

# County of Stettler No. 6 Committee of the Whole

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*Held Tuesday, November 26, 2024, at 10:00 am  
County of Stettler Council Chambers*

- 1. Call to Order**
- 2. Additions to the Agenda**
- 3. Delegation**
  - 3.1. Paul Salvatore, Municipal Experts Inc (11:30 am)
- 4. Council’s Request for Information**
- 5. In-Camera Session**
- 6. Business Arising from the Minutes**
  - 6.1. Water and Wastewater Bylaw – Urban Connection Fees
  - 6.2. November Council Resolutions
    - 6.2.1. RMA Oil and Gas
    - 6.2.2. Decentralization
  - 6.3. FCM Discussion
- 7. New Business**
  - 7.1. ICF Request – Summer Village of White Sands..... 2
  - 7.2. Bridge Update ..... 3
  - 7.3. Buffalo View Estates Curb Stops ..... 6
  - 7.4. Buffalo View Refund..... 8
- 8. Policy Review**
  - 8.1. AF 6.23 – Community Investment Program..... 13
- 9. Next Meeting**

Thursday, January 23, 2025
- 10. Adjournment**



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November 13, 2024

Reeve Larry Clarke  
County of Stettler  
Box 1270  
6602 - 44 Ave.  
Stettler, AB T0C 2L0

Dear Reeve Clarke:

**RE: INTERMUNICIPAL COLLABORATION FRAMEWORK MEETING**

The Council for the Summer Village of White Sands has directed Administration to request a meeting prior to year-end with the County of Stettler Council to discuss the following items under the Intermunicipal Collaboration Framework (ICF):

1. Future Road Infrastructure and White Sands Road Maintenance Agreement – Expires April 1, 2026
2. Boat Launch
3. Sewage Disposal
4. Bylaw Enforcement and Policing -exploration of shared approach (2024)

The municipality looks forward to a productive and positive discussion under the ICF Framework regarding the above items and cooperation with each other on a shared approach to service delivery options through intermunicipal collaboration.

Sincerely,

Melissa Beebe  
CAO  
SV of White Sands

CC: Yvette Cassidy, CAO, County of Stettler  
Andrew Brysiuk, Municipal Services, County of Stettler  
Mayor Lorne Thurston, Summer Village of White Sands  
Dan Zembal, Deputy Mayor, Summer Village of White Sands



# Memo

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**TO: Council**

**FROM: Justin Caslor, C.E.T., Manager of Engineering & Facilities**

**DATE: November 26, 2024**

**SUBJECT: Bridge Condition Update and STIP Funding**

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Back in October, The County retained the services of Bow Valley Bridge Inspection Services to complete a backlog of overdue Level 1 bridge inspections (BIM). They completed 43 bridge inspections total of standard bridges and culverts within the County.

Bow Valley Bridge Services are highly qualified, provide expert advice and recommend appropriate maintenance and construction recommendations to assist and support administration in maintaining the bridge condition inventory.

After these were complete, administration has updated the condition inventory and general tracking inventory for every bridge within the County. The County currently has 116 Bridges (62 Bridge structures; 54 Bridge Culverts); 33% of the bridges are rated 40 or below.

Review has been complete for the 2024 Level 1 inspections.

Previously Approved STIP (Strategic Transportation Infrastructure Program) Bridges:

- BF 1778 (Nevis) – Approved for funding in 2024 (\$315,000 Total; Provincial share \$236,000; County share \$78,000)
- BF 76970 (Gadsby) - Approved for funding in 2024 (\$315,000 Total; Provincial share \$236,000; County share \$78,000)
- BF 1856 (Stettler) - Approved for funding in 2023 (\$315,000 Total; Provincial share \$236,000; County share \$78,000)
- BF 7577 (Big Valley) - Approved for funding in 2023 (\$350,000 Total; Provincial share \$236,000; County share \$114,000) – Structure replaced in 2023 with dual twin culverts.

Administration is working with WSP Engineering on having tender ready documentation on Bridge Files 1778, 76970, 1856 in early 2025 and doing a combined tender for cost efficiency. Administration is also looking at options to reduce project costs during construction supervision stages.

2025 Recommended STIP (Strategic Transportation Infrastructure Program) Bridges:

The recommendation from administration and Bow Valley Services for the 2025 STIP funding Program is below:

In general, the driving factor for approval from STIP is the structural condition rating which has to be around 38 or lower. The rating is a measure of functionality and condition. Ratings of 38 or lower means that the condition is poor and presence of distress, not functioning as intended, and the need for replacement or major repair.

- BF 6719 (Big Valley) – standard bridge structure (Girder span bridge on treated timber substructure)
  - Recommendation is to complete major rehabilitation of existing structure
  - Structural condition rating 38.8
  - Condition issues are severe rot in piles with voids or wide splits in abutment piles.



- BF 6976 (Gadsby) – Steel Culvert (22-meter length; 2.6-meter diameter)
  - Recommendation is for full replacement of existing structure
  - Structural condition rating 22.3
  - Condition issues are failed floor and severe perforations in culvert.



- BF 75894 (Donalda) – Standard bridge (3-span)
  - Recommendation is for major rehabilitation of existing structure to extend service life.
  - Structural condition rating 33.3
  - Condition issues are pile rot at base, spalling of concrete on curbs, damage of railings.



Current list of Load rated bridges are below (4 total)

- BF 6965 (Forestburg); Standard Bridge – Condition rating 33.3 – 10T max (Daily Traffic: 1 vehicle)
- BF 7002 (Red Willow); Standard Bridge – Condition rating 38.9 – 10T max (Daily Traffic: 50 vehicles)
- BF 73092 (Gadsby); Standard Bridge – Condition rating 44.4 – 10T max (Daily Traffic: 30 vehicles)
- BF 6681 (Scollard); Standard Bridge – Condition rating 44.4 – 10T max (Daily Traffic: 45 vehicles)



# Memo

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**TO: Council**  
**FROM: Greg Jackson, Director of Operations**  
**DATE: November 28, 2024**  
**SUBJECT: Buffalo View Estates – Location of water curb stop valves update**

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## Background

There are 63 fully serviced lots in Buffalo View estates. During the utility construction of the development and unbeknown to staff the water curb stop valves installed outside of the utility right of way on the private property. Buffalo View Estates is maturing with construction of year-round dwellings. With the development of larger homes and investment in landscaping a greater chance of issues surrounding access to the curb stops will also grow. Previously, staff has encountered a situation where a property owner had developed the lot and doing so restricted access to the curb stop valve.


It is important to note that the property owner was not in contravention to any development permit conditions being the location of the curb stop was not correctly placed in the utility right-of-way.


On August 27, 2024, staff from Operations and Planning & Development confirmed the location of all the water shut off valves for the 63 lots using GPS. See map attached.

51/63 water valves are on private property. From the GPS survey, some valves are considered very close to the boarder of the utility right of way.

<b>Advantages of moving water valves</b>	<b>Disadvantages of moving water valves</b>
<ul style="list-style-type: none"><li>• Easier access for water operators</li><li>• Improved level of service with no interruptions to homeowners</li><li>• No notification to homeowners needed for routine maintenance or closing of valves.</li></ul>	<ul style="list-style-type: none"><li>• Financial costs (estimated \$4,500 - \$5,500 per valve to move)</li><li>• Interruption to homeowners for construction work</li><li>• Landscaping restoration concern for majority of properties (grass, flowers, driveways)</li></ul>

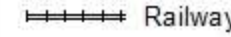












**STETTLER COUNTY No. 6**  
**Buffalo Lake**  
**South Shore**  
**Region**



**Legend**

- Right of Way
- ▲ Curb stops

<p><b>Transportation</b></p> <ul style="list-style-type: none"> <li> Railway</li> <li> Highway</li> <li> Secondary Highway</li> <li> County Road</li> <li> Other</li> </ul>	<p><b>Township System</b></p> <ul style="list-style-type: none"> <li> Township</li> <li> Section</li> <li> Quarter</li> <li> Section</li> <li> LSD</li> </ul>
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Date: 2024-08-30



# Request for Decision

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## **Agenda Item: Ratepayer request for reimbursement.**

### **Issue**

A ratepayer has requested the County of Stettler reimburse the cost of the curb stop valve relocation to the utility right-of-way during the completion of the new service was completed by a contractor on the property described as #15 Marina Crescent, Rochon Sands Heights.

### **Options for Consideration (Recommendation)**

1. That the County of Stettler No. 6 Council directs staff to reimburse the amount requested by the ratepayer of \$4,487.29 + GST to cover the costs of the work to place the curb stop in the utility right-of-way.

OR

2. That the County of Stettler No.6 denies the request for reimbursement and directs staff to contact the ratepayer as to the decision made.

### **General**

Previously Utility Department Staff has encountered a situation where a property owner had developed the lot and doing so restricted access to the curb stop valve. The property owner was not in contravention to any development permit conditions being the location of the curb stop was not correctly placed in the utility right-of-way.

To remedy this same circumstance from happening again when the application for development was applied for by the property owner a condition of the permit was the water utility service curb stop would be moved into the utility right-of-way when the water service was connected to and brought into the property during development.

After construction was complete and the ratepayer received the invoice for the work completed, contact was made to the County of Stettler Administration Staff with the following request;

*Good morning,*

*I received my invoice of 9035.94 with GST totaling \$9487.74*

*The majority of the first day was moving the water turn off valve curbside.*

*There was two very deep holes dug, the old shut off valve removed and then a new shut off valve was put on the other side of the utilities. Three hours on day 1 were my share starting to move it from the curb to the post.*

**Stettler County share:**

**Day 1**

12 hours minus 3 hours [9@\\\$85.00](#) man hours (\$765.00)

12 hours minus 3 [9@\\\$150.00](#) backhoe and operator (\$1350.00)

Hydro vac \$2,124.00 (which I wouldn't have needed because utilities were on the owners' side).

New Shut off valve \$248.29

**Total \$4,487.29**

**Ratepayer share would be:**

**Day 1**

3 hours @ \$85.00 \$255.00

3 hours @ 150.00 \$450.00

Materials \$1,143.69 (minus gravel and shut off valve)

**Day 2**

4.5 hours @\$85.00 \$382.50

4.5 hours @ 150.00 \$675.00

Travel time \$225.00 (I guess this would be mine)

**Road access** 2.75@ 150 \$412.50

Gravel \$834.96

**Day 3:**

[2@\\\$85.00](#) \$170.00 man hours

**Total \$4,548.65**

**County of Stettler: \$4,487.29 plus GST \$4,711.65**

**Ratepayer: \$4,548.65 plus GST \$4,776.09**

**Grand Total of \$9,487.74**

*I was at the site the whole time to observe, moving the shut off valve to the curb is very expensive and I don't think I should have to pay. I think Stettler County should pay to move the shut off valve if they are not on their property.*

*The shut off valve is Stettler County property so I don't think I should have to pay for that either.*

*The developer must have had a permit in the beginning and been approved because they are all the lots are done the same.*

*Solutions to consider:*

- 1. Could the County dig down and put their shut off valve on curb side and leave the other shut off valve intact. This would have to be at County's Expense probably would still be expensive.*
- 2. Ask the owner to sign a permission paper so you would have access to shut off valve.*
- 3. Put a lien on title giving you access if needed.*

*Thanks for your consideration, I had no idea it would be this much.*

The ratepayer submitted a copy of the contractor invoice for review. The Director of Operations and Manager of Utilities discussed the invoice amount with the contractor to better understand the work completed and the time allocated. The amount specified and work detailed by the ratepayer is accurate to the work completed on site.

**Financial**

Council will be required to direct staff to draw funds from reserves or the 2024 budgeted account PW Contractor Services – Contractors to cover the reimbursement.

**Implementation/Communication**

Upon receiving recommendation from Council, staff will contact and notify the ratepayer with the decision.

**Target Decision Date**

November 26, 2024.

**Prepared By**

Greggory Jackson, Director of Operations

**Reviewed By**

Yvette Cassidy, Chief Administrative Officer



Box 149  
Stettler, Alberta  
T0C 2L0

Sold To:	Invoice
JOAN DURAND [REDACTED] buffalo view	<b>Invoice Number:</b> W43001 <b>Invoice Date:</b> Jul 31/24  <b>Customer Code:</b> 22375 <b>Reference #:</b> <b>Customer Order #:</b> <b>Work Order #:</b> 037715 <b>Work Order Type:</b> R - T&M <b>Job Location:</b> JOAN DURAND <b>Called By:</b> joan <b>Starting Date:</b> Jun 27/24 <b>Completion Date:</b> Jul 24/24
Job Address:	
JOAN DURAND [REDACTED] buffalo view [REDACTED]	

Description	Qty	Price	Total
<b>Work Performed</b>			
INSTALL WATER METER, PLUMB IN VALVE AND SPIGOT FOR RV HOOK-UP. MOVE CURB STOP CLOSER TO EDGE OF PROPERTY LINE. TIE INTO SEWER AND WATER THEN RUN TO POST			
<b>Materials</b>			
1 x 3/4 Compression Coupling	1.00	50.82	50.82
1 SS Insert	3.00	9.90	29.70
3/4 Brass Coupling	2.00	10.90	21.80
3/4 Threaded Ball Valves	1.00	19.62	19.62
3/4 Brass 90	1.00	14.28	14.28
3/4 x 4 Brass Nipple	1.00	17.86	17.86
3/4 x 4 1/2 Brass Nipple	1.00	19.72	19.72
3/4 Boiler Drain - sediment faucet	1.00	7.74	7.74
1 1/4 Copper Van-Hanger	3.00	3.96	11.88
GRAVEL LOAD LESS RETURN	1.00	834.96	834.96
1 Municipal Curb Stop	1.00	248.29	248.29
4 Solid DL Pipe	60.00	5.97	358.20
4 45 Short Turn HxH 414184	3.00	9.28	27.84
4 45 Short Turn HxSpg 414194	1.00	8.82	8.82
4 Fitting Clean Out w/ Plug 414274	1.00	29.72	29.72
8 x 10 Service Box c/w 7 Rod Riser	1.00	486.40	486.40
4x4 Pressure treated Post	1.00	41.57	41.57
1 160 PSI Municipal Service Pipe x	60.00	1.69	101.40
3/4 x 25 Galv 24ga Hanger Strap	0.10	14.03	1.40
6 x 4 D.L. x D.L. Reducer Bushing	1.00	20.74	20.74
6 Coupling 414216BC	1.00	24.18	24.18
DISC	1.00	-150.00	-150.00
Total Material			2,226.94
<b>Labour</b>			
MESZAROS, GABOR	12.00	85.00	1,020.00
MESZAROS, GABOR	4.50	85.00	382.50
MESZAROS, GABOR	2.00	85.00	170.00
Total Labor			1,572.50
<b>Equipment</b>			

4706 – 44 Ave., Box 149, Stettler, AB T0C 2L0 Tel:403-742-5237 Fax:403-742-1826

“Service Wise – We Specialize”



Box 149  
Stettler, Alberta  
T0C 2L0

Sold To:	Invoice
JOAN DURAND [REDACTED] buffalo view	<b>Invoice Number:</b> W43001 <b>Invoice Date:</b> Jul 31/24  <b>Customer Code:</b> 22375 <b>Reference #:</b> <b>Customer Order #:</b> <b>Work Order #:</b> 037715 <b>Work Order Type:</b> R - T&M <b>Job Location:</b> JOAN DURAND <b>Called By:</b> joan <b>Starting Date:</b> Jun 27/24 <b>Completion Date:</b> Jul 24/24
Job Address:	
JOAN DURAND [REDACTED]	


BOBCAT & OP	19.25	150.00	2,887.50
HYDROVAC & OPERATOR	1.00	2,124.00	2,124.00
Total Equipment			5,011.50
<b>Mileage</b>			
VAN / KM	180.00	1.25	225.00
Total Travel			225.00

- CONDITIONS - TERMS: NET 30 DAYS	<b>Subtotal</b>	9,035.94
2% PER MONTH (24% PER ANNUM)	<b>GST/BN#GST/BN# (899710826RT0001)</b>	451.80
CHARGED ON OVERDUE ACCOUNTS	<b>Total Invoice</b>	9,487.74

If you would like to make your payment via Email Transfer, please send payment to [info@actionplex.com](mailto:info@actionplex.com). Please also send an email to [info@actionplex.com](mailto:info@actionplex.com) including Customer Name and Invoice Number.

4706 – 44 Ave., Box 149, Stettler, AB T0C 2L0 Tel:403-742-5237 Fax:403-742-1826

“Service Wise – We Specialize”

	<b>County of Stettler – Legislative Policy</b>	
	Categorization	Policy No.
	<b>Administration &amp; Finance</b>	<b>AF 6.23</b>
	Policy Name	
<b>Community Investment Program</b>		
Approved By:	Approval Date	Latest Revision
Council	April 14, 2021	October 13, 2021

## Purpose

Council recognizes that Community organizations should be supported in principle and with resources. This Policy is in place to establish guidelines for Council to address sponsorship requests from Eligible Community Groups.

## Definitions

The Community Investment Program is separated into two streams Stream A: New Investment and Stream B: Annual Support.

**Activity (Activities)** is used as a placeholder in this Policy for any program, event, activity or other eligible proposal seeking funding through the Community Investment Policy.

**Annual Support (Stream B)** is the Stream designated to acknowledge annual support requests for reoccurring Activities.

**Application(s)** is the designated Community Investment Program Application. This shall be in the format prescribed by the Chief Administrative Officer, or their designate, and be completed in full. A copy of the current Application is available on the County of Stettler website.

**Community** is designated as the County of Stettler area, including County Hamlets.

**Eligible Community Group** is a group/organization/society that by meeting all criteria is able to apply for Community Investment Program funding. Any Eligible Community Group may only receive funding for one Activity annually.

**New Investment (Stream A)** is the funding stream for Activities that are in the initial year and the Activity has not received Community Investment Program funding. New Investment denotes status of the Activity not the Eligible Community Group.

**Period Deadline** is the date that completed Applications must arrive, in-person or electronically, to the County of Stettler Administrative Building no later than 4:30 pm. There are two period deadlines annually: May 31 and December 31.

**Public** is used to define that attendance at an Activity does not require membership or special invitation.

## Procedure

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### Funding Allotment and Allocation

The County of Stettler shall support this Policy through an annual budget allotment and allocated through a designated general ledger account. The funding allotment will be disbursed under Council direction following the two annual Period Deadlines.

The two funding streams: New Investment (A) and Annual Support (B) share the budget allotment and the Period Deadlines.

### Eligibility Criteria

Only non-profit organizations, societies or associations who have good financial standing and operate within the County of Stettler will be eligible. Eligible Activities must:

- Be open to the Public.
- Cannot make a profit.
- Benefit the Community.
- Encourage and include Community involvement and support.
- Recognize the County of Stettler as a sponsor of the Activity.
- Complete all elements of the Application; including a separate Cover Letter providing a short overview of the Activity.

Only completed Applications received before the Period Deadline will be reviewed by Council.

Grant funds requested by the recipient may be adjusted due to annual budget limitations.

### Disbursement of Funds

During the County of Stettler Council Meeting, following the Period Deadlines, Council will review completed Applications. Following the review of the completed Applications, Council will select Activities and allot funding by Council Resolution. All Applications will be notified of Council's decision.

## Connected Documents

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- Community Investment Program Application

## Policy Authorization

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Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	104.04.14.21	April 14, 2021

<i>Amendment</i>	300.10.13.21	October 13, 2021

DRAFT