

Town of Stettler

COUNCIL MEETING

FEBRUARY 4, 2025

6:30 P.M.

BOARD ROOM



Town of
Stettler
Mission Statement



We will provide
a high quality of life
for our residents and visitors
through leadership and
the sustainable delivery
of effective, efficient
and affordable services
that are socially and
environmentally responsible.

TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2025
6:30 P.M.
AGENDA

1. Agenda Additions

2. Agenda Approval

3. Confirmation of Minutes

(a) Minutes of the Regular Council Meeting of January 21st, 2024 5-11

4. Delegations

5. **Citizen's Forum**

6. Administration

(a)Memorandum – Penalty Waive Request – Utility Account #090340.00 – 6017-52nd Avenue 12-38

(b)Memorandum – Demolition Refund – 5724-50A Avenue 39-42

(c)Memorandum - Parkland Regional Library 2025 Budget 43-68

(d)Memorandum - Family and Community Support Services 2025 Budget 69-70

(e)Approval of 2025 Strategic Planning 71-74

(f) Meeting Dates

- Tuesday, February 11, 2025 – Council Deliberations – 2025 Capital Budget – 3:00 p.m.
- Thursday, February 13, 2025 – Emerging Trends – Council Chambers – 8:00 a.m.
- Tuesday, February 18, 2025 – Council – 6:30 p.m.
- Tuesday, March 4, 2025 – Council – 6:30 p.m.
- Tuesday, March 11, 2025 – COW – 4:30 p.m.
- Tuesday, March 18, 2025 – Council – 6:30 p.m.

(g) Accounts Payable in the amount of \$778,787.16 75-91
(\$79,479.20 + \$469,222.99 + \$95,071.25 + \$70,328.12 + \$16.80 + \$64,668.80)

7. Council

(a) Meeting Reports

8. Minutes
9. Public Hearings
 - (a) Land Use Bylaw Amendment – 4818–62 Street
10. Bylaws
 - (a) Land Use Amendment - Bylaw 2184-25 – 2nd & 3rd Reading 92-101
11. Correspondence
 - (a) Letter to Mayor – Canadian Union of Postal Workers 102-108
12. Items Added
13. In-Camera Session
14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 21st, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor S. Nolls

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

Assistant CAO K. Hymers
Director of Information Services G. Scott

Media (2)

Absent: Councillor C. Barros

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

1/2. Agenda Additions/Approval:

Motion 25:01:09 Moved by Councillor Lawlor to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held January 7th, 2025

Motion 25:01:10 Moved by Councillor Lawlor that the Minutes of the Regular Meeting of Council held on January 7th, 2025 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 7th, 2025 Minutes

None

(c) Minutes of the Committee of the Whole Meeting held January 14th, 2025

Motion 24:01:11 Moved by Councillor Baker that the Minutes of the Committee of the Whole Meeting held on January 14th, 2025 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the January 14th, 2025 Minutes

None

4. Delegations: (a) None

5. Citizen's Forum: (a) None

6. Administration: (a) Stettler Regional Fire Department – Request for Decision – Standard Operating Guidelines (SOG): A-070 – Firefighter Remuneration

Assistant CAO K. Hymers presented the Stettler Regional Fire Department – Request for Decision – Standard Operating Guidelines (SOG): A-070 – Firefighter

Remuneration to the Town of Stettler Council to approve as presented.

Motion 25:01:12

Moved by Councillor Smith that the Request for Decision – Standard Operating Guidelines (SOG): A-070 – Firefighter Remuneration be approved as presented.

MOTION CARRIED
Unanimous

- (b) Stettler Regional Fire Department – Request for Decision – Standard Operating Guidelines (SOG): A-150 – Procurement, Disposition, and Tendering

Assistant CAO K. Hymers presented the Stettler Regional Fire Department – Request for Decision – Standard Operating Guidelines (SOG): A-150 – Procurement, Disposition, and Tendering to the Town of Stettler Council to approve as presented.

Motion 25:01:13

Moved by Councillor Pfeiffer that the Request for Decision – Standard Operating Guidelines (SOG): A-150 – Procurement, Disposition, and Tendering be approved as presented.

MOTION CARRIED
Unanimous

- (c) Stettler Regional Fire Department – Request for Decision – Standard Operating Guidelines (SOG): A-160 – Stettler Regional Fire Advisory Committee Terms of Reference

Assistant CAO K. Hymers presented the Stettler Regional Fire Department – Request for Decision – Standard Operating Guidelines (SOG): A-160 – Stettler Regional Fire Advisory Committee Terms of Reference to the Town of Stettler Council to approve as presented.

Motion 25:01:14

Moved by Councillor Randell that the Request for Decision – Standard Operating Guidelines (SOG): A-160 – Stettler Regional Fire Advisory Committee Terms of Reference be approved as presented.

MOTION CARRIED
Unanimous

- (d) Memorandum – Request for Quote – Office Printer

Mayor Nolls welcomed Director of Information Services G. Scott to the meeting.

G. Scott advised that we purchased our current Ricoh unit in 2015 for a total cost of \$20,433. The listed cost was about \$25,000. This line began being manufactured in 2013. Some of the capabilities that are a bit unique to this size of unit is the ability to quickly print/scan/copy colour prints up to 11"x17".

The Ricoh is our "**workhorse**" for printing large volume items like Tax notices, water bills, newsletters and many other office documents and items for our residents.

After having technicians in to service our current Ricoh unit, we are looking to replace it. We had technicians in on October 2nd, November 6th, November 15th, November 25th, December 3rd, and January 10th.

Nearly every work day, the Ricoh is requiring ~20-40 min. of staff time to un-jam and reset, etc.

We have heard from the technicians that not all the parts for our current unit are available any longer, so we began to look for a replacement in the 2025 Capital budget. However, since we are having all these issues and to take advantage of current pricing we are bringing this memo to Council a wee bit earlier.

Evaluation:

We tried to look at all the companies that produce this type of unit. Some do not have models with a comparable print speed, others were no longer carried by service companies, and so on.

We did look at if we wanted to produce our own "Town Life" magazines, what that would cost etc. This magazine printing press would mean purchasing a separate fax machine, significant additional costs for the hardware and the mailing process and quite possibly some renovations to our work room. Number 4 on our recommendation list below is one example of this type of printing press solution.

We have been very happy with the prompt service from the current company that services our Ricoh. They had two models that seem like they would function quite well for us. A Ricoh IM C8000 and a Sharp MX-8081.

Another company who has a technician who lives in Stettler currently provides service to the plotter at the Town Office, the printer at the Recreation Centre, the County office and other locations. We have been very happy with their service as well. Throughout the sales process we have looked mostly at three models with them. The same Sharp model (MX-8081), and two Canon models: the imageFORCE C7165 and the imagePRESS V700.

#1: Canon imageFORCE C7165 for \$21,134

Pros:	Cons:
<ul style="list-style-type: none"> • Plugs into a 110V outlet, so we can move it to many locations throughout the office! • This line was most recently updated, so likely to be supported the longest • Best print resolution • Fastest time-to-print • Fastest warm up time • Smallest physical footprint • Low per-print service costs • Lowest electricity costs • Strongest frame (this matters most when these units are shipped and moved) • Ample memory 	<ul style="list-style-type: none"> • No 9-slot output tray, but offers secure printing solution that is now preferred in settings like legal offices

#2: Ricoh IM C8000 for \$20,116

Pros:	Cons:
<ul style="list-style-type: none"> • Only unit with the 9-slot output tray add-on. • Fast print speed • Low per-page service cost • Most similar to our current unit 	<ul style="list-style-type: none"> • Three of our six recent service visits were related to the 9-slot output tray • Was introduced four years ago, so it likely has the shortest remaining product lifecycle • 220V required

#3: Sharp MX-8081 for \$19,745

Pros:	Cons:
<ul style="list-style-type: none"> • Largest hard drive • Lowest up-front cost • Fast print speed 	<ul style="list-style-type: none"> • Introduced three years ago • Lowest print resolution • Longest warm-up time • 2nd highest per-print service cost • No 9-slot output tray, but offers secure printing solution that is now preferred in settings like legal offices • 220V required

#4: Canon imagePRESS V700 for \$29,626

Pros:	Cons:
<ul style="list-style-type: none"> • Can handle a wider range of media types and have more finishing options (ie. "Town Life magazines") 	<ul style="list-style-type: none"> • Highest up-front cost • No fax capability • Highest per-print service cost • Uses the most energy • No 9-slot output tray, but offers secure printing solution that is now preferred in settings like legal offices • May not fit in the work room space (depends on add-ons) • 220V required

Administration respectfully recommends that the Town of Stettler Council approve the purchase of a new printing unit as recommended below. #1 would be the top choice of our Information Services department.

Motion 25:01:15

Moved by Councillor Lawlor that the purchase of a new printing Unit #1: Canon imageFORCE C7165 for \$21,134 to be approved as presented.

MOTION CARRIED
 Unanimous

Mayor Nolls thanked G. Scott for his presentations.

(e) Memorandum – Stettler Town and Country Museum – 2025 Budget

Assistant CAO K. Hymers provided the Stettler Town and Country Museum – 2025 Budget to Town of Stettler Council to approve as presented. ⁸

Motion 25:01:16 Moved by Councillor Randell that the Town of Stettler Council approve the Stettler Town and Country Museum – 2025 Budget as presented.

MOTION CARRIED
Unanimous

(f) Accounts Receivable Tax Report

Assistant CAO K. Hymers provided the Accounts Receivable Tax Report to the Town of Stettler Council to approve as presented.

Motion 25:01:17 Moved by Councillor Pfeiffer that the Receivable Tax Report to be approved as presented.

MOTION CARRIED
Unanimous

(g) CAO Reports

Motion 25:01:18 Moved by Councillor Smith that the Town of Stettler Council approve the CAO Reports as presented.

MOTION CARRIED
Unanimous

(h) Meeting Dates

- Tuesday, February 4, 2025 – Council – 6:30 p.m.
- Tuesday, February 11, 2025 – Council Deliberations – 2025 Capital Budget – 3:00 p.m.
- Tuesday, February 13, 2025 – Emerging Trends – Council Chambers – 8:00 a.m.
- Tuesday, February 18, 2025 – Council – 6:30 p.m.
- Tuesday, March 4, 2025 – Council – 6:30 p.m.
- Tuesday, March 11, 2025 – COW – 4:30 p.m.
- Tuesday, March 18, 2025 – Council – 6:30 p.m.

(i) Accounts Payable in the amount of \$341,713.41
(\$73,495.86 + \$169,378.39 + \$92,047.59 + \$6,791.57)

Motion 25:01:19 Moved by Councillor Randell that the Accounts Payable in the amount of \$341,713.41 be paid as presented.

MOTION CARRIED
Unanimous

7. Council: Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

January 8 – Talk of the Town
January 8 – ECA – Doctor Recruitment
January 9 – Physician Attraction & Retention Sub Committee
January 10 – Signed Cheques, Reviewed Agenda
January 13 – Anderson Memorial (Museum)
January 13 – Strategic Planning Session
January 14 – Stettler Board of Trade
January 14 – Committee of the Whole
January 16 – Tour of Stettler Mall (empty spaces)
January 17 – Signed Cheques, Reviewed Agenda
January 20 – Stettler Regional Health Professionals Attraction and Retention Committee

(b) Councillor Baker

January 13 – Strategic Planning Session
January 14 – Stettler Board of Trade
January 14 – Committee of the Whole
January 16 – Red Deer River Municipal Users Group
January 20 – Stettler Board of Trade – Big Jack Classic

(c) Councillor Barros

To be provided at a later date

(d) Councillor Lawlor

January 13 – Stettler & District Ambulance Association
January 13 – Strategic Planning Session
January 14 – Stettler Board of Trade
January 14 – Committee of the Whole
January 14 – Parkland Regional Library System
January 15 – Parkland/Stettler Library
January 16 – Stettler Library Board

(e) Councillor Pfeiffer

January 13 – Strategic Planning Session
January 14 – Stettler Board of Trade
January 14 – Committee of the Whole

(f) Councillor Randell

January 13 – Anderson Memorial (Museum)
January 13 – Strategic Planning Session
January 14 – Committee of the Whole
January 20 – Stettler Regional Health Professionals Attraction
and Retention Committee

(g) Councillor Smith

January 9 – Heartland Beautification Committee
January 13 – Strategic Planning Session

Motion 25:01:20

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

MOTION CARRIED
Unanimous

8. Minutes:

(a) Stettler Health Professionals Attraction & Retention Committee Meeting Minutes of November 19th, 2024

(b) Stettler Health Services Foundation Board Meeting Minutes of November 6th, 2024.

(c) Stettler Health Services Foundation Special Board Meeting Minutes of December 4th, 2024.

(d) Heartland Beautification Committee Meeting Minutes of December 5th, 2024.

Motion 25:01:21

Moved by Councillor Randell that the Town of Stettler Council accept the minutes items (a-d) for information as presented.

MOTION CARRIED
Unanimous

- 9. Public Hearing: (a) None
- 10. Bylaws: (a) None
- 11. Correspondence: (a) None
- 12. Items Added: (a) None
- 13. In-Camera Session: (a) None
- 14. Adjournment:

Motion 25:01:22

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

MOTION CARRIED
Unanimous at 7:00 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Leann Graham, CAO

From: Kim Hymers, Asst. CAO

Date: February 4, 2025

Re: Penalty Waive Request – Utility Account #090340.00 – 6017-52nd Ave

Recommendation

That the Town of Stettler respectfully deny the request to waive utility penalties for account number 090340.00 – 6017-52nd avenue in the amount of \$330.94.

Background Information

The Town of Stettler has received an email dated January 24, 2025 from the account holder requesting the Town of Stettler waive the utility penalties for their account, email is attached for reference. The utility account was in arrears before the postal strike occurred and remains one month in arrears.

Penalty for non-payment in current year

Under Bylaw 2172-24, Section 1204 (1), Penalties and Collection of an unpaid utility account, In the event that any such utility bill remains unpaid for a period of twenty-five (25) days from date of mailing of the utility bill, there shall be added thereto a penalty in accordance with schedule "A" Water Tariff.

As well under bylaw 2172-24, Section 1203 (8), Water Rates, Charges and Utility Billing, Failure to receive a Utility bill shall in no way affect the liability of the Consumer to pay the account.

Alternatives to the Recommendation

That the Town of Stettler waive the utility penalties for account number 090340.00 – 6017-52nd Avenue in the amount of \$330.94.

Kim Hymers

From: Tracey McKee
Sent: January 27, 2025 8:36 AM
To: Leann Graham; Kim Hymers
Subject: FW: Late Payment Charge

Hi Leann/Kim,

[REDACTED] requesting to have her late fees waived due to the Canada Post strike.

Thanks,
Tracey

From: [REDACTED]
Sent: January 24, 2025 3:46 PM
To: townoffice <townoffice1@stettler.net>
Subject: Late Payment Charge

Account #090340.00
[REDACTED]

Hello,

My apologies, but we have a late payment charge of \$330.94 on our account because of the mail strike (and also because of myself) and I am hoping to have it have it waived. I don't remember seeing the notice in the November invoice, or I did, and it was something that I would look at later and never got around to reading it. I realize having an electronic funds account would be beneficial for our company, but everything is paid by cheque. We have always had our invoices paid on time and never accumulated any late fees or charges and I will be more mindful of reading everything in the envelope moving forward.

Thank you for your consideration, and I hope you'll approve my request.

Thank you
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

WATERWORKS BYLAW

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

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

This bylaw is cited as the "Waterworks Bylaw".

PART 1 – INTERPRETATION

In this bylaw, unless the content otherwise requires:

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

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

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

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

Town to Operate and Supply

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

Council Authorization

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

PART 3 – DUTIES AND MANAGEMENT

Delegation of Powers

301 The CAO, Assistant CAO, and Director are hereby authorized to do all things necessary to fulfill their responsibilities and duties under this bylaw.

Management and Control

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

Licenses and Permits

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

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

PART 4 – WATER SERVICE CONNECTIONS

Water Service Only to Properties with Watermain Laid

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

Owner Responsible to Pay for Private Service Piping

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

Restrictions on Private Service Piping

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

Application Form for Water Service

404 (1) A Person who wishes to have Water Service shall make application to the Town, in accordance with Section 1301, for installation of the Town Service Pipe. Such application forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent.

- (2) Where the Town undertakes work pursuant to this Part the costs to be charged to the Owners shall be calculated in accordance with policies adopted from time to time by Council.

Water Service by Town

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

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

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

Subdivision Development

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

Application for Larger Service Pipe

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

Additional Construction Costs – Responsibility of Owner

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

PART 5 – SERVICE PIPING FOR FIRE PROTECTION

Application for Fire Protection Service Piping

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

Separate Special Service Pipe for Fire Protection Only

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

Combined Service Pipe

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

Town Ownership and Maintenance

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

No Tapping on Service

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

Operation of Fire Hydrants

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

Additional Construction Costs – Responsibility of Owner

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

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

Plumbers and Contractors Comply With

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

Positioning of Private Service Pipe

- 602 (1) Every Private Service Pipe shall be laid evenly, without kinking or undo bending, with its centre at least 300mm (12 inches) distant from another Service Pipe or sewer pipe.
- (2) A Private Service Pipe shall cross the Property line which separates the Property to be serviced from the Street in which the Watermain is laid at an angle of 90° to the Street.
- (3) A Private Service Pipe shall not cross a Property line separating adjacent Properties.

Material Requirement for Private Service Pipe

- 603 (1) The minimum material requirements for Private Service Piping shall be:
- a. Copper Piping

Copper piping shall be in conformance with ASTM specification B-88-1962, "Type K" or "Type L" or equivalent thereto.
 - b. Plastic Pipe

Polyvinyl Chloride (PVC) pressure pipe shall conform to A.W.W.A. specification C900 and CSA B137.3 class 150 for 150mm (6 inch) pipes and larger.
 - c. Other material shall be at the discretion of the Director.
- (2) Size of Service Pipe

The size of Service Pipe for both the Town Service Pipe and Private Service Pipe, shall not be less than 20mm (3/4") inside diameter, for both new construction and renewal of old Service Piping.

Point of Entrance Agreed to on Application

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

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

- 605 When more than one Private Service Pipe is laid in the same trench, the Private Service Pipes shall:
- a) Be spaced to the satisfaction of the Director, and
 - b) Be laid in the same plane, and
 - c) Be laid in uniformity and in rotation corresponding to the Buildings to be served, and
 - d) Be laid in such a manner that pipe crossings are avoided.

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

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

Town Not Responsible

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

Connection of Private Service Pipe to Curb Stop

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

In this case the Owner shall:

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

Property Owner Responsible for Cost of Change in Material or Size

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

Additional Construction Costs – Responsibility of Owner

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

PART 7 – TEMPORARY WATER SERVICE

Application for Temporary Water Service

701 Persons who wish temporary Water Service in a new Building or Self-Contained Unit for construction purposes or to test plumbing shall make application in accordance with Section 1301 to the Town before the Town turns on the water at the Curb Stop. Such application shall be signed by the Owner of the Property to be served, their contractor or by the Owner's authorized agent.

Applicant to Pay in Advance for Temporary Water Service

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

703 Responsibility of Applicant for Meter Setting for Temporary Water Service

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

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

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

Attendance Required Before Water is Turned On

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

Applicant to Provide 24 Hours Notice

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

Applicant to Apply for Utility Account

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

Plumber Shall Not Operate Curb Stops

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

PART 8 – REPAIR AND MAINTENANCE OF EXISTING WATER SERVICE PIPES

Town Responsibility

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

Town Not Responsible for Negligence Costs

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

Property Owner Responsible for the Service Pipe on Their Property

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

Determining the Exact Location of a Problem and Responsibility for Costs

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

Owner/Occupant Requirements and Responsibilities for Hydrants and Curb Stops

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

Responsibilities for Damages to Fire Hydrants or Curb Stops or Both

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

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

Correction of Non-Conforming Private Service Pipe

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

Responsibility for Cost

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

Private Service Pipe Replacement Requirements

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

PART 10 – WATER METERS & CONTROL VALVES

Water Service Must be Metered

- 1001 All Water Service to any
- (i) Building(s)
 - (ii) Self-Contained Unit(s)

(iii) Mobile Home Not Within a Mobile Home Park
within the Town shall be metered using a Water Meter meeting the specifications as determined by the Director.

Access to Property – Water Meters

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

Location of Meter Setting and Control Valves

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

Location of a Permanent Water Meter Setting

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

Installation of Control Valves

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

Maintenance of Control Valves

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

Water Meters Supplied by the Town

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

Water Meter Installation

- 1008 (1) Persons who wish to have a Water Meter installed shall make application to the Town in accordance with Section 1301. Such application shall be signed by the Owner, their contractor or the Owner's authorized agent before installation.
- (2) The Town is responsible for installing the Water Meter in a horizontal position.
- (3) Every Owner, their contractor or the Owner's authorized agent shall make allowance for the installation of Water Meters in accordance with Section 1004. The Water Meters shall remain accessible and exposed in accordance with the Town's specifications and this bylaw.

- (4) Where the installation requires pipefitting and alterations beyond the norm the Owner shall be responsible for those additional costs.

Water Meters Sealed

- 1009 (1) No Persons shall tamper or interfere with a sealed water meter.

Owner or Occupant Responsible for Meter Protection and Accessibility

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

Owner Responsible for Costs

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

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

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

Water Meter Repairs by the Town

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

Authorization to Disconnect or Remove a Water Meter

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

Service Connection and Metering Requirements for Single Units

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

Service Connection and Metering Requirements for Multi-Family Residential Buildings

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

- e) Multiple housing units consisting of three or more clustered or stacked Self-Contained Units may have one Water Service connection and one Water Meter for each Self-Contained Unit providing approval is given by the Director.

Water Service Connection and Water Metering Requirements for Commercial Developments

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

Meter Chambers

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

Subsidiary Water Meters

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

Customer Requests Testing of Meters

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

PART 11 – REMOTE READERS

Access to Remote Reader

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

Owner's Responsibility to Protect Remote Reader

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

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

Opening of Accounts

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

Guarantee Deposit

- 1202 (1) As a condition of providing Water Service and before the Water Service is turned on, the Town shall require from every Tenant, who is not an Owner, a guarantee deposit.
- (2) A guarantee deposit is non-transferable and may be:
- a) an amount levied in accordance with the Water Tariff, which is attached to **and forms Schedule "A" to this bylaw**.
- (3) The amount levied as a guarantee deposit in accordance with Section 1202(2) shall be retained for a minimum period of one (1) year by the Town and shall only be refunded if:
- a) The Tenant has not been in violation of Section 1203 during the most recent one (1) year period, or

- b) The Water Service has been discontinued prior to the one-year period, the guarantee deposit shall be returned provided that the guarantee deposit shall be applied to any unpaid Account at the time of discontinuance of the service.
- (4) Interest for the period of time which the guarantee deposit is held by the Town shall not be paid.

Water Rates, Charges and Utility Billing

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

Penalties and Collection of an Unpaid Utility Account

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

Bill, including penalties, arrears, and a Reconnect/Disconnect fee, in accordance with this bylaw, is paid in full.

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

Discontinuance of Water Service and Final Billing

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

Discontinuance of Service

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

- (4) If the Water Service has been disconnected in accordance with Section 1206(1)(b) (non-payment of charges) a Service Fee in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw shall be levied for the reconnection. The reconnection shall not occur until all outstanding charges, penalties, interest and current charges have been paid in full or satisfactory arrangements made with the Assistant CAO.

Emergency Discontinuance or Reconnection of Water Service

1207 (1) The Owner or Occupant, their contractor or authorized agent may request the discontinuance or reconnection of Water Service at their Self-Contained Unit or Building in an emergency situation.

- (2) If the Water Service has been disconnected or reconnected in accordance with Section 1207(1) a Service Fee in accordance with the Water Tariff, which is attached to and forms Schedule "A" to this bylaw, shall be charged to the Owner.

Attendance Required Before Water is Turned On

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

PART 13 – APPLICATION FORMS

Town Requires Application Forms Before Installation

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

- (2) A Person shall apply for temporary Water Service, or the installation or replacement of a Water Meter on a form Approved by the CAO. Such forms shall be signed by the Owner of the Property to be provided with Water Service, their contractor or by the Owner's authorized agent before installation.

PART 14 – BULK WATER DISPENSER

Bulk Water Dispenser Regulations

Town to Operate

1401 Bulk water is available through a Town operated access code and credit card operated facility.

Obtaining a Bulk Water Account

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

Bulk Water Rates

1405 The bulk water rates are levied in accordance with the current Utility Bylaw 2165-23 as amended from time to time.

Billing, Penalties and Collection

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

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

- (3) The calculation of a Utility Bill is based on the quantity of water provided at the bulk water facility which shall be determined from the present and previous Water Meter readings as recorded by the Town.
- (4) A Utility Bill showing the value of water provided by the Town for a one month period shall be calculated as soon as practical after the end of the billing period.
- (5) A Utility Bill shall be mailed to each bulk water facility user who has entered into a Bulk Water Servicing Agreement with the Town on a monthly basis if any rates or charges apply in accordance with this bylaw.
- (6) All rates and charges shall be due and payable upon receipt of billing.
- (7) Failure to receive a Utility Bill shall in no way affect the liability of the bulk water facility user to pay their Utility Bill.
- (8) The bulk water facility user shall be subject to the provisions of Section 1204 in regards to collection and penalties of their unpaid Utility Bill.

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

Authority to Shut Off Water Supply

1501 (1) Emergency Shut-Off

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

(2) Non-Emergent Shut-Off

- a) In case of making repairs or in construction of new works or in connection or repairing Service Pipes, the Town shall have the right to shut off the water from any Consumer or customer without notice and keep it off as long as may be necessary.
- b) The Town shall endeavor to provide notice to customers of such interruption of service and shall seek to minimize the inconvenience to customers as may be possible and reasonable.

Regulating and Restricting Hours of Use

- 1502 (1) When an emergency or drought situation occurs, the CAO or in his/her absence the CAO's backup may restrict the use of water from the Water System in accordance with Water Conservation Policy XV-7.
- (2) When an emergency occurs and at the discretion of the CAO, no Person being Owner and Occupant, of any Self-Contained Unit, Building or other premises which are supplied with water from the Water System, shall vend, sell or dispose of water therefrom, or give away or permit the same to be taken or carried away from the Property unless specifically authorized by the CAO.

Unauthorized Use of Water

1503 (1) No Interference with Water Supply System

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

(2) No Keeping or Use of Key or Wrench

- a) No Person, other than Town employees authorized by the Director, shall make, keep, use or dispose of any key or wrench, the purpose of which is to operate any valve, Curb Stop, Fire Hydrant, chamber, or any other Water System appurtenances on the Water System.
- b) In the event of illegal water Turn-Ons by Persons other than Town employees, the Water Service will be immediately turned off without notice and a reconnection fee of one hundred (\$100.00) dollars will be charged to the Owner of the Property. In addition, illegal water Turn-Ons will be back charged to date of use of service, and the fee will be double the amount of regular billing.

No Wasting of Water

- 1504 (1) Neither the Owner nor Occupant of premises nor any other Person shall allow water to run to waste for any reason.
- (2) The Director may shut off the water supply to any Building or Property if in his/her opinion water is being wasted.
- (3) The Director shall endeavor to give notice of intention to close a Water Service, bearing in mind all the circumstance of the particular case including, but not limited to, the estimated rate of wastage, the age of piping, the possibility of damage to adjacent Property and the season of the year. The time allowed for stopping the wastage shall be reasonable, but at the discretion of the Director.
- (4) In cases where the water has been shut off for allowing waste or leaks or defects in pipes or connections the Director may refuse to restore Water Service until the defects have been repaired.

Town Not Liable for Damage Due to Cessation of Water Service

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

Right to Inspect

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

PART 16 – PENALTIES AND OTHER PROVISIONS

Application of Bylaw to Water Service Contract

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

Penalties

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

Injunction

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

PART 17 – GENERAL PROVISION OF THIS BYLAW

Severability

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

PART 18 – EFFECTIVE DATE AND REPEAL

- 1801 (1) Enactment

This bylaw shall come into force and effect on June 18, 2024.

- (2) Repeal of Bylaws

Upon the coming into effect of this bylaw, Bylaw1856-02 and all amendments thereto are hereby rescinded in their entirety.

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

READ a second time this 18th day of June, A.D. 2024 as amended.

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

Mayor

Assistant CAO

WATERWORKS BYLAW NO. 2172-24

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

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

Schedule "A" – Water Tariff

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

Water Tariff

1. Metered Rates:

Flat Base Rate Per Month \$8.32

1 to 44 m³ @ 1.05 m³

45 to 114 m³ @ .96 m³

115 to 225 m³ @ .83 m³

226 m³ & over @ .695 m³

2. Service Fee:

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

If the Consumer wishes to obtain Water Service:

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

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

3. Guarantee Deposit:

- a. Every Consumer who is not an Owner - \$300.00

4. Overdue Accounts:

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

5. Temporary Water Service Charge:

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

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

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

7. Water Meter Installation Fee:

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

- 1. An application has been made to and Approved by the Town to supply and install a Water Meter.
- 2. A new utility Account has been set up with the Town for any new Building construction;
- 3. Section 1004, Provision of a Meter Setting, has been complied with;

4. Section 1005, Provision of Control Valves, has been complied with;
5. At least 24 hours notice has been provided to the Town.

8. Bulk Water Dispenser:

1. Bulk Water ~~Key~~ Deposit

The bulk water deposit collected on accounts shall be \$300.00.

2. Bulk Water

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

WATERWORKS BYLAW 2172-24
SCHEDULE "B" - FORMS



**UTILITY SERVICE AGREEMENT
WATERWORKS BYLAW 2172-24**

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

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

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

OWNER INFORMATION

Owner Name: _____ Phone Number: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Email: _____ Preferred Method of Contact: Mail Electronic Mail

Signature(s): _____ Date: _____

Parent/Guardian Signature (If applicable): _____

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

MEMORANDUM

To: Leann Graham - CAO
From: Rachel Morbeck - Tax Coordinator
Date: January 27, 2025

As per Town of Stettler Tax Rebate policy IV - 1(a), we are seeking approval to issue a refund cheque to the owner of 5724 - 50A Avenue for a tax rebate on the house that burned down due to a structure fire on June 29, 2024. The original assessment value for improvements was \$465,840, and the updated improvements value equals \$31,260 (the value of improvements remaining after the fire and demolition of the second and main floors). The value of \$31,260 includes the foundation and basement, which remain uninhabitable.

Please see the calculations as follows:

Assessment values for improvements:				Total Tax Rebate	
original improvements value	465,840			Residential/Farmland - Municipal	\$ 1,538.52
updated value after the fire	<u>(31,260)</u>			Residential - School	\$ 528.78
improvements value lost	434,580			Seniors	<u>\$ 95.35</u>
				Total	<u>\$2,162.65</u>
*June 30 to December 31 equals 185 days of loss in 2024					
Municipal - Res/Farm	$\frac{185}{365}$ Days x	434,580	Assessment x	0.0069848 2024 Tax Rate =	\$ 1,538.52
Municipal - Non-Res	$\frac{0}{365}$ Days x		Assessment x	0.0095187 2024 Tax Rate =	\$ -
School - Res	$\frac{185}{365}$ Days x	434,580	Assessment x	0.0024006 2024 Tax Rate =	\$ 528.78
School - Non-Res	Days x		Assessment x	0.003451 2024 Tax Rate =	\$ -
	365				
Seniors	$\frac{185}{365}$ Days x	434,580	Assessment x	0.0004329 2024 Tax Rate =	\$ 95.35

Administration respectfully recommends that Town of Stettler Council approves the Tax Rebate in the amount of \$2,162.65.

TOWN OF STETTLER

Prepared by: Corporate Services Committee Number: IV-1(a)
Adopted by: Town of Stettler Council Original Policy: 1993 01 03
Previous Policy: 2002 04 02
Current Policy: 2009 03 17

Title: Tax Rebate

Purpose: To provide for the automatic application process for the rebate of taxes on properties which have had improvements removed from the property or a manufactured home (on a rented lot) is moved out of a municipality during the year.

Policy Statement: To receive an automatic tax rebate the ratepayer should complete a demolition certificate or notify the Town of the date of removal of the manufactured home.

The rebate will be based upon the assessment value of the improvements removed from the property.

The date for the proration calculation shall be:

- a. For a manufactured home the date of actual removal of the said manufactured home as verified by the Town.
- b. For demolitions the date will be determined when reclamation of the site has been completed to the satisfaction of the Town.

In the case of property damage/loss to an assessed structure resulting from a fire, the affected property owner shall be eligible for a tax rebate/refund/credit calculated as a deemed demolition retroactive to the date of the fire provided all of the following:

- a. The fire has caused an excessive amount of damage to an assessed improvement on the property rendering the property uninhabitable/unable to be occupied for the balance of any given tax year.
- b. The property owner has paid all property taxes (both current & arrears) relating to the property.

- c. No tax rebate/refund/credit shall be applied until a valid demolition permit has been issued and the damaged structure(s) have been entirely removed. Assessed structures damaged by fire that require less than 100% demolition shall not be eligible for a tax rebate/refund/credit under this policy because the determination of a partial loss is considered too subjective.
- d. The value of land for assessment purposes shall not be included in any tax rebate/refund/credit calculation under this policy.
- e. Fire damage that is a result of arson by an owner (as solely determined by the Fire Chief/RCMP) shall not be eligible for a tax rebate/refund/credit under this policy.

Tax rebates greater than \$500.00 shall require approval of the Town Council.

Roll: 108060008
 Legal: 1177HW 8 6

Description:

Address: 5724-50A AVE.
 Zoning: GENERAL RESIDENTIAL
 Actual Use: Primary: R10000
 Market Loc: 150 WESTEND
 Econ.Zone: Economic Zone 1
 Assbl.Party: I Individual
 Owner: [REDACTED]

Assbl. Land Area: 7,500 Sq. Feet



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
85400064	1 RESIDENTIAL	7,500 Sq. Feet	0%	100%	1	100%	69,120

Improve rents

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
222017018	004-05-09	SFD - After 1970	2,304	2013	1	100%	31,260
222017019	030-04-28	Garage	622	2013	1	100%	0

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	T2RO	1 RESIDENTIAL	69,120	31,260	0	100,380
Grand Totals:			69,120	31,260	0	100,380

Narratives

SALES 02/09/2012 MLS LISTINGS

Vacant Land FOR SALE FEB. 2012 BY [REDACTED] Offered At \$95,900 5724 50A AVENUE Large lot to build on. Handy to schools, hospital and churches. 50 x 150 ft. Zoned R2. Big mature trees.

2025 07/15/2024 CHECK 2025

HOUSE IS DEMOLISHED AFTER FIRE. CHECK ON REBUILD. [REDACTED] THE TOWN SAYS THE PLAN WAS TO START REBUILD BEFORE YEARS END, BUT THERE HAS BEEN NO PERMIT TAKEN OUT.

Inspections

Outside Complete 10/03/2024 [REDACTED]

DP #3413-2024 DEMO FOLLOWING A FIRE @ \$29,985. 1,800 SQ. FT. FOUNDATION IS STILL THERE. AS PER OUR PROGRESSIVE FUNCTION, THE FOUNDATION IS VALUED AT 13% OF THE TOTAL BUILD. WE APPLIED POOR CDU AND ADDITIONAL OBSOLESCENCE TO THE FOUNDATION. [REDACTED] THE TOWN SAYS THE PLAN WAS TO START REBUILD BEFORE YEARS END, BUT THERE HAS BEEN NO PERMIT TAKEN OUT.

Outside Complete 07/11/2024 [REDACTED]

AS PER INSPECTION, NOTICED THIS PROPERTY HAD A FIRE. TOUCHED BASE WITH THE TOWN TO CONFIRM THERE WAS A FIRE HERE ON JUNE 29, 2024. MOVED TO MINIMAL VALUES FOR NOW, FLAG TO KEEP AN EYE ON. NOH LEFT CARD APPEARS NO CHANGE

Visual Exterior 09/04/2019 [REDACTED]

Revisions

MGA305(1) 06/24/2010 [REDACTED]

CDU TO POOR, 65% FO DUE TO VERY POOR CONDITION

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
02/22/2013	\$69,120	\$90,000	\$90,700	9 NOT USED	Vacant	76%	132053838
09/07/2007	\$69,120	\$75,000	\$76,200	9 NOT USED	Improved	91%	072539984

MEMORANDUM

To: Leann Graham, CAO

From: Kim Hymers, Asst. CAO

Date: February 4, 2025

Re: Parkland Regional Library – 2025 Budget Requisition

Recommendation

That the Town of Stettler approve the Parkland Regional Library 2025 Budget with a requisition of \$9.81 per capita – Total Requisition - \$55,867.95 (5695 x \$9.81)

Background Information

We are in receipt of the Parkland Regional Library's budget for 2025 (1 year budget), with a 2025 per capita requisition of **\$9.81 (2024 - \$9.18 = \$52,803.36 / 2023 - \$8.75 = \$52,080.00 - \$2,559.36 (\$0.43) – 6.43% increase)**

The updated municipal requisitions are as follows:

2008 - \$6.11
 2009 - \$6.58
 2010 - \$6.77
 2011 - \$6.97
 2012 - \$7.07 (\$7.29 & \$7.18 previous)
 2013 - \$7.28 (\$7.53 & \$7.67 previous)
 2014 - \$7.50 (\$7.62 & \$7.91 previous)
 2015 - \$7.73 (\$7.87 previous)
 2016 - \$7.88 (\$8.08 & \$8.27 previous)
 2017 - \$8.04 - 2% increase
 2018 - \$8.12 – 5% increase
 2019 - \$8.25 – 1.66% increase
 2020 - \$8.55 – 4% increase
 2021 - \$8.55 – 0% increase
 2022 - \$8.55 – 0% increase
 2023 - \$8.75 – 2.34% increase
 2024 - \$9.18 – 4.91% increase
2025 - \$9.81 – 6.43% estimated increase
 2026 – \$10.01 – 2% estimated increase

Year	Per Capita	Population	Requisition	Diff	%
2004			\$21,060.78		
2005			\$28,377.18	\$7,316.40	35%
2006			\$28,377.18	\$0.00	0%
2007			\$29,526.90	\$1,149.72	4%
2008			\$33,103.98	\$3,577.08	12%
2009	\$6.58	5843	\$38,446.94	\$5,342.96	16%
2010	\$6.77	5843	\$39,557.11	\$1,110.17	3%
2011	\$6.97	5843	\$40,725.71	\$1,168.60	3%
2012	\$7.07	5843	\$41,310.01	\$584.30	1%
2013	\$7.28	5748	\$41,845.44	\$535.43	1%
2014	\$7.50	5748	\$43,110.00	\$1,264.56	3%
2015	\$7.73	5748	\$44,432.04	\$1,322.04	3%
2016	\$7.88	5748	\$45,294.24	\$862.20	2%
2017	\$8.04	5748	\$46,213.92	\$919.68	2%
2018	\$8.12	5952	\$48,330.24	\$2,116.32	5%
2019	\$8.25	5952	\$49,104.00	\$773.76	2%
2020	\$8.55	5952	\$50,889.60	\$1,785.60	4%
2021	\$8.55	5952	\$50,889.60	\$0.00	0%
2022	\$8.55	5952	\$50,889.60	\$0.00	0%
2023	\$8.75	5952	\$52,080.00	\$1,190.40	2.34%
2024	\$9.18	5952	\$54,639.36	\$2,559.36	4.91%
2025	\$9.81	5952	\$58,389.12	\$3,749.76	6.86%
2026	\$10.01	5952	\$59,556.90	\$1,167.78	2.00%

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year. The Parkland Regional Library Board requests that council approves the 2025 budget.

Financial Implications

2025 Budget - \$55,867.95 – 6.43% Increase (\$0.63)

Alternatives to the Recommendation

That the Town of Stettler send a letter under Mayor Nolls signature indicating that the Town does not approve the Parkland Regional Library 2025 Budget for the following reasons:

Points to Ponder

- Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget: 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs
- The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics



Proposed BUDGET 2025

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

Salaries with staff added to new grid

		Present Budget	Proposed Budget
		2024	2025
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,123,362	2,178,075
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	50,000	67,500
TOTAL Income		3,828,179	3,900,392
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188
Cost of Services			
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)		3,828,179	3,900,392
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.18	9.81

Notes for the Parkland Regional Library System Budget 2025

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents. Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.

By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requisition paid by each municipality in 2024 and 2025.

Parkland Regional Library System



Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$251,794
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$272,608
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$236,627
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$11,025
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$141,850
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$58,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,700
Contribution to Outlet Libraries*		\$800
Materials Discount	(41% in 2023)	\$115,536
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,025,190
Requisition		\$2,178,075
Difference Between Levy & Direct Return		92%
		\$152,885

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Parkland Regional Library System

Requisition Comparison for 2024 to 2025

Municipality	2024		2025		Requisition increase or decrease 2024 to 2025
	Treasury Board Population Estimates 2022		Municipal Affairs Population Lists 2023		
	Billing population	per Capita rate \$9.18	Billing population	per Capita rate \$9.81	
1 Village of Alix	835	7,665.30	774	7,592.94	(72.36)
2 Village of Alliance	150	1,377.00	166	1,628.46	251.46
3 Village of Amisk	198	1,817.64	219	2,148.39	330.75
4 Town of Bashaw	778	7,142.04	848	8,318.88	1,176.84
5 Village of Bawlf	425	3,901.50	412	4,041.72	140.22
6 Town of Bentley	1,037	9,519.66	1,042	10,222.02	702.36
7 Village of Big Valley	341	3,130.38	331	3,247.11	116.73
8 SV of Birchcliff	145	1,331.10	211	2,069.91	738.81
9 Village of Bittern Lake	234	2,148.12	216	2,118.96	(29.16)
10 Town of Blackfalds	11,962	109,811.16	10,470	102,710.70	(7,100.46)
11 Town of Bowden	1,271	11,667.78	1,280	12,556.80	889.02
12 City of Camrose	19,847	182,195.46	18,772	184,153.32	1,957.86
13 Camrose County	9,208	84,529.44	8,504	83,424.24	(1,105.20)
14 Village of Caroline	464	4,259.52	470	4,610.70	351.18
15 Town of Carstairs	4,988	45,789.84	4,898	48,049.38	2,259.54
16 Town of Castor	881	8,087.58	803	7,877.43	(210.15)
17 Clearwater County	12,099	111,068.82	11,865	116,395.65	5,326.83
18 Village of Clive	823	7,555.14	775	7,602.75	47.61
19 Town of Coronation	905	8,307.90	868	8,515.08	207.18
20 Village of Cremona	452	4,149.36	437	4,286.97	137.61
21 Village of Czar	230	2,111.40	248	2,432.88	321.48
22 Town of Daysland	810	7,435.80	789	7,740.09	304.29
23 Village of Delburne	889	8,161.02	919	9,015.39	854.37
24 Town of Didsbury	5,092	46,744.56	5,070	49,736.70	2,992.14
25 Village of Donalda	207	1,900.26	226	2,217.06	316.80
26 Town of Eckville	1,158	10,630.44	1,014	9,947.34	(683.10)
27 Village of Edberg	152	1,395.36	126	1,236.06	(159.30)
28 Village of Elnora	291	2,671.38	288	2,825.28	153.90
29 Flagstaff County	3,614	33,176.52	3,694	36,238.14	3,061.62
30 Village of Forestburg	928	8,519.04	807	7,916.67	(602.37)
31 SV of Gull Lake	202	1,854.36	226	2,217.06	362.70
32 SV of Half Moon Bay	35	321.30	65	637.65	316.35
33 Town of Hardisty	465	4,268.70	548	5,375.88	1,107.18
34 Village of Hay Lakes	525	4,819.50	456	4,473.36	(346.14)
35 Village of Heisler	157	1,441.26	135	1,324.35	(116.91)
36 Village of Hughenden	230	2,111.40	213	2,089.53	(21.87)
37 Town of Innisfail	7,672	70,428.96	7,985	78,332.85	7,903.89
38 SV of Jarvis Bay	219	2,010.42	213	2,089.53	79.11
39 Town of Killam	844	7,747.92	918	9,005.58	1,257.66
40 City of Lacombe	14,229	130,622.22	14,258	139,870.98	9,248.76
41 Lacombe County	10,807	99,208.26	10,283	100,876.23	1,667.97
42 Village of Lougheed	281	2,579.58	225	2,207.25	(372.33)
43 Mountain View County	13,877	127,390.86	12,981	127,343.61	(47.25)
44 SV of Norglenwold	275	2,524.50	306	3,001.86	477.36
45 Town of Olds	9,567	87,825.06	9,209	90,340.29	2,515.23
46 Paintearth County	2,138	19,626.84	1,990	19,521.90	(104.94)
47 SV of Parkland Beach	154	1,413.72	168	1,648.08	234.36
48 Town of Penhold	3,928	36,059.04	3,484	34,178.04	(1,881.00)
49 Town of Ponoka	7,518	69,015.24	7,331	71,917.11	2,901.87
50 Ponoka County	10,372	95,214.96	9,998	98,080.38	2,865.42
51 Town of Provost	1,870	17,166.60	1,900	18,639.00	1,472.40
52 MD Provost	2,183	20,039.94	2,071	20,316.51	276.57
53 Red Deer County	21,930	201,317.40	19,933	195,542.73	(5,774.67)
54 Town of Rimbey	2,625	24,097.50	2,470	24,230.70	133.20
55 SV of Rochon Sands	79	725.22	97	951.57	226.35
56 Town of Rocky Mtn. House	6,603	60,615.54	6,765	66,364.65	5,749.11
57 Village of Rosalind	184	1,689.12	162	1,589.22	(99.90)
58 Village of Sedgewick	816	7,490.88	761	7,465.41	(25.47)
59 Town of Stetter	5,752	52,803.36	5,695	55,867.95	3,064.59
60 Stettler County	5,777	53,032.86	5,666	55,583.46	2,550.60
61 SV of Sunbreaker Cove	94	862.92	131	1,285.11	422.19
62 Town of Sundre	2,544	23,353.92	2,672	26,212.32	2,858.40
63 Town of Sylvan Lake	16,802	154,242.36	15,995	156,910.95	2,668.59
64 SV of White Sands	135	1,239.30	174	1,706.94	467.64
	231,303	2,123,361.54	222,026	2,178,075.06	54,713.52 TOTAL

Brief Notes – September 2025

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Increased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements - includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning - also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level - reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels - includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 - since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

Complete Notes to the 2025 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget	Proposed Budget
	2024	2025
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
TOTAL Income	3,828,179	3,900,392

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

Support Materials & Services Direct to Libraries		2024	2025
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

*2.3 Computer Maint. Agree.
Software Licences:*

line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS’ management of wireless networks, licensed services for the Polaris integrated library system, and small non-capital IT items such as monitors and bar code scanners.

2.4 Cooperative Collection:

designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees
and Subscription fees:*

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On
Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland’s six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

2.8 Internet Connection

Fees: estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated— includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2024 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers: reduced due to lower system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

held at \$800 - funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.

2.13 Periodicals:

held at 2024 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries:

held at 2024 level - based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

2.15 Supplies purchased Cataloguing/Mylar:

held at 2024 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

increased slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2024 level – used to support the physical audiobook collection.

2.19 eContent: increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: held at 2024 level to help refresh the collection.

2.21 Programming Kits: held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

2.22 Reference Materials: held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2024	2025
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204

Cost of Services – line details

- 3.1 Audit:* increased - the 2025 audit fees are estimated because Parkland’s current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland’s audit service provider - includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.
- 3.4 Building-Repair/Maintenance:* increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

- 3.5 Dues/Fees/
Memberships:* held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
- 3.6 Insurance:* this line has a slight increase - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor
Maint. Expense:* increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage, based on 3-year average costs.
- 3.9 Salaries:* to reflect the current staffing levels – includes new salary grid and compensation policy implementation.
- 3.10 Salaries-Employee
Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.
- 3.12 Supplies/Stationery/
Building:* based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget 2024	Proposed Budget 2025
TOTAL Income	3,828,179	3,900,392
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.18	9.81

Budget Supplement

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves. In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2025
Amortization Reserve	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$64,913 A
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0 B
Technology Reserve	
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$44,400 -B)</i>	\$250,400
	\$315,313
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0 C
	\$0
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - PRLS assets	\$19,980 B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$24,420 B

Vehicle Reserve

Proceeds from the sale of vehicles \$0 C

(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers \$66,608

\$111,008

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$64,913 A

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

(actual amount will be affected by asset disposals during the year)

\$143,852

MEMORANDUM

To: Leann Graham, CAO

From: Kim Hymers, Asst. CAO

Date: February 4, 2025

Re: 2025 FCSS Budget

Recommendation

That the Town of Stettler Council approve the 2025 Operating Budget for the FCSS in the amount of \$467,659.18 as presented. Further approves the inclusion of \$205,274.61 in the Town's 2025 Budget for the FCSS representing \$41,055 in Town Funding (20%) and \$164,220 in Provincial funding (80%)

Financial Implications

2025 Budget - \$205,275 - \$41,055 (20% Town Municipal Portion) / \$164,220 (80% Provincial Portion)

Actual

2024 - \$205,275 - \$41,055 (20% Town Municipal Portion) / \$164,220 (80% Provincial Portion)
2023 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2022 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2021 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2020 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2019 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2018 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2017 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2016 - \$196,435 - \$39,287 (20% Town Municipal Portion) / \$157,148 (80% Provincial Portion)
2015 - \$173,517 - \$32,739 (20% Town Municipal Portion) / \$140,778 (80% Provincial Portion)
2014 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2013 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2012 - \$178,695 - \$47,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2011 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2010 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,956 (80% Provincial Portion)
2009 - \$163,695 - \$32,739 (20% Town Municipal Portion) / \$130,314 (80% Provincial Portion)
2008 - \$173,185 - \$31,940 (20% Town Municipal Portion) / \$141,245 (80% Provincial Portion)
2007 - \$140,236 - \$28,047 (20% Town Municipal Portion) / \$112,189 (80% Provincial Portion)

Alternatives to the Recommendation

- That Council consider an increase to the required minimum 20% Municipal funding

Documentation

- Copy of Stettler FCSS 2024 Budget and background information

2025 Budget

GOVERNMENT GRANT INCOME	2024	Proposed 2025	Difference
FCSS Grant - County	225,608.98	225,608.98	0.00
FCSS Grant - Town	205,274.61	205,274.61	0.00
Total Government Grants	430,883.59	430,883.59	0.00
OTHER INCOME			
Child & Family Services	50,000.00	50,000.00	0.00
Rental Income	11,100.00	11,100.00	0.00
Counselling Fees	4,500.00	1,500.00	-3,000.00
Interest revenue	2,000.00	2,000.00	0.00
Total Other Income	67,600.00	64,600.00	-3,000.00
TOTAL ANNUAL INCOME	498,483.59	495,483.59	-3,000.00
PROGRAM EXPENSES			
Family Counselor	66,240.00	66,240.00	0.00
SCSC	93,600.00	97,100.00	3,500.00
Day Home	15,000.00	10,000.00	-5,000.00
Pregnancy Care		1,000.00	1,000.00
Sharebear	-	3,000.00	3,000.00
Home Support	33,500.00	31,000.00	-2,500.00
Circle of Services	-	12,000.00	12,000.00
Community Outreach 2	56,259.00	-	-56,259.00
Community Outreach 1	50,502.71	51,542.29	1,039.58
Program Development	89,656.03	95,184.39	5,528.36
Community Development	15,000.00	25,000.00	10,000.00
TOTAL PROGRAM EXPENSES	419,757.74	392,066.68	-27,691.06
OPERATION EXPENSES 5% Increase			
Advertising & Promotion	1,650.00	1,732.50	82.50
Resources & Membership Fees	1,200.00	1,260.00	60.00
Training Expenses	1,500.00	3,500.00	2,000.00
Audit	7,950.00	8,347.50	397.50
Insurance	2,000.00	2,100.00	100.00
Photocopying	3,000.00	3,150.00	150.00
Bank Charges	400.00	420.00	20.00
Equip Rental & Maintenance	12,000.00	12,600.00	600.00
Equipment Purchase	3,850.00	4,042.50	192.50
Maintenance & Repair	12,000.00	12,600.00	600.00
Telephone/Internet	9,300.00	9,765.00	465.00
Relief Staff	1,650.00	1,650.00	0.00
Staff/Board Expense	6,050.00	6,050.00	0.00
HCSA	2,200.00	2,200.00	0.00
Postage	400.00	400.00	0.00
Office Expense	5,500.00	5,775.00	275.00
TOTAL OPERATION EXPENSES	70,650.00	75,592.50	-4,942.50
TOTAL ANNUAL EXPENSES	490,407.74	467,659.18	22,748.56
NET INCOME (LOSS)	8,075.85	27,824.41	-19,748.56
FCSS DEFICIT/SURPLUS	-59,524.15	-36,775.59	0.00

Town of
Stettler

2025

STRATEGIC PLANNING



2025 Strategic Plan Rankings

Rank	Item	Council Votes	Staff Votes	Total Votes
1	Walk-in clinic	26	59	85
2	Investment in infrastructure	24	46	70
3	Revenue & expenses review	11	44	55
4	Street light conversion	18	20	38
5	Respectful regional relationships	8	26	34
6	Town solar	11	22	33
7	Treaty signage	5	7	12
8	Access assists	2	8	10
9	Other models of medical care delivery		7	7
-	Mental health promotion			
-	Drive-in theatre			

Initiatives identified as already in the realm of operations (alphabetical order):

- Disaster siren
- Effective communications
- Fire department community risk assessment
- New lift stations
- Operational efficiencies

Some items were also referred to committees (also alphabetical order):

Economic Development:

- Alternative housing
- Jewel theatre

Government Advocacy:

- Museum building modernization

Parks Advisory:

- Horseshoe pits
- Increased accessibility to parks
- Interim dog park
- Outdoor exercise equipment
- Outdoor pool
- Sports Park enhancements

SRC Planning:

- Arena storage
- Indoor play space
- Outdoor pool
- Roller rink

**Town of Stettler
2025 Strategic Planning
Updated January 15, 2025**

Goal	Actions Required	Person(s) Responsible	Date
1. Walk-in clinic	Lobby AHS for addition	HPA+R	Ongoing
	Research models utilized in other jurisdictions	HPA+R	
	Communicate with existing doctors	HPA+R	
	Look at possible locations	Mayor Nolls CAO Director of Planning & Development and Director of Information Services	

Goal	Actions Required	Person(s) Responsible	Date
2. Investment in infrastructure	Examine where the highest infrastructure deficit is from the 10 year plan.	Director of Operations	Ongoing
	Look at financial options during the capital budget process	Assistant CAO	

Some principles identified include:

- Being mindful of staff capacity
- Being mindful to not deplete resources (fiscal responsibility)

Goal	Actions Required	Person(s) Responsible	Date
3. Revenue & expenses review	Review current expenses and revenues Research possible expense saving and new revenue streams	Administration	Ongoing

Goal	Actions Required	Person(s) Responsible	Date
4. Street light conversion	Engage ATCO	CAO Assistant CAO Director of Operations	Ongoing
	Prepare business case for when this will occur	CAO Assistant CAO Director of Operations	

Goal	Actions Required	Person(s) Responsible	Date
5. Respectful regional relationships	Schedule bi-annual joint council meetings	Council Administration	Ongoing
	Team building exercise		

Some principles identified include:

- Honesty always
- Team building
- Have the discussions as a group, not sidebar conversations
- Don't just have meetings when there are contentious issues

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77649	77663
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	77649	2025-01-24	\$2,107.54

	Invoice Description	Invoice Number	Invoice Amount

	Water Billing - Postage	9943259327	\$1,861.46
	Office - Taxes Postage	9944062327	\$246.08

Ecklund, Lorne	77650	2025-01-24	\$265.65

	Invoice Description	Invoice Number	Invoice Amount

	Park - Chainsaw = DZl-LENE	368253	\$265.65

Ellis, Vikki	77651	2025-01-24	\$67.80

	Invoice Description	Invoice Number	Invoice Amount

	Water - Refund Credit Balance	2025.01.09	\$67.80

Entandem	77652	2025-01-24	\$755.43

	Invoice Description	Invoice Number	Invoice Amount

	Fitness - Resound Class	462787	\$456.68
	2025 Rec Licence Fee	461357	\$247.25
	Resound Skating Licence	461842	\$51.50

John Deere Financial	77653	2025-01-24	\$199.68

	Invoice Description	Invoice Number	Invoice Amount

	SRC & Pool - grease Gun	1411962	\$127.60
	Trans - Filters	1411991	\$72.08

Mielke, Keith	77654	2025-01-24	\$63.70

	Invoice Description	Invoice Number	Invoice Amount

	Water - refund Credit Balnace	2025.01.10	\$63.70

Notland, Curt	77655	2025-01-24	\$139.24

	Invoice Description	Invoice Number	Invoice Amount

	Water - Refund Credit Balance	2025.01.10	\$139.24

Ornamental Bronze Limited	77656	2025-01-24	\$148.05

	Invoice Description	Invoice Number	Invoice Amount

	Cemetery - Year Tab	109848	\$148.05

Quadient	77657	2025-01-24	\$2,078.40

	Invoice Description	Invoice Number	Invoice Amount

	Office - Postage & Prepaid	2698642	\$2,078.40

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
RCAP Leasing	77658	2025-01-24	\$218.40

Invoice Description		Invoice Number	Invoice Amount
Office - Telecommunications		1260350	\$218.40

Receiver General for Canada	77659	2025-01-24	\$70,988.86

Invoice Description		Invoice Number	Invoice Amount
Town Tax Remittance		PP02-25	\$59,992.65
Town Tax Remittance		PP02-25.	\$4,933.17
BOT Tax Remittance		PP02-25.BOT	\$2,519.92
Library Tax Remittance		PP02-25.LIBRAR	\$3,543.12

Stettler & District Food Bank	77660	2025-01-24	\$1,270.00

Invoice Description		Invoice Number	Invoice Amount
Admin -Employee Event Donation		2024	\$1,270.00

Stettler Curling Club	77661	2025-01-24	\$546.00

Invoice Description		Invoice Number	Invoice Amount
Fire Joint - Year End Function		20250102	\$546.00

The Society of Local Governmen	77662	2025-01-24	\$440.00

Invoice Description		Invoice Number	Invoice Amount
Admin - Professional Fees		5264	\$440.00

Town of Stettler - Petty Cash	77663	2025-01-24	\$190.45

Invoice Description		Invoice Number	Invoice Amount
Town Petty cash		2025.01.21	\$190.45

		Total Cheques	\$79,479.20

			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0008506	EFT0008547
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0008506	2025-01-28	\$2,120.00

Invoice Description	Invoice Number	Invoice Amount	
PR - Staff Appreciation Lunch	380	\$2,120.00	

Accu-Flo Meter Service Ltd.	EFT0008507	2025-01-28	\$3,603.66

Invoice Description	Invoice Number	Invoice Amount	
Water Trans - Software	116991	\$3,603.66	

APEX Supplementary Pension Pla	EFT0008508	2025-01-28	\$382.36

Invoice Description	Invoice Number	Invoice Amount	
Sub pension Plan Remit	PP02-25	\$382.36	

Bagshaw Electric Ltd.	EFT0008509	2025-01-28	\$23,821.81

Invoice Description	Invoice Number	Invoice Amount	
SRC - Propane	IC061218	\$767.01	
SRC - Lights	IC061217	\$168.21	
Pool - Equipment Repair	W14900	\$302.42	
Pool - Equipment Repair	W14901	\$1,284.15	
P&L - Library heater	W14902	\$533.43	
P&L - Site 9 receptacle	W14903	\$185.46	
P&L - Dishwasher Plug	W14904	\$580.31	
P&L - Front Entry	W14908	\$850.36	
Pool - Equipment Repair	IC061602	\$580.30	
Seniors Hub - Battery	IC061554	\$83.79	
Pool - Building Material	IC061611	\$17.27	
SRC - Fire Alarm Inspection	W14907	\$1,732.50	
Pool - Equip Repair Parts	IC061600	\$224.39	
Trans - Extension Cords	IC061676	\$504.24	
WTP - 75HP VFD	IC061432	\$15,327.90	
P&L - Security System battery	IC061879	\$48.30	
SRC - Zamboni Propane	IC061952	\$631.77	

Bhimani, Akbar	EFT0008510	2025-01-28	\$889.35

Invoice Description	Invoice Number	Invoice Amount	
Water -Creation of Spreadsheet	003	\$889.35	

Black Press Group Ltd.	EFT0008511	2025-01-28	\$718.19

Invoice Description	Invoice Number	Invoice Amount	
P&D - Building Permit Forms	BPI241630	\$228.53	
P&D - Dec permit Ads	BPI245175	\$489.66	

Bounty Onsite Inc.	EFT0008512	2025-01-28	\$4,473.51

Invoice Description	Invoice Number	Invoice Amount	
P&L - SRC Supplies	001-159991	\$686.98	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Office - Mop Bucket		001-160070	\$178.50
Water - Insulated Bib		001-159771	\$441.00
SRC - Scrubber Pads		001-160152	\$206.47
SRC - Janitor Supplies		001-160235	\$700.04
SRC - Janitor Supplies		001-160492	\$703.38
SRC - Janitor Supplies		001-160673	\$113.98
WTP - Hard Hats		001-160536	\$518.34
P&L - Hall Supplies		001-160490	\$99.12
SRC - Janitor Supplies		001-160148	\$1,344.57
Water - Paint for Locates		001-160465	\$35.47
Water - Locate Marking Paint		001-160233	\$12.50
=====			
Brogan Fire and Safety	EFT0008513	2025-01-28	\$1,486.72
=====			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - FixAir Compressor	30174540	\$1,486.72	
=====			
Brownlee LLP	EFT0008514	2025-01-28	\$9,691.87
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&D - Legal Opinion	575528	\$9,691.87	
=====			
Canadian Tire #671	EFT0008515	2025-01-28	\$643.37
=====			
Invoice Description	Invoice Number	Invoice Amount	
P&L - Christmas Lights	2670	\$251.88	
P&L - Christmas Lights	2673	\$146.93	
P&L - Christmas Lights	3674	\$26.23	
P&L - Christmas lights	2680	\$52.45	
Trans & Water - Heater	2024.12.18.	\$165.88	
=====			
Canadian Union of Public Emplo	EFT0008516	2025-01-28	\$660.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
AP - Union Dues	PP02-25	\$660.00	
=====			
Canoe Procurement Group of Can	EFT0008517	2025-01-28	\$53,052.20
=====			
Invoice Description	Invoice Number	Invoice Amount	
Trans - Filters	AB244915	\$941.83	
Trans, Water, Praks Fuel	PF-12394-11887	\$2,132.74	
Water - Stock Materials	AB241099	\$9,897.44	
Water - Stock Materials	AB241101	\$9,341.01	
Water - Hydrant Repair	AB241100	\$6,809.54	
Fire - Engine 12 Ciuiip	AB241407	\$2,037.88	
Trans - Tire Repair	AB241648	\$263.24	
Parks - Brooms	AB243021	\$3,875.55	
Trans - Air Filters	AB243661	\$739.68	
Trans - Tire Repair	AB245211	\$27.05	
Trans - Grader Rental	AB254172	\$1,486.11	
Trans - Grader Rental	AB245102	\$2,516.14	
Shop - Diesel	PF-12365-11852	\$4,488.83	
December - Fuel	PF-12418-11915	\$10,703.91	
=====			
Central City Asphalt Ltd.	EFT0008518	2025-01-28	\$179,691.85
=====			
Invoice Description	Invoice Number	Invoice Amount	
A/P - Holdbacks	TS116PPC#3	\$179,691.85	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Clearview Public Schools	EFT0008519	2025-01-28	\$205.03

Invoice Description	Invoice Number	Invoice Amount	
Office - Joint Expenses	7356	\$205.03	

Contact Safety Service Ltd.	EFT0008520	2025-01-28	\$1,694.18

Invoice Description	Invoice Number	Invoice Amount	
Shop - Saftey Supplies	15890	\$845.78	
Shop - Saftey Supplies	15888	\$946.05	

Dillon Consulting	EFT0008521	2025-01-28	\$1,225.88

Invoice Description	Invoice Number	Invoice Amount	
Municipal Planning - IDp Final	316102	\$1,225.88	

E360S Environmental 360 Soluti	EFT0008522	2025-01-28	\$25,206.64

Invoice Description	Invoice Number	Invoice Amount	
Dec Waste & Recycle	RD0000353393	\$25,206.64	

ECA Review	EFT0008523	2025-01-28	\$287.70

Invoice Description	Invoice Number	Invoice Amount	
Other - New year Advertising	23378	\$287.70	

Gary Moe Chevrolet Buick GMC	EFT0008524	2025-01-28	\$447.67

Invoice Description	Invoice Number	Invoice Amount	
Park - Battery	307490	\$298.28	
Shop - Tail Gate Hinges	307580	\$149.39	

GT Hydraulic & Bearing	EFT0008525	2025-01-28	\$7,610.03

Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Unit 100	000-425611	\$76.71	
Trans - O rings	000-425726	\$184.08	
Water - Picker	999-030738	\$5,215.48	
Shop - Hydraulic Oil	000-42815	\$1,034.99	
Trans - Hydraulic Fluid	000-425864	\$406.54	
Shop - Electrical Terminals	000-425697	\$233.42	
SRC - Grease	000-426258	\$169.22	
Water - Beacon Lights	000-426132	\$289.59	

Heartland Auto Supply	EFT0008526	2025-01-28	\$1,419.11

Invoice Description	Invoice Number	Invoice Amount	
Shop - Bolts	001-586861	\$8.14	
Shop - Tools	001-586906	\$30.48	
Shop - Truck Light Supply	001-586960	\$110.04	
Shop - Welding Voltage	001-586087	\$100.22	
Roads - Salt for sidewalks	001-587242	\$35.09	
Shop - Supply	001-587532	\$4.02	
Shop - Supplies	001-587717	\$38.85	
Shop - Air Filter	001-587738	\$110.25	
Shop - Filters	001-587796	\$73.37	
Trans - Filters	001-587817	\$350.87	
Trans - Wille Oil Filter	001-587868	\$14.56	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop - Wire for stock	001-588221		\$161.60
Parks - Wiring	001-588243		\$23.89
Fire Joint - Ice Melt	001-588046		\$38.75
Parks - paint for Step	001-588273		\$35.32
Water - Lights for Unit 174	001-587845		\$135.28
Water - Light	001-587877		\$7.53
Trans - Lights	001-588504		\$140.85

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 Stettler Home Hardware EFT0008527 2025-01-28 \$664.08

Invoice Description	Invoice Number	Invoice Amount
Trans - Shop Supplies	139471	\$67.33
Comm Hall - Cupboard Door Hing	139478	\$7.34
Arena - Office Screws	139494	\$12.89
Arena - Key Rack Hooks	139495	\$11.54
Office - Water	139511	\$15.75
Trans - Tools	139561	\$29.36
Office - Tissues	139618	\$25.18
Trans - Tools	139619	\$23.08
SRC - Masks	139635	\$31.49
Trans - Laser Level & Knife	139642	\$241.46
Trans - Sewer Fab	139659	\$65.08
Office - Key	139670	\$8.38
Trans - Parts for Shelf	139715	\$18.24
Trans - Tools	139732	\$85.96
Office- Water	139756	\$21.00

=====
 IJD Inspections Ltd. EFT0008528 2025-01-28 \$1,799.64

Invoice Description	Invoice Number	Invoice Amount
P&D - SCC Fees	DEC2024	\$1,799.64

=====
 Innov8 Digital Solutions EFT0008529 2025-01-28 \$93.80

Invoice Description	Invoice Number	Invoice Amount
P&L - Photocopies 12.06-01.05	IN541888	\$93.80

=====
 Local Authorities Pension Plan EFT0008530 2025-01-28 \$31,694.55

Invoice Description	Invoice Number	Invoice Amount
LAPP Contribution	PP02-25	\$31,694.55

=====
 Lifesaving Society EFT0008531 2025-01-28 \$385.73

Invoice Description	Invoice Number	Invoice Amount
Pool - Swim Badges	32439	\$385.73

=====
 The Marc Boutin Architectural EFT0008532 2025-01-28 \$840.00

Invoice Description	Invoice Number	Invoice Amount
Fire - Hall Expansion	24004-03	\$840.00

=====
 MPE Engineering Ltd EFT0008533 2025-01-28 \$8,091.30

Invoice Description	Invoice Number	Invoice Amount
Sewer - Receiving Water Body	4360-002-00-08	\$8,091.30

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
NextGen Automation	EFT0008534	2025-01-28	\$353.14

Invoice Description	Invoice Number	Invoice Amount	
Office & Water - Photocopies	639952	\$353.14	

Northstar Trucking Ltd.	EFT0008535	2025-01-28	\$276.94

Invoice Description	Invoice Number	Invoice Amount	
Roads - Concrete Fence Posts	326214	\$276.94	

Pfeiffer House of Music	EFT0008536	2025-01-28	\$31.49

Invoice Description	Invoice Number	Invoice Amount	
Seniors - 3.5 Wall Jack	1010525	\$31.49	

PSD Citywide	EFT0008537	2025-01-28	\$15,811.25

Invoice Description	Invoice Number	Invoice Amount	
Engineering - Software Support	23137	\$9,975.00	
Engineering - Asset Management	23111	\$5,836.25	

Purolator Courier Ltd.	EFT0008538	2025-01-28	\$1,071.83

Invoice Description	Invoice Number	Invoice Amount	
December Freight	210101782	\$1,071.83	

Schwartz Home Building Centre	EFT0008539	2025-01-28	\$538.57

Invoice Description	Invoice Number	Invoice Amount	
Trans - Shelf for Tools	886980	\$389.28	
Trans - Wood fo Shelf	888282	\$214.17	

Stettler & District Senior	EFT0008540	2025-01-28	\$2,000.00

Invoice Description	Invoice Number	Invoice Amount	
Seniors - Hub Expenses	2025.01.07	\$2,000.00	

Stettler Public Library	EFT0008541	2025-01-28	\$63,899.50

Invoice Description	Invoice Number	Invoice Amount	
Library - 1st Qtr Grant	2025.01.01	\$63,899.50	

Tagish Engineering Ltd.	EFT0008542	2025-01-28	\$6,560.20

Invoice Description	Invoice Number	Invoice Amount	
Roads - Hwy 12 & 56	20860	\$459.84	
Sewer - engineering services	20858	\$251.75	
Airport - Runway Rehab	20859	\$4,215.65	
Sewer - Lift A Rehab	20861	\$1,632.96	

TC Infastructure Services Ltd.	EFT0008543	2025-01-28	\$100.00

Invoice Description	Invoice Number	Invoice Amount	
Water - refund Credit Balance	2025.01.02	\$100.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
TNT Work & Rescue	EFT0008544	2025-01-28	\$3,911.95

Invoice Description	Invoice Number	Invoice Amount	
Fire - Town - Clothing	57620	\$3,911.95	

Trinus Technologies Inc	EFT0008545	2025-01-28	\$6,877.91

Invoice Description	Invoice Number	Invoice Amount	
Computer - Interest	INT	\$5.36	
Computer - Software Support	9429	\$1,949.06	
Computer - Software Support	9442	\$216.56	
Computer - Software Support	9257	\$86.63	
Computer - Software Support	9227	\$43.31	
Computer - Backup Tapes	9027	\$3,387.05	
Computer - Software Support	9115	\$1,189.94	

Woody's Automotive Ltd.	EFT0008546	2025-01-28	\$3,220.08

Invoice Description	Invoice Number	Invoice Amount	
Water - Connectors	612-914347	\$16.74	
Shop - Extension Cord	612-914348	\$12.56	
Shop - Consumables	612-914899	\$203.06	
Shop - Tools	612-915462	\$55.39	
Shop Tools	612-915185	\$193.79	
Trans - Cab Filter	612-916255	\$21.71	
Water - Filters	612-916809	\$27.14	
Shop - Washer Fluid	612-915132	\$47.04	
Shop - Supplies	612-916807	\$137.54	
Trans, Water, Park - Oil	612-916976	\$1,137.44	
Shop - Filters	2024.12.24	\$45.19	
Parks - Filters	612-918741	\$80.42	
Parks - Filters	612-918739	\$93.05	
Shop - Cordless Impact	612-918752	\$528.60	
Water - Battery	612-914353	\$620.41	

Stettler Building Supplies Ltd	EFT0008547	2025-01-28	\$1,669.90

Invoice Description	Invoice Number	Invoice Amount	
Trans - Shelf	AN1496	\$425.83	
SRC - Tools	AN1596	\$199.48	
Trans - Parts to Fix roof	AN1734	\$89.18	
Trans - Plywood	AN1755	\$255.12	
P&L - Window Trim	AN1786	\$489.25	
Water - Insulation	AN1812	\$440.94	

Total Cheques			\$469,222.99
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77664	77676
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Active Network	77664	2025-01-31	\$1,007.32

Invoice Description	Invoice Number	Invoice Amount	

P&L - Software Contract	4200012971	\$1,007.32	

Alberta Development Officers A	77665	2025-01-31	\$175.00

Invoice Description	Invoice Number	Invoice Amount	

P&D - ADOA membership Fees	2025	\$175.00	

Alberta King's Printer	77666	2025-01-31	\$67.15

Invoice Description	Invoice Number	Invoice Amount	

P&D - 2024 Apartment Survey	S098671	\$31.45	
Election - Election Act	E215958	\$35.70	

The City of Red Deer	77667	2025-01-31	\$2,000.00

Invoice Description	Invoice Number	Invoice Amount	

Regional ARB 2025 Membership	451644	\$2,000.00	

Corspraying	77668	2025-01-31	\$398.28

Invoice Description	Invoice Number	Invoice Amount	

Fire - Weed Control	2465	\$398.28	

C. R. Glass Ltd.	77669	2025-01-31	\$798.00

Invoice Description	Invoice Number	Invoice Amount	

Signs - New Door Lock	3704	\$798.00	

Digital Postage On Call	77670	2025-01-31	\$1,575.00

Invoice Description	Invoice Number	Invoice Amount	

Office - Postage AC#800042830	2025.01.29	\$1,575.00	

Highway 12/21 Water Services C	77671	2025-01-31	\$33,267.79

Invoice Description	Invoice Number	Invoice Amount	

Water - 2023 Tre-up	2025.01.29	\$33,267.79	

John Deere Financial	77672	2025-01-31	\$1,049.32

Invoice Description	Invoice Number	Invoice Amount	

Street Clean - Blades Unit 42	4543036	\$209.48	
Trans - Blades	4544729	\$836.70	
Street Clean - Fiuns Charge	FINS CHARGE	\$3.14	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Larson's Auto Electric 2010	77673	2025-01-31	\$89.20
=====			
Invoice Description		Invoice Number	Invoice Amount

Water - Unit 15 Parts		IN4080268	\$41.95
Water - Recoil Hosuing		IN4080267	\$47.25
=====			
Toms Boots & Western Wear	77674	2025-01-31	\$646.65
=====			
Invoice Description		Invoice Number	Invoice Amount

Water - Hi Vis & Rubber Boots		10022	\$646.65
=====			
Shirley McClellan Regional Wat	77675	2025-01-31	\$53,418.17
=====			
Invoice Description		Invoice Number	Invoice Amount

Water - 2023 True Up		2025.1.29	\$53,418.17
=====			
Uline Canada Corporation	77676	2025-01-31	\$579.37
=====			
Invoice Description		Invoice Number	Invoice Amount

SRC & Fitness - Mops		27222839	\$579.37
=====			
		Total Cheques	\$95,071.25
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0008548	EFT0008577
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0008548	2025-02-04	\$34,248.64

Invoice Description		Invoice Number	Invoice Amount

WTP - Air Unit Upgrades		W43837	\$33,978.00
SRC - Zamboni Holding Tank		I035994	\$83.59
Trans - Parts for Tool Shelf		I036030	\$78.23
SRC - Acid for Urinals		I035923	\$108.82
=====			
Automated Aquatics Canada Ltd.	EFT0008549	2025-02-04	\$958.39

Invoice Description		Invoice Number	Invoice Amount

Pool - repair Parts		0000122625	\$35.44
Pool - Chemicals & Parts		0000122624	\$922.95
=====			
Barnes, Roger	EFT0008550	2025-02-04	\$25.00

Invoice Description		Invoice Number	Invoice Amount

SRC - Phone Allowance		2025.02.01	\$25.00
=====			
Capital Power	EFT0008551	2025-02-04	\$429.17

Invoice Description		Invoice Number	Invoice Amount

Capital power - Dec		5192846.	\$429.17
=====			
Caro Analytical Services	EFT0008552	2025-02-04	\$4,446.76

Invoice Description		Invoice Number	Invoice Amount

WTP - Water Analysis		IC2501001	\$973.35
WTP - Water Analysis		IC500688	\$246.23
WTP - Distribution Analysis		IC2501394	\$3,184.13
WTP - Water Anlysis		IC2430524	\$43.05
=====			
Central Sharpening	EFT0008553	2025-02-04	\$249.90

Invoice Description		Invoice Number	Invoice Amount

SRC - Zamboni Blades		31258	\$249.90
=====			
Chemical International	EFT0008554	2025-02-04	\$298.20

Invoice Description		Invoice Number	Invoice Amount

SRC - Janitor Supplies		115683	\$298.20
=====			
Dennis, Mark	EFT0008555	2025-02-04	\$1,345.23

Invoice Description		Invoice Number	Invoice Amount

Fire - Disaster Conferance		2024.11.06	\$1,149.75
Fire - ICloud Storage		2024.12.31	\$95.48
Fire - SCO Renewal Fee		2025.01.19	\$100.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Dodd, Sonia	EFT0008556	2025-02-04	\$125.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Travel & Phone	2025.02.01	\$125.00	
Dolan, Lori	EFT0008557	2025-02-04	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.02.01	\$25.00	
Graham, Leann	EFT0008558	2025-02-04	\$375.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2025.02.01	\$375.00	
Heartland Express	EFT0008559	2025-02-04	\$439.36
Invoice Description	Invoice Number	Invoice Amount	
Trans - Freight	16366	\$439.36	
Hymers, Kim	EFT0008560	2025-02-04	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2025.02.01	\$100.00	
Leckie, Neil	EFT0008561	2025-02-04	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.02.01	\$25.00	
McKee, Tracey	EFT0008562	2025-02-04	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2025.02.01	\$100.00	
Municipal Property Consultants	EFT0008563	2025-02-04	\$7,174.85
Invoice Description	Invoice Number	Invoice Amount	
Assessor - Feb	17190	\$7,174.85	
Oakcreek Golf & Turf Inc.	EFT0008564	2025-02-04	\$887.43
Invoice Description	Invoice Number	Invoice Amount	
Cemetery - repair Parts	1059718-00	\$887.43	
Parkland Regional Library	EFT0008565	2025-02-04	\$14,665.34
Invoice Description	Invoice Number	Invoice Amount	
Library - 1st Qtr Req Pmt	250221	\$14,665.34	
Peavey Mart	EFT0008566	2025-02-04	\$383.39
Invoice Description	Invoice Number	Invoice Amount	
Trans - Fix Boulevard	2000388003	\$81.82	
Parks - Black Mats	2001383003	\$254.33	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water - Heater for A Lift	2000860003		\$47.24
Perry, Desirae	EFT0008567	2025-02-04	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Telephone	2025.02.01	\$50.00	
Peterson, Chase	EFT0008568	2025-02-04	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.02.01	\$25.00	
Robbins, Brad	EFT0008569	2025-02-04	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Travel Allowance	2025.02.01	\$150.00	
Spiral Mobility	EFT0008570	2025-02-04	\$236.24
Invoice Description	Invoice Number	Invoice Amount	
Trans - Radio	19150	\$236.24	
Standage, Maddie	EFT0008571	2025-02-04	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel Allowance	2025.02.01	\$150.00	
Stettler Dodge Ltd.	EFT0008572	2025-02-04	\$199.40
Invoice Description	Invoice Number	Invoice Amount	
Street Clean - Key Fobs	161516	\$199.40	
Stettler Electric Inc.	EFT0008573	2025-02-04	\$801.62
Invoice Description	Invoice Number	Invoice Amount	
P&L - Library Stairwell lights	7658	\$801.62	
Stormoen, Angela	EFT0008574	2025-02-04	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel & Phone	2025.02.01	\$175.00	
Tomkow, Joe	EFT0008575	2025-02-04	\$70.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tool Allowance	2025.02.01	\$70.00	
Uptown Office Supply Ltd.	EFT0008576	2025-02-04	\$169.20
Invoice Description	Invoice Number	Invoice Amount	
P&L - Envelopes	10198	\$20.84	
Office & Fire Joint - Supplies	10307	\$66.81	
P&L - Hole Punch	10306	\$10.45	
SRC - Hanging Folders	10205	\$41.90	
Trans - Shop	10214	\$16.76	
Fire - Supplies	10309	\$12.44	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Yost, Dustin & Maria Cristine	EFT0008577	2025-02-04	\$2,000.00

Invoice Description	Invoice Number	Invoice Amount	

Comm Hall - Janitor	2025.02.01	\$2,000.00	
	Total Cheques		----- \$70,328.12 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000859
Cheque Date	First	Last		ONL000859

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	ONL000859	2025-01-23	\$16.80

Invoice Description	Invoice Number	Invoice Amount	
Admin - & P&D - Searches	2024.12.31	\$16.80	

	Total Cheques		\$16.80
		-----	=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000860	ONL000866
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000860	2025-01-31	\$45,235.74

	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Office - Gas	202412-3693	\$2,487.68
	Fire - Joint - gas	202412-3687	\$2,142.13
	Shop - Gas	202412-3694	\$2,042.88
	Airport - Gas	202412-3686	\$469.52
	WTP - Gas	202412-3689	\$10,629.60
	Water - Gas	202412-3684	\$509.61
	Sewer - Gas	202412-3685	\$415.16
	Sewer - Gas	202412-3692	\$385.27
	SRC & Pool - Gas	202412-3691	\$24,652.86
	Community Hall - gas	202412-3690	\$1,145.67
	Parks - Gas	202412-3688	\$355.36
	-----	-----	-----
Collabria Payment Processing	ONL000861	2025-01-31	\$18,282.90
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	P&D - Visa	2025.01.15.627	\$886.46
	P&L - Visa	2025.01.15.765	\$1,122.55
	BOT - Visa	2025.01.15.BOT	\$1,169.43
	Fitness - Visa	2025.01.15.751	\$59.63
	WTP - Visa	2025.01.15.767	\$612.44
	SRC - Visa	2025.01.15.104	\$98.63
	Water - Visa	2025.01.15.763	\$1,722.58
	P&L - Visa	2025.01.15.764	\$408.52
	Computer - Visa	2025.01.15.242	\$38.87
	Office - Visa	2025.01.15.759	\$129.36
	Admiin - Visa	2025.01.15.766	\$1,275.73
	Office - Visa	2025.01.15.133	\$100.00
	Pool - Visa	2025.01.15.756	\$2,056.73
	Fire - Visa	2025.01.15.753	\$327.28
	Fire Joint - Visa	2025.01.15.859	\$1,886.86
	Fire - Visa	2025.01.15.755	\$6,387.83
	-----	-----	-----
Poulin's Professional Pest Con	ONL000862	2025-01-31	\$445.66
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Office - Pest Control	1748738	\$90.72
	WTP - Pest Control	1748735	\$198.45
	SRC - Pest Control	1748737	\$156.49
	-----	-----	-----
Rogers	ONL000863	2025-01-31	\$33.60
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Fire - Joint - Telephone	2936845405	\$33.60
	-----	-----	-----
Shaw Cable	ONL000864	2025-01-31	\$120.75
	Invoice Description	Invoice Number	Invoice Amount
	-----	-----	-----
	Community Hall - Wifi	2025.01.17	\$120.75

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shaw Cable	ONL000865	2025-01-31	\$441.00

Invoice Description	Invoice Number	Invoice Amount	

SRC - Wifi	2025.01.15	\$441.00	

Shaw Cablesystems GP	ONL000866	2025-01-31	\$109.15

Invoice Description	Invoice Number	Invoice Amount	

Fitness - Cable	2025.01.01	\$109.15	

Total Cheques			\$64,668.80

			=====



Request For Decision

Agenda Item:

Issue:

Application for Land Use Bylaw Amendment: Bylaw 2184-25

Legal: Lot 4D, Block C, Plan 1821936

Civic: 4818 – 62 Street

Applicant: Alphabet Daycare Inc.

Proposed Land Use Bylaw Amendment:

- Amending C2: Commercial Highway District to include "Day Care Facility" as a Discretionary Use

Recommendation:

That Council give second & third reading to Bylaw 2184-25 to amend Land Use Bylaw 2060-15 that Part 10: LAND USE DISTRICTS Section 87 Amending C2: Commercial Highway District to include "Day Care Facility" as a Discretionary Use.

General:

Alphabet Daycare Inc. has requested to amend the Town of Stettler Land Use Bylaw 2060-15 Land Use District C2: Commercial Highway District to include "Day Care Facility" as a Discretionary Use to accommodate a proposed Day Care Facility at the above-mentioned address.

The applicant proposes to convert the south half of the existing commercial building at 4818-62 Street into a Day Care Facility including a fully fenced outdoor play area within the existing parking lot as per attached site plan.

Currently the Commercial Highway District does not allow for a Day Care Facility. The purpose of the C2: Commercial Highway District within the Town of Stettler Land Use Bylaw 2060-15 is as follows:

To provide for an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

Further, the addition of a 'Day Care Facility' as a Discretionary Use means any development permit application for this use will require Municipal Planning Commission decision. Pursuant Section 19.3 of the Town of Stettler Land Use Bylaw:

19.3 *In making a decision on a Development Permit application for a Discretionary Use, the Municipal Planning Commission:*

19.3.1 *May approve the application if it meets the requirements of this Bylaw, with or without conditions, based on the merits of the application including any approved statutory plan or approved policy affecting the site; or,*

19.3.2 *May refuse the application even though it meets the requirements of this Bylaw; ~~or,~~*

19.3.3 *Shall refuse the application if the proposed development does not conform to this Bylaw.*

Please note any Day Care Facility must meet all requirements within the Town of Stettler Land Use Bylaw 2060-15 and the Alberta Early Learning and Child Care Act.

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

Land Use Bylaw Implications:

Section 87: C2 Commercial Highway District

87.1 Purpose:

To provide for an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

87.2 Uses

Permitted Uses	Discretionary Uses
Animal Services	Accessory Use
Automobile and RV Sales and Rental	All Permitted Uses within the I District
Automobile Repair Garage	Communication Tower
Automobile Service Station	Day Care Facility
Automobile Supply Store	Dry Cleaning and Laundry Plant / Depot
Bank / Financial Institution	Dwelling Units Above Ground Floor
Building Demolition	Business
Cannabis Retail Sales	Gaming or Gambling Establishment
Caterer	Parking Facility
Clinic	Recreational Amusement Park
Convenience Food Store	Recreation Facility
Contracting Services – Minor	Recycling Depot
Farm Supply Store	Similar Use
Florist Shop	Tanker Truck Washing Facility
Food and/or Beverage Service Facility	Taxi / Bus Depot
Gas Bar	Temporary Mobile Commercial Sales
Handicraft Business	Utility Building
Hotel	
Laundromat	
Light Equipment Repair / Rental	
Motel	
Office Building	
Personal Service Shop	
Pharmacy Public Use	
Restaurant – All Types	

Retail Store
 Shopping Centre
 Sign
 Theatre – Movie
 Truck and Mobile Home Sales and Rental
 Truck Stop
 Vehicle Wash
 Veterinary Clinic

87.3 Site Regulations:

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

Minimum Parcel Frontage	15 m adjacent to a service or local road 46 m without a service road
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m.
Front Yard Setback	9.0 m adjacent to a service or local road
Side Yard Setback	3.0 m
Rear Yard Setback	3.0 m
Landscaping	Section 48 of this Bylaw. An average width of 3.0 m adjacent to the property line over the full length of the perimeter of the site, excluding access and egress points, shall be landscaped.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage	All outdoor storage shall be screened All outdoor display shall be screened from residential districts. Storage is not allowed in front yard. Garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.

Alternatives:

Defeat the application stating reasons.

Author:

Angela Stormoen, Development Officer

BYLAW 2184-25

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

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

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

1. That Part 10: LAND USE DISTRICTS be amended by changing Section 87: C2: Commercial Highway District to include "Day Care Facility" as a Discretionary Use, whose regulations are described within Schedule "A", which is attached to and forming part of this Bylaw; and

3. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this 7th day of January A.D. 2025.

NOTICE OF ADVERTISEMENT published January 16th & 23rd, 2025.

Public Hearing held February 4th, 2025 at 7:00 P.M.

READ a second time this ___ day of _____ A.D. 2025.

READ a third time and finally passed this ___ day of _____ A.D. 2025.

Mayor

Assistant CAO

Section 87: C2 Commercial Highway District

87.1 Purpose:

To provide for an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

87.2 Uses

Permitted Uses	Discretionary Uses
Animal Services Automobile and RV Sales and Rental Automobile Repair Garage Automobile Service Station Automobile Supply Store Bank / Financial Institution Building Demolition Cannabis Retail Sales Caterer Clinic Convenience Food Store Contracting Services – Minor Farm Supply Store Florist Shop Food and/or Beverage Service Facility Gas Bar Handicraft Business Hotel Laundromat Light Equipment Repair / Rental Motel Office Building Personal Service Shop Pharmacy Public Use Restaurant – All Types Retail Store Shopping Centre Sign Theatre – Movie Truck and Mobile Home Sales and Rental Truck Stop Vehicle Wash Veterinary Clinic	Accessory Use All Permitted Uses within the I District Communication Tower Day Care Facility Dry Cleaning and Laundry Plant / Depot Dwelling Units Above Ground Floor Business Gaming or Gambling Establishment Parking Facility Recreational Amusement Park Recreation Facility Recycling Depot Similar Use Tanker Truck Washing Facility Taxi / Bus Depot Temporary Mobile Commercial Sales Utility Building

87.3 Site Regulations:

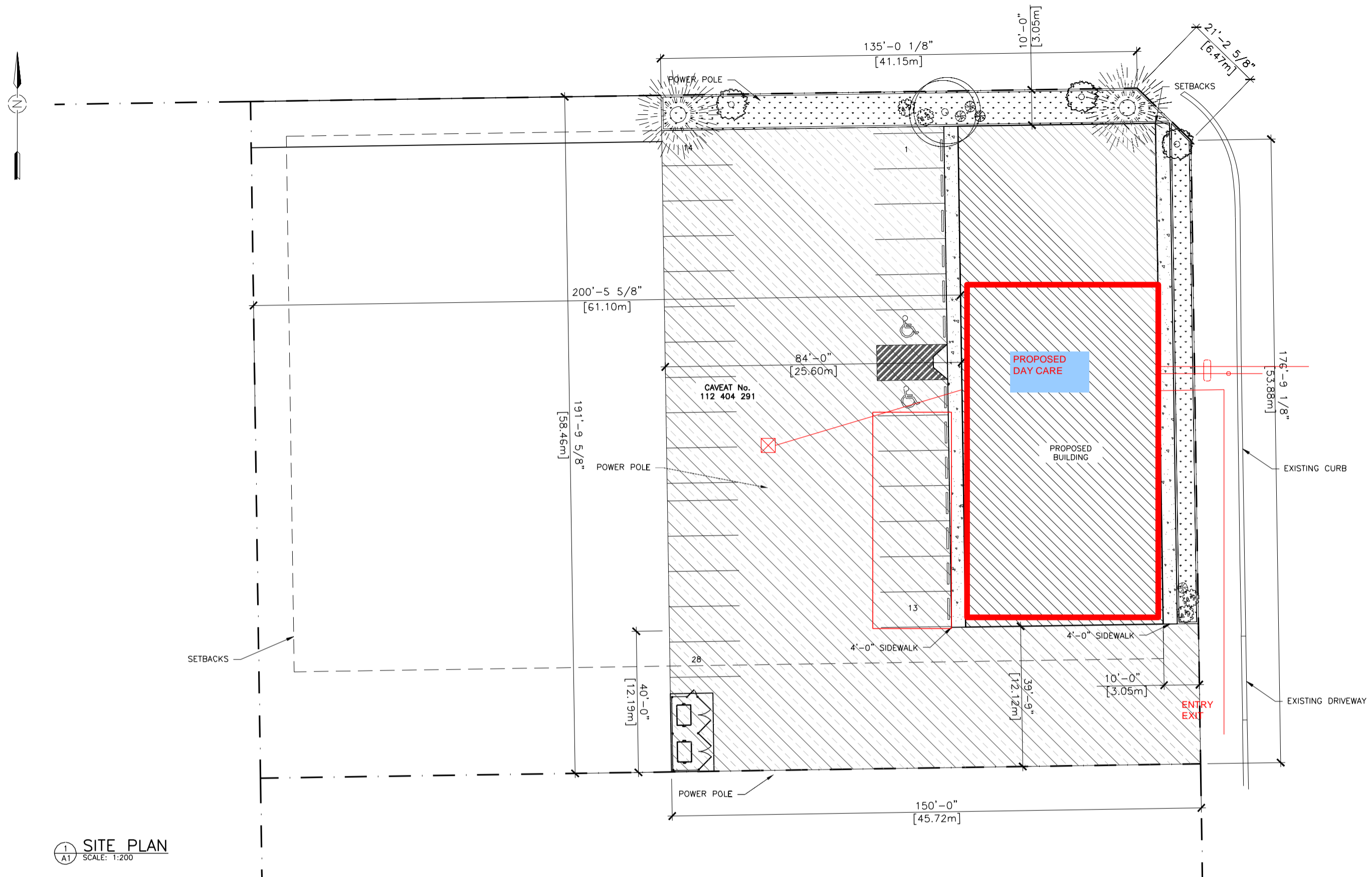
In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Minimum Parcel Frontage	15 m adjacent to a service or local road 46 m without a service road
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m.
Front Yard Setback	9.0 m adjacent to a service or local road
Side Yard Setback	3.0 m
Rear Yard Setback	3.0 m
Landscaping	Section 48 of this Bylaw. An average width of 3.0 m adjacent to the property line over the full length of the perimeter of the site, excluding access and egress points, shall be landscaped.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage	All outdoor storage shall be screened All outdoor display shall be screened from residential districts. Storage is not allowed in front yard. Garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.

Location of Proposed Day Care Facility
South Bay at 4818 – 62 Street

South Bay at 4818 – 62 Street





1 SITE PLAN
A1 SCALE: 1:200

FOR PERMIT

STAMPS

CUSTOMER

PROJECT

WEST END
COMMERCIAL

STETTLER, ALBERTA

LEGAL DESCRIPTION

LOT 4
6201 50TH AVE

DRAWING TITLE

SITE PLAN

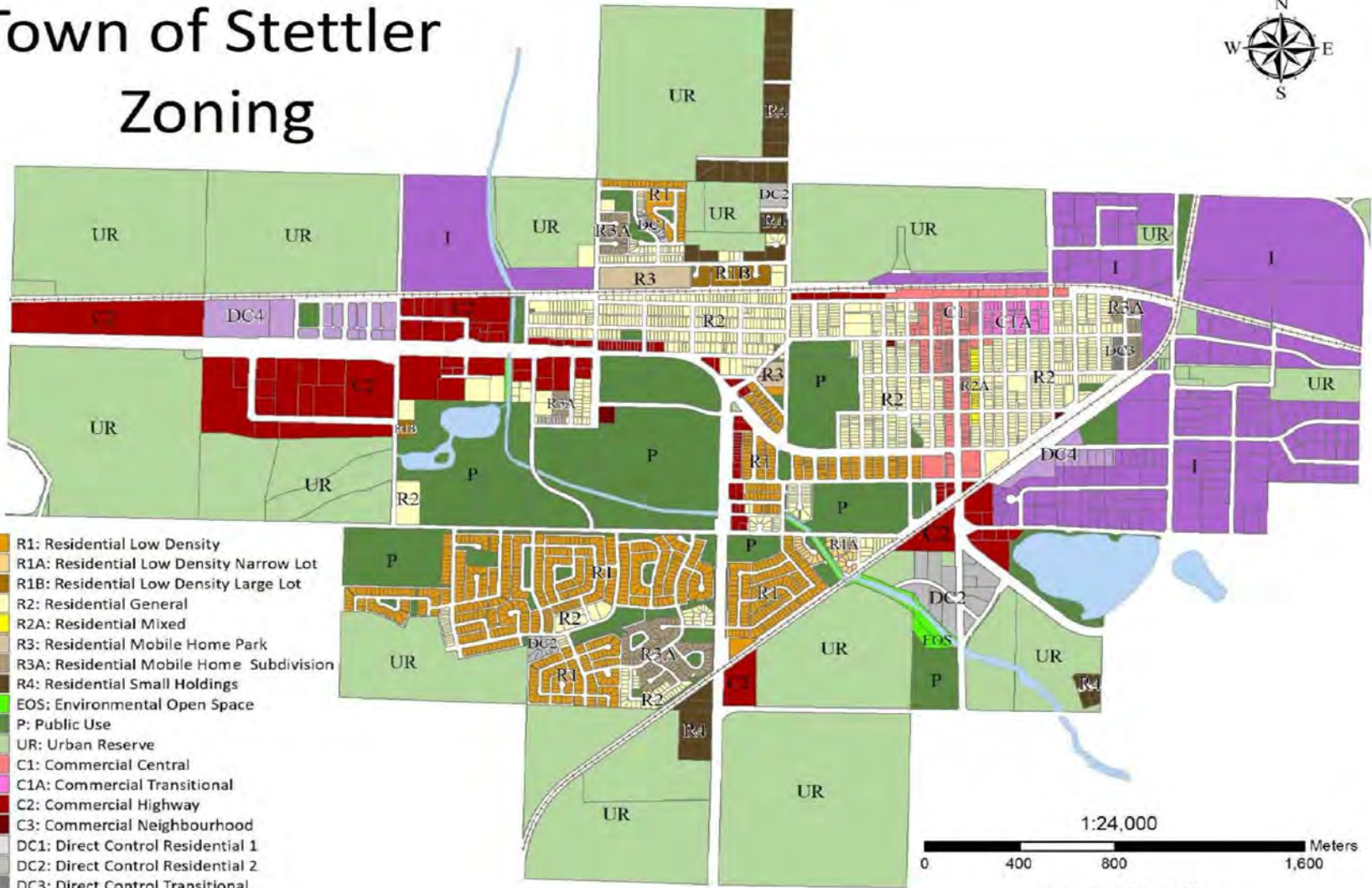
SCALE

AS NOTED

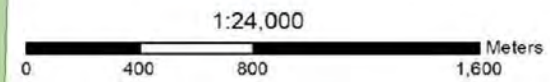
APPROVED BY

DATE

Town of Stettler Zoning



- R1: Residential Low Density
- R1A: Residential Low Density Narrow Lot
- R1B: Residential Low Density Large Lot
- R2: Residential General
- R2A: Residential Mixed
- R3: Residential Mobile Home Park
- R3A: Residential Mobile Home Subdivision
- R4: Residential Small Holdings
- EOS: Environmental Open Space
- P: Public Use
- UR: Urban Reserve
- C1: Commercial Central
- C1A: Commercial Transitional
- C2: Commercial Highway
- C3: Commercial Neighbourhood
- DC1: Direct Control Residential 1
- DC2: Direct Control Residential 2
- DC3: Direct Control Transitional
- DC4: Urban Reserve Direct Control
- I: Industrial



Map produced October 2023
Intended for general information only,
the Town of Stettler is not responsible
for any errors or omissions.

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: Alphabet Daycare Inc. TELEPHONE: 403 506 9281
ADDRESS: 6005 67a St. Bay 150 Red Deer AB
T4P 3P5

OWNER OF LAND

NAME: Safety First Projects Ltd. TELEPHONE: 403 350 0229
ADDRESS: 2, 5215 49 Ave Innisfail AB T4G1K3

LEGAL DESCRIPTION

LOT: 4D BLOCK: C REGISTERED PLAN 1821936
QTR/LSD: _____ SEC: _____ TWP: _____ RNG: _____ M: _____
CERTIFICATE OF TITLE: Title # 232 036 27211 Link 0037 987 914

AMENDMENT PROPOSED

FROM: Hiway Commercial Include Day Care Facility as
TO: Commercial Discretionary
Use within the C2: Commercial
Highway District

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

I/We enclose \$ _____ being the application fee

DATE: 12/12/24

SIGNED: 

BY EMAIL AND MAIL

January 16, 2025

Sean Nolls, Mayor
Town of Stettler
PO Box 280
Stettler, AB T0C 2L0

Dear Sean Nolls:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/cape 225