.02	1254391 Alberta Ltd	4701	50 Street	Active	02/07/2019
7	110040.05	Joca Designs Inc.	4705	50 Street	Active	02/07/2019
8	110060.02	Vision Credit Union Ltd.	4707	50 Street	Active	02/07/2019
9	110230.02	1240837 Alberta Ltd.	4921	50 Street	Active	02/07/2019
10	110290.01	Gilbert, James Middleton	4937	50 Street	Active	02/07/2019
11	110300.03	Rehman, William Henry	4939	50 Street	Active	02/07/2019
12	110450.01	Sikstrom, Shawna Renee	4909	51 Avenue	Active	02/07/2019
13	110800.00	Lynes, Edward Lorne	4719	49 Street	Active	02/07/2019
14	110810.00	Alberta Conference of Seventh-Day	4801	49 Street	Active	02/07/2019
15	130035.03	F.C.S.S.	4720	50 Street	Active	02/07/2019
16	130085.00	Nicolay, Herman R.	4812A	50 Street	Active	02/07/2019
17	130140.04	Hansel, Ron	4826	50 Street	Active	02/07/2019
18	130160.02	Variable Finance Inc.	4832	50 Street	Active	02/07/2019
19	130190.16	Heartland Ag Marketing Inc.	4908	50 Street	Active	02/07/2019
20	130260.06	Phillips, Brett Carey	4920	50 Street	Active	02/07/2019
21	130350.06	Hatch, Derrick F.	4940	50 Street	Active	02/07/2019
22	130610.08	Osterud, Erick Charles	4909	51 Street	Active	02/07/2019
23	130950.00	Stettler United Church Trustee	4816	51 Street	Active	02/07/2019
24	130970.03	Howarth, Rick E Professional	4902	51 Street	Active	02/07/2019
25	130990.02	V.N. Patel Holdings Ltd.	4906	51 Street	Active	02/07/2019
26	140830.00	Roman Catholic Church	5401	50 Avenue	Active	02/07/2019

NOTE - (additional properties may be added at discretion of Town of Stettler)

APPENDIX A

Proposal Form

Respondent Information

Please fill out the following form, checking each box below. This form must be returned with the proposal and filled out in full. Name one person to be the contact for the Proponent's response or for any clarifications or amendments that might be necessary.

Full Legal Name of Respondent: _____

Any Other Relevant Name under Which the Respondent Carries on Business: _____

Street Address: _____

City, Province/State: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

Company Website (If Any): _____

Contact Person and Title: _____

Contact Phone: _____

Contact Facsimile: _____

Contact E-mail: _____

WCB Number: _____

WCB Clearance Letter (attached) Yes _____ No _____

Health and Safety Program: Yes _____ No _____

Certificate of Recognition ("COR") (attached) Yes _____ No _____

Insurance Certificates (attached) Yes _____ No _____

Number of years the respondent has been providing similar goods and services relevant to the Deliverables _____

Details of relevant qualifications to carry out the work described in this RFP _____

Contingency Plan (please provide more information on separate sheet if necessary)

Provide a plan to ensure that operations will continue in case of employee no show, equipment failure, or other unforeseen circumstances.

Identification of challenges or risks and provide details of strategies for managing or mitigating.

Identification of other preventative controls in place to ensure uninterrupted service.

Description and details of back-up equipment/trucks.

Recycling

Where will Recycling materials be disposed of? _____

Disposal Company Confirmation Letter (attached) Yes _____ No _____

Please provide municipal reference or Letters of Support.

Municipality: _____

Proposal Form
Schedule of Quantities and Prices
January 1, 2020 to December 31, 2022

Company Name: _____

Description - Garbage Collection (dwellings- Automated Carts / Light Commercial - Manual pickup)	Unit Quantity (2019)	Unit Price per Month	Total Monthly Cost
Garbage Collection - dwellings and light commercial properties	2185		
Municipal Bins (ea)			
11 - 6 yard Garbage Bins	11		
3 - 6 yard Cardboard Bins	3		
Downtown Street Waste Collection Units	Unit Quantity (2019)	Unit Price Per Pick Up	Total Monthly Cost
15 units located in the downtown core between 47 Avenue and 51 Avenue	15		
Compost Bins (located at various compost sites around Town)	Unit Quantity (2019)	Unit Price Per Pick Up	Total Monthly Cost
Pick up approximately 2 times per week (Tuesday and Friday preferred) starting in the third week of April and ending in the second week of November. Material to be transported to the Waste Transfer Station.	23		
Recycling ("green box" or other suitable container)	Unit Quantity (2019)	Unit Price Per Pickup	Total Monthly Cost
Bi-Weekly	2160		
Town of Stettler Administration Building (weekly)	weekly		
List of Items to be Recycled			
Sub - Total			
G.S.T			
Total 2022			

Proposal Form
Schedule of Quantities and Prices
January 1, 2020 to December 31, 2023

Company Name: _____

Description - Garbage Collection (dwellings- Automated Carts / Light Commercial - Manual pickup)	Unit Quantity (2019)	Unit Price per Month	Total Monthly Cost
Garbage Collection - dwellings and light commercial properties	2185		
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11 - 6 yard Garbage Bins	11		
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Downtown Street Waste Collection Units	Unit Quantity (2019)	Unit Price Per Pick Up	Total Monthly Cost
15 units located in the downtown core between 47 Avenue and 51 Avenue	15		
Compost Bins (located at various compost sites around Town)	Unit Quantity (2019)	Unit Price Per Pick Up	Total Monthly Cost
Pick up approximately 2 times per week (Tuesday and Friday preferred) starting in the third week of April and ending in the second week of November. Material to be transported to the Waste Transfer Station.	23		
Recycling ("green box" or other suitable container)	Unit Quantity (2019)	Unit Price Per Pickup	Total Monthly Cost
Bi-Weekly	2160		
Town of Stettler Administration Building (weekly)	weekly		
List of Items to be Recycled			
Sub - Total			
G.S.T			
Total 2023			

THIS CONTRACT MADE THIS ____ DAY OF _____, A.D. 2019

BETWEEN:

THE TOWN OF STETTLER
(hereinafter called "the Town")

OF THE FIRST PART

- and -


(hereinafter called "the Contractor")

OF THE SECOND PART

Term of the Contract

The term of this **Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal Contract** shall be for five (5) years computed from the 1st day of January 2020 to and including the 31st day of December 2024 unless sooner terminated in accordance with the provisions of this Contract

The contractor shall during the term of this Contract at their own expense, in an efficient, thorough and workmanlike manner collect, remove and dispose of garbage and refuse (herein called "garbage"), recyclable materials and municipal compost collected within the boundaries of the Town in accordance with this Contract

All carts / containers other than clear plastic bags shall be returned upright to approximately the same position in which they were located prior to collection. Care shall be used not to damage carts or containers. All spillage caused by this operation shall be cleaned up. If any carts / containers are damaged through negligence on the part of the Contractor, or his employees, or should any property or any property owner be damaged through the negligence of the contractor or his employees, the same shall be repaired or replaced within forty eight (48) hours if so required by the Town, at no cost to the Town

Basis of Payment

The Town shall make payment to the Contractor for the work done under this Contract by way of monthly payments payable upon invoice for each previous month of collection. During the term January 1, 2020 to December 31, 2024, each payment shall be calculated based on the number of residential units served. The number of residential units served shall be set as accurately as possible by the Town at January 1st of each year. This number shall be reviewed and revised as necessary on January 1st of each subsequent year. The monthly rates to be paid to the Contractor for services provided during the term of this Contract are as follows:

(insert copies of tender proposals from RFP)

A \$ _____ per month hauling charge (\$ _____ (2020 hauling rate) x _____ (# of trips per month) to the Regional Landfill is included in the above 2020 rate

Definitions

In this Contract, unless the context otherwise requires:

- a) "Apartment" means a building divided into separate self-contained living suites having sleeping, cooking and bathroom or toilet facilities; and which contain more than four (4) such suites
- b) "Bulk Waste" includes furniture, appliances, mattresses, bicycles, or other oversize items not capable of being placed in a Household Waste Cart for collection
- c) "Building Waste" means all waste produced in the process of constructing, altering, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of building
- d) "Collection area" means the location within the corporate limits of the Town of Stettler from which residential garbage collection and disposal and residential recyclable materials collection and disposal shall be undertaken from all dwellings within the Town of Stettler, as per Schedule A
- e) "Collection Day" means a day established and published by the Town of Stettler for Curbside residential garbage collection and disposal and residential recyclable materials collection and disposal, as per Schedule A
- f) "Collection Point" means the property, roadway, alley or street allowance, which has been designated by the Town of Stettler for the setting out of Household Waste Carts and Recycling Containers for curbside collection
- g) "Commercial Property Waste" means any waste generate by commercial property, industrial property, institutional property, community property, governmental property, religious property or charitable organizations
- h) "Compost Material" means plant material, leaves, and debris commonly thrown away in the course of maintaining yards and gardens, including grass clippings but excludes noxious weeds, sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and or bushes
- i) "Construction Waste" means any waste produce in the process of constructing, altering, renovating, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of construction
- j) "Condominium" means a building or bareland subdivision divided into individually owned units as described in the Condominium Property Act and any amendment thereto; and each condominium unit shall be deemed to be a single dwelling for the purpose of this bylaw
- k) "Dwelling" means a residential premises for the domestic use of one or more individuals living a single housekeeping unit, with cooking, eating, living, sleeping and sanitary facilities including secondary suites and rental suites but does not include apartments, row houses or town houses with more than 4 units in each housing block, hotels, hospitals, motels, mixed use developments or institutional

property. A duplex, secondary suites and rental suites shall be considered two dwelling units; a four-plex shall be considered four dwelling units; and individual condominium units and individual mobile homes within mobile home parks shall be deemed to be a single dwelling units for the purpose of this bylaw

- l) "Excess Garbage" means any garbage generated at a dwelling which exceeds the capacity of one Household Waste Cart
- m) "Household Waste Cart" includes a Garbage Cart and/or Recycling Container supplied by the Town of Stettler to each dwelling
- n) "Industrial Property" means a building or premises in which any manufacturing, processing, production, cleaning, repairing, servicing, testing, storage, warehousing, distribution, transshipment of any materials, goods, products, or equipment is carried on
- o) "Institutional Property" means non-commercial, non-residential places where the occupants sojourn for limited periods; and includes, but is not limited to, hospitals, schools, churches, government buildings and senior citizens residential lodges
- p) "Light Commercial Properties" – means properties that are currently receiving manual garbage collection services from the collector for the monthly charge established by Council. These properties (schedule C) shall be grandfathered in for the purposes of this bylaw.
- q) "Recycling Container" means a "green bin" supplied by the Town of Stettler to each dwelling to contain all recyclable materials for collection. Customers may also have other open face box plastic bins and clear plastic recyclable bags to contain recyclable materials for collection in lieu of the "green bin", to the satisfaction of the Manager

Waste Management

1. The Contractor will be responsible for garbage, recyclable materials and compost once it enters the truck. The Contractor will be responsible for any damages caused by the Contractor's employees, vehicles, and equipment to the Town owned bins, equipment and infrastructure or the private or public lands during the term of this contract

Residential Garbage Automated Cart Collection – Schedule A

2. Garbage collection of dwellings and light commercial properties within the collection area in the Town of Stettler shall be performed by the Contractor at least once per week as per Schedule A
3. A dwelling in the Town of Stettler that was part of the 2010 annexation from the County of Stettler, and is not connected to the Town utility service (water and/or sewer) may request for the collection and disposal of garbage and recyclable materials with the Manager, in writing

4. A dwelling in the Town of Stettler that was part of the 2010 annexation from the County of Stettler, and is not connected to the Town utility service (water and/or sewer) may opt out of the collection and disposal of garbage and recyclable materials with the Manager, in writing
5. The collection schedule, as per Schedule A, shall not be changed without the consent of the Town and without giving notice to persons affected by the change. Such notice shall be given in a manner and in a form approved by the Town. The cost of giving notice shall be borne by the Contractor except when the change is directed by the Town
6. All dwellings will be supplied with one Household Waste Cart and one Recycling Container, supplied by the Town of Stettler
7. Every owner or occupant of a dwelling in the Town, shall ensure that all Household Waste Carts and Recycling Containers assigned to that property are set out on collection day, in such a manner that Automated Collection may occur, as per Schedule A, including:
 - a. If the dwelling is adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed adjacent to and facing the alley
 - b. If the dwelling is not adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed at the curb of the street, touching the edge of the gutter, at the mouth of the driveway with the cart or container facing the street or as near as possible to the roadway at the front of the property, without obstructing the sidewalk and as directed by the Manager or a Bylaw Enforcement Officer and allowed to remain, only on collection day
 - c. Placement at the collection point no sooner than 24 hours ahead of a scheduled collection for the dwelling and ensure Household Waste Carts and Recycling Containers are set out for collection prior to 7:00a.m. on collection day
 - d. Ensure that Household Waste Carts and Recycling Containers are removed from the collection point and returned to their storage area no later than 8:00 pm on collection day
 - e. Ensure the Household Waste Carts and Recycling Containers are placed such that they have clearances from any obstacles of one meter on all sides and ensure overhead clearance above carts
 - f. Ensure that the Household Waste Carts and Recycling Containers are placed out for collection in a way that they cannot easily be tipped over
10. The Town may assign a collection point for any dwelling, in which case the Household Waste Carts and Recycling Containers shall be placed in order to provide the Contractor unobstructed and convenient access thereto
11. In cases where other special conditions exist which make the collection point impractical as per section 10 above, such Household Waste Carts and Recycling

Containers shall, with the approval of the Manager, be located at a reasonable place for pickup by the contractor, as directed by the Manager

12. In the event where garbage and recyclable materials are to be collected from condominiums, collection bins for said units shall all be placed in a centralized location for pick-up, or near a travelled portion of the access road lane; on the property of the premises or elsewhere to the satisfaction of the Manager
13. Where garbage and recyclable materials are to be collected from any dwelling where, in the opinion of the Manager, it is impractical to locate or store the Household Waste Carts and Recycling Containers for collection, the Contractor may be required to enter into the aforesaid property to collect the garbage and recyclable materials
14. No person shall, within the Town of Stettler:
 - a. include any of the following materials in a Household Waste Cart or Recycling Container:
 - i. hazardous waste
 - ii. bio-hazardous medical wastes, blood samples or cultures from laboratory and clinical works
 - iii. bulk waste
 - iv. Building waste
 - v. burn waste
 - vi. flammable, combustible or oxidizing materials
 - vii. materials that are on fire or above a temperature of 65°C
 - viii. explosive substances, objects or mechanisms
 - ix. hot ashes, for the purposes of this item, ashes shall not be considered "cold" until at least 5 days after they have been removed from a fire
 - x. oil, oil filters, or oil containers
 - xi. trees, tree stumps, logs, land-clearing debris, timbers and fence posts; sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and bushes, or concrete material
 - xii. construction waste
 - xiii. motor vehicle parts and farm implements
 - xiv. commercial property waste
 - xv. liquid waste
 - xvi. waste materials not identified as acceptable for landfilling pursuant to any permit or certificate issued by Alberta Environment
 - xvii. any excess garbage that exceeds the capacity of the Household Waste Cart or prevents the lid from closing
 - xviii. luminescent gas filled electric discharge tubes or florescent tubes
 - xix. any material that is designated by Alberta Recyclable Management Authority; or
 - xx. any material that is designated/banned by regional landfills

- xxi. prohibited noxious weeds as listed under the *Weed Control Regulation*
- b. fill any Household Waste Cart or Recycling Container in such manner that; the cover cannot be fitted properly; the contents thereof cannot be easily removed; and the contents are overflowing

Cart Management

- 14. The Town of Stettler will be responsible for managing all Carts including receiving requests for change outs from residents, loss or repairs, cleaning and the delivery of Carts for the Town of Stettler
- 15. Any broken or stolen Carts will be the responsibility of the Town of Stettler to fix, find or replace
- 16. Unless due to the negligence of the Contractor or their employees, the cost of new or replacement Carts shall be the responsibility of the Town of Stettler

Garbage Collection – Municipal Purposes

17. Garbage collection shall be performed by the Contractor at least once per week from premises used for municipal purposes. The Town may add or delete bins at their discretion, however initially the Contractor shall supply and place bins (6 yard) at the following locations and any other locations as requested by the Town:

- Town Office (1 bin) 5031 - 50 Street
- Community Hall (1 bin) 5101 - 46 Avenue
- Town Work Shop (1 bin) 5104 - 61 Street
- Lions Park (April to September Included) (2 bins) Recreation Road & 47 Avenue
- Stettler Regional Day Care (1 bin) 5702 - 48 Avenue
- Fire Hall (1 bin) 4805 – 47 Avenue
- Recreation Center (3 bins) 6202 – 44 Avenue
- Cardboard (recycling) (3 bins) Community Hall, Stettler Daycare, Stettler Recreation Centre

Garbage Collection – Downtown Commercial Area

18. Garbage collection shall be performed by the Contractor at no additional cost to the Town at least once per week, or more frequently as may be seasonally required by the Town, from the 15 garbage receptacles owned and installed by the Town in the downtown commercial area. The specific location of these receptacles shall be regularly communicated to the Contractor and may be subject to change on occasion

Garbage Collection Disposal

19. The Contractor shall dispose of all municipal garbage at the Regional Landfill Site operated by the Stettler Waste Management Authority located in the N.E. 1/4 Sec 33-40-19-W4th Meridian during the normal operating hours of the Landfill or at a time mutually agreeable to the Town, the Contractor and the Regional Landfill Operator. Any costs to dispose of municipal waste at the Regional Landfill Site shall be the responsibility of the Town

Curbside / Lane "green box" Manual Recycling Collection – Schedule A

20. Recycling Materials Collection shall be performed by the Contractor on a bi-weekly basis of dwellings and light commercial properties within the collection area within the Town of Stettler, as per Schedule A
21. Recycling Materials from each Town customer shall be collected by the Contractor on the same day (Wednesday) of each bi-week; areas being alternated on a weekly basis to cover the entire Town once every two weeks, as per Schedule A
22. Such collection schedule, as per Schedule A, shall not be changed without the consent of the Town and without first giving notice to persons affected by the change. Such notice shall be given in a manner and in a form approved by the Town. The cost of giving notice shall be borne by the Contractor except when the change is directed by the Town
23. The Contractor and the Town shall on an "As needed basis" determine and mutually agree upon what is acceptable and what is not acceptable for recycling collection. It is also mutually understood that external markets for disposing of recyclable materials shall generally dictate what is acceptable for collection. The Contractor with the cooperation of the Town shall be responsible for providing notice of any changes in acceptable recyclable materials to all customers, unless the change is directed by the Town
24. Recycling Materials for pick-up shall be placed by the Town's customer in an authorized recycling container supplied by the Town in accordance with Town Policy
25. The Contractor shall also pick-up oversized/excess Recycling Materials placed near an authorized recycling container

Recycling Collection – Municipal Purposes

26. Recycling Material Collection shall be performed by the Contractor on a weekly basis for the Town of Stettler Administration Building site. Town Office 5031- 50th Street (inside back door)

Recycle Material Collection Disposal

27. The Contractor shall dispose of all municipal Recycling Materials collected at a recycling depot of their choice and at no further cost or expense to the Town other than the rates included in this Contract. The Contractor shall not dispose of Recycling Materials in any Town of Stettler/ Stettler Waste Management Authority operated facilities without approval from the Town

28. The Contractor must identify where recycled materials will be disposed of:

Composting Sites Collection – Schedule B

29. Compost collection shall be performed by the Contractor at least twice per week (Tuesday and Friday) on a seasonal basis (generally starting in the third week of April and ending in the second week of November) from multiple sites determined by the Town (Schedule B)

30. The Town may request additional pick-ups to be paid to the Contractor by the Town based on the per unit cost identified in the Contract

31. Compost materials collected from each site shall be disposed of at Town of Stettler Composite Site located at the Stettler Transfer Site. (PT SE9-39-19W4th)

Collection on a Statutory Holiday

32. In the event of holidays which cause the loss of a working day, the Contractor shall accelerate his operations so as to complete the normal collection schedule within the same week as the holiday occurs. The Contractor must supply on a timely basis to the Town an annual schedule/calendar of garbage/recycling pick-up days by route

Laneway and Front Curb Pickup

33. All garbage / recycling pick-ups shall be made in the lane where available, or at such places as may be designated by the Town CAO or designate. In the case of townhouses, condominiums, or apartments where a driveway or through access is provided and maintained in a safe and usable condition, the Contractor may be required to make collection on such private property at locations designated by the Town CAO or designate, by using equipment of a type and nature which will not cause damage to such private property. Contractor-operated vehicles must remain in the center of all such lanes and alleys so as not to damage alley edges

Equipment Requirements

34. All proposed vehicles to be used for the performance of the services must have sufficient capacity and strength, capable of loading and unloading mechanically (all waste) mounted on an adequate truck chassis. All vehicles must comply with Alberta Transportation commercial vehicle requirements. Any changes in equipment will be subject to approval by the Town

Contractor Responsibilities

The Contractor shall:

35. At all times maintain and operate a sufficient number of vehicles and equipment to properly maintain a satisfactory standard of collection service and maintain a proper and regular collection schedule at all times on any particular route
36. Maintain all vehicles in good operating condition and keep the same painted and washed so as to provide a satisfactory appearance
37. Provide to the Town and the public a location and telephone number at which the Contractor's customer service representative may be reached between the hours of 8:00 A.M. and 5:00 P.M. during each working day

Customer Service Phone Number: _____

38. Customer Issues received at the Town Office shall be recorded on "green complaint forms" and location/issue will be forward by email to Customer Service office. The Contractor shall complete the "green complaint form" and email form back to Lara Angus, Communications Coordinator, Town of Stettler – email address – langus@stettler.net

Customer Service email - _____

39. The Contractor shall as soon as possible call the Town of Stettler Administration Office at 403-742-8305 during regular office hours or 403-741-6108 after hours, if for any reason garbage or recycling service cannot be completed on the specific day as per the current schedule, as per Schedule A
40. Require all employees to be of satisfactory appearance while engaged in the collection service and treat all Town of Stettler customers with civility and mutual respect warranted under the specific circumstances
41. Carry such signs and identification on the vehicles used in connection with this Contract as may be required by the Town CAO or designate

42. If the Contractor fails or misses picking up garbage and/or recycling, the Contractor shall return to pick-up the missed garbage and/or recycling as soon as reasonably possible (mutually understood be within the same week). Based on a complaint from a municipal customer, the Town at its sole discretion may determine it to be appropriate to dispatch Town staff to pick up any missed garbage or refuse, and will deduct from the Contractor's monthly invoice a charge of \$10 per dwelling unit collected by Town Staff. The Town reserves the right to waive this charge at its discretion

Indemnity

43. The Contractor shall indemnify and save harmless the Town from and against all claims, losses, damages and costs, which the Town may be required to pay, suffer or incur by reason of or in any way relating to this Contract to collect and dispose of garbage, or by reason of any negligence on the part of the Contractor, its servants, or agents in connection with the Collection or disposal of garbage/recycling/composting

Insurance

44. The Contractor shall:

- a) Maintain liability insurance against liability arising out of the operation of any and all motor vehicles used by the Contractor in the amount of not less than \$2,000,000.00 inclusive, which policy shall include the Town as an additional named insured and shall contain a cross-liability clause and be non-cancelable without thirty (30) days' notice to the Town. The Contractor shall on execution of this Contract lodge with the Assistant CAO a certified copy of such policy
- b) Maintain liability insurance against liability arising out of any event or action other than the operation of motor vehicles in the amount of not less than \$2,000,000.00 inclusive, which policy shall include the Town as an additional-named insured and shall contain a cross-liability clause and shall be non-cancelable without thirty (30) days written notice to the Town. The Contractor shall on execution of this Contract lodge with the Assistant CAO a certified copy of such policy

Termination of Contract

45. If the Contractor shall become bankrupt or insolvent, or shall transfer, assign or sublet this Contract or any part thereof without the written consent of the Town, or if at any time the work or any part thereof is not executed properly or not being executed so as to provide a satisfactory level of service, the Town may indicate to the contractor that a problem exists and the Contractor has forty eight (48) hours to rectify the problem

46. The Contractor, upon receiving notice under Clause 39, shall give up the said work or the parts thereof specified in the said notice and the Town may then employ such means as it may deem necessary or advisable to complete the work to its satisfaction, and the Contractor in every case shall be liable for all loss, damage, expense, expenditure and cost which may be incurred by reason thereof. If the said loss, damage, expense, expenditure or cost exceeds the sum which would have been payable by the Town under this Contract if the same had been completed by the Contractor, the Contractor shall pay the amount of such excess to the Town
47. The Town shall reserve the right to terminate this contract if unsatisfactory service is evident on the part of the Contractor. Unsatisfactory service is mutually understood to be a legitimate number of regularly occurring complaints which violate inherent conditions of this Contract, together with little or no corrective action being taken by the Contractor to satisfy the Town acting reasonably towards the Contractor. Should the Town desire to terminate this Contract early for reasons, that are in its sole discretion, related to the ongoing unsatisfactory service of the Contractor, it shall provide that at least three (3) months' notice in writing is given to the Contractor. No further compensation shall be owed by the Town to the Contractor for early termination of this Contract by reason of unsatisfactory service levels. Notwithstanding Clause 40, the Contractor acting in good faith shall continue to perform its responsibilities (or remaining responsibilities) under this Contract during the notice of termination period

Environmental Regulation Compliance

48. All operations must comply with the Waste Control Regulations under the Alberta Environmental Protection Enhancement Act and any regulation that may replace it, as well as all other legislation that may apply
49. Any spills or leaks from the Carts or hauling vehicles must be reported in accordance with Safety Reporting Requirements as determined by the Town. Any hauling vehicles that are leaking must be removed from service immediately

General

50. The Contractor shall not permit or allow any garbage/recycling/composting materials to escape from the vehicles conveying the same
51. Although the Contractor may be an independent out-of-town business, it is acknowledged that he is providing municipal services on behalf of the Town. Therefore, the Contractor will be considered as a local business for business licensing purposes and shall ensure his business license is paid annually to remain in good standing with the Town. The Contractor is required to have only one business license for Municipal/Commercial Recycling and Garbage Collection purposes
52. The Waste Control Bylaw 2121-19 of the Town and any amendments thereto, and any Bylaw passed in substitution or companion shall apply to this Contract and

shall be deemed to be incorporated herein and form part insofar as it is not inconsistent with this Contract

Arbitration

53. In the case of any dispute between the Town and Contractor during the progress of the work, or after termination or breach of the Contract, as to any matter arising there under, either party hereto may, give to the other, notice of such dispute and demand arbitration thereof; the parties may, with respect to the particular matters then in dispute, agree to submit the same arbitration in accordance with the laws of the Province of Alberta. Provided, however, that if arbitration has not been demanded, either party may elect to have such dispute determined by a Court of Competent Jurisdiction

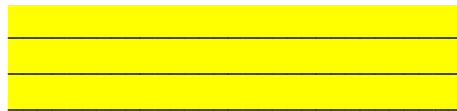
Workers' Compensation / Health and Safety program

54. The Contractor shall comply with all legislation relative to Workers' Compensation, shall hold an account and remain current throughout the term of this agreement and shall provide to the Town such evidence of compliance as the Town may demand from time to time

55. While working anywhere in the performance and execution of this Contract, the Contractor shall be required to sign the Town of Stettler Private Contractor health and Safety Form which acknowledges that the Contractor has successfully completed their own Certificate of Reduction (COR) or that the Contractor has successfully completed orientation into the Town of Stettler's Health and Safety Program. The Contractor understands and accepts that they are to become familiar with all Provincial Regulations including Commercial Vehicle Enforcement Regulations as well as Occupational Health and Safety Regulations and shall have primary responsibility for the safety of all workers and equipment in accordance with such registration

Notice

56. Notice to the Contractor shall be given by prepaid first class registered mail addressed to the Contractor at:



Notice to the Town shall be given by prepaid first class registered mail addressed to the Town at:

Town of Stettler
P.O. Box 280
Stettler, Alberta T0C 2L0

57. Time shall be of the essence of this Contract and this Contract shall endure to the benefit of, be binding upon and enforceable by the parties hereto and their successors, administrators, and where permitted, assigns, and each of them

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals attested to by their proper officers in that behalf the day and year first above written

TOWN OF STETTLER

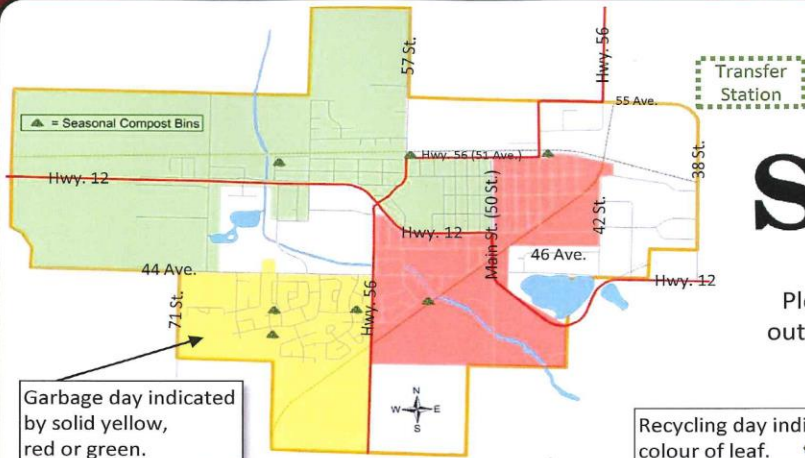


Mayor

Assistant CAO

Schedule A – 2019 Residential Garbage and Recycling Schedule

2019 Residential Garbage & Recycling Schedule



Town of Stettler

Please have garbage/recycling out by 7am on the indicated day, or you may be missed!

Garbage day indicated by solid yellow, red or green.

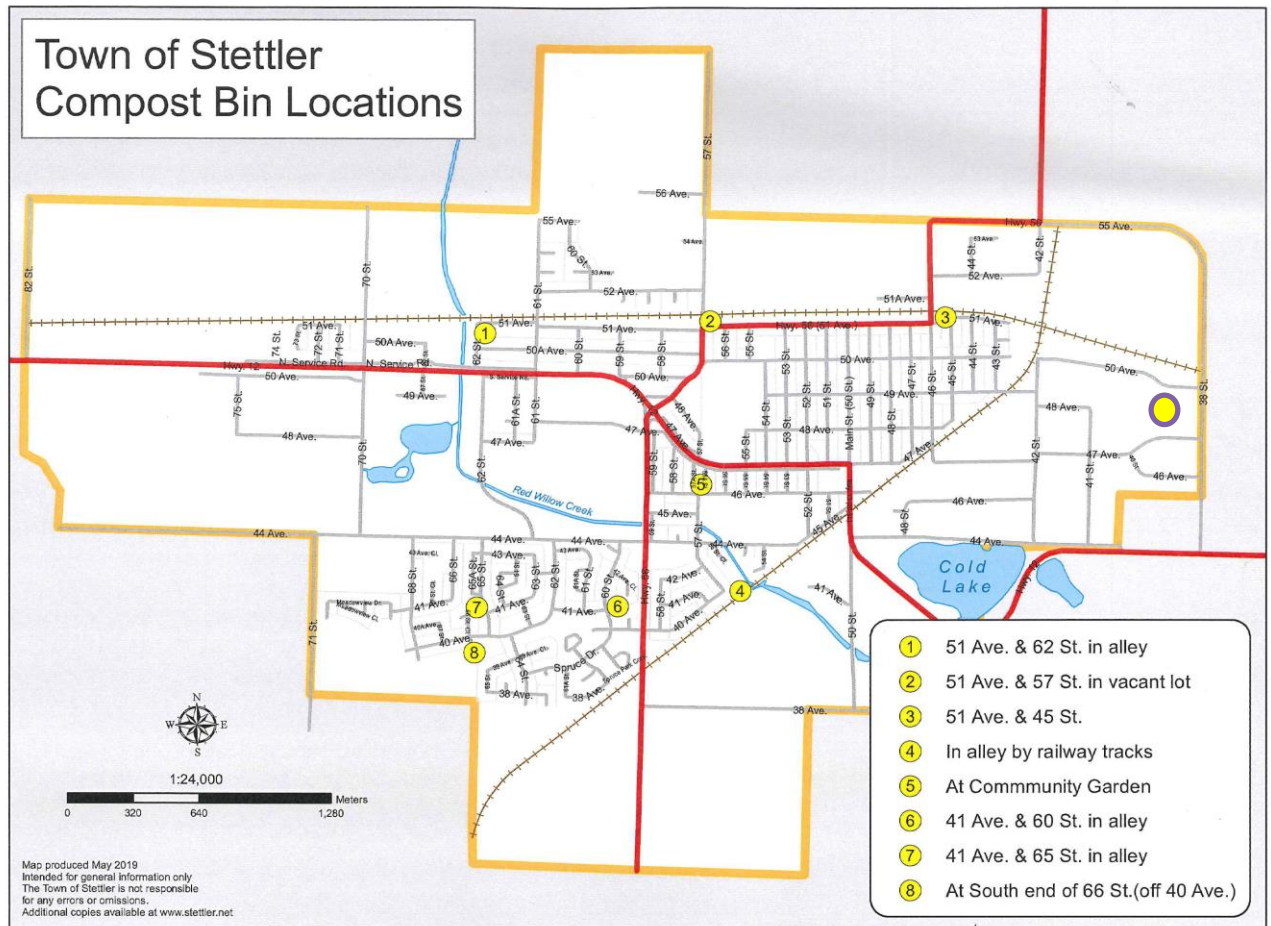
Recycling day indicated by colour of leaf. 🍃🍃🍃

January 2019					February 2019					March 2019					April 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28		25	26	27	28	29	29	30			
May 2019					June 2019					July 2019					August 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31						29	30	31			26	27	28	29	30
September 2019					October 2019					November 2019					December 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	1	2	3	4					1	2	3	4	5	6	
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
30					28	29	30	31		25	26	27	28	29	30	31	Jan 1	Jan 2	

No recycling collection

Questions on Garbage or Recycling? Please see our website at www.stettler.net
 phone: 403-742-8305 e-mail: townoffice@stettler.net created Dec. 2018

Schedule B – 2019 Town of Stettler Compost Bin Locations



Bin Locations and Numbers of Bins – Compost Bin Pick-up Tuesdays and Fridays Each Week

Location 1 – 2 Bins

Location 2 – 8 Bins

Location 3 – 2 Bins

Location 4 – 2 Bins

Location 5 – 2 Bins

Location 6 – 3 Bins

Location 7 – 2 Bins

Location 8 – 2 Bins (proposed 2020 – 1 Bin – 1 Bin relocated to 62nd street for campground)

Total – 23 Bins

Schedule C – 2019 Light Commercial Properties

	D_Utility Account	UT Cust Name	Add ¹	Add2	Statu	D_End Billing
1	070010.01	West. Canadian District of the	6109	41 Avenue	Active	02/07/2019
2	081100.01	Grace Fellowship Baptist	5923	51 Avenue	Active	02/07/2019
3	082560.00	Stettler Church ofthe Nazarene	5717A	50 Avenue	Active	02/07/2019
4	083200.00	St. Peters Lutheran Church	5712	48 Avenue	Active	02/07/2019
5	093020.00	Stettler Congregation of	6912	50A Avenue	Active	02/07/2019
6	110035.02	1254391 Alberta Ltd	4701	50 Street	Active	02/07/2019
7	110040.05	Joca Designs Inc.	4705	50 Street	Active	02/07/2019
8	110060.02	Vision Credit Union Ltd.	4707	50 Street	Active	02/07/2019
9	110230.02	1240837 Alberta Ltd.	4921	50 Street	Active	02/07/2019
10	110290.01	Gilbert, James Middleton	4937	50 Street	Active	02/07/2019
11	110300.03	Rehman, William Henry	4939	50 Street	Active	02/07/2019
12	110450.01	Sikstrom, Shawna Renee	4909	51 Avenue	Active	02/07/2019
13	110800.00	Lynes, Edward Lorne	4719	49 Street	Active	02/07/2019
14	110810.00	Alberta Conference of Seventh-Day	4801	49 Street	Active	02/07/2019
15	130035.03	F.C.S.S.	4720	50 Street	Active	02/07/2019
16	130085.00	Nicolay, Herman R.	4812A	50 Street	Active	02/07/2019
17	130140.04	Hansel, Ron	4826	50 Street	Active	02/07/2019
18	130160.02	Variable Finance Inc.	4832	50 Street	Active	02/07/2019
19	130190.16	Heartland Ag Marketing Inc.	4908	50 Street	Active	02/07/2019
20	130260.06	Phillips, Brett Carey	4920	50 Street	Active	02/07/2019
21	130350.06	Hatch, Derrick F.	4940	50 Street	Active	02/07/2019
22	130610.08	Osterud, Erick Charles	4909	51 Street	Active	02/07/2019
23	130950.00	Stettler United Church Trustee	4816	51 Street	Active	02/07/2019
24	130970.03	Howarth, Rick E Professional	4902	51 Street	Active	02/07/2019
25	130990.02	V.N. Patel Holdings Ltd.	4906	51 Street	Active	02/07/2019
26	140830.00	Roman Catholic Church	5401	50 Avenue	Active	02/07/2019

BYLAW 2123-19

A BYLAW OF THE TOWN OF STETTLER IN THE PROVINCE OF ALBERTA TO REGULATE AND PROVIDE CURBSIDE COLLECTION AND DISPOSAL OF GARBAGE, CURBSIDE COLLECTION AND DISPOSAL OF RECYCLABLE MATERIALS, AND COLLECTION OF COMPOSTING MATERIALS LOCATED AT COMPOSTING SITE LOCATIONS WITHIN THE TOWN OF STETTLER.

WHEREAS the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 (the Act), and amendments thereto, provides that Council may pass bylaws for the municipal purposes respecting the services provided by or on behalf of the municipality, and the enforcement of bylaws; and

WHEREAS it is desirable to regulate and manage the storage, collection and disposal of garbage, manage the storage, collection and disposal of recyclable materials and collection of composting materials at various compost collection sites within the Town of Stettler;

NOW THEREFORE the Municipal Council of the Town of Stettler in Council duly enacts as follows:

Title and Application

1. This bylaw shall be known as the "Waste Control Bylaw" for the Town of Stettler
2. The system for the collection and disposal of garbage, collection and disposal of recyclable materials and collection of composting materials at various compost collection sites within the corporate limits of the Town of Stettler shall be operated in the manner herein set forth
3. The Town shall have the sole right to collect and dispose or to contract the collection and disposal or to allow for private collection of all garbage and recyclable materials collected from dwellings and light commercial properties in the Town pursuant to provisions of this bylaw; all garbage shall be delivered to the Regional Landfill Site operated by the Stettler Waste Management Authority located in the N.E. 1/4 Sec 33-40-19-W4th Meridian during the normal operating hours. All recyclable materials shall be taken to a recycling facility of the collector's choice
4. The Town shall have the sole right to collect and dispose or to contract the collection and disposal or to allow for private collection of all compost material collected from compost collection sites within the Town pursuant to provisions of this bylaw; Compost material collected from each site shall be disposed of at Town of Stettler Composite Site located at the Stettler Transfer Site. (PT SE9-39-19W4th)
5. The Town of Stettler shall not be obligated to collect any garbage or recyclable materials at any dwelling where this bylaw is being contravened

Definitions

For the purposes of this bylaw, the following terms, phrases, words and their derivatives shall have the meanings given herein. When inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory, and not merely directory

In this Bylaw, unless the context otherwise requires:

- a) "Alley" means a roadway located at the rear of any property and shall include all the land from the property line to the property line on the opposite side of said roadway
- b) "Apartment" means a building divided into separate self-contained living suites having sleeping, cooking and bathroom or toilet facilities; and which contain more than four (4) such suites
- c) "Ashes" means the residue or material remaining after a substance has been burned, whether such substance has been completely burned or not
- d) "Bulk Waste" includes furniture, appliances, mattresses, bicycles, or other oversize items not capable of being placed in a Household Waste Cart for collection
- e) "Building Waste" means all waste produced in the process of constructing, altering, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of building
- f) "Bylaw Enforcement Officer" shall be a Peace Officer or Bylaw Enforcement Officer employed or contracted by the Town of Stettler
- g) "Collection area" means the location within the corporate limits of the Town of Stettler from which residential garbage collection and disposal and residential recyclable materials collection and disposal shall be undertaken from all dwellings within the Town of Stettler, as per Schedule A
- h) "Collection Day" means a day established and published by the Town of Stettler for Curbside residential garbage collection and disposal and residential recyclable materials collection and disposal, as per Schedule A
- i) "Collection Point" means the property, roadway, alley or street allowance, which has been designated by the Town of Stettler for the setting out of Household Waste Carts and Recycling Containers for curbside collection
- j) "Church" means a place of worship
- k) "Clean Wood" means an unfinished or untreated piece of wood
- l) "Collectors" means the persons who collect garbage, recyclable materials and compost materials within the Town for and on behalf of the Town or on behalf of a private party
- m) "Commercial Property Waste" means any waste generate by commercial property, industrial property, institutional property, community property, governmental property, religious property or charitable organizations
- n) "Compost Material" means plant material, leaves, and debris commonly thrown away in the course of maintaining yards and gardens, including grass clippings but excludes noxious weeds, sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and or bushes
- o) "Construction Waste" means any waste produce in the process of constructing, altering, renovating, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of construction
- p) "Condominium" means a building or bareland subdivision divided into individually owned units as described in the Condominium Property Act and any amendment thereto; and each condominium unit shall be deemed to be a single dwelling for the purpose of this bylaw
- q) "Council" means the Municipal Council of the Town of Stettler
- r) "Curbside Collection" means the system established under this bylaw by the Town of Stettler for the residential garbage collection and disposal and residential recyclable materials collection and disposal within the Town of Stettler

- s) "Customer" means the owner or occupant of a dwelling located within the Town of Stettler
- t) "Dwelling" means a residential premises for the domestic use of one or more individuals living a single housekeeping unit, with cooking, eating, living, sleeping and sanitary facilities including secondary suites and rental suites but does not include apartments, row houses or town houses with more than 4 units in each housing block, hotels, hospitals, motels, mixed use developments or institutional property. A duplex, secondary suites and rental suites shall be considered two dwelling units; a four-plex shall be considered four dwelling units; and individual condominium units and individual mobile homes within mobile home parks shall be deemed to be a single dwelling units for the purpose of this bylaw
- u) "Excess Garbage" means any garbage generated at a dwelling which exceeds the capacity of one Household Waste Cart
- v) "Garbage" means all non-recyclable garbage generated through ordinary day-to-day activities from each dwelling
- w) "Household Waste Cart" includes a Garbage Cart and/or Recycling Container supplied by the Town of Stettler to each dwelling
- x) "Hazardous Waste" means any substance which is capable of causing bodily harm to any person handling, or coming in contact with, such substance
- y) "Industrial Property" means a building or premises in which any manufacturing, processing, production, cleaning, repairing, servicing, testing, storage, warehousing, distribution, transshipment of any materials, goods, products, or equipment is carried on
- z) "Institutional Property" means non-commercial, non-residential places where the occupants sojourn for limited periods; and includes, but is not limited to, hospitals, schools, churches, government buildings and senior citizens residential lodges
- aa) "Light Commercial Properties" – means properties that are currently receiving manual garbage collection services from the collector for the monthly charge established by Council. These properties (schedule C) shall be grandfathered in for the purposes of this bylaw.
- bb) "Manager" means the Chief Administrative Officer (CAO) for the Town of Stettler, or their designate
- cc) "Occupant" means any person who occupies a dwelling or land and, without restricting the generality of the foregoing, includes every resident, tenant, owner and general contractor or builder
- dd) "Recycling Container" means a "green bin" supplied by the Town of Stettler to each dwelling to contain all recyclable materials for collection. Customers may also have other open face box plastic bins and clear plastic recyclable bags to contain recyclable materials for collection in lieu of the "green bin", to the satisfaction of the Manager
- ee) "Residential Premises" includes:
 - a. any building containing a single family dwelling (single detached dwelling);
 - b. a mobile home situated in a mobile home park; and
 - c. a semi-detached dwelling including secondary suites, rental suites, duplexes, four-plexes, town houses with 4 or less units, row houses with 4 or less units, where each single dwelling unit is deemed to be a residential premise
- ff) "Storage Area" means the area of the residential premises where the Household Waste Carts and Recycling Containers are be stored on non-collection days. The storage area does not mean the travelling area of a roadway or alley.

- gg) "Street" means public thoroughfares within the Town; and includes, where the context allows, the sidewalk and borders of the streets, and all parts appearing in the Land Titles Office as set aside for public thoroughfares. When used in distinction to a lane, the word "street" shall mean the public thoroughfare on which the premises in question backs onto
- hh) "Town" means the municipal corporation of the Town of Stettler
- ii) "Violation Ticket" means a violation ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act
- jj) "Written Warning" means a written warning issued by a Bylaw Enforcement Officer that outlines a violation of this bylaw, corrective action, and timeline to complete corrective action

Waste Collection and Disposal and Recyclable Material Collection and Disposal Collection Fee

1. Garbage and recyclable materials from each dwelling shall be removed by the Town or the Town's Contractor for a monthly fee
2. Fees and charges for collection services shall be billed to the owner or occupant of any dwelling that receives collection services
3. An owner or occupant shall be responsible for all fees and charges from the date of ownership or occupancy of a dwelling, whichever occurs first
4. Fees and charges shall be invoiced on a Town of Stettler Utility Bill, and are payable in accordance with the terms and conditions of that invoice
5. Commercial property including businesses, hotels, hospitals, motels, mixed-use developments or institutional properties shall make private arrangements for the collection and disposal of all garbage and recyclable materials
6. Monthly utility charges for collection services shall continue to be applicable to light commercial properties, as per schedule C, which have been grandfathered for the purpose of this bylaw
7. All persons shall provide and maintain in reasonable condition a storage area for the placement of garbage and recyclable materials, Household Waste Carts and Recycling Containers as storage between collection days
8. All dwellings within the collection area shall be levied monthly garbage collection and disposal fees and recycling collection and disposal fees as established by Council by bylaw
9. All dwellings while in account with the Town of Stettler for utility service (water and/or sewer) are deemed to be in account for garbage and recyclable materials collection and disposal services

10. A dwelling in the Town of Stettler that was part of the 2010 annexation from the County of Stettler, and is not connected to the Town utility service (water and/or sewer) may request for the collection and disposal of garbage and recyclable materials with the Manager, in writing, for the full garbage and recycling utility monthly fee as established by Council
11. A dwelling in the Town of Stettler that was part of the 2010 annexation from the County of Stettler, and is not connected to the Town utility service (water and/or sewer) may opt out of the collection and disposal of garbage and recyclable materials with the Manager, in writing and will be charged the monthly garbage and recycling utility fee as established by Council minus the actual cost of collection and disposal of garbage and recyclable materials paid by the Town of Stettler to the Contractor by contract
12. The cost per month of collection and disposal of garbage and recyclable materials as determined by Council from each dwelling within the collection area in the Town of Stettler shall be added to and form part of the Town of Stettler Utility Bill and shall be due and payable on or before the due date shown on the Utility Bill
13. A penalty charge shall be levied on any unpaid amount which is outstanding after the due date.
14. Enforcement of payment of any charges or fees or rates levied pursuant to this bylaw may be any or all of the following methods, namely:
 - a. by action in any court of competent jurisdiction;
 - b. by shutting off the utility service being supplied to the consumer, or discontinuing the service thereof;
 - c. by entering the account on the assessment and tax roll of the Town where the consumer is the owner of the premises being served;
 - d. by referral to a Financial Collection Agency acting on behalf of the Town of Stettler.

Household Waste Carts and Recycling Containers

15. All dwellings will be supplied with one Household Waste Cart and one Recycling Container. Additional Recycling Containers only may be available for pickup at the Town office for a fee of \$10.00 per additional container
16. A Household Waste Cart and Recycling Container will be assigned to each specific address within the Town of Stettler
17. Household Waste Carts and Recycling Containers are supplied and owned by the Town of Stettler
18. If a Household Waste Cart or Recycling Container is lost, stolen or damaged, the customer may make a request to the Town of Stettler to repair or replace the Household Waste Cart or Recycling Container, subject to the following:
 - a. If the damage to the Household Waste Cart or Recycling Container is deemed to be as a result of non-compliance with any part of this bylaw, the customer is responsible

for the full cost of repair or replacement along with any other applicable fees or charges

- b. If a Household Waste Cart or Recycling Container is damaged as a result of the customer's neglect and/or willful damage, the customer is responsible for the full cost of repair or replacement along with any other applicable fees or charges
- c. The Manager will have final discretion on any matters under this section

- 19. It is an offence to alter or modify a Household Waste Cart or Recycling Container for the purpose of changing the intended use of the Household Waste Cart or Recycling Container without the written consent of the Town of Stettler

Collection Schedule (Schedule A)

- 20. Curbside collection will occur in accordance with the schedule established by the Town of Stettler, as per Schedule A

Garbage Collection and Disposal and Recyclable Materials Collection and Disposal

- 21. The Town of Stettler shall maintain a system for the collection, removal and disposal of garbage and recyclable materials from residential properties within the Town of Stettler boundaries
- 22. The Town of Stettler may enter into a contract with any person for the collection of all or a portion or specific types of garbage and recyclable materials within the Town Limits
- 23. The Town shall not be responsible for the collection or disposal of any garbage and recyclable materials generated on any tax exempt, mixed use, multi-unit developments over four units, commercial property, industrial property or institutional property as designated in the Town of Stettler Land-Use Bylaw
- 24. All persons requiring a higher level of service for the collection of materials not covered under this bylaw herein may make their own arrangements with a collector at no additional cost to the Town for collection and disposal of garbage
- 25. The Town shall not be obligated to collect any garbage and recyclable materials at any dwelling or premises where the provisions of this bylaw are being contravened, and the owner or occupant of such dwelling shall be so notified by the Town or by the placement of a written warning or violation tag
- 26. All dwellings within the collection area and Town owned or operated buildings and facilities shall have their garbage and recyclable materials removed by collectors engaged by the Town to provide such service at regular intervals established by Council, as per Schedule A
- 27. Any commercial property or industrial property which does not have its garbage removed in a manner satisfactory to the Manager, shall be charged for costs incurred by the Town to have the garbage removed and disposed of at the Stettler Transfer Station

28. No collection will be made where there is a threat of harassment of, or interference with, a collector by the owners or occupants
29. No persons, other than those authorized under the provisions of this bylaw, shall interfere with or disturb the contents of a Household Waste Cart or the Recycling Container after the same has been placed for collection
30. The collector shall not be responsible for the cleanup of garbage and recyclable materials spilled by the owner or resulting from the garbage and recyclable materials being stored in insecure garbage or recycling container
31. The municipality will not be responsible for any damages to Household Waste Carts or Recycling Containers as a result of the owner or occupant's use of such Household Waste Carts or Recycling Containers

Placement of Household Waste Carts and Recycling Containers for Collection

32. Every owner or occupant of a dwelling in the Town shall ensure that all Household Waste Carts and Recycling Containers assigned to that property are set out on collection day, in such a manner that Automated Collection may occur, as per Schedule A, including:
 - a. If the dwelling is adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed adjacent to and facing the alley
 - b. If the dwelling is not adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed at the curb of the street, touching the edge of the gutter, at the mouth of the driveway with the cart or container facing the street or as near as possible to the roadway at the front of the property, without obstructing the sidewalk and as directed by the Manager or a Bylaw Enforcement Officer and allowed to remain, only on collection day
 - c. Placement at the collection point no sooner than 24 hours ahead of a scheduled collection for the dwelling and ensure Household Waste Carts and Recycling Containers are set out for collection prior to 7:00a.m. on collection day
 - d. Ensure that Household Waste Carts and Recycling Containers are removed from the collection point and returned to their storage area no later than 8:00 pm on collection day
 - e. Ensure the Household Waste Carts and Recycling Containers are placed such that they have clearances from any obstacles of one meter on all sides and ensure overhead clearance above carts
 - f. Ensure that the Household Waste Carts and Recycling Containers are placed out for collection in a way that they cannot easily be tipped over
33. The Town may assign a collection point for any dwelling, in which case the Household Waste Carts and Recycling Containers shall be placed in order to provide the collector unobstructed and convenient access thereto
34. In cases where other special conditions exist which make the collection point impractical as per section 33 above, such Household Waste Carts and Recycling Containers shall, with the

approval of the Manager, be located at a reasonable place for pickup by the contractor, as directed by the Manager

35. The owner or occupant of a dwelling shall ensure that the Household Waste Cart and Recycling Container assigned to the premises are in all situations including winter conditions, placed out for collection at a location that is level with the street/lane surface and that the collection point location is clear of snow and ice to provide for ready access by the collection vehicle
36. Every person who fails to comply with the provisions of this bylaw shall be responsible for their own garbage and recyclable materials which have been generated on such property
37. Every person shall ensure that the Household Waste Cart and Recycling Containers are located so as not to impede or obstruct pedestrian or vehicular traffic or road maintenance operations or so as to endanger the safety of the collector or any other person
38. The Manager shall be the final authority on placement of Household Waste Carts and Recycling Containers in cases of a dispute

Preparation of Garbage and Recyclable Materials for Residential Collection

39. No person shall, within the Town of Stettler:
 - a. place any oil, grease, liquid fat, flammable liquids or other fluid waste for disposal within the Household Waste Carts
 - b. place any garbage or any discarded material whatsoever, on any property not his own or occupied by him, except in a Transfer Station or Landfill area provided for the disposal of such material
 - c. place any scrap lumber or discarded building materials of any kind with/or as garbage unless contained within the Household Waste Cart ensuring nothing is protruding from the Household Waste Cart
 - d. place any loose litter or sawdust in Household Waste Cart, unless it is bagged.
 - e. place for disposal any dangerous goods, hazardous waste or radioactive materials in the Household Waste Cart or Recycling Container
 - f. place fluorescent lighting inside the Household Waste Cart or Recycling Container for collection and disposal. Disposal of fluorescent lighting shall be done at the Stettler Transfer Site by the occupant
 - g. place hypodermic needles inside the Household Waste Cart or Recycling Container for collection and disposal. Hypodermic needles shall be broken at the hub; and be encased in a stout cardboard box, a metal or plastic container, or other such container that cannot be broken or punctured by the needle
 - h. place any material directly in the Household Waste Cart or Recycling Container which might adhere to the inside of the cart
 - i. compress contents placed in the Household Waste Cart or Recycling Container in such a manner that the material does not fall freely from the Cart or Container during the regular collection process

40. The owner or occupant of a dwelling shall keep the lane in the rear and/or the roadway and sidewalk in front of their premises in a clean and tidy condition and free from garbage or recyclable materials. Household Waste Carts and Recycling Containers shall be removed from the collection point and properly stored in their storage area after collection
41. No owner or occupant shall permit garbage or recycle materials to accumulate loosely on any land or property
42. The owner or occupant of a dwelling within the collection area shall:
 - a. utilize only the Household Waste Carts and Recycling Containers provided by the Town for the collection and disposal of household garbage and collection and disposal of recyclable materials
 - b. ensure that all garbage is contained within the Household Waste Carts, ensuring cart lids are completely closed so that material is not spilled during collection
 - c. ensure that all recyclable materials are contained within the Recycling Container or neatly bundled and place beside or under the Recycling Container for collection
43. In the event where garbage and recyclable materials are to be collected from condominiums, collection bins for said units shall all be placed in a centralized location for pick-up, or near a travelled portion of the access road lane; on the property of the premises or elsewhere to the satisfaction of the Manager
44. Where garbage and recyclable materials are to be collected from any dwelling where, in the opinion of the Manager, it is impractical to locate or store the Household Waste Carts and Recycling Containers for collection, collectors may be required to enter into the aforesaid property to collect the garbage and recyclable materials

PROHIBITIONS

45. Unless special arrangements for collection are agreed to by the Manager, the Town shall not remove:
 - a. building materials and building waste
 - b. discarded furniture, household equipment and appliances
 - c. discarded automobile parts, including tires and other private vehicles
 - d. tree limbs, whole shrubs or bushes, or portions of hedges
 - e. fences, gates and other permanent and semi-permanent fixtures on the premises
 - f. discarded heavy machinery
46. No person shall, within the Town of Stettler:
 - a. include any of the following materials in a Household Waste Cart or Recycling Container:
 - i. hazardous waste
 - ii. bio-hazardous medical wastes, blood samples or cultures from laboratory and clinical works
 - iii. bulk waste

- iv. flammable, combustible or oxidizing materials
- v. materials that are on fire or above a temperature of 65°C
- vi. explosive substances, objects or mechanisms
- vii. hot ashes for the purposes of this item, ashes shall not be considered "cold" until at least 5 days after they have been removed from a fire
- viii. oil, oil filters, or oil containers
- ix. trees, tree stumps, logs, land-clearing debris, timbers and fence posts; sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and bushes, or concrete material
- x. construction waste
- xi. motor vehicle parts and farm implements
- xii. commercial property waste
- xiii. liquid waste
- xiv. waste materials not identified as acceptable for landfilling pursuant to any permit or certificate issued by Alberta Environment
- xv. any excess garbage that exceeds the capacity of the Household Waste Cart or prevents the lid from closing
- xvi. luminescent gas filled electric discharge tubes or florescent tubes
- xvii. any material that is designated by Alberta Recyclable Management Authority; or
- xviii. any material that is designated/banned by regional landfills
- xix. prohibited noxious weeds as listed under the *Weed Control Regulation*
- b. burn waste or garden refuse outside of a building in any area of the Town from which waste is presently collected by the Town. However, the burning of clean wood is acceptable when burned in an appropriate fire pit or other similar safe structure.
- c. fill any Household Waste Cart or Recycling Container in such manner that: - the cover cannot be fitted properly thereon; - the contents thereof cannot be easily removed therefrom; - the contents thereof are overflowing
- d. store building waste on any portion of any Town street or alley at any time. Special consideration may be given at the discretion of the Manager
- e. place waste of any type or direct or allow to be placed upon any portion of a street or alley with the exception of sand or similar materials placed in reasonable quantities on icy or slippery streets or sidewalks, as approved by the Manager
- f. dispose of waste of any description elsewhere than at a disposal site of a type appropriate for the type of waste; and in a fashion directed by the Manager
- g. deposit waste on any Town street, lane, in any public park, place or watercourse
- h. pick through, or remove, or in any way interfere with any garbage or recyclable materials on property not his own
- i. collect waste for use as animal food

SCAVENGING

47. No Person shall place garbage or recyclable material in the Household Waste Cart or Recycling Container of another person without the other person's consent

48. No Person other than an authorized collector or the person placing garbage or recyclable material in a Household Waste Cart or Recycling Container shall interfere with, disturb, or remove the contents of a Household Waste Cart or Recycling Container set out for collection

RIGHTS OF SUSPENSION

49. The Manager may suspend curbside collection from any dwelling for non-compliance with this bylaw, whether the non-compliance has been prosecuted or not

RIGHT OF ENTRY

50. The Manager or Bylaw Enforcement Officer may enter at all reasonable times upon any property subject to the provisions of this bylaw for the purposes of ascertaining whether the regulations, directions or provisions contained in this bylaw are being met

NEW CONSTRUCTION

51. For any newly constructed dwellings within the Town of Stettler, curbside collection and the invoicing of applicable fees shall commence when the owner or occupant is granted permission to occupy (occupancy permit) under the building permit

Composting Sites Collection – Schedule B

52. Compost material collection shall be performed by the collector at least twice per week on a seasonal basis (generally starting in the third week of April and ending in the second week of November) from multiple sites determined by the Town (Schedule B). The Contractor shall empty all compost bins at each site on a mutually agreed upon regular schedule (Tuesday and Fridays preferred), and for any additional pick-ups that may be requested by the Town. Compost material pick up at each site shall be disposed of at Town of Stettler Composite Site located at the Stettler Transfer Site. (PTSE9-39-19-W4th)

Collectors

53. It shall be the responsibility of the collectors to:
 - a. be as careful as is reasonable possible not to damage or misuse any Household Waste Cart or Recycling Container
 - b. replace emptied Household Waste Carts or Recycling Containers in approximately the same location where picked up
 - c. ensure that all garbage placed out for pick-up is disposed of in a satisfactory manner, providing the regulations set forth in this bylaw are met and adhered to
 - d. any garbage and recyclable materials properly out on collection day, as per this bylaw must be picked up
 - e. no collector shall leave garbage or recyclable materials on the ground which has spilled from the Household Waste Cart, the Recycling Container or the collection vehicle during the collection process
 - f. Collectors shall drive in the center of the alley and not on the shoulder of the alley

Offenses and Penalties

- 54. Every person who contravenes any portion of this bylaw is guilty of an offence and liable on summary conviction to a fine outlined in a violation ticket of not less than One Hundred Dollars (\$100.00) and not more than Twenty-Five Hundred Dollars (\$2,500.00)
- 55. Notwithstanding any other provisions for penalties in this bylaw, a Bylaw Enforcement Officer may, in lieu of laying any violation ticket in respect to the alleged breach, issue a written warning to the owner or occupant outlining the corrective action and the timeline to complete the corrective action
- 56. In the event that the actions prescribed with the written warning are not completed within the time allotted herein, a Bylaw Enforcement Officer may thereafter lay a violation ticket in respect to the offense for which the written warning was issued
- 57. Whenever, in this bylaw, it is directed that an owner or occupant of any building or premises shall do any matter of thing, then in default of its being done, any or all such owners or occupants shall be liable to prosecution and it shall be no defence for any owner or occupant so prosecuted to allege that any other person is responsible for such default
- 58. No section in this bylaw shall be deemed to nullify, amend, supersede, or repeal any provisions or regulations pertaining to fire or public health, but in the event of any conflict between such regulations and this bylaw, the provisions of this bylaw shall be modified only to the extent necessary to give effect to the fire or health requirements as the case may be
- 59. Where the provisions of this bylaw are more stringent than provisions of fire or health regulations, the more stringent provisions shall be followed

ADMINISTERING THE BYLAW

- 60. The Manager is authorized to administer this bylaw, as well as supervise, control and direct the curbside collection

SEVERABILITY

- 61. Each provision of this bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable

TRANSITIONAL

- 62. Bylaws 1537, 1538 and 1706-94 - are hereby rescinded

This bylaw shall come into effect _____ 2019

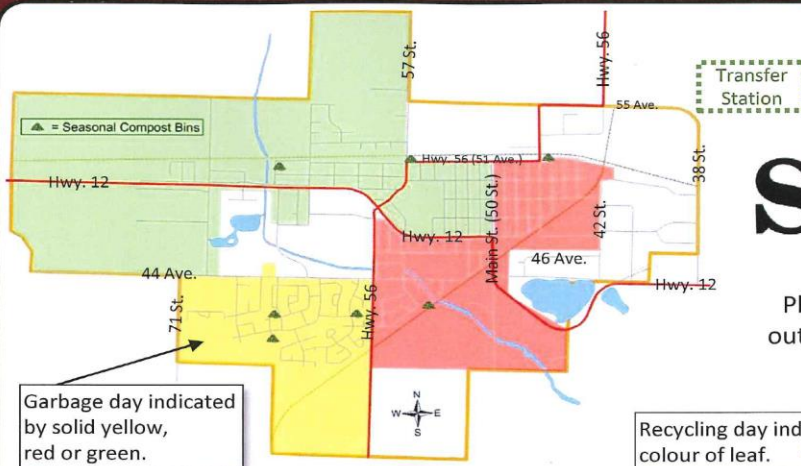
Read a first time this _____.


Read a second time this _____.

Read a third time and finally passed this _____.

Schedule A – 2019 Residential Garbage and Recycling Schedule

2019 Residential Garbage & Recycling Schedule





Please have garbage/recycling out by 7am on the indicated day, or you may be missed!

Garbage day indicated by solid yellow, red or green.

Recycling day indicated by colour of leaf. 🍃🍂🍁

January 2019					February 2019					March 2019					April 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28		25	26	27	28	29	29	30			

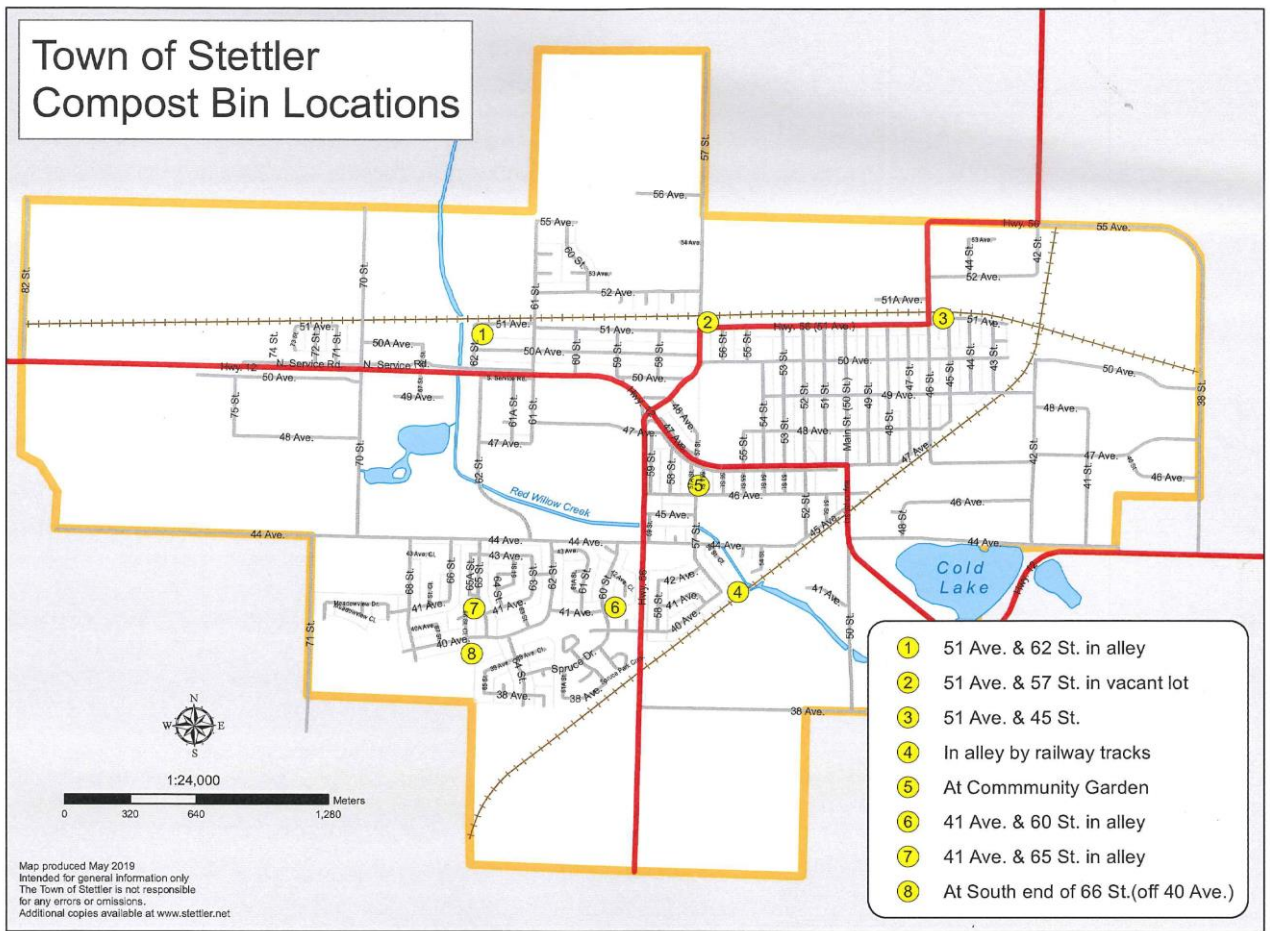
May 2019					June 2019					July 2019					August 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31						29	30	31			26	27	28	29	30

September 2019					October 2019					November 2019					December 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	1	2	3	4					1	2	3	4	5	6	
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
30					28	29	30	31		25	26	27	28	29	30	31	Jan 1	Jan 2	

No recycling collection

Questions on Garbage or Recycling? Please see our website at www.stettler.net
 phone: 403-742-8305 e-mail: townoffice@stettler.net created Dec. 2018

Schedule B – 2019 Town of Stettler Compost Bin Locations



Bin Locations and Numbers of Bins – Compost Bin Pick-up Tuesdays and Fridays Each Week

Location 1 – 2 Bins

Location 2 – 8 Bins

Location 3 – 2 Bins

Location 4 – 2 Bins

Location 5 – 2 Bins

Location 6 – 3 Bins

Location 7 – 2 Bins

Location 8 – 2 Bins (proposed 2020 – 1 Bin – 1 Bin relocated to 62nd street for campground)

Total – 23 Bins

Schedule C – 2019 Light Commercial Properties

	D_Utility Account	UT Cust Name	Add1	Add2	Status	D_End Billi
1	070010.01	West. Canadian District of the	6109	41 Avenue	Active	02/07/2019
2	081100.01	Grace Fellowship Baptist	5923	51 Avenue	Active	02/07/2019
3	082560.00	Stettler Church of the Nazarene	5717A	50 Avenue	Active	02/07/2019
4	083200.00	St. Peters Lutheran Church	5712	48 Avenue	Active	02/07/2019
5	093020.00	Stettler Congregation of	6912	50A Avenue	Active	02/07/2019
6	110035.02	1254391 Alberta Ltd	4701	50 Street	Active	02/07/2019
7	110040.05	Joca Designs Inc.	4705	50 Street	Active	02/07/2019
8	110060.02	Vision Credit Union Ltd.	4707	50 Street	Active	02/07/2019
9	110230.02	1240837 Alberta Ltd.	4921	50 Street	Active	02/07/2019
10	110290.01	Gilbert, James Middleton	4937	50 Street	Active	02/07/2019
11	110300.03	Rehman, William Henry	4939	50 Street	Active	02/07/2019
12	110450.01	Sikstrom, Shawna Renee	4909	51 Avenue	Active	02/07/2019
13	110800.00	Lynes, Edward Lorne	4719	49 Street	Active	02/07/2019
14	110810.00	Alberta Conference of Seventh-Day	4801	49 Street	Active	02/07/2019
15	130035.03	F.C.S.S.	4720	50 Street	Active	02/07/2019
16	130085.00	Nicolay, Herman R.	4812A	50 Street	Active	02/07/2019
17	130140.04	Hansel, Ron	4826	50 Street	Active	02/07/2019
18	130160.02	Variable Finance Inc.	4832	50 Street	Active	02/07/2019
19	130190.16	Heartland Ag Marketing Inc.	4908	50 Street	Active	02/07/2019
20	130260.06	Phillips, Brett Carey	4920	50 Street	Active	02/07/2019
21	130350.06	Hatch, Derrick F.	4940	50 Street	Active	02/07/2019
22	130610.08	Osterud, Erick Charles	4909	51 Street	Active	02/07/2019
23	130950.00	Stettler United Church Trustee	4816	51 Street	Active	02/07/2019
24	130970.03	Howarth, Rick E Professional	4902	51 Street	Active	02/07/2019
25	130990.02	V.N. Patel Holdings Ltd.	4906	51 Street	Active	02/07/2019
26	140830.00	Roman Catholic Church	5401	50 Avenue	Active	02/07/2019