

Town of Stettler

COUNCIL MEETING

APRIL 15, 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, APRIL 15, 2025
6:30 P.M. AGENDA**

1. **Agenda Additions**

2. **Agenda Approval**

3. **Confirmation of Minutes**

- (a) Minutes of the Regular Council Meeting of April 1st, 2025 5 - 9
- (b) Minutes of the Committee of the Whole Meeting of April 8th, 2025 10

4. **Delegations**

- (a) 6:35 pm – Shannon Paquette, Stars Air Ambulance 11 - 20
- (b) 6:45 pm – Performing Arts Centre - Etienne Brugman, Fine Arts Board

5. **Citizen's Forum**

6. **Administration**

- (a) Memorandum – Custodial Services at Town of Stettler Shop 21
- (b) Memorandum – Request to Move Tax Budget Deliberations Meeting and set Committee of the Whole Meeting 22
- (c) Memorandum – Tax Procedures and Dates 23
- (d) March 2025 Interim Budget Summary 24 - 25
- (e) March 2025 Bank Reconciliation 26
- (f) Meeting Dates
 - Tuesday, May 6, 2025 – Council – 6:30 p.m.
 - **Thursday, May 8, 2025 – Tax Budget Deliberations – 3:00 p.m.**
 - Tuesday, May 20, 2025 – Council – 6:30 p.m.
 - Tuesday, June 3, 2025 – Council – 6:30 p.m.
 - Tuesday, June 10, 2025 – COW – 4:30 p.m.
 - Tuesday, June 17, 2025 – Council – 6:30 p.m.

- (g) Accounts Payable in the amount of \$1,208,189.85 27 - 39
(\$5,772.84 + \$272,297.68 + \$470,044.47 + \$370,323.75 + \$89,751.11)

**COUNCIL AGENDA
APRIL 15, 2025
PAGE 2**

7. **Council**
 - (a) Meeting Reports
8. **Minutes**
9. **Public Hearings**
10. **Bylaws**
 - 2186-25 Electronic Assessment and Tax Communications Bylaw 40-42
11. **Correspondence**
 - (a) Nurses Week 2025 Declaration – May 12th to May 18th, 2025 43
 - (b) Minister Ric McIver's Letter – Local Authorities Election Act 44 - 45
 - (c) Calgary Public Library Letter and Request for Support of AM Resolution 46 - 53
12. **Items Added**
13. **In-Camera Session**
 - (a) In-Camera – Personnel – FOIP – Section 19 – Confidential Evaluations
14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 1st, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls 7:00 p.m.
Deputy Mayor T. Randell

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

CAO L. Graham
Assistant CAO K. Hymers
Director of Operations M. Robbins
Stettler Fire Chief M. Dennis
Stettler Deputy Fire Chief E. Brugman

Media (2)

Absent:

Call to Order:

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

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

Motion 25:04:01

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held March 18th, 2025

Motion 25:04:02

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on March 18th, 2025 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the March 18th, 2025 Minutes

None

4. **Delegations:**

- (a) 6:35 p.m. – Mark Dennis, Stettler Fire Chief

Mayor Nolls welcomed Stettler Fire Chief M. Dennis to the meeting.

CAO L. Graham advised that M. Dennis was awarded the King Charles III Coronation Medal for information as presented.

Council congratulated M. Dennis on his award and thanked M. Dennis for his service.

5. **Citizen's Forum:**

- (a) None

6. **Administration:**

- (a) Memorandum – 2025 Capital Budget – Sweeper Tender and Purchase

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

M. Robbins advised that the 2025 Capital Budget included \$500,000 to purchase a new 2025 Mechanical Street Sweeper.

Tender packages were prepared and posted to the Alberta Purchasing Connection.

The Town received five submissions from three suppliers. Only one tender submitted met the equipment specifications. Pricing excludes GST.

Joe Johnson Equipment 2025 Elgin Broom Bear \$487,219.78

Two optional items are being considered for purchase.

- | | |
|--------------------------|------------|
| 1. Hopper Full Indicator | \$1,461.02 |
| 2. Washdown without PM10 | \$1,914.00 |

The unit comes standard with a 2-year warranty. This machine will be kept in the Town fleet for 10 years, and therefore administration is recommending buying the longest warranty package available.

5-year extended warranty for parts/labour \$15,337.52

This brings the total purchase price of the unit to \$505,932.32. Delivery of the unit is expected late fall 2025. Administration will dispose of the existing sweeper in accordance with Council's policy in Spring of 2026 to take advantage of seasonal demand to gain the highest value of the existing unit. Expected value is \$80,000-100,000.

Administration respectfully recommends that Town of Stettler Council award the tender and purchase of a 2025 Elgin Broom Bear sweeper to Joe Johnson Equipment for \$487,219.78, adding the two options indicated for \$3,375.02, and the 5-year warranty of \$15,337.52 for a total purchase price of \$505,932.32, excluding GST funded through the 2025 Capital Budget.

Motion 25:04:03

Moved by Councillor Lawlor that the Town of Stettler Council award the tender and purchase of a 2025 Elgin Broom Bear sweeper to Joe Johnson Equipment for \$487,219.78, adding the two options indicated for \$3,375.02, and the 5-year warranty of \$15,337.52 for a total purchase price of \$505,932.32, excluding GST funded through the 2025 Capital Budget as presented.

MOTION CARRIED
Unanimous

- (b) Memorandum – Clearview Request for Waiver of Commercial Sewer Charge

Director of Operations M. Robbins advised that on March 12, 2025, the Town received a request in writing from Clearview School Division to waive the commercial sewer charge at the William E. Hay Stettler Secondary Campus field house water meter. The request is being limited to the months of May – October when outdoor irrigating may occur.

Sewer Service Rates Bylaw 2166-23, states that all non-residential utility accounts shall pay 40% of the water bill/month or \$23.25 per month whichever is greater for sewer collection and treatment.

The fieldhouse currently has one water meter installed that captures water usage for the fieldhouse and includes the irrigation lines for the football field. Clearview could plumb the irrigation lines separately in the building, leaving the existing water meter to capture water usage with sewer

charges for the field house and the town could install a separate seasonal water meter that would be set in May and removed in October of every year to capture irrigation use. The account for this meter could have the sewer charge removed and would only receive utility bills during the months of use for outdoor watering.

In 2003, Town Council decided by motion to remove sewer charges for the Stettler Golf and Country Club shop building which can provide irrigation water and water tank loading opportunity when not using the storm ponds on site. This is a seasonal water meter that gets set in May and removed in October of every year.

1. Administration respectfully recommends that the Town of Stettler Council supports administration's recommendation to have Clearview School Division plumb the irrigation lines for the football field separately from the field house with a seasonal meter to be installed for the months of irrigation only (May to October) and removes the sewer charge for the new water meter and associated utility account.

OR:

2. Administration respectfully recommends that the Town of Stettler Council declines the request and directs administration to continue with the current utility arrangements.

Motion 25:04:04

Moved by Councillor Pfeiffer that the Town of Stettler Council accept administration's recommendation to have Clearview School Division plumb the irrigation lines for the football field separately from the field house with a seasonal meter to be installed for the months of irrigation only (May to October) and removes the sewer charge for the new water meter and associated utility account as presented.

MOTION CARRIED
Unanimous

Mayor Nolls joined the meeting virtually at 7:00 p.m.

(c) Meeting Dates

- Tuesday, April 8, 2025 – COW – 4:30 p.m.
- Tuesday, April 15, 2025 – Council – 6:30 p.m.
- Tuesday, May 6, 2025 – Council – 6:30 p.m.
- **Thursday, May 8, 2025 – Tax Budget Deliberations – 3:00 p.m.**
- Tuesday, May 20, 2025 – Council – 6:30 p.m.

(d) Accounts Payable in the amount of \$405,148.21 (\$77,506.21 + \$310,174.72 + \$17,467.28)

Motion 25:04:06

Moved by Councillor Smith that the Accounts Payable in the amount of \$405,148.21 be paid as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

- (a) Mayor Nolls
No report
- (b) Councillor Baker
March 18 – Board of Trade – Employment Fair
March 20 – Red Deer River Municipal Users Group
March 28 – Fire Advisory Committee
March 31 – Parks and Open Spaces
- (c) Councillor Barros
February 19 – Joint Council Meeting
February 26 – Community Builders
March 4 – Health Services Foundation Casino
March 6 – Heartland Beautification Committee
- (d) Councillor Lawlor
March 18 – Board of Trade – Employment Fair
March 20 – Stettler Library Board Meeting
March 27 – Parkland Advocacy Committee
March 28 – Parkland Advocacy (8 Libraries)
April 1 – Stettler Regional Emergency Management Agency
- (e) Councillor Pfeiffer
March 19 – Stettler Learning Centre
March 24 – Family and Community Support Services
- (f) Councillor Randell
No report
- (g) Councillor Smith
March 24 – Family and Community Support Services
March 31 – Parks and Open Spaces

Motion 25:04:07

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

MOTION CARRIED
Unanimous

- 8. **Minutes:**
 - (a) Minutes of the Heartland Beautification Committee Meeting of March 6, 2025
 - (b) Minutes of the Stettler District Ambulance Association Meeting of March 10, 2025
 - (c) Minutes of the Stettler Health Services Foundation Board Commission Meeting of March 19, 2025

Motion 25:04:08

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

MOTION CARRIED
Unanimous

- 9. **Public Hearing:** (a) None
- 10. **Bylaws:** (a) None

11. **Correspondence:** (a) Minister Ric McIver's Letter & Education Property Tax Fact Sheet and Comparison Report (2025)

(b) Alberta Rural Health Week Proclamation

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) Committee Update & Review – FOIP – Section 23(1) – Local public body confidences

Motion 25:04:10

Moved by Councillor Pfeiffer that the Town of Stettler Council enter an In-Camera Session with the CAO, Assistant CAO, Director of Operations, Fire Chief, and Deputy Fire Chief present.

MOTION CARRIED
Unanimous at 7:05 p.m.

(b) Operations Update & Draft Letter – FOIP – Section 23(1) - Local public body confidences

(c) Physician Recruitment PRRI Agreement – FOIP – Section 23(1) – Local public body confidences

Motion 25:04:11

Moved by Councillor Barros that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 8:28 p.m.

Motion 25:04:12

Moved by Councillor Pfeiffer that the Town of Stettler Council decline the request to purchase a joint apparatus and direct administration to send a letter to the County outlining the differing needs of the Town of Stettler.

MOTION CARRIED
Unanimous

Motion 25:04:13

Moved by Councillor Baker that the Town of Stettler Council accept the notification of discontinuing snow removal and direct administration to proceed with the operational review to aid in discussion about the County's involvement moving forward. And further direct administration to send a letter to the County outlining the information requested regarding project invoicing, recycled asphalt product and future joint purchases or projects.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 25:04:14

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

MOTION CARRIED
Unanimous at 8:29 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2025

Present: Mayor S. Nolls
Councillors K. Baker, C. Barros, G. Lawlor, S. Pfeiffer, T. Randell & W. Smith
CAO L. Graham
Media (0)

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

1. Agenda Additions/Deletions
2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. In-Camera – Personnel – FOIP – Section 19 – Confidential Evaluations

Moved by Councillor Lawlor that the Committee of the Whole move into an In-Camera Session with the CAO present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 4:32 p.m.

Moved by Councillor Baker that the Committee of the Whole return to the regular meeting.

MOTION CARRIED
Unanimous at 5:54 p.m.

4. Additions
5. Adjournment
6. Moved by Councillor Barros that the Committee of the Whole Meeting be adjourned.

MOTION CARRIED
Unanimous at 5:55 p.m.

Mayor

Assistant CAO

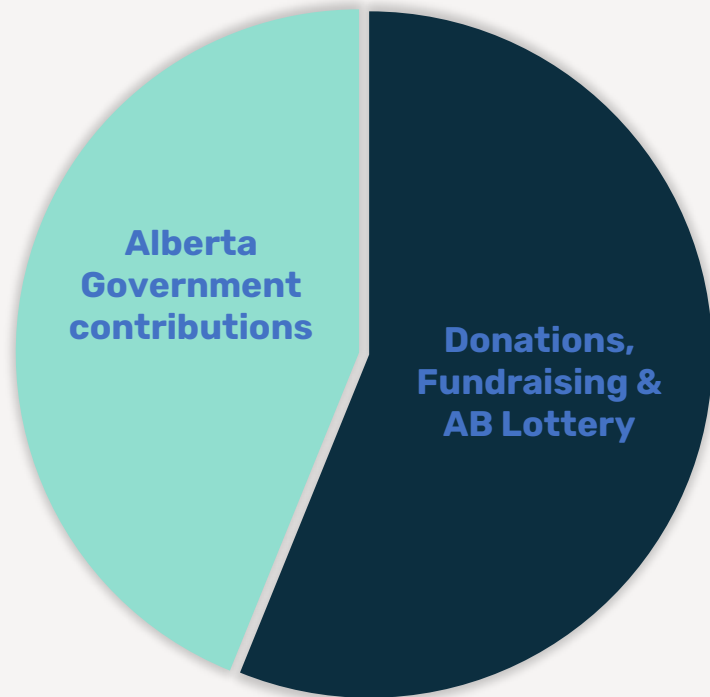


CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.

 **STARS**®

STARS ALBERTA, FY24-25



Direct Operating Costs
\$34.2 million
(\$11.4M per base)

Government Contribution
\$15 million



Donations, Fundraising & Lotteries are needed to cover **56%** of direct operational costs in Alberta

STARS Alberta Lottery net funds pay for one base in Alberta

2023/24

YEAR IN REVIEW



STARS EMERGENCY LINK CENTRE

37,365

EMERGENCY REQUESTS HANDLED



MISSIONS

3,927

YEARLY MISSIONS



FUNDING

\$11.4M

APPROXIMATE ANNUAL COST PER BASE



INCIDENT TYPES

STARS RESPONDS TO A VARIETY OF CRITICAL CARE CALLS

- CARDIAC **18.05%**
- ENVIRONMENTAL **0.30%**
- NEUROLOGICAL **12.48%**
- OBSTETRICAL **1.42%**
- PULMONARY **12.64%**
- VEHICLE INCIDENT **18.38%**
- OTHER MEDICAL **19.20%**
- OTHER TRAUMA **17.38%**

102

AVERAGE EMERGENCY REQUESTS A DAY



1,720 **1,025** **1,182***

AB SK MB

MISSIONS BY PROVINCE



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS*
- INDUSTRY SERVICES
- OTHER

* worth received in year

STARS FUNDING SOURCES

60K+

MISSIONS TO DATE SINCE 1985

11

AVERAGE DAILY MISSIONS

37,345

ANNUAL DONORS

* Includes fixed-wing missions

ESSENTIAL SERVICES FOR ALL, RURAL

Newly added! 11 rural + 16 urban municipalities

- 95% Alberta municipalities in partnership
- 80% Regional Leaders (Includes Town & County of Stettler)
- Includes Peace River Regional District, BC

Partnership ensures robust health & safety network

(9) PROVINCIAL LEADERS

- Fixed Rate / Standing Motion
- Included in protective services budget

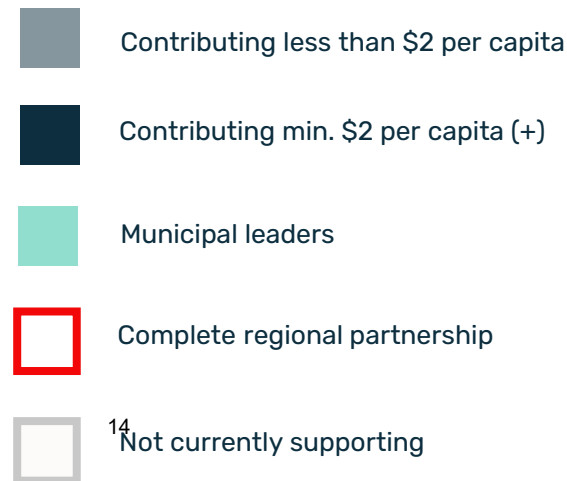
2024 Welcome Birch Hills County

REGIONAL LEADERS

Building partnerships within.
Based on minimum \$2 - \$90 per capita

PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC
City of Fort St. John, BC
Taylor, BC
City of Dawson Creek, BC
Pouce Coupe, BC
Chetwynd, BC
Tumbler Ridge, BC



¹⁴ Not currently supporting

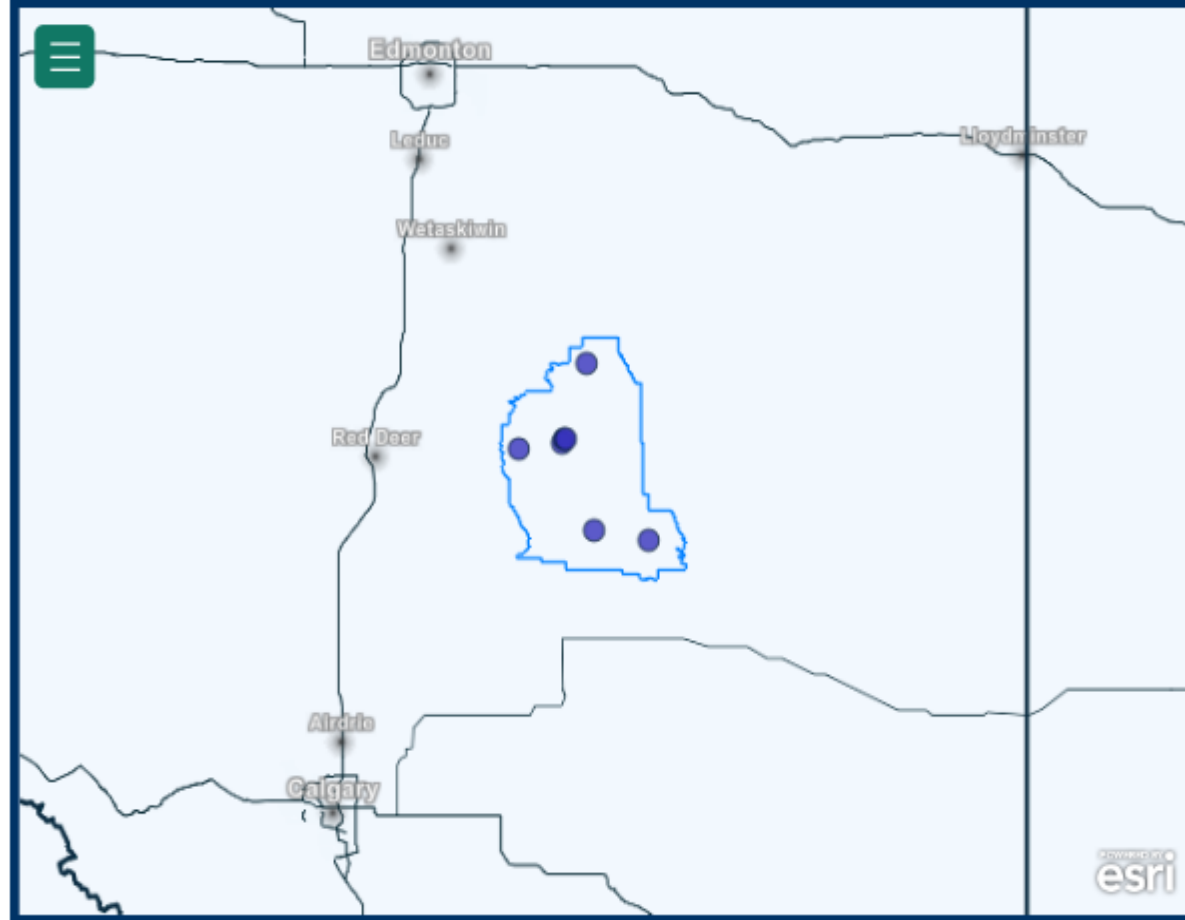
| COUNTY OF STETTLER STARS 15-YEAR MISSION REPORT | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | TOTAL |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| NEAR ALIX* | | | | | | | | | | | | 1 | | | | 1 |
| NEAR BASHAW* | | | | | | | | | | | | 1 | | | | 1 |
| NEAR BIG VALLEY | | | | | | | | | 1 | | 1 | | 1 | | 1 | 4 |
| NEAR BOTHA | | | | | | | | | | | | | | | 1 | 1 |
| NEAR BYEMOOR | | | | | | 1 | | | | | 1 | | 1 | | | 3 |
| NEAR DONALDA | 1 | | | | | 1 | | | | | | | 2 | 1 | | 5 |
| NEAR GADSBY | | | | | | | | | | | | | 1 | 1 | | 2 |
| NEAR MIRROR* | | | | | | | | | | 1 | | | 1 | 1 | | 3 |
| STETTLER HOSPITAL IFT 2025 = 2 IFTs | 5 | 11 | 10 | 9 | 10 | 8 | 9 | 3 | 9 | 9 | 13 | 18 | 11 | 9 | 21 | 155 |
| NEAR STETTLER | 5 | 5 | 1 | 1 | 6 | 6 | 10 | 7 | 5 | 2 | 3 | 1 | 1 | 3 | 2 | 58 |
| TOTAL | 11 | 16 | 11 | 10 | 16 | 16 | 19 | 10 | 15 | 12 | 18 | 21 | 18 | 15 | 25 | 233 |

* Scene calls coded to nearest community - Actual mission location used to identify each occurrence within County of Stettler boundaries



Within Stettler County Boundaries - Patients Flown by STARS (2010-Present)

Stettler County Residents Flown by STARS

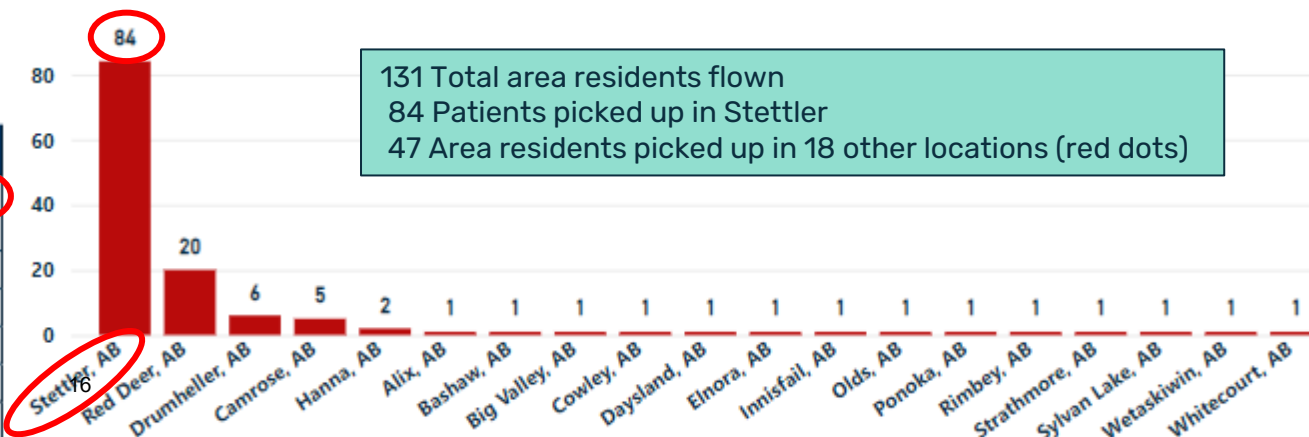


Locations where Stettler County Residents Travelled and Needed STARS



Count by Pickup Location

| Resident Community | 5 Yrs Ago | 4 Yrs Ago | 3 Yrs Ago | 2 Yrs Ago | Last Year | 5 Year Total | Total Since 2010 |
|--------------------|-----------|-----------|-----------|-----------|-----------|--------------|------------------|
| Stettler | 9 | 6 | 10 | 7 | 2 | 34 | 90 |
| Big Valley | 0 | 2 | 2 | 1 | 0 | 5 | 14 |
| Gadsby | 0 | 0 | 0 | 1 | 0 | 1 | 3 |
| Botha | 0 | 1 | 2 | 0 | 0 | 3 | 10 |
| Byemoor | 1 | 0 | 0 | 0 | 1 | 2 | 2 |
| Donalda | 2 | 0 | 3 | 0 | 1 | 6 | 12 |
| Total | 12 | 9 | 17 | 9 | 4 | 51 | 131 |



131 Total area residents flown
 84 Patients picked up in Stettler
 47 Area residents picked up in 18 other locations (red dots)

STARS IS BORDERLESS

6 BASES ACROSS WESTERN CANADA

- Average 11 MISSIONS PER DAY
- MORE THAN 60,000 (+) MISSIONS FLOWN
- AIR MEDICAL CREW (AMC) CROSS-TRAINED
- ALL CREW AND ASSETS CROSS BORDERS

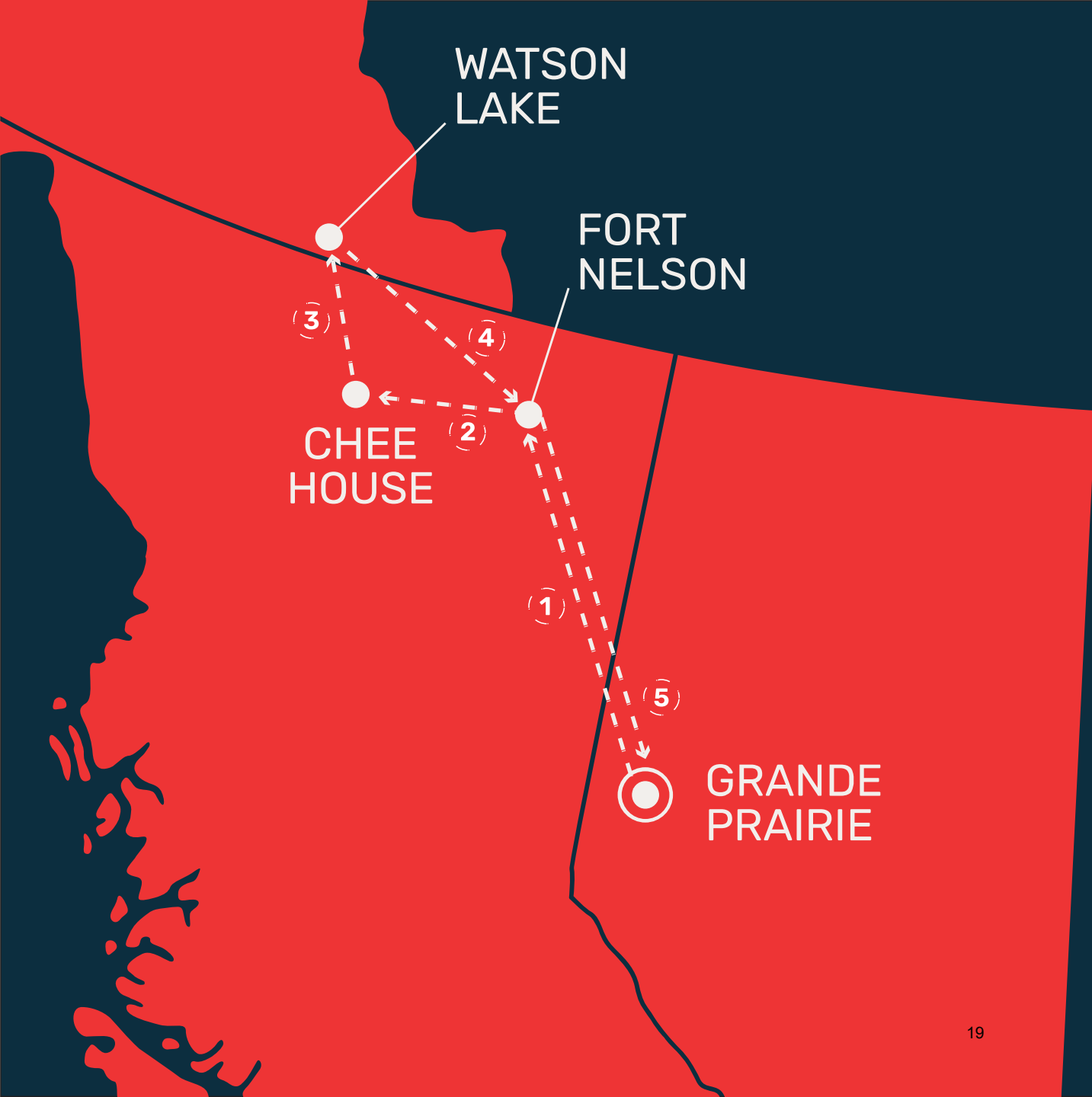
| Mission Count | STARS Base | Mission Type | Description | Disposition |
|---------------|----------------|--------------|------------------------|--|
| 1 | Calgary | IFT | Medical | PT TRANSPORTED - STARS |
| 2 | Calgary | Scene | Near Drowning / Trauma | PT TRANSPORTED - STARS |
| 3 | Calgary | IFT | NICU | PT TRANSPORTED BY GROUND WITH SPECIALTY TEAM |
| 4 | Calgary | IFT | COPD / Respiratory | PT TRANSPORTED - STARS |
| 5 | Edmonton | Scene | Cardiac | PT TRANSPORTED - STARS |
| 6 | Edmonton | Scene | Rollover | NMR MISSION CANCELLED - NO TRANSPORT |
| 7 | Edmonton | Scene | Workshop Explosion | MISSION CANCELLED - ALTERNATE TRANSPORT |
| 8 | Edmonton | Scene | GSW | PT TRANSPORTED - STARS |
| 9 | Grande Prairie | Scene | Stroke | PT TRANSPORTED - STARS |
| 10 | Grande Prairie | IFT | MVC | PT TRANSPORTED BY GROUND WITH STARS AMC |
| 11 | Grande Prairie | IFT | Motorcycle vs Deer | PT TRANSPORTED - STARS |
| 12 | Regina | IFT | Decreased LOC | PT TRANSPORTED - STARS |
| 13 | Regina | IFT | Pneumonia | PT TRANSPORTED - STARS |
| 14 | Saskatoon | Scene | Motocross Accident | PT TRANSPORTED - STARS |
| 15 | Saskatoon | IFT | Sepsis | PT TRANSPORTED - STARS |
| 16 | Winnipeg | Scene | MVC Polytrauma | PT TRANSPORTED - STARS |
| 17 | Winnipeg | IFT | Perforated Bowel | PT TRANSPORTED - STARS |
| 18 | Winnipeg | Scene | Seizures | PT TRANSPORTED - STARS |



NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form



OUR LONGEST MISSION

While hunting in the rugged mountains of northern B.C., Doug MacTavish suffered a major heart attack. Providing critical care to this patient in need resulted in our longest mission to date.

2,408 LITRES OF FUEL

1,763 KILOMETRES

8.2 HOURS OF FLIGHT

5.3 HOURS WITH PATIENT

1 LIFE SAVED

TOWN OF STETTLER

REGIONAL LEADER

\$12,000 Fixed Rate
Standing Motion

THANK YOU!

BENEFITS

- STARS provides physical response and virtual care consultation
- Providing medical and procedural guidance for local practitioners
- Together, we enhance rural healthcare
- Residents access STARS 24/7 across Western Canada
- No cost to the patient.

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.



MEMORANDUM

Date: April 8, 2025

To: Leann Graham
CAO

From: Melissa Robbins
Director of Operational Services

Re: Custodial Services Contract Public Works Building

Background:

Historically, custodial services have been hired and paid for hourly at the Public Works Shop offices without entering into a contract. Custodial services have an annual cost of \$14,000-17,000. This cost varies, as seasonal weather conditions at times cause longer cleans to address dirty floors/walls/windows. Administration advertised a Request for Quotes for custodial services on The Town's website and social media.

Summary of quotes received:

The Town received six submissions:

| Company | Cost per Clean (Average) |
|-----------------------------|---------------------------------|
| Aroma Cleaning Services | \$140 |
| Mr. Green Carpet Clean | \$176 |
| Sienna's Cleaning | \$200 |
| VM Cleaning Services | \$200 |
| Rachel Leines | \$225 |
| *Choice Janitorial Services | \$63 |

*Choice Janitorial Services did not define how many staff are required and therefore administration feels their bid isn't valid and is quite low in comparison to the remaining bids.

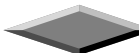
Bids were evaluated to ensure they have WCB, insurance coverage and a Town of Stettler business license. Aroma Cleaning Services meets all these requirements, is a local company and is the lowest cost amongst the remaining bids.

Recommendation:

Administration respectfully recommends that Town of Stettler Council direct administration to execute a contract with Aroma Cleaning Services for the custodial services at the Public Works Building with funding provided through the existing Operating Budget.

MEMORANDUM

To: Leann Graham, CAO
From: Kim Hymers, Assistant CAO
Date: April 11, 2025
Re: Request to move Tax Budget Deliberations Meeting and set a Committee of the Whole meeting



Background:

The 2025 tax budget deliberations meeting was moved to May 8, 2025. Administration has since been notified that Canada Post is resuming negotiations and potentially strike on May 22, 2025, depending on how negotiations go. Town of Stettler tax notices under the current schedule are set to be mailed out May 23, 2025. Administration is proposing to move the tax budget deliberations meeting to Tuesday April 29, 2025, 3:00 pm so Council can approve the tax budget at the May 6, 2025 council meeting and tax notices can be mailed out on May 12, 2025.

Administration is also requesting Council schedule a Committee of the Whole meeting on Thursday May 8, 2025 at 4:30, as administration has items that need to be addressed.

Recommendation:

Administration respectfully recommends that the Town of Stettler Council approve moving the 2025 tax deliberation budget meeting from Thursday May 8 to Tuesday April 29, 2025, 3:00 p.m. As well as schedule a Committee of the Whole Meeting for Thursday May 8 at 4:30 p.m.

MEMORANDUM

Date: April 10, 2025

To: Leann Graham, CAO

From: Rachel Morbeck, Tax & IT Coordinator

Re: **2025 Tax Dates and Electronic Correspondence**

Background & Legislation

Canada Post announced the possibility of a labour disruption on or after May 22, 2025. To support our residents and landowners, administration would like to shift the usual tax dates forward to account for the potential postal strike. Proposed dates are as follows:

Tuesday, April 29th – Tax Rate Deliberations C.O.W

Tuesday, May 6th – Tax Rate Bylaw is presented at Council

Monday, May 12th – Assessment & Tax Notice Mailing Date (MGA sec. 310(3))

Tuesday, May 20th – Notice of Assessment Date (MGA sec.308(1))

Monday, July 21st – Complaint Deadline Date (MGA sec. 284(4))

The Town of Stettler is also implementing electronic means of correspondence for all assessment and tax related mail in 2025. Pursuant to MGA sec 608.1(1), “a council may by bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information”.

Recommendation

Administration respectfully recommends that Town of Stettler Council approves the imposed 2025 tax dates and gives Bylaw 2186-25 Electronic Assessment and Tax Communications Bylaw first, second, and third readings.

2025 Budget Summary - March 31, 2025

| Revenue | 2025 Budget | 2025 Actual - Mar 31, 2025 | Variance | % | Notes |
|--|------------------------|----------------------------|------------------------|---------------|-----------------------------|
| Administration | \$274,020.00 | \$49,162.32 | \$224,857.68 | 17.94% | |
| Inter Dept Utility Transfer - \$250,000) | | | | | |
| Police | \$598,512.00 | \$8,355.78 | \$590,156.22 | 1.40% | MSI Operating - \$104,896 |
| Traffic Fines - Budget - \$60,000 - Actual - \$6,222.36 - 10% | | | | | |
| Provincial Grant - \$347,616 | | | | | |
| Community Resource Program - Clearview \$40,000 / County - \$40,000 | | | | | |
| Fire | \$226,309.00 | \$14,819.15 | \$211,489.85 | 6.55% | |
| Disaster Services | \$0.00 | \$0.00 | \$0.00 | | |
| Bylaw Enforcement | \$113,700.00 | \$116,335.00 | -\$2,635.00 | 102.32% | |
| Business Licenses Budget - \$90,000 - Actual \$96,450 / Animal License Budget \$21,700 - Actual \$19,485 | | | | | |
| Roads, Streets, Walks, Lights | \$58,813.00 | \$956.56 | \$57,856.44 | 1.63% | |
| Airport | \$9,800.00 | \$5,277.60 | \$4,522.40 | 53.85% | |
| Drainage | \$0.00 | \$0.00 | \$0.00 | 0.00% | |
| Water Supply & Distribution | \$3,617,245.00 | \$587,265.99 | \$3,029,979.01 | 16.24% | |
| Metered sale of water (Budget - \$2,277,495 - Actual \$337,940.48 = 15% - end of February - 16%) | | | | | |
| Metered out of Town (Budget - \$1,223,350 - Actual \$232,379.02 = 19% - end of February - 16%) | | | | | |
| Bulk water - Budget - \$25,000 - Actual - \$1,553.19 - 6% | | | | | |
| Sewer | \$1,050,401.00 | \$164,944.44 | \$885,456.56 | 15.70% | |
| Sewer Service Charges (Budget - \$1,026,401 - Actual \$164,944.44 = 16% - end of February - 16%) | | | | | |
| Garbage Collection & Disposal | \$984,577.00 | \$154,634.87 | \$829,942.13 | 15.71% | SWMA haul rebate - \$26,351 |
| Residential Garbage Revenue (Budget - \$712,320 - Actual \$115,142.35 = 16% - end of February - 16%) | | | | | |
| Recycling Revenue (Budget - \$237,600 - Actual \$39,267.52 = 17% - end of February - 16%) | | | | | |
| FCSS | \$164,220.00 | \$41,054.93 | \$123,165.07 | 25.00% | |
| Cemetery | \$23,600.00 | \$4,600.00 | \$19,000.00 | 19.49% | |
| Planning & Development | \$44,500.00 | \$4,480.24 | \$40,019.76 | 10.07% | |
| Building Permits (Budget - \$30,000 - Actual - \$1066.50) | | | | | |
| Economic Development - BOT | \$163,670.00 | \$71,702.72 | \$91,967.28 | 43.81% | |
| Subdivision Land | \$500.00 | \$400.00 | \$100.00 | 80.00% | Subdivision Fees |
| Land, Housing & Rentals | \$297,617.00 | \$96,311.23 | \$201,305.77 | 32.36% | |
| AE Kennedy Health Unit - \$216,362 | | | | | |
| Ambulance Station - \$20,100 | | | | | |
| SRC - Library - Budget - \$42,000 | | | | | |
| Recreation - General | \$2,500.00 | \$490.00 | \$2,010.00 | 19.60% | |
| Recreation Programs | \$27,300.00 | \$2,328.46 | \$24,971.54 | 8.53% | Ball / Soccer |
| Facilities | \$1,168,625.00 | \$270,090.65 | \$898,534.35 | 23.11% | County / Pool / SRC |
| Community Hall | \$44,000.00 | \$6,023.81 | \$37,976.19 | 13.69% | |
| Senior's Center | \$16,500.00 | \$6,790.92 | \$9,709.08 | 41.16% | \$6000 Casino |
| Parks | \$120,800.00 | \$0.00 | \$120,800.00 | 0.00% | |
| Lions Campground - Budget - \$120,000 - actual - \$0.00 = 0% | | | | | |
| Operating Contingency | \$0.00 | \$0.00 | \$0.00 | #DIV/0! | |
| Taxes / Penalties | \$9,887,537.13 | -\$2,162.65 | \$9,889,699.78 | -0.02% | |
| Other Revenue | \$2,784,589.00 | \$593,332.23 | \$2,191,256.77 | 21.31% | |
| Franchise Fee - GAS (Budget - \$1,281,544 - Actual \$296,037.09 = 23% - end of February - 16%) | | | | | |
| Franchise Fee - ELECTRIC (Budget - \$826,645 - Actual \$148,563.38 = 18% - end of February - 16%) | | | | | |
| Return on Investments (Budget - \$600,000 - Actual - \$109,923.04) = 18% | | | | | |
| Total Revenue | \$21,679,335.13 | \$2,197,194.25 | \$19,482,140.88 | 10.13% | |

| Expense | 2025 Budget | 2025 Actual - March 31, 2025 | Variance | % | Notes |
|---|------------------------|---------------------------------|------------------------|---------------|---------------------------------|
| Council & Legislative | \$255,080.00 | \$54,040.44 | \$201,039.56 | 21.19% | |
| Council Honorarium (Budget - \$186,080) | | | | | |
| Council per diem - Budget - \$27,000 | | | | | |
| Council travel & subsistance - Budget - \$22,000) | | | | | |
| Council membership Conferences (Budget - \$16,000 - Actual \$2,036.65 = 13%) | | | | | |
| Administration | \$1,623,899.00 | \$336,795.51 | \$1,287,103.49 | 20.74% | |
| Police | \$1,871,491.00 | \$234,924.56 | \$1,636,566.44 | 12.55% | |
| RCMP - Contract Billings \$1,724,841 | | | | | |
| Fire | \$1,250,865.00 | \$115,669.50 | \$1,135,195.50 | 9.25% | |
| Disaster Services | \$46,741.00 | \$120.21 | \$46,620.79 | 0.26% | |
| Bylaw Enforcement | \$201,958.00 | \$32,442.78 | \$169,515.22 | 16.06% | |
| Common Services | \$291,364.00 | \$87,411.46 | \$203,952.54 | 30.00% | |
| Roads, Streets, Walks, Lights | \$2,297,419.00 | \$393,732.56 | \$1,903,686.44 | 17.14% | |
| Airport | \$58,228.00 | \$6,290.83 | \$51,937.17 | 10.80% | |
| Water Supply & Distribution | \$3,726,080.00 | \$632,873.84 | \$3,093,206.16 | 16.98% | |
| Sewer | \$818,261.00 | \$163,027.47 | \$655,233.53 | 19.92% | |
| Garbage Collection & Disposal | \$848,312.00 | \$52,020.73 | \$796,291.27 | 6.13% | |
| FCSS | \$205,275.00 | \$102,637.37 | \$102,637.63 | 50.00% | |
| Cemetery | \$68,720.00 | \$6,297.88 | \$62,422.12 | 9.16% | |
| Comm Services -Handi Bus | \$25,000.00 | \$0.00 | \$25,000.00 | 0.00% | |
| Planning & Development | \$535,888.00 | \$86,157.38 | \$449,730.62 | 16.08% | |
| Economic Development | \$600,661.00 | \$94,576.70 | \$506,084.30 | 15.75% | |
| Subdivison Land | \$53,690.00 | \$9,929.84 | \$43,760.16 | 18.49% | |
| Land, Housing & Rentals | \$49,870.00 | \$17,095.41 | \$32,774.59 | 34.28% | |
| Recreation - General | \$133,750.00 | \$36,348.73 | \$97,401.27 | 27.18% | |
| Recreation Programs | \$65,500.00 | \$6,462.33 | \$59,037.67 | 9.87% | |
| Facilities | \$3,081,898.00 | \$622,703.23 | \$2,459,194.77 | 20.21% | |
| Culture | \$348,987.00 | \$158,956.82 | \$190,030.18 | 45.55% | Parkland, Library, Museum |
| Community Hall | \$167,460.00 | \$29,748.81 | \$137,711.19 | 17.76% | |
| Senior's Center | \$7,690.00 | \$4,038.52 | \$3,651.48 | 52.52% | |
| Parks | \$842,940.00 | \$74,248.44 | \$768,691.56 | 8.81% | |
| Operating Contingency | -\$191,000.00 | \$0.00 | -\$191,000.00 | 0.00% | WTP Gross Recovery, Tran to Res |
| WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit) | | | | | |
| Available for Capital from 2025 Operating Budget for 2025 Capital Budget - \$1,009,449 (Water \$157,168+ Utility \$393,949 (sewer, waste, recycling) + Total Available for Capital - \$458,332) | | | | | |
| Requisitions | \$2,795,147.13 | \$589,893.91 | \$2,205,253.22 | 21.10% | |
| ASFF (Budget - \$2,232,414 - Actual - \$547,160.20 - 25%) | | | | | |
| ASFF Separate School (Budget - \$174,353 - Actual - \$42,733.71 - 25%) | | | | | |
| County of Stettler Senior Lodges (Budget - \$388,381 - Actual - \$0.00 - 0%) | | | | | |
| Total Expense | \$22,081,174.13 | \$3,948,445.26 | \$18,132,728.87 | 17.88% | |
| Surplus / Deficit | -\$401,839.00 | -\$1,751,251.01 | | | |

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF Mar 31 , 2025

| | | |
|---|-----------|----------------------|
| Net Balance at End of Previous Month | \$ | 12,499,316.32 |
| ADD: General Receipts (summarized below) | | 1,334,416.00 |
| Interest Earned (Prime 7.20% less 2% = 5.20%) | | 34,505.80 |
| Investments Matured | | - |
| SUBTOTAL | | 13,868,238.12 |
| LESS: General Disbursements | | 2,511,763.34 |
| Payroll | | 295,549.66 |
| Investments | | - |
| Debenture Payments | | 207,588.19 |
| Returned Cheques | | 2,301.06 |
| Bank Charges | | 659.32 |
| SUBTOTAL | | 3,017,861.57 |
| NET BALANCE AT END OF CURRENT MONTH (General Ledger) | \$ | 10,850,376.55 |

| | | |
|---|-----------|----------------------|
| Balance at End of Month - Bank | | 10,824,678.45 |
| ADD: Outstanding Deposits | | 36,007.99 |
| LESS: Outstanding Cheques | | 10,309.89 |
| | | 10,309.89 |
| NET BALANCE AT END OF CURRENT MONTH (Bank) | \$ | 10,850,376.55 |

| | | |
|--|-----------|----------------------|
| <u>INVESTMENTS:</u> | | |
| US Bank Account | | 502,865.59 |
| US Bank Interest | | 106.77 |
| SUBTOTAL | | 502,972.36 |
| TOTAL CASH ON HAND AND ON DEPOSIT | \$ | 11,353,348.91 |

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2th DAY OF Apr 2025

MAYOR ASSISTANT CAO

| | A | B | C |
|----|---------------------------------|---------------|-----------|
| 2 | GENERAL RECEIPTS SUMMARY | | |
| 3 | | | |
| 4 | Apex | Franchise Fee | 151,141 |
| 5 | Atco Electric | Franchise Fee | 77,989 |
| 6 | BOT | SREV | 31,182 |
| 7 | Libaray | Srev | 56,371 |
| 8 | Grov | GST | 11,890 |
| 9 | Heaven Sake | Donation | 5,000 |
| 10 | Hi Way 12/21 | Water | 74,962 |
| 11 | Health Unit | Rental | 18,106 |
| 12 | Heartland Youth | Insurance | 8,282 |
| 13 | Public Library | SREV | 29,958 |
| 14 | Rec | Figure Skate | 8,351 |
| 15 | Rec | Minor Hockey | 44,287 |
| 16 | Sky Farmer | Airport | 5,758 |
| 17 | SMRWSC | Water | 68,051 |
| 18 | Tax | AR | 345,189 |
| 19 | Utility | AR | 304,526 |
| 20 | Other | | 93,373 |
| 21 | | Total | 1,334,416 |

| | | | | |
|-------------|-------|------|--------------------------|------------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID CU GENERAL | CU GENERAL |
| Vendor Name | First | Last | Cheque Number 77742 | 77746 |
| Cheque Date | First | Last | | |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|-----------------------------|---------------|----------------|----------------|
| Active Network | 77742 | 2025-04-02 | \$1,007.32 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| P&L - Software | | 4200013014 | \$1,007.32 |
| ----- | | | |
| Canada Post Corporation | 77743 | 2025-04-02 | \$2,018.32 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Bylaw Letters & Water Bills | | 9950683871 | \$2,018.32 |
| ----- | | | |
| Future Ag Inc | 77744 | 2025-04-02 | \$203.20 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Park - Filters | | IS85001 | \$203.20 |
| ----- | | | |
| Munix | 77745 | 2025-04-02 | \$2,500.00 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Roads - Damage Claim | | STETT2500042 | \$2,500.00 |
| ----- | | | |
| Snap On Tools | 77746 | 2025-04-02 | \$44.00 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Shop - Wheels for Creeper | | 03142571919 | \$44.00 |
| ----- | | | |
| | | Total Cheques | \$5,772.84 |
| | | | ----- |
| | | | ===== |

| | | | | |
|-------------|-------|------|--------------------------|------------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID CU GENERAL | CU GENERAL |
| Vendor Name | First | Last | Cheque Number 77747 | 77753 |
| Cheque Date | First | Last | | |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Cal-Trac Contracting Ltd. | 77747 | 2025-04-10 | \$3,003.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Grader Rental - March | 304455 | \$3,003.00 | |
| ----- | | | |
| County of Stettler Housing Ath | 77748 | 2025-04-10 | \$186,742.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Housing Auth - 1&2 qtr | 2025-REQ02 | \$186,742.00 | |
| ----- | | | |
| Government of Alberta | 77749 | 2025-04-10 | \$52.50 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| WTP - Licence Occupation | 2025.04.14 | \$52.50 | |
| ----- | | | |
| Razor's Edge Tree Service Ltd. | 77750 | 2025-04-10 | \$1,732.50 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Park - Tree Removal | 1007 | \$1,102.50 | |
| Park - Tree Maintenance | 1008 | \$630.00 | |
| ----- | | | |
| Receiver General for Canada | 77751 | 2025-04-10 | \$73,347.21 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Town Tax Remittance | PP07-25 | \$62,373.08 | |
| Town Tax Remittance | PP07-25. | \$4,890.32 | |
| BOT Tax Remittance | PP07-25.BOT | \$3,532.76 | |
| Library Tax Remittance | PP07-25.LIBRAR | \$2,551.05 | |
| ----- | | | |
| Special Event Sales | 77752 | 2025-04-10 | \$4,535.74 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| SRC - Tables | 64855-2 | \$4,535.74 | |
| ----- | | | |
| Woodhill Instrumentation | 77753 | 2025-04-10 | \$2,884.73 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| WTP - Troubleshoot Rack | 32257 | \$1,338.75 | |
| WTP - Troubleshoot Rack | 32258 | \$1,545.98 | |
| ----- | | | |
| Total Cheques | | | \$272,297.68 |
| | | | ===== |

| | | | | |
|-------------|-------|------|--------------------------|------------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID CU GENERAL | CU GENERAL |
| Vendor Name | First | Last | Cheque Number EFT0008833 | EFT0008878 |
| Cheque Date | First | Last | | |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Ainsworth Inc. | EFT0008833 | 2025-04-04 | \$4,071.90 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Pool - Software Maintenance | SCPAY0144727 | \$4,071.90 | |
| ----- | | | |
| Automated Aquatics Canada Ltd. | EFT0008834 | 2025-04-04 | \$402.57 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Pool - Chemicals & Freight | 00000124081 | \$352.17 | |
| Pool - Equip Repair | 0000124082 | \$50.40 | |
| ----- | | | |
| Barnes, Roger | EFT0008835 | 2025-04-04 | \$25.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| SRC - Phone Allowance | 2025.04.01 | \$25.00 | |
| ----- | | | |
| Stettler Regional Board of Tra | EFT0008836 | 2025-04-04 | \$300.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| PR - Photo Contest Prize | 2966 | \$300.00 | |
| ----- | | | |
| Bunzl Cleaning & Hygiene | EFT0008837 | 2025-04-04 | \$3,176.63 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| SRC - Floor Sealer | 143578 | \$3,176.63 | |
| ----- | | | |
| Caro Analytical Services | EFT0008838 | 2025-04-04 | \$481.96 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| WTP - Water Analysis | IC2502821 | \$195.83 | |
| WTP - Water Analysis | IC2505103 | \$195.83 | |
| WTP - Water Analysis | IC2502525 | \$45.15 | |
| WTP - Water Analysis | IC2504834 | \$45.15 | |
| ----- | | | |
| Central Sharpening | EFT0008839 | 2025-04-04 | \$348.60 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| SRC - Blade Sharpening | 31479 | \$348.60 | |
| ----- | | | |
| Chapman Riebeek | EFT0008840 | 2025-04-04 | \$454.65 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Bylaw - Feb Legal Services | 25030451 | \$454.65 | |
| ----- | | | |
| Dean's Machine Inc. | EFT0008841 | 2025-04-04 | \$460.32 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Street Clean - Side Broom | 49171 | \$460.32 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Diverse Signs | EFT0008842 | 2025-04-04 | \$108.51 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| SRC - Dressing Room Signs | 12276 | \$58.00 | |
| HBC - Letters for comm garden | 12298 | \$38.85 | |
| Trans-Number for Speed Trailer | 12305 | \$11.66 | |
| ===== | | | |
| Dodd, Sonia | EFT0008843 | 2025-04-04 | \$125.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Pool - Travel & Phone | 2025.04.01 | \$125.00 | |
| ===== | | | |
| Dolan, Lori | EFT0008844 | 2025-04-04 | \$25.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Pool - Phone Allowance | 2025.04.01 | \$25.00 | |
| ===== | | | |
| Duff, Kendra | EFT0008845 | 2025-04-04 | \$150.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| P&D - Travel Allowance | 2025.04.01 | \$150.00 | |
| ===== | | | |
| Stettler FCSS | EFT0008846 | 2025-04-04 | \$51,318.62 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| FCSS - 2nd qtr payment | 2025.04.01 | \$51,318.62 | |
| ===== | | | |
| Graham, Leann | EFT0008847 | 2025-04-04 | \$375.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Admin - Phone & Travel | 2025.04.01 | \$375.00 | |
| ===== | | | |
| Heartland Express | EFT0008848 | 2025-04-04 | \$40.28 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Trans - Freight | 16687 | \$40.28 | |
| ===== | | | |
| Heartland Overdoor | EFT0008849 | 2025-04-04 | \$131.25 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Shop - Fix Door | 205-040 | \$131.25 | |
| ===== | | | |
| Hymers, Kim | EFT0008850 | 2025-04-04 | \$100.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Admin - Travel & Phone | 2025.04.01 | \$100.00 | |
| ===== | | | |
| Kathy's Printing Service | EFT0008851 | 2025-04-04 | \$366.45 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |
| Office - Envelopes | 7141 | \$366.45 | |
| ===== | | | |
| Keiths Refrigeration | EFT0008852 | 2025-04-04 | \$1,041.04 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| ----- | | | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|------------------------------------|----------------|----------------|---------------|
| WTP - Compressor Repairs | 25101 | | \$1,041.04 |
| ===== Leckie, Neil | EFT0008853 | 2025-04-04 | \$25.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Pool - Phone Allowance | 2025.04.01 | \$25.00 | |
| ===== McKee, Tracey | EFT0008854 | 2025-04-04 | \$100.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Admin - Travel & Phone | 2025.04.01 | \$100.00 | |
| ===== NextGen Automation | EFT0008855 | 2025-04-04 | \$68.86 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Office & Water - Billing | 660027 | \$68.86 | |
| ===== OK Tire Stettler | EFT0008856 | 2025-04-04 | \$133.46 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Trans - Tire Repair | IN116737 | \$79.23 | |
| Shop - Tire Sensor | IN117023 | \$54.23 | |
| ===== Parkland Regional Library | EFT0008857 | 2025-04-04 | \$14,665.34 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Library - 2nd qtr payment | 2025.04.01 | \$14,665.34 | |
| ===== Pederson, Brendan | EFT0008858 | 2025-04-04 | \$40.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop - Tool Allowance | 2025.04.01 | \$40.00 | |
| ===== Perry, Desirae | EFT0008859 | 2025-04-04 | \$50.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| P&L - Phone Allowance | 2025.04.01 | \$50.00 | |
| ===== Peterson, Chase | EFT0008860 | 2025-04-04 | \$25.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Pool - Phone Allowance | 2025.04.01 | \$25.00 | |
| ===== Peterson, Jacqui | EFT0008861 | 2025-04-04 | \$25.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| P&L - Phone Allowance | 2025.04.01 | \$25.00 | |
| ===== Rally Rentals | EFT0008862 | 2025-04-04 | \$237.25 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop - Welding Supply | 5546 | \$125.74 | |
| Shop - Plasma Consumables | 5545 | \$111.51 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|------------------------------|----------------|----------------|---------------|
| Raw Tools Ltd. | EFT0008863 | 2025-04-04 | \$566.51 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop - Tools | 70339 | \$566.51 | |
| Receiver General for Canada | EFT0008864 | 2025-04-04 | \$218,299.69 |
| Invoice Description | Invoice Number | Invoice Amount | |
| RCMP - Retro Pay | 2025.03.31 | \$218,299.69 | |
| Robbins, Brad | EFT0008865 | 2025-04-04 | \$150.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| P&L - Travel Allowance | 2025.04.01 | \$150.00 | |
| Sienna's Cleaning | EFT0008866 | 2025-04-04 | \$1,150.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop - Janitor | 774533 | \$1,150.00 | |
| Standage, Maddie | EFT0008867 | 2025-04-04 | \$150.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| P&D - Travel Allowance | 2025.04.01 | \$150.00 | |
| Stettler & District Handibus | EFT0008868 | 2025-04-04 | \$389.06 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Bus Garage - Utilities | 4232 | \$389.06 | |
| Stettler Public Library | EFT0008869 | 2025-04-04 | \$63,899.50 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Library - 2nd qtr Grant | 2025.04.01 | \$63,899.50 | |
| Stormoen, Angela | EFT0008870 | 2025-04-04 | \$175.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| P&D - Travel & Phone | 2025.04.01 | \$175.00 | |
| Tagish Engineering Ltd. | EFT0008871 | 2025-04-04 | \$14,772.61 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Sewer - Lift A Upgrades | 20940 | \$3,491.02 | |
| Water - Reservoir upgrades | 20939 | \$2,065.58 | |
| Water - 50Ave Water | 20942 | \$1,594.40 | |
| Roads - 47 ave | 20941 | \$7,621.61 | |
| TNT Work & Rescue | EFT0008872 | 2025-04-04 | \$917.85 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Fire Town - Access Harness | 57991 | \$917.85 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Tomkow, Joe | EFT0008873 | 2025-04-04 | \$70.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop - Tool Allowance | 2025.04.01 | \$70.00 | |
| ----- | | | |
| Uline Canada Corporation | EFT0008874 | 2025-04-04 | \$89.78 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| SRC - Casters | 15782668 | \$89.78 | |
| ----- | | | |
| Vermeer Canada Inc. | EFT0008875 | 2025-04-04 | \$77,312.51 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Parks - Chipper | 2025.03.25 | \$77,312.51 | |
| ----- | | | |
| Vortex Production Services Ltd | EFT0008876 | 2025-04-04 | \$1,572.83 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Sewer - Mechanical Seal | SPS0234369 | \$1,572.83 | |
| ----- | | | |
| The Wright Builders | EFT0008877 | 2025-04-04 | \$9,406.44 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop - Cold Storage Tin | 1048 | \$9,406.44 | |
| ----- | | | |
| Yost, Dustin & Maria Cristine | EFT0008878 | 2025-04-04 | \$2,250.00 |
| ----- | | | |
| Invoice Description | Invoice Number | Invoice Amount | |
| Comm Hall - Janitor | 2025.04.01 | \$2,250.00 | |
| ----- | | | |
| Total Cheques | | | \$470,044.47 |
| ===== | | | |

| | | | | |
|-------------|-------|------|--------------------------|------------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID CU GENERAL | CU GENERAL |
| Vendor Name | First | Last | Cheque Number EFT0008879 | EFT0008912 |
| Cheque Date | First | Last | | |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|---------------|----------------|----------------|
| Alberta Municipalities | EFT0008879 | 2025-04-11 | \$7,316.71 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Council - AUMA Membership | | RRG202501-052 | \$7,316.71 |
| ----- | | | |
| Alberta Animal Services | EFT0008880 | 2025-04-11 | \$15,564.63 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Bylaw - March Enforcement | | 11333 | \$15,564.63 |
| ----- | | | |
| Alberta Elevating Devices | EFT0008881 | 2025-04-11 | \$263.00 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Office - Elevator Permit | | EP081756 | \$131.50 |
| SRC - Elevator Permit | | EP08813 | \$131.50 |
| ----- | | | |
| APEX Supplementary Pension Pla | EFT0008882 | 2025-04-11 | \$382.36 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Sub Pension Plan Remit | | PP07-25 | \$382.36 |
| ----- | | | |
| Barros, Cheryl | EFT0008883 | 2025-04-11 | \$44.09 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Council - Travel & Sub | | 2025.02.26 | \$44.09 |
| ----- | | | |
| Benoit, Morgan | EFT0008884 | 2025-04-11 | \$66.02 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Water - Meal | | 2025.04.03 | \$66.02 |
| ----- | | | |
| Bond-O Security | EFT0008885 | 2025-04-11 | \$105.00 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Office - Alarm Upgrade | | BONDOIN129501 | \$105.00 |
| ----- | | | |
| Canadian Union of Public Emplo | EFT0008886 | 2025-04-11 | \$660.00 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| AP - Union Dues | | PP07-25 | \$660.00 |
| ----- | | | |
| Capital Power | EFT0008887 | 2025-04-11 | \$86,013.33 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | ----- | ----- |
| Capital Power - Affiliates | | 5194665 | \$7,834.69 |
| Capital Power - March | | 5194693 | \$78,178.64 |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Central Labs Ltd. | EFT0008888 | 2025-04-11 | \$243.60 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water - Emergency Water Sample | 2500385 | \$243.60 | |
| County of Stettler | EFT0008889 | 2025-04-11 | \$16,614.56 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Fire Joint - Reg Mngr Salary | COS011683 | \$16,614.56 | |
| Foot, Kyle | EFT0008890 | 2025-04-11 | \$25.67 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water - Meal | 2025.04.04 | \$25.67 | |
| Gary Moe Chevrolet Buick GMC | EFT0008891 | 2025-04-11 | \$522.90 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Roads - Damage Claim | 211043 | \$522.90 | |
| Heartland Express | EFT0008892 | 2025-04-11 | \$275.02 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Trans & Water Freight | 16627 | \$275.02 | |
| Stettler Home Hardware | EFT0008893 | 2025-04-11 | \$2,771.30 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Trans - Water | 140354 | \$13.50 | |
| Fire - Misc Equipment | 140374 | \$2,404.29 | |
| Office - Water | 140385 | \$12.00 | |
| Office - Water | 140411 | \$36.73 | |
| SRC - Zip Ties | 140482 | \$15.21 | |
| Office - Screws | 140528 | \$7.02 | |
| Trans - Water | 140537 | \$9.00 | |
| Office - Water | 140611 | \$18.00 | |
| SRC - Ice Melt | 140634 | \$92.36 | |
| Trans - Paint Trays | 140636 | \$23.59 | |
| Arena - Paint | 140640 | \$34.32 | |
| Water - Paint & Rollers | 140378 | \$15.00 | |
| Water - Furnace Filters | 140395 | \$90.28 | |
| i. d. Apparel | EFT0008894 | 2025-04-11 | \$1,835.82 |
| Invoice Description | Invoice Number | Invoice Amount | |
| PR - Hats | 126452 | \$1,835.82 | |
| Joe Johnson Equipment | EFT0008895 | 2025-04-11 | \$2,438.16 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Trans - Freight & Grease | P45749 | \$65.56 | |
| Street Clean - 3 Brooms | P45838 | \$2,372.60 | |
| Local Authorities Pension Plan | EFT0008896 | 2025-04-11 | \$32,063.28 |
| Invoice Description | Invoice Number | Invoice Amount | |
| LAPP Contribution | PP07-25 | \$32,063.28 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|----------------|----------------|---------------|
| Loomis Express | EFT0008897 | 2025-04-11 | \$40.67 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Trans - Freight | 11260693 | \$40.67 | |
| Manalastas, Victor | EFT0008898 | 2025-04-11 | \$3,412.50 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Office - Janitor | 32 | \$3,150.00 | |
| Fire Joint - Janitor | 33 | \$262.50 | |
| McCallum, Neil | EFT0008899 | 2025-04-11 | \$20.95 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water - Fuel | 2025.03.31 | \$20.95 | |
| Municipal Property Consultants | EFT0008900 | 2025-04-11 | \$19,243.10 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Assessor - March | 17191 | \$7,174.85 | |
| Assessor - April | 17192 | \$12,068.25 | |
| Purolator Courier Ltd. | EFT0008901 | 2025-04-11 | \$1,521.55 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Fire,WTP,Water,Office -Freight | 565108651 | \$1,521.55 | |
| Raw Tools Ltd. | EFT0008902 | 2025-04-11 | \$1,665.73 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Shop -Manuals & Scanner Update | 70487 | \$1,452.21 | |
| Trans - ear Buds | 70486 | \$213.52 | |
| Schwartz Home Building Centre | EFT0008903 | 2025-04-11 | \$88.90 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water - Painting Cupboards | 891530 | \$8.39 | |
| P&L - Building Repair | 892934 | \$5.68 | |
| Water - Shelving Unit | 891518 | \$74.83 | |
| Stettler Dads Services | EFT0008904 | 2025-04-11 | \$1,500.00 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Water Billing - Meter Reading | 2025-03 | \$1,500.00 | |
| Stettler Telephone Answering S | EFT0008905 | 2025-04-11 | \$157.50 |
| Invoice Description | Invoice Number | Invoice Amount | |
| WTP - Working Alone Monitoring | 185 | \$157.50 | |
| Stettler Tool & Hardware | EFT0008906 | 2025-04-11 | \$115.47 |
| Invoice Description | Invoice Number | Invoice Amount | |
| Sewer - Sign Sed | 10020056 | \$25.19 | |
| Water - Pipe Cutters | 10020723 | \$90.28 | |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|---------------|----------------|----------------|
| Thinktel Communications | EFT0008907 | 2025-04-11 | \$174.06 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| Office - Telephone | | 1363108 | \$174.06 |
| ----- | | | |
| Trinus Technologies Inc | EFT0008908 | 2025-04-11 | \$10,488.19 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| Computer - Software Support | | 10085 | \$1,689.19 |
| Computer - Monthly Subscriptio | | 10160 | \$6,310.05 |
| Computer - Software Support | | 10038 | \$929.70 |
| Computer - Software Support | | 10061 | \$1,429.31 |
| Computer - Software Support | | 9829 | \$129.94 |
| ----- | | | |
| Stettler Vet Clinic | EFT0008909 | 2025-04-11 | \$274.70 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| Bylaw - Vet Fees | | 831023 | \$274.70 |
| ----- | | | |
| Vortex Production Services Ltd | EFT0008910 | 2025-04-11 | \$24,946.04 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| Sewer - Pump Repair Kit | | SPS0234585 | \$24,946.04 |
| ----- | | | |
| The Wright Builders | EFT0008911 | 2025-04-11 | \$139,167.48 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| SHop - Subcontractor Services | | 1050 | \$139,167.48 |
| ----- | | | |
| WTS Manufacturing & Sales Inc. | EFT0008912 | 2025-04-11 | \$301.46 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| Water - Steel for Deck Rails | | 5078 | \$301.46 |
| ----- | | | |
| Total Cheques | | | \$370,323.75 |
| ===== | | | |

| | | | | |
|-------------|-------|------|--------------------------|------------|
| Ranges: | From: | To: | From: | To: |
| Vendor ID | First | Last | Chequebook ID CU GENERAL | CU GENERAL |
| Vendor Name | First | Last | Cheque Number ONL000884 | ONL000889 |
| Cheque Date | First | Last | | |

Sorted By: Cheque Number

Distribution Types Included:All

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------|---------------|-------------|---------------|
| Access Gas Services Inc. | ONL000884 | 2025-04-02 | \$51,251.98 |

| Invoice Description | Invoice Number | Invoice Amount |
|---------------------|----------------|----------------|
| Office - Gas | 2022502-3693 | \$2,918.12 |
| Fire Joint - Gas | 202502-3687 | \$2,396.46 |
| Shop - Gas | 202502-3694 | \$2,374.81 |
| Airport - Gas | 202502-3686 | \$553.74 |
| WTP - Gas | 202502-3689 | \$10,909.71 |
| Water - Gas | 202502-3684 | \$585.68 |
| Sewer - Gas | 202502-3685 | \$597.94 |
| Sewer - Gas | 202502-3692 | \$577.46 |
| SRC & Pool - Gas | 202502-3691 | \$28,723.56 |
| Comm Hall - Gas | 202502-3690 | \$1,185.01 |
| Parks - Gas | 202502-3688 | \$429.49 |

| | | | |
|------------------------------|-----------|------------|-------------|
| Collabria Payment Processing | ONL000885 | 2025-04-02 | \$34,257.81 |
|------------------------------|-----------|------------|-------------|

| Invoice Description | Invoice Number | Invoice Amount |
|---------------------|----------------|----------------|
| P&D - Visa | 2025.03.13.627 | \$311.17 |
| P&L - Visa | 2025.03.13.765 | \$2,100.00 |
| BOT - Visa | 2025.03.13.BOT | \$1,219.05 |
| Fitness - Visa | 2025.03.13.751 | \$308.44 |
| WTP - Visa | 2025.03.13.767 | \$779.25 |
| SRC - Visa | 2025.03.13.104 | \$2,606.36 |
| Fire Town - Visa | 2025.03.13.753 | \$7,873.95 |
| GIS - Visa | 2025.03.13.290 | \$377.82 |
| Water - Visa | 2025.03.13.753 | \$156.31 |
| P&L - Visa | 2025.03.13.764 | \$175.24 |
| Trans - Visa | 2025.03.13.826 | \$577.76 |
| Admin - Visa | 2025.03.13.244 | \$3,138.56 |
| Office - Visa | 2025.03.13.038 | \$61.57 |
| Admin - Visa | 2025.03.13.665 | \$5,485.92 |
| Engineering - Visa | 2025.03.13.766 | \$289.77 |
| SRC - Visa | 2025.03.13.752 | \$329.81 |
| Office - Visa | 2025.03.13.726 | \$1,208.56 |
| Trans - Visa | 2025.03.13.762 | \$558.81 |
| Pool - Visa | 2025.03.13.756 | \$868.04 |
| Fire - Visa | 2025.03.13.755 | \$5,831.42 |

| | | | |
|--------------------------------|-----------|------------|----------|
| Poulin's Professional Pest Con | ONL000886 | 2025-04-02 | \$445.66 |
|--------------------------------|-----------|------------|----------|

| Invoice Description | Invoice Number | Invoice Amount |
|-----------------------|----------------|----------------|
| Office - Pest Control | 1764538 | \$90.72 |
| WTP - Pest Control | 1764525 | \$198.45 |
| SRC - Pest Control | 1754534 | \$156.49 |

| | | | |
|--------|-----------|------------|---------|
| Rogers | ONL000887 | 2025-04-02 | \$33.60 |
|--------|-----------|------------|---------|

| Invoice Description | Invoice Number | Invoice Amount |
|------------------------|----------------|----------------|
| Fire Joint - Telephone | 2965465629 | \$33.60 |

| Vendor Name | Cheque Number | Cheque Date | Cheque Amount |
|--------------------------------|---------------|----------------|----------------|
| Telus Communications | ONL000888 | 2025-04-02 | \$2,434.87 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Telus Comm - March - April | | 2025.03.23 | \$2,434.87 |
| ----- | | | |
| Telus Mobility Inc. | ONL000889 | 2025-04-02 | \$1,327.19 |
| ----- | | | |
| Invoice Description | | Invoice Number | Invoice Amount |
| ----- | | | |
| Telus Mobility Mar 22 - apr 21 | | 2025.03.21 | \$1,327.19 |
| ----- | | | |
| | Total Cheques | | \$89,751.11 |
| | | | ----- |
| | | | ===== |

BYLAW 2186-25

A BYLAW OF THE TOWN OF STETTLER TO ESTABLISH A PROCESS FOR SENDING ASSESSMENT NOTICES, TAX NOTICES, AND OTHER NOTICES, DOCUMENTS, AND INFORMATION BY ELECTRONIC MEANS.

WHEREAS, pursuant to Section 608.1 of the *Municipal Government Act*, RSA 2000, c.M-26 (the "MGA"), Council may pass a bylaw establishing a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10, or 11 and the corresponding regulations by electronic means; and

WHEREAS, under the authority and subject to the provisions of the MGA, Council may by bylaw establish a process for sending forms of notice relating to Sections 149(2) or (3) of the *Education Act*, Statutes of Alberta, 2012, Chapter E-0.3, and amendments thereto by electronic means; and

WHEREAS, a bylaw passed under Section 608.1 must provide for a method by which persons may opt to receive the notice, document or information by electronic means; and

WHEREAS, the sending by electronic means of any notice, document or information under such a bylaw is valid only if the person to whom it is sent has opted under the bylaw to receive it by those means;

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

TITLE

1. This bylaw shall be cited as the "*Electronic Assessment and Tax Communications Bylaw*".

PURPOSE

2. The purpose of this bylaw is to establish a process for sending assessment notices, tax notices and other notices, documents and information by electronic means.

DEFINITIONS

3. In this bylaw;

(a) "*Assessment Notice*" means an assessment notice, as outlined in Section 309 of the MGA, and can include an amended assessment notice and a supplementary assessment notice but does not include any assessment notice sent by the provincial assessor;

(b) "*Assessed Person*" means a person who is named on an assessment roll in accordance with Section 304 of the MGA;

(c) "*CASL Act*" means an Act to promote the efficiency and adaptability of the Canadian economy by regulating certain activities that discourage reliance on electronic means of carrying out commercial activities, and to amend the Canadian Radio-television and Telecommunications Commission Act, the

Competition Act, the Personal Information; Protection and Electronic Documents Act and the Telecommunication Act, SC 2010, c 23;

(d) "Council" shall mean municipal Council for the Town of Stettler in the Province of Alberta, as duly elected;

(e) "Communications" means tax and assessment communications sent by the Town and may include, but is not limited to:

- i. Assessment Notices;
- ii. Tax Notices;
- iii. Other notices, forms and information relating to tax and assessment as authorized by Section 608.1 of the MGA;

(f) "Electronic Format" means an electronic method of sending Communications and can include emails, text messages or a web-based platform;

(g) "FOIP Act" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;

(h) "Tax" and "Taxes" includes all property taxes, local improvement taxes, and all other taxes, charges, fees or amounts lawfully imposed against a property by the Town of Stettler pursuant to the *Municipal Government Act* or any other statute of the Province of Alberta;

(i) "Tax Notice" means a tax notice sent pursuant to Section 333 of the MGA and can include an amended tax notice or a supplementary tax notice;

(j) "Taxpayer" is the person liable to pay taxes;

(k) "Town" means the Town of Stettler;

(l) "Undeliverable" a notification received by the Town indicating that the communication was not received.

AGREEMENT TO COMMUNICATE BY ELECTRONIC FORMAT

Opting In

4. A Taxpayer may opt to have Communications sent by Electronic Format by contacting the Town and providing an email address by way of email or signed correspondence delivered to the Town. The initial opt in requests will only be accepted by completing the authorization form.
5. The Taxpayer must opt in to receive Communications by Electronic Format for each property or roll number for which they are a Taxpayer.
6. The Taxpayer is responsible to contact the Town to update contact information and to ensure the email address they have provided is current and secure.
7. Communications by Electronic Format will not commence until authorization and consent in accordance with the CASL Act, has been received from the Taxpayer.
8. Once a Taxpayer has opted to receive Communications by Electronic Format,

paper copies of the Communications will no longer be sent to the mailing address of the Taxpayer.

Opting Out

9. A Taxpayer can opt out of receiving Communications by Electronic Format by notifying the Town by way of email or signed correspondence.
10. A Taxpayer shall be deemed to have opted out if the Town becomes aware that Communications by Electronic Format are being returned as Undeliverable.
11. A Taxpayer shall be deemed to have opted out if the Town becomes aware that the property has transferred ownership.
12. Once a Taxpayer has opted out or has been deemed to have opted out, the Town will no longer send Communications through Electronic Format and will send future Communications regarding the property to the mailing address of the Taxpayer, as listed at Alberta Land Titles, or last provided by the Taxpayer.

PROTECTION OF TAXPAYER INFORMATION

13. Any information collected from Taxpayers shall only be used for purposes associated with the taxation and assessment functions, in accordance with the requirements of the MGA and its associated regulations.
14. Any information collected from a Taxpayer shall be protected in accordance with the provisions of the FOIP Act.

GENERAL

15. In the absence of evidence to the contrary, a Communication sent by Electronic Format is presumed to be received seven (7) days after the Communication was sent, unless otherwise stated in the MGA and its associated regulations.
16. That this Bylaw shall take effect on the date of third and final reading.

READ a first time this 15th day of April, A.D. 2025.

READ a second time this 15th day of April, A.D. 2025.

READ a third time and finally passed this 15th day of April, A.D. 2025.

Mayor

Assistant CAO



DECLARATION

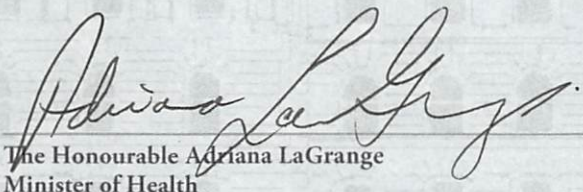
WHEREAS: Nurses play an integral role in the delivery of high quality care to Albertans;

AND WHEREAS: The annual Nursing Week provides an opportunity to celebrate the numerous contributions that nurses make, and will continue to make, to the health care system;

AND WHEREAS: The Government of Alberta recognizes the Alberta Association of Nurses' important mission to enhance, promote and advocate on behalf of nurses and the nursing profession;

AND WHEREAS: Alberta's government commends the important work of nurses in the province.

THEREFORE: THE HONOURABLE ADRIANA LAGRANGE IS PROUD TO DECLARE MAY 12 TO 18, 2025 AS NURSING WEEK IN ALBERTA.



The Honourable Adriana LaGrange
Minister of Health



April 8, 2025

I am pleased to share that today, our government tabled Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*. Bill 50 makes amendments to the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, *New Home Buyer Protection Act (NHBPA)*, and the *Safety Codes Act (SCA)* to modernize municipal processes.

The proposed amendments will strengthen local governance and reduce conflict by repealing code of conduct provisions and granting Ministerial authority to establish procedures of council. The amendments also clarify the accountability of chief administrative officers and strengthen oversight authorities of appointed Official Administrators.

Also included are amendments regarding Intermunicipal Collaboration Frameworks (ICFs) which would clarify the required content of ICFs and strengthen the dispute resolution process to ensure ICFs are adopted and implemented effectively.

Changes are also proposed to the *LAEA* to clarify administrative requirements in advance of the October 2025 municipal and school board elections. In addition, we are allowing for the use of elector assistance terminals which enable voters who live with visual or physical impairments to vote independently and privately. We are also proposing amendments to residency requirements so that residents displaced by last year's wildfire in Jasper can vote and run for office, provided they intend to return to the community.

Finally, proposed changes to the *NHBPA* and the *SCA* address stakeholder concerns with the current new home buyer protection program, the quality of new homes, affordability, and red tape.

I invite you to read Bill 50. A copy of the Bill can be found here: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>. Additional information about the proposed amendments is also available here: www.alberta.ca/modernizing-municipal-processes.

.../2



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

I will be hosting a town hall for stakeholders to share additional information and answer questions about the proposed amendments. The town hall will take place virtually on April 16, 2025, at 6:00 PM. Please send the names and email addresses of your representative(s) who will attend to ma.engagement@gov.ab.ca. Individuals identified by your organization will receive a link ahead of the town hall.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver
Minister



December 3, 2024

Hon. Ric McIver
Minister of Municipal Affairs
320 Legislative Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
minister.municipalaffairs@gov.ab.ca

Dear Minister McIver,

On behalf of Alberta's largest public libraries, we would like to thank you for your longstanding support and for your office's ongoing work to highlight the transformative power of libraries for communities.

As you know, Calgary Public Library and Edmonton Public Library provide services to an ever-increasing number of community members, and we are uniquely positioned to ensure all Albertans can contribute to a strong and successful future for our great province.

However, our ability to meet the diverse and pressing needs of this expanding population is increasingly constrained by outdated funding levels. A funding increase would directly strengthen our ability to address the growing demand for job-seeking and language-learning services; assist newcomers to Canada; improve digital access and equity; create opportunities for Reconciliation and Indigenous learnings; and expand literacy and learning supports for children. As the Canada West Foundation's 2023 report, *[The Case for Literacy in Alberta](#)*, aptly puts it, "life is hard when you can't read".

As the Province begins work on the next budget, we are once again highlighting a significant resource gap in per capita funding for public libraries that directly impacts Albertans.

Calgary and Edmonton Public Libraries' annual per capita funding grant has increased by only \$0.05 since 2016, while inflation (based on Bank of Canada rates) and the cost to deliver services has increased by over 25%. Additionally, the per capita funding grant for Alberta's libraries, including Calgary Public Library and Edmonton Public Library, is currently based on 2019 population data. Given the significant population growth of Alberta's two largest cities since 2019, driven by the well-received "Alberta is Calling" campaign, we look forward to continuing discussions with you and your colleagues on the Treasury Board on the urgent need to update the grant funding model using current population data to adequately meet the needs of Albertans.

We are asking the Province to:

1. Update the per capita rate to \$6.96 (an increase of \$1.36 / person) to reflect inflationary increases of 25% since 2016.
2. Commit to indexing the population-based grant using the Alberta Municipal Affairs 2023 Population List.

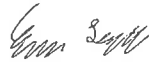
This ask of approximately \$6.4 million dollars would significantly enhance the ability of public libraries in the province to meet the needs of the growing number of Albertans. In addition to benefiting us, this funding formula update would also help to alleviate the financial pressures identified by our rural library partners. We understand that the Province has multiple competing budget priorities but we believe that public libraries play a critical role in helping Albertans succeed, especially newcomers to the province, as Sarah Meilleur shared directly with the Premier during a roundtable on newcomer supports in May 2024.

Thank you for your continued commitment to libraries. We look forward to further discussions on how libraries can continue to play an essential role in building a strong future for all Albertans.

Respectfully,



Sarah Meilleur
Chief Executive Officer
Calgary Public Library



Evan Legate
Chair
Calgary Public Library Board



Pilar Martinez
Chief Executive Officer
Edmonton Public Library



James Crossman
Chair
Edmonton Public Library Board

CC:

Hon. Nate Horner
Minister of Finance and President of Treasury Board
Government of Alberta

Hon. Matt Jones
Minister of Jobs, Economy, and Trade
Government of Alberta

Hon. Rajan Sawhney
Minister of Advanced Education
Government of Alberta

Hon. Rebecca Schulz
Minister of Environment and Protected Areas
Government of Alberta

Hillary Cleminson
Chief of Staff, Office of the Minister
Municipal Affairs

Brandy Cox
Deputy Minister
Office of the Deputy Minister
Municipal Affairs

Dr. Chika C. Daniels
Manager, Community Outreach
Office of the Premier

Bruce McAllister
Executive Director
Premier's Southern Alberta Office

Diana Davidson
Director, Public Library Services Branch
Ministry of Municipal Affairs

From: Ronald Sheppard rsheppard@prl.ab.ca
Subject: FW: Proposed AUMA resolution on Library funding -
potential partnership?
Date: Apr 8, 2025 at 9:24:33 AM
To: Gord Lawlor glawlor@stettler.net
Cc: PRL Board Chair chair@prl.ab.ca

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Town of Stettler. Do not click links or open attachments
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safe.

Hi Gord,

See the email below from Sarah Meilleur, the CEO of Calgary Public Library. I can only assume you and Stettler Council will say “yes”? This could be the biggest advocacy opportunity of all time (well, in the last 20 years I have been at Parkland). You are mentioned by Sarah. See below and let me know if Stetter will support this initiative.

Ron

Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2
403.782.3850 ext 230 | 1.800.567.9024 ext 230 | prl.ab.ca

From: Sarah Meilleur <Sarah.Meilleur@calgarylibrary.ca>

Sent: Monday, April 7, 2025 12:16 PM

To: Ronald Sheppard <rsheppard@prl.ab.ca>

Subject: Proposed AUMA resolution on Library funding - potential partnership?

You don't often get email from sarah.meilleur@calgarylibrary.ca. [Learn why this is important](#)

Hi Ron,

I hope you are well. It's interesting times in Alberta and in the world, no doubt.

I'm emailing you because following the announcement of "stable" funding provincially for libraries, I've been working with the intergovernmental affairs team at the City of Calgary regarding advocating for increases with the Province. As you and I have talked about, both in person and virtually, there's a need for increased funding Provincially, both from an inflationary perspective and from a population based perspective as well.

They've suggested putting forth an AUMA resolution that the Province consider increases, and to do so, Calgary needs to partner with a municipality that is under 10,000 people. One of the intergovernmental affairs folks at the City was at a meeting where a Councillor from Stettler asked Minister McIver if he would consider increasing library funding. I suspect it was your Board member, Gord Lawlor, who sits on your Advocacy committee.

I'm reaching out to you to see if you and your Board/Advocacy Committee would be supportive of a joint AUMA resolution from Calgary and Stettler? Perhaps you and I could meet virtually and chat about it?

If you folks are supportive, and if Gord and Stettler council is too, then both Calgary and Stettler City Councils would need to approve it and then it goes to AUMA for consideration next fall.

Our team could take the lead in drafting the resolution based on the advocacy letter we sent to Minister McIver (along with EPL), last fall (that I think I shared with you too!) It's attached again for your review.

Let me know what you think Ron. I've cc'd my colleague Laura who can find a time for us to connect if you're interested in exploring further.

I've included AUMA timelines for resolutions below so you have that in mind too. I'd

love to be able to work together on this.

AB Muni's recently updated their website regarding the call for 2025 Resolutions with a new 2025 guidebook. The deadline is June 30th but there are a few steps before that (including having the resolution approved by both Calgary and partner Councils).

- Sarah

Sarah Meilleur (she/her) | How to say my name

Pookaipiyakii (Children Dancing Woman)

CEO

Calgary Public Library

800 3 Street SE, Calgary, AB T2G 2E7

o 403.260.2610

sarah.meilleur@calgarylibrary.ca

calgarylibrary.ca

With gratitude, mutual respect, and reciprocity, we acknowledge the ancestral home, culture, and oral teachings of the Treaty 7 signatories which includes the Siksika Nation, Piikani Nation, Kainai Nation, the Îethka Stoney Nakoda Nation, consisting of the Chiniki, Bearspaw, and Goodstoney Bands, and the people of the Tsuut'ina Nation. The city of Calgary is also homeland to the historic Northwest Métis and to the Otipemisiwak Métis Government, Métis Nation Battle River Territory, Nose Hill Métis District 5 and Elbow Métis District 6.

My working day may not be your working day. Please do not feel obliged to reply to this email outside of your normal working hours.

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Letter to Minister McIver re

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