

Town of Stettler

COUNCIL MEETING

JULY 16, 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 16, 2024
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of July 2nd 5-13
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
 - (a) 2024 Capital Budget – 5301 – 51 Avenue Demolition RFP 14
 - (b) Alberta EPR Transition 15-16
 - (c) County of Stettler – Dust Control Request 17-18
 - (d) Physician Recruitment Incentive 19-36
 - (e) Policy III-3(b): Use of Town Facilities & Equipment Policy 37-43
 - (f) Policy II-7(I): Employee Recognition 44
 - (g) 2024 Tax A/R Report 45
 - (h) 2024 Budget Summary – June 30, 2024 46-47
 - (i) 2024 Capital Budget Summary – June 30, 2024 48-50
 - (j) Bank Reconciliation – June 30, 2024 51
 - (k) CAO Reports 52-60
 - (l) Meeting Dates
 - Tuesday, August 6 – Council – 6:30pm
 - Tuesday, August 20 – Council – 6:30pm
 - Tuesday, September 3 – Council – 6:30pm
 - Tuesday, September 10 – COW – 4:30pm

COUNCIL AGENDA
JULY 16th, 2024
PAGE 2

- Tuesday, September 17 – Council – 6:30pm
- **Wednesday, September 25 – Friday, September 27 – Alberta Municipalities Convention – Westerner Park**

- (m) Accounts Payable in the amount of \$823,037 61-77
(\$92,427.01 + \$11,132.34 + \$453,295.52 + \$124,990.85 + \$3,850.86 +
\$137,340.42)
7. **Council**
- (a) Meeting Reports
8. **Minutes**
9. **Public Hearing**
- (a) Bylaw 2173-24: Amending Land Use Bylaw 2060-15 Verbal
10. **Bylaws**
- (a) Bylaw 2173-24: Amending Land Use Bylaw 2060-15 78-82
11. **Correspondence**
- (a) Office of the Prime Minister – Receipt of Correspondence 83
- (b) Stettler District Agricultural Society – Bench Fair Request for Support 84-86
12. **Items Added**
13. **In-Camera Session**
14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JULY 2nd, 2024 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor S. Nolls

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

Assistant CAO K. Hymers
Director of Operations M. Robbins
Planning & Development Officer A. Stormoen

Media (1)

Absent: Councillor C. Barros
CAO L. Graham

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

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

Motion 24:07:01 Moved by Councillor Pfeiffer to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held June 18th, 2024

It was advised that Town of Stettler Fire Chief M. Dennis was not present at the June 18th Meeting, as was reflected in the minutes.

Motion 24:07:02 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on June 18th, 2024 be approved as amended.

MOTION CARRIED
Unanimous

(b) Business Arising from the June 18th, 2024 Minutes

None

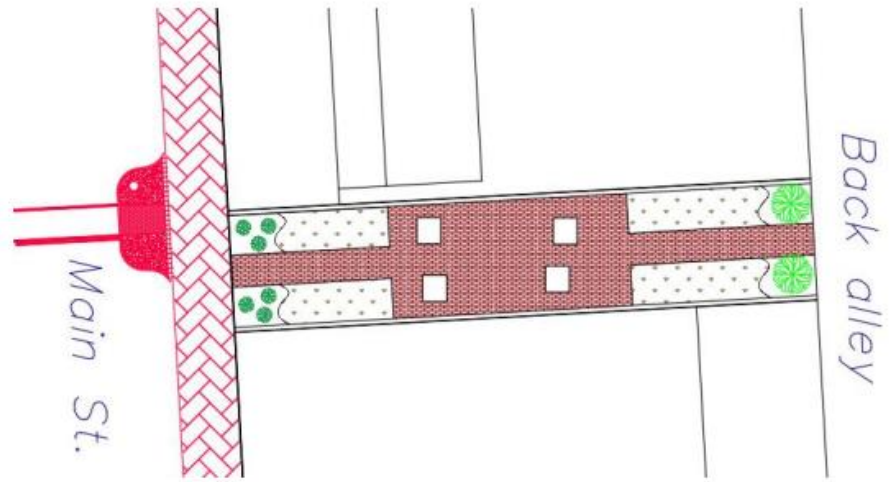
4. **Delegations:** (a) None

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

6. **Administration:** (a) 2024 Capital Budget – Okoppe Way Tender

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

M. Robbins advised that 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 is to be installed. A park dedication, including signage, will be held in 2025 on the 35th Anniversary of the Twin City program with Okoppe, Japan.



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	<u>\$8,000</u>
Total Budget	\$72,000

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

Shade cover and furniture quotes will be presented to council in the upcoming months.

Motion 24:07:03

Moved by Councillor Lawlor that 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.

MOTION CARRIED
 Unanimous

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

M. Robbins advised that 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	\$981,794.24

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.

Motion 24:07:04

Moved by Councillor Pfeiffer that the 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 Rock 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.

MOTION CARRIED
 Unanimous

(c) 2024 Capital Budget – Asset Management Software

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

A proposal package was prepared that included sourcing a consulting firm that provides asset management software, specifically designed 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 assess 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.

• 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 requirement. PSD Citywide is widely used in Alberta and across Canada, with 12 Alberta references provided in their proposal. Administration has spoken to two nearby municipalities 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.

Motion 24:07:05

Moved by Councillor Randell that the 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.

MOTION CARRIED
 Unanimous

(d) 2024 Capital Budget - Sidewalk Replacement Tender

M. Robbins advised that there is an approved 2024 Capital Budget of \$130,000 to replace miscellaneous sections of Concrete throughout the town to ensure compliance with Council Policy XV-3(a) – Sidewalk and Pathways Inspection & 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.

A tender was prepared and all local contractors plus 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

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.

Motion 24:07:06

Moved by Councillor Baker that the Town of Stettler Council award the 2024 Sidewalk Replacement tender to Olds Concrete Services Inc. in the amount of \$64,740 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.

MOTION CARRIED
 Unanimous

(e) 2024 Capital Budget – Cold Storage Replacement

M. Robbins advised that the 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.

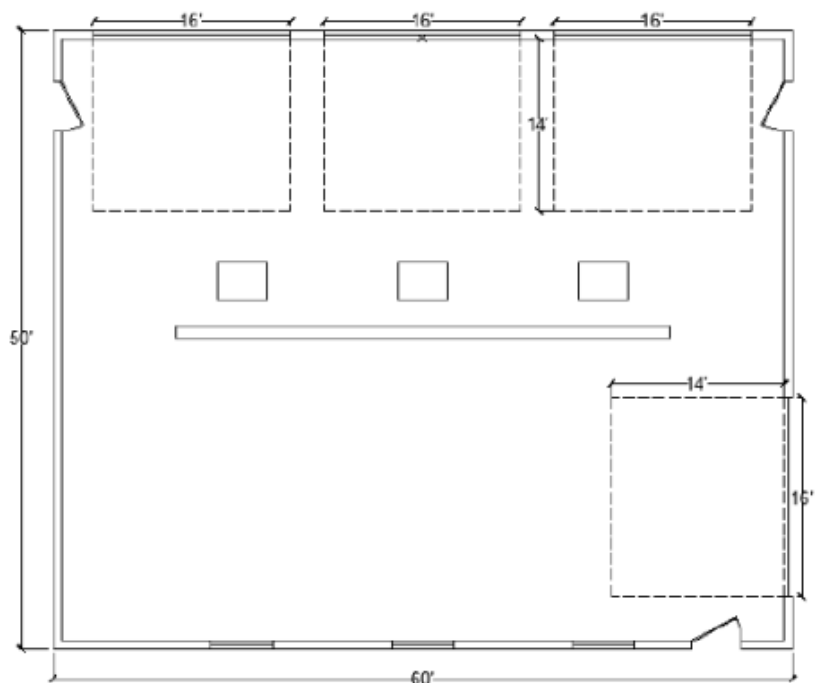
Summary of Design/Build Proposals Received on June 14, 2024:

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

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>
Total Expenditures	\$398,394.24



Motion 24:07:07

Moved by Councillor Lawlor that the 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, for a total

project expenditure including contingency of \$398,394.24 funded through the 2024 Capital Budget.

MOTION CARRIED
 Unanimous

Mayor Nolls thanked M. Robbins for her fantastic work on all of the Capital Budget projects.

(f) 2024 Capital Budget – Hazardous Material Tender

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

A. Stormoen advised that 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 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.

Proponent	Total Price Excluding GST
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

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.

Motion 24:07:08

Moved by Councillor Smith that the Town of Stettler Council award the Hazardous Material Abatement of 5301-51 Avenue to ASK Environmental for the contract price of \$22,863, with funds to come from the 2024 Capital Budget.

MOTION CARRIED
Unanimous

(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

(g) Accounts Payable in the amount of \$549,721.23

Motion 24:07:09

Moved by Councillor Randell that the Accounts Payable in the amount of \$549,721.23 be paid as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- June 19 – Talk of the Town
- June 20 – Joint Town & County Council Meeting
- June 20 – County of Stettler Housing Authority
- June 21 – Stettler Waste Management Authority
- June 21 – Signed Cheques at the Town Office
- June 25 – P&H Elevator Society Public Meeting
- June 26 – Rocket Doctor Presentation
- June 28 – Signed Cheques at the Town Office
- July 1 – Greetings at Town Canada Day Event

(b) Councillor Baker

- June 20 – Joint Town & County Council Meeting
- June 21 – Stettler Waste Management Authority
- June 24 – Parks & Open Spaces Committee
- July 26 – Rocket Doctor Presentation

(c) Councillor Barros

Report to be presented at a later date.

(d) Councillor Lawlor

June 19 – Stettler Library Board Meeting
June 20 – Joint Town & County Council Meeting

(e) Councillor Pfeiffer

June 20 – Stettler Learning Centre Board
June 20 – Joint Town & County Council Meeting
June 24 – Stettler FCSS Meeting
June 26 – Rocket Doctor Presentation
June 27 – Co-Op Housing Grant Webinar

(f) Councillor Randell

June 19 – Stettler Town & Country Museum Meeting
June 20 – Town & County Council Joint Meeting
June 20 – County of Stettler Housing Authority

(g) Councillor Smith

June 20 – Joint Town & County Council Meeting
June 24 – Parks & Open Spaces Committee
June 24 – Stettler FCSS Meeting

Motion 24:07:10

Moved by Councillor Pfeiffer 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) Bylaw 2174-24: Rezoning Application

A. Stormoen advised that an applicant 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.

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.



Motion 24:07:11

Moved by Councillor Baker that the Town of Stettler Council give first reading to Bylaw 2174-24.

MOTION CARRIED
 Unanimous

Mayor Nolls thanked A. Stormoen for her presentation.

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

Motion 24:07:12

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


MOTION CARRIED
 Unanimous at 7:34 p.m.

 Mayor

 Assistant CAO

MEMORANDUM

To: Leann Graham, CAO
From: Angela Stormoen, Development Officer
Date: July 10, 2024
Re: Request For Quotes - Demolition of 5301 – 51 Avenue



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.

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.

Hazardous Material Abatement began on the property July 9, 2024, by ASK Environmental and should be complete by Wednesday July 17, 2024.

Quote For Demolition

Town of Stettler administration did a request for quotes and received the following:

Proponent	Total Price Excluding GST
Silverado Demolition	\$34,850.00
Tarkine North	\$33,587.00
SRP Projects	\$32,710.00
ASK Environmental	\$25,026.00
Amak Excavating	\$25,000.00
Canadian Demolition	\$22,497.00
Wally's Backhoe Services	\$21,570.00
Western Contracting Ltd.	\$18,828.00
Northstar Trucking	\$17,000.00
Traffic Construction	\$16,385.00
Ken-Mar Concrete	\$15,422.15

The above costs include the complete demolition, backfill material, lot leveling and waste disposal. Proof of disposal at an approved waste management facility will be required prior to awarding the demolition project.

Recommendation:

Administration respectfully recommends that Town of Stettler Council approves awarding the Demolition of 5301 – 51 Avenue to Ken-Mar Concrete for the contract price of \$15,422.15.

MEMORANDUM

Date: July 7, 2024

To: Leann Graham
CAO

From: Melissa Robbins
Director of Operational Services

Re: Alberta's Extended Producer Responsibility Regulation

Background:

Alberta's extended Producer Responsibility (EPR) came into force November 30, 2022. Alberta Recycling Management Authority (ARMA) will be overseeing the program. It requires obligated producers to have systems in place for single-use products, packaging, and paper products (PPP) and hazardous products (HSP) by April 1, 2025.

The goal of the program is to reduce overall packaging use and improve collection and recycling of packaging waste thereby minimizing landfill dependency and environment abatement costs.

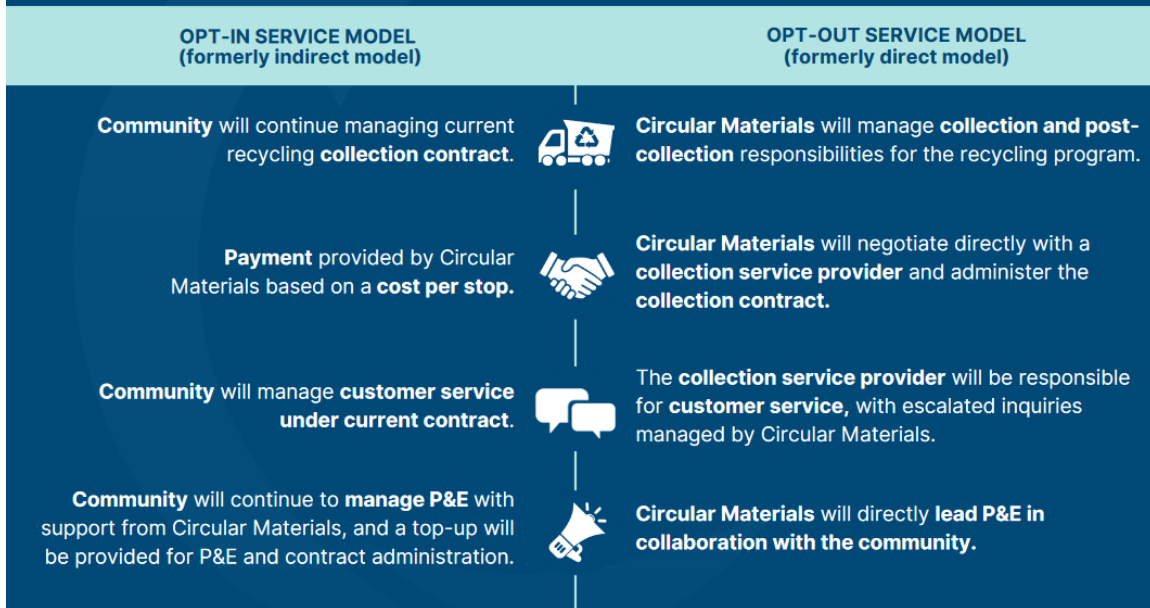
November 2023, at the Committee of the Whole, the decision was made to join the EPR program in phase 1, with future decision points on whether the town would continue to manage the recycling program, or alternatively hand over the management of the EPR program.

Current Decision Factors:

With the province's implementation goal of April 2025, communities who opted to join the Phase 1 implementation, need to decide on which operational mode they would like use moving forward:

Transition Operational Models

Registered communities can choose between two service models for the administration of their recycling programs once Alberta transitions to EPR.



Discussion:

The Town is currently managing the recycling, garbage and compost bin pick up through a competitive contract process. The transition of the government requiring producers to cover recycling costs will have a revenue impact on the town regardless of which service model chosen.

Option 1: Opt In Service Model

- The Town would still manage the residential recycling as it does now. Circular Materials would compensate the town on a per stop basis, plus provide a top-up for contract administration and public education.

Option 2: Opt Out Service Model

- The Town would completely opt out of the residential recycling program and turn it over to Circular Materials for their management.

Both options have value, however because the Town still has to manage garbage and compost, at this time, administration believes that choosing an opt in model where the Town manages the contractor and responds to residents is the best decision with the information we have at this time. There is the option to choose an opt out service model when the province initiates phase 2 of their program in 2026.

Recommendation:

Administration is recommending that Town of Stettler Council choose the Opt-In service model of the EPR program with implementation date of April 2025.

MEMORANDUM

Date: July 11, 2024

To: Leann Graham
CAO

From: Melissa Robbins
Director of Operational Services

Re: County of Stettler Request – Equal Cost Share on 38 Avenue in the Town of Stettler

Background:

The Town received a request from the County of Stettler to arrange a cost share agreement to apply dust control to 38 Avenue, which is under the control of the Town of Stettler. Boundary roads on the Town's south and west side fall under the Town's jurisdiction. The letter is attached for reference.

Currently 38 Avenue is a gravel road signed at 50 km/hr. It requires weekly grading to remove wash boarding that occurs due to the high volume of traffic. There is one town resident located north of 38 Avenue and several County residents adjacent to 38 Avenue.



Proposal:

The County of Stettler is requesting a 50/50 cost share application of MG-30 dust control along the north border of the Anderson subdivision as shown above. In addition to the dust suppression, the County has requested a speed reduction to 30 km/hr on 38 Avenue along the Anderson subdivision.

Currently, the Town provides minimal dust suppression on town roads. It is applied on the road adjacent to the Ag Society due to the nature of the traffic frequenting the facility and it's applied to the gravel service road adjacent to Repp Subdivision due to traffic short cutting through the area. There are several other

gravel roads adjacent to residential and industrial parcels that are not dust controlled. The County request for dust suppression is \$3,036.00 for the Town's share.

The Town currently has 50km/hr speed limits on all town residential and collector roads, only reducing speeds adjacent to playgrounds, schools and the fire hall.

Considerations:

1. Town of Stettler Council decline the request to apply dust suppression and leave the road in its current state and at the current speed limit.
2. Town of Stettler Council accept the cost share proposal for dust suppression and allow the County of Stettler to apply the product with the Town contributing 50% for a total Town cost of \$3,036.00 and retain the current speed limit.
3. Town of Stettler Council decline the cost share proposal and allow the County of Stettler to apply dust control at their own cost along the Anderson subdivision and retain the current speed limit.

MEMORANDUM

Date: July 16, 2024

From: Leann Graham
CAO

Re: Physician Recruitment & Retention Incentive – Request for Decision

History:

During a joint meeting with the County of Stettler, Administration was given direction to bring forward a policy on Physician Recruitment and Retention Incentives

The availability of doctors within the community has reached crisis levels. The community will soon be at just 7 doctors providing clinical care for patients where 14 are needed. Of the 10 rotations in the emergency room, only 7 are filled, relying on locum coverage for 30% of shifts. The community has seen frequent closures to c-sections and epidurals with the emergency room shutting down entirely for hours at a time. While doctor recruitment should firmly be a provincial responsibility, it has become a local problem.

The Town of Stettler has historically participated in a variety of physician attraction and retention efforts, and has lobbied extensively for regulatory changes to ease the burden on doctors coming into Alberta. The current policy makes every application for an incentive a decision of Council, in collaboration with the County of Stettler No. 6.

The policy sets out criteria requiring the physician to provide both clinical and emergency room medical care to the community for eligibility for the incentive. The value of the incentive scales depending on the additional services the physician can provide, such as obstetrics and anesthesia.

Budget Evaluation:

Each physician would be eligible for between \$50,000 and \$70,000. With the participation of the County of Stettler, each municipality would be responsible for \$25,000 to \$35,000 for as many as 7 doctors. Funding from other partners has been only briefly discussed, with no formal requests made.

Recommendation:

Administration respectfully recommends that Town of Stettler Council adopt Policy VII-7 as presented.

AND

Administration respectfully recommends that Town of Stettler Council authorize the Mayor and Chief Administrative Officer to enter into an agreement to administer and fund the Physician Recruitment and Retention Incentive regionally, with Town funding to come from the 2024 Operating Budget.

This agreement made this ___th day of July, 2024

Physician Recruitment and Retention Incentive Program

BETWEEN

**County of Stettler
Incorporated January 1, 1955 by Order in Council 1782/54**

OF THE FIRST PART

and

**Town of Stettler
Established June 30, 1906 by Order in Council 358/06**

OF THE SECOND PART

1. Background

- 1.1. **WHEREAS** Section 3 of the Municipal Government Act, R.S.A. 2000, c. M-26, provides that the purpose of a municipality includes developing and maintaining safe and viable communities;
- 1.2. **AND WHEREAS** the Municipalities wish to enter into an inter-municipal agreement with respect to recruiting and retaining physicians;
- 1.3. **NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements contained herein, the parties hereto covenant and agree each with the other as follows:

2. Definitions

For the purposes of this Agreement, the following terms shall have the meaning set out below:

- 2.1. **"Candidate Physician"** means a general or family practitioner who is eligible or will become eligible to independently practice medicine in the Province of Alberta that does not practice within the Community.
- 2.2. **"Chief Administrative Officer"** or **"CAO"** means the individual appointed by a Party as the chief administrative officer under Section 206 of the MGA or their designate;
- 2.3. **"Confidential Information"** means information which must or may be excepted from disclosure under the Freedom of Information and Protection of Privacy Act, R.S.A. 2000 c. F- 25, and such other information as may be provided by one Municipality to one or more of the other Municipalities under an express obligation of confidentiality;
- 2.4. **"Council"** means the municipal council of a Municipality;
- 2.5. **"County"** means the County of Stettler No. 6;
- 2.6. **"ICF"** means the Town of Stettler – County of Stettler Intermunicipal Collaboration Framework, as it may be amended from time to time;
- 2.7. **"Municipal Government Act"** or **"MGA"** means the Municipal Government Act, R.S.A. 2000, c. M-26, and its regulations;
- 2.8. **"Municipality"** means a municipality as defined by the MGA;

- 2.9. **"Party"** means the Town or County and includes their officials, employees, agents, contractors, and volunteers;
- 2.10. **"PRRI"** means the Physician Recruitment and Retention Incentive, a monetary incentive awarded subject to the terms and conditions of this agreement.
- 2.11. **"Town"** means the Town of Stettler;

3. Purpose

- 3.1. The purpose of this agreement is to establish a program between the County and the Town to provide funds to incentivize physician recruitment.

4. Funding

- 4.1. The Town and County each agree to provide 50% of the total funding required for the PRRI disbursements as outlined in Section 5.3.
- 4.2. Within 60 days of the disbursement of a PRRI the County shall invoice the Town for their respective share of the funding.
- 4.3. The Town shall pay such an invoice within 30 days of the receipt of the invoice.
- 4.4. Within 60 days of the receiving a forfeit incentive, the County shall issue a payment to the Town for their respective share of the forfeit incentive.

5. Incentives

- 5.1. The PRRI shall be in the form of a one-time payment.
- 5.2. The PRRI will be offered to Candidate Physicians providing the following services:
 - (a) Full-time clinical family medicine; and
 - (b) Full participation in the on-call rotation to provide emergency medical services at the Stettler Hospital and Care Center.
- 5.3. The value of the PRRI that the Parties agree to provide shall be dependent on the additional services the Candidate Physician is providing:
 - (a) A Candidate Physician who will provide anesthesia and obstetrics including child delivery shall be eligible for a PRRI valued at \$70,000.
 - (b) A Candidate Physician who will provide anesthesia shall be eligible for a PRRI valued at \$60,000.
 - (c) A Candidate Physician who will provide obstetrics including child delivery shall be eligible for a PRRI valued at \$55,000.
 - (d) A Candidate Physician not providing any of the aforementioned additional services shall be eligible for a PRRI valued at \$50,000.
- 5.4. A Candidate Physician not meeting the eligibility criteria or providing additional services not valued in this policy may apply to the Town and County for consideration of a discretionary PRRI.
 - (a) Each Council shall decide on the value and portion of the PRRI they are willing to fund.
 - (b) Each Council shall consult with the other Party before awarding a discretionary PRRI.
- 5.5. An award of the PRRI shall be subject to the Candidate Physician entering into an agreement with the Town and County. Such agreement shall, at minimum, include provisions to
 - (a) Require the physician to offer the proposed services for a period of 5 years;
 - (b) Require repayment of the entirety of the incentive if any services are discontinued within 2 years;

- (c) Require repayment of a prorated portion of the incentive if any services are discontinued between 2 years and 5 years;
 - (d) Require the physician to notify the Town and County if they are unable to become eligible or become ineligible, to practice medicine in the Province of Alberta prior to expiry of the agreement;
- 5.6. The County CAO may grant one or more reprieves of the requirement to provide services for a leave of absence of the physician of not more than 18 months.
- (a) To be eligible for a reprieve, the Candidate Physician must enter into a supplemental agreement to extend the duration of the offered services upon return from the leave of absence commensurate with the duration of the leave.

6. Administration

- 6.1. The County is responsible to, in accordance with any applicable policies:
- (a) Accept applications and identify physician eligibility;
 - (b) Enter into agreements with physicians;
 - (c) Disburse incentives;
 - (d) Bill the Town for their respective share of disbursed incentives;
 - (e) Verify continuing compliance with program requirements;
 - (f) Collect forfeit incentives from Candidate Physicians discontinuing to provide any services; and
 - (g) Disburse forfeit incentives to the Town for their respective share of collected funds.
- 6.2. The Town is responsible to, in accordance with any applicable policies:
- (a) Review applications and identify physician eligibility;
 - (b) Enter into agreements with physicians;
 - (c) Review continuing compliance with program requirements.
- 6.3. The Parties will work with community groups, AHS, and local physicians to identify and attract Candidate Physicians to move to the community.
- 6.4. The Parties will notify one another, as soon as reasonably practicable, when the Party learns of a Candidate Physician who is or may be interested in providing services in the community.
- 6.5. The Parties will notify one another, as soon as reasonably practicable, when the Party learns of any physician who is or may be discontinuing services in the community.

7. Term

- 7.1. This agreement shall remain in effect until December 31, 2024.
- 7.2. Either Party may terminate this agreement by providing the other party with 60 days written notice.
- 7.3. The obligations of the Parties shall continue with respect to any PRRI approved under the program prior to the expiry or termination of the agreement until the 5th anniversary of the effective date of the PRRI agreement.

8. Liability & Force Majeure

- 8.1. Each Party (the "Indemnifying Party") shall at all times and without limitation, be liable for and shall defend, indemnify, keep indemnified, and save harmless the other Party, its councillors, employees, officers, volunteers, agents, representatives and insurers (collectively referred to as the Indemnified Parties") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands, prosecutions, charges and proceedings, all of whatever nature and kind which the Indemnified Parties may sustain, pay or incur or which may be brought, made or alleged against all

or any of the Indemnified Parties, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct result of:

- (a) the Indemnifying Party's misconduct, negligent action or negligent failure to act, as the case may be, of any of those persons for whom they are responsible at law (including, without limitation, any of its employees or subcontractors) relating to the Indemnifying Party's performance or intended performance of its obligations pursuant to this Agreement; or
- (b) any breach, violation or non-performance of any representation, warranty, obligation, covenant, condition or agreement in this Agreement set forth and contained on the part of the Indemnifying Party to be fulfilled, kept, observed or performed, as the case may be; or
- (c) the Indemnifying Party's breach or non-compliance with any federal or provincial legislation, regulation, approval, permit, license or authorization relating to the Indemnifying Party's performance or intended performance of its obligations pursuant to this Agreement; or
- (d) any damages to third parties caused by, resulting at any time from, arising out of or in consequence of the Indemnifying Party's misconduct, negligent action or negligent failure to and/or any of those persons for whom the Indemnifying Party is responsible at law (including, without limitation, any of its employees or subcontractors) relating to the indemnifying Party's performance or intended performance of its obligations pursuant to this Agreement.

8.2. The Indemnified Parties shall give the Indemnifying Party written notice of any liability, loss, costs, damages, legal fees, disbursements, fines, penalties, expenses, actions, claims, demands, prosecutions, charges and proceedings for which the Indemnified Parties may be liable and which are within the scope of this Section 8; as soon as practicable after the Indemnified Parties become aware of same and the delivery of such notice will be deemed to constitute demand for the Indemnifying Party to defend, indemnify and keep indemnified and save harmless the Indemnified Parties pursuant to Section 8.1 hereof. The Parties shall consult and cooperate in determining whether a claim or any legal proceedings resulting therefrom should be defended, compromised or settled.

8.3. Neither Party hereto shall settle or compromise any claim without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

8.4. The indemnifications set forth in Section 8.1 shall not apply for the benefit of an Indemnified Party to the extent that the liability referred to is determined by:

- (a) agreement between the Parties, or
- (b) a Court of competent jurisdiction

to have arisen out of any misconduct, negligent action or negligent failure to act of that Indemnified Party.

8.5. The provisions of this Section 8 are in addition to and shall not prejudice any other rights of either Party at law or in equity. This indemnity shall survive the termination or expiry of this Agreement for any reason whatsoever.

8.6. Throughout the Term, each Party to this Agreement shall obtain and maintain in force the following insurance, all satisfactory to the other Party, acting reasonably:

- (a) comprehensive general liability insurance with inclusive limits of not less than Five Million Dollars (\$5,000,000.00) per occurrence,
- (b) All Risk Property insurance policy, including earthquake and flood coverage, covering not less than one hundred percent (100%) of the replacement value of the Parties' respective Assets;
- (c) any other form of insurance the Parties may agree, from time to time, is reasonable including the form, amount and the insurance risks against which a prudent party under similar circumstances would insure.

- 8.7. All insurance policies shall be taken out with insurers and shall be in a form acceptable to all Parties, acting reasonably. Certificates of insurance and summary reports relating to each insurance policy acceptable to each Party, acting reasonably, shall be delivered by each Party to the other Party as soon as practicable after the placing of such insurance on an annual basis. All policies shall contain an undertaking by the insurers to notify all Parties in writing of any material change, cancellation or termination of any provision of any policy not less than thirty (30) days prior to the material change, cancellation or termination thereof.
- 8.8. A Party shall not be considered in breach of this Agreement or under any liability to the other Party for non-performance, part performance, defective performance or delay in the performance of its obligations under this Agreement, as a result of an event of Force Majeure, which means an event which is directly or indirectly caused by or is a result of any circumstance beyond the Party's reasonable control which affect the Party's operations, including but not limited to:
- (a) acts of God,
 - (b) outbreak of hostilities, riots, civil disturbance, acts of terrorism,
 - (c) acts of a government or other authority (that is not caused by an error, omission or breach of law of the Party) and which are resisted by the Party using lawful and reasonable means,
 - (d) fire, explosion, flood, fog or bad weather,
 - (e) power failure or failure of communication lines,
 - (f) theft, malicious damage, strike, lock-out or industrial action of any kind,
 - (g) pandemic or unusual disease outbreak, or
 - (h) labour shortages in the Alberta market for personnel (if the Party seeking to invoke the benefit of this Section offers reasonable compensation and terms to employees),
- but in no event shall a lack of funds be an event of Force Majeure for a Party.
- 8.9. Despite the relief granted by Section 8.8, the Party who invokes the benefit of that Section shall nevertheless endeavour, acting reasonably, in any situation to perform its obligations to the extent possible and as soon as possible.
- 8.10. A Party shall not be entitled to relief under Section 8.8 in any circumstances where it has caused or substantially contributed to any delay or failure in the performance of its obligations by any default on its part.
- 8.11. In the event a Party wishes to invoke the benefit of Section 8.8, that Party shall promptly notify the other Party in writing of the reasons and the likely duration of the period during which there will be non-performance, part performance, defective performance or delay in the performance of its obligations.
- 8.12. Immediately after the circumstances giving rise to the event of Force Majeure cease, the Party who has invoked the benefit of Force Majeure must notify the other Party of the cessation.

9. Notices

- 9.1. All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:
- (a) personally, by delivering it to the Parties on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. - 4:30 p.m. on a normal business day excluding weekends and statutory holidays). Personally delivered notice shall be deemed received when actually delivered as set out above;
 - (b) by fax, e-mail or by any other like electronic method by which a written message may be sent, directed to the parties upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i. upon transmission with answer back confirmation if received within the normal hours of the business day; or

- ii. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day; or
- (c) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

9.2. Either Party can provide notification to the other Party at the following addresses:

Town

Box 280
 5031 - 50 Street
 Stettler AB T0C 2L0
 Email: townoffice@stettler.net
 Contact: Chief Administrative Officer

County

Box 1270
 6602 44 Avenue
 Stettler AB T0C 2L0
 Email: cao@stettlercounty.ca
 Contact: Chief Administrative Officer

10. Dispute Resolution

- 10.1. Disputes shall be resolved through the process set out in the ICF.
- 10.2. Despite anything in this Agreement to the contrary, any expenses incurred through the dispute resolution process shall be shared as outlined in the ICF.
- 10.3. Disputes shall include, but not be limited to, decisions which this Agreement requires be reached by the mutual consent of the parties which cannot be agreed upon.

11. Miscellaneous

- 11.1. If any section, subsection, sentence, clause, or phrase of this Agreement is for any reason held to be invalid by the decision of a Court or Tribunal of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
- 11.2. This Agreement shall enure to the benefit of and be binding upon the parties hereto, notwithstanding any rule of law or equity to the contrary.
- 11.3. This Agreement shall be governed, interpreted, and construed in accordance with the laws of the Province of Alberta.
- 11.4. The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement nor any provision hereof.
- 11.5. This Agreement shall not be assignable from any Party to any other municipality, person, firm or corporation without the prior written consent of the other Party, which consent may not be unreasonably withheld.
- 11.6. A reference to a statute or regulation in this Agreement means the statute or regulation as it is amended or replaced from time to time.
- 11.7. No consent or waiver, express or implied, by any Party to or of any breach or default by the other Party in the performance of the other Party or parties of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of

obligations hereunder by such Party. Failure on the part of any Party to complain of any act or failure to act of the other Party or parties or to declare the other Party or parties in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of its rights hereunder.

- 11.8. (a) There are no conditions to this Agreement, either subsequent or precedent, except as set forth herein.
- 11.9. This Agreement may be altered or amended from time to time by the mutual consent of all Parties. A record of any such amendment shall be in writing and a copy thereof shall bear the signatures of the Parties and shall be attached to and form part of this Agreement.
- 11.10. The Parties covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time to carry out the terms and conditions of this Agreement in accordance with their true intent and in a timely manner.
- 11.11. On the affixing of the parties' signatures, both parties agree to the terms and conditions of this agreement.

Town of Stettler

County of Stettler No. 6

Mayor Sean Nolls

Reeve Larry Clarke

Chief Administrative Officer
Leann Graham

Chief Administrative Officer
Yvette Cassidy

Physician Attraction and Retention Incentive Agreement

BETWEEN

**NAME
OF ADDRESS**

(hereinafter referred to as the "Physician")

OF THE FIRST PART

and

**County of Stettler No. 06
Incorporated January 1, 1955 by Order in Council 1782/54**
(hereinafter referred to as the "County")

OF THE SECOND PART

and

**Town of Stettler
Incorporated June 30, 1906 by Order in Council 358/06**
(hereinafter referred to as the "Town")

OF THE THIRD PART

1. BACKGROUND

- 1.1. **WHEREAS** the Physician is eligible or will become eligible to practice general medicine in the Province of Alberta;
- 1.2. **AND WHEREAS** the Physician desires to establish a practice of providing Services within the Community;
- 1.3. **AND WHEREAS** the Town and County desire to incentivize the attraction of physicians to the Community;
- 1.4. **NOW THEREFORE IN CONSIDERATION** of mutual promises and covenants contained herein, the Parties agree to as follows:

2. DEFINITIONS

- 2.1. **"Anticipated Start Date"** means DATE
- 2.2. **"Community"** means the Town and County of Stettler or any other municipality within the borders of the County of Stettler.
- 2.3. **"County"** means the County of Stettler No. 6;
- 2.4. **"Effective Date"** means the actual date the Physician begins providing the Services in the Community
- 2.5. **"Retention Incentive"** means a one-time payment in the amount of \$70,000.
- 2.6. **"Services"** mean:
 - (a) Full-time clinical family medicine;
 - (b) Full participation in the on-call rotation to provide emergency medical services at the Stettler Hospital and Care Center;
 - (c) Obstetrics including child delivery;

Initials

(d) Anesthesia;

2.7. "Town" means the Town of Stettler

3. BASIC AGREEMENT

- 3.1. The Town and County shall pay to the Physician a retention incentive of the Retention Incentive upon the signing of this Agreement.
- 3.2. The Physician acknowledges that they intend to begin providing the Services by the Anticipated Start Date, but that such start may be earlier than that date. The Physician shall notify the Town and County of the Effective Date.
- 3.3. The Physician and the Town and County acknowledge and agree that the Retention Incentive will not be earned in whole unless and until the Physician is continuously, actively engaged in the Services in the Community commencing on the Effective Date and continuing through the fifth anniversary of the Effective Date.
- 3.4. If the Physician does not begin providing the Services in the Community within ninety (90) days of the Anticipated Start Date, the Physician will not be entitled to retain any portion of the Retention Incentive and will be obligated to immediately repay to the Town and County the Retention Incentive, in full.
- 3.5. If the Physician is unable to begin providing the Services in the Community by the Anticipated Start Date for reasons beyond the Physician's control, they may apply to the Town and County for a single written extension to the Anticipated Start Date and such extension shall not be unreasonably withheld.
- 3.6. If the Physician ceases to provide the Services in the Community prior to or on the second anniversary of the Effective Date, the Physician will not be entitled to retain any portion of the Retention Incentive and will be obligated to immediately repay to the Town and County the Retention Incentive, in full, on the date of termination.
- 3.7. In the event that the Physician ceases to provide the Services in the Community after the second anniversary of the Effective Date but prior to the fifth anniversary of the Effective Date, the Physician shall be entitled to retain a pro-rated portion the Retention Incentive, based on a linear interpolation between 0% and 100% commensurate with the amount of time passed between the second anniversary of the Effective Date and the fifth anniversary of the Effective Date.
- 3.8. For greater clarity, Appendix "A" demonstrates a graph of the linear interpolation to be relied upon.
- 3.9. The physician must notify the Town and County if they are unable to become eligible or become ineligible, to practice medicine in the Province of Alberta prior to expiry of the agreement.

4. NOTICES

- 4.1. All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:
 - (a) by fax, e-mail or by any other like electronic method by which a written message may be sent, directed to the Parties upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i. upon transmission with answer back confirmation if received within the normal hours of the business day; or
 - i. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day; or
 - (b) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

Initials

4.2. Parties can provide notification to the other Parties at the following addresses:

NAME	County of Stettler No. 6	Town of Stettler
ADDRESS	Box 1270	Box 280
email:	6602 44 Avenue Stettler AB T0C 2L0 email: info@stettlercounty.ca Contact: Chief Administrative Officer 403-742-4441	5031-50 Street Stettler AB T0C 2L0 email: townoffice@stettler.net Contact: Chief Administrative Officer 403-742-8305

4.3. Any Party may amend the aforementioned address by providing notice to the other Parties.

5. Miscellaneous

- 5.1. If any section, subsection, sentence, clause, or phrase of this Agreement is for any reason held to be invalid by the decision of a Court or Tribunal of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
- 5.2. This Agreement shall enure to the benefit of and be binding upon the Parties hereto, notwithstanding any rule of law or equity to the contrary.
- 5.3. This Agreement shall be governed, interpreted, and construed in accordance with the laws of the Province of Alberta.
- 5.4. The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement nor any provision hereof.
- 5.5. This Agreement shall not be assignable from any Party to any other municipality, person, firm or corporation without the prior written consent of the other Party, which consent may not be unreasonably withheld.
- 5.6. A reference to a statute or regulation in this Agreement means the statute or regulation as it is amended or replaced from time to time.
- 5.7. No consent or waiver, express or implied, by any Party to or of any breach or default by the other Parties in the performance of the other Party or Parties of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Party. Failure on the part of any Party to complain of any act or failure to act of the other Party or Parties or to declare the other Party or Parties in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of its rights hereunder.
- 5.8. (a) There are no conditions to this Agreement, either subsequent or precedent, except as set forth herein.
(b) This Agreement and the attached Appendix A constitute the entire agreement relating to Physician Recruitment and Retention incentives between the Parties.
- 5.9. This Agreement may be altered or amended from time to time by the mutual consent of all Parties. A record of any such amendment shall be in writing and a copy thereof shall bear the signatures of the Parties and shall be attached to and form part of this Agreement.
- 5.10. The Parties covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time to carry out the terms and conditions of this Agreement in accordance with their true intent and in a timely manner.

Initials

5.11. On the affixing of the Parties' signatures, all Parties agree to the terms and conditions of this agreement.

NAME

NAME Date

Town of Stettler

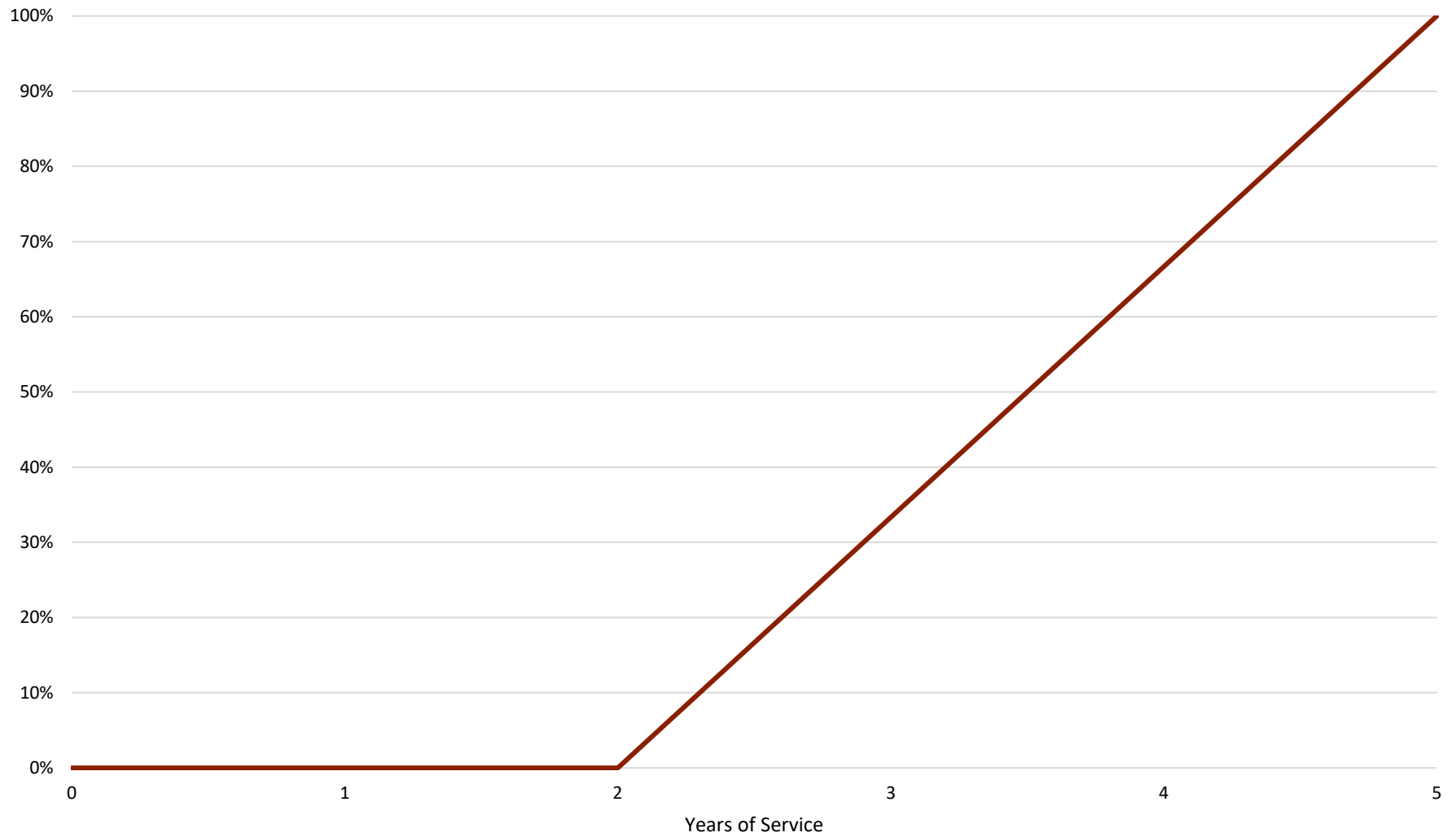
County of Stettler No. 6

Leann Graham Date
Chief Administrative Officer

Yvette Cassidy Date
Chief Administrative Officer

Appendix A

Incentive Retained by Years of Service



TOWN OF STETTLER

Prepared by: CAO Number: VII-7
Adopted by: Town of Stettler Council Original Policy:
Previous Policy:
Current Policy: 2024 07 16

Title: **Physician Recruitment & Retention Incentive**

Purpose: To establish a procedure for physicians to apply for a financial incentive to relocate to the community.

Policy Statement:

1. Councillors and Senior Administration will work with community groups, AHS, and local physicians to identify and attract Candidate Physicians to move to our community.
2. Wherever possible, Candidate Physicians will be invited to the community to give the Town and partners the opportunity to promote our community and encourage the Candidate Physician to relocate to Stettler.
3. A Candidate Physician who wishes to apply for a Physician Recruitment and Retention Incentive shall apply in writing to the Chief Administrative Officer.
4. A Candidate Physician must provide the following services to be eligible for the PRRI:
 - a. Full-time clinical family medicine; and
 - b. Full participation in the on-call rotation to provide emergency medical services at the Stettler Hospital and Care Center.
5. The value of the PRRI shall be dependent on the additional services the Candidate Physician is providing:
 - a. A Candidate Physician who will provide anesthesia and obstetrics including child delivery shall be eligible for a PRRI valued at \$70,000.
 - b. A Candidate Physician who will provide anesthesia shall be eligible for a PRRI valued at \$60,000.
 - c. A Candidate Physician who will provide obstetrics including child delivery shall be eligible for a PRRI valued at \$55,000.
 - d. A Candidate Physician not providing any of the aforementioned additional services shall be eligible for a PRRI valued at \$50,000.
6. A Candidate Physician not meeting the eligibility criteria or providing additional services not valued in this policy may apply to Council for consideration of a discretionary PRRI.
 - a. Council shall decide on the value of the PRRI based on the services the Candidate Physician proposed to provide.
 - b. Council shall consult with all funding partners before awarding a discretionary PRRI.

7. An award of the PRRI shall be subject to the Candidate Physician entering into an agreement with the Town of Stettler. Such agreement shall, at minimum, include provisions to
 - a. Require the physician to offer the proposed services for a period of 5 years;
 - b. Require repayment of the entirety of the incentive if any services are discontinued within 2 years;
 - c. Require repayment of a prorated portion of the incentive if any services are discontinued between 2 years and 5 years;
 - d. Require the physician to notify the Town if they are unable to become eligible or become ineligible, to practice medicine in the Province of Alberta prior to expiry of the agreement;
8. The Chief Administrative Officer may grant one or more reprieves of the requirement to provide services for a leave of absence of the physician of not more than 18 months.
 - a. To be eligible for a reprieve, the Candidate Physician must enter into a supplemental agreement to extend the duration of the offered services upon return from the leave of absence commensurate with the duration of the leave.
9. The Chief Administrative Officer or their designate shall be authorized to add additional provisions to the agreement or supplemental agreement, at their sole discretion.
10. The PRRI shall only be available where the Town of Stettler is in an agreement with one or more funding partners to provide at least 50% of the value of the PRRI.
11. This policy shall expire December 31, 2024.

July 2, 2024

RE: Physician Recruitment Incentive

Dear _____ :

On behalf of the Town and County of Stettler, we are writing to inform you of the physician recruitment initiative that has been tentatively agreed upon by our respective Councils.

Both the County and Town of Stettler agree that the physician shortage in our region has reached the point of crisis; while advocacy efforts with the province and Alberta Health Services continue and show potential, we feel that additional measures are necessary. Attached to this letter, you will find an infographic outlining the draft cash incentive structure that will be brought forward for formal approval at the July 10th, 2024 County of Stettler Council Meeting and July 16th, 2024 Town of Stettler Council Meeting.

This cash incentive structure is considered a temporary solution to our community's physician shortage, and will be assessed on an ongoing basis for success. Once our healthcare professionals and municipal representatives feel that the situation in our region has stabilized, we plan to shift to forward-thinking and holistic strategies that focus equally on retention rather than placing sole urgency on quick recruitment.

Should you have any questions at this time, please feel free to contact us for further information.

Sincerely,



Sean Nolls
Mayor
Town of Stettler



Larry Clarke
Reeve
County of Stettler No. 6

Physician 5-Year Term Incentive Program

\$70,000

**GPA Including Child
Delivery**

1

\$60,000

**GPA Not Including
Child Delivery**

2

\$55,000

**GP Offering Child
delivery**

3

\$50,000

**GP Not Offering
Child Delivery**

4

Incentive Terms

- This offer will apply to current and future recruitment; it is not retroactive
- The incentive is offered in the form of a one-time payment
- If the agreement ends prior to the five year term, the physician will be required to return a pro-rated amount of the bonus



Town of
Stettler

TOWN OF STETTLER

Prepared by: Personnel Committee Number: III-3(b)
Adopted by: Town of Stettler Council Date: 1987 03 24
Revised: 2024 07 16

Title: **Usage of Town Facilities, Vehicles, and Equipment**

Purpose: To ensure that Town of Stettler facilities, vehicles, and/or equipment are utilized for Municipal purposes or authorized use only.

Definitions: **Town Facilities** - means any park, land, building, or structure owned or operated by the Town, its agent, agencies, departments, and franchisees. **Note: Employee personal use of the Aquatics Centre Facility outside of regular operational hours is strictly prohibited.**

Town Vehicle – means any passenger fleet vehicle owned or operated by the Town, its agent, agencies, departments, and franchisees.

Squad Vehicle – means a passenger vehicle used for fire and rescue services to transport tools, equipment and personnel.

Town Small Equipment – means small handheld tools, low voltage electrical equipment such as computers, printers and tools and gas powered or compressor powered equipment that is not self-propelled such as pressure washers, chainsaws and air compressors.

Town Medium Equipment – means stationary medium equipment used for lifting heavy loads such as lifts, hoists and cranes.

Town Large Equipment -means self-propelled heavy equipment such as earthmovers, construction vehicles and construction equipment. **Note: Employee personal use of Town Large Equipment is strictly prohibited.**

Emergency Service Equipment – means vehicles and equipment used to provide emergency services.

Policy Statement: No Town of Stettler vehicles and/or equipment shall be used other than for their prescribed purpose, nor shall they be used for transportation of persons other than employees of the Town of Stettler, **except for in emergency situations, emergency services vehicles being used for transport, and situations approved by the Town CAO.**

External Requests:

Requests from Not for Profit / Community Organizations or Special Requests for the use of Town owned vehicles and/or equipment must be made in writing to the Town CAO. All requests will be reviewed by the Town CAO for approval on a case-by-case basis. The Organization / individual will be required to have a full safety orientation for any equipment and prove competency or training for the equipment operation. In addition, the organization/individual will also sign a waiver of liability to protect the Town from all liability associated with the use of the equipment.

Municipal equipment may be used to assist local Not for Profit or Community Organizations when operated by Town Staff, with authorization of the Town CAO.

Town of Stettler equipment may be used to assist local businesses with operational road closures and traffic and parking control with the approval of the supervisor or department head.

The Town will endeavor to co-operate with other government agencies, such as the Province, County, or other towns by making Town equipment available through a third-party work order or by way of lending the equipment to a qualified organization, providing it does not adversely affect Town operations.

In an emergency, the supervisor or department head may authorize the use of Town of Stettler equipment followed by notification to the CAO.

Employee Use:

All employees must complete appropriate training and/or orientation prior to operating Town owned vehicles, equipment, and/or using Town facilities.

The use of Town facilities or equipment is reserved for Town employees only. Any employee utilizing a Town facility or equipment for personal use outside regular hours must have executed the Waiver, Release, and Indemnity Form

(Appendix A) and must notify their supervisor in advance during work hours when the employee intends to be utilizing any town equipment at a town facility.

Town of Stettler employees utilizing town facilities or equipment outside of the regular work hours for personal use must adhere to all Town of Stettler Safety Policies and Procedures including the required competency and use of appropriate Personal Protective Equipment (PPE).

If working alone in the Town Facility after hours, the employee must plan to ensure they are meeting the OH&S requirements and have a check-in system in place.

Municipal vehicles and equipment are not available for personal use outside of the Town of Stettler facilities to which the equipment is located. Personal use of any town of Stettler facility or equipment shall not adversely affect any Town operations.

Town vehicles may not be used to transport any passengers who are not directly associated with Town work activity unless approved by the Town CAO.

Employees who are designated as being on-call are permitted to take Town vehicles home after hours. When an employee is on-call they are authorized to use the Town vehicle for personal use within a 30-minute response time.

Furthermore, department heads and supervisors who routinely respond to duty calls are permitted to take Town vehicles home after hours within the corporate limits of the Town of Stettler.

Employees are permitted to take Town vehicles to out-of-town training, conferences and meetings during or outside of regular work hours.

When vehicles and/or equipment are not in use, they shall be parked in the designated Town facilities, except in emergency circumstances or when an employee is on call.

Personal use of Town Large Equipment is strictly prohibited.

Personal use of the Aquatics Centre Facility outside of regular operational hours is strictly prohibited.

Emergency Service:

Employees who are assigned a squad vehicle are permitted to take vehicles home after hours and utilize the squad vehicle for personal use within a 30-minute response time.

Town of Stettler squad vehicles and emergency services equipment may be utilized for fire prevention activities, community events and/or other activities as approved by the Town of Settler Fire Chief.

Town of Stettler squad vehicles and other emergency service equipment may be used to transport passengers who are not directly associated with the Town Emergency Service.

DRAFT

**APPENDIX A
WAIVER, RELEASE, AND INDEMNITY**

Employee Use of Town of Stettler Facilities and Equipment

CRITERIA FOR USE:

Prior to personal use of Town of Stettler Facility and Equipment, the following CRITERIA and ORIENTATION must be met:

- Use of Town of Stettler Facility and Equipment is reserved for Town employees only.
- All staff wishing to use Town of Stettler Facility and Equipment must complete a safety orientation prior to using the Town of Stettler Facility and Equipment. This orientation will generally be in the form of a review of applicable job procedures and tailgate meeting identifying general facility / equipment safety procedures. Orientation records must be signed by the employee, Supervisor, Department head or CAO authorizing use.
- All private vehicles entering the shop must have valid insurance with a minimum of \$1,000,000 liability insurance coverage, and vehicles must be insured to the Town employee. Furthermore, the employee must disclose to their insurance provider that the insured vehicle will be entering the shop.
- Use of Town of Stettler Facility and Equipment is for use of facility and equipment only. All parts and supplies will be provided by the Town employee.
- All employees using the Town of Stettler Facility and Equipment must follow Town of Stettler Health & Safety policies and procedures, including conducting a hazard assessment and wearing appropriate PPE.
- Use of equipment that requires specific trade certification or training (eg. welder etc.) will only be permitted for those who hold appropriate certifications and training certificates.
- If working alone in the Town Facility after hours, the employee must plan to ensure they are meeting the OH&S requirements and have a check-in system in place.

NOTE: READ THIS DOCUMENT CAREFULLY. IT CONTAINS PROVISIONS WHICH LIMIT YOUR LEGAL RIGHTS.

WAIVER, RELEASE, AND INDEMNITY FORM
Employee Use of Town of Stettler Facilities and Equipment

In consideration of my use of the Town of Stettler Facility and Equipment operated by the Town of Stettler ("Town") after business hours, I expressly agree, on behalf of myself, my heirs, executors, administrators, successors and assigns, that the Town and its insurers, employees, elected councilors, directors, and contractors (collectively, the "Released Parties"), shall not be liable for any damages arising from any property damage or personal injuries (including death) sustained by me in, on, or about the premises, or as a result of the use of the premises, equipment or tools, regardless of whether such injuries result, in whole or in part, from the negligence of the Released Parties.

By the execution of this agreement, I accept and assume full responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type, which may occur to me and I hereby fully and forever release and discharge the Released Parties from any and all claims, demands, damages, rights of action, or causes of action (including without limitation arising under contract, negligence, breach of statutory obligation or arising under the Occupiers' Liability Act), present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out the use of said premises, equipment or tools. I acknowledge that the use of said premises, equipment or tools involves risk of serious injury, including permanent disability and death.

I AGREE to indemnify and hold the Released Parties harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from injuries or damages sustained by me arising from or related to the use of said premises, equipment or tools. I agree to be solely responsible for the safety and well-being of myself. I understand that the Town does not provide supervision, instruction, or assistance for the use of said premises, equipment, or tools.

I AGREE that my use of the said premises, equipment or tools is entirely separate and distinct from my employment duties, shall be done on my own personal, unpaid time, and that my use shall not for any purpose be considered as a part of my providing employment services to the Town, nor shall any injury suffered by me arise in the course of my employment with the Town.

I AGREE to the criteria set for my use of the Town of Stettler Facility and Equipment. I acknowledge that I have received the orientation as described above and I am responsible and confident with the use of the Town of Stettler Facility and Equipment. I agree to follow all safety protocols when using the equipment.

I ACKNOWLEDGE that I have been directed to the location of and given the opportunity to read and familiarize myself with the procedures manual(s) for all equipment that I might be using.

I ACKNOWLEDGE that I have been directed to the location of the Town Health & Safety Manual and have reviewed all policies & procedures applicable to the use of the Town of Stettler Facility and Equipment.

I agree that I have had an opportunity to seek legal advice regarding the contents of this Waiver, Release, and Indemnity, and that to the extent that I have not done so, I waive my right to do so. An electronic copy of this document shall have the same effect as an executed original.

I HAVE READ THE FOREGOING WAIVER, RELEASE AND INDEMNITY AND VOLUNTARILY EXECUTED THIS DOCUMENT WITH FULL KNOWLEDGE OF ITS CONTENT.

Employee Signature _____ Date _____

_____ (Named Printed Here)

I APPROVE use of the Town of Stettler Facility and Equipment based upon the criteria noted above and subject to employee completion of applicable orientation on facility, tools and equipment (see Training Orientation Form).

Supervisor's Signature _____ Date _____

_____ (Named Printed Here)

TOWN OF STETTLER

<u>Prepared By:</u>	Department Heads	<u>Number:</u>	II-7(I)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original:</u>	1989 01 03
		<u>Previous:</u>	2010 09 21
		<u>Current:</u>	2024 07 16

Title: **Employee Recognition**

Purpose: To recognize all employees for their years of service with the Town of Stettler, whether it be continual service or retirement/resignation.

Policy Statement: 1. Employee Continual Service

Full Time		Part Time	
5 years	\$100.00	5 years	\$50.00
10 years	\$150.00	10 years	\$75.00
15 years	\$200.00	15 years	\$100.00
*20-24 years	\$250.00	*20-24 years	\$125.00
*25-29 years	\$300.00	*25-29 years	\$150.00
*30-34 years	\$350.00	*30-34 years	\$175.00
*35+ years	\$400.00	*35+ years	\$200.00

*The noted recognition amount will be provided to recognize staff who have made a substantial contribution to the organization by having been employed by the Town of Stettler for more than 20 years.

2. Employee Retirement / Resignation*

Full Time		Part Time	
1 - 5 years	\$100.00	1 - 5 years	\$50.00
6 – 10 years	\$250.00	6 – 10 years	\$125.00
11 – 15 years	\$750.00	11 – 15 years	\$375.00
16 – 20 years	\$1000.00	16 – 20 years	\$500.00
21 – 25 years	\$1250.00	21 – 25 years	\$625.00
26+ years	\$1500.00	26+ years	\$750.00

This encompasses all employees retiring from their TOS careers, whether they elect to draw on their LAPP pensions immediately or not.

*This policy does not apply to employees who have been dismissed from employment with the Town in any respective year or employees who have quit to pursue other career opportunities.

In each case, the payroll department will arrange a gift certificate up to the amount proposed for the years of service in Heart of Alberta Dollars.

**TOWN OF STETTLER
TAXES RECEIVABLE
AS OF JUNE 28, 2024**

STATUS OF PROPERTY	2023 # OF PROPERTIES	2024 # OF PROPERTIES	CURRENT TAXES	ARREARS TAXES	TOTAL TAXES
Property under agreement	2	3	12,611.99	14,143.48	26,755.47
Property Received re post mark	2	2	9,544.69	0.00	9,544.69
Property to be offered for sale in 2018	1	1	6,192.58	51,604.83	57,797.41
Property to be offered for sale in 2024	5	8	60,020.26	145,765.52	205,785.78
Property to be offered for sale in 2025	19	11	16,171.51	16,000.85	32,172.36
Installment Plan Property	891	948	1,689,509.09	0.00	1,689,509.09
All Other Property	<u>296</u>	<u>299</u>	<u>879,140.72</u>	<u>62,577.53</u>	<u>941,718.25</u>
Sub-total Property Taxes	1216	1272	2,673,190.84	290,092.21	2,963,283.05
Business Taxes	<u>3</u>	<u>2</u>	<u>445.50</u>	<u>0.00</u>	<u>445.50</u>
TOTAL TAXES RECEIVABLE 2024		1274	\$2,664,091.65	\$290,092.21	\$2,963,728.55
TOTAL TAXES RECEIVABLE 2023	1219		\$2,030,488.90	\$173,178.35	\$2,203,667.25

**PERCENTAGE OF CURRENT PROPERTY TAXES OUTSTANDING
AS OF JUNE 28,2024**

	<u>2023</u>	<u>2024</u>	
Current Taxes Outstanding	\$ 2,132,175.40	\$ 2,664,091.65	0.00
Less Tax Payment Plan	1,554,278.57	1,689,509.09	
Less Annexed Property	0.00	0.00	
Net Current Taxes Outstanding	\$ 577,896.83	\$ 974,582.56	
Property Tax Levy	\$ 9,133,697.33	\$ 9,513,326.33	*includes Business Tax Levy \$6,000

% of Current Taxes Receivable

2024=	10.24%	June 28
2023=	6.33%	June 30
2022=	6.34%	June 30

Penalty Schedule

3% Penalty on Current Balance after 4:30 p.m. June 28, 2024

9% Penalty on Current Balance after 4:30 p.m. July 31, 2024

12% Penalty on Total Balance after 4:30 p.m. December 31, 2024

2024 Budget Summary - June 30, 2024

Revenue	2024 Budget	2024 Actual - June 30, 2024	Variance	%	Notes
Administration	\$272,020.00	\$99,372.22	\$172,647.78	36.53%	Sale of Lot / AT Project En
Inter Dept Utility Transfer - \$250,000)					
Police	\$778,728.00	\$40,898.57	\$737,829.43	5.25%	MSI Operating - \$104,896
Traffic Fines - Budget - \$60,000 - Actual - \$37,850.84 - 63%					
Provincial Grant - \$347,616					
Community Resource Program - Clearview \$40,000 / County - \$70,216					
Fire	\$272,562.00	\$37,991.44	\$234,570.56	13.94%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$124,621.00	-\$10,921.00	109.61%	
Business Licenses Budget - \$90,000 - Actual \$99,500.00 /Animal License Budget \$21,700 - Actual \$24,221.00					
Roads, Streets, Walks, Lights	\$469,535.00	\$64,648.05	\$404,886.95	13.77%	
Airport	\$10,880.00	\$9,777.60	\$1,102.40	89.87%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,556,491.00	\$1,440,143.93	\$2,116,347.07	40.49%	
Metered sale of water (Budget - \$2,099,132 - Actual \$743,633.04 = 35% - end of May - 42%)					
Metered out of Town (Budget - \$1,182,500 - Actual \$625,334.76 = 53% - end of May - 42%)					
Bulk water - Budget - \$40,000 - Actual - \$8,571.99 - 21%					
Sewer	\$1,103,741.00	\$390,797.90	\$712,943.10	35.41%	
Sewer Service Charges (Budget - \$951,721 - Actual \$370,627.46 = 39% - end of May - 42%)					
Garbage Collection & Disposal	\$877,238.00	\$368,187.39	\$509,050.61	41.97%	SWMA haul rebate - \$26,351
Residential Garbage Revenue (Budget - \$658,560 - Actual \$271,068.79 = 41% - end of May - 42%)					
Recycling Revenue (Budget - \$184,800 - Actual \$74,231.66 =40% - end of May - 42%)					
FCSS	\$164,220.00	\$40,170.97	\$124,049.03	24.46%	
Cemetery	\$23,600.00	\$12,430.40	\$11,169.60	52.67%	
Planning & Development	\$263,851.00	\$11,261.38	\$252,589.62	4.27%	
Building Permits (Budget - \$30,000 - Actual - \$6,233.90)					
Economic Development - BOT	\$146,570.00	\$134,977.31	\$11,592.69	92.09%	
Subdivision Land	\$500.00	\$300.00	\$200.00	60.00%	Subdivision Fees
Land, Housing & Rentals	\$292,894.00	\$172,007.13	\$120,886.87	58.73%	
AE Kennedy Health Unit - \$212,679					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$4,000.00	\$12,086.04	-\$8,086.04	302.15%	
Recreation Programs	\$27,318.00	\$9,503.15	\$17,814.85	34.79%	Ball / Soccer
Facilities	\$1,310,413.00	\$338,809.05	\$971,603.95	25.86%	County / Pool / SRC
Community Hall	\$64,800.00	\$10,008.45	\$54,791.55	15.45%	
Senior's Center	\$21,750.00	\$9,739.67	\$12,010.33	44.78%	\$6000 Casino
Parks	\$283,305.00	\$53,993.14	\$229,311.86	19.06%	
Lions Campground - Budget - \$130,000 - actual - \$52,238.49 = 40%					
Operating Contingency	\$0.00	\$0.00	\$0.00	#DIV/0!	
Taxes / Penalties	\$9,414,905.62	\$9,366,547.70	\$48,357.92	99.49%	
Other Revenue	\$2,707,682.00	\$1,693,902.99	\$1,013,779.01	62.56%	
Franchise Fee - GAS (Budget - \$1,218,960 - Actual \$675,210.49 = 55% - end of May - 42%)					
Franchise Fee - ELECTRIC (Budget - \$820,322 - Actual \$628,173.70 = 77% - end of May - 42%)					
Return on Investments (Budget - \$600,000 - Actual - \$339,889.40) = 57%					
Total Revenue	\$22,180,703.62	\$14,442,175.48	\$7,738,528.14	65.11%	

Expense	2024 Budget	2024 Actual - June 30, 2024	Variance	%	Notes
Council & Legislative	\$248,427.00	\$108,656.00	\$139,771.00	43.74%	
	Council Honorarium (Budget - \$179,427)				
	Council per diem - Budget - \$27,000				
	Council travel & subsistance - Budget - \$22,000)				
	Council membership Conferences (Budget - \$16,000 - Actual \$7,331.65 = 46%)				
Administration	\$1,136,298.00	\$607,811.88	\$528,486.12	53.49%	
Police	\$1,815,154.00	\$247,054.78	\$1,568,099.22	13.61%	
	RCMP - Contract Billings \$1,675,155				
Fire	\$969,715.00	\$275,338.57	\$694,376.43	28.39%	
Disaster Services	\$46,741.00	\$197.04	\$46,543.96	0.42%	
Bylaw Enforcement	\$196,855.00	\$64,927.89	\$131,927.11	32.98%	
Common Services	\$392,615.00	\$159,775.41	\$232,839.59	40.70%	
Roads, Streets, Walks, Lights	\$2,372,138.00	\$950,255.75	\$1,421,882.25	40.06%	
Airport	\$59,847.00	\$21,763.79	\$38,083.21	36.37%	
Water Supply & Distribution	\$3,509,094.00	\$1,396,544.69	\$2,112,549.31	39.80%	
Sewer	\$873,757.00	\$317,687.38	\$556,069.62	36.36%	
Garbage Collection & Disposal	\$815,432.00	\$247,062.23	\$568,369.77	30.30%	
FCSS	\$205,275.00	\$102,637.30	\$102,637.70	50.00%	
Cemetery	\$67,356.00	\$16,745.69	\$50,610.31	24.86%	
Comm Services -Handi Bus	\$25,000.00	\$25,000.00	\$0.00	100.00%	
Planning & Development	\$619,785.00	\$200,553.33	\$419,231.67	32.36%	
Economic Development	\$619,150.00	\$209,303.70	\$409,846.30	33.81%	
Subdivison Land	\$49,865.00	\$25,969.47	\$23,895.53	52.08%	
Land, Housing & Rentals	\$47,628.00	\$33,112.23	\$14,515.77	69.52%	
Recreation - General	\$156,599.00	\$76,126.84	\$80,472.16	48.61%	
Recreation Programs	\$82,345.00	\$66,650.05	\$15,694.95	80.94%	
Facilities	\$2,974,853.00	\$1,126,353.24	\$1,848,499.76	37.86%	
Culture	\$353,387.00	\$193,502.84	\$159,884.16	54.76%	Parkland, Library, Museum
Community Hall	\$137,019.00	\$55,842.86	\$81,176.14	40.76%	
Senior's Center	\$13,481.00	\$3,214.02	\$10,266.98	23.84%	
Parks	\$915,253.00	\$242,334.66	\$672,918.34	26.48%	
Operating Contingency	\$746,091.00	\$0.00	\$746,091.00	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 - \$949,797 (Water \$47,397+ Utility \$291,790 (sewer, waste, recycling) + Total Available for Capital - \$610,610) = \$949,797				
Requisitions	\$2,731,543.62	\$1,309,380.50	\$1,422,163.12	47.94%	
	ASFF (Budget - \$2,188,640.77 - Actual - \$1,082,270.66 - 49%)				
	ASFF Separate School (Budget - \$170,934.85 - Actual - \$41,125.84 - 24%)				
	County of Stettler Senior Lodges (Budget - \$371,968 - Actual - \$185,984.00 - 50%)				
Total Expense	\$22,180,703.62	\$8,083,802.14	\$14,096,901.48	36.45%	
Surplus / Deficit	\$0.00	\$6,358,373.34			

Town of Stettler
2024 Capital Budget Summary

30-Apr-24

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2024 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses April 30, 2024	Utility (Water) Avail for Capital 2024 Interim Operating Budget (Rates) \$58,756	Utility (other) Avail for Capital 2024 Interim Operating Budget (Rates) \$276,645	Available for Capital 2024 Interim Operating Budget (taxes) \$547,518	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2024 Operating Budget	Debtenture / Local Improvement	Grants - LGFF (\$981,743)	Grants - CCBF (\$372,605)	Grants - BMTG (\$0.00)	Other	Total			
Operating Capital Projects included in 2024 Interim Operating Budget - 1-32-99-91-00-920 / 2-32-99-91-00-764 - Transfer to/from operating reserve																				
Op-tran	2-32-09-00-03-244	Pathway rehab (2017 council direction)	Operating Budget								\$0.00						\$0.00			
Op-tran	2-32-09-00-00-244	Sidewalk replacement program (yearly)	Operating Budget								\$0.00						\$0.00			
2024 Capital Budget - Operational Projects (non TCA)																				
FIRE	2-23-02-00-02-561	Fire Engine Replace Reserve	\$100,000				\$100,000.00										\$100,000.00			
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000					\$55,000.00									\$55,000.00			
Op-tran	2-32-21-00-03-536	Pavement patching	\$110,000				\$110,000.00										\$110,000.00			
Water	2-41-01-00-09-252	Belt Clips-Meter Reading	\$25,000			\$25,000.00											\$25,000.00			
Storm	2-42-16-00-01-252	Culvert-Hwy 56 at Rail tracks	\$20,000		\$6,978.89		\$20,000.00										\$20,000.00			
Op	2-31-00-00-01-252	Asset Mgmt Program	\$60,000			\$60,000.00											\$60,000.00			
Op	2-32-21-00-07-252	Concrete Crushing	\$150,000		\$149,960.00				\$150,000.00								\$150,000.00			
Bldg	2-31-01-00-01-252	Salt Shed Door	\$30,000		\$13,361.54			\$30,000.00									\$30,000.00			
Sanitary	2-42-00-00-06-252	Lift Station A Pump Replacement- (\$450,000 total Project)	\$20,000							\$20,000.00							\$20,000.00			
Planning	2-61-02-00-08-239	Housing Assessment-Strategy	\$50,000		\$9,181.29				\$50,000.00								\$50,000.00			
ADM	2-61-05-00-00-252	Computer replacement program (SRC)	\$14,000		\$1,624.58		\$14,000.00										\$14,000.00			
Admin	2-61-05-00-03-239	Back up Tapes	\$10,000		\$804.10				\$10,000.00		Computer Reserve						\$10,000.00			
Arena	2-73-11-02-09-239	Domestic Hot Water Holding Tank	\$33,000						\$33,000.00		County						\$33,000.00			
Arena	2-73-11-02-10-239	Ice Resurfacing Holding Tank	\$35,000						\$35,000.00		County						\$35,000.00			
Pool	2-73-13-03-06-252	Sand Filters-Back Mechanical room	\$35,000						\$35,000.00		County						\$35,000.00			
Pool	2-73-13-03-07-252	Canon Replacement - (Stage 1)	\$32,000						\$32,000.00		County						\$32,000.00			
General	2-73-11-02-11-239	Building Maintenance-Control Software Update	\$6,500						\$6,500.00		Computer Reserve						\$6,500.00			
Parks	2-77-92-00-01-252	Spray Park Upgrades (Planning Phase)	\$50,000					\$50,000.00									\$50,000.00			
Arena	2-73-11-02-12-239	Overheard Doors	\$30,000						\$30,000.00		County						\$30,000.00			
Parks	2-77-02-00-05-252	Open Spaces Master Planning RFP	\$30,000					\$30,000.00									\$30,000.00			
Culture	2-74-99-91-00-764	Culture reserve account	\$15,000				\$15,000.00										\$15,000.00			
2024 Capital Budget - Operational Projects (non TCA)			\$0.00	\$910,500.00		\$181,910.40	\$85,000.00	\$259,000.00	\$165,000.00	\$150,000.00	\$231,500.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$910,500.00		
2024 Capital Budget - Capital Projects (TCA)																				
Fire	6-23-00-00-50-650	Emergency Warning Equip & Carrier Slide Out (\$8,600-Warning Equip, \$10,835-Slide Out Bed)	\$19,435		\$14,744.49				\$19,435.00		Fire Capital Resere						\$19,435.00			
Fire	6-23-00-00-51-650	Reg Manager Fire Truck	\$130,000		\$109,507.47		\$65,000.00									\$65,000.00	County	\$130,000.00		
Fire	6-23-00-00-52-650	2025 Fire Engine (1.2 Million US \$)	\$1,700,000													\$1,700,000.00	Debtenture	\$1,700,000.00		
Reg Fire	6-23-00-20-03-620	Storage for Training Facility	\$85,000							\$42,500.00						\$42,500.00	County	\$85,000.00		
Fire	6-23-00-20-02-620	Fire Station Renovation Drawings	\$15,000					\$15,000.00										\$15,000.00		
Bldg	6-31-01-20-05-620	Cold Storage Shed	\$400,000					\$400,000.00										\$400,000.00		
Roads	6-32-09-00-10-610	Pathway Connection of Homesteader Park	\$20,000					\$20,000.00										\$20,000.00		
Roads	6-32-09-00-11-610	Pathway Program-Spruce Drive Sidewalk	\$323,000										\$323,000.00				\$323,000.00			
Roads	6-32-21-10-04-610	Health Unit Parking Lot	\$145,000		\$3,579.47							\$80,000.00	\$65,000.00				\$145,000.00			
Roads	6-32-21-00-16-610	Spruce Drive-Hwy 56 to 61 Street	\$530,000		\$33,009.18								\$530,000.00				\$530,000.00			
Water	6-41-11-10-07-610	Watermain on 47 Ave- 46 to 48 Street	\$350,000		\$12,131.43							\$350,000.00					\$350,000.00			
Equip	6-31-11-00-32-630	Skid Steer	\$35,000		\$98,189.02			\$35,000.00									\$35,000.00			
Equip	6-31-11-30-51-650	Tandem	\$300,000					\$300,000.00									\$300,000.00			
Vehicle	6-31-11-00-50-650	Two 3/4 Ton Trucks	\$145,000		\$66,452.38	\$145,000.00											\$145,000.00			
	6-32-21-10-16-610	Okoppe Walkway	\$72,000					\$12,000.00	\$60,000.00								\$72,000.00			
Parks	6-77-05-10-02-610	Sports Park-Parking Curbs	\$15,000		\$12,400.00			\$15,000.00									\$15,000.00			
2024 Capital Budget - Capital Projects (TCA)			\$0.00	\$4,284,435.00		\$350,013.44	\$145,000.00	\$65,000.00	\$97,000.00	\$760,000.00	\$19,435.00	\$0.00	\$42,500.00	\$0.00	\$430,000.00	\$918,000.00	\$0.00	\$1,807,500.00	\$0.00	\$4,284,435.00
2024 Total Capital Budget			\$0.00	\$5,194,935.00		\$531,923.84	\$230,000.00	\$324,000.00	\$262,000.00	\$910,000.00	\$250,935.00	\$0.00	\$62,500.00	\$0.00	\$430,000.00	\$918,000.00	\$0.00	\$1,807,500.00	\$0.00	\$5,194,935.00
Council Motion -			\$5,194,935.00	#DIV/0!				\$882,919.00	\$816,000.00					\$868,078.00	-\$221,088.00	\$357,120.00				\$5,194,935.00
2024 Capital Additions-WTP Boiler			\$95,000.00						\$66,919.00											\$95,000.00
Total 2024 Capital Budget			\$5,289,935.00																	\$5,289,935.00
Difference (Actual vs Council Budget)			-\$95,000																	-\$95,000

		2023 Carry Forward																
		Brought forward from 2023 Budget Carry Forward	2023 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount	Actual - Project Expenses April 30, 2024	Utility (Water) Avail for Capital	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves	2024 Operating Budget	Debtenture / Local Improvement	Grants - LGFF	Grants -CCBF	Grants - BMTG (\$0.00)	Other	Total	
2023 Carry Forward - Operational Projects (non TCA)																		
Op-Wat	2-41-01-00-10-252	PCL (programmable logic control) - Carry Forward - \$109,532.73 - Melissa - Jan 9, 2024	\$109,533.00							\$109,532.73							\$109,532.73	
Op-Wat	2-41-01-00-13-252	Make Up air unit - Carry Forward - \$28,536.34 - Melissa - Jan 10, 2024	\$28,536.00			\$28,536.34											\$28,536.34	
Op-Sew	2-42-00-00-02-583	Receiving water body quality assessment - Carry Forward - \$50,000 - Melissa - Jan 9, 2024	\$50,000.00				\$50,000.00										\$50,000.00	
Plan	2-61-02-00-06-239	SE ASP (\$200,000 regional grant with County) - carry forward project (\$200,000 - \$54,649.06 = \$145,350.94) to 2023 - Leann Dec 19, 2022	\$145,351.00													\$200,000 Grant (County)	\$145,350.94	
	2-74-14-00-03-252	Hot water tank replacement Carry Forward \$10,000 - PLS - Jan 10, 2024	\$9,800.00		\$8,497.86					\$9,800.00		Culture					\$9,800.00	
	2-73-13-03-05-252	Pool - Blind replacement (electrical) and whirlpool manual Carry Forward - \$15,000 - Brad - Jan 10, 2024	\$15,000.00							\$15,000.00		Community Partnership					\$15,000.00	
	2-77-82-00-01-519	Ball diamond backstop fence (2 diamonds) - 2023 - \$10,000 - 2022 carry forward - \$5000 to 2023 - Brad - Dec 22, 2022 - 2024 Carry Forward \$9,646 - Brad - Jan 10, 2024	\$9,646.00		\$8,560.00					\$9,646.00		Chain Link Fence					\$9,646.00	
	2-77-02-00-03-519	Top dressing spreader - Carry Forward - \$10,800.00 - PLS - Jan 10, 2024	\$10,800.00				\$10,800.00										\$10,800.00	
	2-77-03-00-01-519	Campground - Furnace & hot water tank - Carry Forward - \$11,500 - PLS - Jan 10, 2024	\$9,600.00		-\$7,512.00		\$9,600.00										\$9,600.00	
Parks	2-77-02-00-05-519	Outdoor arena refurbishment (new boards - \$104,210) - installation in 2023 - carry forward - \$52,105 to 2023 - delivery in 2023 - Brad - Dec 22, 2023 - 2024 Carry Forward \$52,105.00 - Brad - Jan 10, 2024	\$52,105.00						\$52,105.00								\$52,105.00	
																	\$0.00	
																	\$0.00	
																	\$0.00	
2023 Carry Forward - Operational Projects (non TCA)		\$0.00	\$440,371.00		\$9,545.86	\$28,536.34	\$70,400.00	\$0.00	\$52,105.00	\$143,978.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,350.94	\$0.00	\$440,371.01
2023 Carry Forward - Capital Projects (TCA)																		
Cap Fire	6-23-00-10-00-610	Fire Hall Traffic Signals - carry forward \$15,000 (1/2 County) to 2023 - Etienne - Dec 20, 2022, 2024- Carry forward \$15,000 from 2023 and add \$4,000	\$19,000.00					\$19,000.00									\$19,000.00	
Cap Fire	6-23-00-00-50-650	Replace Fire Chief Truck (2023 - \$94,000) - Reserve 2022 - County Invoice 2023 - 2023 Carry Forward \$94,000 - Jan 10, 2024	\$106,000.00		\$106,000.00			\$59,000.00		\$47,000.00		Fire Capital					\$106,000.00	
Cap-Tran	6-32-21-10-05-610	2024 - \$200,000 - 48th Ave Cost Sharing on Paving (Wellings) - Carry Forward - \$200,000 - Melissa - Jan 9, 2024	\$200,000.00							\$200,000.00		Land Development					\$200,000.00	
Cap-Air	6-33-00-00-10-610	Airport Runway - (2024) - Secure STIP funding - \$1,976,000 - \$1,482,000 STIP - Town - \$247,000/County \$247,000 -Carry Forward \$1,932,085.92 - Melissa - Jan 9, 2024	\$1,932,086.00		\$28,395.63			\$203,085.92								\$1,729,000.00	STIP Grant \$1,482,000/County = \$247,000	\$1,932,085.92
Cap-Wat	6-41-14-20-01-620	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210) - January 10, 2022 - Carry forward balance - Melissa - \$149,490 - 2023 - Funding (\$136,620.21 = \$149,490-\$12,869.79) used to fund Reservoir in 2023 - Melissa - Dec 22, 2022 - Melissa Jan 9, 2024 carry forward balance \$761,612.86	\$761,613.00		\$10,224.66								\$761,612.86				\$761,612.86	
Cap-Sew	6-42-00-00-12-610	Lift Station Upgrade - From 2022 Carry Forwards - Carry Forward \$153,543.89 - Melissa - Jan 9, 2024	\$153,544.00		\$263,545.74								\$153,543.89				\$153,543.89	

Cap-Tran	6-32-21-10-15-610	44 Avenue overlay from Hwy 12 to 38St - CAPP - carry forward \$7,500 for final Engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward \$7,500.00 for final Engineering - Melissa - Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
MSP	6-32-21-10-23-610	MSP - Type 4 Intersection (Hwy 12 at 80st- south side only) - Carry Forward Balance to 2022 - Melissa January 7, 2022 (\$842,611.75- \$442,526.24 = \$400,085.51 carry forward - 2023 carry forward \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 carry Forward \$7,500 for final engineering - Melissa - Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
Wat	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services) - Carry Forward \$40,000 - Melissa - January 7, 2022 - 2023 carry forward - \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward - \$7,500 for final engineering - Melissa - Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
Water	6-41-11-10-12-610	Watermain replacement east of 44th street between 49-50ave - project delayed due to supply issues and telus line - Carry Forward Balance (\$280,000-\$24,656.34 = \$255,353.66 - Melissa - January 7, 2022 - 2023 carry forward \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward - \$7,500 for final engineering - Melissa, Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
Trans	6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000 - \$15,284.81) - January 10, 2022 - Melissa - carry forward balance - \$44,715.19-\$16,699.57 = \$28,015.62 - 2023 carry forward \$15,000 for signs and planters - 2024 Carry Forward \$5,000 for Fence - Melissa - Jan 9, 2024	\$5,000.00					\$5,000.00											\$5,000.00	
Cemeter	6-56-00-60-01-660	New - columbarium - Carry forward \$21,000 - Allan - Jan 10, 2024	\$21,000.00		\$18,446.00			\$21,000.00											\$21,000.00	
Parks	6-77-02-30-01-630	Toro mower replacement -tender in 2023 - carry forward - \$96,000 - retender in 2023 - Brad - Dec 22, 2022 - 2024 - Carry Forward - \$96,000 - PLS - Jan 10, 2024	\$96,000.00					\$96,000.00											\$96,000.00	
																			\$0.00	
																			\$0.00	
2023 Carry Forward - Capital Projects (TCA)			\$0.00	\$3,324,243.00		\$426,612.03	\$0.00	\$0.00	\$307,085.92	\$126,000.00	\$247,000.00		\$0.00	\$0.00	\$915,156.75	\$0.00	\$0.00	\$1,729,000.00	\$0.00	\$3,324,242.67
2023 Total Carry Forwards			\$0.00	\$3,764,614.00		\$968,081.73	\$28,536.34	\$70,400.00	\$307,085.92	\$178,105.00	\$390,978.73		\$0.00	\$0.00	\$915,156.75	\$0.00	\$0.00	\$1,874,350.94	\$0.00	\$3,764,613.68
2024 Total Capital Budget (including Carry Forwards)			\$0.00	\$8,959,549.00		#DIV/0!	\$258,536.34	\$394,400.00	\$569,085.92	\$1,088,105.00	\$641,913.73		\$62,500.00	\$0.00	\$1,345,156.75	\$918,000.00	\$0.00	\$3,681,850.94		3,764,613.68
2024 Total Capital Budget Difference From Budget to Actual				-\$8,959,549.00					\$1,222,022.26		\$1,730,018.73			Total Grants Available	\$1,359,751.00	\$925,822.73	\$0.00			
									Total Reserves		\$2,952,040.99			Balance - December 31, 2024	\$14,594.25	\$7,822.73	\$0.00			

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF June 30 , 2024

Net Balance at End of Previous Month	\$	11,451,435.54
ADD: General Receipts (summarized below)		7,390,972.72
Interest Earned (Prime 7.20% less 1.60% = 5.60%)		59,865.36
Investments Matured		-
SUBTOTAL		18,902,273.62
LESS: General Disbursements		1,665,191.06
Payroll		495,873.86
Investments		-
Debenture Payments		101,022.73
Returned Cheques		11,107.14
Bank Charges		830.15
SUBTOTAL		2,274,024.94
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	16,628,248.68

Balance at End of Month - Bank		16,471,571.17
ADD: Outstanding Deposits		375,663.66
LESS: Outstanding Cheques		218,986.15
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	16,628,248.68

<u>INVESTMENTS:</u>		
US Bank Account		501,930.79
US Bank Interest		102.85
SUBTOTAL		502,033.64

TOTAL CASH ON HAND AND ON DEPOSIT **\$ 17,130,282.32**

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2th DAY OF July, 2024

MAYOR ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	5,501,050
4	Utility	AR	277,595
5	Airpaort	Grant	1,000,000
6			
7	BOT	Salary Reversal	33,201
8	Fines Distrubtion	Fine	8,614
9	Gov't Alberta	GST	15,654
10	HYC	Awesome Auction	61,076
11	Libaray	Salary Reversal	23,000
12	SMRW	Water	130,453
13	Stettler Waste	Waster	7,118
14	HWY 12/21	Water	38,027
15	SRC	Ice Rental	5,037
16	SRC	Swim lesson	4,286
17	SRC	Ball Diamond	7,120
18	AB Health Service	Rental- Kennedy	17,800
19	Atco Electric	Franchise Fee	71,843
20	Apex	Franchise Fee	185,555
21	Other		3,544
22		Total	7,390,973

TO: Town of Stettler Council

DATE: 2024 07 16

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – JUNE 2024

CAO – LEANN GRAHAM

1. Meetings:

- Town Council
- Committee of The Whole
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- General Administrative Staff Meetings
- Fire Staff Meetings
- IT Department Meeting
- Parks Tender Discussion Meeting
- Stettler Flood Study Meeting
- JHSC Meeting
- CUPE Staff Contractual Meeting
- Water Bylaw Presentation Meeting
- Board of Trade Executive Board Meeting
- Developer Meeting – Midtown Estates
- Coverage of Front Office for Staff to Attend Training
- SRO Meeting
- SDAA Meeting
- IDP Meeting with Dillon Consulting and County of Stettler
- Organizational Staff Safety Meeting
- Joint Town and County Council Meeting
- SWMA Meeting
- Physician Meeting – Rocket Dog
- Archival and Corporate Project Planning
- Department Head and Management Meeting Policy Review
- Public Works Golf Challenge

2. Projects:

- Council Agendas
 - Staff Reports Review and Preparation
- Clearview Shared Facility Agreement Review
- SRO Contract and Financial Review
- Airport Tender Review and Communication
- Human Resource Matters
- Budget Review
- Development Officer Training/Mentorship
- Administrative and Staff Matters

- Ratepayer and Community Partner Matters
- SRFD Agreement Management
- Archival Project
- Set Town Organizational Safety Meeting
- Board of Trade Oversight
- Coordinate Efficiency Training for Staff
- Corporate/Communications Interviews and Replacement (July 15 Start Date)
- Union Agreement Application
- Employee Recognition Policy
- Procurement Policy
- Town Equipment Use Policy
- Public Inquiry and response re Alberta Lacrosse Suspension
- Physician Recruitment Historical Financial Review
- Board of Trade Insurance Review
- SRFD Station 1 Request for Decision
- Men's Provincial Curling Memo
- Fire Agreement Financials

ASSISTANT CAO – KIM HYMERS

3. Meetings attended included:

- a. Council
- b. Staff
- c. Department Head
- d. Committee of the Whole
- e. Economic Development Committee
- f. Bylaw – Water/Utility
- g. Communications Coordinator Position - Interviews
- h. Alberta Municipalities CEIP Check In
- i. BOT Financials
- j. Diamond GP Smartlist Training – Covered Front Staff
- k. Safety Meeting
- l. Joint Town/County – Physician Recruitment
- m. Webinar – CMHC Housing Incentive Grant

4. Projects worked on included:

- a. Policy Review – read and review policies
- b. Bylaw Review – read and review bylaws
- c. Financial Reports
- d. Month End Financial Reporting
- e. Hotel Needs Assessment
- f. Housing Assessment – Report and Grants
- g. Continued training with Manager of Accounting & Financial Services

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Report to be presented at a later date.

TRANSPORTATION – SARAH MCCRINDLE

- Street sweeper out 2 times a week or more if needed
- Grader out for perimeter gravel roads and another round of back-alley grading
- Hauled the clay from the cemetery to the shop yard
- Hydrovac for underground utilities for ditch cleaning at the COOP bulk station in the east end
- Dig and fill cremations as needed
- Shop facility inspection
- Crosswalk and traffic lights monthly inspection
- Asphalt patching
- Had ATCO remove the overhead lines for the street lights in the yard and a couple of poles in anticipation of the new addition on to the shop
- Put out barricades for the parade
- Graded the water treatment plant road
- Dug out the area in the shop yard and backfilled with crushed concrete where we will be moving the existing cold storage building
- Had the sweeper out for the parade
- Did interviews for 2 summer casuals for public works
- Cleaned the ditch at the COOP bulk station
- Picked up 3 solar sump pumps from olds and installed 2 of them at the airport on the west end of the runway. Installed the other one along the train tracks at 46st and 51ave for drainage as we could not push a line under the highway due to underground utilities in that area.
- Used our asphalt milling machine and milled an area for the far west hangers at the airport for the county as we cost shared this project
- Hauled excess material to the regional dump
- Cleaned off the catch basins after each rain
- Painted the parking lot at the rec centre
- Set up for the town sale
- Line painting all over town
- Swept out at the airport
- Dig and fill full graves when needed
- Garbage can repairs when needed
- Cleaned up at the compost site at the transfer site
- Replaced the manhole barrel on main street for the Christmas tree. We had a 16” barrel and now we have a 45” barrel to make it easier for larger trees
- Replaced the Supernet box in the health unit parking lot as the old one was plastic and we put a metal one in to stand up to traffic once the parking lot is paved

- Applied dust control on the gravel road from peavey mart to 70st
- Graded the west parking lot of West Stettler Park
- Hydrovac an extra sump pit hole on the north side of the runway as the other 2 we put in are on the south side. Ordered another solar sump pump
- Finished cleaning out the cold storage building so it can be moved

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

Meetings:

- Tender meetings for Mower and Overhead doors
- Curling Alberta for the Provincials in January/February
- Joint Health & Safety
- After Council
- Department Head
- Board of Trade for Steel Wheels Parade
- Emerald Ash Borer in conjunction with Dutch Elm Disease
- All Staff Safety Meeting
- Parks & Public Works planning meeting
- Parks Safety Meeting
- Parks & Open spaces

Projects:

- Community Hall air handling (AC)
- Gopher control
- Tree removal and trimming
- Canada Day preparation
- Music in the park
- Vandalism reports
- Cemetery plot marking
- Transient abatement
- Fertilized and aerated playfields
- Used Equipment sale
- Concern & Complaints
- Regular mowing and weed eating
- Fence repair at Off Leash Park
- Elevator incident and report
- Tender awards for Mower and Overhead doors
- Beaver control
- Summer Casual interviews
- SRC painting and maintenance
- Sound System at the Community Hall
- Ball tournament setup/cleanup
- Shale delivery
- Orchard maintenance
- Weed control

- Campground WIFI
- RFQ for Ice Plant Maintenance
- Zamboni Boiler parts ordered

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2024 Permits to June 30, 2024	2023 Permits to June 30, 2023
Institutional	\$0.00	\$0.00
Industrial	\$0.00	\$100,412.00
Commercial	\$47,000.00	\$1,680,000.00
Residential	\$962,074.00	\$1,829,721.00
Total	\$1,009,074.00	\$3,610,133.00

2. Projects:

- Land Sale(s)
- Wellings Development
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Housing Assessment
- Intermunicipal Development Plan
- Rezoning Applications
- Hotel Survey

3. Meetings:

- Intermunicipal Development Plan
- Housing Assessment
- MPC
- Council Meeting
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Economic Development
- Health Unit

WATER – GRANT MCQUAY

- 1) Rounds, readings and locates
- 2) Dig site maintenance
- 3) Weekly cleaning of WTS sanitary tank's

- 4) CL17 analyzer bottles changed out.
- 5) Flushed grease mat at A lift station
- 6) Curbstop repair's
- 7) Turning off CC's for plumbing repairs/non payment
- 8) Weekly water distribution sampling for bacti and chlorine residuals.
- 9) Weekly testing for lift station emergency system.
- 10) Sewer backups and responding to customer
- 11) Sewer service repairs
- 12) Water Service leaks
- 13) Weekly Wastewater sampling.
- 14) Weekly Wastewater treatment.
- 15) Water Meter changes.
- 16) Aeration system, monitored quality of treatment
- 17) Council Meeting/Safety meeting
- 18) Worked on Shop projects truck 174
- 19) Water dispenser issues
- 20) Lagoon Dump pit
- 21) Sewer Main Flushing- problem Mains
- 22) Finished Hydrant Inspections
- 23) Water Main Valve repairs.
- 24) Weekly cleaning of screen in MH#2 at Lagoons
- 25) Working with construction contractors
- 26) Reservoir upgrade meeting
- 27) Customer water quality complaints
- 28) Water Transfer Station Communication issues

PARKS & LEISURE FOREMAN – DESIRAE PERRY

- Parks/Public Works Meeting
- Staff meeting
- Town Safety Meeting
- Girls Softball Tournament; Senior Mens Slo-pitch tournament; Minor Baseball year end playoff tournament; Minor Baseball Provincial playdowns
- Lacrosse year end tournament
- Summer BBQ (Parks)
- Mowing and weed eating
- Upkeep on mulch beds and planters
- Tree and hedge maintenance; tree takedowns
- Steel Wheel Stampede parade
- Daily ball diamond maintenance
- Daily bathroom upkeep (campground, Sports Park, Spray Park, WSP)
- Aerate sports fields
- Spray down Tennis Court
- Community Gardens (fill water tanks and rototill)

- Ashley took Parks and Sports fields Level 1&2 in Lacombe
- Regular upkeep and of green spaces, campground and facilities
- Playground Inspections
- Gathered Parks stuff out for Town Sale
- Shale delivery
- Facility Inspections
- Hung tarp at West Stettler Park gazebo
- Graffiti Removal

TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

Report to be presented at a later date.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The algae count report came back from the lab and the counts were low at the time of sampling. We are still feeding algaecide and will be increasing the feed rate as the temperatures increase.
2. The new Hach DR 3900 arrived and is now being used for our daily sampling analysis.
3. The settling tanks were drained down and cleaned out with yearly maintenance carried out on the sludge syphon system.
4. Part of the capital plant computer upgrade project is underway. The office main computer is now in service with commissioning ongoing. Quality Controls is working on the change list that the operators have submitted. The town back up computer has also been put into service.
5. Programming has been added into the new plant control computer to automate the transfer station inlet valve so that water can be pushed up to the 12/21 EQ Tank 24/7 when the tank requires water. This procedure was done manually by the operators only during the dayshift which made it difficult to keep up with 12/21 demand. So far it seems we have no troubles keeping up with 12/21 EQ tank demand with the level being in the top half of the tank.
6. Water demand has been up with the plant running for 20 hours per day at times. If demand increases there may be occasions for the need to run a second high lift pump.
7. Some repairs were made to the potassium permanganate feed system. A new timer relay was installed as the old one had failed.
8. Compressor "A" oil/air cooler has an air leak. The cooler needs to be replaced. A new cooler is on order from Atlas Copco. A leaking cooler that was previously replaced was sent in to a radiator repair shop in Red Deer to see if it could be repaired. The total repair cost for that cooler would have been almost that of a new cooler so we opted for the new cooler. We will send the second damaged cooler in to the shop to see if repair is feasible or not. The compressors have been moved out of the basement and up into the filter building where we hope that the coolers will no longer fail in such short time.
9. Routine monthly maintenance carried out.

DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- June 3 Customer Service AI demonstration part A
- June 6 Joint Health & Safety Meeting
- June 10 Customer Service AI demonstration part B
- June 10 Assistant CAO & IT meeting
- June 12 Economic Development Meeting
- June 13 Smartlist Builder training
- June 18 Town Council meeting
- Staff & Department Head meetings
- Daily office meetings
- Weekly IT meetings
- June 19 General Safety Meeting

Projects of note include:

- Setting up annual Walk n' Roll form and webpage
- Setup of backup scanning, since primary machine was having difficulty
- Setup Town account for video conferencing
- Brought in draft data to our system for visualization & comparison
- In a backup role, worked on financial software bugs, payment system bugs, & email issues
- Review of organization IT purchasing
- Moved folks to various offices
- Researched some options for replacing our main office printer/copier/scanner
- Did a bit of an office furniture review for Administration consideration
- Readied items for the Town auction/disposal
- Fulfilling other mapping/printing requests
- Mapping and database updates (paper, electronic and webmap)

REGIONAL FIRE MANAGER – IVAN DIJKSTRA

1.Meetings attended included: Town of Stettler Council, County of Stettler Council, County Administration Meeting, Town Administration Meeting.

2.Projects worked on included:

- Assist Fire Investigation & emergency incident responses
- Continued work on preparation of AFRRCS Roll-out, hardware is in the process of being programmed
- Continued work for updated dispatch protocols for SRFD with Red Deer Dispatch in anticipation of Red Deer Dispatch CAD changeover in September
- Recruiting of a new County Fire Chief – in place July 8th
- Financial invoicing between municipalities
- Year-to-Date SRFD Incident Statistics as of June 30, 2024:

	SRFD	Town	County
Fire Dollar Loss	8	4	4
Fire No Dollar Loss	23	8	15
Medical Assists	32	20	12
MVC	13	3	10
Alarms Ringing	38	33	5
Hazmat	1	1	0
TOTAL	115	69	46

Leann Graham
 CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77333	77342
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Hotel and Lodging Asso	77333	2024-07-05	\$418.95

Invoice Description	Invoice Number	Invoice Amount	

Parks - Campground Listing Fee	470860	\$418.95	

Cap Solar Pumps Ltd.	77334	2024-07-05	\$3,811.71

Invoice Description	Invoice Number	Invoice Amount	

Sewer - Solar Sump Pump	24242	\$3,811.71	

Guaranteed Great Baking	77335	2024-07-05	\$1,375.00

Invoice Description	Invoice Number	Invoice Amount	

Canada Day - Cupcakes	2	\$1,375.00	

Leo Schatz	77336	2024-07-05	\$2,785.36

Invoice Description	Invoice Number	Invoice Amount	

Refund Double Tax Payment	2024.07.03	\$2,785.36	

Matt Beatty	77337	2024-07-05	\$650.00

Invoice Description	Invoice Number	Invoice Amount	

Entertainment in the Park	2024	\$650.00	

Michael Boettger	77338	2024-07-05	\$262.71

Invoice Description	Invoice Number	Invoice Amount	

Refund Double Tax Payment	2024.07.03	\$262.71	

Nutrien Ag Solutions (Canada)	77339	2024-07-05	\$220.37

Invoice Description	Invoice Number	Invoice Amount	

Sewer - Grass Seed	901650416	\$220.37	

Sienna's Cleaning	77340	2024-07-05	\$700.00

Invoice Description	Invoice Number	Invoice Amount	

Shop - June Cleanings	114426	\$700.00	

Visual Sports Image	77341	2024-07-05	\$393.75

Invoice Description	Invoice Number	Invoice Amount	

SRC - REACH licence	VSI2024-196	\$393.75	

Work Authority	77342	2024-07-05	\$514.49

Invoice Description	Invoice Number	Invoice Amount	

System: 2024-07-05 10:11:08 AM
User Date: 2024-07-05

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: Anika

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire Joint - Work Boots		2024.06.11	\$514.49
	Total Cheques		----- \$11,132.34 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77343	77355
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	77343	2024-07-12	\$30.50

Invoice Description	Invoice Number	Invoice Amount	
Admin - Land Titles	L277323	\$10.00	
P&D - Searches	F0064Q8	\$20.00	
Admin - Interest	INT	\$0.50	

Canadian Association of Municip	77344	2024-07-12	\$291.38

Invoice Description	Invoice Number	Invoice Amount	
Admin - Annual Membership	2024.01.16	\$291.38	

Central Alberta Child Advocacy	77345	2024-07-12	\$10,000.00

Invoice Description	Invoice Number	Invoice Amount	
2024 Annual Funding	2024.07.10	\$10,000.00	

Elsasser, Ross	77346	2024-07-12	\$12,810.00

Invoice Description	Invoice Number	Invoice Amount	
Canada Day Fireworks	2402	\$12,810.00	

Erskine Curling Club	77347	2024-07-12	\$20,000.00

Invoice Description	Invoice Number	Invoice Amount	
Mens Curling Championship Fund	2024.07.10	\$20,000.00	

Jack Brososky	77348	2024-07-12	\$329.80

Invoice Description	Invoice Number	Invoice Amount	
Clearing - Tax Refund	2024.07.05	\$329.80	

Receiver General for Canada	77349	2024-07-12	\$71,557.11

Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP14-24	\$57,309.78	
Town Tax Remittance	PP14-24.	\$7,463.68	
BOT Tax Remittance	PP214-24.BOT	\$2,687.57	
Library Tax Remittance	PP14-24.LIB	\$4,096.08	

Shrum's Sausage & Meats	77350	2024-07-12	\$420.00

Invoice Description	Invoice Number	Invoice Amount	
Due to Staff Association	11316	\$420.00	

Special Event Sales	77351	2024-07-12	\$3,306.48

Invoice Description	Invoice Number	Invoice Amount	
Hall - Tables and Trolley	61061-2	\$3,306.48	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Friends of the Librar	77352	2024-07-12	\$1,000.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Culture Days Contribution	B033	\$1,000.00	
=====			
Stettler Tool & Hardware	77353	2024-07-12	\$2,685.73
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Stripper Wire	10012980	\$115.48	
Trans - Tools for Dodge Truck	10013038	\$973.25	
Trans - Tools	10013056	\$190.02	
Trans - Tools	10013418	\$1,312.49	
Water - Parts for New Hydrvac	10013381	\$94.49	
=====			
Steve Jevne	77354	2024-07-12	\$650.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Entertainment in the Park	2024.04.22	\$650.00	
=====			
Vogel, Liezel	77355	2024-07-12	\$1,909.85
=====			
Invoice Description	Invoice Number	Invoice Amount	
Clearing - Tax Refund	2024.07.10	\$1,909.85	
=====			
Total Cheques			\$124,990.85
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007616	EFT0007652
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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

4L Communications Inc.	EFT0007617	2024-07-02	\$123.34

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Trans Telephone	STTLRIN21888	\$123.34

5 Star Services and Products I	EFT0007618	2024-07-02	\$147.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Fire Joint - Uniforms	162021RP	\$147.00

969754 Alberta Ltd.	EFT0007619	2024-07-02	\$1,020.00

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Park - Lunch for Fall Course	324	\$199.50
	Park - Staff BBQ	325	\$820.50

APEX Supplementary Pension Pla	EFT0007620	2024-07-02	\$334.42

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Apex Sub Pension Plan Remit	PP13-24	\$334.42

Bagshaw Electric Ltd.	EFT0007621	2024-07-02	\$358.92

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Fire Joint - EMT Conduit	IC055222	\$37.94
	Trans - Refill Shop Propane	IC055715	\$141.96
	Christmas Tree Barrel Replace	IC056378	\$179.02

Black Press Group Ltd.	EFT0007622	2024-07-02	\$1,778.07

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	P&D & HBC Ads	BPI152792	\$832.92
	Fire Business Cards	BPI152793	\$192.45
	Office - Summer Student ad	BPI155221	\$364.82
	Office - Communications AD	BPI15222	\$387.88

Border Paving Ltd.	EFT0007623	2024-07-02	\$1,438.76

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Roads - Asphalt Hotmix	75855	\$1,438.76

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Brenda's Country Catering	EFT0007624	2024-07-02	\$2,194.42
Invoice Description	Invoice Number	Invoice Amount	
PR - Pancake Breakfast	4109	\$2,194.42	
Cammco Mechanical	EFT0007625	2024-07-02	\$234.68
Invoice Description	Invoice Number	Invoice Amount	
Fire - Disable Auto Timer	2329	\$234.68	
Canadian Union of Public Emplo	EFT0007626	2024-07-02	\$715.00
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP13-24	\$715.00	
Canoe Procurement Group of Can	EFT0007627	2024-07-02	\$13,544.65
Invoice Description	Invoice Number	Invoice Amount	
SRC - Scrubber Parts	AB215185	\$333.02	
Water - CC Box and Brass Plugs	AB213978	\$5,895.33	
Water - Replace Tires	AB212998	\$227.29	
Parks - New tires on Mower	AB215568	\$1,212.69	
Trans - Filters for Grader	AB213583	\$215.22	
Trans - Hydraulic Oil	PF-12032-11482	\$69.70	
Trans, Water, parks Diesel	PF-11995-11444	\$5,131.64	
Trans - Fleet repair	AB216710	\$40.59	
WTP - Equip repair	AB216871	\$150.37	
Park - Equip Repair	AB216995	\$38.14	
Parks - Equip Repair	AB216869	\$230.66	
Capital H2O Systems Inc.	EFT0007628	2024-07-02	\$176.40
Invoice Description	Invoice Number	Invoice Amount	
WTP - Pump Tube	19927	\$176.40	
Caro Analytical Services	EFT0007629	2024-07-02	\$86.10
Invoice Description	Invoice Number	Invoice Amount	
WTP - Water Analysis	IC413607	\$43.05	
WTP - Water Analysis	IC410817	\$43.05	
Cas Tech Inc.	EFT0007630	2024-07-02	\$1,528.59
Invoice Description	Invoice Number	Invoice Amount	
Shop - Computer for Mechanics	1791	\$1,528.59	
CentralSquare Canada Software	EFT0007631	2024-07-02	\$257.25
Invoice Description	Invoice Number	Invoice Amount	
Admin - Smartlist Training`	413779	\$257.25	
Commercial Truck Equipment Cor	EFT0007632	2024-07-02	\$394.97
Invoice Description	Invoice Number	Invoice Amount	
Fire - 2-12 Pin Modules	CA-0004728831	\$394.97	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ember Graphics	EFT0007633	2024-07-02	\$398.48

Invoice Description	Invoice Number	Invoice Amount	
Canada Day Posters	9073	\$398.48	

GT Hydraulic & Bearing	EFT0007634	2024-07-02	\$2,361.53

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Hose Repair	000-413705	\$19.93	
Arena - Exhaust Fan Belt	000-41545	\$13.28	
Sewer - New Battery for Lift	000-413715	\$142.63	
Parks - Bearings for Mower	000-414429	\$358.34	
Shop - Pressure Washer Fitting	000-414536	\$32.24	
Water - Power Steering Seals	00-414863	\$42.38	
Trans - Filters for Sweeper	000-413580	\$127.90	
Trans - Bearings	000-411310	\$20.95	
Trans - Oil Filter	000-413604	\$39.02	
Parks - Rebuild Cylinder	999-030061	\$633.26	
Traffic - Fittings & Hoses	000-414213	\$228.07	
Trans - Fittings for Skidsteer	000-413485	\$531.15	
Parks - Replace Battery	000-413209	\$142.51	
Water - Fittings for Hose	000-413961	\$4.90	
WTP - Camlock and Hose Repair	000-413693	\$24.97	

Heartland Auto Supply	EFT0007635	2024-07-02	\$3,414.13

Invoice Description	Invoice Number	Invoice Amount	
Trans - Clamp Assembly	001-569228	\$32.68	
P&L - Saftey SUPPLIES	001-570072	\$94.68	
Trans - Paint for Projects	001-570887	\$35.32	
Trans - Parts for Broom	001-570981	\$21.21	
Trans - Grinding Discs	001-567621	\$77.24	
Trans - Ear Muffs for Noise	001-571154	\$56.39	
Trans - Hi Vis Vests	001-571641	\$172.57	
Trans - Gloves for Greasing	001-571799	\$38.85	
Trans - Misc supplies	001-571120	\$65.07	
Trans - New Hitch	001-571870	\$147.39	
Water - Drill Bit	001-569923	\$61.08	
Water - Friction Modifier	001-572019	\$20.17	
Trans - Filter for Backhoe	001-572231	\$30.81	
WTP - Fittings for Mower	001-570183	\$22.69	
Shop - Slings & Hardware	001-570182	\$872.87	
Water - Exhaust Clamp	001-571918	\$9.64	
Parks - Luq Nut	001-571194	\$2.44	
Trans - Hydraulic Hose	001-571221	\$378.56	
Trans - Fittings for Air Lines	001-570539	\$10.10	
Trans - Filter for Pickup	001-570046	\$10.27	
Shop - ABS Sensor	001-571224	\$193.22	
Trans - Hydraulic Hose	001-570358	\$217.00	
Water - Trans Filter Kit	001-570956	\$269.18	
Trans - Electrical Connectors	001-571146	\$103.93	
Parks - Filter and Fuses	001-569833	\$17.64	
WTP - Winch for Lifting Pumps	001-570085	\$318.71	
Fire - Supplies	001-571702	\$113.59	
Fire - All Purpose Silicone	001-571174	\$12.16	
Trans - Clamp for cement Mixer	001-571827	\$10.35	

Heartland Glass Ltd.	EFT0007636	2024-07-02	\$138.60

Invoice Description	Invoice Number	Invoice Amount	
SRC - Fix Red Rink West Doors	109213	\$131.25	
Comm hall - 2 Keys Cut	109238	\$7.35	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Hi Way 9 Express Ltd.	EFT0007637	2024-07-02	\$1,338.30
Invoice Description	Invoice Number	Invoice Amount	
Shop freight	0239733	\$469.36	
Trans Freight	66134867	\$146.91	
Trans Freight	66134869	\$49.68	
Shop Freight	12830681	\$672.35	
Innov8 Digital Solutions	EFT0007638	2024-07-02	\$201.69
Invoice Description	Invoice Number	Invoice Amount	
P&L - Photocopies 05.06-06.05	IN496423	\$201.69	
Keiths Refrigeration	EFT0007639	2024-07-02	\$1,037.16
Invoice Description	Invoice Number	Invoice Amount	
SRC - Consession Cooler Repair	24209	\$875.46	
SRC - Consession	24132	\$161.70	
Local Authorities Pension Plan	EFT0007640	2024-07-02	\$31,493.96
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP13-24	\$31,493.96	
Mega-Tech	EFT0007641	2024-07-02	\$18,934.54
Invoice Description	Invoice Number	Invoice Amount	
Fire Town - Emergency lights	24-4300	\$561.67	
Fire - Reg Manager Truck	24-3909	\$18,372.87	
Purolator Courier Ltd.	EFT0007642	2024-07-02	\$558.11
Invoice Description	Invoice Number	Invoice Amount	
WTP, Water, Fire Joint Freight	580012248	\$558.11	
R & E Elevator Ltd.	EFT0007643	2024-07-02	\$525.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Elevator Repair	12314	\$525.00	
Rally Rentals	EFT0007644	2024-07-02	\$156.71
Invoice Description	Invoice Number	Invoice Amount	
Shop -Oxygen for Cutting Torch	32368095	\$156.71	
Schwalter, Derek	EFT0007645	2024-07-02	\$46.18
Invoice Description	Invoice Number	Invoice Amount	
WTP - 2 Pair of Jeans	2024.06.24	\$46.18	
Stettler Agri-Centre	EFT0007646	2024-07-02	\$1,697.14
Invoice Description	Invoice Number	Invoice Amount	
Park - Weed Eaters	28722S	\$1,335.57	
Trans - Water Kit for Chop Saw	29100S	\$302.34	
Parks - Weed Eater String	19032S	\$283.47	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Parks - Tree Matc materials	28877S		\$510.78
Stettler Dads Services	EFT0007647	2024-07-02	\$1,500.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Water Biling June Meter Reader	2024-06	\$1,500.00	
Stettler Registry Services Ltd	EFT0007648	2024-07-02	\$271.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Trans - Reistration on #192	SR400012310	\$89.25	
P&L - Driver Abstracts	SR100028716	\$80.25	
Trans - In transit Permit	SR400012234	\$24.00	
Trans - Registration	SR100028468	\$9.00	
P&L - Driver Abstract	SR100028393	\$35.25	
Water - Registration	SR100028383	\$33.25	
Stettler Telephone Answering S	EFT0007649	2024-07-02	\$157.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP - Working Alone Monitor	174	\$157.50	
Trinus Technologies Inc	EFT0007650	2024-07-02	\$1,141.38
=====			
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus	7358	\$1,141.38	
Uptown Office Supply Ltd.	EFT0007651	2024-07-02	\$723.64
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&L - Office Supplies	08855	\$93.37	
Office - Stationary	08920	\$36.71	
Office - Supplies	09047	\$219.18	
P&L - Hole Puncher	08885	\$5.00	
Admin - Stationary	08953	\$51.30	
Pool - Office Supplies	09027	\$318.08	
W.R. Meadows of Western Canada	EFT0007652	2024-07-02	\$1,999.39
=====			
Invoice Description	Invoice Number	Invoice Amount	
Roads - Repair Potholes	120018398	\$1,999.39	
Total Cheques			\$93,753.86
			=====

92,427.01

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007653	EFT0007692
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	EFT0007653	2024-07-09	\$15,031.04

Invoice Description		Invoice Number	Invoice Amount

Bylaw - May Enforcement		11286	\$15,031.04

Barnes, Roger	EFT0007654	2024-07-09	\$25.00

Invoice Description		Invoice Number	Invoice Amount

SRC - Phone Allowance		2024.07.01	\$25.00

Bassa Social Innovations Inc.	EFT0007655	2024-07-09	\$41,475.00

Invoice Description		Invoice Number	Invoice Amount

Housing Needs Assesment		IN24-017	\$41,475.00

Brennan, Maya	EFT0007656	2024-07-09	\$150.00

Invoice Description		Invoice Number	Invoice Amount

p&d - tRAVAL aLLOWANCE		2024.07.01	\$150.00

Canoe Procurement Group of Can	EFT0007657	2024-07-09	\$21,717.44

Invoice Description		Invoice Number	Invoice Amount

May Fuel		PF-12046-11507	\$10,771.74
April Fuel		PF-11987-11435	\$10,945.70

Commercial Truck Equipment Cor	EFT0007658	2024-07-09	\$96.72

Invoice Description		Invoice Number	Invoice Amount

Fire - Rescue 14 Repairs		CA0004728944	\$96.72

County of Stettler	EFT0007659	2024-07-09	\$4,617.00

Invoice Description		Invoice Number	Invoice Amount

Roads - Oil for Airport Hanger		COS010436	\$4,617.00

Dahl, Steven	EFT0007660	2024-07-09	\$70.00

Invoice Description		Invoice Number	Invoice Amount

Shop - Tool Allowance		2024.07.01	\$70.00

Diverse Signs	EFT0007661	2024-07-09	\$431.54

Invoice Description		Invoice Number	Invoice Amount

Water - Signs for Construction		11501	\$193.65
P&L - Canada Day Signage		11533	\$237.89

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dodd, Sonia	EFT0007662	2024-07-09	\$125.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone & Trvl Allowance	2024.07.01	\$125.00	
Dolan, Lori	EFT0007663	2024-07-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - July Phone Allowance	2024.07.01	\$25.00	
East Central Alberta Catholic	EFT0007664	2024-07-09	\$41,125.85
Invoice Description	Invoice Number	Invoice Amount	
Catholic School - 2 Quarter	15657	\$41,125.85	
Stettler FCSS	EFT0007665	2024-07-09	\$51,318.65
Invoice Description	Invoice Number	Invoice Amount	
FCSS 3rd Quarter Payment	2024.07.01	\$51,318.65	
Graham, Leann	EFT0007666	2024-07-09	\$375.00
Invoice Description	Invoice Number	Invoice Amount	
July Phone & Trvl Allowance	2024.07.01	\$375.00	
Hadley Concrete	EFT0007667	2024-07-09	\$19,668.23
Invoice Description	Invoice Number	Invoice Amount	
Sidewalk- 48 Ave/45 St Install	2411	\$19,668.23	
Heartland Express	EFT0007668	2024-07-09	\$572.85
Invoice Description	Invoice Number	Invoice Amount	
Trans & Water Freight	15652	\$486.54	
Trans Freight	15735	\$86.31	
Hymers, Kim	EFT0007669	2024-07-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
July Phone & Trvl Allowance	2024.07.01	\$100.00	
Keiths Refrigeration	EFT0007670	2024-07-09	\$2,345.24
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Rooftop Unit	24139	\$2,345.24	
Leckie, Neil	EFT0007671	2024-07-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - July Phone Allowance	2024.07.01	\$25.00	
Macey, Mikayla	EFT0007672	2024-07-09	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tool Allowance	2024.07.01	\$40.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Manalastas, Victor	EFT0007673	2024-07-09	\$3,412.50

Invoice Description	Invoice Number	Invoice Amount	
Office - June Janitor	13	\$3,150.00	
Fire Joint Janitor	14	\$262.50	
Merlin Shredding Inc.	EFT0007674	2024-07-09	\$206.33

Invoice Description	Invoice Number	Invoice Amount	
Office - 2024 Record Shredding	244267	\$206.33	
MPE Engineering Ltd	EFT0007675	2024-07-09	\$2,165.10

Invoice Description	Invoice Number	Invoice Amount	
Sewer - Waterbody Assesment	4360-002-00-01	\$2,165.10	
Municipal Property Consultants	EFT0007676	2024-07-09	\$7,063.60

Invoice Description	Invoice Number	Invoice Amount	
July Assessor	17183	\$7,063.60	
Parkland Regional Library	EFT0007677	2024-07-09	\$13,860.88

Invoice Description	Invoice Number	Invoice Amount	
Library - Parkland Membership	240223	\$13,860.88	
Perry, Desirae	EFT0007678	2024-07-09	\$50.00

Invoice Description	Invoice Number	Invoice Amount	
P&L - July Phone Allowance	2024.07.01	\$50.00	
Peterson, Chase	EFT0007679	2024-07-09	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2024.07.01	\$25.00	
Peterson, Jacqui	EFT0007680	2024-07-09	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
P&L - July Phone Allowance	2024.07.01	\$25.00	
Robbins, Brad	EFT0007681	2024-07-09	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
P&L - July Travel Allowance	2024.07.01	\$100.00	
Stettler Flooring	EFT0007682	2024-07-09	\$1,566.10

Invoice Description	Invoice Number	Invoice Amount	
SRC - Blue Stands	77538	\$1,566.10	
Stettler & District Handibus	EFT0007683	2024-07-09	\$537.33

Invoice Description	Invoice Number	Invoice Amount	
Handibus - May Utilities	4091	\$207.53	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Handibus - March Utilites	4061		\$329.80
Stettler Public Library	EFT0007684	2024-07-09	\$62,944.75
Invoice Description	Invoice Number	Invoice Amount	
Library - 3rd Quarter Grant	2024.07.01	\$62,944.75	
Stettler Telephone Answering S	EFT0007685	2024-07-09	\$157.50
Invoice Description	Invoice Number	Invoice Amount	
WTP - June Working Alone	176	\$157.50	
Stettler Waste Management	EFT0007686	2024-07-09	\$108,205.00
Invoice Description	Invoice Number	Invoice Amount	
2nd Quarter Landfill Payment	SWM0004444	\$108,205.00	
Stormoen, Angela	EFT0007687	2024-07-09	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Phone & Trvl Allowance	2024.07.01	\$175.00	
Tagish Engineering Ltd.	EFT0007688	2024-07-09	\$21,884.37
Invoice Description	Invoice Number	Invoice Amount	
Airport - Runway Rehab	20517	\$240.98	
Hwy 56&12 Improvments	20518	\$7,848.98	
Road Paving - Spruce Drive	20520	\$10,757.12	
Water Replacement - 47 Ave	20519	\$3,037.29	
Vanlanduyt, Lara	EFT0007689	2024-07-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
July Phone & Trvl Allowance	2024.07.01	\$100.00	
W.R. Meadows of Western Canada	EFT0007690	2024-07-09	\$379.65
Invoice Description	Invoice Number	Invoice Amount	
Roads - Primer for asphalt	120018769	\$379.65	
WFR Wholesale Fire & Rescue Lt	EFT0007691	2024-07-09	\$29,102.85
Invoice Description	Invoice Number	Invoice Amount	
Fire Town - Bunker Gear	INV/2024/2942	\$29,102.85	
Yost, Dustin & Maria Cristine	EFT0007692	2024-07-09	\$2,000.00
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Janitor	2024.07.01	\$2,000.00	
Total Cheques			\$453,295.52

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007693	EFT0007709
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
APEX Supplementary Pension Pla	EFT0007693	2024-07-16	\$334.42

Invoice Description	Invoice Number	Invoice Amount	

Sub Pension Plan	PP14-24	\$334.42	

Border Paving Ltd.	EFT0007694	2024-07-16	\$1,447.58

Invoice Description	Invoice Number	Invoice Amount	

Roads - Asphalt Hot Mix	76064	\$1,447.58	

Bounty Onsite Inc.	EFT0007695	2024-07-16	\$3,550.63

Invoice Description	Invoice Number	Invoice Amount	

Hall - Janitorial Supplies	001-153631	\$175.03	
P&L - Janitorial Supplies	001-153632	\$736.60	
Trans - Line Paint	001-153826	\$76.21	
P&L - Sports Park Parking Lot	001-153871	\$76.21	
WTP - Cartridge Filter Combo	001-153931	\$378.00	
Trans - Brushes for Tack Oil	001-153987	\$32.91	
SRC - Cleaning Supplies	001-154041	\$1,518.34	
P&L - Building Filters	001-154218	\$132.90	
P&L - Equipment Filters	001-154292	\$221.13	
Water - Paint for Hyndrants	001-154010	\$62.81	
Water - Flags for Airport	001-153842	\$140.49	

Canadian Union of Public Emplo	EFT0007696	2024-07-16	\$742.50

Invoice Description	Invoice Number	Invoice Amount	

Union Dues	PP14-24	\$742.50	

Capital Power	EFT0007697	2024-07-16	\$81,186.88

Invoice Description	Invoice Number	Invoice Amount	

Capital Power	5188724	\$5,191.20	
Capital Power	5188732	\$75,995.68	

Combat Spraying Ltd.	EFT0007698	2024-07-16	\$945.00

Invoice Description	Invoice Number	Invoice Amount	

Park - Portable Toilet Rentals	7426	\$945.00	

County of Stettler	EFT0007699	2024-07-16	\$9,892.32

Invoice Description	Invoice Number	Invoice Amount	

Fire Joint - 229 Repairs	COS10418	\$9,892.32	

Gateway Mechanical Services In	EFT0007700	2024-07-16	\$1,046.50

Invoice Description	Invoice Number	Invoice Amount	

SRC - Ice Plant Repair	773931	\$1,046.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Home Hardware	EFT0007701	2024-07-16	\$3,749.29
=====			
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Office - Water	137179	\$10.50
	P&L - Wire Stripper	137192	\$34.64
	Trans - Water, Coffee Lots	137132	\$77.21
	P&L - Shower Curtains	137063	\$81.80
	Shop - Water	137074	\$7.50
	P&L - Paint for Doors	137177	\$12.26
	Fire - Fuel jugs	137204	\$756.00
	Shop - Water	137233	\$7.50
	P&L - Chain for Drag Mat	137238	\$34.76
	P&L - Paint	137244	\$756.50
	P&L - Campground Stalls	137234	\$25.17
	Parks - Paint	137299	\$1,392.05
	Office - Water	137331	\$15.75
	P&L- Tree and Flower Bed Tools	137339	\$55.60
	Parks - Flags for Parks	137364	\$199.19
	Parks - Weed Eater Fuel	137360	\$189.00
	Arena - Screws	137239	\$4.50
	Shop - Water	137453	\$7.50
	Water - Tool Box	2024.05.01	\$31.49
	Water - Tool Box	2024.05.01.2	\$11.54
	Water - Replacement Cain	2024.05.08	\$38.83
	-----	-----	-----
Local Authorities Pension Plan	EFT0007702	2024-07-16	\$31,623.99
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	LAPP Contribution	PP14-24	\$31,623.99
	-----	-----	-----
Local Government Admin. Assoc.	EFT0007703	2024-07-16	\$288.75
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Admin - 2024 Membership	03551	\$288.75
	-----	-----	-----
Loomis Express	EFT0007704	2024-07-16	\$186.56
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	WTP - Freight	10957003	\$46.14
	Shop Freight	10930857	\$140.42
	-----	-----	-----
Purolator Courier Ltd.	EFT0007705	2024-07-16	\$800.07
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Water & WTP Freight	520027646	\$800.07
	-----	-----	-----
Schwartz Home Building Centre	EFT0007706	2024-07-16	\$134.30
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Sewer - Down Spout	873343	\$134.30
	-----	-----	-----
Stettler Agri-Centre	EFT0007707	2024-07-16	\$83.99
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	WTP - Belt	29204S	\$83.99

Vendor Name	Cheque Number	Cheque Date	Cheque Amount															
Stettler Building Supplies Ltd	EFT0007708	2024-07-16	\$327.64															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Hall - Ceiling Tile</td> <td>AM2014</td> <td>\$15.21</td> </tr> <tr> <td>P&L - Photo Booth</td> <td>AM2979</td> <td>\$61.89</td> </tr> <tr> <td>P&L - Repairs</td> <td>AM2735</td> <td>\$234.87</td> </tr> <tr> <td>P&L - Photo Booth</td> <td>AM3111</td> <td>\$15.67</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Hall - Ceiling Tile	AM2014	\$15.21	P&L - Photo Booth	AM2979	\$61.89	P&L - Repairs	AM2735	\$234.87	P&L - Photo Booth	AM3111	\$15.67
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P&L - Repairs	AM2735	\$234.87																
P&L - Photo Booth	AM3111	\$15.67																
Stettler Public Library	EFT0007709	2024-07-16	\$1,000.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>P&L - Mini Golf Course</td> <td>B031</td> <td>\$500.00</td> </tr> <tr> <td>P&L - Donation from SWN</td> <td>B032</td> <td>\$500.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	P&L - Mini Golf Course	B031	\$500.00	P&L - Donation from SWN	B032	\$500.00						
Invoice Description	Invoice Number	Invoice Amount																
P&L - Mini Golf Course	B031	\$500.00																
P&L - Donation from SWN	B032	\$500.00																
Total Cheques			\$137,340.42															

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000797
Cheque Date	First	Last		ONL000798

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Telus Communications	ONL000797	2024-07-12	\$2,547.93
Invoice Description		Invoice Number	Invoice Amount

Teus Communications		2024.06.22-202	\$2,547.93
=====			
Telus Mobility Inc.	ONL000798	2024-07-12	\$1,302.93
Invoice Description		Invoice Number	Invoice Amount

Telus Mobility		45751315	\$1,302.93

		Total Cheques	\$3,850.86
			=====



Request For Decision

Agenda Item:

Issue:

Applicant: 1859892 Alberta Inc / Kyle McCowan

Legal: Lots 6-10, Block 71, Plan 3781KS

Civic: 4625 – 59 Street

Proposed Land Use Bylaw 2060-15 Amendment:

1. Amending DC3: Direct Control Transitional District to DC3: Direct Control Commercial Neighborhood District
2. Rezoning from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District

Recommendation:

That Council gives second & third reading to Bylaw 2173-24 to Amend Land Use Bylaw 2060-15 that Part 10: LAND USE DISTRICTS Section 90 Amending DC3: Direct Control Transitional District to DC3: Direct Control Commercial Neighborhood District. And Rezone Lots 6-10, Block 71, Plan 3781KS from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District

General:

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 above-mentioned 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.

Please note 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.

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 90: DC3 Direct Control ~~Transitional~~ Commercial Neighborhood District

84.1 Purpose:

To provide for a transitional area that is compatible with the general nature of the neighborhood.

84.2 Uses:

Permitted Uses	Discretionary Uses
Such uses as deemed by Council to be compatible with the general nature of the neighborhood.	Existing businesses at the time of final passing of this Bylaw.

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 Council's Discretion
Floor Area	At Council's Discretion
Minimum Building Height	At Council's Discretion
Front Yard Setback	At Council's Discretion
Side Yard Setback	At Council's Discretion
Rear Yard Setback	At Council's Discretion
Parking	At Council's Discretion
Accessory Building	At Council's Discretion

Alternatives:

Council does not proceed to give this Bylaw first reading.

Author:

Angela Stormoen
Development Officer

BYLAW 2173-24

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2060-15 OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.

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

1. That Part 10: LAND USE DISTRICTS be amended by changing Section 90: DC3 - Direct Control Transitional District to DC3 - Direct Control Commercial Neighborhood District, whose regulations are described within Schedule "A", which is attached to and forming part of this Bylaw; and
2. That Schedule "A" of Bylaw 2060-15 shall be and is hereby amended as follows:
 - (a) Lots 6-10, Block 71, Plan 3781KS rezone from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District.
3. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this 18th day of June A.D. 2024.

NOTICE OF ADVERTISEMENT published June 27, 2024 & July 4, 2024.

Public Hearing held July 16, 2024 at 7:00 P.M.

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

Section 90: DC3 Direct Control Commercial Neighbourhood District

90.1 Purpose:

To provide for a transitional area that is compatible with the general nature of the neighbourhood.

90.2 Uses:

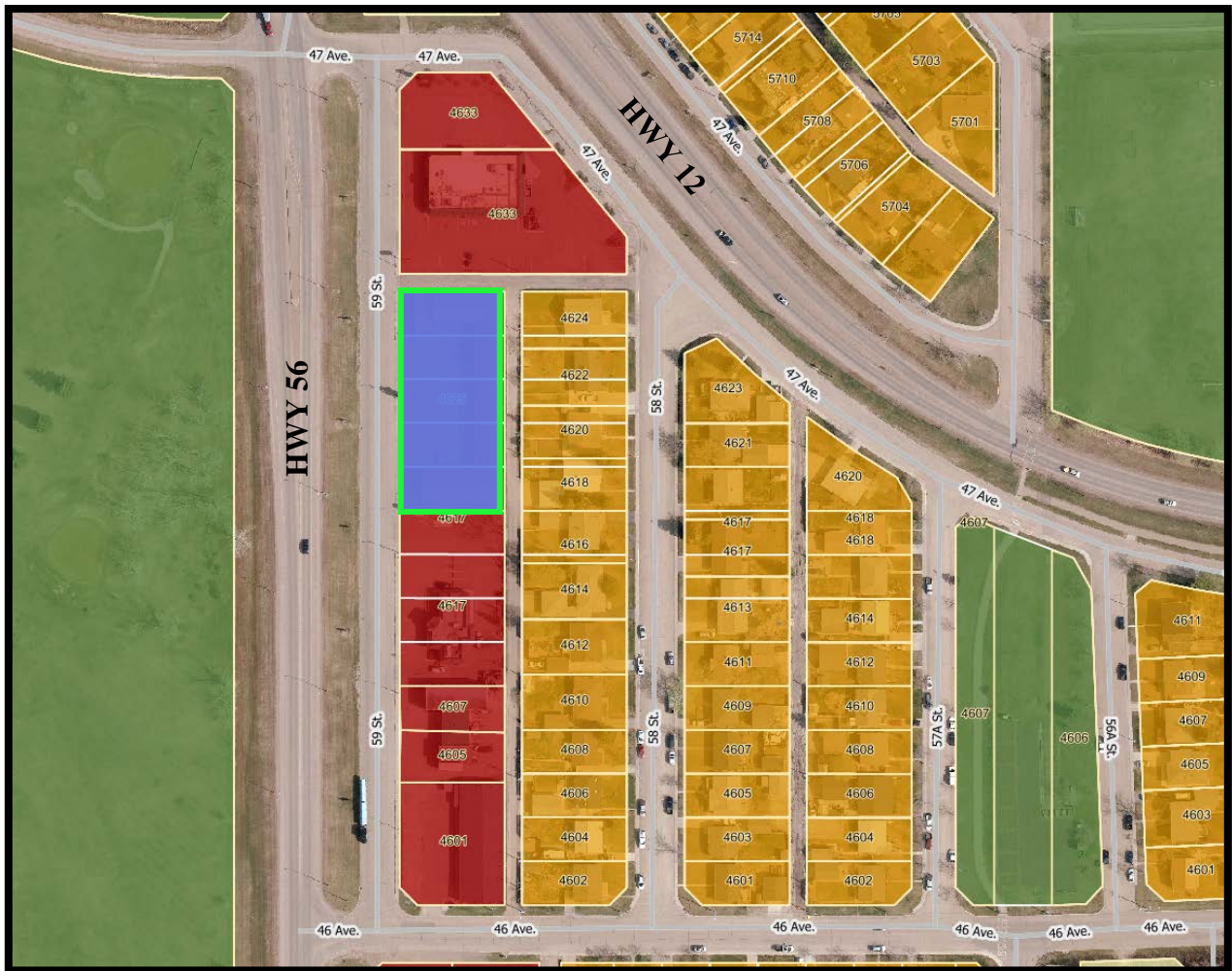
Permitted Uses	Discretionary Uses
Such uses as deemed by Council to be compatible with the general nature of the neighbourhood.	Existing businesses at the time of final passing of this Bylaw.

90.3 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 Council's discretion.
Floor Area	At Council's discretion.
Minimum Parcel Area	At Council's discretion.
Maximum Building Height	At Council's discretion.
Front Yard Setback	At Council's discretion.
Side Yard Setback	At Council's discretion.
Rear Yard Setback	At Council's discretion.
Parking	At Council's discretion.
Accessory Buildings	At Council's discretion.

**4625 – 59 Street
Proposed Zoning**



LEGEND	
	R1: Residential Low Density
	C2: Commercial Highway
	P: Public Use
	DC3: Direct Control Commercial Neighborhood District
	4625 – 59 Street

Office of the
Prime Minister



Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

June 28, 2024

His Worship Sean Nolls
Mayor
Town of Stettler
P.O. Box 280
Stettler, Alberta
T0C 2L0

Dear Mayor Nolls:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of your letter of June 6, 2024, in relation to federal carbon pollution pricing.

Thank you for taking the time to write to the Prime Minister. You may be assured that your comments, offered on behalf of the Town of Stettler, have been carefully reviewed.

I have taken the liberty of forwarding a copy of your correspondence to the Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance, for her information and consideration.

Once again, thank you for writing.

Yours sincerely,

A handwritten signature in blue ink that reads "a. Oldford".

A. Oldford
Executive Correspondence Officer

Stettler District

Agricultural Society

Bench Fair

August 17, 2024

Open Horticulture High Score - TBA

Open Handcraft High Score-TBA

Open cooking high Score-TBA

Photography High Score-TBA

For Men Only-TBA

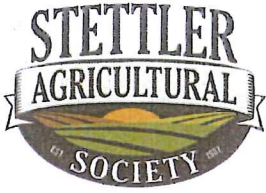
Best Overall Quilt-TBA

Best Scrapbooking- Sherri's Scrap and Shop

Best Overall Art-TBA

Awards

Junior Classes- High Point- 10 years and under-TBA Junior Classes- High Point - 14 years and under-TBA



Stettler District Agricultural Society
4516 52nd Street – PO Box 257
Stettler AB T0C 2L0
Phone: (403) 742-6288 stettleragsociety1907@gmail.com

January 24, 2024

To Whom It May Concern

This letter is confirmation that Shawna Cornelssen is authorized to solicit funding/sponsorship for Stettler District Agricultural Society 'Open Farm Days' – Bench Fair. Shawna is our committee representative re-establishing this event with the Agricultural Society and the Community.

Our goal is to offer local and regional home grown and market garden producers the opportunity to highlight the variety and quality of Horticulture, Baking, Preserves/canning, Arts and crafts, Wine and Beer; Photography, Vegetables and Fruit categories for both Adult and Youth competitors.

Stettler has a long history of successful fair events; the annual 'Bench Fair' was always well attended and attracted hundreds of visitors. We want to re-establish this traditional and exciting program to our August Open Farm Days. Recently one of the main concerns that our communities have is food security. We feel that this will highlight the importance of locally grown/produced food and ignite an interest in backyard gardening, help to promote our local community gardens and reignite preserving seasonally produced products.

We hope to expand the categories to include grains, hay and forage crops that are important to our agriculture sectors.

We hope that our community will recognize the contribution that our local producers and farming community make to the food industry; Alberta plays an important role in all areas of food production. We are grateful that with your support we can grow our Bench Fair as a well-established venue to highlight the diverse food sectors and crafters we have in our local and regional communities.

Board of Directors –
Stettler District Agricultural Society

An idea;
Donation of
pool pass or
Stettler bucks
to high points
in Junion category

Contact
Shauna Cornelssen
@ 741-7117
or email at shakewra@gmail.com
call early Aug for plu
as needed Aug 17