

Town of Stettler

COUNCIL MEETING

JUNE 18, 2024

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, JUNE 18th, 2024
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of June 4th, 2024 5-11
 - (b) Minutes of the Committee of the Whole Meeting of June 11th, 2024 12-14
4. **Citizens Forum**
5. **Delegations**
 - (a) 6:35 p.m. - bassa Social Innovations – Stettler Housing Assessment 15-79
6. **Administration**
 - (a) 2024 Capital Budget - Stettler Regional Fire Station 1 Conceptual Design 80-82
 - (b) 2024 Capital Budget – Aquatic Centre Upgrades 83
 - (c) Alberta Mens' Curling Provincial Championship Support 84
 - (d) Bank Reconciliation – May 31, 2024 85
 - (e) 2024 Capital Budget Summary – May 31, 2024 86-88
 - (f) 2024 Budget Summary – May 31, 2024 89-90
 - (g) CAO Reports 91-100
 - (h) Meeting Dates
 - **Thursday, June 20 – Joint Town & County Physician Recruitment Presentation – 1pm - HUB**
 - Tuesday, July 2 – Council – 6:30pm
 - Tuesday, July 16 – Council – 6:30pm
 - Tuesday, August 6 – Council – 6:30pm
 - Tuesday, August 20 – Council – 6:30pm
 - (i) Accounts Payable in the amount of \$748,226.31 101-117
 (\$25,544.44 + \$87,823.78 + \$65,440.40 + \$61,506.89 + \$2,538.44 + \$281,914.86
 + \$202,486.73 + \$20,984.77)

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- 7. **Council**
 - (a) Meeting Reports

- 8. **Minutes**
 - (a) Parkland Regional Library Services Board – May 16, 2024 118-126

- 9. **Public Hearing**

- 10. **Bylaws**
 - (a) Bylaw 2172-24: Waterworks Bylaw 127-154
 - (b) Bylaw 2173-24: Rezoning/Land Use Bylaw Amendment Application 155-167

- 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, JUNE 4th, 2024 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

CAO L. Graham

Assistant CAO K. Hymers

Director of Operations M. Robbins

Director of Parks & Leisure Services A. King

Media (2)

Absent:

Call to Order:

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

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

Motion 24:06:01

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held May 21st, 2024

Motion 24:06:02

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on May 21st, 2024 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the May 21st, 2024 Minutes

None

4. **Delegations:**

- (a) 6:35pm – Miles Armstrong – Alberta Curling Provincials Championship

Mayor Nolls welcomed M. Armstrong to the meeting.

M. Armstrong advised that the Erskine Curling Club will be hosting the 2025 Mens Curling Provincials at the Stettler Recreation Centre from February 5-9, 2025.

Analytics suggest that the event could bring up to \$500k to the community. M. Armstrong is therefore requesting that the Town of Stettler match the \$20,000 that was provided for the Scottie's Tournament of Hearts event.

Motion 24:06:03

Moved by Councillor Lawlor that Town Council accept the presentation for information and refer the topic to the June 11th Committee of the Whole Meeting.

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Armstrong for the update, and wished the Erskine Curling Club luck on their endeavor.

M. Armstrong left the meeting at 6:43 p.m.

(b) 6:45pm – Dean Lovell & Terry Chesla – Physician Recruitment Proposal

Mayor Nolls welcomed Dr. P. Bouwer, D. Lovell and T. Chesla to the meeting.

D. Lovell, P. Bouwer, and T. Chesla presented a proposal for a multi-phased approach to recruitment, with immediate steps including the recruitment of a GPA and followed by the recruitment of one or more additional physicians.

Motion 24:06:04

Moved by Councillor Barros that Town Council accept the presentation for information and refer the topic to the June 11th Committee of the Whole Meeting.

MOTION CARRIED
Unanimous

Mayor Nolls thanked P. Bouwer, D. Lovell and T. Chesla for their presentation.

Dr. P. Bouwer, D. Lovell & T. Chesla left the meeting at 7:45 p.m.

5. Citizen's Forum: (a) None

6. Administration:

(a) 2024 Capital Budget – Road Paving Tender Award

Mayor Nolls welcomed Director of Operations M. Robbins to the meeting.

M. Robbins advised that there is a 2024 Capital Budget of \$110,000 for pavement patches, \$145,000 for the Health Unit Parking Lot, and \$800,000 to rehabilitate Spruce Drive from Highway 56th to 61st Street.

Tender packages were put together by Tagish Engineering and advertised on the Alberta Purchasing Connection for all projects.

Summary of Tenders Received by Tagish Engineering:

• TJ Paving Ltd.	\$732,335.61
• Border Paving Ltd.	\$751,797.50
• Ruby Rock Asphalt Works Ltd.	\$805,820.74
• Wally's Backhoe Services Ltd.	\$873,467.50
• Central City Asphalt Ltd.	\$971,827.50

Tenders do not include gst or contingency.

Budget Expenditures:

Project	Budget	Tender Value	Engineering (Tagish)	Contingency (10%)	Total Expected Expenditure
Spruce Drive	800,000	535,043.11	76,000	54,000	665,043.11
Asphalt Patching (50 Avenue trench repair)	110,000	75,535	8,500	7,500	91,535
Health Unit Parking Lot	145,000	121,757.50	11,175	12,000	144,932.50
Totals	\$1,055,000	732,335.61	95,675	73,500	\$901,510.61

Motion 24:06:05

Moved by Councillor Smith that the Town of Stettler Council award the 2024 Paving Tender to TJ Paving in the amount of \$732,335.61, plus a contingency of \$73,500, for a total maximum expenditure to TJ Paving of \$805,835.61, utilizing Tagish Engineering for engineering services of \$95,675 with a total expenditure of \$901,510.61, excluding gst as outlined in the table above, funded from the 2024 Capital Budget.

MOTION CARRIED
 Unanimous

Mayor Nolls thanked M. Robbins for her work on the tender.

(b) 2024 Capital Budget – Mower Tender Award

Mayor Nolls welcomed Director of Parks & Leisure A. King to the meeting.

A. King advised that the Town of Stettler is replacing one of the Parks green space mowers. Due to supply chain and availability issues, this has been delayed since 2022. Back in 2022, the Town approved \$96,000 to purchase a new mower.

The Request for Proposal (RFP) was posted on Alberta Purchasing Connection. The following submissions were received:

Oak Creek (Toro)	\$123,199.65
Tractor Land (Jacobson)	\$140,944.31
Brandt (John Deere)	\$ 94,395.00

All RFP's meet minimum proposal specifications. The Parks mower fleet currently consists of 4 Toro mowers of different sizes. Delivery on all units is 7-12 months. There is no trade-in on the machine being replaced as it will either go to the Water Treatment Plant or the Airport.

Motion 24:06:06

Moved by Councillor Lawlor that the Town of Stettler Council accept the Brandt (John Deere) RFP for \$94,395 funded through the 2024 Capital Budget.

MOTION CARRIED
 Unanimous

(c) 2024 Capital Budget – Overhead Door Tender Award

A. King advised that the Town of Stettler approved \$30,000 for the replacement of overhead doors through the 2024 Capital Budget.

The Request for Proposal (RFP) was posted on Alberta

Purchasing Connection. The following submissions were received:

Red Deer Doormaster	\$28,098.88
Calgary Ultralight	\$28,059.00

All RFP's meet minimum proposal specifications.

Motion 24:06:07

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the Red Deer Doormaster RFP in the amount of \$28,098 funded through the 2024 Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked A. King for his presentations and work on both of the tenders.

(d) Alberta Municipalities – Administrative Nomination

CAO Graham advised that Administration intends to nominate a member of staff for an award through Alberta Municipalities,

Motion 24:06:08

Moved by Councillor Barros that the Town of Stettler Council approve the proposed award nomination.

MOTION CARRIED
Unanimous

(e) 2024 C.O.W. Meetings – Summer Cancellations

CAO Graham advised that traditionally the July and August Committee of the Whole Meetings have been cancelled due to a lower work load over the summer. A special meeting may be called, if necessary, to deal with any emerging issue(s).

Motion 24:06:09

Moved by Councillor Randell that the Town of Stettler Council cancel the Committee of the Whole meetings in July and August.

MOTION CARRIED
Unanimous

(f) Meeting Dates

- **Monday, June 3 – Friday, June 7 – Seniors Week**
- **Saturday, June 8 – Steel Wheel Stampede Parade**
- Tuesday, June 11 – COW – 4:30pm
- **Friday, June 14 – Community Builders Unveiling – 3:30pm**
- Tuesday, June 18 – Council – 6:30pm
- **Thursday, June 20 – Joint Town & County Physician Recruitment Presentation – 1pm - HUB**
- Tuesday, July 2 – Council – 6:30pm
- Tuesday, July 9 – COW – 4:30pm

(g) Accounts Payable in the amount of \$211,446.37

Motion 24:06:10

Moved by Councillor Smith that the Accounts Payable in the amount of \$211,446.37 be paid as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

May 22 – Economic Development Committee
May 22 – Talk of the Town
May 23 – Live Bid Electrical Supply
May 24 – Signed Cheques at the Town Office
May 25 – Greetings at Rotary 100 Year Celebration
May 27 – Seniors Week Proclamation Signing
May 28 – Housing Assessment Review
May 29 – Talk of the Town
May 31 – National Indigenous History Month Proclamation
June 1 – Stettler Air Cadets Annual Ceremonial Review
June 3 – Steel Wheel Stampede Meeting
June 4 – Seniors Week Luncheon at Paragon Place

(b) Councillor Baker

No Report

(c) Councillor Barros

June 1 – Heartland Youth Centre Awesome Auction

(d) Councillor Lawlor

May 22 – Economic Development Committee
May 23 – Central Alberta Economic Developers Premier Dinner
May 30 – William E. Hay Portfolio Panel Follow-Up
June 1 – Heartland Youth Centre Awesome Auction
June 2 – EMS Motorcycle Memorial Ride
June 3 – Seniors Week Heart Haven Luncheon
June 4 – Seniors Week Paragon Place Luncheon
June 4 – Planning & Development Meeting with Student

(e) Councillor Pfeiffer

May 22 – Economic Development Meeting
May 23 – Stettler Adult Learning Board Meeting
May 25 – 100 Years of Rotary Celebration
May 27 – Stettler FCSS Meeting
May 28 – Housing Assessment Review

(f) Councillor Randell

May 22 – Economic Development Committee
May 28 – Housing Assessment Review

(g) Councillor Smith

May 27 – Stettler FCSS Meeting
June 3 – Community Gardens Planting
June 4 – Seniors Week Paragon Place Luncheon

Motion 24:06:11

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

MOTION CARRIED
Unanimous

8. **Minutes:** (a) None
9. **Public Hearing:** (a) None
10. **Bylaws:** (a) Bylaw 2171-24: Transportation of Dangerous Goods

CAO Graham advised that Bylaw 2171-24 is a bylaw to regulate the transportation of dangerous goods within the corporate limits.

Motion 24:06:12

Moved by Councillor Baker that the Town of Stettler Council give first reading to Bylaw 2171-24.

MOTION CARRIED
Unanimous

Motion 24:06:13

Moved by Councillor Lawlor that the Town of Stettler Council give second reading to Bylaw 2171-24.

MOTION CARRIED
Unanimous

Motion 24:06:14

Moved by Councillor Barros that the Town of Stettler Council give permission for third and final reading to Bylaw 2171-24.

MOTION CARRIED
Unanimous

Motion 24:06:15

Moved by Councillor Smith that the Town of Stettler Council give third and final reading to Bylaw 2171-24.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) Alberta Municipal Affairs – Local Government Fiscal Framework (LGFF) Allocations
- (b) Damien Kurek, MP, Battle River -Crowfoot – Cost of Living
- (c) Alberta Transportation & Economic Corridors – Community Airport Funding

Motion 24:06:16

Moved by Councillor Barros that the Town of Stettler Council approve the Correspondence (a-c) for information.

MOTION CARRIED
Unanimous

Motion 24:06:17

Moved by Councillor Baker that the Town of Stettler send a personalized letter to Prime Minister Trudeau in support of the correspondence from MP Damien Kurek.

MOTION CARRIED
Unanimous

- 12. **Items Added:** (a) None
- 13. **In-Camera Session:** (a) None
- 14. **Adjournment:**

Motion 24:06:18

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

MOTION CARRIED
Unanimous at 8:25 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
JUNE 11, 2024

Present: Mayor S. Nolls

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

CAO L. Graham
Assistant CAO K. Hymers

Media (0)

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

1. Agenda Additions/Deletions
2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. Bylaw 2172-24: Water Bylaw

Mayor Nolls welcomed K. Duff, E. Denilla, R. Morbeck, R. Anderson, and M. Robbins to the meeting

K. Duff, E. Denilla, and R. Morbeck advised that the existing Waterworks Bylaw (1856-02) has been in effect since 2002. Administration has completed a thorough review and evaluation of comparable municipalities and is proposing the amendments as outlined.

- **Updating the definitions in Part 1 – Interpretation**
- **Revising the rules and restrictions regarding water meters**
- **Adding restrictions for allowing someone to open a utility account with the Town of Stettler**
- **Increased deposit amount to be more reflective of average water usage**
- **Penalties on outstanding accounts: applying the 5% penalty on the compounding or outstanding balance as opposed to levy amount**
- **Providing Owners access to tenant utility account information**
- **Ceasing all utility services upon disconnection**
- **Removing the Disconnection/Reconnection Fee and changing the verbiage to Service Fee**
- **Adding Schedule B: Forms (Tenant Service Agreement)**

Moved by Councillor Baker that the Committee of the Whole accept the presentation for Information and bring Bylaw 2172-24 to the June 18th Council Meeting.

MOTION CARRIED
Unanimous

Mayor Nolls thanked K. Duff, E. Denilla, and R. Morbeck for their excellent work on the bylaw.

K. Duff, E. Denilla, R. Morbeck, R. Anderson, and M. Robbins left the meeting at 5:18 p.m.

COMMITTEE MINUTES

JUNE 11, 2024

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4. SRO Funding Agreement

To provide context for the SRO Funding Agreement, CAO Graham presented financial information for the position, and total policing costs.

Moved by Councillor Smith that the Committee of the Whole accept the information as presented.

MOTION CARRIED
Unanimous

5. Alberta Curling Provincial Championship Support

CAO Graham advised that the Committee of the Whole is in receipt of information regarding the Alberta Boston Pizza Cup, held by the Erskine Curling Club at the Stettler Recreation Center.

In light of the economic benefit to the community, the Erskine Curling Club is requesting a match of the \$20,000 funding that was provided for the Scotties Tournament of Hearts in 2018.

Discussion ensued.

Moved by Councillor Barros that the Committee of the Whole refer the funding decision to the June 18th, 2024 Regular Meeting of Council.

MOTION CARRIED
Unanimous

6. Physician Recruitment

The Committee of the Whole discussed the Physician Recruitment package as presented by Dr. Bouwer, T. Chesla, and D. Lovell at the June 4th, 2024 Council Meeting.

Councillor Pfeiffer left the meeting at 5:34pm.

7. Additions

8. Adjournment

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

MOTION CARRIED
Unanimous at 6:42 p.m.

Mayor

Assistant CAO



**Creating neighbourhoods
and housing options for all**

Town of
Stettler
Housing Needs Assessment

June 2024

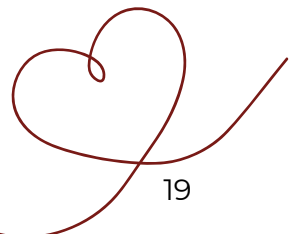


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Introduction and Overview

The Town of Stettler has set out to assess current housing needs and demands within the housing continuum including subsidized, affordable, market rental, and market ownership. The current Municipal Development Plan (MDP) identifies the desire to provide residents with a mixture of residential densities and tenure, high quality housing design, layout and amenities, and access to multi-family developments adjacent to the downtown.

To achieve its intended purpose, the Town of Stettler engaged *bassa Social Innovations Inc.* to support the development of a new *Housing Needs Assessment*. Information contained within this report is derived from three basic sources – qualitative data obtained through demographic and socio-economic analysis, a community survey, and engagement with community members, organizations, and businesses interested in strategic housing development.

Framing the new *Housing Needs Assessment* is the housing continuum supplied by the Canadian Mortgage and Housing Corporation (CMHC). This continuum acknowledges that Canadians are experiencing a broad range of housing realities starting (on the left of the continuum) with people experiencing homelessness and staying in emergency shelters through to people participating in market rental and home ownership options. There are a range of housing options in between. A full description of each component of the housing continuum can be found in Appendix A.



For discussion purposes, the broader CMHC Housing Continuum can be thought of as having three sub-sections:

- **Emergency and Transitional Housing** for people experiencing chronic or episodic homelessness and therefore lacking permanent housing options,
- **Community and Supportive Housing** for people needing support or assistance to find and maintain their housing, and

- **Market and Affordable Housing** where people are able to secure housing through available options on the open market using their own resources.

The *Stettler Housing Needs Assessment* explores strategies and options in all three sub-sections as the housing supply, demand, and affordability within the community is varied.

This report builds on the insights and perspectives of Stettler residents, business leaders, developers, realtors, and service delivery providers gathered through focus groups, a survey, and a community workshop (see process in next section) arriving at four **big ideas**:

- A. Incentivising infill and new housing development**
- B. Supporting sustainable and affordable housing models**
- C. Addressing community, transitional, and emergency housing needs, and**
- D. Promoting diversity in local housing options**

These big ideas are unique to Stettler and the needs identified through data analysis and community insights. The document is intended to help guide new initiatives and support the community's applications for provincial and/or federal resources.

Specifically related to municipal roles in housing, the Town of Stettler is primarily (and legislatively) responsible for land-use planning, development licensing and permitting, and policy development. Increasingly, access to provincial and/or federal housing dollars are requiring deeper commitments from municipalities including tax incentives, provision of land, inclusive zoning, and other investments. To be approved for funding, new projects need to be investment ready – meaning that land, designs, developers, and operators are in place and committed.

While the Town of Stettler has exhibited leadership in planning resulting in the development of the *Stettler Housing Needs Assessment*, the municipality also has key responsibilities associated with implementation. As the process described in the next section highlights opportunities for community engagement and the initiation of important discussions between groups and organizations, there is a continued role for the Town of Stettler to convene, coordinate, and host further conversations to incite action – leading for change rather than accepting change as it happens.

Housing Projections

Projections for the *Stettler Housing Needs Assessment* are based on information available largely through Statistics Canada, Apartment Vacancy and Rental Cost Survey (AVS) and municipal and anecdotal data from the community consultations. The unit of analysis is the household based on assuming "Business as Usual," which means that it may not account for any changes in the policy or population landscape at the municipal level. Additionally, the COVID-19 pandemic has affected certain data

sets. For example, the Province of Alberta did not conduct an annual Apartment Vacancy and Rental Cost Survey (AVS) of multi-family dwellings in Alberta’s rural communities in 2019 and 2020. Therefore, the household projections are not precise and could change depending on additional information. There is anticipated waitlist data from social programs that could also significantly impact these projections.

Our projections estimate the increase or decrease in the total number of households (**not housing need**) using a “line of best fit” between the 2006, 2016, and 2021 census. These projections are simple guides to show how a community might grow or decline if past trends continue, not definitive assessments on which targets should be based.

Key Assumptions:

- Using the 2021 Federal Census Community Profile for Stettler as the baseline for existing units to forecast 10 years from 2021 to 2031.
- Historical comparisons of occupied private dwellings by construction period also informed the projections. For example, only 115 units were built in the community between 2011 and 2021, the lowest number of intercensal periods. Comparatively, between 2001 and 2010, 330 units were built.
- The aging population is a significant factor in the housing market, with one-person (37.1%) and two-person households (38.4%) expected to continue driving housing demand and supply unless there is a shift in population dynamics.
- The table's project loss and gain section includes the housing stock's aging and net loss due to expiry and building conditions. For example, in 2021, 165 units needed major repairs. On the other hand, anticipated new units committed or underdeveloped, as well as new specialized housing, balances out the loss for the net gain or loss.

The following table shows the total number of households in 2021 for each household income category, the projected gain (positive) or loss (negative) between 2021 and 2031, and the total projected households in 2031.

HH Income Category	2021 Households	Projected Gain/Loss of HHs by 2031	Projected Units 2031
Very Low Income	45	-5 ¹	40
Low Income	395	75	470
Moderate Income	520	30	550
Median Income	525	55	580
High Income	900	70	970
Total	2385	225	2610

Table 1 – Projected gain/loss of households by income by 2031.

¹ Due to ageing housing stock and increased costs of housing development, it is projected there will be a net loss of 5 very low-income households (units) by 2031 as these units are not able to be replaced in a way that meets very low-income cost thresholds. However, replacements for these units are included within low-income projections.

Source: Statistics Canada (2021)

The following table shows the total number of households in 2021 for each household size category, the projected gain (positive) or loss (negative) between 2021 and 2031, and the total projected households in 2031.

HH Size	2021 HHs	Projected Gain/Loss of HHs by 2031	Projected New Demand 2031
1 Person	760	94	854
2 Person	915	105	1020
3 Person	270	25	295
4 Person	275	15	290
5+ Person	165	-14	151
Total	2385	225	2610

Table 2 - Projected gain/loss of households by household size.

Source: Statistics Canada (2021)

Community Engagement and Process

The Town of Stettler initiated a Request for Proposals (RFP) late in 2023 to conduct a Housing Assessment and Housing Strategy. The successful proponent was *bassa* Social Innovations Inc., an Alberta-based consulting firm with offices in Red Deer and Calgary. Having recently completed housing needs assessments in other communities (i.e. Innisfail, Lacombe, Lloydminster, etc.), the firm is known for its thorough engagement process to ensure deeper understanding of local conditions and nuances.

The proposed process was spread across three phases:

1. Scoping and Data Analysis
2. Local Engagement, and
3. Reporting and Recommendations.

Scoping and data analysis

The Town of Stettler assigned municipal staff to work with the consulting team on the project, drawing in the knowledge and expertise of the local Economic Development Committee. An early workshop with administration and the Committee revealed the importance of targeted and actionable items within the report, likely a focus on rental housing options, and the ability to capture Stettler's changing face of housing demand and supply.

To begin framing the project, the consulting team set up interviews with some of the community's "key informants" – people living and working in the community that may have different insights and perspectives on housing needs and

opportunities. The interviewees affirmed that Stettler's rental market is tight – especially for people of lesser economic means, those with pets or questionable tenant histories, and community members with accessibility challenges (i.e. mobility limitations).

Within the community, there appear to be some growing concerns over the condition of rental properties, and it was acknowledged that, while an external investor recently purchased several multi-family buildings and began renovations, the result was higher rents that put previously affordable rental options beyond reach for some.

On the development side, it was suggested that the lack of serviced lots in the community put developers at greater risk for financial overruns and the inconvenience of dealing with utility companies – potentially contributing to inflated housing prices on new builds.

Finally, the key informants agreed that Stettler serves as a “hub” for rural communities – particularly serving a large area East of the community. Stettler's large seniors' population is due, in part, to people leaving their farms and relocating to the community to improve access to health care, supports, shopping, and services.

Also in the project's early stages, data about housing, demographics, and socio-economic trends in Stettler were collected and reviewed. This preliminary scan of the community's quantitative information, combined with the early insights from community leaders, helped shape the next level of engagement – the focus groups.

Local engagement

Three focus group sessions were scheduled over two days, giving potential participants different dates and times to attend either in-person or online. Each of the focus group sessions used the same agenda, exploring community data related to housing demand, supply, and affordability.

As the 2021 Federal Census data formed much of the early data findings², they were used in the focus group presentations. Consistently, the data was challenged by participants citing some significant influences occurring in the community between 2021 and 2023. Vacancy rates, for example, were skewed to appear higher than actual due to a larger than normal collection of rental units being uninhabited due to renovations. At the same time, increased rental rates for the newly updated units weren't being reflected in the 2021 affordability data.

Wherever possible, new data sources have been identified and collected – often resulting in changes to existing data sets and community insights. A complete data analysis appears later in the report. Regardless, facilitating discussions among community members reflecting on the data began to shape the resulting priorities including the acknowledgement that *local* development and provision of rental

² The full data analysis can be found in Appendix C of this report.

units may improve sustainability, that opportunities exist to intensify the community's existing footprint by focusing on infill development, and that there are people in the community at significant risk of homelessness without appropriate supports and services.

Community Survey

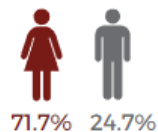
As part of a robust housing needs assessment, the community of Stettler was invited to participate in a community survey to provide feedback on housing related issues and opportunities. The participants from Stetter represent approximately 3.5% of the total population. This corresponds to a 90% confidence rate with a 5% margin of error, suggesting that the survey is an adequate representation of the population.

The survey provided insight into three key areas of housing of interest to this project:

- what do those with housing in Stettler value most about their current and future housing,
- what keeps wanting to live in Stettler from attaining housing, and
- what does the future of housing in Stettler look like, and how does the community desire to get there?

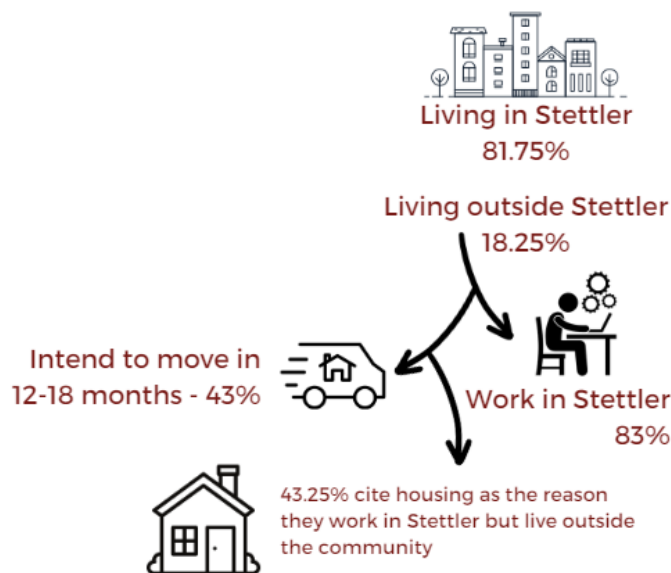
Who Responded?

263 individuals participated in the community survey; 216 who reside in Stettler, and 47 residing elsewhere. 71.7% who responded were female and 24.7% were male.



For those who lived outside of the community, 83% worked in Stettler and of those, 43% intend to move to Stettler in the next 12-18 months. 71% of those who responded have lived in Stettler for more than 5 years, with the majority (41% of total responses) have been Stettler residents for more than 20 years. 70% were

- homeowners, 25% were renters, and 5% were living with another person and contributing to household costs.



Moving to Stettler

For those who have not moved into Stettler, 43% cite housing as the primary reason for continuing to live outside of the community. Housing concerns for those who participated were split evenly between those who felt there were not adequate or affordable ownership options and those who felt there were not adequate or affordable rental options.

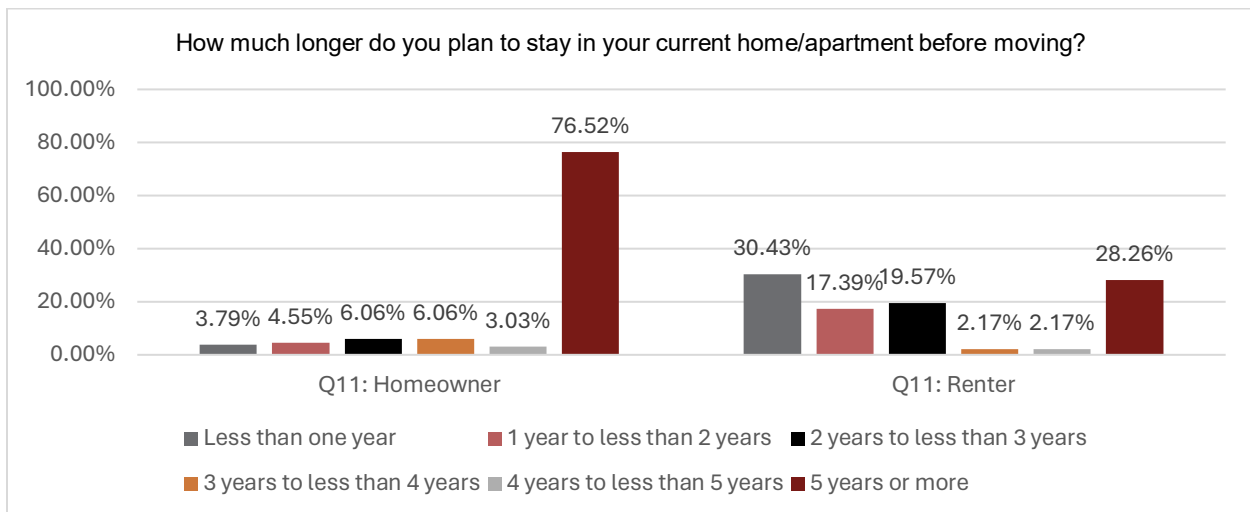
For those seeking rental housing in Stettler, priorities included affordability and condition, access to pet friendly rentals, and some larger rental options including homes with 3 or more bedrooms. For those seeking to own in Stettler, priorities include affordability, condition, and appropriately sized homes (such as 1- and 2-bedroom homes).

Stettler is an attractive location, especially for those who have lived in the area for their entire lives. It is a community where individuals want to live, retire, and create positive memories.

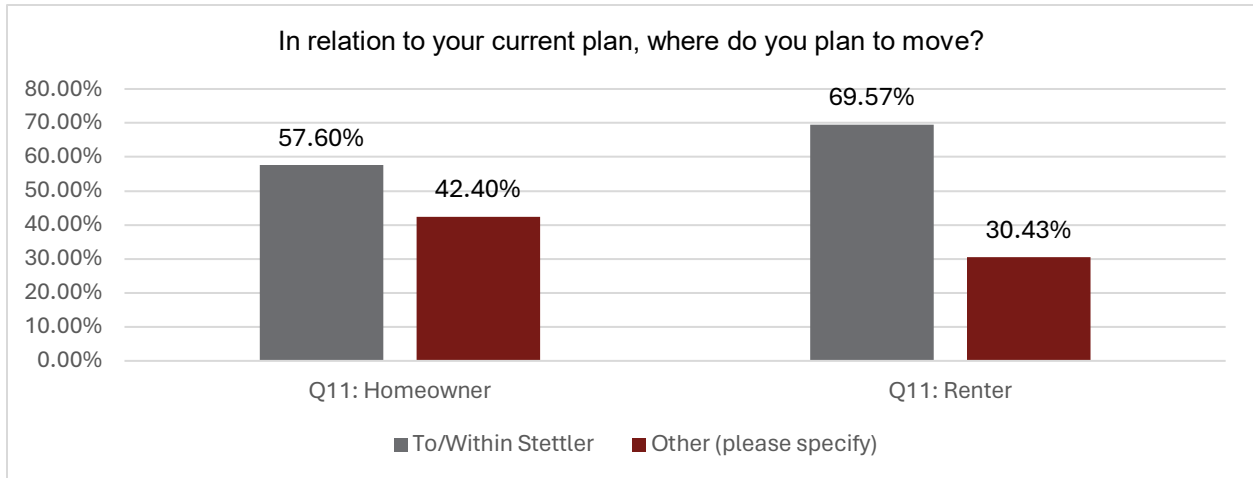
Housing Future in Stettler

Individuals who currently live in Stettler were invited to provide their feedback and responses on their current experience of the Stettler housing market, as well as their desired future for what housing could be.

The vast majority (99%) of homeowners in Stettler are satisfied or very satisfied with their housing, as compared to 75% of renters feeling the same, indicating that renters are more likely to experience dissatisfaction with their housing. When considering their housing futures, homeowners (76%) are far more likely to stay in their current homes for 5 or more years than renters (28%).



Of note, when asked where individuals plan to move, renters are 12% more likely to indicate a desire to stay in Stettler, rather than move elsewhere.



Together, this indicates that those who live in Stettler are likely to stay in the community and have a desire to improve their housing situation from renter to owner within 5 years. This is important to recognize as it will impact the need for affordable ownership options.

When asked what drives residents' choices of where to rent or buy a home the top 5 selected responses were:

1. Costs I can afford.
2. Number of bedrooms.
3. Like the community or neighborhood.
4. Appropriate off-street parking.
5. Big yard or trees.

When asked what the future of housing in Stettler could be, the community responded by providing insight into housing priorities for them including:

1. **Affordable Housing:** Ensure an increase in both rental and owned housing options that are affordable to various income levels, particularly for low to middle-income families, seniors, and young adults starting out.
2. **Variety of Housing Options:** Develop a mix of housing types including apartments, condos, townhouses, duplexes, and single-family homes. This includes properties that support different life stages and family structures, from seniors looking for independent living to large families needing more space.
3. **Sustainable and Safe Neighborhoods:** Promote the renovation and upkeep of existing housing stock to enhance livability and safety, along with the construction of new, energy-efficient homes. This includes integrating green spaces and parks to enrich community life.
4. **Accessibility and Inclusivity:** Design housing that is accessible to people with disabilities, pet-friendly, and caters to specific needs such as senior living options that are self-contained but affordable, and homes without barriers like stairs.

5. **Community-Oriented Development:** Avoid overdevelopment that could strain local infrastructure. Maintain the town's character by ensuring new developments are well-integrated with sufficient amenities, and walking paths.
6. **Regulated Growth and Maintenance:** Manage town growth to prevent rapid, uncontrolled expansion, ensure high standards of maintenance for both rented and owned properties, and uphold community standards to keep neighborhoods clean and orderly.
7. **Supportive Policies:** Explore policies such as rent controls, rental caps, and incentives for developers to build more affordable units. Also, consider providing more government-supported housing options.

To further understand the focus and perspectives on affordability, it is important to note that when asked if they felt housing in Stettler was affordable, 72% of homeowners indicated that housing was either affordable or they owned their homes outright. In contrast, 73% of those renting indicated that their rental situation was not affordable for them.

Residents of Stettler look to Town leadership to support a future of housing in Stettler that offers community-focused living with a diverse range of affordable, sustainable housing options that are developed in a way that preserves the identity of the community and supports innovation.

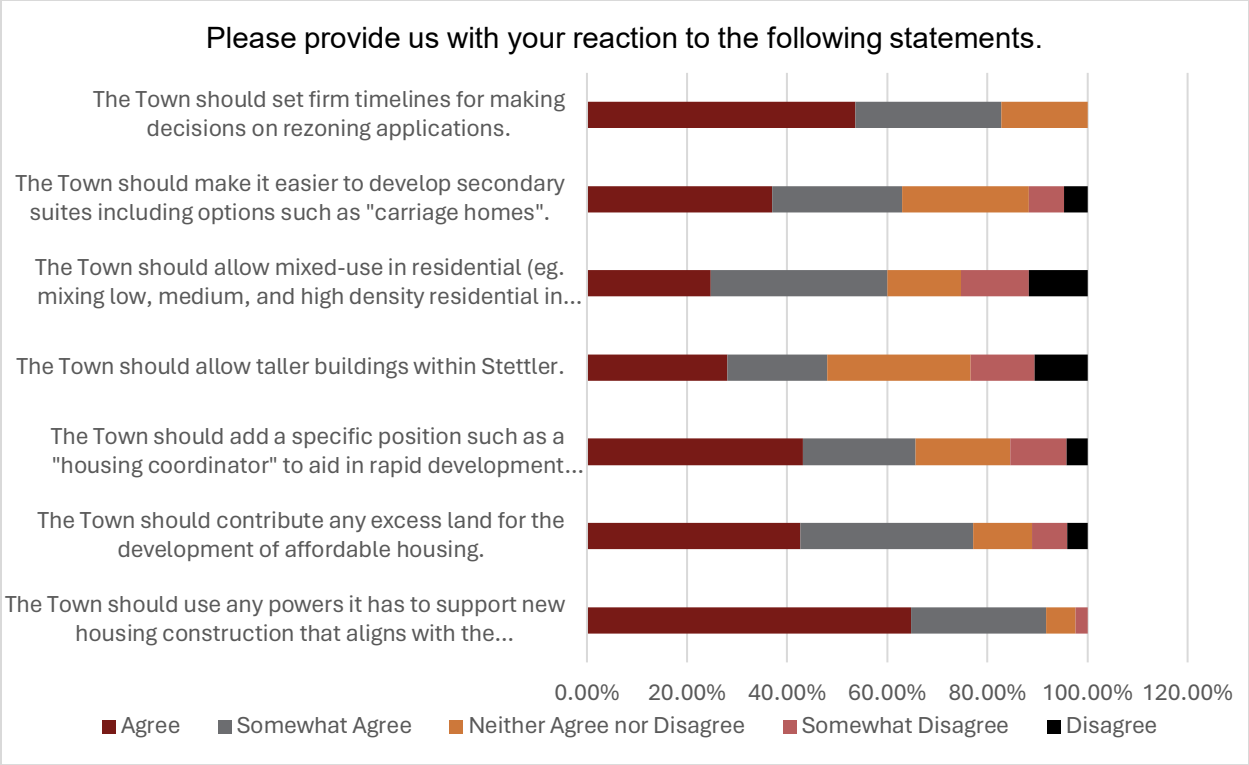
Getting to the future

There are several ways the municipality can have a positive impact on moving the community forward on housing, including legislative and planning roles, business attraction and economic development roles, and many others. To provide feedback to the Town, the community was asked to identify their support for a variety of potential housing options, initiatives, and roles available to the town.

When asked about the ideal housing mix of the future for Stettler, the top 5 housing needs identified by the community were:

1. More attainable housing (92% Agreement)
2. More rental options (88% Agreement)
3. More low-cost market housing (87% Agreement)
4. More medium density housing (81% Agreement)
5. More seniors independent living (80% Agreement)

Worth noting is that movable dwellings were the only housing type with less than 70% agreement as only 24% of respondents felt it was a need for the community. When participants were asked to provide their reaction to a variety of statements that consider different roles and opportunities regarding housing available to the municipality a range of support emerged.



The community of Stettler tends to support municipal actions that align with the community vision, especially ones that increase or standardize timelines for rezoning applications and that contribute excess land for the development of affordable housing. There is support for more advanced approaches including mixed use zoning and secondary suite allowances. However, it is important to note that open support for these approaches does diverge between renters (78%) and owners (52%), indicating an opportunity to further engage homeowners and renters in shaping future policies and directions.

Complete Survey Results

As a key input into the *Stettler Housing Needs Assessment*, a complete summary of survey findings can be found in Appendix C.

Community Workshop

A community workshop was hosted by the Town of Stettler on May 7, 2024 attracting many of the same participants from the focus group and interview sessions – making for a tremendous opportunity to build on past knowledge and deepen understanding. The workshop was designed to focus on infill incentives, community transitional and emergency housing, sustaining affordable housing, and diversifying housing options in the community for the purpose of generating actions and strategies.

Priority A: Incentivizing infill and housing development

Infill incentives for housing development are strategies that can encourage the development of vacant or underused parcels within existing urban areas. Municipal incentives can facilitate the following community benefits:

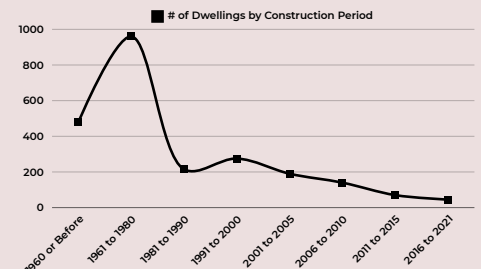
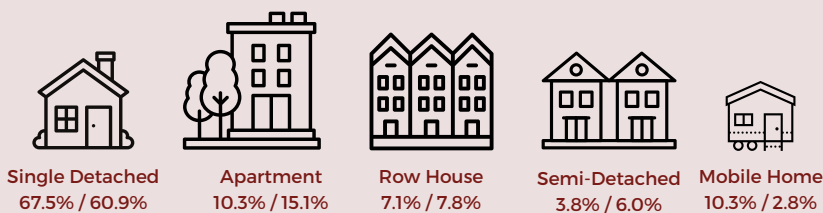
- **Efficient Use of Land:** Infill development makes use of existing infrastructure, reducing the need for expanding utilities and services to new areas. This leads to more efficient land use and can prevent urban sprawl.
- **Revitalization of Urban Areas:** Infill incentives can breathe new life into aging neighbourhoods to promote economic development, reduce crime, and improving the overall quality of life.
- **Environmental Benefits:** By focusing development within existing neighbourhoods, infill incentives help preserve open spaces and reduce the environmental impact associated with expansion into agricultural land.
- **Improved Infrastructure Utilization:** Infill development makes better use of existing infrastructure, such as roads, schools, and utility infrastructure thereby maximizing the return on investment for past investments.
- **Increased Housing Supply:** By encouraging development in existing urban areas, infill incentives can help address housing shortages and improve housing affordability, providing more options for residents.
- **Economic Benefits:** Infill development can boost local economies by attracting new businesses and residents to urban areas, increasing tax revenues, and creating jobs in construction and related industries.



Vacant Land

136.26 acres of vacant residential land in Stettler (May 2024)

Occupied private dwellings by structural type in Stettler / Alberta



Stettler has a higher than average supply of single detached dwellings and mobile homes compared to the Alberta average. The community also has a significant supply of older housing units with the majority being more than 40 to 60 years old. Adding new, multi-unit housing in existing neighbourhoods, beginning with vacant lots and housing stock that has exceeded it's useful life will revitalize the community and leverage existing utilities and services.



"Wear and tear of the house is bad because of how old the house is and how out dated."

"Homes in Stettler in older neighborhoods are aging and require significant upgrades/maintaining at added costs."

"As with several older homes, few updates were done in the last 40 years regarding heating, windows, landscaping."



Priority A: Incentivizing infill and housing development

Incentives are a popular and viable policy option for municipalities to achieve strategic objectives. Ideas generated during the community workshop included:

- Tax incentives calculated on the net increase in assessed value
- Infrastructure incentives to support lot servicing fees
- Reduction or elimination of permitting fees
- Zoning incentives that make multi-unit housing development permitted in neighbourhoods traditionally reserved for single detached units
- Municipal partnerships with local developers and grant applications support

Examples of incentives for infill development exist in other communities and can be referenced for future policy development.

City of Medicine Hat

- \$15,000 per dwelling unit to a maximum of \$750,000 for new residential development on a single site
- A single incentive of \$7,500 for a new backyard suite development on a single site

Town of Stony Plain

- Expedited consulting and processing time
- Rebate of development permit fee
- Adjustments to parking requirements
- Variance to the setback requirements
- Alteration of servicing requirements

Town of White City (SK)

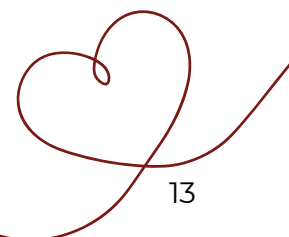
- 100% tax reduction for first and second years and 50% for third year on infill and redevelopment
- 50% tax reduction for the first year and 25% in the second year for new residential units in Town Centre and new development areas

Priority A: Objectives

- Diversify housing options to create new market rental and ownership opportunities for Stettler residents that wish to remain in the community, and to attract new community members currently residing outside Town due to lack of available housing options.
- Maximize existing infrastructure (i.e. sidewalks, curbs, streets, utilities, etc.) by encouraging infill development that revitalizes community neighbourhoods.

Priority A: Recommendations

- Amend the current Land-Use Bylaw to ensure that semi-detached and townhouse developments (2-4 units) are included as a permitted use within existing single-detached housing zones.
- Establish a tax incentive program specifically designed to encourage multi-unit housing redevelopment (i.e. semi-detached, rowhouse, tiny homes, and secondary suites, etc.) on vacant lots and to replace or upgrade aging housing units in established neighbourhoods.



Priority B: A model for sustainable and affordable housing



Stettler is seeking to improve access to affordable housing in the community. The recent acquisition of local apartment buildings by an outside investor is concerning to local officials and community members. While units are receiving necessary updates, increased rental rates are being met with sharp criticism. These recent developments sparked an important conversation about the need for another apartment complex with elevator access that can be offered and sustained at affordable market rates.

A group discussion at the Community Housing Workshop initiated a concept for local investors to collaboratively pool resources for the purpose of building an apartment complex with approximately 40 units that would retain 20 units for affordable market rental and 20 units for resident ownership - perhaps adopting a co-op ownership structure. This model would help to achieve the following:

The Affordable Housing Partnership Program (AHPP) is a capital investment program offered by the Province of Alberta and can be used to develop affordable housing in a more financially sustainable manner through mixed-income, mixed-tenure and mixed-use developments.

Mixed-use development allow for financial sustainability by incorporating potential office, retail, and/or commercial space within affordable housing developments.

- Local ownership and control of the property
- Both affordable market rental and ownership options for residents
- Physically accessible units to help meet the demands of aging residents and people with mobility limitations
- Demonstrated need to house 1-2 person households
- Short-term return on investment from the sale of units and longer-term return on investment from rental units
- Opportunities for building management partnerships with local community agencies and organizations
- Meeting development criteria for [provincial affordable housing grants](#)
- Opportunity for redevelopment in or adjacent to the downtown area to include potential commercial or retail space, and walkability for residents

Projected gain/loss of households by income by 2031

HH Income Category	2021 Households	Projected Gain/Loss of HHs by 2031	Projected Units 2031
Very Low Income	45	-5 ¹	40
Low Income	395	75	470
Moderate Income	520	30	550
Median Income	525	55	580
High Income	900	70	970
Total	2385	225	2610

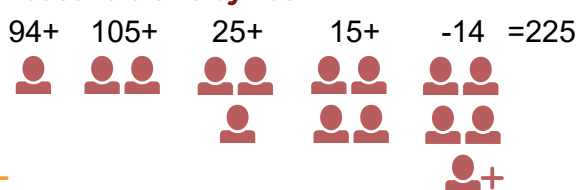
1. Due to ageing housing stock and increased costs of housing development, it is projected there will be a net loss of 5 very low-income households (units) by 2031 as these units are not able to be replaced in a way that meets very low-income cost thresholds. However, replacements for these units are included within low-income projections.

Understanding Projections

Stettler needs to build **100** more units for low to moderate income levels by 2031 to meet demand.

A further **125** units (total 225) are needed to meet demands for median to high income households in the same time period.

Projected gain/loss of households by household size by 2031



"More low income, pension, disability homes would be great and a rental freeze. And maybe even apartment buildings that are not owned by out of province land lords . Actually keep it local owners who live here, work here."

At least 2 more apartment buildings like Rosedale with at least one on the east side of Stettler.



Priority B: A model for sustainable and affordable housing

Traditionally, communities wait for governments to take action on affordable housing - securing land, securing funding, and supporting local operators to assume responsibility. An alternative to this approach is to encourage local social impact investors - people and companies open to working collaboratively to pool resources and take local action. What one company or individual is unable to achieve alone may be manageable when multiple investors work together.

In Stettler, a public private partnership could include local businesses, developers, realtors, community members, employers, the municipality, and the housing management body - each with different resources (i.e. knowledge, funds, legislative levers, and skills) that could be contributed to a collaborative project.

Union: Sustainable Development Co-operative (Kitchener ON)

Union Cooperative is a local organization comprised of more than 200 individuals that invested in the purchase of a 58-unit, accessible apartment building. In addition to individual investments, Union Cooperative was able to receive support from the Waterloo Region Community Foundation, the Canadian Co-operative Investment Fund, Vancity Community Foundation, and a number of other private foundations and benefactors.

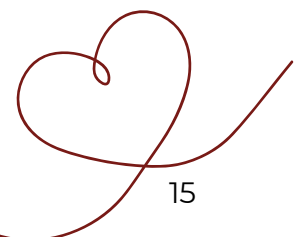
While the co-operative has a mortgage on the apartment complex, they are working to buy additional residential and commercial properties in the Waterloo Region to achieve permanent affordability through community ownership.

Priority B: Objectives

- To leverage public and private sector resources to develop sustainable, high-quality affordable housing units, ensuring that all members of the community have access to safe and affordable living conditions.
- To foster collaboration between government entities and private developers to expedite the construction of affordable housing, addressing the housing shortage and improving the economic and social well-being of low to moderate-income families.

Priority B: Recommendations

- The Town of Stettler to convene a working group of public and private sector stakeholders to explore models of collaborative financing for the purpose of building a new “community-owned” multi-family housing development that includes both rental and ownership options.
- Submit a funding application having confirmed partnerships that include:
 - Financing model in place that demonstrates public and private sector contributions,
 - Land in place and secured for development, including necessary land-use zoning and approvals
 - Building design in place that reflects local needs
 - Developers and builders in place to ensure rapid start and completion upon financing approval, and
 - Operating model with potential building management provided by local housing management body



Priority C: Community, transitional, and emergency housing

Stettler is an attractive community for older adults; a trend that is projected to continue. Currently 24.4% of the population (2021) is over the age of 65 (Statistics Canada) - a proportion that has doubled in the past 40 years from 12.3% in 1981. Accessible community housing such as apartments, lodges, and 1-2 bedroom units will continue to be in high demand in the foreseeable future.

At present, 26.8% of tenant households in Stettler are spending 30% or more of their household income on shelter costs (2021). The median price-to-income ratio for dwellings in Stettler has increased to 3.5 in 2021 from 2.2 in 1991. Simply stated, that means average home prices in Stettler are now 3.5x more than median household income whereas they were 2.2x higher just 30 years ago. More people are at risk of losing their housing due to rising prices, interest rates, and escalating utility costs.

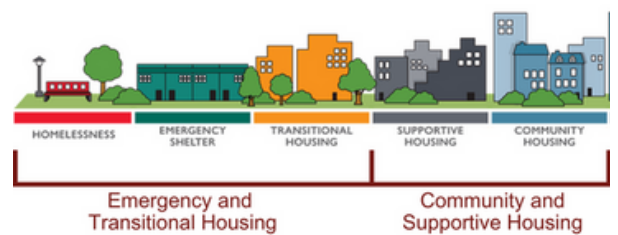


Over 17% of Stettler residents are considered to be within the low or very-low income levels (i.e. below 50% of AMHI - Area Median Household Income). While people with limited financial resources were among those identified to be at risk of housing insecurity, community workshop participants also noted that people

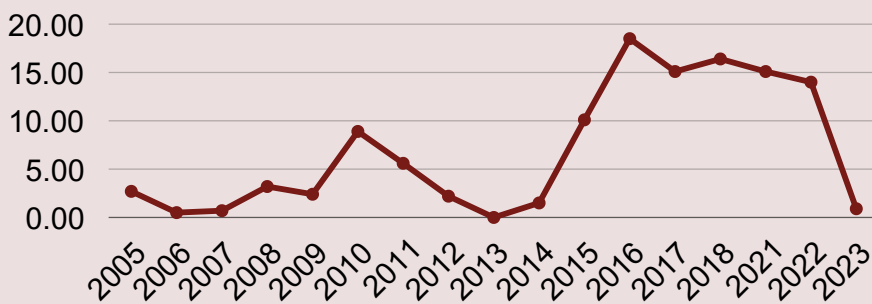
- experiencing violence or changes in family dynamics,
- having emergency or safety needs,
- being subjected to racism or discrimination due to race, gender, or sexual orientation, or
- newly arriving to Stettler

are also at risk. Transitional and emergency housing options help prevent episodic and chronic homelessness by providing safe alternatives with supports to improve housing outcomes in the longer term.

THE HOUSING CONTINUUM



Rental Market - Vacancy Rates and Average Rents



Core Housing Need

In 2021, 1.9% of Stettler's population were experiencing core housing need - households experiencing lack of adequacy, affordability, or suitability in their housing.

More independent living but subsidized.

"Affordable apartments that can accommodate people with disabilities. Preferably pet friendly. Must be affordable for someone on AISH"

"As a senior citizen I would like to see something for us that we can do our own cooking and is self contained but affordable."



Priority C: Community, transitional, and emergency housing

While emergency housing is a need from time to time in Stettler, the establishment of an emergency shelter is would be difficult to justify and maintain. People experiencing episodic and chronic homelessness, or in need of an emergency women's shelter are referred to nearby Red Deer or Camrose for supports and services.

There are, however, emergency housing needs that emerge on a rather frequent basis, where a few nights of support can provide the respite needed to assess and strategize next steps. As well, integrated case management and coordinated service delivery would be beneficial in supporting people experiencing difficulty in securing and maintaining safe, appropriate, and affordable housing.

Community workshop participants cited an example of emergency and transitional housing support efforts in nearby Drumheller that appears to be addressing community needs in an effective and economical manner.

Colton's Place - Drumheller Salvation Army and Big Country Anti-Violence Association

Through a collaborative community effort, the Drumheller Salvation Army and Big Country Anti-Violence Association set out to partner with other community organizations to provide safe, short-term housing for individuals and their children who are in crisis or transition. The collaborative supports individuals in their search for a better future, helping them overcome trauma, focus on healing, develop economic stability, and secure safe, affordable housing.

Described as a "stabilization unit", people accessing Colton's Place are assigned a case management worker to help figure out next steps and provide a safe space to focus on healing, overcome trauma, and move toward a life of economic stability and independence.

Priority C: Objectives

- Establish known facilities and amenities within Stettler that are available to local organizations when people facing emergency housing situations are identified - without creating a separate shelter.
- Support a coordinated entry and access process among local agencies to provide placement, intensive case management, and transitional support services to help people achieve housing stability.

Priority C: Recommendations

- Convene a working group of key stakeholders that regularly interact with people seeking emergency and transitional housing options in Stettler. Seek to establish a coordinated and collaborative approach to:
 - Access - where can people be directed to receive the information and assistance they need?
 - Triage - what are the criteria being used to determine priority supports and services?
 - Prevention/Diversion - what options exist to support people in their current housing or, what programs and service exist outside Stettler that are more suitable based on place of origin, depth of service requirements, or capacity?
 - Client Management System - what agreements and systems can be put in place to share information about clients that respect privacy through permission, reducing their need to share critical information multiple times, and leads to the most effective and efficient allocation of supports?
 - Resource Inventory and Mapping - what are the available resources and supports (including temporary shelter spaces) available in Stetter that can be accessed for emergency and transitional purposes?



Priority D: Promoting diversity in local housing options

Diversifying housing options is a vital component to ensure successful housing for current and future residents of Stettler. Diversifying housing stock can have a net positive impact on economic growth, attraction, and retention of residents, quality of life, community well-being, and can reduce short and long-term infrastructure burdens.

Economic Growth and Attraction

Diversifying housing stock is a strategic approach to attract a wider demographic of residents, including young families, professionals, and retirees. A variety of housing options—such as affordable housing, single-family homes, and senior living facilities—can meet the diverse needs of potential residents, thereby increasing the town's population. In turn, growth supports local businesses, drives demand for services, and enhances the overall economic vitality of Stettler.

The construction and development of new housing types can also stimulate job creation in construction and ancillary industries, such as retail, healthcare, and education. As noted by the Rural Development Institute at Brandon University (n.d.), increasing housing diversity can serve as an economic multiplier.



Improved Quality of Life

Providing a range of housing options can significantly enhance the quality of life for residents. Affordable housing ensures that individuals and families across different income levels can find suitable accommodation, reducing economic disparities within the community. This inclusivity helps retain younger residents who might otherwise relocate to urban centers in search of affordable living.

Importantly, increased housing options reduce the need for external commuting into Stettler for work, which can increase attraction and improve residents' work-life balance. As the Canada Mortgage and Housing Corporation (2021) highlights, reducing commuting distances can have substantial benefits for environmental sustainability and personal well-being.



Community Development and Social Cohesion

A diverse housing stock contributes to a vibrant and dynamic community. Housing that accommodates various demographic groups—such as young professionals, families, and seniors—promotes social interaction and cohesion. Diversity fosters a sense of belonging and community spirit, as residents engage in shared activities and community events. According to the Alberta Rural Development Network (2019), inclusive housing strategies are vital for building resilient and cohesive rural communities.

Environmental Sustainability

Sustainable housing development is a critical component of diversifying housing options. Higher density housing, such as townhouses and apartments, uses land more efficiently than traditional single-family homes. This approach preserves natural areas and agricultural land, meeting a community priority, and subsequently contributing to environmental sustainability.

New housing developments and renovations can also incorporate energy-efficient designs and technologies, reducing overall energy consumption which reduces utility costs for residents, aligning with broader municipal sustainability plans (Canada Mortgage and Housing Corporation, 2021).

"A cross section of different housing types to allow all demographics a reasonable option."

"Many more duplexes with 3-4 bedrooms or row style houses."

"Affordable houses! Options for tiny homes (under 1000sq Ft) for seniors or young couple starting out, such as park models."



Priority D: Promoting diversity in local housing options

The community of Stettler identified the traditional nature of the housing market, including the long-term focus on single-detached dwellings. Having noted the status-quo nature of the housing market, the community recognized that long-term transitional change is more likely to be supported than a rapid policy and development shift.

The community generated several potential ideas and concepts that can support the long-term diversification of housing options in Stettler including.

- Incentivization for renovations and upgrades to help motivate homebuyers to purchase older homes and invest their time and resources into long-term improvements.
- Zoning incentives to increase the development of legal suites or carriage houses, including incentives to bring current illegal suites up to code to ensure safety and accessibility for renters.
- Building mechanisms to share or diversify the risk to developers that are trying something new through tax incentives, or investments into land development to reduce construction costs.

As layers of consideration, it is important to recognize that for Stettler, and many smaller centres, change can be difficult to process and there may be resistance to newer types of developments or a reluctance to purchase attached- or semi-attached dwellings for those who have never owned them. There is an opportunity for the municipality to support awareness and education activities.

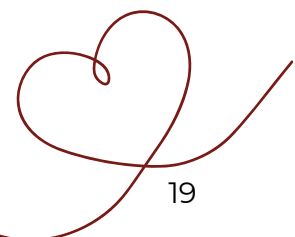
Partnerships between the Town and the private development sector are vitally important to encourage and maintain housing diversity, the relationship is multi-faceted and interdependent, and requires a shared approach to risk.

Priority D: Objectives

- Increasingly diversify housing options in Stettler in efforts to meet the needs of the community and bring common housing type percentages nearer to the provincial averages.
- Increase community readiness and support for alternative housing options through ongoing education, engagement, and awareness building.

Priority D: Recommendations

- Leverage the existence of the local development community by convening a housing diversification taskforce to explore, frame, and implement:
 - Shared approaches to risk mitigation for innovative and alternative housing development including duplexes, triplexes, and mixed-use development.
 - Policy and/or Land Use Bylaw amendments to increase housing diversity including carriage suites, basement suites, and expanding mixed-use commercial/residential beyond the downtown area.
- Explore and implement incentives for new homebuyers to upgrade current housing stock to increase reconditioning of housing stock throughout the community.
- Explore the implementation of a housing coordination position within the Town of Stettler to continuously engage and educate residents on housing diversity and development to raise community awareness and support in addition to other responsibilities.



The Canadian Mortgage and Housing Corporation's (CMHC) Housing Continuum



The housing continuum, which is widely used to frame community housing needs and strategies, breaks housing into seven housing options. It recognizes that not all housing needs are the same, and presents a range of options on a continuum, which are interconnected but not necessarily progressive.

Homelessness

Homelessness describes the situation of an individual, family or community without stable, safe, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it. It is often the result of what is known as systemic or societal barriers, including a lack of affordable and appropriate housing, the individual/household's financial, mental, cognitive, behavioural or physical challenges, and/or racism and discrimination.

Emergency Shelter

Emergency Housing is defined as facilities providing temporary, short-term accommodation for homeless individuals and families. This may or may not include other services such as food, clothing, or counselling. Emergency housing is short-term accommodation for people who are homeless or in crisis.

Transitional Housing

Transitional Housing is intended to offer a supportive living environment for its residents, including offering them the experience, tools, knowledge, and opportunities for social and skill development to become more independent. It is considered an intermediate step between emergency shelter and supportive housing and has limits on how long an individual or family can stay. Stays are typically between three months and three years.

Supportive Housing

Supportive housing is housing that provides a physical environment that is specifically designed to be safe, secure, enabling and home-like, with support services such as social services, provision of meals, housekeeping, and social and recreational activities, to maximize residents' independence, privacy, and dignity. Supportive housing is a long-term housing solution for those who require it.

Community Housing

Community housing is an umbrella term that typically refers to either housing that is owned and operated by non-profit housing societies and housing co-operatives, or housing owned by provincial, territorial, or municipal governments. Community housing is provided to tenants at affordable rates based on their income levels to ensure long-term affordability.

Affordable Housing

In Canada, housing is considered "affordable" if it costs less than 30% of a household's before-tax income. Many people think the term "affordable housing" refers only to rental housing that is subsidized by the government. It is a broad term that can include housing provided by the private, public, and non-profit sectors. It also includes all forms of housing tenure: rental, ownership, and co-operative ownership, as well as temporary and permanent housing.

Market Housing

Market housing refers to residential properties that are bought, sold, or rented within the open market, where prices are determined by the forces of supply and demand. Unlike affordable housing or community housing, which may be subject to income restrictions or government assistance programs, market housing is typically available to anyone who can afford to purchase or rent a property at the prevailing market rates.

As we examine Lloydminster's current housing situation, needs, and future, we will refer to the CMHC Housing Continuum as a well-established framework that resonates well with Lloydminster's vision for housing.

(CMHC, 2023, The National Housing Strategy Glossary of Common Terms, <https://www.cmhc-schl.gc.ca/nhs/guidepage-strategy/glossary>)

Appendix B – Stettler Data Analysis

Introduction

As emphasized by the World Health Organization (WHO) in 2018, housing is a crucial social determinant of health. It is intricately linked to and influenced by various structural determinants, including social and economic factors and public policy. The significance of decent housing extends beyond individual households, playing a pivotal role in economic growth. It directly affects individuals' disposable income, employment opportunities, health, and social inclusion (Hulchanski & Shapcott, 2004). The COVID-19 pandemic further underscored the importance of housing, with Canadians adapting their homes into offices, daycares, schools, and even healthcare facilities in response to lockdowns and restrictions (Statistics Canada, 2022).

Housing, a basic human right, was officially recognized as such by the National Housing Strategy Act in 2019. The Act enshrines the right to a standard of housing free from systemic and prejudicial barriers. It also prioritizes the provision of affordable housing for the most vulnerable groups and outlines the government's commitments to achieve equitable housing outcomes. The issue of housing affordability is also a growing concern, particularly in major Canadian cities where housing prices have continued to rise (Dahms & Duchame, 2022). While the shortage of affordable housing in Canada often makes headlines in cities like Toronto and Vancouver, small communities across the country are also grappling with skyrocketing prices. This study delves into Stettler's housing demand, supply, and affordability across the housing continuum.

Housing Demand

Housing demand, a market-driven concept, refers to the number of new and existing housing units purchased or rented in a specified period. It is influenced by the types, numbers, and locations of homes that households choose to occupy based on their preferences and willingness to pay (Clayton, 2023). Demographic and socioeconomic trends in population growth, aging, household formation, and living arrangements significantly impact housing demand and type.

Key Findings

Population and Age Demographics

- In 2021, the population of Stettler (Town) was 5,695, indicating a decrease of -4.3% from 2016. This contrasts the provincial average of 4.8% and the national average of 5.2%. Over a sixty-year period from 1961 to 2021, the population of Stettler grew by 2057 people, suggesting a slower population growth with an aging population compared to the province of Alberta. The population of Alberta has seen a significant increase, from just over 1.6 million in 1971 to more than 4.2 million in 2021. These demographic trends highlight the unique housing demand and supply dynamics in Stettler.

- This downward trend is not limited to Stettler alone. Between 2011 and 2021, a significant number of Alberta’s towns, villages and rural areas experienced population stagnation or decline, while the cities and many nearby municipalities continued to grow. As smaller municipalities’ populations shrink or fail to grow, they also become disproportionately older—trends that can threaten tax bases and community involvement (McQuillan & Laszlo, 2022).
- Given that Canada's population continues to age and fertility is below the population replacement level, immigration is today's primary driver of population growth. The fertility of the Canadian population has been declining since 2016 and reached a historic low of 1.4 children per woman in 2020 (Statistics Canada, 2022).
- Following Alberta’s boom years, the last decade saw decreased migration from other provinces into Alberta and a declining fertility rate (McQuillan & Laszlo, 2022).

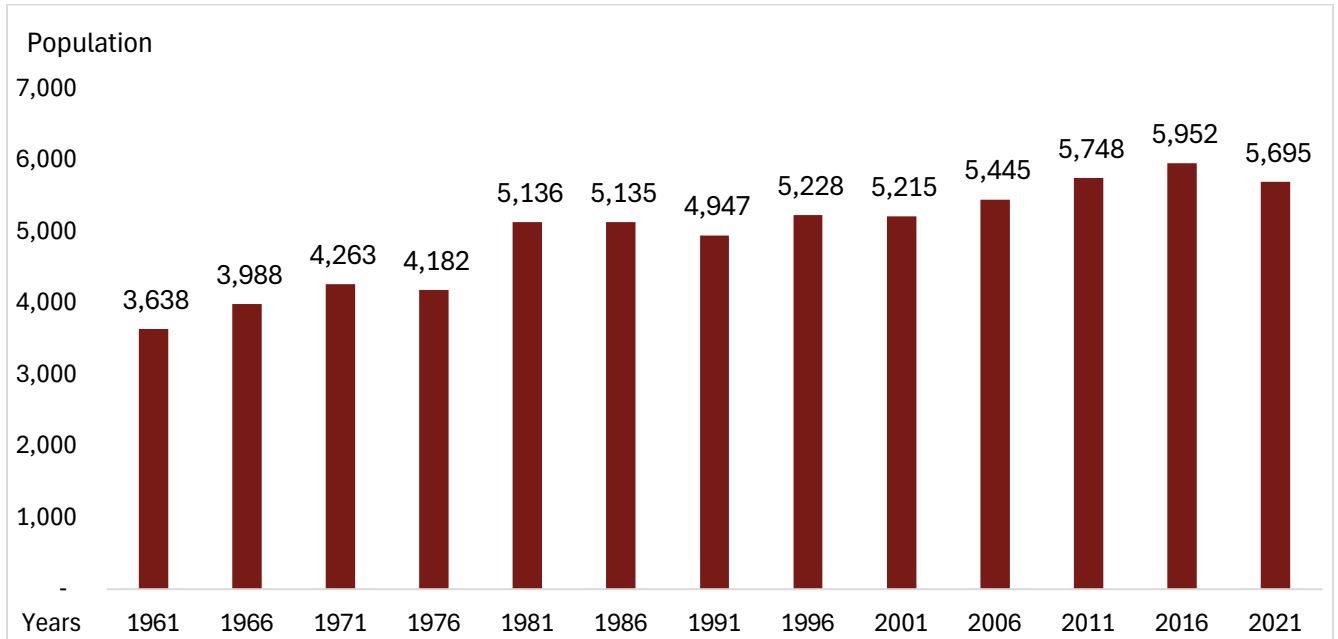


Figure 1 - Population of Stettler 1961 to 2021

Source: Statistics Canada, Censuses of Population, 1961 to 2021

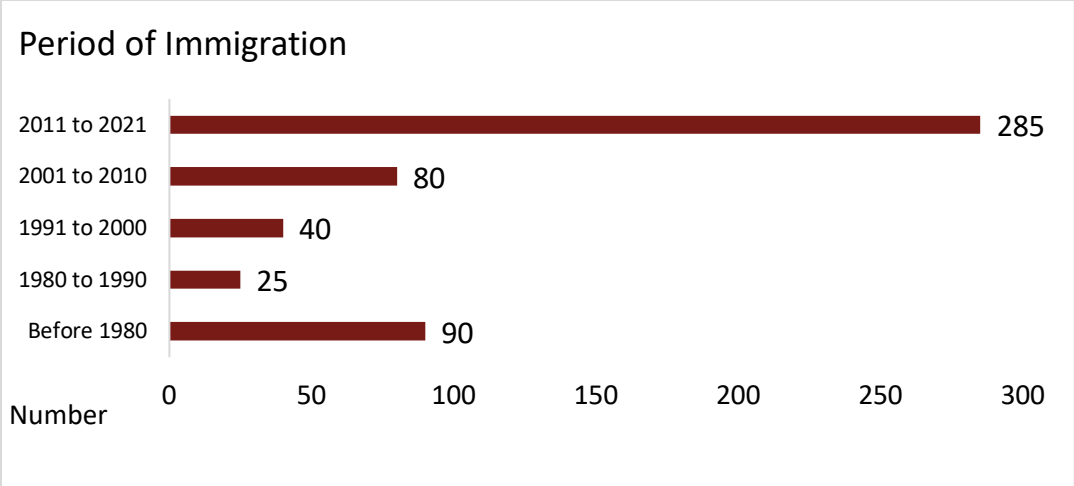


Figure 2 -

Immigrations into Stettler

Statistics Canada, Census of Population 2021

- In Stettler, net immigration has remained much lower as a component of population growth, as shown in Figure 2. This is compounded by the aging of the baby boomer generation and lower net migration. Strong immigration levels and the fact that most immigrants settle in large urban areas explain why Canada's urban areas' population is increasing faster than rural areas.
- The 65-plus-year-old population Stettler has increased both in absolute terms and as a proportion of the total population between 1991 and 2021. Seniors as a proportion of the total. The demographic shift is mainly due to middle-aged residents staying in the community as they grow older and the outmigration of the younger population lower fertility rates and net immigration.

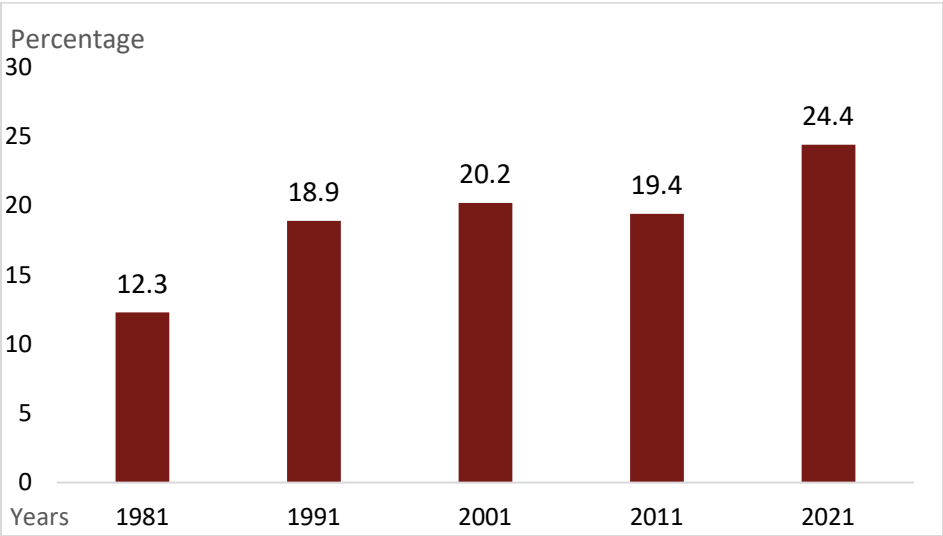
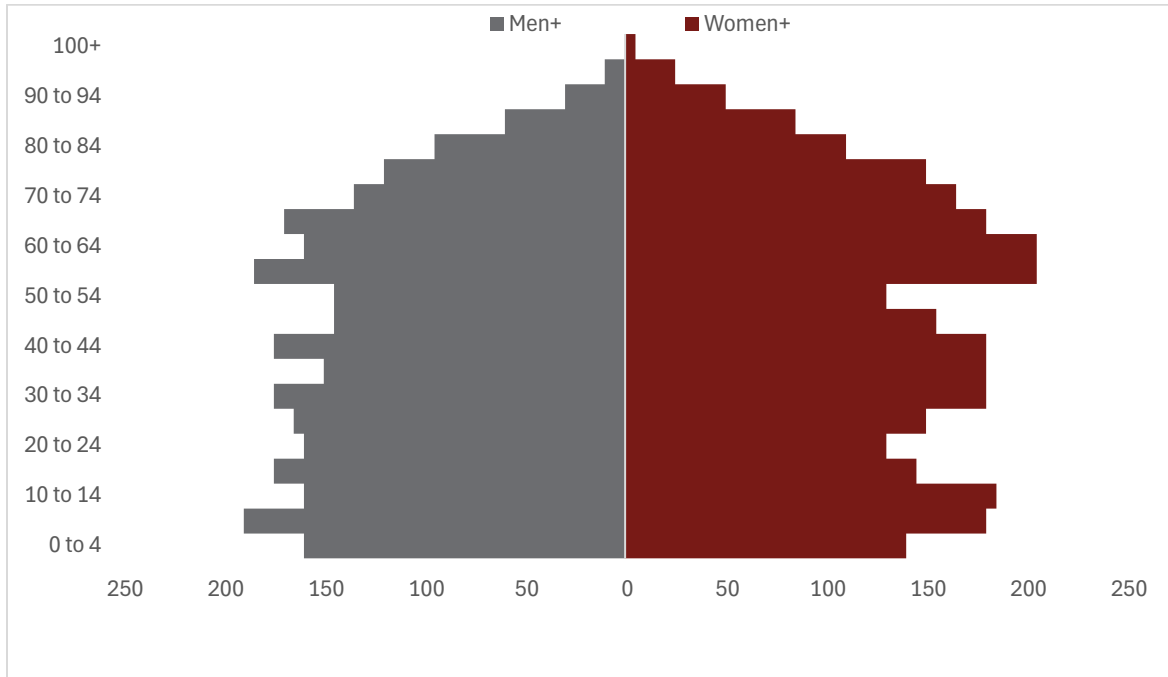


Figure 3 - Percentage of seniors as a proportion of the total population of Stettler, 1981 to 2021

Source: Statistics Canada, Censuses of Population, 1981 to 2021

- Increasing life expectancy is a key contributor to the growth of the 65-plus population. Life expectancy has also increased over the past decade, averaging 18.8% at 65 years in Canada (Statistics Canada, 2015). As more seniors are living to 65 and beyond, an increasing number of individuals will face limitations and challenges aging in place. This puts increasing pressure on all levels of government to ensure adequate support in areas such as housing, community and social support and inclusion. However, seniors do not represent a homogenous group, and there is significant variation in the circumstances of those aged 65 to 74, 75 to 84, and 85 and older.



- The Median Age of Stettler also indicates an aging population, which will increase in the coming years unless net migration increases.

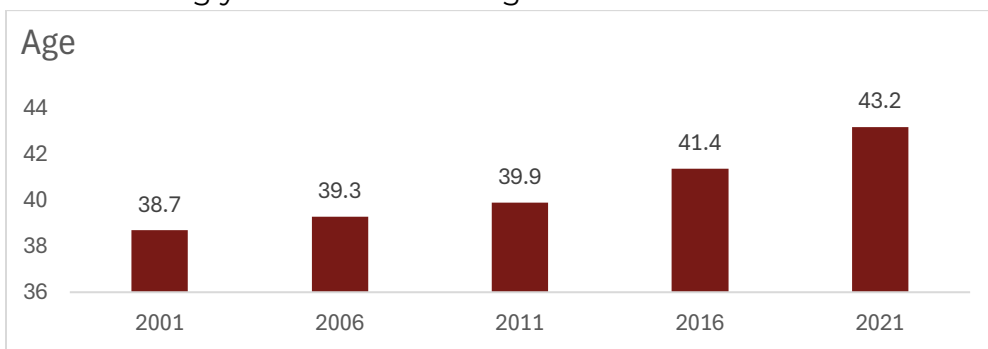


Figure 4 - Median Age in Stettler 2001 to 2021

Source: Statistics Canada, Censuses of Population, 2001 to 2021

Household and Living Arrangements

While population growth is important, the growth in the number of households ultimately determines the demand for housing.

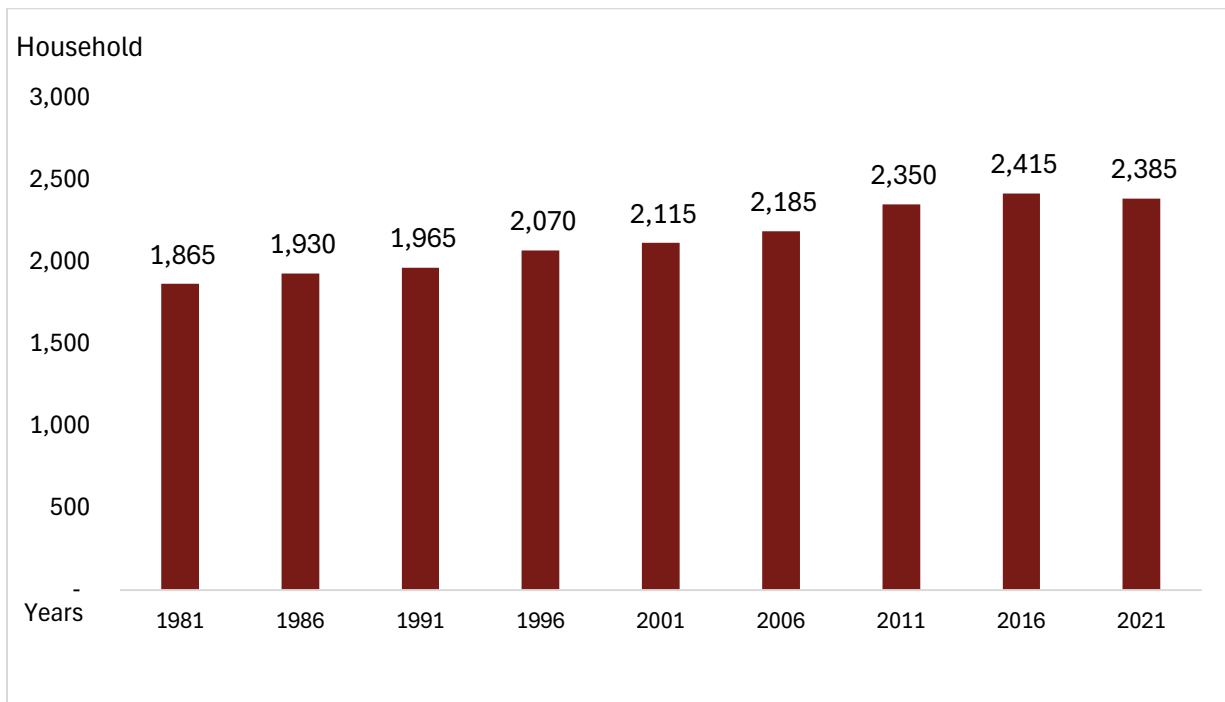


Figure 5 - Household Growth for Stettler, 1981 - 2021

Source: Statistics Canada, Censuses of Population, 1981 to 2021

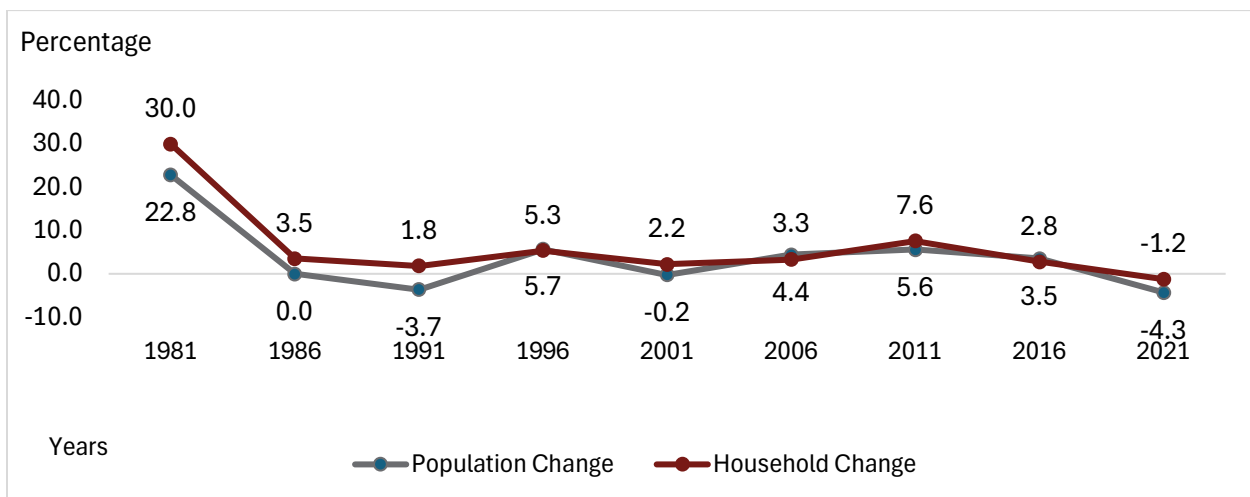


Figure 6 - Population Change and Household Growth

Source: Statistics Canada, Censuses of Population, 1981 to 2021.

Households and Living Arrangements

- Household growth and population change followed a similar pattern. However, household growth was much higher between intercensal periods than population growth. This means a higher demand for housing was influenced by household growth rather than population growth.
- In 2021, 17.1% of adults aged 15 and over living in private households lived alone, compared to 15.9% in 2016. One—and two-person households account for almost 70.1% of all households in Stettler. The principal impact of the growth in one-person households is the increasing demand for housing, especially in the rental market. At the same time, one person has a higher core housing need rate than households with more than one person. Table 2 presents the living arrangements of households in 2021.

Private households by household in Stettler in 2021	Number	Percentage
	2,385	100
1 person	755	31.7
2 persons	915	38.4
3 persons	270	11.3
4 persons	275	11.5
5 or more persons	165	6

Table 3 - Living Arrangements in Stettler, 2021

Source: Statistics Canada, Census of Population, 2021

Housing Supply

Housing supply is the term used to describe the quantity and availability of residential properties within a specific market or geographic area, and represents the total number of units (i.e. homes, apartments, mobile homes, etc.) existing for rent or purchase.

The available housing options in a community measure housing supply. This includes market and non-market housing. Increasing demand without corresponding housing supply leads to faster price growth, impacting affordability. In the recent context of deteriorating housing affordability in Canada, insufficient housing supply has been proposed as one of the possible drivers of rising housing prices, sparking renewed interest in the determinants of housing supply (CMHC, 2022). Stronger inflation pressures and interest rate increases lead to weaker starts and sales levels and slower price growth.

In terms of construction activity, the investment in building construction (IBC) indicator, produced by Statistics Canada, captures the value spent by households, enterprises, and governments for the construction of buildings, excluding the value of land. Based on building permits, starts and completions and administrative data that adjust the base value of construction investment to account for industry profit and other costs not normally included in the building permit value (Mayneris & Pârvulescu, 2023). Therefore, although all three indicators measure different things (e.g., not all building permits end up in new constructions), IBC-R, building permits and housing starts are highly correlated.

Key Findings³

Vacant Land

- Securing land is crucial for a housing development project. This is done either by demolishing existing structures to make way for new housing or by obtaining a plot of vacant land. The latter is typical for developers seeking to build subdivisions, and the use of vacant land for residential construction has been at the centre of debates on both housing affordability and urban expansion. It is, therefore, essential to be able to measure how much vacant land is immediately available for construction (Mayneris & Pârvulescu, 2023). Data from the City of Stettler shows that **136.26 Acres** of vacant residential land was available across the community for housing construction (May 2024).

³ There are no available housing starts data to determine trends in Stettler. As Stettler's population was below 10,000, Statistics Canada, Cansim table 027-0040 (Canada Mortgage and Housing Corporation, average rents for areas with a population of 10,000 and over) was not available. Therefore, the *Government of Alberta's Rural Apartment Vacancy and Rental Cost Survey* was used.

Housing Construction

- The evolution of building construction costs has been qualitatively homogeneous across cities in the past 12 years. However, available data shows that overall residential construction costs, as measured by the BCPI, have increased in both small and mid-size cities, notably from 2020. This partly reflects supply-chain bottlenecks caused by the COVID-19 pandemic (Meyer-Robinson, 2022) and tightening labour shortages in the construction sector (Morissette, 2022). This may have an impact on more housing units coming onto the market.

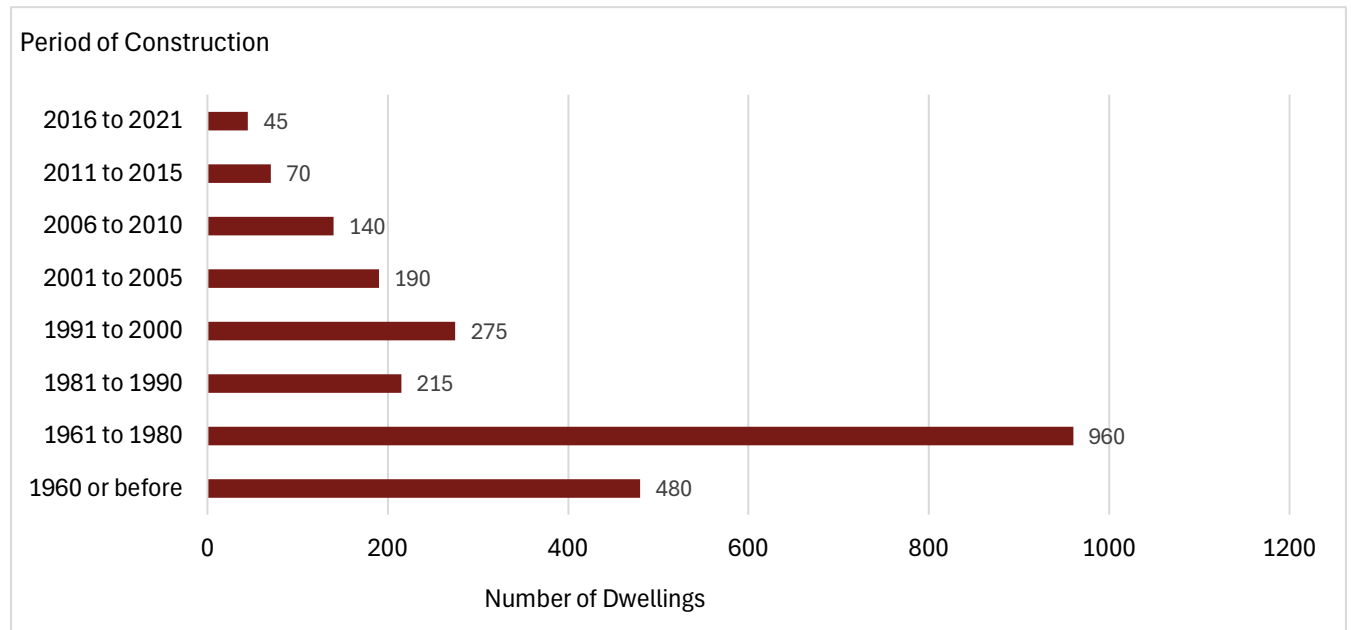


Figure 7 - Occupied private dwellings by period of construction

Source: Statistics Canada, Census of Population, 2021

- Sixty-five percent of Stettler's dwellings were constructed before 1991, while 25.5 percent were constructed before 2010. Only 4.8 percent were constructed between 2011 and 2021. This means construction has slowed dramatically from previous periods. It also means that construction in terms of housing supply has not kept pace with population or household growth.
- The existing housing stock also lacks adequate diversity due to the overconcentration of single-detached dwellings. High ratios of single-detached homes in a housing stock may indicate that younger, older, or lower-income households are not being accommodated. This can make it difficult to provide a mix of housing types that attract new residents, which can help revitalize small towns and enable economic growth.

Occupied private dwellings by structural type	2,385	100	AB
Single-detached house	1,610	67.5	60.9
Semi-detached house	90	3.8	6.0
Row house	170	7.1	7.8
Apartment or flat in a duplex	20	0.8	2.7
Apartment in a building that has fewer than five stories	245	10.3	15.1
Apartment in a building that has five or more stories	0	0	4.6
Other single-attached house	0	0	0.1
Movable dwelling	245	10.3	2.8

Table 4 - Stettler housing stock by dwelling types

Source: Statistics Canada, Census of Population, 2021

Rental Market - Vacancy Rates and Average Rents

- The primary rental market in Stettler has been very tight since 2005. Vacancy rates reached a low of 0% in 2013 and experienced an increase in the 9 years afterwards, it has since dropped to 0.9%, the lowest since 2014. During the period of higher-than-average vacancy rates (2016-2022) economic pressure, as well as units being renovated (and thus vacant), contributed to this increase. Overall, strong rental demand in Stettler has often outpaced supply.

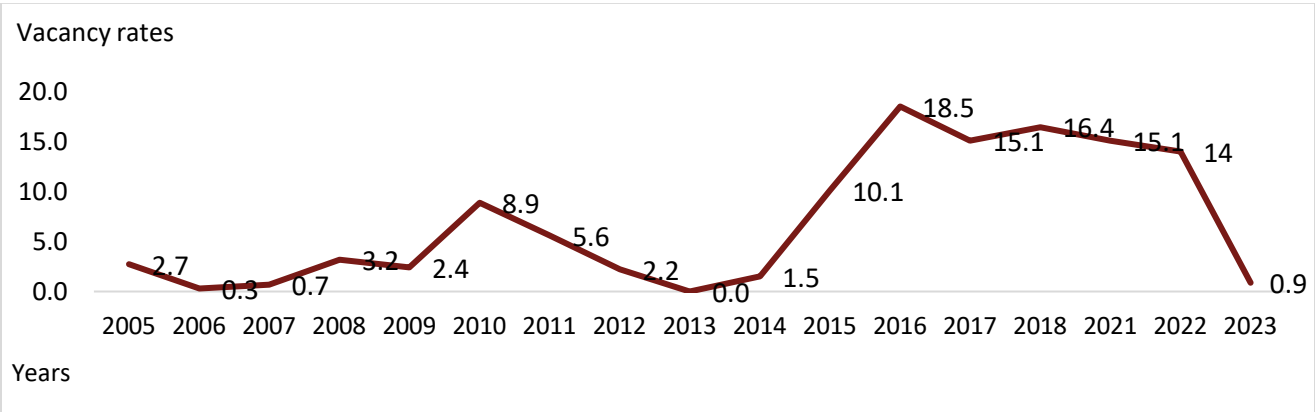


Figure 8 - Vacancy rates for Stettler, 2005 to 2023

Source: Government of Alberta's Rural Apartment Vacancy and Rental Cost Survey, 2005 to 2021. Note: 2019 and 2020 COVID Years without Survey Data

- Regarding average rents, the highest year-to-year increase between 2022 and 2023 was 13.1% for two-bedroom apartments, followed by the Bachelor at 9.5% and 3-bedroom at 8.3%.

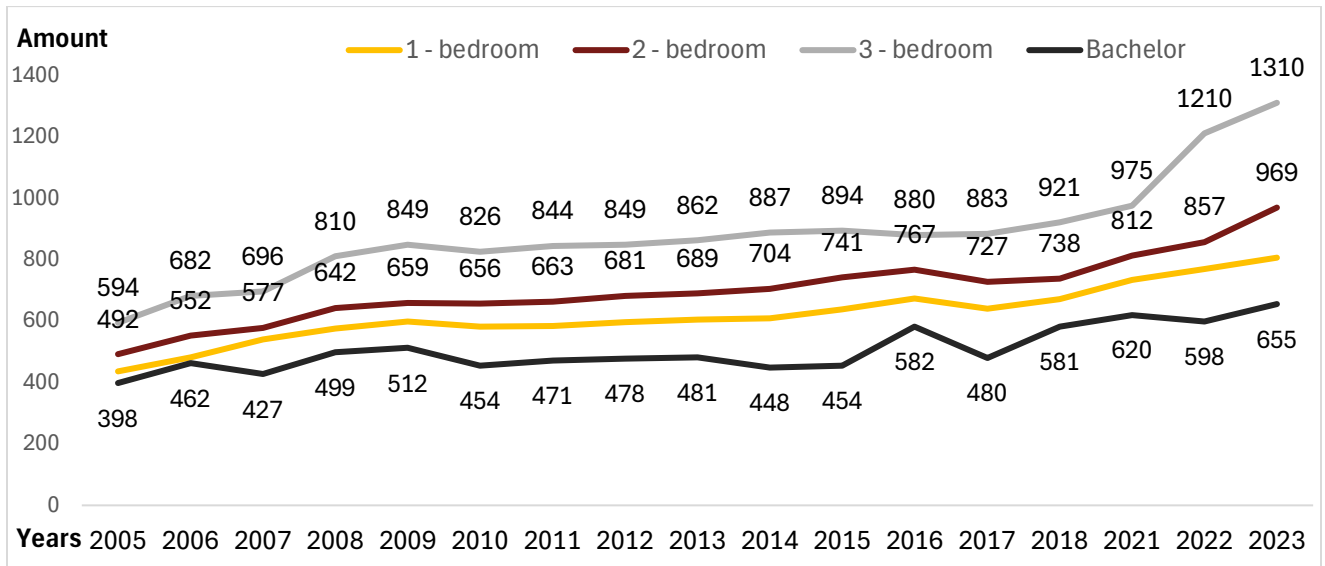


Figure 9 - Average rent by bedroom type for Stettler, 2005 to 2023

Source: Government of Alberta's Rural Apartment Vacancy and Rental Cost Survey, 2005 to 2021. Note: 2019 and 2020 COVID Years without Survey Data.

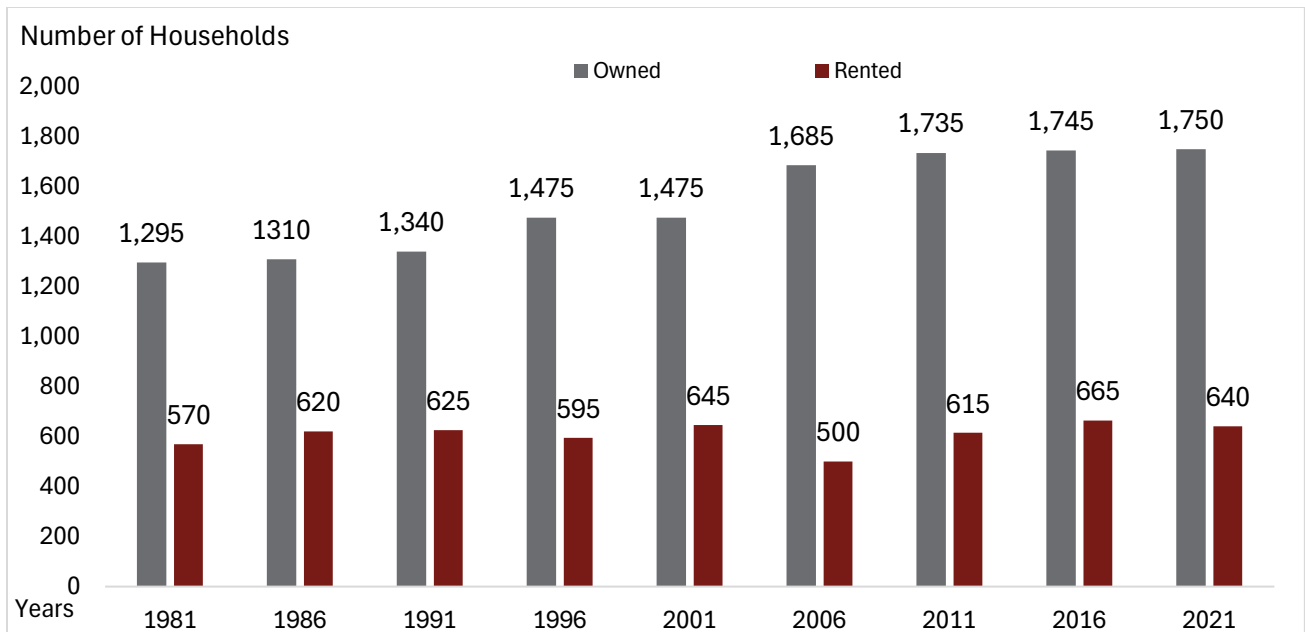


Figure 10 - Housing tenure in Stettler, 1981 to 2021

Source: Statistics Canada, Census of Population, 2021

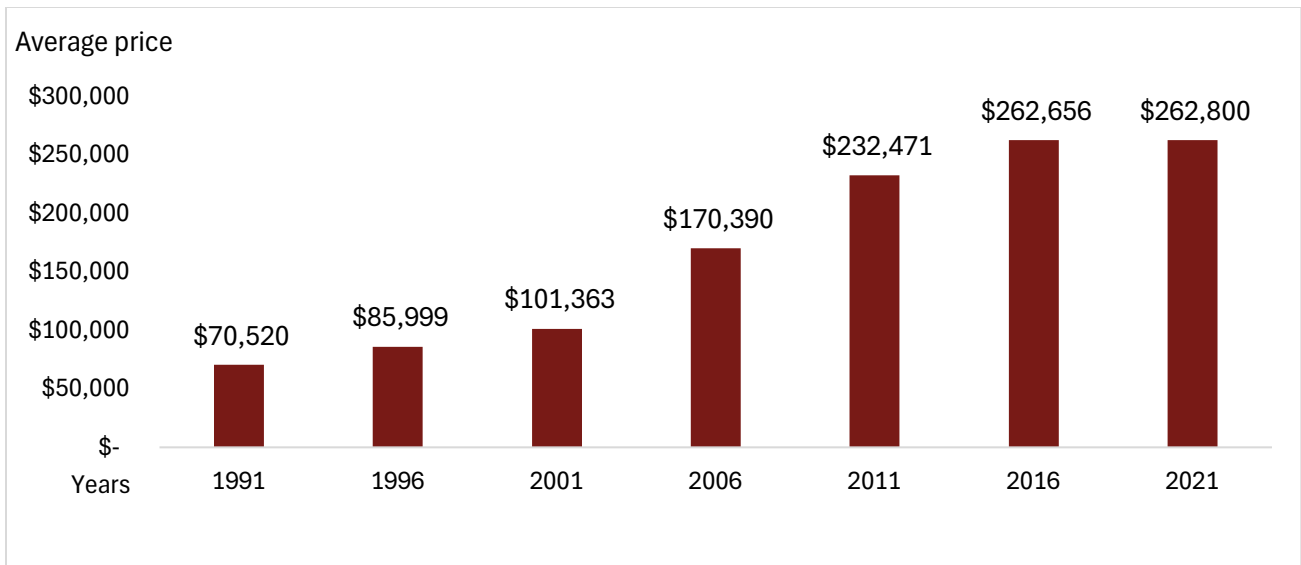


Figure 11 - Average price of a dwelling in Stettler, 1991 to 2021

Source: Statistics Canada, Censuses of Population, 1991 to 2021

- Shelter costs refer to the average monthly total of all shelter expenses paid by households. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services.

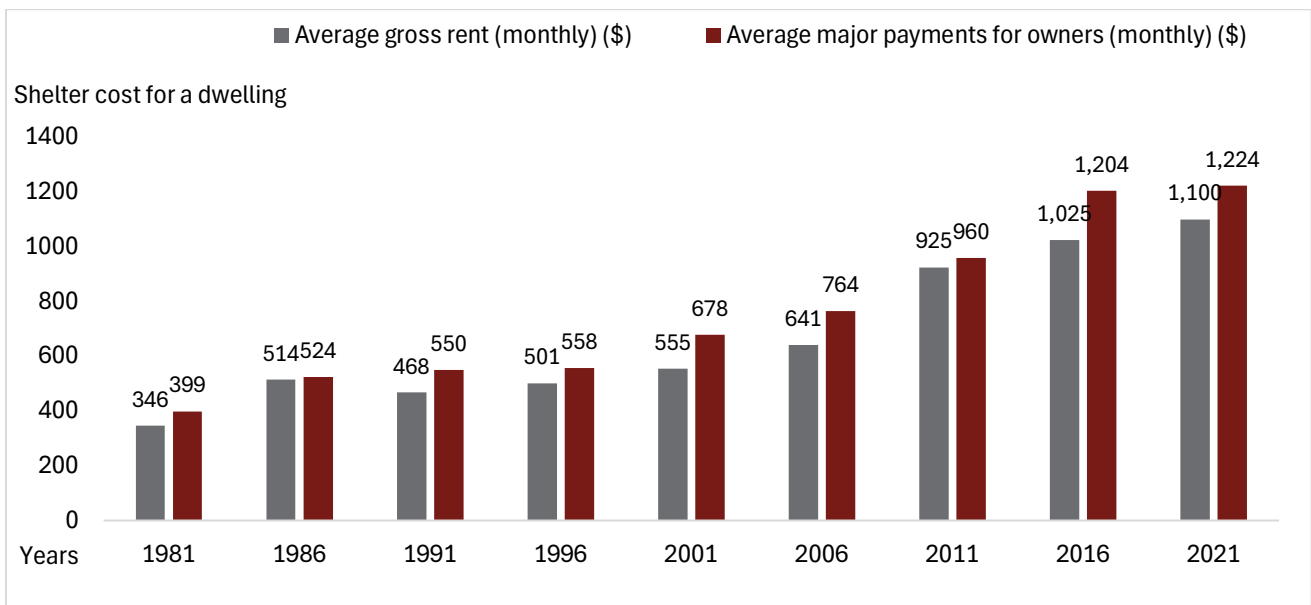


Figure 12 - Shelter costs for owner and tenant households in Stettler, 1981 to 2021

Source: Statistics Canada, Census of Population, 2021

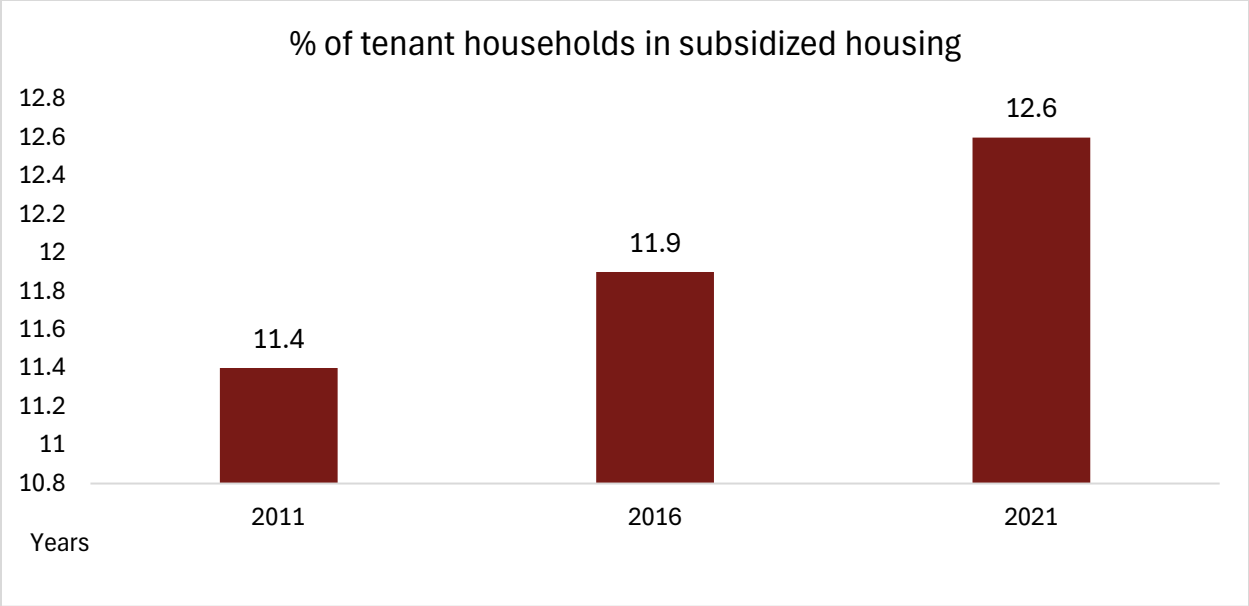


Figure 13 - Proportion of tenant households in subsidized housing in Stettler, 2011 to 2021

Source: Statistics Canada, Census of Population, 2011 to 2021

Housing affordability

Housing affordability is whether the occupants of the dwelling paid 30% or more of the household's total income towards shelter costs. In 1986, CMHC and the provinces agreed to use the 30% threshold to measure affordability for the purposes of defining the need for social housing. The housing affordability term is used when referring to rental housing that is subsidized by the government, rental housing provided by the private, public and non-profit sectors, all forms of housing tenure including rental, ownership and co-operative ownership, as well as temporary and permanent housing.

In Stettler, the proportion of tenant households spending 30% or more of their income on shelter costs was 26.8% in 2021. In 2016, a proportion of tenant households spending 30% or more of their income on shelter costs was 34.3%, and tenant households face a greater risk of housing affordability than owner-occupied households.

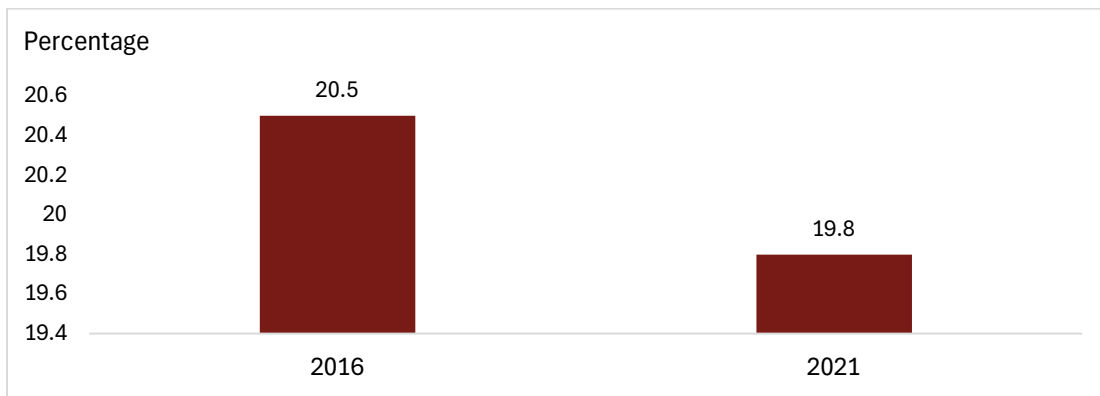


Figure 14 - Households that spend 30% or more of income on shelter costs in Stettler, 2016 and 2021

Source: Statistics Canada, Census of Population, 2016 and 2021

Income Categories and Affordable Shelter Costs

Income categories are determined by their relationship with each geography's [Area Median Household Income \(AMHI\)](#). The following table shows the range of household incomes and affordable housing costs that make up each income category, in 2020-dollar values. It also shows what the portion of total households that fall within each category.

Year	1991	1996	2001	2006	2011	2016	2021
Average Home Price	\$70,520	\$ 85,999	\$101,363	\$170,390	\$232,471	\$262,656	\$262,800
Median Household Income	\$31,838	\$ 37,409	\$ 40,377	\$ 56,201	\$ 66,243	\$ 71,717	\$76,000
Price-to-income ratio (PIR)	2.2	2.3	2.5	3.0	3.5	3.7	3.5

Table 5 - Median price-to-income ratio for a dwelling in Stettler, 1991 to 2021

Source: Statistics Canada, 1991 – 2021; compilation and calculations - bassa Social Innovations Inc.

Table 5: Income Categories and Affordable Shelter Costs, 2016 vs 2021

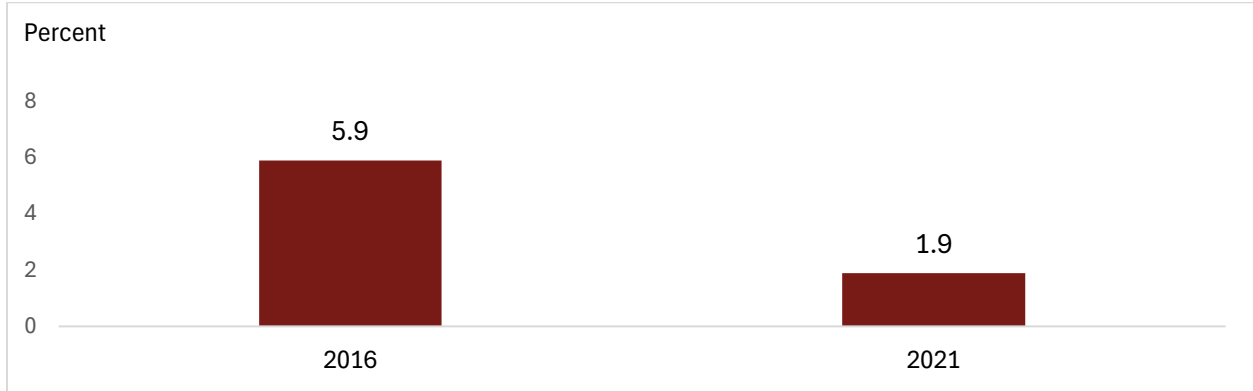
Area	Stettler 2016	Stettler 2016	Stettler 2016	Stettler 2021	Stettler 2021	Stettler 2021
Income Category	% of Total HHs	Annual HH Income	Affordable Shelter Cost (2020 CAD\$)	% of Total HHs	Annual HH Income	Affordable Shelter Cost (2020 CAD\$)
Area Median Household Income		\$71,500	\$1,788		\$76,500	\$1,912
Very Low Income (20% or under of AMHI)	1.06%	<= \$14,300	<= \$358	1.06%	<= \$15,300	<= \$383
Low Income (21% to 50% of AMHI)	16.38%	\$14,301 - \$35,750	\$359 - \$894	16.38%	\$15,300 - \$38,250	\$383 - \$956
Moderate Income (51% to 80% of AMHI)	17.66%	\$35,751 - \$57,200	\$895 - \$1,430	22.13%	\$38,250 - \$61,200	\$956 - \$1,530
Median Income (81% to 120% of AMHI)	23.83%	\$57,201 - \$85,800	\$1,431 - \$2,145	22.13%	\$61,200 - \$91,800	\$1,530 - \$2,295
High Income (121% and more of AMHI)	41.06%	>= \$85,801	>= \$2,146	38.3%	>= \$91,801	>= \$2,296

Table 6 - Income categories and affordable shelter costs, 2016 to 2021

Source:

Core Housing Need

Core housing need refers to whether a private household's housing falls below at least one of the indicator thresholds for housing **adequacy**⁴, **affordability**⁵, or **suitability**⁶ and would have to spend 30% or more of its total before-tax income to pay the median rent of acceptable alternative local housing (attains all three housing indicator thresholds).



⁴ Housing adequacy means the unit does not require any major repairs(i.e. defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings, etc.), according to residents.

⁵ Paying less than 30% of household before-tax income on median rent (including utility costs) within the local housing market

⁶ Housing suitability is having enough bedrooms for the size and make-up of residents households according to guidelines outlined in the National Occupancy Standard (NOS)

Community Social and Affordable Housing Programs

The need for social and affordable housing, commonly referred to as subsidized housing, is anticipated to increase. Currently, 12.6 % of tenant households live in subsidized housing (Statistics Canada, 2022). Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements, and housing allowances. The waitlist for social and affordable housing is 14, with an anticipated 0 new units for the next few years.

Table 7 - Community Social and Affordable Housing from County of Stettler Housing Authority

Housing Option	Program Capacity	Occupancy Level	Number on Waitlist
Rent Subsidies	Approx 60	55	3
Community Housing	14	14	5
Seniors Lodges	193	37	0
Seniors Self-Contained	12	12	0
Affordable Housing	33	33	9

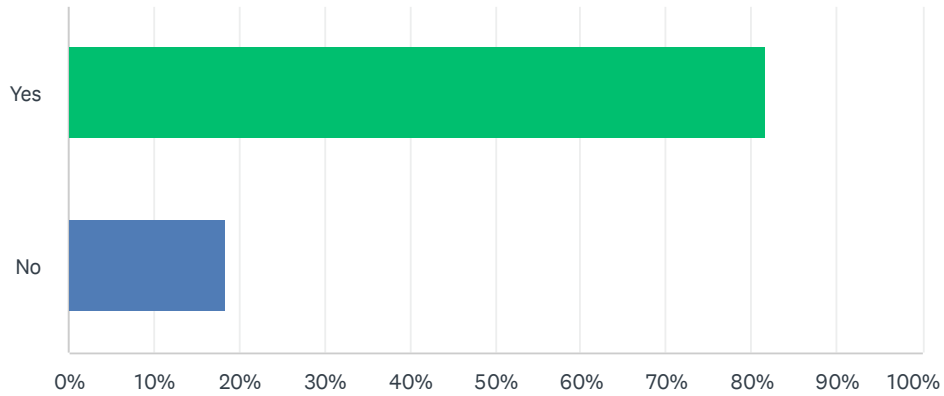
The County of Stettler Housing Authority, in cooperation with eight other municipalities, including the Town and County of Stettler, operates three lodges in Stettler and Senior Self-Contained, Affordable, Community, and Rent-Support programs. The lodges, Heart Haven, Paragon Place, and Willow Creek, have a total of 193 units for independent seniors.

In the Social Housing area, the Stettler Housing Authority operates the Big Valley Villas - seniors self-contained, and Stettler has 14 low-income housing units. There is also Affordable Housing in Donalda, Big Valley, and Stettler. In addition to Rosedale Apartments, four duplexes and 3 condo units at Parkland Place. Furthermore, the Stettler Housing Authority provides Rent Supplements to seven landlords and direct rent supplements to over 50 families.

Appendix C – Survey Results

Q1 Do you reside in Stettler?

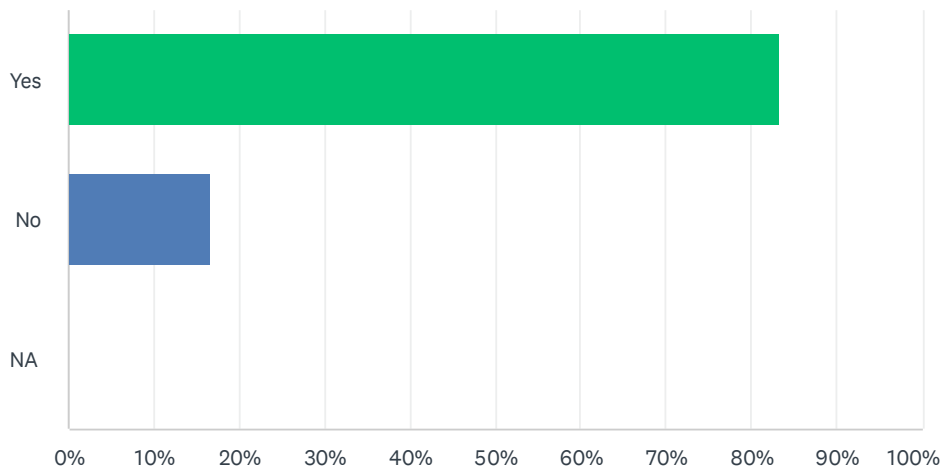
Answered: 263 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	81.75%	215
No	18.25%	48
TOTAL		263

Q2 Do you live elsewhere but work in Stettler?

Answered: 48 Skipped: 215

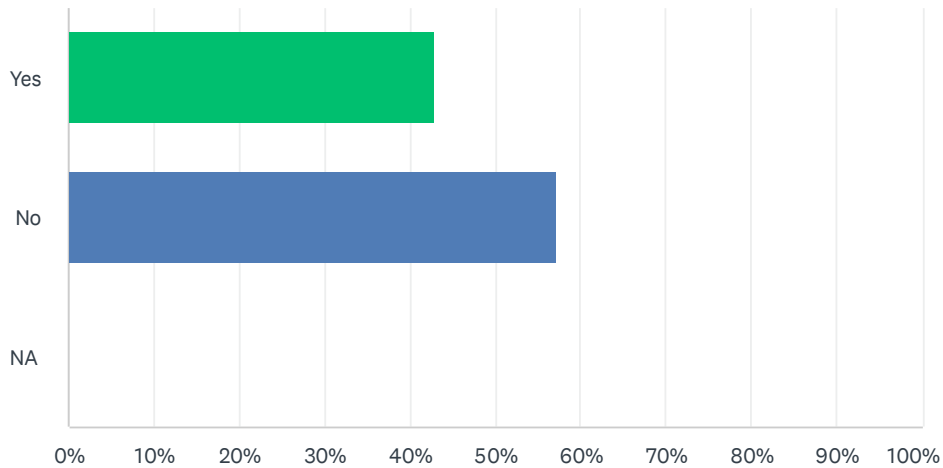


Stettler Housing Needs Assessment

ANSWER CHOICES	RESPONSES	
Yes	83.33%	40
No	16.67%	8
NA	0.00%	0
TOTAL		48

Q3 If you neither live or work within Stettler, are you intending to move to Stettler in the next 12 - 18 months?

Answered: 7 Skipped: 256

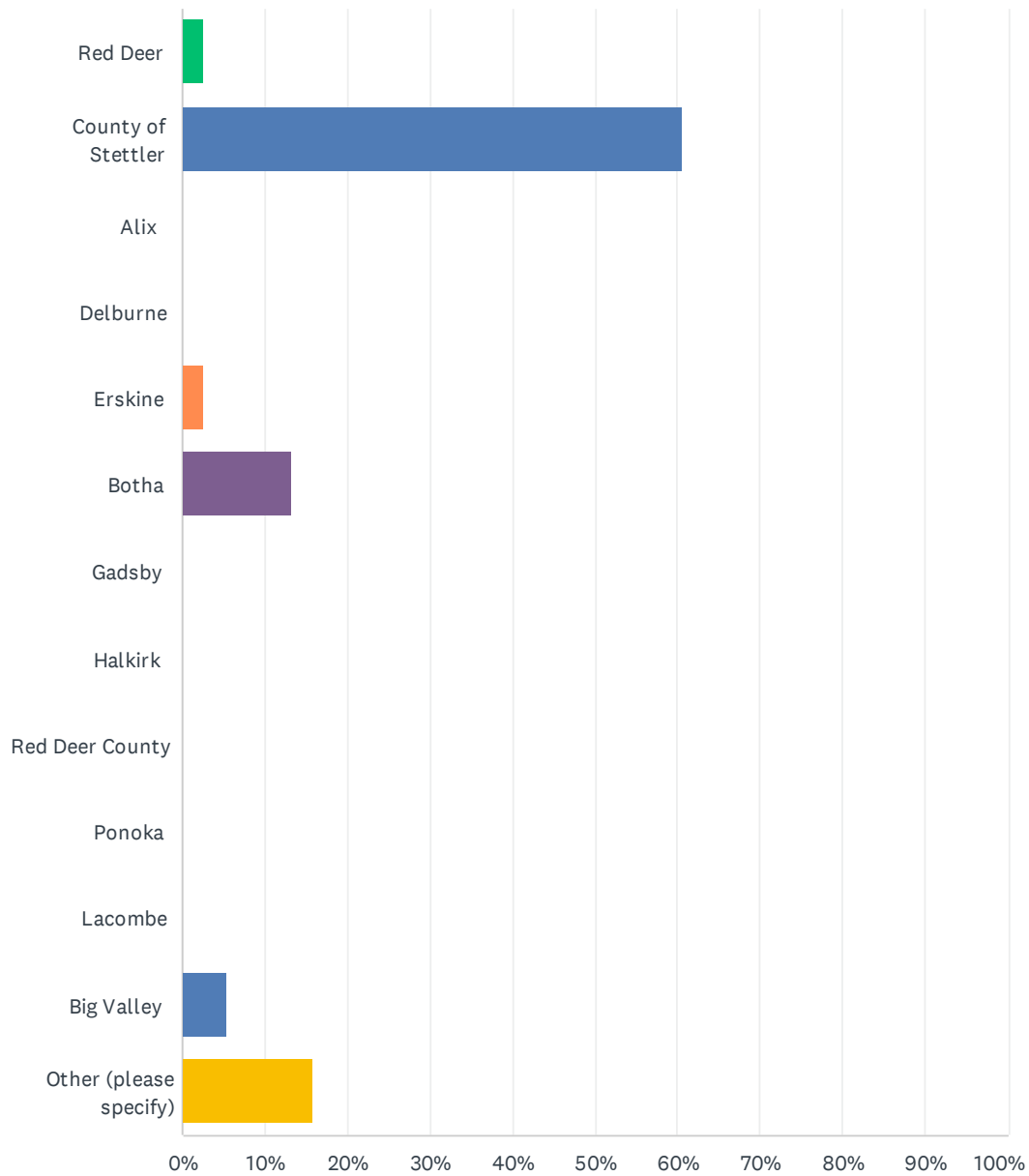


ANSWER CHOICES	RESPONSES	
Yes	42.86%	3
No	57.14%	4
NA	0.00%	0
TOTAL		7

Q4 If you work in Stettler, but do not live in the community, which community do you live in?

Answered: 38 Skipped: 225

Stettler Housing Needs Assessment



Stettler Housing Needs Assessment

ANSWER CHOICES	RESPONSES	
Red Deer	2.63%	1
County of Stettler	60.53%	23
Alix	0.00%	0
Delburne	0.00%	0
Erskine	2.63%	1
Botha	13.16%	5
Gadsby	0.00%	0
Halkirk	0.00%	0
Red Deer County	0.00%	0
Ponoka	0.00%	0
Lacombe	0.00%	0
Big Valley	5.26%	2
Other (please specify)	15.79%	6
TOTAL		38

Q5 What is the average one-way commute time for your daily trip into Stettler?

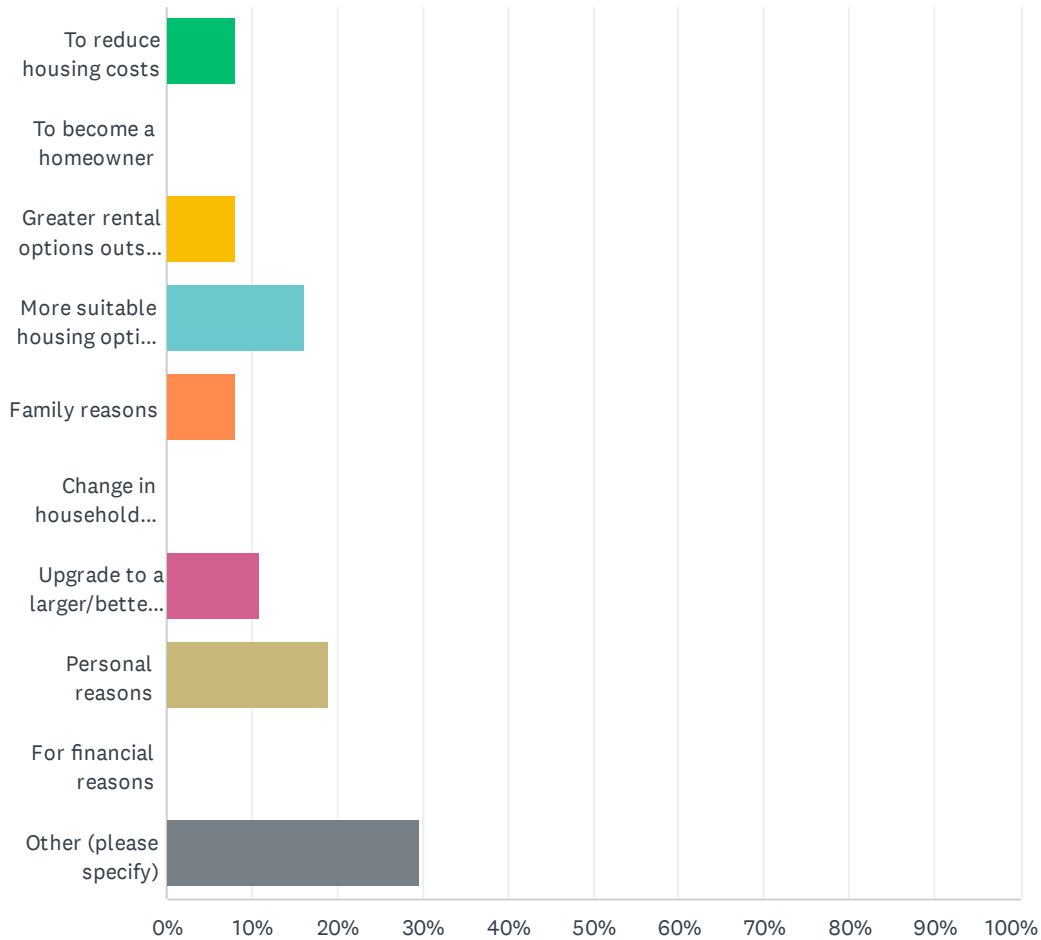
Answered: 38 Skipped: 225

ANSWER CHOICES	RESPONSES	
Time	100.00%	38

Q6 People work and live in different communities for a variety of reasons, either voluntary or non-voluntary. Why are you working in Stettler, but living outside the community?

Answered: 37 Skipped: 226

Stettler Housing Needs Assessment

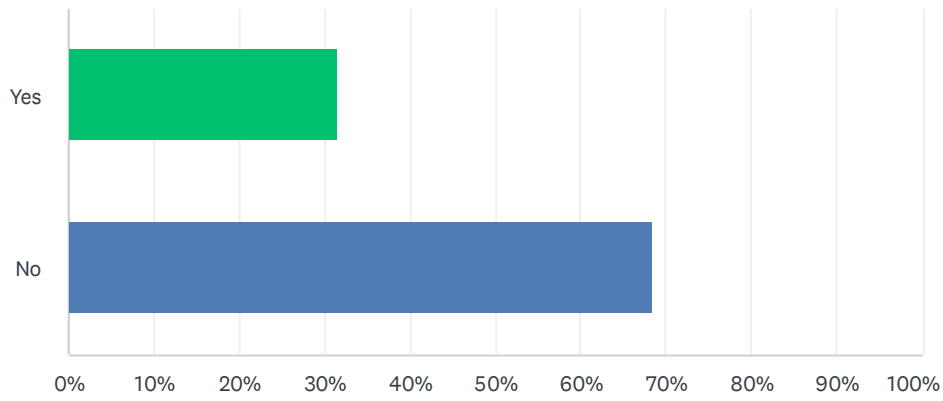


ANSWER CHOICES	RESPONSES	
To reduce housing costs	8.11%	3
To become a homeowner	0.00%	0
Greater rental options outside of Stettler	8.11%	3
More suitable housing options for me/my family	16.22%	6
Family reasons	8.11%	3
Change in household family size (ie. marriage, divorce, childbirth/adoption, etc.)	0.00%	0
Upgrade to a larger/better/more suitable dwelling	10.81%	4
Personal reasons	18.92%	7
For financial reasons	0.00%	0
Other (please specify)	29.73%	11
TOTAL		37

Q7 Would you like to move from your current location to Stettler?

Answered: 38 Skipped: 225

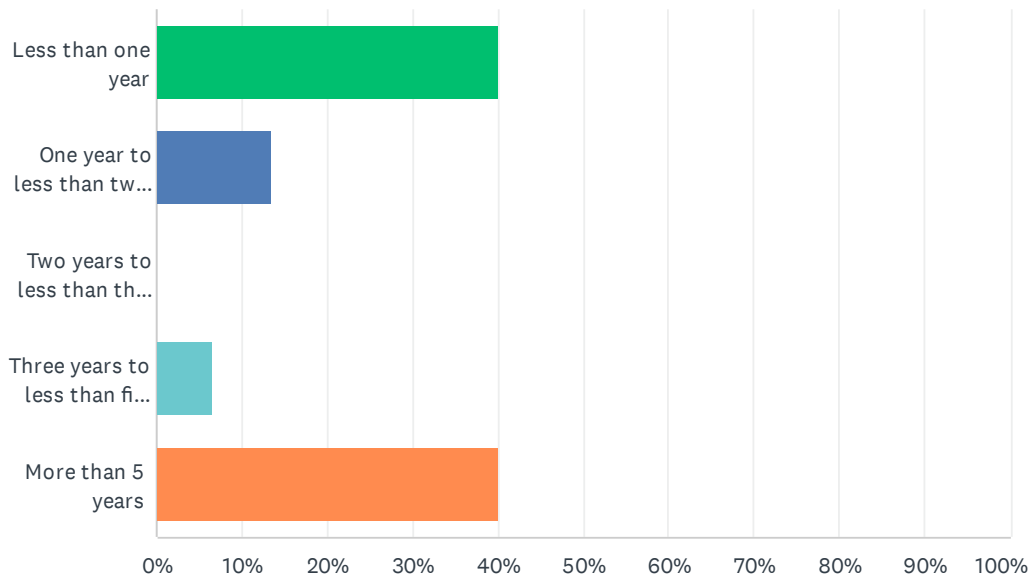
Stettler Housing Needs Assessment



ANSWER CHOICES	RESPONSES	
Yes	31.58%	12
No	68.42%	26
TOTAL		38

Q8 If yes, what is your approximate timeline for moving?

Answered: 15 Skipped: 248

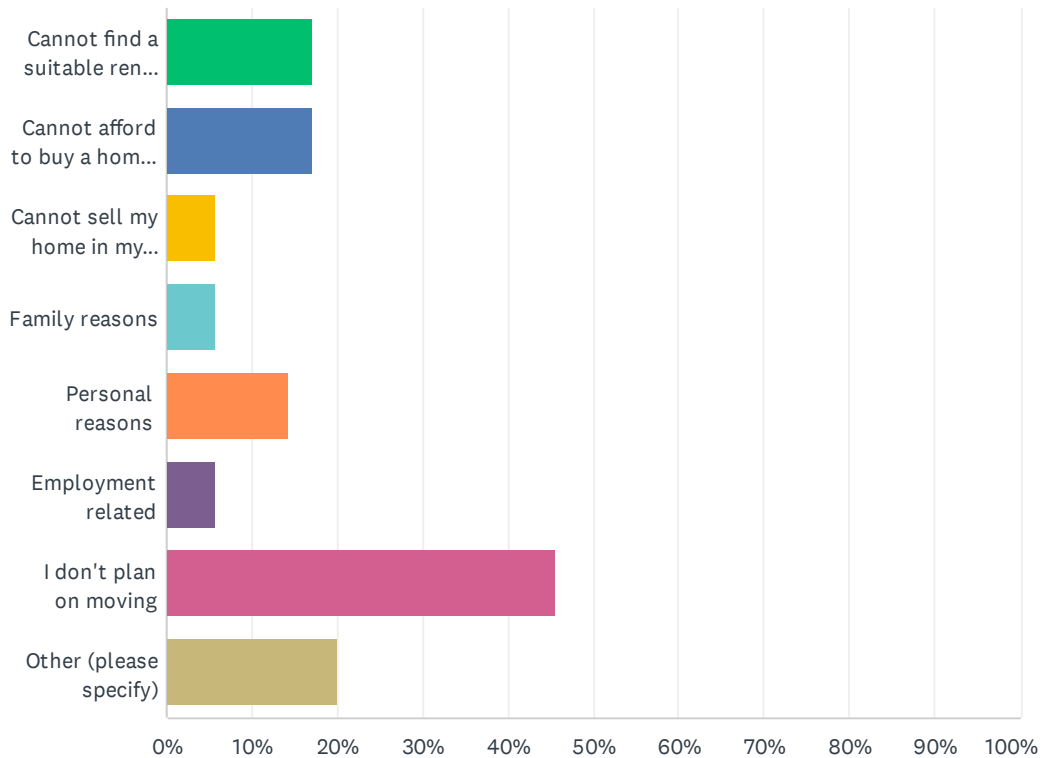


Stettler Housing Needs Assessment

ANSWER CHOICES	RESPONSES	
Less than one year	40.00%	6
One year to less than two years	13.33%	2
Two years to less than three years	0.00%	0
Three years to less than five years	6.67%	1
More than 5 years	40.00%	6
TOTAL		15

Q9 What are the top reasons you have not moved to Stettler? (Check all that apply)

Answered: 35 Skipped: 228

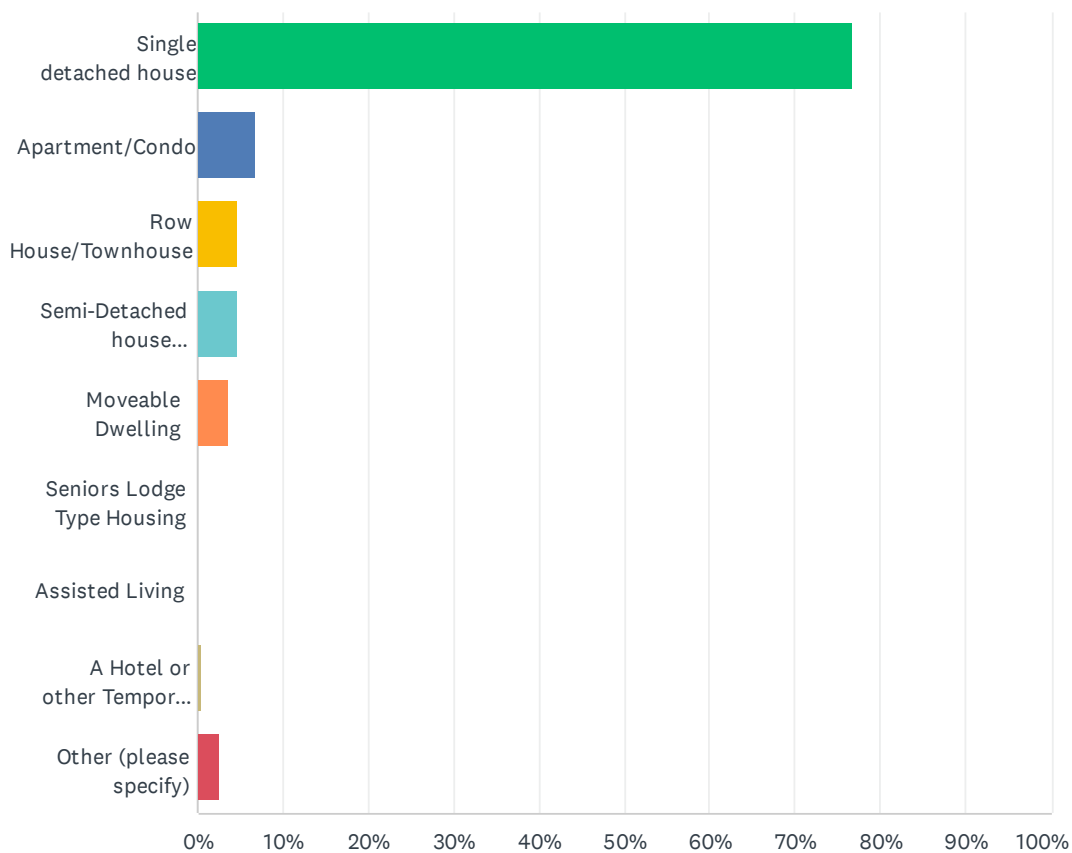


Stettler Housing Needs Assessment

ANSWER CHOICES	RESPONSES	
Cannot find a suitable rental in Stettler	17.14%	6
Cannot afford to buy a home in Stettler	17.14%	6
Cannot sell my home in my current community	5.71%	2
Family reasons	5.71%	2
Personal reasons	14.29%	5
Employment related	5.71%	2
I don't plan on moving	45.71%	16
Other (please specify)	20.00%	7
Total Respondents: 35		

Q10 In which type of housing do you currently reside?

Answered: 190 Skipped: 73

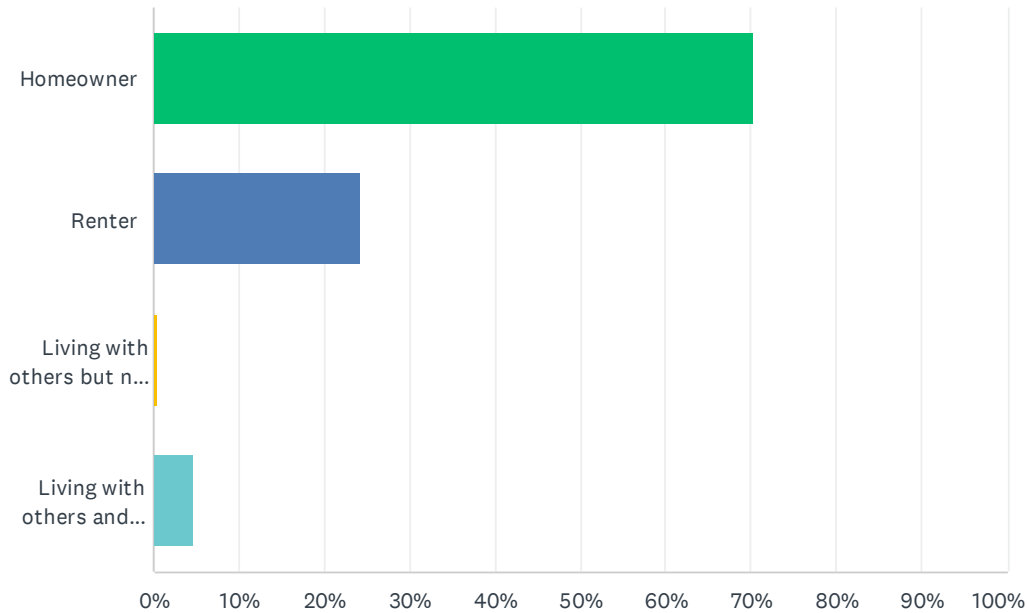


Stettler Housing Needs Assessment

ANSWER CHOICES	RESPONSES	
Single detached house	76.84%	146
Apartment/Condo	6.84%	13
Row House/Townhouse	4.74%	9
Semi-Detached house (duplex/fourplex)	4.74%	9
Moveable Dwelling	3.68%	7
Seniors Lodge Type Housing	0.00%	0
Assisted Living	0.00%	0
A Hotel or other Temporary Residence	0.53%	1
Other (please specify)	2.63%	5
TOTAL		190

Q11 Which of the following best describes your housing situation?

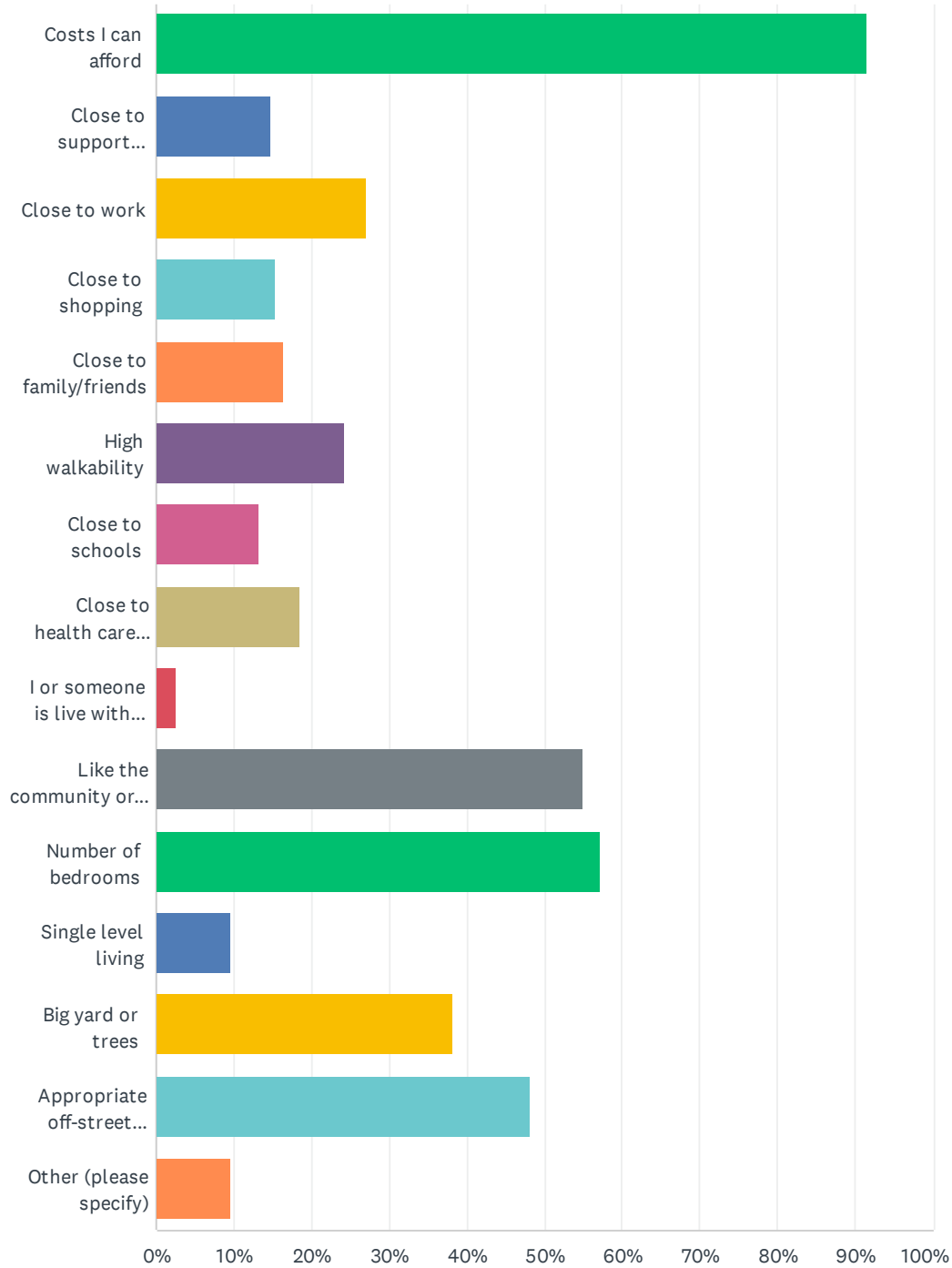
Answered: 189 Skipped: 74



ANSWER CHOICES	RESPONSES	
Homeowner	70.37%	133
Renter	24.34%	46
Living with others but not paying rent or mortgage	0.53%	1
Living with others and assisting with paying rent or mortgage	4.76%	9
TOTAL		189

Q12 What factors are most important to you when choosing your home or apartment? (Select all that apply)

Answered: 189 Skipped: 74

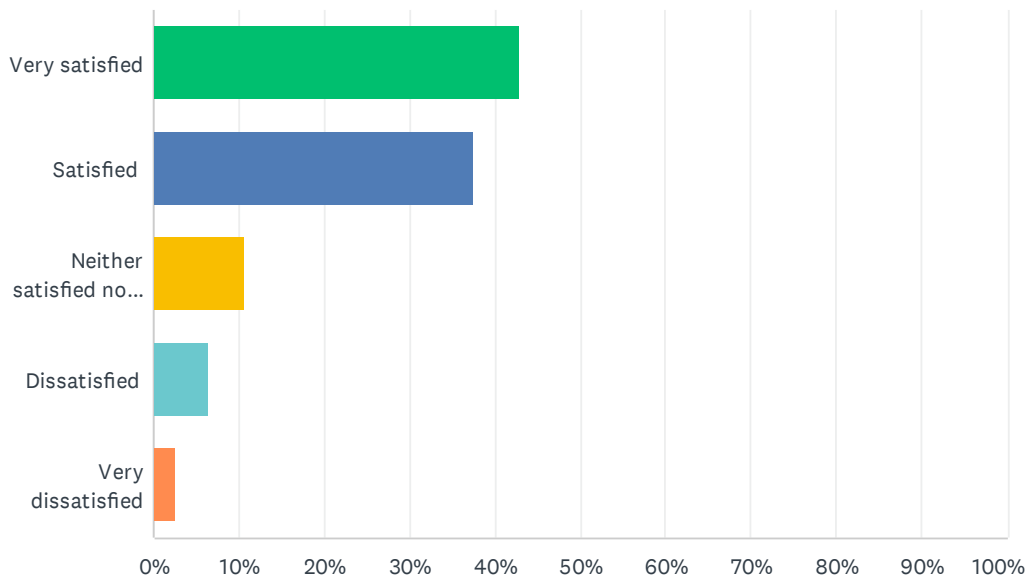


Stettler Housing Needs Assessment

ANSWER CHOICES	RESPONSES	
Costs I can afford	91.53%	173
Close to support services	14.81%	28
Close to work	26.98%	51
Close to shopping	15.34%	29
Close to family/friends	16.40%	31
High walkability	24.34%	46
Close to schools	13.23%	25
Close to health care facilities	18.52%	35
I or someone is live with requires accessibility modifications	2.65%	5
Like the community or neighbourhood	55.03%	104
Number of bedrooms	57.14%	108
Single level living	9.52%	18
Big yard or trees	38.10%	72
Appropriate off-street parking (Garage, parking lot, underground parking, etc.)	48.15%	91
Other (please specify)	9.52%	18
Total Respondents: 189		

Q13 How satisfied are you with your current home/apartment?

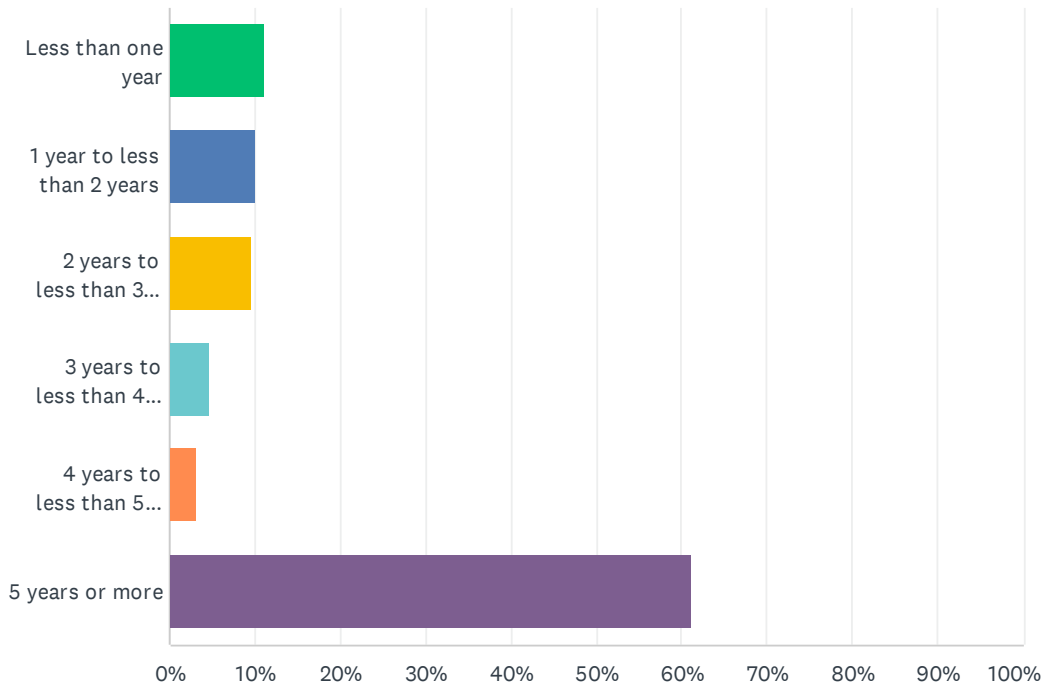
Answered: 189 Skipped: 74



ANSWER CHOICES	RESPONSES	
Very satisfied	42.86%	81
Satisfied	37.57%	71
Neither satisfied nor dissatisfied	10.58%	20
Dissatisfied	6.35%	12
Very dissatisfied	2.65%	5
TOTAL		189

Q14 How much longer do you plan to stay in your current home/apartment before moving?

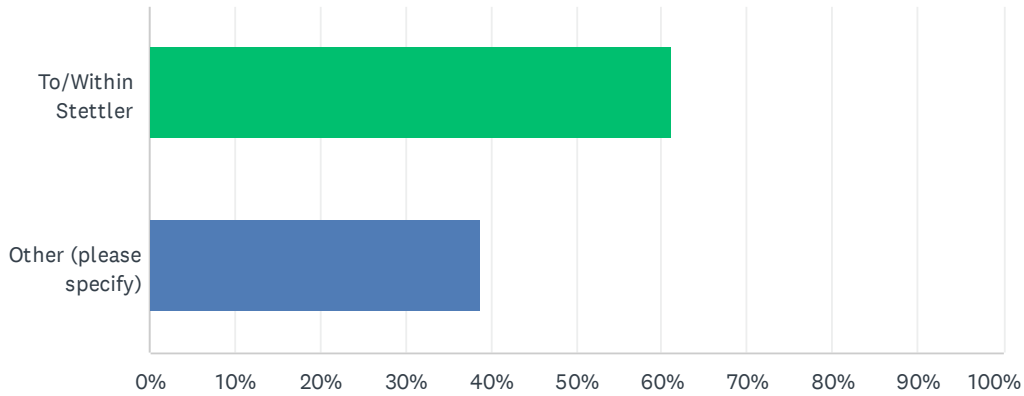
Answered: 188 Skipped: 75



ANSWER CHOICES	RESPONSES	
Less than one year	11.17%	21
1 year to less than 2 years	10.11%	19
2 years to less than 3 years	9.57%	18
3 years to less than 4 years	4.79%	9
4 years to less than 5 years	3.19%	6
5 years or more	61.17%	115
TOTAL		188

Q15 In relation to your current plan, where do you plan to move?

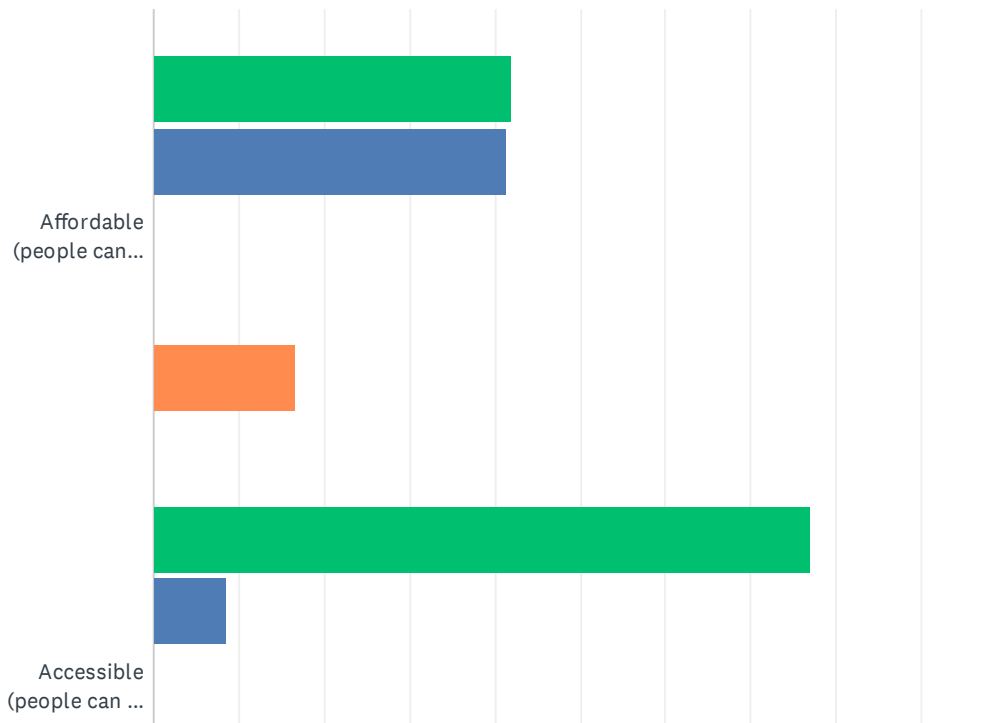
Answered: 180 Skipped: 83



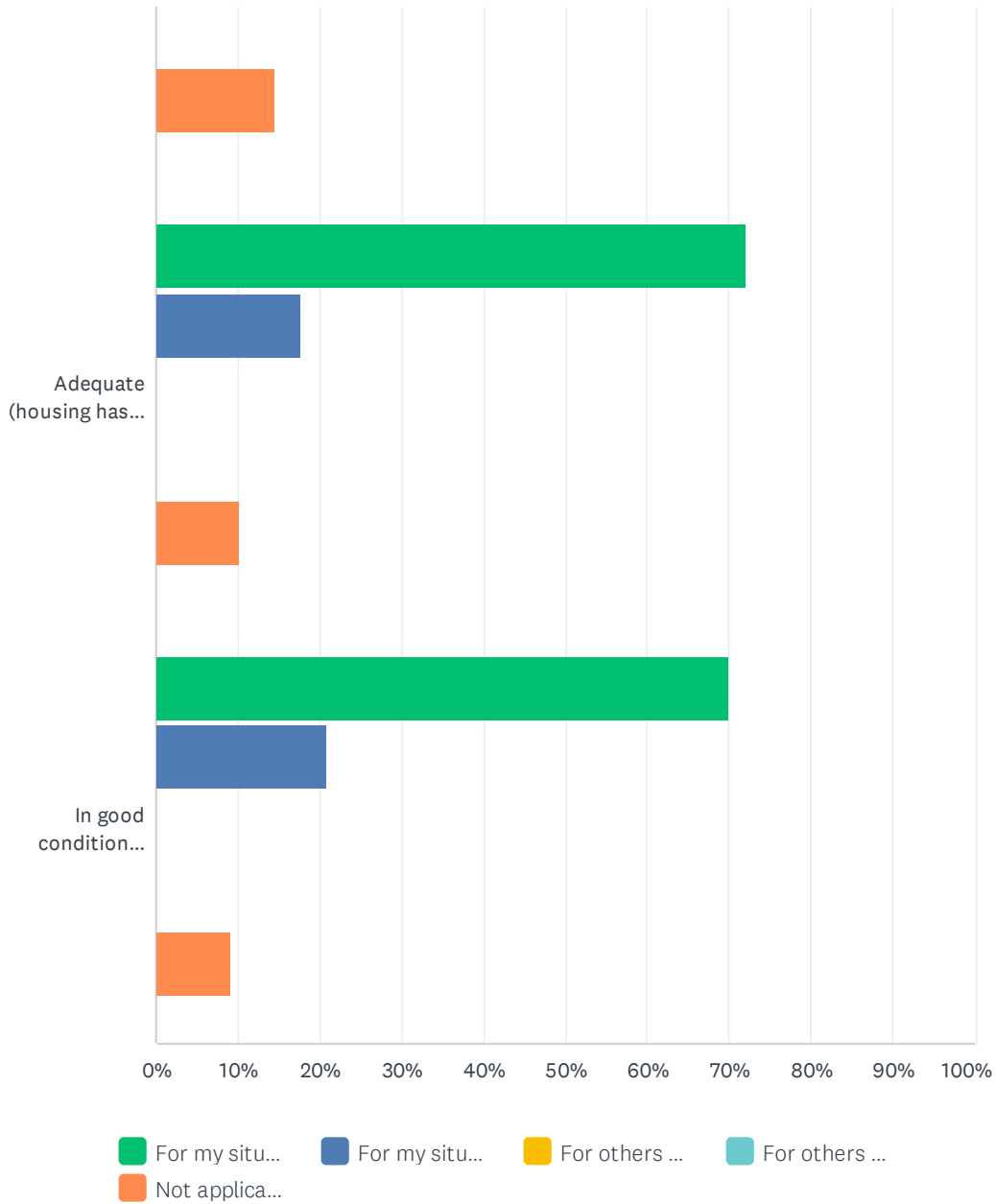
ANSWER CHOICES	RESPONSES
To/Within Stettler	61.11% 110
Other (please specify)	38.89% 70
TOTAL	180

Q16 Please help us by giving your honest assessment of housing in Stettler by responding to the following statements. In Stettler, housing is

Answered: 187 Skipped: 76



Stettler Housing Needs Assessment



	FOR MY SITUATION, YES	FOR MY SITUATION, NO	FOR OTHERS THAT I'M AWARE OF, YES	FOR OTHERS THAT I'M AWARE OF, NO	NOT APPLICABLE TO MY SITUATION	TOTAL
Affordable (people can find housing and pay less than 30% of their income on rent or mortgage costs)	41.94% 78	41.40% 77	0.00% 0	0.00% 0	16.67% 31	186
Accessible (people can get to their house and move around comfortably within)	76.88% 143	8.60% 16	0.00% 0	0.00% 0	14.52% 27	186
Adequate (housing has the right number of bedrooms and amenities to meet the needs of most people eg. it's not too big, or too small)	72.04% 134	17.74% 33	0.00% 0	0.00% 0	10.22% 19	186
In good condition (housing is in good shape requiring minimal, or no, major repairs)	69.89% 130	20.97% 39	0.00% 0	0.00% 0	9.14% 17	186

Q17 If you said no to any of the above, please help us understand why that is.

Answered: 80 Skipped: 183

Q18 What could be done to improve the housing affordability, accessibility, adequacy, and/or condition in Stettler for individuals and families?

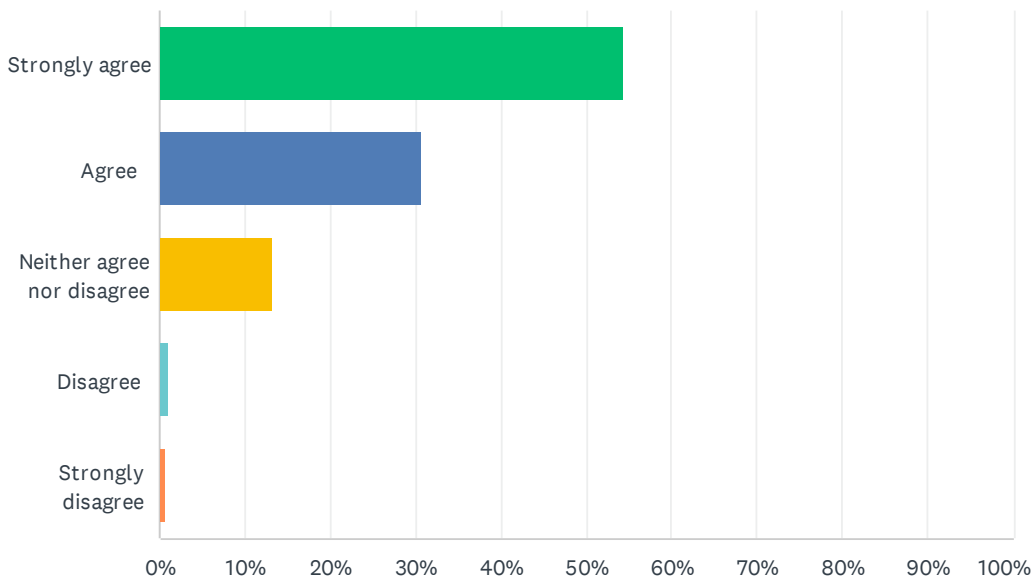
Answered: 126 Skipped: 137

Q19 Tell us about your ideal vision for the housing of Stettler residents in the future?

Answered: 114 Skipped: 149

Q20 It is important for me that the Town does what is necessary for more housing to be built in our community.

Answered: 173 Skipped: 90

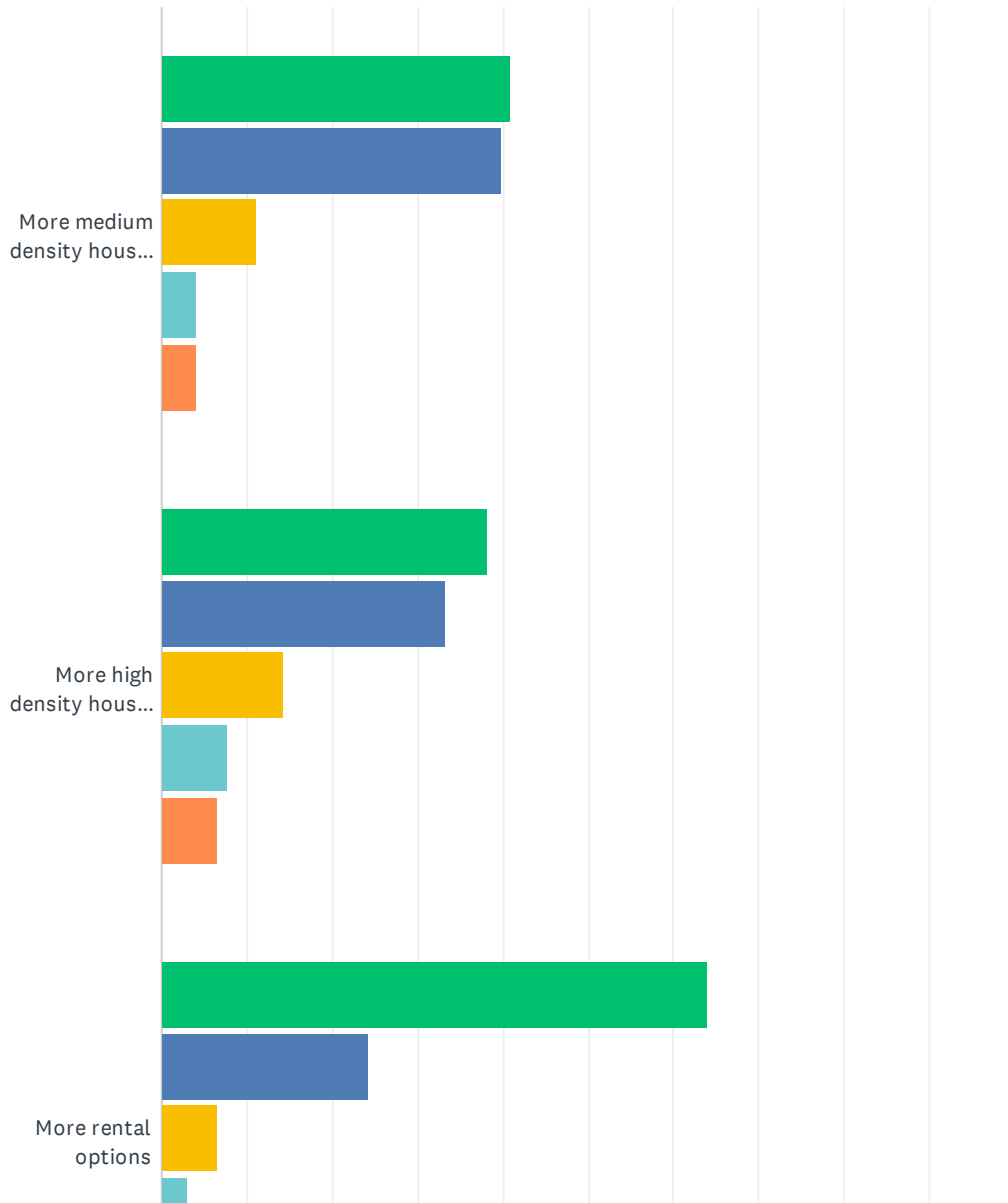


Stettler Housing Needs Assessment

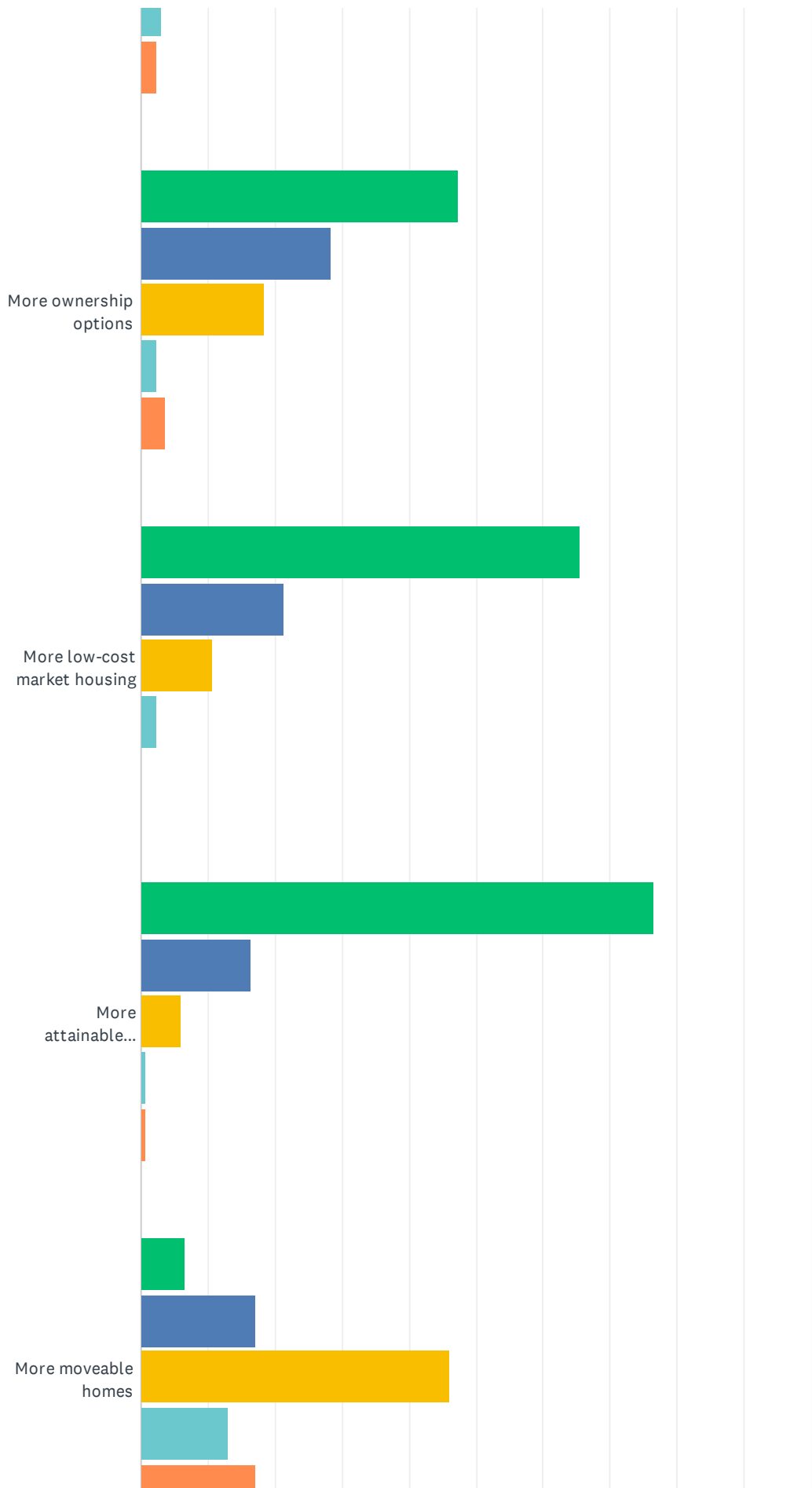
ANSWER CHOICES	RESPONSES	
Strongly agree	54.34%	94
Agree	30.64%	53
Neither agree nor disagree	13.29%	23
Disagree	1.16%	2
Strongly disagree	0.58%	1
TOTAL		173

Q21 There are a number of options available to improve housing in Stettler. How would you rate each of the following options in terms of importance to the community?

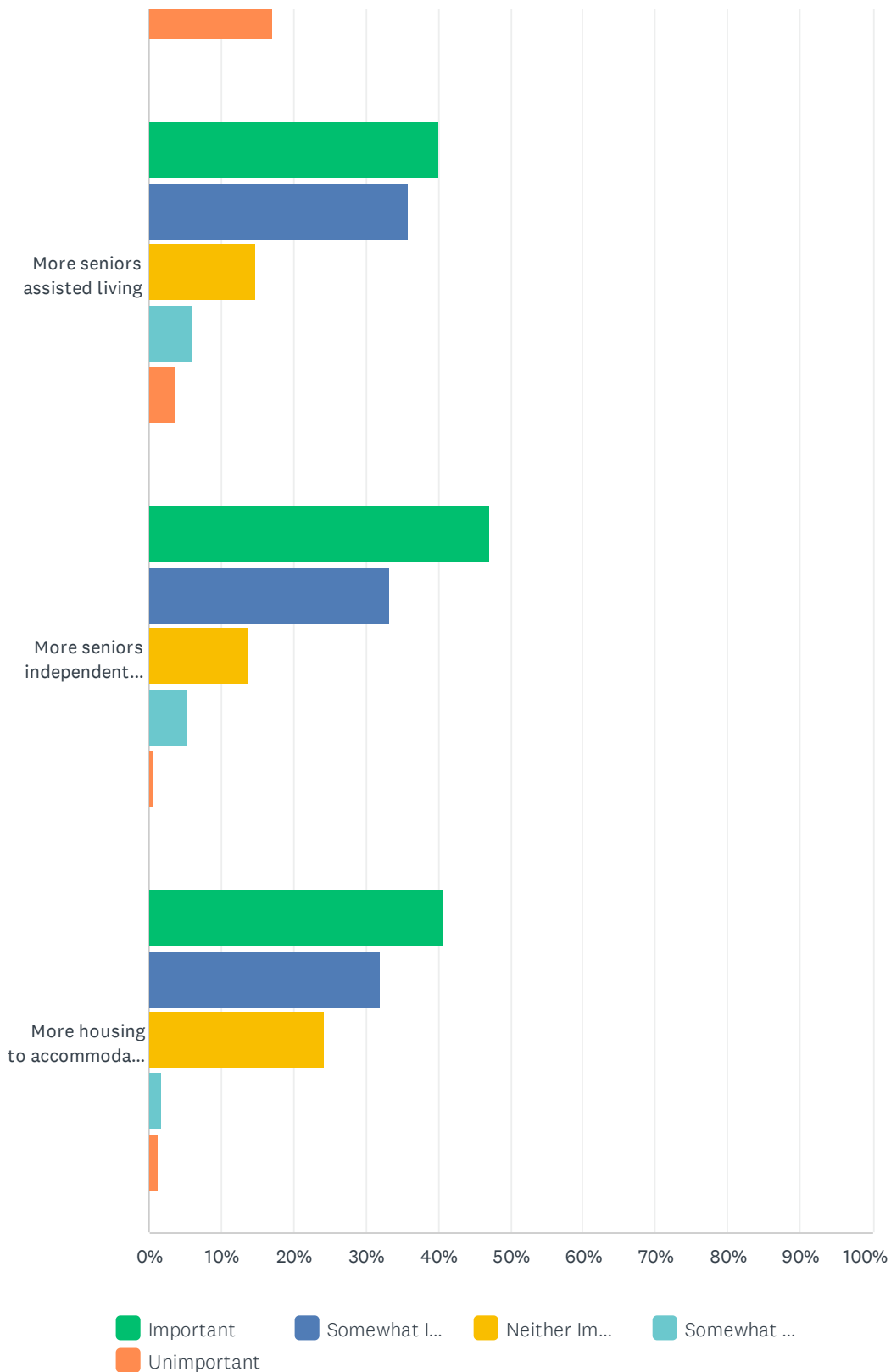
Answered: 172 Skipped: 91



Stettler Housing Needs Assessment



Stettler Housing Needs Assessment

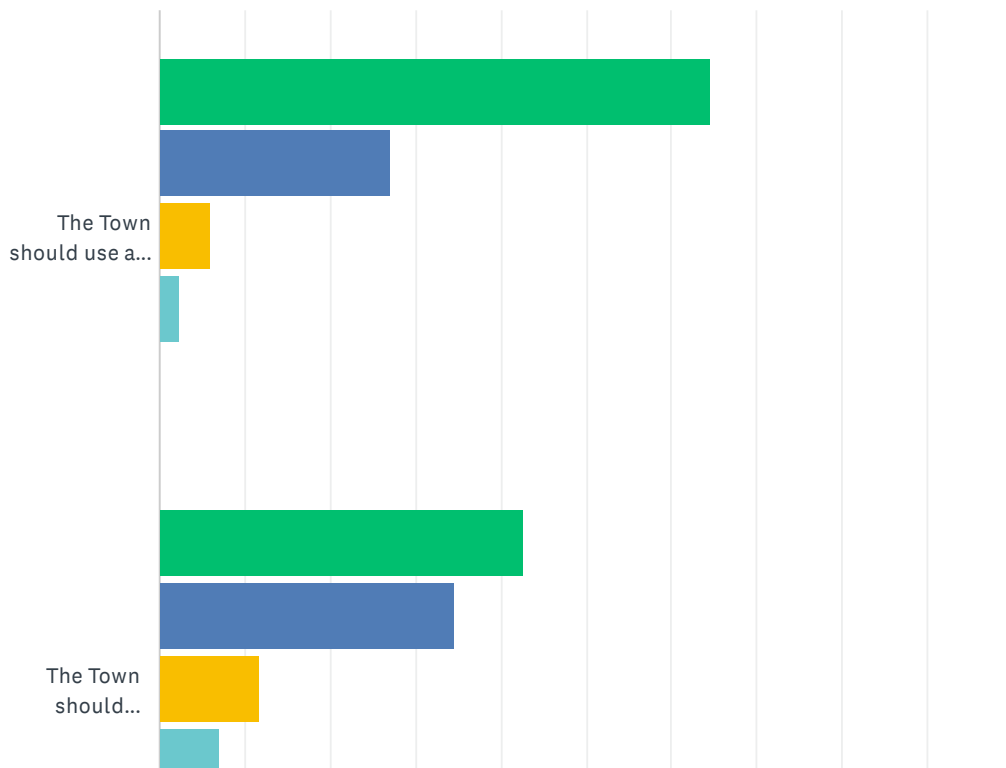


Stettler Housing Needs Assessment

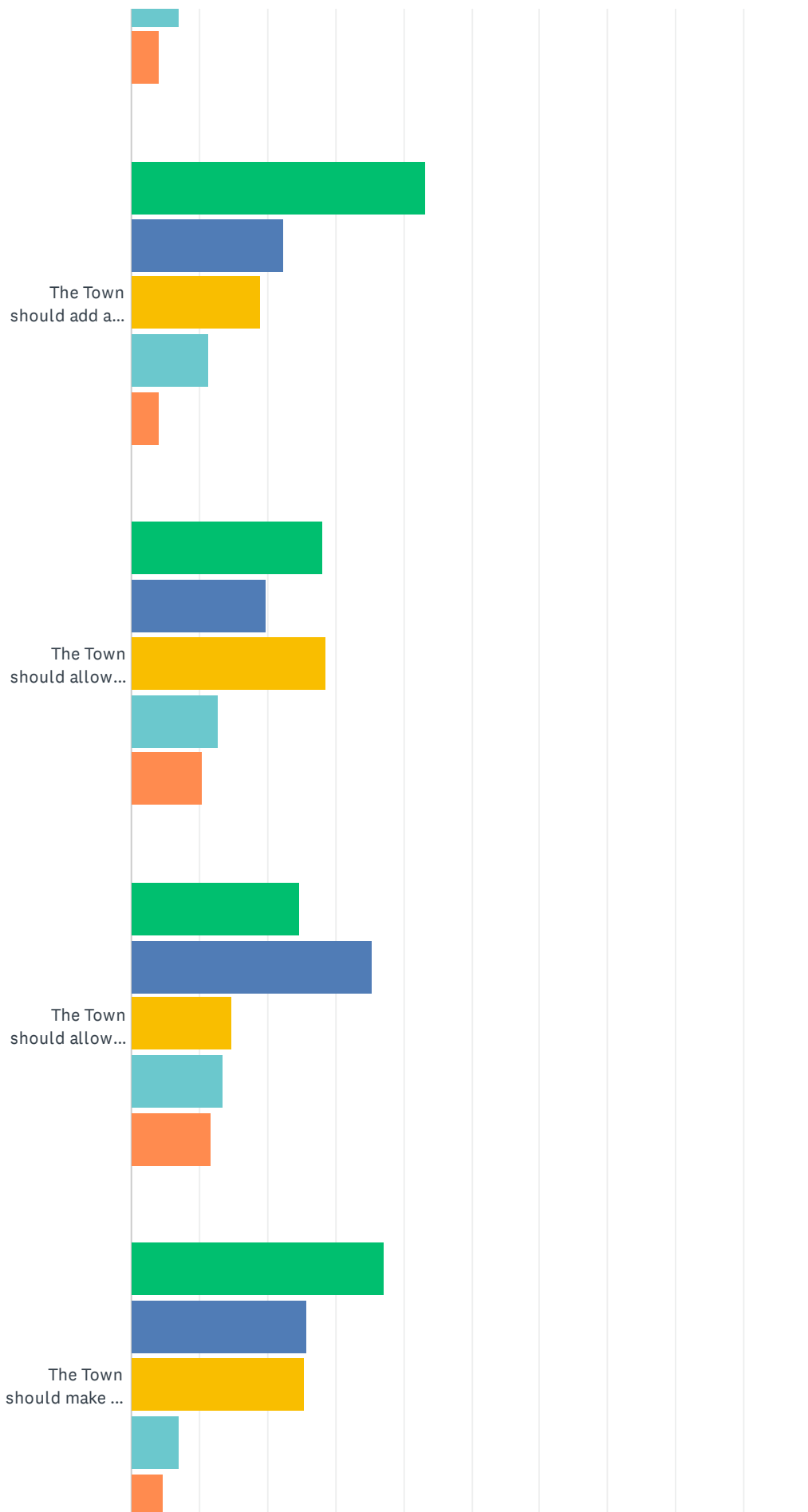
	IMPORTANT	SOMEWHAT IMPORTANT	NEITHER IMPORTANT NOR UNIMPORTANT	SOMEWHAT UNIMPORTANT	UNIMPORTANT	TOTAL
More medium density housing (Duplex, fourplex, etc.)	40.94% 70	39.77% 68	11.11% 19	4.09% 7	4.09% 7	171
More high density housing (apartment, condo)	38.10% 64	33.33% 56	14.29% 24	7.74% 13	6.55% 11	168
More rental options	63.91% 108	24.26% 41	6.51% 11	2.96% 5	2.37% 4	169
More ownership options	47.34% 80	28.40% 48	18.34% 31	2.37% 4	3.55% 6	169
More low-cost market housing	65.48% 110	21.43% 36	10.71% 18	2.38% 4	0.00% 0	168
More attainable housing	76.47% 130	16.47% 28	5.88% 10	0.59% 1	0.59% 1	170
More moveable homes	6.51% 11	17.16% 29	46.15% 78	13.02% 22	17.16% 29	169
More seniors assisted living	40.00% 68	35.88% 61	14.71% 25	5.88% 10	3.53% 6	170
More seniors independent living	47.02% 79	33.33% 56	13.69% 23	5.36% 9	0.60% 1	168
More housing to accommodate physical accessibility needs (IE: Ramps, elevators, etc.)	40.83% 69	31.95% 54	24.26% 41	1.78% 3	1.18% 2	169

Q22 Please provide us with your reaction to the following statements.

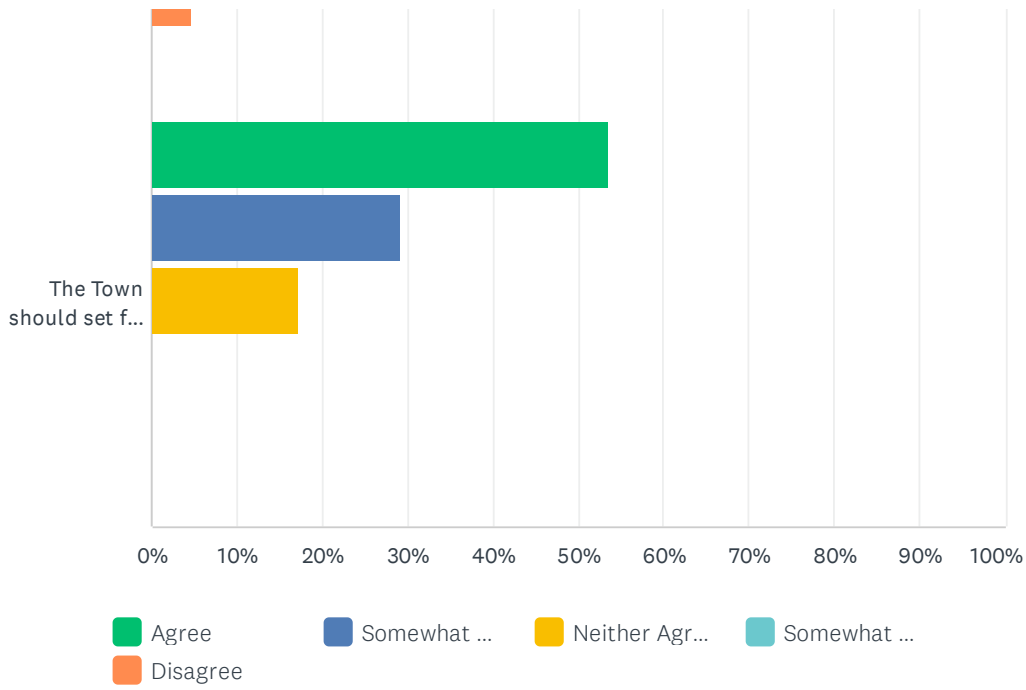
Answered: 171 Skipped: 92



Stettler Housing Needs Assessment



Stettler Housing Needs Assessment



	AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	DISAGREE	TOTAL
The Town should use any powers it has to support new housing construction that aligns with the community vision.	64.71% 110	27.06% 46	5.88% 10	2.35% 4	0.00% 0	170
The Town should contribute any excess land for the development of affordable housing.	42.69% 73	34.50% 59	11.70% 20	7.02% 12	4.09% 7	171
The Town should add a specific position such as a "housing coordinator" to aid in rapid development and implementation of housing including subsidized or affordable housing.	43.20% 73	22.49% 38	18.93% 32	11.24% 19	4.14% 7	169
The Town should allow taller buildings within Stettler.	28.07% 48	19.88% 34	28.65% 49	12.87% 22	10.53% 18	171
The Town should allow mixed-use in residential (eg. mixing low, medium, and high density residential in the same neighbourhood).	24.71% 42	35.29% 60	14.71% 25	13.53% 23	11.76% 20	170
The Town should make it easier to develop secondary suites including options such as "carriage homes".	37.06% 63	25.88% 44	25.29% 43	7.06% 12	4.71% 8	170
The Town should set firm timelines for making decisions on rezoning applications.	53.57% 90	29.17% 49	17.26% 29	0.00% 0	0.00% 0	168

Q23 Based on your answer to the question above, what do you believe is important for the Town of Stettler to consider to help increase the development of a range of housing options (such as single family homes, apartments, duplexes, etc.)?

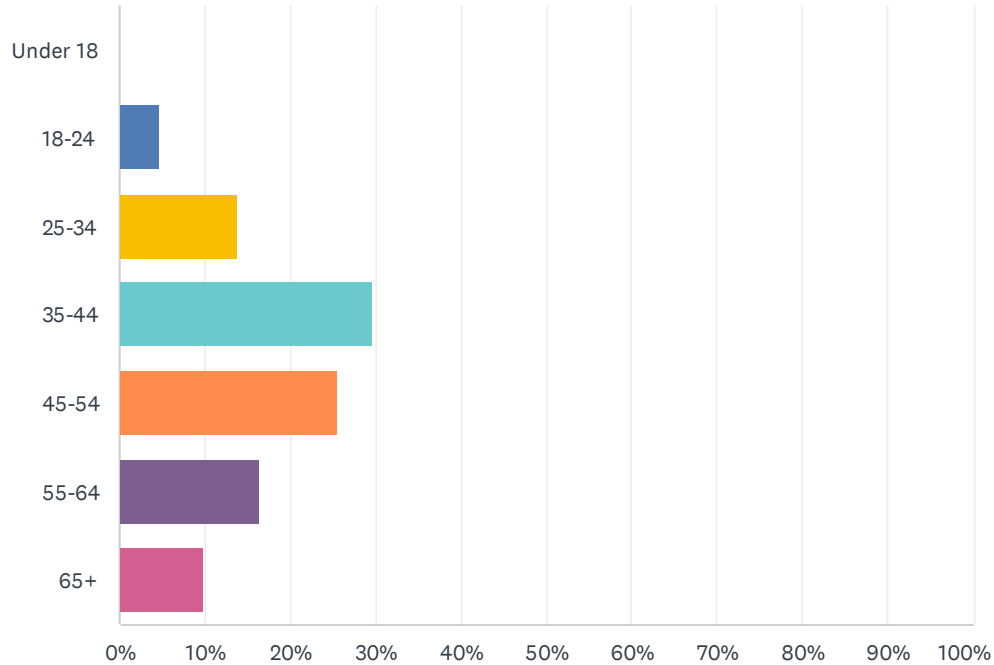
Answered: 93 Skipped: 170

Q24 What do you cherish most about living in Stettler?

Answered: 126 Skipped: 137

Q25 Please select your age range

Answered: 195 Skipped: 68

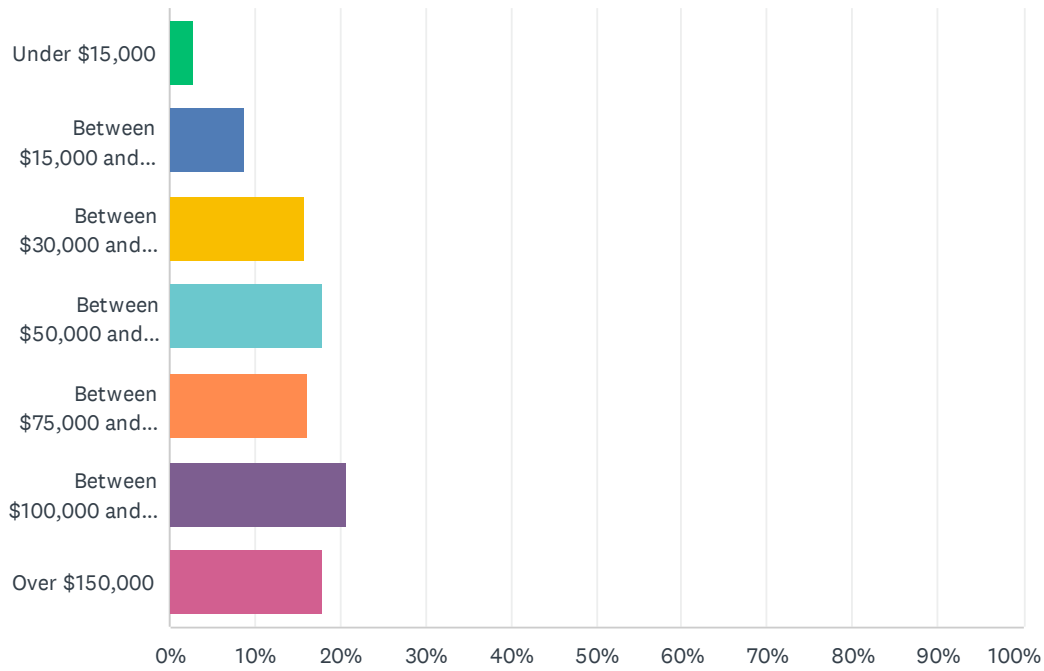


ANSWER CHOICES	RESPONSES
Under 18	0.00% 0
18-24	4.62% 9
25-34	13.85% 27
35-44	29.74% 58
45-54	25.64% 50
55-64	16.41% 32
65+	9.74% 19
TOTAL	195

Q26 What is your total household income before tax? Your responses are confidential

Answered: 184 Skipped: 79

Stettler Housing Needs Assessment

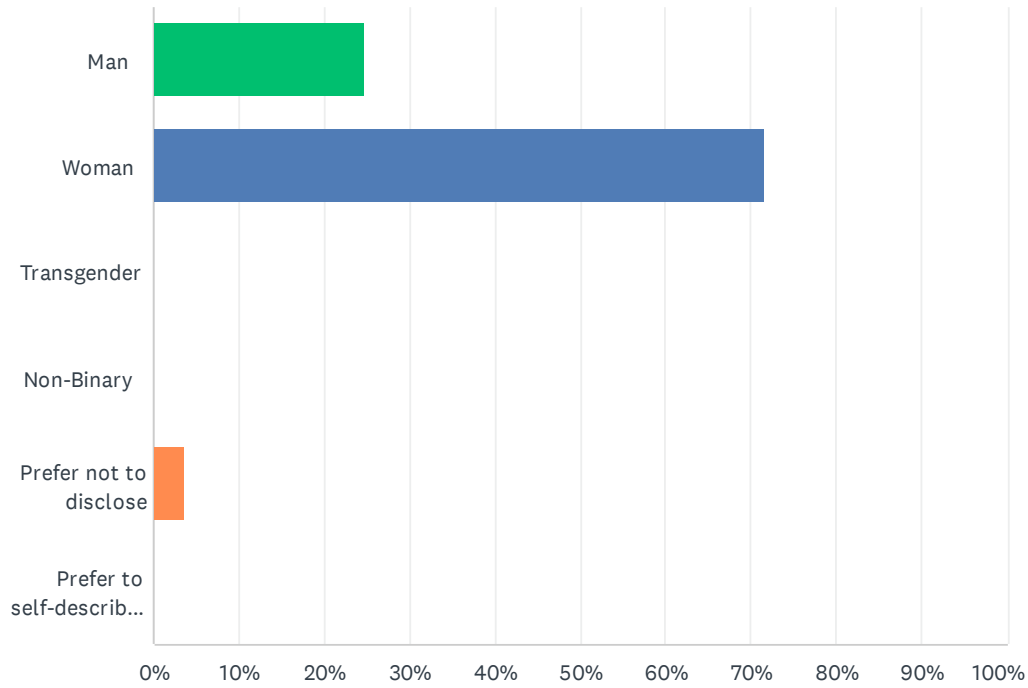


ANSWER CHOICES	RESPONSES	
Under \$15,000	2.72%	5
Between \$15,000 and \$29,999	8.70%	16
Between \$30,000 and \$49,999	15.76%	29
Between \$50,000 and \$74,999	17.93%	33
Between \$75,000 and \$99,999	16.30%	30
Between \$100,000 and \$150,000	20.65%	38
Over \$150,000	17.93%	33
TOTAL		184

Q27 Gender: How do you identify?

Answered: 194 Skipped: 69

Stettler Housing Needs Assessment

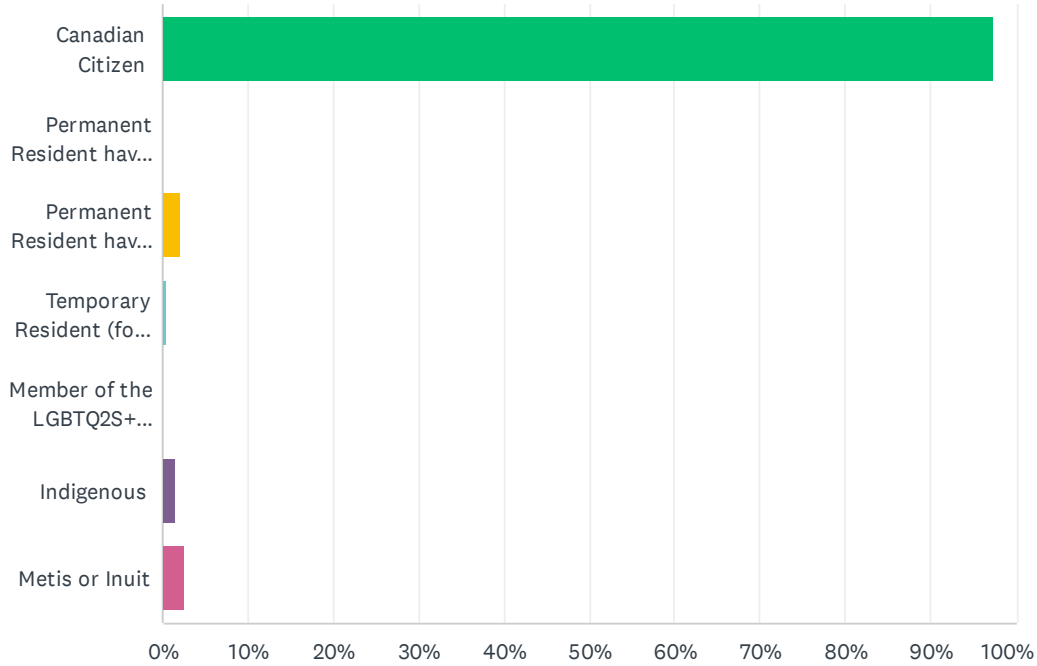


ANSWER CHOICES	RESPONSES	
Man	24.74%	48
Woman	71.65%	139
Transgender	0.00%	0
Non-Binary	0.00%	0
Prefer not to disclose	3.61%	7
Prefer to self-describe, below	0.00%	0
TOTAL		194

Q28 Please select all that describes you from the list below

Answered: 194 Skipped: 69

Stettler Housing Needs Assessment

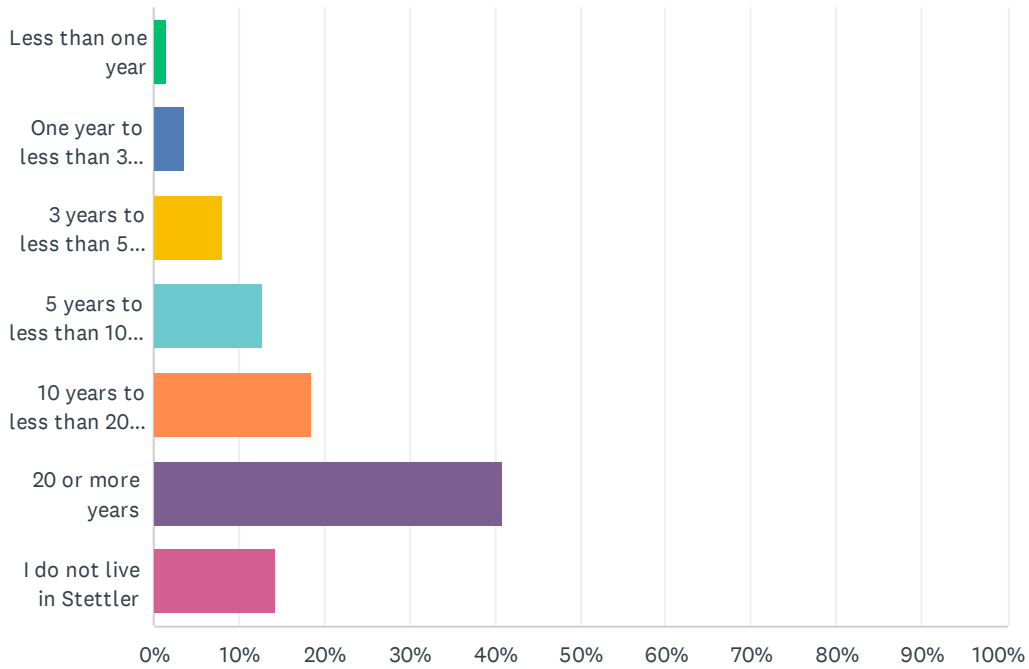


ANSWER CHOICES	RESPONSES	
Canadian Citizen	97.42%	189
Permanent Resident having arrived in Canada 3 or less years ago	0.00%	0
Permanent Resident having arrived in Canada more than 3 years ago	2.06%	4
Temporary Resident (for work, study, or visit)	0.52%	1
Member of the LGBTQ2S+ Community	0.00%	0
Indigenous	1.55%	3
Metis or Inuit	2.58%	5
Total Respondents: 194		

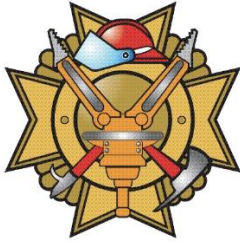
Q29 How long have you resided in Stettler?

Answered: 195 Skipped: 68

Stettler Housing Needs Assessment



ANSWER CHOICES	RESPONSES	
Less than one year	1.54%	3
One year to less than 3 years	3.59%	7
3 years to less than 5 years	8.21%	16
5 years to less than 10 years	12.82%	25
10 years to less than 20 years	18.46%	36
20 or more years	41.03%	80
I do not live in Stettler	14.36%	28
TOTAL		195



Request for Decision



Agenda Item: SRFD Station 1 Conceptual Design Upgrades

Issue:

Award of consulting contract for the conceptual design and costing of SRFD Station 1 upgrade.

Background:

2024 Capital Budget includes \$30,000, split 50/50 between the Town of Stettler and County of Stettler No. 6, for the Conceptual Design and Costing of SRFD Station 1 Upgrades.

Option for Consideration (Recommendation):

It is recommended that the Town of Stettler and County of Stettler No. 6 award the shared consulting contract (50/50), as per the RFP submission from The Marc Boutin Architectural Collaborative Inc. of Calgary, Alberta, for the sum of \$14,240 plus GST and \$15,000 for creation of construction drawings and contingency.

Shared Cost Agreement:

Further, it is proposed that the Town of Stettler enters into the sharing of all costs with the County of Stettler No. 6 for the purchase of the aforementioned consulting contract and modifications. The agreement stipulates that the purchase cost be divided equally between the two entities as stipulated in the recent fire services agreement.

General:

On April 22, 2024 an “Request for Proposals” was posted on the Alberta Purchasing Connection website for provide consultation and conceptual design for the Stettler Regional Fire Station No. 1 Upgrades. The tender closed on May 24, 2024 at 2:00 PM with a tender opening held on May 29th. The following submissions were received:

Proponent	Municipality	Costing
The Marc Boutin Architectural Collaboration Inc.	Calgary	\$14,240
SAHURI + Partners Architecture Inc.	Calgary	\$75,000
ACI Architecture Inc.	Edmonton	\$114,437.50

The expense of award includes the following scope:

- Conceptual design for functional space to include increased washroom facilities, office space, classroom, and apparatus bay area.
- Review of the existing and proposed plans and studies for development
- Development of a communication mechanism in order to obtain Town of Stettler and County of Stettler No. 6 input throughout all phases of the project
- Stakeholder Engagement
- Periodic meetings with Regional Fire Staff
- Building Systems Evaluation: exterior envelope, interior finishes, electrical systems, HVAC systems, and a structure energy audit
- Investigation of existing mechanical and electrical systems as well as review of the health of existing architectural finishes
- Consolidated recommendations into a matrix summary document with a proposed timeline to assist Councils with capital planning

Financial:

Town of Stettler - Sufficient funds have been allocated in the 2024 capital budget to accommodate this award.

County of Stettler No. 6 - Sufficient funds have been allocated in the 2024 budget to accommodate this award.

Policy/Legislation Municipal Government Act, RSA 2000, Chapter M-26:

Section 248 (1) Where a municipality may only make expenditure that is: (1) included in an operating budget, interim operating budget or capital budget or authorized by the Council.

Implementation/Communication:

Upon approval by both Councils, SRFD will proceed with this award.

Target Decision Date:

County of Stettler No. 6 – June 12, 2024

Town of Stettler – June 18, 2024

Prepared By:

Ivan Dijkstra Manager of Stettler Regional Fire Department

Reviewed By:

Leann Graham, Chief Administrative Officer - Town of Stettler

Yvette Cassidy, Chief Administrative Officer - County of Stettler No. 6

MEMORANDUM

Date: June 18, 2024

To: Leann Graham
CAO

From: Sonia Dodd
Aquatic Manager

Re: Capital Aquatic's Projects

Background:

The Town of Stettler has approved a capital project for the replacement of Sand Filters in the back mechanical room for \$35,000 in the 2024 capital budget. The project will take place September 3 to September 15, 2024. During this time the pool will be closed to the public, re-opening on September 16, 2024. Town staff will hydro-vac the contents of the sand out of 3 filters. Once done, a contractor will come in to complete the rest of the work. During the closure, aquatic staff will be completing minor maintenance and taking courses. Staff will also coordinate the painting of the ceiling in the changerooms and one wall in the Family change room to be completed during the closure.

The Town of Stettler has approved a capital project for the replacement of the Blinds in the pool area in the amount of \$15,000 in the 2024 capital budget. The original plan was to put in blinds, however, upon consultation with staff, staff would like to retain the open window concept and tint the south windows decreasing the glare from the sun during open times. The cost to install the tint is \$6,435.00 and will be completed by CR Glass.

The Town of Stettler approved replacing the canons in the Pool area in the amount of \$32,000 in the 2024 capital budget. There is no company in Canada that can retrofit to the original play structure so the Town is sourcing the water cannons from HUB Aquatic Solutions Inc, a US based company. The quote came in at \$39,376.00 Cdn Dollars, \$7,000.00 over the approved capital 2024 budget. Administration would like to take the \$8,500.00 that is under budget for the Blind replacement capital project and move it to the Water Cannon capital project.

Recommendation:

Administration respectfully recommends the Town of Stettler Council move \$8,500.00 from the Blind Replacement project to the Canon replacement project and purchase the Water canons from HUB Aquatic Solutions Inc for \$39,376.00 funded from the 2024 capital budget.

MEMORANDUM

Date: June 18, 2024

To: Town of Stettler Council

From: Leann Graham
CAO

Re: Alberta Men Provincial Championships Support

Background:

The Erskine Curling Club will be hosting the 2025 Alberta Boston Pizza Cup – Men’ Provincial Curling Championship February 5 – 9, 2025 at the Stettler Recreation Centre (SRC). The Rental agreement for the SRC has already been executed for the time to set up, host and take down this exciting event.

The committee representatives presented to the Town of Stettler Council at their regular meeting of June 4, 2024, with a request of a sponsorship to the event of \$20,000. Curling Alberta has provided information regarding the economic benefit to the community when hosting an event such as this, with the Town of Stettler seeing that economic benefit as the event will be held in our town and in our facility. When hosting an event such as this it allows the host club a significant fundraising opportunity. The Erskine Club has indicated the need to perform upgrades at their facility, including the need for a new ice plant and this event will get them much closer to that goal.

Recommendation:

Administration respectfully recommends the Town of Stettler Council recognize the benefit to the community as a whole that this event provides and approve the sponsorship support of \$20,000 with funds to be allocated from the Operating Budget - Community Development Fund.

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF May 31 , 2024

Net Balance at End of Previous Month	\$	11,360,792.07
ADD: General Receipts (summarized below)		1,646,873.77
Interest Earned (Prime 7.20% less 1.60% = 5.60%)		53,968.10
Investments Matured		-
SUBTOTAL		13,061,633.94
LESS: General Disbursements		1,303,300.55
Payroll		301,190.83
Investments		-
Debenture Payments		-
Returned Cheques		4,913.80
Bank Charges		793.22
SUBTOTAL		1,610,198.40
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$	11,451,435.54

Balance at End of Month - Bank		11,694,636.18
ADD: Outstanding Deposits		106,773.72
LESS: Outstanding Cheques		349,974.36
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$	11,451,435.54

<u>INVESTMENTS:</u>		
US Bank Account		501,826.53
US Bank Interest		106.26
SUBTOTAL		501,932.79

TOTAL CASH ON HAND AND ON DEPOSIT **\$ 11,953,368.33**

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2th DAY OF June, 2024

MAYOR ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	Tax	AR	797,866
4	Utility	AR	352,008
5	BOT	Salary Reversal	8,927
6	BOT	SCP Grant	20,000
7	Fines Distribution	Fine	5,027
8	Gov't Alberta	GST	44,608
9	Libaray	Salary Reversal	29,216
10	MCCallum, Neil & Dawr	Skid steer Purchase	74,082
11	HWY 12/21	Water	33,989
12	SRC	Ice Rental	3,361
13	AB Health Service	Rental- Kennedy	17,799
14	Atco Electric	Franchise Fee	64,545
15	Apex	Franchise Fee	109,871
16	Other		85,575
17		Total	1,646,874

Town of Stettler
2024 Capital Budget Summary
30-Apr-24

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2024 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses April 30, 2024	Utility (Water) Avail for Capital 2024 Interim Operating Budget (Rates) \$58,756	Utility (other) Avail for Capital 2024 Interim Operating Budget (Rates) \$276,645	Available for Capital 2024 Interim Operating Budget (taxes) \$547,518	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2024 Operating Budget	Debtenture / Local Improvement	Grants - LGFF (\$981,743)	Grants - CCBF (\$372,605)	Grants - BMTG (\$0.00)	Other	Total				
Operating Capital Projects included in 2024 Interim Operating Budget - 1-32-99-91-00-920 / 2-32-99-91-00-764 - Transfer to/from operating reserve																					
Op-tran	2-32-09-00-03-244	Pathway rehab (2017 council direction)	Operating Budget								\$0.00						\$0.00				
Op-tran	2-32-09-00-00-244	Sidewalk replacement program (yearly)	Operating Budget								\$0.00						\$0.00				
2024 Capital Budget - Operational Projects (non TCA)																					
FIRE	2-23-02-00-02-561	Fire Engine Replace Reserve	\$100,000				\$100,000.00										\$100,000.00				
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000					\$55,000.00									\$55,000.00				
Op-tran	2-32-21-00-03-536	Pavement patching	\$110,000				\$110,000.00										\$110,000.00				
Water	2-41-01-00-09-252	Belt Clips-Meter Reading	\$25,000			\$25,000.00											\$25,000.00				
Storm	2-42-16-00-01-252	Culvert-Hwy 56 at Rail tracks	\$20,000		\$6,703.60		\$20,000.00										\$20,000.00				
Op	2-31-00-00-01-252	Asset Mgmt Program	\$60,000			\$60,000.00											\$60,000.00				
Op	2-32-21-00-07-252	Concrete Crushing	\$150,000					\$150,000.00									\$150,000.00				
Bldg	2-31-01-00-01-252	Salt Shed Door	\$30,000		\$13,361.54		\$30,000.00										\$30,000.00				
		Lift Station A Pump Replacement- (\$450,000 total Project)	\$20,000								\$20,000.00						\$20,000.00				
Sanitary	2-42-00-00-06-252		\$20,000								\$20,000.00						\$20,000.00				
Planning	2-61-02-00-08-239	Housing Assessment-Strategy	\$50,000		\$9,181.29				\$50,000.00								\$50,000.00				
ADM	2-61-05-00-00-252	Computer replacement program (SRC)	\$14,000		\$1,624.58		\$14,000.00										\$14,000.00				
Admin	2-61-05-00-03-239	Back up Tapes	\$10,000		\$804.10				\$10,000.00								\$10,000.00				
Arena	2-73-11-02-09-239	Domestic Hot Water Holding Tank	\$33,000						\$33,000.00								\$33,000.00				
Arena	2-73-11-02-10-239	Ice Resurfacing Holding Tank	\$35,000						\$35,000.00								\$35,000.00				
Pool	2-73-13-03-06-252	Sand Filters-Back Mechanical room	\$35,000						\$35,000.00								\$35,000.00				
Pool	2-73-13-03-07-252	Canon Replacement - (Stage 1)	\$32,000						\$32,000.00								\$32,000.00				
General	2-73-11-02-11-239	Building Maintenance-Control Software Update	\$6,500						\$6,500.00								\$6,500.00				
Parks	2-77-92-00-01-252	Spray Park Upgrades (Planning Phase)	\$50,000					\$50,000.00									\$50,000.00				
Arena	2-73-11-02-12-239	Overheard Doors	\$30,000						\$30,000.00								\$30,000.00				
Parks	2-77-02-00-05-252	Open Spaces Master Planning RFP	\$30,000					\$30,000.00									\$30,000.00				
WTP	2-74-99-91-00-764	Culture reserve account	\$15,000				\$15,000.00										\$15,000.00				
2024 Capital Budget - Operational Projects (non TCA)			\$0.00	\$910,500.00		\$31,675.11	\$85,000.00	\$259,000.00	\$165,000.00	\$150,000.00	\$231,500.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$910,500.00				
2024 Capital Budget - Capital Projects (TCA)																					
Fire	6-23-00-00-50-650	(\$8,600-Warning Equip, \$10,835-Slide Out Bed)	\$19,435		\$7,247.39				\$19,435.00								\$19,435.00				
Fire	6-23-00-00-51-650	Reg Manager Fire Truck	\$130,000		\$88,797.53		\$65,000.00									\$65,000.00	\$130,000.00				
Fire	6-23-00-00-52-650	2025 Fire Engine (1.2 Million US \$)	\$1,700,000											\$1,700,000.00		Debtenture	\$1,700,000.00				
Reg Fire	6-23-00-20-03-620	Storage for Training Facility	\$85,000							\$42,500.00				\$42,500.00		county	\$85,000.00				
Fire	6-23-00-20-02-620	Fire Station Renovation Drawings	\$15,000					\$15,000.00									\$15,000.00				
Bldg	6-31-01-20-05-620	Cold Storage Shed	\$400,000					\$400,000.00									\$400,000.00				
Roads	6-32-09-00-10-610	Pathway Connection of Homesteader Park	\$20,000				\$20,000.00										\$20,000.00				
Roads	6-32-09-00-11-610	Pathway Program-Spruce Drive Sidewalk	\$323,000										\$323,000.00				\$323,000.00				
Roads	6-32-21-10-04-610	Health Unit Parking Lot	\$145,000		\$3,579.47							\$80,000.00	\$65,000.00				\$145,000.00				
Roads	6-32-21-00-16-610	Spruce Drive-Hwy 56 to 61 Street	\$530,000		\$12,838.47								\$530,000.00				\$530,000.00				
Water	6-41-11-10-07-610	Watermain on 47 Ave- 46 to 48 Street	\$350,000		\$6,713.07							\$350,000.00					\$350,000.00				
Equip	6-31-11-00-32-630	Skid Steer	\$35,000		\$98,189.02		\$35,000.00										\$35,000.00				
Equip	6-31-11-30-51-650	Tandem	\$300,000					\$300,000.00									\$300,000.00				
Vehicle	6-31-11-00-50-650	Two 3/4 Ton Trucks	\$145,000		\$66,452.38	\$145,000.00											\$145,000.00				
	6-32-21-10-16-610	Okoppe Walkway	\$72,000					\$12,000.00	\$60,000.00								\$72,000.00				
Parks	6-77-05-10-02-610	Sports Park-Parking Curbs	\$15,000					\$15,000.00									\$15,000.00				
2024 Capital Budget - Capital Projects (TCA)			\$0.00	\$4,284,435.00		\$283,817.33	\$145,000.00	\$65,000.00	\$97,000.00	\$760,000.00	\$19,435.00	\$0.00	\$42,500.00	\$0.00	\$430,000.00	\$918,000.00	\$0.00	\$1,807,500.00	\$0.00	\$4,284,435.00	
2024 Total Capital Budget			\$0.00	\$5,194,935.00		\$315,492.44	\$230,000.00	\$324,000.00	\$262,000.00	\$910,000.00	\$250,935.00	\$0.00	\$62,500.00	\$0.00	\$430,000.00	\$918,000.00	\$0.00	\$1,807,500.00	\$0.00	\$5,194,935.00	
Council Motion -		\$5,194,935.00	#DIV/0!			\$882,919.00	\$816,000.00	\$66,919.00				\$868,078.00	-\$221,088.00	\$357,120.00						\$0	
2024 Capital Additions-WTP Boiler		\$95,000.00																			
Total 2024 Capital Budget		\$5,289,935.00																			
Difference (Actual vs Council Budget)		-\$95,000																			

		2023 Carry Forward																	
		2023 Carry Forward - Projects not Completed	Brought forward from 2023 Budget Carry Forward	2023 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount	Actual - Project Expenses April 30, 2024	Utility (Water) Avail for Capital	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves	2024 Operating Budget	Debtenture / Local Improvement	Grants - LGFF	Grants -CCBF	Grants - BMTG (\$0.00)	Other	Total	
2023 Carry Forward - Operational Projects (non TCA)																			
Op-Wat	2-41-01-00-10-252	PCL (programmable logic control) - Carry Forward - \$109,532.73 - Melissa - Jan 9, 2024	\$109,533.00							\$109,532.73	WTP Reserve								\$109,532.73
Op-Wat	2-41-01-00-13-252	Make Up air unit - Carry Forward - \$28,536.34 - Melissa - Jan 10, 2024	\$28,536.00			\$28,536.34													\$28,536.34
Op-Sew	2-42-00-00-02-583	Receiving water body quality assessment - Carry Forward - \$50,000 - Melissa - Jan 9, 2024	\$50,000.00				\$50,000.00												\$50,000.00
Plan	2-61-02-00-06-239	SE ASP (\$200,000 regional grant with County) - carry forward project (\$200,000 - \$54,649.06 = \$145,350.94) to 2023 - Leann Dec 19, 2022	\$145,351.00													\$145,350.94	\$200,000 Grant (County)		\$145,350.94
	2-74-14-00-03-252	Hot water tank replacement Carry Forward \$10,800.00 - PLS - Jan 10, 2024	\$9,800.00		\$8,497.86					\$9,800.00	Culture								\$9,800.00
	2-73-13-03-05-252	Pool - Blind replacement (electrical) and whirlpool manual Carry Forward - \$15,000 - Brad - Jan 10, 2024	\$15,000.00							\$15,000.00	Community Partnership								\$15,000.00
	2-77-82-00-01-519	Ball diamond backstop fence (2 diamonds) - 2023 - \$10,000 - 2022 carry forward - \$5000 to 2023 - Brad - Dec 22, 2022 - 2024 Carry Forward \$9,646 - Brad - Jan 10, 2024	\$9,646.00		\$8,560.00					\$9,646.00	Chain Link Fence								\$9,646.00
	2-77-02-00-03-519	Top dressing spreader - Carry Forward - \$10,800.00 - PLS - Jan 10, 2024	\$10,800.00				\$10,800.00												\$10,800.00
	2-77-03-00-01-519	Campground - Furnace & hot water tank - Carry Forward - \$11,500 - PLS - Jan 10, 2024	\$9,600.00				\$9,600.00												\$9,600.00
Parks	2-77-02-00-05-519	Outdoor arena refurbishment (new boards - \$104,210) - installation in 2023 - carry forward - \$52,105 to 2023 - delivery in 2023 - Brad - Dec 22, 2023 - 2024 Carry Forward \$52,105.00 - Brad - Jan 10, 2024	\$52,105.00							\$52,105.00									\$52,105.00
																			\$0.00
																			\$0.00
																			\$0.00
2023 Carry Forward - Operational Projects (non TCA)			\$0.00	\$440,371.00		\$17,057.86	\$28,536.34	\$70,400.00	\$0.00	\$52,105.00	\$143,978.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,350.94	\$0.00	\$440,371.01
2023 Carry Forward - Capital Projects (TCA)																			
Cap Fire	6-23-00-10-00-610	Fire Hall Traffic Signals - carry forward \$15,000 (1/2 County) to 2023 - Etienne - Dec 20, 2022, 2024 - Carry forward \$15,000 from 2023 and add \$4,000	\$19,000.00					\$19,000.00											\$19,000.00
Cap Fire	6-23-00-00-50-650	Replace Fire Chief Truck (2023 - \$94,000) - Reserve 2022 - County Invoice 2023 - 2023 Carry Forward \$94,000 - Jan 10, 2024	\$106,000.00		\$120,744.49			\$59,000.00		\$47,000.00	Fire Capital								\$106,000.00
Cap-Trar	6-32-21-10-05-610	2024 - \$200,000 - 48th Ave Cost Sharing on Paving (Wellings) - Carry Forward - \$200,000 - Melissa - Jan 9, 2024	\$200,000.00							\$200,000.00	Land Development								\$200,000.00
Cap-Air	6-33-00-00-10-610	Airport Runway - (2024) - Secure STIP funding - \$1,976,000 - \$1,482,000 STIP - Town - \$247,000/County \$247,000 - Carry Forward \$1,932,085.92 - Melissa - Jan 9, 2024	\$1,932,086.00		\$25,177.23			\$203,085.92							\$1,729,000.00	STIP Grant \$1,482,000/ County = \$247,000			\$1,932,085.92
Cap-Wat	6-41-14-20-01-620	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210) - January 10, 2022 - Carry forward balance - Melissa - \$149,490 - 2023 - Funding (\$136,620.21 = \$149,490 - \$12,869.79) used to fund Reservoir in 2023 - Melissa - Dec 22, 2022 - Melissa Jan 9, 2024 carry forward balance \$761,612.86	\$761,613.00		\$10,224.66								\$761,612.86						\$761,612.86
Cap-Sew	6-42-00-00-12-610	Lift Station Upgrade - From 2022 Carry Forwards - Carry Forward \$153,543.89 - Melissa - Jan 9, 2024	\$153,544.00		\$259,760.49								\$153,543.89						\$153,543.89
Cap-Trar	6-32-21-10-15-610	44 Avenue overlay from Hwy 12 to 38St - CAPP - carry forward \$7,500 for final Engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward \$7,500.00 for final Engineering - Melissa - Jan 9, 2024	\$7,500.00							\$7,500.00									\$7,500.00
MSP	6-32-21-10-23-610	MSP - Type 4 Intersection (Hwy 12 at 80st-south side only) - Carry Forward Balance to 2022 - Melissa January 7, 2022 (\$842,611.75 - \$442,526.24 = \$400,085.51 carry forward - 2023 carry forward \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 carry Forward \$7,500 for final engineering - Melissa - Jan 9, 2024	\$7,500.00							\$7,500.00									\$7,500.00

Wat	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services) - Carry Forward \$40,000 - Melissa - January 7, 2022 - 2023 carry forward - \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward - \$7,500 for final engineering - Melissa - Jan 9, 2024		\$7,500.00					\$7,500.00									\$7,500.00
Water	6-41-11-10-12-610	Watermain replacement east of 44th street between 49-50ave - project delayed due to supply issues and tellus line - Carry Forward Balance (\$280,000-\$24,656.34 = \$255,353.66 - Melissa - January 7, 2022 - 2023 carry forward - \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward - \$7,500 for final engineering - Melissa, Jan 9, 2024		\$7,500.00					\$7,500.00									\$7,500.00
Trans	6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000-\$15,284.81) - January 10, 2022 - Melissa - carry forward balance - \$44,715.19-\$16,699.57 = \$28,015.62 - 2023 carry forward \$15,000 for signs and planters - 2024 Carry Forward \$5,000 for Fence - Melissa - Jan 9, 2024		\$5,000.00				\$5,000.00										\$5,000.00
Cemeter	6-56-00-60-01-660	New - columbarium - Carry forward \$21,000 - Allan - Jan 10, 2024	\$18,446.00	\$21,000.00			\$21,000.00											\$21,000.00
Parks	6-77-02-30-01-630	Toro mower replacement -tender in 2023 - carry forward - \$96,000 - retender in 2023 - Brad - Dec 22, 2022 - 2024 - Carry Forward - \$96,000 - PLS - Jan 10, 2024		\$96,000.00				\$96,000.00										\$96,000.00
																		\$0.00
																		\$0.00
2023 Carry Forward - Capital Projects (TCA)			\$0.00	\$3,324,243.00	\$434,352.87	\$0.00	\$0.00	\$307,085.92	\$126,000.00	\$247,000.00	\$0.00	\$0.00	\$915,156.75	\$0.00	\$0.00	\$1,729,000.00	\$0.00	\$3,324,242.67
2023 Total Carry Forwards			\$0.00	\$3,764,614.00	\$766,903.17	\$28,536.34	\$70,400.00	\$307,085.92	\$178,105.00	\$390,978.73	\$0.00	\$0.00	\$915,156.75	\$0.00	\$0.00	\$1,874,350.94	\$0.00	\$3,764,613.68
2024 Total Capital Budget (including Carry Forwards)			\$0.00	\$8,959,549.00	#DIV/0!	\$258,536.34	\$394,400.00	\$569,085.92	\$1,088,105.00	\$641,913.73	\$62,500.00	\$0.00	\$1,345,156.75	\$918,000.00	\$0.00	\$3,681,850.94		\$3,764,613.68
2024 Total Capital Budget Difference From Budget to Actual				-\$8,959,549.00				\$1,222,022.26		\$1,730,018.73		Total Grants Available	\$1,359,751.00	\$925,822.73	\$0.00			
							Total Reserves		\$2,952,040.99		Balance - December 31, 2024	\$14,594.25	\$7,822.73	\$0.00				

2024 Budget Summary - May 31, 2024

Revenue	2024 Budget	2024 Actual - May 31, 2024	Variance	%	Notes
Administration	\$272,020.00	\$72,496.84	\$199,523.16	26.65%	Sale of Lot / AT Project En
	Inter Dept Utility Transfer - \$250,000)				
Police	\$778,728.00	\$32,265.52	\$746,462.48	4.14%	MSI Operating - \$104,896
	Traffic Fines - Budget - \$60,000 - Actual - \$29,236.84 - 49%				
	Provincial Grant - \$347,616				
	Community Resource Program - Clearview \$40,000 / County - \$70,216				
Fire	\$272,562.00	\$35,123.94	\$237,438.06	12.89%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$124,051.00	-\$10,351.00	109.10%	
	Business Licenses Budget - \$90,000 - Actual \$99,050.00 / Animal License Budget \$21,700 - Actual \$24,201.00				
Roads, Streets, Walks, Lights	\$469,535.00	\$64,648.05	\$404,886.95	13.77%	
Airport	\$10,880.00	\$5,277.60	\$5,602.40	48.51%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,556,491.00	\$1,183,189.10	\$2,373,301.90	33.27%	
	Metered sale of water (Budget - \$2,099,132 - Actual \$610,664.88 = 29% - end of April - 33%)				
	Metered out of Town (Budget - \$1,182,500 - Actual \$508,867.20 = 43% - end of April - 33%)				
	Bulk water - Budget - \$40,000 - Actual - \$5,073.34 - 13%				
Sewer	\$1,103,741.00	\$319,720.45	\$784,020.55	28.97%	
	Sewer Service Charges (Budget - \$951,721 - Actual \$299,550.01 = 31% - end of April - 33%)				
Garbage Collection & Disposal	\$877,238.00	\$292,185.34	\$585,052.66	33.31%	SWMA haul rebate - \$26,351
	Residential Garbage Revenue (Budget - \$658,560 - Actual \$216,802.26 = 33% - end of April - 33%)				
	Recycling Revenue (Budget - \$184,800 - Actual \$59,374.91 = 32% - end of April - 33%)				
FCSS	\$164,220.00	\$40,170.97	\$124,049.03	24.46%	
Cemetery	\$23,600.00	\$10,357.40	\$13,242.60	43.89%	
Planning & Development	\$263,851.00	\$7,269.64	\$256,581.36	2.76%	
	Building Permits (Budget - \$30,000 - Actual - \$3,061.40)				
Economic Development - BOT	\$146,570.00	\$116,523.03	\$30,046.97	79.50%	
Subdivision Land	\$500.00	\$300.00	\$200.00	60.00%	Subdivision Fees
Land, Housing & Rentals	\$292,894.00	\$141,506.17	\$151,387.83	48.31%	
	AE Kennedy Health Unit - \$212,679				
	Ambulance Station - \$20,100				
	SRC - Library - Budget - \$42,000				
Recreation - General	\$4,000.00	\$12,056.04	-\$8,056.04	301.40%	
Recreation Programs	\$27,318.00	\$1,958.15	\$25,359.85	7.17%	Ball / Soccer
Facilities	\$1,310,413.00	\$304,989.23	\$1,005,423.77	23.27%	County / Pool / SRC
Community Hall	\$64,800.00	\$6,564.40	\$58,235.60	10.13%	
Senior's Center	\$21,750.00	\$8,599.19	\$13,150.81	39.54%	\$6000 Casino
Parks	\$283,305.00	\$35,460.10	\$247,844.90	12.52%	
	Lions Campground - Budget - \$130,000 - actual - \$33,705.45 = 26%				
Operating Contingency	\$0.00	\$0.00	\$0.00	#DIV/0!	
Taxes / Penalties	\$9,414,905.62	\$9,372,292.04	\$42,613.58	99.55%	
Other Revenue	\$2,707,682.00	\$1,104,044.26	\$1,603,637.74	40.77%	
	Franchise Fee - GAS (Budget - \$1,218,960 - Actual \$498,491.91 = 41% - end of April - 33%)				
	Franchise Fee - ELECTRIC (Budget - \$820,322 - Actual \$275,040.70 = 34% - end of April - 33%)				
	Return on Investments (Budget - \$600,000 - Actual - \$279,882.25) = 47%				
Total Revenue	\$22,180,703.62	\$13,291,048.46	\$8,889,655.16	59.92%	

Expense	2024 Budget	2024 Actual - May 31, 2024	Variance	%	Notes
Council & Legislative	\$248,427.00	\$95,319.00	\$153,108.00	38.37%	
	Council Honorarium (Budget - \$179,427)				
	Council per diem - Budget - \$27,000				
	Council travel & subsistance - Budget - \$22,000)				
	Council membership Conferences (Budget - \$16,000 - Actual \$7,331.65 = 46%)				
Administration	\$1,136,298.00	\$468,565.88	\$667,732.12	41.24%	
Police	\$1,815,154.00	\$236,128.45	\$1,579,025.55	13.01%	
	RCMP - Contract Billings \$1,675,155				
Fire	\$969,715.00	\$184,351.78	\$785,363.22	19.01%	
Disaster Services	\$46,741.00	\$152.99	\$46,588.01	0.33%	
Bylaw Enforcement	\$196,855.00	\$61,761.72	\$135,093.28	31.37%	
Common Services	\$392,615.00	\$133,780.79	\$258,834.21	34.07%	
Roads, Streets, Walks, Lights	\$2,372,138.00	\$616,289.72	\$1,755,848.28	25.98%	
Airport	\$59,847.00	\$18,051.19	\$41,795.81	30.16%	
Water Supply & Distribution	\$3,509,094.00	\$1,153,978.92	\$2,355,115.08	32.89%	
Sewer	\$873,757.00	\$257,312.31	\$616,444.69	29.45%	
Garbage Collection & Disposal	\$815,432.00	\$213,733.86	\$601,698.14	26.21%	
FCSS	\$205,275.00	\$102,637.30	\$102,637.70	50.00%	
Cemetery	\$67,356.00	\$10,940.35	\$56,415.65	16.24%	
Comm Services -Handi Bus	\$25,000.00	\$0.00	\$25,000.00	0.00%	
Planning & Development	\$619,785.00	\$176,193.00	\$443,592.00	28.43%	
Economic Development	\$619,150.00	\$197,289.46	\$421,860.54	31.86%	
Subdivison Land	\$49,865.00	\$22,419.87	\$27,445.13	44.96%	
Land, Housing & Rentals	\$47,628.00	\$31,928.96	\$15,699.04	67.04%	
Recreation - General	\$156,599.00	\$64,639.89	\$91,959.11	41.28%	
Recreation Programs	\$82,345.00	\$13,509.84	\$68,835.16	16.41%	
Facilities	\$2,974,853.00	\$969,791.63	\$2,005,061.37	32.60%	
Culture	\$353,387.00	\$157,594.67	\$195,792.33	44.60%	Parkland, Library, Museum
Community Hall	\$137,019.00	\$48,315.54	\$88,703.46	35.26%	
Senior's Center	\$13,481.00	\$2,622.11	\$10,858.89	19.45%	
Parks	\$915,253.00	\$154,305.40	\$760,947.60	16.86%	
Operating Contingency	\$746,091.00	\$0.00	\$746,091.00	0.00%	WTP Gross Recovery, Tran to Res
	WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit)				
	Available for Capital from 2024 Operating Budget for 2024 Capital Budget - \$949,797 (Water \$47,397+ Utility \$291,790 (sewer, waste, recycling) + Total Available for Capital - \$610,610) = \$949,797				
Requisitions	\$2,731,543.62	\$768,245.18	\$1,963,298.44	28.12%	
	ASFF (Budget - \$2,188,640.77 - Actual - \$541,135.34 - 25%)				
	ASFF Separate School (Budget - \$170,934.85 - Actual - \$41,125.84 - 24%)				
	County of Stettler Senior Lodges (Budget - \$371,968 - Actual - \$185,984.00 - 50%)				
Total Expense	\$22,180,703.62	\$6,159,859.81	\$16,020,843.81	27.77%	
Surplus / Deficit	\$0.00	\$7,131,188.65			

TO: Town of Stettler Council

DATE: 2024 06 18

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – MAY 2024

CAO – LEANN GRAHAM

1. Meetings:

- Town Council
- Tax Budget Meeting
- Committee of The Whole
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- General Administrative Staff Meetings
- Procurement Policy Meeting
- JHSC Meeting
- Electricity Supply RFP
- Fire Staff Meetings
- Housing Assessment Workshop
- Tax Budget Memo Meeting
- RCMP Staff Sargeant Priorities and Budget Meeting
- Archival and Corporate Project Planning
- Board of Trade Staff Meeting
- Board of Trade Executive Board Meeting
- Tonw and County IDP Meeting
- Department Head and Management Meeting Policy Review
- Economic Development – Housing Assessment Review
- Live Market – Electricity Rate
- Water Bylaw Review Meeting
- Veronica's Retirement Luncheon
- RFP Station 1 Opening
- IT Department Meeting
- Archival Student Interviews and Selection
- SRC Communications Meeting
- CAEP Premiere Dinner

2. Projects:

- Council Agendas
 - Staff Reports Review and Preparation
- Clearview Shared Facility Agreement Review
- P&L Organizational Review and Vacancy Replacements
- Human Resource Matters
- Budget Review
- Development Officer Training/Mentorship

- Administrative and Staff Matters
- Ratepayer and Community Partner Matters
- SRFD Agreement, Assets and Donations
- Archival Project
- Recreation Agreement Annual Passes and Preparing Annual Summary
- Set Town Organizational Safety Meeting
- RCMP Priorities and Budget, quarterly review
- Water Sharing MOU
- Board of Trade Oversight
- Union Agreement Application
- Employee Recognition Policy
- Procurement Policy
- Town Equipment Use Policy

ASSISTANT CAO – KIM HYMERS

1. Meetings attended include:

- a. Council
- b. Staff
- c. Department Head
- d. Committee of the Whole
- e. Economic Development
- f. Bylaw – Water/Utility
- g. EAI Global – Tender Process/Awarding for Electricity
- h. Community Housing Assessment Workshop and Open House
- i. Webinar – Bill 20
- j. Tax Budget Deliberations
- k. Grade 6 Classroom
- l. BOT Financials
- m. Alberta Blue Cross Grant – Webinar
- n. Interviews – Archival Student
- o. Alberta Municipalities CEIP Check in
- p. CEIP Round Table

2. Projects worked on included:

- a. Tax Budget Calculations and Memo
- b. Tax Notices
- c. Hotel Assessment
- d. Housing Assessment
- e. Monthly Financials
- f. Fire Financials
- g. BOT Financials and Reconciliations
- h. Grant Reporting
- i. Rolling 2023 over and Setting up the new year
- j. Training – Manager of Financial and Accounting Services

k. MGA Review

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- Vacation May 23-28
- Circular Materials Webinar – standing monthly training until program initiates 2025
- Paving Projects tender award
- Cold Storage RFP
- Provincial Drought Emergency Management Working virtual meetings April 23
- Receiving Water Body Study – initiation meeting and data collection
- Highway 12/21 Water Commission Board Meeting – drought presentation from AEnv.
- Stettler Airport – drainage/sump pump installs prior to reconstruction
- Landowner – exploring connection to wastewater/water costs/installations
- Wellings development – wetland report review
-
- Stettler RCMP detachment building upgrade meeting
- AT funding agreement for Highway 56, 12 and ped crossing upgrades for 2024
- Road closure requests – parade, car club, ambulance
- Parks and Public Works Planning meeting
- Firehall light installation discussions
- Alberta Purchasing Connection - website changes and data updates
- Multiple development inquiries
- Dangerous Goods Bylaw Update
- IDP Meeting
- Organizational manager meeting
- Staffing concerns – vacancies, timesheets
- Layout with parks staff for Sports Park parking lot
- 47 Ave Water Replacement tender award and discussions with affected landowners
- Regional Water SCADA and Communication discussions

TRANSPORTATION – SARAH MCCRINDLE

- Dig and fill cremations as needed
- Took down the banner on 50ave and 54st from the music festival
- Opened the tenders for the black dirt screening that will take place in the shop yard
- Cleaned catch basins after each rain
- Shop facility inspection
- Crosswalk and traffic light inspections
- Clean up of the inside of our cold storage building
- Removed the old rotting culvert from the approach at the Fast Times towing lot
- Added asphalt millings to the water dig trench on 50ave and then applied dust control
- Sweeper out

- Graded the sports park parking lot
- Swept up the sand into piles from the snow that we hauled into the golf course thru the winter
- Hauled 3 loads of gravel to the golf course
- Grader out for perimeter roads
- Grader out for back alleys
- Open and close the columbarium as needed
- Haul our sweeping debris piles to the regional dump
- Dug out a beaver dam that was affecting our drainage creek thru town. We dropped the level of the creek by 4 feet just before the rain started
- Flushed a problem storm line in meadowlands just off 66st
- Placed out the speed trailer on 50ave and 45 st
- Cleaned out trucks
- Staff completed a skid steer safety course online
- Flushed a problem storm line for Parkdale
- Worked with Emcon for boulevard and highway sweeping. Washed down the meridians along all highways in town
- Garbage can replacement when needed
- Local contractor installed the new fence on the west side of the public works shop
- Supplied our loader and operator to help parks unload all the curb stones for the sports park parking lot
- Filled potholes thru out the town
- Installed the new community builder signs along 44ave across from the arena
- Dust controlled the road between the Ag society and the curling rink
- Picked up the old decorations from the museum that they didn't want anymore to put in our shop sale
- Moved the big cement blocks from the entrance of the sports park to mark the ends of the parking curb lines for parks
- Replaced the tarp on our tandem that we use to pick up asphalt

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

Meetings:

- Joint health & safety
- Heartland beatification
- Sunset memorials
- Purchase & equipment use with Leann
- ABSA
- Department head
- After council

Projects:

- Off season SRC maintenance
- Columbarium niche drilling
- Ice plant inspection ABSA
- Cemetery monuments
- Tree trimming
- Sports Park parking lot curbing
- Water holding tank replacement quotes
- Graffiti removal
- Memorial Park vandalism reports to RCMP
- Community garden tilling
- Gopher control
- Hosted circus @ SRC
- Transient issues
- Campground open
- Outdoor washrooms open for season

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2024 Permits to May 31, 2024	2023 Permits to May 31, 2023
Institutional	\$0.00	\$0.00
Industrial	\$0.00	\$100,412.00
Commercial	\$47,000.00	\$1,140,000.00
Residential	\$408,500.00	\$779,945.00
Total	\$455,500.00	\$2,020,357.00

2. Projects:

- Land Sale(s)
- Wellings Development
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Housing Assessment
- Intermunicipal Development Plan

3. Meetings:

- Intermunicipal Development Plan
- Housing Assessment
- MPC
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings

- Staff and Department Head
- Economic Development
- Health Unit
- Community Builders

WATER – GRANT MCQUAY

- 1) Rounds, readings, locates and meters.
- 2) Dig site maintenance
- 3) Weekly cleaning of WTS sanitary tank's
- 4) CL17 analyzer bottles changed out.
- 5) Flushed grease mat at A lift station
- 6) Curbstop repair's
- 7) Turning off CC's for plumbing repairs
- 8) Weekly water distribution sampling for bacti and chlorine residuals.
- 9) Opened up flow to Wetlands
- 10) Weekly testing for lift station emergency system.
- 11) Sewer backups and responding to customer
- 12) Sewer service repairs
- 13) Water Service leaks
- 14) Weekly Wastewater sampling.
- 15) Weekly Wastewater treatment.
- 16) Water Meter changes.
- 17) Aeration system, monitored quality of treatment
- 18) Council Meetings
- 19) Worked on Shop projects truck 174 & cleaning Cold storage
- 20) Water dispenser issues
- 21) Lagoon Dump pit
- 22) Grass seeding
- 23) Started Hydrant Inspections
- 24) CL17 chlorine analyzer issues on Stettler Leg.
- 25) Lane clean up.
- 26) Pre construction meeting
- 27) Post construction issues, meeting with Tagish

PARKS & LEISURE FOREMAN – DESIRAE PERRY

Meetings

- Staff meeting
- Quick meeting with Bryce regarding power to our Parks Shed
- Parks and Public Works Meeting

- ABSA Plant Inspection
- Door Masters for pics and measurements for overhead door tender

Projects and Such

- Open campground for season
- Worked up Community Gardens, delivered mulch and filled water tanks
- Summer Casuals started
- Upkeep on Sportsfields mowing, floating and painting
- Placed curbing at the Sports Park
- First Aid course
- Replaced trees that didn't winter well with new trees at the Sports Park
- Daily cleaning of Campground Bathrooms, Sports Park Bathrooms and Spray Park bathrooms
- First Aid for a few full time and summer casuals
- Roger has been busy painting in the Arena
- Playground Inspections
- Changed flags at the Golf Course
- Held a large Gymnastics Competition at the SRC
- Hood cleaning at the Hall as well as the concession
- Bench installations at West Stettler Park and Cemetery
- Corinne travelled to Camrose for Fall Protection and Lift Training
- Utilizing the first few rain days at the Community Orchard
- Put out cement planters and put together the water truck in preparation for flowers
- Helped PW with annual alley cleanup
- Set up ball diamonds for the Stettler Minor Ball Associations female tournament
- Regular upkeep and maintenance of green spaces

TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

1. Training
 - May 6 Officer meeting
 - May 13 Wildland training
 - May 27 Hose advancement
2. Fire Department Operations
 - Volunteered for Mac Donald's McHappy Day Shift May 8
 - Clearview High School mock accident planning meeting
 - Manager meeting (prim contractors)
 - Meeting Stettler electric regarding backup power generator at Town/clearview office
 - Project planning/ prep for warning lights at fire station

- Mock Accident - Grade 12 students
- Attended Alberta Fire Chiefs Conference 25-29
- Pierce Manufacturing meeting
- Commercial emergency vehicles TAC 4 suspension (maintenance review)
- Safety Codes Council Information session May 30
- First Due software meeting
- Knox key secure FD lock box quote Meetings - Pierce Manufacturing, Commerce
- AFRRCS project - on going
- Upgraded all Fire station light fixtures to LED
- Re-painted Fire station work room walls
- Installed new electrical receptical in work room
- Working on new squad unit emergency lighting siren and radio equipment
- Ongoing fire safety inspections and pre planning, fire safety public education, incident investigations, fire cause determination submission to AB gov
- Regional Fire Department Incident Summary - March incidents- Wildland 3, Alarm 9, MVC 3, MFR 2, Fire 3, Hazmat 1

WATER TREATMENT PLANT SUPERVISOR – CHRIS SAUNDERS

1. The lights in the sodium hypochlorite area have all been changed out to new LED lighting which has closed out an e-compliance action item. The lighting is much better than the original lighting.
2. We are continuing the algaecide feed to the reservoir and it seems to be controlling the levels of algae in the reservoir. We will be sending samples away at the end of June for algae analysis.
3. The lab Hach DR 2800 sample analyzer failed completely. We do many different sample tests with that analyzer so we ordered in a new Hach DR 3900 which is the new replacement model.
4. We have scheduled the yearly settling tanks drain down and cleanout, tentatively, for June 12 and 26.
5. We have had a few delays with the installation of the new plant computer systems but are hopefully on schedule to do the upgrades in mid June.
6. The potassium permanganate system was started up to control manganese. The A solenoid had to be replaced as well as a timer relay. System is running okay at this time.
7. Marmit Plastics was up to do a tank repair on the north, large, sodium hypochlorite tank. This was the second repair to this tank by Marmit Plastics. A design change was needed to repair the original problem.
8. ABSA has sent us our certificates for our air receivers so we are good for the next 5 years now.
9. Van Electric out to troubleshoot "A" compressor. A fuse had blown but no

apparent cause was found at this time. Compressor is running okay now.

10. Monthly routine maintenance carried out

DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- May 1 virtual Municipal GIS meeting
- May 2 Joint Health & Safety meeting
- May 7-8 drove to Saskatoon to see Andrew Somerville present at the MISA Prairies Conference. Andrew was also on the conference Technical Panel.
- May 13-15 took vacation to move one of my daughters
- May 16-17 AB Muni. Infrastructure Committee quarterly meeting in Edmonton
 - MGA Defenses recent cases (Brownlee)
 - Updates on Bill18, Bill 19 & Bill 20
 - Asset retirement obligations
 - Infrastructure servicing & construction of school sites resolution update
 - Transportation infrastructure resolution update
 - Briefing regarding the FCM Canada Community-Building fund
 - Recommendation to the ABmuni Board regarding 2024 Convention Education Session
 - Roundtable updates, etc.
- May 22 Economic Development meeting
- May 28 housing report review
- May 29 CAO meeting
- May 30 monthly IT meeting
- Staff & Department Head meetings
- Daily office meetings

Projects of note include:

- Worked on I.T. Coordinator annual review
- Finalized Economic Development survey report (to be presented at June Econ. Dev. meeting)
- Put the new postal code map on the website after various requests (RCMP, MLA, schools, Post office, etc.)
- Renewed agreement for membership with Central Region All-Hazards Incident Management Team (CRAHIMT)
- Age of housing project with Planning & Development and assessment data
- Assisted with some efforts on showing where to park at the Joint Administration Building
- Draft housing report review
- Worked on recommendation for the ABmunis Board regarding 2024 Convention Education Session
- Fulfilling other mapping/printing requests
- Mapping and database updates (paper, electronic and webmap)

REGIONAL FIRE MANAGER – IVAN DIJKSTRA

1.Meetings attended included: Town of Stettler Council, County of Stettler Council, County Administration Meeting, Town Administration Meeting, KPMG for Office of the Fire Commissioner - Alberta Fire Review, Safety Codes Council QMP Information Session.

2.Projects worked on included:

- Assist Fire Investigation & emergency incident responses
- Continued work on preparation of AFRRCS Roll-out – anticipated rollout - July 2024
- Continued work for updated dispatch protocols for SRFD with Red Deer Dispatch
- Proctored and Evaluated NFPA 1140 – Wildland Firefighting course, all students successfully passed
- Assumed duties of the County Fire Chief
- Financial invoicing between municipalities
- Completed Stn 1 RFP for renovation concept
- Year-to-Date SRFD Incident Statistics as of May 31, 2024:

	SRFD	Town	County
Fire Dollar Loss	7	3	4
Fire No Dollar Loss	20	2	18
Medical Assists	26	14	12
MVC	12	3	9
Alarms Ringing	29	25	4
Hazmat	1	1	0
TOTAL	95	48	47

Leann Graham
CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77270	77276
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	77270	2024-05-31	\$4,383.56

Invoice Description		Invoice Number	Invoice Amount

Office - 2024 Tax Norices		9915266381	\$1,486.92
Water Biling Postage		9916984935	\$2,896.64

Greasely Bear Services	77271	2024-05-31	\$1,155.00

Invoice Description		Invoice Number	Invoice Amount

SRC - Hood Cleaning		1852	\$735.00
Hall - Hood Cleaning		1853	\$420.00

Nemetz, Corinne	77272	2024-05-31	\$25.82

Invoice Description		Invoice Number	Invoice Amount

Park - Travel & Subsistence		2024.05.23	\$25.82

Pnewko Trucking Limited	77273	2024-05-31	\$78.75

Invoice Description		Invoice Number	Invoice Amount

HBC - Garden Stakes		112242	\$78.75

Receiver General for Canada	77274	2024-05-31	\$69,593.25

Invoice Description		Invoice Number	Invoice Amount

Town Tax Remittance		PP11-24	\$57,114.58
Town Tax Remittance		PP11-24.	\$6,054.16
BOT Tax Remittance		BOT.PP11-24	\$2,612.02
Library Tax Remittance		LIBRARY.PP11-2	\$3,812.49

Tru-Fence	77275	2024-05-31	\$10,319.40

Invoice Description		Invoice Number	Invoice Amount

Shop - Install Fence in P.W.		2716	\$10,319.40

Van Electric	77276	2024-05-31	\$2,268.00

Invoice Description		Invoice Number	Invoice Amount

WTP - LED lights and Brackets		688	\$2,268.00

Total Cheques			\$87,823.78
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77277	77277
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Dodge Ltd.	77277	2024-05-31	\$65,444.40

Invoice Description	Invoice Number	Invoice Amount	
Trans - Dodge 2500 Ram	TOWN240508	\$65,444.40	

	Total Cheques		\$65,444.40
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77278	77287
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	77278	2024-06-07	\$4,383.55

	Invoice Description	Invoice Number	Invoice Amount
	Office Postage	9916984935.	\$2,896.64
	Water Billing Postage	9915266381.	\$1,486.91

Greasely Bear Services	77279	2024-06-07	\$1,155.00

	Invoice Description	Invoice Number	Invoice Amount
	SRC - Hood Cleaning	1853.	\$420.00
	Hall - Hood Cleaning	1852.	\$735.00

Heartland Youth Centre	77280	2024-06-07	\$50,000.00

	Invoice Description	Invoice Number	Invoice Amount
	HYC Playground Program	2024.06.01	\$50,000.00

Icon Saftey Consulting Inc.	77281	2024-06-07	\$357.00

	Invoice Description	Invoice Number	Invoice Amount
	Park - Fall Training	26861	\$357.00

Nutrien Ag Solutions (Canada)	77282	2024-06-07	\$110.19

	Invoice Description	Invoice Number	Invoice Amount
	Park - Grass Seed	901537004	\$110.19

Pnewko Trucking Limited	77283	2024-06-07	\$78.75

	Invoice Description	Invoice Number	Invoice Amount
	HBC - Garden Stakes	112242.	\$78.75

Sienna's Cleaning	77284	2024-06-07	\$900.00

	Invoice Description	Invoice Number	Invoice Amount
	Shop - 9 May Cleans	114432	\$900.00

SignWright	77285	2024-06-07	\$2,047.50

	Invoice Description	Invoice Number	Invoice Amount
	Fire - Reg Manager Truck	8285	\$2,047.50

TC Catering	77286	2024-06-07	\$437.90

	Invoice Description	Invoice Number	Invoice Amount
	PR - Veronica's Luncheon	5778	\$437.90

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Treasure House Imports Ltd.	77287	2024-06-07	\$2,037.00
Invoice Description	Invoice Number	Invoice Amount	
PR - Lapel Pins	00183698	\$2,037.00	
	Total Cheques		\$61,506.89

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77288	77288
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Telus Communications	77288	2024-06-07	\$2,538.44

Invoice Description	Invoice Number	Invoice Amount	
May 22 - June 21 Telus	2024.05.23	\$2,538.44	

	Total Cheques		\$2,538.44
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77289	77308
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
911 Supply	77289	2024-06-14	\$759.09

Invoice Description	Invoice Number	Invoice Amount	

Fire - Town - Uniforms	CAIN432286	\$759.09	

ATCO Electric	77290	2024-06-14	\$32,011.49

Invoice Description	Invoice Number	Invoice Amount	

Street Light Replacement	3020395	\$7,107.53	
Street Light Replacement	3020396	\$24,903.96	

Blades Power Equipment	77291	2024-06-14	\$766.04

Invoice Description	Invoice Number	Invoice Amount	

Fire - Aspen Fuel Cycle Mixed	34503	\$766.04	

C. R. Glass Ltd.	77292	2024-06-14	\$661.50

Invoice Description	Invoice Number	Invoice Amount	

Fitness - Tint for Windows	3558	\$661.50	

Heartland Youth Centre	77293	2024-06-14	\$58,811.26

Invoice Description	Invoice Number	Invoice Amount	

2024 HYC Auction Proceeds	2024	\$58,811.26	

Henry J. baird	77294	2024-06-14	\$102.00

Invoice Description	Invoice Number	Invoice Amount	

Cemetery - Refund	2024.06.06	\$102.00	

Howe's Greenhouse	77295	2024-06-14	\$11,798.33

Invoice Description	Invoice Number	Invoice Amount	

Park - Flowers	2024.05.28.	\$11,798.33	

Jenny Allen	77296	2024-06-14	\$800.00

Invoice Description	Invoice Number	Invoice Amount	

Music in The park	2024	\$800.00	

Lee, Jeff	77297	2024-06-14	\$2,500.00

Invoice Description	Invoice Number	Invoice Amount	

Canada Day Music in the Park	2024.04.22	\$2,500.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Lindsay Keeley	77298	2024-06-14	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Hall Deposit Refund	2024.06.13	\$500.00	
LIV North	77299	2024-06-14	\$85.84
Invoice Description	Invoice Number	Invoice Amount	
Fitness - Floor Stands	IN000500277	\$85.84	
LM Waste Removal	77300	2024-06-14	\$105.00
Invoice Description	Invoice Number	Invoice Amount	
Park - Overflow Camping Garbag	74017	\$105.00	
Louise Damen	77301	2024-06-14	\$63.91
Invoice Description	Invoice Number	Invoice Amount	
HBC - Seed Potatoes	2024.05.31	\$63.91	
Receiver General for Canada	77302	2024-06-14	\$87,230.25
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP12-24	\$74,061.06	
Town Tax Remittance	PP12-24.	\$6,681.88	
BOT Tax Remittance	BOT.PP12-24	\$2,608.26	
Library Tax Remittance	LIBRARY.PP12-2	\$3,879.05	
Rhan, Eric	77303	2024-06-14	\$600.00
Invoice Description	Invoice Number	Invoice Amount	
Music in the Park	2024	\$600.00	
Stettler Tool & Hardware	77304	2024-06-14	\$578.11
Invoice Description	Invoice Number	Invoice Amount	
Sewer & Airport - Solar Pump	10012450	\$578.11	
Tina Wilson	77305	2024-06-14	\$52.66
Invoice Description	Invoice Number	Invoice Amount	
HBC - Basket for Trade Show	2024.04.10	\$52.66	
Town Trophy & Gifts	77306	2024-06-14	\$27.20
Invoice Description	Invoice Number	Invoice Amount	
Council - Nametag	16002	\$27.20	
Van Electric	77307	2024-06-14	\$4,516.05
Invoice Description	Invoice Number	Invoice Amount	
Shop - Water Plug Cord	670	\$507.15	
Shop - Remove Old Electrical	677	\$792.75	
Trans - Fix Pressure washer	678	\$540.75	
Trans - New lights for outside	697	\$2,675.40	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wendy Kossowan	77308	2024-06-14	\$500.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&L - Hall Deposit Refund	2024.06.13	\$500.00	
	Total Cheques		\$202,468.73
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007511	EFT0007569
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0007511	2024-06-11	\$779.10

	Invoice Description	Invoice Number	Invoice Amount

	HBC - May Meeting Lunch	306	\$117.60
	Admin Professional Lunch	308	\$661.50

ACC Wastewater Solutions	EFT0007512	2024-06-11	\$6,741.00

	Invoice Description	Invoice Number	Invoice Amount

	Sewer - Chemicals	INV-23250	\$6,741.00

Alberta Municipal Health & Saf	EFT0007513	2024-06-11	\$62.99

	Invoice Description	Invoice Number	Invoice Amount

	Water - Training Course	0012499	\$62.99

AltaLIS Ltd.	EFT0007514	2024-06-11	\$283.50

	Invoice Description	Invoice Number	Invoice Amount

	GIS - Subscriptions & Prepaid	51503	\$283.50

APEX Supplementary Pension Pla	EFT0007515	2024-06-11	\$334.42

	Invoice Description	Invoice Number	Invoice Amount

	APEX Sub Pension Plan Remit	PP11-24	\$334.42

Barnes, Roger	EFT0007516	2024-06-11	\$25.00

	Invoice Description	Invoice Number	Invoice Amount

	SRC - June Phone Allowance	2024.06.01	\$25.00

Benoit, Curtis	EFT0007517	2024-06-11	\$62.96

	Invoice Description	Invoice Number	Invoice Amount

	Roads- CUPE Clothing Allowance	2024.05.27	\$62.96

Stettler Regional Board of Tra	EFT0007518	2024-06-11	\$737.10

	Invoice Description	Invoice Number	Invoice Amount

	HBC - Trade show	2657	\$737.10

Brennan, Maya	EFT0007519	2024-06-11	\$150.00

	Invoice Description	Invoice Number	Invoice Amount

	P&D - June Travel Allowance	2024.06.01	\$150.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Brownlee LLP	EFT0007520	2024-06-11	\$939.75
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Legal Advice	566130	\$168.00	
P&D - Subdivison	566575	\$771.75	
Canadian Union of Public Emplo	EFT0007521	2024-06-11	\$660.00
Invoice Description	Invoice Number	Invoice Amount	
A/P Union Dues	PP11-24	\$660.00	
Cas Tech Inc.	EFT0007522	2024-06-11	\$2,342.55
Invoice Description	Invoice Number	Invoice Amount	
SRC - Computer Screens	1721	\$2,342.55	
Clearview Public Schools	EFT0007523	2024-06-11	\$445.60
Invoice Description	Invoice Number	Invoice Amount	
Joint Office Expenses	7208	\$445.60	
Combat Spraying Ltd.	EFT0007524	2024-06-11	\$1,050.00
Invoice Description	Invoice Number	Invoice Amount	
Park - Portable Toilets	7420	\$1,050.00	
Commercial Aquatic Supplies	EFT0007525	2024-06-11	\$581.78
Invoice Description	Invoice Number	Invoice Amount	
Pool - Fix jacuzzi	IN1033392	\$581.78	
County of Stettler	EFT0007526	2024-06-11	\$32,936.89
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Training Meal	COS10383	\$29,774.39	
Fire Department Donations	2024.06.05	\$3,162.50	
Dahl, Steven	EFT0007527	2024-06-11	\$70.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - June Tool Allowance	2024.06.01	\$70.00	
Dodd, Sonia	EFT0007528	2024-06-11	\$125.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - June Trvl & Phone	2024.06.01	\$125.00	
Dolan, Lori	EFT0007529	2024-06-11	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - June Phone Allowance	2024.06.01	\$25.00	
Graham, Leann	EFT0007530	2024-06-11	\$375.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office June Trvl & Phone		2024.06.01	\$375.00
Heartland Glass Ltd.	EFT0007531	2024-06-11	\$486.54
Invoice Description	Invoice Number	Invoice Amount	
Trans & Water Freight	14652	\$486.54	
Hi Way 9 Express Ltd.	EFT0007532	2024-06-11	\$35.48
Invoice Description	Invoice Number	Invoice Amount	
Park - Freight	6619066	\$35.48	
Howe's Greenhouse	EFT0007533	2024-06-11	\$11,798.33
Invoice Description	Invoice Number	Invoice Amount	
Park - Flowers and Materials	2024.05.28	\$11,798.33	
Hymers, Kim	EFT0007534	2024-06-11	\$157.56
Invoice Description	Invoice Number	Invoice Amount	
PR - Trade Show Supplies	2024.05.14	\$57.56	
June Phone & Travel Allowance	2024.06.01	\$100.00	
Icotech Refrigeration	EFT0007535	2024-06-11	\$4,932.38
Invoice Description	Invoice Number	Invoice Amount	
SRC - Ice Plant Repair	1201	\$4,932.38	
Keiths Refrigeration	EFT0007536	2024-06-11	\$192.78
Invoice Description	Invoice Number	Invoice Amount	
Water - Filters	24019	\$192.78	
Klearwater Equipment & Technol	EFT0007537	2024-06-11	\$34,225.54
Invoice Description	Invoice Number	Invoice Amount	
WTP = Bulk Load Isofloc	24112	\$34,225.54	
Local Authorities Pension Plan	EFT0007538	2024-06-11	\$32,525.96
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP11-24	\$32,525.96	
Leckie, Neil	EFT0007539	2024-06-11	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - June Phone Allowance	2024.06.01	\$25.00	
Macey, Mikayla	EFT0007540	2024-06-11	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - June Tool Allowance	2024.06.01	\$40.00	
Manalastas, Victor	EFT0007541	2024-06-11	\$3,150.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office - Joint Janitor	11		\$3,150.00
Municipal Property Consultants	EFT0007542	2024-06-11	\$7,995.75
Invoice Description	Invoice Number	Invoice Amount	
May 2024 Assesor	17182		\$7,995.75
Stettler Town & County Museum	EFT0007543	2024-06-11	\$35,000.00
Invoice Description	Invoice Number	Invoice Amount	
Museum Grant	2024		\$35,000.00
Perry, Desirae	EFT0007544	2024-06-11	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - June Phone Allowance	2024.06.01		\$50.00
Peterson, Chase	EFT0007545	2024-06-11	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - June Phone Allowance	2024.06.01		\$25.00
Peterson, Jacqui	EFT0007546	2024-06-11	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - June Phone Allowance	2024.06.01		\$25.00
Proform Construction Products	EFT0007547	2024-06-11	\$13,020.00
Invoice Description	Invoice Number	Invoice Amount	
Parks - Curb for Sports Park	30606		\$13,020.00
Purolator Courier Ltd.	EFT0007548	2024-06-11	\$1,053.96
Invoice Description	Invoice Number	Invoice Amount	
WTP & Water Freight	510007291		\$1,053.96
R & E Elevator Ltd.	EFT0007549	2024-06-11	\$800.90
Invoice Description	Invoice Number	Invoice Amount	
Office Elevator	31341		\$364.52
SRC Elevator	31245		\$436.38
Robbins, Brad	EFT0007550	2024-06-11	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - June Travel Allowance	2024.06.01		\$100.00
Somerville, Andrew	EFT0007551	2024-06-11	\$502.00
Invoice Description	Invoice Number	Invoice Amount	
Computer - Trip to Conference	2024.05.06		\$502.00
Stettler Building Supplies Ltd	EFT0007552	2024-06-11	\$423.37
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC - Drill Bits	AM0399		\$14.66
P&L - Building Repair Supplies	AM0454		\$56.85
Health Unit - Light Covers	AM0850		\$72.42
Health Unit - Light Covers	AM0858		\$49.22
Health Unit - Light Covers	AM0879		\$26.24
P&L - Cement for Bench Install	AM1163		\$53.49
Cementary - Bench Install	AM1570		\$8.91
Spray Park - Rebar for Repair	AM1689		\$16.78
Spray Park - Concrete Repair	AM1737		\$124.80
=====			
Stettler Dads Services	EFT0007553	2024-06-11	\$1,500.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Water - May Meter Reading	2024-05	\$1,500.00	
=====			
Stettler Flooring	EFT0007554	2024-06-11	\$695.98
=====			
Invoice Description	Invoice Number	Invoice Amount	
SRC - Paint for Bleachers	77330	\$476.98	
Fire Joint - Roller Refills	77439	\$219.00	
=====			
Stettler & District Handibus	EFT0007555	2024-06-11	\$25,290.76
=====			
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage Utilities	4079	\$290.76	
Handibus Grant	2024.06.01	\$25,000.00	
=====			
Stettler Telephone Answering S	EFT0007556	2024-06-11	\$157.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP - Working alone monitoring	175	\$157.50	
=====			
Stingray Radio Inc.	EFT0007557	2024-06-11	\$546.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
May Advertising	809148-5	\$546.00	
=====			
Stormoen, Angela	EFT0007558	2024-06-11	\$175.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&D - May Travel and Phone	2024.06.01	\$175.00	
=====			
Trinus Technologies Inc	EFT0007559	2024-06-11	\$1,484.59
=====			
Invoice Description	Invoice Number	Invoice Amount	
Computer Software Support	7164	\$346.50	
Computer Subscriptions	7055	\$1,137.97	
Computer Interest	6746.	\$0.12	
=====			
Tundra Process Solutions Ltd.	EFT0007560	2024-06-11	\$3,261.30
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP - Aztec Reagent Kit	2024220007934	\$3,261.30	
=====			
Vanlanduyt, Lara	EFT0007561	2024-06-11	\$100.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
June Travel and Phone	2024.06.01	\$100.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Vereburn Supply Ltd.	EFT0007562	2024-06-11	\$1,776.60
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Gloves	52323	\$1,776.60	
W.R. Meadows of Western Canada	EFT0007563	2024-06-11	\$538.68
Invoice Description	Invoice Number	Invoice Amount	
Park - Nozzel and Painter Part	120049948	\$538.68	
Wet Water Industries Ltd.	EFT0007564	2024-06-11	\$76.89
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - water treay equip	AR57937	\$76.89	
WFR Wholesale Fire & Rescue Lt	EFT0007565	2024-06-11	\$14,551.43
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Bunker Jear	INV/2024?2162	\$14,551.43	
Yost, Dustin & Maria Cristine	EFT0007566	2024-06-11	\$2,000.00
Invoice Description	Invoice Number	Invoice Amount	
Community Hall Janitor	2024.06.01	\$2,000.00	
Canadian Tire #671	EFT0007567	2024-06-11	\$439.38
Invoice Description	Invoice Number	Invoice Amount	
HBC - Container Supplies	2370	\$377.87	
P&L Water/Flower Truck	2381	\$61.51	
ClearTech Industries Inc.	EFT0007568	2024-06-11	\$34,027.56
Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemicals	INV1114758	\$5,381.93	
WTP - Sodium Hypochlorite	70147	\$8,906.18	
WTP - Sulphuric Acid	INV1116989	\$22,091.45	
Correcting Double Entry	2024.06.07	\$141.75	
Total Cheques			\$284,408.61

Audit Trail Code: PMCHQ00002719
* Voided transactions

Chequebook ID	Type	Number	Date	Paid To/Rcvd From	Description	Amount
CU GENERAL	Cheque	ONL000785	2024-05-31	Collabria Payment Processing		\$12,029.53
CU GENERAL	Cheque	ONL000786	2024-05-31	Rogers		\$54.60
CU GENERAL	Cheque	ONL000787	2024-05-31	Workers' Compensation Board - A		\$13,460.31
3 Transaction(s)					Total	\$25,544.44

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000789	ONL000790
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services Inc.	ONL000789	2024-06-14	\$19,679.63
Invoice Description	Invoice Number	Invoice Amount	

Office - May Gas Bill	202405-3693	\$860.37	
Fire Joint - May Gas Bill	202405-3697	\$517.55	
Shop - May Gas Bill	202405-3694	\$371.86	
Airport - May Gas Bill	202405-3686	\$208.99	
WTP - May Gas Bill	202405-3689	\$5,692.54	
Water Trans - May Gas Bill	202405-3684	\$263.55	
Sewer - May Gas Bill	202405-3685	\$271.94	
Sewer #2 - May Gas Bill	202405-3692	\$162.31	
SRC - May Gas Bill	202405-3691	\$10,820.68	
Comm Hall - May Gas Bill	202405-3690	\$345.39	
Parks - May Gas Bill	202405-3688	\$164.45	
=====			
Telus Mobility Inc.	ONL000790	2024-06-14	\$1,305.14
Invoice Description	Invoice Number	Invoice Amount	

May 22 - June 21 Telus	45751314	\$1,305.14	
	Total Cheques	\$20,984.77	
		=====	



PRLS Board Meeting Minutes

May 16, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday May 16, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Jaime Coston, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Edna Coulter, Jeff Eckstrand, Stephen Levy, Shawn Peach

Absent: Jul Bissell, Doug Booker, Doug Francoeur, Darryl Motley, Jacquie Palm-Fraser, Ron These

Visitors: Lindsey Schmidt, Erin Switenky, Tim Field (Village of Big Valley), Trina Suther (Village of Hughenden)

Staff: Hailey Halberg, Olya Korolchuk, Paige Mueller, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

According to section 31 (1) of the Alberta Libraries Act,

Board member disqualification

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.



The following board members have sent their regrets and cannot attend today's board meeting. To ensure their continuance on the Parkland Library Board in compliance with the legislation the following motion will be made.

Motion by Gord Lawlor to excuse Edna Coulter, Jeff Eckstrand, Stephen Levy, and Shawn Peach from attendance at the board meeting on May 16, 2024 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 11/2024

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. Joy-Anne Murphy mentioned that the timed agenda should be noted as approximate so that there is no motion necessary if the time allotment goes over.

Motion by Ray Reckseidler to accept the agenda as amended.

CARRIED
PRLS 12/2024

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the February 22, 2024 minutes.

Motion by Gord Lawlor to approve the minutes of the February 22, 2024 meeting as presented.

CARRIED
PRLS 13/2024

1.3. Business arising from the minutes of the February 25, 2024 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda.

Motion by Diane Roth to approve the consent agenda as presented.

CARRIED
PRLS 14/2024

3.1 Presentation of the 2023 Parkland Audit

Gilliat turned the meeting over to Lindsey Schmidt and Erin Switenky from Parkland's audit company, MNP, to review and discuss any questions from the 2023 Financial Statement's and Audit Findings.



The audit statements and findings were previously presented by Lindsey Schmidt and Erin Switenky at the March Executive Committee meeting where they were approved. The auditors stated that;

"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."

Bauman noted that there is no management letter this year, or recommendations, which shows the commitment of Parkland Staff to ensuring Parkland's financial management is sound.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 15/2024

Lindsey Bauman and Erin Switenky left the meeting at 10:41 a.m.

3.2 PRLS Membership Agreement

Gilliat reviewed. At the February board meeting there was discussion about the possibility of opening and thoroughly revising Parkland's membership agreement.

At their March 21st meeting, the Executive Committee discussed whether it should recommend opening Parkland's agreement. After much discussion, the majority of Executive Committee members present at the meeting approved a motion recommending the board leave the membership agreement as it is.

Not including staff time, or additional stakeholder meeting costs, Parkland's legal firm, Chapman Riebeek, estimated that legal costs associated with a major revision of the membership agreement would cost between \$5,000 - \$7,500.

As for timelines, Parkland's Director inquired with the other library systems which undertook changes to their agreement and one system took five years, a second took between four and five years, and a third took about one year for a single amendment.

Since legislation has changed over the years, the Public Library Services Branch with Municipal Affairs would have to review any changes to the membership agreement for legislative compliance. It would also be advisable to consult with our municipal membership to see what changes they might want since the Parkland agreement is an intermunicipal agreement.

After some discussion, it was agreed that there is nothing so outdated that the agreement needs to be changed at present.

Motion by Janice Wing to receive for information.

CARRIED
PRLS 16/2024



3.3. Employee Retention - Deb Smith

Smith reviewed her submission to the board package, talking about Parkland's product being its staff and that it is important to value and compensate the specialized staff that Parkland has.

Motion by Dana Kreil to receive for information.

CARRIED
PRLS 17/2024

3.4. PRLS Compensation Policy

Gilliat reviewed. The Parkland board passed a new compensation policy along with a new salary grid at the board meeting in November 2023. The new grid and policy will not take effect until January 2025. At the start of 2024 staff worked with the Executive Committee on how the new salary grid would be implemented since how staff are placed on the new grid would have significant budget implications.

Williams reviewed the potential changes. When examining the new compensation policy within the context of implementing the new grid, it became apparent that some clarification in the wording of the policy would be useful. Issues for revision included:

- Clarify when a staff member qualifies for a salary increase when returning from an authorized leave
- Clearly stating that adding a cost-of-living adjustment to the grid will be optional
- Removing the sentence at the end of the policy where it states that the compensation policy can only be changed at the February board meeting because the board can change its policies at any time
- Other alterations amounted to minor changes in wording designed to clarify the policy

Deb Coombes left the meeting at 10:50 a.m.

Motion by Janice Wing to approve the changes to Parkland's 4.4.10 *Cost of Living and Compensation Policy* as amended.

CARRIED
PRLS 18/2024

3.5. PRLS 2025 Budget

Williams presented the budget. In response to direction provided by the Executive Committee staff have prepared the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.



- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents.
- Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- The Government of Alberta has indicated operating grants will be funded at the same level as 2024. The system operating grant will remain at \$4.75 per capita and the rural library services grant at \$5.60 per capita (lines 1.1, 1.4, and 2.1).
- The new nine-step salary grid will be implemented by putting staff on the grid at the nearest dollar amount to where they are now but not lower. There will be no additional step increase and no COLA adjustment was added. The increase to the salary line equals approximately 2.8%.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

All other adjustments to budget lines, up or down, are based on multi-year estimates or adjustments for inflation.

A letter from Ric McIver, the Minister of Municipal Affairs, confirming that library funding will be stable in 2025 was included in the package.

The budget with the full notes will be brought back to the board in September for formal approval. At this meeting board input is being sought as staff adjust to the return to the population figures supplied by Municipal Affairs to invoice municipalities.



Motion by Ray Reckseidler to approve the 2025 Parkland budget as presented.

CARRIED
PRLS 19/2024

3.6. Audit Policy Statement

Williams reviewed. At the May 18, 2023 meeting of the Parkland board, the following motion was made to empower the Executive Committee to review and approve Parkland's audit;

Motion by Deb Smith to change PRLS Executive Committee policy to read "The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting".

CARRIED
PRLS 30/2023

While policy 2.6 the "Role of the Executive Committee" was updated, a further change in 4.4.4 of Parkland's audit policy statement was not updated. Since the direction and motion approved by the board was clear, Parkland has updated the wording of 4.4.4 to correctly reflect current practice and ensure policy 4.4.4 reflects the change made by the board.

Motion by Teresa Cunningham to receive for information.

CARRIED
PRLS 20/2024

3.7. Board Room Recording Equipment

Williams reviewed. With the advent of COVID-19 and Parkland's switch to virtual "Zoom" meetings, the technology allowed Parkland to record board discussions and motions. While the board opted for virtual meetings for 2024, many board members prefer in-person meetings and there is always the possibility Parkland will return to in-person board meetings in the future.

At the October 2023 Executive Committee meeting, a motion was made that all board meetings be recorded and posted publicly. For board meetings to be recorded, Parkland will either have to remain holding board meetings online in perpetuity, or implement upgrades to the board room's sound system to accommodate the recording of in-person meetings.

Parkland solicited a quote from the same audio/visual company that installed our current board room set up. The estimated cost is over \$33,000 to install recording equipment. Parkland has no budget line to pay for this upgrade, so funds would have to be provided from reserves.

The system Parkland looked at was a very inexpensive system which will also require significant additional staff training plus additional staff to operate during in-person board meetings. More sophisticated systems could be purchased, but costs could more than double.



After reviewing the matter at their January 25th meeting, Parkland's Executive Committee decided to table the decision on whether to upgrade the board room with recording equipment until after the auditors confirm if Parkland has a surplus from 2023, and if so, in what amount.

When expenditures from reserves in 2023 are taken into account, Parkland's net change in financial assets decreased by \$236,248. To site one example, the new websites developed for Parkland's libraries completed last year cost \$200,000 from the Technology Reserve. For 2024 technology purchases for Parkland and member libraries are anticipated to be over \$212,000. Parkland does not budget funds for reserves, and with reserve levels dropping, the Executive Committee needed to decide on what Parkland's spending priorities should be. Parkland only replenishes its reserves when there are budget surpluses.

The matter was discussed at the March Executive Committee meeting and they agreed that purchasing equipment for recording board meetings is not a priority at this time, especially if board meetings remain virtual.

Unless the board wants this matter pursued, no further action will be taken.

Motion by Teresa Cunningham to receive for information

CARRIED

PRLS 21/2024

3.8. Marketing and Advocacy Committee Report

Gilliat turned the meeting over to Gord Lawlor, the Chair of the Advocacy Committee.

Parkland's new Return on Investment documents are available on Parkland's website.

In past years, the sharing of resources among libraries was calculated only using the statistics for those counties with an outlet library. However, when calculating the ROI amounts for items such as materials allotment, technology savings, and the Rural Library Services Grant, the combined statistics for all area libraries were used.

Staff discussed this matter with the Advocacy Committee and the Executive Committee. Both committees voiced strong support for including the full resource sharing numbers from all the libraires in the counties for the sake of consistency.

Copies will be sent to each municipality. As board members, your advocacy assignment is to please ensure that the ROI for your member municipality is presented to council. If council or administration has any questions about their ROI that you can't answer, please have them contact Parkland directly and staff will be happy to answer any questions or meet with municipal council or administration.

On May 10th, Parkland celebrated its 65th anniversary. There was a small celebration with cake and good company. Parkland purchased some art for the occasion and gave building tours to people who hadn't visited the new building before. Thank you to everyone who came out for the get together.



Finally, included in the package was a letter drafted and distributed by the Library Association of Alberta (LAA) on the issue of the Government of Alberta's position on *Parental Rights*. This letter was sent to all major news outlets, the LAA membership, and to all Parkland libraries by LAA's President. This is the first time in living memory a library association has taken a position on a political issue in Alberta. Parkland has been a member of LAA for decades. LAA is a multi-sector library association.

Parkland's Executive and Advocacy Committees reviewed LAA's letter. Subsequently, Parkland made inquiries with our local member of the Legislative Assembly (MLA) Jennifer Johnson and were informed no legislation has been drafted. This means the LAA was taking a position on legislation that does not yet exist.

In addition to sending Parkland's response letter to the LAA, it was sent to all Parkland member libraries. This is because the President of the LAA sent it to all Parkland libraries through her Parkland email account and not an LAA email address.

A response to Parkland's letter from the LAA was received on May 6th and another letter was received from the City of Camrose Public Library Board on May 7th. A response from PRLS Board Chair Barb Gilliat was sent to the Camrose Library Board on May 9th.

Joy-Anne Murphy from the City of Camrose spoke to the letter from the Camrose Public Library (CPL) Board. She voiced three concerns:

1. There seemed to be the same lack of consultation by Parkland with its libraries before writing their resignation letter as Parkland had pointed to LAA's lack of consultation with its members before distributing their original letter.
2. PRLS speaks to remaining impartial, on political or social issues. CPL believes the issue of intellectual freedom should not be categorized as political as it applies to all patrons in libraries.
3. CPL is concerned that this issue has created division, which could negatively impact Parkland's smaller libraries in regards to access to services from LAA.

Motion by Joy-Anne Murphy to bring back the issue of Parkland's LAA membership for review by the board in September.

CARRIED
PRLS 22/2024

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, and Finance & Operations Report for information.

CARRIED
PRLS 23/2024



3.10. **Parkland Community Update**

Hardisty Public Library has partnered with Vision Credit Union to receive a helping hand grant for \$5,000 to provide cement steps and hand rails for the library. They also have a ground level automatic door at the side entrance to the library.

Bentley Municipal Library is celebrating their 75th anniversary on the 15th of June.

Innisfail Public Library celebrated their 120th anniversary on April 13th with a cake and time capsule. They have also launched a new program, a human library, in cooperation with the Innisfail Welcoming and Inclusive Community Committee. A resident who emigrated from Sri Lanka presented on May 15th at the library.

Camrose Public Library is starting a fund in cooperation with the Battle River Community Foundation, but needed seed money of \$10,000, which was provided by an anonymous donor. They will be adding monies to the fund in the future. They also have 3 summer students hired with help from a federal government program. Lastly, they are holding intellectual freedom training on May 27th with James Turk for the Camrose staff and library board.

Stettler Public Library have their summer student pages returning for the 4th year in a row.

Penhold and District Public Library acquired a telescope and are creating a policy to lend it out to the public. They are currently gearing up for summer reading club. The library manager and Board Chair came to Parkland's 65th anniversary and appreciated the time capsule on display.

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:53 a.m.

CARRIED

PRLS 24/2024

Chair

MEMORANDUM

Date: June 18, 2024

To: Leann Graham

CAO

From: Elysa Denilla, Accounting Clerk

Kendra Duff, Utilities Clerk

Rachel Morbeck, Tax Clerk

Re: Bylaw No. 1856-02 Waterworks Bylaw Amendment

Background

The existing **Bylaw No. 1856-02 Waterworks Bylaw** has been in effect since 2002. Administration has completed a thorough review and evaluation of comparable municipalities and is proposing the amendments as outlined.

Bylaw No. 1856 – 02 Waterworks Bylaw Amendments

Based on information gathered from comparable municipalities, we are proposing the following changes to the existing Town of Stettler **Bylaw No. 1856-02 Waterworks Bylaw** to improve and amend the agreements currently found within. Some of these key changes will be:

- Updating the definitions in Part 1 – Interpretation
- Revising the rules and restrictions regarding water meters
- Adding restrictions for allowing someone to open a utility account with the Town of Stettler
- Increased deposit amount to be more reflective of average water usage
- Penalties on outstanding accounts: applying the 5% penalty on the compounding or outstanding balance as opposed to levy amount
- Providing Owners access to tenant utility account information
- Ceasing all utility services upon disconnection
- Removing the Disconnection/Reconnection Fee and changing the verbiage to Service Fee
- Adding Schedule B: Forms (Tenant Service Agreement)

We are providing our strike and repeal process to present all the amendments we are making.

Recommendation

Administration respectfully recommends that Town of Stettler Council gives 1st, 2nd and 3rd reading to **Bylaw No. 2172-24**.

BYLAW NO. 2172-24

WATERWORKS BYLAW

The Municipal Council of the Town of Stettler, duly assembled in open meeting, enacts as follows:

A BYLAW RELATING TO THE WATER SYSTEM OF THE TOWN OF STETTLER, including the fixing of rates, charges, and conditions for the supply of Potable Water.

This bylaw is cited as the "Waterworks Bylaw".

PART 1 – INTERPRETATION

In this bylaw, unless the content otherwise requires:

- 101
1. **"Accessible"** means that the Town of Stettler requires access to the water meter or control valve for servicing, repair or replacement of the said water meter or control valve with an unimpeded minimum opening as follows:
 - a. Building, Self-Contained Unit or Mobile Home – minimum opening of 18 inches by 18 inches.
 - b. Mobile Home - (with an existing water meter located between the ground and the Mobile Home) – minimum opening in the skirting of 6.25 sq. ft. with no measurement less than two feet.
 2. **"Account"** means an agreement between the Consumer and the Town of Stettler for the supply of water.
 3. **"Applicant"** means an Owner or authorized agent who applies to the Town for the installation of Water Service to a Property.
 4. **"Approved"** means, unless otherwise provided, Approved by the ~~Town Manager~~ **CAO**, or his/her authorized representative.
 5. **"Assistant CAO"** means, the Person duly appointed by the CAO to the position of Assistant CAO of the Town of Stettler.
 6. **"Building"** means a structure and any part of a Building or structure constructed or placed on, in, over or under land and used for residential or business purposes that may contain one or more Self-Contained Units.
 7. **"Bylaw Enforcement Officer"** means the Person or Persons appointed from time to time by the Town of Stettler Council to enforce and administer the bylaws of the Town of Stettler.
 8. **"CAO"** means the Person duly appointed by the Town of Stettler Council to the position of CAO of the Town of Stettler.
 9. **"Combined Service Pipe"** means an underground pipe that carries water from the Watermain across Town Property to the Curb Stop and up to and across private Property through to the Building where a branch Fire Line is attached for unmetered Fire Protection and the main portion of the Combined Service Pipe is connected to the Water Meter.
 10. **"Commercial Development"** means a Building or Buildings located on the Property where one or more commercial or industrial enterprises are located.
 11. **"Consumer"** means a Person named on an (or, "who has opened an") Account with the Town for the supply of water and who has agreed to take responsibility for the payment of Utility Bills for a particular Property or a Building, or the Owner or ~~Occupant~~ **Tenant** of a Building or Property receiving Water Service.
 12. **"Corporation Stop"** means a Water Service shutoff valve located at a Street Watermain. This valve cannot be operated from the ground surface because it is buried and there is no valve box. Also called a corporation cock.

13. **“Council”** means the Municipal Council of the Town of Stettler.
14. **“Curb Stop”** means a Water Service shutoff valve located in a Water Service Pipe near the curb and between the Watermain and the Building. This valve is usually operated by a wrench or valve key and is used to start or stop flows in the Water Service line to a Building. Also called a curb cock.
15. **“Director”** means the Person duly appointed by the Town of Stettler Council to the position of Director of Operational Services or their authorized representative.
16. **“Fire Hydrant”** means a pipe, extending above the ground, with a valve and spout at which water may be drawn from a Watermain.
17. **“Fire Line”** means a pipe branching off the Combined Service Pipe within the Building that is not metered and is intended solely for the purpose of providing a standby supply of water for fire protection within the Building.
18. **“Fire Protection Service Pipe”** means an underground pipe that carries Potable Water from the Watermain across Town Property and private Property and is intended solely for the purpose of providing a standby supply of water for fire protection purposes.
19. **“Mobile Home”** means a factory constructed self contained unit with an integral frame whether ordinarily equipped with wheels or not that:
 - i) is constructed or manufactured to be moved from one point to another, and
 - ii) is intended to be occupied by one or more persons as a residence,but does not include a holiday trailer or a recreational vehicle when the holiday trailer or recreational vehicle is being used for bona fide recreational purposes.
20. **“Mobile Home Park”** means a parcel of land that includes not less than three Mobile Home sites rented or held out for rent.
21. **“Medical Officer of Health”** means the Medical Officer of Alberta East Central Health Unit, or his/**her** authorized representatives.
22. **“Multiple Housing Development”** means two or more Buildings with each Building containing two or more Self-Contained Units, located on a parcel of land, where all the Buildings, recreation areas, vehicle areas, landscaping and all other features have been planned as an integrated development.
23. **“Offense Ticket”** means a violation ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, RSA 2000, c.P-34, as amended or repealed and replaced from time to time.
24. **“Occupant”** means any Person who is in lawful possession or occupation of the land, or the Buildings situated thereon.
25. **“Owner”** means any Person who is registered under the Land Titles Act, RSA 2000, c.L-4, as amended or repealed and replaced from time to time, as an Owner of the land.
26. **“Person”** includes a corporation and the heirs, executors, administrators or other legal representatives of a Person.
27. **“Potable Water”** means water that is suitable for human consumption.
28. **“Private Service Pipe”** means that portion of the Service Pipe from the Curb Stop to private Property and further on private Property through to the Water Meter located in the Building **or**, in the case where the Curb Stop is located on private Property that portion of the Service Pipe on private Property from the Curb Stop through to the Water Meter located in the Building. The “Private Service Pipe”

excludes the Curb Stop and the Service Pipe to the Corporation Stop attached to the Watermain.

29. **"Property"** means the aggregate of the one or more areas of land described in a certificate of title registered under the Land Titles Act, RSA 2000 c.L-4 as amended or repealed and replaced from time to time.
30. **"Remote Reader"** means a device connected to the Water Meter and installed on the outside of a Building or Mobile Home to electronically read the Water Meter. **No new remote readers will be installed.**
- ~~31. **"Secretary-Treasurer"** means the Person duly appointed by the Town of Stettler Council to the position of Secretary-Treasurer of the Town of Stettler.~~
31. **"Self-Contained Unit"** means a unit having separate plumbing, heating and entrance.
32. **"Service Pipe"** means the underground pipe which carries Potable Water from the Watermain across Town Property to the Curb Stop and up to and across private Property through to the Water Meter.
33. **"Street" (or "Road")** includes every road, roadway, avenue, boulevard, sidewalk, thoroughfare, bridge and highway under the direction, control and management of the Town, and where the context requires, a public right-of-way.
34. **"Tenant"** means a person who occupies a Property that is rented or leased from an Owner.
35. **"Town"** means the Town of Stettler.
36. **"Town Service Pipe"** means that portion of the Service Pipe from the Corporation Stop attached to the Watermain up to and including the Curb Stop whether the Curb Stop is located on Town or private Property.
- ~~38. **"Town Manager"** means the Person duly appointed by the Town of Stettler Council to the position of Town Manager of the Town of Stettler.~~
37. **"Turn-Off"** means the cessation or turning off of Water Service for a Building or a Property, and may include a final meter reading.
38. **"Turn-On"** means the commencement and turning on of Water Service for a Building or a Property, and may include initial Water Meter reading.
39. **"Utility Bill"** means the statement sent to the ~~Consumer~~ **Tenant and/or Owner** detailing the monthly charges (as set from time to time) for the provision of Potable Water all other rates and charges levied pursuant to this bylaw and any unpaid amounts from previous months.
40. **"Watermain"** means the portion of the Water System that is laid in the Street for the conveyance of Potable Water.
41. **"Water Meter"** means a device used to measure the amount of water used in either imperial or metric measurements. **All new and replacement water meters are AMR and AMI meter interface unit that transmits via mobile and fixed radio frequency for data collection and delivery.**
42. **"Water Service"** means the provision of water by the Town.
43. **"Water System"** means a system of underground piping (service lines and mains), valves, hydrants, pumping stations, reservoirs, treatment facilities, intakes and associated appurtenances utilized for the treatment and distribution of Potable Water, being a public utility as defined by the Municipal Government Act, RSA 2000, c.M-26, as amended or repealed and replaced from time to time.

44. “**Water Tariff**” means the Schedule of Rates, as amended from time to time, and forming Schedule “A” to this bylaw.

PART 2 – AREA OF RESPONSIBILITY

Town to Operate and Supply

201 The Town shall operate a water supply and distribution system for the purposes of supplying the residents and Consumers within the Town with Potable Water and fire protection.

Council Authorization

202 The Council may, as becomes necessary, authorize the construction, replacement or upgrading of the water supply system with funding for such projects obtained from whatever sources may be appropriate.

PART 3 – DUTIES AND MANAGEMENT

Delegation of Powers

301 The ~~Town Manager, CAO, Secretary-Treasurer~~ **Assistant CAO**, and Director are hereby authorized to do all things necessary in order to fulfill their responsibilities and duties under this bylaw.

Management and Control

302 Town of Stettler Water System shall be under the management of the Director subject to the authority of the ~~Town Manager~~ **CAO**.

Licenses and Permits

303 The Director shall be responsible for obtaining all necessary licenses and permits required by the Water System in accordance with:

- A. Provincial and Federal Statutes and Regulations.
- B. This bylaw and related regulations and policies.

PART 4 – WATER SERVICE CONNECTIONS

Water Service Only to Properties with Watermain Laid

401 Unless the Director determines otherwise, services shall be constructed only to those properties which abut directly on a Street where a Watermain is laid.

Owner Responsible to Pay for Private Service Piping

- 402 (1) The Owner shall be responsible to arrange and pay for the laying of Private Service Pipe from the Curb Stop through to the Water Meter.
- (2) Installation of a Private Service Pipe shall be governed by those provisions in Part 6 of this bylaw.

Restrictions on Private Service Piping

- 403 (1) Private Service Piping shall not be extended from one lot to another.
- (2) No connection shall be made on the Private Service Pipe between the Curb Stop and the Water Meter.

Application Form for Water Service

- 404 (1) A Person who wishes to have Water Service shall make application to the Town, in accordance with Section 1301, for installation of the Town Service Pipe. Such application forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent.
- (2) Where the Town undertakes work pursuant to this Part the costs to be charged to the Owners shall be calculated in accordance with policies adopted from time to time by Council.

Water Service by Town

- 405 (1) Except as provided in Section 405(2) and Section 405(3), irrespective of the zoning of any lot, one Town Service Pipe of suitable size shall be constructed from the Watermain to the Curb Stop located no more than 600mm (24 inches) from the Property line nearest the Watermain, as shown on a registered plan in the Land Titles Office for the North Alberta Land Registration District.
- (2) If any lot contains more than one Building or Self-Contained Unit, then at the discretion of the Director, a maximum of one service per Self-Contained Unit or Building may be installed.
- (3) In other special circumstances the Director may authorize the installation of more than one Service Pipe per Property.

Multiple Developments to Submit Plans for Watermain Systems. Developer to Furnish Two Sets of "As Built" Plans to the Town

- 406 (1) The developers of Multiple Housing Developments, Commercial Developments and Manufactured Home Parks shall submit private Watermain system design plans, duly signed by a Professional Engineer, to the Town for review and approval prior to construction start. The Town may provide technical advice for private Watermain system designs to ensure acceptable standards in design, materials and construction.
- (2) The developer shall furnish two sets of "as built" plans to the Town within 30 days of completion of the private Watermain system. Accompanying these "as built" plans shall be a letter indicating that the private Watermain system is fully operational.

Subdivision Development

- 407 Where any new lot or group of lots is developed the Watermain system or Water Service installation will be governed by an Approved development or servicing Agreement between the developer and the Town.

Application for Larger Service Pipe

- 408 (1) When a Service Pipe becomes inadequate to supply the volume of water required at any Building or Self-Contained Unit and the Owner desires a larger Service Pipe, the said Owner shall sign an application form in accordance with Section 1301. The larger Service Pipe shall be installed provided that the Owner pays, in advance, the cost of the new Town Service Pipe plus the cost of abandoning the older Service Piping.
- (2) If application is made for a Service Piping of a size greater than the Director considers is warranted by foreseeable water demand, the Service Piping for which application is made may be installed providing the difference in cost between the size of Service Piping applied for and the size of Service Piping deemed necessary by the Director is paid in advance by the Owner.

Additional Construction Costs – Responsibility of Owner

- 409 Pursuant to this Part all additional costs of construction due to development on private Property, including additional costs required for bridging or repairing of disturbed Streets, shall be borne by the Owner on whose Property development is occurring.

PART 5 – SERVICE PIPING FOR FIRE PROTECTION

Application for Fire Protection Service Piping

501 When an Owner is required by Provincial Legislation or wishes to provide fire protection by means of sprinkler heads, Fire Hydrants, or outlets for hose lines, or some other manner, application for a Fire Protection Service Pipe shall be made to the Town in accordance with Section 1301.

Separate Special Service Pipe for Fire Protection Only

502 When an application pursuant to Section 1301 is Approved by the Director, a separate Fire Protection Service Pipe, to be utilized for fire protection only, shall be constructed by the Town at the Owner's expense.

Combined Service Pipe

- 503 (1) Where, pursuant to Section 1301, a Person has applied for a Combined Service Pipe and this application is Approved, the Town shall install a main valve on the Watermain, attach a pipe and extend this pipe underground across Town Property to within 600mm (24 inches) of the Property line.
- (2) The Owner is responsible for the connection and continuation of the underground Combined Service Pipe from the location, stated in Section 503(1), up to and across private Property to the Self-Contained Unit or Building.
- (3) In the case of Section 503(1) if a larger size underground pipe and a larger Water Meter are required for the Combined Service Pipe then the additional cost occasioned by a larger size underground pipe and Water Meter than would be required for only non-fire protection service, shall be paid in advance by the Owner.
- (4) The Combined Service Pipe installation will meet the same requirements as a Private Service Pipe as stated in Part 6 except Section 608.

Town Ownership and Maintenance

- 504 After completion of construction under Part 5.
- a) the Town shall immediately take ownership and maintain at its expense that portion of the underground pipe on Town Property from the Watermain to the connection of private pipe located within 600mm (24 inches) of the Property line.
- b) the Owner shall immediately take ownership and maintain at their expense that portion of the underground pipe from the connection of the Town pipe to the private pipe up to and across private Property to the Self-Contained Unit or Building.

No Tapping on Service

505 Fire Protection Service Pipe or a Combined Service Pipe constructed pursuant to this Part shall not be tapped in any place, on either the Town Property or the private Property, without the permission of the Director.

Operation of Fire Hydrants

506 It is an offence for any person to open or close a Fire Hydrant located on private or public lands, except Town employees or Fire Department Personnel in the performance of their duties.

Additional Construction Costs – Responsibility of Owner

507 Pursuant to this Part all additional costs of construction due to development on private Property, including additional costs required for bridging or repairing of disturbed Streets, shall be borne by the Owner on whose parcel development is occurring.

PART 6 – REQUIREMENTS FOR PLUMBERS OR PLUMBING AND MECHANICAL CONTRACTORS FOR INSTALLATION OF PRIVATE WATER SERVICE PIPE

Plumbers and Contractors Comply With

601 Part 6 refers to the Private Service Pipe and applies to both new installation and to any renewal, alteration or change in old installation. In addition, plumbers and contractors shall comply with the provisions of the current Plumbing and Drainage Act, Alberta Regulations, as amended and in force from time to time and with the following instructions on behalf of Property Owners.

Positioning of Private Service Pipe

- 602 (1) Every Private Service Pipe shall be laid evenly, without kinking or undo bending, with its centre at least 300mm (12 inches) distant from another Service Pipe or sewer pipe.
- (2) A Private Service Pipe shall cross the Property line which separates the Property to be serviced from the Street in which the Watermain is laid at an angle of 90° to the Street.
- (3) A Private Service Pipe shall not cross a Property line separating adjacent Properties ~~unless the approval of the Director is obtained pursuant to Section 401. The Private Service Pipe shall be the same material and size throughout and meet the minimum requirements of Section 603.~~

Material Requirement for Private Service Pipe

- 603 (1) The minimum material requirements for Private Service Piping shall be:
- a. Copper Piping
Copper piping shall be in conformance with ASTM specification B-88-1962, "Type K" or "Type L" or equivalent thereto.
 - b. Plastic Pipe
Polyvinyl Chloride (PVC) pressure pipe shall conform to A.W.W.A. specification C900 and CSA B137.3 class 150 for 150mm (6 inch) pipes and larger.
 - c. Other material shall be at the discretion of the Director.
- (2) Size of Service Pipe
The size of Service Pipe for both the Town Service Pipe and Private Service Pipe, shall not be less than 20mm (3/4") inside diameter, for both new construction and renewal of old Service Piping.

Point of Entrance Agreed to on Application

604 Point of entrance to private Property as agreed to at the time of application for Water Service shall be strictly adhered to. Any additional costs arising from non-adherence to the point of entrance shall be borne by the Property Owner.

More Than One (1) Private Service Pipe in the Same Trench

- 605 When more than one Private Service Pipe is laid in the same trench, the Private Service Pipes shall:
- a) Be spaced to the satisfaction of the Director, and

- b) Be laid in the same plane, and
- c) Be laid in uniformity and in rotation corresponding to the Buildings to be served, and
- d) Be laid in such a manner that pipe crossings are avoided.

Passage of Private Service Pipe Through or Under Foundation Wall or Retaining Wall

606 When Private Service Piping passes through or under a foundation wall or a retaining wall, it shall comply to the Alberta Building Code, Plumbing Code and Plumbing Regulations as amended and in force at the time of construction.

Town Not Responsible

607 When a Private Service Pipe passes through an excavation or backfill, or through a basement wall, finished or unfinished, or through a retaining wall, the Town shall not be responsible for any settlement, or any cause due to the Owner's operations, whether damage occurs during Building operations or afterwards.

Connection of Private Service Pipe to Curb Stop

- 608 (1) For any new construction of a Building requiring a new Private Service Pipe or replacement of a Private Service Pipe the Owner shall be responsible to have a certified plumber connect his/*her* portion of the Private Service Pipe to the Curb Stop.
- (2) For a replacement of an existing Town Service Pipe, the Town shall bear responsibility for the reconnection of the Private Service Pipe to the Curb Stop. This will be recorded by the Town and kept in the appropriate Property file.
- (3) If the Private Service Pipe is installed before the installation of the Town Service Pipe and Curb Stop, then the Owner shall terminate the private portion of the Service Pipe no more than 600mm (24 inches) on the Town side of the private Property line.

In this case the Owner shall:

- a. Before filling in the excavation put a 2 X 4 into the ground at the end of the Private Service Pipe so a minimum of 24 inches is protruding from the ground. This portion of the 2 X 4 protruding may be painted blue or marked appropriately.
 - b. Be responsible for adequately protecting the open end of the Private Service Piping to prevent blockage through the entry of foreign material.
- (4) The Owner shall be responsible for providing an adapter if required by the Director, regardless of which portion of a Service Pipe has been installed first.

Property Owner Responsible for Cost of Change in Material or Size

609 The Private Service Pipe shall be of the same material and size as the Town Service Pipe unless authorization for a change in material or size is obtained from the Director. If authorization is given, the Owner shall pay additional costs that may be incurred by the Town by reason of such difference.

Additional Construction Costs – Responsibility of Owner

610 Pursuant to this Part all additional costs of construction due to development on private Property, including additional costs required for bridging or repairing of disturbed Streets, shall be borne by the Owner on whose Property development is occurring.

PART 7 – TEMPORARY WATER SERVICE

Application for Temporary Water Service

701 Persons who wish temporary Water Service in a new Building or Self-Contained Unit for construction purposes or to test plumbing shall make application in accordance with

Section 1301 to the Town before the Town turns on the water at the Curb Stop. Such application shall be signed by the Owner of the Property to be served, their contractor or by the Owner's authorized agent.

Applicant to Pay in Advance for Temporary Water Service

702 The charge for temporary Water Service must be paid at the time of application before the Town turns on the water at the Curb Stop and such charge shall be in accordance with the "Temporary Water Service Charge" as set out in Schedule "A" Water Tariff attached to and forming part of this bylaw.

703 Responsibility of Applicant for Meter Setting for Temporary Water Service

A Person requiring temporary Water Service shall provide a Water Meter setting meeting the requirements of Section 1003 and Section 1004.

Responsibility of Applicant for Provision of Control Valves for Temporary Water Service

704 A Person requiring temporary Water Service shall install a control valve meeting the requirements of Section 1003 and Section 1005(1).

Attendance Required Before Water is Turned On

705 The Town will turn on the water at the Curb Stop only if there is a Person in attendance in the Building to be supplied with temporary Water Service.

Applicant to Provide 24 Hours Notice

706 The Applicant shall provide the Town with at least 24 hours notice before temporary Water Service is required or there shall be an additional charge in accordance with the "Temporary Water Service Charge" as set out in Schedule "A" Water Tariff attached to and forming part of this bylaw.

Applicant to Apply for Utility Account

707 If a Building or Self-Contained Unit has been provided with Temporary Water Service and no application for an Account has been made in accordance with Section 1201 then the Water Service will be turned off ~~after forty-five (45) days~~ and shall not be turned on until such time as an Account has been established in accordance with this bylaw.

Plumber Shall Not Operate Curb Stops

708 It is an offence for any person to open or close any Curb Stop, located on private or public land, except Town employees or Fire Department personnel in the performance of their duties.

PART 8 – REPAIR AND MAINTENANCE OF EXISTING WATER SERVICE PIPES

Town Responsibility

801 The Town shall be responsible for the maintenance and repair of the Town Service Pipe, including the thawing of frozen Service Pipes, from the Watermain up to and including the Curb Stop valve.

Town Not Responsible for Negligence Costs

802 Should damage occur to the Town Service Pipe, including that arising as a result of the freezing of Service Pipes or the thawing of frozen Service Pipes, which has been caused by the negligence or improper action of the Owner, **Tenant**, Occupant or contractor, the cost for repairing or thawing the Town Service Pipe shall be charged to the Owner.

Property Owner Responsible for the Service Pipe on Their Property

803 The Owner shall be responsible for the maintenance and repair of the Private Service Pipe, including the thawing of frozen Private Service Pipes, from the Curb Stop through to the Water Meter.

Determining the Exact Location of a Problem and Responsibility for Costs

- 804 (1) Where the exact location of a problem with the Service Pipe cannot be determined to be either clearly on Town Property or on private Property the Town will undertake to determine the location of the problem.
- (2) If the problem exists with the Town Service Pipe between the Watermain up to and including the Curb Stop, the Town will continue to complete the repairs.
- (3) If the problem is found to exist with the Private Service Pipe between the Curb Stop and the Water Meter then the Owner shall be responsible for the costs incurred by the Town to that point and shall be responsible for the completion of the repairs or all costs incurred if the Town is required to complete the repairs.
- (4) Where the Owner undertakes the repair of the Private Service Pipe on his/**her** own Property and finds that the problem exists on the portion of the Town Service Pipe or Curb Stop for which the Town is responsible, the Town will complete the repairs and compensate the Owner for reasonable costs incurred to that point.

Owner/Occupant Requirements and Responsibilities for Hydrants and Curb Stops

- 805 (1) The Owner or Occupant of a premise shall ensure that the Fire Hydrant and Curb Stop valve on their Property is accessible.
- (2) Obstacles or obstructions placed or created that hinder access to Fire Hydrants or Curb Stops may be removed at the discretion of the Director and any costs associated with the removal shall be the responsibility of the Owner.

Responsibilities for Damages to Fire Hydrants or Curb Stops or Both

806 Should damage occur to a Fire Hydrant or Curb Stop or both whether on private or Town Property and the damage has been caused by the negligence or improper action of a Person, the Property Owner, **Tenant**, contractor or authorized agent then the costs for repairing or replacing the Fire Hydrant or Curb Stop or both will be the responsibility of that Person or Property Owner.

PART 9 – REPLACEMENT OF EXISTING WATER SERVICE LINES ON PRIVATE PROPERTY

Correction of Non-Conforming Private Service Pipe

901 Upon notice to any Property Owner that an existing Private Service Pipe fails to meet the requirements of this bylaw or the Plumbing Code, or for any reason is unsatisfactory to the Director, the Owner shall effect the changes required in the notice at their cost.

Responsibility for Cost

- 902 (1) If the Owner wishes to replace private service piping it shall be at the Owner's cost.
- (2) Where a Private Service Pipe needs replacement because it can no longer be economically repaired, the replacement and costs are the responsibility of the Owner.

Private Service Pipe Replacement Requirements

903 Installation of replacement Private Service Pipes shall be governed by those provisions in Part 6 of this bylaw.

PART 10 – WATER METERS & CONTROL VALVES

Water Service Must be Metered

1001 All Water Service to any

- (i) Building(s)
- (ii) Self-Contained Unit(s)
- (iii) Mobile Home Not Within a Mobile Home Park

within the Town shall be metered using a Water Meter meeting the specifications as determined by the Director.

Access to Property – Water Meters

1002 No Person shall do, or shall cause to be done, or shall permit to be done, any act which may obstruct, interfere with or impede direct, safe and convenient access to a Water Meter for the purpose of installation, inspection, removal, repair, replacement, reading or a similar activity at all times as defined by the Municipal Government Act, RSA 2000, c.M-26, as amended or repealed and replaced from time to time.

Location of Meter Setting and Control Valves

1003 The meter setting and control valves shall be positioned as close as is reasonably possible to the point where the Private Service Piping enters the Owner's Building, Self-Contained Unit or Mobile Home.

Location of a Permanent Water Meter Setting

- 1004 (1) The Owner, their contractor or the Owner's authorized agent shall provide, during installation, a permanent Water Meter setting in a Building or Self-Contained Unit by ensuring that the Private Service Pipe, extends:
- a. not less than 300mm (12 inches) from the floor or wall; and
 - b. not more than 1.5 meters (60 inches) from the floor or wall.
- (2) If Water Service has been provided to a Mobile Home and a Water Meter has to be installed then the Owner, their contractor or the Owner's authorized agent shall ensure that the Water Meter setting is provided inside the Mobile Home at a location to be determined by the Director.

Installation of Control Valves

- 1005 (1) The Owner, their contractor or the Owner's authorized agent shall install a control valve on the Private Service Piping ahead of the meter setting no higher than 1.5 meters (60 inches) from the Private Service Piping entering the Building. A control valve installed under this subsection must be accessible at all times.
- (2) In addition to the control valve mentioned in subsection (1), in cases where the Water Meter size or Service Pipe size is 25mm (1 inch) or greater, the Owner shall install a control valve immediately after the Water Meter setting.

Maintenance of Control Valves

1006 At all times the Owner shall maintain the control valves mentioned in Section 1005 in sound working order and protect them against frost or other damage.

Water Meters Supplied by the Town

1007 The Town shall supply, install, own and maintain all Water Meters as required.

Water Meter Installation

1008 (1) Persons who wish to have a Water Meter installed shall make application to the Town in accordance with Section 1301. Such application shall be signed by the Owner, their contractor or the Owner's authorized agent before installation.

- (2) The Town is responsible for installing the Water Meter in a horizontal position.
- (3) Every Owner, their contractor or the Owner's authorized agent shall make allowance for the installation of Water Meters in accordance with Section 1004. The Water Meters shall remain accessible and exposed in accordance with the Town's specifications and this bylaw.
- (4) Where the installation requires pipefitting and alterations beyond the norm the Owner shall be responsible for those additional costs.

Water Meters Sealed

- 1009 (1) ~~The Town shall attach a wire and seal to all water meters at the time of installation.~~
No Persons shall tamper or interfere with a sealed water meter.
- ~~(2) Only a Person authorized by the Director shall interfere with, cut or remove the wire seal on a Water Meter.~~

Owner or Occupant Responsible for Meter Protection and Accessibility

- 1010 (1) The Owner, **Tenant** or Occupant of a Building, Self-Contained Unit or Mobile Home in which a Water Meter is located shall provide adequate protection for the Water Meter against damage due to frost, heat or other causes.
- (2) The Owner, **Tenant** or Occupant of a Building or Self-Contained Unit in which a Water Meter is located shall ensure that the Water Meter is accessible and not enclosed, either partially or completely, by gyproc or other construction material. The Owner shall be responsible for removing such enclosure at their expense.

Owner Responsible for Costs

- 1011 Where the Owner, **Tenant** or Occupant of a Building, Self-Contained Unit or Mobile Home in which a Water Meter is located fails to protect the Water Meter from frost or heat or the Water Meter is lost or the Water Meter is damaged or destroyed by the negligence or improper action of the Owner, **Tenant** or Occupant then the Town shall charge the cost of repairs or replacement for the Water Meter to the Owner.

Owner, **Tenant** or Occupant is Responsible for the Proper Operation of the Water Meter

- 1012 The Owner, **Tenant** or Occupant of a Building, Self-Contained Unit or Mobile Home shall not prevent or impede the flow of water through a Water Meter or do anything which may affect the proper operation of the Water Meter.

Water Meter Repairs by the Town

- 1013 The Town shall undertake:
- a) any repairs necessary to the Water Meter or associated fittings to ensure proper operation and remedy leaks.
 - b) replacement of the Water Meter.

Authorization to Disconnect or Remove a Water Meter

- 1014 Only a Person authorized by the Director shall disconnect or remove a Water Meter.

Service Connection and Metering Requirements for Single Units

- 1015 Unless otherwise determined by the Director, for single-family Self-Contained Units, Mobile Homes and for single Self-Contained Unit commercial or industrial Buildings, a single service connection shall be constructed, and a single meter shall be installed by the Town in the Water Meter setting provided.

Service Connection and Metering Requirements for Multi-Family Residential Buildings

- 1016 Unless otherwise determined by the Director for Multiple Housing Developments, the service connections and Water Meters installed shall be the following:
- a) Up and down duplexes – one Water Service connection and one Water Meter only.
 - b) Side by side duplexes (semi-detached) – one Water Meter and one Water Service connection on each side.
 - c) Apartment Buildings – one Water Service connection and one Water Meter only.
 - d) Multiple housing units consisting of three or more side-by-side Self-Contained Units may have one Water Service connection and one Water Meter per unit.
 - e) Multiple housing units consisting of three or more clustered or stacked Self-Contained Units may have one Water Service connection and one Water Meter for each Self-Contained Unit providing approval is given by the Director.

Water Service Connection and Water Metering Requirements for Commercial Developments

- 1017 Unless otherwise determined by the Director, for industrial and commercial Buildings at its expense the Town shall provide the following Water Meters:
- a) Subject to subsection (b), multiple side-by-side Self-Contained Units – one meter per unit, but all meters banked at a location where the Service Pipe enters the Building.
 - b) Meters may be installed for individual Self-Contained Units providing a main header line is located outside the Building, and each Self-Contained Unit has its own Curb Stop.

Meter Chambers

- 1018 (1) Should the Director determine that a Water Meter setting should not be positioned inside a Building to which Water Service is provided, at the Owner's expense the Owner shall construct a chamber to hold the Water Meter.
- (2) Meter chambers shall be positioned at a location satisfactory to the Director and constructed in accordance with specifications Approved by the Director.

Subsidiary Water Meters

- 1019 (1) For their own purposes an Owner may install, at their cost, a subsidiary Water Meter in his/~~her~~ Building. Such installation shall be done in accordance with Town specifications Approved by the Director.
- (2) The Town will not read or maintain a subsidiary Water Meter.

Customer Requests Testing of Meters

- 1020 (1) If any Consumer claims that a Water Meter is recording inaccurate readings, the said Consumer shall deposit with the Town the sum of one hundred dollars (\$100.00). After receipt of the deposit, the Water Meter shall be removed from service and tested ~~by an independent laboratory.~~ **at the water treatment plant with equipment certified by American Waterworks Association. Alternatively, any consumer may request independent testing of a water meter at their direct costs.**
- (2) If the said Water Meter is reading less than the standards of the American Waterworks Association or a higher variance of these standards as determined by the Director, then the Consumer shall forfeit the deposit to the Town and shall pay all costs associated with the Water Meter removal, testing and replacement in excess of one hundred dollars (\$100.00).
- (3) If the said Water Meter is found to be over reading in excess of the standards of the American Waterworks Association or a higher variance of these standards as determined by the Director, then the Town shall replace the Water Meter and

return the deposit to the said customer. Adjustments will be made to the customer's utility Account in accordance with Town policy.

PART 11 – REMOTE READERS

Water Meters Shall be Connected to a Remote Reader

~~1101~~ All Water Meters shall be connected to a Remote Reader meeting the specifications as determined by the Director.

Ownership and Maintenance of Remote Readers

~~1102~~ The Town shall supply, install, own and maintain all Remote Readers as required.

Application for a Remote Reader

~~1103~~ Persons who wish to have a Remote Reader installed shall make application to the Town in accordance with Section 1301. Such application forms shall be signed by the Owner, their contractor or the Owner's authorized agent before installation.

Installation and Location of Remote Reader

~~1104~~ (1) For new residential construction and new Mobile Homes:

- a) ~~The Owner is responsible for installation of the Remote Reader wiring from the water meter to the location specified in Section 1104(c). This wire shall be 22-gauge 4-strand wire.~~
- b) ~~Upon completion of installation of the Remote Reader wiring by the Owner to the location specified in Section 1104(c) the wire must protrude outside the exterior wall at least 20.32 cm (8 inches). There must be no other exposed Remote Reader wire outside the Building or Mobile Home.~~
- c) ~~The Town is responsible to install the Remote Reader in a location on the Building's exterior wall which faces the Street:~~
 - i) ~~at no more than one-half (1/2) meter (1.64 ft.) from either front corner towards the center of the exterior wall which faces the Street.~~
 - ii) ~~at a height of not less than 1.22 meters (4 ft.) and not greater than 1.37 meters (4.5 ft.) above grade at the Building or Mobile Home.~~

~~(2) For new Building construction other than residential or Mobile Homes the Remote Reader will be in a location as specified by the Director to provide 24-hour accessibility.~~

Access to Remote Reader

~~1105~~ **1101** Access to the Remote Reader shall not be obstructed by decks, balconies, fences, shrubs, trees, etc. Obstacles or obstructions placed or created that hinder access to the Remote Reader may be removed at the discretion of the Director and any costs associated with the removal shall be the responsibility of the Owner.

Owner's Responsibility to Protect Remote Reader

~~1106~~ **1102** (1) The Owner, **Tenant**, or Occupant of a Building on which a Remote Reader is located shall provide adequate protection against damage to the Remote Reader, wiring or associated fittings.

~~(2) Where the Owner or Occupant fails to protect the Remote Reader, wiring or associated fittings to ensure proper operation or if the Remote Reader is lost or destroyed, the Town shall charge the cost of repairs and/or replacement to the Owner. The minimum charge to repair the Remote Reader will be \$25.00 or the entire labor and material cost for removal and replacement which ever is greater.~~

PART 12 – WATER RATES AND CHARGES OPENING AND CLOSING OF ACCOUNTS

Opening of Accounts

- 1201 (1) Where the Owner, **Tenant**, or Occupant ~~or Person~~ wishes to obtain Water Service ~~he~~ **they** shall make **an** application for an Account at the Town's Administration Office ~~in person~~ before Water Service is turned on.
- (2) New Utility Accounts shall include initial installations and any subsequent connections.
- (3) The Town of Stettler may refuse to open a Utility Account if:**
- a) A Tenant has an outstanding balance from another account.**
 - b) A Tenant has been disconnected for non-payment three or more times.**
 - c) A property under the same Owner had three previous Tenants that had Utility Services disconnected for non-payment; the account must remain in the Owner's name.**
 - d) The Tenant has previously had a past-due account with the Town sent to a third-party collection agency.**
- (4) Where Water Services are being provided and no application has been made, the Owner is deemed to be the Consumer and Utility Billings shall be their responsibility.
- (5) A service fee for the opening of an Account will be charged in accordance with Schedule "A", the Water Tariff and a guarantee deposit shall be required as specified in Section 1202.
- (6) Persons who use water without opening an Account will be liable for the cost of water consumed as estimated by the Town.
- (7) If the Consumer does not utilize the Water Service for an extended period and the Service Pipe freezes, the Consumer shall be responsible for the costs of thawing the Service Pipe.

Guarantee Deposit

- 1202 (1) As a condition of providing Water Service and before the Water Service is turned on, the Town shall require from every ~~Consumer~~ **Tenant**, who is not an Owner, a guarantee deposit.
- (2) A guarantee deposit is non-transferable and may be:
- a) an amount levied in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw.
 - b) ~~a letter of credit reference from another public utility company acceptable to the Secretary Treasurer.~~
- (3) The amount levied as a guarantee deposit in accordance with Section 1202(2) shall be retained for a minimum period of one (1) year by the Town and shall only be refunded if:
- a) The ~~Consumer~~ **Tenant** has not been in violation of Section 1203 during the most recent one (1) year period, or
 - b) The Water Service has been discontinued prior to the one-year period, the guarantee deposit shall be returned provided that the guarantee deposit shall be applied to any unpaid Account at the time of discontinuance of the service.

- (4) Interest for the period of time which the guarantee deposit is held by the Town shall not be paid.

Water Rates, Charges and Utility Billing

- 1203 (1) The Consumer shall at all times maintain their Account in good standing.
- (2) All Consumers shall pay for their water consumption and all other rates and charges levied pursuant to this bylaw in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw.
- (3) Where the calculation of a Utility Billing is based on the consumption of water, the quantity used shall be determined from the present and previous Water Meter readings as recorded by the Town or should an actual reading not be available, by an estimated consumption based on the consumption history of the service or customer of similar characteristic.
- (4) A Utility Bill showing the value of water provided by the Town for a one month period shall be calculated, as soon as is practical after the end of the billing period, using the prescribed metered rates in accordance with the Water Tariff which forms Schedule "A" to this bylaw.
- (5) The Water Service charge shall be combined on the same Utility Bill with the sewer service charges, garbage charges and any other charges, but separate entries identifying each charge shall be made on the Utility Bill.
- (6) A Utility Bill shall be delivered to each ~~Consumer~~ **Tenant and/or Owner** on a monthly basis.
- a) A Utility Bill is assumed as received seven (7) days from the date of delivery within Alberta.
- b) A Utility Bill is assumed as received fourteen (14) days from the date of delivery for any province other than Alberta.
- (7) All rates and charges shall be due and payable upon receipt of billing.
- (8) Failure to receive a Utility Bill shall in no way affect the liability of the Consumer to pay the Account.
- (9) No reduction in rates or charges shall be made for any interruption in Water Service during a billing period.

Penalties and Collection of an Unpaid Utility Account

- 1204 (1) In the event that any such Utility Bill remains unpaid for a period of twenty-five (25) days from date of mailing of the Utility Bill, there shall be added thereto a penalty in accordance with Schedule "A" Water Tariff attached to and forming part of this bylaw on the ~~current charges~~ **outstanding balance** of the Utility Bill. This penalty shall form part of the arrears and shall be subject to collection in the same manner as all other rates and charges.
- (2) Where a Utility Bill has been in arrears for a period of fifty-five (55) days **or greater** from date of mailing of the Utility Bill, a notice shall be mailed or delivered to the ~~Consumer~~ **Tenant and Owner** giving warning that Water Service may be shut off unless payment of the full Utility Bill is received within five (5) days.
- (3) If payment is not received within the time period specified in Sections 1204(1) and 1204(2) or if the Consumer has failed to make other arrangements, the Water Service shall be turned off and shall not be turned on until such time as the Utility Bill, including penalties, arrears, and a Reconnect/Disconnect fee, in accordance with this bylaw, is paid in full.

- (4) Notwithstanding Section 1204(3) where the Consumer is unable to pay the entire amount of the outstanding Utility Bill the ~~Secretary-Treasurer~~ **Assistant CAO** may upon negotiation of a satisfactory repayment schedule postpone the shut-off of Water Services pending the successful payment of the Utility Bill.
- (5) Council may add to the tax roll of a parcel of land, and collect as a tax owing to the municipality in accordance with s. 553 of the Municipal Government Act, RSA 2000, c.M-26 as amended, repealed and replaced from time to time the amount of the unpaid Utility Bill and any other charges and fees levied pursuant to this bylaw and owing by the Owner of the parcel.
- (6) Where an outstanding Utility Bill cannot be collected as a result of shutting off the Water Service or if it cannot be added to the Tax Roll the ~~Secretary-Treasurer~~ **Assistant CAO** shall undertake collection by any means provided by law, including but not limited to:
 - action in court.
 - seizure of goods and chattels.
 - deduction from any sums payable by the Town (for any reason) to the Consumer or his/**her** companies.
- (7) The Consumer shall be levied a fee (of an amount as may be adopted from time to time by Council) for each cheque or automatic withdrawal for which the Consumer has insufficient funds to cover the amount of payment.
- (8) In the event that a Service Pipe freezes following disconnection due to non-payment of a Utility Bill, the Consumer shall be responsible for all costs associated with thawing the Service Pipe and any damages that may result from the freezing of the Service Pipe.

Discontinuance of Water Service and Final Billing

- 1205
- (1) Any Consumer intending to vacate any premises that has been supplied with Water Service and wants this Water Service discontinued shall give two (2) working days prior notice at the Town Office, otherwise the water rates shall be charged to the Consumer until such notice is given or the water turned off.
 - (2) Where a Consumer's Water Service is to be discontinued a final billing will be calculated on a pro rata basis from the date of the last billing to the date of discontinuance.

Discontinuance of Service

- 1206
- (1) The ~~Secretary-Treasurer~~ **Assistant CAO** may discontinue Water Service for any of the following reasons:
 - a. Failure to open an Account.
 - b. Non-payment of charges levied pursuant to this bylaw.
 - c. Failure to provide a guarantee deposit.
 - d. Failure to perform any term of a Water Service Agreement.
 - e. Failure to provide free access.
 - f. Contravention of any other sections of this bylaw.
 - (2) If Water Service to a Consumer has been discontinued for non-payment of an Account at one location, the Town may discontinue Water Service to the same Consumer at another location. **This may include but is not limited to the sewer, garbage, and recycling services.**
 - (3) When Water Service is discontinued neither the Town nor its employees or any municipal official shall be liable for any costs or damages resulting from the discontinuance.
 - (4) If the Water Service has been disconnected in accordance with Section 1206(1)(b) (non-payment of charges) a ~~Reconnect/Disconnect Fee~~ **Service Fee** in accordance with the Water Tariff, which is attached to and forms Schedule "A" to

this bylaw shall be levied for the reconnection. The reconnection shall not occur until all outstanding charges, penalties, interest and current charges have been paid in full or satisfactory arrangements made with the ~~Secretary-Treasurer~~ **Assistant CAO**.

Emergency Discontinuance or Reconnection of Water Service

- 1207 (1) The Owner or Occupant, their contractor or authorized agent may request the discontinuance or reconnection of Water Service at their Self-Contained Unit or Building in an emergency situation.
- (2) If the Water Service has been disconnected or reconnected in accordance with Section 1207(1) a ~~Reconnect/Disconnect Fee~~ **Service Fee** in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw, shall be charged to the Owner.

Attendance Required Before Water is Turned On

- 1208 When an application for Water Service is Approved or the Water Service is to be reconnected and the water has to be physically turned on at the Curb Stop then the Consumer or their designate shall be in the Self-Contained Unit or Building when the Water Service is turned on by the Town.

PART 13 – APPLICATION FORMS

Town Requires Application Forms Before Installation

- 1301 (1) A Person shall apply for the installation of Town Service Pipe, Fire Protection Service Pipe or Combined Service Pipe on a form Approved by the ~~Town Manager~~ **CAO**. Such forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent before installation.
- (2) A Person shall apply for temporary Water Service, **or** the installation or replacement of a Water Meter ~~or the installation or replacement of a Remote Reader~~ on a form Approved by the ~~Town Manager~~ **CAO**. Such forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent before installation.

PART 14 – BULK WATER DISPENSER

Bulk Water Dispenser Regulations

Town to Operate

- 1401 Bulk water is available through a Town operated ~~coin and key~~ access code **and credit card** operated facility.

Obtaining a Bulk Water Account

- 1402 Where a person wishes to obtain a bulk water ~~key~~ they shall enter into a Bulk Water Servicing Agreement with the Town.

~~Deposit for Bulk Water Keys~~

- ~~1403 (1) Bulk water facility users shall provide, for each key they require, a key deposit in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw.~~
- ~~(2) The key deposit referred to in Section 1403(1) shall be:~~
- ~~(i) non-transferable~~
 - ~~(ii) returned following return of the key and provided that such deposit may be applied to any unpaid accounts receivable with the Town for the identical keyholder at the time of return.~~

~~(3) Interest for the period of time which the key deposit is held by the Town shall not be paid.~~

Charge for Replacement Key

~~1404 If the bulk water facility user requests a replacement bulk water key the Town shall charge a replacement fee based on the cost of the bulk water key.~~

Bulk Water Rates

~~1405~~ **1403** The bulk water rates are levied in accordance with the ~~Water Tariff~~ **current Utility Bylaw 2165-23 as amended from time to time.**, which is attached to and forms Schedule "A" to this bylaw.

Billing, Penalties and Collection

~~1406~~ **1404** (1) All bulk water facility users shall pay for their purchase of water and all other rates and charges levied pursuant to this bylaw.

(2) All bulk water facility users who have entered into a Bulk Water Servicing Agreement with the Town will be sent a Utility Bill.

(3) The calculation of a Utility Bill is based on the quantity of water provided at the bulk water facility which shall be determined from the present and previous Water Meter readings as recorded by the Town.

(4) A Utility Bill showing the value of water provided by the Town for a one month period shall be calculated as soon as practical after the end of the billing period.

(5) A Utility Bill shall be mailed to each bulk water facility user who has entered into a Bulk Water Servicing Agreement with the Town on a monthly basis if any rates or charges apply in accordance with this bylaw.

(6) All rates and charges shall be due and payable upon receipt of billing.

(7) Failure to receive a Utility Bill shall in no way affect the liability of the bulk water facility user to pay their Utility Bill.

(8) The bulk water facility user shall be subject to the provisions of Section 1204 in regards to collection and penalties of their unpaid Utility Bill.

PART 15 – GENERAL PROVISIONS GOVERNING USE OF WATER AND WATER SERVICES

Authority to Shut Off Water Supply

1501 (1) Emergency Shut-Off

The Director may without notice shut off the water supply to any part of the Town should he decide an emergency makes such action necessary.

(2) Non-Emergent Shut-Off

a) In case of making repairs or in construction of new works or in connection or repairing Service Pipes, the Town shall have the right to shut off the water from any Consumer or customer without notice and keep it off as long as may be necessary.

b) The Town shall endeavor to provide notice to customers of such interruption of service and shall seek to minimize the inconvenience to customers as may be possible and reasonable.

Regulating and Restricting Hours of Use

1502 (1) When an emergency **or drought situation** in the water supply occurs, the ~~Town Manager~~ **CAO** or in his/her absence the ~~Town Manager's~~ **CAO's** backup may restrict the use of water from the Water System **in accordance with Water Conservation Policy XV-7.**

~~(2) When said restrictions are in effect, no Persons shall water any lawns, gardens, Streets, yards or grounds or use a hose or similar device to wash the exteriors of houses or other Buildings or vehicles except at commercial car washes, during such times that may be fixed by the Town Manager provided that notice of the times during which the use of water for the purposes specified herein as prohibited, shall be given to the public in an announcement in the local newspaper, radio, public address system, or such other means as is deemed appropriate by the Town Manager.~~

~~(3) The foregoing restrictions do not apply to a Person using an ordinary sprinkling can or pail, where said water is used only for the watering of plants or shrubs.~~

~~(4) The Town Manager, or Town Manager's backup, in fixing restrictions on the use of water for the purpose set out in this Section may vary the hours and days of use of differing portions of the Town or may attach other conditions as they deem necessary.~~

(52) When an emergency occurs and at the discretion of the ~~Town Manager~~ **CAO**, no Person being Owner and Occupant, of any Self-Contained Unit, Building or other premises which are supplied with water from the Water System, shall vend, sell or dispose of water therefrom, or give away or permit the same to be taken or carried away from the Property unless specifically authorized by the ~~Town Manager~~ **CAO.**

Unauthorized Use of Water

1503 (1) No Interference with Water Supply System

No Person, other than authorized Town employees, shall operate, handle or interfere with the Town's portion of a Water Service including: the Town's Corporation Stop, Curb Stop, Water Meter, control valves, pipes, Watermain, Fire Hydrant or any Water System appurtenance.

(2) No Keeping or Use of Key or Wrench

a) No Person, other than Town employees authorized by the Director, shall make, keep, use or dispose of any key or wrench, the purpose of which is to operate any valve, Curb Stop, Fire Hydrant, chamber, or any other Water System appurtenances on the Water System.

b) In the event of illegal water Turn-Ons by Persons other than Town employees, the Water Service will be immediately turned off without notice and a reconnection fee of one hundred (\$100.00) dollars will be charged to the Owner of the Property. In addition, illegal water Turn-Ons will be back charged to date of use of service, and the fee will be double the amount of regular billing.

No Wasting of Water

1504 (1) Neither the Owner nor Occupant of premises nor any other Person shall allow water to run to waste for any reason.

(2) The Director may shut off the water supply to any Building or Property if in his/her opinion water is being wasted.

(3) The Director shall endeavor to give notice of intention to close a Water Service, bearing in mind all the circumstance of the particular case including, but not limited to, the estimated rate of wastage, the age of piping, the possibility of damage to adjacent Property and the season of the year. The time allowed for stopping the wastage shall be reasonable, but at the discretion of the Director.

- (4) In cases where the water has been shut off for allowing waste or leaks or defects in pipes or connections the Director may refuse to restore Water Service until the defects have been repaired.

Town Not Liable for Damage Due to Cessation of Water Service

- 1505 The Town shall not be liable for damages, including business losses:
- a) Caused by the break of any Watermain, Service Pipe, or for the breaching of any ditch, or
 - b) Caused by the interference of cessation of water supply necessary in connection with the repair or proper maintenance of the Town of Stettler Water System, or
 - c) Generally, for any accident due to the operation of the Town of Stettler Water System, unless such action has been shown to be directly due to the negligence of the Town or its employees.

Right to Inspect

- 1506 (1) Any Persons so authorized by Council may enter any land, Buildings or premises to inspect for conditions that may constitute a nuisance, or otherwise to ensure compliance with or address a contravention of this bylaw.
- (2) Any Person exercising a right of inspection under this bylaw shall comply with Section 542 of the Municipal Government Act RSA 2000, c. M-26 as amended or repealed and replaced from time to time.

PART 16 – PENALTIES AND OTHER PROVISIONS

Application of Bylaw to Water Service Contract

- 1601 The provisions of this bylaw shall form a part of every contract for Water Service in the Town.

Penalties

- 1602 (1) Everyone who contravenes any provision of this bylaw either by doing something which he is prohibited from or failing to do something which he is required to do, is guilty of an offense punishable on summary conviction and is liable for any or all of the following:
- (i) for a first offense, to a fine of not less than \$100.00 and not more than \$500.00.
 - (ii) for a second or subsequent offense, to a fine of not less than \$300.00 and not more than \$1,000.00.
 - (iii) to disconnection of the Water Service until the contravention is rectified and the Consumer pays all outstanding fines and Utility Bills.
- (2) The Director or the Bylaw Enforcement Officer shall have the authority to levy fines or disconnect Water Service as identified in Section 1602 in respect of any violations of this bylaw.
- (3) Where a breach is of an ongoing nature additional charges may be laid in each succeeding 12-hour period.
- (4) An Offence Ticket issued under this bylaw shall be in the form of a Violation Ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, RSA 2000, c.P-34, as amended or repealed and replaced from time to time, and shall be served in accordance with the provisions of the Provincial Offences Procedure Act and any regulations thereunder.

Injunction

- 1603 (1) Whether or not Offence Ticket has been issued to a Person by the Town pursuant to Section 1602 of the bylaw the Town may, where a contravention of this bylaw is of a continuing nature, in addition to any other remedy or penalty imposed under this or any other enactment or bylaw, apply to the Court of Queen's Bench by way of Originating Notice for an Injunction or other Order for the purpose of enforcing compliance with the provisions of this bylaw.
- (2) In seeking such an Order, the Town may seek recovery of its costs incurred in seeking the Order and in enforcing the bylaw, or its costs incurred in making repairs or performing maintenance to Property to restore the operating condition of the Water System, from the Person responsible for the contravention.

PART 17 – GENERAL PROVISION OF THIS BYLAW

Severability

1701 If any term, clause or condition of this bylaw or application thereof, to anything or circumstance shall to any extent be invalid or unenforceable, the remainder or this bylaw or application of such terms, clause or condition to anything or circumstance, other than those to which it is held as invalid or unenforceable, shall not be affected thereby and each other term, clause or condition of this bylaw shall be enforced to the fullest extent permitted.

PART 18 – EFFECTIVE DATE AND REPEAL

1801 (1) Enactment

This bylaw shall come into force and effect on ~~November 1, 2002.~~ **June 18, 2024.**

(2) Repeal of Bylaws

Upon the coming into effect of this bylaw, Bylaw ~~1544~~ **1856-02** and all amendments thereto are hereby rescinded in their entirety.

READ a first time this ~~3rd day of September, A.D. 2002.~~ **18th day of June, A.D. 2024.**

READ a second time this ~~15th day of October, A.D. 2002~~ **18th day of June, A.D. 2024** as amended.

READ a third time and duly passed this ~~15th day of October, A.D. 2002~~ **18th day of June, A.D. 2024** as amended.

Mayor

~~Secretary-Treasurer~~ **Assistant CAO**

WATERWORKS BYLAW NO. 2172-24

The following index is provided for reference only and is not part of the Waterworks Bylaw No. 2172-24.

1. Interpretation
2. Area of Responsibility
3. Duties and Management
4. Water Service Connections
5. Service Piping for Fire Protection
6. Requirements for Plumbers Or Plumbing And Mechanical Contractors for Installation of Private Water Service Pipe
7. Temporary Water Service
8. Repair and Maintenance of Existing Water Service Pipes
9. Replacement of Existing Water Service Lines on Private Property
10. Water Meters & Control Valves
11. Remote Readers
12. Water Rates And Charges Opening and Closing of Accounts
13. Application Forms
14. Bulk Water Dispenser
15. General Provisions Governing Use of Water and Water Services
16. Penalties and Other Provisions
17. General Provision of this Bylaw
18. Effective Date and Repeal

Schedule "A" – Water Tariff

WATERWORKS BYLAW 2172-24
SCHEDULE "A" - WATER TARIFF

Water Tariff

1. Metered Rates:

Flat Base Rate Per Month \$8.32

1 to 44 m³ @ 1.05 m³

45 to 114 m³ @ .96 m³

115 to 225 m³ @ .83 m³

226 m³ & over @ .695 m³

2. Service Fee:

The Service fee is \$50.00 per service from 8:30 a.m. to 4:30 p.m. Monday to Friday (except Statutory Holidays).

If the Consumer wishes to obtain Water Service:

- a. after 4:30 p.m. and before 8:30 a.m., or
- b. on a Saturday, Sunday or Statutory Holiday;

and the Town has to turn on water at the Curb Stop, then there will be charged to the Consumer an additional \$50.00 overtime charge per service.

3. Guarantee Deposit:

- a. Every Consumer (~~with the exception of restaurants~~) who is not an Owner - \$100.00
\$300.00
- b. ~~Consumers for restaurants (rented or leased premises) - \$300.00~~

~~4. Reconnect/Disconnect Fee:~~

~~The reconnect/disconnect fee is \$25.00 per service from 8:30 a.m. to 4:30 p.m., Monday to Friday (except Statutory Holidays).~~

~~If the discontinuance or reconnection of water service is requested by the Consumer and provided by the Town:~~

- ~~a. after 4:30 p.m. and before 8:30 a.m., or~~
- ~~b. on a Saturday, Sunday or Statutory Holiday;~~

~~there will be charged to the Consumer an additional \$25.00 overtime charge per service.~~

4. Overdue Accounts:

Utility Bills, if unpaid for 25 days from the date of mailing the Utility Bill, shall have a penalty of 5% charged to the ~~current~~ **outstanding** charges of the Utility Bill to form part of the arrears.

5. Temporary Water Service Charge:

Where a Building or Self-Contained Unit is to be provided with temporary Water Service in accordance with Part 7 and there will be temporary water consumption for construction purposes and:

1. An application has been made to the Town to provide temporary water.
2. Section 1004, Provision of a Meter Setting, has been complied with.
3. Section 1005, Provision of Control Valves, has been complied with.
4. At least 24 hours notice has been provided to the Town.

~~Then the Owner of the Property, their contractor or the Owners authorized agent shall be charged \$25.00 and this shall include the Town turning on the water at the Curb Stop and water consumed for construction purposes.~~

If at least 24 hours notice has **NOT** been provided then the charge shall be \$50.00.

~~If the Owner of the Property, their contractor or the Owner's authorized agent requests the Town to provide temporary Water Service and the Town sends staff to the Building to turn on the water at the Curb Stop but cannot, because either or both Sections 1004 or 1005 have not been complied with, then there will be an additional charge of \$15.00.~~

6. Water Meter Installation Fee:

Where a Building has Water Service provided to it and a Water Meter ~~and Remote Reader are~~ **is** required in accordance with Part 10 & Part 11 and:

1. An application has been made to and Approved by the Town to supply and install a Water Meter. ~~and a Remote Reader;~~
2. A new utility Account has been set up with the Town for any new Building construction;
3. Section 1004, Provision of a Meter Setting, has been complied with;
4. Section 1005, Provision of Control Valves, has been complied with;
5. ~~Section 1104(1)(a), Installation of Remote Reader wiring has been complied with;~~
- 6.5. At least 24 hours notice has been provided to the Town.

~~Then the Owner of the Property will be charged \$25.00.~~

If at least 24 hours notice has **NOT** been provided then the charge shall be \$50.00.

~~If the Owner of the Property, their contractor or the Owner's authorized agent requests the Town to provide and install a Water Meter and Remote Reader and the Town sends staff to the Building to install both the Water Meter and Remote Reader but cannot, because one or all of Sections 1004, 1005 or 1104(1)(a) have not been complied with, then there will be an additional charge of \$15.00.~~

7. Bulk Water Dispenser:

1. Bulk Water Key Deposit

The bulk water key deposit collected on accounts in accordance with Section ~~1403(1)~~ shall be \$300.00.

2. Bulk Water Rates

- a. Bulk Water facility users who have entered into a Bulk Water Servicing Agreement with the Town shall be charged for the purchase of water at the rate of: **set by the Water Rates Bylaw 2165-23 as amended from time to time.**

(i) ~~————— \$2.75 per cubic meter (m³) or any portion thereof.~~

~~b. When using coins to operate the bulk water dispenser the rate shall be \$1.00 per 66 Imperial gallons or any portion thereof, converted to metric \$3.33 per cubic meter (m³) or any portion thereof.~~

WATERWORKS BYLAW 2172-24
SCHEDULE "B" - FORMS



UTILITY SERVICE AGREEMENT
WATERWORKS BYLAW 2172-24

FOR OFFICE USE ONLY

Account Number: _____ Customer ID: _____
Tax Roll Number: _____ Owner: _____

Address: _____

The Tenant, by signing below, agrees to the following:

1. To pay the Town of Stettler a one-time service fee of \$50.00 for the opening of a Utility Account, water service turn-on/shut-off and premises checks.
2. That the Applicant or a person designated by them, will be in attendance at the building or self-contained unit when the water service is turned on or shut-off.
3. To pay the Town of Stettler a guarantee deposit of \$300.00. This guarantee deposit is non-transferrable.
4. The guarantee deposit levied in accordance with #3 shall be retained for a minimum of one (1) year by the Town and shall only be refunded if:
 - a. the Applicant's Utility Account has been maintained in good standing for one consecutive year.
 - b. the water service has been disconnected prior to the one-year period, then the guarantee deposit shall be returned provided that the guarantee deposit may be applied to any unpaid accounts receivable with the Town of Stettler (for the identical Applicant) at the time of closing the utility Account.
5. Interest for the period of time which the guarantee deposit is held by the Town shall not be paid.
6. A utility bill will be mailed monthly to the applicant showing the value of utility services provided. A utility bill shall be due and payable upon receipt. In the event this utility bill remains unpaid after twenty-five (25) days from the date of mailing, there will be added thereto a penalty of 5% on the outstanding balance and the discontinuance of utility services if the utility bill remains unpaid after sixty (60) days. A reminder letter may also be sent to the Owner if the account has been in arrears for a period of fifty-five (55) days or greater from the date of mailing of the utility bill.
7. Proof of identification may be required from the Applicant to verify information.

The Town of Stettler may release information about the account balance, transactions, disconnection or reconnection orders, and utility levy information to the Owner. The utility account information may be issued to the Owner until the final utility bill is issued and the account is paid in full.

OWNER INFORMATION

Owner Name: _____ Phone Number: _____
Mailing Address: _____ City: _____ Province: _____ Postal Code: _____
Email: _____ Preferred Method of Contact: Mail Electronic Mail

Signature(s): _____ Date: _____

Parent/Guardian Signature (If applicable): _____

The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. This information will enable us to process your application and is necessary for municipal operations. If you have any questions about the collection or use of this information, please contact the Secretary-Treasurer of the Town.



Request For Decision

Agenda Item:

Issue:

Applicant: 1859892 Alberta Inc / Kyle McCowan

Legal: Lots 6-10, Block 71, Plan 3781KS

Civic: 4625 – 59 Street

Proposed Land Use Bylaw 2060-15 Amendment:

1. Amending DC3: Direct Control Transitional District to DC3: Direct Control Commercial Neighborhood District
2. Rezoning from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District

Recommendation:

That Council gives first reading to Bylaw 2173-24 to Amend Land Use Bylaw 2060-15 that Part 10: LAND USE DISTRICTS Section 90 Amending DC3: Direct Control Transitional District to DC3: Direct Control Commercial Neighborhood District. And Rezone Lots 6-10, Block 71, Plan 3781KS from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District

General:

1859892 Alberta Inc / Kyle McCowan has requested to amend the Town of Stettler Land Use Bylaw 2060-15 Land Use District DC3: Direct Control Transitional District to DC3: Direct Control Commercial Neighborhood District and rezone the above-mentioned parcel from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District to accommodate a redevelopment of the existing Heartland Lodge Motel to a 44-unit bachelor suite apartment.

The current zoning does not allow for an Apartment, however the nature of the existing structure (Heartland Lodge) and the recent need for rental units in our community makes the location well suited for this type of use.

Upon further discussion and review by administration, the proposed amendment will not subsequently affect additional properties within the DC3 district, as the only other properties zoned as such are located at 43 Street and 50 Avenue and are currently used as an indoor storage facility.

Further, Direct Control land use districts are used to manage special, one-of-a-kind land use situations. These zones have unique characteristics and have regulations created for the circumstances. Pursuant to Section 641 (3) of the Municipal Government Act, if a direct control district is designated in a land use bylaw, the council may, subject to any applicable statutory plan, regulate and control the use or development of land or buildings in the district in any manner it considers appropriate.

Please note the applicant is in the process of applying for a Development Permit for the above-mentioned, which if bylaw 2173-24 passes 3rd reading, will be presented to council for consideration.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw, Municipal Development Plan and Municipal Government Act.

Land Use Bylaw Implications:

Section 90: DC3 Direct Control ~~Transitional~~ Commercial Neighborhood District

84.1 Purpose:

To provide for a transitional area that is compatible with the general nature of the neighborhood.

84.2 Uses:

Permitted Uses	Discretionary Uses
Such uses as deemed by Council to be compatible with the general nature of the neighborhood.	Existing businesses at the time of final passing of this Bylaw.

84.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At Council's Discretion
Floor Area	At Council's Discretion
Minimum Building Height	At Council's Discretion
Front Yard Setback	At Council's Discretion
Side Yard Setback	At Council's Discretion
Rear Yard Setback	At Council's Discretion
Parking	At Council's Discretion
Accessory Building	At Council's Discretion

Alternatives:

Council does not proceed to give this Bylaw first reading.

Author:

Angela Stormoen
Development Officer

BYLAW 2173-24

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2060-15 OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Part 10: LAND USE DISTRICTS be amended by changing Section 90: DC3 - Direct Control Transitional District to DC3 - Direct Control Commercial Neighborhood District, whose regulations are described within Schedule "A", which is attached to and forming part of this Bylaw; and
2. That Schedule "A" of Bylaw 2060-15 shall be and is hereby amended as follows:
 - (a) Lots 6-10, Block 71, Plan 3781KS rezone from C2: Commercial Highway District to DC3: Direct Control Commercial Neighborhood District.
3. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this 18th day of June A.D. 2024.

NOTICE OF ADVERTISEMENT published _____ & _____, 2024.

Public Hearing held _____, 2024 at 7:00 P.M.

READ a second time this ___ day of _____ A.D. 2024.

READ a third time and finally passed this ___ day of _____ A.D. 2024.

Mayor

Assistant CAO

Schedule A

Section 90: DC3 Direct Control Commercial Neighbourhood District

90.1 Purpose:

To provide for a transitional area that is compatible with the general nature of the neighbourhood.

90.2 Uses:

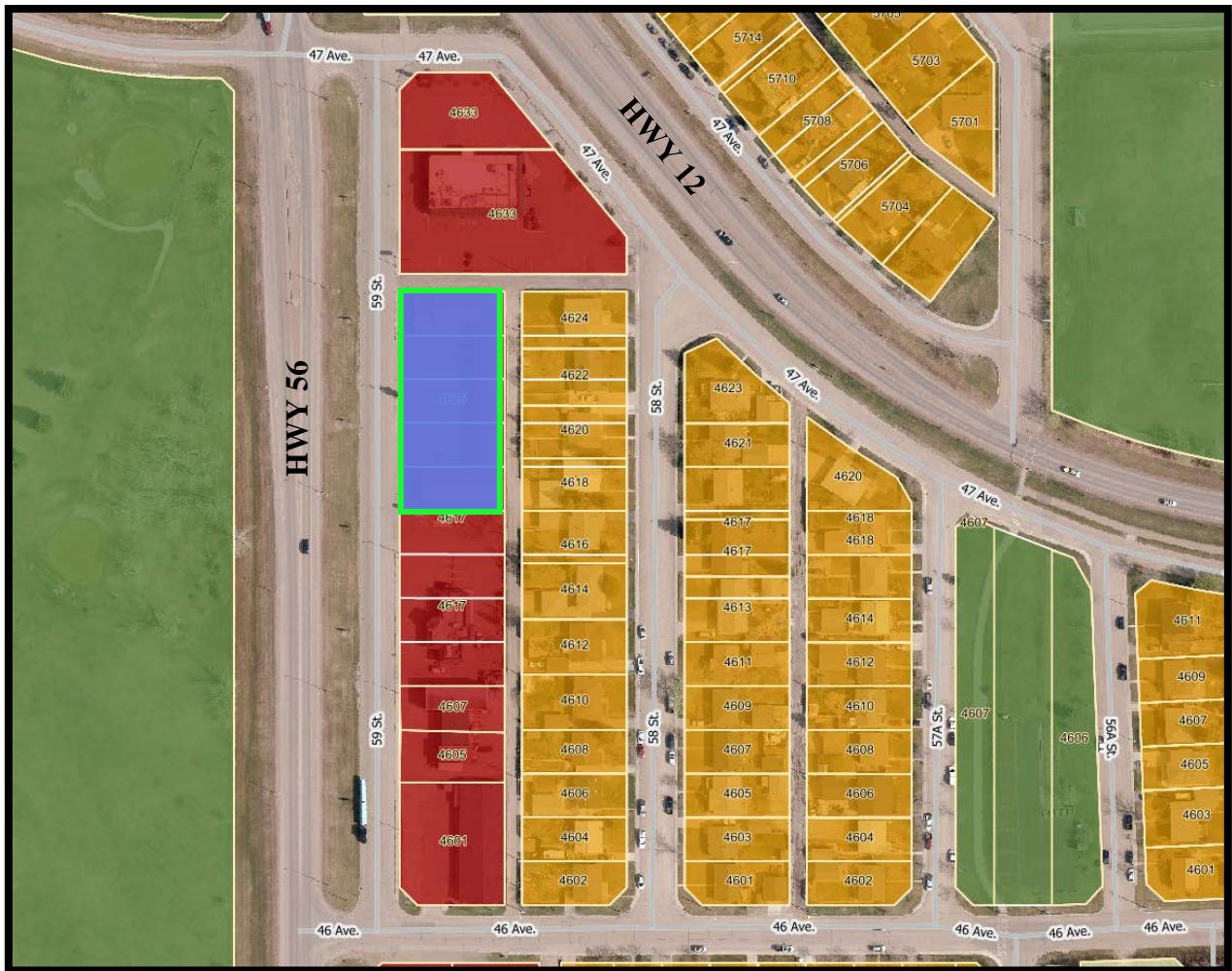
Permitted Uses	Discretionary Uses
Such uses as deemed by Council to be compatible with the general nature of the neighbourhood.	Existing businesses at the time of final passing of this Bylaw.

90.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At Council's discretion.
Floor Area	At Council's discretion.
Minimum Parcel Area	At Council's discretion.
Maximum Building Height	At Council's discretion.
Front Yard Setback	At Council's discretion.
Side Yard Setback	At Council's discretion.
Rear Yard Setback	At Council's discretion.
Parking	At Council's discretion.
Accessory Buildings	At Council's discretion.

**4625 – 59 Street
Proposed Zoning**



LEGEND	
	R1: Residential Low Density
	C2: Commercial Highway
	P: Public Use
	DC3: Direct Control Commercial Neighborhood District
	4625 – 59 Street



LANDOWNER CONSENT FORM

SECTION 1 LOCATION OF PROPERTY AFFECTED BY PERMITS

MUNICIPAL ADDRESS: 4625 59st Stettler AB T0C2L1	LOT: 6-10	BLOCK: 71	PLAN: 3781KS
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SECTION 2 REGISTERED LANDOWNER OF PROPERTY

LANDOWNER: Asfour & Sons Developments Ltd	MAILING ADDRESS: 4625 59st Stettler AB T0C2L1	
TOWN/CITY: Stettler	PROVINCE: Alberta	P/C: T0C2L1
EMAIL:	PHONE NUMBER: 780-298-9191	

SECTION 3 COMPANY/PERSON GIVEN AUTHORIZATION

COMPANY/PERSON: 1859892 Alberta Inc./Kyle McCowan	MAILING ADDRESS: RR 2 Stn Main Box 11 Site 1	
TOWN/CITY: Okotoks	PROVINCE: Alberta	P/C: T1S 1A2
EMAIL: kyle.mccowan@hotmail.com	PHONE NUMBER: 403-630-4182	

SECTION 4 DECLARATION

I, as registered landowner, give the company/person noted in Section 3 above permission to apply for the following permit(s), or other as indicated, for the land indicated in Section 1.

Development Permit
 Building Permit
 Other: Zoning/Land bylaw amendment

DESCRIPTION OF THE WORK AUTHORIZED WITHIN PERMITS (ex: leasehold improvements, detached garage, renovations):

Consent will remain valid until (provide end date): August 31, 2024

NAME: Yousef Asfour	SIGNATURE: 	DATE: May 1, 2024
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Privacy Disclosure: The personal information on this form is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act. The information will enable us to process your application and if necessary for municipal operations.

TOWN OF STETTLER
Land Use Bylaw No. 2060-15

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

I/We hereby make application to amend the Land Use Bylaw

APPLICANT

NAME: 1859892 Alberta Inc / Kyle McCowan TELEPHONE: 4036304182
ADDRESS 322 041 15st E Foothills County AB T1S3L7

OWNER OF LAND

NAME: Asfour & Sons Developments TELEPHONE: 780 298 9191
ADDRESS 4625 59st Stettler AB T0C 2L1

LEGAL DESCRIPTION

LOT: 6-10 BLOCK: 71 REGISTERED PLAN 3781 KS
QTR/LSD: _____ SEC: _____ TWP: _____ RNG: _____ M: _____
CERTIFICATE OF TITLE: _____

AMENDMENT PROPOSED

FROM: DC3 - Direct Control Transitional District
TO: DC3 - Direct Control Commercial Neighbourhood District

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

I/We enclose \$ _____ being the application fee

DATE: May 15/24

SIGNED: 

TOWN OF STETTLER
Land Use Bylaw No. 2060-15

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

I/We hereby make application to amend the Land Use Bylaw

APPLICANT

NAME: 1859892 Alberta Inc/Kyle McCowan TELEPHONE: 403 6304182
ADDRESS 322041 15st E Foothill County AB T1S 3L7

OWNER OF LAND

NAME: Asfour + Sons Developments LTD TELEPHONE: 780 298 9191
ADDRESS 4625 59st Stettler AB T0C 2L1

LEGAL DESCRIPTION

LOT: 6-10 BLOCK: 71 REGISTERED PLAN 3781KS
QTR/LSD: _____ SEC: _____ TWP: _____ RNG: _____ M: _____

CERTIFICATE OF TITLE: _____

Rezoning
AMENDMENT PROPOSED

FROM: C2

TO: OC3

change of Zoning to support change of use, Motel to Apartments

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

I/We enclose \$ _____ being the application fee

DATE: May 15/24

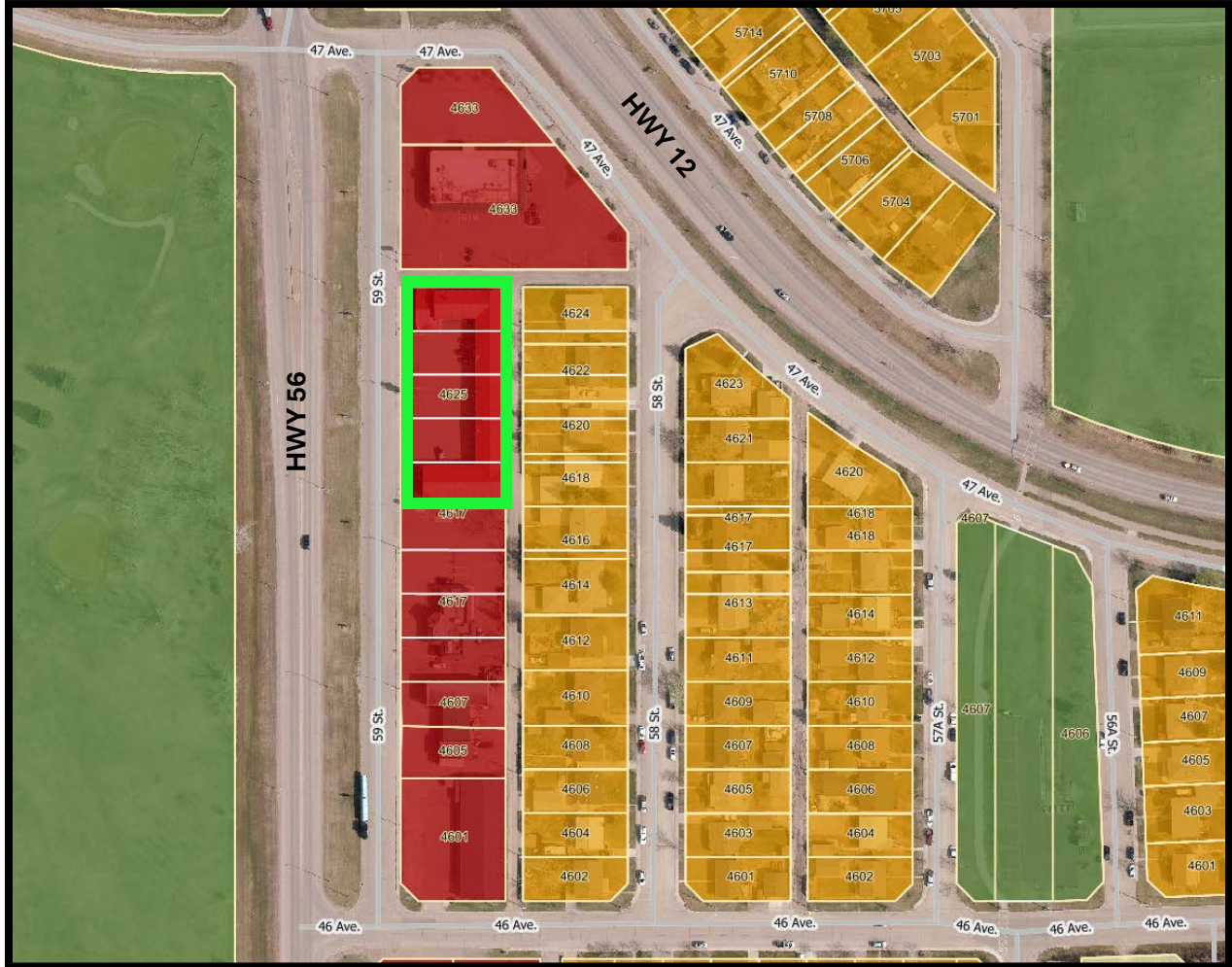
SIGNED: [Signature]





Land Use Bylaw 2060-15 Proposed Amendment

Bylaw 2173-24

4625 – 59 Street

Current Zoning



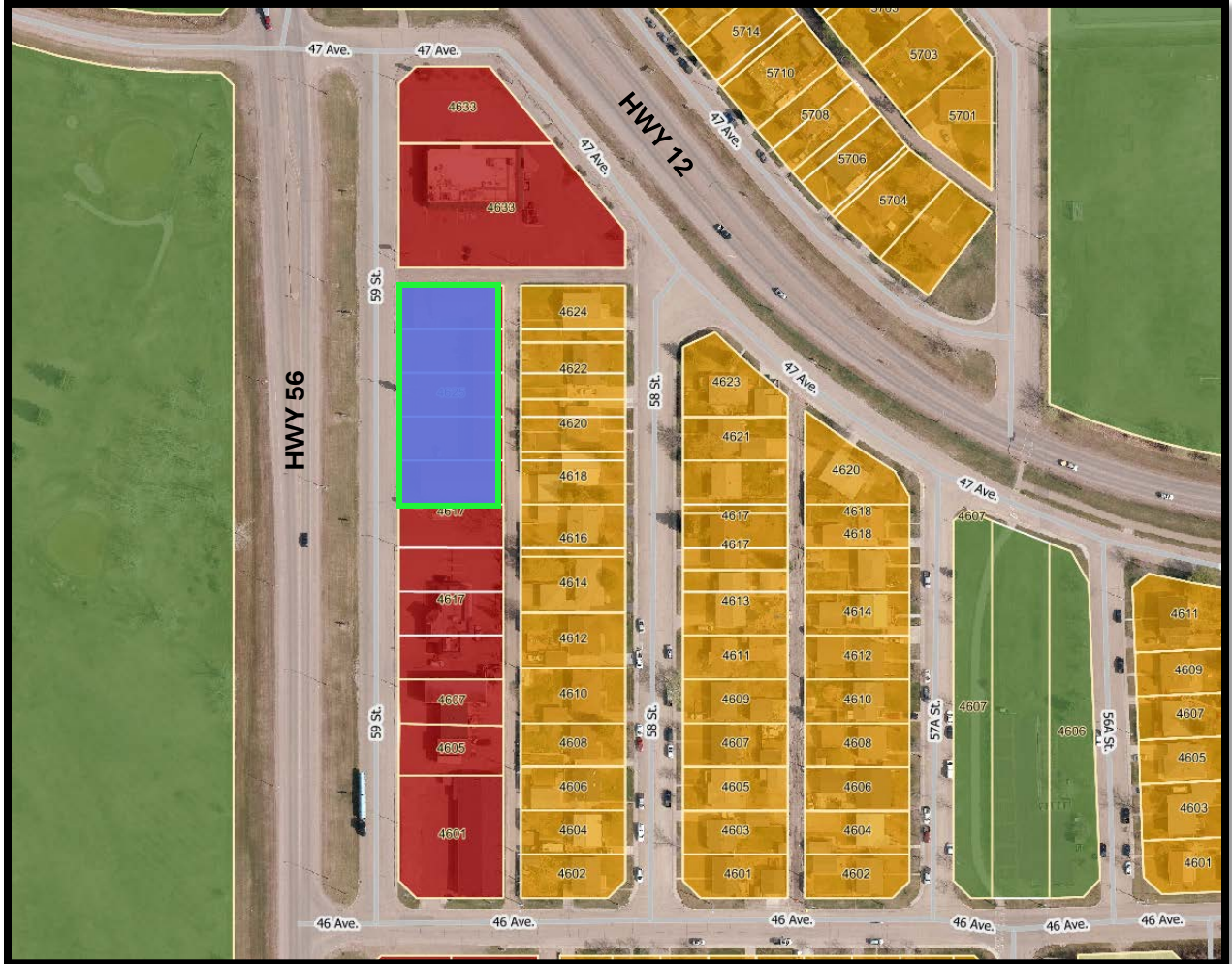
LEGEND	
	R1: Residential Low Density
	C2: Commercial Highway
	P: Public Use
	4625 – 59 Street

Land Use Bylaw 2060-15 Proposed Amendment

Bylaw 2173-24

4625 – 59 Street

Proposed Zoning



LEGEND	
	R1: Residential Low Density
	C2: Commercial Highway
	P: Public Use
	DC3: Direct Control Commercial Neighborhood District
	4625 – 59 Street

Land Use Bylaw 2060-15 Proposed Amendment

Bylaw 2173-24

4625 – 59 Street

Aerial Image



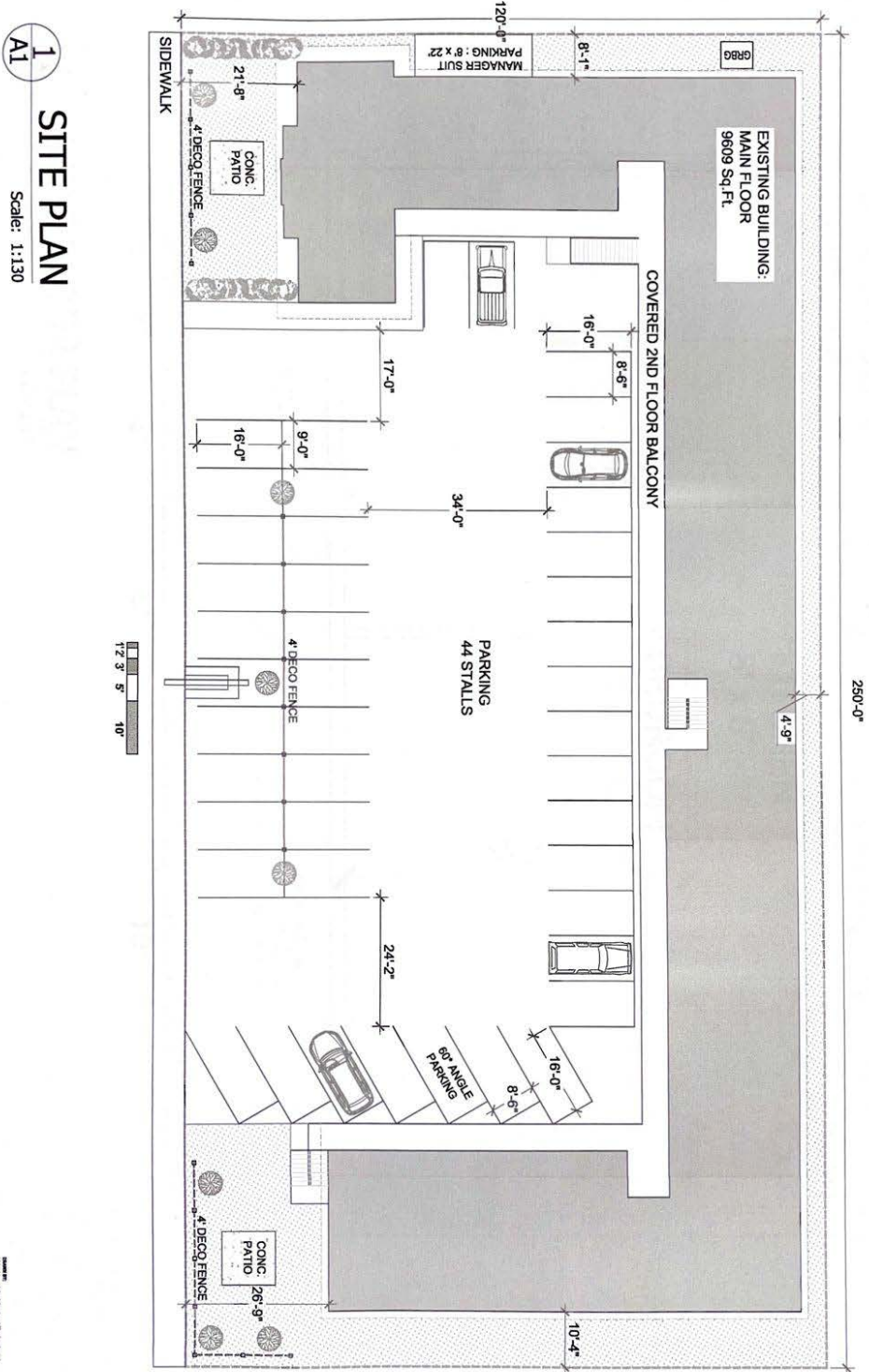
LEGEND	
	4625 – 59 Street

Land Use Bylaw 2060-15 Proposed Amendment

Bylaw 2173-24

4625 - 59 Street

Proposed Site Plan



1
A1
SITE PLAN
Scale: 1:130

DATE: 11/11/2011
BY: [Signature]
PROJECT: [Project Name]

Land Use Bylaw 2060-15 Proposed Amendment

Bylaw 2173-24

4625 - 59 Street

Proposed Suite Floor Plan

