

Town of Stettler

COUNCIL MEETING

FEBRUARY 15, 2022

6:30 P.M.

BOARD ROOM



TOWN OF STETTLER MISSION STATEMENT

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

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

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of February 1st, 2022 5-12

(b) Minutes of the Committee of the Whole Meeting of February 8th, 2022 13-17

4. **Citizens Forum**

5. **Delegations**

(a) 6:35pm – Darlene Ballek & Lisa Smith – Points West Update Verbal

6. **Administration**

(a) Intermunicipal Development Plan Update 18-47

(b) Committee of the Whole Recommendations – February 8, 2022 48-53

(c) CAO Reports 54-58

(d) Meeting Dates

- **Thursday, February 17 – Virtual Brownlee Emerging Trends – Council Chambers – 8:30 AM – 3:30 PM**

- Tuesday, March 1 – Council – 6:30pm

- Tuesday, March 8 – COW – 4:30pm

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

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

- Tuesday, April 5 – Council – 6:30pm

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

- Tuesday, April 12 – COW – 4:30pm

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

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

- Tuesday, May 3 – Council – 6:30pm

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

- Tuesday, May 10 – COW – 4:30pm

- Tuesday, May 17 – Council – 6:30pm

- Tuesday, June 7 – Council – 6:30pm

- Tuesday, June 14 – COW – 4:30pm

- Tuesday, June 21 – Council – 6:30pm

	(e) Accounts Payable in the amount of \$139,501.39 (\$6,672.10 + \$4,752.27 + \$128,077.02)	59-64
7.	<u>Council</u>	
	(a) Meeting Reports	
8.	<u>Minutes</u>	
9.	<u>Public Hearing</u>	
10.	<u>Bylaws</u>	
11.	<u>Correspondence</u>	
	(a) Town of Gibbons – Bill 21 – Provincial Administrative Penalties Act	65-66
	(b) Stettler RCMP – Community Partner Letter	67-77
	(c) Government of Alberta Victim Services – Victim Services Redesign Response Letter	78-79
	(d) Rural Mental Health Network – Mental Health Gala	80-82
12.	<u>Items Added</u>	
13.	<u>In-Camera Session</u>	
14.	<u>Adjournment</u>	

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

Present: Mayor S. Nolls

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

CAO G. Switenky
Assistant CAO S. Gerlitz

Media (2)

Absent:

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

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

13 (a) *In-Camera Session: Third Party Business Interests – FOIP – Section 16* was added to the agenda.

Motion 22:02:01 Moved by Councillor Baker to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 18th, 2022

Councillor Lawlor advised that in his Council Report, the Economic Development Committee Meeting took place on January 12th and not January 19th as recorded.

Motion 22:02:02 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on January 18th, 2021 be approved as amended.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 18th, 2021 Minutes

None

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

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

6. **Administration:**

(a) Capital Budget 2022

CAO Switenky advised that the 2022 proposed Capital Budget has been prepared for Council's consideration in the amount of \$5,765,096. The draft budget was initially presented to Town Council on January 25th, 2022 during Capital Budget Deliberations. An overview of the budget and relevant funding sources was provided.

2022 Capital Budget - Department Summary		
Administration		\$39,000
Computer replacement program	\$14,000	
Community Builders (10 community hearts)	\$25,000	
Fire Department		\$181,000
2001 engine replacement (2026)	\$100,000	
Replace Deputy Fire Chief truck (2023 - \$94,000 - 1/2 County - \$47,000)	\$23,500	
Replace Fire Chief truck (2023 - \$94,000 - 1/2 County - \$47,000)	\$23,500	
Replace extraction hydraulic pump (\$19,000 - 1/2 County - \$9,500)	\$19,000	
Fire Hall traffic signals (\$15,000 - 1/2 County - \$7,500)	\$15,000	
Transportation		\$900,000
Pavement patching	\$150,000	
44th Avenue overlay (Highway 12 - 38 street)	\$750,000	
Airport		\$1,618,096
Airport runway - secure STIP funding \$1,618,096 (\$1,213,572 STIP / County \$202,262)	\$1,618,096	
Water & Sewer & Storm		\$1,125,000
Watermain cast iron replacement 53rd street between 48-51 avenues	\$950,000	
Wetland pumphouse upgrades	\$175,000	
Equipment		\$890,000
Hydrovac	\$600,000	
2 pick-up trucks	\$90,000	
Trailer mounted flusher	\$200,000	
Pathway / Sidewalks		\$280,000
Sidewalk replacement program	\$130,000	
Pathway (maintenance & rehab)	\$50,000	
Pathway program (New Construction)	\$100,000	
Water Treatment Plant (WTP)		\$460,000
Membrane replacement (build reserves - replacement 5-7 years)	\$50,000	
Pump replacement	\$100,000	
Caustic CIP (cleaning in place) tank heater	\$35,000	
PCL (programmable logic controller) upgrades	\$75,000	
Compressors	\$200,000	
Stettler Recreation Centre (SRC)		\$141,000
Arena scoreclock (both rinks) with bluetooth consoles, dressing room timers	\$28,000	
Outdoor arena refurbishment - new boards	\$94,000	
Hub Undercounter ice making machine	\$4,000	
Pool Mechanical room replacement components	\$15,000	
Parks / Cemetary / Community Hall		\$116,000
Hall Hardwood floor refinishing (dance floor)	\$15,000	
Parks Ball diamond backstop fencing replacement (2 diamonds)	\$5,000	
Parks Toro mower replacement	\$96,000	
Arts and Culture		\$15,000
Total - 2022 Capital Budget - Department Summary		\$5,765,096

Funding Sources for the **2022 Capital Budget** (only) are summarized as follow:

- **\$3,513,572 - Grants**
 - \$1,342,880 – 2022 Capital Budget MSI (Municipal Sustainability Initiative)
 - \$704,843.66 – 2021 MSI Carry Forward
 - \$2,063,876.87 – Total 2022 MSI available for use
 - \$16,153.21 - MSI Balance Dec 31, 2022
 - \$357,120 – 2022 Capital Budget BMTG (Basic Municipal Transportation Grant)
 - \$0.00 – 2021 BMTG Carry Forward
 - \$494,829.09 – Total BMTG 2022 available for use
 - \$137,709.09 - BMTG Balance Dec 31, 2022
 - \$600,000 – 2022 Capital Budget FGT (Federal Gas Tax)
 - \$455,676.35 – 2021 FGT Carry Forward
 - \$1,228,214.03 – Total 2022 FGT available for use
 - \$172,537.68 - FGT Balance Dec 31, 2022
 - \$1,213,572 – 2022 Capital Budget STIP (Strategic Transportation Infrastructure Program)
- **\$1,373,000 (\$698,353 Interim Budget) - Amount Available for Capital from 2022 Interim Budget**
 - **\$664,000 – Available for Capital – Utility (other) + 2021 Carry forward \$100,712.50 = \$764,712.50 / total available for 2022 Capital Budget = \$766,552.51 = Balance December 31, 2022 = \$1,840.01**
 - **\$320,000 – Available for Capital – Utility (water) + 2021 Carry forward \$175,000 = \$495,000 / total available for 2022 Capital Budget = \$496,960.71 = Balance December 31, 2022 = \$1,960.71**
 - **\$389,000 - Available for Capital – (tax) + 2021 Carry forward \$140,169.97 = \$529,169.97 / total available for 2022 Capital Budget = \$678,889.67 = Balance December 31, 2022 = \$149,719.70**
- **\$125,000 - 2022 Interim Budget – Transfer from Operating**
 - \$75,000 – Sidewalk Replacement Capital Program
 - \$50,000 – Pathway Maintenance
- **\$534,262 - Transfer from Reserves + 2021 Carry forward \$494,073.47 = \$1,028,335.47**
 - \$202,262 - General
 - \$50,000 - Common Services - Equipment
 - \$40,000 – Culture
 - \$242,000 - Recreation Agreement
- **\$219,262 – Other**
 - County - \$219,262
 - \$9,500 - Fire - Replace extraction hydraulic pump (\$19,000 – ½ County)
 - \$7,500 - Fire Hall traffic signals (\$15,000 – ½ County)
 - \$202,262 - Airport runway - secure STIP funding \$1,618,096 (\$1,213,572 STIP – ½ County)
- **\$5,765,096 – Total 2022 Capital Budget**

As required by the *Municipal Government Act*, the 2022 Capital Budget provides five (5) year tentative budget projections from 2022-2026. The following potential projects were highlighted:

2023 - \$6,446,000

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Spruce Drive partial reconstruction (water, sewer, overlay-Hwy56 – 61st street) - \$1,075,000
- Downtown streetscape 47-48 avenue (includes water) - \$925,000
- Watermain cast iron replacement on 52nd street between 50-51 avenue - \$325,000
- West Stettler Park Phase 2 storm pond / park improvements - \$2,000,000
- Loader - \$300,000
- Concrete crushing - \$150,000
- Backhoe - \$250,000
- WTP – membrane replacement – (build reserve – 5–7-year replacement) - \$50,000
- WTP – PLC (programmable logic controller) - \$200,000
- WTP – High lift pump upgrades - \$300,000
- SRC – rink board replacement - \$370,000
- Pool – sand with sand filters in back mechanical room - \$20,000
- Pool – blind replacement (electrical) and whirlpool manual - \$15,000
- Fitness – treadmill - \$11,000
- Parks – ball diamond fence replacement (2 diamonds) - \$5000
- Cemetery – Columbarium - \$20,000

2024 – \$5,374,000

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway (new construction) - \$100,000
- Spruce Drive reconstruction (water, sewer, overlay) from 61-64 street - \$1,000,000
- 46th street overlay 48-51 avenue - \$500,000
- Watermain replacement 46-47 avenue between 55-56 street - \$325,000
- Watermain replacement 47th avenue between 46-48 street - \$400,000
- Sewermain replacement 46-47 avenue between 55-56 street - \$300,000
- Upsize sanitary main from east lift on 50th avenue (master service study) - \$600,000
- Red Willow Creek culvert replacement – 57th street to Hwy56 back alley) - \$650,000
- Skid steer parts - \$65,000
- Scissor lift - \$200,000
- One tonne truck - \$50,000
- WTP – membrane replacement – (build reserve – 5–7-year replacement) - \$50,000
- WTP – High lift pump upgrades - \$300,000
- WTP - Cathodic protection - \$100,000
- WTP - Building repair upkeep - \$150,000
- Fitness – Elliptical - \$8,000
- Fitness – upright bike - \$5,500
- SRC – marquee sign replacement - \$80,000
- Parks – 6' mower - \$3,000
- Parks – ball diamond fencing replacement – 1 diamond - \$2,500
- Fas Gas playground equipment replacement - \$125,000
- Community Hall – entry, buffet, kitchen flooring replacement - \$30,000

2025 – \$5,938,500

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Parkdale – 40th avenue 57-58 street mill and overlay - \$300,000
- 50th avenue (Veteran's Way) 52-57 street mill and overlay - \$375,000
- Watermain cast iron replacement – 48th street between 47-48 avenue - \$300,000
- UFA watermain looping (72nd street with push north across Hwy 12 to Repp SD) - \$350,000
- Watermain replacement 46-47 avenue between 54-55 street - \$325,000
- Sewermain clay tile replacement – 48th street between 47-48 avenue - \$300,000
- Sewermain replacement back alley south of 50A avenue from 57-59 street - \$400,000
- Sewermain replacement 46-47 avenue between 54-55 street - \$300,000
- Storm replacement west side of Hwy 12 from 44-50 avenue - \$300,000
- Skid steer parts - \$65,000
- Portable 6' pump - \$35,000
- Sander - \$35,000
- Trailer - \$17,500
- Rehab cold storage - \$250,000
- West End dog park development - \$50,000
- WTP – clearwell expansion - \$2,000,000
- WTP – membrane replacement – (build reserve – 5–7-year replacement) - \$50,000
- Fitness – stairclimber - \$13,000
- Parks – ball diamond groomer - \$18,000
- Parks – West Stettler Park gazebo - \$25,000

2026 – \$5,070,000

- Sidewalk replacement program - \$130,000
- Pavement patching - \$150,000
- Pathway rehab - \$50,000
- Pathway program (new construction) - \$100,000
- Downtown streetscape – 49 – 50 avenue - \$900,000
- Cemetery headstone cement walkway - \$30,000
- Watermain replacement on 59th street between 50-50A avenue - \$300,000
- 50A avenue mobile home park (north section) - \$90,000
- Watermain replacement 50th street from 50-51 avenue - \$350,000
- Sewermain replacement back alley south of 50A avenue from 59-61 street - \$400,000
- 50A avenue mobile home park (north section) - \$90,000
- Sewermain replacement 46-47 avenue between 53-54 street - \$300,000
- Storm main through Clearview area - \$500,000
- ¾ tonne truck - \$40,000
- Zamboni - \$140,000
- Cemetery trailer - \$5,000
- Cemetery columbarium - \$20,000
- Concrete crushing - \$150,000
- Loader - \$275,000
- WTP - Wastepond desludging (from reserve) - \$400,000
- WTP - Pump upgrades - \$300,000
- WTP - High lift pump upgrades - \$300,000
- WTP – membrane replacement – (build reserve – 5–7-year replacement) - \$50,000

Motion 22:02:03

Moved by Councillor Lawlor that the Town of Stettler Council approve the Capital Budget for 2022 in the amount of \$5,765,096, and further accept the potential projects from 2023, 2024, 2025 and 2026 as presented.

MOTION CARRIED
Unanimous

(b) 2022 Banking Tender

CAO G. Switenky advised that the Town of Stettler has been utilizing the banking services of TD Canada Trust since September 1996. Banking services within the Town of Stettler are reviewed every 5 years. The last reviews were held in February 2017, May 2011, and April 2007. The current extended banking agreement with TD Canada Trust will expire on March 1, 2022.

The tender included an overview of the banking services offered and associated costs including saving account interest rate subtracted from Prime, interest on USA bank account, investment services (short and long term), over the counter services (utility bill payments, statutory remittance, returned items, stop payments, transfer of funds, drafts or money orders, bank confirmations, cheque certifications, and wire transfers), supplies, electronic banking services, online bill payments, bill pay creditor service (crimp), preauthorized debits (UT and TAX), payroll electronic file transfer, accounts payable electronic file transfer and remote cheque capture scanning.

The following sealed proposals were received at 4:00pm – December 31, 2021 at the Town Office:

Bank	Interest - based on \$10M	Interest USA Account	Associated costs per year	Total (interest - costs)
Vision Credit Union	\$85,000 (checking - \$10M)	\$0	(\$1,250.00)	\$83,750.00
	\$37,500 (checking - \$5M)			
ATB	\$42,500 (savings - \$5M)	\$500	(\$2,815.52)	\$77,684.48
CIBC	\$60,000 (checking - \$10M - tiered)	\$0	costs vary depending on type of plan	\$60,000.00
TD	\$55,000 (checking - \$10M)	\$0	(\$2,009.92)	\$52,990.08
RBC	declined to tender (letter dated December 30, 2021)			
Scotiabank	\$40,000 (checking - \$10M - tiered)	\$0	costs vary depending on type of plan	\$40,000.00

Motion 22:02:04

Moved by Councillor Barros that the Town of Stettler Council accept Stettler Vision Credit Union’s banking

proposal for the period of March 1, 2022 to February 28, 2025 with the option of a 2-year extension.

MOTION CARRIED
Unanimous

- (c) Stettler Regional Emergency Management Agency – Appointment of Directors & Deputy Directors of Emergency Management

CAO G. Switenky advised that to in order to keep Emergency Management records up to date, clear and easily accessible, due to staff changes, it is requested that all of the Directors and Deputy Directors for Emergency Management be reappointed or appointed through a new Council resolution.

Motion 22:02:05

Moved by Councillor Pfeiffer that the Town of Stettler Council reappoint Clinton Sime as the Director and Aislinn Reule as Deputy Director of the Stettler Regional Emergency Management Agency, and further appoint Kyle Benna as a Deputy Director of the Stettler Regional Emergency Management Agency.

MOTION CARRIED
Unanimous

- (d) CAO Reports

Motion 22:02:06

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

MOTION CARRIED
Unanimous

- (g) Meeting Dates

- **Wednesday, February 2 – Joint Town & County Meeting – Stettler Community Hall – 6:30pm**
- Tuesday, February 8 – COW – 4:30pm
- **Wednesday, February 9 – Alberta Provincial Police Workshop – Stettler Community Hall – 8:30AM**
- **Thursday, February 10 – Virtual Brownlee Emerging Trends – Council Chambers – 8:30 AM – 3:30 PM**
- Tuesday, February 15 – Council – 6:30pm
- **Thursday, February 17 – Virtual Brownlee Emerging Trends – Council Chambers – 8:30 AM – 3:30 PM**
- Tuesday, March 1 – Council – 6:30pm
- Tuesday, March 8 – COW – 4:30pm
- Tuesday, March 15 – Council – 6:30pm
- Tuesday, April 5 – Council – 6:30pm
- **Wednesday, April 6-Friday, April 8 – Virtual Economic Developers Alberta Conference – Council Chambers**
- Tuesday, April 12 – COW – 4:30pm
- Tuesday, April 19 – Council – 6:30pm

CAO Switenky noted that the Alberta Provincial Police Workshop on February 9th has been moved to the Stettler Community Hall.

- (f) Accounts Payable in the amount of \$165,179.40

Motion 22:02:07

Moved by Councillor Barros that the Accounts Payable in the amount of \$165,179.40 (\$5,296.49 + \$58,325.64 + \$21,448.98 + \$77,460.36 + \$2,647.93) for the period ending

February 1st, 2022 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

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

(a) Mayor Nolls

January 19 – Talk of the Town
January 19 – Economic Development Committee Meeting
January 19 – Alberta Municipalities Provincial Police Service Webinar
January 21 – Stettler Waste Management Authority
January 21 – Stettler Fire Authority Meeting
January 21 – Alberta Environment & Parks Meeting
January 21 – Signed Cheques at the Town Office
January 25 – Capital Budget Deliberations
January 28 – Signed Cheques at the Town Office
February 1 – RCMP Public Engagement
February 1 – Alberta Environment & Parks Meeting

(b) Councillor Baker

January 19 – Alberta Municipalities Provincial Police Service Webinar
January 20 – Red Deer River Municipal Users Group Meeting
January 21 – Stettler Waste Management Authority
January 21 – Stettler Fire Advisory Meeting
January 24 – Municipal Planning Commission
January 25 – Capital Budget Deliberations
February 1 – RCMP Public Engagement

(c) Councillor Barros

January 19 - Alberta Municipalities Provincial Police Service Webinar
January 21 – Stettler Waste Management Authority
January 24 – Municipal Planning Commission
January 25 – Capital Budget Deliberations
February 1 – RCMP Public Engagement

(d) Councillor Lawlor

January 19 – Economic Development Committee
January 19 – Stettler Library Board Meeting
January 19 – Alberta Municipalities Provincial Police Service Webinar
January 24 – Municipal Planning Commission
January 25 – Capital Budget Deliberations
February 1 – RCMP Public Engagement

(e) Councillor Pfeiffer

January 19 – Economic Development Committee
January 19 – Stettler Learning Centre Strategic Board Meeting
January 24 – Municipal Planning Commission
January 25 – Capital Budget Meeting
February 1 – RCMP Public Engagement

(f) Councillor Randell

January 19 – Economic Development Committee Meeting
January 19 - Alberta Municipalities Provincial Police Service

Webinar
January 24 – Municipal Planning Commission
January 25 – Capital Budget Deliberations

(g) Councillor Smith

January 19 - Alberta Municipalities Provincial Police Service
Webinar
January 24 – Municipal Planning Commission Meeting
January 25 – Capital Budget Deliberations

Motion 22:02:08

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

MOTION CARRIED
Unanimous

8. **Minutes:**

- (a) Stettler Waste Management Authority – January 21, 2022

Motion 22:02:09

Moved by Councillor Baker that the Town of Stettler Council approve the Minutes (a) as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

- (b) None

10. **Bylaws:**

- (a) None

11. **Correspondence:**

- (a) Alberta Municipalities – Below Market Rate Loans No Longer Offered to Local Authorities
(b) Alberta Municipalities – Members of Alberta Municipalities Explore the Future of Policing in Alberta

Motion 22:02:10

Moved by Councillor Randell that the Town of Stettler Council accept the Correspondence item (a-b) as presented.

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

- (a) Third Party Business Interests – FOIP – Section 16

Motion 22:02:11

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

MOTION CARRIED
Unanimous at 7:22 p.m.

Motion 22:02:12

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

MOTION CARRIED
Unanimous at 8:04 p.m.

14. **Adjournment:**

Motion 22:02:13

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

MOTION CARRIED
Unanimous at 8:04 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
FEBRUARY 8, 2022

Present: Mayor S. Nolls
Councillors K. Baker, C. Barros, S. Pfeiffer & W. Smith

CAO G. Switenky
Assistant CAO S. Gerlitz
Director of Planning & Development L. Graham
Director of Operations M. Robbins
Manager of Recreation & Culture B. Robbins
GIS Coordination G. Scott
Communications Officer L. Angus

Absent: Councillors G. Lawlor & T. Randell

Call to Order: Mayor Nolls called the meeting to order at 4:32 p.m.

1. Agenda Additions/Deletions
2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. 2022 Strategic Planning

Following the January 11, 2022 Strategic Planning Session, Administration has prepared a working document outlining the top priorities and actions required to fulfill them. The top priorities were reviewed and action plans were confirmed.

a) Parks Advisory Committee

Goal	Actions Required	Person(s) Responsible	Date
1. Parks Advisory Committee	a) Establish working group	Mayor Sean Nolls	
	b) Confirm working group guiding principles	Councillors Kurt Baker & Wayne Smith	
	c) Review existing plan(s). Including 2006 Parks & Open Spaces Master Plan	Director of Parks & Leisure Services	a) Feb 2022 b) Feb 2022 c) Mar/Apr 2022
	d) Identify new features and required maintenance/upgrades	Manager of Recreation & Culture	d) 2022/2023 e) 2022/2023
	e) Identify quick wins	Communications Officer	

CAO Switenky advised that the purpose of the Parks Advisory Committee would be largely to oversee the planning of new features as opposed to reviewing and recreating former environmental and planning studies.

It was agreed that Council presence should consist of at least one member of the Heartland Beautification Committee (HBC) and one non-member, to ensure that projects with the HBC can work in concert while providing an objective perspective. Local service groups are to be involved in later stages of the Committee.

Confirmed members of the Parks Advisory Committee are:

- Mayor Sean Nolls
- Councillor Kurt Baker
- Councillor Wayne Smith
- Director of Parks & Leisure Services Allan King
- Manager of Recreation & Culture Brad Robbins
- Communications Officer Lara Angus

b) Revisit SRC Expansion Plan/Multi-Use Facility

Goal	Actions Required	Person(s) Responsible	Date
<p>2. Revisit SRC Expansion Plan/ Multi-Use Facility</p>	<p>a) Establish new working group</p> <p>b) Consider revisiting SRC Expansion plan and explore options for additional facilities and/or activities</p>	<p>Mayor Sean Nolls</p> <p>Councillors Gord Lawlor & Scott Pfeiffer</p> <p>Manager of Recreation/Culture</p> <p>Director of Planning & Development</p> <p>CAO</p>	<p>a) Feb 2022</p> <p>b) Feb/Mar 2022</p> <p>c) 2022</p>

CAO Switenky advised that there is currently an ad-hoc committee in place that had worked on this concept in the past, but that several members are no longer available. Initial concept planning has been completed for this project, but may need reviewing under a different scope.

Confirmed Members of the SRC Updating Committee are:

- Mayor Sean Nolls
- Councillor Gord Lawlor
- Councillor Scott Pfeiffer
- CAO Greg Switenky
- Director of Planning & Development Leann Graham

- Manager of Recreation & Culture Brad Robbins

c) Office Meeting Space (Virtually Enabled)

Goal	Actions Required	Person(s) Responsible	Date
3 (tie). Office meeting space (virtually enabled)	a) Identify options b) Get cost estimates c) Budget considerations based on cost to be reviewed with CAO d) Commence structural components e) Commence IT components	Director of Planning & Development Assistant CAO I.T. Coordinator GIS Coordinator/Tech	a) Feb 2022 b) Apr 2022 c) 2022 d) 2022/23 e) 2022/23

CAO Switenky advised that there is no need for a Council presence on this administrative working group and that several funding options will be presented for Council's consideration.

Working group members are:

- Assistant CAO Steven Gerlitz
- Director of Planning & Development Leann Graham
- I.T. Coordinator Andrew Sommerville
- GIS Coordinator Graham Scott

d) Stettler as a Christmas Destination

Goal	Actions Required	Person(s) Responsible	Date
3 (tie). Stettler as a Christmas destination	a) Establish working group expectations b) Gather ideas (TOS deliverables vs. privately encouraged) and identify responsibilities between the Town of Stettler and Stettler Board of Trade. c) Create participatory plan d) Communicate plan e) Private cooperation	Board of Trade Executive Director Manager of Recreation & Culture Communications Officer	a) Mar 2022 b) to e) Summer and Fall 2022

Discussion ensued as to whether this item should become a Stettler Regional Board of Trade initiative, Town of Stettler project, or neutral working group with multiple contributing partners. It was agreed that after a general marketing plan is developed, business owners should be incorporated through the Stettler Regional Board of Trade.

Confirmed Members of the Christmas Marketing Committee are:

- Executive Director of the Stettler Regional Board of Trade Byron Geddes
- Manager of Recreation & Culture Brad Robbins
- Communications Officer Lara Angus

e) IT Upgrade Plan to Enable Working Remotely

Goal	Actions Required	Person(s) Responsible	Date
5. IT Upgrade & Integration Advisory		I.T. Coordinator	
		Assistant CAO	
	a) Identify priority staff (that most need to be able to work remotely)	Director of Operations	a) Staff planning Mar-Sept 2022
	b) Identify/prioritize overall technology upgrades, testing, & security	Director of Planning & Development	b) Ideally introduce increments as soon as affordable & reasonable
	c) Compile cost estimates for all projects, prioritized timeline and resources required	Manager of Accounting & Financial Services	
	d) options for 2022/23 budgets if needed	GIS Coordinator/Tech	
		Manager of Recreation & Culture	

CAO Switenky advised that this undertaking would not result in a standard of employees working from home, but rather an opportunity for employees to work remotely in unique circumstances such as quarantine.

Discussion ensued as to whether this committee should expand farther and encompass all viable IT upgrades, including universal server access between all Town of Stettler facilities and remote access for workers. This was agreed upon, and the committee was renamed as the IT Upgrade & Integration Advisory. Confirmed members are:

- Assistant CAO Steven Gerlitz
- Director of Operations Melissa Robbins
- Director of Planning & Development Leann Graham
- Manager of Accounting & Financial Services Kim Hymers
- Manager of Recreation & Culture Brad Robbins

- IT Coordinator Andrew Sommerville
- GIS Coordinator Graham Scott

G. Switenky also advised that the current Corporate Identity Committee has been confirmed as a standing Committee, and would like to include a Council presence. Councillor Baker was confirmed as a member.

G. Switenky confirmed that all Strategic Planning recommendations from Committee of the Whole will be ratified at the February 15th, 2022 Council Meeting.

4. Joint Town & County Meeting Follow-Up

G. Switenky presented a review of the meeting items for Committee attendees that were not present at the meeting. Director of Operations M. Robbins followed-up with information about the intricacies and challenges of the Town's lagoon system.

5. Adjournment

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

MOTION CARRIED
Unanimous at 6:05 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: CAO, Greg Switenky
From: Director of Planning & Development, Leann Graham
Date: February 11, 2022
Re: Town of Stettler and County of Stettler No. 6 Intermunicipal Development Plan and South East Area Structure
- Proposed Changes to the IDP Vision Map
- Communications and Engagement Plan

Background:

In March 2020, the Town and County received the Alberta Community Partnership (ACP) Grant for \$200,000 under the Intermunicipal Component for an Intermunicipal Development Plan (IDP) amendment and a new South East Area Structure Plan (SE ASP). Both plans are considered Statutory documents under the Municipal Government Act. The contract was awarded to Dillon Consulting in partnership with MPE Engineering.

Over the past number of months the Town and County have been working in partnership with Dillon Consulting to determine the IDP Vision changes including re-defined growth areas, expanding the CFO exclusion area and the referral areas. The IDP Committee including representatives from both Councils held a table top session to “map” out the proposed areas (attached).

Further Dillon has prepared a communications and engagement plan for moving forward, this plan includes the branding and themes of the collaboration between the Town and the County. The engagement for this project will be executed in two parts. Part 1 will focus on the IDP update. Information gathered in Part 1 will be utilized in Part 2, which will focus on the ASP.

Engagement Part 1: IDP Engagement

	Timing	Engagement Approach
Round 1 IDP Engagement	February 2022	Online Survey #1
Round 2 IDP Engagement	May 2022	Open Houses (concurrent with ASP Open Houses)

Engagement Part 2: ASP Engagement

	Timing	Engagement Approach
Round 1 ASP Engagement	May 2022	Online Survey #2 Open Houses (concurrent with IDP Open Houses)
Round 2 ASP Engagement	Q3 2022	Open Houses

Engagement Approach

Working collaboratively with Town and County staff, Dillon proposed and refined the engagement approach associated with the development of the IDP and ASP. Engagement will lead participants in a future thinking and visioning process. The approach will focus on positive idea generation and future community visioning. The engagement approach will incorporate questions to help participants identify community assets, strengths and opportunities, while envisioning what the community could be. What we will hear will be used to develop the IDP and ASP. An outline of the approach, including potential survey questions, is provided below and in **Attachment 1**.

Below are the five steps to the engagement approach.

Step	Messaging/Themes	Engagement Approach
Step 1	Define – ‘Our shared track’	Internal Working Group Meetings Public Online Survey
Step 2	Discover – ‘Where do you want to go?’	Public Online Survey - IDP and ASP
Step 3	Dream – ‘What does our community need?’	Public Online Survey and Open Houses*
Step 4	Design – ‘Planning our route’	Open Houses or Pop-Up Sessions*
Step 5	Deliver – ‘Laying the track’	IDP and ASP Council Approval Public Hearings of Council

*if possible under COVID restrictions

Next Steps

With Council support for this engagement plan and the survey themes outlined in **Attachment 1**, the Round 1 engagement to support the IDP will launch on February 21, 2022. The survey will be promoted using social media, roadside signs, newspaper ad, and Stettler Local, including the 19 Stettler Community Screens. The survey will be posted on the Town and County websites, and will remain open for two weeks for community feedback. Survey Monkey will be used as the survey platform. Following the completion of the survey, the project team will evaluate what was heard and consider this information in the preparation of the IDP. In May 2022, open houses will be held to share the draft IDP with the public and ask for feedback, prior to the final draft being prepared for Council consideration.

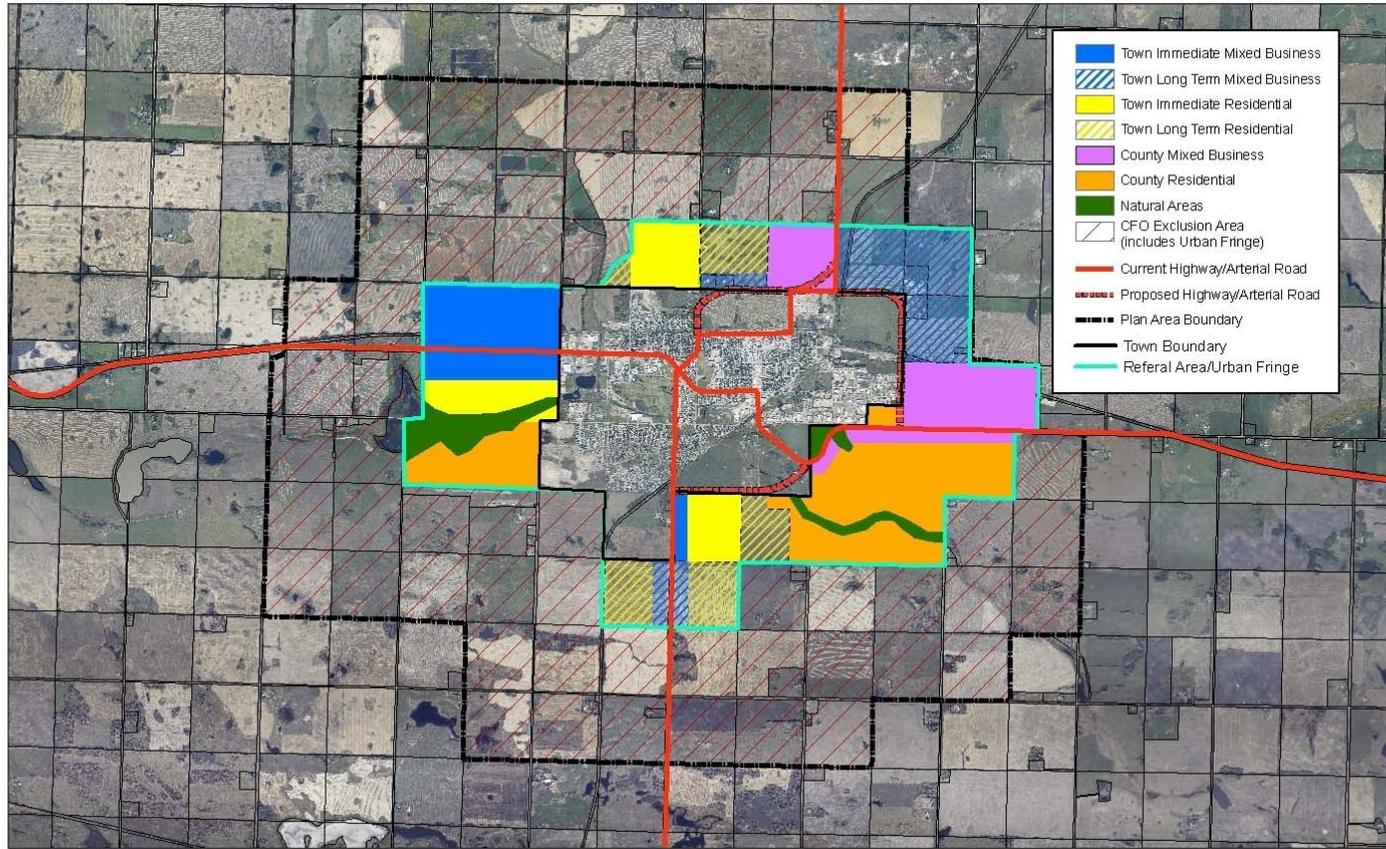
The final draft IDP is anticipated to be brought to Council at the end of July, with public hearings held the first week of September.

Recommendation:

Administration respectfully recommends that the Town of Stettler Council approves the proposed IDP Vision Map as identified at the IDP Committee Working Group Meeting and accept the Proposed Communications and Engagement Plan as presented by Dillon Consulting.



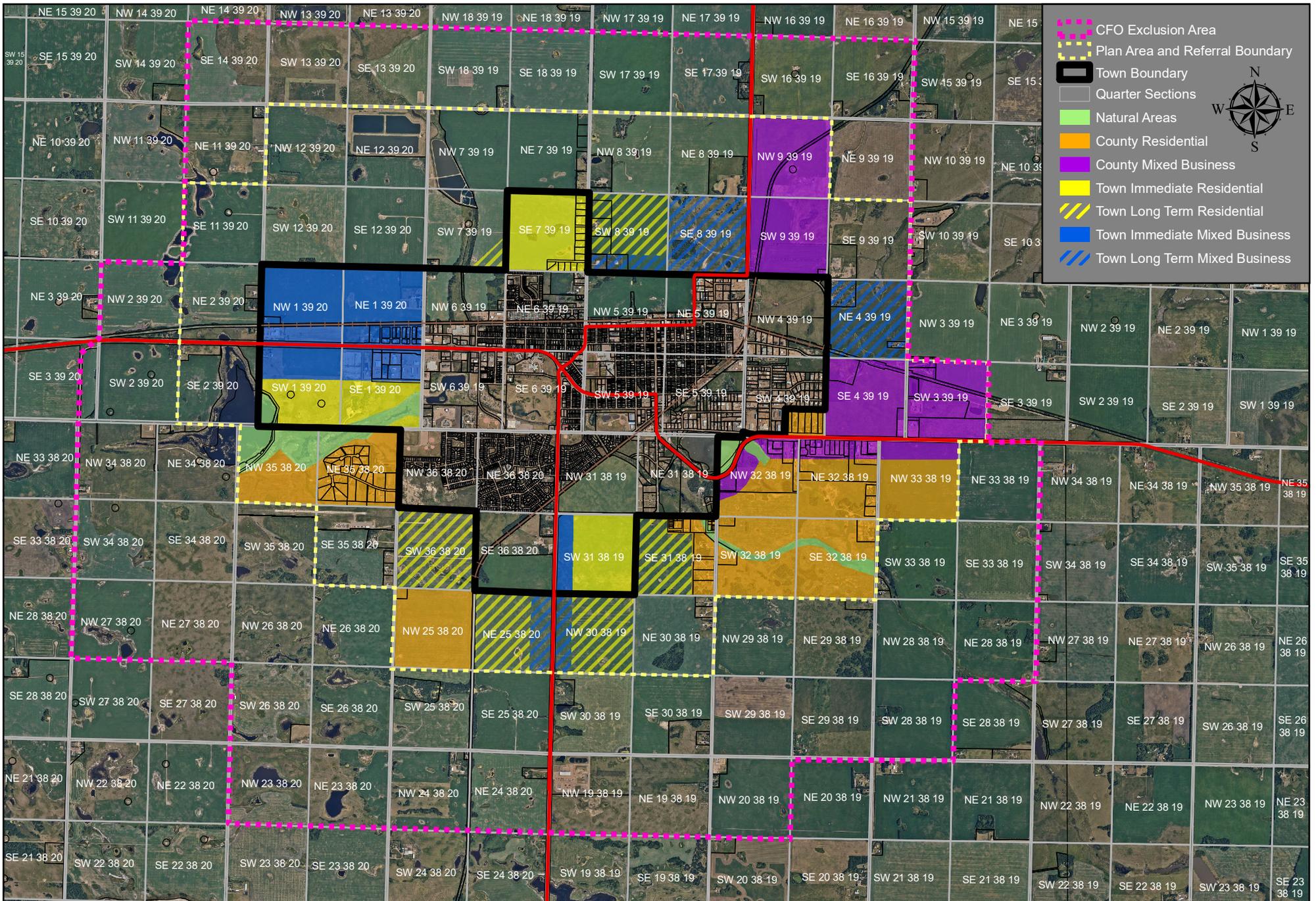
Stettler IDP Vision



0 500 1,000 2,000 3,000 Meters
Scale: 1:45,000

Please note that the land use boundaries are only exact when they are coterminous with the quartersection boundaries.

Provided by the County of Stettler No.6
Cartographer: Benjamin Ansaldo
August 11, 2009
Photography 2007

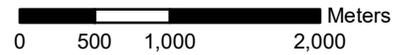


- - - - - CFO Exclusion Area
- - - - - Plan Area and Referral Boundary
- Town Boundary
- Quarter Sections
- Natural Areas
- County Residential
- County Mixed Business
- Town Immediate Residential
- Town Long Term Residential
- Town Immediate Mixed Business
- Town Long Term Mixed Business



IDP Draft #3 mapping

1:50,000



Map produced January 2021
 Intended for general information only,
 the Town of Stettler
 is not responsible for
 any errors or omissions.

Attachment 1: Detailed Engagement Plan and Survey Themes

The detailed engagement plan and survey themes identified below may be repeated at stages as the Area Structure Plan (ASP) is developed. For the purpose of this memo, Dillon Consulting Limited (Dillon) have identified how the survey themes that will be applied through the Intermunicipal Development Plan (IDP) engagement process.

Engagement Steps

1. **Define - 'Our shared track' - Defining the boundaries**

The purpose of the first step in the engagement will be to identify the boundaries for the IDP. With expanded IDP boundaries, it will be important for the project team to learn if the proposed boundaries may impact development plans that are currently in the planning process. The Define step will also be used to educate stakeholders about the definition of the plans in this project, in particular, what is an IDP and how this plan will influence development projects in the area. The Town of Stettler (the Town) and County of Stettler (the County) will launch project webpages to introduce the IDP and the role of the IDP in municipal processes.

- Possible questions asked under this phase could include:
 - How familiar are you with the IDP?
 - What lands should be included in the IDP plan area?
 - What are the important elements/features of the current IDP?

2. **Discover - 'Where do you want to go?' - What does the community want?**

The purpose of this engagement step will be to ask the community about opportunities that should be considered within the plan area. These questions will be presented to the public in a survey concurrently with Step 1 - Define.

- Topics include:
 - What are the needs of the residents and business owners in the Town?
 - What are the needs of the residents and business owners in the County?
 - What is your vision for the IDP plan area?
- Possible questions asked under this phase include:
 - What makes you choose to live in, or do business in the Town and County?
 - What types of businesses does the Town and County need to support you (as a business, as an individual)?
 - What other opportunities would you like to see in the Town and County (e.g., residential, recreational)?

**3. Dream - ‘What does our community need?’ – What uses does our community need in the future?
Land uses, servicing, community amenities (e.g. parks, trails)**

In the third step of the engagement process, participants will be encouraged to envision a desired future for their community. Some of these questions will be presented in the same survey as Step 1 and 2, and some questions will be discussed in an Open House setting.

Topics include:

- How should the Town and County grow together in the future?
- Possible questions asked under this phase include:
 - When I think of what my community will have in 3-5 years it will be: fill in the blank
 - What services or businesses would you like to see in the Town?
 - What services or businesses would you like to see in the County?
 - Is there anything in the IDP plan area that you would like to stay the same?
 - When I think of my community in 10-15 years it will have: fill in the blank (e.g. responses - trails, parks, commercial, more work opportunities)

4. Design - ‘Planning our Route’ - How do we build the community we dream of?

In the fourth step, Design, participants will begin to think about designing the plan area. While participants imagined possibilities in the Dream step, in this step they will start to assemble the practical elements that need to be included in the IDP plan area. This step proposes a second survey and an open house where the focus will be to design aspects of the IDP plan area.

- Topics include:
 - Refining future land uses
 - Confirming that the design matches the direction for growth in the Town and the County
- Possible questions asked under this phase include:
 - Where should the land uses identified in the Dream stage be located?
 - Overall, do you feel that the draft IDP reflects your vision for growth in the plan area?
 - Overall, do you feel the proposed Land Use(s) reflect your vision for the plan area?
 - Are there lands that should be protected from future development?

5. Deliver - ‘Laying the Track’ - Writing and adopting the policy

This step is when Dillon will be writing the IDP policy based on the results from the engagement activities. The Deliver step includes the public hearing where residents and stakeholders can provide their comments to Council regarding the IDP prior to adoption.



Town of Stettler | County of Stettler

Intermunicipal Development Plan & Area Structure Plan

Communications and Engagement Plan

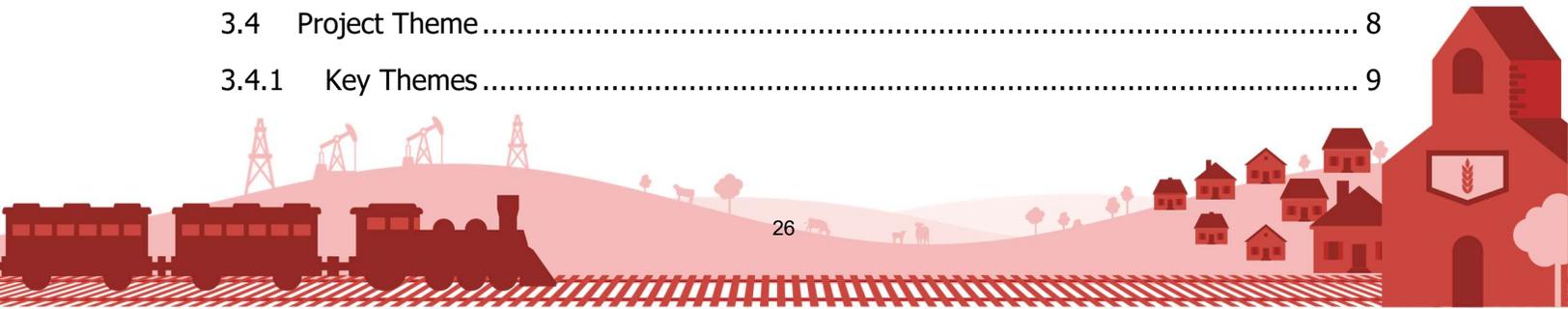
February 2022





TABLE of CONTENTS

- 1 Background 1**
 - 1.1 Project Overview..... 1
 - 1.2 Decision Making..... 2
 - 1.3 Communications and Engagement Team..... 2
- 2 Communications and Engagement Planning 3**
 - 2.1 Approach 3
 - 2.2 Communications Planning 4
 - 2.2.1 Communications Principles 4
 - 2.2.2 Communications and Design Guidelines 5
 - 2.2.3 Voice and Tone 5
 - 2.3 Engagement Planning..... 5
 - 2.3.1 Public Participation Goal 5
 - 2.3.2 Public Participation Spectrum..... 6
 - 2.3.3 Engagement Principles 6
 - 2.3.4 Engagement Outcomes 6
- 3 Public Participation Mapping 7**
 - 3.1 Stakeholder List..... 7
 - 3.2 Existing Concerns and Issues..... 7
 - 3.3 Potential Issues and Mitigation Measures 7
 - 3.4 Project Theme 8
 - 3.4.1 Key Themes 9





- 3.4.2 Key Imagery 9
- 4 Communications and Engagement Strategy 11**
 - 4.1 Engagement Tools and Techniques11
 - 4.2 Communication Tools and Techniques12
- 5 Critical Path – Engagement Strategy 13**
 - 5.1 Resources13
 - 5.2 Comment Management, Analysis, and Response Protocols and Town/County Support13
 - 5.3 Critical Path – Engagement Plan.....13
- 6 Evaluation Plan and Reporting 18**
 - 6.1 Evaluation18
 - 6.2 Reporting19

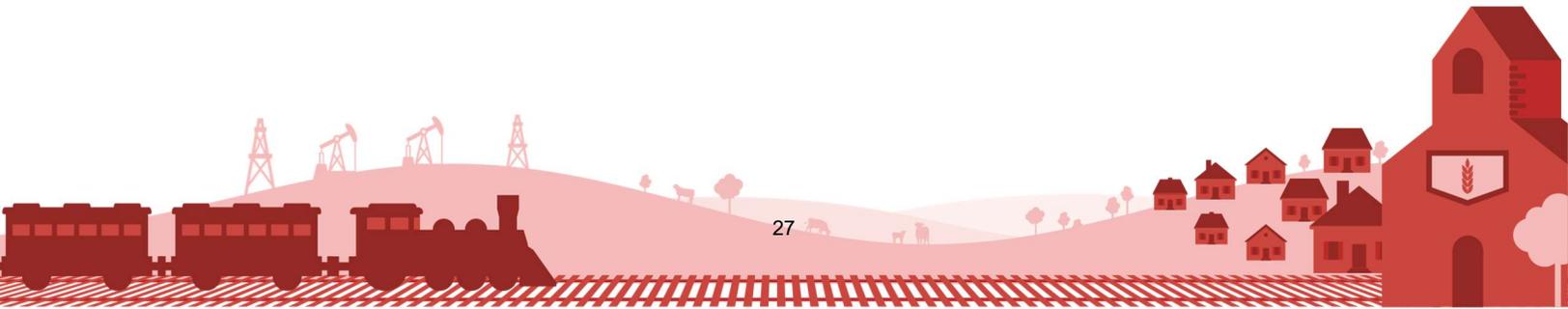
Tables

- Table 1: Issues and Mitigation Measures 8
- Table 2: Engagement Plan14

Appendices

Appendix A

StakeholderList





1 BACKGROUND

The Town of Stettler (Town) and the County of Settler (County) have identified the need to update their Intermunicipal Development Plan (IDP) and South East Area Structure Plan (ASP) to guide future development in the Plan Area, in a way that is equitable and collaborative. This Communications and Engagement Plan (Plan) has been written to outline the project engagement objectives, principles, style, and tactics and techniques that will be used through the course of this project.

This Plan has been prepared by Dillon Consulting Limited (Dillon) for initial review by the Town and County Administration. Both administrations will approve the Plan prior to engagement activities being launched.

1.1 Project Overview

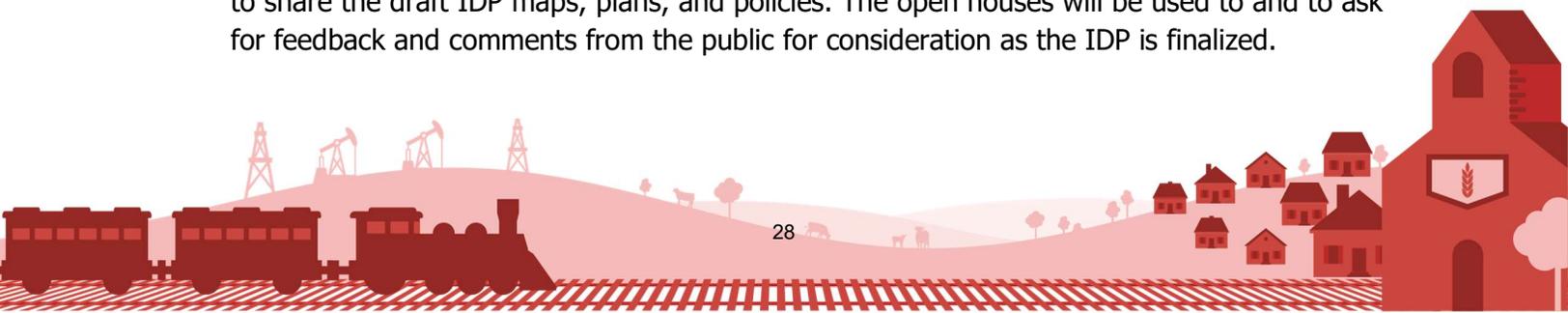
The project and related engagement has been structured in two parts. The IDP will be updated as Part One of the project, which will then be used to inform the development of the South East ASP in Part Two of the project.

The primary objective of Part One, the IDP update, is to enable the orderly future development within the Plan Area. The IDP work will include reviewing, municipal values and goals, identifying growth areas and the infrastructure required to service these areas, land use and land use compatibility, parks and natural capital, and special planning considerations. The IDP will identify how the Town and County will communicate with each other as new development is proposed within the Plan Area, as well as a means to manage any matters of disagreement. The primary objective of Part Two, is to update the existing South East ASP (1989) to modernize the ASP and better enable development within the Plan Area.

Engagement will be conducted in two rounds for both the IDP and ASP, and will align with the high-level work plan that has been developed for this project. In some cases, engagement activities will overlap for the IDP and ASP, leveraging resources and staff, as well as limiting stakeholder fatigue that could develop if the engagement is held separately.

IDP Engagement:

- Round 1 IDP engagement will take place in February 2022. The first round of engagement will be conducted online, and will inform the community that the IDP review is underway, and will ask for comments and feedback through a survey. This round will build excitement for the work that is being done by the Town and the County.
- Round 2 IDP engagement, which will take place in May 2022, and includes four open houses to share the draft IDP maps, plans, and policies. The open houses will be used to and to ask for feedback and comments from the public for consideration as the IDP is finalized.





ASP Engagement:

- Round 1 ASP engagement will take place at the same time as Round 2 IDP engagement in May 2022. The first round of engagement will inform the community that the ASP is underway, and will ask for comments and feedback through a survey. We see this first round as a way of learning what the communities' vision is for the ASP Plan Area so their thoughts can be incorporated into the Plan.
- Round 2 Engagement is planned to take place in Q3 2022. Open houses are planned for the Round 2 engagement. ASP maps, plans, and policies will be shared with the purpose of gathering feedback before the final draft ASP is prepared for circulation and the public hearing.

1.2 Decision Making

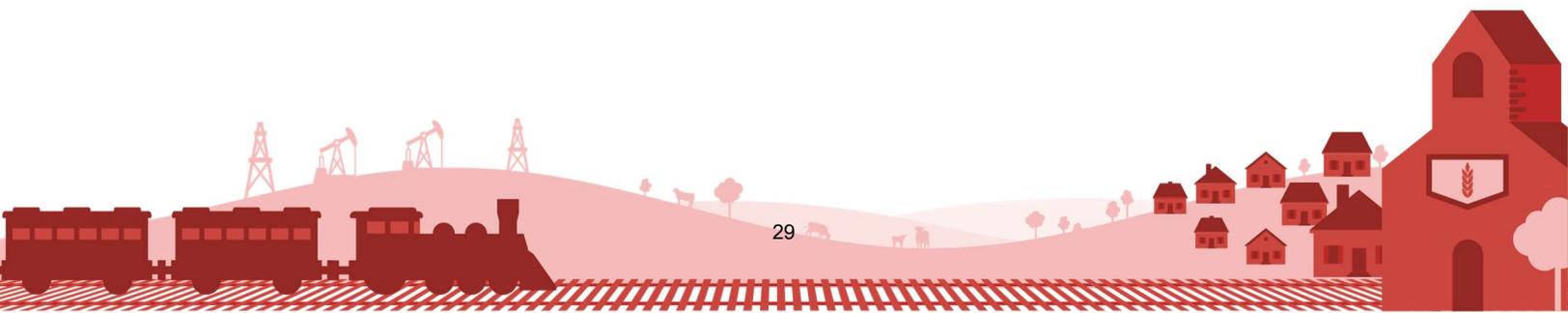
The public and stakeholders will provide input regarding the vision they have for the Plan Area.

Town and County Councils are the ultimate decision-makers, and will determine if the Intermunicipal Development Plan and joint Area Structure Plan are approved.

This Communications and Engagement Plan will be authorized by the Town and County Administration, as each Council has already provided direction for Dillon to prepare the plans.

1.3 Communications and Engagement Team

The communications and engagement team includes members of the Dillon project team, with the support of the Town and Council administration. The Dillon engagement lead, Brandy MacInnis, is an International Association for Public Participation (IAP2) member, who will be supported by Dillon team members.





2 COMMUNICATIONS AND ENGAGEMENT PLANNING

The following sections discuss the overall engagement approach, identifies the principles for communication, and the strategy that will be used through the consultation and engagement process.

2.1 Approach

The Town and County understand the need for robust engagement to inform the IDP and ASP. This Communications and Engagement Plan is tailored specifically to this project, and will be designed to support the joint Town and County vision, which will be developed through a series of Working Group meetings.

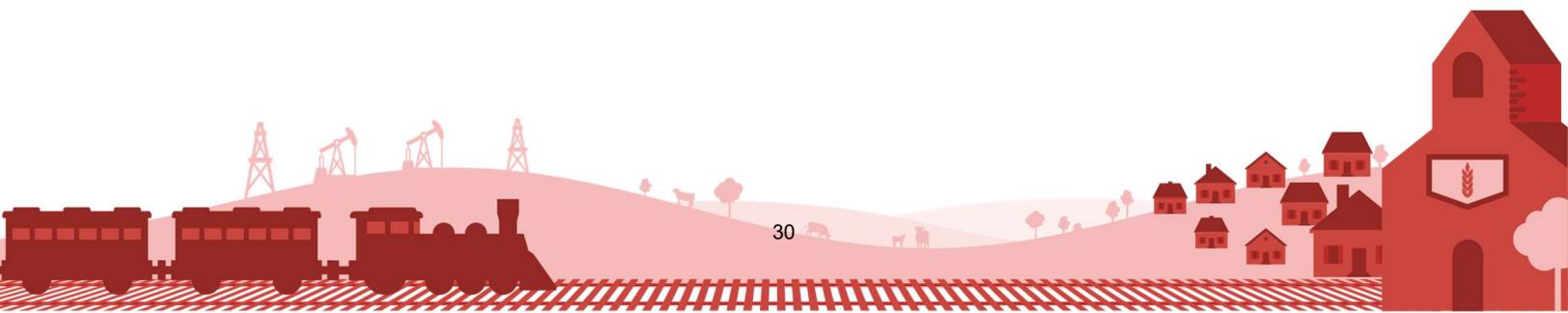
Working closely with the Town and County project team, Dillon will undertake the public engagement and communications activities based on the requirements of this project, the resources available, and our experience and understanding of what is necessary to facilitate productive dialogues with communities to plan for their vision of the future.

Engagement and COVID-19

On March 11, 2020, the World Health Organization officially classified the COVID-19 outbreak as a pandemic. As a result, social distancing measures have been recommended across the world. Our team recognizes that this quickly evolving situation requires changes to the typical style of in-person engagement techniques. Our team is ready to modify our engagement plan, as needed, throughout the course of the project to meet government requirements and public health guidelines.

We have a number of tools available if in-person engagement sessions cannot be held due to provincial restrictions, or if the risks to engaging in-person are considered to be too high. The tools at our disposal include:

- Online engagement platforms and surveys (e.g., Social Pinpoint, Engagement HQ);
- Small group call-in forum discussions;
- Virtual call discussions;
- Social media;
- Online workshops with breakout rooms;
- Engagement phone line;
- Do-It-Yourself engagement kits; and
- Building Relationships.





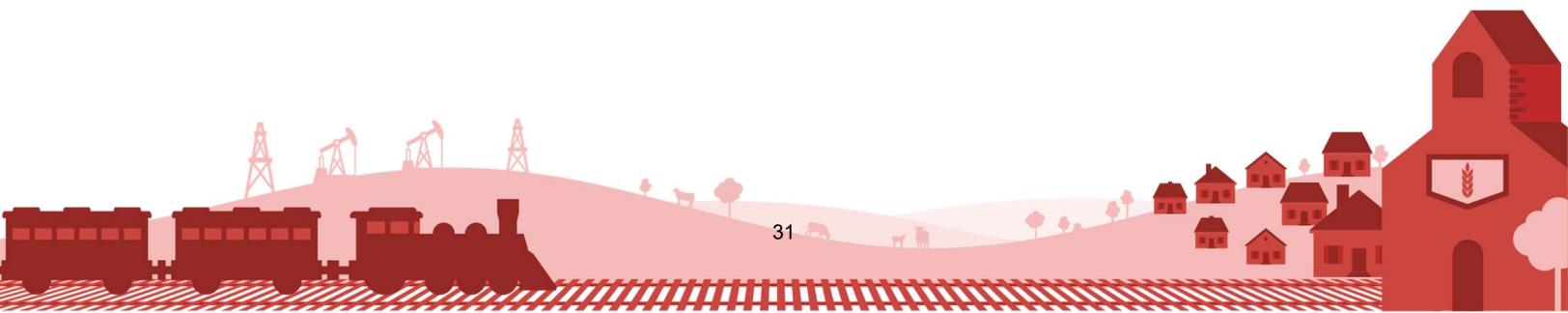
The foundation of our engagement approach has always been building relationships. Effective communication and engagement can be an important step towards building productive relationships based on trust and respect. Relationships of trust and respect provide the foundation for meaningful dialogue. From our experience, effective engagement will take into account the following:

- Diversity of project participants and group dynamics;
- Learning about the communities where we will be working before we engage with our stakeholders;
- Sensitivity to the setting, location of meetings and scheduling constraints;
- Encouraging discussion, good communication and open dialogue;
- Effective communications and outreach to build trust;
- Clear and plain language messaging;
- Utilizing community and outside resources to relay ideas and generate discussion; and
- Demonstrating ideas and concepts through practical examples.

2.2 Communications Planning

2.2.1 Communications Principles

- **Coordinated Communications and Engagement:** Communications and engagement are meant to work together. Our Plan will align public communications with engagement activities.
- **Multiple Communications Methods:** Printed (in-person) and digital (online) communication tools will be developed to support the engagement process. These tools will include social media, municipal websites, email, public engagement reports and final Council presentations. By using multiple ways to communicate we will reach a wide range of stakeholders and attract a diversity of participants.
- **Consistent Visuals:** Dillon will develop a colour theme and graphics that will be used throughout the engagement and communications activities, and will be carried through into the IDP and ASP.
- **Accessible Language:** All communications will be reviewed for the use of plain language and concise messaging. Communications will be free of jargon so that engagement activities and materials are accessible to a broad audience. The team will consider text legibility and size, and colour in the context of both print materials and website imagery.
- **Uniform Tone:** Engagement materials will be conversational and will fall between fun and formal. This uniform tone will help to brand the project and create consistent messaging across all communications and engagement materials.





2.2.2 Communications and Design Guidelines

The project team developed guidelines for designing materials and communicating with the public and stakeholders.

1. Reflect on the engagement principles in our communications. Encourage participation and build trust in the process.
2. Be clear and strategic. Keep the big picture in mind, while linking it to key topics that resonate with our diverse audiences.
3. Use accessible messaging. Embrace clear and plain language messaging to engage all audiences.
4. Reduce barriers. Engage at convenient touchpoints so it is easy for our audiences to participate.

2.2.3 Voice and Tone

An outcome of the Communications and Engagement Workshop is the voice, tone, and language the participants wanted in the communications and engagement materials.

Online and in print, our communications should feel:

- Neutral - language that is slightly less formal;
- Simple and clear; and
- Straightforward.

In-person, our communications should feel:

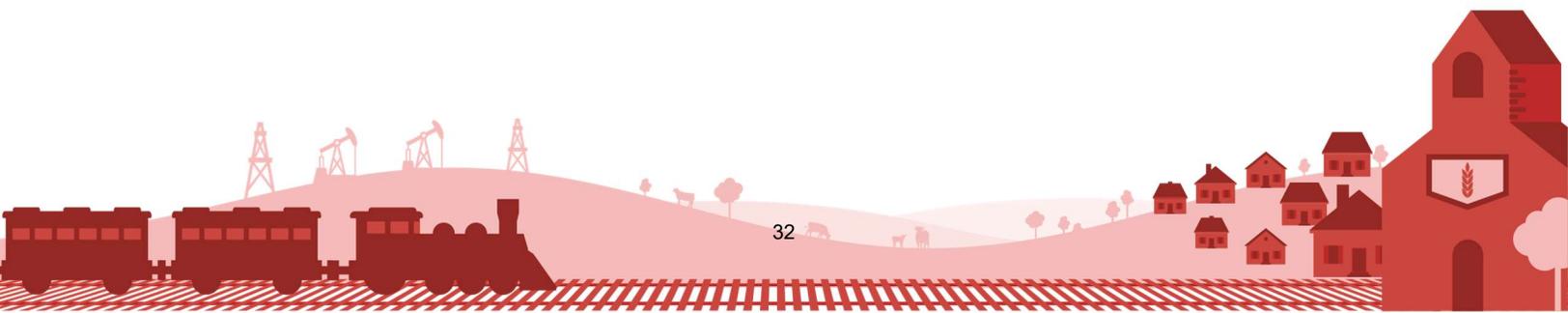
- Neutral - language that falls directly between fun and formal, but more to the formal side of the spectrum;
- Simple and clear;
- Meaningful; and
- Straightforward.

All communications will use active language that invites people to share their thoughts and that encourages participation.

2.3 Engagement Planning

2.3.1 Public Participation Goal

Each engagement round has the following distinct purposes.





IDP and ASP Round 1 Engagement Goal:

- To learn what the communities' vision is for the IDP and ASP Plan Areas so their thoughts can be incorporated into the Plans, where possible; and
- To learn what people want to see in the future.

IDP Round 2 Engagement Goal

- The purpose of the open houses is to share the IDP maps, plans, and policies and to solicit feedback, prior to the public hearings.

ASP Round 2 Engagement Goal

- The purpose of the open houses is to share ASP maps, plans, and policies, with the purpose of gathering feedback before the final draft ASP is prepared for circulation and the public hearing.

2.3.2 Public Participation Spectrum

For the most part, the public engagement associated with this project is anticipated to fall on the Engagement Spectrum under Consult. We will gather public feedback through the Round 1 and 2 engagement, keeping the public informed as the project progresses and letting them know how their feedback was considered, as the plans are drafted and finalized.

2.3.3 Engagement Principles

The following principles will guide our process, and will inform the public engagement objectives and techniques at each decision step:

- **Equitable and Meaningful** – There are a variety of engagement techniques employed that allow for equitable and meaningful opportunities to engage.
- **Engage Early and Learn from Stakeholders** – Round 1 engagement will set the tone and grow awareness for the open houses, to maximize the opportunities to learn from stakeholders.
- **Transparency** – The decision-making process, including how participant feedback is incorporated, will be clearly communicated throughout the engagement process.

2.3.4 Engagement Outcomes

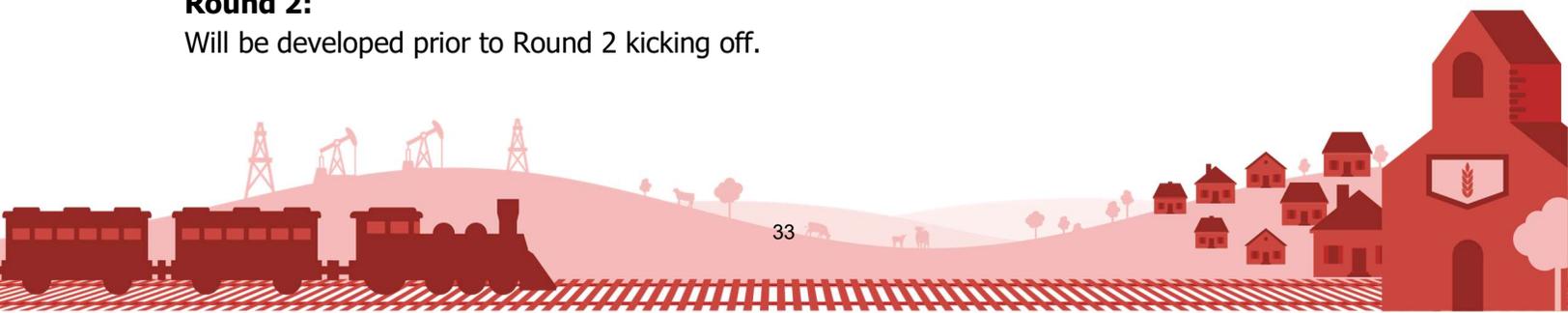
The following engagement outcomes have been identified by the project team.

Round 1:

1. Build awareness and generate interest for the plans.
2. Gather preliminary information to draft the IDP and ASP.

Round 2:

Will be developed prior to Round 2 kicking off.





3 PUBLIC PARTICIPATION MAPPING

3.1 Stakeholder List

Town and County staff, as well as the project team identified the following key stakeholder groups:

- Municipal Stakeholders;
- Major Employers and Business Groups;
- Town and County Landowners; and
- Other stakeholders (e.g., airport).

A stakeholder list has been developed using these key stakeholder groups as a foundation and is included in **Appendix A**. The list includes groups, organizations and individuals that will be contacted at various stages of the project.

3.2 Existing Concerns and Issues

Through the Communications and Engagement Discovery Workshop, the following stakeholder issues and concerns were identified by Town and County staff, as well as the project team.

Stakeholders Barriers:

- COVID-19 gathering restrictions;
- Low youth engagement;
- Low survey results (historically);
- Access to internet; and
- Access to public transit.

Although not an exhaustive list, identifying the potential concerns and issues noted above will help the project team to develop messaging and survey questions to learn more about these challenges.

3.3 Potential Issues and Mitigation Measures

The following potential issues and mitigation measures have been identified for the project in **Table 1**.

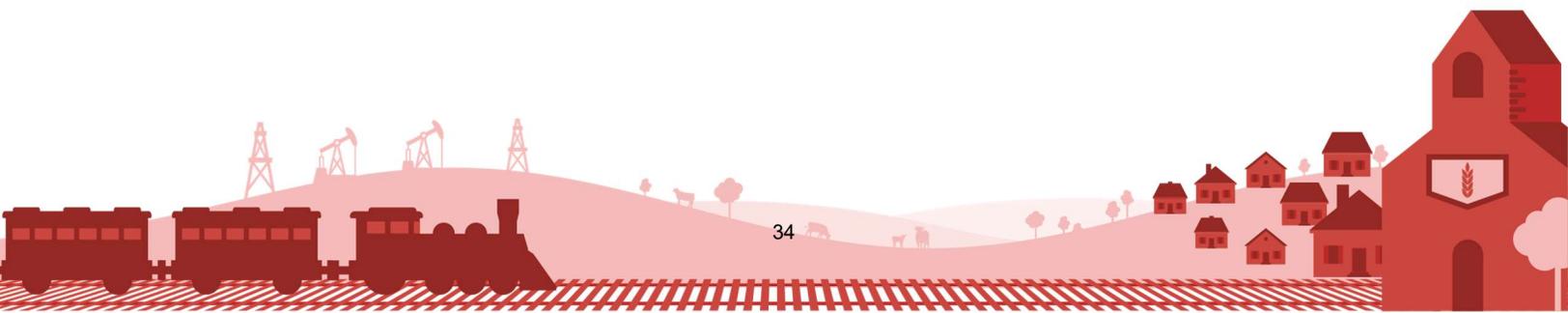




Table 1: Issues and Mitigation Measures

Issue	Potential Impact on Project	Mitigation Measures	Supporting
Pandemic and associated restrictions	Reduced participation rate/unable to engage in-person/stakeholder fatigue (from managing multiple responsibilities)	Multiple ways to engage Online engagement Work with the Town and County to promote the engagement (e.g., social media, advertising, etc.)	Communications and Engagement
Round 1 timing	Runs close to municipal elections	Time Round 1 survey to be released after the elections Round 2 engagement will take place after the election Conducting only administrative discussions with the Working Group before the election and identifying possible Council members to join the Working Group after the election	Communications and Engagement

3.4 Project Theme

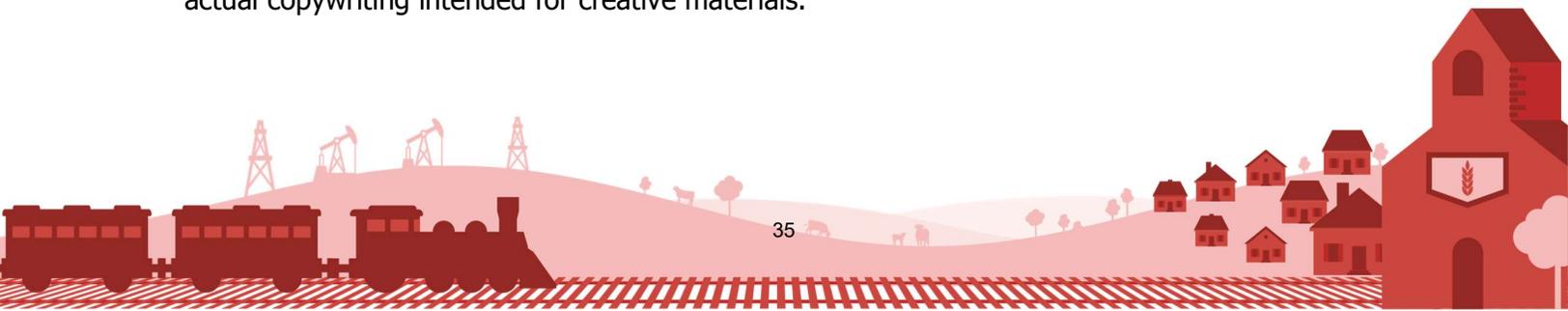
The main theme for the project is the concept of a shared track and future between the County and Town. The theme draws on the concept of the iconic Alberta Prairie Railway train that connects the municipalities and traverses through the Plan Area. The theme was discussed with Town and County staff, and during the Communications and Engagement Discovery Workshop.

Key Words for engagement communications may include:

- Share/Shared;
- A Journey;
- Track; and
- Route.

The following key messages have been developed to support the engagement process and build on the main theme of the project. These key messages should be reviewed by the project team, and Town and County staff on a regular basis, building a consistent message regarding this project.

The key messages reflect the main points that we want to communicate; they do not reflect actual copywriting intended for creative materials.





3.4.1 Key Themes

The theme and messages are intended to evolve throughout the course of the project, and span both Round 1 and Round 2 engagement. They are broken down into phases that align with the engagement activities:

The IDP and ASP surveys will utilize the following key messaging:

1. 'Our shared track'. This messaging will work to define the boundaries of the Plan.
2. 'Where do you want to go?' - Discovering what the communities want.
3. 'What do we need to get there?' - Dreaming of the future: what land uses, and servicing and community amenities does the community want to see?

Phase 2 includes the Open Houses and the Round 2 Survey, and will utilize the following key messaging:

1. 'What do we need to get there?' - Continued discussion regarding the communities' dreams for the future.
2. 'Planning our Route' - Designing the Plan Area, where should the land uses go?

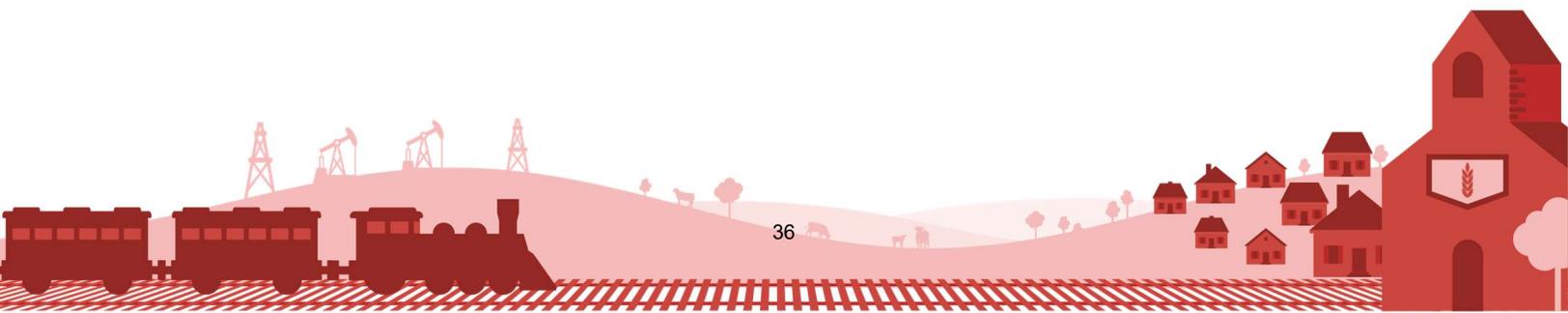
Phase 3 includes the Open Houses and the Public Hearing, and will utilize the following key messaging:

1. 'Laying the Track' - Delivering a strategy for achieving the communities' vision through policy development. We will request feedback from stakeholders regarding the IDP and ASP prior to the Public Hearing where the Councils will consider the plans for adoption.

3.4.2 Key Imagery

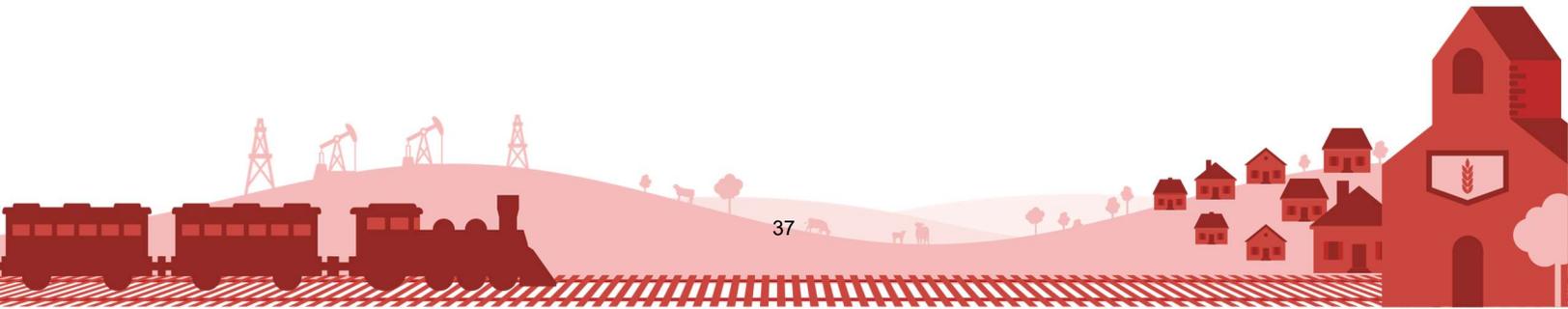
The theme and key imagery for the project are intended to portray the relationship between Town and County, focusing on the intersection of landscapes and communicating the sharing of boundaries:

- Imagery proposed for inclusion in graphics include:
 - Train;
 - Tracks;
 - Grain Elevator;
 - Prairie Landscape;
 - Buildings;
 - Cows;
 - Hearts;
 - Pump Jacks; and
 - Oil Derricks.





The use of red as a base colour is representative of both the Town and County logos, and complies with the branding guidelines.



4 COMMUNICATIONS AND ENGAGEMENT STRATEGY

The following section describes the tools and techniques that will be used to achieve communications and engagement objectives. Details regarding the tools and techniques are referenced in Section 5 in the implementation plan.

4.1 Engagement Tools and Techniques

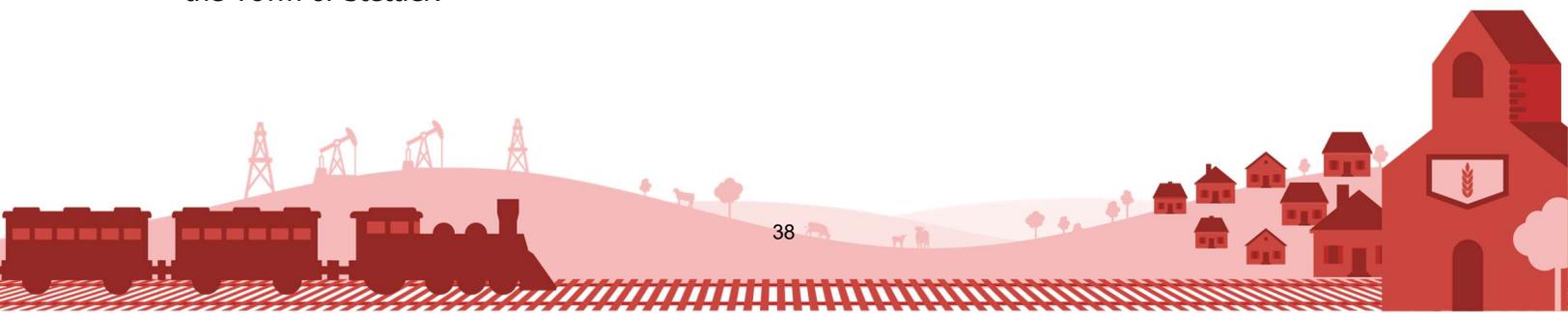
COVID-19 requirements have created the need for virtual engagement opportunities. The following tools and techniques have been used by the team in the past to achieve high levels of engagement through small group meetings, presentations, online platforms, and virtual meeting breakout rooms.

Working Group: In-depth dialogue with specially convened staff from the Town and County. Town and County staff will make up the core group of participants, and additional staff and Councillors may join, depending on the topic. Where the timelines for the two Plans overlap, there may be opportunities to combine the discussions and reduce the number of times the Working Group has to meet, possibly extending the meeting times to cover all the agenda items.

Online Surveys: Two online surveys will be developed to inform the IDP and ASP. The online surveys will focus on gathering information to learn about locations in the IDP and ASP Plan Areas that are important to residents, and areas that may require different considerations than what is currently shown in these plans. The Town and County websites and social media feeds can promote the survey and provide project updates. The Town and County websites can also be updated with project information to provide project updates while the project is underway.

Open Houses: A total of six public open houses will be held for the project, unless there is a need to shift to a virtual platform due to COVID-19 restrictions. Four open houses will be held for the IDP and two for the ASP. The purpose of the open houses is to share the plan maps, recommendations, and policies, and to solicit feedback. Project team members will also be available to answer questions from the public.

Pop-up Session: A pop-up session in the clients' location of choice may be held in place of an open house for the IDP. This session will provide people with an alternative way to meet with the project team and learn about the project. Pop-up sessions tend to generate more excitement about a project than an open house, and are an informal way to connect with residents and business owners in the communities. Through discussions with the Town and County, it will be decided if a pop-up session is an option, based on gathering restrictions and timelines. Pop-up sessions are proposed to be held in a community gathering place such as Brenda's Cozy Cafe in the Town of Stettler.





Town and County Council Presentation: Members of the project team will present the final IDP and ASP at joint Town and County Council meetings, and will address any questions from Council.

4.2 Communication Tools and Techniques

Social Media: Rather than creating new social media accounts for this project, we will leverage established accounts such as @StettlerCounty on Twitter and Facebook, and @TownOfStettler on Facebook. As such, Town and County staff should be prepared to respond constructively to comments and concerns from residents. Dillon can work with the Town and County's communications teams to develop wording to share on these platforms.

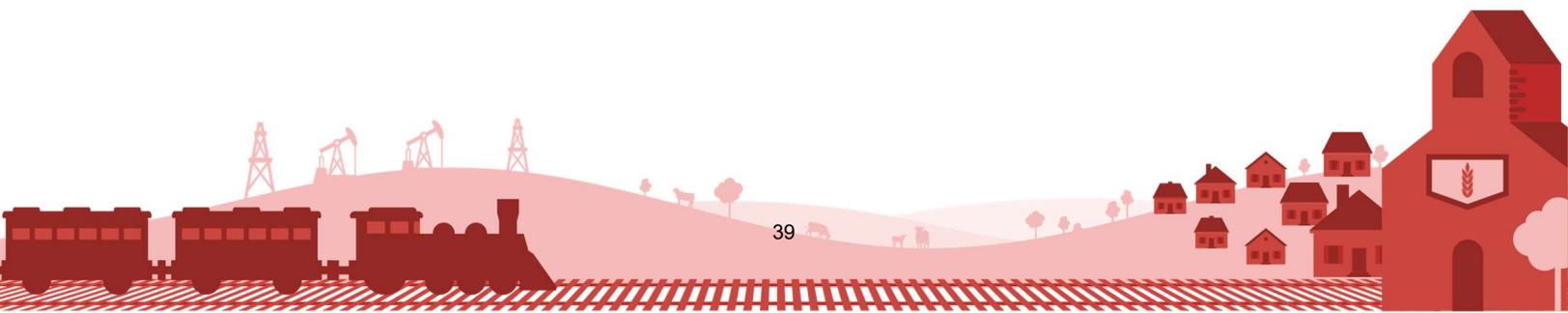
Newspaper Advertisements: Dillon will prepare advertisements for the Town and County to post in newspapers to inform residents of engagement opportunities.

Stettler Local: Dillon will leverage messaging used for other communications to prepare an advertisement for the Town and County to manage having posted on the 19 Stettler Community Screens and the Stettler Local website.

Circulation to Landowners: Dillon will work with the Town and County to prepare the circulation notice to landowners within the Plan Areas to advise them of the public hearing, and how to provide comments. A postcard style information card may also be mailed to landowners to advise them of engagement opportunities.

Presentation Materials (Open House): Presentation materials such as information boards will be prepared by the project team, with the purpose of educating stakeholders and visitors at the open houses regarding the draft plans to encourage discussions and solicit feedback.

Public Engagement Report and Final Report: Findings from each of the two rounds of public engagement will be summarized into a "What We Heard" public engagement report that will describe the engagement activities that took place during that round, participation rates, and a summary of the themes identified upon analysis of feedback, and commentary on how well the engagement activities have been meeting the engagement objectives.





5 CRITICAL PATH – ENGAGEMENT STRATEGY

5.1 Resources

Consultant resources dedicated to the Communications and Engagement Plan include:

- Dillon’s Engagement Staff:
 - Brandy MacInnis – Public and Stakeholder Engagement Lead
 - Kristen Harder – Engagement Team Member
 - Camila Ramos-Strankman - Engagement Team Member
 - Avneet Sidhu - Engagement Team Member
 - Administrative Support
 - Full technical team support wherever required
 - Dillon Community Engagement Network

5.2 Comment Management, Analysis, and Response Protocols and Town/County Support

The following assumptions and understanding have been established as a component of implementing this Communications and Engagement Plan:

- Project email and social media accounts will be solely managed by the Town and County;
- Dillon to offer support if there are technical responses required via email or over the phone;
- A guaranteed response time of two business days is critical for project reliability and relations with participants;
- All communications, comments and responses will be forwarded to the Dillon team;
- The Dillon team will track consultation feedback and provide summaries that will be used as the basis for reporting back to participants (“What We Heard”);
- The Town and County will be responsible for responding to media inquiries (where applicable); and
- The Town and County staff will attend engagement events, as requested by Dillon.

5.3 Critical Path – Engagement Plan

Table 2 below provides a high-level implementation plan for the entire engagement process, listing engagement objectives for each decision step that is informed by our engagement principles, describes corresponding tools and timing, and provides additional details, including roles and responsibilities for the Dillon team and Town and County staff.

Engagement activities will also not take place during the winter holidays in December 2021/early January 2022.

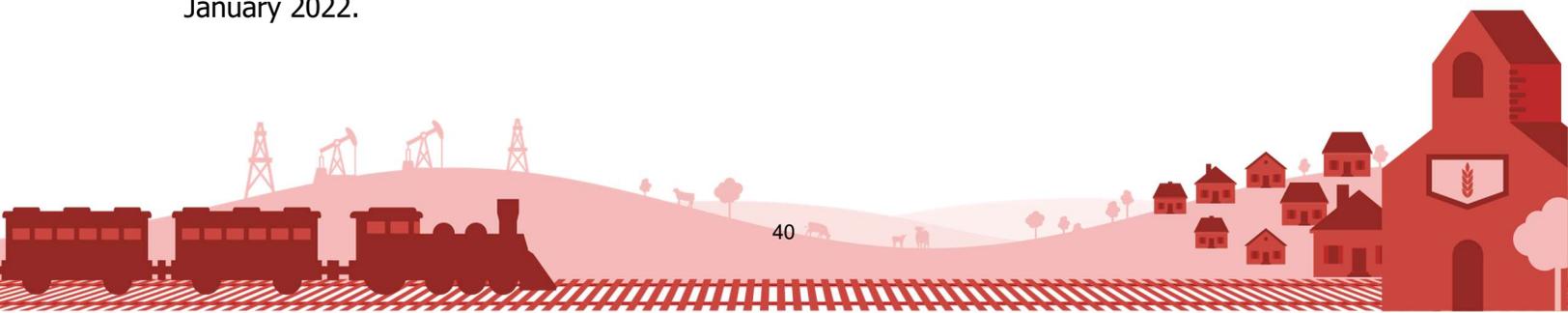




Table 2: Engagement Plan

Activity	Engagement Objectives	Notice of Engagement	Tactics and Materials	Timeline	Responsibilities
Ongoing Engagement Tasks: (December 2021 - July 2022)					
a. Engagement Planning	Develop a robust Communications and Engagement Plan based on the approved work plan.	Meetings, emails, phone communication with Town and County staff	Communications and Engagement Plan, scope definition, stakeholder list and analysis, detailed engagement timeline	October – January 2022 (black-out dates for the winter holiday season)	Plan developed by Dillon. Plan approved by Town and County staff.
	Dillon to submit the Communications and Engagement Plan for approval.	n/a	Communication and Engagement Plan	January 2022	Approval from Town and County Council.
b. Working Group Meetings (ongoing)	To guide the engagement planning process for the IDP and ASP. Includes members of Town and County staff, and Council members (post-election).	Emails, direct invitations	Meetings at key milestones in IDP and ASP development	Throughout the duration of Phase 1 and 2	
Project Phase 1: Community and Stakeholder Engagement – Round 1 and 2 IDP (October 2021 - January 2022)					
1.2 Discovery Workshop	To gain strategic insight regarding the approach to communication and messaging during engagement efforts.	Emails, direct invitations	One workshop - 1.5 hours in length	September 2021	Dillon will prepare a presentation and facilitate the workshop. The Town and County core group will be present to provide insight.
Deliverable: Engagement Plan and Communications Plan					
1.2. Round 1: Online Engagement (Survey) & Project	To inform the public about the plan and gather preliminary feedback.	Social Media, Town and County Websites, Local	Social media strategy and updates	February 2022	Dillon will draft and prepare the survey for Town and County approval.



Activity	Engagement Objectives	Notice of Engagement	Tactics and Materials	Timeline	Responsibilities
Information Websites		Papers, Stettler Local			Dillon will manage the survey while it is open to the public. Dillon will prepare text for the Town and County to approve for use on their websites. Dillon will provide support to assist municipalities as they respond to social media comments.
1.3 Round 2: Open Houses (Can be changed to virtual workshops based on COVID restrictions)	To share IDP maps, plans, and policies and to solicit feedback.	Emails, direct invitations Town and County website Local papers/Stettler Local Municipal and social media feeds	Four open houses Open house materials, feedback form/survey. Summary of what we learned	May 2022	Invite list developed by Dillon, approved by Town and County staff. Dillon will prepare advertisements and messaging. Dillon will prepare presentation boards and open house materials. The Town and County will be responsible for posting messages, as well as monitoring any feedback. Dillon can assist in responding to inquiries or providing messaging for social media.
1.4 Engagement Findings	Findings from the various engagement activities will be analyzed, synthesized, and summarized.	n/a	What We Heard Document	May 2022	Content developed by Dillon, and approved by Town and County staff.



Activity	Engagement Objectives	Notice of Engagement	Tactics and Materials	Timeline	Responsibilities
Deliverable: Public Engagement “What we Heard” Document					
1.5 Circulation Notice	To inform the public about the public hearing and how to provide comments.	Direct mail outs, newspaper advertisements, Town and County websites	Circulation notice	Q3 2022	Dillon will work with the Town and the County to prepare messaging for the circulation notice to landowners within the Plan Area.
Finalizing the IDP Adjustments to the recommended draft plan, presentation of the Final IDP.					
1.6 Present the Intermunicipal Development Plan	n/a	n/a	Presentation materials (if required)	September 2022	Dillon will present the Final IDP to Town and County Council for approval.
Deliverable: Final Intermunicipal Development Plan					
Phase 2 – Community & Stakeholder Engagement – Round 1 & 2 ASP (January 2022 - April 2022)					
2.1 Round 1: Online Engagement (Survey)	To inform the public about the plan and gather preliminary feedback.	Social Media, Town and County Websites	Social media and updates	May 2022	<p>Dillon will draft and prepare the survey for Town and County approval.</p> <p>Dillon will manage the survey while it is open to the public.</p> <p>Dillon will prepare text for the Town and County to approve for use on their websites.</p> <p>Dillon will provide support to assist municipalities as they respond to social media comments.</p>
2.2 Round 2: Open Houses (Can be changed to virtual workshops based	To share IDP maps, plans, and policies and to solicit feedback.	<p>Emails, direct invitations</p> <p>Town and County website</p>	<p>Two open houses.</p> <p>Open house materials, feedback form/survey.</p>	TBD	<p>Invite list developed by Dillon, approved by Town and County staff.</p> <p>Dillon will prepare advertisements and messaging.</p>



Activity	Engagement Objectives	Notice of Engagement	Tactics and Materials	Timeline	Responsibilities
on COVID restrictions)		Local papers and Stettler Local Municipal and social media feeds	Summary of what we learned.		The Town and County will be responsible for posting messages, as well as monitoring any feedback. Dillon can assist in responding to inquiries or providing messaging for social media.
3.3 Engagement Findings	Findings from the various engagement activities will be analyzed, synthesized, and summarized.	n/a	What we Heard Document	TBD	Content developed by Dillon and approved by Town and County staff.
Deliverable: Updated Public Engagement "What we Heard" Document					
3.4 Circulation Notice	To inform the public about the public hearing and how to provide comments,	Email, mail outs, newspaper advertisements, and the Town and County website)	Circulation notice	TBD	Dillon will work with Town and County to prepare the circulation notice to landowners within the Plan Area.
Finalizing the ASP Adjustments to the recommended draft plan, presentation of the Final ASP.					
3.5 Present the Area Structure Plan	n/a	n/a	Presentation materials (if required)	TBD	Dillon will present the final ASP to Council for approval.
Deliverable: Final Area Structure Plan					



6 EVALUATION PLAN AND REPORTING

6.1 Evaluation

At its most basic, our evaluation will answer the following questions on an ongoing basis after each outreach tactic, engagement event, at the close of each round of engagement and at the end of the project:

1. **Has the engagement initiative succeeded?** e.g., met targets, met objectives and resulted in other achievements.
2. **Has the process for engaging the audience worked?** e.g., what was the participation rate, what happened and what did we learn, what worked well and less well, lessons for future participatory activities, and potential adjustments needed for messaging and communications?
3. **What impact has the engagement process had?** e.g., on participants, on the quality of decisions, on decision-makers or on others involved.
4. **What was the level of engagement?** e.g., what was the survey response rate, how many people participated in the engagement activities, did the responses help inform the plans and for the project team to make changes?

Using the evaluations forms provided for each engagement activity, the project team will consider the engagement and communications work associated with this project a success if the following have been achieved:

- Engagement resonates with residents – we are receiving feedback that informs the plans;
- Engagement encourages dialogue between residents, stakeholders, and the Town and County;
- Engagement informs achievable recommendations and clear priorities for the IDP and ASP;
- The Town and County is seen as transparent, trustworthy, and helpful; and
- Town and County Councils ultimately approve and endorse the IDP and ASP.

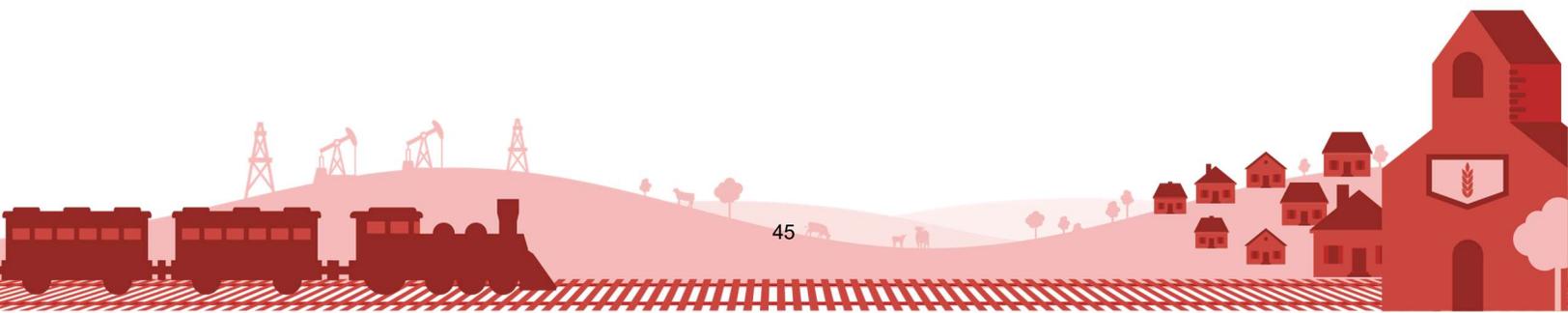
The project team has set the following goals as a part of evaluating the engagement and communications work. We feel this Communications and Engagement Plan will be a success if the following is achieved:

Round 1 Engagement

- A minimum of 40 survey responses are provided for each round of engagement.

Round 2 Engagement

These goals will be established and this section updated in Winter 2022.





6.2 Reporting

After each round of engagement Dillon will prepare an internal “What We Heard” document for internal purposes for the Town and County. The report will include:

- Overview of the Public Engagement Plan (what we did):
 - Communications Techniques Used;
 - Engagement Tactics and Outcomes;
- Evaluation (based on whether stated objectives were met);
- What We Heard;
- Next Steps;
- Lessons Learned; and
- Recommendations for future engagements.





Appendix A

*Stakeholder
List*



COMMITTEE OF THE WHOLE RECOMMENDATIONS

FEBRUARY 8, 2022

1. Strategic Planning 2022

The Committee of the Whole recommends to Town Council to approve the Town of Stettler 2022 Strategic Plan as presented.

2. Corporate Identity Committee

The Committee of the Whole recommends to Town Council to appoint Councillor Baker as a member of the Corporate Identity Committee.

Goal	Actions Required	Person(s) Responsible	Date
1. Parks Advisory Committee	a) Establish working group b) Confirm working group guiding principles c) Review existing plan(s). Including 2006 Parks & Open Spaces Master Plan d) Identify new features and required maintenance/upgrades e) Identify quick wins	Mayor Sean Nolls Councillors Kurt Baker & Wayne Smith Director of Parks & Leisure Services Manager of Recreation & Culture Communications Officer	a) Feb 2022 b) Feb 2022 c) Mar/Apr 2022 d) 2022/2023 e) 2022/2023

Guiding Principles

- Explore additional ideas from the 2022 strategy session as well as others for inclusion in future operating and/or capital budget approval processes.
- Corporate identity and pride to be considerations
- Mindful that operational dynamics must be factored
- Priorities to future capital budgets on an affordable basis
- Collaborate with Heartland Beautification Committee on shared opportunities
- Incorporate local service groups later in the process.

Actions to Date:

Goal	Actions Required	Person(s) Responsible	Date
2. Revisit SRC Expansion Plan/ Multi-Use Facility	a) Establish new working group b) Consider revisiting SRC Expansion plan and explore options for additional facilities and/or activities	Mayor Sean Nolls Councillors Gord Lawlor & Scott Pfeiffer Manager of Recreation/Culture Director of Planning & Development CAO	a) Feb 2022 b) Feb/Mar 2022 c) 2022

Guiding Principles

- Prioritize activities most desired in consideration of purpose and location
- Deliver concepts and/or shovel-ready options/plans with order of magnitude estimated costs. These options would be further considered by Council.
- Available funding & resources to be ongoing considerations
- Mindful that operational dynamics must be factored

Actions to Date:

Goal	Actions Required	Person(s) Responsible	Date
<p>3 (tie). Office meeting space (virtually enabled)</p>	<ul style="list-style-type: none"> a) Identify options b) Get cost estimates c) Budget considerations based on cost to be reviewed with CAO d) Commence structural components e) Commence IT components 	<p>Director of Planning & Development</p> <p>Assistant CAO</p> <p>I.T. Coordinator</p> <p>GIS Coordinator/Tech</p>	<ul style="list-style-type: none"> a) Feb 2022 b) Apr 2022 c) 2022 d) 2022/23 e) 2022/23

Guiding Principles

- Administratively driven on functionality within office.

Actions to Date:

Goal	Actions Required	Person(s) Responsible	Date
<p>3 (tie). Stettler as a Christmas destination</p>	<p>a) Establish working group expectations</p> <p>b) Gather ideas (TOS deliverables vs. privately encouraged) and identify responsibilities between the Town of Stettler and Stettler Board of Trade.</p> <p>c) Create participatory plan</p> <p>d) Communicate plan</p> <p>e) Private cooperation</p>	<p>Board of Trade Executive Director</p> <p>Manager of Recreation & Culture</p> <p>Communications Officer</p>	<p>a) Mar 2022</p> <p>b) to e) Summer and Fall 2022</p>

Guiding Principles

- Build upon strengths of: Main Street Christmas Tree, APST Polar Express and BOT shopping promotions
- Attract out-of-town visitors
- Cooperation between the Stettler Regional Board of Trade and Town of Stettler
- Incorporate business owners after the initial plan is built.

Actions to Date:

Goal	Actions Required	Person(s) Responsible	Date
<p align="center">5. IT Upgrade & Integration Advisory</p>	<p>a) Identify priority staff (that most need to be able to work remotely)</p> <p>b) Identify/prioritize overall technology upgrades, testing, & security</p> <p>c) Compile cost estimates for all projects, prioritized timeline and resources required</p> <p>d) options for 2022/23 budgets if needed</p>	<p>I.T. Coordinator</p> <p>Assistant CAO</p> <p>Director of Operations</p> <p>Director of Planning & Development</p> <p>Manager of Accounting & Financial Services</p> <p>GIS Coordinator/Tech</p> <p>Manager of Recreation & Culture</p>	<p>a) Staff planning Mar-Sept 2022</p> <p>b) Ideally introduce increments as soon as affordable & reasonable</p>

Guiding Principles

- Allow for Town information to be accessed remotely, when needed
- Create universal server access between all Town of Stettler facilities
- Identify and prioritize the technology upgrades needed by the Town of Stettler

Actions to Date:

TO: Town of Stettler Council

DATE: 2022 02 15

FROM: Greg Switenky
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – JANUARY 2022

ADMINISTRATION – CAO – GREG SWITENKY

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

ADMINISTRATION – ASSISTANT CAO – STEVEN GERLITZ

1. Meetings attended included: Council, Staff, Department Head, Senior Management COVID update, Economic Development Committee, 2022 Capital Budget Workshop, Joint Town/ County
2. Projects worked on included:
 - COVID planning, info and research
 - Economic Development Committee – follow-up, Tax incentive bylaw, clean energy program, Electric vehicle charging stations webinar
 - External Audit – close out meeting
 - 2022 Regional Water Rates
 - 2022-2024 Interim Budget
 - 2022-2026 Capital Budget
 - 2021 Cash Flow Statement follow up – December 31, 2021 (B-Run)

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

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

Meetings:

- Department Head
- AEnv Floodway discussions
- Strategic Planning
- Alberta Purchasing Connection – Town hall meeting
- Insurance Evaluation – environmental policy
- Emergency Response – Tabletop Disaster Exercise
- Safety Audit – Close out meeting
- Asset management surveys
- Capital Budget Presentation
-

Projects:

- Retirement of Ivan Wilford (he will be dearly missed), appointment of Sarah McCrindle as Transportation Foreman.
- Capital Budget Planning 2022-2032
- Pre-Design of 2022 Projects
- NW ASP property options
- IDP Committee meeting
- Midtown development final drawing approval
- Streetlight replacements – ATCO info
- PW Staffing Recruitment and Succession planning
- Wellings of Stettler – floodway discussions

TRANSPORTATION – SARAH MCCRINDLE

- Snow removal in town parking lots
- Snow removal on pathways
- Sign replacement
- Cleaned and hauled snow in the town including residential areas
- Hauled snow out of the town parking lots

- Hauled snow out of the paved lanes in the up-town area and paragon
- Took down Christmas decorations
- Took down the Christmas tree
- Dig graves
- Took steamer out to the water treatment to unthaw a drain line
- Took wire off the Christmas lights
- Helped water dept at the wetlands hauling cat tails
- Sanding streets when needed.
- Sanded alleys when needed
- Sarah attended a 4-day course in Turner Valley for Public Works Supervisor level 1
- Ivan retired
- Chipped up the Christmas trees from the designated areas that the beautification committee set up for the homeowners to drop off at
- Sweep and flood rinks when needed
- Sanded the hospital parking lots
- Updated our emergency response plans for the town shop and all the water department buildings
- Updated the hazard assessments and safe work practices for the new Wille Sidewalk Machine

DIRECTOR OF PLANNING & DEVELOPMENT – LEANN GRAHAM

1. Building Permit Activity to Date

	2021 Permits to January 31, 2021	2022 Permits to January 31, 2022
Institutional	\$2,868,560.00	\$0.00
Industrial	\$0.00	\$0.00
Commercial	\$14,900.00	\$0.00
Residential	\$245,160.00	\$399,300.00
Total	\$3,128,620.00	\$399,300.00

2. Projects:

- Floodway Matters
- Capital Budget
- Alberta Animal Services Contract Review
- Mobile Home Lot Subdivision and Consolidation
- IDP & SE ASP RFP
- Mid Town Estates Development
- Economic Development Committee Initiative
- North West ASP
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries

3. Meetings:

- Alberta Environment and Parks

- JHSC Meeting
- IDP & SE ASP Meetings
- RCMP Meeting
- MPC Meeting
- Town Life Meeting
- Economic Development Meeting
- Election Training
- COVID Management Meetings
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Council and Committee Meetings
- Staff and Department Head

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

1. **Meetings:** After council, department head, staff information sessions, CARA, AARFP arena stream, strategic planning, and interim capital budget. I also had some time off at the beginning of the year.
2. **Projects:** Installed columbarium, take down of Christmas decorations, outdoor oval and boarded rink maintenance, snow removal, and marked out area in WSP for planting memories.
3. The weather this winter has been interesting! We all like challenges though. With Tons of help from Transportation and Water departments we (the Town) have made some super skating rinks for the citizens of Stettler and area. Mother nature has not been overly cooperative, but once again we have done our best to achieve the Town of Stettler mission statement. Thank you all for such a great team effort.

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. Shipping of the new Total CL17's from HACH has been delayed once again. HACH now says that the analyzers will be in stock by March 24. I would suspect that this is a tentative date with their supply chain issues.
2. The bi-yearly AMC analyzer servicing was completed by HACH.
3. Chamco completed the vibration analysis on the plant pumps. High Lift Pump 4101 was found to have a bad bearing along with some oil leakage. Rebuilding the motor was suggested. The motor will be pulled when Chamco is on site to install the new service water pump this March. We will also have Chamco look at rebuilding the old service water pump, if possible, to keep on site as an emergency back up pump for the new pump.
4. Action Plumbing is scheduled for early February to install the new CIP Caustic Tank heating system.
5. There was a frozen drain line at the ground water sump by the reservoir. The shop steamer was brought out to melt the ice in line and clear away some ice at the outlet for water to flow.
6. Waiting on materials for the new airline fabrication so that the compressors can be moved to a better location to hopefully decrease substantial yearly maintenance costs.

7. Added some new CIP, (clean in place), programming for the Micro Filters. There is some fouling of our filters that we are hoping the new programming will help with. A new acid clean is also being looked at if needs be. The new acid recipe has been approved by Pall for this fouling issue.
8. Crew has started reviewing the Hazard Assessments.
9. All of the pump VFD's are now installed and pumps are in service. 2001 VFD is causing some minor issues with some trending. Bagshaw Electric is still looking into this issue. It is a new brand of VFD from the original.
10. Routine monthly maintenance carried out.

WATER – GRANT MCQUAY

- 1) Rounds, readings, locates and meters.
- 2) Plow snow at facilities and lagoons.
- 3) Weekly cleaning of WTS sanitary tank's and CL17 analyzer bottles changed out.
- 4) Cutting, hauling and pushing up cattails at wetlands.
- 5) Weekly water distribution sampling for bacti and chlorine residuals.
- 6) Weekly testing for lift station emergency system.
- 7) Frozen Sewers and service repairs
- 8) Hydrant repairs
- 9) Focemain sewer issues and trouble shooting.
- 10) Annual maintenance at lagoons/facilities

REGIONAL FIRE CHIEF – MARK DENNIS

Report to be presented at a later date.



Greg Switenky
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number 75985	75995
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Municipalities	75985	2022-02-04	\$6,672.10

Invoice Description		Invoice Number	Invoice Amount
2022 AUMA Membership		20220157	\$6,672.10

Algae Control Canada	75986	2022-02-04	\$4,410.00

Invoice Description		Invoice Number	Invoice Amount
Sewer Grease Control Products		INV-20390	\$4,410.00

Cal-Trac Contracting Ltd.	75987	2022-02-04	\$4,522.89

Invoice Description		Invoice Number	Invoice Amount
Sewer Hitachi 210 Trackhoe Ren		303955	\$4,522.89

Cold Creek Carpentry	75988	2022-02-04	\$4,989.41

Invoice Description		Invoice Number	Invoice Amount
Wtr Trns/Sewer Replace Town		2022-022	\$4,989.41

John Brooks	75989	2022-02-04	\$729.54

Invoice Description		Invoice Number	Invoice Amount
WTP CL2 Pump		2447130	\$729.54

Ken-Mar Concrete	75990	2022-02-04	\$17,325.00

Invoice Description		Invoice Number	Invoice Amount
Snow Removal Hired to Push up		476	\$17,325.00

Linde Canada	75991	2022-02-04	\$348.23

Invoice Description		Invoice Number	Invoice Amount
Pool Facility Chemicals		68376759	\$348.23

NextGen Automation	75992	2022-02-04	\$348.09

Invoice Description		Invoice Number	Invoice Amount
Office & Water Billing Postage		383674	\$348.09

Ornamental Bronze Limited	75993	2022-02-04	\$464.10

Invoice Description		Invoice Number	Invoice Amount
Cemetery Niche Wreath with		99994	\$464.10

Stettler & District Senior	75994	2022-02-04	\$470.13

Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Senior 2021 Casino Account		2021.12.31	\$470.13
Sunset Memorial & Stone Ltd.	75995	2022-02-04	\$9,799.86
Invoice Description		Invoice Number	Invoice Amount
Cemetery Columbarium Final		25806.2	\$9,799.86
	Total Cheques		\$50,079.35

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	EFT0004352
Cheque Date	First	Last		EFT0004374

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4L Communications Inc.	EFT0004352	2022-02-08	\$1,472.05

Invoice Description	Invoice Number	Invoice Amount	

trans iphone 128gb	STTLRIN10033	\$773.82	
wtr/swr apple ipad 64gb	STTLRIN10123	\$698.23	

Angus, Lara	EFT0004353	2022-02-08	\$62.93

Invoice Description	Invoice Number	Invoice Amount	

capital budget meeting snacks	2022.01.25	\$62.93	

Automated Aquatics Canada Ltd.	EFT0004354	2022-02-08	\$315.95

Invoice Description	Invoice Number	Invoice Amount	

pool- chemicals & freight	0000101928	\$315.95	

Barnes, Roger	EFT0004355	2022-02-08	\$25.00

Invoice Description	Invoice Number	Invoice Amount	

src Feb phone allowance	2022.02.01	\$25.00	

C & S Disposal	EFT0004356	2022-02-08	\$23,092.31

Invoice Description	Invoice Number	Invoice Amount	

Jan 2022 waste recycle collect	1858	\$23,092.31	

Capital Power	EFT0004357	2022-02-08	\$79,819.78

Invoice Description	Invoice Number	Invoice Amount	

dec affiliate power bills	5171443	\$6,558.29	
December power bill	5171448	\$73,261.49	

Central Sharpening	EFT0004358	2022-02-08	\$593.25

Invoice Description	Invoice Number	Invoice Amount	

src zamboni blade & sharpen	29177	\$593.25	

Communities in Bloom	EFT0004359	2022-02-08	\$995.00

Invoice Description	Invoice Number	Invoice Amount	

hbc 2022 registration fee	CIB22-07	\$995.00	

County of Stettler	EFT0004360	2022-02-08	\$1,750.00

Invoice Description	Invoice Number	Invoice Amount	

fire hall IT honararium	COS005727	\$1,750.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dahl, Steven	EFT0004361	2022-02-08	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
shop feb tool allowance	2022.02.01	\$50.00	
Dillon Consulting	EFT0004362	2022-02-08	\$4,035.94
Invoice Description	Invoice Number	Invoice Amount	
Municipal Plan IDP & SEASP	250505	\$4,035.94	
Dodd, Sonia	EFT0004363	2022-02-08	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
pool feb phone allowance	2022.02.01	\$25.00	
Ember Graphics	EFT0004364	2022-02-08	\$31.50
Invoice Description	Invoice Number	Invoice Amount	
plan & dev coroplast sheets	4407	\$31.50	
Gateway Mechanical Services In	EFT0004365	2022-02-08	\$2,667.05
Invoice Description	Invoice Number	Invoice Amount	
src replace faulty equipment	674905	\$2,667.05	
Gerlitz, Steven	EFT0004366	2022-02-08	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
feb travel & phone allowance	2022.02.01	\$100.00	
Graham, Leann	EFT0004367	2022-02-08	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
p&d travel & phone allowance	2022.02.01	\$175.00	
Jeremy Verhoven Trucking	EFT0004368	2022-02-08	\$6,279.00
Invoice Description	Invoice Number	Invoice Amount	
trans snow removal truck rent	1800	\$6,279.00	
QM Contracting	EFT0004369	2022-02-08	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
water billing meter reader	931392	\$1,575.00	
Robbins, Brad	EFT0004370	2022-02-08	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
p&l deb travel allowance	2022.02.01	\$100.00	
Stettler Motors (1998) Ltd.	EFT0004371	2022-02-08	\$3,846.26
Invoice Description	Invoice Number	Invoice Amount	
fire equipment repair parts	139733	\$3,846.26	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stingray Radio Inc.	EFT0004372	2022-02-08	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
misc dept Jan advertising	470483-1	\$546.00	
Stormoen, Angela	EFT0004373	2022-02-08	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
p&d feb travel allowance	2022.02.01	\$150.00	
Switenky, Greg	EFT0004374	2022-02-08	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
feb travel & phne allowance	2022.02.01	\$370.00	
Total Cheques			\$128,077.02

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000501
Cheque Date	First	Last		ONL000504

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000501	2022-02-04	\$354.94

Invoice Description		Invoice Number	Invoice Amount

WTP Monthly Pest Control		1435615	\$198.45
SRC Monthly Pest Control		1435493	\$156.49
=====			
Rogers	ONL000502	2022-02-04	\$170.10

Invoice Description		Invoice Number	Invoice Amount

Fire Joint Data Flex Plan		2421662406	\$170.10
=====			
Telus Communications	ONL000503	2022-02-04	\$3,023.23

Invoice Description		Invoice Number	Invoice Amount

Telus Jan 22 to Feb 21		2022.01.23	\$3,023.23
=====			
Telus Mobility Inc.	ONL000504	2022-02-04	\$1,204.00

Invoice Description		Invoice Number	Invoice Amount

Telus Mobility Jan 22 to Feb21		2022.01.21	\$1,204.00

		Total Cheques	\$4,752.27
			=====

January 25, 2022

Hon. Sonya Savage
Minister of Justice and Solicitor General
324 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

Re: Bill 21 - Provincial Administrative Penalties Act.

The Town of Gibbons Council, at its January 12, 2022 meeting discussed a number of key issues that the Government of Alberta, two items that your ministry is specifically undertaking that are poised to fundamentally impact the lives of Albertans. The two key issues include the development of a Provincial Police Service (APPS) and Bill 21 - Provincial Administrative Penalties Act (Bill 21).

The citizens of Gibbons are proud, hardworking, dedicated, and reasonable family people who recognize that public safety is paramount, and that certain rights and freedoms may be contravened in times of disasters or pandemics for the sake of public good and done without consultation. One such example is that our citizens have for the most part, adopted the recommendations set forth by the Province during its response to the Covid-19 saga often without question.

There is however, times when citizens of Alberta must without exception, be consulted extensively in order to ensure that their voices are heard, respected, and play a significant role in creating the framework for the legislation (policy statement) being contemplated (i.e. APPS and Bill 21). Members of Council are scheduled to participate in the upcoming APPS consultations on February 1, 2022 and truly believe that should the Province be conducting these sessions without a predetermined decision in place, the concept of meaningful input from its citizenry will be realized and not just an exercise in placation.

It is the very process of inviting meaningful input from the citizens of Alberta or lack thereof of a formal consultation process in the development and adoption of the Bill 21 is why our Council is in firm opposition to its implementation without an amendment that reinstates a citizens ability to appeal traffic tickets in court versus making an application to appeal through an online submission. This erosion of due process represents one more step in the degradation of a citizens' rights and freedoms to a position where one should just "pay up" and then "shut up."

It is Council's hope that our society through the actions and policies of the Provincial Government has not become a society of where money is everything even at the expense of ones right to a sense of fairness and due process.

Thank you.



Dan Deck
Mayor

Cc: All Alberta Municipalities
All Alberta MLAs
Ab Munis
RMA
Dale Nally, MLA for Morinville – St. Albert

January 27th, 2022

Staff Sergeant Bruce Holliday
Detachment Commander Stettler RCMP
Stettler, Alberta

Dear Community Partner,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Stettler Detachment. This report covers the October 1st to December 31st, 2021 reporting period. As part of our continued commitment to engage with the communities we serve in enhancing service delivery, this report is a key tool to address any questions or concerns you may have.

As we embark on 2022, the safety and security of Albertans remains to be the top priority for the Alberta RCMP. The inclusion of Body Worn Cameras on our front line members supports our long-standing commitment towards enhancing public safety and trust with the communities we serve by increasing the transparency of police interactions with citizens. Later this spring, a number of Body Worn Cameras will be piloted in locations across Alberta to inform the success of the provincial rollout that is aimed to follow in the 2022/23 fiscal year. Front-line officers at detachments in Grande Prairie, Parkland, St. Paul, and Gleichen will take part in the pilot. These locations were strategically chosen given their high volumes of calls and varying line speeds. This pilot will allow us to see how the system performs and make adjustments to ensure it meets our needs before the full roll-out.

We are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, you will be invited to an information session and I will be working with you to develop the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

In addition, the Joint Business Plan is being finalized collaboratively by the Alberta RCMP and the Province of Alberta. The development of this plan has taken into consideration and input from communities as reflected in the Interim Police Advisory Board (PAB) report.

While this broader plan is nearing completion and is reflective of provincial policing priorities – in the coming weeks, detachment commanders will be engaging with communities to identify and discuss local policing priorities as they develop their detachment annual performance plans.

The attached reporting along with your valued feedback and guidance will support the reinforcement of your policing priorities, and help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Staff Sergeant Bruce Holliday
Detachment Commander Stettler RCMP

RCMP Municipal Policing Report

Detachment Stettler Municipal

Detachment Commander Staff Sergeant Bruce Holliday

Quarter Q3 2021/22

Date of Report January 27th, 2022

Community Consultations

Date	Attendee(s)	Notes
2021-09-01	CAO Switenky, Mayor Nolls	Sgt. Holliday met with CAO Switenky, Mayor Nails and Supervisor for By-Law.
2021-09-03	CAO Switenky, Mayor and Council Members	Performed Red Serge Duty for meet and greet for Consular General of Japan at SRC.
2021-09-07	W.E. Hay Administration and Staff	Sgt. Holliday ; support units provided Community Policing welcome to Stettler Students at WE Hay Secondary as supported by Mayor and Council.
2021-09-14	Council Member Gord Lawlor	Met with Town Councillor Gord Lawlor and president of Board of Trade.
2021-09-24	CAO Switenky, Mayor Nolls and Council Members	Met with CAO Switenky, Mayor Nolls and council members for dedications of signage in Town.
2021-10-06	Inter agency Meeting	Community Wellness Initiative
2021-10-18	CAO Switenky	<i>Tic</i> with CAO Switenky re: M.E. Performance, assessments, pay increments.
2021-11-03	Town Council Meeting	Presented to Mayor and Council, public accessible, Media present; Crime Stats, Crime Prevention Initiatives and Community Policing philosophy.
2021-11-26	Fire Chief and Deputy	Met with Fire Chief and Deputy, Re: Emergency Planning and Response.
2021-11-30	W.E. Hay Administration and Staff	Planned and participated in Emergency Lock-Down Drill of WE. Hay in collaboration with Admin. Team. Full response by Emergency Services partners including Fire, Fish and Wildlife and 6 RCMP staff.

Date	Attendee(s)	Notes
2021-12-01	Community Consultative Group	Community Consultative Group Meeting, Re: Crime Stats, Crime Prevention Initiatives and Community Policing philosophy.
	Delete Last Community Consultation	Add Additional Community Consultation

Community Priorities

Priority 1

Crime Reduction - Prevent and Reduce Property Crime

Current Status & Results

On the Municipal side, for the period of Sept.- Dec., 2017- 2021, our 3rd Quarter, Stettler Detachment has shown a decrease in Property Crime by 23% and we have demonstrated a 19% decrease in Property Crime from 2020 - 2021 over the same period.

We have a decrease in Theft Under \$5000.00 of 17% for the period of Sept. - Dec., 2017-2021 and a 15% decrease from 2020 - 2021 over the same period.

Priority 2

Community Engagement- Effective Communication and Relations with Community Partners

Current Status & Results

2021-09-01, Sgt. Halliday met with CAO Switenky, Mayor Nolls and Supervisor for By-Law.
2021-09-03, Performed Red Serge Duty for meet and greet for Consular General of Japan at SRC.
2021-09-07, Sgt. Holliday and support units provided Community Policing welcome to Stettler Students at WE Hays Secondary as supported by Mayor and Council.
2021-09-14, Met with Town Councillor Gord Lawler and president of board of trade.
2021-09-24, met with CAO Switenky, Mayor Nolis and council members for dedications of signage in Town.
2021-10-06, Interagency Meeting- Community Wellness Initiative.
2021-10-18, T/c with CAO Switenky re: M.E. Performance, assessments, pay increments.
2021-11-03, Presented to Mayor and Council, public accessible, Media present; Crime Stats, Crime Prevention Initiatives and Community Policing philosophy.
2021-11-26, met with Fire Chief and Deputy, Re: Emergency Planning and Response .
2021-11-30, Planned and participated in Emergency Lock-Down Drill of W.E. Hays in collaboration with Admin. Team. Full response by Emergency Services partners including Fire, Fish and Wildlife and 6 RCMP staff.
2021-12-01, Community Consultative Group Meeting, Re: Crime Stats, Crime Prevention Initiatives and Community Policing philosophy.

Delete Last Priority

Add and go to Priority

Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October- December			January- December		
	2020	2021	%Change Year-over- Year	2020	2021	%Change Year-over- Year
Total Criminal Code	916	787	-14%	916	787	-14%
<i>Persons Crime</i>	196	160	-18%	196	160	-18%
<i>Property Crime</i>	502	444	-12%	502	444	-12%
<i>Other Criminal Code</i>	42	42	0%	218	183	-16%
Traffic Offences						
<i>Criminal Code Traffic</i>	42	37	-12%	42	37	-12%
<i>Provincial Code Traffic</i>	457	878	92%	457	878	92%
<i>Other Traffic</i>	6	5	-17%	6	5	-17%
CDSA Offences	18	15	-17%	18	15	-17%
Other Federal Acts	26	17	-35%	26	17	-35%
Other Provincial Acts	166	211	27%	166	211	27%
Municipal By-Laws	34	11	-68%	34	11	-68%
Motor Vehicle Collisions	138	157	14%	138	157	14%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

No concerns identified during Q3.

Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies	Revised Plan at Q3	2021/22 FTE Utilization Plan
Police Officers	8	6	1	1	7.5	7.5
Detachment Support						

² Data extracted on December 31st, 2021 and is subject to change.

³ Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

⁴ Hard vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers- Of the 8 established positions, there are 6 working officers with 1 on leave (Graduated Return to Work). 1 position has 2 officers assigned to it and there is 1 hard vacancy. The annual plan for Stettler is based on 7.5 working officers.

Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissionaire guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal	Year to Date Expenditures	Revised Plan at Q3	2021/22 Financial Plan
Pay	456,870	782,572	667,755
Overtime	100,550	140,000	120,000
Operating and Maintenance	41,107	62,649	62,663
Commissionaire Guarding	28,610	60,000	60,000
Equipment	52,818	85,048	83,926
other	-854	13,442	13,512
Div. Admin & Indirect Costs	302,441	483,123	434,461
Total (in 100% terms)	986,964	1,634,779	1,450,301
Total (with applicable cost share ratio of 70% applied)	729,623	1,204,345	1,069,211

⁵ Includes expenditures up to December 31st, 2021.

Comments

The quarter 3 financial projections have been revised to include the in-year pay raise for police officers, which impacts the direct pay, overtime, division administration and indirect cost categories in the table above. Any associated payment with the potential pay out of excess leave balances is also included within the forecast as applicable, although this amount could decline through the remainder of the year as police officers utilize vacation time.

Division administration rates have also increased from the planned rate of \$28K per working officer to a forecast of just over \$32K per working officer. This increase is primarily due to a rise in the number of officers off on special leave as well as an increase in health services costs. The increased cost is anticipated to be offset by potential reductions within the forecasts for training and equipment

Note: Some variances may be noted in this table and the financial statements due to applicable adjustments.

Definitions

Municipal Overview: Human Resources

- FTE Utilization
- A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled.
 - The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
- 2021/22 FTE Utilization Plan
- This reflects the number of working FTEs planned to be in place for the fiscal year.
- Revised Plan at 03
- This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Overview: Financial/O&M

- Year-To-Date (YTD) Expenditures
- YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
- Revised Plan at 03
- This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
- 2021/22 Financial Plan
- This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2021/22 fiscal year.
- Pay
- Includes salary costs and associated allowances for police officers and civilian support.
- Overtime
- Includes direct overtime costs for police officers.
- Operating and Maintenance
- Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
- Commissionnaire Guarding
- Reflects the costs of guarding prisoners within detachments.
- Equipment
- Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
- Div. Admin & Indirect Costs
- This reflects the division administration charges associated to core administration costs, special leaves and health services costs, and the indirect costs associated to all employees, including benefits, Canada Pension Plan and Employment Insurance rates.
- Other
- This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.
- Total
- Reflects the total costs of all categories of expenditures.

**Stettler Municipal Detachment
Crime Statistics (Actual)
Q3: 2017 - 2021**

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	1	0	2	N/A	N/A	0.4
Sexual Assaults		2	0	2	2	3	50%	50%	0.4
Other Sexual Offences		0	2	4	1	1	N/A	0%	0.1
Assault		15	21	26	18	20	33%	11%	0.7
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		5	7	6	7	7	40%	0%	0.4
Uttering Threats		9	8	8	15	5	-44%	-67%	-0.1
TOTAL PERSONS		31	38	47	43	39	26%	-9%	2.1
Break & Enter		19	11	25	14	18	-5%	29%	0.1
Theft of Motor Vehicle		19	9	16	11	9	-53%	-18%	-1.8
Theft Over \$5,000		0	1	1	1	2	N/A	100%	0.4
Theft Under \$5,000		35	38	37	34	29	-17%	-15%	-1.6
Possn Stn Goods		6	3	5	10	4	-33%	-60%	0.3
Fraud		10	12	12	14	5	-50%	-64%	-0.8
Arson		0	0	0	2	0	N/A	-100%	0.2
Mischief - Damage To Property		0	0	18	19	16	N/A	-16%	5.1
Mischief - Other		26	17	11	5	6	-77%	20%	-5.2
TOTAL PROPERTY		115	91	125	110	89	-23%	-19%	-3.3
Offensive Weapons		0	1	2	9	1	N/A	-89%	1.0
Disturbing the peace		7	8	9	13	11	57%	-15%	1.3
Fail to Comply & Breaches		24	22	39	28	14	-42%	-50%	-1.4
OTHER CRIMINAL CODE		8	9	7	15	10	25%	-33%	1.0
TOTAL OTHER CRIMINAL CODE		39	40	57	65	36	-8%	-45%	1.9
TOTAL CRIMINAL CODE		185	169	229	218	164	-11%	-25%	0.7

Stettler Municipal Detachment
Crime Statistics (Actual)
Q3: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		11	4	4	1	1	-91%	0%	-2.3
Drug Enforcement - Trafficking		2	2	2	2	0	-100%	-100%	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		13	6	6	3	1	-92%	-67%	-2.7
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	1	1	0	N/A	-100%	0.0
TOTAL FEDERAL		13	7	7	4	1	-92%	-75%	-2.7
Liquor Act		1	0	2	1	2	100%	100%	0.3
Cannabis Act		0	4	1	0	0	N/A	N/A	-0.4
Mental Health Act		13	11	12	19	20	54%	5%	2.2
Other Provincial Stats		18	14	25	35	21	17%	-40%	2.7
Total Provincial Stats		32	29	40	55	43	34%	-22%	4.8
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		4	5	2	8	2	-50%	-75%	-0.1
Total Municipal		4	5	2	9	2	-50%	-78%	0.0
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		4	4	1	5	3	-25%	-40%	-0.1
Property Damage MVC (Reportable)		45	47	50	26	43	-4%	65%	-2.5
Property Damage MVC (Non Reportable)		6	8	4	2	5	-17%	150%	-0.8
TOTAL MVC		55	59	55	33	51	-7%	55%	-3.4
Roadside Suspension - Alcohol (Prov)		0	0	0	1	0	N/A	-100%	0.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		97	135	164	122	154	59%	26%	10.1
Other Traffic		1	0	5	4	3	200%	-25%	0.8
Criminal Code Traffic		19	5	13	22	11	-42%	-50%	0.1
Common Police Activities									
False Alarms		68	12	16	9	10	-85%	11%	-11.9
False/Abandoned 911 Call and 911 Act		1	1	0	2	2	100%	0%	0.3
Suspicious Person/Vehicle/Property		46	32	55	77	50	9%	-35%	5.3
Persons Reported Missing		0	4	3	7	1	N/A	-86%	0.5
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		42	17	32	30	12	-71%	-60%	-4.7
Form 10 (MHA) (Reported)		0	0	0	2	0	N/A	-100%	0.2

January 10, 2022

Gord Lawlor
Councillor
Town of Stettler

glawlor@stettler.net

Dear Councillor Lawlor:

RE: Victim Services Redesign

Thank you for your letter of December 8, 2021. I will try to provide some clarification around the discussions you had with Ms. Melnychuk at the Alberta Municipalities Convention, with respect to the MLA Review of Victim Services and the resulting report and recommendations regarding a new Victim Assistance Program and new model of victim service delivery for Alberta.

I can start by reaffirming that there has not yet been an announcement or meeting scheduled that pertains to the new Victim Assistance Program or the new model of victim service delivery. Prior to any public discussion on proposed improvements to these programs, there must first be approval by Cabinet - an approval that was delayed, but is now anticipated for the end of this month.

Secondly, it seems there was some confusion around the purpose of the session you attended on November 29, 2021. This particular session was a consultation on the Alberta Provincial Police Service only. As a result there would have been no information circulated about victim services nor any discussion specifically focused around the redesign projects.

While no changes to the current victim services delivery model can yet be confirmed, Justice and Solicitor General has processed information, input, feedback, and options from police agencies, from victims of crime, and from our victim servicing partners. We strongly believe that changes are required to strengthen features that are key to the successful delivery of equitable supports and services to victims of crime across the province.

Once Cabinet approves the proposed improvements, we will begin conducting information sessions with victim service providers and involved stakeholders pertaining

to the implementation phase of the Victim Services redesign. We anticipate being able to tell you more about that in the coming weeks.

Thank you for providing me the opportunity to add some clarity around the flurry of activities and initiatives within Justice and Solicitor General. I appreciate your concern and share your commitment to your community and to Albertans.

Yours truly,

A handwritten signature in blue ink, appearing to read "Trent Forsberg", enclosed within a large, stylized circular flourish.

Trent Forsberg
Director, Victim Services



Mental Health Gala

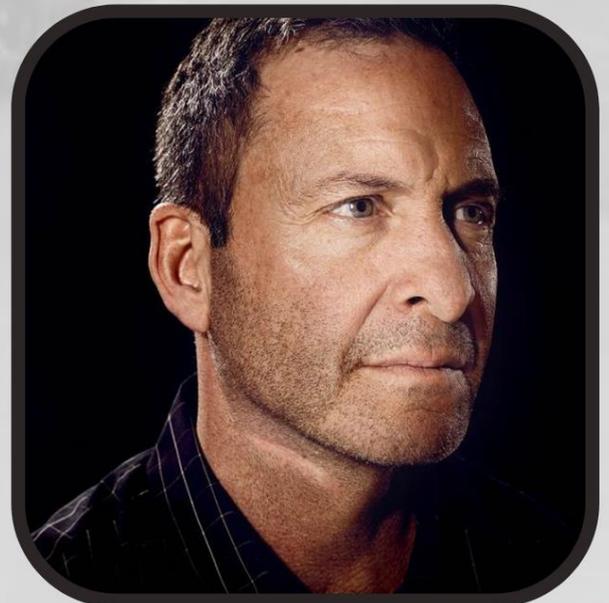
with Special Guest Clint Malarchuk

Former NHL Goaltender Mental Health Advocate Motivational Speaker

Friday, April 8, 2022
Castor Community Hall
Dinner & Dance
Tickets \$50
Table of 8 \$400

To purchase tickets contact:
Mandy Fuller 403-882-2115
Natasha Bozek 587-282-0364
Michael Bozek 587-282-0374

No job in the world of sports is as intimidating, exhilarating, and as stress-ridden as that of an NHL hockey goaltender. Now imagine doing that job while suffering high anxiety, obsessive compulsive disorder and depression, and having your career nearly literally cut short by a skate slicing across your neck. Clint Malarchuk shares his extraordinary and heart-wrenching life story—which includes his long battle with alcoholism and almost ending his life by a gunshot to the head—in his relentless effort to help end the stigma of mental illness and to help others who may suffer as well.





MENTAL HEALTH GALA
With Guest Speaker Clint Malarchuk
PARTNERSHIP OPPORTUNITIES

EVENT PARTNER (\$2000) – 1 Available

Clint and Joanie Malarchuk at Table
 Table of 6
 18 Drink Tickets
 2 Bottles of Wine
 Full Page Ad in Program

TRAVEL PARTNER (\$1000) – 1 Available

Table of 8
 12 Drink Tickets
 2 Bottles of Wine
 Full Page Ad in Program

PROGRAM PARTNER (\$750) – 2 Available

Table of 8
 8 Drink Tickets
 Full Page Ad in Program

TABLE PARTNER (\$500)

Table of 8
 ½ Page Ad in Program

PROGRAM ADVERTISING

PRICES INCLUDE GST			
SIZE	WIDTH	HEIGHT	PRICE
FULL PAGE	5.25"	7.75"	\$200
½ PAGE	5.25"	3.75"	\$100

IF YOU ARE INTERESTED IN ONE OF THESE GREAT PARTNERSHIP OPPORTUNITIES, PLEASE CONTACT ONE OF FOLLOWING TO ENSURE YOUR PARTNERSHIP IS STILL AVAILABLE THEN FILL OUT AND SEND IN THE ATTACHED PARTNERSHIP REGISTRATION FORM.

MANDY FULLER: 403-882-2115, CASTORDISTRICTFCSS@TELUS.NET
NATASHA BOZEK: 587-282-0364, NATASHABOZEK@GMAIL.COM
MICHAEL BOZEK: 587-282-0374, BOZEK.MICHAEL@GMAIL.COM
KEVIN SABO, 403-741-9921, KJSABO@TELUS.NET

APRIL 8, 2022
CASTOR COMMUNITY HALL
5:30PM DOORS OPEN
6:30PM DINNER

PARTNERSHIP/PROGRAM ADVERTISING REGISTRATION FORM

Please check the sponsorship/program advertisement you wish to purchase.

- EVENT PARTNER (\$2000) – 1 Available
- TRAVEL PARTNER (\$1000) – 2 Available
- PROGRAM PARTNER (\$750) – 2 Available
- TABLE PARTNER (\$500)
- PROGRAM AD – FULL PAGE (\$200)
- PROGRAM AD – ½ PAGE (\$100)

PURCHASER INFORMATION			
Name		Company/Business	
Mailing Address		City/Town	
Prov	Postal Code	Phone	Email

**Program ads must be delivered via email to natashabozek@gmail.com in print ready format.
Deadline for program ad submission is March 4, 2022.**

Payment can be made by cash or cheque to:
 Castor & District FCSS
 Box 752
 Castor, AB
 T0C 0X0

SILENT AUCTION

In addition to have partnership and program ad opportunities, we are looking for silent auction donations. If you would like to donate, please contact Mandy, Natasha, Michael or Kevin.