

Town of Stettler

COUNCIL MEETING

January 4, 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, JANUARY 4th 2022
6:30 P.M.
AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

(a) Minutes of the Regular Council Meeting of December 21st, 2021 5-9

4. **Citizens Forum**

5. **Delegations**

6. **Administration**

(a) Economic Development Committee Update 10-19

(b) Policy XVI-1(a) – Pre-Development Requirements – Repeal 20-23

(c) Policy XVI-2(a) – SEDB Community Profile Distribution – Repeal 24

(d) Policy XVI-3(a) – Renumeration for Subsistence and Accommodation – Repeal 25

(e) Policy XVI-4(a) – Stettler Campus of Red Deer Scholarship – Repeal 26

(f) Policy XVI-4(c) – Community Improvement Policy – Repeal 27-29

(g) Meeting Dates

- January 11 – COW – 4:30pm
- **Tuesday, January 11 – Strategic Planning Meeting – SRC – 2pm**
- January 18 – Council – 6:30pm
- **Tuesday, January 25 – 2022 Capital Budget Meeting – SRC – 3pm**
- Tuesday, February 1 – Council – 6:30pm
- Tuesday, February 8 – COW – 4:30pm
- Tuesday, February 15 – Council – 6:30pm

(h) Accounts Payable in the amount of - \$429,773.31 30-35
(\$96.60 + \$275,413.97 + 154,262.74)

7. **Council**

(a) Meeting Reports

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8. **Minutes**
 - (a) 20211109 - SWMA Minutes - Organizational – DRAFT 36-39
9. **Public Hearing**
10. **Bylaws**
 - 10(a) Bylaw 2147-22 - Non-residential new construction and/or existing business revitalization, redevelopment, or expansion property tax incentive. 40-46
11. **Correspondence**
12. **Items Added**
13. **In-Camera Session**
14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 21st, 2021 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:**

Motion 21:12:27 Moved by Councillor Lawlor to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 7th, 2021

Motion 21:12:28 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on December 7th, 2021 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the December 7th, 2021 Minutes

None

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

5. **Delegations:** (a) 6:35 p.m. – Shane Milner – Apex Utilities

Mayor Nolls welcomed S. Milner to the meeting.

S. Milner provided information on the gas line updates within the community over the last two years. There is currently one phase left.

S. Milner noted the name change from AltaGas to Apex Utilities owned by TriSummit and stated that their mission is keeping customers warm by delivering reliable, clean, and affordable energy. Their values are:

- Safety & Reliability
- People, Customers & Community
- Communication & Integrity
- Responsible Solutions

Mayor Nolls thanked S. Milner for his presentation.

S. Milner left the meeting at 6:42 p.m.

6. **Administration:**

(a) 2022 Interim Budget

CAO G. Switenky advised that Section 342 of the Municipal Government Act (MGA) requires Council to adopt an operating budget for each calendar year. Section 342 further states that a Council may adopt an interim operating budget for part of a calendar year. Since the Town's 2022 Operating Budget will not be adopted until May 2022, an interim operating budget is required to provide legal expenditure authority per Section 248 of the MGA.

The interim operating budget is not used to set definitive property tax rates; rather it is used as the authority to provide services, programs, and overall corporate continuity. It is further used by Council to justify the setting of all municipal utility rates for the subsequent year. An interim operating budget ceases to have any effect when the operating budget and tax/mill rate bylaw is adopted.

2022-2024 recommended budget summary from December 7, 2021:

- Proposed **Municipal Tax** no change **0%** (\$23,532 Growth)
- Proposed **Water Rate** no change **\$0.00m³ (\$2.82)** (\$0.00)
- Proposed **Sewer Rate** no change **\$0.00 (\$22.75)** (\$0.00)
- Proposed **Garbage Rate** no change **\$0.00 (\$23.75)** (\$0.00)
- Proposed **Recycling Rate** no change **\$0.00 (\$6.50)** (\$0.00)
- Proposed Financial Impact on Average Residential Customer (municipal only) – **0%**

Motion 21:12:29

Moved by Councillor Baker that the Town of Stettler Council adopt, per Section 242(2) of the *Municipal Government Act*, the Interim 2022-2024 Operating Budget, with the following 2022 budget estimates; Expenditures totaling \$18,380,558, Revenues totaling \$19,078,911 and Amount Available for Capital of \$698,353 for the year 2022 as an Interim Operating Budget for that part of 2022 prior to the Operating Budget being adopted by Council in May 2022.

MOTION CARRIED
Unanimous

(b) CAO Reports

Motion 21:12:30

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

MOTION CARRIED
Unanimous

(c) 2021 Budget Summary – November 30, 2021

Motion 21:12:31

Moved by Councillor Barros that the Town of Stettler Council approve the 2021 Budget Summary as of November 30, 2021 as presented.

MOTION CARRIED
Unanimous

(d) 2021 Capital Budget Summary – November 30, 2021

Motion 21:12:32

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the 2021 Capital Budget Summary as of November 30, 2021 as presented.

MOTION CARRIED
Unanimous

(e) Meeting Dates

- **Friday, December 24 – Tuesday, December 28 – Town Office Closed for Holidays**

- January 4 – Council – 6:30pm

- January 11 – COW – 4:30pm

- **Tuesday, January 11 – Strategic Planning Meeting – SRC – 2pm**

- Tuesday, January 18 – Council – 6:30pm

- **Tuesday, January 25 – 2022 Capital Budget Meeting – SRC – 3pm**

- Tuesday, February 1 – Council – 6:30pm

- Tuesday, February 8 – COW – 4:30pm

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

(f) Accounts Payable in the amount of \$928,850.20

Motion 21:12:33

Moved by Councillor Randell that the Accounts Payable in the amount of \$928,850.20 (\$69,866.09 + \$943.69 + \$211,774.86 + \$226,694.34 + \$38,958.92 + \$380,612.30) for the period ending December 21st, 2021 for having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

December 8 – Talk of the Town

December 10 – Signed Cheques at the Town Office

December 10 – Stettler Museum Light up the Night

December 14 – Emergency Management Training

December 15 – Talk of the Town

December 15 – Economic Development Committee Meeting

December 16 – County of Stettler Housing Authority Meeting

December 17 – Signed Cheques at the Town Office

December 17 – Presented Donation to the Stettler Health Foundation

(b) Councillor Baker

December 4 – Emergency Management Training

December 20 – Stettler Board of Trade Meeting

(c) Councillor Barros

November 24 – Festival of Lights

November 29 – Stettler Waste Management Meeting

December 7 – Interim Budget Meeting

December 14 – Emergency Management Training

(d) Councillor Lawlor

December 14 – Emergency Management Training

December 15 – Economic Development Committee

December 16 – Parkland Regional Library Advocacy

Committee

(e) Councillor Pfeiffer

December 11 – Stettler FCSS Christmas Party
December 14 – Emergency Management Training
December 15 – Economic Development Committee
December 20 – Stettler FCSS Meeting

(f) Councillor Randell

December 10 – Stettler Museum Light the Night Volunteer
December 14 – Emergency Management Training
December 15 – Economic Development Committee
December 16 – County of Stettler Housing Authority Meeting
December 19 – Stettler Museum Light up the Night Volunteer

(g) Councillor Smith

December 13 – Stettler Regional Water Meeting
December 14 – Emergency Management Training
December 20 – Stettler FCSS Meeting

Motion 21:12:34

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

MOTION CARRIED
Unanimous

8. **Minutes:**

(a) Regional Water Meeting – December 13, 2021

Motion 21:12:35

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

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(b) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

- (a) Alberta Transportation – Strategic Transportation Infrastructure Program (STIP): Community Airport Program
- (b) STARS – Request for Funding
- (c) Government of Alberta – Protecting Albertans Against the Omicron Variant
- (d) Brownlee LLP – Save the Date: Emerging Trends in Municipal Law
- (e) Heartland Victim Services – Letter to Alberta’s Director of Victim Services

Motion 21:12:36

Moved by Councillor Baker that the Town of Stettler Council accept the Correspondence items (a-e) for information.

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) None

13. **In-Camera Session:**

(a) None

14. **Adjournment:**

Motion 21:12:37

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

MOTION CARRIED
Unanimous at 7:19 p.m.

Mayor

Assistant CAO

ECONOMIC DEVELOPMENT COMMITTEE ACTION LIST

Action Item	Person Responsible	Date	Progress / Success	Status
1. Strat Plan 2018 Economic Development Plan January 25, 2018	Mayor Sean Nolls Councillor Gord Lawlor Councillor Scott Pfeiffer Councillor Travis Randell -2021 Assistant CAO, Steven Gerlitz Director of Planning & Development, Leann Graham Board of Trade Executive Director, Stacey Benjamin Board of Trade Executive Director, Byron Geddes -2021 GIS Coordinator, Graham Scott -2020 Planning & Operations Clerk, Angela Stormoen -2021		2020 Strategic Planning Session was cancelled due to COVID In Progress at time of 2021 Strat Plan: Realtor Incentive Review of Economic Development Policy Comm Market Analysis Intersections Marketing of town lots Digital Main Street Downtown Revitalization Complete: Housing Assessment	Ongoing
2. Economic Development Committee Formed	Asst. CAO	2018	Complete	Completed
3. Logo Usage and Visual Brand Policy (XIV-5)	Director P&D CIC Committee	2018-2020	Complete	Complete
4. Business Retention & Expansion	BOT ED	2018		
5. Housing Assessment	Director P&D	March 7/19	COS Housing Authority budgeted for study. Town and Housing Authority	

	partnered in the Housing Assessment initiative	
Jun 26/19	RFP Sent Out	
Sept 18/19	Contractor begins analysis	
Nov 20/19	Contractor to be done assessment end of Jan 20 Leftover budget to work on Commercial component	
Jan 2020	Presented Housing Assessment to Council	Complete
Mar 12/20	Presented Housing Assessment to Committee - Distribute Assessment	
Jun 25/20	Seniors Housing Development Discussion with Developer. Available Residential Land Map Created and added to Economic Development Map	
Sept 16/20	The Nautical Land Group show interest in Stettler and offer to build Wellings of Stettler TOS residential land for devp added to TOS map	
Oct 21/20	Nautical Land Group make offer	
Nov 18/20	Subdivision of Wilfort Property	
Mar 17/21	Rotary Campground rezoning/subd for new devp -	
Apr 21/21	Stantec submitted design for Nautical Lands group Wellings Devp 154 unit phase 1	

			Rotary subd approved at council – one level duplexes and SFD- for purchase market Meadowlands interest – res permits over \$3mil this year
		Sept – Nov 2021	Midtown Park Estates – Stripping land in preparation for spring service install. Proposed 6 Unit Apartment Development 54 Street: Forwarded Housing Assessment for applicant to receive funding from CMHC
6. Commercial Market Analysis	BOT ED	May 6/19	Restaurant and Retail Feasibility Study Including Gap Analysis
		Nov 20/19	Leftover budget for Housing Assessment to be used for Commercial Analysis
		Mar 12/20	Commercial/Industrial Analysis potentially be completed by Altus Group
		Jun 25/20	County of Stettler & AB Real Estate Foundation may partner to complete Comm/Ind Analysis
		Aug 19/20	\$10,000 sponsorship from AREF
		Sept 2020	Comm market Analysis RFP to Council Oct 6
		Oct 21/20	Comm market Analysis Urbanmetrics Value added
		Nov 18/20	Urbanmetrics on board to share raw data

			Apr 21/21	Comm market analysis to be ready end of April	
			Jun 10/21	Commercial Market Analysis Complete	Complete
7. Developers Round Table	Director P&D		December 12, 2018	Complete	Complete
8. Highway 12 New Intersection	Asst. CAO Director P&D		Started – October 18/18	Concern – Losing potential investments due to location of intersections	
			Mar-Jul	Discussion with AT to approve intersection	
			Sept 18/19	AT requests ASP	
			Oct 16/19	Previous Development DA's compiled Meeting with Ministry and MLA	
			Nov 20/19	Discussion with GoA. Discussion to have tour with AT Minister and MLA for community tour and cost discussion	
			Dec 18/19	Traffic Impact Assessment and ASP to be completed by AI Terra Engineering for AT to approve intersection	
			Mar 12/20	AT in design phase for 67 St intersection – Construction to start in 2021 Assessment done at Intersection. Signal Analysis to be done. Crosswalk update at DQ and Fas Gas	
			Jun 25/20	AT Confirmed 67 st and DQ/Fas Gas Crosswalk Upgrades.	

		Jul 16/20	Moved to Capital Budget to complete in 2021. Removed from Committee.
		Complete – November 2021	Complete
9. Commercial Promotion (Create advertising material / SWOT Analysis of Stettler/ Attend Tradeshow & Advertise)	BOT ED	Round Table Dec 2018 Mar 29/19	
10. Heather Thomson Presentation 13 Ways	BOT ED	Mar 12/20 Aug 19/20 Oct 19/20 Oct 21/20	Webinar to be booked Webinar Held Digital Mainstreet concept to be brought forward to 2021 Strat Planning.
11. Downtown Revitalization	Director P&D Downtown Action Committee	Sept 18/19 Oct 16/19	Post and Keep Stable Hours AUMA speaker to present to business owners

		Nov 20/19	1 block each year for next 6 yrs Parking lot revamp 2020	
		Jun 25/20	Downtown Improvement to be completed in 2021 Okoppe Parking Lot renovation to continue in 2020	
		Oct 21/20	Grant to strat plan for façade improvement	
		Mar 17/21	Demo of building beside Brendas Café Town retain strip of land for walkway to parking lot	
		Sept 2021	4800 Block Revitalization Complete	Complete
12. Digital Main Street	Councillor Lawlor Councillor Pfeiffer GIS Coordinator	Jan 20/21	Create plan to help downtown businesses Summer Student	
		Feb 24/21	BOT received \$2500 from Alberta Chamber of Commerce to hire second summer student	
		Apr 21/21	BOT becomes DMO Google Partner	
		May 26/21	Project created for summer students	
		Sept 15/21	Update on Summer Student Project Decided to keep project ongoing to keep businesses updated from here forward	Complete
		Oct 2021		Ongoing
13. Winter Walk & Talk	Director P&D BOT ED	Dec 18/19	Discussion with Downtown Businesses re: Parking Business Solutions Stable Hours of Operation Christmas Involvement – Miracle of 50 th	

			Moonlight Madness Night Before Night Before Decorations	
14. Franchises	BOT ED	2018	Leann discussion with Endurance Equities kick started the Franchise List	
			Cold Calls to Franchises	
			- Contact with developer/investors to gain information on what they are looking for	
		Dec 18/19	- Crossroad Shopping Centre promoting Taco Time & Pet Valu	
			- St. Louis BBQ & Mary Brown's possible option for Stettler	
		Nov 10/21	- Gained Businesses: Pita Pit & Pizza Hut	
		Nov 10/21	Decided to continue update and contact with potential franchise	Ongoing
15. Tradeshow	BOT ED		Attended Franchise Show	Ongoing
16. Locations Map	Director P&D	2018		
		Mar 29/19	Create inventory of land/buildings	
		Jun 26/19	Map Presented	
		Jul 31/19	Leann/Stacey to meet monthly to keep properties current on Web Map (Devp Prop Map)	
		Oct 16/19	Public Map complete	

			Available Residential Land Map Created and added to Economic Development Map
17. Developers	Director P&D	Dec 18/19	<ul style="list-style-type: none"> - Challenges with getting the correct information to everyone - Identify Commercial/Industrial market values
18. Update Website for ease of access to Development Info	Director P&D GIS Coordinator		
19. Realtor Meetings (Realtor Lunch & Learn)	Director P&D BOT ED GIS Coordinator	Nov 7/19 Nov 20/19	<p>3 Realtors attend E-system to access taxes/utilities Discussion – realtors selling town land for finders fee Advertise Map (AB Mag, LinkIN, Ggl Ads)</p>
20. Realtor Incentive	Director P&D Asst. CAO	Jul 16/20 Oct 21/20 Nov 18/20 Jan 20/21	<p>Possible Strategic Planning Item Land Sale Policy changed to include realtor incentive Realtor Incentive Policy – Economic Development Policy Marketing of Town lots/Realtor Incentive Policy passed by council and letter sent to all Realtors</p>
21. Marketing to New Residents	BOT ED	Jul 16/20	Discussion with RSI to marketing potential new residents – Website development (preparedness)

22. Franchise Show	Councillor Lawlor BOT ED	Calgary Nov 9 Nov 20/19	Attended Show Conversations with Mary Browns, St. Louis BBQ & MTY Group Stacey to continue follow up	
23.				
24. Land Price Comparison	BOT ED	Jul 31/19	Create spreadsheet comparing other communities	
25. Economic Resiliency & Recovery	BOT ED			
26. CARES Grant	BOT ED	2018 Mar 29/19	Use towards market Analysis	
27. Tax Incentive	Asst. CAO	Oct 21/20	MGA update to authorize 10 yr tax incentive Business Incentive Grant Update economic development policy	
		Mar 17/21	Create municipal Tax Incentive Bylaw & Business Improvement Grant Bylaw	
		Nov 10/21	Review of Incentive Bylaws to present to Council	Ongoing
28. Economic Development Policy	Asst. CAO Director P&D			
29. Alberta Real Estate Foundation	BOT ED	Aug 19/20	approved \$10 000 sponsorship from the AREF	
		Sept 16/20	Land Sale Policy to include realtor incentive and comm land policy	
	Director P&D	Nov 20/19	Stettler Motel Highway Commercial Downtown Commercial Lots Residential Lots	

30. Market Town of Stettler Land For Sale			Realtor Incentive in Land Sale Policy
31. COVID- 19		Jun 25/20	Impacts on Community (CERB)
32. Peavey Industries	Mayor Nolls BOT ED	Jun 25/20	Opportunity Development Cooperative <ul style="list-style-type: none"> - Meat processing cooperative - Vertical greenhouse - distillery
		Aug 19/20	Update on the cooperative including senior living complex
33. Investment Readiness		Sept 16/20	Community Futures East Parkland to possibly provide Investment Readiness Course
34. EDA Virtual Conference		May 26/21	

TOWN OF STETTLER

Prepared by: Economic Development Co-ordinator Number: XVI-1 (a)

Adopted by: Town of Stettler Council Date: 1990 06 19

Revised:

Title: **Pre-Development Requirements**

Background: The Stettler Economic Development Board desires to produce a statement which expresses its' broad requirements, prior to making recommendation to the appropriate Council.

The statement will provide direction and guidance for business prospects as well as administration.

Research has shown that several Economic Development Committees in the Province have offered certain inducements to attract economic development. These generally include concessions on one or more of the following:

1. Land (provided by lease or concession)
2. Tax (zero tax or a graduated tax scale based on the viability of the business)
3. Infrastructure
4. Water/Sewage

One of the main criteria for offering inducements to a prospective industry is that the industry will indeed prove to be an economic asset, not a liability. It is feasible that one or more of the above inducements may prove to be the difference between success and failure, particularly in the early years of the business operation.

While other criteria such as an increase of the tax base, providing employment and capital expenditure within the Town and County may appear to be attractive, they are of little value unless the particular industry has a reasonable chance to survive during its first five years of operation.

PRE-DEVELOPMENT REQUIREMENTS
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Purpose: To assist the Stettler Economic Development Board and Town and County Councils to make prudent and economic decisions associated with assisting a specific business which desires to locate or expand within the Town and/or County of Stettler.

Policy Statement: When the Stettler Economic Development Board receives an application from a prospective industry which desires to establish a business in the Town and/or County of Stettler, and requesting concessions, certain information should be supplied before the Stettler Economic Development Board makes recommendation to the appropriate Councils.

Requirements: The Stettler Economic Development Board may require the applicant to provide all or part of the following information:

1. Background Information

A complete and comprehensive business plan of the proposed business with long-range projections (five years).

Curriculum Vitae of the applicant and senior staff clearly indicating the applicant's historic experience in relation to the particular industry and their future role.

2. Market Analysis

Each product or service defined with a description of the product and/or service with sufficient precision so as to set it apart from the competition (using non-technical language).

Some questions to be answered are: Who are your customers? Where are your customers? How will you distribute your product or service? What are your estimated marketing costs? What are other important factors? Who is your competition and how will your product compete with your competitors product?

3. Development Projections

Project Development - establish a time-line schedule and projection of the development process (preferably supply a critical path program).

Financial and Operating Projections - provide a cash flow proforma which includes a statement of projected income and expenses and a cash flow projection for at least five years.

Investment Requirements - state cash requirements to start up and operate the venture and include source of income, details of fixed and variable expenses, debt projections, debt coverage ratios plus a statement which describes the amount and timing of capital needed for the first twelve months of operation and source of capital.

4. Environmental Impact Statement

A complete environmental impact statement. If necessary, describe mitigating procedures for handling any negative environmental impacts.

5. Estimates

Estimates of impact on housing and schooling, impact on existing commercial enterprises within the Stettler region, specific impact on existing businesses of a similar nature, and projected impact on the mill rate.

6. Staff Requirements

Staff availability within the Town and County, including educational background of staff required (professional, skilled, unskilled) and specific requirements for education of personnel. If training is needed, how will this be accomplished? Included projected rate of pay compared to industry norms and accommodation requirements.

**PRE-DEVELOPMENT REQUIREMENTS
PAGE 4**

7. Permitting Requirements

List how the business intends to proceed with permitting and identify the various authorities from which permits are required.

Outline the procedures to be followed with permitting and indicate if assistance is required with permitting.

8. Construction and Operation

Union or non-union (or combination).

9. Other Information Required

Details of construction services required listing the type of company and services required during construction and following operation and provide details of what preference will be given to local companies.

Domestic water requirements, including pressure and daily demand requirements.

10. Assistance Requested from Town and/or County Council

Indicate the type of assistance required from the Stettler Economic Development Board, Town Council and/or County Council.

11. Additional Information

Additional information may be requested by the Stettler Economic Development Board or from Town and/or County Council.

Following receipt of the above information, the Stettler Economic Development Board will complete an analysis of the data provided and will make a recommendation to the appropriate Council.

TOWN OF STETTLER

Prepared by: Economic Development Co-ordinator Number: XVI-2(a)

Adopted by: Economic Development Board Date: 1990 10 01

Revised:

Title: **SEDB Community Profile Distribution**

Purpose: To ensure that the SEDB Community Profile is distributed on a fair, equitable and necessary basis.

Policy Statement: SEDB Community Profile will be issued to interested individuals or groups as follows:

Community Profile \$5.00 each

The Economic Development Co-ordinator may issue the above Community Profile at his/her discretion for economic development reasons.

Any Community Profile requested from an outside agency that requires mailing will be charged out at \$8.00 each.

TOWN OF STETTLER

Prepared by: Economic Development Board Number: XVI-3(a)
Adopted by: Economic Development Board Date: 1991 03 04
Revised:

Title: **Remuneration for Subsistence and Accommodation**

Purpose: To establish reasonable and consistent travel and subsistence allowances for Members of Stettler Economic Development Board while on Board business.

Policy Statement: Subsistence will be reimbursed at up to \$40.00 per diem upon submission of receipts. The per diem allowance shall apply where three meals are provided during a full day at the expense of the Member of Board, and are not included in travel fares, conference fees, or provided by others.

Accommodation will be reimbursed at single room rate on submission of receipts. When a member of the Board chooses other than hotel accommodation, a per diem of \$30.00 will be paid in lieu of reimbursement of accommodation receipts.

When a conference or meeting location exceeds sixty (60) miles from Stettler and proceedings commence in the A.M., the preceding nights accommodation costs shall be paid upon submission of appropriate receipts.

Out-of-town travel on Board business will be reimbursed at the rate of 30 cents per kilometre.

Each Member at Large shall receive 30 cents per kilometre reimbursement for attending all Board meetings, with payment being made semi-annually.

Town or County Councils wishing to access funding for proposed Economic Development Projects will present a request to the Board at one of its regularly scheduled meetings, or at a special meeting, prior to funds being dispersed to either Town or County Council.

A request for funds "after the fact" may be considered by the Board but with no guarantee for funding.

TOWN OF STETTLER

Prepared by: Economic Development Co-ordinator Number: XVI-4(a)

Adopted by: Economic Development Board Date: 1991 03 04

Revised:

Title: **Stettler Campus of Red Deer College Scholarship**

Purpose: To encourage full-time attendance at the Stettler Campus of Red Deer College.

Field of Study: Awarded to a student enrolled in the Stettler Campus of Red Deer College. Students from any Canadian province are eligible to apply.

Any first year or university transfer program to include:

- (1) Secretarial Science
- (2) Business Administration
- (3) University Transfer

Value: \$500.00

Number: Four

Duration: To assist full-time students in first year of his/her course only.

Conditions: (a) Average mark not less than 60%.

(b) Attend Stettler Campus in the fall of the year in which he/she receives the scholarship.

(c) Student must obtain a General High School Diploma or achieved matriculation of program prerequisites as outlined in the Red Deer College Academic Calendars.

Selection: Scholarship Committee of Stettler Campus, Administration Co-ordinator will make the selection.

The Scholarship Committee has the right to withhold an award from an applicant who, in the same year, receives substantial awards from other sources and have such award revert to another acceptable candidate.

TOWN OF STETTLER

<u>Prepared By:</u>	Development Officer	<u>Number:</u>	XVI-4(c)
<u>Adopted By:</u>	Town of Stettler Council	<u>Original Policy :</u>	08 07 08
		<u>Previous Policy:</u>	N/A
		<u>Current Policy:</u>	08 07 08

Title: **Community Improvement Policy**

Purpose: The Town's Community Improvement Policy will aim to identify areas of concern with respect to derelict buildings by encouraging their demolition and redevelopment. In doing so the Town's goal is to promote rehabilitation, the replacement of inappropriate uses, reduction of land use conflicts, and the upgrading of municipal infrastructure at these sites. This policy will also encourage structural and facade improvements to buildings within the downtown business district that are sensitive to improving the character of the neighborhood they reside in, and restoration of contaminated sites to a state that is safe for public safety and the environment prior to business redevelopment.

Policy Statement:

Terms:

1. General

- 1.1. Properties with developments that qualify under this program are eligible for a property tax rebate. Approved construction of a qualifying development must begin before December 31, 2010.
- 1.2. The tax rebate will equal the municipal portion of property taxes or a percentage of the municipal taxes only. The rebate applies to the new improvement taxes (except for contaminated lands). This rebate does not apply to local improvements taxes and or penalties.
- 1.3. All developments must conform to the Land Use Bylaw and other applicable regulations.
- 1.4. The tax rebate will begin the year following the year that construction starts. Subject to Council having to approve the tax refund for each qualifying property on a yearly basis, the municipal improvement taxes shall be rebated for a period of:
In the case of qualifying demolition; 1 Year in the case of development on previously contaminated vacant property (as defined in the Environmental Protection and Enhancement Act); 2 Years In the case of façade improvements in the C1 District; 1 year
- 1.5. If the taxes for any given year are not paid by December 31st of that year, then the tax rebate for that year will be lost regardless of whenever after the taxes are paid.
- 1.6. Where demolition is involved, construction must start within 180 days of the date of the demolition in order to qualify for the refund. Other wise the property will be considered to be vacant.
- 1.7. Properties with buildings that are demolished and replaced through insurance as a result of damage caused by fire, flood, wind storm, vehicle collision or other catastrophic event/accident do not qualify.

- 1.8. Construction must be completed to the point of suitability for occupancy within 12 months of the date of construction. This time period may be extended in the case of multi-family or large commercial development.
- 1.9. For the purpose of administering the program, the Development Officer has authority in determining the dates of start of construction and completion of construction on a fair and equitable basis. This date shall not be subject to an appeal to Council.
- 1.10. In conjunction with a development permit and building permit all applications for any form of improvement under this policy (whether a demolition, contamination site reclamation, facade or derelict improvements) must be presented to and approved by MPC prior to commencement of construction; in order for MPC to determine whether the proposed improvement meets the purpose and intent of this policy, and therefore qualifies for a tax rebate. Substantial completion must be within 6 months of MPC's approval, unless otherwise extended by MPC. All finished works must be inspected by the Development Officer prior to receiving any tax rebates; to ensure that all conditions approved by MPC have been substantively completed.
- 1.11. Any development on a previously contaminated site will require written confirmation by a professional engineer indicating that the site has been approved in accordance with all regulations of the Environmental Enhancement and Protection Act, in order for any tax rebates to qualify.

2. Commercial Property Development of Contaminated Sites and Sites Which Contained a Derelict Building.

- 2.1. Development of main/principal buildings on C1 Central Commercial, C1A Central Transitional Commercial, and C2 Highway Commercial properties will qualify.
- 2.2. Development must be of a permanent nature.
- 2.3. Additions to new improvements do not qualify.
- 2.4. The new improvement must be assessed in excess of \$100,000

3. Facade Improvement

- 3.1. Redevelopment of a facade on a main/principal building within the C1 Central Commercial district will qualify.
- 3.2. Additions may qualify only if the development includes the building frontage.
- 3.3. The new improvement must be assessed in excess of \$10,000 and be cohesive in design with the downtown streetscape plan.
- 3.4. Tax rebates for facade improvements will be for one year following completed construction and will be based on the following:
 - 25% Refund for Improvements in the range of \$10,000-\$25,000
 - 50% Refund for Improvements that range from \$25,000-\$100,000
 - 100% Refund for Improvement exceeding \$100,000



Community Improvement Policy Application and Agreement

Applicant _____
Telephone _____
Mailing Address _____
Street Address of Property _____
Legal Description Lot(s) _____ Block _____ Plan _____
Land Use District _____
Existing Use (to be demolished) _____
Existing Use (to receive façade improvements) _____
Proposed Development/Reclamation _____

Tax rebates under this policy will be made payable to the registered owner whose name appears on the tax role on the date that taxes are levied. It is suggested that the owner/developer give this consideration when determining real estate adjustments in the case of a sale of the subject property during the term of the program.

I hereby make application to participate in the Community Improvement Policy. I fully understand the regulations and limitations of the program and my responsibilities in this regard.

I hereby give my consent to allow all authorized persons the right to enter the above land and/or buildings with respect to this application only.

Date of Application

Signature of Applicant

ADMINISTRATION USE ONLY

Demolition Number _____ Date of Issue _____

Date of Demolition _____

Development Permit Number _____ Date of Issue _____

Building Permit Number _____ Date of Issue _____

Construction Start Date _____

Construction Completion Date _____

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number EFT0004248	EFT0004267
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Apple Fitness Store Ltd.	EFT0004248	2021-12-29	\$1,780.32

Invoice Description	Invoice Number	Invoice Amount	

Fitness Area Equipment Parts	IN00022326	\$1,751.97	
Fitness Area - Equipment Parts	IN00022418	\$28.35	

Bagshaw Electric Ltd.	EFT0004249	2021-12-29	\$13,933.50

Invoice Description	Invoice Number	Invoice Amount	

Airport Runway Lighting PPC#2	W12373	\$13,933.50	

Stettler Regional Board of Tra	EFT0004250	2021-12-29	\$4,750.00

Invoice Description	Invoice Number	Invoice Amount	

Misc Dept Heartland Dollars	1788	\$3,750.00	
Admin Prize Table Donation	1795	\$1,000.00	

Bond-O Security	EFT0004251	2021-12-29	\$217.35

Invoice Description	Invoice Number	Invoice Amount	

SRC Security Device Batteries	BONDOIN123334	\$217.35	

Brownlee LLP	EFT0004252	2021-12-29	\$544.22

Invoice Description	Invoice Number	Invoice Amount	

Admin Legal No Professional	523923	\$544.22	

Capital Power	EFT0004253	2021-12-29	\$78,773.92

Invoice Description	Invoice Number	Invoice Amount	

November Power Bills	5170720	\$72,613.41	
Affiliates November Power Bill	5170714	\$6,160.51	

Central Sharpening	EFT0004254	2021-12-29	\$110.25

Invoice Description	Invoice Number	Invoice Amount	

SRC Sharpen Ice Knife	29105	\$110.25	

Clearview Public Schools	EFT0004255	2021-12-29	\$1,146.68

Invoice Description	Invoice Number	Invoice Amount	

Office Joint Nov Office Expens	6494	\$1,146.68	

County of Stettler	EFT0004256	2021-12-29	\$32,315.25

Invoice Description	Invoice Number	Invoice Amount	

2021 Disaster Services	COS005585	\$30,000.00	
Council 9 Council Orientations	COS005588	\$2,315.25	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Heartland Promotions Inc.	EFT0004257	2021-12-29	\$134.40
Invoice Description	Invoice Number	Invoice Amount	
HBC 4 Christmas Tree Recycling	624	\$134.40	
i. d. Apparel	EFT0004258	2021-12-29	\$173.25
Invoice Description	Invoice Number	Invoice Amount	
Shop 11 Logo Safety Gear	106849	\$173.25	
Just Safety Supplies & Service	EFT0004259	2021-12-29	\$545.73
Invoice Description	Invoice Number	Invoice Amount	
SRC Safety Supplies	6683	\$545.73	
Kathy's Printing Service	EFT0004260	2021-12-29	\$2,997.75
Invoice Description	Invoice Number	Invoice Amount	
P.R. Town Life Winter 2021	5815	\$2,997.75	
Keen Klean	EFT0004261	2021-12-29	\$761.25
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall Carpet Cleaning	769087	\$761.25	
King, Allan	EFT0004262	2021-12-29	\$82.00
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2021.12.16	\$82.00	
Lawlor, Gord	EFT0004263	2021-12-29	\$99.00
Invoice Description	Invoice Number	Invoice Amount	
Council RDRMUG Meeting	2021.12.21	\$99.00	
Perry, Desirae	EFT0004264	2021-12-29	\$167.99
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance	2021.12.16	\$167.99	
Rocky Mountain Phoenix	EFT0004265	2021-12-29	\$15,272.31
Invoice Description	Invoice Number	Invoice Amount	
Fire Repair & Service Pump Eng	IN025591	\$12,484.45	
Fire Repair pump house body	IN025632	\$2,787.86	
Stettler & District Handibus	EFT0004266	2021-12-29	\$207.57
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage Nov Utilites	3561	\$207.57	
Topple, Chris	EFT0004267	2021-12-29	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Roads CUPE Clothing Allowance	2021.12.16	\$250.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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	Total Cheques		\$154,262.74
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75933
Cheque Date	First	Last		75951

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ATCO Electric Ltd.	75933	2021-12-23	\$3,745.82

Invoice Description	Invoice Number	Invoice Amount	

Street Light Replacement	3012078	\$3,745.82	

Bunzl Cleaning & Hygiene	75934	2021-12-23	\$706.74

Invoice Description	Invoice Number	Invoice Amount	

SRC Janitor Supplies	129123	\$300.91	
SRC Power Nozzle head & freigh	129044	\$405.83	

Canada Post Corporation	75935	2021-12-23	\$859.74

Invoice Description	Invoice Number	Invoice Amount	

Office Tax Notices	9807088388	\$859.74	

Cole-Parmer Canada Company	75936	2021-12-23	\$3,082.11

Invoice Description	Invoice Number	Invoice Amount	

WTP Diaphragm Pumps	00691160	\$3,082.11	

Corspraying	75937	2021-12-23	\$425.25

Invoice Description	Invoice Number	Invoice Amount	

Fire Tower Mow & Spray area	21129	\$425.25	

Frosese, Jeremy	75938	2021-12-23	\$1,495.50

Invoice Description	Invoice Number	Invoice Amount	

Fire Joint Class 3 Training&Re	2021.12.15	\$1,495.50	

Hoopfer, Donna	75939	2021-12-23	\$225.00

Invoice Description	Invoice Number	Invoice Amount	

Refund Hub Rental Deposit	2021.12.21	\$225.00	

John's Mens Wear	75940	2021-12-23	\$47.25

Invoice Description	Invoice Number	Invoice Amount	

Fire Joint Alerations	1-285467	\$26.25	
Fire Joint Alterations	1-284216	\$21.00	

Linde Canada	75941	2021-12-23	\$1,461.21

Invoice Description	Invoice Number	Invoice Amount	

Pool Facility Chemicals	67255852	\$764.75	
Pool Facility Chemicals	67362487	\$348.23	
Pool Facility Chemicals	67821538	\$348.23	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Noratek Solutions INC.	75942	2021-12-23	\$1,197.00
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Fire Reporter Annua	C34544	\$1,197.00	
Paul Davis Systems	75943	2021-12-23	\$157,711.30
Invoice Description	Invoice Number	Invoice Amount	
Fire Hall Hail Damage Repairs	RED-21-2734	\$157,711.30	
Score Projects Inc.	75944	2021-12-23	\$398.11
Invoice Description	Invoice Number	Invoice Amount	
Trans Drafting 7 Cutting Luqs	6927	\$398.11	
SignWright	75945	2021-12-23	\$3,255.00
Invoice Description	Invoice Number	Invoice Amount	
Fire Decal Package Cargo Trail	7431	\$3,255.00	
Skaley Landscaping & Bobcat	75946	2021-12-23	\$2,121.00
Invoice Description	Invoice Number	Invoice Amount	
Parks Hired Stump Grinder	543001	\$2,121.00	
Stettler Waste Management	75947	2021-12-23	\$96,720.00
Invoice Description	Invoice Number	Invoice Amount	
Joint Landfill 4th Qtr Requisi	SWM0003061	\$96,720.00	
Town of Stettler - Petty Cash	75948	2021-12-23	\$241.40
Invoice Description	Invoice Number	Invoice Amount	
Office Postage/Lotto/Snacks	2021.12.20	\$241.40	
UPS Canada	75949	2021-12-23	\$61.96
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Freight	0000EX6691511	\$61.96	
Wolkowski, Jay-Lynn	75950	2021-12-23	\$84.58
Invoice Description	Invoice Number	Invoice Amount	
Water Refund Util Ac Cr Bal	2021.12.20	\$84.58	
Woodchuck Roofing Ltd.	75951	2021-12-23	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Roof Hatch Install	2273	\$1,575.00	
Total Cheques			\$275,413.97

System: 2021-12-23 9:01:00 AM
 User Date: 2021-12-23

Town Of Stettler
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Page: 1
 User ID: Veronica

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL000489
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Rogers	ONL000489	2021-12-23	\$96.60

Invoice Description	Invoice Number	Invoice Amount
Fire Jnt 12.19-01.18 Data Plan	2409848997	\$96.60

	Total Cheques	\$96.60
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MINUTES OF THE REGULAR AND ORGANIZATIONAL STETTLE WASTE MANAGEMENT AUTHORITY MEETING HELD ON MONDAY, NOVEMBER 29, 2021 AT 10:13 A.M., IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLE NO. 6 ADMINISTRATION BUILDING, STETTLE, ALBERTA AND VIA VIDEO CONFERENCE.

PRESENT: Justin Stevens, County of Stettler Councillor
Ernie Gendre, County of Stettler Councillor (Chairperson)
Kurt Baker, Town of Stettler Councillor
Cheryl Barros, Town of Stettler (Vice Chairperson)
Sean Nolls, Town of Stettler Councillor (Alternate)
Amber Hoogenberg, Village of Big Valley
Rick Nelson, Village of Donalda (Alternate)
Dan Hiller, Summer Village of Rochon Sands
(Executive Committee Member)
Bill Sanchuck, Summer Village of White Sands (Alternate)
Mark Fox, Stettler Member at Large
Grace Fix, Recycling Representative
(Heartland Beatification Committee)

Other: Rene Doucette, Manager/SWMA Representative
Yvette Cassidy, County of Stettler CAO (SWMA CAO) (arrived at 10:17 a.m.)
Andrew Brysiuk, Director of Municipal Services
Marlene Hanson, County of Stettler Executive Assistant

CALL TO ORDER

The meeting was called to order at 10:13 a.m., Friday, November 29, 2021 by Acting Chairperson Andrew Brysiuk.

AGENDA ADDITIONS AND APPROVAL

44.11.29.21 Moved by Cheryl Barros
“that the November 29, 2021 agenda for the Stettler Waste Management Authority Meeting be approved as presented.”
Carried Unanimously

MINUTE APPROVAL

45.11.29.21 Moved by Grace Fix
“that the September 10, 2021 Stettler Waste Management Authority Meeting minutes be approved as presented.” Carried Unanimously

ORGANIZATIONAL ITEMS

Election of Chairperson:

Andrew Brysiuk called for nominations of Chairperson.
Justin Stevens nominated Ernie Gendre.
Andrew Brysiuk called for nominations a second time.
Andrew Brysiuk called for nominations a third and final time.

46.11.29.21 Moved by Justin Stevens
“that Ernie Gendre be appointed as Chairperson for the Stettler Waste Management Authority.” Carried Unanimously

Election of Vice Chairperson:

Andrew Brysiuk called for nominations of Vice Chairperson.
Kurt Baker nominated Cheryl Barros.
Andrew Brysiuk called for nominations a second time.
Andrew Brysiuk called for nominations a third and final time.

47.11.29.21 Moved by Rick Nelson
"that Cheryl Barros be appointed as Vice Chairperson for the Stettler Waste Management Authority." Carried Unanimously

Executive Committee Member:

48.11.29.21 Moved by Cheryl Barros
"that Mark Fox be appointed as Executive Committee Member for the participating Villages of the Stettler Waste Management Authority." Carried Unanimously

Yvette Cassidy joined the meeting at 10:17 a.m.

Recycling Representative (Heartland Beatification Committee):

49.11.29.21 Moved by Kurt Baker
"that the Stettler Waste Management Authority Board appoint Grace Fix as Recycling Representative (Heartland Beatification Committee)." Carried Unanimously

Appointment of Chief Administrative Officer:

50.11.29.21 Moved by Justin Stevens
"that the Stettler Waste Management Authority confirm the appointment of Stettler County's Chief Administrative Officer Yvette Cassidy as Chief Administrative Officer." Carried Unanimously

Signing Authority:

51.11.29.21 Moved by Amber Hoogenberg
"that Stettler Waste Management Authority's Signing Authority be one of Chairperson Ernie Gendre, Vice Chairperson Cheryl Barros, Appointed Representative Kurt Baker or Appointed Representative Justin Stevens and the SWMA Chief Administrative Officer Yvette Cassidy or Director of Municipal Services Andrew Brysiuk." Carried Unanimously

Larry Clarke joined the meeting at 10:20 a.m.

Andrew Brysiuk introduced those present at the meeting, with those attending by Zoom introducing themselves.

Andrew Brysiuk released the chair to Ernie Gendre.

DELEGATIONS

None

MANAGER'S REPORT

Yvette Cassidy noted that the Transfer sites seems to be muddy and/or icy with this weather, therefore, suggested considering placing some gravel. Rene Doucette noted that the ramps going up to the bins are the major concern. The final decision was left at Rene's discretion.

Grace Fix questioned:

- Take It or Leave It Building barriers (2 posts are going to be put in by the County of Stettler)
- Sale of Truck (worth \$4-6,000) (directed to tender and can be advertised through Kijiji)

52.11.29.21 Moved by Grace Fix
"that the Stettler Waste Management Authority advertise for sale the 2000 GMC Sierra 2500 4x4 truck SIN #1GTGK24U6YZ332307 by tender, with tenders to be considered by the SWMA during the January 21, 2022 Stettler Waste Management Authority Meeting. " Carried Unanimously

- 53.11.29.21 Moved by Justin Stevens**
“that the Stettler Waste Management Manager’s Report dated November 29, 2021 be received for information.”
Carried Unanimously

FINANCIALS

Payment Register, Bank Reconciliation, Reserves and Year to Date Budget Reports:

- 54.11.29.21 Moved by Grace Fix**
“that the Stettler Waste Management Authority’s payments Register for the payments posted between September 1 and October 31, 2021, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously
- 55.11.29.21 Moved by Bill Sanchuck**
“that the Stettler Waste Management Authority’s Bank Reconciliations for the periods ending August 31, September 30, and October 29, 2021, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously
- 56.11.29.21 Moved by Cheryl Barros**
“that the Stettler Waste Management Authority’s Reserves for the periods ending August 31, September 30 and October 29, 2021, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously
- 57.11.29.21 Moved by Grace Fix**
“that the Stettler Waste Management Authority’s Year to Date Budget for the month ending October 31, 2021, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

BUSINESS ARISING FROM PREVIOUS MINUTES

None

NEW BUSINESS

Interim Budget:

Yvette Cassidy noted that the reserve for reclamation and post closure was flagged by the Auditor and suggested that a consultant be hired (by tender) to determine if the dollar figure used meets the requirements.

It was noted that the cells are now going higher (moved to vertical cell(s) - 30 meters from the base being 8-9 meters deep with a 100-year life expectancy). Noted that once the landfill is closed the water wells still require monitoring.

Administration’s intention is to bring this into the Budget that will be brought forward in January, 2022.

- 58.11.29.21 Moved by Mark Fox**
“that the Stettler Waste Management Authority Board adopt the 2021 Operating Budget, as the 2022 Interim Operating Budget.”
Carried Unanimously

Dan Hiller joined the meeting at 10:47 a.m.

RECYCLING REPORT:

Stettler SWMA Alberta January to August, 2021 LCA:

How the weight is measured will be determined (pound vs kilograms).

59.11.29.21 Moved by Dan Hiller

“that the Stettler SWMA Alberta January to August, 2021 LCA Report dated August, 2021 be received for information.”

Carried Unanimously

Recycling Report:

- Grace Fix noted that “Where do I take it A-Z guide” is on the Town and County websites, however, not in the report.
- Burn pits – has not been considered by County Council, yet
 - Shawn Nolls noted that the \$3 increase would be difficult to add to the Town taxes.
 - Grace Fix noted that this is a direction that we have to go and if left, it may be more costly.
 - Grace Fix identified that these costs are very difficult to estimate.
- Styrofoam
 - To be discussed during County Budget deliberations.
 - Also, to discuss during the SWMA Budget discussions.
 - Larry Clarke noted that the \$3 increase may be difficult to achieve in the County’s 2022-year budget.
- Extended Producer Responsibility
 - Shifts the costs of collection and management of recycling to the industries which could have cost implications to SWMA – Grace Fix will follow and keep the Board posted.

60.11.29.21 Moved by Mark Fix

“that the Stettler Waste Management Recycling Report dated November 29, 2021 be received for information.”

Carried Unanimously

CONSENT AGENDA ITEMS

None

IN-CAMERA SESSION

None

NEXT MEETING

The next meeting is scheduled for Friday, January 21, 2022 at 10:00 a.m.

ADJOURNMENT

61.11.29.21 Moved by Justin Stevens

“that the Stettler Waste Management Authority Meeting be adjourned at 11:07 p.m.”

Carried Unanimously

Chairperson

SWMA Chief Administrative Officer

Bylaw 2147-22

Non-Residential new construction and/or existing business revitalization, redevelopment or expansion Property Tax Incentive.

A BYLAW OF THE TOWN OF STETTLER, in the Province of Alberta, to provide new and existing non-residential property tax incentives for new and existing industrial and commercial development undergoing new construction, business revitalization, redevelopment or expansion.

WHEREAS it is deemed expedient by Council to provide tax incentives to encourage assessment growth and promote industrial and commercial development and expansion,

AND WHEREAS the Municipal Government Act, RSA 2000, c. M-26, and amendments thereto, permits municipalities to offer multi-year tax incentives, reductions, or deferrals for non-residential properties and on machinery and equipment to encourage economic growth.

NOW THEREFORE, the Council of the Town of Stettler, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE 1.1 This Bylaw may be cited as the “Non-Residential new construction and/or existing business revitalization, redevelopment or expansion Property Tax Incentive”.

2. PURPOSE The purpose of this Bylaw is to:

2.1 Encourage new construction and redevelopment of existing non-residential properties resulting in improvements and a financial gain in assessment within the Town of Stettler.

2.2 Establish tax incentives in accordance with MGA s. 364.2 for assessed persons when there is new construction, revitalization, redevelopment or expansion of a new or an existing business that meets the criteria and requirements set out in this Bylaw.

2.3 Provide a process for application for tax incentive under this Bylaw.

2.4 Provide a process for review by Council of the refusal or cancellation of a tax incentive under this Bylaw.

3. DEFINITIONS in this Bylaw:

3.1 “Applicant” means the Assessed Person as defined under MGA s. 284(1) or authorized agent for the Assessed Person who applies for an incentive under this Bylaw.

3.2 “CAO” means Chief Administrative Officer as appointed by Council of the Town of Stettler; or their designate.

3.3 “Town” means the municipality of the Town of Stettler.

3.4 “Council” means the elected officials as a whole who comprise the municipal Council for the Town of Stettler.

3.5 “New construction” refers to site preparation for, and construction of, entirely new structures and/or significant extensions to existing structures whether or not the site was previously occupied.

3.6 “Revitalization, Redevelopment and/or expansion Improvements” shall mean improvements to any existing building or structure that is assessable for the purpose of property taxation.

3.7 “Commercial” shall mean a property zoned by the Town of Stettler as Commercial through the Town of Stettler Land Use Bylaw 2060-15.

3.8 “Industrial” shall mean any property zoned by the Town of Stettler as Industrial through the Town of Stettler Land Use Bylaw 2060-15.

3.9 “Designated Industrial Property” has the same meaning as defined under MGA s. 284(1) (f.01).

3.10 “Machinery and Equipment” means the type of property falling within the assessment class specified under MGA s. 297(1) (d). 3.8 “MGA” means the Municipal Government Act, R.S.A. 2000, c. M-26 as amended from time to time.

3.11 “Project” means the construction, revitalization, redevelopment and/or expansion of a new and existing non-residential structure, facility and improvements that increases the assessment value for the purpose of property taxation.

3.12 “Tax Incentive Agreement” means a written agreement between the Town of Stettler and the Assessed Person setting out the terms and conditions for an incentive under this Bylaw.

4. ELIGIBILITY

4.1 Development shall conform to the Town of Stettler Land Use Bylaw 2060-15 and amendments thereto, and all other applicable provincial legislation.

4.2. New and existing non-residential development - means any new and existing commercial merchandising or industrial activity or undertaking, excluding Home Based Businesses, Natural Resource Excavation, Linear business and Railway business.

4.3 Home-based Business - means a business, trade, craft occupation, storage activity, or other commercial operation on a residential zoned property on a scale greater than a home office. Home Based Businesses are generally located on a Residential Zoning through the Land Use Bylaw 2060-15 and are not large enough to require a Land Use Bylaw zoning change to Commercial or Industrial.

4.4 A Development Permit shall be required.

(a) The Town of Stettler shall refund the Development Permit Fee (only) paid by the applicant upon successful approval of the Tax Incentive Application – Schedule B.

(b) The Development Permit Fee refund paid by the Town of Stettler to the property applicant does NOT include the Alberta safety codes building code permits fees paid by the applicant.

4.5 All eligible development shall be of a permanent nature.

4.6 Any new and existing commercial or industrial property undergoing major new construction, revitalization, redevelopment, and/or expansions in support of new and/or expanded business

operations, for which a development permit and an Alberta Safety Codes building permit has been issued.

(a) Eligible Work:

1. New construction including site preparation for, and construction of, entirely new non-residential structures.
2. Interior and exterior structural & mechanical work necessary to repurpose an existing commercial or industrial property in support of expanded business operations where a Town of Stettler Development Permit is required.
3. The installation of large specialized equipment built in or hardwired into the building that is necessary to support expanded business operations where a Town of Stettler Development Permit is required.
4. Expansion of the building envelope (additions) necessary to support expanded business operations where a Town of Stettler Development Permit is required.
5. Any work necessary to bring the building up to the requirements of the National Building Code where a Town of Stettler Development Permit is required.

(b) Ineligible Work:

1. Work, where NO Town of Stettler Development Permit is required (i.e. – minor renovations, redecorating or work that constitutes regular building maintenance).
2. Work, that in the opinion of the CAO, does not constitute a major repurposing of an existing commercial or industrial property in support of expanded business operations that results in no increased assessment for the Town of Stettler

4.7 Utilities and other fees owed to the Town of Stettler by the Assessed Person that are associated with the property will be current and in good standing.

4.8 Property taxes associated with the property are paid by the due date in the Tax Penalty Bylaw as amended from time to time.

4.9 Assessed Person must not be in bankruptcy or receivership.

4.10 Only the municipal portion of taxes is eligible for the tax incentive.

4.11 (1) Tax Incentives only apply to:

- (a) Assessment Class 2 – Non-Residential

(b) Property shall be zoned “Industrial District - I” through Town of Stettler Land Use Bylaw 2060-15.

(c) Property shall be zoned “Commercial – C1, C1A, C2 and C3” through Town of Stettler Land Use Bylaw 2060-15.

4.12 New construction or revitalisation, redevelopment or expansion to existing business properties and meets the minimum threshold of generating a minimum \$5000 increase to the assessment may be considered for tax incentive under this Bylaw and in accordance with Schedule A – Incentive Levels & Duration.

4.13 Tax incentive shall only apply to the increase in the assessment amount due to the project.

4.14 The 2022 taxation year will be the first tax year that a tax incentive may be granted under this Bylaw.

4.15 Tax incentive may be transferrable to new owner unless the new owner fails to meet all requirements under this Bylaw.

5. APPLICATION & PROCESS

5.1 Applicants will need to apply initially once for this tax incentive using Schedule B – Application of this Bylaw.

5.2 Applicants are encouraged to apply as part of the development permit process, prior to commencement of construction or undertaking a project, or before completion of the improvements that result in an increased assessment.

5.3 The Town of Stettler may require any additional information that, in the discretion of the Town, is necessary to consider eligibility of the application or to confirm ongoing compliance with the eligibility criteria of the incentive.

5.4 CAO will consider each application in accordance with this Bylaw and:

- (a) Grant the incentive and enter into a Tax Incentive Agreement with the Applicant; or
- (b) Reject the application and advise the Applicant with written reasons as to why, including means to appeal to Council.

5.5 At the time the Tax Incentive Application - Schedule B, is ultimately approved by the Town of Stettler, the project must be in a state where it can be occupied and the applicant shall agree to a property reassessment to be conducted by the Town of Stettler Assessor.

5.6 The project will be considered completed when a written Tax Incentive Agreement is finalized with the Town of Stettler.

5.7 Tax Incentive amounts to be paid by the Town of Stettler to the applicant, as per Schedule A, will be applied starting January 1st of the first full calendar year after the works has been completed and duly assessed for property taxation, and the Tax Incentive Application process has been finalized with a Tax Incentive Agreement.

5.8 Tax incentive amounts paid by the Town of Stettler to the applicant, as per Schedule A, are linked to the building itself and therefore can be transferred to any new applicant of the property.

5.9 Tax incentives will continue to be applied and paid out by the Town of Stettler to the property applicant, as per Schedule A, until such a time as all the tax incentives are exhausted, as per Schedule A.

5.10 CAO shall be authorized to enter into a Tax Incentive Agreement with the Applicant if an incentive is granted.

5.11 When a condition of the Tax Incentive Agreement is breached or the property and Assessed person no longer qualifies for an incentive under this Bylaw the CAO will provide a written decision cancelling or modifying the incentive as appropriate.

6. TERM

6.1 Tax Incentives on new construction or revitalization, redevelopment or expansion improvements on new and existing facilities that increases assessment may be granted to a maximum term of four (4) years in accordance with Schedule A – Incentive Levels & Duration.

6.2 Tax Incentives for subsequent improvements on the same property may be considered as a new application and be granted a further maximum term of four (4) years in accordance with Schedule A – Incentive Levels & Duration.

7. TAX INCENTIVE AGREEMENT

Tax Incentive Agreement shall be required for all granted incentives. The Tax Incentive Agreement will include the following:

7.1 Taxation years to which the incentive applies.

7.2 Incentive percentages that will apply over the term of the Tax Incentive Agreement.

7.3 Conditions which if breached will result in the cancellation of the Tax Incentive Agreement.

7.4 Any other information or conditions provided by the Town.

8. DISPUTE

8.1 Any dispute regarding the calculation of tax incentive, cancellation of tax incentive, or any entitlement under this Bylaw, shall be referred to Council for resolution.

8.2 An applicant may appeal to Council by submitting a written request for appeal to the CAO within thirty (30) days of the initial dispute.

8.3 Council, after considering an appeal, may:

(a) Uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an incentive or tax incentive agreement.

(b) Direct CAO to revise or amend a decision with respect to the matter.

8.4 The decision of Council shall be final and binding upon all parties except in the case where the decision is the subject of an application for judicial review, and such application must be filed with Court of Queen’s Bench not more than sixty (60) days after the date of decision.

8.5 In accordance with MGA s. 460(7), complaints about a decision under this Bylaw may not be heard by the Assessment Review Board.

9. FORCE & EFFECT

9.1 This By-law may be reviewed at any time by Council; however, the By-law shall be reviewed by Council every four (4) years as part of Council’s Strategic Planning process after each Municipal Election

9.2 If a portion of this Bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided, and the rest of the Bylaw remains valid and effective.

9.3. That this Bylaw shall take force and effect on _____, 2022.

READ a first time this _____ day of _____, 2022.

Read a second time this _____ day of _____, 2022.

Read a third and finally passed this _____ day of _____, 2022.

Mayor

Assistant CAO

SCHEDULE A – Incentive Levels & Duration New or Increased Assessment

New Construction Or Revitalization / Redevelopment (Increase in Assessment Value)	Year 1 Tax Incentive %	Year 2 Tax Incentive %	Year 3 Tax Incentive %	Year 4 Tax Incentive %
\$5000 - \$100,000	100%			
\$100,001 - \$500,000	100%	50%		
\$500,001 - \$1,000,000	100%	75%	50%	
\$1,000,001+	100%	75%	50%	25%

Schedule B - Application

Date: _____

Non-Residential new construction and/or existing business revitalization, redevelopment or expansion
Property Tax Incentive.

Name of Property Applicant (as per tax roll):

Tax Roll Number: _____

Contact Name: _____

Mailing Address: _____

City/Town/Village: _____ Province: _____ Postal Code: _____

Telephone Number (Main): _____ Telephone Number (Alternate): _____

Email Address: _____

Legal Description Tax Incentive:

Plan: _____ Block: _____ Lot: _____

I/We, the undersigned, understand the conditions of eligibility and further terms set out in Bylaw -
_____ - Non-Residential new construction and/or existing business revitalization, redevelopment or
expansion Property tax incentive bylaw, and acknowledge I/we have authority to request taxation
incentive on the above-mentioned properties.

Full Name: _____ Signature: _____

Full Name: _____ Signature: _____

Office Use Only:

Development Permit #: _____ Development Permit Issue Date: _____

Development Completion Date: _____

Previous Assessment: _____ Assessment Date: _____

Current Assessment: _____ Assessment Date: _____

Increase in Assessment: _____

Incentive % Year 1 _____

Incentive % Year 2 _____

Incentive % Year 3 _____

Incentive % Year 4 _____

Development Permit Fee paid by the applicant: _____

Approved By: _____ Title: _____ Date: _____