

Town of **Stettler**

COUNCIL MEETING

MARCH 15, 2022

6:30 P.M.

BOARD ROOM



TOWN OF STETTLER MISSION STATEMENT

WE WILL PROVIDE A HIGH
QUALITY OF LIFE FOR OUR
RESIDENTS AND VISITORS
THROUGH LEADERSHIP AND
THE DELIVERY OF EFFECTIVE,
EFFICIENT AND AFFORDABLE
SERVICES THAT ARE SOCIALLY
AND ENVIRONMENTALLY
RESPONSIBLE

**TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, MARCH 15th, 2022
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of March 1st, 2022 5 - 8

4. **Citizens Forum**

5. **Delegations**

(a) 6:35 – Malcolm Fischer - Coast to Coast Vintage Car Tour 9 - 10
– August 22-23, 2022 – Sponsorship Request

6. **Administration**

(a) 2022 Capital Budget Summary – March 8, 2022 (after Provincial Budget) 11 - 13

(b) CAO Reports 14 - 18

(c) Meeting Dates

- Tuesday, April 5 – Council – 6:30pm
- **Wednesday, April 6 – Friday, April 8 – Virtual Economic Developers Alberta Conference – Council Chambers**
- Tuesday, April 12 – COW – 4:30pm
- Tuesday, April 19 – Council – 6:30pm
- **Monday, April 25 – Regional Water Meeting – 1:00pm**
- Tuesday, May 3 – Council – 6:30pm
- **Tuesday, May 10 – 2022 Tax Deliberations – 3:00pm**
- Tuesday, May 10 – COW – 4:30pm
- Tuesday, May 17 – Council – 6:30pm
- Tuesday, June 7 – Council – 6:30pm
- Tuesday, June 14 – COW – 4:30pm
- Tuesday, June 21 – Council – 6:30pm

(d) Accounts Payable in the amount of \$160,778.08 (\$1,536.89 + \$5,157.44 19 - 26
+ \$11,618.61 + \$142,465.14)

7. **Council**

(a) Meeting Reports

8. **Minutes**

**COUNCIL AGENDA
MARCH 15, 2022
PAGE 2**

- (a) Parkland Regional Library Board – February 24, 2022 27
- 9. **Public Hearing**
- 10. **Bylaws**
- 11. **Correspondence**
 - (a) Crime Stoppers – Letter to municipalities 28
- 12. **Items Added**
- 13. **In-Camera Session**
- 14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MARCH 1st, 2022 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor S. Nolls

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

CAO G. Switenky

Media (1)

Absent: Councillor T. Randell
Assistant CAO S. Gerlitz

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

1/2. **Agenda Additions/Approval:**

Motion 22:03:01 Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held February 15th, 2022

Page 5 – “address” rather than “addressed”
Page 9 – Add Mayor Nolls – February 10 – Doctor meet and greet

Motion 22:03:02 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on February 15th, 2021 be approved as amended.

MOTION CARRIED
Unanimous

(b) Business Arising from the February 15th, 2022 Minutes

None

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

5. **Delegations:** (a) None

6. **Administration:**

(a) Trade Show Shift Schedule

CAO G. Switenky advised that the 2022 Trade Show will proceed as scheduled on April 8-10, 2022. The Town of Stettler has secured a large corner booth that will allow for the display of recently purchased equipment.

Councillors reviewed the work schedule and chose shifts accordingly.

(b) Alberta Provincial Budget – February 24th, 2022

CAO G. Switenky advised that the Provincial Budget was presented on February 24th, 2022. The Town of Stettler is in

receipt of a letter from Honourable Minister Ric McIver providing a brief outline of the budget

CAO G. Switenky reviewed the preliminary analysis of the Alberta 2022 Budget as prepared by Alberta Municipalities. Highlights include a substantial reduction in Provincial funding for community infrastructure applying to all core capital funding programs that municipal government rely on. The Basic Municipal Transportation (BMTG) funding amount has been combined with the Municipal Sustainability Initiative – Capital (MSI) funding amount resulting in a \$357,120 annual decrease in direct capital funding to the Town.

Budgeted wholistic funding for Libraries, FCSS and Municipal Policing support remained at the same levels as last year.

Motion 22:03:03

Moved by Councillor Lawlor that the Town of Stettler Council accept the letter for information.

MOTION CARRIED
Unanimous

(g) Meeting Dates

- Tuesday, March 8 – COW – 4:30pm

Motion 22:03:04

Moved by Councillor Barros that the Town of Stettler Council cancel the March 8 Committee of the Whole meeting due to the Alberta Municipalities Leadership Workshop to be held in Edmonton.

MOTION CARRIED
Unanimous

- Wednesday, March 9-Thursday, March 10 – Alberta Municipal Leaders Caucus

- Tuesday, March 15 – Council – 6:30pm

- Tuesday, April 5 – Council – 6:30pm

- Wednesday, April 6-Friday, April 8 – Virtual Economic Developers Alberta Conference – Council Chambers

- Tuesday, April 12 – COW – 4:30pm

- Tuesday, April 19 – Council – 6:30pm

- Monday, April 25 – Regional Water Meeting – 1:00pm

- Tuesday, May 3 – Council – 6:30pm

- Tuesday, May 10 – 2022 Tax Deliberations – 3:00pm

- Tuesday, May 10 – COW – 4:30pm

- Tuesday, May 17 – Council – 6:30pm

- Tuesday, June 7 – Council – 6:30pm

- Tuesday, June 14 - COW – 4:30pm

- Tuesday, June 21 – Council – 6:30pm

(f) Accounts Payable in the amount of \$739,494.62

Motion 22:03:05

Moved by Councillor Pfeiffer that the Accounts Payable in the amount of \$739,494.62 (\$81,750.09 + \$5,696.76 + \$12,793.61 + \$28,373.52 + \$127,221.93 + \$64,727.10 + \$19,302.42 + \$399,629.19) for the period ending March 1st, 2022 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

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

(a) Mayor Nolls

- Feb 16 – Talk of the Town
- Feb 16 – Economic Development Committee
- Feb 16 – Regional meeting with Clearview School Division
- Feb 18 - Signed cheques
- Feb 23 - Talk of the Town
- Feb 23 - Attend Clearview Board meeting for wellness program
- Feb 24 – MP D. Kurek Town Hall
- Feb 24 – 2022 Provincial Budget presentation at Alberta Legislature with Hon. Minister Horner
- Feb 25 – Sign Cheques and review Council Agenda

(b) Councillor Baker

- Feb 21 – “Freeze for a reason” polar plunge at Buffalo Lake
- Feb 24 – MP D. Kurek Town Hall
- Feb 27 – International Polar Bear Day

(c) Councillor Barros

- Feb 16 – Post Secondary
- Feb 17 – Brownlee Emerging Trends
- Feb 18 – Hospital Foundation
- Feb 24 – Hospital Foundation

(d) Councillor Lawlor

- Feb 16 – Economic Development Committee
- Feb 22 – Meeting with Communications Officer - Victim Services letter
- Feb 24 – Parkland Regional Library
- Feb 28 - Meeting with Director of Operations – resident concern – lagoon odour
- March 1 – Resident concern – Lagoon odour

(e) Councillor Pfeiffer

- Feb 16 – Stettler Learning Centre – zoom meeting
- Feb 16 – Economic Development Committee
- Feb 16 – Regional meeting with Clearview School Division
- Feb 23 – FCSS meeting
- Feb 24 – MP D. Kurek Town Hall

(f) Councillor Randell - absent

(g) Councillor Smith

- Feb 16 – Regional meeting with Clearview School Division
- Feb 23 - Attend Clearview Board meeting for wellness program
- Feb 23 – FCSS
- Feb 24 – Riparian Info

Motion 22:03:06

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

MOTION CARRIED
Unanimous

8. **Minutes:** (a) None

9. **Public Hearing:** (b) None

- 10. **Bylaws:** (a) None
- 11. **Correspondence:**
 - (a) Government of Alberta – Boosting Economic Recovery Through Immigration
 - (b) Government of Alberta – Online Services Make Life Easier for Albertans
 - (c) Government of Alberta – Jobs and Health Care are Focus of Throne Speech
 - (d) Stettler & District FCSS – Annual Report 2021

Motion 22:03:07

Moved by Councillor Barros that the Town of Stettler Council accept the Correspondence items (a-d) as presented.

MOTION CARRIED
Unanimous

- 12. **Items Added:** (a) None
- 13. **In-Camera Session:** (a) None
- 14. **Adjournment:**

Motion 22:03:08

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

MOTION CARRIED
Unanimous at 7:21 p.m.

Mayor

Assistant CAO

March 1, 2021

His Worship Mayor Sean and Council:

This is to follow up discussions which have occurred relative to the Coast to Coast Vintage Car Tour coming through Stettler in August of this year, these tours dating back to 1967. Each car dips front wheels in the Atlantic at St. Johns, Nfld and then about 40 days later, does likewise at Victoria, BC. This is an entourage of some 60 cars, most pulling small trailers, carrying about 125 people who will visit our fair town Monday and Tuesday, August 22 and 23.

Typically, when they visit Alberta towns, it is customary (as has been the case in places like Ponoka and Wetaskiwin in previous tours) for the town and local car clubs to host a bit of a reception and also one of the meals for participants. The car clubs involved will be the Central Alberta Vintage Auto Club of which Bob Poapst, Dave McCourt, Charlie Usher and I are members, and the Ponoka Piston Poppers, of which I am also a member. Tour participants talk long and loud of the places they have visited across the country, and often return with friends to those most liked. I am viewing this as an opportunity to get dear Stettler town on the map with them, so to speak, and so this will be of a purely promotional flavour. No Stettler business will be asked for a nickel of sponsorship as I have made it well known to the Coasters representatives to, "Come and bring your wallets."

Our Town committee discussions have taken a few productive turns and the latest have focused on this type of schedule thus far while these people are in Stettler:

- Arriving around lunch time on the Monday (of course, arrivals can be spread out over some time)
- Camping spots have been booked at our town campground for both nights
- Having been directed to Alberta Prairie, they intend to finalize a full train ride and meal, etc. for the Monday afternoon/evening. Preliminary discussions with Bob Willis by both their representatives and yours truly have occurred.
- Our discussions thus far have been that the Town host a reception – a wine and cheese type gathering – to be held at the campground. CAO Greg has some great ideas of how a local business might participate in that, selling their products nearby. Arrangements have been made to borrow a large tent from the high school with zip-in walls in case of inclement weather. No town staff will be asked to do any of the set-up, etc. I will conscript car club folks for that. (These participants tend not at all to be the late-partying type of crowd!)
- Discussions with the P&H Elevator Preservation Society are ongoing and may include a Tuesday morning tour and various demonstrations, and possibly a "coffee and pie" time afterward
- Other morning local tours will be arranged as deemed desirable by their representatives
- Board of Trade Executive Director Byron has suggested distributing a "goodie bag" for each participant with various discount coupons inside. It is hoped these might be used

for their Tuesday lunch, with the afternoon deliberately left unplanned so they might visit Stettler's great shopping venues.

- Hosted Tuesday supper: Ponoka Piston Poppers car club pig roast for participants, with Central Alberta Vintage Auto Club sponsoring potatoes, bean dishes, salads, etc. prepared at the SRC by Jeannie (prices already agreed upon).
- Current thinking is to have this event in the parking lot of the Community Hall with Growlers and Farmers' Market easily accessed. Hoping to discuss using the Ag Society's picnic tables, and asking to have the Community Hall washrooms available along with the hall itself in case of inclement weather. No kitchen use required, and hopefully, no tables and chairs needed either. If so, set-up and tear-down to be done by car club volunteers.

Thus, the request to the Town of Stettler/Board of Trade would be:

- sponsoring the wine and cheese for the welcome reception Monday evening, and
- donation of the Community Hall bathrooms access, and hall itself for dining if weather is inclement.

A main goal will be to impose as little as possible upon Town staff.

Thank you.

Yours sincerely,

Malcolm Fischer

Town of Stettler
2022 Capital Budget Summary

08-Mar-22 After Provincial 2022 Budget

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2022 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses January 1, 2022	Utility (Water) Avail for Capital 2022 Interim Operating Budget (Rates) \$54,007	Utility (other) Avail for Capital 2022 Interim Operating Budget (Rates) \$320,874	Available for Capital 2022 Interim Operating Budget (taxes) \$323,472	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2022 Operating Budget	Debenture / Local Improvement	Grants - MSI \$649,945	Grants - FGT (\$356,384)	Grants - BMTG - 2022 Budget \$0.00 (\$60 per cap x 5952)	Other	Total		
Operating Capital Projects included in 2022 Interim Operating Budget - 1-32-99-91-00-920 / 2-32-99-91-00-764 - Transfer to/from operating reserve																			
Op-tran	2-32-09-00-03-244	Pathway rehab (2017 council direction)	\$50,000								\$50,000.00						\$50,000.00		
Op-tran	2-32-09-00-00-244	Sidewalk replacement program (yearly)	\$75,000								\$75,000.00						\$75,000.00		
2022 Capital Budget - Operational Projects (non TCA)																			
ADM		Community Builders (pre build 10 hearts)	\$25,000							\$25,000.00	Culture						\$25,000.00		
FIRE	2-23-02-00-02-561	2001 Fire Engine Replace-2026-\$1M	\$100,000				\$100,000.00										\$100,000.00		
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000					\$55,000.00									\$55,000.00		
Op-tran	2-32-21-00-03-536	Pavement patching	\$150,000				\$150,000.00										\$150,000.00		
Op-culture	2-74-99-91-00-764	Culture reserve account	\$15,000				\$15,000.00										\$15,000.00		
2022 Capital Budget - Operational Projects (non TCA)			\$0.00	\$470,000.00	\$0.00	\$0.00	\$265,000.00	\$55,000.00	\$0.00	\$25,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$470,000.00		
2022 Capital Budget - Capital Projects (TCA)																			
ADM	6-12-03-00-30-630	Computer replacement program	\$14,000				\$14,000.00										\$14,000.00		
FIRE		Replace Deputy Fire Chief Truck (2023) - Reserve in 2022 - County Invoice 2023	\$23,500					\$23,500.00									\$23,500.00		
FIRE		Replace Fire Chief Truck (2023) - Reserve 2022 - County Invoice 2023	\$23,500					\$23,500.00									\$23,500.00		
FIRE		Replace extraction hydraulic pump	\$19,000					\$9,500.00							\$9,500.00	County	\$19,000.00		
FIRE		Fire Hall Traffic Signals	\$15,000					\$7,500.00							\$7,500.00	County	\$15,000.00		
OP		Pathway (new construction)	\$100,000				\$100,000.00										\$100,000.00		
OP		44 Avenue overlay from Hwy 12 to 38St	\$750,000										\$750,000.00				\$750,000.00		
OP		Airport runway - secure STIPfunding - \$1,618,096 - \$1,213,572 STIP - Town - \$202,262 / County \$202,262	\$1,618,096						\$202,262.00							\$1,415,834.00	Strategic Transportation Infrastructure (STIP) Grant \$1,213,572 / County = \$202,262 \$1,618,096.00		
Water		Watermain cast iron replacement 53rd street between 48-51 avenue	\$950,000					\$135,616.02					\$504,137.21	\$172,537.68	\$137,709.09		\$950,000.00		
Sewer		Wetland Pumphouse Upgrades	\$175,000				\$175,000.00										\$175,000.00		
Equip		Hydovac	\$600,000										\$600,000.00				\$600,000.00		
Equip		2 - Pick-up trucks	\$90,000					\$40,000.00		\$50,000.00	Common Services - Equipment						\$90,000.00		
Equip		Trailer mounted flusher	\$200,000					\$200,000.00									\$200,000.00		
WTP		Membrane Replacement (build reserve)	\$50,000			\$10,000.00	\$10,000.00	\$30,000.00									\$50,000.00		
WTP		Misc. Pump Replacement	\$100,000				\$100,000.00										\$100,000.00		
WTP		Caustic CIP (cleaning in place) tank heater	\$35,000			\$35,000.00											\$35,000.00		
WTP		PCL (programmable logic controller) Upgrades	\$75,000				\$75,000.00										\$75,000.00		
WTP		Compressors	\$200,000			\$200,000.00											\$200,000.00		
SRC		Arena Scorelock replacement (both) with blue tooth consoles with dressing room timers	\$28,000							\$28,000.00	Rec Agreement						\$28,000.00		
SRC		Outdoor arena refurbishment (new boards)	\$94,000							\$94,000.00	Rec Agreement						\$94,000.00		
HUB		Undercounter ice making machine	\$4,000							\$4,000.00	Rec Agreement						\$4,000.00		
Pool		Mechanical room replacement components	\$15,000							\$15,000.00	Rec Agreement						\$15,000.00		
Hall		Hardwood floor refinishing (dance floor)	\$15,000							\$15,000.00	Culture						\$15,000.00		
Park		Ball diamond backstop fence (2 diamonds)	\$5,000							\$5,000.00	Rec Agreement						\$5,000.00		
Park		Toro mower replacement	\$96,000							\$96,000.00	Rec Agreement						\$96,000.00		
2022 Capital Budget - Capital Projects (TCA)			\$0.00	\$5,295,096.00	\$0.00	\$245,000.00	\$474,000.00	\$469,616.02	\$202,262.00	\$307,000.00	\$0.00	\$0.00	\$1,254,137.21	\$772,537.68	\$137,709.09	\$1,432,834.00	\$0.00	\$5,295,096.00	
2022 Total Capital Budget			\$0.00	\$5,765,096.00	\$0.00	\$245,000.00	\$739,000.00	\$524,616.02	\$202,262.00	\$332,000.00	\$0.00	\$125,000.00	\$0.00	\$1,254,137.21	\$772,537.68	\$137,709.09	\$1,432,834.00	\$0.00	\$5,765,096.00
Council Motion - February 1, 2022		\$5,765,096.00	#DIV/0!				\$698,353.00	\$1,508,616.02					\$43,940.79	-\$75,625.68	\$219,410.91		\$5,765,096.00		
2022 Capital Additions		\$0.00						-\$810,263.02									\$0		
Total 2022 Capital Budget		\$5,765,096.00																	
Difference (Actual vs Council Budget)		-\$5,765,096																	

		2021 Carry Forward																
		Brought forward from 2021 Budget Carry Forward	2021 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount	Actual - Project Expenses January 1, 2022	Utility (Water) Avail for Capital	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves	2022 Operating Budget	Debenture / Local Improvement	Grants - MSI \$649,945	Grants - FGT (\$356,384)	Grants - BMTG - 2022 Budget \$0.00 (\$60 per cap x 5952)	Other	Total	
2021 Carry Forward - Operational Projects (non TCA)																		
parks	2-77-05-00-02-239		\$50,000.00					\$50,000.00									\$50,000.00	
Op-storm	2-77-05-00-02-239	\$0.00	\$50,000					\$46,253.07	\$3,746.93	West Stettler Planning Reserve							\$50,000.00	
		\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,253.07	\$0.00	\$3,746.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	
2021 Carry Forward - Capital Projects (TCA)																		
2020 MSP	6-32-21-10-23-610		\$400,085.51							\$283,651.66	Municipal Operating Support Transfer MOST - \$198,718.75 Land Development - \$84,932.91			\$116,433.85			\$400,085.51	
FIRE	6-23-00-00-30-630		\$180,450				\$60,150.00			\$120,300.00	Fire Capital Reserve						\$180,450.00	
FIRE	6-23-00-00-33-630		\$13,136.96					\$6,568.48								\$6,568.48	County	\$13,136.96
Op	6-41-11-10-15-610		\$40,000											\$40,000.00			\$40,000.00	
Water	6-41-14-10-01-610		\$50,000.00				\$10,000.00			\$40,000.00	Water Reservoir Coat						\$50,000.00	
Water	6-41-11-10-12-610 (CAP13555)		\$255,353.66											\$255,353.66			\$255,353.66	
Water	6-41-11-30-02-630		\$30,562.50				\$30,562.50										\$30,562.50	
Sanitary	6-42-00-00-12-610 (CAP13557)		\$300,000											\$300,000.00			\$300,000.00	
WTP	6-41-04-10-00-610		\$175,000			\$175,000.00											\$175,000.00	
WTP	6-41-01-00-21-610		\$46,374.88							\$46,374.88	WTP = Small Capital Reserve						\$46,374.88	
Op	6-32-21-10-14-610		\$28,015.62					\$28,015.62									\$28,015.62	
Sewer	6-42-00-10-05-610		\$299,242.50											\$299,242.50			\$299,242.50	
	6-41-14-20-01-620 - CAP-11503		\$149,490.00											\$149,490.00			\$149,490.00	
	6-56-00-60-01-660		\$9,332.80					\$9,332.80									\$9,332.80	

																			\$0.00
2021 Carry Forward - Capital Projects (TCA)	\$0.00	\$1,977,044.43	\$0.00	\$0.00	\$175,000.00	\$100,712.50	\$43,916.90	\$0.00	\$490,326.54	\$0.00	\$0.00	\$0.00	\$704,843.66	\$455,676.35	\$0.00	\$6,568.48	\$0.00	\$1,977,044.43	
2021 Total Carry Forwards	\$0.00	\$2,077,044.43		\$0.00	\$175,000.00	\$100,712.50	\$140,169.97	\$0.00	\$494,073.47		\$0.00	\$0.00	\$704,843.66	\$455,676.35	\$0.00	\$6,568.48	\$0.00	\$2,077,044.43	
2022 Total Capital Budget (including Carry Forwards)	\$0.00	\$7,842,140.43		#DIV/0!	\$420,000.00	\$839,712.50	\$664,785.99	\$202,262.00	\$826,073.47		\$125,000.00	\$0.00	\$1,958,980.87	\$1,228,214.03	\$137,709.09	\$1,439,402.48		2,077,044.43	
2022 Total Capital Budget Difference From Budget to Actual		-\$7,842,140.43					\$1,924,498.49		\$1,028,335.47		Total Grants Available			\$1,958,980.87	\$1,228,214.03	\$137,709.09		0.00	
							Total Reserves		\$2,952,833.96		Balance - December 31, 2022			\$0.00	\$0.00	\$0.00			

TO: Town of Stettler Council

DATE: 2022 03 15

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – FEBRUARY 2022

ADMINISTRATION – CAO – GREG SWITENKY

1. Meetings: Town Council, Joint Health & Safety Committee, and daily office staff information sharing sessions.
2. Ongoing organizational COVID-19 continuity planning under AHS guidelines, provincial mandates, and industry best practices.
3. 2022 Strategic Planning Presentation & Workshop.
4. 2022 – 2026 Capital Budget Presentation & Workshop.
5. Alberta Municipalities Webinar respecting the (PwC) Police Transitional Study.
6. Virtual: Flood Mapping with representatives from Alberta Environment and Parks.
7. IDP Review Workshop with Consultant and County of Stettler representatives.
8. Ongoing liaison and information sharing with County Administration; working on community development and strengthening collaborative working relationships.
9. Ongoing organizational succession planning considerations.
10. Continuous engagement with Senior Department Heads regarding situational solutions to arising issues/requests, emergent problems and troubleshooting Council Member/Ratepayer concerns.

ADMINISTRATION – ASSISTANT CAO – STEVEN GERLITZ

1. Meetings attended included: Council, Committee of Whole, Staff, Department Head, Economic Development Committee, Provincial Police presentation, 2022 Capital Budget Workshop, Community Energy Infrastructure Program (CEIP), Vision Credit Union – Banking Transition, Brownlee Emerging Trends
2. Projects worked on included:
 - COVID planning, info and research
 - Economic Development Committee – follow-up, Tax incentive bylaw, clean energy program, Electric vehicle charging stations webinar
 - External Audit – close out meeting
 - 2022 Regional Water Rates
 - 2022-2024 Interim Budget
 - 2022-2026 Capital Budget
 - 2021 Cash Flow Statement follow up – December 31, 2021 (C-Run)
 - 2021 Regional Water Summary – December 31, 2021 (C-Run)

- 2021 Capital Budget Summary – December 31, 2021 (C-Run)
- 2021 Operating Budget Summary – December 31, 2021 (C-Run)
- 2021 Reserves Update – December 31, 2021 (C-Run)
- 2021 Grant Updates – December 31, 2021 (C-Run)
- 2023-2032 – Regional Water Model Program Update
- Garbage and Recycling Inquiries – municipal inquiries
- Council Agenda prep
- Council Minutes
- AP Invoices and sign checks
- Ratepayer issues and concerns
- CAO Vacation coverage

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings:

- Department Head
- Joint Town County Council Meeting
- Nautical Lands Stormwater Discussions
- Webinar – Snow Clearing Lawsuits – municipal obligations
- Brownlee Emerging Trends Virtual Conference
- MidTown Development – Stormwater discussions
- ATCO Streetlight evaluations/long term planning
- NE ASP landowner discussion
- Interviews – Transportation position interviews
- Town Life Planning Spring 2022
- AEnv Floodway discussions

Projects:

- Design of 2022 Projects
- Wellings of Stettler
- Midtown development
- Vacation Feb 16-23
- Town Life articles
- Master Servicing Study
- Offsite Levy bylaw
- 53 Street Water Replacements
- 44 Avenue Phase 3 Road Rehabilitation
- Lagoon Aeration Mediation discussions

TRANSPORTATION – SARAH MCCRINDLE

- Helped water dept hauling cat tails at the wetlands
- Sidewalk snow removal
- Put wreaths on columbarium
- Swept and flooded out door rinks

- Hauled snow and blew up the hill at west Stettler and at Parkdale
- Sanded streets
- Parking lot snow removal
- Street snow removal
- Sanded residential alleys
- Installed solar cross walk lights on main street mid block between 49ave and 48ave
- Interviews for jobs in transportation. Hired for the transportation in training operator
- Filled sink hole on vacant lot beside Brenda's Cozy Café
- Hauled dirt and made 2 berms in west Stettler
- Took down old banners and brackets from around town
- Cleaned town equipment during down times
- Snow removal in cemetery when needed
- Plow snow in back alleys when needed
- Filled in a sink hole in an alley off of 47st from a gas company dig
- Finished taking all the wire off the Christmas lights from the main street tree
- Started cleaning up the back of the yard to make a back hoe/excavator training area
- Trained an employee on the Wille sidewalk machine
- New transportation operator has been doing safety courses that are needed for this dept
- Interview for the position of operator in transportation
- Reviewed safety manual as a group
- Traffic light and crosswalk light monthly inspection. Repaired crosswalk light button at 44ave and 70st
- Clean up around the shop and the shop yard
- Helped out water dept on a sewer dig
- Hauled snow from the uptown area and as the school area
- Steaming of catch basins and culverts that were frozen

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

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

1. **Meetings:** Teaching and Tradeshow at AAAS in Edmonton, Heartland beautification, Parks and sports fields stream meeting, Town life, and informal staff sharing meetings.
2. **Projects:** Outdoor rink and oval maintenance, snow removal, job postings for summer students and 1 replacement permeant, arena operations, and SRC cleanup after break-in.
3. Unfortunately on the last day of February the SRC was broken into and the ATM was stolen. The damage to the building was minimal but rather expensive. We have secured the building and have cleaned up, but it will look unsightly for the next while until new doors are installed. There was no interruption of service to the public and we are still able to operate. I would like to thank Roger and Sonia for their quick response to the break-in and all the efforts in cleaning up and securing the building. Whenever this happens I can't help but feel violated and personally hurt. It is important to remember that if you come across something like this in progress that your safety comes first. Unfortunately people can become desperate and these things can be replaced. It is not worth getting hurt or worse. Just my 2 cents.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. We have had some success with the new CIP cleaning method. We will continue with the new method to see if the improvements continue. If they do not we will try a new acid recipe.
2. The new service water pump install has now been scheduled with Chamco for March 9. We will not be making water during the install and all commissions have been made aware.
3. Action plumbing completed the install of the new CIP caustic tank heater and it is now in service.
4. Cleartech service technician will be installing 2 new Free chlorine CL17 analyzers at the water treatment plant Feb 28. One of the old CL17's can then be used as a Total chlorine analyzer at the town reservoir that has one analyzer out of service at this time. The new Total CL17's are supposed to be in stock at HACH at the end of March. With the supply chain as it is this may or may not come to pass.
5. 3102B membrane feed pump needs to have mechanical seal repaired or replaced. Vortex has been out to survey. The problem with this work is that there is no lifting crane above these pumps and you must dismantle heating duct and then come through the roof with a crane to lift the motor. Looking into having a custom gantry and hoist built for this job and all future jobs. The hiring of a crane and other labour for this work is very expensive.
6. Our backpack snow blower quit working. We will be receiving a new blower under warranty replacement.
7. We will be interviewing for the WTP summer position in March
8. Routine monthly maintenance carried out.

WATER – GRANT MCQUAY

REGIONAL FIRE CHIEF – MARK DENNIS

1. Training
 - Alternating shift training nights regarding COVID 19. Topics - Ice water rescue and equipment deployment, Tender 35 pump operation for Station 4 and Hazards of combustible dust.
2. Fire Department Operations
 - Meetings- Motion Canada and Bearcom
 - AFRRCS - project
 - Fire Training tower project - Security lighting, Tower inspection training, Training tower props
 - Ongoing fire fighter payroll submission, incident invoicing, incident investigations, fire cause determination submission to AB gov, Safety Codes inspections regarding fire code.
 - Annual apparatus maintenance and pump testing
 - Trouble shoot Tower 10 control module fault
 - Schedule annual pump maintenance on Tower 10, Engine 12, Engine 11 with Pierce EVT
 - CIVIP on Tender 45
 - Attended Castor Fire Department LODD funeral

- Polar Dip fund raiser
- Annual SCO review preparation
- Ongoing COVID - 19 planning, MFR response updates/training

1. Regional Fire Department Incident Summary

- February total incidents 4 - 1 motor vehicle incidents, 1 alarm call, and 2 medical first response



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0004449
Cheque Date	First	Last		EFT0004458

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Barnes, Roger	EFT0004449	2022-03-08	\$25.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	march phone allowance	2022.03.01	\$25.00

Benoit, Morgan	EFT0004450	2022-03-08	\$107.50

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	fall protection training	2022.02.22	\$107.50

Dahl, Steven	EFT0004451	2022-03-08	\$50.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	march tool allowance	2022.03.01	\$50.00

Dodd, Sonia	EFT0004452	2022-03-08	\$275.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	march phone allowance	2022.03.01	\$25.00
	travel BLS recert	2022.02.24	\$250.00

Gerlitz, Steven	EFT0004453	2022-03-08	\$100.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	march phone travel allowance	2022.03.01	\$100.00

Graham, Leann	EFT0004454	2022-03-08	\$175.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	march phone travel allowance	2022.03.01	\$175.00

Robbins, Brad	EFT0004455	2022-03-08	\$100.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	march travel allowance	2022.03.01	\$100.00

Somerville, Andrew	EFT0004456	2022-03-08	\$184.39

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	travel&subsistence training	2022.02.07	\$184.39

Stormoen, Angela	EFT0004457	2022-03-08	\$150.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	march travel allowance	2022.03.01	\$150.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Switenky, Greg	EFT0004458	2022-03-08	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
march phone travel allowance	2022.03.01	\$370.00	
	Total Cheques		\$1,536.89

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000509
Cheque Date	First	Last		ONL000514

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000509	2022-03-11	\$354.94

Invoice Description	Invoice Number	Invoice Amount	

WTP Monthly Pest Control	1443140	\$198.45	
SRC Monthly Pest Control	1443001	\$156.49	
=====			
Rogers	ONL000510	2022-03-11	\$170.10

Invoice Description	Invoice Number	Invoice Amount	

Fire Jlint Data Flex Plan	2433579009	\$170.10	
=====			
Shaw Cable	ONL000511	2022-03-11	\$73.50

Invoice Description	Invoice Number	Invoice Amount	

Comm Hall WiFi Mar 17 - Apr 16	2022.02.17	\$73.50	
=====			
Shaw Cable	ONL000512	2022-03-11	\$288.75

Invoice Description	Invoice Number	Invoice Amount	

SRC WiFi Mar 15 to Apr 14	2022.02.15	\$288.75	
=====			
Telus Communications	ONL000513	2022-03-11	\$3,020.99

Invoice Description	Invoice Number	Invoice Amount	

Telus Feb 22 to Mar 21	2022.02.23	\$3,020.99	
=====			
Telus Mobility Inc.	ONL000514	2022-03-11	\$1,249.16

Invoice Description	Invoice Number	Invoice Amount	

Telus Mobility Feb 22 - Mar 21	2022.02.21	\$1,249.16	

Total Cheques			\$5,157.44
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	76032
Cheque Date	First	Last		76043

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Municipal Taxation Pro	76032	2022-03-11	\$137.50

Invoice Description	Invoice Number	Invoice Amount	
Admin 2022 AMTPA Membership	42	\$137.50	

Atlas Copco Compressors Canada	76033	2022-03-11	\$965.20

Invoice Description	Invoice Number	Invoice Amount	
WTP Compressor Parts	1122003147	\$965.20	

Cal-Trac Contracting Ltd.	76034	2022-03-11	\$2,406.60

Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Feb Grader Rental	303962	\$2,406.60	

Central Alberta Recreation Ass	76035	2022-03-11	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Cara Pool Toy Program 2022 Due	2022-03	\$100.00	

Entandem	76036	2022-03-11	\$208.51

Invoice Description	Invoice Number	Invoice Amount	
2022 Socan License Fees	189627	\$208.51	

Generations RV	76037	2022-03-11	\$58.64

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns Pin & Disc servpuller	17549	\$58.64	

Hoisting Ltd.	76038	2022-03-11	\$5,168.33

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trsf Stn WTS Hoist Repairs	25004	\$5,168.33	

Linde Canada	76039	2022-03-11	\$348.23

Invoice Description	Invoice Number	Invoice Amount	
Pool Chemicals	69061152	\$348.23	

Ornamental Bronze Limited	76040	2022-03-11	\$467.25

Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath w Vases	100135	\$467.25	

Red Deer River Municipal Users	76041	2022-03-11	\$1,488.00

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water 2022 Requisition		2022	\$1,488.00
=====			
Society to Prevent Dutch Elm D 76042		2022-03-11	\$40.00

Invoice Description		Invoice Number	Invoice Amount
P&L 2022 Membership		2022	\$40.00
=====			
Town of Stettler - Petty Cash 76043		2022-03-11	\$230.35

Invoice Description		Invoice Number	Invoice Amount
Office Lotto & Postage		2022.03.10	\$230.35
Total Cheques			\$11,618.61
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0004459
Cheque Date	First	Last		EFT0004481

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Fire Chief's Associati	EFT0004459	2022-03-15	\$189.00

Invoice Description	Invoice Number	Invoice Amount	
2022 Active Membership	19594	\$189.00	

Apple Fitness Store Ltd.	EFT0004460	2022-03-15	\$407.40

Invoice Description	Invoice Number	Invoice Amount	
Admin Pandemic Wipes	IN000007503	\$407.40	

Automated Aquatics Canada Ltd.	EFT0004461	2022-03-15	\$863.89

Invoice Description	Invoice Number	Invoice Amount	
Pool Chemicals & Freight	0000102231	\$863.89	

Stettler Regional Board of Tra	EFT0004462	2022-03-15	\$290.00

Invoice Description	Invoice Number	Invoice Amount	
HBC Awards Gala Sponsorship	1830	\$290.00	

Brownlee LLP	EFT0004463	2022-03-15	\$1,793.93

Invoice Description	Invoice Number	Invoice Amount	
Sewer Aeration bldg Legal Serv	52761	\$1,793.93	

C & S Disposal	EFT0004464	2022-03-15	\$23,092.31

Invoice Description	Invoice Number	Invoice Amount	
Feb Waste & Recycling Collecti	2028	\$23,092.31	

Capital Power	EFT0004465	2022-03-15	\$96,181.39

Invoice Description	Invoice Number	Invoice Amount	
Affiliates Jan power bills	5171839	\$7,894.94	
Jan Power Bill	5171836	\$88,286.45	

Cas Tech Inc.	EFT0004466	2022-03-15	\$1,138.20

Invoice Description	Invoice Number	Invoice Amount	
Computer 2 - 24' Monitors/UPS	220000000917	\$1,138.20	

Central Sharpening	EFT0004467	2022-03-15	\$152.25

Invoice Description	Invoice Number	Invoice Amount	
SRC Sharpen Ice Knife	29314	\$152.25	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Chamco Industries Ltd.	EFT0004468	2022-03-15	\$2,989.74
Invoice Description	Invoice Number	Invoice Amount	
WTP Vibration Analysis	6020031ADR	\$2,989.74	
Chemical International	EFT0004469	2022-03-15	\$677.25
Invoice Description	Invoice Number	Invoice Amount	
Fitness Area Sanitizing Wipes	111995	\$677.25	
Cheri's Ultimate Cleaning Serv	EFT0004470	2022-03-15	\$1,713.60
Invoice Description	Invoice Number	Invoice Amount	
Shop Jan & Feb Janitor Service	579833	\$1,401.75	
Fire Joint Dec Janitor Service	579834	\$141.75	
Fire Joint Jan Janitor Service	579835	\$170.10	
IJD Inspections Ltd.	EFT0004471	2022-03-15	\$856.58
Invoice Description	Invoice Number	Invoice Amount	
Plan & Dev Building Permits	01-2022	\$856.58	
Just Safety Supplies & Service	EFT0004472	2022-03-15	\$658.99
Invoice Description	Invoice Number	Invoice Amount	
Roads Safety Clothing	6741	\$658.99	
Leading Edge Metal Works Ltd.	EFT0004473	2022-03-15	\$68.25
Invoice Description	Invoice Number	Invoice Amount	
BOT Check Plate	2038	\$68.25	
Marko, Tracey	EFT0004474	2022-03-15	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
RCMP Sick Leave Incentive	2021	\$25.00	
MedTeq Solutions CA Ltd	EFT0004475	2022-03-15	\$1,725.49
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 8 Training Courses	INV38151	\$1,725.49	
Northstar Trucking Ltd.	EFT0004476	2022-03-15	\$68.25
Invoice Description	Invoice Number	Invoice Amount	
Water Concrete for Solar Light	322091	\$68.25	
QM Contracting	EFT0004477	2022-03-15	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Wtr Billing Feb Meter Reader	931395	\$1,575.00	
Rollies Vac Systems	EFT0004478	2022-03-15	\$336.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Landfill Pumpout	21810		\$336.00
=====			
Shanes Instrument Services Ltd	EFT0004479	2022-03-15	\$7,276.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP & Wtr Trs Stn/Reservior	20553	\$7,276.50	
=====			
Wet Water Industries Ltd.	EFT0004480	2022-03-15	\$223.37
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Service Call Test	AR36801	\$146.48	
Fire Jnt Apr Wtr Treat Equip	AR37395	\$76.89	
=====			
Wheels On	EFT0004481	2022-03-15	\$162.75
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Fall Protection Course	83149	\$162.75	
=====			
	Total Cheques		\$142,465.14
			=====

**Parkland Regional Library Systems
Board Meeting – February 24, 2022**

- The 2021 Annual Report was received and given approval. Of note, in 2021 the circulation for the region surpassed 1.1 million items lent. The regional collection saw more than 30,000 additions.
- The Annual Report for the Outlet libraries in Brownfield, Nordegg, Spruce View and Water Valley were approved.
- OverDrive Reciprocal Lending Agreement – Since 2019 PRL has been sharing eBooks and eAudio books from its Cloud Library Collection with four other regional systems – Yellowhead, Marigold, Northern Lights and Peace. A new agreement has now been made to share the eContent from the other eContent platform OverDrive. The eContent sharing has saved countless dollars because eContent is expensive and there are licensing restrictions. PRL is a net borrower of eContent.
- PRL held three meetings with focus groups to review the Strategic Plan for 2023-2025. Facilitator was Shari Hanson with the Alberta Culture and Status of Women branch.
- Over the past 30 years PRL has acquired many pieces of art as gifts. It was decided to have the art works appraised for insurance purposes. The appraiser valued the art at more than \$21,000 and insurance to cover loss or damage is an additional \$25 per year. The Lacombe Memorial Centre has expressed an interest in displaying the art collection.
- The Advocacy Report was given by Gord Lawlor, Stettler and Shawn Peach, Castor. Advocacy continues to be important and always on-going.
- The library at Maskwacis continues to be closed as it is housed in the Howard Buffalo Centre which has been closed throughout the COVID pandemic.
- In 2022 long service award recipients are Chris Gregory and Rob Penrice with 10 years of service each to PRL.
- In community updates – Some libraries reported expanding services by offering puzzles and special occasion cake pans for loan and offering lessons on painting, quilting and ukulele. Although there is increased demand for eContent, physical books still continue to be a large part of libraries.

Submitted by:

Gord Lawlor



Box 33, Red Deer, AB T4N 5E7

www.centralalbertacrimestoppers.ca

March 2022

Greetings,

Central Alberta Crime Stoppers, established in 1984, is a non-profit organization. Crime Stoppers programs are one of the most successful, cost-effective crime fighting tools available to law enforcement. For each tip, thousands of hours of an investigator's time are saved, allowing crimes to be solved more quickly and effectively.

In 2021 over 1,872 TIPS were received-an average of 156 per month. These TIPS resulted in recovery of \$216,976. worth of cash and drugs, 40 arrests and 28 cases cleared. Imagine the amount of police hours saved!!

Trained call takers receive information from TIPSTERS who want to report a crime and wish to remain anonymous. We take information regarding the whereabouts of wanted persons, stolen property, narcotics, or any other criminal activity. If a tip leads to an arrest or seizure of drugs/stolen property, it may be eligible for a reward of up to \$2,000.

Crime Stoppers is solely funded through donations and volunteer fundraising activities. Our fundraising has been stopped since the arrival of Covid 19. We cannot survive without donations from concerned citizens. All donations \$20.00 and over will receive an official donation receipt, which is tax deductible. PLEASE consider this letter as a request for help and a donation. EVEN small amounts do add up and will help us continue to provide this anonymous service to TIPSTERS.

The easiest way to donate is to visit our website www.centralalbertacrimestoppers.ca and click on the "DONATE" button. If you prefer to send a cheque it can be mailed to Box 33, Red Deer, AB T4N 5E9

Thank you for supporting this fundraising effort; helping us create safer communities through out Central Alberta.

Sincerely,

Don Stirling - Chairperson
Central Alberta Crime Stoppers
Email: info@centralalbertacrimestoppers.ca