

# Town of Stettler

**COUNCIL MEETING**

**JULY 2, 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, JULY 2, 2024  
6:30 P.M.  
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of June 18<sup>th</sup> 5-13

4. **Citizens Forum**

5. **Delegations**

6. **Administration**

(a) 2024 Capital Budget – Okoppe Way Tender

(b) 2024 Capital Budget – Highway 56 & 12 Surface and Pedestrian Improvements 14-15

(c) 2024 Capital Budget - Asset Management Software 16-18

(d) 2024 Capital Budget – 2024 Sidewalk Replacement Tender 19-20

(e) 2024 Capital Budget – Cold Storage Tender 21

(f) 2024 Capital Budget – Hazardous Material Tender 22-23

(g) Meeting Dates

- Tuesday, July 16 – Council – 6:30pm

- Tuesday, August 6 – Council – 6:30pm

- Tuesday, August 20 – Council – 6:30pm

- Tuesday, September 3 – Council – 6:30pm

- Tuesday, September 10 – COW – 4:30pm

- Tuesday, September 17 – Council – 6:30pm

- **Wednesday, September 25 – Friday, September 27 – Alberta Municipalities  
Convention – Westerner Park**

(h) Accounts Payable in the amount of \$549,721.23 26-37  
(\$77,848.74 + \$153,961.37 + \$274,340.47 + \$41,839.32 + \$1,676.73 + \$54.60)

7. **Council**

**COUNCIL AGENDA**  
**JULY 2<sup>nd</sup>, 2024**  
**PAGE 2**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearing**

10. **Bylaws**

(a) Bylaw 2174: Rezoning Application

38-45

11. **Correspondence**

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JUNE 18<sup>th</sup>, 2024 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor S. Nolls

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

CAO L. Graham

Assistant CAO K. Hymers

Planning & Development Officer A. Stormoen

Manager of Stettler Regional Fire Department I. Dijkstra

Town of Stettler Fire Chief M. Dennis

Media (2)

**Absent:**

**Call to Order:**

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

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

**Motion 24:06:19**

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED

Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held June 4<sup>th</sup>, 2024

**Motion 24:06:20**

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on June 4<sup>th</sup>, 2024 be approved as presented.

MOTION CARRIED

Unanimous

- (b) Business Arising from the June 4<sup>th</sup>, 2024 Minutes

None

- (c) Minutes of the Committee of the Whole Meeting held June 11<sup>th</sup>, 2024

**Motion 24:06:21**

Moved by Councillor Lawlor that the Minutes of the Committee of the Whole Meeting held on June 11<sup>th</sup>, 2024 be approved as presented.

MOTION CARRIED

Unanimous

4. **Delegations:**

- (a) 6:35pm – Avery Acheson, Franklin Autuaeu, Scott Cameron - bassa Social Innovations – Stettler Housing Assessment

Mayor Nolls welcomed A. Stormoen, A. Acheson, F. Autuaeu and S. Cameron (virtual) to the meeting.

The delegates presented findings from the Stettler Housing Assessment, with four suggested priorities:

1. Incentivizing Infill & Housing Development

2. A Model for Sustainable and Affordable Housing

3. Community, Transitional, and Emergency Housing

4. Promoting Diversity in Local Housing Options

Discussion ensued.

**Motion 24:06:22**

Moved by Councillor Barros that Town Council accept the presentation for information.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked A. Stormoen, A. Acheson, F. Autuaeu and S. Cameron for their presentation and work on the Housing Assessment.

A. Acheson, F. Autuaeu and S. Cameron left the meeting at 7:24 p.m.

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

6. **Administration:**

(a) 2024 Capital Budget – Stettler Regional Fire Station 1 Conceptual Design

Mayor Nolls welcomed Manager of Stettler Regional Fire Services I. Dijkstra and Town of Stettler Fire Chief M. Dennis to the meeting.

I. Dijkstra and M. Dennis advised that the 2024 Capital Budget includes \$30,000, split 50/50 between the Town of Stettler and County of Stettler No. 6, for the conceptual design and costing of SRFD Station 1 upgrades.

On April 22, 2024 a “Request for Proposals” was posted on the Alberta Purchasing Connection website to provide consultation and conceptual design for the Stettler Regional Fire Station No. 1 Upgrades. The tender closed on May 24, 2024 at 2:00 PM with a tender opening held on May 29th. The following submissions were received:

<b>Proponent</b>	<b>Municipality</b>	<b>Costing</b>
The Marc Boutin Architectural Collaboration Inc.	Calgary	\$14,240
SAHURI + Partners Architecture Inc.	Calgary	\$75,000
ACI Architecture Inc.	Edmonton	\$114,437.50

The expense of award includes the following scope:

- Conceptual design for functional space to include increased washroom facilities, office space, classroom, and apparatus bay area.
- Review of the existing and proposed plans and studies for development
- Development of a communication mechanism in order to obtain Town of Stettler and County of Stettler No. 6 input throughout all phases of the project
  - Stakeholder Engagement
  - Periodic meetings with Regional Fire Staff
- Building Systems Evaluation: exterior envelope, interior finishes,

electrical systems, HVAC systems, and a structure energy audit

- Investigation of existing mechanical and electrical systems as well as review of the health of existing architectural finishes
- Consolidated recommendations into a matrix summary document with a proposed timeline to assist Councils with capital planning

The County of Stettler approved this expenditure as recommended as their June 12<sup>th</sup>, 2024 Council Meeting.

**Motion 24:06:23**

Moved by Councillor Barros that the Town of Stettler, along with the County of Stettler No. 6, award the shared consulting contract (50/50), as per the RFP submission from The Marc Boutin Architectural Collaborative Inc. of Calgary, Alberta, for the sum of \$14,240 plus GST and \$15,000 for creation of construction drawings and contingency.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked I. Dijkstra and M. Dennis for their work on the tender.

I. Dijkstra and M. Dennis left the meeting at 7:42 p.m.

(b) 2024 Capital Budget – Aquatic Centre Upgrades

CAO Graham advised that the Town of Stettler has approved a capital project for the replacement of Sand Filters in the back mechanical room for \$35,000 in the 2024 Capital Budget. The project will take place from September 3<sup>rd</sup> -15<sup>th</sup>, 2024. During this time the pool will be closed to the public, re-opening on September 16, 2024. Town staff will hydro-vac the contents of the sand out of 3 filters. Once done, a contractor will come in to complete the rest of the work. During the closure, aquatic staff will be completing minor maintenance and taking courses. Staff will also coordinate the painting of the ceiling in the changerooms and one wall in the Family change room to be completed during the closure.

The Town of Stettler has approved a capital project for the replacement of the Blinds in the pool area in the amount of \$15,000 in the 2024 capital budget. The original plan was to put in blinds, however, upon consultation with staff, staff would like to retain the open window concept and tint the south windows decreasing the glare from the sun during open times. The cost to install the tint is \$6,435.00 and will be completed by CR Glass.

The Town of Stettler approved replacing the canons in the Pool area in the amount of \$32,000 in the 2024 capital budget. There is no company in Canada that can retrofit to the original play structure so the Town is sourcing the water cannons from HUB Aquatic Solutions Inc, a US based company. The quote came in at \$39,376.00, \$7,000.00 over the approved capital 2024 budget. Administration would like to take the \$8,500.00 that is under budget for the Blind replacement capital project and move it to the Water Cannon capital project.

**Motion 24:06:24**

Moved by Councillor Randell that the Town of Stettler Council move \$8,500.00 from the Blind Replacement project to the Canon Replacement Project, and further purchase the water canons from HUB Aquatic Solutions Inc for \$39,376.00, funded from the 2024 Capital Budget.

MOTION CARRIED  
Unanimous

(c) Alberta Men's Curling Provincial Championship Support

CAO Graham advised that the Erskine Curling Club will be hosting the 2025 Alberta Boston Pizza Cup – Men' Provincial Curling Championship February 5 – 9, 2025 at the Stettler Recreation Centre (SRC). The Rental agreement for the SRC has already been executed for the time to set up, host and take down this exciting event.

The committee representatives presented to the Town of Stettler Council at their regular meeting of June 4, 2024, with a request of a sponsorship to the event of \$20,000. Curling Alberta has provided information regarding the economic benefit to the community when hosting an event such as this, with the Town of Stettler seeing that economic benefit as the event will be held in our town and in our facility. When hosting an event such as this it allows the host club a significant fundraising opportunity. The Erskine Club has indicated the need to perform upgrades at their facility, including the need for a new ice plant and this event will get them much closer to that goal.

**Motion 24:06:25**

Moved by Councillor Pfeiffer that the Town of Stettler Council recognize the benefit to the community as a whole that this event provides and approve the sponsorship support of \$20,000, with funds to be allocated from the Operating Budget - Community Development Fund.

MOTION CARRIED  
Unanimous

(d) Bank Reconciliation – May 31, 2024

**Motion 24:06:26**

Moved by Councillor Baker that the Town of Stettler Council approve the Bank Reconciliation as of May 31<sup>st</sup>, 2024 as presented.

MOTION CARRIED  
Unanimous

(e) 2024 Capital Budget Summary – May 31, 2024

**Motion 24:06:27**

Moved by Councillor Smith that the Town of Stettler Council approve the 2024 Capital Budget Summary as of May 31<sup>st</sup>, 2024 as presented.

MOTION CARRIED  
Unanimous

(f) 2024 Budget Summary – May 31, 2024

**Motion 24:06:28**

Moved by Councillor Randell that the Town of Stettler Council approve the 2024 Budget Summary as of May 31<sup>st</sup>, 2024 as presented.

MOTION CARRIED  
Unanimous



**Motion 24:06:29**

(g) CAO Reports

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

MOTION CARRIED  
Unanimous

(h) Meeting Dates

**- Thursday, June 20 – Joint Town & County Physician Recruitment Presentation – 1pm - HUB**

- Tuesday, July 2 – Council – 6:30pm
- Tuesday, July 16 – Council – 6:30pm
- Tuesday, August 6 – Council – 6:30pm
- Tuesday, August 20 – Council – 6:30pm

**Motion 24:06:30**

(g) Accounts Payable in the amount of \$748,226.31

Moved by Councillor Pfeiffer that the Accounts Payable in the amount of \$748,226.31 be paid as presented.

MOTION CARRIED  
Unanimous

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

(a) Mayor Nolls

- June 5 – Talk of the Town
- June 5 – Seniors Week Luncheon at Willow Creek
- June 6 – Seniors Week Luncheon at the HUB
- June 7 – Steel Wheel Stampede Volunteering
- June 7 – Signed Cheques at the Town Office
- June 8 – Town Council Pancake Breakfast
- June 8 – Steel Wheel Stampede Parade
- June 11 – Stettler Board of Trade Meeting
- June 11 – Committee of the Whole Meeting
- June 12 – Economic Development Committee
- June 14 – School Resource Officer Meeting
- June 14 – Community Builders Unveiling
- June 17 – Stettler District Ambulance Association
- June 17 – Stettler Rotary Farmers Appreciation Night

(b) Councillor Baker

- June 6 – Seniors Week Luncheon at the HUB
- June 7 – Seniors Week Luncheon at Points West
- June 8 – Town Council Pancake Breakfast
- June 11 – Stettler Board of Trade Meeting
- June 13 – Board of Trade Big Jack Classic Meeting
- June 14 – Community Builders Unveiling

(c) Councillor Barros

June 5 – Seniors Week Luncheon at Willow Creek  
June 6 – Heartland Beautification Committee  
June 8 – Town Council Pancake Breakfast  
June 8 – Steel Wheel Stampede Parade  
June 11 – Committee of the Whole  
June 14 – Community Builders Unveiling

(d) Councillor Lawlor

June 6 – Seniors Week Luncheon at the HUB  
June 7 – Town Council Pancake Breakfast Prep  
June 8 – Town Council Pancake Breakfast  
June 8 – Steel Wheel Stampede Parade  
June 10 – Parkland Library Services Board Symposium  
June 11 – Committee of the Whole Meeting  
June 12 – Economic Development Committee  
June 13 – Grade 10 Business Studies Module  
June 17 – Stettler District Ambulance Association  
June 17 – Stettler Rotary Farmers Appreciation Night

(e) Councillor Pfeiffer

June 5 – Seniors Week Luncheon at Willow Creek  
June 8 – Town Council Pancake Breakfast  
June 8 – Steel Wheel Stampede Parade  
June 11 – Committee of the Whole Meeting  
June 12 – Economic Development Committee  
June 14 – Community Builders Unveiling  
June 17 – Stettler Rotary Farmers Appreciation Night

(f) Councillor Randell

June 6 – Seniors Week Luncheon at the HUB  
June 8 – Town Council Pancake Breakfast  
June 8 – Steel Wheel Stampede Parade  
June 11 – Committee of the Whole Meeting  
June 12 – Economic Development Committee

(g) Councillor Smith

June 6 – Heartland Beautification Committee  
June 8 – Town Council Pancake Breakfast  
June 8 – Steel Wheel Stampede Parade  
June 11 – Committee of the Whole  
June 14 – School Resource Officer Meeting  
June 14 – Community Builders Unveiling  
June 17 – Stettler Rotary Farmers Appreciation Night

**Motion 24:06:31**

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

Unanimous

8. **Minutes:** (a) Parkland Regional Library Services Board – May 16, 2024

**Motion 24:06:32**

Moved by Councillor Lawlor that the Town of Stettler Council accept the Minutes (a) for information.

MOTION CARRIED  
Unanimous

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

10. **Bylaws:** (a) Bylaw 2172-24: Waterworks Bylaw

CAO Graham advised that the existing Bylaw No. 1856-02 Waterworks Bylaw has been in effect since 2002. Administration has completed a thorough review and evaluation of comparable municipalities and, following the review of the bylaw amendment at the June 11<sup>th</sup> Committee of the Whole Meeting, is proposing the amendments as outlined:

- Updating the definitions in Part 1 – Interpretation
- Revising the rules and restrictions regarding water meters
- Adding restrictions for allowing someone to open a utility account with the Town of Stettler
- Increased deposit amount to be more reflective of average water usage
- Penalties on outstanding accounts: applying the 5% penalty on the compounding or outstanding balance as opposed to levy amount
- Providing Owners access to tenant utility account information
- Ceasing all utility services upon disconnection
- Removing the Disconnection/Reconnection Fee and changing the verbiage to Service Fee
- Adding Schedule B: Forms (Tenant Service Agreement)

**Motion 24:06:33**

Moved by Councillor Lawlor that the Town of Stettler Council give first reading to Bylaw 2172-24.

MOTION CARRIED  
Unanimous

**Motion 24:06:34**

Moved by Councillor Barros that the Town of Stettler Council give second reading to Bylaw 2172-24.

MOTION CARRIED  
Unanimous

**Motion 24:06:35**

Moved by Councillor Smith that the Town of Stettler Council give permission for third and final reading to Bylaw 2172-24.

MOTION CARRIED  
Unanimous

**Motion 24:06:36**

Moved by Councillor Pfeiffer that the Town of Stettler Council give third and final reading to Bylaw 2172-24.

MOTION CARRIED  
Unanimous

(b) Bylaw 2173-24: Rezoning/Land Use Bylaw Amendment Application

Mayor Nolls welcomed Developer Kyle McCowen to the meeting.

Planning & Development Officer A. Stormoen advised that 1859892 Alberta Inc / Kyle McCowan has requested to amend the Town of Stettler Land Use Bylaw 2060-15 Land Use District DC3: Direct Control Transitional District to DC3: Direct Control Commercial Neighborhood District and rezone the abovementioned parcel from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District to accommodate a redevelopment of the existing Heartland Lodge Motel to a 44-unit bachelor suite apartment.

The current zoning does not allow for an Apartment, however the nature of the existing structure (Heartland Lodge) and the recent need for rental units in our community makes the location well suited for this type of use.

Upon further discussion and review by administration, the proposed amendment will not subsequently affect additional properties within the DC3 district, as the only other properties zoned as such are located at 43 Street and 50 Avenue and are currently used as an indoor storage facility.

Further, Direct Control land use districts are used to manage special, one-of-a-kind land use situations. These zones have unique characteristics and have regulations created for the circumstances. Pursuant to Section 641(3) of the Municipal Government Act, if a direct control district is designated in a land use bylaw, the council may, subject to any applicable statutory plan, regulate and control the use or development of land or buildings in the district in any manner it considers appropriate.

The applicant is in the process of applying for a Development Permit for the above-mentioned, which if bylaw 2173-24 passes 3rd reading, will be presented to council for consideration.

**Motion 24:06:37**

Moved by Councillor Baker that the Town of Stettler Council give first reading to Bylaw 2173-24.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked A. Stormoen for her presentation.

A. Stormoen and K. McCowen left the meeting at 7:37 p.m.

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

**Motion 24:06:38**

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

MOTION CARRIED  
Unanimous at 8:13 p.m.

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Mayor

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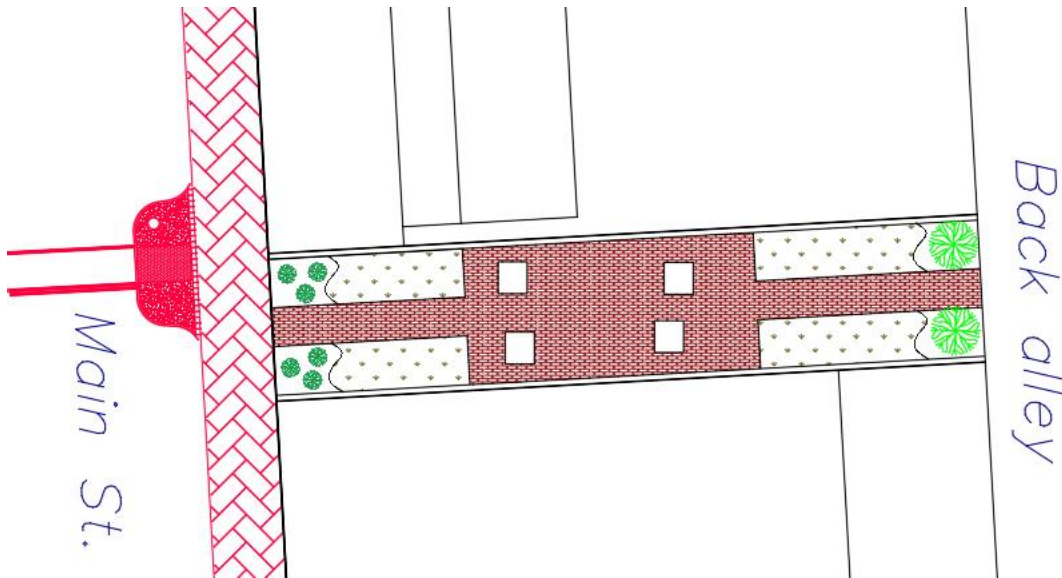
Assistant CAO

## MEMORANDUM

**To:** Leann Graham, CAO  
**From:** Melissa Robbins, Director of Operations  
**Date:** June 26, 2024  
**Re:** Okoppe Way Development

### **Background:**

An overall plan has been developed for Okoppe Way with a project budget of \$72,000. In 2024, concrete, fencing, shade cover, furniture and landscaping to be installed, with park dedication, including signage, in 2025 on the 35<sup>th</sup> anniversary of the twin city program with Okoppe, Japa..



### **Original Budget Estimates:**

Signage	\$2,500
Landscaping (Mulch/Flowers/Shrubs/Trees)	\$3,000
Privacy Fencing	\$1,500
Walkway and Gathering Area (poured concrete)	\$42,000
Shade cover	\$15,000
Furniture/Seating/Waste Receptacles	\$8,000
<b>Total Budget</b>	<b>\$72,000</b>

**Request for Quotations:**

Quotes for concrete work were sent out to local and a few out of town business' who routinely complete concrete work in town.

Two quotes were received as follows:

- Hadley Concrete                   \$15,470.13
- Olds Concrete Services       \$22,500.00

**Recommendation:**

Administration respectfully recommends the Town of Stettler Council proceed with Hadley Concrete for the concrete construction of \$15,470.13, plus a small contingency of \$3,000, for a total cost of \$18,470.13 of the \$72,000 budget. Shade cover and furniture quotes will be presented to council in the upcoming months.

# MEMORANDUM

Date: June 26, 2024

To: Leann Graham  
CAO

From: Melissa Robbins  
Director of Operational Services

Re: Highway 56 & 12 Surface and Pedestrian Improvements

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## **Background:**

In March 2024, Transportation and Economic Corridors notified the town that there was \$990,000 of funding available to resurface Highway 56 from 52-57 Street, Highway 12 from 50-56 Street and four pedestrian crossing lights located at Highway 12 at 54 Street, Highway 12 at 57 Street, Highway 56 at 50 Avenue and Highway 56 at 44 Avenue.

Existing style of pedestrian lights:





Replacement style of pedestrian lights:



**Tender Evaluation:**

Tender packages were put together by Tagish Engineering and advertised on the Alberta Purchasing Connection.

**Summary of Tenders Received by Tagish Engineering:**

• Ruby Rock Asphalt Works Ltd.	\$830,394.24
• Central City Asphalt Ltd.	\$891,614.50
• TBL Construction Ltd.	\$906,614.50
• Border Paving Ltd.	\$942,167.00
• PME Inc.	\$1,172,203.88

Tenders do not include gst or contingency.

**Budget Expenditures:**

Ruby Rock Asphalt Works Ltd.	\$830,394.24
Engineering including geotechnical	\$68,000.00
10% Contingency	<u>\$83,400.00</u>
Total Project Cost	<b><u>\$981,794.24</u></b>

**Tender Evaluation:**

As this was an evaluated tender, bidders were assigned scores based on requirements specified in the Tender documents. Ruby Rock Asphalt Works Ltd. scored highest overall and has the lowest price. Central City Asphalt scored 2nd highest, with a shorter construction time, but at a significantly higher price. Tagish Engineering has worked with Ruby Rock Asphalt Works Ltd. in the past and are confident that they can complete the work successfully.

**Recommendation:**

Administration respectfully recommends that Town of Stettler Council award the Highway 56 & 12 surface and pedestrian improvements contract to Ruby Rock Asphalt Works Ltd. in the amount of \$830,394.24, plus a contingency of \$83,400, for a total maximum expenditure to Ruby Roack Asphalt Works Ltd. of \$913,794.24, utilizing Tagish Engineering for engineering services of \$68,000 with a total expenditure of \$981,794.24, excluding gst, with funding provided by Transportation and Economic Corridors.

# MEMORANDUM

Date: June 27, 2024

To: Leann Graham  
CAO

From: Melissa Robbins,  
Director of Operations

Re: Recommendation of Award of Request for Proposal for Asset Management Software

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## **Background:**

2024 Capital Budget includes \$60,000 to engage an asset management program with consulting support services.

## **Request for Proposals:**

A proposal package was prepared that included sourcing a consulting firm that provides asset management software, specifically design for municipal purposes that includes the ability to capture all municipal infrastructure, including fleet and facilities. The software must provide the ability to capital plan and risk asses all assets. A mobile platform that integrates with the Town's existing ArchGIS software is required. The software must produce Tangible Capital Asset reports.

The Town is looking for a two year implementation phase, with expected purchases in future years for maintenance modules, invoicing, permitting etc. There is an annual software maintenance fee for these programs up to \$10,000/year.

The following proposals were received:

- |                 |           |
|-----------------|-----------|
| • Psd Citywide  | \$51,900  |
| • CATALIS       | \$63,600  |
| • SaskTel       | \$103,500 |
| • Univerus Inc. | \$223,000 |

Most of the proposals met the minimum requirements with respect to having an asset management software program. CATALIS, SaskTel and Univerus all had limited Alberta municipal references and their implementation timelines were not aligned with proposal requirements. PSD Citywide is widely used in Alberta and across Canada, with 12 Alberta references provided in their proposal. Administration has previously spoken to Leduc and Blackfalds who both have implemented PSD Citywide with favorable ratings. Their proposal provided optional add on services that may be worth evaluating as the project is implemented.

**Recommendation:**

Administration respectfully recommends that Town of Stettler Council award the Asset Management Software purchase to PSD Citywide in the amount of \$51,900, excluding GST, and approves expenditures up to \$60,000, (if optional add on services are deemed necessary as the project progresses) funded from the 2024 Capital Budget.

# MEMORANDUM

Date: June 26, 2024

To: Leann Graham  
CAO

From: Melissa Robbins  
Director of Operational Services

Re: Recommendation of Award of 2024 Sidewalk Replacement Tender

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## **History:**

Approved 2024 capital budget is \$130,000 to replace miscellaneous sections of concrete throughout the town to ensure compliance with Council Policy XV-3(a) – Sidewalk and Pathways Inspection and Maintenance. In 2024, there are significant areas of brick in the downtown area that require repair. Administration proposes expending \$115,000 of the budget on concrete replacements and the remainder to a local contractor who can raise/replace sunken sections of brick pavers.

## **Tender Summary:**

A tender was prepared and all local contractors and three out of town contractors were notified. The following tenders were received on June 26, 2024.

Tender prices exclude GST.

- Olds Concrete Services Inc. \$64,740.00
- Hadley Concrete \$108,212.43

## **Budget Evaluation:**

In 2023, Hadley Concrete was the awarded contract for the 2023 Sidewalk Replacement tender and overlooked invoicing for \$18,731.65 of work completed in 2023. Administration proposes paying Hadley Concrete out of this years project, retaining \$15,000 for brick paver replacements and spending the remaining balance on concrete replacements.

## **Recommendation:**

Administration respectfully recommends that Town of Stettler Council award the 2024 Sidewalk Replacement tender to Olds Concrete Services Inc. in the amount of \$64,740.00, and approves expenditures up to \$96,000, compensates Hadley Concrete \$18,731.65 for outstanding 2023 replacements, allowing \$15,000 for a local contractor to repair brick pavers, with a total budget expenditure of \$130,000 funded through the 2024 Capital Budget.

# MEMORANDUM

Date: June 27, 2024

To: Leann Graham  
CAO

From: Melissa Robbins  
Director of Operational Services

Re: Recommendation of Shop Building – Cold Storage Replacement

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## **History:**

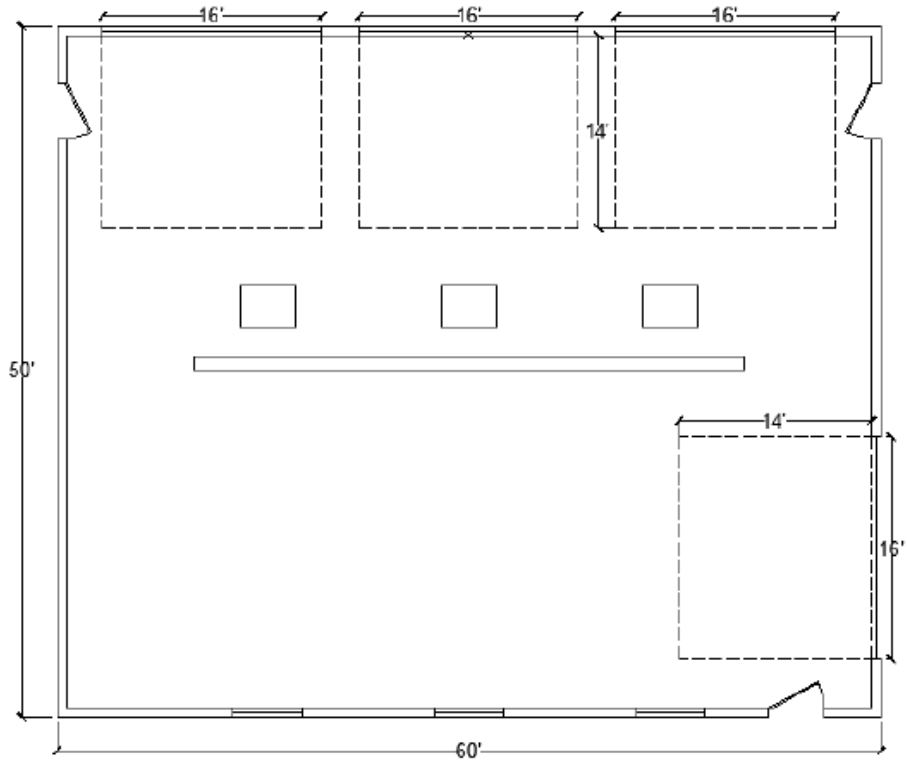
2024 Capital Budget includes \$400,000 to remove and relocate the existing Cold Storage Building and build a new 50'x60' shop that has heat and power. A package was put together for a design/build proposal and sent to all local contractors and posted on Alberta Purchasing Connection.

## **Summary of Design/Build Proposals Received on June 14, 2024:**

- |                              |              |
|------------------------------|--------------|
| • Wright Brothers Ltd.       | \$362,804.24 |
| • IMC Construction Ltd.      | \$493,000.00 |
| • Whidden Construction Group | \$827,110.75 |

## **Discussion:**

The existing cold storage no longer suits the needs of equipment storage and doesn't provide a space where staff can service/maintain equipment or complete building tasks. The plan is to relocate the existing cold storage for storage of supplies and stock and build a new 50'x60' building that has heat and power. The new building will not be connected to the adjacent shop in consideration of future demolition that will eventually be needed of the original shop.



**Budget Expenditure:**

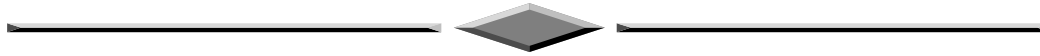
Trench power to Out Buildings (Van Electric)	\$9,000.00
Crane to move and place Cold Storage (Heartland Industries)	\$6,590.00
New Building Construction including new footing for Cold Storage (Wright)	\$362,804.24
Contingency	<u>\$20,000.00</u>
<b>Total Expenditures</b>	<b>\$398,394.24</b>

**Recommendation:**

Administration respectfully recommends Town of Stettler Council awards the Design/Build Shop construction proposal to Wright Brothers Ltd. in the amount of \$362,804.24 and approves hiring Van Electric to trench power and Heartland Industries to relocate Cold Storage as outlined above for a total project expenditure including contingency of \$398,394.24 funded through the 2024 Capital Budget.

**MEMORANDUM**

**To:** Leann Graham, CAO  
**From:** Angela Stormoen, Development Officer  
**Date:** June 27, 2024  
**Re:** Hazardous Material Abatement 5301 – 51 Avenue Request For Proposals



**Background:**

Enforcement on the above-mentioned property has been ongoing since 2017. Following years of non-compliance and the property becoming increasingly deteriorated, the owners agreed to forfeit the property to the Town of Stettler in December of 2023.

As per motion by Town of Stettler Council at the regular council meeting held January 16, 2024, administration proceeded with acquiring title to 5301 – 51 Avenue by way of legal land purchase agreement. The land title was transferred to the Town of Stettler on March 28, 2024 and the Town has since been maintaining the lot.

Prior to forfeiting the property, the previous owners completed hazardous material sampling which returned positive results. The Town was provided with the report and proceeded with a request for proposal to remove all hazardous materials.

Pre-hazardous material abatement and demolition work began by way of securing the property with RCMP sweeping the property prior to Heartland Glass changing the locks on the dwelling. Further, administration worked with adjacent landowners to remove contents from the lot at 5301 – 51 Avenue. Once personal items had been removed Town public works and parks departments proceeded with a yard clean-up including the removal of vandalized trees, removal of sheds, removal of garbage/refuse, removal of fence and maintenance of grass and weeds.

**Request For Proposals**

Request for Proposals were advertised on Alberta Purchasing Connection with a closing date of June 25, 2024. We had three (3) site visits with interested contractors and received seven (7) proposals, an evaluation of the proposals based on the Hazardous Material Abatement - 5301 – 51 Avenue Scope was completed.

<b>Proponent</b>	<b>Total Price Excluding GST</b>
Axiom Asbestos Corp.	\$35,585.00
Onside Restorations	\$35,513.38
Tarkine North Inc.	\$34,587.00
ASK Environmental	\$22,863.00
JK Environmental	\$18,800.00
Western Contracting Ltd.	\$18,285.00
ACN	\$14,841.00



### **Proposal Evaluation**

After thorough evaluation of all proposals received the three lowest bidders included contingent items in their proposals which could cause an unknown increase in costs, further, site visits were not completed by the above-mentioned companies.

The next lowest proposal was received by ASK Environmental and meets all the criteria of the RFP and a representative attended the scheduled site visit. Furthermore, the initial hazardous material sampling was completed by ASK Environmental, which provides confidence in their proposal and understanding of the project.

### **Recommendation**

Administration respectfully recommends that Town of Stettler Council approves awarding the Hazardous Material Abatement of 5301 – 51 Avenue to ASK Environmental for the contract price of \$22,863.00.

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77309	77317
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Aspen Ford Sales Ltd.	77309	2024-06-21	\$75.52
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water - Spark Plugs Unit #28		328722	\$75.52
-----			
Certified Laboratories	77310	2024-06-21	\$1,763.63
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Trans & Park - Grease and Oil		916315	\$828.61
Park - Hydraulic Oil		923569	\$467.51
Park - Hydraulic Oil		925086	\$467.51
-----			
Collin's Concrete & Bobcat Ltd	77311	2024-06-21	\$71,442.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Roads - Concrete Crushing		301514	\$71,442.00
-----			
Heartland Youth Centre	77312	2024-06-21	\$1,086.87
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
2024 HYC Auction Proceeds		2024.06.06.02	\$1,086.87
-----			
Larson's Auto Electric 2010	77313	2024-06-21	\$52.39
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Park - Air Filter		IN4050213	\$10.45
Park - Carb for Weedeaters		4612	\$41.94
-----			
Linde Canada	77314	2024-06-21	\$1,289.46
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Pool - Chemical		42751533	\$869.51
Pool - Equipment Repair		42839889	\$419.95
-----			
New West Freightliner	77315	2024-06-21	\$154.37
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water Trans - Block Heater		X180863112	\$154.37
-----			
The Blade Guys	77316	2024-06-21	\$126.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Park - Sharpen Wood Chipper		270861	\$126.00
-----			
Simonin Law	77317	2024-06-21	\$1,858.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Bylaw - Purchase Agreement		4497	\$1,858.50

System: 2024-06-20 10:33:57 AM  
User Date: 2024-06-20

Town Of Stettler  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 2  
User ID: Anika

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
-------------	---------------	-------------	---------------

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			-----
	Total Cheques		\$77,848.74
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77318	77332
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	77318	2024-06-28	\$50.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
P&D Searches		2024.05.31	\$20.00
Admin - Discharges		F0055ZU	\$30.00
-----			
Bull Dog Driver Training	77319	2024-06-28	\$262.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Trans - Air Brakes Course		183914	\$262.50
-----			
Canada Post Corporation	77320	2024-06-28	\$1,796.72
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Sidewalk- Spruce Drive Letters		9920537895	\$313.93
Water Billing Postage		9919673297	\$1,482.79
-----			
Collin's Concrete & Bobcat Ltd	77321	2024-06-28	\$70,270.20
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Roads - Crushed Concrete		301514.	\$70,270.20
-----			
Frere, Lewis	77322	2024-06-28	\$850.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Music in the Park		2024	\$850.00
-----			
Hometown Productions & Media	77323	2024-06-28	\$207.90
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Canada Day Advertising		196	\$94.50
MIP Advertising		197	\$113.40
-----			
Linde Canada	77324	2024-06-28	\$767.84
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Pool - Chemicals		42936971	\$383.92
Pool - Chemicals		43536443	\$383.92
-----			
RCAP Leasing	77325	2024-06-28	\$218.40
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office - Telecommunications		1061893	\$218.40
-----			
Receiver General for Canada	77326	2024-06-28	\$67,561.54
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Town Tax Remittance		PP13-24	\$54,675.07
Town Tax Remittance		PP13-24. 28	\$6,301.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
BOT Tax Remittance		BOTPP13-24	\$2,682.85
Library Tax Remittance		LIBRARYPP13-24	\$3,902.62
=====			
Sunderman Trucking Ltd.	77327	2024-06-28	\$4,725.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Park - Shale for Ball Diamonds		12957	\$4,725.00
=====			
Thinktel Communications	77328	2024-06-28	\$164.42
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office - Telephone		1339695	\$164.42
=====			
Town of Stettler - Petty Cash	77329	2024-06-28	\$186.85
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Petty Cash - Lotto, Eng Admin		2024.06.21	\$186.85
=====			
UPS Canada	77330	2024-06-28	\$169.58
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire - freight		5569267608	\$169.58
=====			
Van Electric	77331	2024-06-28	\$5,280.45
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water - Check UPS		684	\$452.55
Water - Selenoid Failing		685	\$1,219.05
Parks - Electrical		700	\$3,608.85
=====			
Woody's Automotive Ltd.	77332	2024-06-28	\$1,449.97
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Shop - Oil Absorbing Pads		612-878937	\$72.48
Shop - Tape		612-879577	\$38.94
Shop - Coloured Zipties		612-880452	\$13.44
Shop - Towel		612-882070	\$122.62
Shop - Electrical Plugs		612-878659	\$46.34
Shop - Jaw Pullers		612-882693	\$17.59
Parks - Fan belt Pulley		612-882946	\$52.04
Parks - Spark Plug		612-883191	\$5.95
Trans - Plug for Bobcat		612-878765	\$11.99
WTP - Oil Filter		612-878438	\$5.88
Water - Brake Rotors		612-881270	\$315.50
Trans&Water&Park Antifreeze		612-881830	\$445.03
Shop - Towel		612-881691	\$10.07
Shop - Filter and Drainplug		612-880309	\$11.27
Shop - Speed Secsor		612-880304	\$25.78
Water - Trans Filter		612-879914	\$24.45
Water - Washer Fluid Sensor		612-880491	\$10.45
Water - B Lift battery Charger		612-880722	\$61.94
Shop - Fuses		612-883125	\$4.15
Water - Trans Filter		612-879851	\$154.06
-----			
Total Cheques			\$153,961.37
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007569	EFT0007593
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	EFT0007569	2024-06-18	\$376.44
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool - Saftey Supplies	9112959128	\$376.44	
-----			
Anderson, Roxann	EFT0007570	2024-06-18	\$19.47
-----			
Invoice Description	Invoice Number	Invoice Amount	
PR- Eggs for Pancake Breakfast	2024.06.08	\$19.47	
-----			
APEX Supplementary Pension Pla	EFT0007571	2024-06-18	\$334.42
-----			
Invoice Description	Invoice Number	Invoice Amount	
AP - Sub Pension Plan Remit	PP21-24	\$334.42	
-----			
Auton, Ezra	EFT0007572	2024-06-18	\$13.83
-----			
Invoice Description	Invoice Number	Invoice Amount	
Roads - Ratchet Straps	2024.06.11	\$13.83	
-----			
Bagshaw Electric Ltd.	EFT0007573	2024-06-18	\$281.27
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office - New Lights	IC054708	\$56.07	
Office - New Bulbs	IC055313	\$16.70	
Spray Park - Fix Ground Wire	IC055481	\$50.47	
Office - Fix Lights	W14543	\$158.03	
-----			
Bearcom Canada Corp.	EFT0007574	2024-06-18	\$3,845.08
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Reg Manager Truck	5732213	\$1,325.08	
Fire Joint - Radio Link	5722082	\$2,520.00	
-----			
Brogan Fire and Safety	EFT0007575	2024-06-18	\$1,552.39
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint -Air Compressor Fix	30113606	\$1,552.39	
-----			
Burmac Mechanical 2000	EFT0007576	2024-06-18	\$1,280.53
-----			
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Clear Blockage	B52018	\$229.22	
Sewer - Clear Blockage	B52111	\$1,051.31	
-----			
Canadian Union of Public Emplo	EFT0007577	2024-06-18	\$632.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
AP - Union Dues	PP12-24	\$632.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Capital Power	EFT0007578	2024-06-18	\$103,988.11
-----			
Invoice Description	Invoice Number	Invoice Amount	
Capital Power April Affiliates	5188191	\$7,048.79	
May Power Bills	5188206	\$96,939.32	
Chemical International	EFT0007579	2024-06-18	\$719.25
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC & Pool - Janitor Supplies	114959	\$719.25	
Dennis, Mark	EFT0007580	2024-06-18	\$68.20
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire - Jan - May Icloud Fee	2024.05.31	\$68.20	
Diverse Signs	EFT0007581	2024-06-18	\$313.56
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans - New Signs	11445	\$203.73	
HBC - Plot Markers	11375	\$109.83	
ECA Review	EFT0007582	2024-06-18	\$742.67
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&L - Advertising	2804	\$742.67	
Keiths Refrigeration	EFT0007583	2024-06-18	\$530.87
-----			
Invoice Description	Invoice Number	Invoice Amount	
Park - Building Repair	24215	\$530.87	
Local Authorities Pension Plan	EFT0007584	2024-06-18	\$32,212.96
-----			
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP12-24	\$32,212.96	
Manalastas, Victor	EFT0007585	2024-06-18	\$262.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - May Janitor	12	\$262.50	
Meridian OneCap Credit Corp	EFT0007586	2024-06-18	\$786.90
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&L - Photocopies Apr/May/June	240701 663948	\$786.90	
Rally Rentals	EFT0007587	2024-06-18	\$260.24
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop - Oxi & Acetylene	2922	\$149.99	
Parks - Flower Pickup rental	2955	\$110.25	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Roadway Traffic Products	EFT0007588	2024-06-18	\$985.72
-----			
Invoice Description	Invoice Number	Invoice Amount	
Street - Sign Materials	11597	\$492.22	
Trans - Cones	11579	\$493.50	
=====			
Shirley McClellan Regional Wat	EFT0007589	2024-06-18	\$11,702.87
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Trsf Stn - Gas & Power	SMRWSC003450	\$11,702.87	
=====			
Stettler Electric Inc.	EFT0007590	2024-06-18	\$3,629.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Repair Lights	7233	\$3,629.06	
=====			
Tagish Engineering Ltd.	EFT0007591	2024-06-18	\$40,607.65
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water - 27 Ave Replacement	20476	\$5,689.28	
Roads - Fix Spruce Drive	20475	\$20,865.32	
Roads - Project 4	20477	\$6,888.48	
Airport - Engineering Fees	20474	\$3,379.32	
Lagoon - Engineering Services	20473	\$3,785.25	
=====			
Urban Dirtworks Inc.	EFT0007592	2024-06-18	\$68,305.36
-----			
Invoice Description	Invoice Number	Invoice Amount	
AP - Holdback Release	TS109-PP#5	\$68,305.36	
=====			
Vanlanduyt, Lara	EFT0007593	2024-06-18	\$888.62
-----			
Invoice Description	Invoice Number	Invoice Amount	
PR - Pancake Breakfast	2024.06.07	\$888.62	
-----			
Total Cheques			\$274,340.47
			=====



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007594	EFT0007617
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0007594	2024-06-25	\$441.81
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Pool - Toilet Repair	I034588	\$117.19	
P&L - Campground Boiler Room	I034639	\$154.95	
Campground - Tap Repair	I034703	\$8.13	
Parks - Water Truck Repair	I034705	\$52.95	
Parks - Flower Truck Repair	I034710	\$4.69	
Arena - Concession Sink Repair	I034729	\$15.79	
Parks - Flower Truck	I034778	\$74.46	
Comm Hall - Floor Scrub Repair	I034596	\$13.65	
-----			
Air Liquide Canada Inc.	EFT0007595	2024-06-25	\$573.62
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop - Compressed Gas Bottle	77377592	\$156.71	
Shop - Compressed Gas Lease	77303966	\$416.91	
-----			
Automated Aquatics Canada Ltd.	EFT0007596	2024-06-25	\$903.95
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Pool - Repair & Chemicals	0000117314	\$868.25	
Pool - Repair Parts	0000117386	\$35.70	
-----			
Bond-O Communications Ltd.	EFT0007597	2024-06-25	\$771.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC - Phone Repair	BONDOINV129212	\$771.75	
-----			
Bond-O Security	EFT0007598	2024-06-25	\$231.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&L - Equipment Repair	BONDOINV128871	\$231.00	
-----			
Caro Analytical Services	EFT0007599	2024-06-25	\$374.86
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
WTP - Water Analysis	IC413572	\$187.43	
WTP - Water Analysis	IC2411060	\$187.43	
-----			
Chapman Riebeek	EFT0007600	2024-06-25	\$248.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Bylaw - May 2024 Legal Service	2406024	\$248.06	
-----			
Dean's Machine Inc.	EFT0007601	2024-06-25	\$530.51
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans - Brushings for Wille	48567	\$530.51	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dodd, Sonia	EFT0007602	2024-06-25	\$220.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Lifesaving Society AGM	2024.06.16	\$220.00	
E360S Environmental 360 Soluti	EFT0007603	2024-06-25	\$28,161.67
Invoice Description	Invoice Number	Invoice Amount	
May 2024 Waste and Recycle	RD0000314331	\$28,161.67	
ECA Review	EFT0007604	2024-06-25	\$521.46
Invoice Description	Invoice Number	Invoice Amount	
PR - Pancake Breakfast Ad	19970	\$521.46	
Heartland Glass Ltd.	EFT0007605	2024-06-25	\$198.30
Invoice Description	Invoice Number	Invoice Amount	
Pool - Weather Strip Repair	109175	\$30.35	
Bylaw - Lock up	109190	\$167.95	
IJD Inspections Ltd.	EFT0007606	2024-06-25	\$1,046.49
Invoice Description	Invoice Number	Invoice Amount	
P&D - PGE Permit	ST24-032E	\$156.00	
P&D - Building Permits	005-2024	\$890.49	
Joe Johnson Equipment	EFT0007607	2024-06-25	\$2,536.75
Invoice Description	Invoice Number	Invoice Amount	
Street Clean - Brooms for #46	P44130	\$1,689.36	
Street Clean - Drag Shoes	P59578	\$847.39	
KaizenLAB Inc.	EFT0007608	2024-06-25	\$1,453.20
Invoice Description	Invoice Number	Invoice Amount	
Water - Lagoon Sampling	INV0094984	\$327.60	
Water - Lagoon Sampling	INV0095111	\$218.40	
Water - Lagoon Sampling	INV0095385	\$218.40	
Water - Lagoon Sampling	INV0095244	\$688.80	
Loomis Express	EFT0007609	2024-06-25	\$56.71
Invoice Description	Invoice Number	Invoice Amount	
Trans - Freight	110905231	\$56.71	
NextGen Automation	EFT0007610	2024-06-25	\$1,076.21
Invoice Description	Invoice Number	Invoice Amount	
Water Billing&Office Photocopy	585997	\$1,076.21	
Peavey Mart	EFT0007611	2024-06-25	\$777.62
Invoice Description	Invoice Number	Invoice Amount	
P&L - Wire for Soccer Nets	2037593	\$56.14	
P&L - Saftey Wear	2038024	\$57.99	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
P&L - Saftey Wear	2038023		\$142.22
P&L - Garden Tools	2038405		\$49.30
P&L - Rain Gear	2039136		\$249.28
P&L - Student Rain Gear	2039910		\$110.16
P&L - Tre Pruners	2040952		\$57.73
Arena - Flower Truck Repair	2042137		\$7.86
Parks - Mixed Gas Supplies	2042817		\$42.23
P&L - Coupling Clamp	2041344		\$4.71
=====			
Schwartz Home Building Centre	EFT0007612	2024-06-25	\$556.31
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water - Materials for Tool Box	870911	\$421.25	
Water - Drill Bits for Toolbox	870968	\$24.14	
Water - Materials for Toolbox	870980	\$79.43	
Trans - Linseed Oil	871777	\$31.49	
=====			
Stettler Equipment Sales & Ren	EFT0007613	2024-06-25	\$260.65
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans - Solenoid Coil	147815	\$98.98	
Parks - Oil and Air Filter	147137	\$161.67	
=====			
Tagish Engineering Ltd.	EFT0007614	2024-06-25	\$189.26
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Sewer - Fixing payment amount	20473.	\$189.26	
=====			
Stettler Vet Clinic	EFT0007615	2024-06-25	\$118.98
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Bylaw - May Vet Fees	824780	\$118.98	
=====			
WTS Manufacturing & Sales Inc.	EFT0007616	2024-06-25	\$590.15
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water - Plates and CNC work	4567	\$462.00	
Trans - Metal for skid steer	4562	\$128.15	
=====			
Total Cheques			\$41,839.32
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000791	ONL000795
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000791	2024-06-21	\$759.87
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Office - Monthly Pest Control	1676700	\$90.72	
WTP - Monthly Pest Control	1676681	\$198.45	
WTP - Monthly Pest Control	168929	\$314.21	
SRC Pest & Weed Contract	1676694	\$156.49	
=====			
Shaw Cable	ONL000792	2024-06-21	\$120.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Comm Hall - Cable	2024.06.17	\$120.75	
=====			
Shaw Cable	ONL000793	2024-06-21	\$441.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC - Telephone	2024.06.15	\$441.00	
=====			
Shaw Cablesystems GP	ONL000794	2024-06-21	\$109.15
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fitness - Cable	2024.06.01	\$109.15	
=====			
United Farmers of Alberta	ONL000795	2024-06-21	\$245.96
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop - Pail Pump for Oil	2024.05.16	\$89.24	
Street Clean - Sweeper Parts	2024.05.24	\$83.97	
Shop - Valve for Shop Water	2024.05.27	\$72.75	
-----			
Total Cheques			\$1,676.73
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000796
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Rogers	ONL000796	2024-06-28	\$54.60
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Telephone	282676048	\$54.60	
	Total Cheques	\$54.60	
		-----	
		=====	



## Request For Decision

### Agenda Item:

#### Issue:

Applicant: Rachel Ewan

Legal: Lot 20, Block 18, Plan RN54A

Civic: 4719 – 49 Street

Proposed Land Use Bylaw 2060-15 Amendment:

1. Amending R2A: Residential Mixed District to include "Day Care Facility" as a Discretionary Use
2. Rezoning from R2: Residential General District to R2A: Residential Mixed District

#### Recommendation:

That Council gives first reading to Bylaw 2174-24 to Amend Land Use Bylaw 2060-15 that Part 10: LAND USE DISTRICTS Section 79 Amending R2A: Residential Mixed District to include "Day Care Facility" as a Discretionary Use. And Rezone Lot 20, Block 18, Plan RN54A from R2: Residential General District to R2A: Residential Mixed District

#### General:

Rachel Ewan has requested to amend the Town of Stettler Land Use Bylaw 2060-15 Land Use District R2A: Residential Mixed District to include "Day Care Facility" as a Discretionary Use. And Rezone Lot 20, Block 18, Plan RN54A from R2: Residential General District to R2A: Residential Mixed District to accommodate a proposed Day Care Facility at the above-mentioned address.

The current zoning does not allow for Day Care Facility, however the nature of the existing vacant structure (Historically Lynes Chiropractic) and the zoning of the adjacent lands makes this location conducive for the proposed use and zoning.

The applicant proposes to convert the existing commercial building at 4719 – 49 Street into a Day Care Facility including a fully fenced outdoor play area.

Further, the addition of a 'Day Care Facility' as a Discretionary Use means any development permit application for this use will require Municipal Planning Commission decision. Pursuant Section 19.3 of the Town of Stettler Land Use Bylaw:

*19.1 In making a decision on a Development Permit application for a Discretionary Use, the Municipal Planning Commission:*

*19.3.1 May approve the application if it meets the requirements of this Bylaw, with or without conditions, based on the merits of the application including any approved statutory plan or approved policy affecting the site; or,*

*19.3.2 May refuse the application even though it meets the requirements of this Bylaw; or,*

*19.3.3 Shall refuse the application if the proposed development does not conform to this Bylaw.*

Please note any Day Care Facility must meet all requirements within the Town of Stettler Land Use Bylaw 2060-15 and the Alberta Early Learning and Child Care Act.

**Legislation and Policy:**

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw, Municipal Development Plan and Municipal Government Act.

**Land Use Bylaw Implications:**

**Section 79: R2A Residential Mixed District**

84.1 Purpose:

To provide an area for mixed residential and commercial use, with businesses offering professional and personal services which are compatible with residential activities.

84.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building	Apartment Building
Building Demolition	Assisted Living Facility
Dwelling, Single Detached	Basement Suite
Dwelling, Duplex	- Dwelling, Single Detached Only
Dwelling - Rowhouse	Bed and Breakfast Facility
Dwelling, Fourplex	Boarding Facility
Dwelling, Triplex	Clinic
Home Occupation	Day Care Facility
Public Use	Dwelling Units Above Ground Floor
Public Assembly	Business
	Florist Shop
	Funeral Home
	Group Care Facility
	Office Building
	Personal Service Shop
	Signs
	Utility Building

84.3

Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At the discretion of the Development Authority
Minimum Parcel Area	Dwelling, Single Detached: - Interior Parcels 460 square metres - Corner Parcels 510 square metres Dwelling, Duplex (Per Unit): - Interior Parcels 230 square metres - Corner Parcels 255 square metres Dwelling, Triplex and Fourplex (Per Unit): - Interior Parcels 200 square metres - Corner Parcels 220 square metres Dwelling, Rowhouse (Per Unit): - Interior Parcels 185 square metres - Corner Parcels 275 square metres

Maximum Building Height	Dwellings: Detached, Duplex, Fourplex, Rowhouse, Triplex and Group Care Facility – 10.0 m  Apartment Building – A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of the Bylaw.
Front Yard Setback	At the discretion of the Development Authority
Side Yard Setback	Dwelling, Duplex, Fourplex, Rowhouse, Single Detached and Triplex – 1.5 m except where it abuts a public roadway 3.0 m, or as required by the Alberta Building Code, whichever is greater.  Apartments – 3.0 m except where it abuts public roadway 6.0 m, or as required in the Alberta Building Code, whichever is greater.  Commercial – Nil, or as required by the Alberta Building Code, whichever is greater.
Rear Yard Setback	Residential - 7.5 m except on corner or double fronting lots  Commercial – Shall be provided for parking and loading spaces
Landscaping	Residential - 25% of Site Area.
Parking	Residential - A two car parking area shall be provided to the rear, side or front of the dwelling. Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.  Commercial – Part 8 of this Bylaw.
Accessory Buildings	Section 34 of this Bylaw.

**Alternatives:**

Council does not proceed to give this Bylaw first reading.

**Author:**

Angela Stormoen  
Development Officer



TOWN OF STETTLER  
Land Use Bylaw No. 2060-15

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

I/We hereby make application to amend the Land Use Bylaw

APPLICANT

NAME: Rachael Ewan TELEPHONE: 403 399 7783  
ADDRESS: Box 145 Delia, AB

OWNER OF LAND

NAME: Edward Lyles TELEPHONE: 403-740-5999  
ADDRESS: Box 663, Stettler, AB T0C 2L0

LEGAL DESCRIPTION

LOT: 20 BLOCK: 18 REGISTERED PLAN RNS4A  
QTR/LSD: \_\_\_\_\_ SEC: \_\_\_\_\_ TWP: \_\_\_\_\_ RNG: \_\_\_\_\_ M: \_\_\_\_\_  
CERTIFICATE OF TITLE: \_\_\_\_\_

AMENDMENT PROPOSED

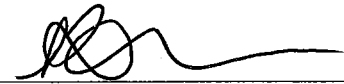
FROM: R2: Residential General  
TO: R2A: Residential, Mixed District

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

Need in the community for unregulated child care  
Filling vacant building  
support economic growth in stettler

I/We enclose \$ 100.00 being the application fee

DATE: June 19/24

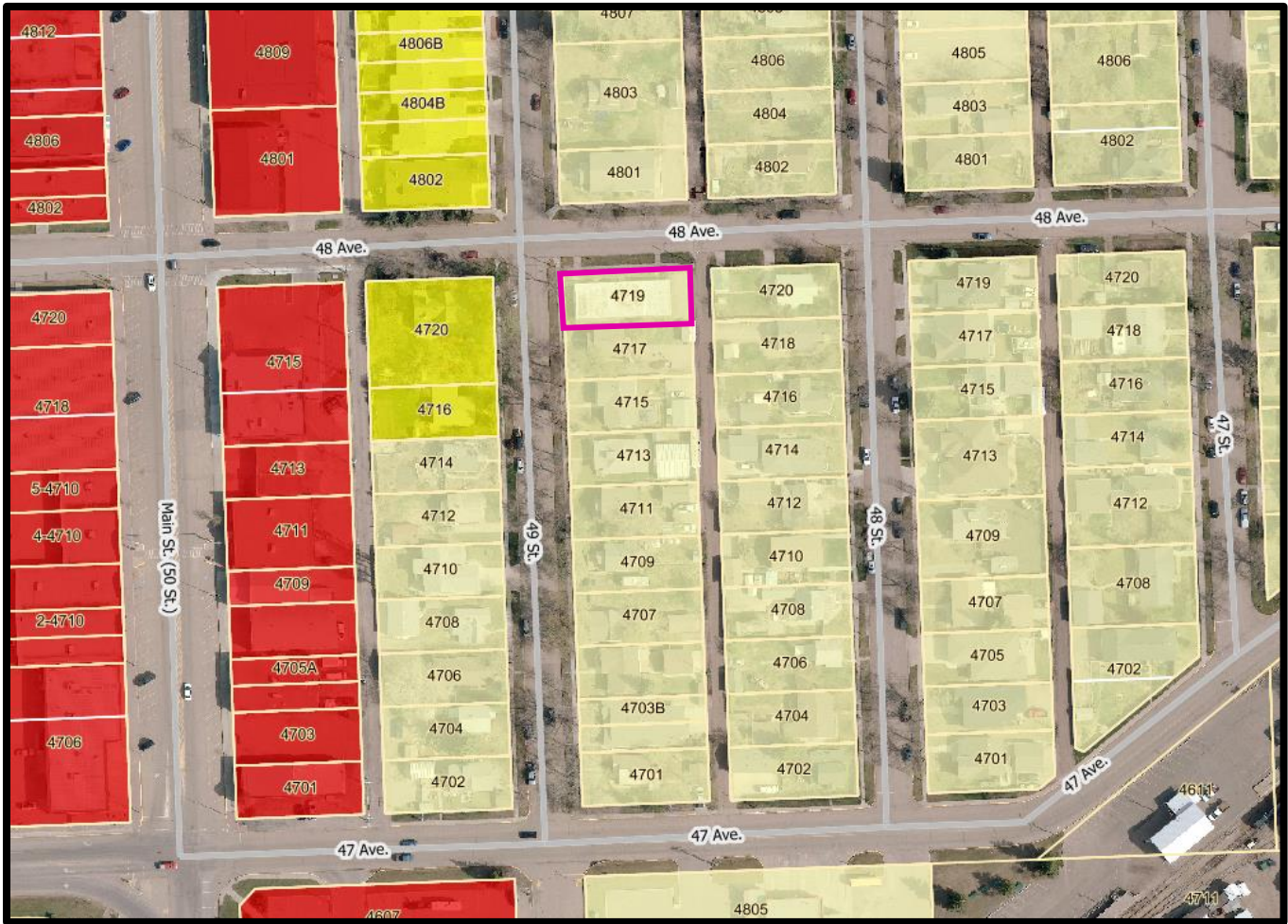
SIGNED: 

# Land Use Bylaw 2060-15 Proposed Amendment

## Bylaw 2174-24

### 4719 – 49 Street

### Current Zoning



LEGEND	
	C1: Commercial Central
	R2A: Residential Mixed
	R2: Residential General
	4017 – 49 Street

# Land Use Bylaw 2060-15 Proposed Amendment

## Bylaw 2174-24

### 4719 – 49 Street

### Proposed Zoning



LEGEND	
	C1: Commercial Central
	R2A: Residential Mixed
	R2: Residential General
	4017 – 49 Street

**Land Use Bylaw 2060-15 Proposed Amendment**

**Bylaw 2174-24**

**4719 – 49 Street**

**Aerial Photo**



LEGEND	
	4625 – 59 Street

