

Town of Stettler

COUNCIL MEETING

DECEMBER 3, 2024

6:30 P.M.

BOARD ROOM





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, DECEMBER 3, 2024
6:30 P.M.
AGENDA

1. Agenda Additions

2. Agenda Approval

3. Confirmation of Minutes

(a) Minutes of the Regular Council Meeting of November 19th 5-14

4. Delegations

(a) 6:35 p.m. – Byron Geddes – Stettler Board of Trade – 2025 Budget 15-17

5. **Citizen's Forum**

6. Administration

(a) Snow and Ice Control Policy XV-1 (b)- Update 18-23

(b) Memorandum – Year-In-Review – Town of Stettler Departments for 2024 24-51

(c) Memorandum – Physician Recruitment Policy VII-7 – Amendment 52-54

(d) Meeting Dates

- Tuesday, December 3 – Council – 6:30 p.m.
- **Tuesday, December 10 – Interim Operating Budget Deliberations – 3:00 p.m.**
- Tuesday, December 17 – Council – 6:30 p.m.
- Tuesday, January 7, 2025 – Council – 6:30 p.m.
- **Monday, January 13, 2025 – 2025 Strategic Planning Workshop – 2:00 p.m.**
- Tuesday, January 14, 2025 – COW – 4:30 p.m.

(e) Accounts Payable in the amount of \$413,382.27 55-67
(\$127,411.47 + \$227,901.30 + \$58,069.50)

7. Council

(a) Meeting Reports

8.	<u>Minutes</u>	
	(a) County of Stettler Housing Authority Minutes of October 24 th , 2024	68-69
	(b) Parkland Regional Library Board Minutes (draft) of November 14 th , 2024	70-77
9.	<u>Public Hearings</u>	
	(a) Request For Decision – Application for Land Use Bylaw Amendment 2178-24 - 7002 & 7010 – 50 Avenue	2178-24 (78-79)
10.	<u>Bylaws</u>	
	(a) Land Use Bylaw 2178-24 – 2 nd & 3 rd Reading	80-86
	(b) Tax Incentive Bylaw 2179-24 – 1 st , 2 nd & 3 rd Reading and Repeal Bylaw 2147-22	87-96
	(c) Business Tax Levy Rate Bylaw 2177-24	97-98
11.	<u>Correspondence</u>	
	(a) Red Deer River Watershed Alliance (RDRWA) – 2025-2026 Municipal Funding Letter Request	99-101
12.	<u>Items Added</u>	
13.	<u>In-Camera Session</u>	
	(a) School Resource Officer (SRO) Funding	
	(b) Personnel Update – FOIP – Section 19(1) – Confidential Evaluations	
14.	<u>Adjournment</u>	

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 19th, 2024 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor S. Nolls

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

CAO L. Graham
Assistant CAO K. Hymers
Manager of Recreation & Culture B. Robbins
Development Officer A. Stormoen

Media (2)

Absent: Councillor G. Lawlor

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

1/2. Agenda Additions/Approval:

Motion 24:11:15 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
November 5th, 2024

Councillor Randell advised of a spelling error on Page 2 (6. Administration, Section (a) Stettler corrected to Stettler). and a time error on Page 2.

Councillor Pfeiffer advised of a wrong time error on Page 2 (6. Meeting Dates, Section (c) - Tuesday, December 10 – COW – 6:30 p.m. corrected to 4:30 p.m.

Motion 24:11:16 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on November 5th, 2024 be approved as amended.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 5th, 2024 Minutes

None

(c) Minutes of the Committee of the Whole Meeting held
November 12th, 2024

Motion 24:11:17 Moved by Councillor Baker that the Minutes of the Committee of the Whole Meeting held on November 12th, 2024 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the November 12th, 2024 Minutes

None

4. Delegations: (a) 6:35 p.m. – Winnie Bisset, Ruby MacDonell, and Amanda Nelson - 2025 Heartland Youth Centre (HYC) Budget

Mayor Nolls welcomed W. Bisset, R. MacDonell, and Amanda Nelson to the meeting.

W. Bisset provided 2025 Heartland Youth Centre (HYC) operating budget to Town of Stettler Council as presented, and approve a contribution to the HYC in the amount of \$50,000 to be included in the Town's 2025 Operating Budget.

Motion 24:11:18

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the Heartland Youth Centre Budget and approve a contribution to the HYC in the amount of \$50,000 to be included in the Town's 2025 Operating Budget as presented.

MOTION CARRIED
Unanimous

- (b) 6:50 p.m. – Rhonda O'Neill, Jane Skocdopole, and Barb Gano - Stettler Public Library 2025 Operating Budget

Mayor Nolls welcomed R. O'Neill, J. Skocdopole, and B. Gano to the meeting.

R. O'Neill provided Stettler Public Library 2025 Operating Budget and that the Town of Stettler Council approve the 2025 Operating Budget as presented with a Town contribution in the amount of \$255,598.00.

Motion 24:11:19

Moved by Councillor Smith that the Town of Stettler Council approve the 2025 Operating Budget as presented with a Town contribution in the amount of \$255,598.00.

MOTION CARRIED
Unanimous

5. Citizen's Forum: (a) None

6. Administration: (a) Memorandum – Request For Quotes – 2025 Community Flowers

Mayor Nolls welcomed Manager of Recreation & Culture B. Robbins to the meeting.

B. Robbins advised as part of the operating budget, the community flowers are purchased on an annual basis from an area greenhouse. Community flowers include Main Street raised beds, hanging baskets, heart shape bed, West Stettler Park entrances as well as many other areas of the Town of Stettler.

Companies through the Request For Proposal require confirmation in the fall of order to ensure product availability based on volume to fill the RFP.

The RFP was sent via email on October 3, 2024 with a follow up phone call to 3 local greenhouses. Two (2) proposals were received for the project as follows:

Howes Greenhouse	\$10,287.00
Echoglen Gardens	\$12,278.25

Proposal pricing above does not include GST.

Administration respectfully recommends that Town of Stettler Council award the Request For Proposal of the 2025

Community Flowers to Howe's Greenhouse with funding coming from the 2025 operating budget as presented.

Motion 24:11:20

Moved by Councillor Baker that the Town of Stettler Council accept the Request For Proposal of the 2025 Community Flowers to Howe's Greenhouse with funding coming from the 2025 operating budget as presented.

MOTION CARRIED
Unanimous

(b) Memorandum – Tree Contractor – Elm Tree Trimming

B. Robbins advised as part of the operating budget, traditionally there is a budget line to hire a contractor to assist with tree trimming. As part of the 2024 Operating Budget, \$13,000 has been budgeted for the hiring of a tree contractor.

Currently, there is a listing of approximately 70 problematic elm trees that are broken, damaged or dangerous that require trimming. Elm trees can only be trimmed seasonally, between October 1st and March 31st due to the risk of the Dutch Elm beetle causing Dutch Elm disease.

The Request for Quotes was proposed via phone and a brief meeting on November 8, 2025. Three (3) proposals were received for the project as follows:

Razors Edge Tree Services	\$10,450.00
Bucks Tree Service	\$3000/day
JJs Tree Service/Contracting	\$150/hour plus the use of Town staff, chipper and truck

Proposal pricing above does not include GST.

Administration respectfully recommends that Town of Stettler Council award the RFQ to Razor's Edge Tree Services Ltd. with funding coming from the 2024 operating budget as presented.

Motion 24:11:21

Moved by Councillor Randell that the Town of Stettler Council accept the Request for Quote to Razor's Edge Tree Services Ltd. with funding coming from the 2024 operating budget as presented.

MOTION CARRIED
Unanimous

B. Robbins left the meeting at 7:21 p.m.

(c) Memorandum – Town (Former Telus) Tower Budget Re-allocation

Mayor Nolls welcomed Development Officer A. Stormoen to the meeting.

A. Storemoen advised the Town of Stettler administration has been in conversation with a communication service provider who is in search of lease space on an existing tower. After review of the Town owned communication tower at 5202 – 51A Avenue, it was determined the following work would be required to determine if lease space would be available and to ensure the tower remains in operating condition:

- Preventative Maintenance
- Removing any inactive equipment

- Engineer Report for Structural Integrity

Total cost for above work: \$18,320.00 + GST

Due to the extra cost to determine the capacity of the tower for lease space, the cost is over the usual maintenance budget. There is an unspent operating budget available in the planning account that is not required for operations this year that will cover the costs of the above-mentioned work.

Re-allocate:

Municipal Planning – Contracted Planning – 2-61-02-00-00-239
 \$10,000.00

To

Planning & Development – Miscellaneous Engineering – 2-61-01-00-00-239

Administration respectfully recommends that Town of Stettler Council approve the re-allocation as presented and direct administration to adjust the 2024 operating budget accordingly.

Motion 24:11:22

Moved by Councillor Baker that the Town of Stettler Council approve the re-allocation as presented and direct administration to adjust the 2024 operating budget accordingly.

MOTION CARRIED
 Unanimous

(d) Memorandum – Animal License Fees 2025

A. Storemoen advised the Town of Stettler administration conducted a review of our existing Dog & Cat Licenses and Rates.

The Dog Bylaw 2050-14 & Cat Bylaw 2049-14 were passed in March of 2014; the license fees did not change from the previous bylaw. Below is the number of Dog and Cat licenses currently registered as well as the potential revenue for 2025:

Animal Type	Number of 2022 Licenses	Number of 2023 Licenses	Number of 2024 Licenses	Potential Revenue 2025 (based on 2024 licenses)
DOG – Unaltered	62	74	50	\$20,575.00
DOG – Altered	664	694	723	
CAT – Unaltered	1	0	3	\$7,875.00
CAT – Altered	272	309	309	
TOTAL	999	1,077	1,085	\$28,450.00

In reviewing Dog Bylaw 2050-14 & Cat Bylaw 2049-14 license rates, administration compared the rates to those of other municipalities similar in population size:

	Dog Unaltered	Dog Altered	Cat Unaltered	Cat Altered	Replacement Tag	Discount Rate
Bonnyville	\$65.00	\$20.00	\$50.00	\$10.00	\$5.00	n/a
Vermilion	\$55.00	\$25.00	\$55.00	\$25.00	\$10.00	n/a
St. Paul	\$20.00	\$10.00	\$20.00	\$10.00	\$5.00	n/a
Innisfail	\$50.00	\$30.00	\$50.00	\$30.00	\$10.00	\$10.00 off*
Blackfalds	\$60.00	\$45.00	\$60.00	\$45.00	\$6.00	\$30.00 off**
AVERAGE	\$50.00	\$26.00	\$47.00	\$24.00	\$7.20	\$8.00
Stettler	\$50.00	\$25.00	\$50.00	\$25.00	\$10.00	\$10.00 off*

*Discount rate is from December 1 - January 31

**Discount rate is from January 1 - January 31

That Town Council set the 2025 Dog & Cat License fees at the same rate as 2024:

- \$25 for an altered dog or cat
- \$50 for an unaltered dog or cat
- \$10 for a replacement tag
- \$10 discount between December 1 – January 31

Motion 24:11:23

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the 2025 Dog & Cat License fees at the same rate as 2024 as presented.

MOTION CARRIED
 Unanimous

(e) Memorandum – Business License Fees 2025

A. Storemoen advised each year Town of Stettler Council sets the Business License Fees for the upcoming year; administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of November 12, 2024, we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2025 Revenue
	2022	2023	2024	*Based on 2024 Licenses
Resident (Rate \$150/year):				
Commercial	445	458	467	\$70,050.00
Home Occupation	46	46	49	\$7,350.00
Non- Resident (Rate \$350/year)	62	62	61	\$21,350.00
TOTAL	553	566	577	\$98,750.00

In reviewing the Business License Bylaw 1807-99 our existing rates for 'resident' businesses and 'non-resident' businesses were compared to those of other municipalities in Alberta. The following table illustrates this comparison:

Municipality	Resident Fee	Non-Resident Fee
Ponoka	\$100.00	\$250.00
Lacombe	\$147.00	\$412.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$100.00	\$250.00
Olds	\$125.00	\$225.00
Wainwright	\$100.00	\$200.00
Red Deer	\$122.90	\$477.85
Camrose	\$173.25	\$347.50
Peace River	\$150.00	\$300.00
AVERAGE	\$131.82	\$306.24
Town of Stettler	\$150.00	\$350.00

The last change to the Business License Bylaw 1807-99 was in November 2013 (Bylaw 2044-13), which increased the business license fees from \$325.00 to \$350.00 for 'non-resident' and from \$125.00 to \$150.00 for 'resident' businesses.

Motion 24:11:24

Moved by Councillor Baker that the Town of Stettler Council approve and set the 2025 Business License fees as the same rate as 2024, \$150.00 for a Resident License and \$350.00 for a Non-Resident License as presented.

MOTION CARRIED
 Unanimous

(f) Request For Decision – Subdivision 2024-04 (Sw-1-39-20 W4M)

A. Storemoen advised the applicant is proposing to subdivide the above-mentioned lot to create two (2) individual lots for the sale of the existing dwelling and shop on the northwest corner of the parcel.

Motion 24:11:25

Moved by Councillor Smith that the Town of Stettler Council approve the applicant to subdivide the above-mentioned lot to create two (2) individual lots for the sale of the existing dwelling and shop on the northwest corner of the parcel as presented.

MOTION CARRIED
Unanimous

A. Stormoen left the meeting at 7:31 p.m.

(g) Memorandum – Stettler & District Handibus Society 2025 Budget

CAO L. Graham advised that the Town of Stettler Council Accept the Stettler & District Handibus Society 2025 Operating Budget, and approve that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2025 Operating Budget as presented.

Motion 24:11:26

Moved by Councillor Randell that the Town of Stettler Council accept the Stettler & District Handibus Society 2025 Operating Budget, and approve that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2025 Operating Budget; and be approved an additional one time contribution of \$14,000 be funded out of the 2024 Operating Budget.

MOTION CARRIED
Unanimous

(h) Memorandum – IT Budget Re-allocation

CAO L. Graham presented the IT Budget Re-allocation to the Town of Stettler Council to approve the Town Office Servicer Licensing as presented.

In 2023 the Town of Stettler upgraded their two Town Office Servers, adding one (1) CPU and additional RAM to each server. This upgrade allowed us to support additional Virtual Machines (VMs) and increase computational resources for VMs already implemented.

While we are now technically capable of creating and supporting more VMs, to maintain compliance with Microsoft's licensing requirements we must maintain a specific amount of Windows Server licenses as required per our CPU core count and VM count.

Our 3rd party managed service provider, Trinus Technologies, has provided the cost of purchasing (attached) such licenses. For the purchase of sixteen (16) Windows Server 2022 Standard – 2 Core -Commercial Licenses for \$201.61 each, will cost a total of \$3,225.76, sans GST. This amount keeps our current VMs in compliance (as required due to the presence of an additional CPU in each server) and provides enough extra licensing for additional VMs that can be used as needed (isolated environment for cybersecurity investigations, log collecting, backup recovery testing, etc.)

This year, we had a capital budget of \$10,000.00 for new offsite backup drives for these servers. The six (6) backup drives were purchased for a total of \$4,824.60, leaving \$5,175.40 left in the capital budget item.

Administration respectfully recommends that the Town of Stettler Council approve the utilization of the remaining Backup Drive capital budget item to purchase the required additional Windows Server 2022 Core licenses, as quoted by Trinus Technologies (see attached).

Motion 24:11:27

Moved by Councillor Baker that the Town of Stettler Council approve the utilization of the remaining Backup Drive capital budget item to purchase the required additional Windows Server 2022 Core licenses, as quoted by Trinus Technologies as presented.

MOTION CARRIED
 Unanimous

(i) Memorandum – 2024 Bad Debt Write-Off Summary

Assistant CAO K. Hymers advised that Policy VII-5 (b) Collection of and Write – off of Bad Debt Accounts :

Requires the Assistant CAO to present a Statement of the Bad Debt Write-offs to Town Council prior to December 31st of each year. Town Council is required to authorize the write-off accounts in excess of \$300.00. The Assistant CAO is also required to disclose the total dollar value of Bad Debts under \$300.00 that will be written off. Collection activity procedures will continue after an account has been written off.

HISTORY:	2021	2022	2023	2024	2024 A/C's over \$300	2023 A/C's over \$300	2022 A/C's over \$300	2021 A/C's over \$300
Utilities	\$15,935.87	\$7,730.19	\$4,069.81	\$7,691.28	16	7	13	21
Accounts Receivable								
Fire Calls A/R	\$5,479.73							3
Lions Campground								
Taxes	\$561.26		\$659.60			1		1
Business Taxes								
Community Hall								
Recreation Fees								
TOTALS	\$21,976.86	\$7,730.19	\$4,729.41	\$7,691.28	16	8	13	25

For 2024, \$7,691.28 should be expense as bad debts in excess of \$300.00, which represents sixteen (16) accounts.

As well, I have expensed six (6) accounts under \$300.00 totaling \$801.13 and expensed sixteen (16) inactive accounts with credit balances totaling (\$697.21).

Based on local 2024 utility revenues to date of approximately \$3,437,285.03 the Utility write-offs totaling \$8,492.41 represents 0.25% of revenues (2023 = 0.19%).

Assistant CAO K. Hymers advised that the Town of Stettler Council approve the 2024 Bad Debt Write-Off of sixteen (16) accounts, each in excess of \$300, totaling \$7,691.28, and further acknowledges that an additional six (6) accounts, each under \$300, totaling \$801.13 and sixteen (16) credit balances totaling (\$697.21) will be written-off under Administration's authority.

Motion 24:11:28

Moved by Councillor Smith the Town of Stettler Council approve the 2024 Bad Debt Write-Off of sixteen (16) accounts, each in excess of \$300, totaling \$7,691.28, and further acknowledges that an additional six (6) accounts, each under \$300, totaling \$801.13 and sixteen (16) credit balances totaling (\$697.21) will be written-off under Administration's authority as presented.

MOTION CARRIED
Unanimous

(j) October 2024 Interim Budget Summary

Assistant CAO K. Hymers provided the October 2024 Interim Budget Summary for Town of Stettler Council to approve as presented.

Motion 24:11:29

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the October 2024 Interim Budget Summary as presented.

MOTION CARRIED
Unanimous

(k) October 2024 Capital Budget Summary

Assistant CAO K. Hymers provided the October 2024 Capital Budget Summary for Town of Stettler Council to approve as presented.

Motion 24:11:30

Moved by Councillor Randell that the Town of Stettler Council approve the October 2024 Capital Budget Summary as presented.

MOTION CARRIED
Unanimous

(l) 2024 Reserves

Assistant CAO K. Hymers provided the 2024 Reserves for Town of Stettler Council to approve as presented.

Motion 24:11:31

Moved by Councillor Baker that the Town of Stettler Council approve the 2024 Reserves as presented.

MOTION CARRIED
Unanimous

(m) October 2024 Bank Reconciliation

Assistant CAO K. Hymers provided the October 2024 Bank Reconciliation for Town of Stettler Council to approve as presented.

Motion 24:11:32

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the October 2024 Bank Reconciliation as presented.

MOTION CARRIED
Unanimous

(n) CAO Reports

Motion 24:11:33

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

MOTION CARRIED
Unanimous

(o) Meeting Dates

- Tuesday, November 19 – Council – 6:30 p.m.
- Tuesday, December 3 – Council – 6:30 p.m.
- Tuesday, December 10 – Interim Operating Budget Deliberations – 3:00 p.m.
- Tuesday, December 17 – Council – 6:30 p.m.
- Tuesday, January 7, 2025 – Council – 6:30 p.m.

(p) Accounts Payable in the amount of \$2,988,713.94 (\$66,078.10 + \$2,548.33 + \$6,226.29 + \$2,240,610.82 + \$661,208.29 + \$12,042.11)

Motion 24:11:34

Moved by Councillor Baker that the Accounts Payable in the amount of \$2,988,713.94 be paid as presented.

MOTION CARRIED
Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

November 6 – Talk of the Town
November 7 – COW Agenda, Signed Cheques
November 11 – Remembrance Day Ceremony
November 12 – Stettler Board of Trade
November 12 – Stettler Independent Meeting
November 12 – Committee of the Whole
November 13 – Talk of the Town
November 15 – Signed Cheques, Review Agenda
November 19 – Doctor Recruitment Meeting

(b) Councillor Baker

November 12 – Stettler Regional Board of Trade
November 12 – Committee of the Whole
November 14 – Municipal Planning Commission
November 18 – Big Jack Classic Organizational

(c) Councillor Barros

November 6 – Post Secondary Committee
November 6 – Hospital Foundation
November 12 – Committee of the Whole
November 14 – Municipal Planning Commission
November 15 – Health Foundations Workshop (Government of Alberta)
November 15 – Heartland Beautification Committee (Photo with the Masons)

(d) Councillor Lawlor

To be provided at a later date

(e) Councillor Pfeiffer

November 12 – Stettler Regional Board of Trade
November 14 – Committee of the Whole
November 14 – Municipal Planning Commission
November 18 – Family and Community Support Services

(f) Councillor Randell

October 16 – Economic Development
October 21 – Stettler Museum
October 22 – Doctor Recruitment Luncheon
October 24 – County of Stettler Housing Authority
November 12 – Committee of the Whole
November 14 – Municipal Planning Commission
November 18 – Stettler Museum
November 19 – Attraction & Retention Committee

(g) Councillor Smith

November 12 – Committee of the Whole
November 14 – Municipal Planning Commission
November 15 – Heartland Beautification Committee (Photo with the Masons)
November 18 – Family and Community Support Services

Motion 24:11:35

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

MOTION CARRIED
Unanimous

8. Minutes:

(a) Municipal Planning Commission Meeting Minutes – November 14th, 2024

Motion 24:11:36

Moved by Councillor Smith that the Town of Stettler Council accept the minutes item (a) for information as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

10. Bylaws:

11. Correspondence:

12. Items Added:

13. In-Camera Session:

14. Adjournment:

Motion 24:11:37

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

MOTION CARRIED
Unanimous at 8:04 p.m.

Mayor

Town of Stettler
Operating Budget
Department

2025
BOT

	Account	Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual - Dec 31	2023 Actuals	2024 Budget	2024 Actuals Sep 30	2025 Budget	2026 Budget	2027 Budget
Revenue															
BOT	1-64-02-00-00-490	BOT - Souvenir Sales	1,422.15	219.54	682.47	62.05	25.00	14.44	73.37	281.60	500	165.83	500	500	500
BOT	1-64-02-00-00-491	BOT - Other Goods & Services	1,707.68	-	-	-	-	41.25	-	-	-	401.89	-	-	-
BOT	1-64-02-00-00-492	BOT - Other Tourism	-	-	-	-	-	-	-	645.73	-	-	-	-	-
BOT	1-64-02-00-00-493	BOT - Promotion	-	-	-	54.84	130.95	-	-	-	-	-	-	-	-
BOT	1-64-02-00-00-494	BOT - Community Event	-	19,593.81	2,099.50	-	500.00	674.52	909.18	577.86	-	2,509.55	-	-	-
BOT	1-64-02-00-00-520	BOT - Chamber Membership	-	-	-	-	300.00	865.60	150.00	150.00	150	150.00	150	150	150
BOT	1-64-02-00-00-550	BOT - Interest	582.99	665.68	1,241.92	1,553.33	696.75	417.96	1,603.71	7,280.48	900	3,666.42	5,000	5,000	5,000
BOT	1-64-02-00-00-560	BOT - Brochure Advertising	3,714.31	5,828.38	5,714.29	7,190.48	3,917.14	6,224.00	-	9,536.60	-	-	8,500	-	8,500
BOT	1-64-02-00-00-561	BOT - Meeting Room Rental	664.99	678.17	150.00	411.43	180.00	30.00	188.57	65.00	150	78.57	150	150	150
BOT	1-64-02-00-00-590	BOT - Donations	20.29	15.00	-	133.33	6.10	50.00	-	-	-	-	-	-	-
BOT	1-64-02-00-00-591	BOT - Group Insurance Commission	2,210.95	1,915.13	2,670.33	3,353.84	3,800.95	2,737.84	3,425.04	3,650.71	3,000	2,402.62	3,000	3,000	3,000
BOT	1-64-02-00-00-832	BOT - SCP Grant	3,528.00	-	-	-	54,129.47	-	-	-	-	20,000.00	10,000	-	-
BOT	1-64-02-00-00-840	BOT - Provincial Grant	-	7,432.66	188.10	10,161.48	17,625.65	951.74	1,593.13	3,600.00	-	250.00	-	-	-
BOT	1-64-02-00-00-842	BOT - STEP Grant	-	-	2,205.00	-	4,694.00	9,168.00	-	9,428.00	-	-	-	-	-
BOT	1-64-02-00-00-850	BOT - Town of Stettler	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-00-00-851	BOT - County of Stettler	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-00-00-852	BOT - Other Municipalities	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-00-01-852	BOT - Other Muni - Memberships	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT		Subtotal Board of Trade	13,851.36	36,348.37	14,951.61	22,920.78	86,006.01	21,175.35	7,943.00	35,215.98	4,700.00	29,624.88	27,300.00	8,800.00	17,300.00
BOT	1-64-02-03-01-490	BOT - Project - Home Show	-	5,111.34	1,657.15	2,762.87	76.19	-	500.00	2,165.00	5,000	-	-	-	-
BOT	1-64-02-03-01-490	BOT - Project - Downtow Business Association	-	-	-	-	-	423.67	-	-	-	-	-	-	-
BOT	1-64-02-03-04-490	BOT - Project - Shop Stettler	8,573.30	7,907.09	9,380.13	12,747.03	10,968.10	4,573.56	14,659.05	10,035.00	10,000	-	10,000	10,000	10,000
BOT	1-64-02-03-06-490	BOT - Project - Business Wall	3,825.24	2,490.00	1,350.00	230.00	3,386.98	-	-	1,105.00	1,000	1,100.00	1,000	1,000	1,000
BOT	1-64-02-03-07-490	BOT - Project - General Meeting	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-03-08-490	BOT - Project - Trade Show	42,087.04	90,761.66	65,943.84	72,555.64	320.96	1,117.17	71,221.36	66,194.92	70,000	71,399.63	70,000	75,000	75,000
BOT	1-64-02-03-09-490	BOT - Project - Seminars/Workshops	6,538.49	-	2,312.39	2,523.26	476.19	20.00	-	-	500	2.86	-	-	-
BOT	1-64-02-03-10-490	BOT - Project - Luncheons	-	106.49	118.13	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-03-11-490	BOT - Project - Heartland Dollars	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-03-12-490	BOT - Project - Dr. Recruitment	4,885.53	743.41	831.01	45,399.13	6,000.00	-	-	1,985.94	-	1,000.00	10,000	10,000	10,000
BOT	1-64-02-03-13-490	BOT - Project - Awards Banquet	11,058.66	8,507.18	18,668.05	13,418.46	4,933.33	800.00	12,581.22	8,273.84	7,500	3,869.04	9,000	9,000	9,000
BOT	1-64-02-03-14-490	BOT - Destination Stettler	4,897.63	592.01	2,331.12	8,221.82	3,864.09	9,481.65	5,092.59	66.67	3,000	-	-	-	-
BOT	1-64-02-03-15-490	BOT - Project - Greenlab	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	1-64-02-03-16-490	BOT - Project - Subscription Box	-	-	-	-	-	1,267.38	313.68	-	-	-	-	-	-
BOT	1-64-02-03-19-490	BOT - Project - Dignatary Luncheon	-	-	-	-	-	664.06	-	736.25	1,500	-	-	-	-
BOT	1-64-02-03-24-490	BOT - Project - Taste of the Heartland	-	-	5,608.50	13,638.57	1,212.99	-	12,446.90	12,512.98	17,500	847.60	2,500	2,500	2,500
BOT	1-64-02-03-26-490	BOT - Project - Big Jack Classic	68,532.61	62,155.52	76,931.76	99,143.67	57,535.85	73,769.29	433.33	32,293.56	25,000	32,869.81	33,000	20,000	20,000
BOT	1-64-02-03-27-490	BOT - Project 1	-	(8.33)	1,270.65	-	-	18,074.52	-	(21.00)	-	-	-	-	-
BOT		Subtotal Project	150,398.50	178,366.37	186,402.73	270,640.45	88,774.68	110,191.30	117,248.13	135,348.16	141,000.00	111,088.94	135,500.00	127,500.00	127,500.00

Expenses															
BOT	2-64-02-00-00-111	BOT - Admin - Salary	71,015.54	72,671.71	73,789.72	84,847.62	95,842.69	83,260.50	108,577.66	102,907.18	109,636	68,923.01	113,960	114,850	116,730
BOT	2-64-02-00-00-112	BOT - Admin - Wages	44,085.41	51,316.25	48,460.52	48,224.64	49,850.31	55,673.90	59,269.68	58,754.22	67,397	41,239.18	73,910	77,150	78,080
BOT	2-64-02-00-00-131	BOT - EOC	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	2-64-02-00-00-211	BOT - Admin - Travel & Subs.	4,888.79	3,497.93	4,029.75	4,514.52	2,151.72	1,614.89	2,495.28	3,227.27	4,000	1,457.08	4,000	4,000	4,000
BOT	2-64-02-00-00-214	BOT - Admin - Group Memberships	4,193.96	7,283.95	7,597.43	7,944.50	8,408.18	6,986.98	5,843.90	5,864.70	7,500	5,148.30	6,000	6,000	6,000
BOT	2-64-02-00-00-216	BOT - Admin - Training/Workshops	1,871.57	2,577.82	1,686.04	5,714.68	5,788.60	3,245.03	266.54	3,852.51	6,000	13.00	2,000	2,000	2,000
BOT	2-64-02-00-00-811	BOT - Admin - Bank Service Charge	-	-	-	-	3,460.84	3,761.53	2,059.16	3,550.88	-	2,158.25	3,300	3,300	3,300
BOT															
BOT		Subtotal Market Corp - Admin	126,055.27	137,347.66	135,563.46	151,245.96	165,502.34	154,542.83	178,512.22	178,156.76	194,533.00	118,938.82	203,170.00	207,300.00	210,110.00
BOT															
BOT	2-64-02-00-01-112	BOT - Office - Wages	29,295.83	34,279.29	35,027.74	56,356.51	59,906.08	68,896.20	75,052.20	85,685.59	78,932	28,157.47	61,850	66,280	71,050
BOT	2-64-02-00-01-222	BOT - Office - Telephone	5,119.48	4,748.44	4,951.10	5,002.20	3,960.21	2,533.35	2,990.07	3,259.22	3,500	947.21	4,000	4,000	4,000
BOT	2-64-02-00-01-223	BOT - Office - Postage	1,601.49	173.85	2,449.54	642.39	1,122.77	931.08	650.31	562.05	1,000	151.92	1,000	1,000	1,000
BOT	2-64-02-00-01-225	BOT - Office - Subscriptions	641.99	209.31	65.00	543.46	228.17	4,150.46	2,317.43	3,244.15	7,500	3,175.43	5,000	5,000	5,000
BOT	2-64-02-00-01-237	BOT - Office - Janitor	3,204.36	2,444.80	3,180.48	4,364.91	3,643.72	4,744.95	4,278.21	6,197.42	7,250	4,602.88	7,250	7,500	7,500
BOT	2-64-02-00-01-239	BOT - Office - Website	3,204.36	2,444.80	3,180.48	4,364.91	150.00	1,947.98	1,161.99	1,159.22	2,000	175.84	2,000	2,000	2,000
BOT	2-64-02-00-01-252	BOT - Office - Pur Bldg Repair	4,547.74	2,850.90	2,355.46	4,091.51	3,058.49	5,026.48	5,362.22	2,667.69	7,500	4,105.36	6,500	6,500	6,500
BOT	2-64-02-00-01-274	BOT - Office - Insurance	1,315.79	1,309.07	1,149.10	1,924.65	2,041.64	2,214.12	2,403.82	2,239.02	2,500	4,683.27	5,000	5,000	5,000
BOT	2-64-02-00-01-511	BOT - Office - Supplies	4,564.67	4,588.78	5,065.15	6,851.07	4,243.76	6,295.28	8,307.23	7,182.98	5,000	5,866.21	8,000	8,000	8,000
BOT	2-64-02-00-01-529	BOT - Office - Computer	3,510.51	2,653.24	858.00	1,104.17	2,980.35	3,137.60	5,267.80	80.00	3,000	2,592.00	3,000	3,000	3,000
BOT	2-64-02-00-01-561	BOT - Office - Small Equip.	1,283.23	2,031.87	2,853.65	6,098.15	2,138.20	7,304.48	1,807.99	6,609.75	3,000	1,834.64	3,000	3,250	3,250
BOT	2-64-02-00-01-581	BOT - Office - Gas	1,170.06	1,230.81	1,288.43	1,353.66	1,470.68	1,494.07	1,735.37	1,592.46	1,962	1,542.24	2,268	2,375	2,116
BOT	2-64-02-00-01-582	BOT - Office - Power	2,429.01	2,693.66	2,036.78	2,385.49	2,283.70	1,900.19	2,607.52	1,965.97	3,223	1,258.40	2,993	3,114	3,340
BOT	2-64-02-00-01-583	BOT - Office - Water	512.17	508.12	504.18	480.76	465.42	1,018.59	549.61	484.73	500	372.92	500	500	500
BOT	2-64-02-00-02-252	BOT - Office - Signage	196.49	78.00	-	400.00	1,796.92	-	2,350.42	-	3,000	967.21	3,000	2,500	2,500
BOT	2-64-02-00-02-511	BOT - Office - Photocopying	59.41	-	-	-	-	-	-	-	-	-	-	-	-
BOT	2-64-02-00-03-511	BOT - Office - Printing	697.36	266.00	-	-	-	-	-	-	-	-	-	-	-
BOT															
BOT		Subtotal BOT - Office	63,353.95	62,510.94	64,965.09	95,963.84	89,490.11	111,594.83	114,491.77	125,280.67	129,867.00	60,433.00	115,361.00	120,019.00	124,756.00
BOT															
BOT	2-64-02-01-00-211	BOT - Promo - Float Travel/Subs	4,796.53	5,992.50	4,336.45	3,283.16	-	32.26	4,629.21	6,121.78	7,000	4,783.73	7,500	7,500	7,500
BOT	2-64-02-01-00-221	BOT - Promo - Brochures/Map	7,480.55	5,651.02	-	8,619.00	-	5,672.50	3,285.00	7,200.00	5,000	5,426.00	7,500	7,500	7,500
BOT	2-64-02-01-00-254	BOT - Promo - Float Rep/Maint	-	158.48	246.77	1,307.71	-	-	953.16	25.98	1,500	200.00	1,500	1,500	1,500
BOT	2-64-02-01-00-518	BOT - Promo - Souvenirs	2,140.55	379.00	420.00	603.42	-	-	37.50	415.00	1,000	168.00	500	500	500
BOT															
BOT		Subtotal BOT - Promo	14,417.63	12,181.00	5,003.22	13,813.29	-	5,704.76	8,904.87	13,762.76	14,500.00	10,577.73	17,000.00	17,000.00	17,000.00
BOT															
BOT	2-64-02-02-00-216	BOT - Tourism - Training/Workshops	2,882.98	9,084.79	2,970.04	6,846.60	3,125.27	(30.00)	21.00	750.00	3,000	-	1,000	1,000	1,000
BOT	2-64-02-02-00-221	BOT - Tourism - Advertising	5,994.14	5,461.26	7,839.76	12,692.67	19,378.18	19,416.71	8,715.04	15,401.78	12,500	5,462.17	12,500	13,000	13,000
BOT	2-64-02-02-00-233	BOT - Tourism - Summer Wages	10,404.36	8,461.41	8,601.61	5,514.41	13,234.42	15,626.44	16,396.77	15,839.20	15,000	12,354.55	15,000	15,000	15,000
BOT	2-64-02-02-00-519	BOT - Tourism - Materials/Flowers	75.90	872.32	169.99	100.29	126.82	-	230.70	-	500	225.00	500	500	500
BOT															
BOT		Subtotal BOT - Tourism	19,357.38	23,879.78	19,581.40	25,153.97	35,864.69	35,013.15	25,363.51	31,990.98	31,000.00	18,041.72	29,000.00	29,500.00	29,500.00
BOT															
BOT	2-64-02-03-00-112	BOT - Project - Salary	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	2-64-02-03-00-116	BOT - Project - STEP	-	-	-	-	-	-	-	-	-	-	-	-	-
BOT	2-64-02-03-01-519	BOT - Project - Home Show	-	5,492.88	2,777.52	3,359.95	-	-	500.51	8,441.31	-	-	-	-	-

BOT	2-64-02-03-02-519	BOT - Project - Nite before Xmas	996.00	1,872.00	1,726.20	-	-	-	-	-	-	-	-	-	-
BOT	2-64-02-03-03-519	BOT - Project - Shop Local	-	-	1,772.41	2,776.00	3,994.04	3,005.40	3,842.47	1,601.23	7,500	996.84	2,000	2,000	2,000
BOT	2-64-02-03-04-519	BOT - Project - Shop Stettler	9,149.75	7,151.85	6,486.24	11,422.50	9,965.64	9,060.78	12,504.12	16,670.36	10,000	2,663.10	10,000	10,000	10,000
BOT	2-64-02-03-05-519	BOT - Project - Santa Days	-	500.00	1,265.40	-	-	-	-	-	-	191.42	-	-	-
BOT	2-64-02-03-06-519	BOT - Project - Business Wall	-	80.82	-	125.00	-	-	-	-	150	-	-	-	-
BOT	2-64-02-03-07-519	BOT - Project - General Meeting	174.74	636.33	321.97	407.50	197.06	379.44	875.34	740.00	900	763.71	900	900	900
BOT	2-64-02-03-08-519	BOT - Project - Trade Show	41,612.04	45,133.48	42,882.62	46,270.49	2,345.02	879.67	38,377.31	41,664.39	50,000	42,550.44	50,000	50,000	50,000
BOT	2-64-02-03-09-519	BOT - Project - Seminars/Workshops	7,347.31	5,909.68	3,801.78	5,439.33	4,393.55	432.84	1,455.20	-	3,000	-	1,000	1,000	1,000
BOT	2-64-02-03-10-519	BOT - Project - Luncheons	3,073.85	1,991.16	1,351.37	642.95	1,559.77	1,674.50	3,651.65	3,617.97	3,000	1,378.53	3,000	3,000	3,000
BOT	2-64-02-03-11-519	BOT - Project - Business Visits	224.25	383.14	177.79	390.23	538.51	120.89	132.00	579.62	750	128.54	750	750	750
BOT	2-64-02-03-12-519	BOT - Project - Dr. Recruitment	6,353.43	2,867.28	-	45,467.75	509.00	363.80	1,056.68	3,855.78	3,000	822.86	20,000	20,000	20,000
BOT	2-64-02-03-13-519	BOT - Project - Awards Banquet	12,051.87	10,900.37	14,336.88	13,047.39	3,194.31	933.02	11,081.76	5,333.15	7,500	488.43	9,000	9,000	9,000
BOT	2-64-02-03-14-519	BOT - Project - Heartland Dollars	12,051.87	10,900.37	14,336.88	13,047.39	-	-	-	-	-	-	-	-	-
BOT	2-64-02-03-15-519	BOT - Project - Community Event	613.53	19,753.81	2,267.29	3,425.17	3,816.59	5,818.07	1,654.10	1,827.65	4,000	4,353.94	4,000	4,000	4,000
BOT	2-64-02-03-16-519	BOT - Project - Employer Conference	2,299.00	-	-	-	-	-	-	-	-	-	-	-	-
BOT	2-64-02-03-17-519	BOT - Project - Subscription Box	2,299.00	-	-	-	-	2,405.09	-	-	-	-	-	-	-
BOT	2-64-02-03-19-519	BOT - Project - Dignitary Luncheon	-	164.87	1,122.50	1,115.17	-	678.02	1,302.75	1,472.50	1,500	151.37	700	700	700
BOT	2-64-02-03-20-519	BOT - Project - Destination Stettler	4,235.97	592.01	2,331.12	8,221.82	386.11	26.22	12,942.71	5,513.44	6,000	2,724.53	6,000	6,000	6,000
BOT	2-64-02-03-24-519	BOT - Project - Open Farm Days	-	-	5,322.29	10,646.18	2,316.85	24.00	9,946.90	16,586.51	17,500	1,935.76	2,500	2,500	2,500
BOT	2-64-02-03-26-519	BOT - Project - Big Jack Classic	68,510.86	62,155.52	76,931.76	74,480.05	45,590.23	110,375.53	717.83	18,023.79	-	24,311.56	25,000	-	-
BOT	2-64-02-03-27-519	BOT - Project - Project 1	678.99	35.98	373.15	-	-	17,497.25	32,963.79	-	-	9,012.89	-	-	-
BOT															
BOT		Subtotal BOT - Project	171,672.46	176,521.55	179,585.17	240,284.87	78,806.68	153,674.52	133,005.12	125,927.70	114,800.00	92,473.92	134,850.00	109,850.00	109,850.00
BOT															
BOT	2-64-02-04-00-112	BOT - Community Dev - Wages	-	-	-	-	-	(750.00)	-	-	-	-	-	-	-
BOT	2-64-02-04-00-221	BOT - Community Dev - Advertising	-	-	300.00	-	-	620.94	-	-	12,000	-	12,000	12,000	12,000
BOT	2-64-02-04-00-233	BOT - Community Dev - Strategic Planning	-	-	-	-	-	129.06	-	5,707.57	7,500	-	7,500	7,500	7,500
BOT	2-64-02-04-00-239	BOT - Community Dev - Conferences	-	-	-	-	-	-	-	-	3,500	-	3,500	3,500	3,500
BOT	2-64-02-04-00-519	BOT - Community Dev - Projects	-	30,000.00	-	5,500.00	3,000.00	4,000.00	5,420.84	6,570.00	18,500	30,050.90	18,500	18,500	18,500
BOT	2-64-02-04-01-519	BOT - Community Dev - Steel Wheel	-	-	10,000.00	10,000.00	-	-	-	-	-	-	-	-	-
BOT	2-64-02-04-02-519	BOT - Community Dev - Taste of the Heartland	-	-	-	-	-	-	5,000.00	2,500.00	2,500	-	2,500	2,500	2,500
BOT															
BOT		Subtotal BOT - Community Development	-	30,000.00	10,300.00	15,500.00	3,000.00	4,000.00	10,420.84	14,777.57	44,000.00	30,050.90	44,000.00	44,000.00	44,000.00
BOT															
BOT	2-64-99-92-00-762	BOT - Contributed to Capital	-	-	-	-	-	-	-	-	2,200	-	2,200	2,200	2,200
BOT															
BOT		Subtotal BOT - General	-	-	-	-	-	-	-	-	2,200.00	-	2,200.00	2,200.00	2,200.00
BOT															
		Total Revenue									145,700.00	140,713.82	162,800.00	136,300.00	144,800.00
		Total Expenses									484,700.00	300,465.19	499,381.00	483,669.00	491,216.00
		Net Revenue minus Expenses (minus equals loss)									- 339,000.00	- 159,751.37	- 336,581.00	- 347,369.00	- 346,416.00

TOWN OF STETTLER

Prepared by: Director of Operational Services & Transportation Foreman Number: XV-1(b)

Adopted by: Town of Stettler Council Original Policy: 1996 11 18

Previous Policy: ~~2016 12 20~~ 2024 10 01

Current Policy: ~~2017 12 05~~ 2024 12 06

Title: Snow and Ice Control

Purpose: To implement a Snow and Ice Control Policy that is efficient and prioritizes snow removal and ice control of public roadways, corridor sidewalks and pathways, lanes and parking lots in the Town of Stettler.

Policy Statement: Snow plowing, snow removal and ice control shall follow the list of priorities, triggers and targets outlined below to provide safe traffic and pedestrian accommodation.

Responsibilities: The Transportation Foreman under the direction of the Director of Operational Services will implement this policy.

Procedures:

Section 1 Street Snow Plowing and Removal

1. Snow control will commence immediately after a trigger snowfall and shall be completed within the targeted time. Snow plowing and removal shall follow the list of priorities as outlined in Table 1. Priorities of all roads in Town can be found on Map #1 – Snow Plowing and Removal.

Table 1 – Snow Control

Priority	Location	Trigger	Target
1	Major Thoroughfares	5 cm	within 24 hours
2	Collector Roads and Downtown	7.5 cm	Within 48 hours
3	School Zone	7.5 cm	Within 72 hours
4	Residential Collectors	15 cm	Within 96 hours
5	Residential Roads	20-30 cm	As required

2. Graders, Loaders with blades and truck mounted speed plows will work together to open up the road networks. Snow will be plowed into windrows and/or hauled out depending on the storage available on each street. Streets without sidewalk will be windrowed to the side of the road. Streets with sidewalk on both sides will have snow hauled out.

3. If in the process of grading, snow in excess of 300mm is left in front of a driveway, supermail box or a private access sidewalk, the Town will endeavor to remove the snow as soon as possible.
4. Except for major snow falls all residential areas will have signs posted 12 hours prior to equipment arrival, depending on the weather conditions.
5. Residential lanes will be plowed once they are inaccessible by garbage trucks.

Section 2 Ice Control

1. Ice control will be provided on an on-going basis during snow events, frost, freezing rain, notification of hazardous conditions by RCMP or any other event that requires traction control. Ice Control shall follow the priorities listed in Table 2 and as shown on Map #2 - Ice Control.
2. Only intersections, inclines and school zones will be de-iced, unless driving conditions become unsafe, at which time all efforts will be made to keep the streets in a safe driving condition.
3. Streets will be de-iced utilizing anti-icing strategies that include the use of road salt, other chemicals, and sand. Efforts to be made to ensure salt use is effectively managed.
4. Residential lanes will be sanded on an "As Required" basis.

Table 2 – Ice Control

Priority	Location
1	Major Thoroughfares, Hospital, School Zone, Main Street
2	Downtown Streets and Lanes, Parking Lots
3	Industrial Area, Cemetery Road
4	Residential Collectors
5	Residential Roads

Section 3 Sidewalk Snow Removal

1. Town owned sidewalks and pathway snow removal will commence within 48 hours of a snowfall.
2. Property owners or current occupier is responsible for the removal of snow on sidewalks adjacent to their property. Snow removed from sidewalks is to be placed on private property. Snow removal onto town streets or lanes will not be allowed.
3. The Town is responsible for the removal of snow from sidewalks and pathways adjacent to or on public property. See Map #3 – Town

Sidewalks/Pathways for all locations. One exception to this: is sidewalk directly adjacent to provincial highways where snow removal operations on the highways caused excessive buildup of snow on the sidewalk and it would be unreasonable to expect the landowner to remove it. These locations are identified on Map 3.

4. Snow is removed from sidewalks and pathways using a plow or broom based on the type and amount of snow. The town will endeavor to remove the snow down to bare concrete and asphalt where possible. Slippery and icy patches will be sanded.

Section 4 Parking Lot and Alley Snow Removal

1. All parking lots will be cleaned after every snowfall. Snow will be initially stockpiled onsite and removed at a later date. Parking Lot snow removal to be completed at the following locations:
 - Health Unit
 - Town Office
 - 4905 – 51 Street Lot
 - 51 Ave – 51 Street Lot
 - Recreation Centre (by Parks staff)
 - Fire Hall
 - Community Hall
 - Curling Rink Parking Lot
 - Reservoir
 - Sewer Lift Stations
 - Day Care
 - 4920 – 49 Street Gravel Parking Lot
2. Gravel parking lots will be done on an “As Required” basis to reduce the amount of gravel loss.

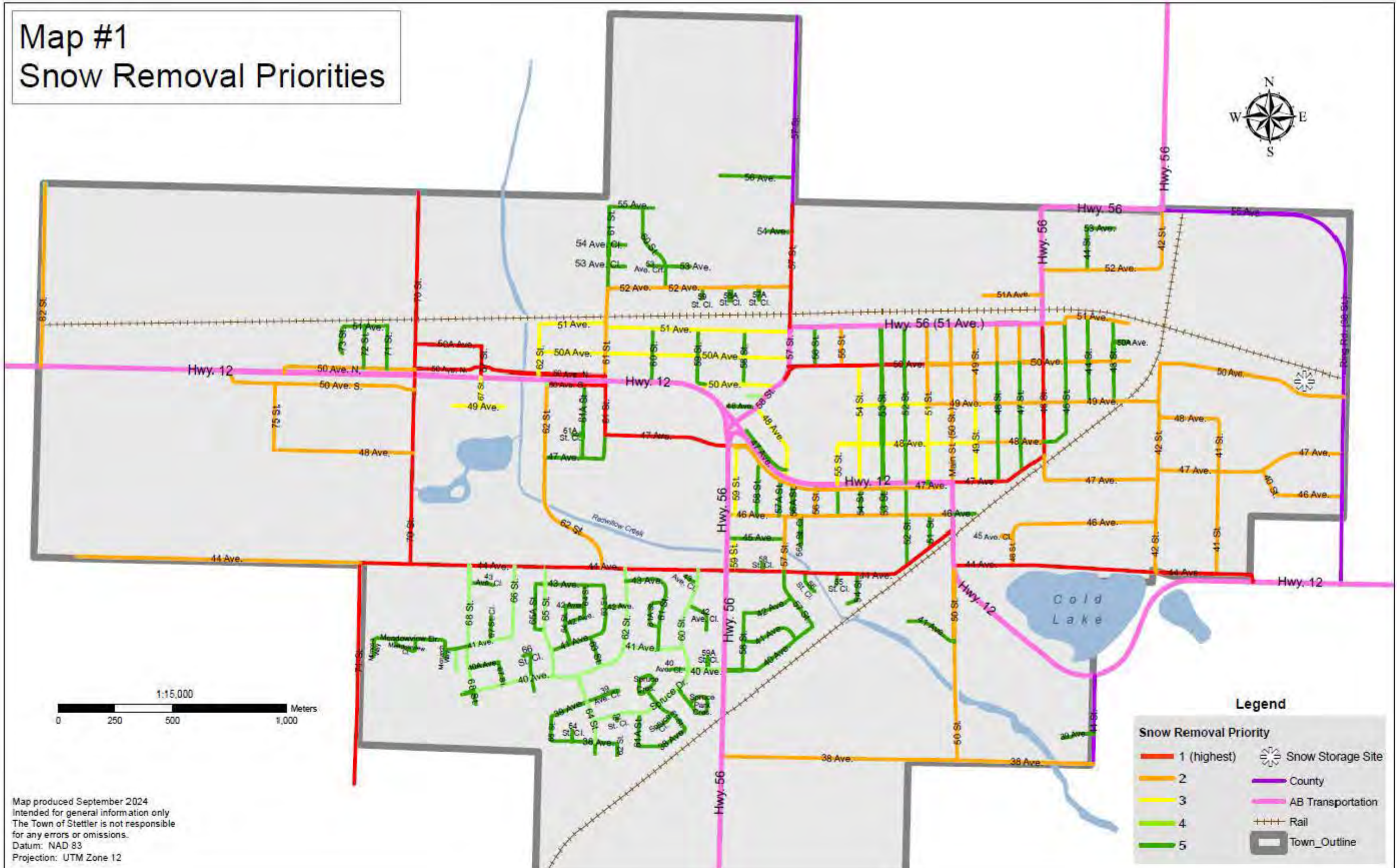
Section 5 Airport

The County of Stettler completes snow removal full time at the airport. The Town will provide the snow blower on an as needed basis to assist with the removal of large windrows.

Section 6 General

1. Snow removal will only be done on a Saturday, Sunday or a Holiday if we have a major snowfall in excess of 15cm or as required to maintain a good level of service.
2. Snow clearing on private property will not be allowed to push snow across public right-of-ways or deposit snow onto streets or lanes.
3. Management has the right to apply snow control or ice control to any area of Town if, in their opinion, a safety hazard is being created.

Map #1 Snow Removal Priorities

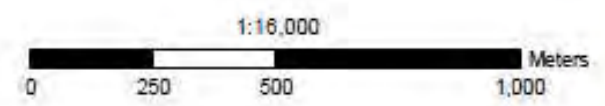
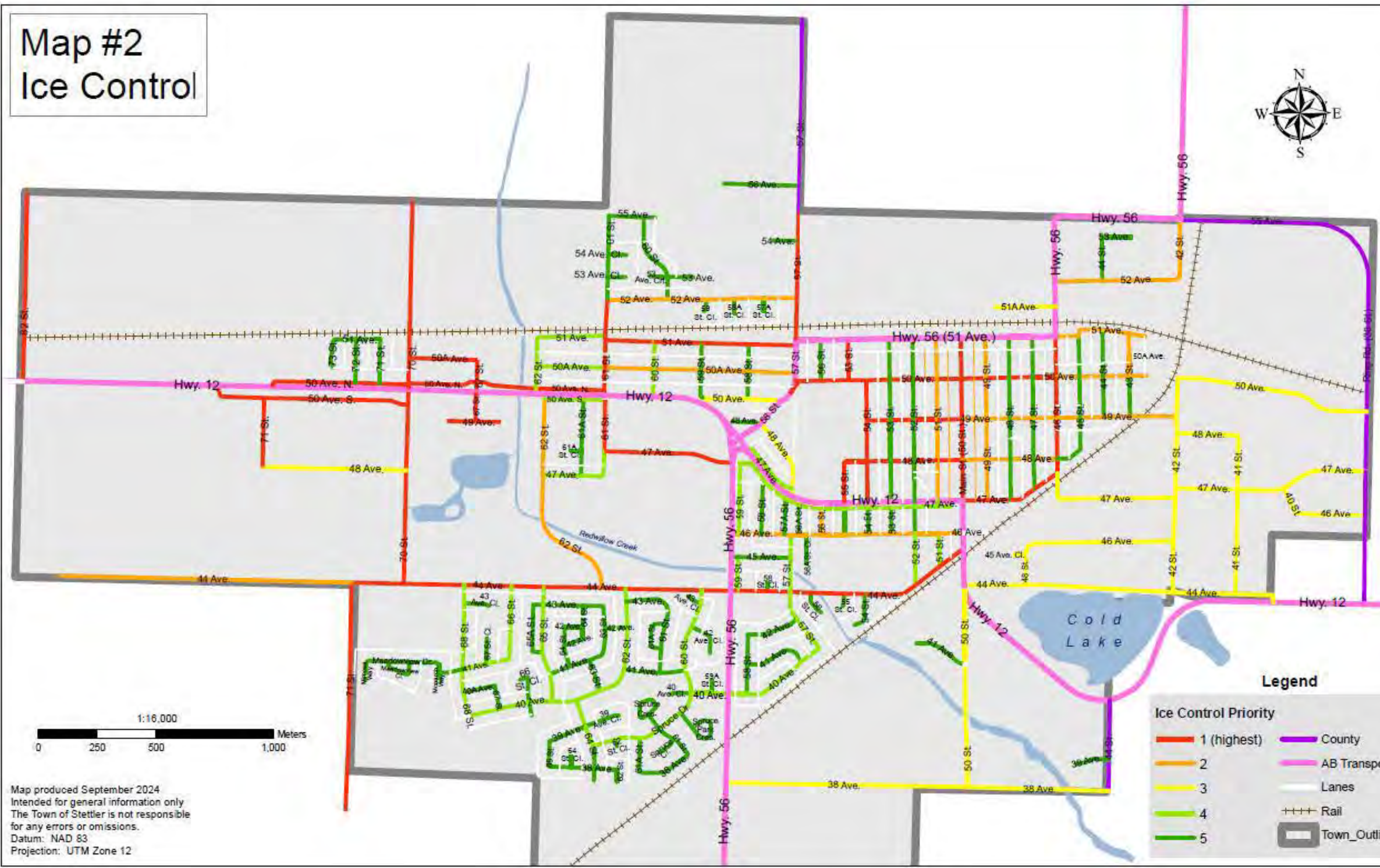


Legend

— 1 (highest)	
— 2	— County
— 3	— AB Transportation
— 4	+ + + + Rail
— 5	

Map produced September 2024
 Intended for general information only
 The Town of Stettler is not responsible
 for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12

Map #2 Ice Control

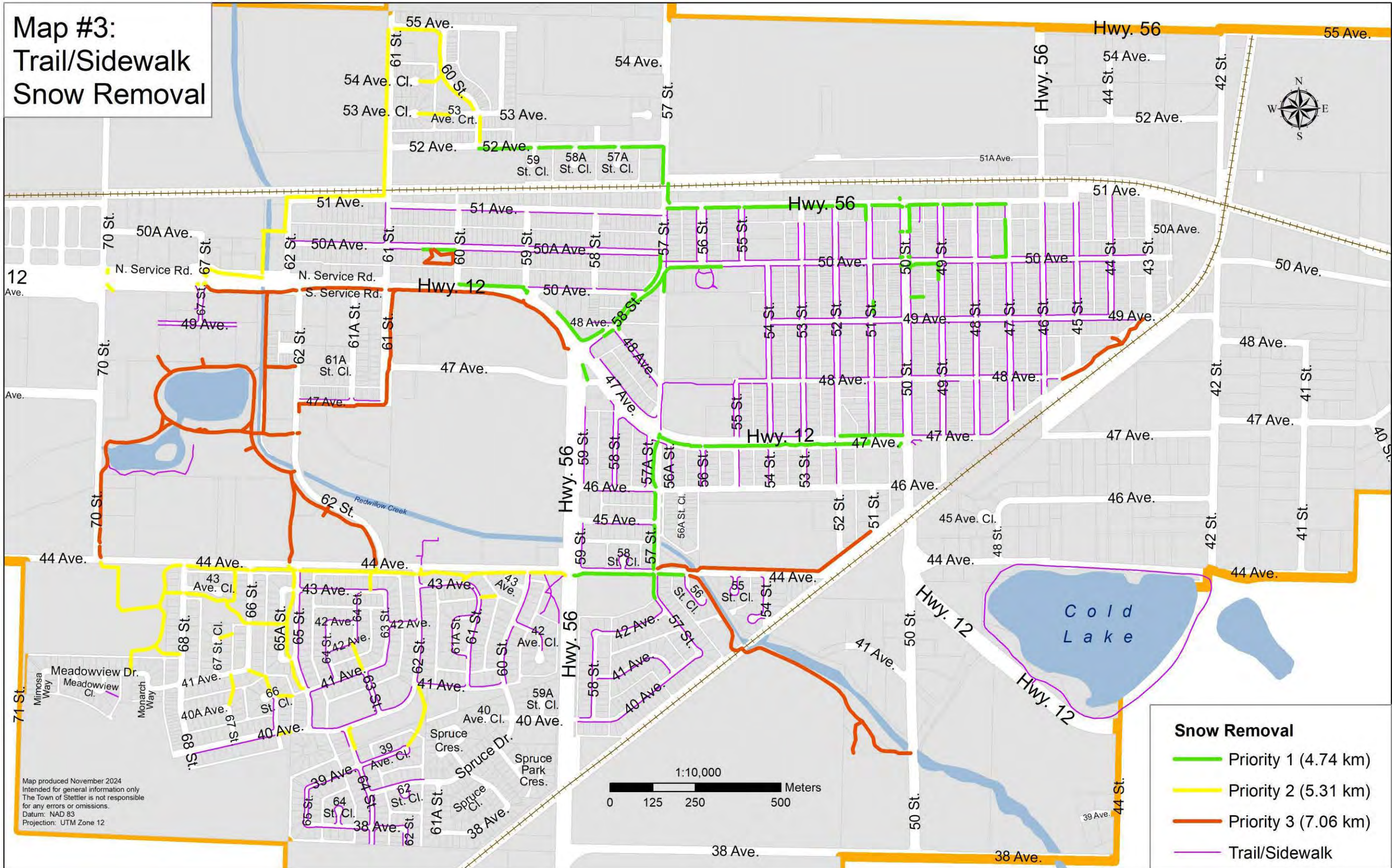


Map produced September 2024
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 for any errors or omissions.
 Datum: NAD 83
 Projection: UTM Zone 12

Legend

	1 (highest)		County
	2		AB Transportation
	3		Lanes
	4		Rail
	5		Town_Outline

Map #3: Trail/Sidewalk Snow Removal



MEMORANDUM

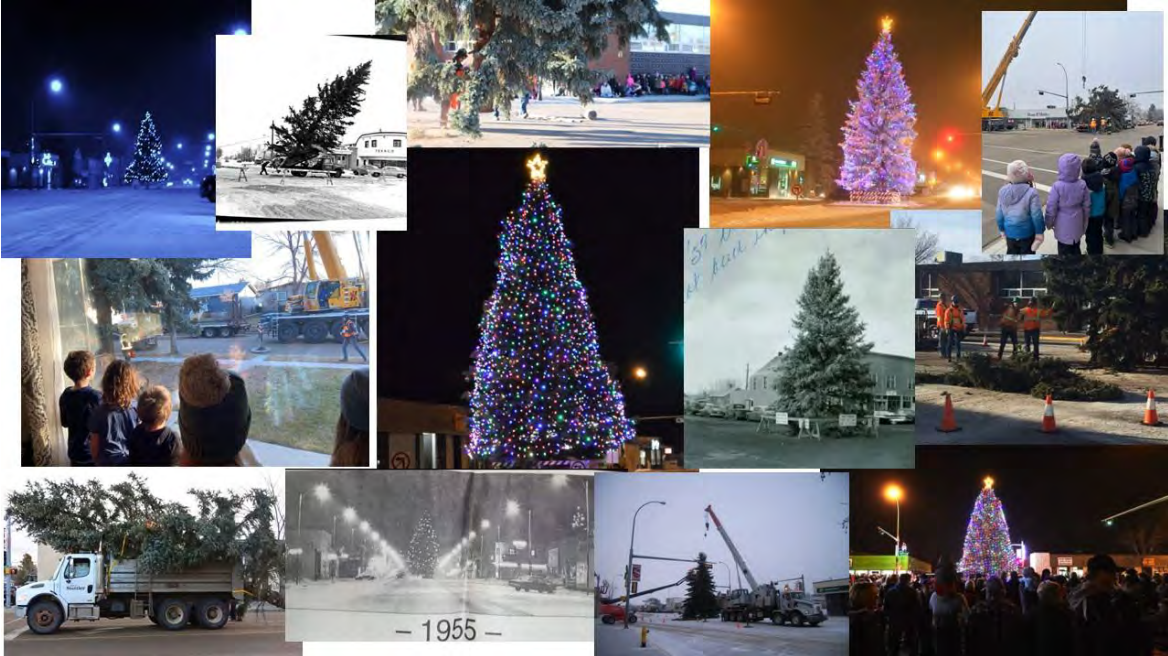
To: Leann Graham, CAO
From: Tracey McKee, Corporate Communications Officer
Date: December 5, 2024
Re: 2024 Year in Review

As we look back over the course of 2024, the words that come to mind are likely to include *growth* and *modernization*. Our Senior Leadership team have taken their roles above and beyond. With constant changes in the business world, leaders need to adapt to new challenges, technologies, and market trends to stay ahead. As leaders, you set an example for your team. Our leadership and every single employee who work together as the backbone of this organization ensured that our mission statement remained at the forefront:

“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.”

This growth was not only seen in our leadership, but each department has continued to demonstrate their creativity and dedication to Stettler by seeking out new initiatives, expanding opportunities and giving back to our community. Our team's commitment to never settling for the status quo is what makes our town the best place to “Live, Work, and Play.”

Looking back over the year it reminds us of the impacts our organization has on the community and how we become a part of their lives in one form or another. The Main Street tree is a demonstration of such, this time of year is celebrated by the traditions we make; and in Stettler one of our cherished and loved traditions will always be the Main Street tree; the Town of Stettler staff are dedicated and excited to bring this beautiful tradition to life year after year.



A summary of our team's accomplishments and contributions are brought forward to Town Council each year, and it is important to note that this list simply never gets shorter. Each year brings new milestones, and our already high standards reach new heights. Although we could discuss the outcomes of these efforts at length, the words of Stettler's residents say it all:



Helen Harvey
The best town in Canada no doubt!

6w Like Reply Hide



Barb Gano
Thank you to everyone that was involved in making this happen. We live in a great community

8w Like Reply Hide
10h Like Reply [Send message](#) Hide



Brenda Gramlick
Love this tree....this is Stettler



6h Like Reply [Send message](#) Hide



Helen Harvey
As usual the town of Stettler leads the way in small town community spirit. My great grandchildren look forward to seeing this each year, beautiful as always!

1h Like Reply [Send message](#) Hide



Jaclyn Armstrong
The terrific snow removal that the town of Stettler does! Makes me happy to see all the machines going at once and making our streets amazingly clear.

Like Reply Share 4m



Deborah Nixon
Thank u so much for keeping our streets so clean winter and summer . You guys do an amazing job !

18h Like Reply [Send message](#) Hide



Helen Harvey
As I always say.....What a fabulous town to live in

9w Like Reply Hide



Linda Plested
Thank you Town of Stettler crews. Your hard work every year brings beauty to our town and makes us just a little bit more special. Enjoy it every year. ...

Like 10h

Administration

This year our administrative team has been busy implementing many new and exciting action items. In June, Rachel Morbeck, Kendra Duff and Elysa Denilla presented our Town Council with an updated and amended waterworks Bylaw 2172-24. These changes were put in place to protect the overall tax rate for the average ratepayer. Some of these key changes include, but aren't limited to: an increase to the renter's deposit, owner access to renter's account information, and monthly penalties based on total outstanding balance.

Kendra and Rachel also crafted a 'Welcome Letter' for newcomers to Stettler, outlining all the important information one would need when moving to a new Town. You can find it in office, or on our website under Live or The Town. They also worked to revamp the pre-authorized forms for Taxes and Utilities, and Rachel made them both fillable online. Rachel, our Tax Coordinator, implemented e-bill authorization forms for the 2025 tax year, which has been in the works for some time now. We are very happy with this forward thinking as technology is growing more and more prevalent in our society. On March 26th, Rachel also played an integral part in launching our 'Clean Energy Improvement Program' for Town of Stettler residents.

Kendra, our Utility Clerk, has also been busy with our Water Meter Replacement Program, working in tandem with our Water Department to change out the old outdated meters, and install the new Mach 10 Radio Frequency meters that came with our new Neptune 360 program that we implemented in 2023. This year we targeted the least reliable meters, and have had much success in getting them replaced, with having changed out close to 100 meters.

Rachel and Kendra have also been busy inputting all the new postal code changes that Canada Post put in place on May 13th of this year. This has been an extensive and ongoing process. Kathleen Shanks, who is our Accounting Assistant, also felt the extra workload of this change, as she had to update every staff profile, LAPP, and Equitable Life profiles for every employee.

On top of that, Kathleen also moved into the Health and Safety Advisor role. She has completed all the AMHSA courses, and is now a Recognized Municipal Health and Safety Advisor. Kathleen found great success in emailing the T-4's this year, which is something that had never been attempted until now - another step forward for us. She was also responsible for updating Policy 11-7(1) – which is our Employee Recognition policy.

Elysa has spent much time this year improving our collections. She put together an excellent power point presentation showcasing the need to switch agencies, which was approved by Senior Management. She has worked extensively with our Bylaw officer with regards to outstanding business and animal licenses, greatly decreasing the amount of outstanding accounts. Elysa has been busy dealing with the cemetery, processing 50 Interments, 22 monument permit applications, and 13 Columbarium Wreath orders. And just recently attended the 'No Stone Left Alone' ceremony, paying respects to our Veterans on behalf of the Town.

We sadly said goodbye to some of our staff this year. Although we lost Veronica Salmon in her full-time position in Accounts Payable, she has decided to rejoin us part-time

working as part of the new Asset Management Program. Joining her in this new venture is Darby Strohschein, who originally started in Public Works. These ladies have hit the ground running, organizing all of our old files and getting ready to start this huge undertaking.

Taking over Veronica's role is Anika Neilson. Anika has been very busy learning all of the responsibilities of her new position. She has streamlined many of the processes, increasing efficiency, and she will continue to improve these going forward as she settles into her new role. She has been a very welcome addition to our team.

Lara, our Communications Officer also left us for her maternity leave, and her and her husband Bryce welcomed their brand-new baby girl, Georgia Wroe on September 14th. Joining our team to cover Lara's position is Tracey McKee. Tracey came to us all the way from Yellowknife, and has been an added asset to the office.

Rachel and Roxann attended the Tax Conference in Red Deer this year, gaining new knowledge that will come in very handy to our organization. Some other highlights this year include most of our front-end staff completing their safety training in ICS and First Aid. Rachel, Elysa and Anika also volunteered at the pancake breakfast during the Steel Wheel Stampede in June. The girls out front also had a blast painting pumpkins for the Heartland Youth Center contest. And their Halloween spirit didn't stop there – they also dressed up as our Public Works Transportation Foreman, Sarah McCrindle, for the day.





Planning and Development

In the summer of 2024, we bid farewell to Maya Brennan, who covered a maternity leave as Planning & Operations Clerk. We thank her for all her hard work and wish her all the best as she pursues her dreams in post-secondary education. Further, pleased to welcome back Maddie Standage. In the few short months of her return, she has again kept the planning and bylaw departments running smoothly with her hard work and dedication.



As of November 1, 2024 we have issued just over \$5.5 million in total building permit values, this number is down from 2023 by approximately \$1.0 million.

The Town and County along with consultants at Dillon Consulting have continued the review of the Intermunicipal Development Plan. A draft IDP document has been produced and expected to proceed through public engagement and completion in the new year.

The Community Builders Committee successfully completed the fifth year of recognition, honouring two individuals (Elaine Pitt and Charles McKay). We hosted a well-attended unveiling of the monuments, and we continue to see the public engaging in this historic recognition by taking the time to visit the monuments and celebrate some of Stettler's history.

The Economic Development Committee has been busy through the course of 2024 with completing the Town of Stettler Housing Assessment. This document will be a key component to help guide initiatives and support the community's applications for provincial and federal resources when they are available. Further, the Non-residential Tax Incentive Bylaw has benefitted 6 businesses since its passing with a potential of 6 more businesses to benefit in 2025.

The Economic Development Committee has been busy throughout the course of 2023 with the passing of the Tax Incentive Bylaw and having 3 businesses benefiting so far. We continue to utilize our land for development mapping and have seen enormous success from the 2020 Housing Assessment as new housing developments progress to meet our needs. Furthermore, we have utilized an empty lot on Main Street, acquired via bylaw compliance, and constructed Okoppe Way which allows for connectivity from Main Street to the Okoppe Parking Lot.

Alfred (Alf) & Jean Erichsen graciously donated a 3-acre natural area to the Town of Stettler, which has been subdivided and rezoned to park use. The newly named Homesteaders Park is dedicated to the homesteaders who shared Carl Stettler's vision of a Swiss-German Community, homesteading in 1904 an area south and east of the Town of Stettler. The park is now owned and stewarded by the Town of Stettler and features a natural path, parking area and historical informative plaques created by Alf. The park provides many possibilities with plans to connect to existing pathways and become a peaceful area for all to enjoy.

Land Sale and Lease

The sale of Town owned property at 5013 – 50 Avenue was finalized in 2024. Further, with coordination from adjacent property owners at 5007 & 5011 – 50 Avenue the lane behind 50 Avenue was successfully expanded and registered as an operational lane width.

The lease with Alberta Health Services for the A.E. Kennedy building was renewed over a ten-year term expiring in 2033, the lease rates yield \$2,264,891.25 annually. Updates at the AE Kennedy building for 2024 included a new parking lot and window cleaning.

Cash Land Leases secured with a revenue value of approximately \$17,000.00 annually until expiry in 2025.

Bylaw Enforcement



Our Bylaw Officer Kaleb Blue has been successful in all areas of enforcement for the Town of Stettler. The main accomplishments this year include collaboration with the public works department for efficient enforcement for parked vehicles on streets during snow removal, resulting in just over 100 warnings issued in person and a noticeable difference in vehicles being moved in subsequent snow removal procedures. Further, coordination with the Town's accounts receivable department to follow up with outstanding animal and business licenses to have only 5 outstanding licenses as of November 1st.

We have a 5-year contract with Alberta Animal Services expiring in 2026 and look forward to continuing our partnership for bylaw enforcement.

COMPLIANCE PROPERTY STATS IN STETTLER
Nuisance Bylaw, Compliance Orders - January 1, 2024
to November 1, 2024

Compliance orders issued: 4
Inspection Notices: 4

ANIMAL CONTROL STATS IN STETTLER
January 1, 2024 to November 1, 2024

Number of tickets issued: 19
Total value of penalties issued:
\$2,100.00
Number of warnings given: 35
Dog aggression/bite complaints: 12
Dog/Cat Running at Large: 56
Dog/Cat Impounded: 18
Complaints received: 104

TRAFFIC ENFORCEMENT FINES
January 1, 2024 to November 1, 2024

Number of warnings for
vehicles not moving during snow removal: 102
Number of ticket issued: 13
Total value of penalties issued: \$550.00

OTHER BYLAW ENFORCEMENT STATS- Complaints Investigated
January 1, 2024 to November 1, 2024

Property (refuse/unsightly/): 54
Snow removal & overgrown grass & weeds: 73
Overgrown trees: 26
Parking / traffic: 60
Noise: 6
Fire pit: 1

Lastly, following continuous bylaw enforcement since 2017, the property at 5301 – 51 Avenue was forfeited to the Town of Stettler and the lot was successfully cleaned up in the summer of 2024.

Before

During

After



Operations

2024 proved to be an exceptionally productive year. The drier weather, although posed challenges with respect to water use and supply and certainly negatively affected all farmers in the region, it did provide ideal construction windows.

Successfully completed projects this year include rehabilitation of Spruce Drive, watermain replacement in 47 Avenue, concrete crushing, health unit parking lot paving and layout, highway 56 and 12 pavement repairs, and the reconstruction of the airport runway. We look forward to the pedestrian crossing improvements on Highway 56 and 12 to be completed once all components have arrived, product shortages has delayed the installs.



Health unit Parking lot (shown above)



Airport Paving (shown above)



Spruce Grove paving (shown above)



Highway 56 paving (shown above)

All equipment planned in the capital budget has been purchased within budget limits and is currently in operations, we are just awaiting on the delivery of the new tandem (expected early 2025).

Water Treatment Plant

2024 was the first full year of running the ACH coagulant as a replacement for the alum that we used to run. The ACH is working well in our system. We were able to stop injecting Sodium Hydroxide all together as we no longer need it for PH correction. We do however use a small amount more of Sulfuric Acid during the summer months for PH correction. We used to receive approximately 9 bulk loads of Alum per year. We are now down to just under 2 bulk loads of ACH. ACH is triple the cost of alum but this year we used less than 1/4th the amount of alum. Over all we are seeing a nice cost savings with the switch. The hazards with offloading bulk chemicals have also decreased substantially.

In February our old boiler sprung some tube leaks. We had to make a decision to spend a lot of money repairing an old boiler that would probably spring more leaks, or spend more prudent money on a new four boiler system option with a not too high price tag. The new boilers are also more efficient than the old boiler. The new boilers are also no longer under ABSA jurisdiction. I am happy that the prudent money was approved.



We have started to replace some of the plant lighting with new LED lights that are now hung at heights that are more accessible and safer for maintenance. There are now 8 new LED lights that replace 16 of the old, 3 tube light fixtures which should also save on the electric bill.



We are still in the process of upgrading our SCADA system. The main plant system is in operation with some fine tuning ongoing as we continue the commissioning process. The upgrades should all be finished by years end.

November, we should have a new chemical resistant coating added to our Sodium Hypochlorite containment area.

Also, by years end we will have the chlorine room crane moved and repurposed to the high lift area monorail to replace the old manual chain fall that needs to be replaced. The crane was no longer needed in its current location.

There will also be a new, two-tiered ladder and platform addition in our Micro Filter building to access the chemical injection site safely during maintenance activities.

The old Chlorine injection room is being repurposed into a new maintenance shop area for the Micro Filter building.

Over all it was a good year with few equipment failures. The water quality was maintained at high standards. Some safety hazards were eliminated or downgraded by replacing with safer options and addition of new equipment.

Water/Wastewater Department

Our Wastewater department has been busy with:

- Water service leak repairs, Water main break repairs- replacing Saddles, Mainstops, Curbstops, boxes and rods, Hymax couplers and Robar repair clamps.



- Sewer service repairs, Sewer main repairs
- Water Main valve repairs- replacing bolts, gaskets, box's and rods.
- CC repairs
- Hydrant replacement and repairs
- Completed the Hydrant inspection program in Spring and fall
- Completed the Hydrant Flushing program this fall
- Winterized all 292 hydrants this fall
- Meter replacement program and at the same time we continued to replace failed meters.
- Made some upgrades to the Water Dispenser- New flow meters, pressure transmitter to connect to our SCADA system, and a better heating system.
- Completed all readings, repairs and maintenance on our Facilities necessary to the Water and Sewer systems- A and B Lift Stations, East End lift, Aeration Building, Lagoon pump stations, Water Transfer Station, Town reservoir, Pig Vault.



- Completed our Wastewater treatment program
- Completed our Sewer Main Flushing program- Half the town, all sewer mains that feed B Lift Station

Picture inside wastewater manhole after cleaning (below)



- Removed Cattails from all cells at Wetlands as well as creek surrounding the Wetlands.
- ICS 200
- Worked alongside ATCO, Apex, Telus, plumbers and contractors to accomplish construction work and issues for rate payers.
- Various projects, built a new deck for unit 174, built tool and grease storage. Wooden tool box for unit 34. Dump pit at Lagoons.
- Completed the replacement of one section of the Wetlands header (there are 4 sections).



- Monitored and communicated with Alberta Environment on the effectiveness of the Wetlands system
- Completed all reports to Alberta Environment for Water and Wastewater
- Helped Roads crew when needed- hauling snow, cleaning sidewalks, hauling materials
- Locates
- Completed nitrite testing and dead-end flushing program.
- Completed all sampling/testing in compliance with our Water and wastewater approvals.
- Switched lights to LED's in A and B Lift Station's

Transportation Department

- Used the truck box off the new 1 ton and converted it to a new trailer that is used for asphalt patching. Installed storage boxes that will safely hold our tools
- Worked with the water department to build and maintain the outdoor rinks throughout the winter months
- Completed two full rounds of snow removal
- Continual snow removal in the uptown town parking lots including the fire hall
- Continual snow removal on pathways
- With the help of Heartland Industries, put up the Christmas tree on main street
- Staff training in ICS 200
- Put snow on the west Stettler hill and Parkdale for the kids to go tobogganing
- Safety manual review
- Worked with Emcon to clean up the snow on the edges of Hwy 56 from KFC to Vet clinic
- Tree trimmed trees that were hitting our equipment when hauling snow
- First aid training for staff
- Continual staff safety training
- Filled potholes throughout town several times
- Took out the ice at the arena
- Cleaned up the snow blower for the trade show
- Took down the old awning on the south side of the health unit
- Cleaned up the west side of the shop yard and leveled the area for the installation of the new fence
- Boulevard sweeping and street sweeping the whole town in the spring
- Worked with Emcon to complete boulevard and street sweeping along the highways in town
- Placed out the speed trailer in different locations throughout the summer
- Applied dust control product in the shop yard, 50a ave by peavey mart, road between the aga society and the curling rink, and the patches that were dug up along 47ave for water main replacement
- Spring we tamped all the graves that were dug throughout the winter
- Problem storm line flushing in meadowlands, parkdale, and thru the school
- Continual clean up and rolling of the piles at the compost site
- Removed old culverts and backfilled areas at Fast times towing and TKS
- Street sweeping in Big Valley, Rochon Sands, and Erskine

- Installed 2 community builder signs along the pathway on the south side of 44ave east of 62st
- Installed 1 solar sump pump along the tracks at hwy 56 and 46st
- Installed 3 solar sump pumps on the west end of the airport runway
- Storm line replacement
- Lane cleanup
- Had Atco remove the overhead lines from the shop yard
- Asphalt patching
- Worked with county for dust control application in front of the hangers on the west end of the airport
- Repainted the lines in the parking lot at the rec centre
- Had the town dispersal sale
- Replaced the barrel on main street for the Christmas tree
- Dug out two patches by the COOP bulk station where the road was falling a part
- Asphalted pads by the poles for the solar crosswalk light at the arena for better access to the buttons
- Cold pour crack filling on 70st
- Took some equipment over to the daycare to show the kids
- Removed all the old playground equipment from the tot lot at Fas Gas
- Built a pathway inside the playground at the Fas Gas tot lot
- Dug out the base for the new equipment at the Fas Gas tot lot
- Took down an old trailer that was at the back of the Homesteaders Park
- Dug out for the pilings and frost wall for the old cold storage building
- Built a fence at the Okoppe Parking lot on the south side
- Ground all the sidewalk trip hazards throughout town
- Worked with Heartland Industries and moved the old cold storage building



- Dug the frost wall for the new shop addition
- Line painted the parking lot at the health unit after the pavers were done and installed all the parking curbs and new signage
- Built shelving in our sign/barricade shed to hold all of our extra signs
- Cleaned out all the excess material that has been built up over the years in the far east cell of the snow dump
- Landscaped along all the new sidewalks and curbs
- Tried out the new Christmas tree stand that was built by a local welder for holding up the main street tree



- Installed all of our snow fences in preparation for winter
- Installing a fence at Okoppe way

Parks & Leisure

For the Parks and Leisure Services Department, 2024 has been full of events and lots of new/existing programming. In addition, various capital projects were completed or are currently underway. Here is an outline of what was a busy 2024

Events

It was once again a very busy 2024 event wise for the Parks and Leisure Services team. More importantly, there has been a significant increase in attendance numbers for internal program offerings.

In February, our annual Family Day Winter Carnival event was held at the SRC. For the past two years, the department has partnered with FCSS, the Heartland Youth Centre, the Family Resource Network and the Stettler Public Library. This year's activities started with a pancake breakfast put on by FCSS. Immediately following breakfast there was a Magic Show in the Hub by Magicmon, carnival games put on by local youth that attend the HYC, and a family photobooth. A free hot dog lunch was provided in addition to a family swim and public skating with Klay the DJ entertaining everyone in the rink. All events were free of charge and held at the SRC. Family Day is a great opportunity for those that don't typically access the facility for user group programming like hockey, lacrosse, swimming, etc. to enjoy the SRC and what it has to offer families.



In April, the Erskine Curling Club inquired about the possibility of hosting the Boston Pizza Cup (Men's Provincial Curling Championship) at the Stettler Recreation Centre from February 5-9, 2025 when the original host pulled out. After some discussions with regular user groups in regards to ice availability impacts we were able to get an agreement signed off with the organizers and Curling Alberta and we look forward to hosting the event in February 2025. Staff and event organizers have been meeting throughout the planning stages to ensure another successful curling event is held at the SRC.

As is the norm in late Spring and Summer, our ball parks and soccer pitches have been hubs of activity which also helps to keep our campground full each weekend. Stettler Minor Ball was once again able to host their annual female softball tournament June 2-4 with the event hosting 65 teams in 2024. This is an increase from the traditional 54 teams that have been accommodated in the past. We estimate that this event brings in approximately 2,500 participants and spectators to our community. In addition, the

annual "For Heaven's Sake" Slow pitch Tournament was held September 6-8, 2024. This tournament has been operating since 2014 when it started with just 10 teams to now 36 teams. The tournament has raised ~\$135,000 with major contributions going to the Red Deer Regional Health Foundation and the Ronald McDonald House of Central Alberta. Since 2020 the event has made donations to the Town of Stettler totalling ~\$35,000 for a future playground development at the Stettler Sports Park.

The annual Stettler Triathlon took place at the SRC on Sunday, July 14th, 2024. Once again, the triathlon was a huge success. This event is led by a group of energetic and passionate volunteers and supported by SRC staff. This past year's race, saw 210 athletes participate (up 30 athletes from 2023) and approx. 300 family, volunteers and general spectators.

Summer cultural events kicked off on July 1st with Canada Day. The event saw 1,403 people go through the gates at the museum to attend Canada Day celebrations. This number does not include the people that attended West Stettler Park in the evening. The success of Canada Day is a result of partnerships between the Town of Stettler, Celebrate Canada, Stettler Town and Country Museum, the Stettler Public Library, the Family Resource Network and FCSS, which all come together to ensure a full day of family fun activities are held starting with a family fun day at the museum. Our traditional activities are held at West Stettler Park and include live music, lawn games, cupcakes (500 served in total) and a firework's show to wrap up the day. Summer was also highlighted by the weekly Music in the Park concert series which was held every Wednesday for a total of ten (10) shows, with acts providing a wide array of music to the public.



Summer Event season wrapped up with Stettler hosting Alberta Culture Days for the sixth year in a row with activities taking place from September 1-30. A wide range of activities were offered to the public ranging from art and cooking classes, museum displays, presentations and tours. This year culture days featured the culture of Switzerland with a main feature weekend that was held at the Stettler Elementary School on Friday, September 13th and then at the Museum on September 14th.



Major presentations and events were also held throughout the two days including alphorn demonstrations, Swiss Life Cultural presentation, traditional food sampling, Swiss dog and cow show and a Swiss Cow coloring contest which saw 426 entries from students in Grade's 1-6 throughout town and county.

This years Alberta Culture Days Celebrations saw approx. 2,000 people participate whether that was through one of the school programs that were offered or an evening/weekend activity that was held for the general public. A full outline of the events that were held can be found here www.stettlerculturedays.com.



Facility Programs & Services

Aquatic Centre – This past year we have had the pleasure of teaching swimming lessons to all the schools, both in the town and in the county, as well as Alix Mac school during the 2024 year. This means over 900 students received lessons through the schools.

Our after school and summer lesson programs to date have had about 590 swimmers partake.

We are fortunate that through key sponsorships we can offer free swim times throughout the month. Zoe and Shane's No Frills public swim is the 1st and 3rd Friday evening in the month. Superfluity Family swim is the 2nd Sunday of each month followed by Simonin Law Family swim which takes place on the 3rd Sunday of the month and finally Kid Sport Sponsors the 4th Sunday public swim. These free swim opportunities give those who may be under privileged or just want to spend more time in the pool.

New to the Aquatic Center is Special Olympics. The first session was held on Oct 18th and is a combined program with our sensory swim time. The first hour is offered as a have fun structure the last half hour is instructed. Thanks to Jason Delwo for the Facebook post and we look forward to supporting a possible Special Olympics meet at the end of the session which will conclude in April.



Our shut down was very successful as we were able to switch out the sand in the filter tanks and have our facility up and running in a very short period of time. Thank you to the Utility Department for their help with sand removal and to the aquatic staff for moving 24,500 lbs of sand. With the help of the staff moving the sand, this gave the final invoice a \$1600.00 credit because the contractors were able to get to another job earlier. A huge shout out to the heavy aquatic lifters!

The Aquatic Center also managed to fulfill a couple more capital projects in 2024. Window film was added to the south facing windows. In July, as a result of the power failure when a crow flew into a power pole, new VFD's were installed on air handling unit 1 (the main unit for the pool basin). As a result of the power failure, the control unit for AHU1 had a major melt down and with the quick response of our contractors and having the VFD's on hand that were originally scheduled to be installed during shut down, we were only down for the rest of that day and until 9 am the next morning once ATCO electric put cages around the switches and power could be restored to normal.

Fitness Centre – The Fitness Centre continues to be a busy place within the SRC the entire year. A combination of regular members and an increase in drop in's due to some of the work taking place in Stettler has kept the space very busy each day.

Programming offered by the fitness centre included Active Living, Spin Cycling, Early Riser and Any Age Any Stage. This past year a total of 5 sessions were ran (4-6 weeks each at two times per week) with approximately 25-40 registrations per session. The Adult Living program is offered 2 times per sessions it is our most popular program.

This past year we updated some of our internal fitness equipment which include the purchase of a new and safer squat rack. This piece of equipment is a great replacement to our old squat rack as it is traditionally a very well used piece of equipment within the facility. The new safety features offered will ensure patrons are safe when lifting significant weight while using the rack



Arena's - The SRC was a busy place to end the 2024 hockey/figure skating season. The Imperials went on another long playoff run in 2024 as well playing in front of near capacity crowds each night. This was in addition to various minor hockey teams that stretched their seasons right to the end. The annual Stettler Figure Skating Carnival was also able to go mid March in 2024 with fantastic crowds as always. The 2024 season was highlighted with the Stettler Minor Hockey Association hosting the U18 Tier 1 Provincial Championships. As a result of hosting this Championship, the Stettler Minor Hockey Association was awarded the 2024 Provincial Championship Host Site of the Year Award from Hockey Alberta.

In April, staff were busy getting the ice removed and started prepping the building for dry floor activity which includes hosting the Stettler Tradeshow. This year's tradeshow saw record numbers and is a great event within the facility as for many attendees it is the only time they come into the building. Through out the spring, Stettler Minor Lacrosse kept the building busy. SMLA participant numbers continue to rise each year which has warranted additional staffing during Lacrosse season to assist with increased spectators and large event weekends.

At the conclusion of the SMLA season, our two arenas were shut down for a couple weeks to complete the overhead door replacement as part of the 2024 capital budget. Once completed we were able to host two different circuses within the building..

As summer came to an end and prior to the start of the 2023-24 hockey season we had two hockey schools over back-to-back weeks take up residence at the SRC at the end of August. First, the East Central Hockey School took over the building for there annual week in August with a sold-out camp of both local and out of town participants. The second school was put on by the Olds College Bronco's hockey team and it was an all-female camp that was very well received within the community and surrounding area, while at the same time filling a historical gap in ice bookings prior to hockey and figure skating starting their ice bookings.

Overall arena user numbers remain steady within the SRC. We lost one historical adult rec team with a weekly booking to start 2024 but we gained 3 additional groups, which is a great increase in one year. SMHA continues to be a model association for female hockey programming which keeps there numbers historically steady and SMHA utilizes our early morning ice times that are available. Figure skating and Fun Hockey are our other two significant user groups that continue to utilize their historical ice bookings.

Lastly, as indicated earlier, preparations are currently underway within the facility to get the blue arena and our various meeting spaces prepared to host the Alberta Men's Curling Provincial Championship (Boston Pizza Cup) which will be held from February 5-9, 2025.

Parks & Open Spaces

As with previous years, Parks and Leisure Services staff were busy ensuring our facilities, parks and open spaces were maintained to the highest standard and also included a few new projects throughout the year.

During spring and summer months Parks and Leisure staff were entrenched in regular duties (ongoing care and maintenance of parks and green spaces, spray park, campground, tree pruning and flower beds/pots) in addition to a number of other key projects related to our parks and open spaces.

In August, Senior Staff started work with our consulting firm to establish a new Parks and Open Spaces Master Plan for the community. The plan is currently in second draft form and the Parks and Open Spaces Committee along with Senior Staff are working with our consultant to establish action plans(s). We look forward to our consultant wrapping up the project with a final submission in the first quarter of 2025.

In September, after two years of planning between the department and our local Kin Clubs of Stettler, construction started on our new inclusive playground located on the corner of 60th St and 50th A Ave (behind the Canalta Hotel). The park has an agricultural theme which celebrates the strong agricultural roots of our community. The Public Works team were responsible for base prep work of the playground area in addition to base prep work required for the pathway that meanders the park area. P & L staff were responsible for the finish landscaping. We look forward to the official grand opening in the Spring of 2025.



During the winter, in addition to overseeing operations in the SRC, staff were busy ensuring that the skating oval was flooded for the public after it had been built up with the help of the public works team. P & L staff have prepared the oval for flooding to begin the start of 2024-25 season. In addition, staff have recently completed the hanging of ~2 Km of lights in and around the oval path, essentially doubling the number of lights from previous years. All other outdoor skating surfaces are built and generally maintained by the public works team which do an exceptional job keeping the surfaces safe and playable.



Lastly, after a lengthy wait, construction on the outdoor arena started in September. Significant progress has been made in just a short time period by Admiral Welding in Stettler that took over the project after the original contractor was terminated from the job. We are looking forward to the completion of the outdoor arena in December.

Parks & Leisure Administration

Staff continue to sit and work on various internal/external committees. Senior Staff met regularly throughout the year with Stettler's Circle of Services, the Heartland Beautification Committee, and Culture Days as previously noted. Internally, meetings were held as part of the Town of Stettler Strategic Planning, Parks and Open Spaces Committee, SRC Expansion/Field House Committee and the Town of Stettler Christmas Destination Committee.

In-person meetings were held on a regular basis with various key stakeholder groups and leaders to assist them with their programming opportunities, facility usage/access/fee's, etc. Groups included the Senior Centre Drop-In Club, Swim Club, Minor Hockey, Figure Skating, Minor Lacrosse, Fun Hockey, Stettler Imperials, Clearview, Minor Ball and Minor Soccer.

Fire Department



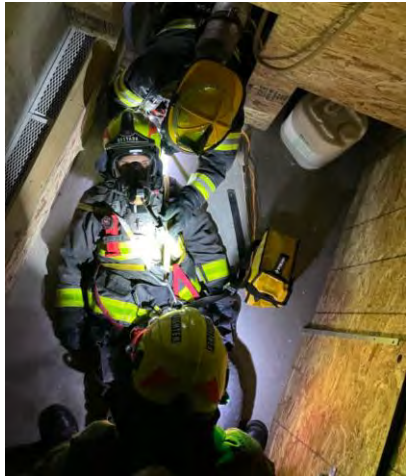
The Fire Department is always happy to participate in a community-wide food bank drive, as well as a series of educational and training events aimed at promoting safety and preparedness. The department invites residents to participate in this important cause and support ongoing efforts to build a safer, healthier community.



Firefighters visit local schools and invite schools to visit the fire station to deliver engaging presentations on fire safety, emergency preparedness, as well as interactive sessions which will help students understand safety fundamentals and how to respond effectively in emergency situations.



The Fire Department recently held a powerful demonstration for Grade 12 students at William E. Hay Secondary Campus, showing firsthand the dangers and consequences of distracted driving. Firefighters performed a live vehicle extrication, simulating the aftermath of a car crash caused by distracted driving.



Our volunteer firefighters with the Fire Department dedicate countless hours each month to extensive training, preparing to respond to emergencies with skill and confidence. The demanding regimen includes drills in fire suppression, rescue techniques, first aid, and hazardous materials handling, ensuring that these committed volunteers are equipped to handle a wide range of crises.

MEMORANDUM

Date: July 16, 2024

From: Leann Graham, CAO

Re: Physician Recruitment & Retention Incentive Policy and Agreement Amendment

History:

In July of this year, the Town of Stettler and the County of Stettler passed a Physician Recruitment & Retention Incentive Policy and entered into Agreement to administer the incentive program jointly.

The policy sets out criteria requiring the physician to provide both clinical and emergency room medical care to the community for eligibility for the incentive. The value of the incentive scales depending on the additional services the physician can provide, such as obstetrics and anesthesia.

The policy and the agreement had a sunset clause of December 31, 2024, as many efforts around physician recruitment have taken place and are still underway. Administrations from both the Town and the County have discussed and are presenting an amendment to allow for an extension of the policy and contract for an additional 2 years, amending the sunset clause to December 31, 2026, at which time we will re-evaluate the program and its successes.

Budget Evaluation:

Within the policy each onboarding physician would be eligible for between \$50,000 and \$70,000. With the participation of both the Town and the County, each municipality would be responsible half of the incentive value, ranging from \$25,000 and \$35,000 depending on the eligibility criteria within the incentive program.

In the 2025 operating budget we are including \$200,000 to support the incentive program and within that we have commitments of \$77,500 and a consideration of \$25,000.

Recommendation:

Administration respectfully recommends that Town of Stettler Council adopt Policy VII-7 as amended.

AND

Administration respectfully recommends that Town of Stettler Council authorize the Mayor and Chief Administrative Officer to enter into an amended agreement with the County of Stettler to administer and fund the Physician Recruitment and Retention Incentive regionally, with Town funding to come from the Operating Budget.

TOWN OF STETTLER

Prepared by: CAO Number: VII-7
Adopted by: Town of Stettler Council Original Policy: 2024 07 16
Previous Policy: 2024 07 16
Current Policy: 2024 12 03

Title: Physician Recruitment & Retention Incentive

Purpose: To establish a procedure for physicians to apply for a financial incentive to relocate to the community.

Policy Statement:

1. Councillors and Senior Administration will work with community groups, AHS, and local physicians to identify and attract Candidate Physicians to move to our community.
2. Wherever possible, Candidate Physicians will be invited to the community to give the Town and partners the opportunity to promote our community and encourage the Candidate Physician to relocate to Stettler.
3. A Candidate Physician who wishes to apply for a Physician Recruitment and Retention Incentive shall apply in writing to the Chief Administrative Officer.
4. A Candidate Physician must provide the following services to be eligible for the PRRI:
 - a. Full-time clinical family medicine; and
 - b. Full participation in the on-call rotation to provide emergency medical services at the Stettler Hospital and Care Center.
5. The value of the PRRI shall be dependent on the additional services the Candidate Physician is providing:
 - a. A Candidate Physician who will provide anesthesia and obstetrics including child delivery shall be eligible for a PRRI valued at \$70,000.
 - b. A Candidate Physician who will provide anesthesia shall be eligible for a PRRI valued at \$60,000.
 - c. A Candidate Physician who will provide obstetrics including child delivery shall be eligible for a PRRI valued at \$55,000.
 - d. A Candidate Physician not providing any of the aforementioned additional services shall be eligible for a PRRI valued at \$50,000.
6. A Candidate Physician not meeting the eligibility criteria or providing additional services not valued in this policy may apply to Council for consideration of a discretionary PRRI.
 - a. Council shall decide on the value of the PRRI based on the services the Candidate Physician proposed to provide.
 - b. Council shall consult with all funding partners before awarding a discretionary PRRI.

7. An award of the PRRI shall be subject to the Candidate Physician entering into an agreement with the Town of Stettler. Such agreement shall, at minimum, include provisions to
 - a. Require the physician to offer the proposed services for a period of 5 years;
 - b. Require repayment of the entirety of the incentive if any services are discontinued within 2 years;
 - c. Require repayment of a prorated portion of the incentive if any services are discontinued between 2 years and 5 years;
 - d. Require the physician to notify the Town if they are unable to become eligible or become ineligible, to practice medicine in the Province of Alberta prior to expiry of the agreement;

8. The Chief Administrative Officer may grant one or more reprieves of the requirement to provide services for a leave of absence of the physician of not more than 18 months.
 - a. To be eligible for a reprieve, the Candidate Physician must enter into a supplemental agreement to extend the duration of the offered services upon return from the leave of absence commensurate with the duration of the leave.

9. The Chief Administrative Officer or their designate shall be authorized to add additional provisions to the agreement or supplemental agreement, at their sole discretion.

10. The PRRI shall only be available where the Town of Stettler is in an agreement with one or more funding partners to provide at least 50% of the value of the PRRI.

11. This policy shall expire December 31, 2026.

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77586	77608
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Active Network	77586	2024-11-29	\$1,007.32

Invoice Description	Invoice Number	Invoice Amount	
P&L - Software	4200012914	\$1,007.32	

Alberta Municipalities	77587	2024-11-29	\$335.00

Invoice Description	Invoice Number	Invoice Amount	
Equipment - Insurance Premium	45967	\$335.00	

Aspen Ford Sales Ltd.	77588	2024-11-29	\$111.55

Invoice Description	Invoice Number	Invoice Amount	
Water - Service Unit #34	245408	\$111.55	

Canada Post Corporation	77589	2024-11-29	\$1,489.74

Invoice Description	Invoice Number	Invoice Amount	
Water - UT Transfer Tax	9938182236	\$76.92	
Water - Postage	9939106020	\$1,412.82	

Fine Line Locating Ltd.	77590	2024-11-29	\$930.04

Invoice Description	Invoice Number	Invoice Amount	
Water - Reservoir Locate	24-883	\$356.79	
Airport - Private Locator	24-882	\$573.25	

Government of Alberta	77591	2024-11-29	\$450.00

Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Exam Pump Cours	H2656	\$450.00	

Hildreth, Tammy	77592	2024-11-29	\$291.27

Invoice Description	Invoice Number	Invoice Amount	
Admin - External Auditor	2024.11.28	\$291.27	

Klay Tate Productions	77593	2024-11-29	\$367.50

Invoice Description	Invoice Number	Invoice Amount	
Prepaid-Family day photo booth	2024.11.18	\$367.50	

Linde Canada	77594	2024-11-29	\$383.92

Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemical	46407087	\$383.92	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Mr Green Carpet Clean	77595	2024-11-29	\$840.00
Invoice Description	Invoice Number	Invoice Amount	
Community Hall - Steam Clean	051	\$840.00	
RCAP Leasing	77596	2024-11-29	\$655.20
Invoice Description	Invoice Number	Invoice Amount	
Office - telephone	1205070	\$655.20	
Receiver General for Canada	77597	2024-11-29	\$51,714.04
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP24-24	\$41,444.22	
Town Tax Remittance	PP24-24.	\$5,400.74	
BOT Tax Remittance	PP24-24.BOT	\$1,909.98	
Library Tax Remittance	PP24-24.LIBRAR	\$2,959.10	
Rock, Ashley	77598	2024-11-29	\$99.98
Invoice Description	Invoice Number	Invoice Amount	
Water - Refund Credit Balance	2024.11.19	\$99.98	
Score Projects Inc.	77599	2024-11-29	\$156.77
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Building Repair	10503	\$156.77	
The Marc Boutin Architchturak	77600	2024-11-29	\$5,392.80
Invoice Description	Invoice Number	Invoice Amount	
Fire - Hall Expansion	24004	\$5,392.80	
Toms Boots & Western Wear	77601	2024-11-29	\$255.10
Invoice Description	Invoice Number	Invoice Amount	
Water - Boot Allowance	09859	\$255.10	
Town of Stettler - Petty Cash	77602	2024-11-29	\$175.20
Invoice Description	Invoice Number	Invoice Amount	
Town - Petty Cahs	2024.11.26	\$175.20	
Two Way Oilfield Service	77603	2024-11-29	\$411.24
Invoice Description	Invoice Number	Invoice Amount	
Roads - Repairs to Fire Truck	001502	\$411.24	
Uline Canada Corporation	77604	2024-11-29	\$924.48
Invoice Description	Invoice Number	Invoice Amount	
WTP - Saftey Winter Wear	15176775	\$879.01	
WTP - freight	15224554	\$45.47	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Universal Industries, Foremost	77605	2024-11-29	\$1,107.90

Invoice Description	Invoice Number	Invoice Amount	

P&D - Development & Tax Incent	2024.11.26	\$1,107.90	
=====			
Van Electric	77606	2024-11-29	\$10,759.35

Invoice Description	Invoice Number	Invoice Amount	

Airport - Runway Lighting Repa	790	\$367.50	
Water - Runway Lighting	823	\$750.75	
Sewer - Laying Conduit	827	\$634.20	
Sewer - troubleshoot Pump 1	829	\$567.00	
Roads - Fix Christmas Decor	819	\$577.50	
WTP - Lighting	814 & 832	\$7,862.40	
=====			
Wilfort, Steven	77607	2024-11-29	\$45,109.13

Invoice Description	Invoice Number	Invoice Amount	

Waste water Main Connection	IVC045613	\$45,109.13	
=====			
WTS Manufacturing & Sales Inc.	77608	2024-11-29	\$4,443.94

Invoice Description	Invoice Number	Invoice Amount	

Sub Land - Purchase Lot 33 B7	2024.11.12	\$4,443.94	

		Total Cheques	\$127,411.47
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0008248	EFT0008318
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0008248	2024-12-03	\$1,771.68

Invoice Description	Invoice Number	Invoice Amount	

Parks - Replace Fill Hose	I035484	\$26.25	
P&L - Building Repair	I035489	\$74.00	
Pool - Fix Family Room Toilet	I035547	\$150.15	
Pool-Family Change room toilet	I035549	\$32.76	
SRC - Shower Head for Ice Melt	I035610	\$29.40	
SRC - Toilet Seat Lobby	I035634	\$51.16	
Water - Service Furances	W43492	\$1,179.58	
Sewer - Town Tree Roots	W43535	\$228.38	

Admiral Welding Ltd.	EFT0008249	2024-12-03	\$131.25

Invoice Description	Invoice Number	Invoice Amount	

Trans - Fix asphalt Cutter	1218	\$131.25	

APEX Supplementary Pension Pla	EFT0008250	2024-12-03	\$371.22

Invoice Description	Invoice Number	Invoice Amount	

Sub Pension Plan Remit	PP24-24	\$371.22	

Auton, Ezra	EFT0008251	2024-12-03	\$86.76

Invoice Description	Invoice Number	Invoice Amount	

Roads - Working Weekend Lunch	2024.11.26	\$86.76	

Bagshaw Electric Ltd.	EFT0008252	2024-12-03	\$1,849.23

Invoice Description	Invoice Number	Invoice Amount	

Pool - Building Repair	IC059402	\$96.60	
Arena - Pot Lights	IC059408	\$36.54	
Health Unit - Outside Lights	IC059459	\$47.88	
WTP - Plug & welding Cable	IC059531	\$286.57	
WTP - Batteries	IC059558	\$205.80	
P&L - Building Repair	IC059610	\$89.90	
Comm Hall - Bathroom Lights	IC059973	\$10.16	
Office - Lights	IC060231	\$108.57	
SRC - Propane	IC060344	\$615.19	
Pool - Repair	W14819	\$117.34	
P&L - Alarm System	W14835	\$234.68	

Barnes, Roger	EFT0008253	2024-12-03	\$25.00

Invoice Description	Invoice Number	Invoice Amount	

SRC - Phone Allowance	2024.12.01	\$25.00	

Bearcom Canada Corp.	EFT0008254	2024-12-03	\$10,959.90

Invoice Description	Invoice Number	Invoice Amount	

Fire - Voice Pager	5813044	\$10,959.90	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Benoit, Curtis	EFT0008255	2024-12-03	\$159.32

Invoice Description	Invoice Number	Invoice Amount	
Roads - Lunch	2024.11.24	\$22.87	
Roads - Clothing Allowance	2024.11.21	\$136.45	
=====			
Bond-O Security	EFT0008256	2024-12-03	\$1,059.98

Invoice Description	Invoice Number	Invoice Amount	
Shop - Fix Fire Alarm	BONDOIN129237	\$252.00	
Equipment - Radio	BONDOIN129235	\$807.98	
=====			
Bounty Onsite Inc.	EFT0008257	2024-12-03	\$2,817.21

Invoice Description	Invoice Number	Invoice Amount	
SRC - Janitor Supplies	001-158362	\$1,107.04	
Comm Hall - HVAC Filters	001-158340	\$172.62	
P&L - Janitor	001-158499	\$525.08	
P&L - Janitor	001-158848	\$114.72	
P&L - Janitor	001-158766	\$535.57	
Airport - Flags	001-158851	\$362.18	
=====			
Brugman, Etienne J. L.	EFT0008258	2024-12-03	\$52.60

Invoice Description	Invoice Number	Invoice Amount	
Fire - Meal	2024.11.13	\$52.60	
=====			
Bunzl Cleaning & Hygiene	EFT0008259	2024-12-03	\$431.70

Invoice Description	Invoice Number	Invoice Amount	
Pool - Parts & freight	142253	\$431.70	
=====			
Canadian Tire #671	EFT0008260	2024-12-03	\$1,281.30

Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Block Numbers	2584	\$17.41	
Trans - Water Cooler	2024.10.18	\$199.49	
P&L - Tools	2601	\$123.89	
Parks - Light for Oval	2606	\$940.51	
=====			
Canadian Union of Public Emplo	EFT0008261	2024-12-03	\$687.50

Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP24-24	\$687.50	
=====			
Canoe Procurement Group of Can	EFT0008262	2024-12-03	\$24,369.97

Invoice Description	Invoice Number	Invoice Amount	
trans - Fix Flat Tire	AB233573	\$76.17	
Water - Dechlorination Pucks	AB232779	\$1,520.40	
Trans - Tire Repair	AB234567	\$75.81	
Snow Removal - Tire Swap	AB234602	\$1,120.73	
Trans - Fix Flat Tire	AB234603	\$307.95	
Trans - Flat Tire	AB234569	\$66.73	
Trans - Tire Changeover	AB235360	\$1,228.08	
Trans - Parks Fleet	AB236449	\$206.98	
Trans - Tire Repair	AB236689	\$263.18	
Trans - Canopy for Roller	AB234885	\$1,302.69	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Parks, Trans - Water - Fuel	PF-12318-11799		\$5,353.06
Octobe Fuel	PF-12319-11808		\$12,848.19
Capital H2O Systems Inc.	EFT0008263	2024-12-03	\$98.81
Invoice Description	Invoice Number	Invoice Amount	
WTP - Pump Diaphragm	20248	\$98.81	
Challenger Clean Systems Ltd.	EFT0008264	2024-12-03	\$446.25
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Bunk Gear Soap	11785	\$446.25	
Cinder MSP	EFT0008265	2024-12-03	\$2,437.58
Invoice Description	Invoice Number	Invoice Amount	
Shop - Computer	2088	\$2,220.23	
Shop - Backup Power	2092	\$217.35	
Commercial Truck Equipment Cor	EFT0008266	2024-12-03	\$709.61
Invoice Description	Invoice Number	Invoice Amount	
Fie - Rescue Unit	CA-0004744106	\$450.40	
Fire - Rescue 14	CA-0004745731	\$259.21	
Dillon Consulting	EFT0008267	2024-12-03	\$11,527.35
Invoice Description	Invoice Number	Invoice Amount	
Municipal Planning - IDP	308953	\$11,527.35	
Dodd, Sonia	EFT0008268	2024-12-03	\$125.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Travell & Phone	2024.12.01	\$125.00	
Dolan, Lori	EFT0008269	2024-12-03	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2024.12.01	\$25.00	
Gamponia, Nelson	EFT0008270	2024-12-03	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Roads - Clothing Allowance	2024.11.20	\$250.00	
Gary Moe Chevrolet Buick GMC	EFT0008271	2024-12-03	\$390.13
Invoice Description	Invoice Number	Invoice Amount	
Trans - Service unit 6	209313	\$390.13	
Graham, Leann	EFT0008272	2024-12-03	\$375.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2024.12.01	\$375.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Heartland Express	EFT0008273	2024-12-03	\$506.31

Invoice Description	Invoice Number	Invoice Amount	
Water - Freight	16095	\$127.31	
Trans - freight	16155	\$379.00	
=====			
Hitch to Headlights	EFT0008274	2024-12-03	\$900.13

Invoice Description	Invoice Number	Invoice Amount	
Fire - Rescue Unit CVIP	6898	\$552.02	
Trans - repairs to Unit 86	6903	\$348.11	
=====			
Stettler Home Hardware	EFT0008275	2024-12-03	\$4,758.00

Invoice Description	Invoice Number	Invoice Amount	
Computers - Wire & Clips	138947	\$15.73	
Trans - Water	138812	\$11.25	
P&L - Parts	138785	\$14.05	
Office - Water	138814	\$10.50	
Parks - Gazebo Power	138902	\$10.49	
P&L - Curling Banner	138921	\$21.06	
Computer - Cleaning Brusg	138945	\$5.24	
Office - Water	138932	\$15.75	
Trans - water	138972	\$7.50	
Pool - Caulking	138977	\$35.68	
Office - Water	139027	\$10.50	
Fire - Milwaukee Tools	139007	\$4,398.20	
Fire - Tools	139014	\$45.14	
Fire - Tools	139047	\$77.68	
Office - Water	139104	\$10.50	
SRC - Battery	139105	\$7.34	
Water - Knives for Dig Triler	139054	\$48.80	
Water - Impact	139092	\$12.59	
=====			
Hymers, Kim	EFT0008276	2024-12-03	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2024.12.01	\$100.00	
=====			
Innov8 Digital Solutions	EFT0008277	2024-12-03	\$241.99

Invoice Description	Invoice Number	Invoice Amount	
P&L - Photocopies	IN529649	\$241.99	
=====			
Local Authorities Pension Plan	EFT0008278	2024-12-03	\$30,960.75

Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP24-24	\$30,960.75	
=====			
Leckie, Neil	EFT0008279	2024-12-03	\$25.00

Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2024.12.01	\$25.00	
=====			
Lifesaving Society	EFT0008280	2024-12-03	\$545.00

Invoice Description	Invoice Number	Invoice Amount	
Pool - Training	32211	\$500.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Pool - Training	32083		\$45.00
Loomis Express	EFT0008281	2024-12-03	\$39.74
Invoice Description	Invoice Number	Invoice Amount	
WTP - Freight	11115901		\$39.74
McCallum, Neil	EFT0008282	2024-12-03	\$171.27
Invoice Description	Invoice Number	Invoice Amount	
Water - Boot Allowance	2024.11.20		\$171.27
McKee, Tracey	EFT0008283	2024-12-03	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Phone & Tavel	2024.12.01		\$100.00
Mega-Tech	EFT0008284	2024-12-03	\$896.47
Invoice Description	Invoice Number	Invoice Amount	
Fire joint - Command Light	24-6596		\$896.47
Olson, Pat	EFT0008285	2024-12-03	\$154.22
Invoice Description	Invoice Number	Invoice Amount	
WTP - Clothing Allowance	2024.11.25		\$154.22
Pederson, Brendan	EFT0008286	2024-12-03	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
Sewer & ater - Welding Certifi	2024		\$500.00
Perry, Desirae	EFT0008287	2024-12-03	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Allowance	2024.12.01		\$50.00
Peterson, Chase	EFT0008288	2024-12-03	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2024.12.01		\$25.00
Peterson, Jacqui	EFT0008289	2024-12-03	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Allowance	2024.12.01		\$25.00
Rally Rentals	EFT0008290	2024-12-03	\$359.10
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Oxy Gas	4563		\$285.60
Trans - Shop Projects	4519		\$73.50
Raw Tools Ltd.	EFT0008291	2024-12-03	\$213.47
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop - Ear Buds	68059		\$213.47
Rider, Murray	EFT0008292	2024-12-03	\$266.89
Invoice Description	Invoice Number	Invoice Amount	
Roads - Clothing Allowance	2024.11.26	\$266.89	
Robbins, Brad	EFT0008293	2024-12-03	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Travel Allowance	2024.12.01	\$150.00	
Saunders, Chris	EFT0008294	2024-12-03	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
WTP - Clothing Allowance	2024.11.21	\$250.00	
Schowalter, Derek	EFT0008295	2024-12-03	\$41.99
Invoice Description	Invoice Number	Invoice Amount	
WTP - Clothing Allowance	2024.11.18	\$41.99	
Shanes Instrument Services Ltd	EFT0008296	2024-12-03	\$5,805.30
Invoice Description	Invoice Number	Invoice Amount	
Sewer - UPS	20829	\$1,098.30	
trans - Pressure Transmitter	20828	\$4,707.00	
Sienna's Cleaning	EFT0008297	2024-12-03	\$850.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Cleaning	764467	\$850.00	
Shirley McClellan Regional Wat	EFT0008298	2024-12-03	\$10,091.87
Invoice Description	Invoice Number	Invoice Amount	
Water Trsf - Gas & Power	SMRWSC003840	\$10,091.87	
Spiral Mobility	EFT0008299	2024-12-03	\$1,869.39
Invoice Description	Invoice Number	Invoice Amount	
Equipment - Unit 73 Set up	18709	\$1,762.93	
Trans - Parts	18714	\$19.83	
Trans - Protective Clothing	18727	\$86.63	
Standage, Maddie	EFT0008300	2024-12-03	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel Allowance	2024.12.01	\$150.00	
Stettler Dodge Ltd.	EFT0008301	2024-12-03	\$1,106.02
Invoice Description	Invoice Number	Invoice Amount	
Tire - Rotate	464267	\$328.45	
Trans - Unit 45 Service	464291	\$222.92	
Trans - Service Unit 151	464346	\$329.21	
Trans - Service unit 192	464462	\$225.44	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Electric Inc.	EFT0008302	2024-12-03	\$926.10
Invoice Description	Invoice Number	Invoice Amount	
Fire - Annual FAVi	7514	\$926.10	
Stettler & District Handibus	EFT0008303	2024-12-03	\$14,000.00
Invoice Description	Invoice Number	Invoice Amount	
Handibus Grant for new Bus	2024.11.21	\$14,000.00	
Stingray Radio Inc.	EFT0008304	2024-12-03	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
Advertising	809418-11	\$546.00	
Stormoen, Angela	EFT0008305	2024-12-03	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Phone & Travel Allowance	2024.12.01	\$175.00	
Tagish Engineering Ltd.	EFT0008306	2024-12-03	\$76,649.37
Invoice Description	Invoice Number	Invoice Amount	
Roads - Hwy 12 & 56	20759	\$12,185.70	
Airport - Runway Rehab	20756	\$53,514.49	
Water - Rservoir Upgrades	20755	\$5,990.92	
Sewer - Engineering Services	20760	\$2,227.07	
Water - 47 Ave	20758	\$2,247.26	
Health Unit Pakring lot	20757	\$483.93	
Tomkow, Joe	EFT0008307	2024-12-03	\$70.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tool Allowance	2024.12.01	\$70.00	
Trail Tire	EFT0008308	2024-12-03	\$1,495.20
Invoice Description	Invoice Number	Invoice Amount	
Park - Truck Tires	27880	\$1,495.20	
Trinus Technologies Inc	EFT0008309	2024-12-03	\$1,193.36
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus Software	8876	\$1,193.36	
UBS Industires	EFT0008310	2024-12-03	\$3,433.50
Invoice Description	Invoice Number	Invoice Amount	
Roads - Materials	3034510	\$3,433.50	
Uptown Office Supply Ltd.	EFT0008311	2024-12-03	\$694.80
Invoice Description	Invoice Number	Invoice Amount	
Trans - Office Supplies	09861	\$10.50	
Shop - Supplies	09775	\$17.09	
Office Supplies	09885	\$50.42	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Offic - Supplies	09853		\$9.44
Office - Supplies	09857		\$9.83
Office - Stapler	09934		\$16.72
P&L - Supplies	09801		\$29.23
WTP - Supplies	09882		\$437.26
SRC - Supplies	09932		\$114.31
=====			
Stettler Vet Clinic	EFT0008312	2024-12-03	\$331.43
Invoice Description	Invoice Number	Invoice Amount	
Shop - Check up for cats	827842	\$331.43	
=====			
Shona Wadman	EFT0008313	2024-12-03	\$804.00
Invoice Description	Invoice Number	Invoice Amount	
Water - Refund Banking Error	2024.11.28	\$804.00	
=====			
Wet Water Industries Ltd.	EFT0008314	2024-12-03	\$153.78
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint Wtr Treat Equip	AR61997	\$76.89	
Fire - Joint Wtr Treat Equip	AR61216	\$76.89	
=====			
WTS Manufacturing & Sales Inc.	EFT0008315	2024-12-03	\$779.85
Invoice Description	Invoice Number	Invoice Amount	
Street Clean - Unit 186	4842	\$16.15	
Water - New Tube	4838	\$747.60	
Shop - Unit 6	4889	\$16.10	
=====			
Yost, Dustin	EFT0008316	2024-12-03	\$112.31
Invoice Description	Invoice Number	Invoice Amount	
SRC - Clothing Allowance	2024.11.20	\$112.31	
=====			
Yost, Dustin & Maria Cristine	EFT0008317	2024-12-03	\$2,000.00
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Janitor	2024.12.01	\$2,000.00	
=====			
Acklands - Grainger Inc.	EFT0008318	2024-12-03	\$944.34
Invoice Description	Invoice Number	Invoice Amount	
Pool - Saftey Supplies	9131047977	\$203.46	
Pool - Parts	9289028715	\$740.88	
=====			
Total Cheques			\$227,901.30
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000839	ONL000844
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000839	2024-11-29	\$23,679.09

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Office - Gas	202410-3693	\$954.86
	Fire - joint Gas	202410-3687	\$395.99
	Shop - Gas	202410-3694	\$263.77
	Airport - Gas	202410-3686	\$204.29
	WTP - Gas	202410-3689	\$4,435.74
	Water - Gas	202410-3684	\$110.23
	Sewer #1 - Gas	202410-3685	\$258.58
	Sewer #2 - Gas	202410-3692	\$192.81
	SRC & Pool - gas	202410-3691	\$16,345.95
	Community Hall - Gas	202410-3690	\$329.28
	Parks - Gas	202410-3688	\$187.59

Collabria Payment Processing	ONL000840	2024-11-29	\$33,685.91
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	P&L - Visa	2024.11.12.717	\$83.99
	P&D - Visa	2024.11.12.627	\$220.14
	P&L - Visa	2024.11.12.765	\$1,294.17
	BOT - Visa	2024.11.12.BOT	\$1,799.66
	Fitness - Visa	2024.11.12.751	\$835.63
	WTP - Visa	2024.11.12.767	\$1,494.13
	Parks - Visa	2024.11.12.104	\$26.37
	Fire Town - Visa	2024.11.12.753	\$9,348.97
	GIS - Visa	2024.11.12.768	\$3,121.01
	Water - Visa	2024.11.12.763	\$441.65
	Fire Joint - Visa	2024.11.12.859	\$4,436.31
	P&L - Visa	2024.11.12.764	\$629.19
	Office - Visa	2024.11.12.242	\$16.26
	Admin -Visa	2024.11.12.759	\$4,626.86
	Fire - visa	2024.11.12.755	\$206.48
	Engineering - Visa	2024.11.12.766	\$2,157.67
	SRC - Visa	2024.11.12.752	\$87.66
	Office - Visa	2024.11.12.133	\$379.89
	Trans - visa	2024.11.12.762	\$152.86
	Shop - Visa	2024.11.12.754	\$1,294.00
	Pool - Visa	2024.11.12.756	\$1,033.01

Rogers	ONL000841	2024-11-29	\$33.60
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Fire - Joint - Telephone	2907532499	\$33.60

Shaw Cable	ONL000842	2024-11-29	\$120.75
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Comm Hall - Wifi	2024.11.17	\$120.75

Shaw Cable	ONL000843	2024-11-29	\$441.00
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC - Wifi		2024.11.15	\$441.00
Shaw Cablesystems GP	ONL000844	2024-11-29	\$109.15
Invoice Description		Invoice Number	Invoice Amount
Fitness - Cable		2024.11.01	\$109.15
	Total Cheques		\$58,069.50

**COUNTY OF STETTLER HOUSING AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
PARAGON PLACE, OCTOBER 24, 2024 @ 6:00 pm**

PRESENT:

Dave Grover – County of Stettler
Travis Randell – Town of Stettler, Member at Large
Jay Byer – Summer Village of Rochon Sands – Via Zoom
Dan Houle – Village of Big Valley
Paul Ashford – Summer Village of White Sands – Via Zoom
Betty Tschritter – Chief Administrative Officer, CSHA
Elaine Dumont-Hudye – HR Manager CSHA – Manager, Heart Haven
Sylvie Tremblay – Operations Manager CSHA – Manager, Willow Creek
Tanya Derr – Resident Services Manager CSHA – Manager, Paragon Place

Sean Nolls – Chair – Town of Stettler – Absent with notice
James Nibourg – Co-Chair – County of Stettler – Absent with notice
Village of Donaldalda – VACANT – Absent with notice

Travis Randell brought the meeting to order at 6:01 pm.

1. **AGENDA ADDITIONS**
 - In-Camera Item
2. **AGENDA APPROVAL**
 - Dan Houle moved to accept the agenda as amended. Carried.
3. **CONFIRMATION OF MINUTES**
 - A) Minutes of the September 19, 2024, Board Meeting
 - Business arising from the September 19, 2024 Board Meeting
none
 - Marketing Incentives Ideas
Ongoing discussion monthly
 - Jay Byer moved to accept the minutes as presented. Carried.
4. **ADMINISTRATION**
 - A) FINANCIAL REPORTS to August 31, 2024
 - Statements as of August 31, 2024
 - Cash Flow Projection August 31, 2024
 - Bank reconciliation for the period ending August 31, 2024
 - Accounts Payable August 1 – August 31, 2024 (19423-19496, 2428-2592)
 - Trust Account August 31, 2024
 - Dave Grover moved to accept the financial report as presented. Carried
5. **MANAGERS REPORTS**
 - A) CAO Report – Betty Tschritter
 - B) Staffing and Heart Haven Lodge report – Sylvie Tremblay
 - C) Manager of Operations and Willow Creek Lodge report – Sylvie Tremblay
 - D) Resident Services Manager and Paragon Place report – Elaine Dumont-Hudye
 - E) Community Housing report – Gord Lough

**COUNTY OF STETTLER HOUSING AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
PARAGON PLACE, OCTOBER 24, 2024 @ 6:00 pm**

F) Big Valley Villa's report – Larry Annable
-Dan Houle moved to accept the managers' reports as presented. Carried.

6. **ASCHA REPORT**

- James Nibourg ASCHA – President
- no report

7. **ITEMS ADDED**

A) In-Camera

8. **CORRESPONDENCE**

- Continuing Care & Seniors, Community and Social Services email
-Dave Grover moved to accept as information. Carried.

9. **IN CAMERA**

- Review Resident Concerns Logs (will be sent in a separate email)
Dave Grover made a motion to go in camera at 6:52 pm
Dave Grover made a motion to go out of camera at 7:07 pm

10. **NEXT BOARD MEETINGS AND EVENTS**

At Paragon Place unless otherwise stated
Board Meeting – Thursday, November 21, 2024 – Organizational Meeting
Board Meeting – Thursday, December 19, 2024 – Budget Meeting
Board Meeting – Thursday, January 16, 2025
Board Meeting – Thursday, February 20, 2025

11. **ADJOURNMENT**

Dan Houle moved to adjourn the meeting at 7:09 pm. Carried.

Chairperson

Recording Secretary

PRLS Board Meeting Minutes

November 14, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:01 a.m. on Thursday November 14, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Brenda Dennis, Diane Elliot – Alt., Maia Foster, Paul Peterson, Paul Webb – Alt.

With Regrets: Elaine Fossen, Shaleah Fox, Barbara Gibson, Joy-Anne Murphy, Dianne Roth, Les Stulberg

Absent: Todd Dalke, Tim Field, Cody Hillmer, Dana Kreil, Stephen Levy, Darryl Motley, Jas Payne, Shawn Peach, Ron These, Bill Windsor

Staff: Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:01 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.

Motion by Janice Wing to excuse Elaine Fossen, Shaleah Fox, Barbara Gibson, Ricci Matthews, Joy-Anne Murphy, Dianne Roth, and Les Stulberg from attendance at the board meeting on November 14, 2024 and remain a member of the Parkland Board in good standing.

CARRIED

PRLS 43/2024

Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda.

Motion by Ray Reckseidler to accept the agenda as presented.

CARRIED
PRLS 44/2024

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 12, 2024 minutes. There were none.

Motion by Len Phillips to approve the minutes of the September 12, 2024 meeting as presented.

CARRIED
PRLS 45/2024

1.3. Business arising from the minutes of the September 12, 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 Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 46/2024

3.1 Board Orientation

Sheppard spoke to the Municipal Council Library Orientation PowerPoint presentation that explained the structure of library service in Alberta.

Sheppard asked the board if they would like to attend board member training in January and when the sessions should be. There were requests for weekends, evenings, and during the day. Sessions will be scheduled in January.

Ricci Matthews entered the meeting at 10:34 a.m.

4.1 Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair.

Janice Wing nominated Barb Gilliat, who allowed her name to stand.

Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED
PRLS 47/2024

Barb Gilliat became Parkland's Board Chair by acclamation. Sheppard turned the meeting back to Barb Gilliat.

4.2 Election of the Executive Committee

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

- Board Chair – Barb Gilliat
- Seat 2 – Carlene Wetthuhn, Camrose County
- Seat 3 – Deb Coombes, Town of Bowden
- Seat 4 – Len Phillips, Town of Rocky Mtn. House
- Seat 5 – Marc Mousseau, Summer Village of Parkland Beach
- Seat 6 – Twyla Hale, City of Lacombe
- Seat 7 – No representative chosen
- Seat 8 – No representative chosen
- Seat 9 – Shannon Wilcox, Town of Carstairs
- Seat 10 - Janice Wing, Town of Innisfail

Those areas that did not select a member for the Executive Committee will have the opportunity to do so at the February board meeting.

Motion by Deb Coombes to accept the Executive Committee as appointed.

CARRIED
PRLS 48/2024

4.3 Marketing and Advocacy Committee Report

Gord Lawlor presented the Advocacy Report. Parkland will not be appointing the Advocacy Committee pending an assessment of the committee's mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical "hands on" approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues. Some of the things to consider include a broader scope of representation from around the region when determining the Advocacy Committee's membership. Perhaps it needs to be based on representation similar to that of the Executive Committee.

Overall, the committee has much to be proud of. Over the years the committee has assisted with the development of many training materials and it was instrumental in creating an Advocacy Committee made up of the seven library systems which is still in operation despite meeting infrequently. Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Motion by Wayne Clark to receive the Marketing and Advocacy Committee Report for information.

CARRIED
PRLS 49/2024

4.4 Board Signing Authorities

Sheppard reviewed. According to board policy 4.4.20, Parkland Regional Library System requires that two trustees act as signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Barb Gilliat and Twyla Hale volunteered to be Parkland's board signing authorities.

Motion by Gord Lawlor to appoint Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2024-2025.

CARRIED
PRLS 50/2024

4.5 Strategic Plan Work Plan

Sheppard reviewed. Included in the package was a copy of Parkland's 2023-2027 Strategic Plan Work Plan. We are only on year two of the plan and work is ongoing.

While we have had many successes, we have also observed that despite providing significant resources to libraries, particularly in the areas of advocacy and marketing, it appears they are not utilizing them. Also, as we try to develop a collective identity and cooperation between the libraries as outlined in the plan, there is a tension between those libraries that have a collective vision versus those libraries which prefer to emphasize a local focus.

Motion by Ray Reckseidler to receive Parkland's Strategic Plan Work Plan for information.

CARRIED
PRLS 51/2024

4.6 Budget Approval Update

Sheppard reviewed. As of the date of the meeting, Parkland's budget was approved by 70% of the municipalities representing 85% of the population. The Parkland budget for 2025 has been passed.

Motion by Sarah Fahey to receive for information.

CARRIED
PRLS 52/2024

4.7 Board Member Survey Results

Gilliat reviewed. Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were, in general, gratifyingly positive.

A number of issues raised are related to technology or connectivity problems on the user's end. A couple of other issues could potentially be addressed by amending the "ground rules," and there is one comment which has less to do with how to conduct board meetings and more about disagreeing with a board decision.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 53/2024

4.8 Letter to the Board by Debra Smith

Parkland Vice-Chair Debra Smith has indicated she will not be seeking further appointment. Her last meeting as a member of the Parkland board was the Executive Committee meeting held on October 17th.

Smith joined the board in 1998 after participating in a restructuring period that ended in 1997 when changes to the School Act resulted in Parkland losing its primary source of income. Remaining on the board continuously since joining, Smith has been Parkland's longest serving board member and was Board Chair from 2011-2023. The Parkland Board and staff thank her for her unwavering support and long-term service.

Motion by Teresa Cunningham to receive Smith's letter for information.

CARRIED
PRLS 54/2024

Jackie Northey left the meeting at 10:52 a.m.

Leonard Phillips left the meeting at 10:58 a.m.

Jordon Northcott left the meeting at 11:00 a.m.

4.9 Updates

4.9.1. Director's Report

4.9.2. Library Services Report

4.9.3. IT Report

4.9.4. Finance & Operations Report

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

Motion by Harvey Walsh to receive the Director's, Library Services, IT, and Finance & Operations Report for information.

CARRIED
PRLS 55/2024

4.10. Parkland Community Update

Carstairs Public Library won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

Cremona Municipal Library partnered with FCSS to host a visit with Santa on November 13th with goodie bags and photo opportunities.

Delburne Municipal Council hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and information.

Penhold & District Public Library hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. The library is also hosting a community Christmas event on November 22nd with Santa and Christmas carols.

Stettler Public Library is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

5. Adjournment

Motion by Carlene Wetthuhn to adjourn the meeting at 11:22 a.m.

CARRIED
PRLS 57/2024

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 14, 2024

Organizational Meeting

Parkland's board has four new members. Board members in attendance elected the new Executive Committee and Board Chair. Barb Gilliat was re-appointed Board Chair by acclamation.

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

- Deb Coombes** – Town of Bowden
- Barb Gilliat** – Village of Alix (Committee Chair)
- Twyla Hale** – City of Lacombe
- Marc Mousseau** – S.V. of Parkland Beach
- Len Phillips** – Town of Rocky Mtn. House
- Carlene Wetthuhn** – Camrose County
- Shannon Wilcox** – Town of Carstairs
- Janice Wing** – Town of Innisfail

Seats seven and eight are vacant, and will hopefully be filled at the February meeting of the board.

Parkland 2024 Budget

The Parkland budget has been approved by 70% of the municipalities representing 85% of the population, with one municipality declining.

Advocacy Committee

Parkland will not be appointing the Advocacy Committee pending an assessment of the committee's mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference

with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical "hands on" approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues.

Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Board Meeting Dates for 2025

Parkland will be holding board meetings virtually in 2025. Board meeting dates are subject to change, but are set as follows:

- **February 27** - Annual Report, Year in Review
- **May 15** - 2024 Financial Statements presented
- **September 11** - Budget presentation for 2026
- **November 27** - Organizational Meeting

Board Member Survey Results

Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were gratifyingly positive.

Advocacy Activities

MLA Visits

Parkland's Director and Board Chair have, at the recommendation of the Advocacy Committee, been engaged in visits with Parkland's MLA and municipal councils. So far Sheppard and Gilliat have met with the City of Camrose, Lacombe County, Sylvan Lake, Delburne, and Rocky Mountain House councils. To date, the only MLA with whom Sheppard and Gilliat have met is Jennifer Johnson. However, two more meetings with MLA's have been scheduled and there is at least one more council meeting scheduled for later in November.

Thus far, all the visits have gone well. Council visits have emphasized the value of Parkland and its services. The visits to the MLAs have highlighted the need for regular,

small increases in funding as previously directed by the board.

Central Alberta's Woodworking Guild

Parkland has entered into a partnership with the Central Alberta's Woodworker's Guild to produce a variety of puzzle kits for programming use in public libraries. These kits are intended to provide children a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand/eye coordination skills. These kits are being produced at low cost with repurposed oak from discarded church pews. The puzzles and kits can be assembled and disassembled over and over again allowing for years of use, and are being produced at a very reasonable cost.

When all of the kits are produced, it is Parkland's intention to hold an event at one of our member libraries and invite the press. Not only would such an event emphasize the relationship between Parkland and our member libraries, it would also show how Parkland can partner with a local volunteer organization to provide a project of tremendous benefit to the local community.

Marketing Activities

Parkland has just wrapped up their three major contests for 2024. They are the *Golden Ticket Contest*, the *Library Card Sign-Up & Renewal Contest* for patrons and the *Library Card Sign-Up Contest* for libraries.

The sign-up and renewal activities were held throughout September and October. There were 2,607 entries for the patron contest representing 41 libraries. The patron prizes for these contests were Visa gift cards. Winners were identified in Lacombe, Ponoka, Sundre, Penhold, Eckville, Bashaw, Camrose, and Olds. The library that signed up the most new patrons in relation to their population was Amisk. They will receive a state-of-the-art virtual reality headset to keep at their library.

The *Golden Ticket Contest* was held throughout the month of October. There were 540 entries with 38 libraries represented. A patron from Bashaw was the winner of a weekend trip to Calgary including tickets to the science center and zoo, as well as gift cards for accommodations, gas, and food.

Advertising Campaign

Parkland's multi-faceted advertising campaign through *Black Press Media* is wrapping up. Eight libraries (Sylvan Lake, Rimbey, Penhold, Castor, Stettler, Lacombe, and Blackfalds) were selected from Black Press communities and received free newspaper print ads.

Committee News from Trustees

Carstairs Public Library won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

Cremona Municipal Library partnered with FCSS to host Santa on November 13th with goodie bags and photo opportunities.

Delburne Municipal Council hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and the information provided.

Penhold & District Public Library hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. They are also hosting a community Christmas event on November 22nd with Santa and Christmas carols.

Stettler Public Library is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

Board Members Present

Barb Gilliat (Vice-Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing **(Guests)** Brenda Dennis, Diane Elliot, Maia Foster, Paul Peterson, Paul Webb

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



Request For Decision

Agenda Item:

Issue:

Application for Land Use Bylaw Amendment: Bylaw 2178-24

Legal: Lot D, Block 1, Plan 4911RS and Lot B, Block 1, Plan 529MC

Civic: 7002 & 7010 – 50 Avenue

Applicant: Finishing Touch Exterior Ltd.

Proposed Land Use Bylaw Amendment:

1. That Lot D, Block 1, Plan 4911RS & Lot B, Block 1, Plan 529MC be rezoned from DC4: Direct Control Urban Reserve District to DC3: Direct Control Commercial Neighborhood District.

Recommendation:

That Council consider the application and give second & third reading to Land Use Bylaw Amendment 2178-24 to rezone Lot D, Block 1, Plan 4911RS & Lot B, Block 1, Plan 529MC from DC4: Direct Control Urban Reserve District to DC3: Direct Control Commercial Neighborhood District.

General:

The applicant is proposing to amend the Land Use Bylaw and rezone the above-mentioned parcels from DC4: Direct Control Urban Reserve District to DC3: Direct Control Commercial Neighborhood District. The applicant has requested the amendment to accommodate the development of a strip mall featuring a Takeout/Delivery Restaurant, a sit-down Restaurant and a professional lease bay, additionally a stand-alone Restaurant for Takeout/Delivery. Attached is the proposed site plan for the two lots at the corner of Hwy 12 and 70 Street (REPP Subdivision).

The long-range plan identified in the Intermunicipal Development Plan (IDP) for this area is mixed business. The intention of the Urban Reserve Direct Control District was to allow existing uses to remain while maintaining the long-term plan to have this area transition into mixed commercial/industrial. Based on the future industrial/commercial plan as well as the existing operations in the area, the application for rezoning the southeast corner of the REPP subdivision to DC3: Direct Control Commercial Neighborhood District is conducive to the area and transition to mixed business. The direct control district would allow the controls through appropriate measures, considering the residential uses on parcels near the rezoning lands.

The applicant is currently preparing the development permit application, at which time the applicant will be required to enter into a Development Agreement with the Town of Stettler to ensure all improvements are complete and approved by the Town of Stettler for final acceptance.

Legislation and Policy:

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

Alternatives:

Defeat the application stating reasons.

Author:

Angela Stormoen, Development Officer

BYLAW 2178-24

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 Schedule "A" of Bylaw 2060-15 shall be and is hereby amended as follows:
 - (a) That Lot D, Block 1, Plan 4911RS & Lot B, Block 1, Plan 529MC be rezoned from DC4: Direct Control Urban Reserve District to DC3: Direct Control Commercial Neighborhood District
2. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this 5th day of November A.D. 2024.

NOTICE OF ADVERTISEMENT published November 14 & 21, 2024.

Public Hearing held December 3, 2024 at 7:00 P.M.

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

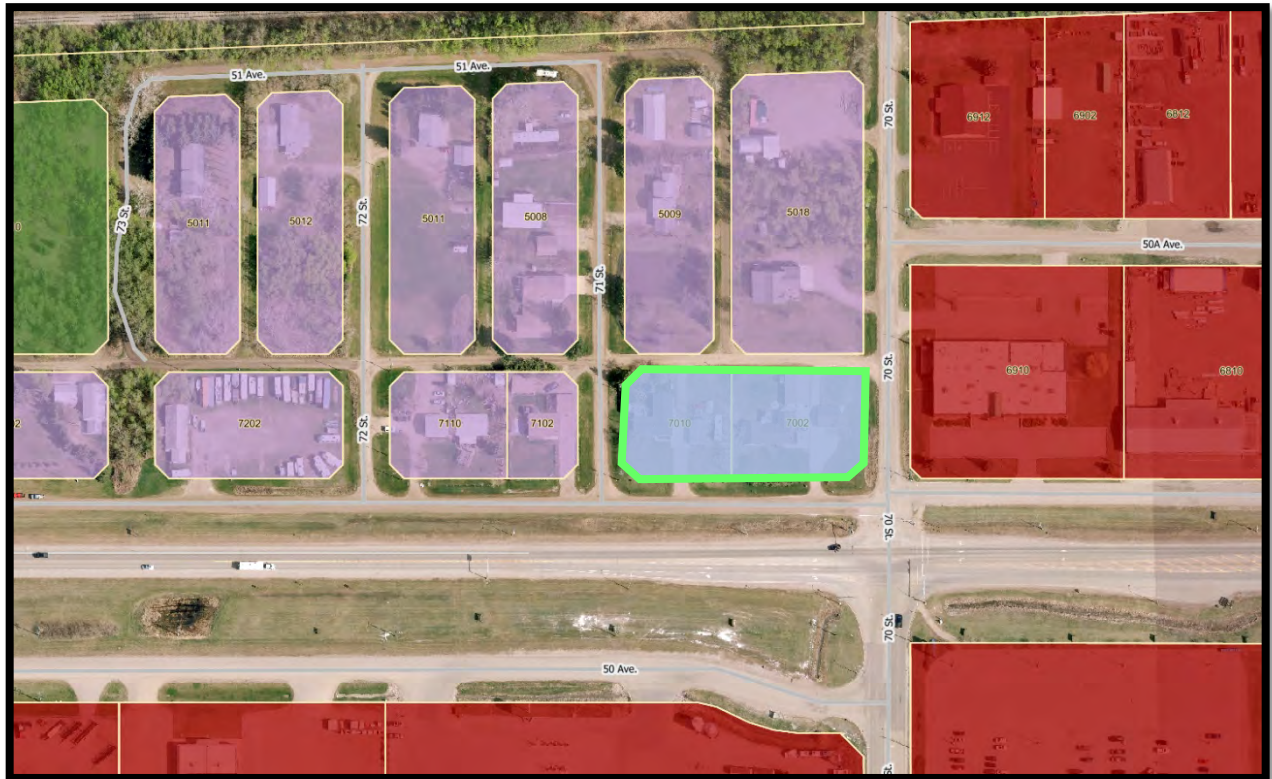
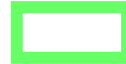
READ a third time and finally passed this ___ day of _____ A.D. 2024.






Mayor

Assistant CAO

Schedule A

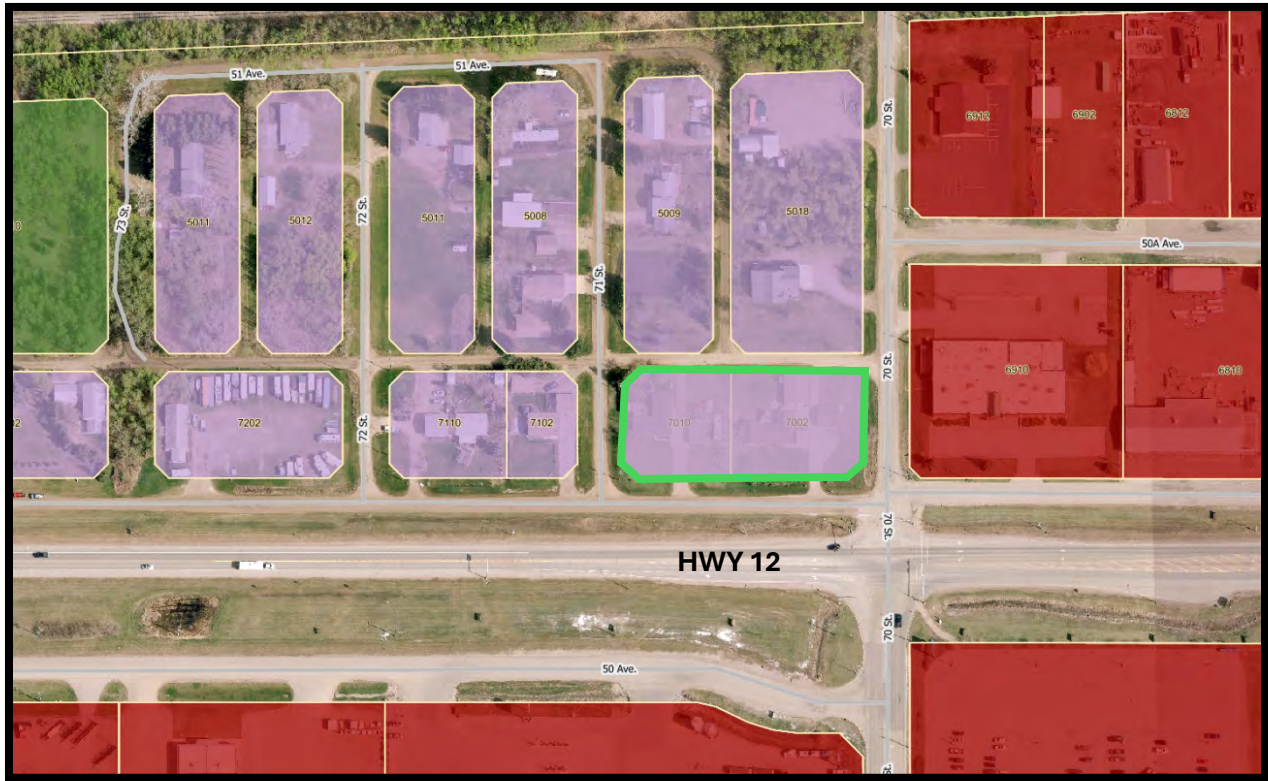
Proposed Rezoning



LEGEND	
	DC4: Direct Control Urban Reserve District
	DC3: Direct Control Commercial Neighborhood District
	C2: Commercial Highway
	P: Public Use
	7002 & 7010 – 50 Avenue

7002 & 7010 – 50 Avenue

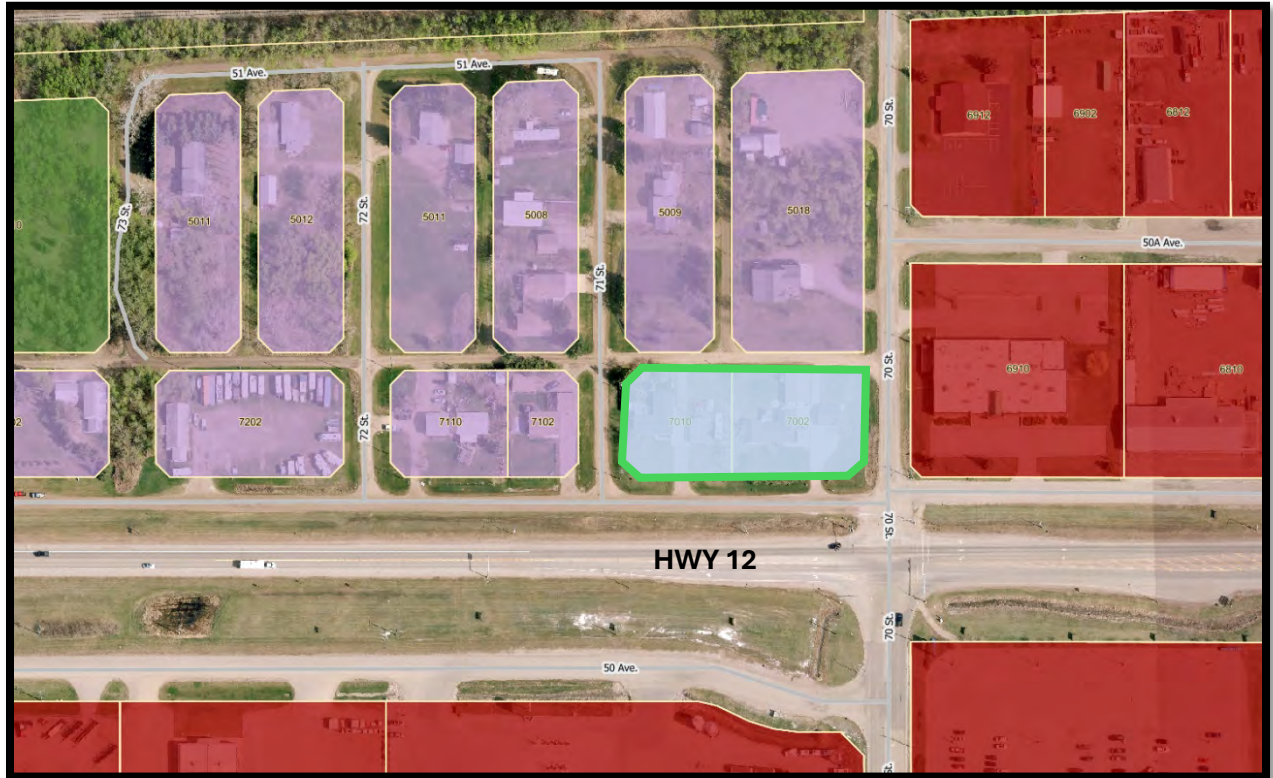
Current Zoning



LEGEND	
	DC4: Direct Control Urban Reserve District
	C2: Commercial Highway
	P: Public Use
	7002 & 7010 – 50 Avenue

7002 & 7010 – 50 Avenue

Proposed Zoning



LEGEND	
	DC4: Direct Control Urban Reserve District
	DC3: Direct Control Commercial Neighborhood District
	C2: Commercial Highway
	P: Public Use
	7002 & 7010 – 50 Avenue

7002 & 7010 – 50 Avenue

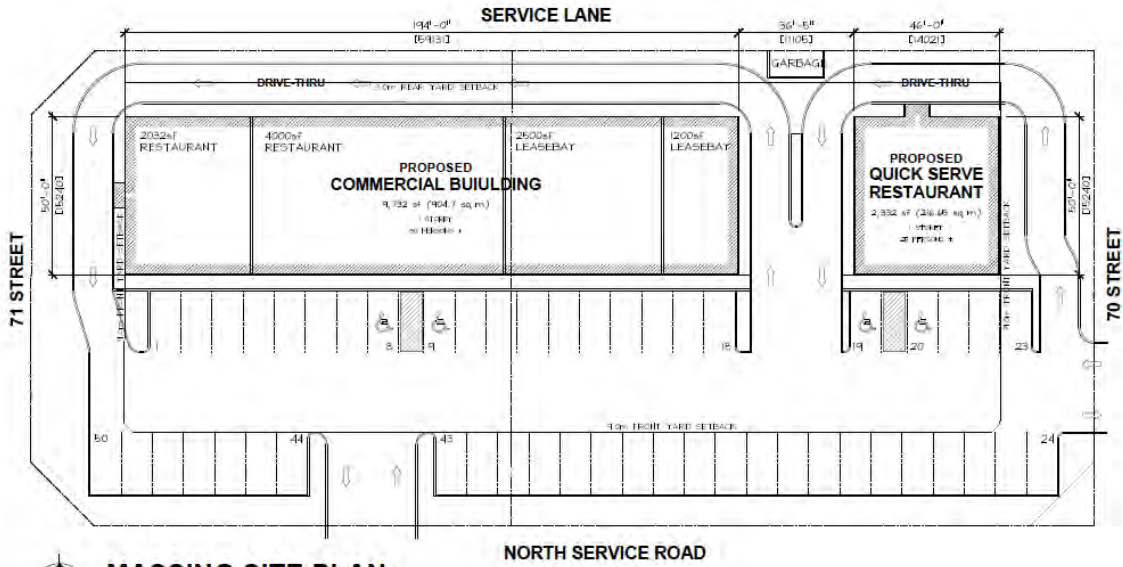
Aerial Image



LEGEND	
	7002 & 7010 – 50 Avenue

7002 & 7010 – 50 Avenue

Proposed Site Plan



MASSING SITE PLAN
SCALE: 1"=25'

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: Finishing Touch Ext Ltd TELEPHONE: 780-621-3413
ADDRESS: Box 759, Stettler, AB T0C 2L0

OWNER OF LAND

NAME: Finishing Touch Ext Ltd TELEPHONE: 780-621-3413
ADDRESS: Box 759, Stettler, AB T0C 2L0

LEGAL DESCRIPTION

LOT: D BLOCK: 1 REGISTERED PLAN: 4911RS
QTR/LSD: _____ SEC: _____ TWP: _____ RNG: _____ M: _____
CERTIFICATE OF TITLE: And - Lot B, Block 1, Plan 529MC
7002 & 7010 - 50 Avenue

AMENDMENT PROPOSED

FROM: DC4 - Direct Control Urban Reserve
TO: DC3 - Direct Control Commercial Neighbourhood District

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

I/We enclose \$ _____ being the application fee

DATE: Oct 21, 2024

SIGNED: Sharon Haney

MEMORANDUM

To: Leann Graham, CAO
From: Angela Stormoen, Development Officer
Prepared By: Maddie Standage, Planning & Operations Clerk
Date: November 28, 2024
Re: Bylaw 2179-24 Non-Residential Tax Incentive

Background

The existing non-residential tax incentive bylaw 2147-22 was passed by Town of Stettler Council on January 4, 2022, with an amendment to Schedule A being passed on December 19, 2023. Since the passing, administration has encountered some procedural challenges with the bylaw. A full review of the bylaw was completed involving all affected Town of Stettler administrative departments.

Evaluation

Based on the discussions, the following key changes are proposed to repeal Non-Residential Tax Incentive Bylaw 2147-22.

1. Allowing projects which may only require a development permit, opposed to requiring a development and building permit
2. Aligning requirements with the Town of Stettler Tax Penalty Bylaw and forfeiting the tax incentive if deadlines are not met
3. Allowing any non-residential district within the Land Use Bylaw to be eligible, opposed to specific districts
4. Including a tax incentive application deadline of December 31 of the calendar year the project is complete
5. Crediting the tax incentive amount on the property taxes, opposed to issuing a refund

Recommendation

Administration respectfully recommends that Town of Stettler Council gives 1st, 2nd & 3rd reading to Bylaw No. 2179-24, repealing Bylaw No. 2147-22.

Bylaw 2179-24

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

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

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

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

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

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

2. PURPOSE The purpose of this Bylaw is to:

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

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

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

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

3. DEFINITIONS in this Bylaw:

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

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

3.3 “Commercial” shall mean a property zoned by the Town of Stettler as Commercial through the Town of Stettler Land Use Bylaw.

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

3.5 “Home Based Business” means any occupation, trade, profession or craft carried on by an occupant of a residential building as a use secondary to the residential use of a building.

3.6 “Industrial” shall mean any property zoned by the Town of Stettler as Industrial through the Town of Stettler Land Use Bylaw.

3.7 “Machinery and Equipment” means the type of property falling within the assessment class specified under MGA s. 297(1) (d).

3.8 “MGA” means the Municipal Government Act, R.S.A. 2000, c. M-26 as amended from time to time.

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

3.10 “Project” means the construction, revitalization, redevelopment and/or expansion of a new or existing non-residential structure, facility and improvements that increase the assessment value for the purpose of property taxation. Excluding Home Based Businesses.

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

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

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

4. ELIGIBILITY

4.1 The Project shall conform to the Town of Stettler Land Use Bylaw and amendments thereto, and all other applicable provincial legislation.

4.2 All eligible Projects shall be of a permanent nature.

4.3 Projects must have a Development Permit issued which fall under section (a) Eligible Work below. An Alberta Safety Codes building permit may or may not have been issued.

(a) Eligible Work:

1. New construction of non-residential structures.
2. Interior and exterior structural & mechanical work necessary to repurpose an existing commercial or industrial property in support of expanded business operations where a Town of Stettler Development Permit is required.
3. The installation of large, specialized equipment built in or hardwired into the building that is necessary to support expanded business operations where a Town of Stettler Development Permit is required.

4. Expansion of the building envelope (additions) necessary to support expanded business operations where a Town of Stettler Development Permit is required.

5. Any work necessary to bring the building up to the requirements of the National Building Code where a Town of Stettler Development Permit is required.

(b) Ineligible Work:

1. Work, where NO Town of Stettler Development Permit is required (i.e. – minor renovations, redecorating or work that constitutes regular building maintenance).

2. Work, that in the opinion of the CAO, does not constitute a major repurposing of an existing commercial or industrial property in support of expanded business operations that results in no increased assessment for the Town of Stettler.

3. Work completed in a residential building for the use of a Home-Based Business.

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

4.5 Property taxes associated with the property are paid by the due date in the Tax Penalty Bylaw as amended from time to time. Should the Applicant not meet the tax due date, excluding when the Applicant has committed to a preauthorized payment plan, they forfeit the current year and all proceeding years of the Non-Residential new construction and/or existing business revitalization, redevelopment or expansion Property Tax Incentive and shall pay penalties on the full amount of taxes due.

4.6 Applicant must not be in bankruptcy or receivership.

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

4.8 Tax Incentives only apply to:

(a) Assessment Class 2 – Non-Residential; and

(b) Properties zoned for Commercial and Industrial uses as outlined in the Town of Stettler Land Use Bylaw or any other property at the discretion of the CAO.

4.9 Any Project generating a minimum \$5,000 increase to the assessment may be considered for tax incentive under this Bylaw and in accordance with Schedule A – Incentive Levels & Duration.

4.10 Tax incentive shall only apply to the increase in the assessment amount due to the Project.

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

5. APPLICATION & PROCESS

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

5.2 Applicants are encouraged to apply as part of the development permit process, prior to commencement of construction and must apply by December 31 of the calendar year in which the Project has been completed.

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

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

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

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

5.6 Tax Incentive amounts to be credited by the Town of Stettler to the Applicant, as per Schedule A, will be applied to the municipal portion of the property taxes starting the calendar year proceeding completion of the Project and reassessment of the property.

5.7 Tax incentive amounts credited by the Town of Stettler to the Applicant, as per Schedule A, are linked to the tax roll and therefore can be transferred to any new Applicant of the property unless the new Applicant fails to meet the requirements under this Bylaw.

5.8 Tax incentives will continue to be applied to the Applicant's municipal property taxes by the Town of Stettler until such a time as all the tax incentives are exhausted, as per Schedule A.

5.9 When a condition of the Tax Incentive Agreement is breached or the Applicant no longer qualifies for an incentive under this Bylaw, the CAO will provide a written decision cancelling or modifying the incentive as appropriate.

6. TERM

6.1 Tax Incentives on Projects that increase assessment may be granted to a maximum term of five (5) years in accordance with Schedule A – Incentive Levels & Duration.

6.2 Tax Incentives for subsequent improvements on the same property may be considered as a new application and be granted a further maximum term of five (5) years in accordance with Schedule A – Incentive Levels & Duration.

7. TAX INCENTIVE AGREEMENT

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

- 7.1 Taxation years to which the incentive applies.
- 7.2 Incentive percentages that will apply over the term of the Tax Incentive Agreement.
- 7.3 Conditions which if breached will result in the cancellation of the Tax Incentive Agreement.
- 7.4 Any other information or conditions provided by the Town.

8. DISPUTE

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

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

8.3 Council, after considering an appeal, may:

- (a) Uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an incentive or tax incentive agreement.
- (b) Direct CAO to revise or amend a decision with respect to the matter.

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

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

9. Repeal

9.1 Bylaw 2147-22 and all amendments thereto, are hereby repealed.

10. FORCE & EFFECT

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

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

10.3. That this Bylaw shall take force and effect on _____, 2024.

READ a first time this _____ day of _____, 2024.

Read a second time this _____ day of _____, 2024.

Read a third and finally passed this _____ day of _____, 2024.

Mayor

Assistant CAO

SCHEDULE A – Incentive Levels & Duration New or Increased Assessment

New Construction Or Revitalization / Redevelopment (Increase in Assessment Value)	Year 1 Tax Incentive %	Year 2 Tax Incentive %	Year 3 Tax Incentive %	Year 4 Tax Incentive %	Year 5 Tax Incentive %
\$5000 - \$100,000	100%				
\$100,001 - \$500,000	100%	50%			
\$500,001 - \$1,000,000	100%	75%	50%		
\$1,000,001-\$2,500,000	100%	75%	50%	25%	
\$2,500,001 - \$5,000,000	100%	100%	75%	75%	
\$5,000,001 - \$10,000,000	100%	100%	100%	100%	
\$10,000,001+	100%	100%	100%	100%	100%

SCHEDULE B - Application

Date: _____

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

Application Information:

Name of Applicant (as per tax roll): _____

Tax Roll Number: _____ Development Permit #: _____

Lot: _____ Block: _____ Plan: _____

Civic Address of Property: _____

Contact Name: _____ Email Address: _____

Mailing Address: _____

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

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

Tax Incentive:

I/We, the undersigned, understand the conditions of eligibility and further terms set out in Bylaw 2147-22 - Non-Residential new construction and/or existing business revitalization, redevelopment, or expansion Property Tax Incentive Bylaw, and acknowledge I/we have authority to request taxation incentive on the above-mentioned properties.

I/We, the undersigned, understand that the Town of Stettler, at the direction of the CAO this tax incentive may be cancelled if at any time:

- (1) I/We are not in good standing with our Town of Stettler Taxes, Utilities, Business Licence, or any other fees owed to the Town of Stettler; or,
- (2) I/We enter bankruptcy or receivership.

Full Name: _____ Signature: _____

Full Name: _____ Signature: _____

Office Use Only:

Development Permit #: _____ Development Permit Issue Date: _____

Development Completion Date (closed building permit): _____

Previous Assessment: _____ Assessment Date: _____

Current Assessment: _____ Assessment Date: _____

Project Assessment (supplied by assessor): _____ Assessment Date: _____

Year 1: _____ Incentive %: _____ Mil Rate: _____

Total Tax Incentive in Year 1: _____ DP Fee paid by Applicant: _____

Total Incentive + DP in Year 1: _____

Year 2: _____ Incentive %: _____ Mil Rate: _____

Total Tax Incentive in Year 2: _____

Year 3: _____ Incentive %: _____ Mil Rate: _____

Total Tax Incentive in Year 3: _____

Year 4: _____ Incentive %: _____ Mil Rate: _____

Total Tax Incentive in Year 4: _____

Year 5: _____ Incentive %: _____ Mil Rate: _____

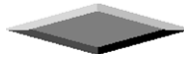
Total Tax Incentive in Year 5: _____

Approved By: _____ Title: _____ Date: _____

To: Kim Hymers, Assistant CAO
From: Rachel Morbeck, Tax Coordinator
Date: November 19, 2024

MEMORANDUM

Re: 2025 Business Tax Fees



Background

Each year, Town of Stettler Council sets the Business Tax Fees for the upcoming year; administration has conducted a review of our existing Business Taxes and the Business Tax Bylaw 2177-24. As of October 30, 2024, we have the following number of Active Business Tax rolls:

Business Type	Number Of Licenses			Potential 2025 Revenue
(Rate \$150/year):	2022	2023	2024	*Based on 2024 Business Taxes
Business roll:	41	40	40	\$6,000.00
TOTAL	41	40	40	\$6,000.00

The last change to the Business Tax Bylaw was in November 2013, which increased the business tax fees from \$125.00 to \$150.00.

Recommendation

Administration recommends that Town Council sets the 2025 Business Tax fees as the same rate as 2024, \$150.00 per applicant.

BYLAW 2177-24 – 2025 Business Tax Levy

WHEREAS under the provisions of the Municipal Government Act, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time a Council is authorized to pass a bylaw providing for the assessment of any or all businesses carried on within its area and for the payment by any person carrying on any such business of a tax upon the assessment thereof to be known as a business tax.

AND WHEREAS the Town of Stettler having passed Bylaw No. 1783-97 to assess certain businesses within the Town of Stettler;

AND WHEREAS the Town of Stettler wishes to fix the 2025 Business Tax Mill Rate for the purposes of levying a Business Tax in 2025;

NOW THEREFORE the Municipal Council of the Town of Stettler, duly assembled, enacts as follows:

1. That the tax rate for Business Tax in the Town of Stettler shall be fifteen (15.0) mills on the business assessment for the taxation year 2025.
2. That the Assistant CAO of the Town of Stettler is hereby authorized and empowered to levy and collect the rate herein affixed in accordance with the Municipal Government Act, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time.
3. The 2023 Business Tax Levy is for ordinary Municipal expenditures.
4. This bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this day of December, A.D. 2024.

READ a second time this day of December, A.D. 2024.

READ a third time and finally passed this day of December, A.D. 2024.

Mayor

Assistant CAO

November 18, 2024

Town of Stettler
Box 280
Stettler, Alberta
T0C 2L0

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Town of Stettler Council,

Thank-you for your ongoing support of the Red Deer Watershed Alliance (RDRWA), the designated Watershed Planning and Advisory Council for the Red Deer River Basin (RDRB). Water is the foundation for the health and prosperity of local communities and the RDRWA recognizes the Town of Stettler is an important land and water use decision-maker and community leader. Below is a brief update on the RDRWA's activities and information on ways you can help us achieve our shared watershed planning goals and participate in our 2025-2026 funding process.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. We are a science-based, multi-sector, not-for-profit organization that facilitates watershed management. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. Our renewed WPAC mandate and roles agreement (Environment and Protected Areas and RDRWA 2022) specifies RDRWA will lead and ongoing collaborative process to:

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP),
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

An Ongoing relationship

The Town of Stettler plays a key role in the RDRWA both as a watershed partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute over 20% of the RDRWA's annual funding. Our records show that the Town of Stettler has been a longstanding supporter of the RDRWA, and we hope to see that relationship continue in 2025-2026. Consistent core funding from our partners is integral to our operations and helps to directly support our ability to lead projects with adequate staff and resources.

Over the past 19 years, our organization has developed many resources to maintain and protect watershed health. The RDRWA's work benefits the Town of Stettler by providing watershed assessment, programming and regional planning materials to assist with local decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health.

Update on Activities

Highlights from our [2023-2024 Annual Report](#) and upcoming activities include:

- **Watershed Assessment and Planning Resources:** We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management. Some initiatives are listed below.
 - **Flood and drought resilience:** The RDRWA partnered with Fiera Biological Consulting (2020 – present) to map riparian condition along over 10,000 km of shoreline in the Medicine-Blindman Rivers, Buffalo, Kneehills, Threehills, and Little Red Deer Rivers and Raven, Michichi and Rosebud rivers. The [technical reports](#) and municipal summaries support decision making and targeted restoration and conservation programming. Stay tuned for upcoming workshops on drought management.
 - **State of the Watershed:** The RDRWA is collaborating with partners to assess and update its [State of the Watershed Report](#) (2009). Information will inform shared initiatives for Integrated Watershed Management Planning ([IWMP](#)).
- **Education and Outreach:** Our work reaches thousands of central Albertans every year. This year the RDRWA hired two summer outreach staff hosted and participated in summer outreach events to connect with over 1,400 individuals. Events were for school groups and the general public. RDRWA also partnered with the Waskasoo Environmental Education Society to deliver watershed educational programs to Grade 5 and Grade 8 students. The RDRWA has also connected with over 3,000 individuals on social media (Facebook and X) and through our monthly newsletter and website materials. We have developed a number of films on important topics including: [source water](#), [native trout](#), and [riparian areas](#) to increase water literacy.
- **Convenor and Collaborator:** Additionally, we provide forums for stakeholders and rights holders to meet, share information, discuss water and watershed issues and priorities in the basin. This year our WPAC Summit, Fall Forum and Spring Forums brought partners from across Alberta and beyond to the basin for important discussions. We also participated and hosted WPAC drought workshops in Vegreville, Blackfalds and Lethbridge.



Stronger Together

Thank-you again for being a key partner in watershed management. Your support matters, and we hope the Town of Stettler will continue to fund the RDRWA's watershed management initiatives and work towards addressing our current and future shared water challenges.

For an invoice, please contact the RDRWA at info@rdrwa.ca or 403-340-7379 and keep us informed of a primary contact to ensure your municipality receives regular updates.

Sincerely,

Francine Forrest, MSc.
Executive Director, RDRWA

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Check out water-related events on our [community calendar](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees