

Town of Stettler

COUNCIL MEETING

FEBRUARY 20, 2024

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, FEBRUARY 20th, 2024
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of February 6th, 2024 5-13

(b) Minutes of the Committee of the Whole Meeting of February 13th, 2024 14-18

4. **Citizens Forum**

5. **Delegations**

(a) 6:30pm – Battler River Watershed Alliance – 2024 Update Verbal

(b) 6:50pm – S/Sgt. Cam Russell, Stettler RCMP – 2024 Update Verbal

6. **Administration**

(a) Committee of the Whole Recommendations – February 13th, 2024 19-26

(b) Expense/Revenue Report – January 31, 2024 27-28

(c) Bank Reconciliation – January 31, 2024 29

(d) CAO Reports 30-37

(e) Meeting Dates

- Tuesday, March 5 – Council – 6:30pm
- Tuesday, March 12 – COW – 4:30pm
- Tuesday, March 19 – Council – 6:30pm
- Tuesday, April 2 – Council – 6:30pm
- Tuesday, April 9 – COW – 4:30pm
- Tuesday, April 16 – Council – 6:30pm
- Tuesday, May 7 – Council – 6:30pm
- **Tuesday, May 14 – 2024 Tax Budget Deliberations – 3:00pm**
- Tuesday, May 14 – Committee – 4:30pm
- Tuesday, May 21 – Council – 6:30pm

**COUNCIL AGENDA
FEBRUARY 20, 2024
PAGE 2**

	(f) Accounts Payable in the amount of \$785,575.32 (\$620,933.83 + \$81,104.47 + \$83,537.02)	38-44
7.	<u>Council</u>	
	(a) Meeting Reports	
8.	<u>Minutes</u>	
9.	<u>Public Hearing</u>	
10.	<u>Bylaws</u>	
	(a) Bylaw 2169-24 – Water & Wastewater Servicing	45-58
11.	<u>Correspondence</u>	
	(a) Alberta Environment & Protected Areas – Water Sharing Agreements	59-60
	(b) Stettler Steel Wheel Stampede – 2024 Sponsorship Opportunities	61-63
12.	<u>Items Added</u>	
13.	<u>In-Camera Session</u>	
14.	<u>Adjournment</u>	

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, FEBRUARY 6th, 2023 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

CAO L. Graham

Assistant CAO S. Gerlitz

Assistant CAO K. Hymers

Planning & Development Officer A. Stormoen

Media (2)

Absent:

Councillors K. Baker & T. Randell

Call to Order:

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

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

CAO Graham requested that Town Council add the following item to the agenda:

12(a) WTP Boiler – Urgent Replacement Request

Motion 24:02:01

Moved by Councillor Lawlor to approve the agenda as amended.

MOTION CARRIED

Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 6th, 2024

Motion 24:02:02

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on January 6th, 2024 be approved as presented.

MOTION CARRIED

Unanimous

(b) Business Arising from the January 6th, 2024 Minutes

None

4. **Delegations:**

(a) 6:30pm – Heather Seibel, Executive Director – Stettler Adult Learning Centre – 2024 Update

Mayor Nolls welcomed H. Seibel to the meeting.

H. Seibel advised that the Stettler Adult Learning Centre (SALC) is a non-profit organization that is part of the provincial network of Community Adult Learning Programs (CALP) and is supported by Advanced Education. It is also a Campus Alberta Central learning site for Red Deer Polytechnic and Olds College.

The goal of SALC is to be the first choice for adults in East Central Alberta for furthering their education needs and goals, and to be dedicated to offering lifelong learning opportunities to the Town and County of Stettler.

The SALC has been proudly serving the Stettler community for the past 25 years. Eight team members work across 15 different program areas, and volunteer tutors assist with math, reading, test preparation and work search skills.

Funding for SALC is provided through:

- Advanced Education
- Campus Alberta Central
- Project Grants
- Community Groups
- Service Organizations
- Businesses
- Municipal Governments
- Fee for Service and Class Tuition Fees

Everyone who comes to the Stettler Adult Learning Centre has the opportunity to work with a knowledgeable advisor, who listens to better understand their goals, needs, and current skill levels. The team creates individual plans to ready them for success and the next best program or learning opportunity for them.

Programs include:

- Foundational Learning in Literacy and Numeracy
- Pre-Apprenticeship Preparation
- GED/CAEC
- English as an Additional Language
- Digital Literacy
- General Interest Courses
- Business Training
- Community Kitchen
- Family Early Literacy
- Workplace Readiness Programs
- Learner Advising and Mentoring
- Referrals to Other Agencies
- Health Care Programs
- Individualized Tutoring
- Soft Skills Development

Customized programs for businesses include team building workshops, management and supervisory development, human resources, communication and soft skill development, and computer training in a variety of business programs.

A municipality can assist the SALC by spreading the word, using services for their employees, advocating to the government for rural education, referring others, or taking a class.

Mayor Nolls thanked H. Seibel for her presentation, and for the excellent service that the Stettler Adult Learning Centre provides to the community.

H. Seibel left the meeting at 6:48 p.m.

5. **Citizen's Forum:** (a) 7:00pm – ATCO Metering

Mayor Nolls welcomed five (5) participants to the Citizen's Forum.

The rules of the Citizen's Forum under the Procedural Bylaw (2138-21) were read.

Due to concerns surrounding the technology, participants requested that Town Council approach ATCO to host another information session on AMI Metering at a more suitable time, with increased advertising.

Mayor Nolls thanked the citizens for attending the meeting.

Motion 24:02:03

Moved by Councillor Barros that the Town of Stettler Council refer the discussion to the February 13th Committee of the Whole Meeting.

MOTION CARRIED
 Unanimous

The citizens left the meeting at 7:13 p.m.

6. **Administration:**

(a) 2024 Capital Budget

CAO Graham advised that the 2024 proposed Capital Budget has been prepared for Council’s consideration in the amount of \$5,194,935. The draft budget was initially presented to Town Council on January 23rd, 2024 during Capital Budget Deliberations where an overview of the budget and relevant funding sources was provided.

2024 Capital Budget - Department Summary			
Administration			\$134,000
Admin - Asset Management Program		\$60,000	
Admin - Computer - Back Up Tapes		\$10,000	
Admin - Computer - Computer replacement program		\$14,000	
Planning - Housing Assessment Strategy		\$50,000	
Fire Department			\$2,049,435
Fire engine replacement reserve		\$100,000	
Emergency Warning Equipment & Carrier Slide Out for Town Fire Chief Truck		\$19,435	
Fire Station Renovation Drawings		\$15,000	
Reg Manager Fire Truck		\$130,000	
2025 Fire Engine (1.2 million US \$) - Tender in 2024		\$1,700,000	
Regional - Storage for Training Facility		\$85,000	
Transportation			\$1,365,000
Pavement Patching		\$110,000	
Concrete Crushing		\$150,000	
Health Unit Parking Lot (Front and Back)		\$145,000	
Spruce Drive - Hwy 56 to 61 Street		\$530,000	
Cold Storage Shed		\$400,000	
Salt Shed Door		\$30,000	
Water & Sewer & Storm			\$415,000
Water - Belt Clip - Meter Reading		\$25,000	
Water - Watermain on 47 Ave - 46 to 48 Street		\$350,000	
Sewer - Lift Station A Pump Replacement (\$450,000 Total Project - 2025)		\$20,000	
Storm - Culvert - Hwy 56 at Rail Tracks		\$20,000	
Equipment			\$480,000
Skidsteer		\$35,000	
Tandem		\$300,000	
2 - 3/4 Ton Trucks		\$145,000	
Pathway / Sidewalks			\$470,000
Pathway (maintenance & rehab)		\$55,000	
Pathway Connection of Homesteader Park		\$20,000	
Okoppe Walkway		\$72,000	
Pathway Program-Spruce Drive Sidewalk		\$323,000	
Stettler Recreation Centre (SRC)			\$171,500
Arena	Domestic Hot Water Holding Tank	\$33,000	
Arena	Ice Resurfacing Holding Tank	\$35,000	
Arena	Overhead Doors	\$30,000	
SRC	Control Software Update	\$6,500	
Pool	Sand Filters - Back Mechanical Room	\$35,000	
Pool	Canon Replacement (Stage 1)	\$32,000	
Parks / Cemetary / Community Hall			\$95,000
Parks	Spray Park Upgrades (Planning Phase)	\$50,000	
Parks	Open Spaces Master Planning RFP	\$30,000	
Parks	Sports Park - Parking Curbs	\$15,000	
Arts and Culture			\$15,000
Total - 2024 Capital Budget - Department Summary			\$5,194,935

As required by the *Municipal Government Act*, the 2024 Capital Budget provides five (5) year tentative budget projections from 2022-2026.

Motion 24:02:04

Moved by Councillor Lawlor that the Town of Stettler Council approve the Capital Budget for 2024 in the amount of \$5,194,935, and further accept the potential projects from 2025, 2026, 2027 and 2028 as presented.

MOTION CARRIED
 Unanimous

(b) 2024 Red Deer Home Show – Council Staffing Schedule

Assistant CAO Gerlitz advised that the Economic Development Committee has created a traveling trade show booth as one of their initiatives. As ambassadors of the community, it has been recommended that members of Council staff the booth.

The Red Deer Home Show runs from March 8th-10th, 2024, and Administration is requesting that members of Council sign up for flexible shifts based on their availability.

Motion 24:02:05

Moved by Councillor Barros that the Town of Stettler Council approve the 2024 Red Deer Home Show schedule as presented.

MOTION CARRIED
Unanimous

(c) 2024 Capital Budget – Stettler Fire Squad Unit Tender

Mayor Nolls welcomed Town of Stetter Fire Chief Mark Dennis to the meeting.

M. Dennis advised that the existing Fire Chief Vehicle (2013 Suburban) is to be replaced with a 2024 4WD GMC Yukon XL.

The 2024 Capital Budget for the vehicle, less emergency warning equipment and rear slide-out, is \$106,000, excluding GST.

The Town of Stettler Fire Chief requires a vehicle for fire department duties. This vehicle is equipped to provide emergency response command and control, perform fire investigation, fire inspections, daily administrative duties and respond to incidents 24/7. The new unit will be equipped with emergency warning lights and siren, and rear slide-out with a passenger safety divider for storage of equipment.

Summary of Proposals Submitted:

Administration submitted a request for tender on the Alberta Purchasing Connection and have received two bids:

Wolf Chevrolet GMC Buick Calgary - selling price without GST \$107,926 Delivery 7-10 days.

Western GMC Buick Edmonton - Selling price without GST \$ 105,500 Delivery 1-2 days

Motion 24:02:06

Moved by Councillor Smith that the Town of Stettler Council authorizes Administration to award the Fire Department Squad Vehicle Tender to Western GMC Buick Edmonton in the amount of \$105,500 (excluding GST), with funding to come from the 2024 Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Dennis for his presentation.

M. Dennis left the meeting at 6:52pm.

(d) 2024 Capital Budget – Housing Assessment RFP

Mayor Nolls welcomed Planning & Development Officer Angela Stormoen to the meeting.

A. Stormoen advised that in 2019, The Town of Stettler partnered with the County of Stettler Housing Authority to fund a Housing Assessment, which has been successful in creating opportunities for developers to fill the gap that the study provided.

As a result of the new developments and changes to the economy, the Economic Development Committee proposed

an update to the current Housing Assessment. Furthermore, the committee requested that a housing strategy be developed to help create and maintain an affordable, safe, and suitable supply of housing.

In accordance with the RFP, the evaluation process for the 4 proposals received consisted of a review to confirm that the proposals met the mandatory requirements, and to determine the highest-ranking proponent based on the rated criteria and pricing evaluation. The weighted criteria and percentage evaluation scores were based on the following:

Technical	Weighting	
	Score	%Value
Capacity of Firm, Project Understanding, Methodology, Work Schedule	/5	35%
Direct Related Experience with Housing Assessment/Strategy	/5	25%
Relevant Experience & References, Project Team	/5	15%
Total - Technical Proposal (min 60 % required)		75%
Price Proposal	/5	25%
TOTAL		100%

Four proposals were received:

Consulting Firm	Cost	Evaluation Score			Met RFP Criteria
		Tech. (75%)	Price (25%)	TOTAL (100%)	
Urbanics Consultants	\$49,955.00	65%	25%	90%	Yes
Gordon & Associates	\$49,525.00	73%	25%	98%	Yes
Housing Strategies Inc.	\$46,625.00	73%	25%	98%	Yes
BASSA Social Innovations	\$42,500.00	75%	25%	100%	Yes

BASSA Social Innovations' proposal meets all the criteria of the RFP and the contract price provides room within the budget to expand the scope if needed. BASSA Social Innovations has recently completed very similar studies successfully for the Town of Innisfail, City of Lloydminster, and Town of Westlock.

Motion 24:02:07

Moved by Councillor Barros that the Town of Stettler Council authorizes Administration to award the Housing Assessment and Housing Strategy RFP to BASSA Social Innovations, and enter into a Professional Services Contract for this project with a value not to exceed the capital budget limit of \$50,000 excluding GST, as approved under the Town of Stettler Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked A. Stormoen for her presentation.

A. Stormoen left the meeting at 7:13 p.m.

- (e) Bank Reconciliation – December 31, 2023

Motion 24:02:08

Moved by Councillor Pfeiffer that the Town of Stettler Council approves the Bank Reconciliation as of December 31st, 2023 as presented.

MOTION CARRIED
Unanimous

- (f) CAO Reports

Motion 24:02:09

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

MOTION CARRIED
Unanimous

(g) Meeting Dates

- Tuesday, February 13 – COW – 4:30pm
- **Thursday, February 15 – Brownlee Emerging Trends – 7:45am
– Council Chambers**
- Tuesday, February 20 – Council – 6:30pm
- Tuesday, March 5 – Council – 6:30pm
- Tuesday, March 12 – COW – 4:30pm
- Tuesday, March 19 – Council – 6:30pm
- Tuesday, April 2 – Council – 6:30pm
- Tuesday, April 9 – COW – 4:30pm
- Tuesday, April 16 – Council – 6:30pm
- Tuesday, May 7 – Council – 6:30pm
- **Tuesday, May 14 – 2024 Tax Budget Deliberations – 3:00pm**
- Tuesday, May 14 – COW – 4:30pm
- Tuesday, May 21 – Council – 6:30pm

(h) Accounts Payable in the amount of \$470,927.43

Motion 24:02:10

Moved by Councillor Barros that the Accounts Payable in the amount of \$470,927.43 be paid as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- January 17 – Talk of the Town
- January 17 – Economic Development Committee
- January 19 – Stettler Waste Management Authority Strategic Planning
- January 22 – Strategic Planning Meeting
- January 23 – 2024 Capital Budget Deliberations
- January 24 – Talk of the Town
- January 26 – Signed Cheques at the Town Office
- January 31 – Talk of the Town
- February 1 – RCMP Central Division Annual General Meeting
- February 2 – Signed Cheques at the Town Office
- February 5 – Steel Wheel Stampede Board

(b) Councillor Baker

Report to be presented at a later date.

(c) Councillor Barros

- January 19 – Stettler Waste Management Strategic Planning
- January 22 – Strategic Planning Meeting
- January 23 – 2024 Capital Budget Deliberations
- January 25 - Municipal Planning Commission

(d) Councillor Lawlor

January 17 – Economic Development Committee
January 17 – Stettler Library Board Meeting
January 22 – Strategic Planning Meeting
January 23 – 2024 Capital Budget Deliberations
January 25 – Municipal Planning Commission
January 25 – Parkland Regional Library System
January 30 – William E. Hay Mental Health Wellness Day
January 31 – ATCO Automated Meter Installation Open House

(e) Councillor Pfeiffer

January 17 – Economic Development Meeting
January 22 – Strategic Planning Meeting
January 23 – 2024 Capital Budget Deliberations
January 25 – Municipal Planning Commission Meeting

(f) Councillor Randell

Report to be presented at a later date.

(g) Councillor Smith

January 22 – Strategic Planning Meeting
January 23 – 2024 Capital Budget Deliberations
January 25 – Municipal Planning Commission

Motion 24:02:11

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

MOTION CARRIED
Unanimous

8. **Minutes:**

(a) None

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Stettler & District Food Bank Society – Thank You Letter

(b) Pfeiffer Family – Thank You Card

(c) ATCO – Advanced Metering (AMI) is Coming to Your Community

Motion 24:02:12

Moved by Councillor Pfeiffer that the Town of Stettler accept the Correspondence items (a-c) for information.

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) WTP Boiler – Urgent Replacement Request

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

M. Robbins advised that the existing 2 million BTU boiler at the

water treatment plant has had a tube failure. The boiler is close to end of life and full replacement instead of repair is the best plan of action. Administration has been establishing a reserve at the water treatment plant to cover these types of unexpected expenditures. The water treatment plant – small equipment reserve has a current balance of \$171,374.88.

Requests were sent to three (3) local companies and one out of town company to provide a proposal and costing for replacements of the existing boiler.

All three (3) local companies submitted proposals. All companies recommend replacing the larger boiler with four (4) smaller units. The proposal will allow taking a boiler out of service for a repair or replacement without losing the ability to produce water. Action Plumbing and Keith's Refrigeration both propose utilizing the same footprint and piping connections. Burmac Mechanical has proposed a different configuration requiring additional work.

Action Plumbing - \$82,000.00
Keith's Refrigeration - \$83,995.00
Burmac Mechanical - \$205,622.80

Electrical work is not included in the quotations but is required at an additional cost of \$2,000. Rental boilers are needed during the replacement at a cost of \$11,000. Based on Action's proposal on keeping the same footprint, piping, availability of units and favourable pricing, administration is recommending proceeding with Action Plumbing.

Motion 24:02:13

Moved by Councillor Lawlor that the Town of Stettler accept the Correspondence items (a-c) for information.

MOTION CARRIED
Unanimous

13. **In-Camera Session:** (a) Health & Safety Staffing – FOIP – Section 16(1) - Labour

Motion 24:02:14

Moved by Councillor Barros that the Town of Stettler Council enter an In-Camera Session with the CAO and Assistant CAOs present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 7:36 p.m.

Motion 24:02:15

Moved by Councillor Smith that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 8:00 p.m.

Motion 24:02:16

Moved by Councillor Barros that the Town of Stettler Council authorize the new salary title and grid for the purpose of aligning our Safety Advisor Role.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 24:02:17

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

MOTION CARRIED
Unanimous at 8:00 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2024

Present: Mayor S. Nolls

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

CAO L. Graham
Assistant CAO S. Gerlitz
Assistant CAO K. Hymers
Director of Operations M. Robbins

Media (0)

Call to Order: Mayor Nolls called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions

2. Agenda Approval

Moved by Councillor Lawlor that the agenda be approved as presented.

MOTION CARRIED
Unanimous

3. 2024 Strategic Planning

CAO Graham advised that following the 2024 Strategic Planning Session held on January 22nd, 2024, Administration has prepared an initial draft of an action plan for the top five (5) ranked items:

Goal	Actions Required	Person(s) Responsible	Timeline
1. Government Advocacy Committee	<ul style="list-style-type: none"> - Initial meeting - Assess current priorities - Communicate initiative to Department Heads 	<p style="text-align: center;">Mayor Nolls</p> <p style="text-align: center;">Councillors Lawlor, Smith and Barros</p> <p style="text-align: center;">CAO</p> <p style="text-align: center;">Assistant CAO</p> <p style="text-align: center;">Communications Officer</p> <p style="text-align: center;">Department Head as needed</p>	<ul style="list-style-type: none"> - First Meeting in March 2024

Guiding Principles:

- Connect with Ministries
- Focus Lobbying Efforts
- Proactively Identify Funding Opportunities

Goal	Actions Required	Person(s) Responsible	Timeline
2. Assess & Fill Gaps in Housing	<ul style="list-style-type: none"> - Create a multi-year strategy - Advocate with Minister of Finance for funding opportunities for social housing 	Economic Development Committee Government Advocacy Committee	<ul style="list-style-type: none"> - Following formation of Government Advocacy Committee

Guiding Principles:

- Affordable Housing Stock
- Purpose Built Rental Stock
- Assessing Vulnerable Population Housing Needs

Goal	Actions Required	Person(s) Responsible	Timeline
3. RCMP Detachment Right-Sizing & Funding	<ul style="list-style-type: none"> - Refer to Government Advocacy Committee for lobbying efforts 	Government Advocacy Committee	<ul style="list-style-type: none"> - Following formation of Government Advocacy Committee

Guiding Principles:

- Equitable Police Funding
- RCMP Building Renovation/Expansion
- Future Planning for Potential Non-Municipally Funded Detachment

Goal	Actions Required	Person(s) Responsible	Timeline
4. Community Branding & Signage	a) Refer back to the Corporate Identity Committee and advise to proceed with tentative multi-year planning	Corporate Identity Committee	2024 - 2030

Guiding Principles:

- Encourage visitors to explore the community beyond the highway-adjacent thoroughfares
- Boost economic growth on Main Street and other key retail sectors
- Communicate that Stettler is a “visitor friendly destination”
- Utilize opportunities for physical branding throughout the community
- Standardize community parks entrance signage.

Goal	Actions Required	Person(s) Responsible	Timeline
5. Town Office Backup Power	<ul style="list-style-type: none"> - Engagement with Clearview Public Schools - Electrical Review - Plan Size & Location - Create Budget 	CAO Stettler Fire Chief Director of Information Services	2024

Guiding Principles:

- Backup Power for TOS Office
- Emergency Preparedness
- Partnership with Clearview

CAO Graham requested feedback and suggestions to build on the action plan, and operational and committee items were reviewed. Discussion ensued.

Moved by Councillor Smith that the Committee of the Whole refer the 2024 Strategic Action Plan to the Regular Meeting of Council held on February 20th, 2024 for approval.

MOTION CARRIED
Unanimous

4. 2024 Capital Budget – Pathway Program & Spruce Drive

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

M. Robbins provided a handout with updates regarding the Pathway Program and Spruce Drive upgrades.

Committee advised M. Robbins that she should proceed with the engagement of landowners affected on the North and South side of Spruce Drive.

Mayor Nolls thanked M. Robbins for her presentation.

M. Robbins left the meeting at 5:20 p.m.

5. ATCO AMI Metering – Citizens Forum Request

Mayor Nolls advised that at the February 6th Council Meeting, delegates at the Citizen's Forum asked that the Town of Stettler Council reach out to ATCO and request that the hold additional information sessions on the AMI Metering coming to Central Alberta Communities.

Councillor Lawlor advised that ATCO reached out to him and advised that they have discussed the matter with head office. ATCO has decided not to host another meeting. Councillor Lawlor will notify the concerned citizens of the decision.

6. Central Alberta Child Advocacy Centre – Funding Request

CAO Graham advised that following a delegation to Council and funding request from the Central Alberta Child Advocacy Centre, several members of Council and Administration visited the facility and gained insight on Stettler residents' use of the program.

Assistant CAO Gerlitz advised that another tour will be scheduled closer to the grand opening (early May), and that community stakeholders will be invited to join Council.

COMMITTEE MINUTES

FEBRUARY 13, 2024

PAGE 5

Moved by Councillor Lawlor that the Committee of the Whole recommend that Town Council approve the funding request of \$10,000 per annum for five (5) years from the Central Alberta Child Advocacy Centre, with funds to come from the Annual Operating Budget's Community Development Reserve.

MOTION CARRIED
Unanimous

7. Additions

8. Adjournment

Moved by Councillor Randell that the Committee of the Whole Meeting be adjourned.

MOTION CARRIED
Unanimous at 5:20 p.m.

Mayor

Assistant CAO

COMMITTEE OF THE WHOLE RECOMMENDATIONS

FEBRUARY 13, 2024

1. Strategic Planning 2024

The Committee of the Whole recommends that Town Council approve the Town of Stettler 2024 Strategic Plan as presented.

2. Child Advocacy Centre Funding Request

The Committee of the Whole recommends that Town Council approve the funding request of \$10,000 per annum for five (5) years from the Central Alberta Child Advocacy Centre, with funds to come from the Annual Operating Budget's Community Development Reserve.

2024

STRATEGIC PLANNING



2024 Strategic Plan Rankings

Rank	Item	Council Votes	Staff Votes	Total Votes
1	Government Advocacy Committee	22	29	51
2	Housing	19	21	40
3	Right-size RCMP detachment/funding	14	30	34
4	Community branding/signage	13	17	30
5	Town office backup power	10	15	25
6	Strategy for poverty/homelessness/food security	4	18	22
7	Field house/walking	12	5	17
8	School multi-plex participation	8	8	16
9	Town Emergency Management	5	9	14
10	Internal tax rate review	5		5
10	Long-term firefighter retention	1	4	5
10	Temporary shelters		5	5
13	Stettler as a Christmas destination	2	2	4
14	Regional economic development efforts		1	1
14	Coordinated community programming		1	1

Initiatives identified as already in the realm of operations:

- Municipal Census,
- Community Hall sound system assessment,
- Council Chambers sound upgrade,
- Water Treatment Plant emergency plan,
- Fire Hall expansion

Some items were also referred to committees:

Economic Development:

- Hotels

Parks Advisory:

- Spray Park improvements
- Further work on the skating oval
- West end dog park

SRC Planning:

- Sauna

Health Care Committee:

- Accessibility
- Recruitment
- AHS closures

2024 Strategic Action Planning

Goal	Actions Required	Person(s) Responsible	Timeline
1. Government Advocacy Committee	<ul style="list-style-type: none"> - Initial meeting - Assess current priorities - Communicate initiative to Department Heads 	<p style="text-align: center;">Mayor Nolls</p> <p style="text-align: center;">Councillors Lawlor, Smith and Barros</p> <p style="text-align: center;">CAO</p> <p style="text-align: center;">Assistant CAO</p> <p style="text-align: center;">Communications Officer</p> <p style="text-align: center;">Department Head as needed</p>	<ul style="list-style-type: none"> - First Meeting in March 2024

Guiding Principles:

- Connect with Ministries
- Focus Lobbying Efforts
- Proactively Identify Funding Opportunities

Goal	Actions Required	Person(s) Responsible	Timeline
2. Assess & Fill Gaps in Housing	<ul style="list-style-type: none"> - Create a multi-year strategy - Advocate with Minister of Finance for funding opportunities for social housing 	<p style="text-align: center;">Economic Development Committee</p> <p style="text-align: center;">Government Advocacy Committee</p>	<ul style="list-style-type: none"> - Following formation of Government Advocacy Committee

Guiding Principles:

- Affordable Housing Stock
- Purpose Built Rental Stock
- Assessing Vulnerable Population Housing Needs

2024 Strategic Action Planning

Goal	Actions Required	Person(s) Responsible	Timeline
3. RCMP Detachment Right-Sizing & Funding	<ul style="list-style-type: none"> - Refer to Government Advocacy Committee for lobbying efforts 	Government Advocacy Committee	<ul style="list-style-type: none"> - Following formation of Government Advocacy Committee

Guiding Principles:

- Equitable Police Funding
- RCMP Building Renovation/Expansion
- Future Planning for Potential Non-Municipally Funded Detachment

Goal	Actions Required	Person(s) Responsible	Timeline
4. Community Branding & Signage	<ul style="list-style-type: none"> a) Refer back to the Corporate Identity Committee and advise to proceed with tentative multi-year planning 	Corporate Identity Committee	2024 - 2030

Guiding Principles:

- Encourage visitors to explore the community beyond the highway-adjacent thoroughfares
- Boost economic growth on Main Street and other key retail sectors
- Communicate that Stettler is a “visitor friendly destination”
- Utilize opportunities for physical branding throughout the community
- Standardize community parks entrance signage.

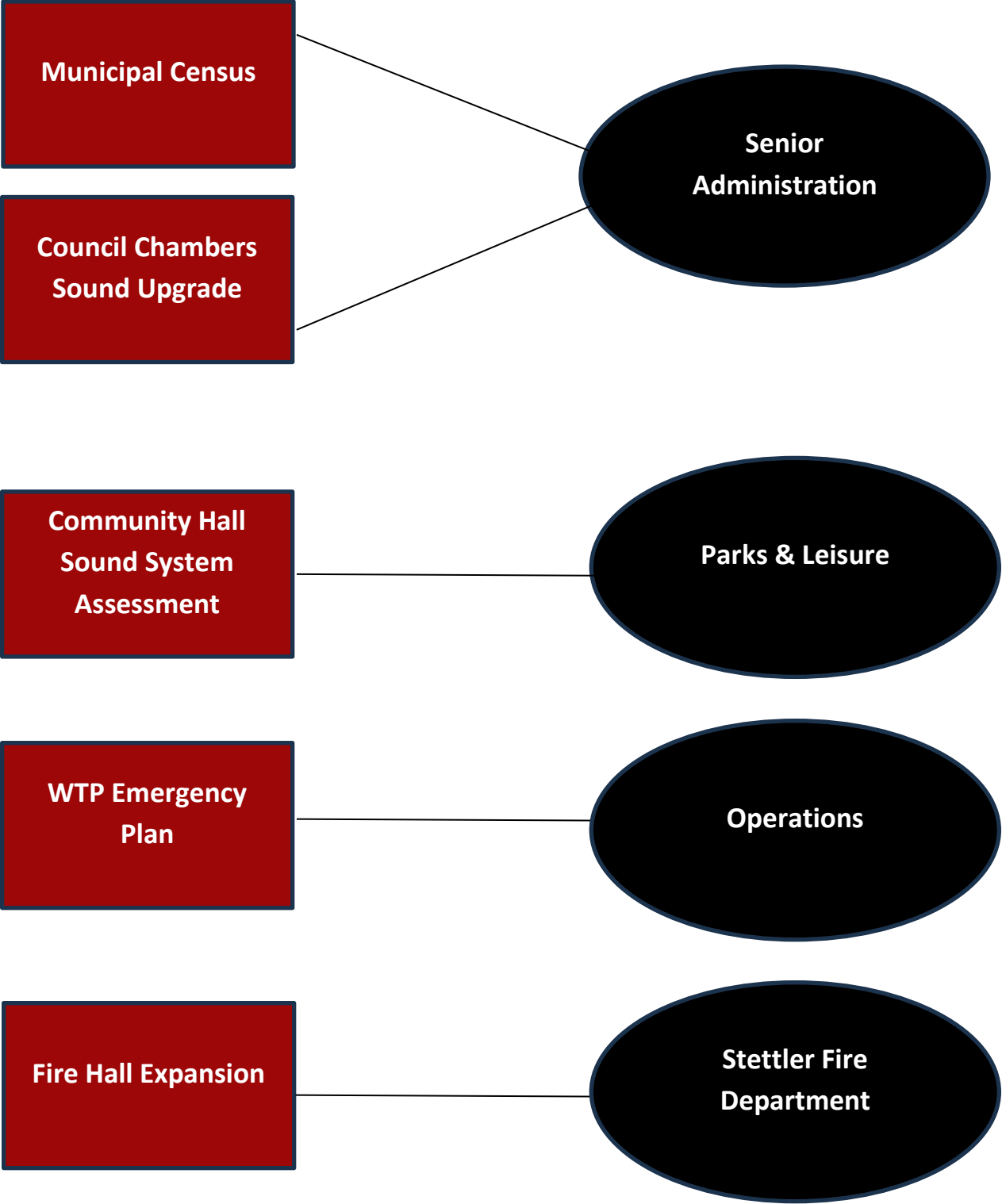
2024 Strategic Action Planning

Goal	Actions Required	Person(s) Responsible	Timeline
5. Town Office Backup Power	<ul style="list-style-type: none"> - Engagement with Clearview Public Schools - Electrical Review - Plan Size & Location - Create Budget 	CAO Stettler Fire Chief Director of Information Services	2024

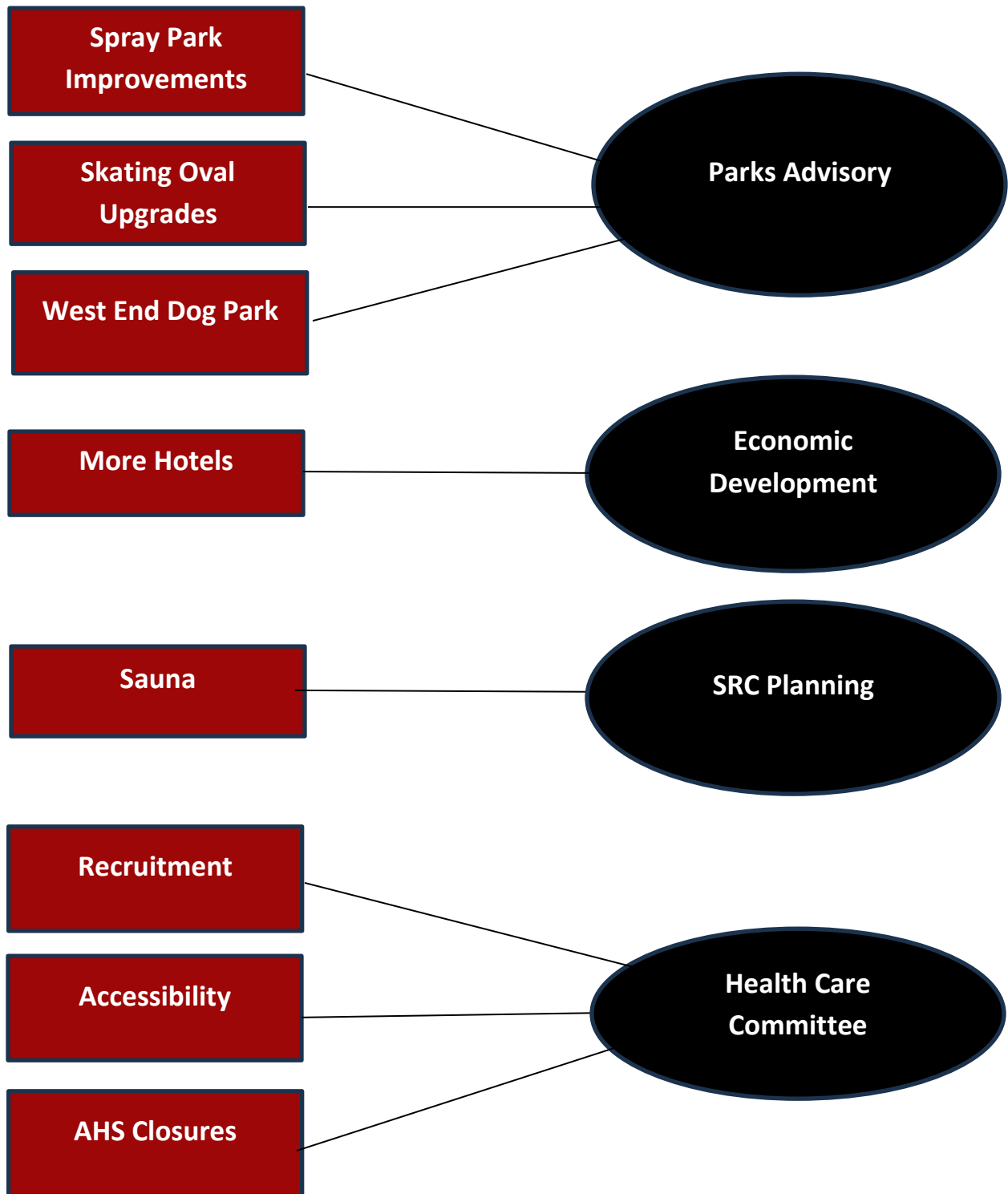
Guiding Principles:

- Backup Power for TOS Office
- Emergency Preparedness
- Partnership with Clearview

2024 Initiatives Currently in Operation



2024 Initiatives Referred to Committees



2024 Budget Summary - January 31, 2024

Revenue	2024 Budget	2024 Actual - January 31, 2024	Variance	%	Notes
Administration	\$272,020.00	\$751.95	\$271,268.05	0.28%	Sale of Lot / AT Project En
	Inter Dept Utility Transfer - \$250,000				
Police	\$778,728.00	\$6,264.93	\$772,463.07	0.80%	MSI Operating - \$104,896
	Traffic Fines - Budget - \$60,000 - Actual - \$6036.34 - %10				
	Provincial Grant - \$347,616				
	Community Resource Program - Clearview \$40,000 / County - \$70,216				
Fire	\$172,561.50	-\$3,003.51	\$175,565.01	-1.74%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$98,325.00	\$15,375.00	86.48%	
	Business Licenses Budget - \$90,000 - Actual \$98,150.00 / Animal License Budget \$21,700 - Actual \$75.00				
Roads, Streets, Walks, Lights	\$64,535.00	\$28.68	\$64,506.32	0.04%	
Airport	\$10,880.00	\$0.00	\$10,880.00	0.00%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,393,422.00	\$166,845.30	\$3,226,576.70	4.92%	
	Metered sale of water (Budget - \$2,099,132 - Actual \$160,982.89 = 8% - end of January - 8%)				
	Metered out of Town (Budget - \$1,182,500 - Actual \$0.00 = % - end of January - 8%)				
	Bulk water - Budget - \$40,000 - Actual - \$2,491.55 - 6%				
Sewer	\$1,013,741.00	\$76,621.47	\$937,119.53	7.56%	
	Sewer Service Charges (Budget - \$951,721 - Actual \$76,621.47 = 8% - end of January - 8%)				
Garbage Collection & Disposal	\$877,238.00	\$68,037.86	\$809,200.14	7.76%	SWMA haul rebate - \$26,351
	Residential Garbage Revenue (Budget - \$658,560- Actual \$67,893.82 = 10% - end of January - 8%)				
	Recycling Revenue (Budget - \$184,800 - Actual \$19.04 = 0% - end of January - 8%)				
FCSS	\$164,220.00	\$41,054.93	\$123,165.07	25.00%	
Cemetery	\$23,600.00	\$1,736.00	\$21,864.00	7.36%	
Planning & Development	\$44,500.00	\$751.25	\$43,748.75	1.69%	
	Building Permits (Budget - \$30,000 - Actual - \$0.00)				
Economic Development - BOT	\$146,570.00	\$19,871.38	\$126,698.62	13.56%	
Subdivision Land	\$500.00	\$0.00	\$500.00	0.00%	Subdivision Fees
Land, Housing & Rentals	\$292,894.00	\$0.00	\$292,894.00	0.00%	
	AE Kennedy Health Unit - \$212,679				
	Ambulance Station - \$20,100				
	SRC - Library - Budget - \$42,000				
Recreation - General	\$4,000.00	\$28.57	\$3,971.43	0.71%	
Recreation Programs	\$27,318.00	\$400.02	\$26,917.98	1.46%	Ball / Soccer
Facilities	\$1,114,267.00	\$68,183.24	\$1,046,083.76	6.12%	County / Pool / SRC
Community Hall	\$40,000.00	\$1,779.76	\$38,220.24	4.45%	
Senior's Center	\$21,750.00	\$1,466.81	\$20,283.19	6.74%	\$6000 Casino
Parks	\$130,800.00	\$154.65	\$130,645.35	0.12%	
	Lions Campground - Budget - \$130,000 - actual - \$0.00 = 0%				
Operating Contingency	\$0.00	\$0.00	\$0.00	#DIV/0!	
Taxes / Penalties	\$9,279,247.00	\$0.00	\$9,279,247.00	0.00%	
Other Revenue	\$2,707,682.00	\$0.00	\$2,707,682.00	0.00%	
	Franchise Fee - GAS (Budget - \$1,218,960 - Actual \$95,110.16 = 8% - end of January - 8%)				
	Franchise Fee - ELECTRIC (Budget - \$820,322 - Actual \$65,058.76 = 8% - end of January - 8%)				
	Return on Investments (Budget - \$600,000 - Actual - \$60,966.22)				
Total Revenue	\$20,694,173.50	\$549,298.29	\$20,144,875.21	2.65%	

Expense	2024 Budget	2024 Actual - January 31, 2024	Variance	%	Notes
Council & Legislative	\$246,650.00	\$20,392.13	\$226,257.87	8.27%	
Council Honorarium (Budget - \$177,650)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$6,701.65 = 42%)					
Administration	\$1,130,012.00	-\$20,392.13	\$1,150,404.13	-1.80%	
Police	\$1,813,785.00	\$0.00	\$1,813,785.00	0.00%	
RCMP - Contract Billings \$1,675,155					
Fire	\$866,499.00	\$0.00	\$866,499.00	0.00%	
Disaster Services	\$46,741.00	\$0.00	\$46,741.00	0.00%	
Bylaw Enforcement	\$196,763.00	\$0.00	\$196,763.00	0.00%	
Common Services	\$270,527.00	\$0.00	\$270,527.00	0.00%	
Roads, Streets, Walks, Lights	\$2,048,004.00	\$0.00	\$2,048,004.00	0.00%	
Airport	\$59,688.00	\$0.00	\$59,688.00	0.00%	
Water Supply & Distribution	\$3,334,666.00	\$0.00	\$3,334,666.00	0.00%	
Sewer	\$791,619.00	\$0.00	\$791,619.00	0.00%	
Garbage Collection & Disposal	\$822,715.00	\$0.00	\$822,715.00	0.00%	
FCSS	\$205,275.00	\$0.00	\$205,275.00	0.00%	
Cemetery	\$66,780.00	\$0.00	\$66,780.00	0.00%	
Comm Services -Handi Bus	\$25,000.00	\$0.00	\$25,000.00	0.00%	
Planning & Development	\$375,500.00	\$0.00	\$375,500.00	0.00%	
Economic Development	\$616,405.00	\$0.00	\$616,405.00	0.00%	
Subdivison Land	\$50,410.00	\$0.00	\$50,410.00	0.00%	
Land, Housing & Rentals	\$47,540.00	\$0.00	\$47,540.00	0.00%	
Recreation - General	\$155,645.00	\$0.00	\$155,645.00	0.00%	
Recreation Programs	\$82,180.00	\$0.00	\$82,180.00	0.00%	
Facilities	\$2,766,939.00	\$0.00	\$2,766,939.00	0.00%	
Culture	\$353,268.00	\$0.00	\$353,268.00	0.00%	Parkland, Library, Museum
Community Hall	\$111,880.00	\$0.00	\$111,880.00	0.00%	
Senior's Center	\$13,430.00	\$0.00	\$13,430.00	0.00%	
Parks	\$747,942.00	\$0.00	\$747,942.00	0.00%	
Operating Contingency	-\$191,000.00	\$0.00	-\$191,000.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit)					
Available for Capital from 2024 Operating Budget for 2024 Capital Budget - \$882,919 (Water \$58,756 + Utility \$276,645 (sewer, waste, recycling) + Total Available for Capital - \$547,518) = \$882,919					
Requisitions	\$2,756,392.00	\$0.00	\$2,756,392.00	0.00%	
ASFF (Budget - \$2,207,833 - Actual - \$0.00 - 0%)					
ASFF Separate School (Budget - \$167,793 - Actual - \$0.00 - 0%)					
County of Stettler Senior Lodges (Budget - \$380,766 - Actual - \$0.00 - 0%)					
Total Expense	\$19,811,255.00	\$0.00	\$19,811,255.00	0.00%	
Surplus / Deficit	\$882,918.50	\$549,298.29			

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF January 31, 2024

Net Balance at End of Previous Month	\$ 12,696,593.04
ADD: General Receipts (summarized below)	1,323,958.17
Interest Earned (Prime 7.20% less 1.60% = 5.60%)	60,012.57
Investments Matured	-
SUBTOTAL	14,080,563.78
LESS: General Disbursements	1,034,462.52
Payroll	285,251.05
Investments	-
Debenture Payments	-
Returned Cheques	1,081.00
Bank Charges	598.85
SUBTOTAL	1,321,393.42
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$ 12,759,170.36

Balance at End of Month - Bank	12,757,881.87
ADD: Outstanding Deposits	34,636.46
LESS: Outstanding Cheques	33,347.97
	33,347.97
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$ 12,759,170.36

INVESTMENTS:	
US Bank Account	501,214.54
US Bank Interest	148.65
SUBTOTAL	501,363.19
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 13,260,533.55

THIS STATEMENT SUBMITTED TO COUNCIL THIS 20th DAY OF February, 2024

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	286,852
4	Utility	AR	282,134
5	Library	Salary Reversal	27,863
6	Library	Rent	11,025
7	BOT	Salary Reversal	21,859
8	AB Gov't	Fines	6,136
9	County of Stettler	Rec Agreement	76,505
10	County of Stettler	SRO	74,000
11	Clearview	SRO	24,000
12	Stettler Waste	Requisition	6,594
13	SMRWSC	Water	56,905
14	SRC	Minor Hockey	21,673
15	SRC	Concession Rental	4,172
16	Stettler Ambulance	Rent	20,108
17	Gov't of Canada	GST	38,447
18	AB Tans	Fire	13,300
19	AB Gov't	FCSS	41,055
20	AE Kennedy	Rent	17,493
21	Atco Electric	Franchise Fee	65,059
22	Apex	Franchise Fee	95,110
23	Other		133,668
24		Total	1,323,958

TO: Town of Stettler Council

DATE: 2024 02 20

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – JANUARY 2024

CAO – LEANN GRAHAM

1. Meetings:

- Town Council
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- General Administrative Staff Meetings
- Joint Health and Safety Committee
- Alberta Health Services Meeting
- Safety Succession Planning
- AB Muni's LGFF Call
- SWMA Strategic Planning Session
- Town Strategic Planning Session
- Corporate Identity Meeting
- Capital Budget Session
- SRC Staff Sessions 1 on 1
- Town Fire Chief and New Manager Meeting
- SRFD Next Steps Meeting with County and New Regional Manager
- P&L Department Review Meeting
- Town Department Head and Managers Policy Meeting

2. Projects:

- Fire Services Agreement
- Safety Succession Planning
- Water/Wastewater Agreement
- Board of Trade Organizational Policy Review
- Parks and Leisure Department Review
- Human Resource Matter
- Policy Review
- CUPE Collective Agreement Ratification
- Capital Budget
- Strategic Planning Session
- Budget Review
- WSP Spray Park
- Development Officer Training/Mentorship
- Administrative and Staff Matters
- Ratepayer and Community Partner Matters

ASSISTANT CAO – STEVEN GERLITZ

3. Meetings attended included: Council, Staff, Department Head, Economic Development Committee, Tour of Central Alberta Child Advocacy Centre (Red Deer), Alberta Municipalities CEIP Master Agreement, 2024 Capital Budget Council Workshop.
4. Projects worked on included:
 - 2023 Capital Budget Summary – 2024 Carry Forwards (Kim)
 - 2024 Capital Budget (Kim)
 - CEIP – Master Agreement
 - CEIP – Municipality / Property Owner Agreement
 - Policy Review
 - Bylaw Review
 - Council Agenda prep
 - Sign AP Invoices and Checks
 - Ratepayer inquiries

ASSISTANT CAO – KIM HYMERS

1. Meetings attended included:
 - a. Council
 - b. Economic Development Committee
 - c. Alberta Municipalities CEIP Master Agreement
 - d. 2024 Capital Budget Council Workshop
 - e. Strategic Planning Workshop
 - f. Joint Health and Safety
 - g. Fire
2. Projects worked on included:
 - a. 2023 Capital Budget Summary – 2024 Carry Forwards
 - b. 2024 Capital Budget
 - c. CEIP – Master Agreement
 - d. CEIP – Municipality / Property Owner Agreement
 - e. Regional Water Update – December 31, 2023 – Pre-Audit
 - f. 2023 Water Model True Up – December 31, 2023 – Pre-Audit
 - g. Policy Review
 - h. 2023 Year End Journal Entries
 - i. 2023 Year End Account Reconciliations
 - j. 2023 Accruals
 - k. 2023 Year End Financials – A Run
 - l. December 2023 Bank Reconciliation
 - m. Performance Appraisals and Job Descriptions

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- EPR Webinar
- 10 year departmental capital budget
- Capital budget memo
- Wellings forebay design
- RFP for ¾ ton trucks
- RFP for Tandem
- RFP for Skid Steer
- Circular Materials meeting
- ATCO – streetlight changes
- Lagoon Lift Station Construction
- Water Reservoir Pump Upgrades Tender and Design
- On call Jan 17-23
- Vacation Jan 24-Feb 5

TRANSPORTATION – SARAH MCCRINDLE

- Sander out when needed
- Sweep outdoor rinks when needed
- Flood outdoor rinks to build them up
- Working on switching the box off our old asphalt trailer to the box that we had taken off our new 1 ton. Adding some upgrades to the trailer as in new containers with covers for our asphaltting tools to sit in.
- Worked on updating the safety manual in my spare time
- Had an employee read some of the operator's manuals that he had not read yet
- Sidewalk snow removal and sanding
- Sanded all back alleys
- Put in a planning utility locate for replacing the manhole barrel on main street for the Christmas tree as the barrel that is in there now is deteriorating. This will be replaced as soon as the frost is out of the ground this spring. I am having a local welding shop design and make a tree holder that will slide into this barrel to make the standing up of the tree more stream lined and safe.
- Dig and fill graves as needed
- Monthly shop safety inspection
- Monthly crosswalk and traffic light inspection
- Inspected the big drainage culverts that run in the alley by the Grandview grocery
- Pushed up the piles at the transfer site
- Hauled asphalt millings to the shop yard from the concrete site
- Parking lot snow removal as needed
- Shoveled the town owned sidewalks that the sidewalk machine cannot clean
- Undecorated and cut down the main street snow removal
- Took down all the pole Christmas decorations and also the decorations at the museum that we put up for them
- Grader out doing snow removal as needed
- Main street snow removal at the beginning of January
- Grade and pick up from the water break on main street

- Cut the wire off of the Christmas lights from the main street Christmas tree
- Updated all the emergency response plans for the town shop and all of the water department facilities
- Worked on the Request for Proposals for a new tandem truck, a new skid steer, and 2 new ¾ ton trucks
- Cleaned up the snow on main street and finished the priority roads that were not down when the temperatures were so cold
- Sand the town parking lots when needed
- Sent an employee to red deer to take parts for the snow blower to get fixed
- Cleared the snow in the cemetery when needed
- Hauled the snow from the whole town including the uptown paved lanes. We set a new record of 40 hours to complete this. Crews worked the weekend to get this done. We hauled some of the snow from residential to the golf course to help them out with getting water to their dug out
- Scraped the ice and hauled away from the lane behind the town office to help with water flow and the ice build up was causing some flooding for one of the businesses
- Cleaned up the ice in the fire hall parking lot after the water break at the train station
- Fixed the stop sign at the arena
- Checked all the catch basins with this warm weather to make sure everything was running

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

Meetings:

- Joint health & safety
- Heartland beautification
- Strategic planning
- Capital budget
- Meeting with CAO

Projects:

- Snow removal
- Ice building on oval
- Leveling floods on red and blue arenas
- Zamboni maintenance
- Posted for summer positions
- Community hall hot water tank replacement
- Health unit heat and electrical issues
- Asset retirement
- Power for boarded rink contractor
- Draft of tree removal policy

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2024 Permits to January 31, 2024	2023 Permits to January 31, 2023
Institutional	\$0.00	\$0.00
Industrial	\$0.00	\$0.00
Commercial	\$7,000.00	\$110,000.00
Residential	\$0.00	\$50,100.00
Total	\$7,000.00	\$160,100.00

2. Projects:

- Budget
- Land Sale(s)
- AEP Wetland & Floodway Review
- Water & Wastewater Servicing Agreement
- Mid Town Estates Development
- Wellings Development
- Kneeland Development
- Economic Development Committee Initiative
- North West ASP
- AE Kennedy Maintenance Plan
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Housing Assessment

3. Meetings:

- MPC
- Water & Wastewater Agreement
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Economic Development

WATER – GRANT MCQUAY

- 1) Rounds, readings, locates
- 2) Dig site maintenance
- 3) Weekly cleaning of WTS sanitary tank's
- 4) CL17 analyzer bottles changed out.
- 5) Trouble shooting issues at WTS, Big Valley leg CL17 analyzer
- 6) Trouble shooting issues at WTS, Big Valley leg Turbidity analyzer
- 7) Cleaned filters on all VFD's at WTS
- 8) Turbidity Analyzers quarterly cleaning and calibrate
- 9) Changed oil on WTS motors Stettler leg
- 10) Cleaned screens on motors
- 11) Yearly maintenance at WTS

- 12) Snow removal from entrance and parking areas at WTS
- 13) Replaced singer valve filters at reservoir
- 14) Changed oil on reservoir motor
- 15) Yearly maintenance at Reservoir
- 16) Greased motors, pumps and shafts at Lift Stations A & B
- 17) B Lift Station, Changed backflow preventor and valve on water/packing line
- 18) B Lift Station, tightened packing on pump 1
- 19) Trouble shooting on pump 1 air locking, Vortex looking for possible same style replacement or rebuild.
- 20) Flushed grease mat at A lift station
- 21) Snow removal from parking area and entrances at A & B Lift
- 22) Flooded Outdoor rinks
- 23) Curbstop repair
- 24) Flushing frozen Curbstops for turn offs
- 25) Turning off CC's for plumbing repairs
- 26) Bi-yearly Water samples
- 27) Quarterly THM & HAA water samples
- 28) Weekly water distribution sampling for bacti and chlorine residuals.
- 29) Weekly testing for lift station emergency system.
- 30) Sewer backups and responding to customer
- 31) Service leak and water main break repairs
- 32) Weekly Wastewater sampling.
- 33) Weekly Wastewater treatment.
- 34) Water Meter changes.
- 35) Shop yard, removed top soil at back of yard
- 36) Water main valve repairs.
- 37) Sewer main flushing and back up response
- 38) Responding to customers, possible leaks.
- 39) Hydrant flushing and Winterizing
- 40) Scooped rags and plastics off of Cell A and B at lagoons
- 41) Shoveled snow from Office and other sidewalks
- 42) Plowed snow at Lagoons
- 43) Plowed snow at Wetlands
- 44) Aeration building yearly maintenance
- 45) Aeration building changed oil in pumps
- 46) Aeration system, monitored quality of treatment
- 47) Winterized hydrant that were used by Fire Department
- 48) Responded to water quality complaints by customers
- 49) Cleaned ice off sidewalk at 4901 50 st from water leak.
- 50) Hauled snow with Roads crew
- 51) Began removing cattails from creek at Wetlands.
- 52) Began cutting and pilling cattails in Wetland cells
- 53) Shut off pumps and valves to isolate the lagoon shack being replaced
- 54) Moved propane tank from lagoon shack that is being replaced by Urban Dirtworks
- 55) Arranged for ATCO to disconnect power at Lagoon shack
- 56) Fixed sidewalk blocks at hydrant in front of 4901 50 st.
- 57) Council Meetings
- 58) Urban Dirtworks meeting

- 59) Ordered meters
- 60) Went through stock
- 61) Worked on Shop projects
- 62) ICS 200- Neil and Morgan
- 63) Brendan wrote and passed his Level 1 certification
- 64) Morgan wrote and passed his level 2 certification

STETTLER FIRE CHIEF – MARK DENNIS

Report to be presented at a later date.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The chlorine room Air Handling Unit system actuator froze up and the unit would not complete the start sequence. Put an electric heater in the control panel to warm things up. The unit was restarted. Extra cold temperatures causing the problem.
2. Bashaw had a water leak that they had difficulty in locating. They were going through a lot of water but the plant was able to keep up with the 12/21 Eq tank demand.
3. The plant heating boiler has sprung a tube leak. This boiler is 40 years old and fixing the leak will be expensive and most likely not a good decision. Once repaired more leaks will most likely occur. New multiple, high efficient boilers, will probably be a better fix. With multiple boilers you will not lose all of the heating capacity as we do now with only one, lower efficient, boiler as we have now. Freezing the plant is a definite possibility during cold weather as the cold inlet water would drop the building temperature very quickly. Quotes for temporary heating boiler and new boilers are being put together.
4. Action Plumbing is sourcing out a new heating coil for the main Air Handling Unit that is also springing leaks.
5. We had to let an operator go out at the plant. We have posted adds for a new operator and will be scheduling interviews in February.
6. Carried out regular routine monthly maintenance.

INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- Jan. 11 chaired the Joint Health & Safety meeting
- Jan. 22 Strategic planning meeting
- Jan. 23 Capital budget meeting
- Jan. 25 IT meeting re: SRC items
- Jan. 25 monthly Information Services meeting
- Staff & Department Head meetings
- Daily office meetings

Projects include:

- Annual training plan review
- Application for Canada Task Force 2

- Water meter status database/map
- Ordering and setup for office workstations
- Fulfilling mapping/printing requests
- Mapping and database updates (paper, electronic and Webmap)

REGIONAL FIRE MANAGER – IVAN DIJKSTRA

Report presented at February 6th Council Meeting.



Leann Graham
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77126	77126
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Receiver General for Canada	77126	2024-02-09	\$83,537.02

Invoice Description	Invoice Number	Invoice Amount
Town Tax Remittance	PP03-24	\$74,155.55
Town Tax Remittance	PP03-24.	\$4,216.62
BOT Tax Remittance	PP03-24.BOT	\$1,778.67
Library Tax Remittance	PP03-24.LIBRAR	\$3,386.18
	Total Cheques	\$83,537.02

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77127	77142
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	77127	2024-02-16	\$203.00

Invoice Description	Invoice Number	Invoice Amount	
Admin and P&D Discharges	2024.01.31	\$203.00	

Alberta Prairie Steam Tours	77128	2024-02-16	\$550.00

Invoice Description	Invoice Number	Invoice Amount	
PR 2024 Train Schedule Advert	29	\$550.00	

Brandt Tractor Ltd.	77129	2024-02-16	\$1,575.27

Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Grader Blades & W	4531587	\$1,138.09	
Snow Removal Sidewalk Machine	4531588	\$437.18	

Cal-Trac Contracting Ltd.	77130	2024-02-16	\$11,991.01

Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Jan Grader Rental	304286	\$11,991.01	

Canada Post Corporation	77131	2024-02-16	\$1,396.94

Invoice Description	Invoice Number	Invoice Amount	
Water Billing Postage	9903113212	\$1,396.94	

E360S Environmental 360 Soluti	77132	2024-02-16	\$25,402.86

Invoice Description	Invoice Number	Invoice Amount	
Jan Waste & Recycling Collecti	RD0000296679	\$25,402.86	

Ornamental Bronze Limited	77133	2024-02-16	\$515.55

Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath no Vases	106893	\$515.55	

Prime Boiler Services	77134	2024-02-16	\$556.50

Invoice Description	Invoice Number	Invoice Amount	
WTP Biler Anti Scalant	W29287	\$556.50	

RCAP Leasing	77135	2024-02-16	\$218.40

Invoice Description	Invoice Number	Invoice Amount	
Office Mar Telecommunications	942512	\$218.40	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Recreation Facility Personnel	77136	2024-02-16	\$1,387.05
Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Memberships	INVOICE-2024-1	\$1,387.05	
Sienna's Cleaning	77137	2024-02-16	\$800.00
Invoice Description	Invoice Number	Invoice Amount	
Town Shop Jan Janitor 8 Clean	890626	\$800.00	
Spiral Mobility	77138	2024-02-16	\$309.73
Invoice Description	Invoice Number	Invoice Amount	
Roads Apple Ear Buds	16794	\$283.49	
Roads HyperGear Mini USB	16795	\$26.24	
Stettler Tool & Hardware	77139	2024-02-16	\$243.57
Invoice Description	Invoice Number	Invoice Amount	
Trans Heat Gun	10009778	\$167.99	
Trans Plier	10009813	\$75.58	
The City of Red Deer	77140	2024-02-16	\$35,266.44
Invoice Description	Invoice Number	Invoice Amount	
Fire Dispatch Fees	443321	\$35,266.44	
Thinktel Communications	77141	2024-02-16	\$163.15
Invoice Description	Invoice Number	Invoice Amount	
Office Feb Telephone Services	1330511	\$163.15	
Van Electric	77142	2024-02-16	\$525.00
Invoice Description	Invoice Number	Invoice Amount	
Admin Repair Plugin Stand @	595	\$525.00	
	Total Cheques		\$81,104.47

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007071	EFT0007102
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ainsworth Inc.	EFT0007071	2024-02-20	\$1,931.21

Invoice Description	Invoice Number	Invoice Amount	
Pool Software Maintenance	SCPAY0134778	\$1,931.21	

Alberta Animal Services	EFT0007072	2024-02-20	\$15,107.18

Invoice Description	Invoice Number	Invoice Amount	
Bylaw Jan Enforcement	11259	\$15,107.18	

Alberta Fire Chief's Associati	EFT0007073	2024-02-20	\$82.00

Invoice Description	Invoice Number	Invoice Amount	
GIS Emergency Management Guide	IN24-119	\$82.00	

APEX Supplementary Pension Pla	EFT0007074	2024-02-20	\$538.44

Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tr	PP03-24	\$538.44	

Auton, Ezra	EFT0007075	2024-02-20	\$17.47

Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Parts run to RD	2024.01.25	\$17.47	

Benoit, Curtis	EFT0007076	2024-02-20	\$17.51

Invoice Description	Invoice Number	Invoice Amount	
Water Trans Parts run to RD	2024.01.30	\$17.51	

Canadian Union of Public Emplo	EFT0007077	2024-02-20	\$605.00

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP03-24	\$605.00	

Cas Tech Inc.	EFT0007078	2024-02-20	\$207.38

Invoice Description	Invoice Number	Invoice Amount	
Computer 2 Monitors	1518	\$207.38	

Central Sharpening	EFT0007079	2024-02-20	\$178.50

Invoice Description	Invoice Number	Invoice Amount	
SRC Sharpen Ice Knife	30660	\$178.50	

County of Stettler	EFT0007080	2024-02-20	\$13,475.00

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Emergency Response	#23-292	IVC044643	\$8,575.00
Emergency Response	#23-297	IVC044644	\$1,575.00
Emergency Response	#23-298	IVC044645	\$2,100.00
Emergency Response	#23-299	IVC044646	\$1,225.00
=====			
Gary Moe Chevrolet Buick GMC	EFT0007081	2024-02-20	\$156.65
Invoice Description	Invoice Number	Invoice Amount	
Trans Air Filter Housing #76	302944	\$156.65	
=====			
IJD Inspections Ltd.	EFT0007082	2024-02-20	\$480.25
Invoice Description	Invoice Number	Invoice Amount	
P&D Building Permits	4481	\$480.25	
=====			
Innov8 Digital Solutions	EFT0007083	2024-02-20	\$171.75
Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopies 01.06 to 02.05	IN469631	\$171.75	
=====			
Jeremy Verhoven Trucking	EFT0007084	2024-02-20	\$6,733.13
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Supply Truck &	2097	\$6,733.13	
=====			
Local Authorities Pension Plan	EFT0007085	2024-02-20	\$31,432.23
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP03-24	\$31,432.23	
=====			
Municipal Property Consultants	EFT0007086	2024-02-20	\$7,063.60
Invoice Description	Invoice Number	Invoice Amount	
Assessor Feb 2024	17178	\$7,063.60	
=====			
NextGen Automation	EFT0007087	2024-02-20	\$872.76
Invoice Description	Invoice Number	Invoice Amount	
Office/Water Bill Photocopies	556272	\$872.76	
=====			
Northstar Trucking Ltd.	EFT0007088	2024-02-20	\$4,410.00
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Supply Dozer & Op	324914	\$4,410.00	
=====			
Olson, Pat	EFT0007089	2024-02-20	\$73.46
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2024.02.05	\$73.46	
=====			
Practica Ltd.	EFT0007090	2024-02-20	\$1,170.38
Invoice Description	Invoice Number	Invoice Amount	
Parks 30,000 Dog Waste Bags	45648	\$1,170.38	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Proform Construction Products	EFT0007091	2024-02-20	\$793.80
Invoice Description	Invoice Number	Invoice Amount	
Drainage Lifting clutch for	350852	\$793.80	
Purolator Courier Ltd.	EFT0007092	2024-02-20	\$817.76
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Freight	455376484	\$817.76	
Receiver General for Canada	EFT0007093	2024-02-20	\$296,398.00
Invoice Description	Invoice Number	Invoice Amount	
RCMP Municipal Policing 3rd Qt	7006116	\$296,398.00	
Roadway Traffic Products	EFT0007094	2024-02-20	\$83.48
Invoice Description	Invoice Number	Invoice Amount	
Signs - Sign Brackets	11206	\$83.48	
Shirley McClellan Regional Wat	EFT0007095	2024-02-20	\$10,796.64
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trsf Stn Oct/Nov/Dec Util	SMRWSC003343	\$10,796.64	
Stettler Dads Services	EFT0007096	2024-02-20	\$1,500.00
Invoice Description	Invoice Number	Invoice Amount	
Water Billing Jan Meter Reader	2024-01	\$1,500.00	
Stettler Dodge Ltd.	EFT0007097	2024-02-20	\$1,820.20
Invoice Description	Invoice Number	Invoice Amount	
Sewer Repair drivers door mech	461555	\$1,820.20	
Stingray Radio Inc.	EFT0007098	2024-02-20	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
Misc Department JanAdvertising	809418-1	\$546.00	
Urban Dirtworks Inc.	EFT0007099	2024-02-20	\$108,211.00
Invoice Description	Invoice Number	Invoice Amount	
TS109 Lagoon Trsf Stn Rehab	TS109-PP#3	\$108,211.00	
Wolfe GMC Buick	EFT0007100	2024-02-20	\$112,114.33
Invoice Description	Invoice Number	Invoice Amount	
Fire 2023 GMC Yukon XL	TOWN240122	\$112,114.33	
WTS Manufacturing & Sales Inc.	EFT0007101	2024-02-20	\$1,128.72
Invoice Description	Invoice Number	Invoice Amount	
Roads Metal for new asphalt tr	4235	\$78.72	
Water Sheet metal welding tabl	4259	\$1,050.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Yost, Dustin & Maria Cristine	EFT0007102	2024-02-20	\$2,000.00

Invoice Description	Invoice Number	Invoice Amount	

Com Hall Feb Hall Janitor	2024.02.01	\$2,000.00	
	Total Cheques		----- \$620,933.83 =====

MEMORANDUM

Date: February 14, 2024

To: Leann Graham
CAO

From: Melissa Robbins
Director of Operational Services

Re: Water & Wastewater Servicing Agreement Bylaw 2169-24

Background:

Through the existing Town and County Inter Municipal Development Plan (IDP), the town has been providing water and wastewater services to County lands adjacent to Town boundaries. The creation of the water & wastewater agreement is in alignment with the Intermunicipal collaboration framework (ICF) put in place in 2020 and the ICF contemplates more detailed, standalone agreements to address servicing arrangements between the Town and County.

The water and wastewater servicing agreement was prepared by Town and County staff in 2023 and a draft agreement was reviewed with the Intermunicipal Collaboration Committee (ICC), comprising of Town and County Council representatives, on December 4, 2023. The ICC is recommending approval of the agreement by Town and County Council.

The Municipal Government Act, Part 2, Division 2, section 12 states:

A bylaw of a municipality applies only inside its boundaries unless

(a) one municipality agrees with another municipality that a bylaw passed by one municipality has effect inside the boundaries of the other municipality and the council of each municipality passes a bylaw approving the agreement.....

Bylaw 2169-24:

Bylaw 2169-24 identifies the Town bylaws that will be applicable to the County lands serviced by the water & wastewater agreement. The water & wastewater agreement defines current arrangements between the Town and the County to allow lands in the County to be developed and serviced using the Town's municipal water and/or wastewater systems. It identifies current and future properties that are or may be connected to Town water and wastewater systems and clarifies expectations and roles between the municipalities.

The Agreement is included as Schedule A of the proposed bylaw 2169-24.

Recommendation:

Administration respectfully recommends that Town of Stettler Council gives 1st, 2nd and 3rd reading to Bylaw 2169-24 Town and County Water & Wastewater Agreement Bylaw.

BYLAW 2169-24

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO that grants permission for the Town of Stettler to apply its bylaws relating to the provisions of municipal water and wastewater servicing to lands in the County of Stettler no. 6 as identified in the Water & Wastewater Agreement.

WHEREAS, in accordance with the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto, the County of Stettler No. 6 and the Town of Stettler have entered into an Intermunicipal Development Plan and the Intermunicipal Development Plan identifies opportunities for lands in the County to connect to the Town's water and wastewater services;

AND WHEREAS, the County of Stettler No. 6 and the Town of Stettler have created a Water & Wastewater Agreement outlining the terms and conditions for the County to access the Town's water and/or wastewater services;

AND WHEREAS, the County of Stettler No. 6 wishes to authorize the application of Town of Stettler utility bylaws to those lands that have connected to the Town's water and/or wastewater services and the Town is willing to accept this authorization;

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1.0 SHORT TITLE

1. This Bylaw may be referred to as the "Town and County Water & Wastewater Agreement"

2.0 APPROVAL OF AGREEMENT

2. The agreement titled "Water & Wastewater Agreement", a copy of which is attached hereto as Schedule "A", is hereby ratified and approved, and the Mayor and the Assistant Chief Administrative Officer are hereby authorized to execute the agreement for and on behalf of the Town of Stettler.

3.0 APPLICATION OF TOWN BYLAWS

3. The County has by bylaw authorized the Town to apply the following Town bylaws to those properties connected to Town water and/or wastewater services within the geographic area shown in the Water & Wastewater Agreement and the Town agrees to apply same bylaws as required:
 - a. Sewer Service Bylaw being Bylaw No. 1809-09 as amended or replaced from time to time;
 - b. Waterworks Bylaw being Bylaw No. 1856-02 as amended or replaced from time to time;
 - c. Sewer Rates Bylaw as amended and replaced from time to time; and
 - d. Water Rates Bylaw as amended or replaced from time to time.

4.0 SEVERABILITY

4. If any portion of this bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided, and the rest of the bylaw will remain valid and effective.

5.0 EFFECTIVE DATE

5. This bylaw will come into force and effect upon receiving third reading.

READ a first time this _____ day of _____ A.D. 2024.

READ a second time this _____ day of _____ A.D. 2024.

READ a third time and finally passed this _____ day of _____ A.D. 2024.

Mayor

Assistant CAO

SCHEDULE A – BYLAW 2169-24

WATER & WASTEWATER AGREEMENT

BETWEEN:

TOWN OF STETTLER

A municipal corporation in the Province of Alberta
(hereinafter referred to as the “Town”)

and

COUNTY OF STETTLER No. 6

A municipal corporation in the Province of Alberta
(hereinafter referred to as the “County”)



WHEREAS the County and the Town, as adjacent municipalities, have entered into an Intermunicipal Development Plan (“IDP”), one purpose of which is to ensure cooperative and coordinated development of the lands bordering the Town within the County;

AND WHEREAS the IDP identifies opportunities for lands in the County to connect to the Town’s water and wastewater services;

AND WHEREAS the Town is willing to provide water and wastewater services to lands located in the County for suitable compensation and the County is willing to connect to these services and pay suitable compensation;

NOW THEREFORE in consideration of this Agreement the parties agree as follows:

Definitions

In this agreement, the words or phrases listed below shall have the following meanings:

“Intermunicipal Collaboration Framework” means the Town of Stettler and County of Stettler Intermunicipal Collaboration Framework, and any amendments thereto or replacements thereof, adopted by the Town and County under the Municipal Government Act;

“Intermunicipal Development Plan” or “IDP” means the Town of Stettler and County of Stettler Intermunicipal Development, and any amendments thereto or replacements thereof, adopted by the Town and County under the Municipal Government Act;

“Sewer Service Bylaw” means Bylaw No. 1809-99, and any amendments thereto or replacements thereof; as adopted by the Town of Stettler;

“Waterworks Bylaw” means Bylaw No. 1856-02, and any amendments thereto or replacements thereof, as adopted by the Town of Stettler;

“Water Services” means municipally supplied water system capable of delivering potable water for daily use needs and fire suppression needs and includes all lines, service connections, and appurtenances related to the delivery of water;

“Wastewater Services” means a municipal system capable of collecting and treating wastewater effluent and includes all lines, service connections, and appurtenances related to the collection and treatment of effluent. The local collection of effluent shall be achieved using a low pressure system of individual pumps and common force mains.

“Town Offsite Levy Bylaw” means Town of Stettler Bylaw 1972-08.

“Town” means the Town of Stettler.

“County” means the County of Stettler No.6.

1. Areas in County Eligible to Connect to Town Water and Wastewater Systems

The Town agrees to provide the County with connections to the Town’s water and wastewater systems for the following areas within the County’s boundaries:

1. Lot 1A through and including Lot 3, Block 1, Plan 052 0176 (commonly referred to as the “Byer subdivision”)
2. Lot 1 through and including Lot 6 and Lot R, Plan 3966MC (commonly referred to as the “King subdivision”)
3. Lot 3, Block 2, Plan 122 0523, and that part of the SE 4-39-19-4 lying south of the railway and Lot 2, Block 2, Plan 062 0139 (commonly referred to as the “Fedick” or “Eastgate lands”)
4. That part of the NE 32-38-19-4 lying north of the eastward extension of the south boundary of Lot 6PUL, Block 1, Plan 142 0412 and west of Lot 5A, Block 1, Plan 162 1077 and Lot 1 through and including Lot 5, Block 2, Plan 142 0412, and Lot 6PUL and Lot 5MR, Block 1, Plan 142 0412 and Lot 11 through and including Lot 16, Block 1, Plan 152 5245 and Lot 9, Block 1, Plan 142 3672 (commonly referred to as the “Heartland Business Park” or “McKay Hayden subdivision”)
5. Lot BB, Plan 1237MC and Lot 3, Block 1, Plan 112 4110, and Lot 4 & 5, Block 1, Plan 222 0873 and Lot 1, Block 1, Plan 062 1945 and Lot C, Plan 6011NY (commonly referred to as the “NW 32 lands”)

Collectively referred to as the “Lands” (see Appendix A for Location Map)

2. Services Available to Each Area

The services to be available to each area shall be as follows:

1. The “Byer subdivision” shall be serviced with water only;
2. All other portions of the “Lands: shall be serviced with water and/or wastewater.

3. Nature of Uses to be Serviced

For those portions of the Lands that fall within the Intermunicipal Development Plan boundary, the County and Town agree that the details of the land uses in each area that is eligible to connect to

Town water and wastewater services shall be as set out in the Intermunicipal Development Plan. For the purposes of assessing the impacts on the Town water and wastewater services, the land uses for each area shall be as follows:

King subdivision - country residential

Fedick or Eastgate lands - commercial and industrial

Heartland Business Park - commercial and industrial

McKay Hayden subdivision - country residential

NW 32 lands - commercial and industrial and country residential

For the portion of the Lands known as the “Byer subdivision”, the land uses shall consist of country residential.

4. Installation of Water and Wastewater Infrastructure

The installation of water and/or wastewater infrastructure within the Lands shall be undertaken by the County or by the developer of an approved subdivision or development.

Where a developer is responsible for the installation of the infrastructure, the County shall require a development agreement in accordance with the following:

1. The development agreement shall be between the County and the respective proponent of the subdivision and/or development. The Town shall not be a signatory to the agreement.
2. The County shall provide the Town the opportunity to review the contents, terms and conditions of the development agreement and provide input to the County prior to the County concluding the agreement with the proponent. This includes the opportunity to review detailed engineering drawings forming part of the development agreement.
3. The County shall provide a copy of any executed development agreement involving the extension of Town water and/or wastewater services, and related engineering drawings, to the Town.
4. The Town shall be under no obligation to enforce or provide an interpretation of any aspect of any development agreement that has been agreed to by the County and a proponent nor shall the Town seek to enforce or provide an interpretation.

Where the County opts to install the infrastructure itself, the County shall refer all construction drawings for water and wastewater infrastructure to the Town for their review and comment prior to construction.

The design and development of all water and wastewater infrastructure to service properties within the Lands shall be designed and constructed in accordance with City of Red Deer's Design Guidelines and Contract Specifications, as amended from time to time.

This infrastructure must be included in the Town's license to operate issued under the Environmental Protection and Enhancement Act (EPEA). The Town shall be copied on all submissions to EPEA for letter of authorization to construct.

5. Ownership of Infrastructure

The water and wastewater infrastructure installed within the Lands shall remain the property of the County.

The County acknowledges that the Town is the sole and beneficial owner of the Water Treatment Plant and Wastewater Lagoon Infrastructure and the water distribution system and the wastewater collection system to the point of transfer for each system at the County Lands boundary, together with all capital improvements made to these facilities from time to time.

6. Services to be provided by the Town

The Town shall transmit and operate water and wastewater through the County's infrastructure within the Lands, subject to the capacity of the Town's infrastructure to service conventional commercial and industrial development, any individual development requiring water flows exceeding 45 gal/min and wastewater flows exceeding 14 gal/min shall only be accommodated if capacity exists in the system, as determined by the Town.

Operation and maintenance of the water and wastewater infrastructure include, but are not limited to, the following:

- (a) Provide water supply in accordance with EPEA license to operate a waterworks system.
- (b) Collection and treatment of wastewater in accordance with EPEA license to operate a wastewater system.
- (c) Flushing water mains as required.
- (d) General servicing, flushing, and winterizing of fire hydrants (both private and public).
- (e) Wastewater main flushing/blockage clearing through non excavation methods.
- (f) Installation and supply of water meters including water curb stop turn on and shut offs.
- (g) Turning on and shutting off wastewater services where required.
- (h) Account set up and billing for all properties connected to water and/or wastewater.
- (i) General troubleshooting efforts to assist landowners with taste/odor/flow concerns.

The Town's obligation to operate and maintain water and/or wastewater services shall commence upon issuance of a construction completion certificate for the new infrastructure by the County. A copy of the certificate shall be provided to the Town.

7. Routine Operation and Maintenance

The Town shall be responsible for the operation and maintenance of the County’s water and wastewater infrastructure for the duration of this agreement. The Town shall operate and maintain the County’s water and wastewater infrastructure in the Lands to the same standard in which the Town operates and maintains its own water and wastewater infrastructure.

The Town may interrupt or curtail the water and/or wastewater services for such periods of time as it may reasonably require for the purpose of effecting repairs, maintenance, replacement or upgrades or other works related to the Town’s infrastructure, provided that the Town shall use best efforts to minimize such interruptions to the extent reasonably possible. For all planned interruptions, the Town shall provide the County at least seven working days notice prior to the proposed interruption or curtailment. For any unforeseen or unplanned interruption or curtailment, the Town shall notify the County as soon as is reasonably possible of each such event. The Town shall use its best efforts to restore the water and/or wastewater services as soon as reasonably possible.

If the Town or County becomes aware of any problems with the County’s water and/or wastewater infrastructure within the Lands, they shall notify the other party as soon as practicable.

8. Repair and Failure

The repair of water and wastewater mains within the Lands shall be the responsibility of the County. This includes all aspects of project management, notifications, construction, approvals, and testing.

At the request of the County, Town forces can be made available to complete the repairs and charge back to the County for the repair costs of the utility repair or coordinate through the County to support with equipment and personnel and charge back to the County in accordance with the Town’s Private Party Work Request Policy as amended from time to time.

9. Management of Assets and Capital Replacement

The County shall incorporate the infrastructure into their asset management plan. Capital replacement of all water and wastewater infrastructure within the Lands shall be the responsibility of the County.

10. Application of Town Utility Bylaws, Billing and Utility Rates

The County agrees to adopt a bylaw that extends jurisdiction to the Town within the Lands so that the Town can apply its Waterworks Bylaw, Water Rates Bylaw, Sewer Service Bylaw and Sewer Rates Bylaw. The County acknowledges that the Town is at liberty to amend and update these bylaws as needed and as determined by the Town.

The Town shall charge all utility account holders within the Lands the same rates as Town utility account holders for the appropriate water and/or wastewater service in accordance with the Town Water Rates and Sewer Rates Bylaws as approved by Town Council and amended from time to time.

In the event that a utility account holder has an outstanding balance that the Town has not been successful in recovering through other means available to the Town, the County shall work with the Town to recover the outstanding balance. This may include placing the outstanding balance on the property tax roll.

11. Contribution to Capital Costs for Water and Wastewater Capacity and Improvements

The County shall pay the Town the equivalent funds that would be collected under the Town's Offsite Levy Bylaw as if the Lands were being subdivided and/or developed in the Town prior to the Town starting to operate and maintain the water and/or wastewater services. These funds are intended to cover the Lands' contribution towards capacity at the Water Treatment Plant and the Wastewater Lagoon and related downstream infrastructure to convey water and wastewater to/from the Lands.

The County shall not be required to fund any facility depreciation or end of life contribution for any of the Town infrastructure that services the Lands.

12. Compensation for Connection to Town Services

In addition to the amounts recovered by individual customers through utility bills, the County shall compensate the Town for the opportunity to connect the Lands to Town water and wastewater services. This compensation shall be calculated as follows:

1. 15% of the municipal portion of the property taxes collected by the County for land and improvements for any property connected to water only; or
2. 15% of the municipal portion of the property taxes collected by the County for land and improvements for any property connected to wastewater only; or
3. 30% of the municipal portion of the property taxes collected by the County for land and improvements for any property connected to both water and wastewater.

For the purposes of clause 12 above, a property is considered connected once a water meter has been installed and/or the wastewater curb stop is operational.

The compensation amount payable to the Town shall commence the first tax year following the date that an individual property was connected to Town water and/or wastewater. The amount owed for a given tax year shall be remitted to the Town no later than November 30 of the applicable year.

13. Liability and Indemnification

Unless the cause is proven to be due directly to the negligence of the Town, its employee's or agents, the Town shall have no liability to the County whatsoever for any damage, loss, cost, or expense resulting from, arising out of, or associated with:

1. A break of any water or wastewater main, service pipe or connection, or collapse of any ditch or trench;
2. The interference or suspension of the supply of water or collection of wastewater due to maintenance work, repair work or replacement work; or an emergency regarding any part of the water or wastewater systems which is utilized for the supply and collection of services to/from the Lands;
3. Any accident to or failure of any part of the Town's water and/or wastewater system which is utilized for the supply and collection of services to/from the Lands;

The Town shall maintain its own health and safety program and policies and shall hold and keep current a Certificate of Recognition and provide such to the County upon request.

Notwithstanding any other provisions of this Agreement, neither the Town nor the County shall be liable to the other for (a) any losses or costs arising from third party claims, (b) any indirect, consequential, or punitive damages, including loss of profits or revenues or other similar damages.

Each party (the "indemnifying party") agrees to indemnify and save harmless the other party (the "indemnified party"), its agents and employees from and against and all damages, injury, loss, costs, causes of action, including legal costs on solicitor and own client basis, and claims suffered or incurred by the indemnified party, its agents or employees which are in any way connected with the performance or non-performance of this agreement and which are caused either directly or indirectly or contributed to in whole or in part by any act or failure to act of the indemnifying party, its agents and employees, in respect of which indemnifying party, its agents or employees if liable or otherwise responsible in law, provided that such indemnity shall be limited to an amount in proportion to which the indemnifying party, its agents and employees are at fault or otherwise held responsible in law.

14. Insurance

In addition to any other form of insurance, as the Town and County may reasonably require against risks, the Town and County shall each at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of

construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability, and broad form property damage. The insurance to be maintained by both parties and each party shall list the other as an additional named insured on their respective policies.

15. Force Majeure

Force majeure shall mean any event causing a bona fide delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:

1. an inability to obtain materials, goods, equipment, services, utilities or labour;
2. any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
3. an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
4. strike, lockout, slowdown, or other combined action of works;
5. an act of God.

Neither Party shall be liable to the other for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

16. Severability

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

17. Dispute Resolution

Any disputes under or coming from this agreement shall be resolved through the dispute resolution process contained in the Intermunicipal Collaboration Framework.

18. Term of Agreement

This agreement shall be in force in perpetuity in recognition of the difficulty of withdrawing Town water and/or wastewater services once connection to these services has been made.

This agreement shall only be terminated with the mutual consent of the parties.

19. Notices

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO of the Town or County, as the case may be, by using the mailing address for their respective offices as shown below:

Town of Stettler
Box 280 (5031 – 50 St.)
Stettler, AB
T0C 2L0

County of Stettler No. 6
Box 1270 (6602 – 44 Av.)
Stettler, AB
T0C 2L0

Email notification to the CAO may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement on the ____ day of _____, 2024.

TOWN OF STETTLER

COUNTY OF STETTLER NO.6

Mayor

Reeve

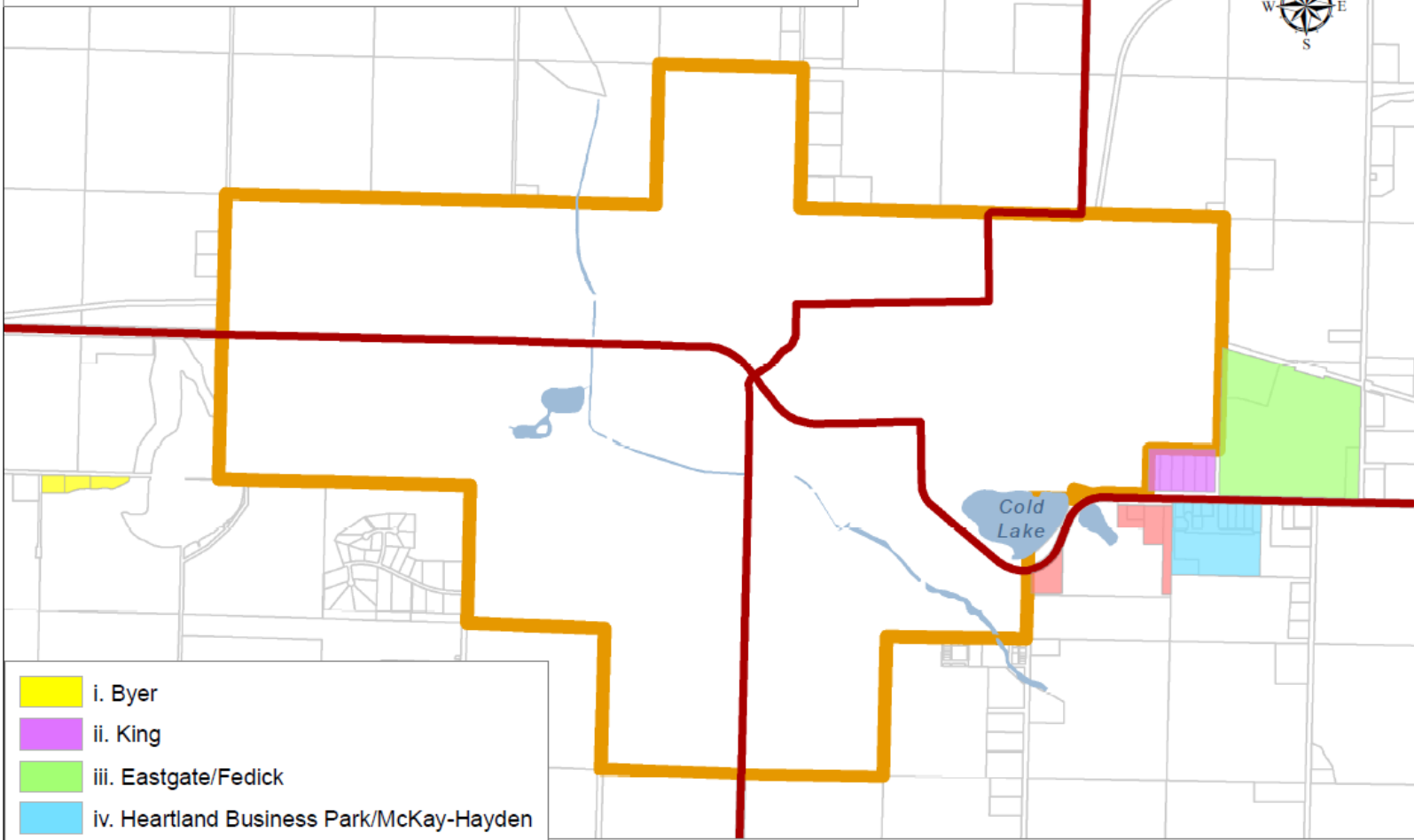
Corporate stamp

Corporate stamp

Assistant CAO

CAO

Areas in County eligible to connect to Town water and wastewater systems



- i. Byer
- ii. King
- iii. Eastgate/Fedick
- iv. Heartland Business Park/McKay-Hayden
- v. NW 32 lands
- Town Boundary



Updated October 2023
 Intended for general information only, the Town of Stettler is not responsible for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12

Schedule A



ALBERTA
ENVIRONMENT AND PROTECTED AREAS
Office of the Minister

Dear Water License Holder,

As you know, our province is currently in a drought. Unfortunately, we have received little precipitation so far this winter. These conditions mean there is potential for the drought to worsen this year, and we must be prepared.

Our province is taking action in accordance with Alberta's water shortage management plan. This plan ranges from Stage 1, which is a minor drought, to Stage 5, which can lead to a declaration of an emergency. We are currently in Stage 4.

Alberta has stood up a Drought Command Team, and a first draft of a 2024 Drought Emergency Plan has been completed and is being refined. We have also initiated drought modelling work that will help us predict and maximize the province's water supply.

The province is also bringing together an external advisory panel of leaders from various sectors to provide advice on drought preparations and to advise on how Alberta can make water more available over the long term.

Finally, and most importantly, starting February 1st, 2024, the Drought Command Team will be bringing together major water licence holders to negotiate water sharing agreements.

Water license holders will be asked to voluntarily take less water in order to ensure that there is water available for as many users as possible. These negotiations will be the largest water-sharing effort that has ever been initiated in Alberta and the first since 2001.

In Alberta, there are 25,000 water licence holders that hold licences for 9.5 billion cubic metres of water. The Drought Command Team will select and prioritize negotiations with Alberta's largest water licence holders in an effort to secure significant and timely reductions in water use.

However, even if you are not identified as a major water licence holder, your support is still needed to help fully prepare Alberta for a severe drought. All Albertans will need to use less water to ensure that water is available to as many users as possible.

That is why I am writing to all water licence holders to ask that the following action be undertaken in the coming months:

1. Review and understand the conditions of your licence(s).
2. Review and understand how much water your business or organization uses and identify ways to reduce your use of water.
3. Take immediate action by investing in water conservation technologies that will help your business or organization reduce water use.
4. Develop drought plans now in case they are needed in the spring or summer.
5. Enter your licence onto Alberta's Digital Regulatory Assurance System (DRAS). DRAS is a secure online platform which will help licence holders compile and view all parts of their license(s) for greater transparency, completeness, accuracy and timeliness when managing their water licences and water use.
6. Monitoring water availability in your area using rivers.alberta.ca and take action to reduce your water use if your area is under a water shortage advisory.

If you have any questions or require any additional information, please call us toll free at: 310-3773 (in Alberta), or email: epa.drought@gov.ab.ca.

Alberta has successfully navigated droughts before and has a long, proud history of coming together during tough times. I know we can count on you and all of Alberta's other water licence holders to take the actions necessary to get through these challenging times.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Schulz". The signature is fluid and cursive, with the first name being more prominent than the last.

Rebecca Schulz,
Minister of Environment and Protected Areas



STETTNER STEEL WHEEL STAMPEDE

Box 62 Stettner, Alberta, T0C 2L0
steelwheel2008@gmail.com

Dear Sir or Madam:

Our committee is working hard to build upon the unprecedented success we saw in 2023, present the perfect place to gather our community, and celebrate our western heritage at the 15th annual Stettner Steel Wheel Stampede in 2024.

Our goal is to foster community spirit and camaraderie by going back to our grassroots and bring Stettner one of the best rodeos in the country on June 7th-8th 2024. We strive to provide our community with a safe place to gather, with top notch entertainment. With every contestant and spectator brought to Stettner, you can broaden your sales base by sponsoring this event.

Our committee would be thrilled if your organization would consider the Stettner Steel Wheel Stampede in your budget. We have included different levels of sponsorship for your consideration. We would also be pleased to discuss and create a custom sponsorship package that would be more suitable for you.

For more information, or if you would like a personal visit to discuss sponsorship options, please feel free to contact us at steelwheel2008@gmail.com.

We cannot thank you enough for your valued contribution and hope that you would consider working with us again. Without the continued support of our community, donations, volunteers, and spectators we would not be able to provide a platform for community union and entertainment.

Sincerely,

Arlene Ray - Sponsorship Co-Chair - 403-740-4681

Clint Satre - Sponsorship Co-Chair - 403-740-2761

Not for profit: 5020654686

Please make cheques payable to: **Stettner Steel Wheel Stampede Society**

E-transfers can be made to steelwheel2008@gmail.com



STETTLER STEEL WHEEL STAMPEDE

2024 Sponsorship Opportunities

Platinum - Over/Above \$3,000

- Signage displayed on large electronic scoreboard
- 10 Stampede Admission Tickets to the Steel Wheel Stampede
- Premium placement of Sponsor supplied banner
- Recognition during every event
- Sponsor supplied flag flown during grand entry and victory laps
- Sponsor supplied logo displayed on website as well as in the official rodeo program and social media

Scoreboard Sponsor - \$3,000

- Exclusive Signage for large electronic scoreboard
- Sponsor supplied flag flown during grand entry & victory laps
- Recognition during every event when the scoreboard is mentioned
- 8 Stampede Admission Tickets to the Steel Wheel Stampede
- Premium placement of Sponsor supplied banner
- Sponsor supplied logo displayed on website, on social media, and in the official rodeo program

Gold Sponsor - \$2,000

- Sole sponsorship of major event
- Sponsor supplied flag flown during victory lap
- Scoreboard and Announcer acknowledgements during named event
- 6 Stampede Admission Tickets to the Steel Wheel Stampede
- Arena placement of Sponsor supplied banner
- Sponsor supplied logo displayed on website, on social media, and in the official rodeo program

Silver Sponsor - \$1,000

- Announcer acknowledgments a minimum of one time per performance
- Sponsor supplied flag flown during victory lap
- 4 Stampede Admission Tickets to the Steel Wheel Stampede
- Arena placement of Sponsor supplied banner
- Sponsor supplied logo displayed on website, on social media, and in the official rodeo program



Bronze Sponsor - \$500

- 2 Stampede Admission Tickets to the Steel Wheel Stampede
- Grounds placement of Sponsor supplied banner
- Sponsor supplied logo for website

Friends of the Rodeo - \$50 - \$450

- Sponsored supplied logo put on front gate sponsor board

In Kind donations are always welcome. Sponsorship level will be based on retail value

Other Opportunities:

We can build other custom sponsorship packages to accommodate your business needs, such as:

Freestyle Bullfighting	\$5,000
Contract Act/Entertainment	\$3,000
Cabaret Sponsorship	\$7,500
Cabaret Entertainment	\$8,000
Tent Sponsor	\$8,000
Veterinary Services	\$1,500
Medical Services	\$1,500

We look forward to working with you! For more information go to our website at: www.steelwheelstampede.ca or follow us on Facebook or Instagram @StettlerSWS