

Town of Stettler

COUNCIL MEETING

May 20, 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, MAY 20TH, 2025
6:30 P.M.
AGENDA**

1. Agenda Additions

2. Agenda Approval

3. Confirmation of Minutes

- | | |
|---|-------|
| (a) Minutes of the Regular Council Meeting of May 6 th , 2025 | 5-10 |
| (b) Minutes of the Committee of the Whole Meeting of May 8 th , 2025 | 11-13 |

4. Citizens Forum

5. Delegations

6. Administration

- | | |
|---|-------|
| (a) Weed Control Act – Inspector Appointment | 14 |
| (b) 2025 Capital Budget – Paving Tender – 47 Avenue and Pavement Patching | 15-20 |
| (c) 2025 Capital Budget – Water Treatment Plant Desludging Tender | 21 |
| (d) Increasing Funding for Alberta's Libraries Resolution | 22-25 |
| (e) Memo - Seniors' Week | 26 |
| (f) Physician Recruitment & Retention Incentive Policy Amendment | 27 |
| (g) PAC Request for Funding | 28-33 |

(j) Meeting Dates

- Monday, June 2, 2025-Friday, June 6, 2025 – Seniors' Week
- 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.

- Tuesday, July 8, 2025 – Council – 6:30 p.m.
- Tuesday, July 22, 2025 – Council – 6:30 p.m.
- Tuesday, August 5, 2025 – Council – 6:30 p.m.
- Tuesday, August 19, 2025 – Council – 6:30 p.m.

(k) Accounts Payable in the amount of \$471,332.75	34-46
(\$84,565.78 + \$69,144.94 + \$79,343.23 + \$210,150.96 + \$18,479.84 + \$9,648.00)	

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearings**

10. **Bylaws**

(a) Bylaw 2188-25 – Cemetery Bylaw	47-59
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(b) Bylaw 2189-25 – Advertising Bylaw	60-63
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11. **Correspondence**

(a) Central Alberta Pregnancy Care Centre	64
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12. **Items Added**

13. **In-Camera Session**

(a) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Fire Update

(b) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Airport Update

14. **Adjournment**

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MAY 6th, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present:

Mayor S. Nolls

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

CAO L. Graham

Assistant CAO K. Hymers

Director of Operations M. Robbins

Director of Parks and Leisure Services B. Robbins

Development Officer A. Stormoen

Town Fire Chief Mark Dennis

Town Deputy Fire Chief Etienne Brugman

Media (2)

Absent:

Call to Order:

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

1/2. Agenda Additions/Approval:

Motion 25:05:01

Moved by Councillor Baker to approve the agenda as
amended.

MOTION CARRIED

Unanimous

3. Confirmation of Minutes:

- (a) Minutes of the Regular Meeting of Council held
April 15th, 2025

Motion 25:05:02

Moved by Councillor Smith that the Minutes of the
Regular Meeting of Council held on April 15th, 2025
be approved as amended.

MOTION CARRIED

Unanimous

- (b) Business Arising from the April 15th, 2025 Minutes

None

- (c) Minutes of the Special Meeting of Council held April 29th, 2025

Motion 25:05:03

Moved by Councillor Lawlor that the Minutes of the
Special Meeting of Council held on April 29th, 2025
be approved as presented.

MOTION CARRIED

Unanimous

- (d) Business Arising from the April 29th, 2025 Minutes

None

4. Delegations:

- (a) 6:35pm – Dave McCourt, Model T Club

Motion 25:05:04

Moved by Councillor Pfeiffer that the Town of Stettler Council
accept the presentation for information.

MOTION CARRIED

Unanimous

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

6. Administration:

(a) Request for Decision – Subdivision Application – 5402 – 70 Street

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

A. Stormoen presented the Request for Decision – Subdivision Application – 5402 – 70 Street to the Town of Stettler Council as presented

Motion 25:05:05

Moved by Councillor Barros that the Town of Stettler Council accept the Request for Decision – Subdivision Application – 5402 – 70 Street as presented.

MOTION CARRIED
Unanimous

(b) Request for Decision – Subdivision Application – 4916 – 53 Street

Development Officer Angela Stormoen presented the Request for Decision – Subdivision Application – 4916 – 53 Street to the Town of Stettler Council as presented

Motion 25:05:06

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the Request for Decision – Subdivision Application – 4916 – 53 Street as presented.

MOTION CARRIED
Unanimous

Mayor Nolls thanked A. Stormoen for her excellent presentations.

A. Stormoen left the meeting at 6:52 p.m.

(c) Request for Decision – Sponsorship Advertising Pilot

Mayor Nolls welcomed Director of Parks and Leisure Services B. Robbins to the meeting.

B. Robbins introduced a 1-year pilot project to install and secure up to ten (10) banners as outlined in the presented program. Banners are to be removed no later than August 31st, 2025. Administration will work with all minor sports field user groups to discuss sponsorship recognition needs and establish a policy that will be brought forward at a later date prior to the 2026 spring/summer sport season.

Motion 25:05:07

Moved by Councillor Baker that the Town of Stettler Council approve Request for Decision – Sponsorship Advertising Pilot as presented.

MOTION CARRIED
Unanimous

(d) 2025 Capital Budget – Watermain 50 Ave – 50-52 Street

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

M. Robbins advised that there is a 2025 Capital Budget of \$490,000 to replace the existing cast iron watermain and lead services to properties along 50 Avenue between 50-52 Streets.

Tagish Engineering prepared a tender for the work and posted it to APC. The following submission were received.

Company	Total
Northside Construction	619,383.83
Kaon Infrastructure Ltd.	627,318.56
UG Excavating Ltd.	655,555.40
Grayson Excavating Ltd.	750,351.54
East Butte Contracting Ltd.	1,131,330.00

Historically, Stettler has two companies (one local) who bid aggressively on Town projects. Both declined to bid at this time, due to schedule commitments, however indicated that opportunity may open up this fall.

In discussions both with Tagish Engineering and Town administration, the pricing received is not favorable, and therefore consideration to re-tender later this summer with the goal of constructing this fall is ideal. If opportunity in scheduling doesn't open up, administration will carry this budget forward to 2026 and tender in January for construction completion in 2026.

Motion 25:05:08

Moved by Councillor Randell that the Town of Stettler Council decline all tenders as they are over the capital budget amount and directs administration to re-tender the project in the future

MOTION CARRIED
Unanimous

Mayor Nolls thanked Director of Parks and Leisure Services B. Robbins and Director of Operations M. Robbins for the great work on their respective presentations.

B Robbins and M. Robbins left the meeting at 7:05 p.m.

(e) Request for Decision – 2025 Tax Budget

Administration has presented the 2025 Operating (Tax) Budget and 2025 Tax Rate Bylaw based on the following assumptions as authorized during the 2025 Interim Budget process (approved – December 17, 2024) and the 2025 Capital Budget process (approved – February 18, 2025)

- Average 6% municipal tax increase to pre-existing residential properties
- Average 6% municipal tax increase to pre-existing non-residential properties.

Motion 25:05:09

Moved by Councillor Lawlor that the Town of Stettler Council approve the Request for Decision – 2025 Tax Budget as presented, authorizing the following municipal tax adjustments:

- Average 6% municipal tax increase to pre-existing residential properties

- Average 6% municipal tax increase to pre-existing non-residential properties.

MOTION CARRIED
Councillor Baker opposed

(f) Meeting Dates

- Thursday, May 8, 2025 – COW – 4:30 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 \$737,610.90

Motion 25:05:11

Moved by Councillor Smith that the Accounts Payable in the amount of \$737,610.90 be paid as presented.

MOTION CARRIED
Unanimous

7. Council:

Councilors outlined highlights of meetings they attended.

(a) Mayor Nolls

No Report

(b) Councillor Baker

April 22 – Stettler Adult Learning Centre Engagement Session
April 24 – William E Hay Stettler Secondary Campus Portfolio
Presentations
April 29 – Tax Budget Deliberations

(c) Councillor Barros

April 29 – Budget Meeting – Tax Budget Deliberations
May 1 – Health Foundations – Government of Alberta
May 1 – Heartland Beautification

(d) Councillor Lawlor

April 22 – Stettler Adult Learning Centre
April 23-24 – William E Hay Stettler Secondary Campus Portfolio
Presentations
April 28-29 - William E Hay Stettler Secondary Campus Portfolio
Program Final Day
April 29 – Tax Budget Deliberations
May 6 – Coronation School – Mental Health Week Speaker

(e) Councillor Pfeiffer

April 16 – Economic Development Meeting
April 16 – Stettler Learning Centre Meeting
April 24 – Family and Community Support Services Meeting
April 22- Stettler Adult Learning Community Engagement
Session at Stettler United Church

April 24- Stettler Fest Meeting at Board of Trade

(f) Councillor Randell

April 16 – Economic Development Meeting

April 17 – County of Stettler Housing Authority Meeting

April 29 – Tax Budget Deliberations

(g) Councillor Smith

April 21 – Family and Community Support Services Meeting

April 29 – Tax Budget Deliberations

April 29 – Community Garden Work

May 1 – Heartland Beautification Committee Meeting

May 2 – Staking Community Gardens

May 4 – Hike for Hospice

Motion 24:05:12

Moved by Councillor Pfeiffer 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 April 3, 2025

(b) Minutes of the Local Governments' Education Meeting of March 12, 2025

(c) Minutes of the Parkland Regional Library System Board Meeting of February 27, 2025

Motion 25:05:13

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

9. Public Hearing:

(a) None

10. Bylaws:

(a) Bylaw 2187 – 25: 2025 Taxation Rates

Motion 25:05:14

Moved by Councillor Baker that the Town of Stettler give first reading to Bylaw 2187-25.

MOTION CARRIED

Unanimous

Motion 25:05:15

Moved by Councillor Lawlor that the Town of Stettler give second reading to Bylaw 2187-25.

MOTION CARRIED

Unanimous

Motion 25:05:16

Moved by Councillor Barros that the Town of Stettler give permission for third and final reading to Bylaw 2187-25.

MOTION CARRIED

Unanimous

Motion 25:05:17

Moved by Councillor Smith that the Town of Stettler give third and final reading to Bylaw 2187-25.

Unanimous

11. Correspondence: (a) ATCO Electric Franchise Report for 2024
(b) Village of White Sands – Doctor Recruitment Initiative Letter
(c) Stettler and District Handi-Bus Letter

Motion 24:05:18 Moved by Councillor Smith that the Town of Stettler accept the Correspondence items (a-c) for information.

MOTION CARRIED
Unanimous

12. Items Added: (a) None
13. In-Camera Session: (a) In-Camera – Local Body Confidences – FOIP – Section 23 (1) – Fire Update

Motion 25:05:19 Moved by Councillor Baker that the Town of Stettler Council enter an In-Camera Session with the CAO, Assistant CAO, Town Deputy Fire Chief Etienne Brugman and Town Fire Chief Mark Dennis present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 7:26

Motion 25:05:20 Moved by Councillor Baker that the Town of Stettler Council return to the regular meeting

MOTION CARRIED
Unanimous at 8:23

14. Adjournment:

Motion 24:05:21 Moved by Councillor Barros that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:24 p.m.

Mayor

Assistant CAO

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

Present: Mayor S. Nolls

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

CAO L. Graham
Assistant CAO K. Hymers
Director of Operations M. Robbins
Development Officer A. Stormoen
Manager of Accounting & Finance R. Anderson
Legislative Services Coordinator M. Standage
Accounting Clerk E. Denilla

Media (0)

Call to Order: Mayor Nolls called the meeting to order at 4:32 p.m.

1. Agenda Additions/Deletions
2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. Land Use Bylaw Amendment

Mayor Nolls welcomed Development Officer A. Stormoen and Planning & Operations Clerk M. Standage to the meeting.

A. Stormoen advised that the Town of Stettler's Land Use Bylaw underwent a major re-write in 2008. In 2011, following the annexation of lands from the County of Stettler, a bylaw amendment was completed. After further review and application of the Land Use Bylaw an amendment was complete in 2015 to clean up inconsistencies and address gaps in the document.

The current Land Use Bylaw 2060-15 has multiple amendments since 2015 and with ten years since its passing, administration is proposing another review and amendment. This amendment is of a housekeeping nature and will address some gaps discovered in the application of our existing bylaw.

Attached are proposed changes to Land Use Bylaw 2060-15. A. Stormoen noted that administration has prepared a summary of each change identified. Changes have been identified based on the following:

1. Minor changes from working with the bylaw for the past ten years:
 - a. Changes of a housekeeping nature including consistency throughout
 - b. Addressing some gaps discovered in the application of our existing bylaw
 - c. Including new regulations for solar use

Administration has identified an implementation process for the repeal and replacement of Land Use Bylaw 2060-15. The proposed timing of this amendment will allow for a 2025 Bylaw passing, below is the proposed process:

1. Staff presentation at the Committee of the Whole to discuss/review proposed amendments – May 2025
2. Hold a public open house to gain feedback on the proposed changes – June 2025
3. Prepare a bylaw for 1st Reading – June 2025
4. Public Hearing prior to 2nd and 3rd reading of the bylaw – July 2025

4. Advertising Bylaw

A. Stormoen noted that the introduction of an Advertising/Public Notification Bylaw presents **An opportunity to modernize the Town of Stettler's approach to statutory advertising, ensuring** that public notices are effectively communicated to residents through a combination of traditional and digital methods.

By adopting this bylaw, the Town of Stettler will gain greater flexibility in how it informs residents while maintaining transparency, compliance with legislative requirements and remain budget conscious. **Councils'** consideration of this bylaw is a proactive step in ensuring that public notifications remain effective, resilient, and reflective of modern communications trends.

A Stormoen suggested that other possible alternatives could be:

1. Maintain the status quo and continue following MGA Section 606 requirements
2. Take other action(s) as determined by Council.

Mayor Nolls thanked A. Stormoen and M. Standage for their excellent presentation.

A Stormoen left the meeting at 5:41 p.m.

5. Cemetery Bylaw

Mayor Nolls welcomed Director of Operations M. Robbins & Accounting Clerk E. Denilla to the meeting.

Accounting Clerk E. Denilla advised that the existing Bylaw No. 2085-16 Cemetery Bylaw has been in effect since 2016. Administration has completed a thorough review and evaluation of the internal processes and comparable municipalities and are proposing the amendments as outlined.

Based on information gathered from comparable municipalities and from administrative analysis, the following changes are proposed to the existing Town of Stettler Bylaw No. 2085-16 Cemetery Bylaw:

- Adding definitions to clarify and support the contents of the bylaw
- Outlining the processes in administering services in the cemetery
- Providing clear interpretations on the permitted materials to be used in the cemetery.

The following changes will aid in improving the general order in the cemetery; furthermore, the amendments will provide support to administration and staff in executing the duties regarding the services provided in the cemetery.

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

Mayor Nolls thanked E. Denilla and M. Robbins for their great work on their presentations.

Moved by Councillor Barros that the Committee of the Whole to accept items (3-5) as information and bring to a future Regular Council Meeting.

MOTION CARRIED
Unanimous

6. Additions

None.

7. Adjournment

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

MOTION CARRIED
Unanimous at 6:21 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Leann Graham, CAO
From: Angela Stormoen, Development Officer
Date: May 14, 2025
Re: Weed Control Act - Inspector Appointment



Background:

The Town of Stettler currently contracts Alberta Animal Services out of Red Deer to enforce Town bylaws and provide animal control in our community. Throughout the summer and fall months enforcement on overgrown grass and weeds includes complaints and concerns of Noxious and Prohibited Noxious Weeds.

Unlike overgrown grass and general weeds which are regulated under the Town of Stettler's Nuisance Bylaw 1945-07, Noxious and Prohibited Noxious Weeds are regulated under the Alberta Weed Control Act.

Noxious and Prohibited Noxious Weeds are plants that spread rapidly and can have a significant impact on the native plant life of Alberta. The Alberta Weed Control Act designates weeds as Noxious or Prohibited Noxious and requires landowners to either control or destroy these weeds.

In order to enforce the Weed Control Act, the municipality must appoint an inspector as per section 7 of the act:

*"Municipal inspectors
7(1) A local authority shall appoint inspectors to enforce and monitor compliance
with this Act within the municipality."*

Additional Information:

The Association of Alberta Agriculture Fieldmen hosts an annual weed school for weed inspectors to attend and learn about identifying and enforcing on noxious and prohibited noxious weeds. The current bylaw officer for the Town of Stettler is Adrienne Golong, and will be attending the above-mentioned weed school on June 3, 2025 in Lacombe.

Recommendation:

Administration respectfully recommends that Town of Stettler Council appoint Adrienne Golong, Bylaw Officer for the Town of Stettler, as Town of Stettler weed inspector as per the Weed Control Act.

MEMORANDUM

Date: May 15, 2025

To: Leann Graham
CAO

From: Melissa Robbins
Director of Operational Services

Re: 2025 Paving Tender

Background:

2025 Capital Budget includes \$150,000 for miscellaneous pavement patches and \$500,000 to rehabilitate 47 Avenue between 46-49 Streets.

Tender Evaluation:

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

Summary of Tenders Received by Tagish Engineering:

- | | |
|-----------------------------|--------------|
| • TJ Paving Ltd. | \$362,787.70 |
| • PME Inc. | \$519,975.67 |
| • Central City Asphalt Ltd. | \$527,022.45 |
| • Border Paving Ltd. | \$550,675.00 |

Tenders do not include gst or contingency.

Budget Expenditures:

Project	Budget	Tender Value	Engineering (Tagish)	Contingency	Additions	Total Expected Expenditure
47 Ave (46-49 St)	500,000	308,444.74	48,126.00	36,278.77	100,000	\$492,849.51
Pavement Patching	150,000	54,342.96	-	-	\$95,000	\$149,342.96

Additions:

TJ Paving submitted favorable pricing and in an effort benefit from the pricing, administration is recommending adding additional concrete sidewalk and curb replacements to the 47 Avenue project. Administration is also recommending adding two additional pavement patch areas to the program and spend up to the budgeted amounts for both capital items.

Paving Locations:

Included in tender:

47 Avenue from 46-49 Street



47 Avenue west property line of the hospital to 61 Street



47 Ave & 41 Street two locations in the East Industrial Subdivision

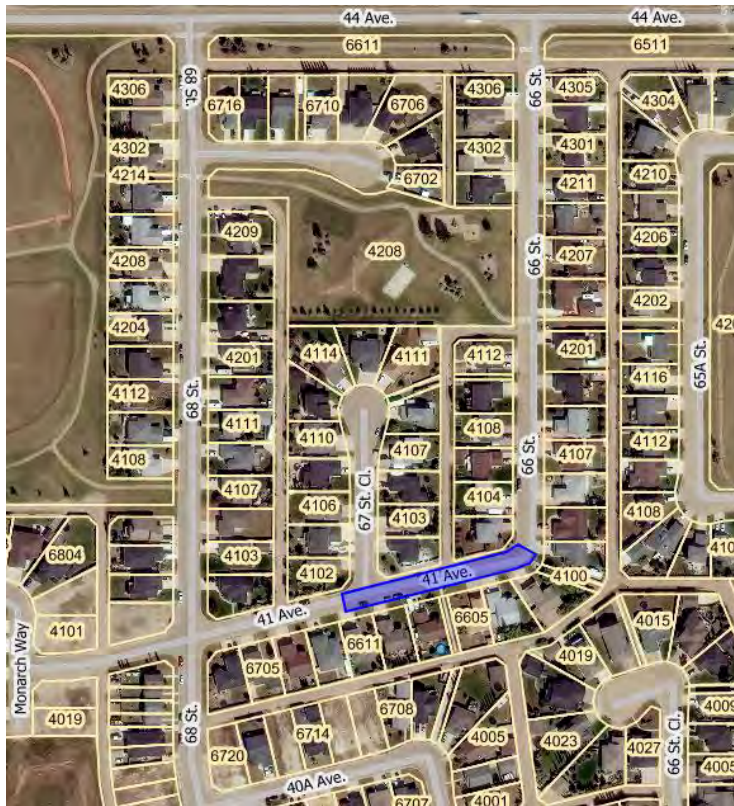


38 Avenue and 61/61A streets repairing water main repair dig (4 locations)



Adding to contract:

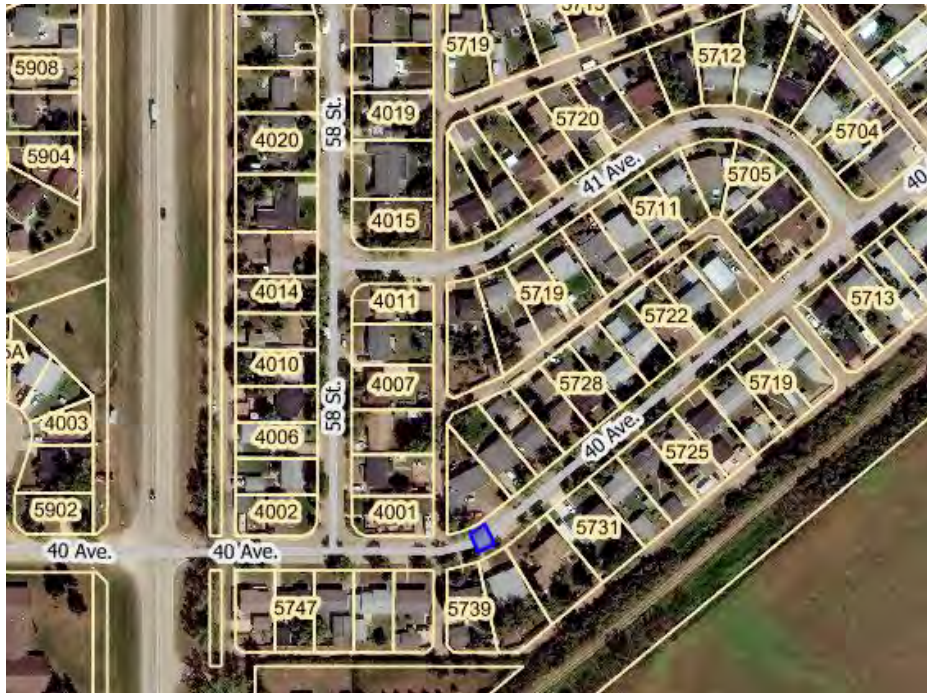
41 Avenue from 66 street to 67 Street Close



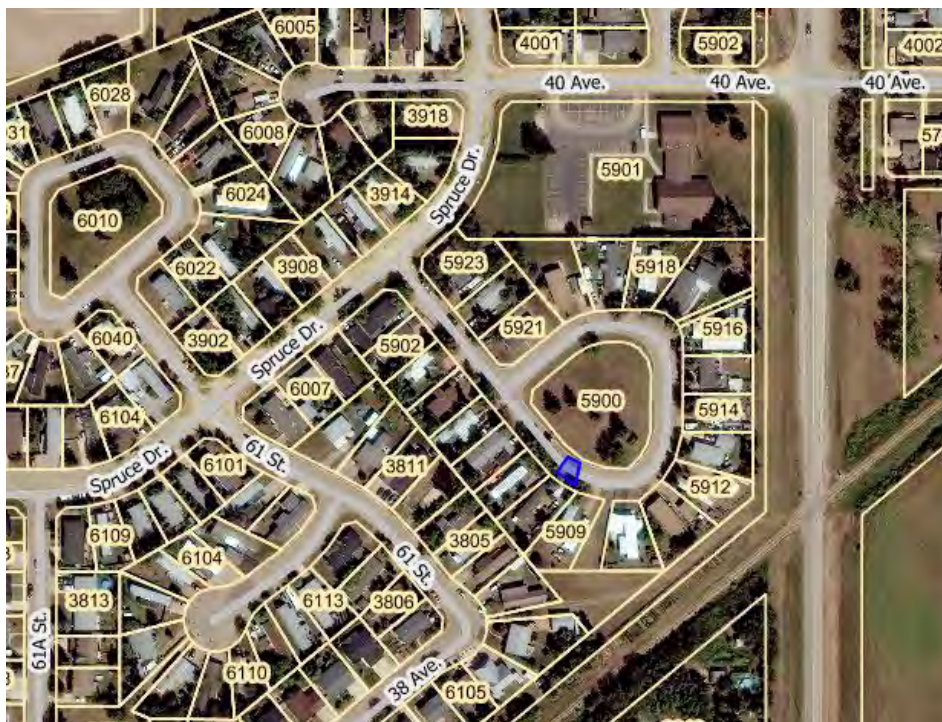
49 Avenue from 53 Street, west to the back alley crossing.



40 Avenue water dig repair



Spruce Park Crescent water dig repair



Recommendation:

Administration respectfully recommends that Town of Stettler Council award the 2025 Paving Tender to TJ Paving in the amount of \$362,787.70, adding additional work valued at \$195,000, plus a contingency of \$36,278.77, for a total maximum expenditure to TJ Paving of \$594,066.47, utilizing Tagish Engineering for engineering services of \$48,126.00, excluding gst as outlined in the table above, funded from the 2025 Capital Budget.

Memo

Date: May 15, 2025

To: Leann Graham
CAO

From: Melissa Robbins
Director of Operations

Re: Water Treatment Plant Waste Pond Desludge Product Supply Tender

Background:

2025 Capital Budget includes \$135,000 to desludge the waste ponds at the Water Treatment Plant using bacterial sludge removal products in lieu of traditional mechanical removal to protect the integrity of HDPE liner in the waste ponds.

Summary of Tenders:

A tender was prepared for the supply of bacterial sludge removal products and posted to Alberta Purchasing Connection. The tender includes very specific product specifications with NSF certification due to the release of the waste ponds back to the Red Deer River.

Two tenders were received, prices exclude gst.

Nanotech Environmental	\$111,626.43
Acti-Zyme Products Ltd.	does not meet the requirements

Recommendation:

Administration respectfully recommends awarding the tender to Nanotech Environmental for the supply of bacterial sludge removal product in the amount of \$111,626.43, excluding gst., funded through the 2025 Capital Budget.

MEMORANDUM

To: Leann Graham, CAO

Date: May 12, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Support for Increased Provincial Funding for Alberta's Public Libraries Resolution

History:

Libraries are community pillars offering services to respond to a wide range of community needs through physical and virtual spaces that prioritize accessibility and democratic rights to access information. Library services directly respond to community needs, ranging from literacy at all ages and stages, adult foundational life skills, career planning, mental health, digital equity, newcomer supports, small business development, civic engagement, and more. Due to the highly accessible nature of public libraries, they act as a critical third space (a space other than home, school or work) for Albertans and are often a successful connection point to other urgent services and supports. This means that investing in libraries is one of the best investments we can make to meet our population's complex pressing needs.

The current funding model for public libraries is based off of a per capita rate of \$5.60, which has increased by only \$0.05, under 1%, since 2016 while inflation in Alberta has increased by 25%. Further, the Government of Alberta funding grant currently utilizes population data from 2019 however current population data shows an increase of 15% between 2019 and 2025.

The resolution is asking the Minister of Municipal Affairs to advocate for the following changes to the provincial funding of Alberta public libraries:

- Use the most recent population statistics of the Alberta Municipal Affairs Population Estimate List; and
- Update per capita funding to \$6.94 per person, an increase of \$1.34 per person to reflect the current inflation rate as noted above.

As Council reviewed the original request from Calgary Public Libraries and the City of Calgary to partner in this resolution at the regular Council meeting of April 15, 2025 and followed up with sending a letter of support to moving forward together, Council must now formally review and accept the drafted resolution before presenting it to the Minister of Municipal Affairs.

Recommendation:

Administration respectfully recommends that Town of Stettler Council accepts the resolution as presented and moves forward with the plan to ask the Minister of Municipal Affairs to advocate for increased funding for Alberta public libraries.

Alternative Options:

Recommend changes to the resolution.

Increasing funding for Alberta's libraries

Estimates

Moved by: Town of Stettler
Seconded by: City of Calgary

WHEREAS Libraries are community hubs that offer free resources, programming, education, and community gathering space, impacting all Albertans.

WHEREAS Libraries' ability to meet both basic and expanding range of needs for Alberta's growing population is increasingly constrained by outdated funding levels.

WHEREAS the annual per capita Public Library Operating Grant of \$5.60 per person has increased by only \$0.05 or under a one per cent increase since 2016, while inflation, according to Statistics Canada's Consumer Price Index in Alberta, has increased by 25 per cent.

WHEREAS if indexed to inflation alone, per capita funding in 2024 would have been \$6.94 per person.

WHEREAS the per capita funding grant for Alberta's libraries is currently based on 2019 population data. Alberta's population has grown by 15 per cent or over 635,000 people between 2019 to 2025.

WHEREAS a funding increase would directly strengthen Albertan libraries' ability to address the growing demand for job-seeking and language-learning services; assist newcomers to Alberta; improve digital access province-wide especially for remote and rural Albertans; create opportunities for Reconciliation and Indigenous learnings; and expand literacy and learning supports for children.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to update the per capita rate to \$6.94 per person, an increase of \$1.34 per person to reflect inflationary increases and commit to indexing the population-based grant using the rate of inflation and the most recent population statistics of the Alberta Municipal Affairs Population Estimate List.

BACKGROUND:

Libraries are community pillars offering services to respond to a wide range of community needs through physical and virtual spaces that prioritize accessibility and democratic rights to access information. Library services directly respond to community needs, ranging from literacy at all ages and stages, adult foundational life skills, career planning, mental health, digital equity, newcomer supports, small business development, civic engagement, and more. Due to the highly accessible nature of public libraries, they act as a critical third space (a space other than home, school or work) for Albertans and are often a successful connection point to other urgent services and supports. This

means that investing in libraries is one of the best investments we can make to meet our population's complex pressing needs.

Alberta has 324 library service points and nearly 100 per cent of the population has access to a public library¹ either through their local library or digital access for those living in more rural locations. A provincial investment in public libraries can impact all Albertans.

The Government of Alberta has highlighted the importance of supporting economic recovery, reducing barriers to public services, supporting new Albertans, and building foundations for a strong future. In addition, as identified in Outcome 2 in the [Municipal Affairs: Ministry Business Plan 2024-2027](#), a key objective of the government is to “Provide operating grants and capacity supports to Alberta’s public library boards and regional library systems, to ensure Albertans are served by accessible, well-managed, and responsive library services”

Alberta Municipalities has looked at the population aspects of this resolution in the past, including the 2020 resolution, [Current Population Funding for Municipal Public Libraries in Alberta](#), in which the intent was not met. At the fall 2024 AB Munis convention during the open Question & Answer session with ministers, The City of Calgary put the question of per capita funding to the Minister of Municipal Affairs for consideration in budget 2025, and no changes were made.

Rural Municipalities of Alberta have also addressed the inflation issue in the past including the [2016](#) and [2014](#) resolution: Provincial Funding for Municipal Public Libraries and Regional Library Systems and the [2008](#) resolution: Immediate Increase in Provincial Library Funding Request. Since this time, many municipalities in Alberta have seen a population increase from the “Alberta is Calling” campaign, which, together with inflationary pressures, is impacting public libraries' capacity to deliver the same level of service. The Public Libraries Service Branch instituted a base operating grant to provide base funding that is less variable for slight population fluctuations that can occur in smaller municipalities.

This resolution aligns with Alberta Municipalities strategic initiative “Municipal Financial Research Strategies: Conduct new research on municipal finances and inform provincial leaders and Albertans about the potential future of Alberta’s communities (e.g., state of infrastructure, level of municipal services, and level of municipal property taxes) if provincial funding for community infrastructure is not significantly increased”.

¹ [Public library statistics | Alberta.ca](#)

MEMORANDUM

To: Leann Graham, CAO

Date: May 12, 2025

From: Maddie Standage, Legislative Services Coordinator
Maya Brennan, Communications Coordinator

Re: Seniors' Week 2025

Overview:

Seniors' Week will be celebrated throughout Alberta from June 2 to 8, 2025. Historically, the Town of Stettler and County of Stettler No. 6 Councils have partnered to celebrate Seniors' Week by visiting our community's facilitated care centers and deliver fruit trays. In more recent years, a successful partnership with the Stettler Public Library has been established to create a care package for each resident.

Recommendation:

Administration respectfully recommends the following actions for Seniors' Week 2025:

- Town of Stettler Council declare Seniors' Week in Stettler on May 27 at 11 AM at Willow Creek.
- Town of Stettler Council delegates attendees for social visits to each listed facility below:

Tuesday, May 27: Seniors Week Proclamation Signing at Willow Creek, 11 AM, Mayor Sean Nolls

Monday, June 2: Heart Haven, 12 PM – 1 PM

Tuesday June 3: Paragon Place, 12 PM – 1PM

Wednesday June 4: Willow Creek, 12 PM – 1 PM

Wednesday June 4: FCSS Event at the Legion Hall, 11 AM – 2 PM

Friday June 6: Points West Living, 12 PM – 1 PM

MEMORANDUM

To: Leann Graham, CAO

Date: May 12, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Physician Recruitment & Retention Incentive Policy Amendment

History:

In July of 2024, the Town of Stettler and the County of Stettler passed a Physician Recruitment & Retention Incentive Policy and entered into Agreement to administer the incentive program jointly.

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

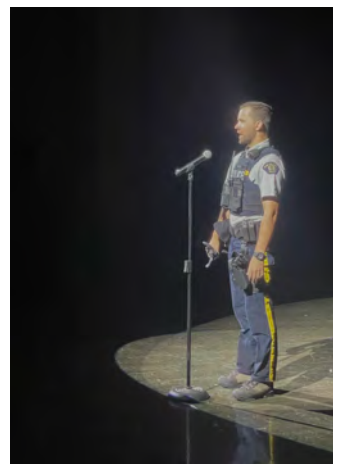
The agreement structure recently saw updates prepared by County and Town administration and reviewed by Town of Stettler Council on April 1, 2025. Administrations from both the Town and the County have discussed and are presenting an amendment to the policy to account for the changes to the agreement previously agreed to. The amendments include:

- Adding of definitions to ensure clear interpretation;
- Clarifying the payment structure for a Candidate Physician and the requirement of providing Additional Services agreed to in the agreement within a 1-year period;
- Clarifying the “top up” process for physicians who received a partial incentive between 2022 and 2024 prior to this policy; and
- Adding that the Town of Stettler will provide the physician with a 1-year family pass the Stettler Recreation Centre.

Recommendation:

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

Stettler Performing Arts Centre



"A Stage for Every Story!"

Introduction

Since 1986 the Performing Arts Centre has been a cultural cornerstone for our community, providing a space where creativity, expression, and talent come to life. This last year alone the facility has been used by, Stettler Variety Showcase performances, Stettler Music Festival, multiple Dance Festivals, a High school play, a Musical, Hospice Society Fundraiser, Mental Health and Suicide Prevention, multiple Christmas Concerts to name just a few.

To ensure that our facility continues to meet the evolving needs of performers, audiences, and arts organizations, we have undertaken several key projects aimed at modernization and enhancement. Through strategic planning, community support, and dedicated investment, these projects have improved the Centre's functionality, accessibility, and overall experience. From state-of-the-art technical upgrades to facility improvements, each project reflects our commitment to fostering an inspiring environment for the arts.



Enhancement Plan Completed Projects

Below is a highlight of the significant projects completed, each contributing to the Performing Arts Centre's long-term vision as a premier venue for artistic excellence.

Dressing room and seating area renovation: \$ 50,000.-

Funded by: William E. Hay

Renovation sound and light booth: \$ 8,000.-

Funded by: William E. Hay

Installation of Closed Circuit TV System: \$ 2,000.-

Funded by: William E. Hay

Sound system upgrade: \$ 108,326.31

Funded by: William E. Hay / Clearview Public Schools, Town of Stettler, Superfluity Thrift Shop, Rotary Club, Government Grant.

Lighting Console: 34,614.32

Funded by: Superfluity Thrift Shop

Moving Lights replacement: \$ 42,512.72

Funded by Government of Alberta Community Facility Enhancement Grant.



"A Stage for the future!"

Enhancement 2025 - Lighting

As we continue our commitment to providing a premier space for artistic expression and cultural engagement, several key projects remain on our horizon. These upcoming enhancements are designed to further modernize the Performing Arts Centre, ensuring it remains a state-of-the-art facility that meets the needs of performers, audiences, and the broader community.

From advanced technical upgrades to infrastructure improvements, these projects will enhance the overall experience, expand creative possibilities, and increase accessibility for all users. With continued support from our stakeholders and community partners, we look forward to bringing these improvements to life, strengthening the Centre's role as a cultural hub for years to come. As a stakeholder, William E. Hay next to the cost of maintaining, heating and operating the PAC contributes \$ 15,000,- annually towards upgrading the PAC. The rental revenue for the PAC last year was \$ 2,240.- which ultimately goes toward wages for the custodian.



Our goal in 2025 is to secure funding for the following initiatives this year:

Lighting infrastructure upgrade: \$ 24,758.80

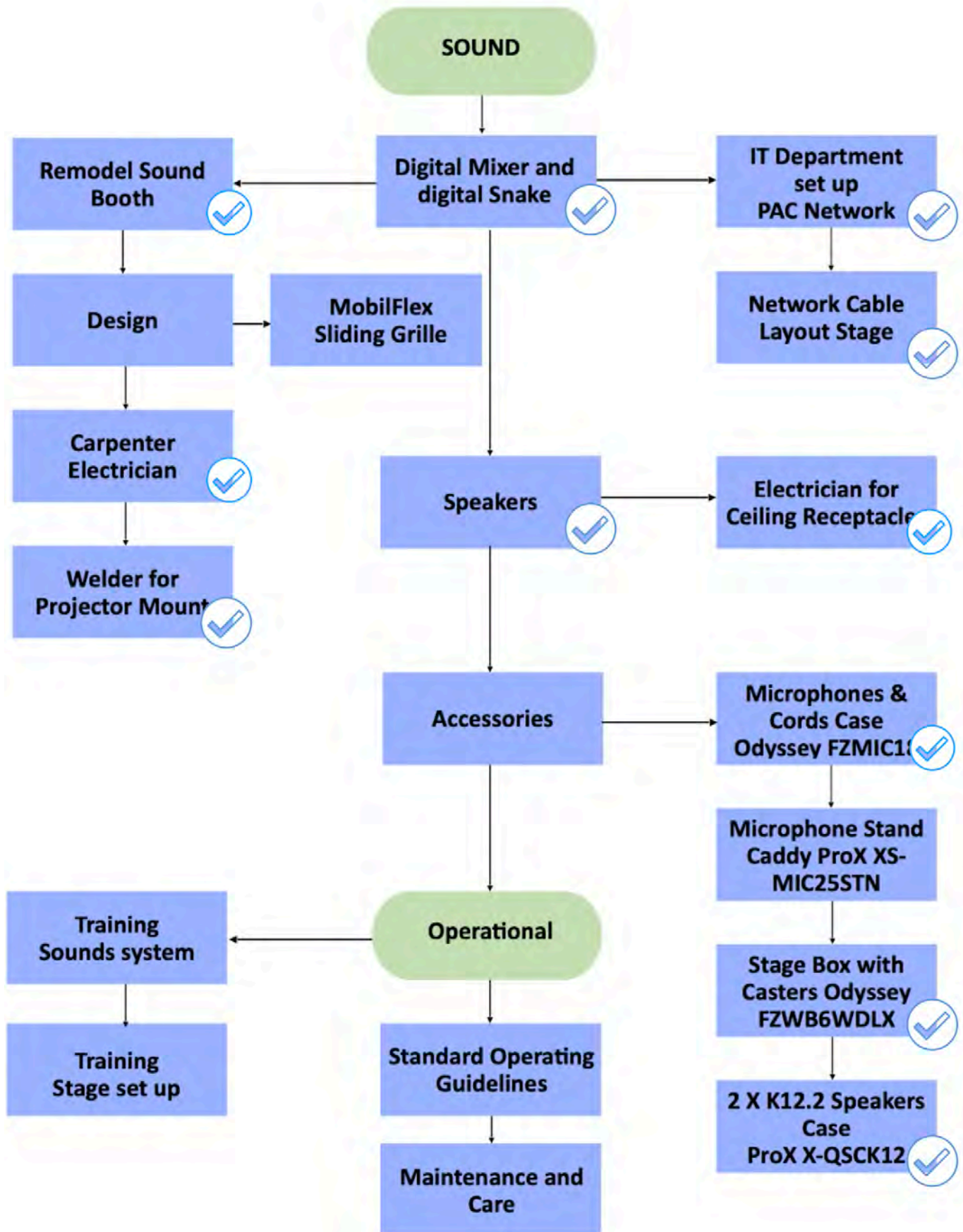
Over-Stage Lighting replacement: \$ 26,831.71

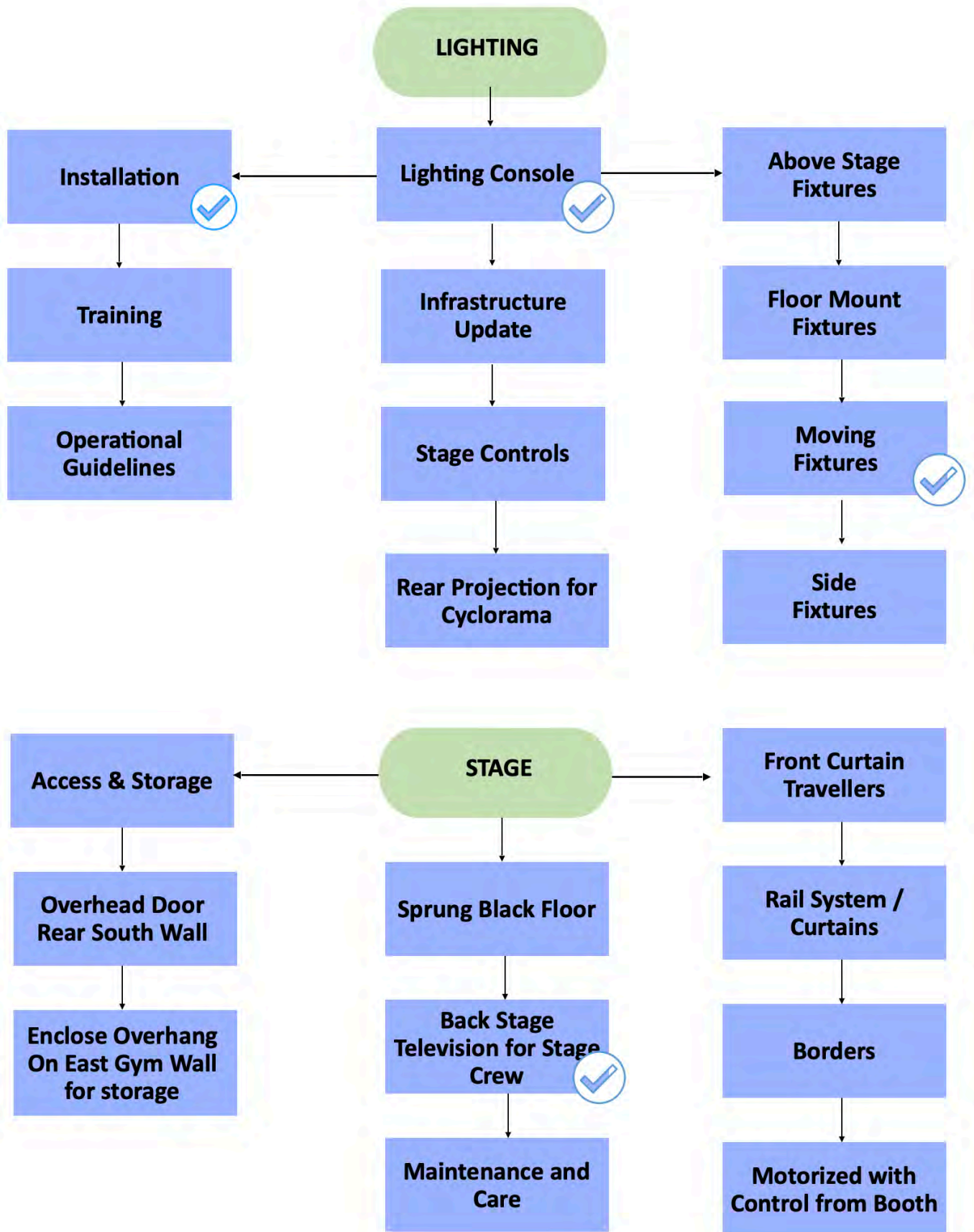
Side-Lights upgrade: \$ 22,679.13

Project Overview

The next few pages provide an overview of the projects done and still to be completed, each representing an important step toward the future of the Performing Arts Centre.

Performing Arts Centre





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User Date: 2025-05-08

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77783
Cheque Date	First	Last		77794

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Aspen Ford Sales Ltd.	77783	2025-05-09	\$63,008.94
Invoice Description	Invoice Number	Invoice Amount	
Water - 2025 Ford Super Duty	TOWN20250508	\$63,008.94	
Can Traffic Services Ltd.	77784	2025-05-09	\$924.37
Invoice Description	Invoice Number	Invoice Amount	
Traffic Signals - Batteries	16935	\$924.37	
Certified Laboratories	77785	2025-05-09	\$334.58
Invoice Description	Invoice Number	Invoice Amount	
Shop - Cleaner	991959	\$334.58	
Future Ag Inc	77786	2025-05-09	\$214.60
Invoice Description	Invoice Number	Invoice Amount	
Park - Oil Filter	IS85541	\$46.58	
Parks - Fuel Filters	IS85547	\$168.02	
Greasely Bear Services	77787	2025-05-09	\$1,207.50
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Hood Cleaning	2098	\$472.50	
SRC - Hood CLeaning	2097	\$735.00	
Konecranes Canada Inc.	77788	2025-05-09	\$5,827.50
Invoice Description	Invoice Number	Invoice Amount	
WTP - Building Repair	191827830	\$5,827.50	
Linda Elizabeth Shaji	77789	2025-05-09	\$606.00
Invoice Description	Invoice Number	Invoice Amount	
Tax - Refund Credit Balance	2025.05.05	\$606.00	
Ornamental Bronze Limited	77790	2025-05-09	\$1,092.00
Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Niche Wreath	110837	\$546.00	
Cemetery - Niche Wreath	110838	\$546.00	
Sharebear Playschool	77791	2025-05-09	\$250.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
P&L - Refund Damage Deposit		2025.05.05	\$250.00
Sienna's Cleaning	77792	2025-05-09	\$1,300.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Janitor	774545	\$1,300.00	
Van Electric	77793	2025-05-09	\$9,760.29
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Wet Well Lighting	947	\$2,322.08	
Water - Turbidity Meter Issue	973	\$766.50	
Water - Fuel Pump Timer	970	\$1,049.48	
Water - Timer for Shop Washer	955	\$875.70	
Water - Back Up Battery	948	\$894.08	
Water - Fix Lift Station	937	\$3,852.45	
Wm E Hay Composite High School	77794	2025-05-09	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
HBC - Compost Bins	2025-87	\$40.00	
Total Cheques			\$84,565.78

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Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

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Vendor Name	First	Last	Cheque Number	77796
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Receiver General for Canada	77796	2025-05-15	\$69,144.94

Invoice Description	Invoice Number	Invoice Amount

Town Tax Remittance	PP10-25..	\$56,483.04
Town Tax Remittance	PP10-25...	\$6,215.36
BOT Tax Remittance	PP10-25.BOT.	\$2,822.96
Library Tax Remittance	PP10-25.LIBRAR	\$3,623.58

Total Cheques	-----
	\$69,144.94
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Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

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Vendor Name	First	Last	Cheque Number	EFT0008969
Cheque Date	First	Last		EFT0009001

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	EFT0008969	2025-05-06	\$1,532.07
Invoice Description	Invoice Number	Invoice Amount	
SRC - Filters	8470778557	\$1,180.24	
Pool - Janitor	9464766055	\$351.83	
Action Plumbing & Excavating	EFT0008970	2025-05-06	\$8,829.77
Invoice Description	Invoice Number	Invoice Amount	
Pool - Repair	W44442	\$1,338.44	
Arena - Urinal Valve	I036434	\$81.90	
Pool - Building Repair	W44611	\$2,854.23	
Pool - Building Repair	W44302	\$292.61	
Pool - Building Repair	W44360	\$447.57	
Health Unit - Camera Auger	W44148	\$668.85	
Arena - Snow Melt	W44507	\$1,034.25	
Arena - Boiler Service	W44528	\$1,865.90	
Water - Sign Shed	I036341	\$88.20	
Water - Sign Shed	I036494	\$92.19	
Water - Sign Shed	I034697	\$65.63	
APEX Supplementary Pension Pla	EFT0008971	2025-05-06	\$382.36
Invoice Description	Invoice Number	Invoice Amount	
Pension Plan Remit	PP09-25	\$382.36	
Barnes, Roger	EFT0008972	2025-05-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Phone Allowance	2025.05.01	\$25.00	
Stettler Regional Board of Tra	EFT0008973	2025-05-06	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Council - Trade Show Draw	2989	\$250.00	
Brownlee LLP	EFT0008974	2025-05-06	\$1,653.75
Invoice Description	Invoice Number	Invoice Amount	
Admin - Legal	575351	\$1,653.75	
Canadian Union of Public Emplo	EFT0008975	2025-05-06	\$605.00
Invoice Description	Invoice Number	Invoice Amount	
AP - Union Dues	PP09-25	\$605.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Central Sharpening	EFT0008976	2025-05-06	\$216.30
Invoice Description	Invoice Number	Invoice Amount	

SRC - Blade Sharpening	31532	\$216.30	
=====			
Dillon Consulting	EFT0008977	2025-05-06	\$4,583.26
Invoice Description	Invoice Number	Invoice Amount	

Municipal Planning - IDP	314244	\$3,661.88	
P&D - IDP Finalization	318195	\$921.38	
=====			
Dodd, Sonia	EFT0008978	2025-05-06	\$125.00
Invoice Description	Invoice Number	Invoice Amount	

Pool - Travel & Phone	2025.05.01	\$125.00	
=====			
Dolan, Lori	EFT0008979	2025-05-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	

Pool - Phone Allowance	2025.05.01	\$25.00	
=====			
Duff, Kendra	EFT0008980	2025-05-06	\$150.00
Invoice Description	Invoice Number	Invoice Amount	

P&D - Travel Allowance	2025.05.01	\$150.00	
=====			
Graham, Leann	EFT0008981	2025-05-06	\$375.00
Invoice Description	Invoice Number	Invoice Amount	

Admin - Travel & Phone	2025.05.01	\$375.00	
=====			
Hymers, Kim	EFT0008982	2025-05-06	\$100.00
Invoice Description	Invoice Number	Invoice Amount	

Admin - Travel & Phone	2025.05.01	\$100.00	
=====			
Icetek Refrigeration	EFT0008983	2025-05-06	\$1,827.00
Invoice Description	Invoice Number	Invoice Amount	

SRC - Shut Down Ice Plant	1860	\$1,827.00	
=====			
i. d. Apparel	EFT0008984	2025-05-06	\$458.17
Invoice Description	Invoice Number	Invoice Amount	

PR - Hats	127048	\$314.37	
PR - Coat	125770	\$143.80	
=====			
Kathy's Printing Service	EFT0008985	2025-05-06	\$6,819.75
Invoice Description	Invoice Number	Invoice Amount	

PR - Town Life 2025	7180	\$5,676.30	
Water - Billing Paper	7183	\$1,143.45	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Local Authorities Pension Plan	EFT0008986	2025-05-06	\$31,571.12
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP09-25	\$31,571.12	
=====			
Leckie, Neil	EFT0008987	2025-05-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.05.01	\$25.00	
=====			
Linde Canada	EFT0008988	2025-05-06	\$908.81
Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemical	49120073	\$908.81	
=====			
Manalastas, Victor	EFT0008989	2025-05-06	\$3,412.50
Invoice Description	Invoice Number	Invoice Amount	
Office - Janitor	34	\$3,150.00	
Fire Joint - Janitor	35	\$262.50	
=====			
Municipal Property Consultants	EFT0008990	2025-05-06	\$7,174.85
Invoice Description	Invoice Number	Invoice Amount	
Assessor - May	17193	\$7,174.85	
=====			
Pederson, Brendan	EFT0008991	2025-05-06	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tool Allowance	2025.05.01	\$40.00	
=====			
Perry, Desirae	EFT0008992	2025-05-06	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Allowance	2025.05.01	\$50.00	
=====			
Peterson, Chase	EFT0008993	2025-05-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.05.01	\$25.00	
=====			
Peterson, Jacqui	EFT0008994	2025-05-06	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Allowance	2025.05.01	\$25.00	
=====			
Robbins, Brad	EFT0008995	2025-05-06	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Travel Allowance	2025.05.01	\$150.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Standage, Maddie	EFT0008996	2025-05-06	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel Allowance	2025.05.01	\$150.00	
=====			
Stettler Dads Services	EFT0008997	2025-05-06	\$1,500.00
Invoice Description	Invoice Number	Invoice Amount	
Water - Meter Reading	2025-04	\$1,500.00	
=====			
Stormoen, Angela	EFT0008998	2025-05-06	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Travel Allowance	2025.05.01	\$175.00	
=====			
Tomkow, Joe	EFT0008999	2025-05-06	\$70.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tool Allowance	2025.05.01	\$70.00	
=====			
WTS Manufacturing & Sales Inc.	EFT0009000	2025-05-06	\$3,858.52
Invoice Description	Invoice Number	Invoice Amount	
SRC - Ramps	5098	\$3,858.52	
=====			
Yost, Dustin & Maria Cristine	EFT0009001	2025-05-06	\$2,250.00
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Janitor	2025.05.01	\$2,250.00	
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Total Cheques			\$79,343.23
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Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

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Cheque Date	First	Last		EFT0009027

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Municipalities	EFT0009002	2025-05-13	\$100,000.00
Invoice Description	Invoice Number	Invoice Amount	
AP - CEIP Program	STTR-RFP-24042	\$100,000.00	
Alberta Animal Services	EFT0009003	2025-05-13	\$15,406.82
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Enforcement	11340	\$15,406.82	
Aquatech Diving & Marine Servi	EFT0009004	2025-05-13	\$11,655.00
Invoice Description	Invoice Number	Invoice Amount	
WTP - Inspection	25062	\$11,655.00	
Automated Aquatics Canada Ltd.	EFT0009005	2025-05-13	\$603.33
Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemical & Freight	0000124784	\$603.33	
Benoit, Morgan	EFT0009006	2025-05-13	\$446.75
Invoice Description	Invoice Number	Invoice Amount	
Roads - Travel & Sub	2025.05.02	\$446.75	
CentralSquare Canada Software	EFT0009007	2025-05-13	\$7,864.50
Invoice Description	Invoice Number	Invoice Amount	
Computer - Traning	435990	\$514.50	
Office - Diamond Softwate	436055	\$7,350.00	
Contact Safety Service Ltd.	EFT0009008	2025-05-13	\$197.40
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall -Supression Inspecti	16845	\$197.40	
Diverse Signs	EFT0009009	2025-05-13	\$13.65
Invoice Description	Invoice Number	Invoice Amount	
HBC - Garden Letters	12412	\$13.65	
Fix, Grace	EFT0009010	2025-05-13	\$189.13
Invoice Description	Invoice Number	Invoice Amount	
Beautification - Soil Amendmen	2025.04.21 41	\$189.13	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Heartland Auto Supply	EFT0009011	2025-05-13	\$1,993.98
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Invoice Description	Invoice Number	Invoice Amount
Shop - Electrical Connectors	001-592727	\$59.24
Shop - Cable Clamps	001-592740	\$7.76
Fire - Wire	001-592617	\$570.70
Snow Removal - Plow Bolts	001-592688	\$190.16
Shop - Fittings	001-593438	\$126.17
Shop - Hitch Pins	001-591561	\$96.71
Trans - Hitch Pins	001-593166	\$16.12
Trans - Cloths for Cleaning	001-593559	\$23.79
Shop - Wire	001-593272	\$37.25
Shop - Battery Clamps	001-593701	\$21.84
Shop - Drill Bit	001-593737	\$35.60
Rental - Air Filters	001-593852	\$159.44
Shop - Wire	001-594131	\$54.35
Trans - Straps	001-594155	\$10.16
Parks - Beacon	001-594291	\$134.22
Water - Latches	001-594419	\$26.21
Parks - Unit 172	001-594453	\$35.71
Shop - Bolts & Wire	001-594169	\$205.70
Parks - Grease	001-594659	\$56.68
Parks - Grease Fittings	001-594665	\$4.75
Parks - Grease Hoses	001-594671	\$20.13
Shop - Pressure Washer	001-594760	\$0.53
Water - Hydraulic Clamp	001-594761	\$7.49
Shop - Bolts for stock	001-592687	\$93.27

Hi Way 9 Express Ltd.	EFT0009012	2025-05-13	\$1,219.41
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Invoice Description	Invoice Number	Invoice Amount
Trans - Freight	66119097	\$1,219.41

i. d. Apparel	EFT0009013	2025-05-13	\$120.75
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Invoice Description	Invoice Number	Invoice Amount
Shop - COveralls	127311	\$120.75

Innov8 Digital Solutions	EFT0009014	2025-05-13	\$300.33
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Invoice Description	Invoice Number	Invoice Amount
P&L - Photocopies	IN566679	\$300.33

KaizenLAB Inc.	EFT0009015	2025-05-13	\$520.80
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Invoice Description	Invoice Number	Invoice Amount
Sewer - Sampling Lagoons	INV0101111	\$65.10
Sewer - Sampling Lagoons	INV0101190	\$65.10
Sewer - Sampling Lagoons	INV0101307	\$65.10
Sewer - Sampling Lagoons	INV0101511	\$65.10
Sewer - Sampling Lagoons	INV0101412	\$65.10
Sewer - Sampling Lagoons	INV0101628	\$65.10
Sewer - Sampling Lagoons	INV0101840	\$65.10
Sewer - Sampling Lagoons	INV0101738	\$65.10

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Keiths Refrigeration	EFT0009016	2025-05-13	\$769.39
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Air Unit	25080	\$769.39	
=====			
Klearwater Equipment & Technol	EFT0009017	2025-05-13	\$55,808.56
Invoice Description	Invoice Number	Invoice Amount	
WTP - Chemicals	250959	\$4,241.16	
WTP - Jar Tester	250979	\$5,985.00	
WTP - Turbidity Meters	250986	\$40,671.75	
WTP - Lab Supplies	251183	\$4,910.65	
=====			
Linde Canada	EFT0009018	2025-05-13	\$383.92
Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemical	49326623	\$383.92	
=====			
McCrindle, Sarah	EFT0009019	2025-05-13	\$50.60
Invoice Description	Invoice Number	Invoice Amount	
Roads - Clothing Allowance	2025.04.26	\$50.60	
=====			
Schowalter, Derek	EFT0009020	2025-05-13	\$640.03
Invoice Description	Invoice Number	Invoice Amount	
WTP - Travel & Sub	2025.05.02	\$640.03	
=====			
Shanes Instrument Services Ltd	EFT0009021	2025-05-13	\$7,812.83
Invoice Description	Invoice Number	Invoice Amount	
WTP - Repair Heaters	20856	\$3,623.95	
Water - Pressure Transmitter	20863	\$4,188.88	
=====			
Smith, Wayne	EFT0009022	2025-05-13	\$41.99
Invoice Description	Invoice Number	Invoice Amount	
HBC - Comm Garden Supplies	2025.05.01	\$41.99	
=====			
Stingray Radio Inc.	EFT0009023	2025-05-13	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
Advertising - April	951716-4	\$546.00	
=====			
UBS Industires	EFT0009024	2025-05-13	\$1,465.80
Invoice Description	Invoice Number	Invoice Amount	
Signs - Breakawyas	3039796	\$1,465.80	
=====			
W.R. Meadows of Western Canada	EFT0009025	2025-05-13	\$1,999.39
Invoice Description	Invoice Number	Invoice Amount	
Roads - Cold Mix	120020371	\$1,999.39	

System: 2025-05-09 9:10:22 AM
User Date: 2025-05-09

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 4
User ID: Anika

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Wet Water Industries Ltd.	EFT0009026	2025-05-13	\$69.79
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Invoice Description	Invoice Number	Invoice Amount
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Fire - Joint - Hall Repair	AR66173	\$69.79
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WTS Manufacturing & Sales Inc.	EFT0009027	2025-05-13	\$30.81
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Invoice Description	Invoice Number	Invoice Amount
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Shop - Steel for Deck	5158	\$30.81
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Total Cheques	\$210,150.96
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System: 2025-05-01 2:21:06 PM
User Date: 2025-05-01

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000897
Cheque Date	First	Last		ONL000898

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000897	2025-05-02	\$18,446.24
Invoice Description	Invoice Number	Invoice Amount	
P&L - Visa	2025.04.11.765	\$286.77	
BOT - Visa	2025.04.11.BOT	\$5,783.06	
Fitness - Visa	2025.04.11.751	\$86.18	
SRC - Visa	2025.04.11.104	\$2,253.29	
Fire - Visa	2025.04.11.753	\$856.29	
Compter - Visa	2025.04.11.290	\$1,824.52	
Fire Joint - Visa	2025.04.11.859	\$2,335.81	
P&L - Visa	2025.04.11.764	\$1,056.66	
Admin - Visa	2025.04.11.244	\$57.92	
Office - Visa	2025.04.11.038	\$105.00	
Admin - Visa	2025.04.11.665	\$72.44	
fIRE - vISA	2025.04.11.755	\$1,362.17	
Office - Visa	2025.04.11.726	\$624.69	
Pool - Visa	2025.04.11.756	\$151.47	
Water - Visa	2025.04.11.763	\$145.35	
Shop - Visa	2025.04.11.826	\$35.00	
Engineer - Visa	2025.04.11.766	\$149.99	
Trans - Visa	2025.04.11.762	\$1,259.63	
Rogers	ONL000898	2025-05-02	\$33.60
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Phone	2980139343	\$33.60	
Total Cheques		\$18,479.84	

System: 2025-05-08 3:12:41 PM
User Date: 2025-05-08

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000899
Cheque Date	First	Last		ONL000901

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000899	2025-05-09	\$5,854.80
=====			
Invoice Description	Invoice Number	Invoice Amount	

SRC - Pest and Weed	1773816	\$5,208.00	
SRC - Pest & Weed	1781669	\$646.80	
=====			
Telus Communications	ONL000900	2025-05-09	\$2,459.23
=====			
Invoice Description	Invoice Number	Invoice Amount	

Telus Comm - Mar-April	2025.04.23	\$2,459.23	
=====			
Telus Mobility Inc.	ONL000901	2025-05-09	\$1,333.97
=====			
Invoice Description	Invoice Number	Invoice Amount	

Telus Mobility - Mar28-Apr21	2025.04.21	\$1,333.97	

Total Cheques			\$9,648.00
			=====

MEMORANDUM

Date: May 20, 2025

To: Leann Graham

CAO

From: Elysa Denilla

Accounting Clerk

Re: Bylaw No. 2085-16 Cemetery Bylaw Amendment

Background

The existing **Bylaw No. 2085-16 Cemetery Bylaw** has been in effect since 2016. Administration has completed a thorough review and evaluation of our internal processes and comparable municipalities and are proposing the amendments as outlined.

Bylaw No. 2085-16 Cemetery Bylaw Amendments

Based on information gathered from comparable municipalities and from administrative analysis, we are proposing the following changes to the existing Town of Stettler **Bylaw No. 2085-16 Cemetery Bylaw**:

- Adding definitions to clarify and support the contents of the bylaw
- Outlining the processes in administering services in the cemetery
- Providing clear interpretations on the permitted materials to be used in the cemetery.

The following changes will aid in improving the general order in the cemetery; furthermore, the amendments will provide support to administration and staff in executing their duties regarding the services provided in the cemetery.

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

Recommendation

Administration respectfully recommends that Town of Stettler Council gives 1st, 2nd, and 3rd reading to **Bylaw No. 2188-25**.

BYLAW 2188-25

BEING A BYLAW OF THE TOWN OF STETTLER TO PROVIDE FOR THE CARE, CONTROL AND REGULATION OF LAKE VIEW CEMETERY.

WHEREAS, the Council of the Town of Stettler, in the Province of Alberta, deem it wise, equitable and practical to regulate the use of the Lake View Cemetery, and

WHEREAS, the Council of the Town of Stettler, in the Province of Alberta wishes to maintain and keep the Cemetery grounds in a sightly manner, and

WHEREAS, the Cemeteries Act, RSA 1980, c.C-2 as amended, and the regulations thereunder, permit a municipality to own and operate Cemeteries within its boundaries, and

WHEREAS, the Municipal Government Act, Chapter M-26.1, 1994 and amendments thereto, authorizes Council to set regulations governing Cemeteries, and

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

A. Short Title:

This Bylaw shall be known as the “Cemetery Bylaw” of the Town of Stettler.

B. Definitions:

In this Bylaw, unless the context otherwise requires:

1. “Animal” includes any animal that has been domesticated and has been kept as a pet.
2. “Base” means a foundation or footing to support a monument or marker. The purpose of the Base is to provide a buffer for maintenance purposes. The Town of Stettler will not be held liable for any damage caused to the Base as the result of cemetery maintenance.
3. “Block or Blocks” means a group of lots that may be divided into Plots or a group of Plots as shown on the plan of subdivision of the Cemetery on record in the Town Office.
4. “Burial Permit” means a form of authorization or certificate issued by an Authority, Federal or Provincial Agency or Funeral Home and is required to bury, cremate or otherwise dispose of the body of a deceased person. The Town will not consent to a Burial, or a Cremation, without a Burial Permit or Certificate.
5. “Cemetery” means land within the Town of Stettler set apart for or used as a place for the interment of the dead or at which human bodies have been buried, and known as Lake View Cemetery namely:
 - PTNE31-38-19-4 (roll number 420034000)
 - 5749KS (roll number 420036008)
 - PTNE31-38-19-4 (roll number 420038006)
 - 9522139-9 (roll Number 420225000)



6. “Columbarium” means a permanent structure containing a number of Niches for the placement of cremated human remains.

7. "Columbarium Replacement Fund" means all funds received by the Town of Stettler from the Columbarium Replacement Fee and interest from the fund for the purpose of purchasing a new columbarium.
8. "Council" means the Council for the Town of Stettler.
9. "Deed" means the exclusive right to use a Plot or Niche in Lake View Cemetery, as described in the said document for burial of human remains.
10. "Designate" means to appoint someone to a specified position.
11. "Destitute" means a Person without the basic necessities of life, or without means. Approval for a Destitute is determined by the Province.
12. "Disinterment" means the removal of human remains or cremated human remains from a plot.
13. "Flat Marker" means a memorial constructed of bronze, marble, granite, or other approved material placed on any Burial Plot as level to the ground as possible in the monument area.
14. "Foot Marker or any other Secondary Marker" means Monuments or Markers installed at the foot of a Grave for memorial purposes. The installation of such Monuments or Markers is not permitted.
15. "Flowering Ornamental" means any perennial, annual and bi-annual flowering plant. The Planting of Flowering Ornamentals is not permitted.
16. "Grave or Grave Site" means an excavation or closure, occupation of a Plot for the burial of human bodies or cremated remains.
17. "Grave Cover" means a cover of concrete, granite, marble or any other material placed over the interred remains.
18. "Grave Liner" means a concrete or HDPE box placed in a Grave to house a casket.
19. "Grave Decorations" means anything placed on or adjacent to a Grave for memorial purposes.
20. "Indigent" means a person without means, support, or known relatives requiring Burial at the Lake View Cemetery.
21. "Interment/Burial" means the ceremonial service of the burial of human bodies or cremated remains, the lowering of the human body or cremated remains into the Grave or placement of cremated remains in the Columbarium and the time required for the bereaved to leave the Grave site or Columbarium until closing of the Grave or Columbarium can commence.
22. "Lot" means a group of four Plots as shown on the plan of subdivision of the Cemetery on record in the Town Office excepting thereout Blocks 13, A, B, C and D.
23. "Marker" means a flat structure of granite, marble, concrete, metallic materials, bronze or other material approved by the Town of Stettler for memorial purposes placed on any Grave or Plot level with the base.
24. "Market Value" means the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer, as per the *Municipal Government Act*, in other words, the cost of purchasing a plot on the day of resale.
25. "Monument or Monuments" means pillow or upright structure including a Base or memorial of bronze, granite, marble, metallic materials or other material approved by the Town of Stettler for memorial purposes which projects above the surrounding ground.
26. "Niche" means a single compartment of a Columbarium.
27. "Non-Resident" means any person who does not reside in the Town of Stettler.

28. "Outer Burial Receptacle" means that in Blocks A, B, C and D of the Cemetery a container commonly referred to as a Burial vault, Grave liner or Grave box, placed in the Grave to house a casket and that is capable of withstanding the weight and pressures of the earth above and surrounding the receptacle. In Blocks 1, 3, 4, 6, 7, 8, 9, 11, and 12, and ~~13~~ only concrete containers will be permitted.
29. "Owner" means the person or person's responsible who purchased a Plot or Plots or, Niche or Niches of a Columbarium in the Cemetery. If a Plot owner dies, the ownership of the Plot pass to their heirs, next of kin or responsible persons who are deemed to be or claim to be responsible for the upkeep of a Plot, Plot and Marker, Monument or Niche in the Cemetery.
30. "Perpetual Care" means the preservation and maintenance of the Cemetery and grounds in perpetuity.
31. "Perpetual Care Fund" means all funds received by the Town of Stettler from the Perpetual Care Fee for the purpose of providing perpetual care and named the Lake View Cemetery Perpetual Care Trust Fund.
32. "Plot" means a parcel of land for the purposes of a Burial in the Cemetery and the area for a full Burial (casket and Outer Burial Receptacle) will normally be 4 feet (1.22 m) by 8 feet (2.44 m) except in Block 13 where they are 5 feet (1.52 m) by 8 feet (2.44 m) and includes a Grave.
33. "Regular Working Hours/Day" means 8:30 am to 4:30 pm Monday to Friday, not including holidays observed by the Town of Stettler.
34. "Resident" means a person who has resided within the Town of Stettler immediately preceding his or her death or his or her application to purchase a Plot.
35. "Short Notice Burial" means an application for Interment which was not received by the Town of Stettler within the notification period as per Section G(2)(i) of the Bylaw.
36. "Town" means the Town of Stettler, in the Province of Alberta.
37. "Town's Chief Administrative Officer (CAO)" means the person duly appointed by the Council as the Town's Chief Administrative Officer (CAO) of the Town of Stettler and shall include any person designated by the Town's Chief Administrative Officer (CAO) to carry out his/her duties.
38. "Woody Ornamental" means any trees, shrubs, creepers and climbers. The Planting of Woody Ornamentals is not permitted without prior written approval from the Town of Stettler.

C. Regulations:

1. No person shall further subdivide or alter any Block, Lot or Plot in any manner at variance with the subdivision plans on record in the Town Office except by special written permission of the Town Council.
2. The Town has the sole management of the affairs of the Cemetery and this Bylaw may be amended from time to time by the Council. The Town's Chief Administrative Officer (CAO) or his/her Designate shall have charge and be responsible for the care and maintenance of the Cemetery, according to the provisions of this Bylaw and amendments thereto.
3. The Town shall have Plots available for the Burial of human remains at all times.
4. The Blocks, Lots and Plots in any particular section of the Cemetery shall be laid out in accordance with generally accepted Cemetery practices.
5. Cemetery Grave Decorations

The Town of Stettler realizes the sensitivity that Cemetery Grave Decorations may create however maintenance, care, and long-term enjoyment of the Cemetery is held to high standards to satisfy the needs of relatives and visitors to the Cemetery. As such the safety

of the public and Town of Stettler staff is held in high priority. Many Grave Decorations can be safety hazards to employees using maintenance equipment such as weed whips and lawnmowers, and to bystanders in the Cemetery.

- a) On a regular basis throughout the year staff shall inspect and remove from Plots in the Cemetery all non-permitted plantings, shrubs, and Grave Decorations.
- b) Grave Decorations placed at the Cemetery shall conform to the following guidelines:
 - i. Memorials such as candles, statues, decorative flags, stuffed animals, balloons, vases, tin cans, buckets, solar lights, or any other materials that are permanently attached to the Monument or Marker are permitted however such Memorials shall be removed by Cemetery personnel without notice if not permanently attached to the Monument or Marker. Attachments to the Base must be approved by the Town of Stettler excluding Blocks A, B, C and D.
 - ii. Artificial flowers, including the holder are only permitted if permanently contained within the Monument or Marker. Artificial flowers including the holder not permanently contained within the Monument shall be disposed of without notice. Attachments to the Base must be approved by the Town of Stettler excluding Blocks A, B, C and D.
 - iii. Cut fresh flowers are permitted on Graves, however will be removed by Cemetery staff without notice if they become unsightly, wilted or become wind strewn.
 - iv. No flowers or Grave decorations shall be removed 5 days prior to or after Mother's Day, Father's Day, Easter, Labor Day, Thanksgiving, Remembrance Day and Christmas Day.
 - v. Glass Grave Decorations of any kind will not be permitted and will be removed by Cemetery personnel without notice.
 - vi. Plantings of any kind are not permitted on Graves and will be removed without notice.
 - vii. The Town shall not be held liable for lost, misplaced, removed or broken Grave Decorations or for damage caused by the elements, thieves, vandals, or by causes reasonably beyond its control. The Town reserves the right to regulate the method of decorating Plots and the right to remove any Grave Decoration so that a uniform beauty of the Cemetery may be maintained.
6. The Town shall have the right to remove fences, borders, railings, walls, hedges, copings and other enclosures now in existence as it may deem advisable after thirty (30) days notice of its intention to do so has been given to one of the following:
 - (a) to the last known address of the Owner of the Plot;
 - (b) to the Plot Owner's relatives if the Owner is deceased;
 - (c) published in a newspaper circulated in the Town, if the relatives are unknown.
7. Whenever the Owner of a Monument or Marker neglects to make the required repairs or alterations within thirty (30) days after receiving notice from the Town to do so, the Town shall have the power to repair such Monument or Marker and charge the cost thereof to the Owner.
8. No person shall disturb the quiet or good order of the Cemetery by noise, improper conduct or otherwise and the Town shall have the right to deny access or remove from the Cemetery any person who contravenes this section.
9. Employees of the Town are not permitted to do any work for Plot owners except upon order by the Town's Chief Administrative Officer (CAO).
10. No person shall ~~turn loose, allow to go at large or feed any animals in the Cemetery~~ allow a domestic Animal to enter or remain in the cemetery unless the Animal is under the control of an adult by means of a leash.

11. Vehicles in the Cemetery shall travel only on the roadways provided for the purpose and shall not travel at a speed greater than 10 km per hour.
12. No person shall pick flowers, break or injure any tree, shrub, or plant, or write upon, destroy, deface or damage any memorial, fence or structure within the Cemetery grounds.
13. No person shall plant any woody ornamentals or flowering ornamentals on the Plots. However, if a person wishes to provide a plant for the Cemetery, arrangements with the Town can be made for planting in an appropriate location.
14. All Persons walking in the Cemetery shall keep to the paths and walks and shall not walk upon or across any Plot except for maintenance operations.

D. Plots:

1. The Plans or Subdivision of the lands made available by the Town for Burial purposes now on record in the Town Office, together with all subsequent Plans of Subdivision of such lands approved by the Council of the Town, shall be the Plans of the Cemetery herein referred to and all Interments shall be made and records kept by the - Town's Chief Administrative Officer (CAO) in accordance with such Plans. Copies of all such Plans shall be available for inspection free of charge at the Town Office during Regular Working Hours.
2. The Town's Chief Administrative Officer (CAO) or his/her Designate shall supervise all sales of Plots and Interments in the Cemetery.
3. The Town shall, upon payment by any person to the Town of the full price of any Plot, furnish such person with a receipt for the sum paid and a transfer of such Plot to such person or to such other person as such person may appoint by the issuance of a Deed.
4. The Town shall sell Plots in the Cemetery upon the purchaser paying in advance the amounts set out in Schedule "A" which is attached to and forms part of this Bylaw. No Person shall make a reservation for one or more Plots without making payment in full at the time of the reservation.
5. In the case where a Plot is inadvertently sold twice, the first sale notification received by the Town shall be considered valid.
6. Plots shall not be resold to any other party, however Plots may be transferred from one family member to another family member but no transfer shall be valid unless such transfer is duly registered with the Town.
7. Notwithstanding Sub-section 5 of this Section, the owner of an un-occupied Plot may return it to the Town and shall be entitled to a refund of 85% of the current fee or the Market Value of the Plot, as per Schedule A, including the Perpetual Care Fee at the date of return.
8. All persons who purchase Plots or have Plots transferred to them are responsible for all charges in connection therewith.

E. Columbarium:

1. The Town's Chief Administrative Officer (CAO) or Designate shall supervise all sales of Columbarium Niches and Interments in the Cemetery.
2. The Town shall, upon payment by any person to the Town of the full price of any Niche, furnish such person with a receipt for the sum paid and a transfer of such Niche to such person or to such other person as such person may appoint by the issuance of a Deed.
3. Columbarium Niches in the Cemetery shall be sold by the Town upon the purchaser paying in advance the amounts set out in Schedule "A" which is attached to and forms part of this Bylaw.
4. A Columbarium replacement fee will be established by setting aside a portion of the Niche purchase price into the Columbarium Replacement Fund.

5. The Columbarium Replacement Fund will be used to purchase a new Columbarium when the existing Columbarium is full.
6. Niches shall be used only for the purpose of placement of cremated remains of one or more human remains, as the space within a Niche permits. **A Niche may only be used for the placement of a maximum of two (2) cremated human remains.**
7. The opening and closing of a Niche shall be performed only by the Town and after payment of the opening and closing fee set out in Schedule "A" attached to and forming part of this Bylaw.
8. The Town shall sell Niches only as they are available.
9. Vases, flowers, and other funeral designs or floral pieces may be placed only at the base of the Columbarium during the Interment. No permanent placements at the base or the top of the Columbarium shall be allowed.
10. The Town shall not be liable for damages to the contents of Niches whether resulting from theft, vandalism or other damage howsoever caused.
11. Bronze plaques and inscriptions shall be purchased through the Town of Stettler. All direct costs are to be paid by the purchaser of the Niche for the bronze plaques and inscriptions.

F. Perpetual Care:

1. A Perpetual Care Fee will be added to the purchase price of all Burial Plots, Cremation Plots and Columbarium Niches.
2. The Cemetery Perpetual Care Trust Fund shall be established for the future care of the Cemetery once the Town establishes that the Cemetery is full as determined by the Town's Chief Administrative Officer (CAO).
3. Interest from the Perpetual Care Fund shall be used for maintenance of the Cemetery as determined by the Town.
4. Perpetual Care to be supplied by the Town shall not include the care, maintenance, upkeep, repair or replacement of any monument or marker which has been placed in the cemetery.
5. Tax deductible donations will be accepted and held in the Lake View Cemetery Perpetual Care Trust Fund.
6. When plots or niches are sold back to the Town the perpetual care fee shall be refunded in accordance with Section D(7).

G. Interments:

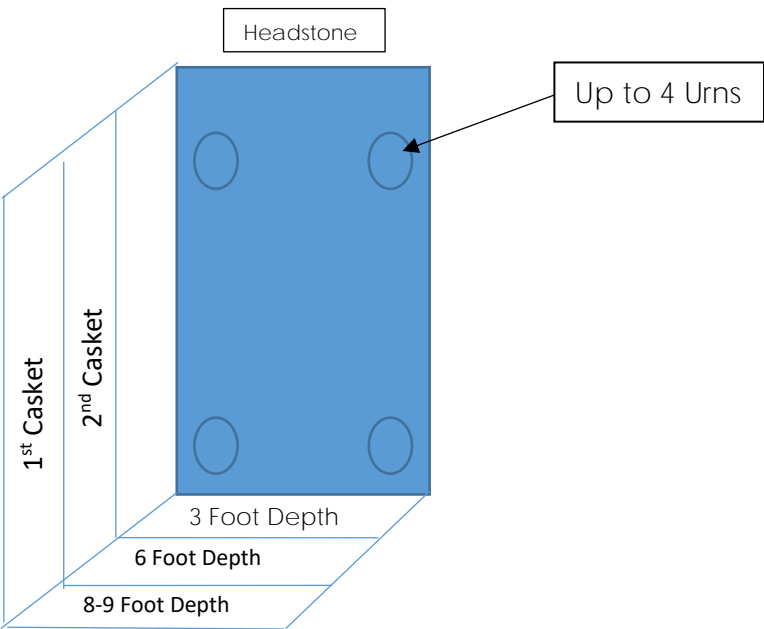
1. No Interment shall be made in the Cemetery until the provisions of the Public Health Act and Vital Statistics Act of the Province of Alberta have been complied with, and with any regulations issued thereunder.
2. No Interments shall be permitted in the Cemetery unless a **fully completed Cemetery Application Form and a** proper Burial Permit is produced by the party applying for the Burial. **An application may be considered as not received if all required information isn't supplied.** All applications for Burial/interment shall be made to the Town Office during Regular Working Hours/Day (8:30 am to 4:30 pm Monday to Friday, not including holidays observed by the Town of Stettler).
 - i) For Interments at any time of year, all applications for Burial shall be made at least 16 Regular Working Hours (2 full regular work days) before the day of Interment. An application made beyond Regular Working Hours shall be deemed to be made to/received by staff at the Town Office at the beginning of the following Regular Working Day.

An application for Burial/Interment which does not comply with the appropriate notice above is considered a Short Notice Burial Application. The Town reserves the right to refuse a Short Notice Burial Application should the Town determine it is unable to perform the required Interment preparations in the requested time frame. Provided the Town can perform the necessary Interment preparations within the short notice period, the application will be accepted, however an additional Short Notice Burial Extra Fee and/or Overtime will be charged as per Schedule "A" which is attached to and forms part of this Bylaw.

- 3. All orders for Interment in the Cemetery shall be signed by the Owner of the Plot in which such Interment is to be made, or the local representatives of such Owner, except in the case of the Funeral Homes who have entered into an agreement with the Town whereby the said Funeral Homes agree to be responsible for all Interments ordered by telephone, fax or otherwise. No Interment shall be permitted until the forms provided by the Town have been completed and given to the Town's Chief Administrative Officer (CAO) or Designate.
- 4. No Interment shall be made without the written proof of ownership of the Plot, unless the CAO or Designate otherwise allows.
- 5. The person instructing the Town to open a Grave shall give complete and precise instructions regarding the size and location of the Grave, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- 6. Interment shall be made only between the hours of 8:00 a.m. and 8:00 p.m. Opening and Closing fees for services are set forth in Schedule "A" which is attached to and forms part of this Bylaw.
- 7. No Grave shall be less than six (6) feet in depth from the surface of the surrounding ground. No Grave for the Burial of cremated remains shall be less than eighteen (18) inches in depth from the surface of the surrounding ground. Where two caskets or coffins are placed in one Grave above each other the top of the outer case of the first casket or coffin shall be at least six (6) feet in depth from the surface of the surrounding ground.

Burials Options - Full Size Plots:

- For interment of human remains in 4x9 full size plot: Depth of the grave is to allow for a minimum of 3' of earth between the upper surface of the grave liner and the ground.
- ~~The Casket and grave liner of vault must be able to be installed in a 42" opening in width and 8' in length.~~ The use of a Grave Liner is mandatory. If a concrete liner is used, the maximum dimensions cannot exceed 94" in length, 35" width, and 28" in height. If a polypropylene or HDPE liner is used, the maximum dimensions cannot exceed 91" in length, 35.5" in width, and 30" in height. Oversized grave liners will require pre consultation with ~~Town of Stettler Staff~~ the CAO or Designate.



- 8. Outer Burial Receptacles, approved by the Funeral Homes issuing the Burial Permit, for coffins or caskets shall be used for all Burials. A cement Outer Burial Receptacle shall be the only material permitted to be used for the bottom casket where two caskets or coffins

are placed in one grave on top of each other ~~and for plots located in Blocks 1, 3, 4, 6, 7, 8, 9, 11, 12, and 13 of the Cemetery.~~ Polypropylene or HDPE vaults are only allowed in Blocks 13, A, B C, and D of the cemetery. Due to soil integrity, the possibility of a cave-in, and the safety of Town of Stettler Staff and all users of the cemetery, the Town of Stettler reserves the right not to allow a double casket burial, if in the opinion of the Town it is unsafe to do so. The Funeral Home is responsible for purchasing and maintaining a suitable inventory of outer Burial receptacles.

9. No Grave for the Burial of cremated remains shall be less than eighteen (18) inches in depth from the surface of the surrounding ground.
 - If there are no casket burials in the plot, the container or urn that holds the remains must not exceed eighteen (18) inches in diameter, and 4' in height.
 - If there is a casket burial in the plot, the container or urn that holds the remains must not exceed eighteen (18) inches in diameter and eighteen (18) inches in height.
 - If an urn is requested to be interred in the center of the plot, no other interments or burials must be permitted in the same plot.
10. Grave Covers are prohibited except where one presently exists.
11. Before an Interment is made in any Grave, an application in writing shall be made to the Town and all fees for services as set forth in Schedule "A" which is attached to and forms part of this Bylaw shall be paid by the applicant.
12. A charge for overtime will be payable by the applicant for any Burials requiring Town employees to remain after Regular Working Hours as set forth in Schedule "A" which is attached to and forms part of this Bylaw.
13. The Town of Stettler must be notified that Cremated remains of another person may be in the casket/vault at the same time that Interment takes place.
- ~~14. The cremated remains of not more than six persons may be interred in a single unoccupied plot purchased prior to July 15, 1997.~~
14. Cremated remains, to a total of four, may be interred in a plot purchased after July 15, 1997. The Town shall furnish Plots in the Cemetery, ~~without charge,~~ for the bodies of Destitute or Indigent persons or for unclaimed bodies of deceased persons in accordance with Provincial Legislation. The Town will charge 50% of the amount that would ordinarily be charged for the purchase of plots; the Minister of Seniors, Social Community and Social Services will be responsible for the costs of burial in accordance with Provincial Legislation.
15. All locations of Interment shall be determined at the time of Burial as per the next available Plot. An additional three (3) Plots may be purchased and reserved at this time.
16. Graves for the purpose of interments shall be opened and closed only by persons employed by the Town of Stettler.
17. The Funeral Home shall be responsible for lowering the casket and the placing and removal of "greens". The Funeral Home representative shall be present until the Outer Burial receptacle is closed.
18. Whenever a Plot is held by two or more persons, an order for Interment in such Plot or any part thereof will be accepted by the Town from any one of the said persons or their personal representative.
19. No person shall accept any fee or reward for the Interment of any body in a Plot of which such person is the Owner, or over which he exercises any power of control.
20. No Plots shall be used for any purpose other than Burial grounds for human bodies, and the cremated remains of human bodies.

H. Disinterment

1. A written order from the Owner of the Plot and a Permit for the disinterment or removal of a body from the Provincial Medical Health Officer must be provided and approved by the Town of Stettler prior to disinterring a body.
2. The Owner of the plot, Permit Holder or Provincial Medical Officer requesting the disinterment, shall be responsible for cost of the disinterment process including post plot cleanup, to be done by a qualified company or person(s) only during Regular Work Hours, to the satisfaction of the Town of Stettler.

I. Care of Plots, Monuments and Markers:

1. To obtain the best landscape effects, it is essential that the Town shall assume the general care of the entire Cemetery. The Owner(s) of Plots shall observe all rules and regulations passed from time to time by the Town for keeping the Plots in order.
2. No person shall be permitted to do any work on any Plot except with the written consent of the Town. The Town will mark the dimensions of the Plot. All levelling, seeding of grass and sodding work shall be done by the Town.
3. Fences, railings, walls, enclosures, copings, hedges, woody ornamentals, flowering ornamentals in or around the Plots are prohibited. Coverings or slabs placed over any Plots are prohibited.
4. The Town shall, from time to time, report to the Owner on the condition of any Monument or Marker which is in disrepair/uneven and it shall be the duty of the Owner of such Monument or Marker to repair the same, without delay to the satisfaction of the Town.
5. Whenever any Owner of a Monument or Marker neglects to make the required repairs or alterations, after being given due notice by the Town, the Town shall allow a period of thirty (30) days to elapse after which time, it shall have power to repair or remove such Monument or Marker and charge the cost thereof to the Owner which may be recovered as a debt from the Owner to the Town.
6. Every Owner of a Plot in the Cemetery, or the Owner's Personal representative, shall be held responsible for the cost of the Plot and for all charges in connection therewith, including Disinterment or removal of a body when applicable. The Person signing the Cemetery Application Form will be held responsible for all charges in connection with such interment. Such Person, shall in addition, be held responsible for compliance with the regulations governing erection of Monuments applicable to that part of the Cemetery in which the Interment is made.

J. Installation/Repair or Replacement of Monuments & Markers:

1. All persons employed in the construction, erection and maintenance of monuments or markers, whether employed by the Town or not, shall be subject to the direction and control of the Town. No work shall proceed until it is authorized by the CAO or Designate.
2. Any Person conducting any type of work such as installation, engraving, or repair of a monument must be a qualified contractor or licensed to do such type of work.
3. All firms or individuals wishing to place a new Monument or Marker or repair/replace a Monument or Marker must first obtain a permit from the Town of Stettler. A Monument Permit must be completed and returned to the Town Office before any work is undertaken. The Monument Permit is Schedule "B" attached to and forming part of this Bylaw. All persons erecting, repair or replacing Monuments or Markers shall ensure that the surrounding areas are left in the same condition as found. It is understood that payment of the Monument Permit Fee shall be in lieu of the Business License required by the Town.
4. No Monuments or Markers shall be erected, repaired or replaced on Saturdays, Sundays, or Holidays unless permission in writing has been granted by the Town of Stettler.
5. (a) In Blocks 4, 8, 9, 12 & 13 of the Cemetery, a foundation shall be provided by the Owner which allows for the installation of a Flat Marker only. Upright Monuments are not allowed. Markers with a maximum of one (1) inch above ground are allowed.

The foundation is to be level, flush with the ground and made of concrete or any other material approved by the Town of Stettler. The foundation shall be at least four (4) inches in depth. The foundation shall extend not less than four (4) inches in any direction from the base of the flat marker. The dimension of the foundation shall be 24" X 48" for a single Plot and 24" X 96" for a double Plot.

- (b) In Blocks 1, 3, 6, 7 & 11 of the Cemetery, a foundation shall be provided by the Owner which allows for the installation of a Monument or Marker. Upright Monuments shall not exceed forty (40) inches in height. The foundation is to be level, flush with the ground and made of concrete or any other material approved by the Town of Stettler. The foundation shall be at least four (4) inches in depth. The foundation shall extend not less than four (4) inches in any direction from the base of the Monument or Marker. The dimension of the foundation shall be 24" X 48 for a single Plot and 24" X 96" for a double Plot.
 - (c) In Blocks A, B, C and D of the Cemetery, the Town will provide a suitable concrete base for the mounting of Monuments or Markers. The maximum upright including the base monument shall not exceed forty (40) inches in height. Monuments or Markers must be placed four (4) inches back of the leading edge and shall not exceed fourteen (14) inches in width and the length shall not exceed ~~forty-two (42)~~ forty (40) inches for a single Plot or eighty-four (84) inches for a double Plot.
- 6. Due to the age of the Cemetery, in some cases the Monument size will be determined by the actual Plot space available.
 - 7. The base of all Monuments or Markers should be firmly secured to the foundation. The foundation must be adequate to carry the weight of the Monument or Marker. All foundations for Monuments or Markers shall be confined within the boundaries of the respective Plots. All Monuments and Markers shall be placed at the head of the Plot on solid ground and shall be in line with other Monuments or Markers in that section of the Cemetery. No Foot Markers or Secondary Markers are permitted.
 - 8. No Monuments or Markers shall be placed, replaced or repaired from November 1st to April 30th.
 - 9. All work of any description shall cease while a Funeral or Interment is being conducted nearby. All trucks, equipment and workmen shall withdraw from view from the location of the Funeral Service.
 - 10. The Town may refuse the placement of any Monument or Marker which may otherwise conform to the Regulations of this Bylaw, but is not in keeping with the general appearance of the Cemetery.
 - 11. Any Monument or Marker not conforming to the Bylaw specifications shall be removed by the Town following a thirty (30) day notification to the Owner and/or installation company and will be held for sixty (60) days by the Town.
 - 12. (a) The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Monuments or Markers erected upon a Plot.
(b) The Town will not be responsible for any errors resulting in Monuments or Markers being designed, or the description on the face being inaccurate.
(c) The Town shall not be responsible for normal wear and tear on Monuments, including but not limited to small chips and scratches from maintenance equipment.
 - 13. At the time of purchase of a Monument or Marker provision should be considered to record any additional future Interments on the same Monument or Marker. Refer to Sections G (11) to G (14) inclusive.

K. Penalty:

- 1. Any person who destroys, damages, defaces or writes upon any monument or marker or other structure or object in the Cemetery in contravention of Section B13, Regulations, of this Bylaw shall be guilty of an offense, and liable upon summary conviction to a fine of not less than five hundred dollars (\$500.00) and to a total fine of not more than two

thousand, five hundred dollars (\$2,500.00) plus all costs of restoration and in default of payment to imprisonment for a period not exceeding six (6) months.

- 2. Any person who commits a breach of any of the other provisions of this Bylaw shall on conviction for such breach, be liable to a penalty of not less than one hundred dollars (\$100.00) and not exceeding two thousand dollars (\$2,000.00) exclusive of costs, or in the case of non-payment of the fine and costs imposed, to imprisonment for any period not exceeding sixty (60) days.
- 3. The Town will pay a reward of one hundred dollars (\$100.00) to any person for information that will lead to the conviction of any person committing a breach of this Bylaw.

L. Provisions for Rules and Regulations:

- 1. The **Town's Chief Administrative Officer (CAO)** may make interpretations of rules and regulations, not inconsistent with this Bylaw for the effectual carrying out of this Bylaw and for the efficient management, control and regulation of the Cemetery.

M. Severability:

- 1. Should any section or part of this Bylaw be found to have been improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

Bylaws, ~~1814-99 and 1910-05~~ are **2085-16** is hereby repealed.

This Bylaw shall come into effect on the date of final passing.

READ a first time this ~~19th day of July, 2016.~~ **20th day of May, A.D. 2025.**

READ a second time this ~~6th day of September, 2016.~~ **20th day of May, A.D. 2025.**

READ a third time and finally passed this ~~6th day of September, 2016.~~ **20th day of May, A.D. 2025.**

Mayor

Assistant CAO

Bylaw 2085-16 ~~Bylaw 2188-25~~
Schedule “A”

1. Purchase of Plot(s)

(a) Resident	\$300.00 \$700.00	plus perpetual care	\$100
(b) Non-resident	\$500.00 \$900.00	plus perpetual care	\$100
(c) Columbarium Niche	\$750.00	plus perpetual care	\$50

2. Opening & Closing Fees (Monday - Friday)

	Summer (May 1-Oct 31)	Winter (Nov 1-Apr 30)
(a) Half Size & Full Size Graves	\$325.00 \$725.00	\$400.00 \$1000.00
(b) Double Depth Graves	\$350.00	\$425.00
(c) Cremation	\$100.00 \$250.00	\$125.00 \$325.00
(d) Columbarium Niche	\$100.00	\$100.00
(e) Columbarium Supervised Access Fee	\$50.00	
Short Notice Burial Extra Fee	\$100.00	\$150.00

Plus \$40.00 for every ½ hour or part thereof Town of Stettler Staff time past 4:30 pm Monday - Friday.

3. Overtime Opening & Closing Fees
(Saturday, Sunday, Holidays)

	Summer (May 1-Oct 31)	Winter (Nov 1-Apr 30)
(a) Half Size & Full Size Graves	\$475.00 \$925.00	\$550.00 \$1200.00
(b) Double Depth Grave	\$500.00	\$575.00
(c) Cremation	\$250.00 \$450.00	\$275.00 \$525.00
(d) Columbarium Niche	\$200.00	\$200.00

4. Monument Permit Fee \$50.00

GST is to be charged on all above items.

MEMORANDUM

To: Leann Graham, CAO
From: Angela Stormoen, Development Officer &
Maddie Standage, Planning & Operations Clerk
Date: May 14, 2025
Re: Advertising / Public Notification Bylaw 2189-25

Background:

The Town of Stettler currently follows the advertising requirements outlined in Section 606 of the Municipal Government Act:

606(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,*
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or*
- (c) given by a method provided for in a bylaw under section 606.1.*

These requirements present several challenges, including reliance on declining newspaper circulation, potential delays due to postal service disruptions, cost of advertising and limitations in reaching residents who prefer digital communication.

The Town's key communication tools (website, Facebook, app) are not formally recognized as an authorized notification method until such time an advertising bylaw is imposed under the current Municipal Government Act provisions. Further, the Town of Stettler Land Use Bylaw 2060-15 requires newspaper publication of approved development permits. Lastly, the current cost of advertising Development Permits as per the current requirements, consumes the cost that is collected for Development Permits.

Advertising Cost Breakdown Per Year

2022		2023		2024	
Board of Trade	\$10,462	Board of Trade	\$8,321	Board of Trade	\$5,220
Town of Stettler *	\$16,257	Town of Stettler *	\$13,235	Town of Stettler *	\$15,488
TOTAL	\$26,719	TOTAL	\$21,556	TOTAL	\$20,708

*Town of Stettler Advertising includes ads for Planning, Taxes, Election & Job Ads

To address these challenges, Section 606.1 of the Municipal Government Act states:

606.1 (1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

The proposed Advertising/Public Notification Bylaw would modernize the Town of Stettler's approach by incorporating a hybrid model that includes traditional print advertisements, direct mail, and digital methods such as the Town's website, social media, and email notifications.

Further, current updates to the Land Use Bylaw will reflect the advertising bylaw requirements.

This bylaw would align with changing resident preferences, enhance accessibility, decrease budget implications, and improve efficiency and reliability of public notifications, particularly during service disruptions.

Review:

The introduction of an Advertising/Public Notification Bylaw presents an opportunity to modernize the Town of Stettler's approach to statutory advertising, ensuring that public notices are effectively communicated to residents through a combination of traditional and digital methods.

By adopting this bylaw, the Town of Stettler will gain greater flexibility in how it informs residents while maintaining transparency, compliance with legislative requirements and remain budget conscious. Council's consideration of this bylaw is a proactive step in ensuring that public notifications remain effective, resilient, and reflective of modern communication trends.

Alternatives:

2. Maintain the status quo and continue following MGA Section 606 requirements.
3. Take other action(s) as determined by Council.

Recommendation:

Administration respectfully recommends that Town of Stettler Council Give 1st Reading to Bylaw 2189-25.

BYLAW 2189-25

A BYLAW OF THE TOWN OF STETTLER TO ESTABLISH ALTERNATE METHODS FOR ADVERTISING STATUTORY NOTICES.

WHEREAS, pursuant to Section 606 of the Municipal Government Act, a Council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under Section 606.1;

AND WHEREAS, pursuant to Section 606.1(1) of the Municipal Government Act, a Council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606 and/or 692;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

Short Title

This Bylaw may be referred to as the Advertising/Public Notification Bylaw.

Definitions

In this Bylaw, unless the context otherwise requires:

- a) "Detailed Notice" means a notice containing all of the information required under Section 606 of the Municipal Government Act.
- b) "Print Media" means any writer or pictorial form of communication produced mechanically or electronically using printing, photocopying, or digital methods from which multiple copies can be made through automated processes.
- c) "Social Media" means any electronic online form of communication through which individuals and groups of users share information and content.
- d) "Statutory Notices" means any notices, including those for proposed bylaws, resolutions, meetings, public hearings, or other things as required to be advertised by the Municipal Government Act.

Advertising Method

Any notice required to be advertised under Section 606 and/or 692 of the Municipal Government Act of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in Section 606 and/or 692:

- a) By publishing in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is being held; and/or
- b) Electronically by posting the notice prominently on the **Town of Stettler's** official website; and/or
- c) Electronically by posting the notice prominently on any of the **Town of Stettler's** official social media sites; and/or
- d) By directly mailing the notice to the necessary residents/businesses; and/or
- e) By posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: **Town of Stettler's** Administrative Office (5031-50 Street, Stettler, AB); and/or

f) Electronically via email, text, or other electronic notification through a subscribed database established for that purpose.

Severability

Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a Court of competent jurisdiction, all other provisions of the Bylaw will remain valid and enforceable.

Effective Date

This Bylaw shall come into force and effect upon adoption of this Bylaw.

READ a first time this ____ day of _____, A.D. 2025.

NOTICE OF ADVERTISEMENT published _____ & _____, 2025.

PUBLIC HEARING held _____, 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



April 30, 2025

Dear Friends,

Let me begin by thanking you for your support and commitment to our Central Alberta Pregnancy Care Centre (CAPCC) Stettler location over the past four years and your ongoing support of our organization as a whole. For 37 years, the CAPCC has equipped and empowered thousands of individuals and families seeking pregnancy-related resources in a confidential, judgment-free setting, bringing compassion to every journey. Our mission, which you have been instrumental in, is to provide these resources and support to those in need.

As an organization that began in Red Deer in 1988, the need for pregnancy-related resources throughout Central Alberta quickly became evident. Over the years, various Central Alberta communities approached us to open a location in their community under Red Deer's oversight and direction. To do so, the CAPCC considered the community's population and potential clients, the level of volunteer support, and the financial commitment needed to obtain the annual revenue.

Some of you may have heard thoughts about the future of our Stettler location, especially with the recent cancellation of our annual fundraising banquet, due to low registrations. The CAPCC board and I spent time considering the number of clients served, the number of volunteers, and donor support from individuals, businesses, and churches over the past year. To continue operations in any location, these must all align to ensure centres are viable. Unfortunately, the Stettler centre location has struggled in all of these areas. We carefully weighed these factors and, after much deliberation, the board and I made the difficult decision to close the Stettler location effective June 30, 2025.

Despite the closure of the physical location, we want to reassure you that our commitment to serving individuals from Stettler and the surrounding area remains unwavering. We will continue to provide virtual support, just as we did before we had a physical location in Stettler. Our dedication to the Stettler community is steadfast, and we will ensure that our services remain accessible and supportive. We understand that this news may be disappointing, and we appreciate your understanding and continued support during this transition. Should you have any questions or comments, please contact us.

Sincerely,
Lisa Smith
Executive Director
403.343.1611
director@pregnancycare.ca

Sincerely,
Teighan Malloy
CAPCC Board Chair
403.343.7769
teighan@surepathgroup.ca