

COMMITTEE OF THE WHOLE
JULY 22, 2025
5:30 P.M.
AGENDA

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MEMORANDUM

To: Leann Graham, CAO

Date: July 14, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Repeal of Policy II-1 Performance Appraisal

History:

Since 1986, the Town of Stettler has had a long-standing commitment to conducting performance appraisals to support employee development, provide feedback, and ensure alignment with organizational goals. With the last amendment occurring in 1997, Administration has completed an in-depth review of this policy.

As organizational needs have evolved and departmental practices have adapted, Administration has updated Policy II-1 Performance Appraisal to more accurately reflect current practices among department heads and supervisors. The revised policy maintains the core intent of the original framework while introducing updates that ensure consistency, relevance, and alignment with the Town's operational standards today.

Performance appraisals happen annually and are conducted through a one-on-one process between the employee and their immediate supervisor. This approach continues to hold value, fostering open communication and individualized feedback for both parties. The revisions include the following key clarifications:

- Ability to complete performance appraisals through form or verbally.
- Ensure the form or a summary of discussion is kept on the personnel file.
- Clearly outlines the roles and responsibilities of the supervisor and employee in this process.
- Includes evaluation criteria for supervisors to constantly consider through all departments.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy II-1 "Performance Appraisal" as per the attached policy.

TOWN OF STETTLER

Prepared by: Department Heads Number: II-1
Adopted by: Town of Stettler Council Original Policy: 1986 05 20
Previous Policy: ~~1992 01 21~~ 1997 01 01
Current Policy: ~~1997 01 01~~ 2025

Title: **Performance Appraisal**

Purpose: The purpose of this policy is to establish a clear and consistent process for performance appraisals within the Town of Stettler. Performance appraisals are a key communication tool designed to foster open dialogue between supervisors and employees. They provide an opportunity to celebrate accomplishments, identify areas for growth, reflect on employee initiative and attitude, clarify expectations, and align employee performance with organizational goals. Performance appraisals further provide an equitable and merit-based method of salary adjustments and determining suitability for promotion.
~~To appraise performance in relation to employer expectations; provide a consistent and on-going method for the review of employee job performance; provide for an equitable, merit-based method of salary adjustments; review and evaluate performance in relation to job description; promote open discussion between Supervisor and staff regarding job duties and responsibilities; identify and recognize areas of employee strengths; identify and provide direction and encouragement in areas requiring change or further development; and determine suitability for promotion.~~

Policy Statement: The Town of Stettler is committed to supporting the professional development of its employees through regular performance appraisals. These appraisals are designed to encourage two-way communication, strengthen working relationships, and ensure mutual understanding of expectations and performance.

Supervisors and employees are both responsible for contributing to a productive and respectful appraisal process that results in meaningful outcomes and actionable plans for continuous improvement.

Performance appraisals shall be done annually prior to the anniversary date of the hiring of an employee, except in the first year where an additional appraisal shall be completed after the three-month probation period. Additional performance reviews may be conducted at the discretion of the supervisor or

department head when circumstances warrant (i.e. after a probationary period, during a performance improvement plan, or following significant changes in duties). In the first year, an appraisal shall be done after the six month probation period.

While performance appraisals provide supervisors with a merit-based method for salary adjustments and promotions, appraisals may not be directly tied to compensation adjustments or promotional opportunities in all cases.

Performance Evaluation Process

Preparation: Supervisors may, with employee input, decide to complete the performance appraisal verbally or with an evaluation form. If the appraisal will be completed with an evaluation form, both the employee and the supervisor shall complete the form prior to the meeting.

Evaluation: A one-on-one performance appraisal meeting will be scheduled and conducted in a private and respectful setting. The meeting will serve as a structured but open dialog for both parties to review and compare evaluation criteria, discuss accomplishments and challenges, provide feedback and recognition, set goals and expectations for the upcoming year, and identify professional development and/or training opportunities.

Documentation: Completed evaluation forms or a summary of appraisal discussion shall be signed by both the supervisor and the employee to acknowledge participation. All documents will be submitted and kept in the employee's personnel file.

Appeal: Following the formal appraisal, any employee may appeal in writing to the next level of supervision concerning the contents of the appraisal.

Roles and Responsibilities

Supervisor: Prepare for and conduct fair, respectful, and constructive appraisals.
Offer timely feedback and recognition.
Identify support and resources for employee development.
Complete a summary of appraisal to be kept in the employee's personnel file.

Employee: Participate actively in the appraisal process.
Provide honest self-assessment.
Engage in dialogue regarding goals, performance, and development.

~~The regular full-time management employee shall be appraised on his/her job performance and rated as follows:~~

- ~~—Exceeds position requirements~~
- ~~—Meets position requirements~~
- ~~—Meets position requirements, but needs skill development~~
- ~~—Fails to meet position requirements—place on probation~~
- ~~—Demote or separate~~

~~The regular full-time non-management employee shall be rated as follows:~~

- ~~—Excellent~~
- ~~—Very Good~~
- ~~—Good~~
- ~~—Marginal~~
- ~~—Poor~~

~~Appraisals shall be prepared by the employee's immediate supervisor and reviewed with the next level of supervision prior to the appraisal being conducted.~~

~~For the Director of Parks & Leisure Services position, the Parks & Leisure Board Chairman will be consulted prior to the appraisal by the Town Manager.~~

~~Ranges will be established for the various work classifications by Council.~~

~~Merit increases (grid steps) within established salary ranges will be considered on the basis of the annual performance rating.~~

~~Anti-inflationary adjustments, when approved, will be applied to individual salaries as well as the salary ranges.~~

~~An employee who has reached the upper limit of the salary range will only be eligible for anti-inflationary adjustments.~~

~~Part-time Summer positions including students will be evaluated by their Supervisor prior to the end of the work term.~~

EVALUATION CRITERIA

1. Job Duty Evaluation – consider what aspects of the job they are excelling at and what items might need improvement in
2. Production and Performance – consider the amount of work done and the promptness with which it is completed
3. Quality of Work – consider the quality and accuracy of work, regardless of volume
4. Attitude – consider ability to get along with others, helpfulness with other staff and public, general conduct and cooperativeness
5. Initiative – consider manner of application of work and amount of supervision received
6. Supervisory Ability – when applicable, consider the ability to organize the activities of a group to maximize efficiency and smooth working relationships
7. Attendance and punctuality – consider how often the employee is away from work (other than vacation) and if the employee is often late
8. Successes – consider parts of the job the employee has been most successful
9. Improvement – consider parts of the job the employee may need improvement
10. Training – what training has taken place in the last year and what training should take place in the coming year
11. Goals – what are the employee's future goals

MEMORANDUM

To: Leann Graham, CAO

Date: July 7, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Repeal of Policy II-2(b) Employee Pension Benefits

History:

Originally implemented in 1998 this policy established the minimum hours of work required in a week for part time employees to participate in pension benefits. Currently the Town of Stettler participates in the Local Authorities Pension Plan (LAPP) and as such LAPP has predetermined minimum thresholds that are use to determine participation. As such, the Town of Stettler no longer requires a separate policy to determine pension eligibility based on hours worked. LAPP's criteria govern who qualifies to contribute to the plan, making additional municipal requirements unnecessary.

Recommendation:

Administration respectfully recommends that Town of Stettler Council repeals Policy II-2(b) "Employee Pension Benefits".

TOWN OF STETTLER

Prepared by: Personnel Committee Number: II-2(b)
Adopted by: Town of Stettler Council Date: 1987 06 02
Revised:

Title: **Employee Pension Benefits**

Purpose: To establish minimum hours of work required for Town of Stettler regular part-time employees to be eligible for pension benefits.

Policy Statement: A regular part-time employee must work a minimum of twenty-eight (28) hours per week in order to be eligible for pension benefits with the Town of Stettler.

MEMORANDUM

To: Leann Graham, CAO

Date: July 7, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Repeal of Policy II-2(c) Membership in Service Clubs

History:

Originally implemented to provide for the payment of one service club membership fee a year for the Mayor and Town Manager (CAO) the goal of this policy was to support community engagement initiatives. This policy is no longer being utilized in practice, and a review of comparable municipalities indicates that such policies are uncommon. As a result, Administration recommends that the policy be repealed.

Recommendation:

Administration respectfully recommends that Town of Stettler Council repeals Policy II-2(c) "Membership in Service Clubs".

TOWN OF STETTLER

Prepared By: Corporate Services Committee Number: II-2(c)
Adopted By: Town of Stettler Council Date: 1991 10 01
Revised:

Title: **Membership In Service Clubs**

Purpose: To establish a guideline for the payment of Service Club Dues for the Mayor and Town Manager.

Policy Statement: To encourage liaison with members of the community, the Town of Stettler will pay the annual dues for the Mayor and Town Manager for one Service Club of their choice.

MEMORANDUM

To: Leann Graham, CAO

Date: July 15, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy II-4(c) Employee Hiring and Employment Process

History:

The Town of Stettler has made several updates to Policy II-4(c) Employee Hiring and Employment Process to improve organizational risk management and enhance public safety. These changes formalize existing practices and introduce new measures to ensure due diligence during the hiring process.

1. Driver's Abstracts

While obtaining driver's abstracts has been a long-standing practice for positions requiring the operation of Town vehicles or equipment, this requirement has now been formally added to the hiring policy. Driver's abstracts may also be reviewed on every two years or at the discretion of the department head.

2. Criminal Record Checks

A new section has been added requiring criminal record checks for new employees and will be initiated at the discretion of the department head. Only convictions that are directly relevant to the nature of the employee's position will be considered grounds for employment termination or disqualification.

3. Vulnerable Sector Checks

To strengthen safeguards for our community, vulnerable sector checks will now be required for employees in positions that involve close contact with vulnerable populations, primarily within the Parks and Leisure Services department. Similar to driver's abstracts, these checks will be updated every two years or as directed by the department head.

These additions are part of our ongoing commitment to responsible hiring practices and protecting both the Town of Stettler and the public we serve.

Recommendation:

Administration respectfully recommends that Town of Stettler Council Amends Policy II-4(c) "Employee Hiring and Employment Process" as per the attached policy.

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-4(c)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 04 15
		<u>Previous Policy:</u>	1998 08 31 2017 02 21
		<u>Current Policy:</u>	2017-02-21 2025

Title: **Employee Hiring and Employment Process**

Purpose: To establish practices, procedures, and conditions relevant to the selection and employment of personnel. The Town of Stettler is committed to ensuring that employment opportunities, including advancement for current employees, are open to all qualified applicants on the basis of their experience, abilities and qualifications and that the selection process is conducted in a fair, transparent and equitable manner.

Definitions: Collective Agreement: between the Town of Stettler and Canadian Union of Public Employees Local 971 (CUPE) shall apply to those classifications that appear in the "Wage Schedule" of the agreement and to new positions falling within the scope of the bargaining unit.

Permanent Full-time: an employee who has been hired for an ongoing position, working full-time hours where there is no defined end date of employment. This position is eligible for all benefits.

Permanent Part-time: an employee who has been hired for an ongoing position, working less than full-time hours but working for six (6) or more hours/day and more than thirty (>30) hours/week, where there is no defined end date of employment. This position is eligible for all benefits.

Recurring Casual: an employee who has been hired for a pre-determined period of time not exceeding twelve (12) months on a recurring yearly basis, working full-time hours.

Casual: an employee who has been hired for a pre-determined period of time not exceeding twelve (12) months, working full-time hours.

Seasonal: an employee who has been hired as a non-permanent seasonal nature for between five (5) and eleven (11) months, working full-time hours.

Part-time: an employee who has been hired for an ongoing position, working less than thirty (<30) hours/week.

Inactive Part-time: an employee's status will be set to inactive when the employee has not done any work or earned any insurable earnings for 30 days. After ten (10) months the status will change to terminated with notice.

Full-time Hours: a position requiring regularly scheduled hours of work:
at seven (7) hours/day thirty-five (35) hours/week;
or at seven and a half (7½) hours/day thirty-seven (37) hours/week;
or at eight hours (8) hours/day forty (40) hours/week.

Responsibilities: Town Council shall approve and authorize any newly established permanent positions.

Hiring of employees is management's responsibility. Only the most qualified applicants available will be selected.

Hiring Responsibility:	<u>Position</u>	<u>Hiring Responsibility</u>
	Town Manager (CAO)	Town Council
	Department Head	CAO
	Supervisor	Department Head -with CAO input
	Other Personnel	Supervisor -with Depart. Head input -optional input from CAO if desired.

New employees are to be carefully selected with respect to skills, attitude, education, experience, ability to meet the position requirements, previous service, and overall fit within the organization.

Promotion and transfers from within are encouraged and will be based on a variety of factors; including qualifications, potential for success in the new position/department and seniority.

When all factors are equal, preference for essential personnel will be given to Town of Stettler residents.

Job Postings: All job applicants (including former employees) must submit a resume.

When a vacancy occurs or a new position is created, notice of the position will be posted internally and externally to ensure all interested applicants are advised and the hiring process can be completed in a timely manner (refer to Collective Agreement Article 9 if applicable). Preference in the evaluation process will be provided for any internal candidates with suitable qualifications.

Interviews: Applications are to be screened, under the supervision of the Department Head, using the position qualifications. Applicants who are assessed as suitable will be selected for interviews. Interviews shall be scheduled and conducted by the applicable Department Head/Supervisor utilizing consistent department based questions for all candidates. References must be contacted, qualifications shall be validated and any other hiring considerations checks which are part of the selection process should be conducted. A summary of evaluations with results will be reviewed by the Department Head.

Offer Letter: An employment offer letter outlining start date, wages, probationary period, benefits, vacation, termination, confidentiality and acceptance will be approved by the Department Head and CAO prior to presentation to applicant.

Driver Records: For any position requiring the individual to operate a Town owned vehicle the Town shall request and maintain on file:

- A 3 year driver abstract for Class 5 & 6 drivers
- A 3 year commercial driver abstract for Class 1, 2, 3 & 4 drivers

The Town of Stettler shall update abstracts every 2 years or at the request of the supervisor or department head.

Criminal Record: Following a conditional job offer and at the discretion of the supervisor and/or department head the employee shall obtain a criminal record check to supply to the Town of Stettler.

The requirement for a criminal record check will be identified in the job posting and/or communicated during the hiring process. Any costs associated with obtaining these checks shall be reimbursed by the Town of Stettler upon successful completion and hiring.

Criminal Record check shall be reviewed by the Town of Stettler HR Department and/or hiring manager where all information will remain confidential and only relevant offenses will be assessed and cause for termination.

Vulnerable Sector: Vulnerable sector checks will be required for any employee over the age of 18 working closely with children. The requirement of a vulnerable sector check will be at the discretion of the department head. Positions required to obtain a vulnerable sector check include but are not limited to:

- Lifeguards
- Parks and Leisure Operators

The requirement for a vulnerable sector check will be identified in the job posting and/or communicated during the hiring process. Any costs associated with obtaining these checks shall be reimbursed by the Town of Stettler upon successful completion and hiring.

Following a conditional job offer and at the discretion of the supervisor and/or department head the employee shall obtain a vulnerable sector check to supply to the Town of Stettler.

The position may be terminated if the employee does not obtain clearance.

Vulnerable sector checks shall be updated every 2 years or as requested by the department head.

Orientation: Upon acceptance, orientation will be provided to review: workplace policies; health and safety policies; rules and regulations; other job specific information; payroll and benefit forms; facility tours; and staff introductions.

Probationary: All employees shall initially serve a probationary period of three (3) months (**or** as per Collective Agreement). The probationary period may be extended for a second three (3) month period at the discretion of the CAO or Department Head. The employment relationship may be ended at any time during the probationary period (without notice for both periods). Benefits for permanent positions shall commence from date of employment.

Seniority: Seniority and qualifications shall be a factor used in determining preference or priority for promotions, transfers, demotions, layoffs, and recall (**or** as per Collective Agreement).

Discipline: When deemed necessary to warn an employee in a manner indicating that suspension or dismissal may follow, the employer shall give such warning in writing to the employee. The employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file. In consultation with the CAO and depending on the severity of the violation, the discipline process may start at Step 2, 3 or 4. A legal opinion may be necessary to determine with or without cause. Past written or other disciplinary notices shall be removed from the employee's personnel file after a period of twenty-four (24) months.

Discipline process:

- Step 1 - Verbal Warning – 1st time
- Step 2 - Written Warning – 2nd time
- Step 3 - Two-day Suspension – 3rd time
- Step 4 - Dismissal – 4th time

Family Members: An employee is not affected if a family member is elected to Council after the employee has commenced employment with the Town of Stettler.

No members of the same family may work for the same department of the Town of Stettler without the prior consideration and authorization from the CAO. For this purpose, same family, shall be defined as father, mother, son, daughter, brother, sister,

husband/wife, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, niece, nephew, and any common-law relationship.

Young Persons: Applicants between the ages of 15 to 17 years old may not work between the hours of 12:01 a.m. to 6:00 a.m. without legislated supervision.

Other Interests: Employees may be required to undergo a medical examination with a physician or appropriate practitioner selected by the Town of Stettler to ensure suitability within the job description. The examination would be at the Town's expense.

Employees must conduct themselves, both on and off the job, in such a manner and act in such a way that there will be no adverse reflection upon the Town of Stettler and ensure that they are ready, willing, and able to perform all job functions.

Loyalty and full commitment towards employment with the Town of Stettler is expected from all employees.

MEMORANDUM

To: Leann Graham, CAO

Date: July 7, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to:

Policy II-4(d) Regular Hours of Work

Policy II-7(a) Overtime

Policy II-7(b) Vacation

Policy II-7(k) Leave of Absence

History:

These policies have historically mirrored the provisions outlined in the CUPE Collective Agreement to ensure consistency and fairness across the organization. However, these policies no longer reflect the current terms negotiated with CUPE and the benefits all employees receive. To maintain alignment with the collective agreement and ensure our internal policies remain accurate and relevant, this policy requires an update.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy II-4(d) "Regular Hours of Work", Policy II-7(a) "Overtime", Policy II-7(b) "Vacation", and Policy II-7(k) "Leave of Absence" as per the policies attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-4(d)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2007 11 06
		<u>Previous Policy:</u>	N/A 2007 11 06
		<u>Current Policy:</u>	2007 11 06 2025

Title: **Regular Hours of Work**

Purpose: To establish practices, procedures, and conditions relevant to the regular hours of work with the Town of Stettler.

Policy Statement: With the exception of employees working a compressed work schedule the regular hours of work for full-time employees shall be based (according to the specific department) on either eight (8) hours per day/forty (40) hours per week or seven (7) hours per day/thirty-five (35) hours per week. There shall be an unpaid lunch break up to one (1) hour per day. Reference to lunch breaks shall not apply to Recreation and Water Treatment Plant employees.

Hours of work for the Public Works Operation shall be between 4:00 a.m. and 6:00 p.m. daily, Monday through Friday.

Hours of work for the Town Office shall be between 8:30 a.m. and 4:30 p.m. daily, Monday through Friday.

Hours of work for the Recreation Operation shall be arranged to the needs of the operation. Employees required to work for the Recreation Operation shall be entitled to two (2) consecutive days off in each week.

Hours of work for the Water Treatment Plant Operation will remain the same as the Town Shop. Each Water Treatment Plant employee will receive at least three (3) days off per pay period. As least two of these days must fall on a consecutive Saturday and Sunday. Water Treatment Plant employee's work day shall begin at the time the employee reports for work at the Town Shop and traveling to and from the Water Treatment Plant shall be paid time.

A shift differential of \$~~1,000.75~~ per hour shall be paid to all employee's whose work falls between 16:30 and 7:30 hours Monday to Friday. A weekend premium of \$~~1,2500~~ per hour shall be paid to all employees whose work falls between 07:31 hours Saturday and 7:29 hours Monday. The annual wage adjustment shall be applied to the shift differential based on CUPE negotiations.

TOWN OF STETTLER

<u>Prepared By:</u>	Department Heads	<u>Number:</u>	II-7(a)
<u>Adopted By:</u>	Town of Stettler Council	<u>Original Policy:</u>	1989 10 04
		<u>Previous Policy:</u>	1995 03 01
			1997 01 01
			2012 02 03
			(In House)
		<u>Current Policy:</u>	1997 01 01
			2012 02 03
			(In House)
			2025

Title: **Overtime**

Purpose: To outline Overtime Procedures for the Town of Stettler non-union employees.

Policy Statement: All time worked beyond the normal work day, on an employee's day off or on a Statutory Holiday shall be considered as overtime.

* Those employees of the Town of Stettler who do not complete time sheets (i.e. Management or Technical) are not eligible for overtime.

* All overtime or time off in lieu must be pre-authorized by the Supervisor.

All time authorized by the employer and worked by the employee beyond their normal work day or normal work week shall be at time and one-half (1 ½).

- Statutory Holiday - at double time (2X).
- The employee has the option of receiving overtime pay or time off in lieu at the applicable overtime rate.
- The lieu time can be banked to a maximum of one week (60 Hours).
- The lieu time leave requests will be agreed upon between the Employee and the Supervisor and these requests shall not be unreasonably denied.

* **NOT IN THE UNION AGREEMENT**

Every employee who is called out and required to work in an emergency outside regular working hours on a scheduled day off, shall be paid a minimum of ~~one-two~~ (2+) hours straight-time or actual time worked at overtime rates, whichever is greater, and shall be paid from the time the employees leaves their home to report for duty until the time they arrive back upon proceeding directly from work so long as they live within the Town limits, and if living outside the limits, compensation shall be similar to that allowed an employee living in the Town. Additional call within a ~~one-two~~ (2+) hours period shall, for the purpose of calculations, be considered as one call. Employees that have the capabilities to access and correct problems by computer or by other remote access will be paid ½ hour at the overtime rate to correct the problem via computer. Additional call outs/alarms during the ½ hour period shall be considered one call. If a field visit is not required and work can be completed on the computer and extends past this ½ hour time period; the employee shall be paid for the actual time worked at the overtime rate or ½ hours, whichever is greater.

Every employee who is called out and required to work in an emergency outside regular working hours during a normal shift, shall be paid a minimum of ~~one-two~~ (2+) hours at overtime rates and shall be paid from the time the employee leaves their home to report for duty until the time they arrive back upon proceeding directly from work so long as they live within the Town limits, and if living outside the limits, compensation shall be similar to that allowed an employee living in the Town. Additional call within a ~~one-two~~ (2+) hours period shall, for the purpose of calculations, be considered as one call. Employees that have the capabilities to access and correct problems by computer or by other remote access will be paid ½ hour at the overtime rate to correct the problem via computer. Additional call outs/alarms during the ½ hour period shall be considered one call. If a field visit is not required and work can be completed on the computer and extends past this ½ hour time period; the employee shall be paid for the actual time worked at the overtime rate or ½ hours, whichever is greater.

Duty Requirements:

Water Department

- If an employee is hired at entry level, they must work in the water department for 1 year + 3 months before being put on the duty system.
- If an employee is hired at step 2 or higher, they must work for the water department for a minimum of one year before being put on the duty system.
- Hold a Class 3 Licence with Q Endorsement.

Transportation Department

- If an employee is hired at entry level, they must work in the transportation department for 1 year + 9 months before being put on the duty system.
- If an employee is hired at step 2 or higher, they must work for the trans department for a minimum of one year before being put on the duty system.
- Hold a Class 3 License with Q Endorsement.

Mechanic and Helper

- Minimum one year + 9 months working for the department before being put on the duty system.
- Current Mechanic is not required to hold a Class 3 with Q Endorsement, however we will look to have the requirement for future hires.

Management

- Automatic at Start.
- Class 3 with Q Endorsement recommended.

When the yearly duty schedule is picked, employees that will become eligible for duty in the upcoming year, will be required to select duty weeks after their eligible date. The employee's week requirement will be prorated based on the time of year they are qualified for duty.

A minimum 6 training sessions per year to be held to train all staff (not just duty staff) on how to respond to all types of duty related issues.

TOWN OF STETTLER

<u>Prepared By:</u>	Department Heads	<u>Number:</u>	II-7(b)
<u>Adopted By:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 06 03
		<u>Previous Policy:</u>	1997 01 01
			<u>2003 01 01</u>
			(in house)
		<u>Current Policy:</u>	<u>2003-01-01</u>
			(in house)
			<u>2025</u>

Title: **Vacation Allowance**

Purpose: To establish vacation allowance guidelines for the Town of Stettler non-union employees.

Policy Statement: Holidays shall not unduly interfere with the work requirements, which are first and foremost. The Town Manager in his approval of the vacation year holiday schedule shall require each Department Head's assurance of adequate staffing within their area of responsibility.

Vacation allowance earned to April 30th, shall be taken by April 30th of the following year except when prior approval of the Town Manager is granted to carry the allowance forward for special circumstances.

Vacation leave shall be scheduled and allotted based on the following order of priority:

1. Level of supervisory position.
2. Seniority based on length of service.

Following the scheduling of holidays, a request for change shall be granted only where that change has no effect on the schedule of another employee.

Advance vacation may be taken with special permission and shall be subtracted from the employees' future entitlements.

~~Employees shall take their holidays in the following manner:~~

~~1. One continuous period.~~

- ~~2. In separate periods of not less than five (5) consecutive days.~~
- ~~3. A maximum of five (5) single work days off.~~
- ~~4. Employees shall not take less than one (1) day vacation.~~
- ~~5. A statutory holiday that falls during an employees' annual vacation may be added to the end of the vacation allowance or taken at another time.~~

A permanent employee shall receive an annual vacation with pay in accordance with their years of employment as follows:

After one (1) year of service	ten (10) working days
After three (3) years of service	fifteen (15) working days
After seven (7) years of service	twenty (20) working days
After fourteen (14) years of service	twenty-five (25) working days
After twenty-two (22) years of service	thirty (30) working days

Vacation entitlement shall not accrue during periods of unpaid leave.

All other employees shall be paid vacation pay in accordance with the Employment Standards Code.

A standard vacation period of May 1 to April 30th shall be used to calculate vacation entitlements in each calendar year and employee anniversary dates shall be utilized to calculate increased vacation day allotments as seniority changes.

No employee shall be required to work during their scheduled vacation. However, should an employee agree to work when requested during their scheduled vacation, the employee shall be paid double the regular rate of pay. In addition the employee shall be granted additional days with pay to make up for lost vacation time.

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-7(k)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1989 08 05
		<u>Previous Policy:</u>	1997 01 01 2006 01 01 2020 12 15 (Motion 2020-12-40)
		<u>Current Policy:</u>	2020-12-15 (Motion 2020-12-40) 2025

Title: **Leave of Absence**

Purpose: To establish terms and conditions for granting a leave of absence to employees.

Policy Statement: An Employee shall be granted upon approval from their Supervisor, special leave at their basic rate of pay. The circumstances under which special leave is granted are as follows:

Bereavement Leave

An employee shall be granted up to five (5) consecutive days (excluding Saturdays and Sundays) leave without loss of wages in the case of death of the Employee's spouse, common law spouse, parent, child or spouse's child and three (3) consecutive days (excluding Saturday and Sunday) leave without loss of wages in the case of death of the Employee's brother, sister, parent-in-law, sister or brother-in-law, grandparent or grandchild, grandparent-in-law, niece or nephew. Such leave shall be granted where the Town Manager is satisfied that the request is a legitimate one. A further two (2) days leave with pay shall be granted by the Town Manager when the funeral is out of province. Spouse is defined as current spouse (including common-law spouse and same gender partner).

One (1) day will be provided for a close friend or relative that is not included in the above list at the discretion of the Town Manager if the funeral lands on a work day. Out of province travel shall not apply.

When an employee qualifies for Bereavement leave during their period of vacation, there shall be no deduction from vacation

credits for such absence. The vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, at the Employee's option.

Pallbearers Leave

One half (1/2) day leave with pay shall be granted to employees for the purpose of attending a funeral as a pallbearer or participant. In cases of paid funeral leave other than pallbearers leave or leave as stipulated in the clause above, an employee shall submit such request in writing for approval by the Supervisor and such leave shall be one half (1/2) day with pay.

Paid Jury or Court Witness Duty Leave

The Employer shall grant leave of absence without loss of seniority benefits to an employee who serves as a juror or witness in any Court.

The Employer shall pay such an employee the difference between their normal earnings and the payment they receive for jury service or Court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a Court witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

General Leave

An employee shall be entitled to leave of absence without pay and without loss of seniority when the employee requests such leave for good and sufficient cause. Such request shall be in writing and approved by the Employer.

When an employee overstays their leave of absence without permission of the Town Manager, they shall automatically forfeit their position with the Town unless such overstay was justifiable in the opinion of the Town Manager.

Where operational requirements permit and with the approval of the Town Manager, leave without pay shall be granted to an employee. Leave of absence without pay should not exceed six (6) months. During this period, the employee's position will be maintained.

Compassionate Care Leave

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An employee, upon request, shall be granted an unpaid leave of up to ~~eight~~twenty-seven (27~~8~~) weeks to care for a seriously ill family member. During the leave the employee will continue to accumulate all benefits and seniority. If the employee chooses to make contributions for the period of the leave to the pension or benefits plan, the employer will pay the employer's contributions for the same period. On return from leave the employee will be placed in their former position.

Attending Leave

An employee shall be eligible for one (1) day leave, with pay, for attending either the birth of the employee's child or to bring a newborn baby or adopted child to the employee's home. This article shall only apply when the event takes place on the employee's regular workday.

In case of inadvertent policy update discrepancies and/or for greater clarity, Council Motion 20-12-40 (December 15, 2020) states:

"Council authorizes the same terms and benefits as within the newly ratified CUPE Collective Agreement to be applied to non-union staff."

MEMORANDUM

To: Leann Graham, CAO

Date: July 8, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy II-6(a) After Hour Educational Assistance

History:

The Town of Stettler has a long-standing commitment to supporting the professional development of its staff. Since its original implementation in 1989, this policy has provided employees with the opportunity to pursue relevant education and training to enhance their skills, knowledge, and overall contribution to the organization.

Over the years, this policy has been instrumental in promoting internal growth, increasing employee engagement, and supporting succession planning within the municipality. Despite its continued use and relevance, the policy has not been formally updated since its original adoption.

Administration has reviewed the policy and is recommending an updated version that reflects how the program currently functions in practice. The revisions include the following key clarifications:

- Educational assistance remains subject to prior approval from the Department Head and/or CAO.
- Employees are required to complete coursework on their own time and are not permitted to work on it during their regular workday.
- Employees must provide proof of successful course completion to be eligible for reimbursement. Otherwise, any course costs paid by the Town will be reimbursed by the employee.
- If in-class sessions or exams occur during work hours, the Town will allow attendance and consider that time as part of the employee's regular workday.

These updates are not intended to change the spirit of the original policy but to bring the language in line with current administrative practices and expectations.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy II-6(a) "After Hour Educational Assistance" as per the policy attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-6(a)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy :</u>	1989 08 05
		<u>Previous Policy :</u>	1989 10 04
		<u>Current Policy:</u>	<u>2025</u>

Title: **After-hour Educational Assistance**

Purpose: To support and promote the continued education and professional development of Town employees by providing financial assistance for approved courses that enhance job-related knowledge, skills, or qualifications. To reimburse a portion of the tuition expenses paid by employees for certain after hour courses of study.

Policy Statement: The Town of Stettler recognized the value of employee development and is committed to supporting employees who seek to pursue further education relevant to their current role or future roles within the organization. Subject to approval, the Town will provide financial assistance for course fees and required materials. The Employer shall pay the full cost of any course of instruction required by the Employer for an employee to better qualify himself to perform his job.

To be eligible for educational assistance, the course or program must be directly related to the employee's current position or career progression within the Town.

Approval for course or programs must be obtained from Department Head and/or the Chief Administrative Officer (CAO) prior to enrollment and any financial commitment by the Town.

Courses and required course materials will be paid for by the Town. Alternatively if the employee pays the course or course material the Town will reimburse upon submission of receipts. All textbooks and instructional course material become the property of the employer upon reimbursement of costs.

Employees must provide official documentation confirming successful completion of course. Should the employee not successfully complete the course the employee will be subject to repay the course fees and required material costs on a term agreed upon with the Department Head or CAO. The employee must provide proof of successful completion and payment of tuition.

All course work including reading, assignments, and onloine modules, must be completed on the employee's own time and shall not interfere with regular working hours.

The Town will permit employees to attend in-class sessions, final exam, or other mandatory components that occur during working hours. Time spent attending these components will be considered regular paid work hours. The employee will be granted time off with pay to write the course examination if necessary.

This policy does not obligate the Town to approve every request for educational assistance. Approval is at the discretion of the Department Head and/or CAO based on relevance, budget availability, and operational needs.

~~If employees request specific course attendance and the required approvals have been obtained, payment shall be made on successful completion of the course in accordance with the standards set by the Institutions where the employee has taken the course.~~

~~Applications for reimbursement must be submitted within sixty (60) days of receipt of advice of successful completion.~~

MEMORANDUM

To: Leann Graham, CAO

Date: July 8, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Repeal of Policy II-7(c)(i) Volunteer & Part-time Personnel (Subsistence, Mileage & Accommodation) and Amendments to Policy II-7(c) Subsistence and Accommodation

History:

The Town of Stettler has historically maintained two separate policies related to subsistence and accommodation – one for full-time employees and another for part-time employees and volunteers. Over time, amendments to both documents have aligned their content to the point where they now mirror each other in purpose.

In reviewing the policies, Administration has determined that maintaining two separate documents is no longer necessary. To streamline administration and improve clarity, it is recommended that Policy II-7(c)(i) for volunteers and part-time employees be repealed, and those individuals be included under Policy II-7(c).

Additional recommended amendments to Policy II-7(C) are minor in nature and intended to enhance clarity and ease of interpretation. These adjustments do not alter any reimbursement rates or eligible expenses as following a municipal comparison it was determined that these rates consistent and competitive with other municipalities.

Recommendation:

Administration respectfully recommends that Town of Stettler Council repeals Policy II-7(c)(i) “Volunteer and Part-time Personnel (Subsistence, Mileage & Accommodation)” and amends Policy II-7(c) “Subsistence and Accommodation” as per the policy attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

<u>Prepared by:</u>	Recreation Board	<u>Number:</u>	II-7(c)(i)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1990 10 02
		<u>Previous Policy:</u>	2006 01 07
		<u>Current Policy:</u>	2007 09 18

Title: **Volunteer and Part-time Personnel
(Subsistence, Mileage, Accommodation)**

Purpose: To establish guidelines for reimbursement.

Policy Statement: Recommended payment for training and upgrading:

Mileage - \$.50 per kilometer

Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts. Where meals are provided at Workshops, Courses, etc., no allowance will be paid.

Accommodation:

a) At cost upon submission of receipts.

Air Fare: Arranged at economy rates.

Incidental Expenses: Justifiable incidental costs, such as parking, will be reimbursed upon submission of receipts.

Registration Fees: Registration and incidental course materials, etc., and fees paid by the volunteer will be reimbursed on submission of receipts.

Prior written approval by the Director of Parks & Leisure Services or his/her designate is required.

This policy of reimbursement is established to cover courses for volunteers so they will be encouraged to continue upgrading their credentials. This policy is not intended for paid recreation personnel, but is intended to encourage unpaid volunteer instructors and/or coaches.

TOWN OF STETTLER

Prepared by: Department Heads Number: II-7(c)

Adopted by: Town of Stettler Council Original Policy: 1986 04 15

Previous Policy: ~~2006 01 17~~
2007 09 18

Current Policy: ~~2007 09 18~~
2025

Title: **Subsistence and Accommodation**

Purpose: To establish reasonable and consistent travel and subsistence allowances for Town of Stettler employees, Elected Officials, and Committee or Board Members while on Town Business.

Policy Statement: Elected Officials and Town employees attending meetings, conventions, seminars, courses, or conferences on behalf of the Town of Stettler will be reimbursed for reasonable expenses. Members of the public-at-large who are appointed by Council to Town Boards or Committees will be reimbursed for reasonable expenses.

Responsibilities: Expense claims shall be submitted within sixty (60) days of the incurring expense.

Where conflicts in interpretation of this Policy arise, the matter shall refer to the CAO.

Employees are expected to be reasonable in their requests for subsistence and accommodation benefits. E.g. If you choose to arrive at a conference early the Town will not reimburse you for extra expenses.

Meals: Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts.

<u>Breakfast</u>	<u>\$20.00</u>
<u>Lunch</u>	<u>\$25.00</u>
<u>Supper</u>	<u>\$35.00</u>

The per diem allowance shall apply where three meals are provided during a full day at the expense of the employee, and are not included in travel fares, conference fees or provided by

others. The Town will not reimburse for substitute meals where meals are being offered as part of such events.

Alcoholic beverages will not be approved for reimbursement.

Accommodation: Accommodation will be reimbursed at single room rate on submission of receipts.

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.

Milage: Employees who are required to use their personal vehicle for out-of-town travel on Town of Stettler business will be reimbursed at the rate of \$.50 per kilometer.

Parking: Parking costs will be reimbursed upon submission of receipts.

Air Travel: Air travel will be arranged at economy rates. Receipts must be produced for reimbursement.

An employee may choose to combine a motoring vacation with a business trip, provided vacation time is available. In this circumstance an employee will be reimbursed on the basis of the economy airfare rate.

Registration Fees: Registration fees may be prepaid by the employee. Registration and incidental (course materials, etc.) fees paid by the employee will be reimbursed on submission of receipts provided the fees are necessary for the purpose of the conference/workshop. Purchase of additional materials must have the approval of the employee's supervisor.

MEMORANDUM

To: Leann Graham, CAO

Date: July 14, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy II-7(i) Employee Code of Ethics

History:

As part of our ongoing policy review, Administration is recommending an update to Policy II-7(i) Employee Code of Ethics to include a new section addressing online activity and digital conduct.

With the growing use of social media and digital platforms, it is important to clarify the expectations surrounding employees' online behavior, both during and outside of work hours. The proposed addition will help ensure that staff maintain professionalism, protect the reputation of the Town, and avoid any activity that could undermine public confidence in our operations.

The intent of this update is not to restrict personal expression, but to ensure that online conduct aligns with the standards of integrity and professionalism outlined in the existing Code of Ethics.

Recommendation:

Administration respectfully recommends that Town of Stettler Council Amends Policy II-7(i) "Employee Code of Ethics" as per the attached policy.

TOWN OF STETTLER

<u>Prepared by:</u>	Corporate Identity Committee	<u>Number:</u>	II-7(i)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1997 05 06
		<u>Previous Policy:</u>	2001-07-17 2020 01 07
		<u>Current Policy:</u>	2020-01-07 2025

Title: **Employee Code of Ethics**

Purpose: [To foster a workplace culture grounded in integrity, transparency, and respect by clearly](#)
~~1 To encourage ethical conduct by~~ outlining expected behavior standards;
~~2 To discourage unethical conduct by outlining~~ potential consequences, [and](#);
~~3 To encourage employees to bring forward ethical concerns through confidential reporting in the public interest.~~

General Statement: [Employees shall](#) Observe the highest ethical standards in the performance of their duties and shall put public interest above individual, group, or special interest and consider their occupation as an opportunity to serve society.

Policy Statement: Employees follow Town ethical standards and serve the interests of The Town and its citizens when carrying out the financial and operational duties of The Town by:

- (1) [Treating coworkers, Council members, and the public with respect and dignity at all times;](#)
- (2) Respecting and maintaining the confidentiality of information received in the course of their duties;
- (3) Conducting The Town's business in compliance with all laws, regulations, and other legal requirements;
- (4) Avoiding situations where a private or personal interest of an employee conflicts with the interest of The Town, including when a private or personal interest could reasonably appear to influence the objectivity or impartiality of work-related decisions. Otherwise, employees must disclose and seek direction from their supervisor regarding potential conflicts of interest;

- (5) Not accepting substantial or frequent gifts, discounts, or hospitality, which could reasonably be perceived to influence a business decision. Employees can accept gifts, discounts, or hospitality considered usual business practice, as long as they transparently report to their supervisor any value received greater than \$50;
- (6) Not using Town property or purchasing items on behalf of the town for personal benefit;
- (7) Not influencing or seeking to influence the hiring of friends or relatives; disclosure to and involvement of the CAO is required should a friend or relative be considered for hiring, discretion is provided to the CAO in this regard;
- (8) Not using confidential or “insider” Town information for personal benefit;
- (9) Avoiding off-duty conduct, including on-line [and social media activity](#), [public statements or actions in the community](#) that could harm or damage The Town's reputation, interfere with the employee fulfilling the employee's work responsibilities, or reasonably lead to refusal, reluctance, or inability of other employees to work with them;
- (10) Not knowingly making false or misleading statements or allegations;
- (11) Exercising diligence to prevent, detect, and report suspected fraud; and
- (12) Bringing forward ethical concerns or reporting questionable conduct involving other Town employees or persons conducting business with The Town.

In addition to the above, there are a number of specific items for Employees to be aware of relative to following Town ethical standards:

1. Outside Employment

A Town employee may take additional employment including self-employment, unless this additional employment:

- a) Causes an actual or apparent conflict of interest;
- b) Is performed so that it appears to have been performed on behalf of the Town;

- c) Interferes with the performance of the employee's duties for the Town;
- d) Involves the use of Town facilities or equipment including telephones;
- e) Involves an activity related to this additional or self-employment which is carried out during Town working hours;
- f) Involves activities which must be undertaken during business hours, in which case the employee must use vacation time, which will require approval.

2. Criminal Offenses

- a) Employees charged and/or convicted with a criminal offense will have their employment reviewed by the CAO and may face suspension or loss of employment.

3. Political Activity

- a) The Employee shall not actively campaign for a political candidate during working hours.
- b) Employees shall not campaign for a person seeking office as a Councillor or Mayor.
- c) Employees wishing to run for political offices may seek a leave without pay which shall be at the CAO's discretion.
- d) Employees elected to the Legislative Assembly, the House of Commons or Town of Stettler Municipal Council shall resign their position with the Town. Any Employees elected to a municipal office other than the Town of Stettler, School Board or Hospital Board shall not allow the interests of the elected body to conflict with the Town of Stettler.

4. Online and Social Media Activity

- a) While employees are not acting in an official capacity on their personal social media accounts, they are still viewed by the public as a representative of the Town and as such employees are expected to exercise good judgement, discretion, and professionalism when posting content online.
- b) Employees must not make online posts that:
 - i. Disclose confidential Town information;

- ii. [Undermine the Town's reputation, decisions, or public confidence in Town operations;](#)
 - iii. [Conflict with their role as a Town employee.](#)
- c) [Personal posts or online commentary that conflict with the employee's responsibilities to the Town, or that could interfere with workplace relationships or operations, may be subject to review under this policy.](#)

Employees are expected to exercise sound judgment, and to be guided in their actions at all times by a sincere intent to be honest, forthright, and ethical in performing their duties and fulfilling their employment responsibilities. It is not possible to document all possible ethical concerns that could arise in the course of employment. Therefore, employees should seek guidance from their supervisor or Human Resources if they have any doubt about how this policy would apply in specific situations.

Employees face appropriate employer action when not following Town ethical standards, which may include disciplinary consequences up to and including termination, claims for restitution or reimbursement of losses, and/or referral to legal prosecution.

Employees with ethical concerns have reporting options available to them and are supported and protected from reprisal/retaliation, even if the reported concerns are later found to be without merit, as long as employees acted honestly and in good faith in bringing forward concerns.

Options for reporting include the ability to report serious allegations anonymously.

Penalties and Appeals:

This Code of Ethics is an integral part of an Employee's terms and conditions of employment. Failure by an Employee to comply with this code will result in corrective and/or disciplinary action being taken by the Town of Stettler. This may include a reprimand, suspension or dismissal.

When an Employee feels the corrective and/or disciplinary action taken by the Employer is excessive or unjust, the Employee may:

- grieve the action through the normal procedure in the respective Collective Agreement for bargaining unit members.
- appeal the decision and for non-union Employees the appropriate sections of the current Collective Agreement would be used for guidance purposes.

Definitions:

- Fraud:** An act committed by one who, by deceit, falsehood, or other fraudulent means, whether or not it is a false pretense, defrauds, or attempts to defraud The Town, whether ascertained or not, of any property, money, or valuable security, or any service. Fraud will typically involve the use of a dishonest act or omission in an attempt to gain some personal benefit or advantage, but can also include the abuse of authority, assigned to or entrusted upon an individual by The Town, to achieve an improper end.
- Reprisal/Retaliation:** Oral or written reprimand, suspension, termination, loss of advancement opportunities, change in duties, reduction in pay, change in reporting structure, change in work location, harassment, threats, coercion, interference, or intimidation, directed at an Employee because the Employee had, in good faith, made a report, or participated in an investigation, proceeding, or hearing with respect to a suspected violation of any Town Policy, Procedure, or other rule/expectation respecting the conduct of employees.

MEMORANDUM

To: Leann Graham, CAO

Date: July 8, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy II-7(j) Maternity and Parental Leave

History:

The Town of Stettler is committed to ensuring our policies reflect current legislation, best practices, and organizational needs. Administration has reviewed Policy II-7(j) Maternity and Parental Leave Policy and indicated several recommended updates.

The primary objective of the proposed revisions is to improve clarity in the interpretation of the policy and to ensure it is fully aligned with current Alberta labour standards and federal Employment Insurance (EI) maternity and parental benefits as administered through Service Canada.

As part of this review, Administration also recommends the removal of the Supplemental Unemployment Benefit (SUB) program component from the policy. Historically, this portion of the policy has not been utilized or actively advocated for, and upon completing a municipal comparison, while programs exist in larger municipalities, it has been observed that such programs are rare in municipalities of comparable size.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy II-7(j) “Maternity and Parental Leave” as per the policy attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

Prepared by: Department Heads Number: II-7(j)
Adopted by: Town of Stettler Council Original Policy: 1986 09 02
04-20 Previous Policy: 2002 04 16 1993
Current Policy: 2002-04-16 2025

Title: **Maternity and Parental Leave**

Purpose: To establish guidelines for maternity and parental leave benefits for Town of Stettler employees.

Policy Statement: An employee who has been employed for a continuous period of at least ninety (90) days~~twelve (12) months~~ is entitled to maternity leave and/or parental leave without pay as follows:

Maternity

- a) a period not exceeding sixteen~~seventeen~~ (~~16~~~~17~~) weeks commencing at any time during the period of thirteen~~twelve~~ (~~13~~~~12~~) weeks immediately preceding the estimated date of delivery, and
- b) if the actual date of delivery is after the estimated date of delivery, an additional period consisting of the time between the estimated date of delivery and the actual date of delivery.
- c) maternity leave shall include a period of at least six (6) weeks immediately following the date of delivery, which is the Health-Related portion of leave.
- d) an employee, who takes maternity leave and parental leave, must take the leaves consecutively to a maximum of seventy eight~~52~~ (78) weeks.

Parental

- a) a period not exceeding thirty-seven~~sixty two~~ (~~62~~~~37~~) weeks commencing at any time after the birth or adoption of the child but it must be completed within seventy eight (78)~~52~~ weeks of the date of birth or placement.

"Date of Delivery" means the date when the pregnancy of an employee terminates with the birth of a child or the pregnancy otherwise terminates.

"Medical Certificate" includes a written statement for the purpose of this policy containing the signature of a physician.

An employee shall give at least six (6) weeks notice in writing of the day on which they intend to commence maternity or parental leave and, if so requested, shall provide a medical certificate certifying the estimated date of delivery.

An employee who fails to give six (6) weeks notice and who is otherwise entitled to maternity leave, is entitled to maternity leave for any of the periods specified above if within two (2) weeks after she ceases to work she provides a medical certificate:

- a) indicating that she is not able to work by reason of a medical condition arising from her pregnancy, and
- b) giving the estimated date of delivery or the actual date of delivery.

If, during the twelve (12) week period immediately preceding the estimated date of delivery, the pregnancy of an employee interferes with the performance of her duties the Town of Stettler may, by notice in writing, require the employee to commence sick leave prior to maternity leave.

An employee, with the agreement of her Supervisor, may shorten the duration of the six (6) week period following the actual date of delivery by providing a medical certificate indicating the resumption of work will not endanger her health.

When an employee takes maternity leave and is unable to return to work after the expiration of the allowable period referred to in this policy by reason of a medical condition arising following the date of delivery, she shall be granted a further period of maternity leave without pay of not more than three (3) weeks if she provides a medical certificate that she is not able to return to work at that time.

The Town of Stettler shall not terminate or lay off an employee who has commenced maternity or parental leave under this policy.

An employee who wishes to resume their employment on the expiration of the leave to which they were entitled shall give the Town of Stettler four (4) weeks notice in writing of the day on which they intend to resume employment. The Town of Stettler shall:

- a) reinstate them in the position they occupied at the time their leave commenced, or

- b) provide them with alternative work of a comparable nature, at not less than the same wages and other benefits that had accrued to them to the date that they commenced leave.

The Town of Stettler is not required to allow an employee to whom leave has been granted, to resume their employment until after the expiration of four (4) weeks from the date on which they give notice of their intention to resume employment after the date of delivery or placement.

An employee on leave shall not be eligible for accumulation of vacation or sick leave entitlements during the total period of leave granted.

The employee may opt to continue benefits and pay both the employer and employee portion (100%) of all benefit costs for all that portion of the parental leave. The employer will pay the employer portion of benefit costs during the Health-Related portion of the leave (maternity leave portion). Total payment covering the entire period of authorized leave shall be arranged before commencement of leave.

~~SUB Plan top-up for the Health-Related portion of maternity leave to a maximum of seventeen (17) weeks or based on accumulated sick leave, whichever is less, will be payable upon receipt of the following:~~

- ~~a) evidence of receiving EI benefits~~
- ~~b) a medical certificate confirming Health-Related absence.~~

**SUPPLEMENTAL UNEMPLOYMENT BENEFITS (SUB) PLAN
FOR THE TOWN OF STETTLER
PERMANENT FULL-TIME FEMALE EMPLOYEES.**

~~The employees covered by the SUB Plan include only female staff that are full-time permanent employees and who have served continuously for at least 12 months prior to the date the said leave commences.~~

~~The objective of the Plan is to supplement the Employment Insurance Benefits (EI) received by female employees for temporary unemployment due to valid health-related reasons during maternity leave.~~

~~(a) — Employees must prove they have applied for and are in receipt of EI benefits in order to receive payment under the Plan.~~

~~(b) — Employees must provide satisfactory medical evidence confirming the validity of the health-related reason for absence from work during maternity leave. —~~

~~4. — Employees disentitled or disqualified from receiving EI benefits are not eligible for SUB except if the only reason for non-receipt is that the employee:~~

~~is serving the two week EI waiting period.~~

~~5. — Employees do not have a right to SUB payments except for supplementation of EI benefits for the unemployment period as specified in the SUB Plan.~~

~~6. — The benefit level paid under the SUB Plan is set at ninety five percent (95%) of the employee's normal weekly earnings. It is understood that in any week the total amount of SUB, Employment Insurance gross benefits, and any other earnings received by the employee will not exceed ninety five (95%) of the employee's normal weekly earnings.~~

~~7. — The maximum number of weeks for which SUB is payable during a maternity leave is seventeen (17) weeks (if paid during waiting period).~~

~~8. — (a) The SUB Plan is financed from the employer's general revenues.~~

~~(b) — SUB payments will be identified separately in the payroll files.~~

~~9. — The Town of Stettler will use the employee's EI benefit stub to verify that the employee is receiving EI benefits.~~

~~10. — Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration of severance pay benefits will not be reduced or increased by payments received under the SUB Plan.~~

MEMORANDUM

To: Leann Graham, CAO

Date: July 3, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy IV-1(a) Tax Rebate

History:

Under Section 347(1) of the *Municipal Government Act* Council may cancel or refund all or a part of a tax on any taxable property. Historically Council has used this Section of the MGA to refund taxes where building have been removed, demolished, or caused to inhabitable due to fire.

Following a review of the policy, Administration has identified five properties who have used this policy in the last year. With the rebate totals as follows: \$423.72, \$798.05, \$63.98, \$2,162.62, \$855.73.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy IV-1(a) "Tax Rebate" as per the policy attached; to allow partial demolitions after fire to be accessed by Council for rebate and to change the rebate requiring Council approval from \$500 to \$2,000.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

Prepared by: Town Administration Number: IV-1 (a)

Adopted by: Town of Stettler Council Original Policy: 1993 01 03

Previous Policy: ~~2002-04-02~~ 2009 03 17

Current Policy: ~~2009-03-17~~ 2025

Title: **Tax Rebate**

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

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

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

The date for the proration calculation shall be:

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

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

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

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

Tax rebates greater than \$~~500.00~~2,000.00 shall require approval of the Town Council.

MEMORANDUM

To: Leann Graham, CAO

Date: July 3, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Amendments to Policy IV-2(a) Landscaping Boulevards

History:

The original Boulevard Landscaping and Maintenance Policy was adopted in 1989, with the last update made in 1992. While the responsibility for maintaining and landscaping boulevards continues to rest with the abutting landowner, a recent review by Administration has identified several necessary updates.

The Town no longer supplies topsoil for boulevard landscaping purposes and does not participate in or cost-share in any landscaping work, with the exception of Policy XV-6 where a property was bought from the Town of Stettler or the Town of Stettler has a pre-existing agreement with a developer to supply topsoil.

Administration is also proposing revisions to clarify expectations regarding the installation of structures into boulevards, the extension of sidewalks and driveways located on boulevards, and the planting of trees. These updates are intended to align the policy with current operations and practices within the Town of Stettler.

Recommendation:

Administration respectfully recommends that Town of Stettler Council amends Policy IV-2(a) "Landscaping Boulevards" as per the policy attached.

Alternative Options:

Council may recommend changes to the proposed amendments.

TOWN OF STETTLER

<u>Prepared by:</u>	Town Administration	<u>Number:</u>	IV-2(a)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1989 06 23
		<u>Previous Policy:</u>	1992 01 21
		<u>Current Policy:</u>	2025 __ __

Title: **~~Supply of Topsoil and~~ Landscaping of Boulevards**

Purpose: To provide a consistent policy for landscaping of Town-owned boulevards.

Policy Statement: Boulevards along streets and sidewalks on Town rights-of-way ~~may be landscaped as follows:~~ shall be landscaped by the adjacent property owner in conjunction with the development or redevelopment of the adjacent lot. As such, the costs associated with landscaping is paid for by the individual owner or developer of the abutting property.

- ~~1. By Town forces or by a Contractor under contract with the Town either as a separate project or in conjunction with a pavement or sidewalk construction project.~~
- ~~2. By an adjacent property owner in conjunction with the development or redevelopment of the adjacent lot.~~

~~The landscaping of boulevards is considered as a Local Improvement under Part 4 of the Municipal Taxation Act.~~

~~The cost of landscaping is, under these procedures, assessed against the abutting property owners when carried out by the Town.~~

~~When work is carried out on an individual basis by abutting property owners, such as provided for under Item 2 of this policy, the cost of such landscaping is paid for by the individual abutting property owner.~~

~~Only where boulevards abut flankage sides of lots and the widths of the flankage boulevard is wider than 16 feet will the Town share 50/50 with the abutting property owner in the required topsoil for each excessively wide flankage boulevards. The abutting property owner is responsible for the full cost of trucking topsoil.~~

Maintenance of Boulevards

All boulevards between roads, sidewalks and adjacent properties shall be maintained by the abutting property owner in a manner acceptable to the Town.

Structures on Boulevards

Construction of structures such as retaining walls and fences on Town boulevards by abutting property owners shall require prior approval in writing by the Director of ~~Operational Services~~Planning and Development. The property owner may be required to enter into an encroachment agreement and pay associated fees for any permits or agreements necessary.

In the event that these structures have to be removed, the Town of Stettler will not be liable for removal or replacement costs.

Sidewalks and Driveways on Boulevards

Property owners wanting to extend their sidewalk or driveway to the curb may do so at their own cost and with appropriate permits. Sidewalks and driveways may be poured concrete, paving or blocks, and when necessary, the homeowner shall be responsible to adjust any curb changes to ensure they meet the standards of the Director of Operations when establishing or widening a driveway. should use sidewalk (concrete) blocks which are easily removed and replaced.

Tree Planting on Boulevards

Any trees planted within the boulevard that were not planted by the Town of Stettler are the sole responsibility of the property owner. All plantings must comply with the setback requirements outlined in the Town's Land Use Bylaw and must not obstruct sight lines to streets, crosswalks, intersections or traffic control signs.

MEMORANDUM

To: Leann Graham, CAO
Date: July 18, 2025
From: Angela Stormoen, Development Officer
Re: Amendment to Policy XVI-4(b)

History:

In June 2024 the Town of Stettler completed a Housing Assessment which identified a need for purpose-built rentals in our community. The Economic Development Committee has since been brainstorming ideas to incentivize residential development to encourage such developments in our community. At the May Economic Development Committee meeting, the committee agreed to propose a residential incentive policy as per attached, depending on budget implications.

In 2022 Town of Stettler Council passed the Non-residential Tax Incentive Bylaw 2147-22 to incentivize commercial and industrial development/renovation. As there is currently a non-residential incentive in place, administration recommends the revision of policy XVI-4(b) – Economic Incentive Policy for Non-Residential Development of Property to an Economic Incentive Policy for Residential Development.

Policy Review

The revised policy will allow incentives for newly constructed or converted buildings to single family dwelling, multi-family dwelling and apartments defined as per the Town of Stettler Land Use Bylaw. The incentive will be a one-time amount received by the landowner upon project completion as per below:

Project	Funding Amount
Single Family Dwelling	\$3,000.00
Multi-Family Dwelling	\$5,000.00
Apartment (5 or more units)	\$10,000.00

As the budget is already in place for the 2025 year, funds would be available to implement the policy for the remainder of 2025 from the Economic Development Incentive Reserve Account in the amount of \$40,000.00.

Starting in 2026, the amount required for this policy will become part of the annual budget and could potentially cause an increase to property taxes.

Recommendation:

That the Town of Stettler Council amends current Policy XVI-4(b) Economic Incentive Policy for Non-Residential Development of Property to Policy XVI-4(b) Economic Incentive Policy for Residential Development as per attached policy and set the budget amount of \$40,000.00 to initiate the policy for 2025.

Town of Stettler Existing Policy XVI-4(b)

Economic Incentive Policy for Non-Residential Development of Property

TOWN OF STETTLER

<u>Prepared By:</u>	Secretary-Treasurer	<u>Number:</u>	XVI-4(b)
<u>Adopted By:</u>	Town of Stettler Council	<u>Original Policy :</u>	95 07 04
		<u>Previous Policy:</u>	98 06 02
		<u>Current Policy:</u>	98 12 15

Title: **Economic Incentive Policy for Non-Residential Development of Property**

Purpose: To establish an Incentive Program to encourage new development of property excluding single family residential.

Policy Statement: The Town of Stettler will provide services or materials to a maximum of \$1,000.00 for each new commercial development which includes a duplex, three-plex, four-plex apartment or industrial/commercial development within the Town of Stettler.

Incentive requests for amounts greater than \$1,000.00 shall be presented to Town Council.

The Town of Stettler reserves the right to provide less than \$1,000.00 if circumstances are deemed appropriate by the Town of Stettler.

The type of materials and labour will typically relate to water and sewer connections, sidewalks or road approaches entering into the property.

Town of Stettler Proposed Policy XVI-4(b)
Economic Incentive Policy for Residential Development

TOWN OF STETTLER

<u>Prepared By:</u>	Economic Development Committee	<u>Number:</u>	XVI-4(b)
<u>Adopted By:</u>	Town of Stettler Council	<u>Original Policy:</u>	95 07 04
		<u>Previous Policy:</u>	98 12 15
		<u>Current Policy:</u>	25 07 22

Title: Economic Incentive Policy for Residential Development

Purpose: To establish an Incentive Program to encourage new development of Single-Family Dwellings, Multi-Unit Dwellings, Apartments, etc. within the Town of Stettler Land Use Bylaw Residential Districts. This incentive will assist in filling the need in our community as established by the 2024 Town of Stettler Housing Needs Assessment.

Definitions:

"Apartment" as defined in the Town of Stettler Land Use Bylaw in effect.

"CAO" means the Chief Administrative Officer of the Town of Stettler.

"Council" means the Council of the Town of Stettler;

"Development Permit" means a permit issued pursuant to the Town's Land Use Bylaw.

"Land Use Bylaw" the Land Use Bylaw in effect for the Town of Stettler.

"Multi-Unit Dwelling" multi-unit dwellings listed in residential districts as per the Land Use Bylaw in effect for the Town of Stettler

"Owner" means the person or organization listed on the land title as a registered owner.

"Project Completion" means the satisfactory completion of applicable development permit conditions to the satisfaction of the CAO or designate, the closed safety codes permits for all disciplines (building, electrical, plumbing and gas), building occupancy granted, development agreement compliance and no outstanding damage to Town lands or infrastructure.

"Purpose-Built Rentals" means residential building with 4 or

more separate rental units as defined in the Land Use Bylaw, including but limited to fourplex and apartment.

"Safety Codes Permit" means a permit issued pursuant to the Safety Codes Act for building, fire, electrical, plumbing or heating/gas works.

"Single Family Dwelling" as defined in the Town of Stettler Land Use Bylaw in effect.

"Street" means any thoroughfare, highway, road, trail, avenue, viaduct, lane, alley, square, bridge, causeway, trestle, walkway, or other similar feature, which are lands administered by the Town, any part of which the public is entitled or permitted to use.

"Town" means the Town of Stettler.

"Town Owned Lot" means any land owned by the Town for which a legal title has been issued in accordance with the Land Titles Act intended for sale on the open market and does not include Public Use Land.

Responsibilities:

- 1) The Chief Administrative Officer, or designate, is responsible for ensuring that this policy is implemented, monitored, and evaluated.
- 2) The Chief Administrative Officer or designate shall approve all applications.

Application Process:

- 3) Program grants will be awarded to successful applicants only. In conjunction with a Development Permit application for an eligible development project the applicant will be advised of the program and process to receive grant funds upon completion of their project.
- 4) Applications will be received on the appropriate form with all eligible projects completed after passing of the current policy.
- 5) Eligible project includes a newly constructed or repurposed building development for a single family dwelling, multi-family dwelling or apartment as defined in the Town of Stettler Land Use Bylaw.

- 6) Complete projects are eligible to receive funds as follows:

Project	Funding Amount
Single Family Dwelling	\$3,000.00
Multi-Family Dwelling	\$5,000.00
Apartment (5 or more units)	\$10,000.00

Funds will be disbursed upon confirmation of project completion (The satisfactory completion of applicable development permit conditions to the satisfaction of the CAO or designate, the closed safety codes permits for all disciplines (building, electrical, plumbing and gas), building occupancy granted, development agreement compliance and no outstanding damage to Town lands or infrastructure.

- 7) The property subject to funds shall not be in arrears of any municipal financial obligation.
- 8) Project funding will be awarded on a first come, first served basis (upon confirmation of project completion) until annual budget allocation of funds is exhausted. It is acknowledged that available funding may vary from year to year based on budget approvals and financial considerations.