

COMMITTEE OF THE WHOLE
JUNE 10, 2025
4:30 P.M.
AGENDA

1. Agenda Additions/Deletions
2. Agenda Approval
3. Parks, Campgrounds and Public Reserves Bylaw 2-8
4. Policy X-1 (f): Campground Fees 9-12
5. Policy IV-1: Building and Development Fee Schedule 13-20
6. Policy IV-10: Subdivision Application and Processing Fees 21-22
7. Policy XI-1: Town of Stettler Promotional Items Distribution 23-25
8. Policy VII-2(d)(i): Miscellaneous Administrative Fees 26-31
9. Policy VII-2(d)(ii): Tax Recovery Administrative Fees 32-35
10. Policy VII-6: Miscellaneous RCMP Fees 36-38
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12. Policy VII-9: Credit Card Processing Fees (NEW) 42-45
13. Policy I-5(a): Council Code of Ethics 46-50
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21. Adjournment

BYLAW NO.

BEING A BYLAW OF THE TOWN OF STETTLER, TO PROVIDE FOR THE CONTROL AND MANAGEMENT OF PARKS AND CAMPGROUNDS.

WHEREAS THE MUNICIPAL GOVERNMENT ACT, RSA 2000, c. M-26 ENABLES COUNCIL OF A MUNICIPALITY TO PASS BYLAWS RESPECTING PEOPLE AND THE PROTECTION AND PROPERTY, ACTIVITIES AND THINGS IN, ON, OR NEAR A PUBLIC PLACE

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA ENACTS AS FOLLOWS:

SECTION 1 – SHORT TITLE

- 1.1 This Bylaw may be cited as the “Parks and Campground Bylaw.”

SECTION 2 - DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 **“TOWN”** means the Town of Stettler.
- 2.2 **“CAO”** means the Chief Administrative Officer of the Town.
- 2.3 **“PARK”** means land owned or controlled by the Town that is now or hereafter established, dedicated, set apart or designated, specified or made available for use by the public as a park, campsite or picnic site, and includes any and all improvements situated thereon or therein.
- 2.4 **“CAMPGROUND”** means that portion of a park designated as a site on which daytime or overnight Camping is permitted.
- 2.5 **“CAMPING”** includes staying overnight in a Camping Unit or under the open sky.
- 2.6 **“CAMPSITE”** means an identified space within a Campground that has been registered and paid for by an individual/group for a defined period of time.
- 2.7 **“PUBLIC RESERVE”** means those lands that are dedicated and deeded to the Town as provided for and ascribed by the Planning Act of the Province of Alberta.
- 2.8 **“HIGHWAY, VEHICLE, MOTOR VEHICLE, and MOTORBICYCLE”** shall respectively have the same meaning as are ascribed to them in the Highway Traffic Act.
- 2.9 **“BYLAW ENFORCEMENT OFFICER”** shall be appointed by Town as a Bylaw Enforcement Officer, who shall have the authority of a peace officer only with respect to the enforcement of the bylaws of the Town.
- 2.10 **“QUIET HOURS”** shall mean that time between 11:00 pm (2300 hours) and 8:00 am (800 hours) when a Campground shall be free of any excessive noise that should disrupt people sleeping.

2.11 **"PARK ATTENDANT"** is an individual or group hired by the Town of Stettler to monitor activities in the campground from time to time.

2.12 **"ANIMAL"** means any creature not human.

2.13 **"CAMPING UNIT"** shall mean:

- a) a tent
- b) a trailer
- c) a tent trailer
- d) a motor home
- e) a van or
- f) a truck camper

used by a person as shelter equipment while Camping.

SECTION 3 – GENERAL PROVISIONS

3.1 No person shall, while in a Park, Campground or Public Reserve:

- a) Injure, harm, destroy, damage or deface in any way or tamper with anything in such Park, Campground or Public Reserve including without limiting the generality of the foregoing, trees, shrubs, hedges, flowers, lawn, buildings, plumbing, heat or light fixtures, walls, fences, gates, signs, benches, playground equipment, exhibits, wildlife and included all improvements situated thereon or therein.
- b) Enter any area posted as a prohibited area for either motor vehicles, campers or pedestrians unless otherwise authorized by the CAO or duly authorized representative.
- c) Swear or use obscene, offensive or insulting language, fight, be found intoxicated or conduct himself in a disorderly manner.
- d) Start a fire, except in fireplaces provided by the Town for such purposes and except in a barbecue or other portable fire appliance in an area of such Park and Campground specifically designated for such purpose.
- e) Cause, permit or allow any livestock or a domestic animal owned by him/her or under his/her control to be in such park or campground, other than a dog or cat, such dog or cat shall be on a leash at all times, and the owner shall be responsible for said dog or cat as per Bylaws 2049-14 (Cat Bylaw) and 2050-14 (Dog Bylaw).

- f) Contravene any posted or printed regulations governing its use.
- 3.2 No person shall cause, permit or allow any other person under his/her control to do anything prohibited by this Bylaw.
- 3.3 Nothing in this Bylaw shall prevent any employee or agent of the Town from performing his/her lawful duties.
- 3.4 No person shall litter as specifically stated in the Environmental Protection and Enhancement Act.
- 3.5 No person shall:
 - a) Use or operate any radio, television or other music reproduction system in such a manner as to interfere with or lessen the use of enjoyment of the Park and Campground by any other person.
 - b) Discharge any fireworks or related similar apparatus without acquiring direct written consent from CAO or duly authorized representative, including any applicable permits, when necessary, that may apply.
- 3.6 No person shall, while in the Park, Campground or Public Reserve without permission of the CAO or duly authorized representative in writing:
 - a) Be allowed to conduct business in a park, campground, public reserve and/or boulevard without a Town of Stettler Business License.
 - b) Remove any trees, hedges, ornaments, fixtures or structures specifically stated in Section 3, subsection 3.1 a).
 - c) Make a public address or demonstration or otherwise act in such a manner as to cause a public gathering or attract public attention.
- 3.7 The CAO at his/her discretion may regulate in any manner the use of all highways within Parks, Campgrounds or Public Reserves and except registered highways, may cause such highways to be closed.
- 3.8 The CAO may from time to time and for such periods of time as he/she considers necessary for the protection of the Park, Campground or Public Reserve, close such area or portion thereof to the use of the public.

SECTION 4 - CAMPING

- 4.1 No person shall camp overnight in a park or recreation area except in an area designated for that purpose, unless a person is otherwise authorized by a Park Attendant.

- 4.2 All campers must register/pay using the self-registration system provided before taking up a campsite.
- 4.3 No person shall alter a camping permit.
- 4.4 No person shall transfer a camping permit to another person.
- 4.5 Only one camping unit and one additional tent is allowed per site.
- 4.6 Quiet hours are in effect from 11:00 pm (2300 hours) and 8:00 am (800 hours) every day of the week.
- 4.7 No open liquor is permitted off the campsite.
- 4.8 Speed limit within the park is 20 km/hour. All signs must be obeyed.
- 4.9 The Park Attendant may use his/her discretion to refuse admittance to any patron or may request patrons to leave the park, when an infraction of the Town of Stettler Bylaw occurs.
- 4.10 All campers are required to abide by the current fee structure that exists for campsites, serviced, un-serviced and overflow.
- 4.11 Overflow camping is designated by the Park Attendant and all camping units are required to pay as per fee structure for an overflow spot.
- 4.12 On expiry or cancellation of a camping permit, the permit holder shall vacate the campsite and remove all shelter, equipment and other property and ensure the site is left in a clean and orderly manner.

SECTION 5 - POWERS OF THE BYLAW ENFORCEMENT OFFICER

- 5.1 For the purposes of administering this Bylaw, the Bylaw Enforcement Officer and/or the RCMP may:
 - a) Enter on and inspect any land, road, highway, structure or work in a Park, Campground or Public Reserve.
 - b) Order any person in a Park, Campground or Public Reserve to cease or refrain from any action, omission, or conduct that in the opinion of the Officer is dangerous to life or property or detrimental to the use and enjoyment of the area by other persons.
 - c) Remove from a Park, Campground or Public Reserve:
 - i) any person making an unauthorized use of the area
 - ii) any person failing to comply with any provisions of this Bylaw, or

- iii) any person creating a nuisance or disturbance or committing a trespass or any undesirable act, by force if necessary.

SECTION 6 - PENALTIES

- 6.1 Any person who contravenes a provision of this Bylaw is guilty of an offense and upon summary conviction is liable to a fine of not less than \$100.00 nor in excess of \$100.00.
- 6.2 In addition to the foregoing penalties, any person who breaches the provisions of this bylaw or who breaches a law of Canada or the Province of Alberta in or about a public facility, is also subject to any or all of the following sanctions:
 - (a) eviction from the Park, Campground or Public Reserve in which the breach occurred;
 - (b) suspension from entering or using the facilities of the Park, Campground or Public Reserve in which the breach occurred;
 - (c) suspension from entering or using any other Parks, Campgrounds or Public Reserves.

This Bylaw shall come into full force and effect on Final reading thereof.

READ a First time this _____th day of _____ on a motion made by Councillor _____.

MOTION

READ a Second time this ___th day of _____ on a motion made by Councillor .

MOTION

READ a Third and Final time this ___th day of _____ on a motion made by Councillor _____.

MOTION CARRIED UNANIMOUSLY

Mayor

CAO

SCHEDULE "A"
PENALTIES

	OFFENCE	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
Section 3.1 a)	Injure, damage, destroy or remove trees, shrubs, hedges, flowers, lawn.	\$100	\$250	\$500
Section 3.1 a)	Damage, deface in any way or tamper with buildings, plumbing, heat or light fixtures, walls, fences, gates, signs, benches, playground equipment, exhibits.	\$200	\$500	\$1000
Section 3.1 a)	Disturbing wildlife in a park.	\$100	\$250	\$500
Section 3.1 b)	Driving an unauthorized vehicle in a park.	\$100	\$250	\$500
Section 3.1 c)	Swearing or use of obscene, offensive or insulting language, fighting, intoxication or disorderly conduct	\$100	\$250	\$500
Section 3.1 d)	Starting a fire, except in fireplaces provided by the Town for such purposes and except in a barbecue or other portable fire appliance in an area of such Park and Campground specifically designated for such purpose.	\$200	\$500	\$1000
Section 3.1 f)	Contravene any posted or printed regulations governing the use of a Park, Campground or Public Reserve.	\$100	\$250	\$500
Section 3.2	Allowing another to breach the bylaw	\$100	\$250	\$500
Section 3.5 a)	Operating any radio, television, or other music reproduction system in such a manner as to interfere with or lessen the use of enjoyment of the Park and Campground	\$100	\$250	\$500
Section 3.5 b)	Discharging fireworks or related similar apparatus without	\$200	\$500	\$1000

	acquiring direct written consent from CAO			
Section 3.6 a)	Conducting business without a license and permission.	\$100	\$250	\$500
Section 3.6 c)	Make a public address or demonstration or otherwise act in such a manner as to cause a public gathering or attract public attention.	\$100	\$250	\$500
Section 4.1	Unauthorized camping overnight in a park or recreation area.	\$100	\$250	\$500
Section 4.2	Camping without registering or paying.	\$100	\$250	\$500
Section 4.3	Altering a camping permit.	\$100	\$250	\$500
Section 4.4	Transferring a camping permit.	\$100	\$250	\$500
Section 4.5	Camping with more than one camping unit in a campsite.	\$100	\$250	\$500
Section 4.6	Not adhering to campground quiet hours.	\$100	\$250	\$500
Section 4.7	Possession of open liquor outside of campsite.	\$100	\$250	\$500
Section 4.8	Not following posted speed limit(s).	\$100	\$250	\$500
Section 4.9	Failure to leave after request by a Park Attendant.	\$200	\$500	\$1000
Section 4.12	Not vacating campsite as per posted time.	\$100	\$250	\$500
Section 4.12	Not removing all shelter, equipment and other property and ensuring the site is left in a clean and orderly manner upon vacating.	\$100	\$250	\$500

TOWN OF STETTLER

Prepared by: Parks & Leisure Department Number: X-1 (f)
Adopted by: Town of Stettler Council Original Policy: 1989 01 03
Previous Policy: 2019 11 19
Current Policy:

Title: Campground Fees

Purpose: To establish reasonable campground user fees that will recover basic attendants and supplies costs.

Policy Statement: A. User fees for campground overnight camping are as follows:

LION'S CAMPGROUND (62 Street and 47 Avenue)

Free Shower facilities and Wifi provided.

(a) Full Service Sites with 30 amp. power, water and sewer hookups

- \$ 45.00 per night/per vehicle
- \$ 287.00 per week/per vehicle
- \$1090.00 per month/per vehicle

(b) Partial Service Sites with 30 amp. power and water hookups:

- \$ 38.00 per night/per vehicle
- \$244.00 per week/per vehicle
- \$923.00 per month/per vehicle

(c) Sites without utility service \$20.00 per night/per vehicle.

(d) Overflow un-serviced \$15.00 per night/per vehicle.

(e) A Non-Refundable Booking Fee of \$10.00 applied to all booking transactions.

* The above rates include GST

B. Special Uses:

For the purpose of providing a more convenient system for large groups (max 30 units), weekend and long weekend bookings can be accommodated in the un-serviced area at the Stettler Sports Park when available.

A Town of Stettler Rec Facility Agreement must be completed upon booking

Weekend	\$600.00
Long Weekend	\$800.00

DRAFT

Lion's Campground - X-1(f)

- Total of 66 Stalls
 - Full Service (Power, Water, Sewer) – 22 stall
 - Partial Service (Power, Water) – 40 stalls
 - Un-serviced – 4 stalls
- Offers Complimentary Washrooms/Shower Facility, Wifi and Sani Dump
- Much more than a campground (Spray Park, Skate Park, Playground, West Stettler Park area and easy access to all Recreational Facilities)

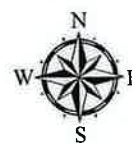


Rate Details (Per Day)	Current	Proposed	Prairie Junction	Rochan	Trenville	Red Deer	Lacombe
Full Service (PWS)	\$40.00	\$45.00	\$58-\$64	N/A	N/A	\$50.00	N/A
Partial Service (PW)	\$35.00	\$38.00	N/A	N/A	N/A	N/A	N/A
Partial Service (P)	N/A	N/A	N/A	\$40.00	N/A	\$38.00	\$36.05
Unserviced	\$20.00	\$20.00	N/A	\$32.00	\$30.00	N/A	N/A
Booking Fee	None	\$10.00	\$8.00	\$12.00	\$12.00	\$10.00	\$10.00



Map produced January 2020
 Intended for general information only
 The Town of Stettler is not responsible
 for any errors or omissions.
 Rates are based on the site colour,
 not the services used.
 Datum: NAD 83
 Projection: UTM Zone 12

Stettler Campground 4621 - 62 St.



1:1,500

0 15 30 60 Meters

MEMORANDUM

To: Leann Graham, CAO

Date: June 2, 2025

From: Angela Stormoen, Development Officer

Re: Amendments to Building & Development Permit Fee Schedule Policy (Policy IV-1)

History:

The Building & Development Permit Fee Schedule Policy was last updated in June of 2023 in correlation with the renewal of the IJD Inspections Ltd. contract which included an increase to the Plumbing, Gas and Electrical Permit fees. Further, the policy was amended to increase the Building Permit fees in 2020, over again, with the renewal of the IJD Inspections Ltd. contract.

The proposed fee amendments in the attached schedule for Development Permit, Municipal Planning Commission and Land Use Bylaw Amendment fees are believed to date back to 2003 or earlier. According to records available to administration the fees date back to 2003, however, are likely to predate 2003 and may have been part of the original policy.

Fee Schedule and Policy Review

As the Development Permit, Municipal Planning Commission and Land Use Bylaw Amendment fees have been unchanged for over twenty (20) years and to align with the advertising bylaw presented to council at May 6, 2025 regular council meeting, administration proposes to slightly increase the permit fees to align with other comparable communities. Further, the change to advertising allows us to keep our fees at a reasonable rate and retain majority of the cost. Keeping the fees low will hopefully in turn encourage development in our community.

Lastly, an additional fee of a \$400.00 plus any advertising costs for “Amendments to Statutory Plans” was added to the policy to ensure costs are covered for any proposed changes to Area Structure Plans, Municipal Development Plan, Intermunicipal Development Plan, etc.

Similar Municipality Fee Comparison

Municipality	Rocky Mountain House	Olds	Innisfail	Lacombe *		Stettler	Stettler Proposed
Residential Development Permit Fee	\$125.00	\$100.00 to \$400.00	\$100.00	\$125.00		\$75.00	\$100.00
Industrial/ Commercial Development Permit Fee	\$150.00	\$500.00	\$150.00	\$250.00		\$125.00	\$150.00
MPC Fee	\$100.00	\$500.00	\$100.00	\$50.00		\$50.00	\$100.00
Amendment to LUB	\$700.00	\$240.00	\$1,000.00	\$1,250.00		\$100.00 + ad costs	\$400.00 + ad costs
Amendment to Statutory Plan	\$700.00	\$1,000.00	\$500.00	\$3,000.00		None	\$400.00 + ad costs

* Applicant pays for advertising cost

Advertising and Permit Fee Comparable

2023		2024	
Total Development Permit Fees Collected	\$6,400.00	Total Development Permit Fees Collected	\$7,000.00
Total Development Permit Advertising Costs	\$5,971.67	Total Development Permit Advertising Costs	\$7,108.05
Difference	\$428.33	Difference	-\$108.05

Recommendation:

That the Town of Stettler Council amends Policy IV-1 “Building and Development Permit Fee Schedule” to increase the fees under section 1 of the policy as per attached schedule.

TOWN OF STETTLER

Prepared By: Administration Number: IV-1
Adopted By: Town of Stettler Council Original Policy: 1992 02 10
Previous Policy: 2023 06 20
Current Policy: 2025 05 __

Title: Building & Development Permit Fee Schedule

Purpose: To establish the fees for granting of permits.

Policy Statement:

1. The Fee for a Development Permit shall be as follows:
Development Permit Fee(s): ~~\$10075.00~~ unless otherwise stated.

Demolition	no charge
Single Family	\$10075.00
Multi Family	\$10075.00 + \$25.00 per dwelling unit to a maximum of \$400250.00
Commercial	\$150125.00
Industrial	\$150125.00
Institutional	\$150125.00

2. The Fee for other Planning & Development processes shall be as follows:

Municipal Planning Commission Application	\$10050.00
This fee is in addition to the applicable Development Permit Fee	
Amendment to Land Use Bylaw	\$400100.00
If this amendment proceeds past 1 st reading the applicant is	+ ad costs
to pay for all advertising cost plus an administration fee of	+35.00 admin fee
\$35.00 for each application	

<u>Amendment to Statutory Plan</u>	<u>\$400.00</u>
<u>If an amendment requires any advertising</u>	<u>+ ad costs</u>

23. The Fee for a Building Permit shall be as follows:

Building Permit Fee Calculation Method as follows:

The method of calculating the Building Permit fee to a construction value as determined by the square footage (or meters) times a pre-determined rate per square foot (or square meter) as per Schedule "A" (attached).

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The minimum Residential Building Permit Fee shall not be less than \$110.

The minimum Commercial, Industrial and Institutional Building Permit Fee shall not be less than \$175.

Building Permit Fee Increase as follows:

Building Permit fee of \$5.00 per \$1,000 of construction value to a maximum \$1,000,000 and \$3.00 per \$1,000 of construction value thereafter.

Should work have been found started before an application was submitted, the permit fee in Section (2) shall be doubled (2x).

Should the work have to be suspended and provided that the suspension does not exceed 1 year and that no changes in the plan have been made, the fee for a new permit shall be one-half (1/2x) of that required in Section (1).

Should the application contain substantial errors or omissions, the fee for re-submittal shall be one-quarter (1/4x) of that required in Section (2).

Provincial Safety Codes Fee = Additional current Safety Codes Council fee

Fire Department Plans Review Fee Calculation Method as Follows:

Plans review fee for Commercial, Industrial, Institutional and High Density Residential based on \$.50 per \$1000 of construction value to a maximum \$1,000,000 of construction value. The minimum fee shall not be less than \$50.00. Declaration of this fee is as per Fire Service Fees Policy XVII-1 (a).

SCHEDULE "A"

	COST PER M²	COST PER FT²
RESIDENTIAL		
Single Family Dwelling:		
Main Floor	\$1,614.60	\$150.00
Second Floor	\$914.94	\$85.00
Attached/Detached Garages, Carports and Permanent Foundation Shed	\$484.38	\$45.00
Nonpermanent Foundation Shed	\$376.74	\$35.00
Basement Construction	\$645.84	\$60.00
Crawl Space-Foundation	\$322.92	\$30.00
Deck	\$376.74	\$35.00
Duplex/Multi-Family/Townhouses (<= 3 Storeys)	1,345.50	\$125.00
Multi-Family (> 3 Storeys)	\$1,399.32	\$130.00
Mobile Homes (all)	Purchase Price	
Renovations	\$645.84	\$60.00
Additions	\$914.94	\$85.00
*COMMERCIAL AND INDUSTRIAL		
Hotel/Motel	\$1,883.70	\$175.00
Renovation	\$807.30	\$75.00
Storage with No Floor or Heat	\$538.20	\$50.00
All Other Commercial and Industrial	\$1,614.60	\$150.00
* Tendered Cost with Professional Involvement (cost per FT² and M² = minimum construction cost calculation)		
INSTITUTIONAL		
All Construction	Tendered Cost with Professional Involvement	
DEMOLITION		
All Construction	Minimum Fee Designated by District	

*For Commercial and Industrial Construction the Town of Stettler will accept the tendered cost with professional involvement, rather than the calculated construction value as the calculated construction value by FT² and M² is a minimum construction value.

HOMEOWNER PLUMBING, GAS AND ELECTRIC PERMIT FEES

Electrical – New Single Family Dwellings	
Square Footage Being Wired Including Basement	Permit Fee
Up to 500	\$200.00
501 – 1000	\$250.00
1001 – 2000	\$300.00
2001 – 3000	\$350.00
3001 – 4000	\$400.00
Attached Garage	Add \$75.00

Electrical – Additions of Renovations	
Square Footage Being Wired	Permit Fee
Up to 500	\$150.00
501 – 1000	\$250.00
1001 – 2000	\$300.00

Electrical – Miscellaneous	
Description	Permit Fee
Connection Only – Manufactured Homes, Relocated Homes or RTMs	\$150.00
Detached Garage/Shop under 1200 ft ²	\$150.00
Detached Garage/Shop over 1200 ft ²	\$300.00
Service Upgrade (100 Amps Max)	\$150.00
Hot Tub Connection	\$150.00
Service Connection	\$150.00
Temporary Service	\$150.00
Solar Panels	\$250.00

Private Sewage Disposal	
Description	Permit Fee
Septic Tank Only	\$175.00
Holding Tank	\$175.00
Open Discharge, Disposal Field, Treatment Mound	\$250.00

Gas – Single Family Dwellings or Farms	
Number of Outlets	Permit Fee
1-3	\$175.00
4	\$195.00
5	\$220.00
6	\$230.00
7	\$240.00
\$10 per additional outlet	

Gas - Miscellaneous	
Description	Permit Fee
Temporary Heat	\$90.00
Service Connection	\$150.00
Appliance Replacement	\$150.00
Garage/Shop Unit Heater	\$150.00
Propane Tank Set	\$120.00
Gran Dryer	\$225.00

Plumbing – Single Family Dwellings or Farms	
Number of Fixtures	Permit Fee
1-6	\$175.00
7-10	\$205.00
11-14	\$225.00
15-18	\$255.00
\$10 per additional fixture	

Plumbing – Manufactured or RTM Homes	
Description	Permit Fee
On Blocking or Piles	\$150.00
On Basement or Crawl Space	Permit Fee is based on actual number of fixtures including basement rough-in

CONTRACTOR PLUMBING AND GAS PERMIT FEES

Plumbing Fee Schedule		
Number of Fixtures	Permit Fee	SCC Levy
1	\$125.00	\$5.00
2	\$130.00	\$5.20
3	\$135.00	\$5.40
4	\$140.00	\$5.60
5	\$145.00	\$5.80
6	\$150.00	\$6.00
7	\$155.00	\$6.20
8	\$160.00	\$6.40
9	\$165.00	\$6.60
10	\$170.00	\$6.80
11	\$175.00	\$7.00
12	\$180.00	\$7.20
13	\$185.00	\$7.40
14	\$190.00	\$7.60
15	\$195.00	\$7.80
16	\$200.00	\$8.00
17	\$205.00	\$8.20
18	\$210.00	\$8.40
19	\$215.00	\$8.60
20	\$220.00	\$8.80
Add \$4.00 for each fixture over 20 up to 50		
Add \$3.00 for each fixture over 50 up to 100		
Add \$1.00 for each fixture over 100		

Propane		
Description	Permit Fee	SCC Levy
Propane Tank Set	\$125.00	\$5.00
Refill Centers	\$170.00	\$6.80
Grain Dryers	\$225.00	\$9.00

Manufactured or RTM Homes		
Description	Permit Fee	SCC Levy
On Blockings or Piles	\$125.00	\$5.00
On Basement or Crawlspace	Permit fee is based on actual number of fixtures including basement rough-in	

Private Sewage Disposal		
Description	Permit Fee	SCC Levy
Holding Tank	\$150.00	\$6.00
Septic Tank Only	\$150.00	\$6.00
Fields or Mounds	\$250.00	\$10.00
Open Discharge	\$250.00	\$10.00
Treatment Plant	\$250.00	\$10.00

Gas Fee Schedule - Residential		
Number of Outlets	Permit Fee	SCC Levy
1	\$125.00	\$5.00
2	\$130.00	\$5.20
3	\$135.00	\$5.40
4	\$140.00	\$5.60
5	\$145.00	\$5.80
6	\$150.00	\$6.00
7	\$155.00	\$6.20
8	\$160.00	\$6.40
9	\$165.00	\$6.60
10	\$170.00	\$6.80
Add \$10.00 for each outlet over 10		

Gas Fee Schedule – Non-Residential		
Number of BTUs	Permit Fee	SCC Levy
0 – 400,000	\$125.00	\$5.00
400,001 – 700,000	\$175.00	\$7.00
700,001 – 1 million	\$195.00	\$7.80
Ass \$5.00 for each 100,000 BTU over 1 million		

Propane		
Description	Permit Fee	SCC Levy
Propane Tank Set	\$125.00	\$5.00
Refill Centers	\$170.00	\$7.00
Grain Dryers	\$225.00	\$9.00

CONTRACTOR ELECTRICAL PERMIT FEES

Instillation Cost (\$)	Permit Fee	SCC Levy
0 – 1500	\$125.00	\$5.00
1501 – 2500	\$140.00	\$5.60
2501 – 3500	\$160.00	\$6.40
3501 – 4000	\$165.00	\$6.60
4001 – 4500	\$170.00	\$6.80
4501 – 5000	\$175.00	\$7.00
5001 – 6000	\$180.00	\$7.20
6001 – 7000	\$190.00	\$7.60
7001 – 8000	\$200.00	\$8.00
8001 – 10,000	\$220.00	\$8.80
10,001 – 15,000	\$240.00	\$9.60
15,001 – 20,000	\$260.00	\$10.40
20,001 – 25,000	\$280.00	\$11.20
25,001 – 30,000	\$300.00	\$12.00
30,001 – 35,000	\$325.00	\$13.00
35,001 – 40,000	\$375.00	\$15.00
40,001 – 45,000	\$400.00	\$16.00
45,001 – 50,000	\$450.00	\$18.00
50,001 – 60,000	\$500.00	\$20.00
60,001 – 70,000	\$550.00	\$22.00
70,001 – 80,000	\$600.00	\$24.00
80,001 – 90,000	\$650.00	\$26.00
90,001 – 100,000	\$700.00	\$28.00
100,001 – 125,000	\$750.00	\$30.00
125,001 – 150,000	\$800.00	\$32.00
150,001 – 175,000	\$850.00	\$34.00
175,001 – 200,000	\$950.00	\$38.00
200,001 – 225,000	\$1,050.00	\$42.00
225,001 – 250,000	\$1,150.00	\$46.00
250,001 – 275,000	\$1,250.00	\$50.00
275,001 – 300,000	\$1,350.00	\$54.00
300,001 – 325,000	\$1,450.00	\$58.00
325,001 – 350,000	\$1,550.00	\$62.00
350,001 – 375,000	\$1,650.00	\$66.00
375,001 – 400,000	\$1,750.00	\$70.00
400,001 – 450,000	\$1,900.00	\$76.00
450,001 – 500,000	\$2,000.00	\$80.00
500,001 – 550,000	\$2,150.00	\$86.00
550,001 – 600,000	\$2,300.00	\$92.00
600,001 – 650,000	\$2,450.00	\$98.00
650,001 – 700,000	\$2,600.00	\$104.00
700,001 – 750,000	\$2,750.00	\$110.00
800,001 – 850,000	\$3,100.00	\$124.00
850,001 – 900,000	\$3,300.00	\$132.00
900,001 – 1,000,000	\$3,500.00	\$140.00
Over 1 Million	Add \$200.00 per \$100,000.00 value	
Temporary Power	\$90.00	\$4.50
Annual Permits	\$300.00	\$12.00

MEMORANDUM

To: Leann Graham, CAO

Date: June 2, 2025

From: Angela Stormoen, Development Officer

Re: Amendments to Subdivision Application and Processing Fees Policy (Policy IV-10)

Background:

The Town of Stettler began processing their own subdivision applications in 1995 after leaving the Red Deer Regional Planning Commission, at which time the subdivision application fee was \$100.00 plus \$50.00 per additional lot. In December of 1997 council approved the Town's current Subdivision Application and Processing Fees Policy which increased the application fee to \$200.00 plus \$100.00 for additional lots and a \$100.00 endorsement fee was introduced.

Fee Schedule and Policy Review:

In reviewing the Town's current rates for subdivision application, it is apparent that the Town's fees are below what similar municipalities are charging. Furthermore, the Town's policy has not been updated in 28 years.

The summary below outlines similar municipalities fees compared to the Town of Stettler's current fees.

Municipality	Camrose	Olds	Parkland Community Planning Services	Eckville	Ponoka		Stettler	Stettler Proposed
Application Fee	\$607.50	\$1,200.00	\$1,200.00	\$500.00	\$500.00		\$200.00	\$350.00
Fee Per Lot Created	\$194.00	\$250.00	\$225.00	\$125.00	\$125.00		\$100.00	\$150.00
Endorsement Fee	\$182.00*	\$100.00*	\$100.00*	\$125.00*	\$125.00*		\$100.00	\$125.00

* Per Lot

Recommendation:

That the Town of Stettler Council amends Policy IV-10 "Subdivision Application and Processing Fees" to increase the fees as per the changes in the attached amended policy.

TOWN OF STETTLER

Prepared By: Administration Number: IV-10
Adopted By: Town of Stettler Council Original Policy: 1997 12 16
12 16 Previous Policy: ~~N/A~~ 1997
2025 Current Policy: ~~1997 12 16~~

Title: Subdivision Application and Processing Fees

Purpose: To establish the fee structure associated with an Application for Subdivision

Policy Statement: Application Fee

The application fee, which is non-refundable, shall be ~~\$350.00 200.00~~ plus ~~\$100.00~~ 150.00 for each new lot being created with the exception of the original parcel which shall not be assessed.

Endorsement Fee

The endorsement fee shall be ~~a basic \$100.00.~~ \$125.00 per lot and due at time of plan endorsement.

Reserve lots, public utility lots, roads and common property within a bare land condominium are excluded from any endorsement fees.

Advertising Costs

~~The Applicant will be responsible for all advertising costs.~~

MEMORANDUM

To: Leann Graham, CAO

Date: June 3, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy XI-1 Town of Stettler Promotional Items Distribution

History:

The current policy for distributing promotional items was last updated in 2002. Similar to many other municipalities, this policy is intended to ensure that promotional items are distributed in a fair and equitable manner. Historically, while not compliant with the policy, pins have been provided at no cost for individual, non-profit, and business requests. Administration has updated the policy to reflect this current practice of distribution.

Budget Implications

Administration has outlined below the raising cost of promotional items (pins) from our last 4 orders each of 5,000 pins.

2024	2020	2014	2010
\$0.388	\$0.318	\$0.298	\$0.223
\$1,940.00	\$1,590.00	\$1,490.00	\$1,115.00

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy XI-1 “Town of Stettler Promotional Items Distribution” as per the policy attached; to eliminate the cost of lapel pins; and ensure more consistency in the review and distribution of other promotional materials streamlining the processes through one staff member.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	XI-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Date:</u>	1987 06 16
	<u>2002 12 03</u>	<u>Previous Policy:</u>	1998 07 07
		<u>Current Policy:</u>	2002 12 03

Title: Town of Stettler Promotional Items Distribution

Purpose: To ensure that Town of Stettler promotional items are distributed in a fair, equitable and necessary basis.

Policy Statement The Town of Stettler believes that it is beneficial for the promotion of the Town to distribute pins, and promotional material in controlled quantities.

All requests for promotional items will be directed through the Communications Coordinator. Requests for items not outlined in this policy will be approved by the CAO.

Requests for prize donations of all Town of Stettler promotional materials, from non-profit groups and organizations, service clubs, and others shall be made in writing to the Communications Coordinator, for review by Town Administration.

Promotional product inventories will be reviewed annually to determine which products should be purchased during the year. Council approves the budget for these products through their annual budget process.

Inventory tracking will be maintained by the Communications Coordinator for all promotional products.

Lapel pins

- Lapel Pins will be provided to individuals, non-profit organizations or other organizations for the purpose of promotion for no charge.

Recognition Certificates

- At the discretion of the Communications Coordinator, Mayor, or CAO, Recognition Certificates may be issued subject to written request and will have no charge.

~~Town of Stettler promotion items will be issued to interested groups as follows:~~

Pins	\$.75 **
Pins with card	\$1.00
Pens	\$1.00

~~Engraved Brass Trays for 50th Wedding Anniversaries or other special occasions~~ N/C

~~Recognition Certificates~~ N/C

~~Table Place Cards~~ N/C

~~The Town of Stettler Mayor and Town Manager may issue the above items at their discretion for promotional reasons.~~

Any promotional items requested from an outside agency that requires mailing will be charged ~~an additional \$3.50~~ \$5.00 per order.

~~** GST is not applied to these items as they are under \$5.00. (Town Policy)~~

MEMORANDUM

To: Leann Graham, CAO

Date: June 3, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy VII-2(d)(i) Miscellaneous Administration Fees

History:

This policy covers a wide range of administrative products and services which has historically emphasized cost recovery versus profit. In 2008 this policy saw a minor amendment changing the price of Occupancy Permits in correlation with the Fire Services Fee Policy, however the last holistic review and amendment occurred in 2002.

Recently, administration completed a review of the policy examining internal cost recovery and conducting a comparative analysis with similar municipalities. As a result of the review, several amendments have been identified for consideration.

Tax Certificates & Tax Searches

These items are often requested by a homeowner, realtor, or law firm to aid in the buying and selling of a property. While not outlined in the policy, the Town of Stettler has historically taken the approach of not charging the associated fee when the documents have been requested by the homeowner. Below are the total revenues and a community price comparison.

2024	2023	2022
\$5,910	\$5,700	\$7,080

Please note approximately 120 Tax Searches are completed for free annually based on the previous practice of not charging for homeowner requests.

Stettler	Stettler County	Wetaskiwin County	Cochrane	Red Deer	Okotoks	Camrose	Olds
\$15	\$30	\$30	\$35	\$40	\$30	\$50	\$30

****Recommend \$30 for all requests**

Letter of Compliance

Letter of Compliance is another document that is often requested to aid in the buying and selling of a property. A Letter of Compliance is a document created by administrative staff to accompany a Real Property Report and outlines if the specifics of a property meet the requirements of the Land Use Bylaw.

Stettler	Lacombe	Westlock	Stony Plain	Beaumont	Blackfalds	Red Deer	Stettler County
\$20	\$85	\$50	\$150	\$150	\$75	\$125	\$40

****Recommend \$75**

While completing the price comparison, administration found that most municipalities charge a rush fee for a Letter of Compliance in addition to the regular fee. A rush fee would be charged when a Letter of Compliance is required within 1 to 3 business days of the initial request. Often, Town of Stettler administration receives requests for a Letter of Compliance in an urgent manner and the service is currently not charged for in this Policy.

Stettler	Lacombe	Westlock	Stony Plain	Beaumont	Blackfalds	Red Deer	Stettler County
N/A	\$125	\$100	\$150	\$150	\$125	N/A	\$80

****Recommend \$100**

Encroachment Agreement

An agreement produced and registered to Alberta Land Titles addressing the circumstance when one part of a structure on a property protrudes into another. Historically the Town of Stettler typically enters into an encroachment agreement when a residential property requests to extend their yard space into an adjacent Town of Stettler right of way.

Stettler	Sundre	Lacombe	Canmore	SV White Sands	Parkland County	Morinville	Peace River
\$20	\$170	\$100 minor \$300 major	\$374	\$300	\$475	\$150	\$300

****Recommend \$100 for residential fences and \$300 for all others plus any additional costs incurred by Alberta Land Titles, surveyor fees and/or legal fees**

Environmental History Letters

A letter produced by administration to help with a Phase 1 Environmental Assessment, the Town of Stettler historically charges \$100 based in the Fire Services Fee Policy.

****Recommend \$100 to match the Fire Services Fee Policy**

Returned Cheque and NSF Fee

The Town of Stettler forwards this \$20 charge incurred by us from the bank onto the customer facing the NSF fee. The Town of Stettler does not make any profit from this charge.

*** Recommend a change of wording to include, \$20 or the equivalent charge that the financial institute have charged the Town of Stettler*

Reprint of Invoice / Bills / Tax Notices

Currently the Town of Stettler does not charge for this service. Administration feels that it is an appropriate time to consider the addition of this charge and has found that most municipalities already charge for reprint / re-email service for any document which has already been supplied to the customer once or that is accessible online for free. Fees below are designated for each reprint. For example if a customer requested to reprint all utility bills for the year they would be charged the below fee twelve times; similarly if a landlord wanted a reprint of all tax notices they would be charged the fee indicated below for each property.

Stettler	Camrose	Olds	Wetaskiwin	Airdrie	Lethbridge	Red Deer	Calgary
N/A	\$10	\$5	\$10	\$10	\$10	\$20	\$25

*** Recommend \$10*

Transfer to Taxes

Under Section 553(1)(a) in the *Municipal Government Act* the Town of Stettler may transfer unpaid utility account balances and other charges related to the property to a tax account (within certain parameters). Historically administrative staff completes this transfer bi-annually, accounting for approximately \$35,000 in unpaid utility charges being transferred to tax accounts each time. The process to transfer these unpaid fees is not immediate and typically takes 3-5 business days. The process involves coordination between four different staff members, each responsible for a specific stage in the workflow. The coordinated effort ensures the process is handled thoroughly, however, following a review of administration fees in different municipalities it was found that several municipalities charge for this additional service.

Stettler	Red Deer	Sylvan Lake	Camrose	Leduc	Crossfield	Canmore	Ponoka
N/A	\$40	\$40	No Fee	\$35	\$55	\$58	\$25

*** Recommend \$40*

A \$40 fee added to each account that is transferred will help recoup approximately \$2,800 annually and further serve as a disincentive to encourage people to pay their bills appropriately.

Large Scale Printing

Large prints of maps/banners/etc. are sometimes requested by organizations or individuals which includes the use of the plotter printer. The plotter can accommodate larger print sizes that a standard office printer cannot. Historically the Town of Stettler has not charged these fees for non-profit organizations, or local organizations serving the community such as Canada Post and Clearview to aid in bus routes and mail delivery.

Stettler	Lethbridge	Lac Ste. Anne County	MD of Taber	Lacombe County	County of Wetaskiwin
\$10	\$30	\$20	\$20	\$15 - \$20	\$20

***Recommend \$20 and \$10 for additional copies. No charge for non-profit and government services at administrative discretion*

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy VII-2(d)(i) "Miscellaneous Administration Fees" per the changes outlined in Schedule A.

Alternative Options:

Recommend changes to the proposed amendments as outlined in Schedule A.

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Administration	<u>Number:</u>	VII-2(d)(i)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1987 02 03
		<u>Previous Policy:</u>	2002-12-03 2008
		<u>Current Policy:</u>	2008 02

02 19

19 _____

Title: Miscellaneous Administration Fees

Purpose: To establish a fee to recover costs in providing property information and services to the public.

Policy Statement: Fees for information and services will be charged as follows:

- ~~- \$0.25 per copy for all photocopy requests.~~
- ~~\$15.00~~ 30.00 per property for all written requests of tax and assessment information.
- ~~\$20.00~~ 75.00 for a Letter of Compliance with a \$100 rush fee when the letter is requested within 1-3 business days.
- ~~\$20.00~~ 100.00 for ~~an~~ residential fence Encroachment Permit and Indemnify Agreement. \$300.00 for all other Encroachment Permit and Indemnify Agreements, plus any additional legal, land titles and/or surveyor costs incurred.
- ~~\$100~~ 35.00 for environmental concerns or other items in accordance with FOIP regulations.
- ~~- \$50.00 for an Occupancy Load Permit for all uses other than non-profit organizations.~~
- ~~\$20.00~~ or the equivalent charge that the financial institute has charged the Town of Stettler per cheque returned from the bank due to insufficient funds, account closure or other reasons. This is due and collectable in the same manner as all other rates and charges levied on that particular account.
- ~~\$5.00 for an reprint or re-email request for any utility bill, invoice, tax notice or other documentation which is available free online or has already been supplied to the customer once.~~
- ~~\$40.00 for any time administration transfers outstanding utility account balances or accounts receivables to tax roll.~~

No GST on the above items as per Revenue Canada.

~~—\$20.00 per copy of the Land Use Bylaw for all requests.~~

- ~~\$120.00 for a 24"x36" printed map~~ or other large scale printing utilizing the plotter. ~~—(\$105.00 for additional copies).~~ No charge for non-profit and government services at administration's discretion.
- ~~—\$4.00 for a 11"x17" printed map. (\$2.00 for additional copies)~~

~~—County of Stettler map—Same cost as County of Stettler.~~

Plus GST on the above items.

MEMORANDUM

To: Leann Graham, CAO

Date: May 26, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy VII-2(d)(ii) Tax Recovery Administration Fees

History:

As recommended by Municipal Affairs, this policy provides ground for the Town of Stettler to levy administration fees on the properties which become subject to the Tax Recovery Procedures under the *Municipal Government Act*. Historically this policy has been based on cost recovery over profit.

Recommendation:

Administration is proposing a general clean up bringing all the fees for each section together creating a simplified process when invoicing, with a slight increase to cover the increased costs in filing and staff wages since the policy was last reviewed in 2013.

Administration respectfully recommends that Town of Stettler Council amends Policy VII-2(d)(ii) "Tax Recovery Administration Fees" as per the policy attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

Prepared by: Administration

Number: VII-2(d)(ii)

Adopted by: Town of Stettler Council

Original Policy: 1987 07 15

10.01

Previous Policy: ~~1997-07-08~~2013

Current Policy: ~~2013-10-01~~2025

Title: Tax Recovery Administrative Fees

Purpose: It is recommended by Municipal Affairs that Town Council pass a Resolution to provide for the levying of an administrative fee on all properties which become subject to the Tax Recovery Procedures under the Municipal Government Act Chapter M-26.1 with amendments.

Policy Statement: A. TAX RECOVERY NOTIFICATION FEE/PROPERTY

Including:

- Land Title Fee - Preparation and mailing of Tax Arrears List ~~\$ 10.00~~
 - Land Title Fee - Filing minimum of ~~10.00 or Actual Cost~~
 - Land Title Fee - Notices sent to registered parties ~~40.00 or Actual Cost~~
 - Land Title Fee - Withdrawal minimum of ~~10.00 or Actual Cost~~
 - Recording and Accounting by Town ~~10.00~~
- Actual Costs or a minimum fee of \$125.00

B. OFFER FOR PUBLIC SALE

Including:

- Advertisement in Alta. Gazette ~~Actual Cost~~
 - Advertisement in Local Newspaper ~~Actual Cost~~
 - Notification by Registered Mail minimum of ~~10.00 or Actual Cost~~
 - Recording and Accounting by Town ~~25.00~~
- Actual Costs or a minimum fee of \$50.00

C. FINAL ACQUISITION

Including:

- Land Title Fee - Preparation and

Mailing of Transfer of Title Form - minimum of	\$ 10.00 or Actual Cost
- Land Title Fee - Notice of Acquisition minimum of	100.00 or Actual Cost
- Recording and Accounting by Town	25.00
	<u>Actual Costs or a</u> <u>minimum fee of \$150</u>

D. REVIVAL OF TITLE

- Land Title Fee - All costs associated with Revival of Title
- Recording and Accounting by Town

~~Actual Cost~~
~~\$ 10.00~~
Actual Costs or a
minimum fee of \$50

E. TAX RECOVERY NOT RELATED TO LAND

- Bailiff Costs
- Storage of Seized Goods
- Public Auction Costs
- Recording and Accounting by Town

~~Actual Cost~~
~~Actual Cost~~
~~Actual Cost~~
~~\$ 25.00~~
Actual Costs or a
minimum fee of \$75

MEMORANDUM

To: Leann Graham, CAO

Date: May 26, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy VII-6 Miscellaneous R.C.M.P. Fees

History:

This policy covers the fee charged at our local R.C.M.P. Detachment when a criminal record check is requested. These fees are collected at the Detachment in accordance with Bylaw 1965-08 and forwarded to the Town Office to process on a regular basis.

The originally policy was created in 2002 at which time administration requested a \$25 fee and Council passed a \$15 fee. The policy has since seen two amendments; in 2004 the fee increased to \$20, and; in 2008 the policy set out volunteer criminal record checks to be free of charge.

Administration has preformed a review and created a price comparison summary below:

Stettler	Vegreville	Innisfail	Camrose	Brooks	Sylvan Lake	Drumheller	Camrose
\$20	\$30	\$40	\$50	\$45	\$40	\$30	\$50

Further, through the review process administration has determined that it is no longer standard to waive the full fee for volunteer criminal record checks, however they are often supplied at a discounted rate. A price comparison summary for volunteer criminal record checks is below:

Stettler	Vegreville	Innisfail	Camrose	Brooks	Sylvan Lake	Drumheller	Camrose
Free	\$10	\$5	\$10	\$10	\$10	\$10	\$10

Recommendation:

With the Support of Staff Sargent Cam Russell, administration respectfully recommends that Town of Stettler Council amends Policy VII-6 "Miscellaneous R.C.M.P. Fees" to increase the fee for a Criminal Record Check from \$20 to \$30 and implement a free for volunteer criminal record checks of \$10.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLE

Prepared by: Town of Stettler Administration Number: VII-6
Adopted by: Town of Stettler Council Original Policy: 2002 07 16
01 08 Previous Policy: ~~2004 02 03~~2008
Current Policy: ~~2008 01 08~~2025

Title: Miscellaneous R.C.M.P. Fees

Purpose: To establish a fee to recover costs in providing a criminal records check for the public, and to detail the procedure for holding and spending of these funds.

Policy Statement: The fee for this service to the public provided by the Stettler R.C.M.P. detachment will be \$~~20.00~~30.00 (includes GST) for each criminal records check.

Where a criminal record check is requested for a voluntary position with a local not for profit, charitable, recognized or public service agency/organization the fee shall be decreased to \$10.00.

The Stettler R.C.M.P. detachment will issue a receipt for each criminal records check. Each receipt will state the Town's GST business number.

The funds collected by the Stettler R.C.M.P. detachment for criminal records checks will be forwarded to the Town of Stettler monthly.

The Town of Stettler will keep all funds forwarded from the Stettler R.C.M.P. detachment for criminal records checks in a separate operational reserve called the "R.C.M.P.-Criminal Records Fee".

The Stettler R.C.M.P. detachment commander, in consultation with the Town Manager, may access the "R.C.M.P.-Criminal Records Fee" reserve to purchase goods and services that will benefit the Stettler R.C.M.P. detachment.

~~Notwithstanding the above members of the public who require a basic criminal records check for a voluntary position with a local not for profit, charitable, recognized or public service agency/organization shall have the otherwise applicable fee waived and the service provided at no charge.~~

MEMORANDUM

To: Leann Graham, CAO

Date: May 26, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Policy VII-8 Paper Billing Fees

History:

As technology continues to evolve, many municipalities and service providers have moved toward e-billing to reduce costs and increase efficiency. The Town of Stettler started offering e-billing for utility accounts in 2014 and has seen a steady increase in the users since, with a large increase in the last couple of years with over half of the current utility account receiving their bills through email. Other invoices have also seen an increase in email requests with an estimated 80% of invoices being emailed out instead of sent via paper mail.

With the increased participants taking advantage of the e-billing, it is an appropriate time to consider implementing a nominal fee for paper bills. A proposed \$1.75 fee would help offset the hard costs associated with printing, processing, and mailing paper statements. This policy is not intended to generate revenue, but rather to support cost recovery.

Recognizing that a significant portion of our population includes seniors who may not have access to or be familiar with digital services and to ensure inclusivity and fairness, we are proposing an exemption within the policy for individuals over the age of 60, so they are not unfairly burdened or penalized.

Administration has provided a comparison table below showing charges seen in other municipalities associated with paper bills.

Camrose	Red Deer	Cold Lake	Ponoka	Wetaskiwin County	Crossfield	Okotoks
\$2.00	\$1.55	\$2.75	No charge	\$2.00	\$2.00	\$2.00

Budget Implications:

The table below represents the physical costs expended by the Town of Stettler to process the utility bills that went out in May 2025.

Utility Bills <i>based on 1,200 in May</i>		
	Per 1	Per 1,200
Envelope	\$ 0.1396	\$ 167.52
Utility Bill Paper	\$ 0.0545	\$ 65.40

Utility Bill Printing	\$ 0.0075	\$ 9.00
Newsletter Paper	\$ 0.0154	\$ 18.48
Newsletter Printing	\$ 0.0530	\$ 63.60
Postage	\$ 1.23	\$ 1,476.00
Approx. 6 Hours Wage	\$ 0.125	\$150.00
TOTALS	\$ 1.625	\$ 1,950
Yearly Total Approx.		\$ 23,400

*** These costs do not include the wear and tear, replacement costs, or technician/repair costs of all machinery used in the process.*

Introduction to Residents:

Administration recognizes that this will be a change to our residents and will work to communicate these changes advertising online and in our newsletter and encourage residents to sign up for ebilling and when applicable, the exemption.

Recommendation:

Administration respectfully recommends that Town of Stettler Council accepts Policy VII-8 “Paper Billing Fees” as per the policy attached, implementing a \$1.75 fee to utility bills and invoices.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLE

Prepared by: Town of Stettler Administration Number: VII-8
Adopted by: Town of Stettler Council Original Policy: 2025 __ __
Previous Policy:
Current Policy: 2025 __ __

Title: Paper Billing Fees

Purpose: To encourage electronic billing by introducing a fee for the issuance of paper bills and invoices, thereby supporting cost recovery of additional incurred by the Town of Stettler through the issuance of said paper bills and invoices.

Policy Statement: This policy applies to all residents, business, and account holders how receive bills or invoices from the Town of Stettler.

All paper bills and invoices will be charged a \$1.75 fee which will be added to the bill or invoice and subject to be treated as part of the total cost due.

This fee will be applied to each individual paper bill or invoice issued by the Town of Stettler.

Residents, businesses, and account holders are encouraged to enroll in the Town's ebilling system to receive their bills and invoices electronically and avoid this fee.

Residents born in the year 1965 or earlier may apply for an exemption to this policy by bringing proof of birth date to the Town Office and fill out an exemption form. Residents who are eligible for exemption and submit the exemption form will continue to receive paper bills and invoices; however will not be charged the \$1.75 fee.

Town of Stettler administration shall be responsible for the implementation and enforcement of this policy.

MEMORANDUM

To: Leann Graham, CAO

Date: May 26, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Policy VII-9 Credit Card Processing Fees

History:

Historically, the Town of Stettler has absorbed all credit card processing fees associated with payments for municipal services. As a result, the Town has limited the acceptance of credit card payments, not allowing them as a form of payment for property taxes, due to the significant costs it would incur. This approach has also limited the flexibility and convenience available to residents when making payments and put the responsibilities of the processing fees to the total tax base instead of the specific ratepayer.

Through recent research and review in comparable municipalities, staff have identified a cost-effective and widely adopted alternative: utilizing third-party service provider that facilitates the direct pass-through of credit card processing fees to consumers at the point of payment, whether online or at a physical terminal. This model enables municipalities to expand payment options without incurring any additional financial burden.

Implementing such a system would allow the Town of Stettler to begin accepting credit card payments for property taxes, offering residents increased convenience and payment flexibility. Moreover, this change would support the expansion of our e-services by allowing taxes to be paid through the ratepayers account and allow residents to access their tax information online—an option previously unavailable due to the inability to accept online payments.

Budget Implications:

While we do not accept credit card payments for taxes the Town of Stettler currently accepts this form of payment for all other services through both the Town Office and Parks and Leisure Office. Every time a credit card is used for payment, online or at a terminal, the Town of Stettler incurs processing fees. Below is a cost summary of these fees which has been funded through out tax base.

2025	2024	2023	2022
\$6,367.32 (April 30)	\$21,424.22	\$20,104.36	\$18,508.46

These fees account for over 0.4% of the tax base annually which ultimately equates to approximately \$7.00 from every tax roll being used to cover credit card processing fees.

Municipal Review:

Administration has included a list of 82 Alberta municipalities which currently forward credit card processing fees onto their customers. Through conversations with some of the below listed municipalities, administration can conclude that this system has been an overwhelming success for other municipalities with many of them indicating their ratepayers are happy with the variety of payment options. In addition to the municipalities listed below, the Stettler Waste Management Authority also utilizes a third-party service to forward the credit card processing fees onto their customers.

<ul style="list-style-type: none">·Birch Hills County, AB·Camrose County, AB·Cardston County, AB·City of Brooks, AB·City of Cold Lake, AB·City of Fort Saskatchewan, AB·County of Forty Mile, AB·County of Minburn, AB·County of Newell, AB·County of Paintearth, AB·County of St. Paul, AB·County of Two Hills, AB·County of Vermilion River, AB·County of Warner, AB·County of Wetaskiwin, AB·Cypress County, AB·Flagstaff County, AB·Lac Ste. Anne County, AB·Lacombe County, AB·Lamont County, AB·MD of Bighorn, AB·MD of Fairview, AB·MD of Peace, AB·MD of Provost, AB·MD of Spirit River, AB·MD of Taber, AB·MD of Willow Creek, AB	<ul style="list-style-type: none">·Muni. of Crowsnest Pass, AB·Ponoka County, AB·Red Deer County, AB·Smoky Lake County, AB·Starland County, AB·SV of Rochon Sands, AB·SV of White Sands, AB·Thorhild County, AB·Town of Barrhead, AB·Town of Bashaw, AB·Town of Bon Accord, AB·Town of Bow Island, AB·Town of Cardston, AB·Town of Castor, AB·Town of Coronation, AB·Town of Devon, AB·Town of Diamond Valley, AB·Town of Drayton Valley, AB·Town of Drumheller, AB·Town of Edson, AB·Town of Elk Point, AB·Town of Hanna, AB·Town of High Prairie, AB·Town of Hinton, AB·Town of Innisfail, AB·Town of Lamont, AB·Town of Legal, AB	<ul style="list-style-type: none">·Town of Magrath, AB·Town of Morinville, AB·Town of Mundare, AB·Town of Nobleford, AB·Town of Onoway, AB·Town of Oyen, AB·Town of Penhold, AB·Town of Picture Butte, AB·Town of Pincher Creek, AB·Town of Ponoka, AB·Town of Provost, AB·Town of Smoky Lake, AB·Town of Spirit River, AB·Town of St. Paul, AB·Town of Sylvan Lake, AB·Town of Taber, AB·Town of Tofield, AB·Town of Two Hills, AB·Town of Vegreville, AB·Town of Wainwright, AB·Town of Westlock, AB·Village of Bittern Lake, AB·Village of Breton, AB·Village of Delburne, AB·Village of Delia, AB·Village of Myrnam, AB·Westlock County, AB·Woodlands County, AB
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Introduction to Residents:

Administration recognizes that passing credit card processing fees on to customers represents a change for our residents and facility users, and we are prepared to develop a thoughtful communication plan through this transition. Administration understands that there may be some initial resistance, as the Town has historically absorbed these costs to provide a seamless payment experience and aims to communicate these changes through means of advertising on our webpage, social medias, monthly newsletter and local

newspaper; sending letters out with invoices; contacting users who typically pay large invoices with credit card; disclaimer on eservices; and communication at the counter.

By aligning our practices with those of many other municipalities, we can better manage operational expenses while continuing to prioritize affordability and access. Importantly, administration is confident that even with the inclusion of credit card processing fees, the Town's service and facility rates will remain competitive and reasonable when compared to similar jurisdictions and municipal options. This approach supports our ongoing commitment to maintaining low costs for residents while ensuring high-quality services remain financially viable.

Recommendation:

Administration respectfully recommends that Town of Stettler Council accepts Policy VII-9 "Credit Card Processing Fees" as per the policy attached; to forward the credit card processing fees onto the user.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLE

Prepared by: Town of Stettler Administration Number: VII-9
Adopted by: Town of Stettler Council Original Policy: 2025 __ __
Previous Policy:
Current Policy: 2025 __ __

Title: Credit Card Processing Fees

Purpose: To establish a procedure to forward credit card processing fees onto the customer choosing to use credit card to pay for fees, fines, rentals, taxes, invoices and other services through the Town of Stettler.

Policy Statement: The Town of Stettler, using a third party provider, will forward all credit card processing fees onto the customer choosing to pay with credit card. This will be a non-refundable fee and based on the tired rate table supplied by the third party.

This policy applies to all departments of the municipality that accept credit card payments for any municipal services.

Clear disclosure of the fee shall be provided at the point of payment, whether in person or online.

This policy shall only cover processing fees directly related to credit card purchases. Debit card, cash, cheque and other forms of payment will not be subject to any processing fees.

MEMORANDUM

To: Leann Graham, CAO

Date: May 26, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy 1-5(a) Council Code of Ethics

History:

Following *Bill 50 Municipal Affairs Statutes Amendment Act* and the subsequent amendments to the *Municipal Government* which repeal Bylaw 2096-17 Councillor Code of Conduct, administration has reviewed ethical guidelines in both the repealed bylaw and the policy and have integrated their key elements to develop this updated policy. This revised version aims to ensure clarity, consistency, and alignment with current standards while preserving the core principals that all Council Members should abide by.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy 1-5(a) "Councillor Code of Ethics" as per the policy attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

Prepared by: Administration Number: 1-5(a)
Adopted by: Town of Stettler Council Original Policy: 1987 05 19
Previous Policy: 1989 11 07
Current Policy: ~~1989 11 07~~
2025

Title: Council Code of Ethics

Purpose: To ensure that the decision-making process in the local government of the Town of Stettler is above reproach.

Policy Statement: In providing for good governance of the community, the Town of Stettler Council has adopted the following ethics to apply to all Councillors to ensure that they act honestly, in good faith and in the best interest of Town of Stettler as a whole.

Councillors agree to act honestly, in good faith and be prepared to be held accountable for their actions at all times.

Councillors agree to respect the personal views of other Councillors.

Councillors will refrain from any public or private criticism of our administration / employees.

Councillors agree to engage in respectful, fulsome, and healthy debate on ALL matters in Council Meetings, Committee of the Whole Meetings, Council Committee Meetings, and at Special Council Meetings.

Council decisions are made by majority vote by Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision.

Councillors agree that they may publicly express their opinions on Council matters but not so as to undermine the standing of Council in the public and in the community.

Councillors agree that unless specifically authorized by Council to represent Council's position on any matter, a Councillor is to ensure that any public statements made are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council.

The Mayor agrees to always represent the opinion or position of Council when speaking publicly, except where statements are identified as solely representing his/her opinion.

Councillors must adhere to the Pecuniary Interest requirements as established in Part 5, Division 6 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

Councillors agree to act with integrity, professionalism, and respect when interacting with other elected officials and government officials, administration / employees, contractors, and members of the public.

Councillors agree to demonstrate fairness, accountability, and impartiality in all Council matters.

Councillors agree to conduct themselves at all times, including online and through social media interactions, in a manner befitting their position as an elected official and representative of Town of Stettler and Councillors agree to consider the welfare and interests of Town of Stettler as a whole.

Councillors agree to keep in the strictest confidence ALL matters discussed in the absence of the public (in camera) at a Council Meeting, Committee of the Whole Meeting, Council Committee Meeting, Special Council Meeting, or any matter discussed in confidence with another Councillor or Town of Stettler Administration.

Councillors agree to not make improper use of his/her position as a Councillor by:

Gaining or attempting to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;

Causing or attempting to cause detriment to Town of Stettler Council, any individual Councillor, any member of Town of Stettler administration / employees, any member of the public, or third parties;

Seeking personal benefit or gain from any information obtained through his/her position as Councillor.

Councillors shall recognize and respect the importance of their commitment towards personal compliance with all Town of Stettler bylaws, policies and general rules. Councillors must be seen to set a good example for "Above the Laws" within their jurisdiction. Where matters of any type of non-compliance are identified, Councillors will promptly make every effort and/or give suitable attention towards satisfactorily rectifying the identified concern or situation.

Members of this Council agree to uphold the intent of these guidelines and to govern their actions accordingly.

~~The Elected Mayor and Council of the Town of Stettler shall:~~

~~——— Declare to the Council (or Administration) at the first opportunity, their interest, or known interests of any close relatives, in any enterprise which proposes to transact business with their municipality; and not discuss or vote on the matter in Council.~~

~~——— Declare to the Council (or Administration) at the first opportunity, their interests, or the known interests of any close relatives, in any property which is subject to a zoning proposal, development proposal, subdivision or any permit or other consideration within their municipality; and not discuss or vote on the matter in Council.~~

~~——— Not use information designated confidential for the personal profit of themselves or any other person.~~

~~——— Not communicate information designated confidential to anyone not entitled to receive same.~~

~~——— Not use their position to secure special privileges, favors, exemptions for themselves, or any other person.~~

~~——— Avoid any situations that could cause any person to believe that they may have brought bias or partiality to a question before the Council.~~

~~——— For a period of 12 months after leaving office, abide by the ethical standards of conduct listed above, including those related to confidential information.~~

~~CODE OF ETHICS~~

~~PAGE 2~~

~~———— The Elected Mayor and Council of the Town of Stettler shall not assume that any unethical activities are condoned if they are covered by or specifically prohibited by these ethical guidelines of conduct or by any legislation.~~

~~———— Members of this Council (or Administration) agree to uphold the intent of these guidelines and to govern their actions accordingly.~~

MEMORANDUM

To: Leann Graham, CAO

Date: June 4, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy I-5(b) Service Recognition for Town of Stettler Members of Council

History:

As part of the policy review prior to the municipal election administration has reviewed the Service Recognition Policy for Council members, specifically related to the gifts presented upon the conclusion of a member's service on Council.

Historically, the dollar value of these recognition gifts has been relatively high and while other municipalities do not recognize Council members with a formal gift we believe it is important to acknowledge the contributions of Council members this way. We are recommending a revised approach that brings the policy in line with practices in other municipalities. The proposed change would see the recognition gift value reduced to a more moderate and consistent level. Below is a community comparison:

Red Deer	Commemorative gift up to \$250 and farewell dinner
Stettler County	\$50 per year of service and a County of Stettler watch if they have served two or more terms
Camrose	Recognition Ceremony in January with formal acknowledgements
Viking	Recognized through external honours only
Olds	Commemorative gift ranging in \$100 - \$2000 based on terms serviced
Lacombe County	Bronze, silver, and gold pins given as long service recognition

Additionally, rather than basing the recognition amount on years served, we propose shifting to a per-term model, recognizing that each Council term is four years and reflects a full cycle of service. This change would better reflect the structure of municipal governance and provide a fair and predictable approach for future recognition.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy I-5(b) by changing recognition totals to \$250 per term served for Councillors and \$400 per term served for Mayor.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

Prepared by: Administration Number: 1-5(b)
Adopted by: Town of Stettler Council Original Policy: 1987 01 20
Previous Policy: ~~2013~~ ~~11~~
Current Policy: ~~2019~~ ~~05~~
182019 05 07
072025

Title: Service Recognition for Town of Stettler Members of Council

Purpose: To establish recognition for members of Town of Stettler Council that are leaving office.

Policy Statement: That following the Municipal Elections or upon resignation from Council, the Member(s) of Council that are not returning shall be recognized for their past term of service.

- The Mayor will coordinate with the CAO and the outgoing Member of Council a form of recognition gift that reflects individuality; meaning that it does not have to be the same for each outgoing Member of Council. A general guideline will be in the approximate amount of ~~\$250 per term served~~~~\$100/per year of service~~ for Councillors and ~~\$200/per year of service~~~~\$400 per term served~~ for the Mayor.
- The presentation of the recognition could be at a public function (Council Meeting) or be done privately at the discretion of the individual receiving the recognition.

MEMORANDUM

To: Leann Graham, CAO

Date: June 4, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Policy I-5(c) Council Electronic Devices

History:

As part of our ongoing efforts to improve governance practices and provide clarity around Council procedures, administration has developed a new *Council Electronic Devices Policy* for your consideration and adoption.

Historically, the Town has not had a formal policy governing the use of electronic devices by Council members. With increased reliance on digital tools for accessing agendas, correspondence, and confidential documents, it is important to establish clear expectations and standards regarding device usage.

This policy outlines the options available to Council members, including the ability to use either a Town-issued device or a personal device, with a technology allowance provided at the start of each term for those choosing the latter. It also sets expectations for security, confidentiality, and consistent device use during meetings.

Administration recommends the adoption of this policy to support consistency, safeguard information, and ensure Council members have the tools necessary to carry out their duties effectively and responsibly.

Recommendation:

Administration respectfully recommends that Town of Stettler Council reviews Policy I-5(c) “Council Electronic Devices” and implements it as a new policy.

Alternative Options:

Council may recommend amendments to the policy.

TOWN OF STETTLER

Prepared by: Administration Number: 1-5(c)
Adopted by: Town of Stettler Council Original Policy: 2025 06 __
Previous Policy:
Current Policy: 2025 06 __

Title: Council Electronic Devices

Purpose: To establish clear guidelines for the use, ownership, and security of electronic devices used by members of Council for official Town business.

Policy Statement: Members of Council require access to electronic devices to efficiently review agendas, attend meetings, and conduct Town-related business. This policy outlines the available options and responsibilities for the use of such devices during their term.

Policy Guidelines:

Device Options

Council members may choose to use either a Town-supplied device or their own personal device for Town-related business.

Acceptable devices include laptops or tablets only. Cell phones are not permitted as the primary device for accessing Council documents or participating in meetings.

Personal Device Allowance

At the beginning of each term, any Council member opting to use their own personal device will receive a \$1,000 technology allowance.

This allowance is intended to offset the cost of purchasing and maintaining a suitable device for the duration of their term.

Device Use Expectations

Council members are expected to bring their designated electronic device to all Council, Committee, and Board meetings.

Members should not use cell phones to access agendas, notes, or other Council materials during meetings.

Devices must be used exclusively by the Council member to whom it is assigned. Shared use is not permitted.

Data Management and Security

All Town-related documents and communications must be stored and accessed only on the designated device.

Council members are responsible for maintaining the confidentiality and security of any sensitive or confidential Town information stored on their device.

Appropriate security measures, such as strong passwords and device encryption, are expected to be used at all times.

End of Term

All Town-issued electronic equipment must be returned to Administration at the end of the Council member's term.

If a member used a personal device, they are responsible for ensuring all Town documents and data are removed upon the conclusion of their service and returned the CAO.

MEMORANDUM

To: Leann Graham, CAO

Date: June 4, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Review of Policy II-3(b) Council Remuneration

History:

Prior to the municipal election it is the responsibility of each sitting Council to review the Council Remuneration Policy to ensure it remains appropriate and fair for the incoming Council.

Administration has completed a review and comparison of remuneration among similar-sized Alberta municipalities with part-time Council members and Mayors. The results indicate that the Town of Stettler's current remuneration levels fall within the mid-range when compared to other municipalities in this category.

	Population	Councillor	Mayor
Westlock	~5,100	\$23,051	\$36,381
Morinville	~10,000	\$21,848	\$43,697
Ponoka	~8,000	\$19,660	\$34,127
Innisfail	~8,700	\$16,800	\$35,400
Olds	~9,200	\$38,524	\$58,658
Rocky Mountain House	~8,000	\$14,400	\$34,800
Wainwright	~6,900	\$15,402	\$30,804

Based on this analysis, Administration recommends no changes to the existing Council Remuneration Policy at this time. The current policy continues to reflect a reasonable and balanced approach that supports public service while aligning with comparable municipal standards.

Recommendation:

Administration respectfully recommends that Town of Stettler Council reviews Policy II-3(b) "Council Remuneration" and approves with no amendments.

Alternative Options:

Council may recommend amendments to the policy.

TOWN OF STETTLER

Prepared by: Corporate Services Committee Number: II-3(b)
Adopted by: Town of Stettler Council Original Policy: 1988 06 21
Previous Policy: 2021 10 26
Current Policy: 2023 12 28
In house - 2025 01 01

Title: Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation

Purpose: To establish Council remuneration and reasonable and consistent meeting, travel, meal, and accommodation allowances for Members of Stettler Council and Members at Large while on Town business.

Policy Statement: Members of Council will receive the following annual remuneration payable every two weeks:

Position	Annual Remuneration	Basic Pay Every Two Weeks	Travel Allowance Every Two Weeks	General Allowance Every Two Weeks	Total Pay Every Two Weeks
Mayor	\$43,316.78	\$1,566.03	\$75.00	\$25.00	\$1,666.03
Councillors	\$21,658.26	\$783.01	\$25.00	\$25.00	\$833.01

Council remuneration will be adjusted annually by the same percentage as is provided to the Non-Union staff.

Basic Pay is an all-inclusive amount provided to Members of Council for their time and service with respect to attending to Municipal matters, including attending in-Town Regular Board and Committee Meetings that they have been appointed to. Basic Pay is taxable.

Travel Expense Allowance is provided to Members of Council as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance, and other expense) incurred to travel to and from meetings (excluding regularly scheduled meetings) as elected representatives of the Municipality. This Allowance covers travel expenses incurred to meet with individual residents and with representatives of

community organizations. It also covers travel costs incurred while representing the Municipality at community events. In addition, it covers travel costs incurred to attend to municipal business matters in their capacities as elected officials of the Municipality. This allowance is provided to offset costs incurred which are not reimbursed through the Municipality's Personal Expense Claim process.

General Expense Allowance is provided to Members of Council as an allowance for various costs including those for phone lines, fax equipment and supplies, copying, computer equipment and supplies, and other expenses. This allowance is provided to offset costs incurred which are not reimbursed through the Municipality's Personal Expense Claim process.

Per diem will be paid to Members of Council for an in-Town extra-ordinary meeting such as:

1. Town Budget Meetings
2. Council Strategic Planning
3. Joint Town and County
4. Board and Committee Special Meetings i.e.: Budget
5. Union Labor Negotiations
6. "Extra-ordinary" external Board related duties "Required" to be performed by a Member of Council during a normal working day. As well as any other "Necessary" Council related duty/function where there is a reasonable expectation of employment/business income loss being incurred by a Member of Council. It is the responsibility of individual Members of Council to accrue this extra-ordinary time in cumulative increments of a minimum of four (4) hours prior to the Mayor's consideration and approval of the applicable full or half day rates. This provision does not apply to a Council Member's time that is reimbursable by the Parkland Regional Library Board or that is interpreted by the Mayor to be part of the Member's regular annual remuneration. The Mayor shall be relatively consistent in his/her interpretation and approval of extra-ordinary per diems for Members of Council so as not to erode usual duties and meeting attendances that are expected to be undertaken as part of the annual remuneration.

at the rate of \$130.00 for meetings up to four hours and \$260.00 for a full day meeting.

The Mayor may authorize the per diem for in-Town business of a significant nature. Any Member of Council has the right of appeal to Town Council if their per diem is not approved.

Members of Council will be paid a per diem for days spent outside of Stettler on Town business at the rate of \$130.00 for meetings up to four hours (including travel time) and \$260.00 for a full day meeting.

All payments made by a Board or Committee to a Member of Council shall be made payable to the Town of Stettler except the Parkland Regional Library Executive meetings. The Parkland Regional Library will reimburse the Town Council member directly for mileage and per diem at their approved rates. Also, a separate T-4 Slip will be issued directly to the Town Council member in this regard.

For Members of Council and Members-at-Large the following reimbursements will apply:

- a) When a conference or meeting location exceeds one hundred (100) kilometers from Stettler and proceedings commence in the A.M., the preceding nights accommodation costs shall be paid upon submission of appropriate receipts.
- b) Out-of-Town travel on Town business will be reimbursed at the rate of \$.50 per kilometer.
- c) Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts. The per diem reimbursement shall apply where meals are provided at the expense of the Member of Council, and are not included in travel fares, conference fees, or provided by others.

This policy acknowledges that the standard \$80 meal per diem may not be sufficiently appropriate for all organizational travel situations that may arise.

Therefore, any reimbursement request for actual meal costs (including other related meal costs such as beverages and partner/guest meals) that in combination exceed \$80 per diem shall require the approval of the Mayor. Such approval or refusal shall be decided on an individual case by case basis having regard for consistency in application while considering the location/venue, degree of organizational representation/networking, the number of guests included, recognition or another reasonably appropriate purpose for which the higher costs were incurred.

The Annual Remuneration for the Mayor and Councillors will be reviewed within the year of the next general election, and preceding the next general election.

TOWN OF STETTLER

MAYOR & COUNCIL REMUNERATION AND BENEFITS

Effective January 1, 2025

Remuneration:

Mayor	Basic Pay every two weeks	\$1,566.03
	Allowance every two weeks	\$100.00
Councillors	Basic Pay every two weeks	\$783.01
	Allowance every two weeks	\$50.00

Allowance is now taxable.

Benefits:

1. AIG – Plan F (see benefit package for current details).
2. Annual Family Pass to the SRC and subject to the same guidelines as relating to permanent full-time employees with the Town's Employee Health and Wellness Policy
 - Members of Council have the option to opt-out of this benefit to avoid incurring a taxable benefit, if any.
 - This benefit is not transferable.

MEMORANDUM

To: Leann Graham, CAO

Date: June 4, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy II-3(c) Council Attendance at Conventions, Workshops and Seminars

History:

Originally adopted in 1988 this policy aims to establish guidelines for Councils' attendance at Conventions, Workshops, Courses, and Seminars. While many aspects remain relevant, administration is recommending minor amendments to reflect current standards and expectations. The revised policy aims to encourage professional development and continuous learning among Council members, while also ensuring responsible and transparent use of public funds. These updates support good governance and align with modern municipal practices.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy II-3(c) "Council Attendance at Conventions, Workshops and Seminars" as attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

Prepared by: Finance Committee Number: II-3(c)
Adopted by: Town of Stettler Council Original Policy: 1988 06 07
Previous Policy: ~~N/A~~ 1988 06 07
Current Policy: ~~1988 06 07~~ 2025

Title: Council Attendance at Conventions, Workshops and Seminars

Purpose: To establish guidelines for Councilors' attendance at Courses, Conventions, and Seminars.

Policy Statement: Members of Council are encouraged to enhance their skills and knowledge in regards to municipal affairs, professional development and continuous learning.

Members of Council may attend workshops to a maximum of ~~six~~-ten days per year. Attendance beyond ~~six~~-ten days per year may be approved by the Town Council.

Suggested attendance at any one workshop is three or less Councilors.

Attendance at any convention, workshop or seminar should align with Town of Stettler strategic planning, operation needs and be applicable to the Council Members' appointed committees.

Attendance at any Alberta Municipalities Conventions does not count towards a Council Members ten days as outlined above and is exempt from the attendance expectation as outlined above. —with the exception being the Annual Alberta Urban Municipalities Association Convention.

MEMORANDUM

To: Leann Graham, CAO

Date: June 4, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy II-7(m) Town Council Committee Appointment System

History:

The current policy was introduced in 2006 with the purpose to classify Council Committees, Boards, and Agencies as well as establish guiding principles and expectations for Council Members while representing the Town of Stettler on these Committees, Boards and Agencies. While this policy has not been kept up to date with the addition of new Committees, Board and Agencies from 2006 Town administration does keep up to date a listing of all appointments in the Board & Committee Appointments documents which is updated annually following the Organizational Meeting of Council.

Upon review administration have expanded on the guiding principles and removed in listing of Committees, Boards and Agencies within the policy referencing the Board & Committee Appointments documents instead.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy II-7(m) "Town Council Committee Appointment System" as attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	II-7(m)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2006 11 21
		<u>Previous Policy:</u>	2006 11 21 <u>2013 11 01</u> (In House)
		<u>Current Policy:</u>	<u>2013 11 01</u> (In House)2025

Title: Town Council Committee Appointment~~Classification~~ System

Purpose: To ~~classify Council's Committees/Boards/Agencies and establish related guiding principles, establish a consistent and transparent process for appointing Council Members to internal and external committees and boards and ensure Council representation aligns with the strategic interests and governance responsibilities of the Town of Stettler.~~

Policy Statement: The Town recognizes the importance of Council participation on committees, boards, and external organizations as a means of fostering effective governance, facilitating informed decision-making, and strengthening relationships within the community and with regional and provincial partners. This policy provides a consistent framework for the appointment, responsibilities, and expectations of Council members serving on such committees, ensuring transparency, accountability, and alignment with the Town's strategic priorities.

All Council committee and board appointments shall be reviewed and made annually, typically following the annual Organizational Meeting of Council.

All appointments to committees and boards must be approved by Council through a formal resolution following the annual Organizational Meeting of Council.

Where appropriate, alternates may be designated by Council to ensure consistent representation in the absence of the primary appointee.

Unless otherwise stated, appointments will be for a one-year term, with the possibility of reappointment based on Council's discretion.

Council members must declare any conflicts of interest related to their committee work.

Council members appointed to committees are expected to act in the best interest of the Town of Stettler, providing regular updates to Council

and reporting on significant matters or decisions affecting the municipality.

Appointed members may be required to submit brief verbal or written reports during Council meetings to ensure transparency and information-sharing.

A Board and Committee Appointments document will be maintained and updated annually to reflect current appointments. This document serves as the official reference for all Council committee responsibilities.

1. Quasi Judicial Principles

- ~~(i) Subdivision & Development Appeal Board~~ ~~Hear and decide appeals.~~
 - ~~Required by legislation.~~
 - ~~Can be made up of elected or non-elected officials.~~

2. Town Agencies

- ~~(i) Beautification~~ ~~Either advisory or in a decision making capacity.~~
- ~~(ii) Citizen Recognition~~ ~~Committee guided by legislation, policy or committee guidelines.~~
- ~~(iii) Development Authority~~ ~~Has an elected official appointed.~~
- ~~(iv) Police Advisory~~

3. Joint Agencies

- ~~1. Stettler Ambulance Authority~~ ~~Governs a regional service.~~
- ~~2. Stettler Waste Management Authority~~ ~~Elected officials usually form the majority or entire Board.~~
- ~~3. Stettler FCSS~~ ~~Most Agencies have a CAO and budget to be approved by the agency.~~
- ~~4. County of Stettler Housing Authority~~ ~~The Board may requisition or request funds from each municipality.~~
- ~~5. Regional Partnership~~ ~~May be subject to Provincial or other regulations.~~

- ~~6. Emergency Management~~
- ~~7. Regional Fire Authority~~
- ~~8. Inter Municipal Planning~~
- ~~9. Water Commission Liaison (New)~~
 - ~~Botha, Hwy 12 & 21 and ECARWG~~
- ~~10. Airport~~
- ~~11. Library~~

12. ~~Museum~~
13. ~~Performing Arts Theatre~~
14. ~~Physician Recruitment~~

4. ~~External Agencies~~

1. ~~Red Deer River Users Group~~ ~~Council usually appoints one member to the Board.~~
2. ~~Red Deer River Water Shed Alliance~~ ~~Independent agencies often set up as a non-profit association.~~
3. ~~Stettler Health Services Foundation~~ ~~May have a significant budget.~~
4. ~~CAEP~~ ~~May act as an advocate for issues/concerns that affect many municipalities.~~
5. ~~Parkland Regional Library~~
6. ~~Stettler Regional Board of Trade & Community Development~~

5. ~~Ad Hoc - Focus~~

1. ~~SRC Updating~~ ~~Limited Term~~
- ~~Advisory~~
- ~~Focused on a specific task.~~
- ~~One or more members of Council may be appointed as well as numerous citizens.~~
- ~~Other municipalities often appoint a member of their Council.~~

~~Guiding principles:~~

1. ~~Every appointment of a Council Member to a civic agency shall be made in accordance with the above classifications.~~
2. ~~Council will review the classifications for additions/deletions each year at their Organizational Meeting.~~
3. ~~All appointments will be by resolution of Council.~~
4. ~~Term~~ ~~The term of office for all Council Members shall be one year to a maximum of two consecutive terms unless authorized unanimously by Council.~~
5. ~~Council Members are appointed to serve as representatives of, and spokespersons for, Council and to represent Council's interests.~~

MEMORANDUM

To: Leann Graham, CAO

Date: May 26, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy II-7(n) Members of Council Email Addresses

History:

Town of Stettler email addresses have historically been supplied to Members of Council to for the purpose of official Town of Stettler Business. As such, Council Members are encouraged to check their emails on a regular basis.

Following *Bill 50 Municipal Affairs Statutes Amendments Act* and the subsequent amendments to the *Municipal Government Act* which established a 72 hour timeline for certain communications between CAO and Council, Administration is recommending that a reciprocal expectation be placed on Members of Council to review and respond to communications with the same timeframe. This would ensure consistent and timely information flow, support effective decision-making, and foster accountability and responsiveness on both sides.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy II-7(n) "Members of Council Email Addresses" to include, *Members of Council are expected to check their emails regularly. Members of Council are encouraged to check their emails daily and shall, unless otherwise indicated that they will be unable to, check their email a minimum of once every 72 hours.*

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	II-7(n)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2013 11 05
		<u>Previous Policy:</u>	N/A 2014 08 05
		<u>Current Policy:</u>	2014-08-05

Title: Members of Council Email Addresses

Purpose: To establish an organization related contact email address for the purpose of official Town of Stettler business.

Policy Statement: That Members of Council be provided with a stettler.net email address for the purpose of consistency and confidentiality for information regarding the Town of Stettler.

Members of Council are expected to check their emails regularly. Members of Council are encouraged to check their emails daily and shall, unless otherwise indicated that they will be unable to, check their email a minimum of once every 72 hours.

This email address will be the property of the Town of Stettler and will only be assessable during Members of Council terms of office.

This email address is only for official/work-related Town business.