

Town of Stettler

COUNCIL MEETING

JANUARY 21, 2025

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 sustainable delivery
of effective, efficient
and affordable services
that are socially and
environmentally responsible.

TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, JANUARY 21, 2025
6:30 P.M.
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
 - (a) Minutes of the Regular Council Meeting of January 7th, 2025 5-8
 - (b) Minutes of the Committee of the Whole Meeting of January 14th, 2025 9
4. Delegations
5. **Citizen's Forum**
6. Administration
 - (a) Stettler Regional Fire Department – Request for Decision - Standard Operating Guidelines (SOG): A-070 – Firefighter Remuneration 10-15
 - (b) Stettler Regional Fire Department – Request for Decision - Standard Operating Guidelines (SOG): A-150 – Procurement, Disposition, and Tendering 16-27
 - (c) Stettler Regional Fire Department – Request for Decision - Standard Operating Guidelines (SOG): A-160 – Stettler Regional Fire Advisory Committee Terms of Reference 28-31
 - (d) Memorandum - Request for Quote – Office Printer 32-34
 - (e) Memorandum – Stettler Town and Country Museum – 2025 Budget 35-36
 - (f) Accounts Receivable Tax Report 37
 - (g) CAO Reports 38-46
 - (h) Meeting Dates
 - Tuesday, February 4, 2025 – Council – 6:30 p.m.
 - Tuesday, February 11, 2025 – Council Deliberations – 2025 Capital Budget – 3:00 p.m.
 - Thursday, February 13, 2025 – Emerging Trends – Council Chambers – 8:00 a.m.
 - Tuesday, February 18, 2025 – Council – 6:30 p.m.

- Tuesday, March 4, 2025 – Council – 6:30 p.m.
- Tuesday, March 11, 2025 – COW – 4:30 p.m.
- Tuesday, March 18, 2025 – Council – 6:30 p.m.

(i) Accounts Payable in the amount of \$341,713.41 47-53
 (\$73,495.86 + \$169,378.39 + \$92,047.59 + \$6,791.57)

7. Council

(a) Meeting Reports

8. Minutes

(a) Minutes of the Stettler Health Professionals Attraction & Retention Committee of November 19th, 2024 54-58

(b) Minutes of the Stettler Health Services Foundation Board Meeting of November 6th, 2024 59-62

(c) Minutes of the Stettler Health Services Foundation Special Board Meeting of December 4th, 2024 63

(d) Minutes of the Heartland Beautification Committee Meeting of December 5th, 2024 64-66

9. Public Hearings

10. Bylaws

11. Correspondence

12. Items Added

13. In-Camera Session

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 7th, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor S. Nolls
Councillors K. Baker, C. Barros, G. Lawlor, W. Smith, T. Randell
& S. Pfeiffer
CAO L. Graham
Assistant CAO K. Hymers
Media (2)

Absent:

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

1/2. Agenda Additions/Approval:

- (a) CAO L. Graham proposed the following addition:
In-Camera - Physician Recruitment - FOIP - Section 23 – Local
Public Body Confidences

Motion 25:01:01 Moved by Councillor Baker to approve the agenda as
presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

- (a) Minutes of the Regular Meeting of Council held
December 17th, 2024

Motion 25:01:02 Moved by Councillor Smith that the Minutes of the
Regular Meeting of Council held on December 17th, 2024
be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the December 17th, 2024 Minutes

None

4. Delegations: (a) None

5. Citizen's Forum: (a) None

6. Administration: (a) Meeting Dates

- **Monday, January 13, 2025 – 2025 Strategic Planning
Workshop – 2:00 p.m.**
- Tuesday, January 14, 2025 – COW – 4:30 p.m.
- Tuesday, January 21, 2025 – Council – 6:30 p.m.
- Tuesday, February 4, 2025 – Council – 6:30 p.m.
- **Tuesday, February 11, 2025 – Council Deliberations –
2025 Capital Budget – 3:00 p.m.**
- Tuesday, February 18, 2025 – Council – 6:30 p.m.

- (b) Accounts Payable in the amount of \$812,557.27
(\$50,554.59+ \$86,712.01+ \$304,836.24 + \$298,557.27
+ \$40,858.39 + \$31,306.60)

Motion 25:01:03 Moved by Councillor Barros that the Accounts Payable
in the amount of \$812,557.27 be paid as presented.

MOTION CARRIED
Unanimous

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

(a) Mayor Nolls

December 4 – Talk of the Town
December 6 – School Resource Officer Steering Committee
December 9 – Stettler District Ambulance Association
December 10 – Stettler Board of Trade
December 11 – Talk of the Town
December 12 – Physician Recruitment
January 6 – Doctor Tour with Dr. Asuke
January 7 – Doctor Tour with Dr. Asuke

(b) Councillor Baker

No report

(c) Councillor Barros

December 19 – Municipal Planning Commission

(d) Councillor Lawlor

December 19 – Municipal Planning Commission
December 19 – Stettler Library Board
December 21 – Filipino Christmas Party

(e) Councillor Pfeiffer

December 19 – Municipal Planning Commission

(f) Councillor Randell

No report

(g) Councillor Smith

December 19 – Municipal Planning Commission

Motion 25:01:04

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

MOTION CARRIED
Unanimous

8. Minutes: (a) Fire Advisory Committee Meeting Minutes of November 29, 2024

Motion 25:01:05

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the minutes item (a) for information as presented.

MOTION CARRIED
Unanimous

9. Public Hearing: (a) None

10. Bylaws: (a) Land Use Bylaw Amendment – 4818 – 62 Street

CAO L. Graham presented a request to the Town of Stettler Council to amend the Town of Stettler Land Use Bylaw 2060-15 Land Use District C2: Commercial Highway District to

include "Day Care Facility" as a Discretionary Use to accommodate a proposed Day Care Facility at the above-mentioned address.

The applicant proposes to convert the south half of the existing commercial building at 4818-62 Street into a Day Care Facility including a fully fenced outdoor play area within the existing parking lot as per attached site plan.

Currently the Commercial Highway District does not allow for a Day Care Facility. The purpose of the C2: Commercial Highway District within the Town of Stettler Land Use Bylaw 2060-15 is as follows:

To provide for an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

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

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

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

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

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

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

CAO L. Graham is respectfully requesting that Council give First reading to Bylaw 2184-25 to amend Land Use Bylaw 2060-15 that Part 10: LAND USE DISTRICTS Section 87 Amending C2: Commercial Highway District to include "Day Care Facility" as a Discretionary Use.

Motion 25:01:06

Moved by Councillor Randell that the Town of Stettler Council give first reading to Bylaw 2184-25.

MOTION CARRIED
Unanimous

11. Correspondence: (a)

Royal Canadian Mounted Police – Alberta Municipalities 2024

Motion 25:01:07

Moved by Councillor Smith that the Town of Stettler Council accept the correspondence (a) for information as presented.

MOTION CARRIED
Unanimous

12. Items Added: (a) None

13. In-Camera Session: (a) Physician Recruitment – FOIP - Section 23 – Local Public Body
Confidences

Motion 25:01:08 Moved by Councillor Barros that the Town of Stettler Council enter an In-Camera Session with the CAO and Assistant CAO present.

MOTION CARRIED
Unanimous at 6:45 p.m.

Motion 25:01:09 Moved by Councillor Barros that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 7:13 p.m.

14. Adjournment:

Motion 25:01:08 Moved by Councillor Randell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 7:13 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2025

Present: Mayor S. Nolls

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

CAO L. Graham
Assistant CAO K. Hymers

Media (0)

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

1. Agenda Additions/Deletions

2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. 2024 Parks & Leisure Services Report

CAO L. Graham presented the Parks & Leisure Services Report to the Town of Stettler Council for information as presented.

4. Stettler Board of Trade Organizational Structure

CAO L. Graham presented the Stettler Board of Trade Organizational Structure to the Town of Stettler Council for information as presented.

5. County of Stettler Letter – Request for a Joint Council Meeting

CAO L. Graham provided the County of Stettler Letter – Request for a Joint Council Meeting to the Town of Stettler Council to accept as presented.

6. Additions

7. Adjournment

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

MOTION CARRIED
Unanimous at 5:40 p.m.

Mayor

Assistant CAO

Agenda Item: Stettler Regional Fire and Rescue SOG: A-070 – Firefighter Remuneration.

Issue

The Fire Advisory Committee has recommended approval of the attached Standard Operating Guideline.

Options for Consideration (Recommendation)

1. That the Town of Stettler approve the Stettler Regional Fire and Rescue Standard Operating Guideline: A-070 Firefighter Remuneration as presented.

Or

2. That the Town of Stettler Council provide comments back to the Fire Advisory Committee.

General

At the November 29, 2024 meeting of the Fire Advisory Committee, the committee was presented with the attached Standard Operating Guidelines. The committee recommended approval of all three SOGs.

The purpose of this guideline is to provide direction and pay scales for the remuneration of paid on call firefighters. The proposed schedule matches our existing remuneration. New to be implemented is the concept of ‘Special Hours’, which allows a firefighter to receive compensation for special projects, subject to being approved in advance. This will allow us to ensure firefighters who undertake additional projects are compensated fairly.

Financial

This SOG matches our current practice, so this does not represent a change in rates. Special hours have been factored into the proposed 2025 budget.

Policy/Legislation: 2023 Joint Fire Services Agreement

- 2.30. “Policies” means the Standard Operating Guidelines, Standard Operating Procedures, and policies of the County, Town, and Department;

8. Fire Advisory Committee

- 8.4. The Committee shall provide recommendations on policies, procedures, and guidelines which the Committee believes should be standardized across the Department.
- 8.5. The CAOs shall take recommendations from the Committee back to their respective Councils for final decision making and ratification. The Committee shall not have the authority to make binding decisions for any Municipality.

9. Policies

- 9.1. The Parties shall jointly establish Policies to direct the operations of the Department.
- 9.2. Policies may define their scope, including to which Stations, municipal jurisdictions, and Assets the Policy is applicable.
- 9.3. The Councils may delegate the amendment of Policies or categories of Policies to the Committee or CAOs.
- 9.4. Where no Policy of the Department addresses a matter that is addressed by:
 - (a) a single Party’s Policy, then that Party’s Policies shall apply;
 - (b) Policies of both Parties, then both Policies shall apply where they concur or there is a possibility of dual compliance;
 - (c) Policies of both Parties where dual compliance is not possible, then the matter shall be referred to the CAOs for an interim decision, and the Manager shall draft a Department Policy to present to the Committee.

Stettler Regional Fire Department

Standard Operating Guidelines



SUBJECT: Firefighter Remuneration

SOG: GREEN A-070

Last Revised: January 2025

APPROVAL: Regional Manager: _____

Effective Date: _____

PURPOSE: The purpose of this guideline is to provide direction and pay scales for the remuneration of paid on call firefighters.

PROCEDURE: A firefighter joining the Stettler Regional Fire Department shall be paid a wage based on the table below from their first day of training as a probationary firefighter, till their retirement from the Department.

GENERAL:

- Firefighters are paid a flat fee of \$60.- for regular weekday evening practices.
- Firefighters are paid a flat fee of \$75.- for full Day Training.
- Firefighters are paid on an hourly basis for fire calls, starting from the time of page out of the station, or later if the firefighter attended later, and ending when the fire unit is returned to service, or earlier if the firefighter left earlier.
- A minimum of one (1) hour will be paid for fire calls, additional time will be rounded up to the nearest fifteen (15) minutes.
- The hourly remuneration rate of a firefighter is based on rank, training and seniority as per the remuneration table wage table
- Firefighters are paid 'Special Hours' on an hourly basis for miscellaneous tasks approved by the Regional Fire Manager, Town or County Fire Chief.
- County Platoon Chiefs will be provided with a monthly allowance of \$150.- per month for the additional duties they perform for Stettler Regional Fire Department.
- County Platoon Chief can be provided with a County of Stettler cellphone as part of their duties.
- Firefighters are paid on a monthly basis at which they will receive pay for their services of the previous month.

Stettler Regional Fire Department

Standard Operating Guidelines



- Firefighters serving from Station 1 are administered by the Town of Stettler for Town calls, training and special hours.
- Firefighters serving from Station 1 are administered by the County of Stettler for County calls, training and special hours.
- Firefighters serving from Station 2, 3, and 4 are administered by the County of Stettler for calls, training and special hours.
- Firefighters taking courses approved by the Regional Manager or Municipal Town or County Fire Chief outside the County of Stettler shall be compensated at the day training rate. The firefighters shall be reimbursed for the cost of accommodations, meals as per stipend and personal vehicle use based on their municipality's rates.
- Updates to firefighters wages due to change in rank, training or seniority will be made quarterly on March 31, June 30, September 30 and December 31.

Stettler Regional Fire Department

Standard Operating Guidelines



Remuneration wage table:

STETTLER REGIONAL FIRE DEPARTMENT FIREFIGHTER WAGES						
	Wage = 1001/1002 Training + Advanced Training + Rank	Wage	5 Year Seniority + 5%	10 Year Seniority + 10%	15 Year Seniority + 15%	20 Year Seniority + 20%
Probationary Firefighter	Base	\$20.00				
Firefighter	Base + 10%	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00
Firefighter 1001 Level 1	Base + 25% + 10%	\$27.00	\$28.00	\$29.00	\$30.00	\$29.00
Firefighter 1001 Level 2	Base + 50% + 10%	\$32.00	\$33.00	\$34.00	\$35.00	\$36.00
Lieutenant	Base + 15%	\$23.00	\$24.00	\$25.00	\$26.00	\$27.00
Lieutenant 1001 Level 1	Base + 25% + 15%	\$28.00	\$29.00	\$30.00	\$31.00	\$32.00
Lieutenant 1001 Level 2	Base + 50% + 15%	\$33.00	\$34.00	\$35.00	\$36.00	\$37.00
Lieutenant 1002	Base + 65% + 15%	\$36.00	\$37.00	\$38.00	\$39.00	\$40.00
Captain	Base + 25%	\$25.00	\$26.00	\$27.00	\$28.00	\$29.00
Captain 1001 Level 1	Base + 25% + 25%	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00
Captain 1001 Level 2	Base + 50% + 25%	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
Captain 1002	Base + 65% + 25%	\$38.00	\$39.00	\$40.00	\$41.00	\$42.00
Platoon Chief	Base + 50%	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00
Platoon Chief 1001 Level 1	Base + 25% + 50%	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
Platoon Chief 1001 Level 2	Base + 50% + 50%	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00
Platoon Chief 1002	Base + 65% + 50%	\$43.00	\$44.00	\$45.00	\$46.00	\$47.00
L1/Part 1 Instructor 1001 Lieutenant	Base + 50% + 10% + 10%	\$34.00	\$35.00	\$36.00	\$37.00	\$38.00
L1/Part 2 Instructor 1001 Lieutenant	Base + 50% + 25% + 10%	\$37.00	\$38.00	\$39.00	\$40.00	\$41.00
L1/Part 1 Instructor 1002 Lieutenant	Base + 65% + 10% + 10%	\$37.00	\$38.00	\$39.00	\$40.00	\$41.00
L1/Part 2 Instructor 1002 Lieutenant	Base + 65% + 25% + 10%	\$40.00	\$41.00	\$43.00	\$43.00	\$44.00
L1/Part 1 Instructor 1001 Captain	Base + 50% + 10% + 25%	\$37.00	\$38.00	\$39.00	\$40.00	\$41.00
L1/Part 2 Instructor 1001 Captain	Base + 50% + 25% + 25%	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00
L1/Part 1 Instructor 1002 Captain	Base + 65% + 10% + 25%	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00
L1/Part 2 Instructor 1002 Captain	Base + 65% + 25% + 25%	\$43.00	\$44.00	\$45.00	\$46.00	\$47.00
L1/Part 1 Instructor 1001 Platoon Chief	Base + 50% + 10% + 50%	\$42.00	\$43.00	\$44.00	\$45.00	\$46.00
L1/Part 2 Instructor 1001 Platoon Chief	Base + 50% + 25% + 50%	\$45.00	\$46.00	\$47.00	\$48.00	\$49.00
L1/Part 1 Instructor 1002 Platoon Chief	Base + 65% + 10% + 50%	\$45.00	\$46.00	\$47.00	\$48.00	\$49.00
L1/Part 2 Instructor 1002 Platoon Chief	Base + 65% + 25% + 50%	\$48.00	\$49.00	\$50.00	\$51.00	\$52.00
Basic Safety Codes Inspector	Base + 10%	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00
Level 1 Inspector	Base + 25%	\$25.00	\$26.00	\$27.00	\$28.00	\$29.00
Level 2 Inspector	Base + 50%	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00

Stettler Regional Fire Department

Standard Operating Guidelines



SOG MUNICIPAL AUTHORIZATION:

Effective Date	Type of Review	Authorization	Resolution Number
	Adoption	County of Stettler No. 06 Council	
	Adoption	Town of Stettler Council	

DRAFT

Implementation/Communication

The Fire Advisory Committee discussed and debated the Standard Operating Guidelines on November 29, 2024. The Fire Advisory Committee's roles include acting a policy workshopping committee.

Target Decision Date

Tuesday January 21, 2025

Prepared By

Ivan Dijkstra, Manager of Regional Fire Services

Reviewed By

Leann Graham, Chief Administrative Officer



Request for Decision

Agenda Item: Stettler Regional Fire and Rescue SOG: A-150 – Procurement, Disposition, and Tendering.

Issue

The Fire Advisory Committee has recommended approval of the attached Standard Operating Guideline.

Options for Consideration (Recommendation)

1. That the Town of Stettler approve the Stettler Regional Fire and Rescue Standard Operating Guideline: A-150 Procurement, Disposition, and Tendering.

Or

2. That the Town of Stettler Council provide comments back to the Fire Advisory Committee.

General

At the November 29, 2024 meeting of the Fire Advisory Committee, the committee was presented with the attached Standard Operating Guidelines. The committee recommended approval of all three SOGs.

The purpose of this guideline is to provide direction for the acquisition of capital equipment, goods, services, and construction for the department, without overriding the existing municipal policy.

Financial

Streamlining expectations for procurement minimizes errors and reduces staff time overseeing the procurement process.

Policy/Legislation: 2023 Joint Fire Services Agreement

- 2.30. "Policies" means the Standard Operating Guidelines, Standard Operating Procedures, and policies of the County, Town, and Department;

8. Fire Advisory Committee

- 8.4. The Committee shall provide recommendations on policies, procedures, and guidelines which the Committee believes should be standardized across the Department.
- 8.5. The CAOs shall take recommendations from the Committee back to their respective Councils for final decision making and ratification. The Committee shall not have the authority to make binding decisions for any Municipality.

9. Policies

- 9.1. The Parties shall jointly establish Policies to direct the operations of the Department.
- 9.2. Policies may define their scope, including to which Stations, municipal jurisdictions, and Assets the Policy is applicable.
- 9.3. The Councils may delegate the amendment of Policies or categories of Policies to the Committee or CAOs.
- 9.4. Where no Policy of the Department addresses a matter that is addressed by:
 - (a) a single Party's Policy, then that Party's Policies shall apply;
 - (b) Policies of both Parties, then both Policies shall apply where they concur or there is a possibility of dual compliance;
 - (c) Policies of both Parties where dual compliance is not possible, then the matter shall be referred to the CAOs for an interim decision, and the Manager shall draft a Department Policy to present to the Committee.

Implementation/Communication

The Fire Advisory Committee discussed and debated the Standard Operating Guidelines on November 29, 2024. The Fire Advisory Committee's roles include acting a policy workshopping committee.

Target Decision Date

Tuesday January 21, 2025

Prepared By

Ivan Dijkstra, Manager of Regional Fire Services

Reviewed By

Leann Graham, Chief Administrative Officer

Stettler Regional Fire Department

Standard Operating Guidelines



SUBJECT: Procurement, Disposition and Tendering

SOG: GREEN A-150

Last Revised: January 2025

APPROVAL: Regional Manager: _____

Effective Date: _____

PURPOSE: To provide a joint policy for the acquisition of capital equipment, goods, services and construction for the Stettler Regional Fire Department.

STATEMENTS: Stettler Regional Fire Department is an unincorporated partnership between the County of Stettler No. 6 and the Town of Stettler and is a taxpayer funded organization, and will, therefore, utilize its funds in the most economical manner by using competitive purchasing practices.

To the extent possible, the Stettler Regional Fire Department will ensure that its purchasing activities are consistent with this Policy and with the provisions of the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA) in force as of the day of this Policy and as those two aforementioned agreements may be amended from time to time.

DEFINITIONS:

- **CAO** means the Chief Administrative Officer of the Municipality and their delegate.
- **CFTA** means the Canadian Free Trade Agreement.
- **Conflict of Interest** means a situation where the independence or impartiality of an employee's decisions or actions are impaired or may reasonably be expected to be impaired because of outside employment, political, business, family or other personal interests.
- **Construction** means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and material, the supply of equipment and machinery if they are included in the incidental to the construction and the installation and repair of fixtures of a building, structure or other civil

Stettler Regional Fire Department

Standard Operating Guidelines



engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

- **Coordinating Municipality** means the Municipality as defined in the '2023 Joint Fire Services Agreement' or as amended from time to time.
- **Council** means the municipal council of the Municipality.
- **Emergency** means an event that requires the prompt or immediate coordination of action to protect the safety, health or welfare of people or to limit damage to property or the environment.
- **Joint Procurement** means a Procurement that is funded by both Municipalities
- **Manager** means the individual jointly hired by the Municipalities to manage SRFD
- **Municipal Fire Chief** means the fire chief employed by the Municipality
- **Municipality** means either the Town of Stettler or County of Stettler No. 6
- **NWPTA** means the New West Partnership Trade Agreement
- **Procurement** means the acquisition by any means, including by purchase, rental, lease or conditional sale of goods, services or construction. It does not include government assistance such as grants, loans, equity infusion, guarantees or fiscal incentives, or government provision of goods and services to persons or other government organizations.
- **Procurement Value** means the estimated total financial commitment resulting from procurement, taking into account all forms of remuneration including premiums, fees commissions and interest and the total values of options if the procurement provides for the possibility of options.
- **Proponent** is a party who submits a Proposal in response to an RFP.
- **Proposal** is a written submission made in response to an RFP.
- **Request for Proposal (RFP)** is a procurement process whereby an owner issues a formal request for a written Proposal to be submitted by a Proponent in respect of the supply of goods, service or the performance of construction required by the Municipality. A key element in the RFP process is that once the Municipality selects the successful Proponent, the parties can negotiate the terms of the contract and that the rules applicable to Tenders do not apply.

An RFP is typically used when the owner seeks a solution to a known problem. Typically used for procuring consultants rather than contractors. The owner outlines what the issue is (i.e.

Stettler Regional Fire Department

Standard Operating Guidelines



stormwater management plan) and more vaguely what they would like in terms of a solution (i.e. stakeholder engagement, 10yr or 20yr plan, etc.).

An RFP is used when an owner wishes for the industry or service providers to have some autonomy/flexibility for the solutions provided. Less or no definition provided for solutions other than end goal. Generally, an RFP is used for professional services resulting in a service agreement. When using this process for construction work or supply requirements, multiple solutions would be available and can be proposed. An RFP is generally not only dollar driven – but is value driven and requires review of submissions with weighting applied to review elements.

- **SRFD** means Stettler Regional Fire Department
- **Tender** is a submission made in response to a Tender Call
- **Tender Call** is a procurement process whereby the Municipality issues a formal request for Tenders and the Municipality receives competitive submissions. A Tender Call is used when the SRFD knows in detail what they want. Detailed documents and drawings are provided to prospective contractors who then submit a Tender. There are well defined legal ramifications in Canada that are involved in the tender process that ensure it is a fair, competitive process (i.e. Contract A vs B, Bid Bonding, Award Criteria). Generally, a tender would result in a contract between the owner and the contractor/supplier and is for more complex supply or construction items (trucks or equipment with multiple defining options, paving, water works etc.)

PROCEDURE:

Regulated Requirements

1. In accordance with the CFTA and the NWPTA, all procurements of goods and services valued at \$75,000 or greater or construction valued at \$200,000 or greater, must be nationally advertised.
2. SRFD will for Joint Procurement purchases use the Alberta Purchasing Connection (APC) managed by the Coordinating Municipality as its “posting agent” for these procurements.
3. Joint Tenders and RFP’s must be advertised through APC, and locally as per the Coordinating Municipality’s process.
4. Providers of grants and other conditional funding may require competitive procurement at any threshold, in these cases, the more restrictive requirements shall prevail.

Stettler Regional Fire Department

Standard Operating Guidelines



Procurement Authority

5. Each Municipality approves an annual budget which provides general direction in the operating and capital expenditures of the SRFD. The CAO of each Municipality is authorized to delegate procurement authority for his/her Municipality as per the Municipality's Procurement policy.
6. The Municipality's CAOs are jointly authorized to delegate joint procurement authority for Joint Procurement as per this SOG.
7. An employee who has been delegated procurement authority may sign any procurement document, purchase order or contract, within the limits of their delegated procurement authority, necessary to complete the Procurement and must ensure that the expenditure is within the approved SRFD budget or a spending resolution approved by Council(s).

Non-Budget and Pre-Budget Expenditures

8. If a proposed unbudgeted expenditure is not of an emergency nature, and:
 - a. The expenditure will not exceed the SRFD budget for the program or function, the CAO may approve the expenditure for the Municipality; or in the case of a Joint Procurement the CAOs jointly may approve the expenditure.
 - b. The expenditure will exceed the SRFD budget for the program or function, Council(s) must approve the expenditure.
9. If the proposed unbudgeted expenditure is for an Emergency as determined by the Chief Elected Official or the Chief Administrative Officer:
 - a. the Chief Elected Official, or
 - b. the Chief Administrative Officer or a designated Officer or employee delegated by him/her, may approve the expenditure.
10. Operating Expenditures incurred prior to the current fiscal years' operating budget being approved are authorized in accordance with the accounts itemized in the interim operating budget, on a pro-rated basis.
11. Capital expenditures incurred prior to the current years' capital budget being approved shall require Council's authorization.
12. Following approval, all non-budgeted, Emergency or pre-budget expenditures will be undertaken as outlined within this SOG.

Local Preference

13. The operating principle of NWPTA and CFTA is to ensure that Canadian suppliers are not discriminated against based on geographic location. This means that when the SRFD undertakes a procurement process subject to the NWPTA or CFTA, it must consider persons, goods and services from other provinces equal to their own.

Stettler Regional Fire Department

Standard Operating Guidelines



Procurement

14. Procurements shall be made at the lowest available cost available consistent with the required quality and services or as per the evaluation criteria contained in the Procurement documents.
15. All Procurements will be done on a competitive basis, except during an Emergency, and will have the appropriate procurement authority and approvals.
16. Procurements made through an authorized buying group, such as the Rural Municipalities of Alberta or Alberta Municipalities, which have already been carried out in a manner that is consistent with CFTA and NWPTA will not be required to go through the following procedures again.
17. Procurements, either Municipal or Joint, shall be done in a way to maintain compatibility across SRFD.

Procurement Methods & Limits

18. \$1 to \$4,999 – Municipal Procurements can be made directly through the use of purchase orders, cash or other approved methods such as corporate credit cards. Small reimbursable expenditures can be paid for directly by the employee and reimbursed through petty cash. Budgeted expenditures in this category can be approved by the Manager and/or Municipal Fire Chief as per the Municipality's procurement policy.
19. \$1 to \$4,999 – Joint Procurements can be made directly through the use of purchase orders, cash or other approved methods such as corporate credit cards. Small reimbursable expenditures can be paid for directly by the employee and reimbursed through petty cash. Budgeted expenditures in this category can be approved by the Manager as per this SOG.
20. \$5,000 up to \$49,999 – Municipal Procurements can be made directly through the use of a purchase order or other Municipal approved method such as corporate credit cards. Budgeted expenditures in this category must be accepted by the Municipal Fire Chief and Manager and approved by Municipal CAO.
21. \$5,000 up to \$49,999 – Joint Procurements can be made directly through the use of a purchase order or other approved method such as corporate credit cards. Budgeted expenditures in this category must be approved jointly by both Municipal CAOs.
22. \$50,000 up to \$74,999 – for Municipal goods and services and from \$50,000 up to \$199,999 for construction – procurements must have at least three informal (e.g. telephone, catalogue, email or web) price quotes. Quotes must be documented and include the date, name of supplier and contact person, total cost quote, and must be

Stettler Regional Fire Department

Standard Operating Guidelines



- signed by the individual requesting the quote. Where it is deemed appropriate, Tenders, Request for Proposal or formal quotations may be requested to substantiate procurements at any amount. Budgeted expenditures in this category must be accepted by the Municipal Fire Chief and Manager and approved by the Municipal CAO.
23. \$50,000 up to \$74,999 – for joint goods and services and from \$50,000 up to \$199,999 for construction – procurements must have at least three informal (e.g. telephone, catalogue, email or web) price quotes. Quotes must be documented and include the date, name of supplier and contact person, total cost quote, and must be signed by the individual requesting the quote. Where it is deemed appropriate, Tenders, Request for Proposal or formal quotations may be requested to substantiate procurements at any amount. Budgeted expenditures in this category must be approved by both Municipal CAOs.
 24. In an effort to allow flexibility and efficiency within procurement scenarios, the Manager and the Municipal Fire Chiefs are given the authority to vary process requirements for procurements noted in Clauses 18-23. When using this discretion, the Manager of SRFD and the Municipal Fire Chiefs are to ensure they maintain the integrity of the overall procurement policy. The Manager of SRFD is to notify the CAO in writing when any such variance has been undertaken.
 25. Procurements greater than \$75,000 for goods or services and greater than \$200,000 for construction – Procurement at these values must be completed by the Tendering or RFP process outlined in this Policy and in accordance with the CFTA and NWPTA requirements as they are defined at any given time.
 26. Tender Calls or Request for Proposals for Joint Procurement, even if approved in the budget, must be approved by both Municipal CAOs before advertising. The Tender/Request for Proposal award recommendations of joint procurement must be approved by both Municipal Councils.
 27. In the case of an Emergency or where it can be demonstrated that there truly is only one source available for the joint good or service, the CAOs jointly may authorize the direct sole sourcing of a contract without tender/award process having been followed. Both Municipal Councils will be apprised of the relevant criteria that made it necessary to bypass the typical process and if the purchase is over \$75,000, both Municipal councils must approve the sole sourcing through resolution. Once such an exception has been approved, all necessary purchase processes will follow as per this SOG.

Stettler Regional Fire Department

Standard Operating Guidelines



28. Where a state of local emergency for a Municipality has been declared in accordance with the Emergency Management Act, the CAO or Director of Emergency Management for the declared Municipality shall have the authority to suspend any or all of the terms of this policy for purchasing. As soon as reasonably possible the other Municipality shall be notified of any joint Procurements.
29. No procurement is to be divided in order to avoid the requirements of this Policy the obligations pursuant to CFTA or NWPTA.
30. Where goods, services or construction of a similar type are to be supplied on a repetitive basis from one or more vendors either over a period of time, in a calendar year or over the course of a season, those goods, services or construction shall be procured in accordance with the procurement process applicable to goods, services or construction having a procurement value equal to the total estimated cost of all such similar goods, services or construction to be supplied in the term of contract, whole calendar year or during the course of the entire season as the case may be. The appropriate procedure above will be utilized according to the total dollar value.

Disposal of Capital Purchases

31. The Municipal CAOs jointly are authorized to dispose of joint capital items with a value under \$10,000 dollars.
32. Unless otherwise authorized, all joint capital item disposals with a value greater than \$10,000 requires both Municipal Council's approval.
33. All disposals must be completed through a process approved by the CAO of the Coordinating Municipality.

Joint Tender & Request for Proposal Process

A. Tender Process

34. All tenders must be assigned a tender number by the Coordinating Municipality as per the Coordinating Municipality's process.
35. Appropriate approvals, sources of funds and scope of work should be clearly identified before the tender process proceeds. Evidence of approved budgets or exception authorization should be provided as outlined in this SOG.
36. The SRFD will prepare the tender and specification documents, with input and assistance from other Municipal departments if required. All Tender Calls must include the date and time of the competition closing and must indicate that the submissions are to be delivered to the address and individual specified.

Stettler Regional Fire Department

Standard Operating Guidelines



37. All construction contract tenders shall require a 10% bid security and a Consent of Surety. This requirement will be outlined in the Tender documents.
38. All submissions, regardless of value, must be sealed and received by the time indicated in the Tender Call. If not sealed, or received on time, the tender submission will be rejected and returned to the vendor without opening.
39. A Tender Call shall outline criteria which may disqualify a tender including failures to complete previous contracts, avoidable delays in completing previous contracts, or a lack of experience or capital.
40. The SRFD will be responsible of answering tender result inquiries and maintain and return tender deposits as appropriate.
41. All tenders shall be subject to public opening. The time, location and conditions of the public opening shall be made known in advance. Only the name of the supplier and the total cost or price in the submission is to be released during a public opening.

B. Joint Request for Proposal Process

42. Proposals received in response to an RFP process constitute a response to an inquiry and are, therefore, internal documents and are not subject to public opening.
43. Each RFP shall outline criteria will be considered when awarding an RFP. These may include but are not limited to:
 - a. Price
 - b. Proposed methodology sufficient to satisfy the intent of the RFP
 - c. Capability to perform work
 - d. Past experience with bidder
 - e. Result of reference check
 - f. Information relating to financial state of bidder
 - g. Availability
 - h. Quality
 - i. Warranties
44. The lowest priced bid meeting the tender requirements will not necessarily be accepted. If the lowest bid was not selected, justification in writing, along with a recommendation to award based on alternative criteria, must be submitted to the CAO(s) and/or Council(s) based on the purchasing levels outlined in this policy.
45. Each Council retains the right to reject any or all tenders.
46. Any or all tenders will be rejected if there is reason for believing that collusion exists among the Bidders, and none of the participants in such collusion will be considered in future proposals.

Stettler Regional Fire Department

Standard Operating Guidelines



47. Suppliers and Contractors currently involved in civil or criminal legal actions involving either Municipality are excluded for providing joint bids and services until such time as the action is resolved to the satisfaction of the Municipality or as directed by a Court having jurisdiction over the matter, notwithstanding all available appeals.
48. The following clause must be included in advertising and tender documents: “The Municipalities reserve the right to accept or reject any or all tenders and to waive irregularities and informalities at their discretion. The Municipalities reserve the right to accept a tender other than the lowest tender.”
49. All inquiries by vendors on any procurement documents must be through written or email methods.
50. The SRFD must set a date and time by which prospective bidders must register their intent to bid. This date and time shall be at least 2 business days before the date and time set for receiving tenders.
51. All prospective bidders must register their interest with the SRFD through an included form in the advertised package to ensure they receive all communications related to the tender.
52. Bidders and suppliers may not use phone conversations to qualify their bids. The SRFD will identify through the written communications whether the question or clarification is of subject matter that is required to be shared with other registered bidders through an addendum or if the question or clarification constitutes a privileged process or product that will not be shared with other bidders.
53. The tender documents will include a list of vendor responsibilities, outlining the expectations for each and every Tender and RFP required by the SRFD.

Awarding and Documentation

54. Once the joint tender has been approved, SRFD, in cooperation with the Coordinating Municipality, is responsible for drafting the contract and getting signatures on all documents required.
55. The SRFD will ensure that all original signed documents will be forwarded to Records Management of the Coordinating Municipality, so that a contract file may be created. A duplicate file shall be created for the other Municipality. Tenders are considered to be public records, must be available for public review and must be retained as per the Municipalities’ approved retention schedules.

Stettler Regional Fire Department

Standard Operating Guidelines



Conflicts of Interest

- 56. Employees must declare any actual, perceived or potential conflict of interest to their supervisor and may not be able to proceed on the file.
- 57. Employees will not influence or seek to influence a procurement decision which could further a personal and/or business interest of the employee or employee's family.
- 58. Vendors must, declare any actual, perceived or potential conflicts of interest the Municipality, including employees or elected officials. Vendors will not necessarily be disqualified due to the existence of a conflict of interest provided that it is identified, recorded and acknowledged at the outset and proper precautions are exercised to manage any such conflict of interest.

SOG MUNICIPAL AUTHORIZATION:

Effective Date	Type of Review	Authorization	Resolution Number
	Adoption	County of Stettler No. 06 Council	
	Adoption	Town of Stettler Council	



Request for Decision

Agenda Item: Stettler Regional Fire and Rescue SOG: A-160 – Stettler Regional Fire Advisory Committee Terms of Reference

Issue

The Fire Advisory Committee has recommended approval of the attached Standard Operating Guideline.

Options for Consideration (Recommendation)

1. That the Town of Stettler approve the Stettler Regional Fire and Rescue Standard Operating Guideline: A-160 – Stettler Regional Fire Advisory Committee Terms of Reference.

Or

2. That the Town of Stettler Council provide comments back to the Fire Advisory Committee.

General

At the November 29, 2024 meeting of the Fire Advisory Committee, the committee was presented with the attached Standard Operating Guidelines. The committee recommended approval of all three SOGs.

The purpose of this guideline is to establish the purpose of the Fire Advisory Committee, in more detail than is spelled out in the Joint Fire Services Agreement.

Financial

Each municipality is responsible for any per-diems associated with Councillor attendance at the meeting. Expenses for the meeting are shared in accordance with the Joint Fire Services Agreement.

Policy/Legislation: 2023 Joint Fire Services Agreement

- 2.30. "Policies" means the Standard Operating Guidelines, Standard Operating Procedures, and policies of the County, Town, and Department;

8. Fire Advisory Committee

- 8.1. The Committee is hereby formed.
- 8.2. The Committee shall consist of two (2) council representatives from the Town, two (2) council representatives from the County, and one (1) council representative from each of the Serviced Municipalities.
- 8.3. The Committee shall meet at least quarterly where the Manager shall report on incidents, training, meetings, procurement, Assets, and any other activity the Committee directs to be presented.
- 8.4. The Committee shall provide recommendations on policies, procedures, and guidelines which the Committee believes should be standardized across the Department.
- 8.5. The CAOs shall take recommendations from the Committee back to their respective Councils for final decision making and ratification. The Committee shall not have the authority to make binding decisions for any Municipality.

9. Policies

- 9.1. The Parties shall jointly establish Policies to direct the operations of the Department.
- 9.2. Policies may define their scope, including to which Stations, municipal jurisdictions, and Assets the Policy is applicable.
- 9.3. The Councils may delegate the amendment of Policies or categories of Policies to the Committee or CAOs.
- 9.4. Where no Policy of the Department addresses a matter that is addressed by:
 - (a) a single Party's Policy, then that Party's Policies shall apply;

- (b) Policies of both Parties, then both Policies shall apply where they concur or there is a possibility of dual compliance;
- (c) Policies of both Parties where dual compliance is not possible, then the matter shall be referred to the CAOs for an interim decision, and the Manager shall draft a Department Policy to present to the Committee.

Implementation/Communication

The Fire Advisory Committee discussed and debated the Standard Operating Guidelines on November 29, 2024. The Fire Advisory Committee's roles include acting a policy workshopping committee.

Target Decision Date

Tuesday January 21, 2025

Prepared By

Ivan Dijkstra, Manager of Regional Fire Services

Reviewed By

Leann Graham, Chief Administrative Officer

Stettler Regional Fire Department

Standard Operating Guidelines



SUBJECT: Stettler Regional Fire Advisory Committee Terms of Reference

SOG: GREEN A-160

Last Revised: January 2025

APPROVAL: Regional Manager: _____

Effective Date: _____

PURPOSE: The Fire Advisory Committee will serve as a liaison between the Stettler Regional Fire Department and Councils. The Advisory Committee will also make recommendations, if necessary, to Councils regarding the below identified “Goals/Objectives” of the Stettler Regional Fire Department.

STATEMENT: Stettler Regional Fire Department is an unincorporated partnership between the County of Stettler No. 6 and the Town of Stettler.

AUTHORITY: The SRFD Advisory Committee is an advisory committee of Councils and does not have any delegated authority to make binding decisions for any municipality.

GOALS/OBJECTIVES:

1. Review, discuss and support the Stettler Regional Fire Department, Town and County CAOs, Regional Fire Manager, and Municipal Fire Chiefs, with decisions and planning related to future fire service demands, property inspections, public education, fire prevention planning, staff training, recruitment & retention, and legislation compliance;
2. If requested, review and provide recommendations to polices, procedures or guidelines as drafted by the CAOs and/or Regional Fire Manager that would be beneficial to the serviced communities, the department and to ensure a safe working environment;
3. May provide recommendations to the Stettler Regional Fire Department operational and capital budgets. Review quarterly budget vs actual financial statements;
4. Discuss best practices related to the fire services organizational, structure, shared service opportunities, the local needs and level of service requirements of our serviced communities;

Stettler Regional Fire Department

Standard Operating Guidelines



5. Work within the Terms of Reference as a guidance document for the SRFD Fire Advisory Committee and recommend, if required, changes for Council consideration;

Reporting to Council:

Unless otherwise directed by Councils, the minutes of committee meetings will be presented to Councils for adoption and approval through the Municipal CAOs.

Any recommendations from the Advisory Committee may brought back to the respective Councils, through the municipal CAO, for final decision making and ratification.

Committee Composition:

Membership shall consist of two council representatives each of the County of Stettler No. 6 and the Town of Stettler, one council representative each of the Villages of Big Valley and Donalda, and Summer Villages of Rochon Sands and White Sands. The Committee will also include the County of Stettler CAO, Town of Stettler CAO and the Regional Fire Manager and any other support staff as deemed necessary by the Committee.

Administrative support will be provided by the Coordinating Municipality's office.

Restriction:

The SRFD Fire Advisory Committee shall not direct the Regional Fire Manager, Municipal Fire Chiefs/Deputy Fire Chief or other Fire Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.

SOG MUNICIPAL AUTHORIZATION:

Effective Date	Type of Review	Authorization	Resolution Number
	Adoption	County of Stettler No. 06 Council	
	Adoption	Town of Stettler Council	

MEMORANDUM

Date: January 16, 2025
To: Leann Graham, CAO
From: Graham Scott, Director of Information Services
Re: Office printer/booklet finisher/scanner/copier/fax purchase

Summary:

We purchased our current Ricoh unit in 2015 for a total cost of \$20,433. The listed cost was about \$25,000. This line began being manufactured in 2013. Some of the capabilities that are a bit unique to this size of unit is the ability to quickly print/scan/copy colour prints up to 11"x17".

The Ricoh is our "workhorse" for printing large volume items like tax notices, water bills, newsletters and many other office documents and items for our residents.

After having technicians in to service our current Ricoh unit, we are looking to replace it. We had technicians in on October 2nd, November 6th, November 15th, November 25th, December 3rd, and January 10th. Nearly every work day, the Ricoh is requiring ~20-40 min. of staff time to un-jam and reset, etc. We have heard from the technicians that not all the parts for our current unit are available any longer, so we began to look for a replacement in the 2025 Capital budget. However, since we are having all these issues and to take advantage of current pricing we are bringing this memo to Council a wee bit earlier.

Evaluation:

We tried to look at all the companies that produce this type of unit. Some do not have models with a comparable print speed, others were no longer carried by service companies, and so on.

We did look at if we wanted to produce our own "Town Life" magazines, what that would cost etc. This magazine printing press would mean purchasing a separate fax machine, significant additional costs for the hardware and the mailing process and quite possibly some renovations to our work room. Number 4 on our recommendation list below is one example of this type of printing press solution.

We have been very happy with the prompt service from the current company that services our Ricoh. They had two models that seem like they would function quite well for us. A Ricoh IM C8000 and a Sharp MX-8081.

Another company who has a technician who lives in Stettler currently provides service to the plotter at the Town Office, the printer at the Recreation Centre, the County office and other locations. We have been very happy with their service as well. Throughout the sales

process we have looked mostly at three models with them. The same Sharp model (MX-8081), and two Canon models: the imageFORCE C7165 and the imagePRESS V700.

Recommendation:

Administration respectfully recommends that Town of Stettler Council approve the purchase of a new printing unit as recommended below. #1 would be the top choice of our Information Services department.

#1: Canon imageFORCE C7165 for \$21,134

Pros:	Cons:
<ul style="list-style-type: none"> • Plugs into a 110V outlet, so we can move it to many locations throughout the office! • This line was most recently updated, so likely to be supported the longest • Best print resolution • Fastest time-to-print • Fastest warm up time • Smallest physical footprint • Low per-print service costs • Lowest electricity costs • Strongest frame (this matters most when these units are shipped and moved) • Ample memory 	<ul style="list-style-type: none"> • No 9-slot output tray, but offers secure printing solution that is now preferred in settings like legal offices

#2: Ricoh IM C8000 for \$20,116

Pros:	Cons:
<ul style="list-style-type: none"> • Only unit with the 9-slot output tray add-on. • Fast print speed • Low per-page service cost • Most similar to our current unit 	<ul style="list-style-type: none"> • Three of our six recent service visits were related to the 9-slot output tray • Was introduced four years ago, so it likely has the shortest remaining product lifecycle • 220V required

#3: Sharp MX-8081 for \$19,745

Pros:	Cons:
<ul style="list-style-type: none">• Largest hard drive• Lowest up-front cost• Fast print speed	<ul style="list-style-type: none">• Introduced three years ago• Lowest print resolution• Longest warm-up time• 2nd highest per-print service cost• No 9-slot output tray, but offers secure printing solution that is now preferred in settings like legal offices• 220V required

#4: Canon imagePRESS V700 for \$29,626

Pros:	Cons:
<ul style="list-style-type: none">• Can handle a wider range of media types and have more finishing options (ie. "Town Life magazines")	<ul style="list-style-type: none">• Highest up-front cost• No fax capability• Highest per-print service cost• Uses the most energy• No 9-slot output tray, but offers secure printing solution that is now preferred in settings like legal offices• May not fit in the work room space (depends on add-ons)• 220V required

MEMORANDUM

To: Leann Graham, CAO
 From: Kim Hymers, Asst. CAO
 Date: January 21, 2025
 Re: Stettler Town and Country Museum – 2025 Budget

Recommendation

That the Town of Stettler Council accept the Stettler Town & Country Museum 2025 Budget as presented, and approve financial assistance for the Stettler Town & Country Museum in the amount of \$36,000 within the Town's 2025 Operating Budget

Background Information

We are in receipt of the Stettler Town and Country Museum 2025 Budget. The Stettler Museum has submitted a budget request in 2025 for \$36,000.

The volunteer Museum Board continues to do a fantastic job in operating, maintaining and enhancing the Museum site.

Financial Implications

2024 Budget - \$35,000.00
 (budget request - \$35,000)

Actual

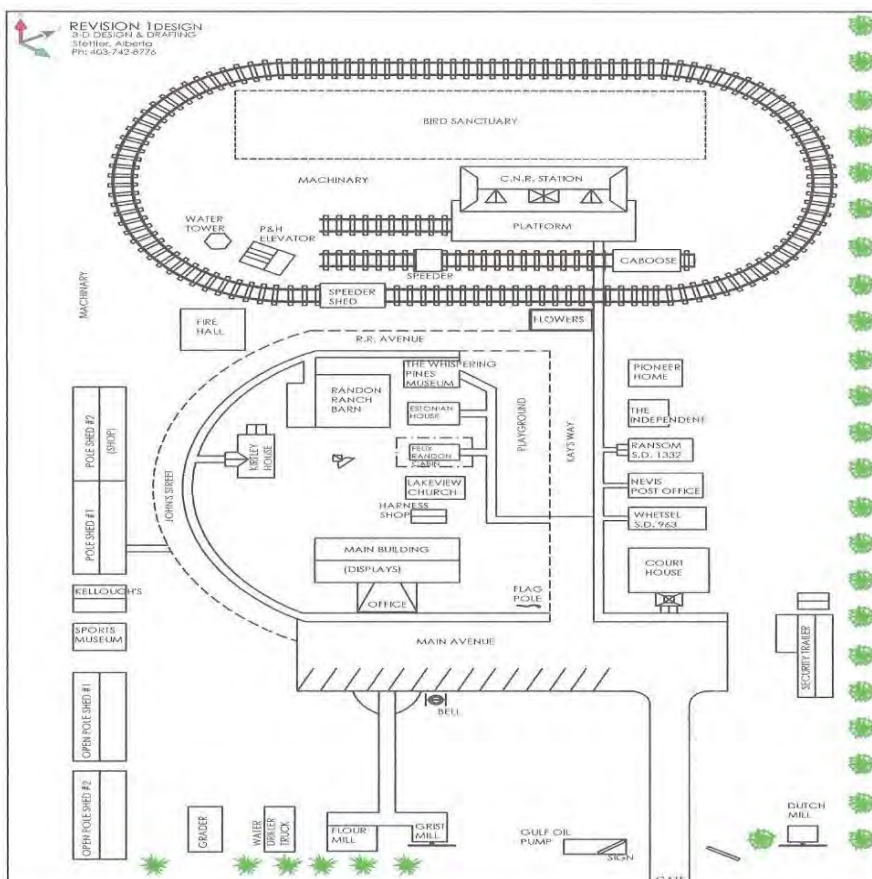
2024 - \$35,000
 2023 - \$35,000
 2022 - \$34,000 (budget request - \$42,000)
 2021 - \$34,000
 2020 - \$34,000
 2019 - \$34,000
 2018 - \$34,000
 2017 - \$32,000
 2016 - \$30,000
 2015 - \$28,000
 2014 - \$26,000
 2013 - \$24,000
 2012 - \$22,000
 2011 - \$20,000
 2010 - \$18,000

Options

That the Town of Stettler Council approve financial assistance for the Stettler Town & Country Museum in the amount of \$_____ within the Town's 2025 Operating Budget

Documentation

- Copy of Stettler Town and Country Museum 2025 Budget and background information



**Stettler Town and Country Museum
December 2024 - November 2025 Budget Sheet**

INCOME	Previous	Current	Yr to Date	Budget
Town of Stettler	35,000.00	-	35,000.00	36,000.00
County of Stettler #6	32,000.00		32,000.00	32,000.00
Summer Staff Funding	980.54		980.54	5,000.00
Grants -other	-		-	-
Donation & Bequests	17,066.92		17,066.92	10,000.00
Functions	28,646.29		28,646.29	35,000.00
Casino Funds (Mar 24)	9,515.67		9,515.67	27,000.00
Interest	1,267.49		1,267.49	1,000.00
Memberships & Admissions	7,959.72		7,959.72	10,000.00
Rent	1,200.00		1,200.00	1,200.00
Uncatergorized Income	13,809.48		13,809.48	-
TOTAL INCOME	147,446.11	-	67,980.54	157,200.00
EXPENSES				
Advertising	1,021.20		1,021.20	1,500.00
Bank Charges & interest	79.68		79.68	110.00
Buildings, Grounds & Repairs	16,781.64	-	16,781.64	20,000.00
Insurance	8,956.00		8,956.00	10,000.00
Land Purchase	15,000.00	-	15,000.00	15,000.00
Office Cleaning & Sundry	4,159.22		4,159.22	4,000.00
Office Fixtures & Equipment	-		-	2,500.00
Fundraising Expenses	9,034.88		9,034.88	10,000.00
New Construction	-		-	-
Professional Fees	1,691.25		1,691.25	2,000.00
Dues and Fees	401.32		401.32	200.00
Reserve - Admin Building	-		-	-
Reserve -Equipment	-		-	2,000.00
Utilities & Telephone	8,819.87		8,819.87	10,000.00
Wages & Benefits	75,746.91	-	75,746.91	80,000.00
Uncatergorized Income	15,907.64		15,907.64	-
TOTAL EXPENSES	157,599.61	-	157,599.61	157,310.00
TOTAL REVENUE				
TOTAL REVENUE	147,446.11	-	67,980.54	157,200.00
TOTAL EXPENSES	157,599.61	-	157,599.61	157,310.00
DEFICIT/SURPLUS	- 10,153.50	-	- 10,153.50	- 110.00

**TOWN OF STETTLER
TAXES RECEIVABLE
AS OF DECEMBER 31, 2024**

STATUS OF PROPERTY	2023 # OF PROPERTIES	2024 # OF PROPERTIES	CURRENT TAXES	ARREARS TAXES	TOTAL TAXES
Property under agreement	3	4	8,782.26	4,169.58	12,951.84
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 2023	0	0	0.00	0.00	0.00
Property to be offered for sale in 2024	1	1	793.60	6,613.33	7,406.93
Property to be offered for sale in 2025	10	7	5,704.29	2,870.85	8,575.14
Installment Plan Property	23	16	23,075.61	0.00	23,075.61
All Other Property	<u>70</u>	<u>79</u>	<u>187,252.03</u>	<u>42,370.66</u>	<u>229,622.69</u>
Sub-total Property Taxes	108	108	231,800.37	107,629.25	339,429.62
Business Taxes	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TAXES RECEIVABLE 2024		108	\$231,800.37	\$107,629.25	\$339,429.62
TOTAL TAXES RECEIVABLE 2023	108		\$266,884.79	\$69,456.07	\$336,340.86

**PERCENTAGE OF CURRENT PROPERTY TAXES OUTSTANDING
AS OF DECEMBER 31, 2024**

	<u>2023</u>	<u>2024</u>	
Current Taxes Outstanding	\$ 266,884.79	231,800.37	
Less Tax Payment Plan	<u>33,886.14</u>	<u>23,075.61</u>	
Net Current Taxes Outstanding	\$ 232,998.65	\$ 208,724.76	
Property Tax Levy	\$ 9,138,912.33	\$ 9,540,832.95	*includes Business Tax Levy \$6,000

% of Current Taxes Receivable

2024	2.19%	Dec 31
2023	2.55%	Dec 31
2022	2.42%	Dec 31

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

TO: Town of Stettler Council

DATE: 2025 01 21

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – DECEMBER 2024

CAO – LEANN GRAHAM

1. Meetings and Projects:

- Town Council
- Committee of the Whole
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- General Administrative Staff Meetings
- Personnel Matters
- CEMP Risk Assessment
- Fire Staff Meetings
- IDP
- SRO Meeting
- Regional Water
- SREMA
- Operating Budget
- CUPE Grievance
- Affordable Housing Grant
- SWMA
- IT Security Report
- Darren Maxwell Retirement
- IT Agreement Proposal
- Staff Appreciation
- Stettler Regional Board of Trade
- Parks & Leisure Staff
- Fire Operations
- Town Office Admin
- All Department Budget Meetings
- Dynamic GP – Review & plan for transition to new financial software
- Joint Administration Building Repairs
- Meeting with Clearview Superintendent
- Personnel Matter Incident/Grievance Investigation
- Insurance re: Joint Admin Building
- IDP Meetings

ASSISTANT CAO – KIM HYMERS

1. Meetings attended included:
 - Council
 - Staff
 - Department Head
 - Committee of the Whole
 - Operating Budget Meeting with CAO
 - Operating Budget Deliberations with Council
 - CEMP Risk Assessment Review
 - Regional Water Meeting
 - Grant Webinar
 - Trinus – Security Report
 - Diamond Webinar
 - Trinus – Contract Review

2. Projects worked on included:
 - Policy Review – read and review policies
 - Bylaw Review – read and review bylaws
 - Financial Reports
 - Month End Financial Reporting
 - Finalization of Operating Budget
 - Rates Bylaws
 - Tangible Capital Asset Spreadsheet
 - Police Financials
 - Journal Entries Review
 - Review of all account reconciliations
 - F9 Reports Update
 - Continued training with Manager of Accounting & Financial Services
 - Financial Statements

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- CUPE – employee clarifications
- Asset Management – ongoing Canoe procurement – street sweeper capital purchase options
- Airport Snow removal concerns
- Grant Funding Opportunity review

- Streetlight Head Light Changes and invoices
- Cold Storage Replacement construction continues
- Water Reservoir Upgrades – generator/instrumentation clarifications
- Staff Retirement – Water/Wastewater Department
- CEMP Risk Assessment
- Airport Runway Rehabilitation year end invoicing
- Highway 12 and 56 Upgrades year end invoicing
- IDP Workshop
- Garbage, Recycling and Compost Tender award and contract agreements
- EPR Updates

- WTP Chemical Tender Award
- Regional Water Meeting
- Citywide Webinar (Asset Management)
- CUPE Grievance Meeting
- 2024 Emergency Management Workshop (held at County)
- Met with Highway 12/21 commission administration
- Receiving Water Body Assessment Update Meeting
- Extended Asset Management Coordinator position till September 2025
- Annual Staff Recognition luncheon
- Vacation Dec. 30 and 31.
- Departmental Capital Budget 2025-2034
- Parks and Public Works Planning Meeting

TRANSPORTATION – SARAH MCCRINDLE

- Picked up the barricades from the tree light up
- Sidewalk snow removal and sanding as needed
- Finished the snow removal for the whole town Dec 2
- Grader and the sander were sent out to the water treatment plant for their road
- Monthly public works shop inspection
- Monthly traffic light and crosswalk light inspection
- Hauled snow from the parking lot at the fire hall and the health unit to West Stettler and blew the snow onto the hill for the kids
- Open and close columbarium as needed
- Two transportation staff attended the ICS 300 course
- Sent the sander out when needed
- Sanded parking lots when needed
- Hauled the snow piles out of the town shop yard
- Sign repairs as needed
- Braced the main street Xmas tree after the big wind
- Building a shelf in the mechanics office to hold all of the manuals for the equipment
- Graders out when needed
- Hauled snow from the uptown area, school area, priority roads in Grandview, Parkdale, and 51ave and 50A Ave Dec 12 and 13
- Dig and fill cremations as needed
- Hauled snow piles out of the cemetery
- Parking lot snow removal when needed
- Hauled uptown area dec 20
- Put together the extra 4am no parking signs that we needed
- Sand the back alleys
- Swept outdoor rinks

DIRECTOR OF PARKS & LEISURE SERVICES – BRAD ROBBBINS

- Community Risk Assessment Review Meeting
- SRC, Sports Fields and Hall Rates Policy to Council for Approval
- Meeting with potential suppliers regarding domestic and Zamboni water tanks
- Completion of 1 on 1 Intro Meetings with all P & L Staff
- Department Head Meetings
- Parks and Public Works Joint Meeting
- User group meetings with Stettler Minor Hockey Association
- Ongoing P & L Leadership Meetings including 1 on 1's
- Personnel Matter
- Department Safety Meeting Planning
- Heartland Beautification Meeting
- Meeting with Stakeholder regarding Homesteaders Park
- Skate with Santa Planning & Event Execution December 23rd
- Men's Provincial Curling Championship Facility Prep Meetings
- 2025 Capital Budget Planning and Preparation
- Staff Long Term Service Prep and Appreciation Luncheon
- Opening of new Outdoor Arena and Skating Oval
- Christmas Vacation from December 24-January 2

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2024 Permits to December 31, 2024	2023 Permits to December 31, 2023
Institutional	\$1,042,720.00	\$155,000.00
Industrial	\$978,000.00	\$268,412.00
Commercial	\$1,446,601.00	\$3,312,525.00
Residential	\$3,612,349.00	\$2,764,572.00
Total	\$7,079,670.00	\$6,500,509.00

2. Projects:

- Land Sale(s)
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Intermunicipal Development Plan
- Rezoning Applications
- Leasehold Agreements
- Okoppe Way
- Budget
- Subdivision

3. Meetings:

- Intermunicipal Development Plan
- Council Meeting

- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Health Unit
- Municipal Planning Commission
- Economic Development
- Okoppe Way

WATER – GRANT MCOQUAY

- 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 customers
- 11) Sewer service repairs
- 12) Water Service leak repairs
- 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
- 19) Water Main Valve repairs.
- 20) cleaning of screen in MH#2 at Lagoons
- 21) Hauled snow with roads
- 22) Plowed snow from alleys and Water/wastewater facilities
- 23) Nitrite testing program
- 24) Flushed dead end lines

ARKS & LEISURE FOREMAN – DESIRAE PERRY

Meetings:

- SRC Leadership/Managers meeting
- Meeting with Erskine Curling Club and their ice tech
- Plumbing companies regarding arena upgrades
- Sit downs with Brad
- Completed ICS-300 (Marty attended as well)

- Skate with Santa
- Took planters to Greenhouse
- Continuous maintenance on Oval and Boarded Rink; including Christmas Day and Boxing Day
- OmniSport was in to fix problem areas with the players boxes and arena boards
- Uploaded the remainder of the seasonal schedule for arena operators
- Snow removal as needed
- Waxed Viewing Area floor
- Regular ice maintenance
- Regular upkeep of Stettler Recreation Center
- Cleaned Flint compost site for Christmas Tree disposal

TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

1. Training
 - o December 2 Officer meeting
 - o December 9 Patient packaging, basket stretcher practical
 - o December 12 SREMA Table Top exercise
 - o December 16 FD Staff Christmas Party
 - o December 18 Officer meeting

2. Fire Department Operations
 - o Capital Budget 5 and 20 year plan
 - o Charity Check Stop
 - o TOS CEMP Review
 - o Meet Bearcom Tech for Engine 11 install
 - o Worked on Emergency vehicle Traffic Control light west side
 - o Re- Schedule communication tower PM
 - o Prep for TOS meeting with architect to discuss Town needs
 - o Ongoing replacement Fire Engine specification and design document preparation for Tender submission
 - o Ongoing fire safety inspections and pre planning, fire safety public education, incident investigations, fire cause determination submission.

WATER TREATMENT PLANT SUPERVISOR - CHRIS SAUNDERS

1. Chemical bids for 2025 came in and were awarded to four vendors. There was approximately a 3% increase in pricing for 2025. This pricing may be affected by the upcoming US president tariff threats.
2. A Hach Tech from Toronto was sent out to deal with the ongoing problems with our AMC 5500 Monochloramine analyzer. The analyzer is now operating within specs now and has supplies maintenance procedures for the operators.
3. Konecranes was onsite to move the chlorine room hoist over to the highlift area monorail. There are some clearance issues with one of the support beams that hold the monorail and the hoist cannot travel the full length of the monorail. Konecranes is

looking at this issue. There is a new hoist and trolley for the polymer area monorail and the missing end plates installed.

4. The new 2 tier ladder was completed and installed in the micro filter building by Score. See attached photos.
5. Endress and Hauser was contracted to recertify the plant and town flow meters and the tech has completed this work.
6. Routine monthly maintenance carried out.



2 Tier Ladder 1



2 Tier Ladder 2

DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- December 2nd – Town risk assessment for meeting for the Province
- December 3rd – Sales meeting for office printer replacement
- December 4th – CRAHIMT (Central Region All-Hazards Incident Management Team) workshop. I got to speak about my 2023 deployment to the Drayton Valley/Brazeau County wildfire
- December 9th – Town risk assessment continued (from Dec. 2)
- December 11th – Local election meeting with Clearview Public Schools
- December 11th – AB Munis Ad Hoc committee meeting regarding provincial government engagement about water use
- December 12th – SREMA (Stettler Regional Emergency Management Agency) tabletop exercise
- December 13th – Elections Alberta webinar
- December 13th - Okoppe park meeting
- December 16th – Canon printing press demo with sales company
- December 18th - Economic Development meeting
- December 18th – Diamond Customer update series kickoff
- December 19th – Met with Director of Emergency Services to help build our SREMA roster

- December 19th – Met with Trinus Technologies about the contract process
- Staff & Department Head meetings
- Daily office meetings
- Weekly IT meetings

Projects of note include:

- Continued work on assessing workroom printer replacement
- Putting together election package
- Created election page on the Town website
- Continued work on reconciling TCA data for asset management
- Working on getting staff emails out of quarantine and other email and password issues
- Following-up on shade structure quotes for Okoppe park
- Updating Alberta municipal residential utility rates database
- Continued work on re-claiming Town domain
- Fulfilling mapping/printing requests
- Mapping and database updates (paper, electronic and webmap)

REGIONAL FIRE MANAGER – IVAN DIJKSTRA

1. Meetings attended included:

- Town Administration Meeting,
- County Administration Meeting,
- County Budget Meeting/Discussion
- Town Budget Meeting/Discussion
- Station 1 joint training attendance
- AFRRCS Business Relationship Coordinator meeting
- Fire Advisory Meeting

2. Projects worked on included:

- Assist fire investigation & emergency incident responses, and call entry data maintenance
- AFRRCS In-Vehicle repeater completed in December
- Attended NC AHIMT Functional exercise in Leduc in November – completion of educational requirements for CRAHIMT
- Continued operations and capital budgets 2025 preparation for Town and County.
- Rescue 1-4 annual CVIP and repairs completed in November/December
- Ongoing Rescue 1-4 inventory discussion
- Stettler Elementary school and Trailblazer Academy fire prevention presentations
- Station 1 Christmas function on December 16th
- Reviewed in consultation with CAOs initial pre-design report from architect. Feedback provided to architect.
- Continued Standard Operating Policy development for SRFD in preparation for potential Fire Advisory meeting in November.

- Year-to-Date SFRD Incident Statistics as of December 31, 2024:

	SFRD	Town	County
Fire Dollar Loss	17	9	8
Fire No Dollar Loss	41	6	35
Medical Assists	52	26	26
MVC	30	8	22
Alarms Ringing	86	68	18
Hazmat	4	2	2
Water Rescue	3	0	3
Other	10	7	3
TOTAL Incidents	243	126	117
Total Staff Hours Incidents (hrs)	2058	782	1276

Leann Graham
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77645	77648
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Active Network	77645	2025-01-10	\$1,007.32

Invoice Description		Invoice Number	Invoice Amount

P&L - Software Installment		4200012946	\$1,007.32

Future Ag Inc	77646	2025-01-10	\$113.00

Invoice Description		Invoice Number	Invoice Amount

Trans - fuel Filters		IS84340	\$113.00

John Deere Financial	77647	2025-01-10	\$189.53

Invoice Description		Invoice Number	Invoice Amount

Trans - Cabin Air Filters		1411654	\$189.53

Receiver General for Canada	77648	2025-01-10	\$72,186.01

Invoice Description		Invoice Number	Invoice Amount

Town Tax Remittance		PP01-25	\$61,609.00
Town Tax Remittance		PP01-25.	\$4,623.88
BOT Tax Remittance		PP01-25.BOT	\$2,525.18
Library Tax Remittance		PP01-25.LIBRAR	\$3,427.95

		Total Cheques	\$73,495.86

			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0008468	EFT0008504
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0008468	2025-01-14	\$1,045.00

Invoice Description	Invoice Number	Invoice Amount	

Water - Retirement Meal	378	\$1,045.00	
=====			
ACC Wastewater Solutions	EFT0008469	2025-01-14	\$1,785.00

Invoice Description	Invoice Number	Invoice Amount	

Sewer - Greasezilla	INV-23519	\$1,785.00	
=====			
Alberta Animal Services	EFT0008470	2025-01-14	\$15,397.38

Invoice Description	Invoice Number	Invoice Amount	

Bylaw - Bylaw Enforcement	11321	\$15,397.38	
=====			
APEX Supplementary Pension Pla	EFT0008471	2025-01-14	\$382.36

Invoice Description	Invoice Number	Invoice Amount	

Sub Pension Plan Remit	PP01-25	\$382.36	
=====			
Barnes, Roger	EFT0008472	2025-01-14	\$25.00

Invoice Description	Invoice Number	Invoice Amount	

SRC - Phone Allowance	2025.01.01	\$25.00	
=====			
Stettler Regional Board of Tra	EFT0008473	2025-01-14	\$100,000.00

Invoice Description	Invoice Number	Invoice Amount	

2025 Grant 1 BOT	2025-1	\$100,000.00	
=====			
Canadian Union of Public Emplo	EFT0008474	2025-01-14	\$715.00

Invoice Description	Invoice Number	Invoice Amount	

AP - Union Dues	PP01-25	\$715.00	
=====			
Central Sharpening	EFT0008475	2025-01-14	\$554.40

Invoice Description	Invoice Number	Invoice Amount	

SRC - Blade Sharpening	31191	\$315.00	
SRC - Blade Sharpening	31117	\$239.40	
=====			
Chapman Riebeek	EFT0008476	2025-01-14	\$48.85

Invoice Description	Invoice Number	Invoice Amount	

Bylaw - Legal Services	2501013	\$48.85	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
County of Stettler	EFT0008477	2025-01-14	\$2,294.92
Invoice Description	Invoice Number	Invoice Amount	
Fire Calls & Salary	COS011405	\$2,294.92	
Diverse Signs	EFT0008478	2025-01-14	\$17.85
Invoice Description	Invoice Number	Invoice Amount	
SRC - Signings	12132	\$17.85	
Dodd, Sonia	EFT0008479	2025-01-14	\$125.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - travel & Phone	2025.01.01	\$125.00	
Dolan, Lori	EFT0008480	2025-01-14	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.01.01	\$25.00	
Graham, Leann	EFT0008481	2025-01-14	\$375.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2025.01.01	\$375.00	
Gyro Ag Ltd.	EFT0008482	2025-01-14	\$25.13
Invoice Description	Invoice Number	Invoice Amount	
Trans - Roll Top Repair	4427	\$11.26	
Shop - Supply	4398	\$13.87	
Hi Way 9 Express Ltd.	EFT0008483	2025-01-14	\$340.58
Invoice Description	Invoice Number	Invoice Amount	
Trans - Freight	2409793	\$340.58	
Hymers, Kim	EFT0008484	2025-01-14	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2025.01.01	\$100.00	
Local Authorities Pension Plan	EFT0008485	2025-01-14	\$31,163.60
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP01-25	\$31,163.60	
Leckie, Neil	EFT0008486	2025-01-14	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone	2025.01.01	\$25.00	
Manalastas, Victor	EFT0008487	2025-01-14	\$262.50
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Janitor	27	\$262.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
McKee, Tracey	EFT0008488	2025-01-14	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2025.01.01	\$100.00	

Municipal Property Consultants	EFT0008489	2025-01-14	\$7,174.85

Invoice Description	Invoice Number	Invoice Amount	
Jan 2025 Assesor	17189	\$7,174.85	

Oakcreek Golf & Turf Inc.	EFT0008490	2025-01-14	\$160.81

Invoice Description	Invoice Number	Invoice Amount	
Park - Mower Ignition Switch	1051940-00	\$160.81	

Peavey Mart	EFT0008491	2025-01-14	\$686.33

Invoice Description	Invoice Number	Invoice Amount	
Water - Shop Project	2009722004	\$33.40	
Water - Mouse Traps	2000644003	\$58.78	
Trans - Extension Cords	2001325005	\$456.69	
Trans - Fab materials	2003290004	\$78.72	
Sewer - Fab materials	2004494004	\$19.93	
P&L - Skating Oval Lights	2002776003	\$34.62	
P&L - Skating Oval Lights	2002795004	\$4.19	

Perry, Desirae	EFT0008492	2025-01-14	\$50.00

Invoice Description	Invoice Number	Invoice Amount	
P&L - Telephone Allowance	2025.01.01	\$50.00	

Peterson, Chase	EFT0008493	2025-01-14	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Pool - phone Allowance	2025.01.01	\$25.00	

Robbins, Brad	EFT0008494	2025-01-14	\$150.00

Invoice Description	Invoice Number	Invoice Amount	
P&L - Travel Allowance	2025.01.01	\$150.00	

Sienna's Cleaning	EFT0008495	2025-01-14	\$800.00

Invoice Description	Invoice Number	Invoice Amount	
Shop - Dec 8 Cleans	764470	\$800.00	

Standage, Maddie	EFT0008496	2025-01-14	\$150.00

Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel Allowance	2025.01.01	\$150.00	

Stettler Dads Services	EFT0008497	2025-01-14	\$1,500.00

Invoice Description	Invoice Number	Invoice Amount	
Water Billing - Contract	2024-12	\$1,500.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Tool & Hardware	EFT0008498	2025-01-14	\$579.55

Invoice Description	Invoice Number	Invoice Amount	
Trans - Sander	10018128	\$104.99	
Trans - Sander	70000225	\$10.50	
Trans - Other Goods	10018123	\$44.08	
Trans - Tools	10018347	\$419.98	

Stingray Radio Inc.	EFT0008499	2025-01-14	\$682.50

Invoice Description	Invoice Number	Invoice Amount	
December Advertsing	809418-12	\$682.50	

Stormoen, Angela	EFT0008500	2025-01-14	\$175.00

Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel & Phone Allowance	2025.01.01	\$175.00	

Thinktel Communications	EFT0008501	2025-01-14	\$160.98

Invoice Description	Invoice Number	Invoice Amount	
Office - Telephone	1356016	\$160.98	

Tomkow, Joe	EFT0008502	2025-01-14	\$70.00

Invoice Description	Invoice Number	Invoice Amount	
Shop - Tools	2025.01.01	\$70.00	

WTS Manufacturing & Sales Inc.	EFT0008503	2025-01-14	\$205.80

Invoice Description	Invoice Number	Invoice Amount	
Sewer - Steel Deck	4943	\$205.80	

Yost, Dustin & Maria Cristine	EFT0008504	2025-01-14	\$2,000.00

Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Janitor	2025.01.01	\$2,000.00	

Total Cheques			\$169,378.39
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0008505	EFT0008505
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Capital Power	EFT0008505	2025-01-21	\$92,047.59

Invoice Description	Invoice Number	Invoice Amount	
December - Power	5192884	\$83,443.38	
December Power - Affiliates	5192846	\$8,604.21	

	Total Cheques	\$92,047.59	-----

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000855
Cheque Date	First	Last		ONL000858

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shaw Cablesystems GP	ONL000855	2025-01-10	\$109.15

Invoice Description	Invoice Number	Invoice Amount	

Fitness - Cable	2024.12.01	\$109.15	

Telus Communications	ONL000856	2025-01-10	\$5,216.87

Invoice Description	Invoice Number	Invoice Amount	

July 24 - Aug 23 Telus Comm	2024.08.23	\$2,546.36	
Nov 24 - Dec 23 Telus Comm	2024.12.23	\$2,670.51	

Telus Mobility Inc.	ONL000857	2025-01-10	\$1,381.57

Invoice Description	Invoice Number	Invoice Amount	

Nov 22 - Dec 21 Telus Mobility	2024.12.21	\$1,381.57	

United Farmers of Alberta	ONL000858	2025-01-10	\$83.98

Invoice Description	Invoice Number	Invoice Amount	

Water - Shovels	2024.12.11	\$83.98	

Total Cheques			\$6,791.57
=====			

Meeting Minutes Stettler Health Professionals Attraction & Retention Committee

Committee Meeting

Tuesday, November 19, 2024 - 2:00 pm

Attendance: Leann Graham, Sean Nolls, Dean Lovell, Kim Chapman, Travis Randell, Yvette Cassidy, Justin Stevens, Lindsay Roberts, Janet Chaney, Byron Geddes, and Kami Ritz (Recording Secretary)

1. Call meeting to order

Byron called the meeting to order at 2:00 pm

2. Introductions if needed

Byron introduces everyone in attendance.

3. Ground Rules for Group

Dean took a moment to express that, having been on the previous committee, he noted a lack of Vision and Mission statements, a purpose, and ground rules. Without this, the committee became stagnant, and Dean saw that this needed to be addressed and rectified with the new committee. Dean then presented a document to the group to review that could be a template for establishing the new committee. (Refer to page 6 to review document)

4. Additions/Deletions to Agenda

5. Old Business

a. Red Deer Presentation Update

Byron discussed the success of the event, with the presentation being made to 20 doctors in Red Deer who are in their final years of schooling. The presentation was appreciated and put Stetter in the minds of these future physicians looking at areas to practice in. It also led to one from the group joining Dr. Bouwer on a visit to Stettler the same day and conversations with another one of the doctors interested in visiting the town.

b. Recruitment Process

Byron asked if Lindsay could give an overview of the recruitment process from start to finish so everyone knew how it worked. Lindsay spoke about how the applications first came to her for review. She then sends the applications to Dr. DuToit, the Chief Medical Officer for Stettler, who decides if an interview should be conducted. References are then contacted, and a potential site visit can be arranged. After those steps and if an offer is signed, then sponsorship is investigated.

MOTION

Dean Lovell makes a motion to accept the old business as presented.

**All In Favor
CARRIED**

6. New Business:

Byron noted that New Business (b) would be moved ahead of (a)

b. A&R Rebuild

Byron began the conversation, stating that he had previously been chairing the committee. However, he thought it was best to nominate a chairperson aside from himself and suggested Dean could potentially fill that role. Byron also asked if anyone else was interested in being the new committee Chairperson. With no one else putting their name forward and Dean agreed to take the role, a motion was declared.

MOTION

Travis Randell makes a motion to nominate Dean Lovell as Chairperson of the committee.

All In Favor

CARRIED

Dean Lovell took over chairing the meeting and brought forth a Joint Municipal Committee Strategy and Flow Chart (refer to page 7 & 8 to review documents) for the committee and suggested that a sub-committee should be put in place to develop the plans presented within the committee. There was a good discussion on aspects of the recruiting and retention processes, ideas on mentorships, and follow-up interviews for doctors who have visited the community, along with establishing by-laws, responsibilities, and structure for the committee. Leann spoke about the earlier agreement between the Town and County that the Town would handle the administrative processes for the new Health Professionals Attraction & Retention Committee. The group discussed the other needs and roles of the subcommittee personnel. It was decided that diversity on the subcommittee was needed, and it was suggested that assigning members from the different stakeholder groups would bring different perspectives, knowledge, and ideas. After the discussion, volunteers put their names forward, and a motion was made to declare the new subcommittee structure.

MOTION

Sean Nolls tables a motion that the Health Professionals Attraction & Retention Committee subcommittee would include the Town of Stettler CAO, County of Stettler CAO, Stettler Needs Doctor Representative, Stettler Health Foundation Representative, and a Stettler Regional Board of Trade Representative.

All In Favor

CARRIED

a. 2 New IMG Applicants

Lindsay spoke about the two recent applications that were submitted for the positions posted for Stettler. She mentioned the interviews had been completed and that they were now in the checking references stage with a potential site visit for the doctor currently residing in Saskatchewan in December. Both candidates were trained in Nigeria but presently reside in Canada. Lindsay noted that five positions for the area remained open, reviewed the recent successful recruitments of Dr. Ude, Dr. Victoria, and Dr. Kan Kam-

Yeboah, and briefed the committee on the status of each, with possible start dates. It was brought to the attention of the group that many in the community were inquiring about when doctors would be starting and if there was a way to share information on the expected timelines for the new doctors to arrive. Lindsay cautioned that while an estimated timeline could be established, it is not guaranteed as it is contingent upon the completion and approval of assessments. It was noted that the Stettler Needs Doctors website had been updated with information on the new doctors coming to Stettler, however no concrete start dates were listed. The idea that a Joint Press Release from the Town and County could assist in bringing awareness to the community regarding the successful recruitment of physicians.

c. Doctor Tours

Byron gave an update on the completed doctor tours this past year. He noted that the last few site visits occurred in spring and summer. However, Dr. Lowell came in the fall when the weather was cooler, and it was noted that not being from here, the cold can be a surprise to visiting doctors. Byron said with the winter seasons here, as we continue to tailor site visits to potential doctors, the weather needs to be considered when planning the tours. Further discussion was on how the visits are tailored to the doctors' needs and situation. Byron mentioned how each visit always includes certain activities such as tours of the clinics, a hospital tour, and a dignitary lunch, and then school, recreation, housing, and other "Life in Stettler" aspects were highlighted based on the individual doctors' interests. It was advised that when conducting follow-up interviews on site visits, the components of each tour were discussed so that any aspects could be adjusted to ensure all needs and required details were addressed during the visits or if changes needed to be made.

d. Resident Program

Sean Nolls began the discussion with information he recently acquired when attending an AM presentation. He learned that an estimated 300 immigrant doctors were currently awaiting placement in a residency program. This knowledge led to talks with Immigration regarding how a Residency Program for immigrant doctors could be initiated in Stettler. With the Residency Program being a learning program, our local doctors would need to give their approval as they would oversee the residents, which would add to their workload. Due to the doctor shortage in Stettler, workloads and time constraints have made it not feasible to have resident doctors due to the current situation. It was noted that Stettler brought residents through regularly when there were enough local doctors to administer the program, and there were questions about how this new program fit with the previous program. The idea being discussed was that a new Residency Program would target the IMGs, filling the need for placements among those waiting, and would include four placements annually. Talks with Immigration led to learning that they were behind the idea of a new Resident Program with the IMG focus and that there were potentially grants that could assist with funding. There was discussion about how this program would allow resident doctors to connect with Stettler and potentially return to practice here. There was general support for the idea, there was concern about the earlier mentioned shortage of doctors and questions regarding a potential timeline for this new program. Sean made it clear that this idea was only in the preliminary stage, and if a program were to be established, it would not be for at least a few years. With that knowledge, the group

supported continuing to investigate ways to bring this program to Stettler in the future.

e. Point Person

Covered in earlier agenda item (b) – Dean Lovell will be the committee Chair.

f. Stettler Needs Doctors Update

Dean, a member of the Stettler Needs Doctors, spoke about a recent motion brought forth at their recent meeting to offer a \$2000 incentive for doctor referrals leading to a successful candidate coming to Stettler. The incentive was open to our current doctors, and it was highlighted that their connections and influence were an integral part of successful doctor recruitment. Dean mentioned the group is also working on a “thank you” for our current physicians to show appreciation for their work and that they are continuing to work on a plan for continued retention initiatives. Dean also mentioned that the Stettler Needs Doctors website is being updated regularly with information regarding the recruitment of doctors so the community can utilize it for awareness.

g. Stettler Medical Clinic Update

Dr. Agwaze was unable to attend the meeting to give an update.

h. Heartland Medical Clinic Update

Dr. Kim Chapman mentioned that she was excited to have the new doctors coming to practice in Stettler. The doctor coming to their clinic would put them up to four full-time physicians, with Dr. Vogel still in the clinic and on a part-time basis. She mentioned that the clinic capacity was currently for 6; however, they had also shared space in the past, which could increase capacity. However, the plans to expand the clinic were still in place. Dr. Chapman then discussed the new grant streams announced by the Government of Alberta, which are targeted at strengthening healthcare access and capacity in rural and remote areas in Alberta. The two grants available are the Municipality Supported Clinics Grant Program and the Rural Team Recruitment Grant Program. While grant applications were not something she was well versed in, having reviewed the Rural Team Recruitment Grant Program, it would require bringing on additional staff that would need permanent positions even though the funding was only available for two years, which was a concern. Since the other grant was directed towards municipalities, she wanted to ensure the group was aware of it but had some concerns about its wording and requirements. There was discussion about the Municipality Supported Clinics Grant Program, including the requirements, fund matching, criteria, and how the grant could be utilized to create more capacity. It was decided more research and discussion about the grants would be needed. The deadline for application of November 30 was mentioned with a consensus that it could be something to investigate; however, timing was an issue, and it was thought these grants would be available in the future, so once more investigation and feasibility were completed, there could be potential for applying.

i. Round Table

Lindsay opened the discussion with the news that she had sent two more applications she received that morning to Dr. DuToit for review. She did note, though, that both applications

were from IMGs not currently residing in Canada, which meant the added step of work permits, which impacted overall timelines by 5 or 6 months. Questions about whether positions could remain posted even if current ones are filled. Lindsay explained that a need assessment would need to be done and approved by Dr. DuToit for postings to stay open. The discussion then moved on to the need for GPAs and whether any doctors applying were trained in anesthesia. Lindsay explained that applicants with the training were very few, and nearly every community was looking for GPAs. This brought up talks regarding the training and requirements to become a GPA and if it would be more prudent to look at ideas for getting the current doctors the required training. The grant through RHPAP was discussed as the training costs are significant. The RHPAP grant only covers a portion of the training cost for a maximum of two applicants per year and still costs them \$86,000. The thought of creating a solution to the lack of GPAs by assisting our current physicians is something to investigate further, as rural anesthesia is a decreasing field, resulting in the ability to perform surgeries in rural areas. Both significantly impact rural health and accessibility, which we can see firsthand locally. We are already relying on Red Deer to cover anesthesia needs, and with so few GPAs, the current workload is increasingly demanding.

7. Next Meeting: Dec. 17, 2024, at 2:00 pm

This led to a discussion about what time during the day worked best for everyone in the group. Dr. Chapman noted that most doctors run clinic hours until 4:30 pm, and on-call schedules can determine availability. A 5:00 pm time was suggested. Lindsay said they usually only work until 4:30 pm, but when required, they could make efforts to attend meetings outside of regular work hours—discussion wrapped with the upcoming meeting time to be determined once individuals' schedules and availability were known.

8. Adjournment

Dean Lovell called the meeting adjourned at 3:14 pm.

STETTNER HEALTH SERVICES FOUNDATION BOARD MEETING

November 6, 2024

Stettler Hospital Board Room

Present: Cheryl Barros, Tara Gerlitz, Janet Chaney, Jenna Watson, Terry Chesla, Amy Roberts, Tom Campbell, Lance Neilson, Will Brown, Jane Finlay, Murray Wahlund, Sarah Halverson, Tricia Wagner

Absent: Simon Sia, Kim Chapman

Recorder: Mary-Jane Jackson

1. Call to Order at 7:00 p.m.
2. Approval of Agenda and Minutes
 - 2.1 Motion by Jane to approve the agenda. CARRIED
 - 2.2 Minutes of Sept. 6, 2024 reviewed. Motion by Terry to approve. CARRIED
 - 2.3 Board resignations have been received from Karin Phibbs and Heather Baird. The County of Stettler has decided not to send a representative to this Board any more. If you know of any potential board members, let Cheryl or MJ know. All the hospital positions on the Board are filled, so people from the community would be needed.
3. Business Arising from Minutes
 - 3.1 Hospital Update – Janet/Jenna
 - Very busy with HR education, etc.
 - Hiring is continuing but slow right now. Mostly temporary positions being filled right now.
 - 3.2 Atrium Upgrade – Janet
 - The construction company has filled the fountains with the wrong material (road crush) and have replaced it with crushed rock.
 - A decision was made in July to not make the fountains operational. They have been able to remove the railings.
 - **The wall behind the railings (30' rock)** has to have additional stone to build up the wall and add a gate. The pricing provided is \$45,135.89. Janet has questioned this quote and once we have more information, MJ will send it out.
 - The carpet and fountain tile has been stripped out and looks great.
 - New flooring goes in Tuesday.

3.3 Coffee Vending Machines

- Janet will contact Jamie (Legal) to check the status of the contracts.
- VanHoutte needs to sell 30 cups/day to make it worthwhile so will not put in a machine.
- Jane has emailed another vendor twice to see if they are interested and is working out costs.
- Terry questioned about the MAC leasing option. If they put a machine in it does exclude any other vending machines here i.e. Gift Shop.
- There are machines available on Amazon?

4. Reports

4.1 Treasurer's Report

- Moved by Murray **that the Treasurer's report be adopted as distributed.**
CARRIED.
- Terry moved to accept the P & L and the cheque run from Sept. 1 – Oct. 31, 2024. CARRIED

4.2 Festival of Lights – Amy

- Event is November 27-30.
- Senior tea is Wednesday, November 27 afternoon. Board members are asked to once again to bring a cut up square or cookies ahead of the tea. Thank you!
- Terry and Lyndsey from Re/Max will sell the 5050 tickets at Senior Tea.
- Thank you to Board members who have volunteered for the event. Please contact Amy or MJ if you would like to help.
- Cheryl thanked Amy and her committee for all their work.

4.3 Physicians Report – Kim – on holidays

4.4 Doctor Recruitment – Terry

- Three physicians have signed on and are in the assessment process now.
- One possible anesthesiologist.
- Physician recruitment committee not in existence anymore and the Town and County are trying to restructure the committee.

5. Communications

6. New Business

6.1 Town meeting with AHS Minister

- It was the whole district that met with the Minister so individual area concerns were not specifically addressed.
- Cheryl and MJ are going to Red Deer on November 15 for a meeting with AHS to discuss health foundations and, moving forward, their role in health care.

6.2 TV Remotes

- Record Services (who runs the admitting and ER desks) has decided to not accept any money for TV rentals any more. This is after 13 years of doing it.
- We are now moving to a donation system whereby new patients are given a letter and addressed envelope to donate for the use of the TV. The donor will be given a CRA receipt if desired.
- Last year we made \$8757.00 from tv remote rentals and paid out \$1382.00 in new TV replacements.
- Dialysis patients were also given a donation letter request as all TVs within that department are paid for by SHSF.
- The admitting desk will also no longer sell quilt and raffle tickets. Thanks to Janet, Jenna and Amy for selling them out of their office.

6.3 Johnson Bursary

- Seven applications were received for this annual bursary that provides financial assistance to hospital employees continuing education with preference given to health-related courses.
- A sub-committee of Will, Sarah and Tricia will review the applications.
- An annual amount of \$1000.00 will be split among the winning applicants.

6.4 Cash Casino – Red Deer – March 4/5, 2025

- A schedule was distributed and Board members signed up.
- The last two available shifts are:
 - Tuesday, March 4 from 11:55 p.m. to 2 a.m.
 - Wednesday, March 5 from 11:55 p.m. to 2 a.m.
- Thanks to everyone who has volunteered.
- Because of this casino, the originally scheduled SHSF meeting for March 5 will have to be rescheduled.

6.5 Equipment requests

- A committee of Janet, Tom, Terry and Tara **will review this year's requests.**
- Meeting to review will be called for the week after next. Janet will let everyone know.
- A budget of \$150,000 to \$200,000 can be used (exclusive of FOL).

6.6 AED Machine

- Amy presented a request from Points West to purchase an AED machine at a cost of \$2200.00.
- Currently there is no AED on site and there are 140 residents housed there. The closest machines are at Wal-Mart and the Recreation Centre.
- Discussion concerning SHSF funding equipment for a privately owned facility.
- Motion by Amy to fund an AED machine for Points West at a cost of \$2200.00.
MOTION DENIED

Meeting adjourned at 8:00 p.m.

2025 Meetings: January 8
 March TBD
 May 7
 July 2
 September 3 AGM
 November 5

STETTLER HEALTH SERVICES FOUNDATION SPECIAL BOARD MEETING

December 4, 2024

Stettler Hospital Board Room

Present: Cheryl Barros, Tara Gerlitz, Janet Chaney, Jenna Watson,
Terry Chesla, Tom Campbell, Tricia Wagner, Kim Chapman

Absent: Simon Sia, Lance Neilson, Will Brown, Jane Finlay, Murray Wahlund,
Sarah Halverson, Amy Roberts

Recorder: Mary-Jane Jackson

Equipment requests 2024/2025

- The equipment requests that were vetted by the subcommittee in November were reviewed (attached).
- Motion by Terry to approve the requests as presented and previously distributed. Proxy votes from Members absent were in favor of the motion. Motion was passed unanimously.
- Noted that we should invite the Dialysis Unit Manager to a meeting to present an overview of their unit and requests.

Meeting adjourned at 7:30 p.m.

MINUTES OF THE HEARTLAND BEAUTIFICATION COMMITTEE MEETING
December 5, 2024

Present: Councilor C. Barros, Councilor W. Smith, Chairperson G. Fix, L. Norman, T. Wilson, B. Robbins, T. Philp, L. Philp, J. Peterson

Call to Order: Chairperson G. Fix called the meeting to order at 12:07

1. Additions/Agenda Approval

Moved by W. Smith that the agenda be approved as presented.

Seconded: T. Wilson

MOTION CARRIED
Unanimous

2. Confirmation of the October 25, 2024 HBC Meeting Minutes

Moved by T. Wilson that the Minutes from the Oct 25, 2024 Heartland Beautification Committee Meeting be approved as presented.

MOTION CARRIED
Unanimous

3. Statement of Revenues & Expenses

No motion was made to approve the revenue and expenses report

4. Parks and Open Spaces Master Plan

- Into draft #3
- Priorities have been identified
- Will assist with future park designs
- Brad has requested that the HBC look at it from a community stakeholder's prospective
- Would like input by January 6th

5. Reports

a) General

- Budget was approved
- CIB
 - Discussion on whether we can hold off for another year to be judged
 - Should go through previous judges comments to see if we can work on any of the suggestions
 - Would like to finish the community gardens before the judges come again
- County is having a Gardening and Horticulture event March 13. They have asked that we reach out to our gardeners to see if they would like to attend
- Masons photo was taken. There is a balance of \$645 left over from their donation. It was suggested that we just keep for repairs

b) Green Spaces

- Beautiful Yards sign, only 1 sign left. Continue with 1 sign until it's gone and then we will stop doing it.
- Flowers have been ordered for Planting Memories. Discussion on weather to move the planters. Decided to leave where they are for 1 more year
- IODE Benches need to be assembled and put out in the spring. They have the plaques to put on them.

c) Green Actions

- Water refill signs need to be put out in the spring
- Wear a Sweater campaign will run again. Will put out 15 signs
- Cigarette butt recycling will continue. Marie Brown has volunteered to look after this
- Repair café international has partnered with WD40 for 60 free kits. G. Fix has put our name in
- Curbside compost-G. Fix has reached out to Leann. Was unsure of the meaning of her response. Will wait for an explanation
- Bring your Own Bag sign at sobeys is falling down. B. Robbins noted that the staff will look after this.

d) Heritage Conservation

- Nature signs are ready to be installed in the spring

e) New Ideas

- T. Philp did some research online as to what other communities are doing and found that the larger areas are able to get funding by the government
- Will discuss more of the list at next meeting

8. Next Meeting- January 9th

9. Adjournment- 1:03pm