

County of Stettler No. 6 Committee of the Whole

*Held Thursday, April 4, 2024, at 10:00 am
County of Stettler Council Chambers*

- 1. Call to Order**
- 2. Additions to the Agenda**
- 3. Delegation**
- 4. Council’s Request for Information**
 - 4.1. Assessment Model Review (Nibourg)
 - 4.2. Red Willow Sewer Lagoon (Gendre)
- 5. In-Camera Session**
 - 5.1. Development Agreement
FOIP Section 25: Disclosure harmful to economic and other interests of a public body.)
- 6. Business Arising from the Minutes**
 - 6.1. Fire Update
 - 6.2. Councillor Code of Conduct Review Date
- 7. New Business**
 - 7.1. Botha Bell
 - 7.2. Water Hook-Up Requests
 - 7.3. Buffalo Lake Community Associations - Proposals 2
 - 7.4. Land Values & Sales
 - 7.5. Request for Meeting – Big Valley Council 19
- 8. Policy Review**
 - 8.1. CN 1.07 – Council, Member-at-Large and Committee Member Use of County Vehicles..... 20
 - 8.2. CN 1.08 – Acceptance of Gifts by Members of Council 21
 - 8.3. CN 1.09 – Broadcasting and Recording of Public Meetings..... 23
 - 8.4. PW 2.18 – Contract Gravel Operators..... 26
- 9. Upcoming Events**
- 10. Next Meeting**

Thursday, April 25, 2024
- 11. Adjournment**

Proposed Picnic Shelter at Scenic Sands

Proposal

Scenic Sands Community Association (SSCA) proposes to build a Picnic Shelter adjacent to the existing Playground on the recreational area bordered by Buffalo Drive and Abby Road. The plan would be to create an easily accessed entry point from Abby road, with a small parking area for 6-8 cars. Parking is needed because many users of the area will drive to the site and parking along the roads creates traffic issues and impacts residence to the south.

Why build a Picnic Shelter?

Community members have discussed the need for some form of a Shelter/Building for many years. Members of the community meet on the site for community gatherings, and the site currently has no shelter from the sun or rain. In 2019 the community sent out a questionnaire to all residence asking a number of questions regarding the community and what people thought they would like in the way of amenities and upgrades to the area. The main item that came forward as something that would be a benefit, was building a Picnic Shelter on this site. 60% of those questioned voted YES to building a shelter. In 2022 at our AGM a strong majority again voted to proceed with design drawings and gather quotes for the proposed shelter plan.

Uses for the Shelter

This Shelter would be used by our community in a number of ways. Playground users would be able to shelter there from weather elements, sun, rain, wind. Groups could gather there for picnics, BBQ's, family gatherings, socials, annual AGM, committee meetings and so on. The site would also serve as a staging place for annual community cleanups, volunteer work groups and the Annual Family Fun Day. It could also be utilized by those visiting the lake from outside of the community.

Proposed Plan and Design

The structure would be a 36' x 26' post and frame structure with standard roof trusses. Roof, fascia, eaves and underside of roof would be metal clad for low maintenance. The walls would consist of preserved wood posts on concrete piles; three sides will have windbreak fencing. The south facing wall would be open to the adjacent level area. The shelter would hold six to eight standard picnic tables for seating. The adjacent leveled area would provide space for users to move tables to the outside and have space to set up BBQ's. With fire prevention in mind, we do not propose installing any fire pits or built-in stoves, in the shelter.

Budget Costs for Project

Design and estimating as compiled by SSCA Shelter Community. Quotes for the work and material as submitted by local suppliers and trades

Project estimating and design.	\$5,000.00
Shelter Site excavation prep, leveling and gravel base.	\$16,000.00

Page 2

Cost to build All Weather Lo-maintenance Shelter.	\$43,000.00
Parking Area excavation prep, leveling and gravel.	<u>\$26,000.00</u>
Total estimated cost.	\$90,000.00

SSCA will provide volunteer work hours whenever appropriate. To date, roughly 70 volunteer hours have gone into preparing the design and estimating. The community association has also paid the cost for the Preliminary Drawings. Other possible volunteer work could be landscaping, cleanup, painting, assembling picnic tables and so on. We could also help with coordinating trades, handling material orders and reporting to County Workers.

Community members would also be able to do ongoing maintenance work in the area and reporting back to County on any issues. Currently SSCA does this for the existing playground and area.

The community of Scenic Sands take pride in their community and are very much looking forward to enhancing this public area of the community, and working with the County toward the realization of this valuable community resource.

If you have questions, please direct them to Rob Weiland, rdweiland@shaw.ca, or 403 615-8518.

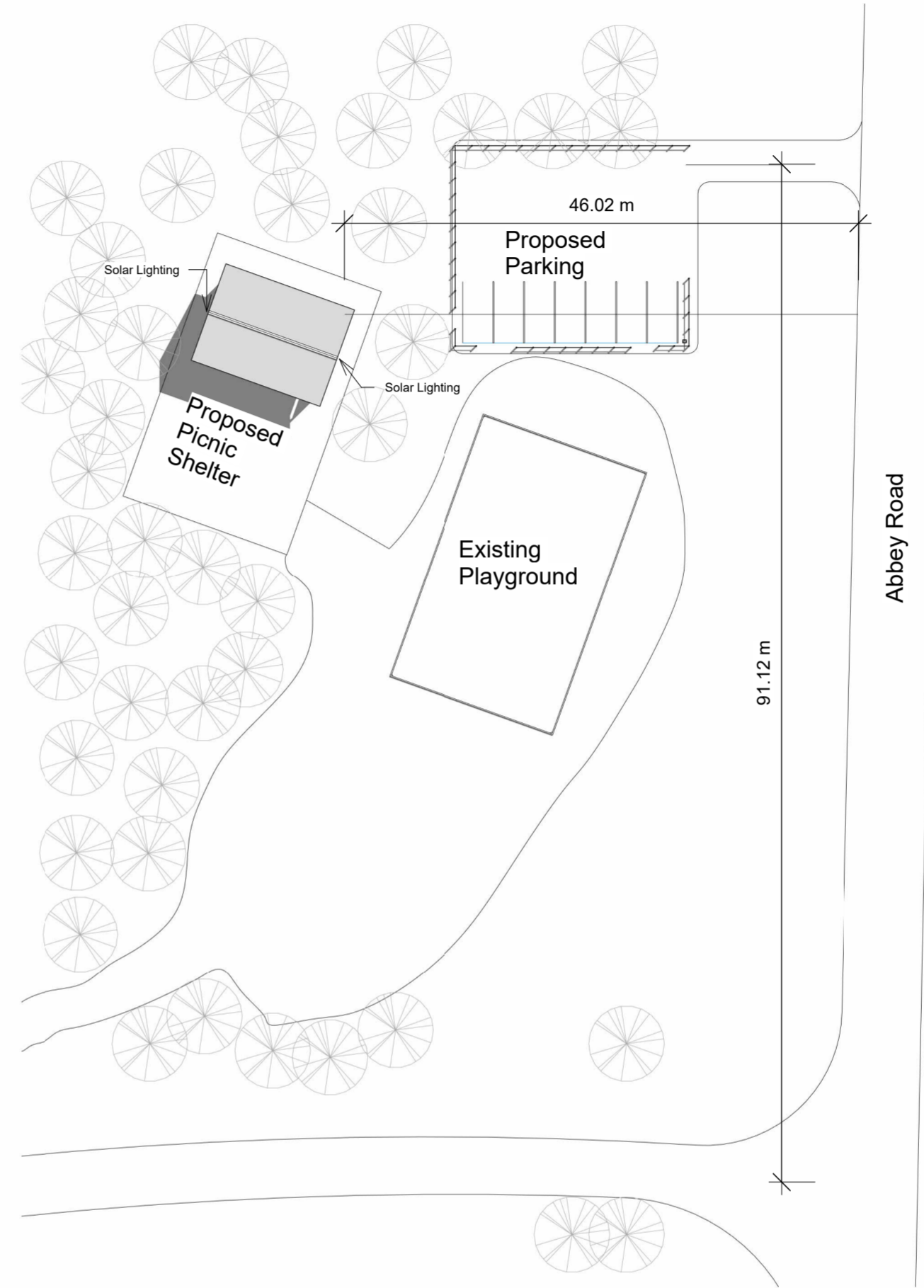
ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR THE SAME FOR ALL GOVERNING CODES AND BUILDING PRACTICES. THESE DRAWINGS CONFORM TO GENERALLY ACCEPTED BUILDING PRACTICES. HOWEVER, NATIONAL AND LOCAL CODES VARY WIDELY. THE DESIGNER, RAILSIDE DESIGN, SHALL NOT BE HELD LIABLE FOR ANY ERROR. ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE NATIONAL AND LOCAL CODES. DO NOT SCALE DRAWINGS. USE ONLY THE PRINTED DIMENSIONS. VERIFY WITH THE WINDOW MANUFACTURER ALL WINDOW SIZES AND APPLICABLE EGRESS REQUIREMENTS. CONTRACTOR SHALL VERIFY ALL MECHANICAL AND ELECTRICAL REQUIREMENTS AND CLEARANCES. CONTRACTOR SHALL VERIFY ALL FLOOR AND ROOF BEARING LOCATIONS. CONTRACTOR SHALL VERIFY ALL BEAM AND HEADER SIZES FOR CODE COMPLIANCE.



Not Exactly As Illustrated



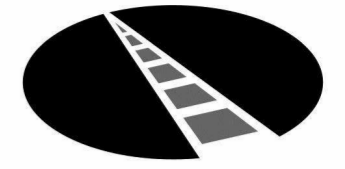
DO NOT SCALE DRAWINGS



① Ground Level
1" = 40'-0"

NE24-40-23-W4

Sheet List	
Sheet Number	Sheet Name
A 1.0	Cover
A 2.0	Elevations
A 3.0	Typical Section 1 & 2



**RAILSIDE
DESIGN**

#2 - 4905 44 Ave
Box 1014, Stettler, AB T0C 2L0
Tel: (403) 742-4101 Fax: (866) 305-5686

admin@railsidedesign.com
www.railsidedesign.com

PROJECT:

Picnic Shelter

Scenic Sands

DRAWING TITLE:

Cover

SHEET NO:

A 1.0

DATE:

Oct. 05, 2022

SCALE:

1" = 40'-0"

SEAL:

Preliminary

DRAWN BY:

B.W.

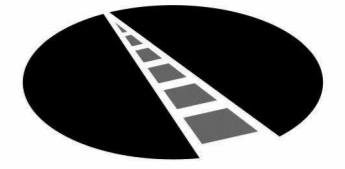
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G.W.

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PROJECT:

Picnic Shelter

Scenic Sands

DRAWING TITLE:

Elevations

SHEET NO:

A 2.0

DATE:

Oct. 05, 2022

SCALE:

3/16" = 1'-0"

SEAL:

Preliminary

DRAWN BY:

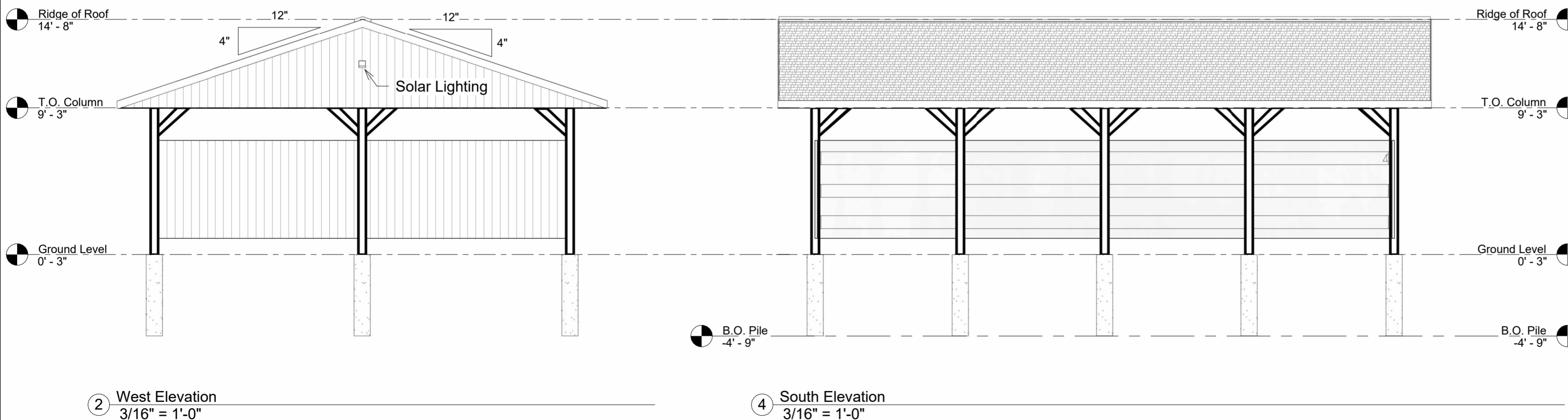
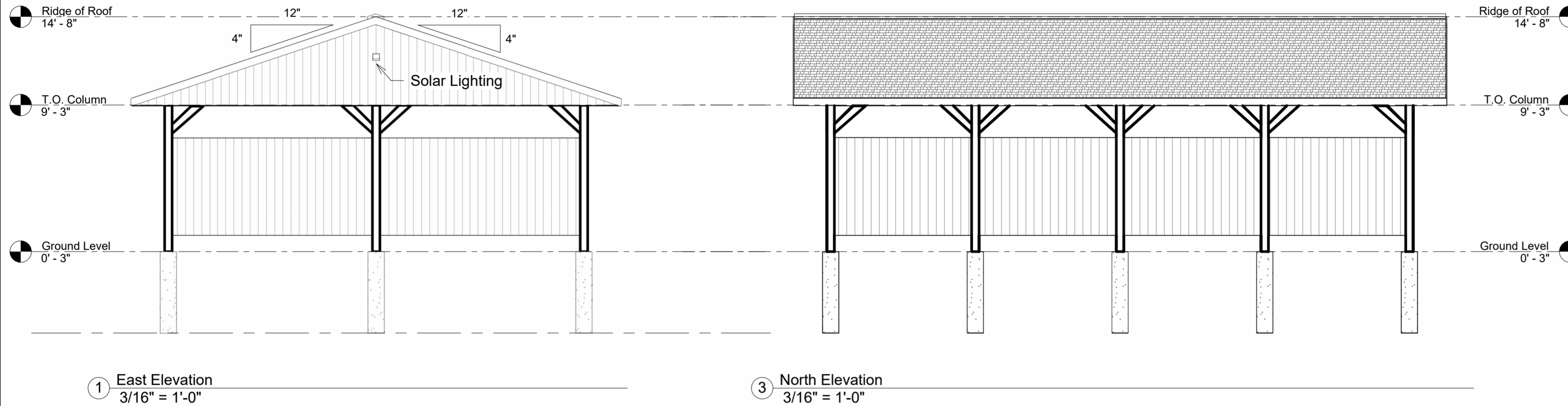
B.W.

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G.W.

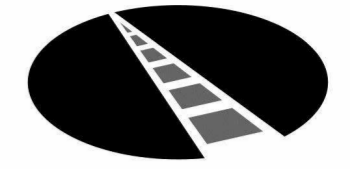
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PROJECT:

Picnic Shelter

Scenic Sands

DRAWING TITLE:

Typical Section 1 & 2

SHEET NO:

A 3.0

DATE:

Oct. 05, 2022

SCALE:

3/16" = 1'-0"

SEAL:

Preliminary

DRAWN BY:

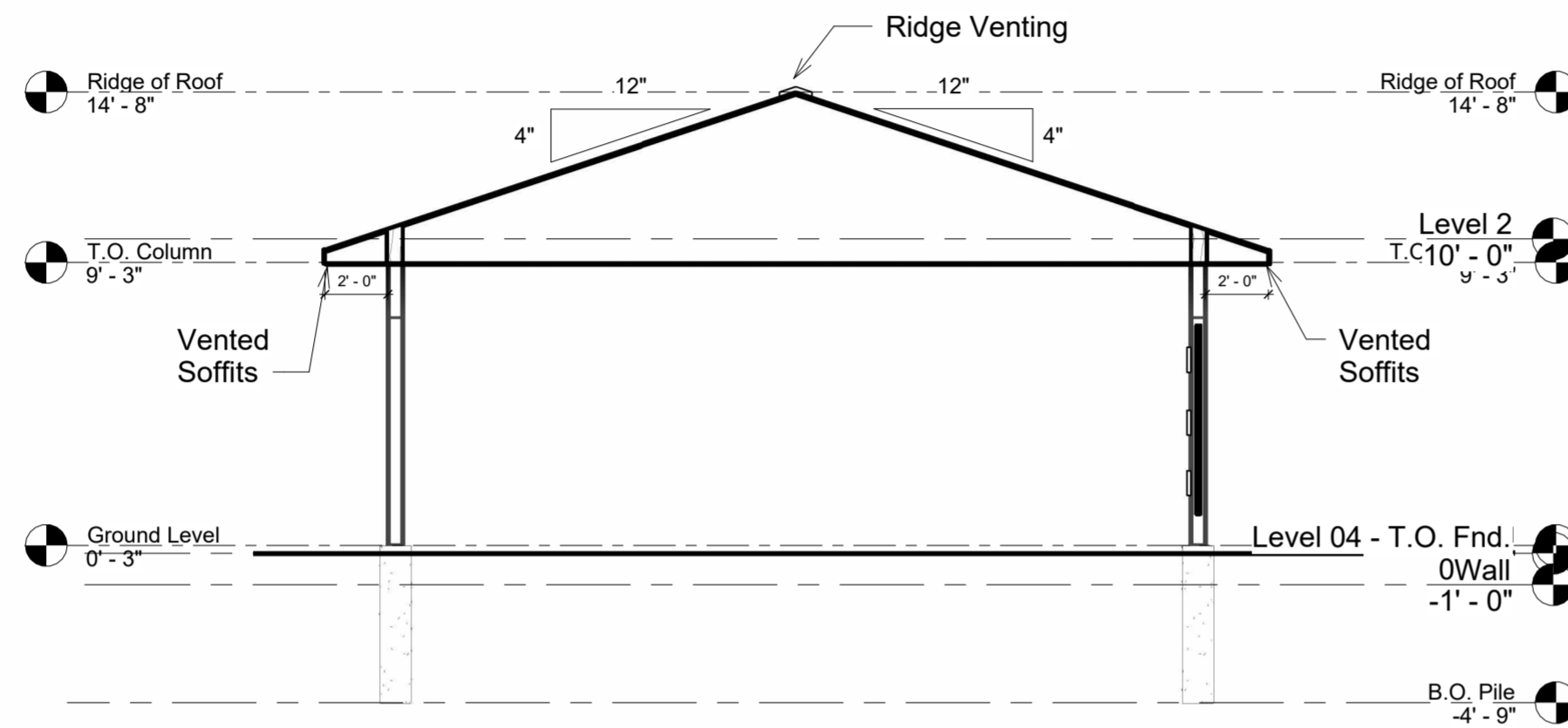
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CHECKED BY:

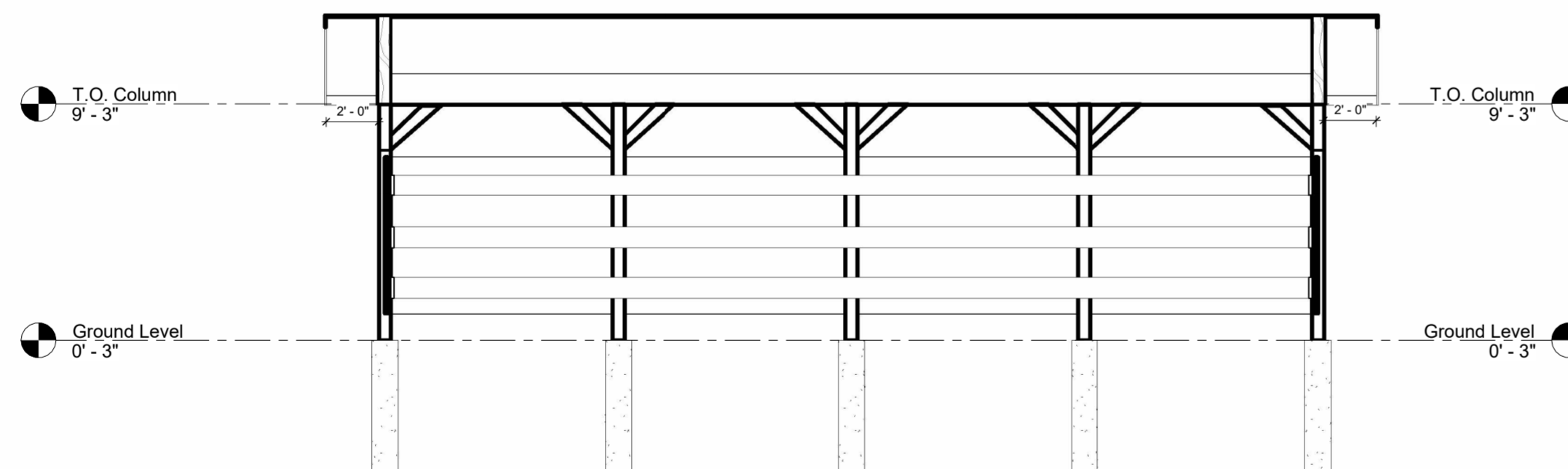
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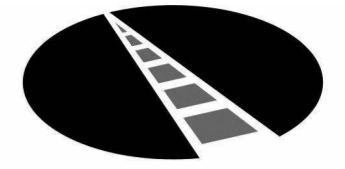
① Section 1
3/16" = 1'-0"



② Section 2
3/16" = 1'-0"

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PROJECT:

Picnic Shelter

Scenic Sands

DRAWING TITLE:

Main Floor Layout

SHEET NO:

A 3.1

DATE:

Oct. 05, 2022

SCALE:

3/16" = 1'-0"

SEAL:

Preliminary

DRAWN BY:

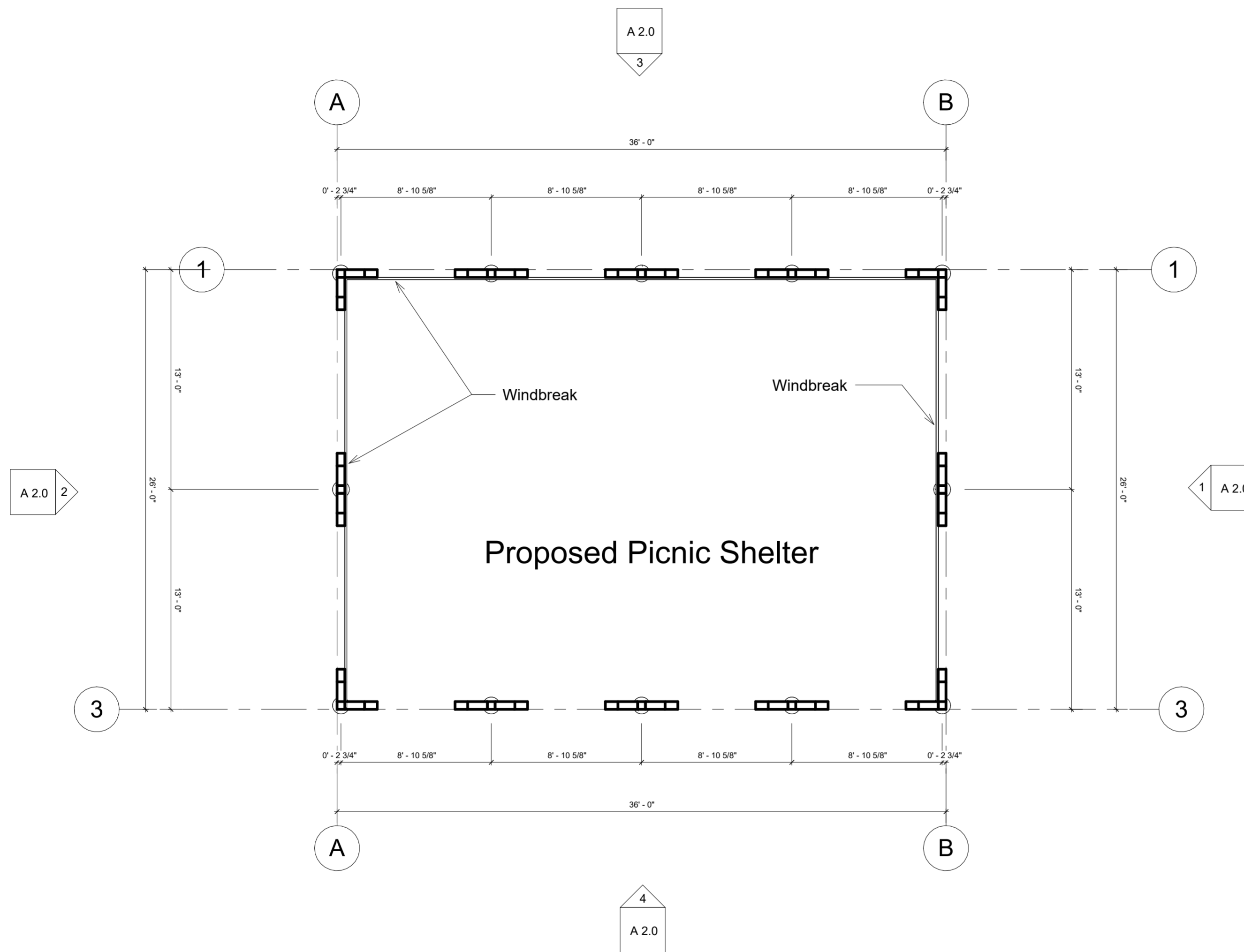
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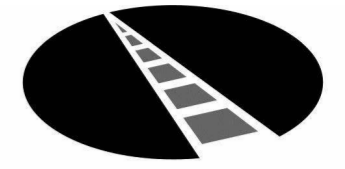
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1 Main Floor Layout
3/16" = 1'-0"

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PROJECT:

Picnic Shelter

Scenic Sands

DRAWING TITLE:

Foundation Layout

SHEET NO:

A 4.0

DATE:

Oct. 05, 2022

SCALE:

1/4" = 1'-0"

SEAL:

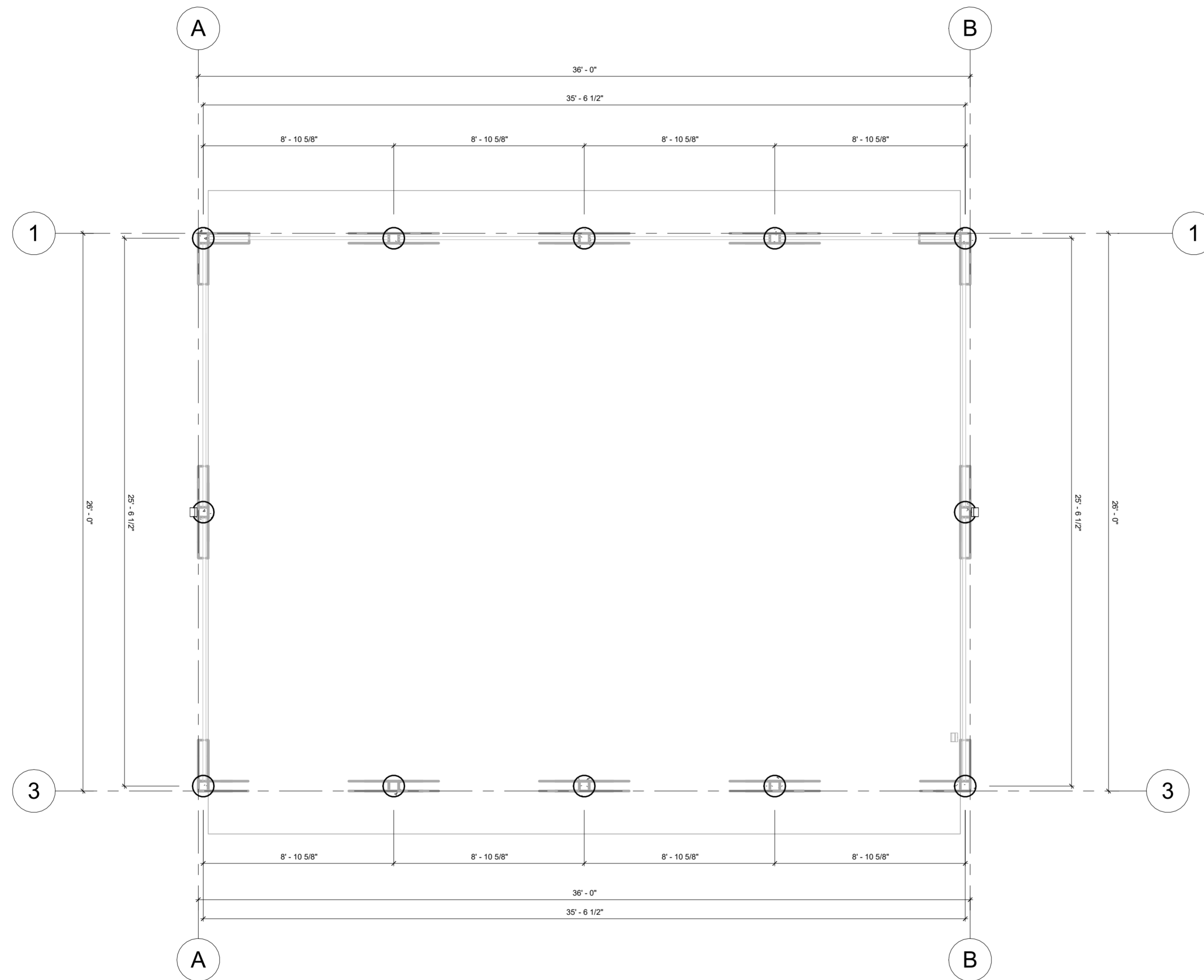
Preliminary

DRAWN BY:

B.W.

CHECKED BY:

G.W.



① Foundation Layout
 1/4" = 1'-0"

DO NOT SCALE DRAWINGS

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Community Event Area Proposal

Buffalo Sands Residents Association

Judi Hilker – President

Phone – 587-227-1372

Email – buffalosandscommunity@gmail.com

Buffalo Sands Residents Association

Community Event Area

Buffalo Sands Residents Association (BSRA) would like to submit this proposal as an application to the South Shore Fund to help build a community event area. This area will serve as a communal spot for the community to hold events such as our annual AGM and various social events such as family movie nights, potluck dinners, stampede breakfasts and community bingo nights.

PROLOGUE

Over the last 3 years our community has seen a growth in families attending their lake properties throughout the year and in the summer of 2020, we created a Social Committee that is now organizing year-round events that requires space to hold these community activities.

In the summer of 2022, we added a community event tent that is currently serving as a temporary structure to house these events which has been very well received as it keeps the community out of extreme weather and has allowed us to keep the activities progressing versus canceling due to weather.

In the summer of 2022, we found out that our community volleyball court was non-compliant to both Alberta Environment and the County of Stettler land use and had to be removed and reclaimed. This volleyball court was being used for community events/tournaments as well as for private resident use during the summer months. Although the community understands why this court needed to be removed, there is still a desire to have a new court built so we can continue to hold our tournaments and use as a recreational facility.

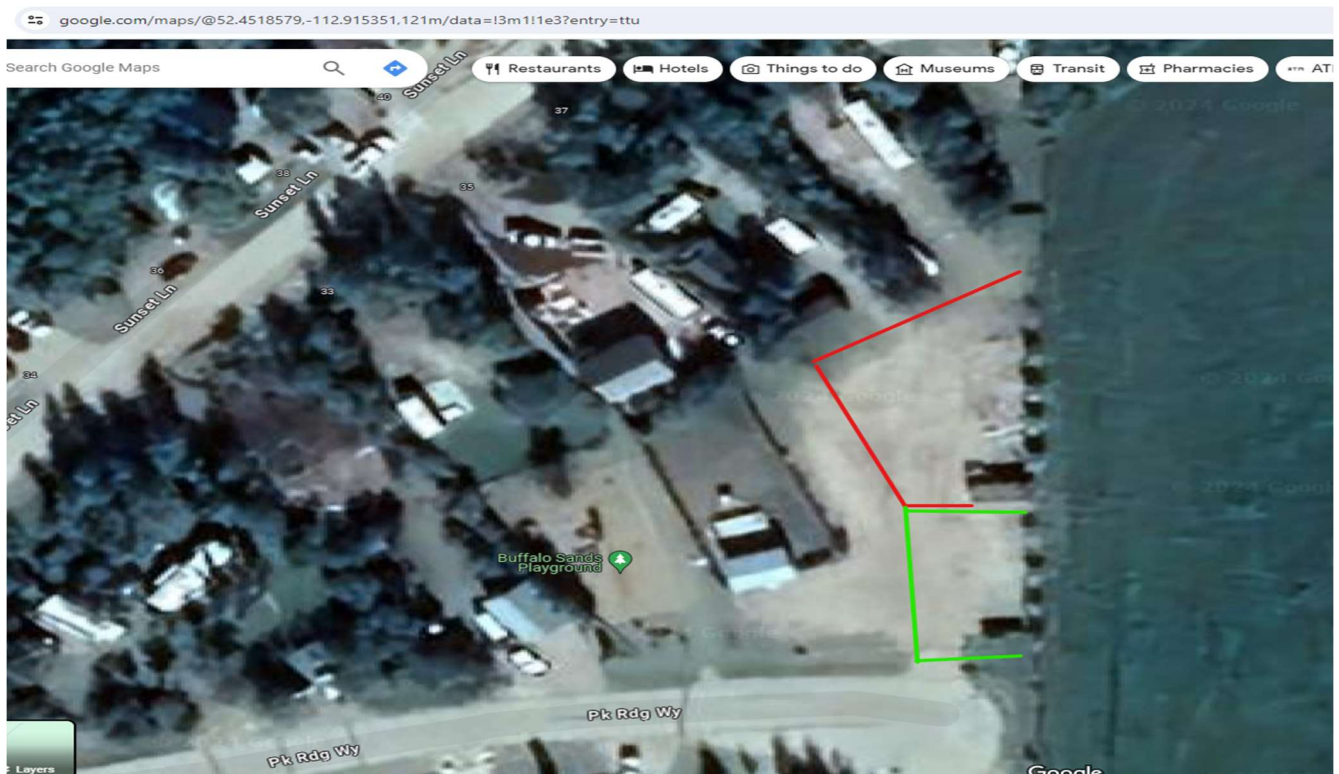
At the 2023 BSRA AGM, the community voted overwhelmingly in favor of submitting this proposal and application to Stettler County for approval.

This proposal will explain what our community would like to do and why we would like to apply to use the South Shore fund to help us build this event area.

Location

The location of the Community Events area would be on the County owned Municipal Reserve property on the opposite side of the pump house from the park (Park Ridge Way) in Buffalo Sands.

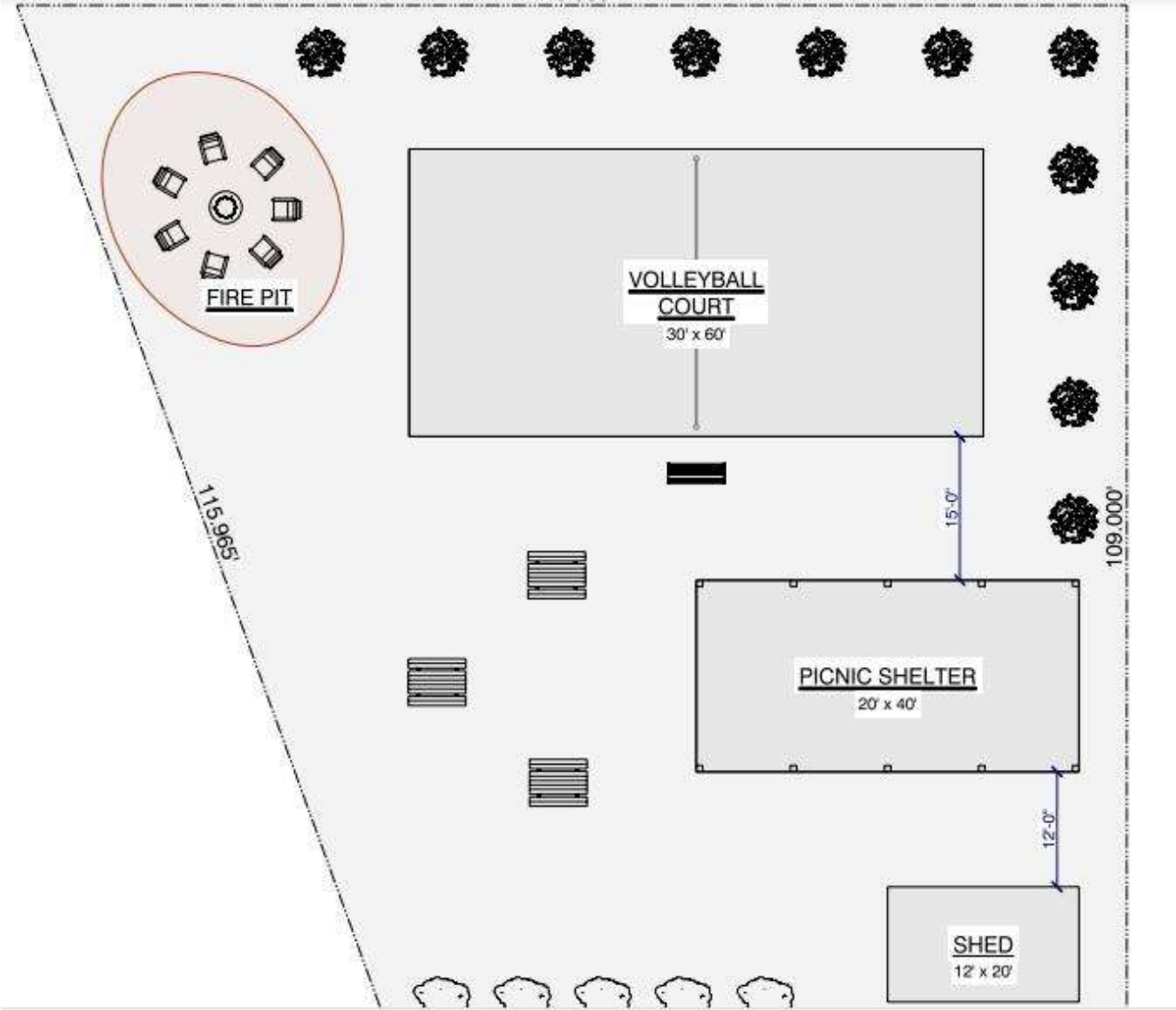
BSRA already has a valid LOC to use the area for the existing shed (year-round use) and a temporary community event tent (seasonal use).



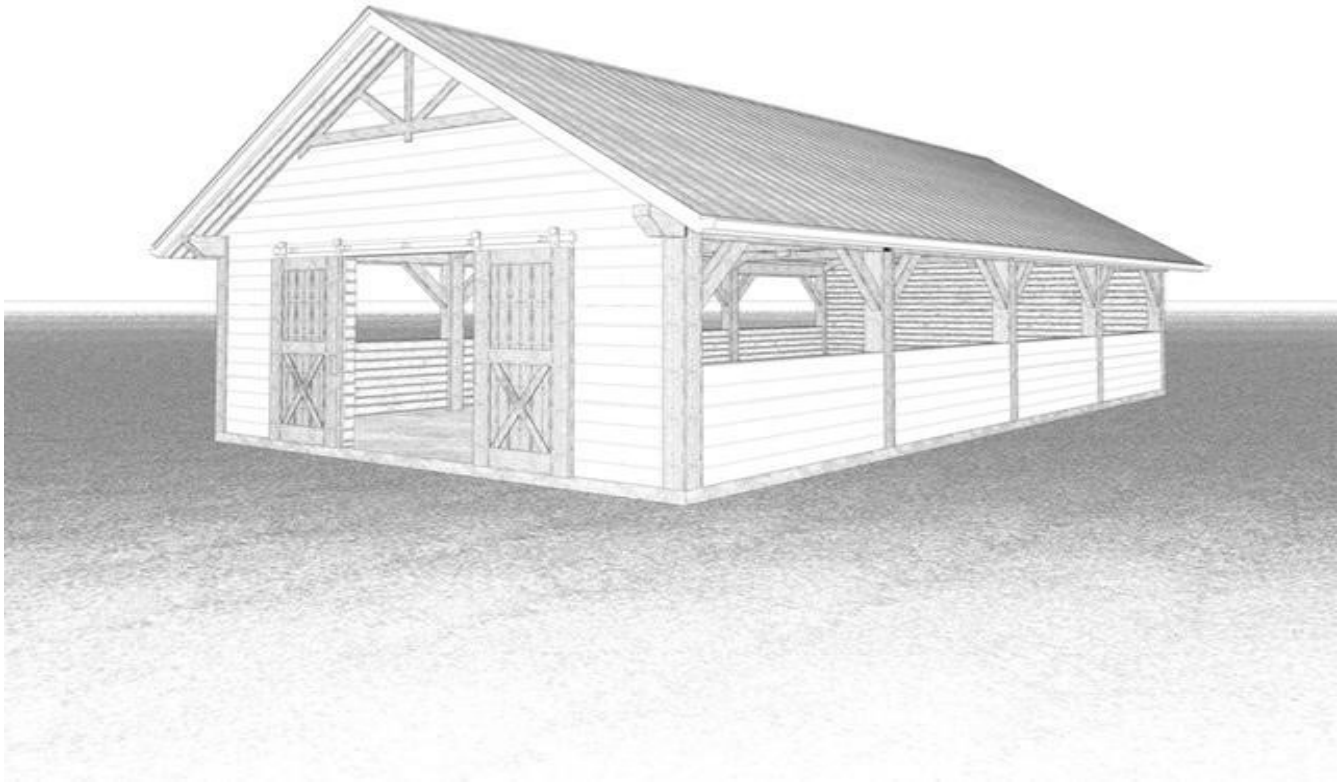
The main event area (highlighted red) will be situated on the Northeast side of MR land, adjacent to the Farmers field. We have intentionally maintained an open space alongside the entire length of the County water shed to ensure unobstructed access to the water tanks and structure. Public parking, which is already in place on the Southeast side of MR land (highlighted green), will remain unaffected by any development.

This area would be taken care of by the community and will be budgeted into our maintenance contract to ensure it keeps looking great.

If approved by the County of Stettler, we would like to plant some native trees around the back area which will be maintained and cared for by the community.



Shelter Design



This community shelter design above is basically what we are looking for. The boards may go up further sides and the community would add mesh and a swinging, boarded window that can open and come down when it is raining or cold (and to lock in the winter months). It will not be insulated or have heat, so it would be for seasonal use only.

This structure will replace the community event tent and will contain a water catchment system that can be used to collect rainwater which in turn can be used by the community to water the plants and trees in the community.

We would also install a small solar system for power to reduce the environmental impact and make it as green and off-grid as possible.



The vision for the shelter is for a pallet floor covered with plywood and flooring. It would also have LED lights, electrical plugs for the entertainment system (projector television and audio system), a refrigerator and small appliances for potluck food safety.

The roof would be made of metal with solar panels to collect and store power. The eavestrough would collect water in a rain barrel to use for watering our community flower pots at the entrances for each pathway, as well as any trees that are approved to plant.

(Note: there will be no grass. The green color in the renderings is only for contrast purposes to show the volleyball and seating area, size, and appearance)

Additional Event Space



As demonstrated in the design above, we can also have picnic tables outside the community shelter to allow the community to gather together for social events.

There will be room to hold BBQ's, community breakfasts, and for general community use throughout the summer season. There is no intention of renting this area (no income generation) and although the area will be open to the general public, the shelter will be for community use only as it will house community equipment and property.



The seating area will be used for additional seating and relaxing and possibly a portable fire pit use. The community voted against a permanent fire pit area.

Games and Recreation Areas



The volleyball court (60' x30') will be surrounded by approximately 12 trees and have a couple of benches allowing spectators to watch. This will replace the previous volleyball court that was removed and reclaimed which was very popular with residents. We could also use this space for badminton and pickleball.

The sand already collected by BSRA and currently located in the LOC would be repurposed to use in the volleyball court. The community has already purchased the net and posts for the volleyball court and will supply the labour to construct the court.

The area between the picnic area and volleyball court will be used for portable games that don't require a lot of space, such as ring toss and cornhole.

Budget and Costs

Item	Cost	Donated by BSRA	Grant Potential?	Total Requested
Picnic Shelter 20x40 (inc. labour)	45,000.00		Yes	45,000.00
Metal Roof	8,000.00		Yes	8,000.00
Stain	600.00		Yes	600.00
Flooring	5,000.00		Yes	5,000.00
Eavestrough	450.00		Yes	450.00
Solar System (inc. labour)	7,000.00		Yes	7,000.00
Outdoor lighting/power (solar powered)	1,575.00		Yes	1,575.00
Water totes (gathering water) (4)	2,100.00		Yes	2,100.00
Water Catchment system (pumps, hoses etc)	500.00		Yes	500.00
Chairs (8)	5,250.00		Yes	5,250.00
Picnic Tables (3)	5,565.00		Yes	5,565.00
Trees (10)	7,350.00		Yes	7,350.00
Volleyball net, posts, and sand	3,000.00	3,000.00	No	
Donor Wall	1,100.00	1,100.00	No	
Seasonal Port a Potty (annual cost/5 year)	1,100.00	1,100.00	No	
Additional Labour - Project Management, Staining, Volleyball Court, Tree Planting, Eavestrough Install, proposal, drawings, grant applications, etc. (estimate 300 hrs @ avg. \$120/hr if contracted)	36,000.00	36,000.00	No	
Total	129,590.00	41,200.00	0.00	88,390.00
* Grant application have been placed but will not be reviewed until 2024				

Conclusion

BSRA community members are committed to providing our members and families with a community that can provide a safe and environmentally responsible community space that we are all proud to call home. By donating our own time and materials to this project (1/3 of the cost), BSRA wants to show Stetter County just how committed we are to see this project completed. Having funds provided by the South Shore fund will help us exponentially to achieve this goal.

Although we have applied for various grants to help with the costs, we can't depend on these being approved and are asking for the South Shore Fund to help contribute the remaining 66% of the budgeted amount. Any approved grants will reduce the amount requested.

Thank you for your time and consideration.

Buffalo Sands Residents Association

Judi Hilker – President

Mark Manning – Vice-President

Michael Lobsinger – Treasurer

Chris Stang – Secretary

Rosemary Ward – Board Member

Scott Reiman – Board Member

Cliff Walline – Board Member




Memo

TO: Council
FROM: Yvette Cassidy, CAO
DATE: April 4, 2024
SUBJECT: Village of Big Valley Request

The Council for the Village of Big Valley has made a request to discuss the following:

1. If County Council would consent to meet with the Village Council
2. If so – where, date and time.
3. Items for discussion:
 - Water and Sewer Monitoring Agreement
 - Contribution to 2023 Bridge Replacement (I have attached the latest article from ECR)
 - Snow Removal Service for Railway Avenue and Main Street

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Council	CN 1.07
	Policy Name	
	Councillor, Member-at-Large and Committee Member Use of County Vehicles	
Approved By:	Approval Date	Latest Revision
Council	March 14, 2018	--

Purpose

To establish a guideline for the County of Stettler No. 6 Council, Members at Large and Appointed Committee Representative use of county vehicles.

Statement

The County of Stettler No. 6 believes that Council Members, Members at Large and Committee Members are fairly compensated for travel while using their personal vehicles, and as such, are not authorized, under any circumstance, to use County of Stettler No. 6 vehicles for any reason.

Definitions

There are no definitions associated with this Policy.

Procedure


Not applicable with this Policy.

Connected Documents

There are no documents associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	91.03.14.18	March 14, 2018

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Council	CN 1.08
	Policy Name	
Acceptance of Gifts by Members of Council		
Approved By:	Approval Date	Latest Revision
Council	April 11, 2018	--

Purpose

To establish a guideline for the County of Stettler No. 6 Council to accept gifts.

Statement

Personal integrity and sound business practices require that relationships with vendors, contractors, residents, or others doing business with the County, be such that no Councillor can be accused of showing favoritism or bias. Consequently, all Councillors are prohibited from accepting gifts or favors that would tend to influence them in the discharge of their duties.

Definitions

No definitions are currently defined under this policy.

Procedure

1. Vendors, contractors, residents, and others doing business with the County occasionally may supply tickets to various events. These offers should be refused by Councillors.
2. Vendors, contractors, residents, and others doing business with the County occasionally host appreciation events inviting a number of clients. Examples are golf tournaments, hospitality suites, appreciation dinners and receptions. Councillors are permitted to attend these, however, any event which may confer a benefit greater than \$100 value shall be reported on at the next Council meeting.
3. Councillors may accept:
 - a. Small Christmas gifts such as cards, cookies and chocolates.
 - b. Advertising materials such as calendars, scratch pads, pens, t-shirts and caps.
 - c. Small promotional items, however, any promotional item greater than \$100 value shall be reported on at the next Council meeting.


4. Prizes won at a conference paid by the County may be accepted by Councillors, however, any prize greater than \$100 value shall be reported on at the next Council meeting.
5. Councillors shall not accept any gift or favor from a land developer.

Connected Documents

There are no documents currently associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	132.04.11.18	April 11, 2018

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Council	CN 1.09
	Policy Name	
Broadcasting and Recording of Public Meetings		
Approved By:	Approval Date	Latest Revision
Council	July 18, 2018	--

Purpose

To develop guidelines around broadcasting and recording public meetings.

Statement

The County of Stettler values open and transparent governance, and as a part of that commitment, wants to ensure that our meetings are accessible to the public. The County of Stettler will broadcast and record all Council Meetings online and will use this policy to set out guidelines for broadcasting and recording other public meetings.

Definitions

Public Meeting means any meeting held by the County of Stettler to which, through policy or legislation, the public is authorized to attend.

Regular Council Meetings means the Council Meetings scheduled as regular at the annual Organizational Meeting.

Special Council Meetings means meetings called by Council or the Reeve that are outside of the regularly scheduled meetings.

Statutory Committee Meetings means the meetings of committees that are established through legislation, including the Municipal Planning Commission, Agriculture Service Board, Subdivision and Development Appeal Board and the Assessment Review Board.

Procedure

1. All meetings that are broadcast live, will also be recorded and available for viewing after the live event has concluded.
2. Recordings of Meetings are considered records of the County of Stettler and will be retained in accordance with all applicable Policies and Legislation.

3. Broadcasting and Recording are stopped for recesses, breaks and in camera sessions

Regular Council Meetings

4. All Regular Council Meetings will be broadcast live on the Stettler County YouTube Channel.

Special Council Meetings

5. Special Council Meetings will be broadcast in the same manner as Regular Council Meetings.

Statutory Committee Meetings

6. Broadcasting and Recording of Statutory Committee Meetings is not done automatically, but can be requested by a member of the public or administration.
7. The decision to broadcast and record Statutory Committee Meetings will be made by a majority vote at the commencement of the meeting, so long as quorum is present.
8. If the motion to broadcast and record the Committee Meeting is passed, the Committee will be required to take an immediate 15-minute break to allow for the set-up of technology requirements.
9. Council, by resolution at a regular Council Meeting, may authorize the broadcasting and recording of any statutory committee meeting in the future. This pre-approval will negate the need for the committee to hold a vote at the commencement of the committee meeting.

Other Committees

10. All other committee meetings will not be broadcast or recorded unless Council passes a resolution to do so in advance.
11. Other committees may request a resolution of council for live broadcasting and recording if the majority of committee members deems it necessary.

Off-Site Meetings


12. Council, by resolution only, can authorize the broadcasting and recording of meetings outside of the Council Chambers.
13. The Information Technology Department will be required to submit a report outlining the feasibility, costs and technology requirements for each offsite instance prior to Council making a decision on off-site broadcasting.

Connected Documents

There are no associated documents with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	244.07.18.18	July 18, 2018

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Operations	PW 2.18
	Policy Name	
Contract Gravel Operators		
Approved By:	Approval Date	Latest Revision
Council	February 14, 2007	--

Purpose

To ensure that the County of Stettler No. 6 institutes a cost-effective method of hiring contract gravel trucks, the County of Stettler No. 6 shall establish an annual list of all available contract gravel trucks willing to work for the County of Stettler No. 6.

Definitions

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Procedure

1. The Supervisor of Public Works shall advertise annually, for a minimum of two weeks prior to February 14th, requesting gravel truck owners to supply their rates as a percentage of the County of Stettler No. 6. rate to be effective until March 1st of the following year.
2. All submissions received must be sealed and post marked prior to or including the day of deadline for submissions. The deadline shall be February 14th of any given year or if on a weekend or statutory holiday the Friday before and shall be at 2:00 p.m.
3. The opening of submissions shall be done in public on or shortly after the submission deadline and recorded.
4. After the opening, the Supervisor of Public Works shall subsequently ensure that all submissions are:
 - a. in good standing with the County of Stettler No. 6,
 - b. have supplied proof of a minimum \$2,000,000 in liability insurance, and
 - c. have supplied proof of W.C.B. coverage.
5. Within two weeks of the opening of submissions, the Supervisor of Public Works shall ensure an impartial draw is held in public to place in order all bids that are the same.
6. The annual list shall be presented to the County of Stettler No. 6 Council for final approval.
7. The Supervisor of Public Works shall use the lowest bidder unless the bidder is unavailable or waives his right to work. The Supervisor of Public Works may proceed to use the next lowest bidder upon receiving confirmation as stated above. If on rotation sufficient trucks cannot be found the Supervisor may go to the second truck of any owner/operator.

8. Truck haul quotations will be considered only if there are not enough quotes from County of Stettler No. 6 residents and/or landowners at or below the County of Stettler No. 6's truck haul rate. Only one truck is allowed by any owner/operator to be placed on the truck haul list but additional trucks may be utilized on a non-preferential basis.
9. Council will determine the County of Stettler No. 6's truck haul rate annually.
10. Only the annual list shall be used for work in the County of Stettler No. 6, however does not guarantee employment throughout the year.
11. Council shall review this policy as required.

Connected Documents

There are no documents currently associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Approval</i>	56.02.14.07	February 12, 2007