

Town of Stettler

COUNCIL MEETING

AUGUST 5, 2025

6:30 P.M.

BOARD ROOM



Town of **Stettler**

Mission Statement



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

**TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, AUGUST 5TH, 2025
6:30 P.M.
AGENDA**

1. Agenda Additions

2. Agenda Approval

3. Confirmation of Minutes

- | | |
|---|-------|
| (a) Minutes of the Regular Council Meeting of July 22 nd , 2025 | 6-13 |
| (b) Minutes of the Committee of the Whole Meeting of July 22 nd , 2025 | 14-19 |

4. Citizens Forum

5. Delegations

6. Administration

- | | |
|--|-------|
| (a) Committee Recommendation – Policy II-4(c): Employee Hiring and Employment Process | 20-25 |
| (b) Committee Recommendation – Policy XVI-4(b): Economic Incentive for Residential Properties | 26-29 |
| (c) Committee Recommendations – Repeal | 30 |
| I. Policy II-2(b): Employee Pension Benefits | 31 |
| II. Policy II-2(c): Membership in Service Clubs | 32 |
| III. Policy II-7(c)(i): Volunteer and Part-time Personnel (Subsistence, Milage, Accommodation) | 33 |
| (d) Committee Recommendations | 34 |
| I. Policy II-1: Performance Appraisal | 35-37 |
| II. Policy II-4(d): Regular Hours of Work | 38 |

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(e)	Memo – Request for Tax Penalty Reversal	61-66

(f) Meeting Dates

-Tuesday, August 19, 2025 – COW – 5:30 p.m.

-Tuesday, August 19, 2025 – Council – 6:30 p.m.

-Tuesday September 2, 2025 – Council – 6:30 p.m.

-Tuesday, September 9, 2025 – COW – 4:30 p.m.

-Monday, September 15, 2025 - Joint Town and County IDP Public Hearing -
Community Hall - 6:00 p.m.

-Tuesday, September 16, 2025 – Council – 6:30 p.m.

-Tuesday, October 7, 2025 – Council – 6:30 p.m.

-Tuesday, October 14, 2025 – COW – 4:30 p.m.

-Tuesday, October 21, 2025 – Council – 6:30 p.m.

(g)	Accounts Payable in the amount of \$960,130.60	67-85
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(\$333,951.80 + \$127,096.05 + \$873.20 + \$123,959.41 + \$310,965.25 + \$59,051.29 + \$4,233.60

7. **Council**

(a) Meeting Reports

9. Public Hearings

10. Bylaws

(a) Repeal Bylaw 1989-09 and Replace with Bylaw 2194-25: Intermunicipal Development Plan 86-128

(b) Bylaw 2195-25: Repeal South East Area Structure Plan Bylaw 1637-90 129

11. Correspondence

(a) Letter from Minister LaGrange 130-131

12. Items Added

13. In-Camera Session

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

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JULY 22ND, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor S. Nolls

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

CAO L. Graham
Assistant CAO K. Hymers
Development Officer A. Stormoen
Legislative Services Coordinator M. Standage

Media (3)

Absent: Councillor S. Pfeiffer

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

1/2. Agenda Additions/Approval:

Motion 25:07:16 Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held July 8th, 2025

Motion 25:07:17 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on July 8, 2025 be accepted as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the July 8th, 2025 Minutes

None

4. Delegations: (a) None

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

6. Administration: (a) Memo – Fire Department Transition Evaluation

Administration outlined an evaluation regarding the fire transition. Since 1981, the Town and County collaborated in sharing fire services and infrastructure, evolving agreements over the decades to form a regional model involving multiple municipalities. By 2013, a regional fire service was operating from Station 1, with shared equipment and growing responsibilities.

As call volumes and operational demands increased sharply from 2013 to 2022, the structure became unsustainable for the limited staff. In 2023, a new fire services agreement introduced a Regional Manager, a Town Fire Chief, and a County Chief. Despite improvements in staffing, training, and relationships, several challenges emerged, including administrative strain, leadership vacancies, joint asset management disputes, and political pressures. In March 2025, the Regional Manager resigned, citing deep-rooted structural issues and a deteriorating partnership.

After the resignation, the Town proposed revisions to the agreement and a transition plan, but the County declined and announced its withdrawal, opting to form a Fire Commission. The Town expressed concern over losing autonomy in decisions affecting Town operations and reiterated its commitment to maintaining independent control of its assets, planning, and staffing.

Financially, the Town anticipates a net savings of \$41,051 in the revised 2025 budget.

The Town plans to evaluate firefighter protective equipment needs, determine inventory options, and present purchasing proposals. Administrative resources are being realigned to focus on long-term planning, recruitment, policy updates, and cost reduction strategies.

Capital considerations include negotiating the buyout of the County's 26% ownership of Station 1, eliminating costly expansions, and potentially combining engine and rescue functions to save \$1.28 million in future apparatus replacements. A reserve account for Rescue 14 currently holds \$302,461.36. The Town is also reviewing jointly owned equipment to determine an equitable transition.

Motion 25:07:18

Moved by Councillor Barros that the Town of Stettler Council accept the Fire Transition Evaluation as information.

MOTION CARRIED
Unanimous

(b) Memo – Fire Department Policy Review

As part of the Town of Stettler's Fire Transition Plan Administration has completed a comprehensive review of existing fire-related legislation and operational practices. Following this review, Administration has prepared amendments to the current Fire Service Fees Policy and drafted two new policies Council to consider.

1. Policy XVII-1 Fire Services (New)

This policy will serve as an overarching document that outlines the operational parameters of the Fire Department and establish a clear and consistent level of service for fire protection within the Town of Stettler and further provides the necessary framework to support operational decision-making. An appendix to the policy includes the Fire Department's Standard Operating Guidelines (SOGs), which further define procedures and expectations for firefighters.

2. Policy XVII-1 (a) Fire Service Fees

The Fire Services Fee Policy was updated based on comparisons with Blackfalds, Edmonton, Ponoka, Red Deer, Spruce Grove, Slave Lake, and Alberta Transportation rates to ensure the Town of Stettler remains current and aligned with accurate fees in municipal fire service delivery. Additional updates were made to the policy which clarify when and how charges are implemented and the process for billing those fees.

3. Policy XVII-1(b) Emergency Fire Hydrant Access and Use (New)

As the Town of Stettler establishes an independent fire department it is crucial that our infrastructure is protected from improper use. As the town will not be responsible for the training of all hydrant users it is important to take steps to prevent any potential damage to our hydrants and water infrastructure. To address this Administration has prepared a new policy for Council to consider that will ensure proper hydrant operation moving forward. Hydrants have the capacity to draw large volumes of water at once. If water is released or shut off too abruptly, it can trigger a pressure surge, or water hammer, that often results in damages to our underground infrastructure (i.e. water line 20 breaks). These events result in costly and time-consuming repairs for the Town of Stettler. This new policy establishes clear procedures for accessing and operating Town owned hydrants, along with a fee structure and fines to address misuse. This is a proactive step to ensure our water infrastructure is protected and that external emergency response organizations are held accountable when using municipal resources.

Motion 25:07:19

Moved by Councillor Lawlor that the Town of Stettler Council:

- (1) Amends Policy XVII-1 (a) "Fire Service Fees" as outlined.
- (2) Adopts Policy XVII-1 "Fire Services" and Policy XVII-1(b) "Emergency Hydrant Access and Use" as outlined.

MOTION CARRIED

- (c) Memo – Clearview Invitation to Support the Development of the Rural Return Service Bursary Program

At the March 12, 2025 Local Governance Meeting, Clearview Public Schools discussed the intent to collaborate with municipalities in the district on the development of a rural return to service bursary program. The intent of this initiative is to create a supportive framework and guiding documents that would offer local high school graduates a bursary to aid in the payment of their post-secondary tuition and in return have the students return to the community after completing their post-secondary education. Clearview is seeking to work with municipal partners at the Town of Stettler and County of Paintearth No.18 over the coming months to develop the necessary documents and have them prepared for Council review and approval by September 2025. Pending approval, Clearview aims to launch the bursary program in November or December later this year, aligning with the academic cycle and scholarship timelines. In addition to the discussion with Clearview and partners at the Local Governance Meeting, the concept of a return to service bursary or scholarship has been an ongoing discussion within the Health Professionals Attraction and Retention Committee. This committee has expressed similar interest in encouraging local students pursuing healthcare-related education to return to the Stettler area to practice. At this time, Clearview Public Schools has not made a formal request to the Town of Stettler to participate in the funding of the proposed bursary program. While discussions remain in the early stages, any future requests related to financial contributions or budget considerations will be brought forward by Administration for Council's review and direction.

Motion 25:07:20

Moved by Councillor Smith that the Town of Stettler Council appoints Maddie Standage, Legislative Services Coordinator to collaborate with Clearview on the creation of the necessary

documentation and framework for a Rural Return Service Bursary Program.

MOTION CARRIED
Unanimous

(d) 2025 Tax A/R Report

Motion 25:07:21

Moved by Councillor Randell that the Town of Stettler Council accept the presentation as information.

MOTION CARRIED
Unanimous

(e) June 2025 Bank Reconciliation

Motion 25:07:22

Moved by Councillor Baker that the Town of Stettler Council accept the presentation as information.

MOTION CARRIED
Unanimous

(f) June 2025 Interim Budget Summary

Motion 25:05:23

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

MOTION CARRIED
Unanimous

(g) June 2025 Capital Budget

Motion 25:07:24

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

MOTION CARRIED
Unanimous

(h) June CAO Report

Motion 25:07:25

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

MOTION CARRIED
Unanimous

(i) Meeting Dates

-Tuesday, August 5, 2025 – Council – 6:30 p.m.
-Tuesday, August 19, 2025 – COW – 5:30 p.m.
-Tuesday, August 19, 2025 – Council – 6:30 p.m.
-Tuesday September 2, 2025 – Council – 6:30 p.m.
-Tuesday, September 9, 2025 – COW – 4:30 p.m.
-Tuesday, September 16, 2025 – Council – 6:30 p.m.
-Tuesday, October 7, 2025 – Council – 6:30 p.m.
-Tuesday, October 14, 2025 – COW – 4:30 p.m.
-Tuesday, October 21, 2025 – Council – 6:30 p.m.

(g) Accounts Payable in the amount of \$568,745.72

(\$25,721.54 + \$3,804.66 + \$392,681.71 + \$137,680.91 + \$8,855.90)

Motion 25:07:26

Moved by Councillor Smith that the Accounts Payable

in the amount of \$568,745.72 be accepted as presented.

MOTION CARRIED
Unanimous

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

(a) Mayor Nolls

July 9 – Talk of the Town Event

July 11 – Brought greetings from the Town at the Town Hall Meeting with Pierre Poilievre and Damien Kurek

July 13 – Model T Club of North America Meet & Greet

July 17 – Stettlerfest meeting

July 17 – County of Stettler Housing Authority Meeting

July 18 – Met with a resident to discuss an issue

July 18 – Reviewed agenda and signed cheques

July 18 – Attended the Model T Club of North America closing banquet

July 21 – Meeting with Minister of Municipal Affairs, Dan Williams

July 21 – Health Professional Attraction & Retention Sub-Committee Meeting

July 21 - Health Professional Attraction & Retention Committee Meeting

July 22 – Intermunicipal Development Plan Committee Meeting

July 22 – Committee of the Whole Meeting

(b) Councillor Baker

July 11 – ‘Green My City’ Celebration Event at the Community Gardens

July 11 – Town Hall Meeting with Pierre Poilievre and Damien Kurek

July 13 - Model T Club of North America Meet & Greet

July 17 - Red Deer River Municipal Users Group Meeting

July 21 – Meeting with Minister of Municipal Affairs, Dan Williams

July 22 – Committee of the Whole Meeting

(c) Councillor Barros

July 13 - Model T Club of North America Meet & Greet

July 22 – Committee of the Whole Meeting

(d) Councillor Lawlor

June 18 – Stettler Regional Emergency Management mock training session

June 19 – Grade 3 class visit to the Town Office

June 19 – Parkland Regional Library System Board Advocacy Meeting

June 21 – William E Hay Graduation Ceremony

June 24 – Joint Intermunicipal Development Plan public engagement session

July 21 – Meeting with Minister of Municipal Affairs, Dan Williams

July 21 - Health Professional Attraction & Retention Committee Meeting

July 21 – Stettler Town and Country Museum Board Meeting

July 22 – Committee of the Whole Meeting

(e) Councillor Pfeiffer

To be provided at a later date.

(f) Councillor Randell

July 13 - Model T Club of North America Meet & Greet

July 17 – County of Stettler Housing Authority Meeting

July 21 - Health Professional Attraction & Retention Committee Meeting

July 21 – Stettler Town and Country Museum Board Meeting

July 22 – Committee of the Whole Meeting

(g) Councillor Smith

July 11 – ‘Green My City’ Celebration Event at the Community Gardens

July 13 - Model T Club of North America Meet & Greet

July 21 – Meeting with Minister of Municipal Affairs, Dan Williams

Motion 25:07:27

Moved by Councillor Baker that the Town of Stettler Council accept the Council Reports as presented.

MOTION CARRIED
Unanimous

8. Minutes:

(a) Heartland Beautification Committee Meeting – July 3, 2025

9. Public Hearing:

(a) Bylaw 2189-25: Advertising Bylaw & Bylaw 2190-25: Land Use Bylaw

Mayor Nolls opened the Public Hearing at 7:00 p.m.

Mayor Nolls asked Planning & Development if any verbal or written submissions were received for the bylaws. One (1) written submission was received. Three (3) people attended, but did not participate in the discussion.

Mayor Nolls closed the Public Hearing at 7:04 p.m.

10. Bylaws:

(a) Bylaw 2189-25: Advertising Bylaw

Motion 25:07:28

Moved by Councillor Baker that the Town of Stettler give second reading to Bylaw 2189-25.

MOTION CARRIED
Unanimous

Motion 25:07:29

Moved by Councillor Lawlor that the Town of Stettler give third reading to Bylaw 2189-25.

MOTION CARRIED
Unanimous

(a) Bylaw 2190-25: Land Use Bylaw

Motion 25:07:30

Moved by Councillor Barros that the Town of Stettler give second reading to Bylaw 2190-25.

MOTION CARRIED
Unanimous

Motion 25:07:31 Moved by Councillor Smith that the Town of Stettler give third reading to Bylaw 2190-25.

MOTION CARRIED
Unanimous

(a) Bylaw 2192-25: Fire Bylaw

Motion 25:07:32 Moved by Councillor Randell that the Town of Stettler give first reading to Bylaw 2192-25.

MOTION CARRIED
Unanimous

Motion 25:07:33 Moved by Councillor Baker that the Town of Stettler give second reading to Bylaw 2192-25.

MOTION CARRIED
Unanimous

Motion 25:07:34 Moved by Councillor Lawlor that the Town of Stettler give permission to move into the third reading for Bylaw 2192-25.

MOTION CARRIED
Unanimous

Motion 25:07:35 Moved by Councillor Barros that the Town of Stettler give third reading to Bylaw 2192-25.

MOTION CARRIED
Unanimous

(a) Bylaw 2193-25: Rezoning/Land Use Bylaw Amendment Application

Motion 25:07:36 Moved by Councillor Smith that the Town of Stettler give first reading to Bylaw 2193-25.

MOTION CARRIED
Unanimous

Mayor Nolls thanked A. Stormoen for the great work on her presentations.

A Stormoen left the meeting at 7:15 p.m.

11. Correspondence: (a) RCMP Letter

Motion 25:07:37 Moved by Councillor Lawlor that the Town of Stettler accept the item (a) as information.

MOTION CARRIED
Unanimous

12. Items Added: (a) None

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

Motion 25:07:38 Moved by Councillor Randell that the Town of Stettler Council enter an In-Camera Session with CAO L. Grahm, Assistant CAO K. Hymers and Legislative Services Coordinator M. Standage present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 7:35 p.m.

Motion 25:07:39 Moved by Councillor Randell that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 8:25 p.m.

Motion 25:07:40 Moved by Councillor Lawlor that the Town of Stettler Council establish 2 positions.

MOTION CARRIED
4 in favour & 2 opposed

Motion 25:07:41 Moved by Councillor Smith that the Town of Stettler Council accept the County of Stettler offer to purchase Squad 1.

MOTION CARRIED

14. Adjournment:

Motion 25:07:42 Moved by Councillor Barros that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:27 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
JULY 22, 2025

Present: Mayor S. Nolls

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

CAO L. Graham

Assistant CAO K. Hymers

Legislative Services Coordinator M. Standage

Development Officer A. Stormoen

Media (2)

Absent: Councillor S. Pfeiffer

Call to Order: Mayor Nolls called the meeting to order at 5:30 p.m.

1. Agenda Additions/Deletions

2. Agenda Approval

Moved by Councillor Lawlor to approve the agenda with the following amendment:

- Change item (3) to read: Amend – Policy II-1: Performance Appraisal

MOTION CARRIED

Unanimous

3. Amend - Policy II-1: Performance Appraisal

Mayor Nolls welcomed Legislative Services Coordinator M. Standage to the meeting.

M. Standage outlined that 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.

4. Repeal – Policy II-2(b): Employee Pension Benefits

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 used 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.

5. Repeal – Policy II-2(c): Membership in Service Clubs

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.

6. Policy II-4(c): Employee Hiring and Employment Process

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.

7. Policy Amendments:

- a) Policy II-4(d): Regular Hours of Work
- b) Policy II-7(a): Overtime
- c) Policy II-7(b): Vacation Allowance
- d) Policy II-7(k): Leave of Absence

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.

8. Policy II-6(a): After-hour Educational Assistance

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.

9. Policy Updates

- a) Repeal – Policy II-7(c) (i): Volunteer and Part-time Personnel (Subsistence, Mileage, Accommodation)
- b) Policy II-7(c): Subsistence and Accommodation

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.

10. Policy II-7(i): Employee Code of Ethics

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.

11. Policy II-7(j): Maternity and Parental Leave)

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.

12. Policy IV-1(a): Tax Rebate

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.

13. Policy IV-2(a): Landscaping of Boulevards

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.

Mayor Nolls thanked M. Standage for the fantastic work on all of her presentations.

14. Policy XVI-4(b): Economic Incentive Policy for Non-Residential Development

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

A. Stormoen noted that 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.

Mayor Nolls thanked M. Standage for the great work on presentation.

Moved by Councillor Lawlor that the Committee of the Whole to accept items (4-19) as information with amendments to item (6) and bring to a future Regular Council Meeting.

MOTION CARRIED
Unanimous

6. Additions

None.

7. Adjournment

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

MOTION CARRIED
Unanimous at 6:10 p.m.

Mayor

Assistant CAO

COMMITTEE RECOMMENDATION TO COUNCIL

Committee: Committee of the Whole

Meeting Date: July 22, 2025

Subject: Policy II-4(c) Employee Hiring and Employment Process

Background:

At the July 22 Committee of the Whole meeting Administration presented PolicyII-4(c) and proposed amendments introducing criminal record checks, drivers abstract, and vulnerable sector checks.

Amending the hiring process by including these screening tools helps ensure that prospective employees are suitable for their roles and strengthens our commitment to our staff and community by creating a safe and trustworthy environment.

Administration has made several small amendments following discussion at the Committee of the Whole including wording to ensure all incoming employees will require a criminal record check unless they have previously been employed by the Town in the past two years. As well as adding clarity around the expectations and termination should the Town request clarification on someone's criminal record.

Recommendation:

BE IT RESOLVED THAT the Committee of the Whole recommends that Council amends Policy II-4(c) Employee Hiring and Employment Process as attached.

Committee Decision:

Moved by Councillor Gord Lawlor that the Committee of the Whole accept as information and bring to a future Regular Council Meeting.

MOTION CARRIED

Unanimous

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>	2017 02 21
		<u>Current Policy:</u>	2025 08 05

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: [Criminal Record Checks will be required for all new employees over the age of 18; however, individuals who have been employed by the Town within the past two years are exempt from this requirement.](#)

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.

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 Town of Stettler may request clarification or a copy of their record.](#)

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.

[The position may be terminated if the employee does not obtain a criminal record check.](#)

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.

COMMITTEE RECOMMENDATION TO COUNCIL

Committee: Committee of the Whole

Meeting Date: July 22, 2025

Subject: Policy XVI-4(b) Economic Incentive for Residential Properties

Background:

At the July 22 Committee of the Whole meeting Administration presented Policy XVI-4(b) and proposed amendments taking it from an Economic Development Incentive for Non-Residential Development to an Economic Development for Residential Development.

This amendment stemmed from a housing assessment completed in June 2024 which identified a need for purpose-built rentals which lead to the Economic Development Committee brainstorming if ways to encourage such developments in our community.

Council would allocate funds already available in the Economic Development Incentive Reserve Account in the amount of \$40,000.00 for the remainder of 2025.

Recommendation:

BE IT RESOLVED THAT the Committee of the Whole recommends that Council amends Policy XVI-4(b) Economic Incentive Policy for Residential Development as attached, and sets the budget amount of \$40,000.00 from the Economic Development Incentive Reserve to initiate this policy for 2025.

Committee Decision:

Moved by Councillor Gord Lawlor that the Committee of the Whole accept as information and bring to a future Regular Council Meeting.

MOTION CARRIED
Unanimous

TOWN OF STETTLER

Prepared by: Economic Development Committee Number: XVI-4(b)

Adopted by: Town of Stettler Council Original Policy: 1995 07 04

Previous Policy: 1998 12 15

Current Policy: 2025 08 05

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.

COMMITTEE RECOMMENDATION TO COUNCIL

Committee: Committee of the Whole

Meeting Date: July 22, 2025

Subject: REPEAL:

Policy II-2(b) Employee Pension Benefits
Policy II-2(c) Membership Service Clubs
Policy II-7(c)(i) Volunteer and Part-time Personnel (Subsistence,
Milage, Accommodation)

Background:

At the July 22 Committee of the Whole meeting Administration presented several policies which could be repealed as the no longer serve their intended use and are not utilized. The repeal of Policy II-7(c)(i) is concurrent with the amendment to Policy II-7(c) with will now have all staff, and volunteers receiving the same substance.

Recommendation:

BE IT RESOLVED THAT the Committee of the Whole recommends that Council makes a motion to repeal:

Policy II-2(b) Employee Pension Benefits
Policy II-2(c) Membership Service Clubs
Policy II-7(c)(i) Volunteer and Part-time Personnel (Subsistence,
Milage, Accommodation).

Committee Decision:

Moved by Councillor Gord Lawlor that the Committee of the Whole accept as information and bring to a future Regular Council Meeting.

MOTION CARRIED

Unanimous

TOWN OF STETTLER

<u>Prepared by:</u>	Personnel Committee	<u>Number:</u>	II-2(b)
<u>Adopted by:</u>	Town of Stettler Council	<u>Date:</u>	1987 06 02
		<u>Revised:</u>	
<u>Title:</u>	Employee Pension Benefits		
<u>Purpose:</u>	To establish minimum hours of work required for Town of Stettler regular part-time employees to be eligible for pension benefits.		
<u>Policy Statement:</u>	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.		

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.

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.

COMMITTEE RECOMMENDATION TO COUNCIL

Committee: Committee of the Whole

Meeting Date: July 22, 2025

Subject: Policy II-1: Performance Appraisal
Policy II-4(d): Regular Hours of Work
Policy II-6(a): After-hour Educational Assistance
Policy II-7(a): Overtime
Policy II-7(b): Vacation Allowance
Policy II-7(c): Subsistence and Accommodation
Policy II-7(i): Employee Code of Ethics
Policy II-7(j): Maternity and Parental Leave
Policy II-7(k): Leave of Absence
Policy IV-1(a): Tax Rebate
Policy IV-2(a): Landscaping Boulevards

Background:

At the July 22 Committee of the Whole meeting Administration presented several policies requiring amendments to keep them current with the CUPE Collective Agreement, up to date with current practices and expectations, and help streamline processes for Administration.

Recommendation:

BE IT RESOLVED THAT the Committee of the Whole recommends that Council makes a motion to amend:

Policy II-1: Performance Appraisal
Policy II-4(d): Regular Hours of Work
Policy II-6(a): After-hour Educational Assistance
Policy II-7(a): Overtime
Policy II-7(b): Vacation Allowance
Policy II-7(i): Employee Code of Ethics
Policy II-7(j): Maternity and Parental Leave
Policy II-7(k): Leave of Absence
Policy IV-1(a): Tax Rebate
Policy IV-2(a): Landscaping Boulevards

as attached.

Committee Decision:

Moved by Councillor Gord Lawlor that the Committee of the Whole accept as information and bring to a future Regular Council Meeting.

MOTION CARRIED

Unanimous

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 05 20
		<u>Previous Policy:</u>	1997 01 01
		<u>Current Policy:</u>	2025 08 05

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.

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).

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.

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

TOWN OF STETTLE

<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>	2007 11 06
		<u>Current Policy:</u>	2025 08 05

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 \$1.00 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 \$1.25 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-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>	2025 08 05

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.

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.

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.

All course work including reading, assignments, and online 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.

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>	1997 01 01 2012 02 03 (In House)
		<u>Current Policy:</u>	2025 08 05

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 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 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 $\frac{1}{2}$ hour at the overtime rate to correct the problem via computer. Additional call outs/alarms during the $\frac{1}{2}$ 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 $\frac{1}{2}$ hour time period; the employee shall be paid for the actual time worked at the overtime rate or $\frac{1}{2}$ 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 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 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 $\frac{1}{2}$ hour at the overtime rate to correct the problem via computer. Additional call outs/alarms during the $\frac{1}{2}$ 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 $\frac{1}{2}$ hour time period; the employee shall be paid for the actual time worked at the overtime rate or $\frac{1}{2}$ 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 2003 01 01 (in house)
		<u>Current Policy:</u>	2025 08 05

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.

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>	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>	2020 01 07
		<u>Current Policy:</u>	2025 08 06

Title: Employee Code of Ethics

Purpose: To foster a workplace culture grounded in integrity, transparency, and respect by clearly outlining expected behavior standards, potential consequences, and encourage employees to bring forward ethical concerns through confidential reporting.

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.

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-7(j)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 09 02
		<u>Previous Policy:</u>	2002 04 16
		<u>Current Policy:</u>	2025 08 05

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 is entitled to maternity leave and/or parental leave without pay as follows:

Maternity

- a) a period not exceeding sixteen (16) weeks commencing at any time during the period of thirteen(13) 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 (78) weeks.

Parental

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

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>	2025 08 05

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

An employee, upon request, shall be granted an unpaid leave of up to twenty-seven (27) 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."

TOWN OF STETTLER

Prepared by: Town Administration Number: IV-1 (a)
Adopted by: Town of Stettler Council Original Policy: 1993 01 03
Previous Policy: 2009 03 17
Current Policy: 2025 08 05

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 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.
- 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 \$2,000.00 shall require approval of the Town Council.

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 08 05

Title: 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 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.

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 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.

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 31, 2025

From: Rachel Morbeck, Tax & IT Coordinator

Re: Request for Tax Penalty Reversal 4205 – 63 Street

Background

The landowner of tax roll 208191008 is requesting a penalty reversal on the penalty charged on July 1, 2025, in the amount of \$57.17. This penalty is 3% of \$1,905.53 which was the balance outstanding at the time the penalty was levied. Full payment of \$1,962.70 was received on July 17, 2025, for the total balance outstanding (including the penalty). The Combined Assessment & Tax Notice was mailed to the owner on title at the time on May 12, 2025. Under no circumstance does the Town of Stettler update the ownership of a property until we receive the title change from Alberta Land Titles proving it has been registered.

Legislation

Pursuant to MGA sec 331(1), "The person liable to pay a property tax imposed under this Part is the person who at the time of assessment is prepared under Part 9, is the assessed person, or subsequently becomes the assessed person". Tax Penalty Bylaw 2149-22 states "Except as hereinafter set forth, in section 3, all Taxes levied by the Town in each year hereafter shall be paid as per the due date on the tax notice in the year when levied and there shall be added to the Current Taxes by way of penalty, an amount equal to three (3%) per centum of the amount of such Current Taxes remaining unpaid on the last working day of June in the said year."

Recommendation

Administration recommends that Town of Stettler Council remains compliant with the Municipal Government Act and Bylaw 2149-22 and upholds the 3% penalty in the amount of \$57.17.

July 19, 2025

Town of Stettler
PO Box 280
Stettler, AB
T0C 2L0

Dear Mayor and Town Council:

This correspondence is regarding the letter we received July 14/25 from the Town of Stettler, Roxann Anderson, Manager of Accounting & Financial Services requesting payment of an outstanding tax penalty in the amount of \$57.17 with a total balance of \$1962.70 for our property located at 4205 63 St, roll# 208191008, Stettler, AB, T4K 1E8 of which we recently obtained ownership possession of on April 22/25, 12:00 pm.

Upon receipt of this request, we went to the town office and the town clerk suggested we write a letter to the Stettler Mayor & Town Council explaining our grievance concerning this tax penalty. At the time of writing this, the entire land tax amount is paid in full.

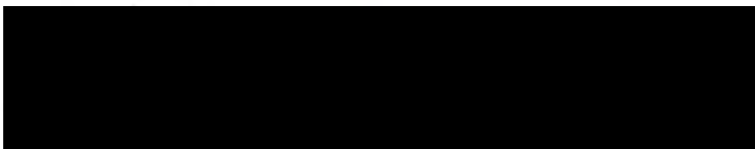
On the day prior to possession, we were at our lawyer's office and went through the final adjustments whereby the previous owner's share of the tax bill was prorated at 111 days and we paid the remaining up to June 30, 2025. With all the transferring of vehicles, out of province inspections and health care and such, paying the remaining portion of the tax bill was not on our radar.

We were advised that tax bills are sent out every May, but we did not receive any notification for our newly acquired home and if we had, the taxes would certainly have been paid on time. We also were told that the tax notice was likely sent to the previous owner. We were in the Town Office April 21st to sign up for utilities so we are not sure why the notice was not sent to 4205 63rd Street regardless of who the occupants were.

As we are new residents of Stettler and were not aware of the property tax processes plus did not receive the tax bill notification, we would like to request the tax penalty be reversed.

Thank you for your time and consideration.

Respectfully submitted,

A large black rectangular redaction box covering the signature area.

New residents of Stettler and most happy to be here!

- (f) the amount of tax arrears, if any;
- (g) if any property in the municipality is the subject of an agreement between the taxpayer and the municipality under section 347(1) relating to tax arrears, a notation of that fact;
- (g.1) if any property in the municipality is the subject of a bylaw or agreement under section 364.1 to defer the collection of tax, a notation of the amount deferred and the taxation year or years to which the amount relates;
- (g.2) if any property in the municipality is the subject of a deferral granted under section 364.2, a notation of the amount deferred and the taxation year or years to which the amount relates;
- (h) any other information considered appropriate by the municipality.

RSA 2000 cM-26 s329;2016 c24 s49;2019 c6 s6

Correction of roll

330(1) If it is discovered that there is an error, omission or misdescription in any of the information shown on the tax roll, the municipality may correct the tax roll for the current year only and on correcting the roll, it must prepare and send an amended tax notice to the taxpayer.

(2) If it is discovered that no tax has been imposed on a taxable property or business, the municipality may impose the tax for the current year only and prepare and send a tax notice to the taxpayer.

(3) If exempt property becomes taxable or taxable property becomes exempt under section 368, the municipality must correct the tax roll and on correcting the roll, it must send an amended tax notice to the taxpayer.

(4) The date of every entry made on the tax roll under this section must be shown on the roll.

1994 cM-26.1 s330

Person liable to pay taxes

331(1) Subject to subsection (3) and the regulations, the person liable to pay a property tax imposed under this Part is the person who

- (a) at the time the assessment is prepared under Part 9, is the assessed person, or
- (b) subsequently becomes the assessed person.

(2) The person liable to pay any other tax imposed under this Part is the person who

(a) at the time the tax is imposed, is liable in accordance with this Part or a regulation made under this Part to pay the tax, or

(b) subsequently becomes liable in accordance with this Part or a regulation made under this Part to pay it.

(3) If a tax on linear property or on machinery and equipment remains unpaid after the due date shown on the tax notice, the owner of the linear property or the machinery and equipment becomes liable, jointly and severally with the person who is the assessed person in respect of the linear property or machinery and equipment, to pay the tax debt.

RSA 2000 cM-26 s331;2005 c14 s11;2021 c22 s3

Taxes imposed on January 1

332 Taxes imposed under this Part, other than a supplementary property tax and a supplementary business tax, are deemed to have been imposed on January 1.

1994 cM-26.1 s332

Tax notices

333(1) Each municipality must annually

(a) prepare tax notices for all taxable property and businesses shown on the tax roll of the municipality, and

(b) send the tax notices to the taxpayers.

(2) A tax notice may include a number of taxable properties and taxable businesses if the same person is the taxpayer for all of them.

(3) A tax notice may consist of one notice for all taxes imposed under this Part, a separate notice for each tax or several notices showing one or more taxes.

(4) The assessment notice and the tax notice relating to the same property may be sent together or may be combined on one notice.

1994 cM-26.1 s333

Tax agreements

333.1(1) The council of a municipality may make a tax agreement with an assessed person who occupies or manages

(a) the municipality's property, including property under the direction, control and management of

BYLAW 2149-22

A BYLAW OF THE TOWN OF STETTLER TO PROVIDE A PENALTY TO BE APPLIED TO UNPAID TAXES AND TO PROVIDE FOR MONTHLY TAX PAYMENTS.

WHEREAS authority is granted under the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, to allow payment of taxes by installment; and

WHEREAS authority is granted under the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, to allow a penalty to be added to current taxes remaining unpaid after the date shown on the tax notice; and

WHEREAS authority is granted under the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, authorizes a further penalty for non-payment of taxes;

NOW THEREFORE THE COUNCIL OF THE TOWN OF STETTLER ENACTS AS FOLLOWS:

1. In this bylaw,
 - (a) "Current Taxes" means the Taxes levied, penalties applied, and amounts/charges added to the individual tax roll accounts in the current taxation year by the Town.
 - (b) "Last working day" means by 4:30 p.m. on the last weekday of the month providing it is not a statutory holiday (as defined by the Province of Alberta). If the last weekday of the month is a statutory holiday the last working day shall be the weekday prior to the Statutory Holiday.
 - (c) "Taxes" means all tax levies, penalties and other amounts applied against an individual tax roll account by the Town and without in any way restricting the generality of the foregoing, shall include business taxes and supplementary business taxes, property taxes, special taxes, frontage taxes, local improvement taxes, education requisition taxes, housing authority requisition taxes; penalties applied, and other amounts/charges/utility account transfers added to the individual tax roll accounts.
 - (d) "Taxpayer" means a person liable to pay taxes;
 - (e) "Town" means the Town of Stettler;
 - (f) "Weekday" means any day from Monday to Friday inclusive.
2. Except as hereinafter set forth, in section 3, all Taxes levied by the Town in each year hereafter shall be paid as per the due date on the tax notice in the year when levied and there shall be added to the Current Taxes by way of penalty, an amount equal to three (3%) per centum of the amount of such Current Taxes remaining unpaid on the last working day of June in the said year. A further penalty of nine (9%) per centum (compounded) shall be added the first working day of August by way of penalty to any Current Taxes unpaid by the last working day of July.
3. A taxpayer may elect to pay taxes on a monthly installment basis for any tax accounts by signing an agreement with the Assistant Chief Administrative Officer or designate.
 - (a) The Assistant Chief Administrative Officer or designate shall in December, prior to each taxation year, send a monthly property tax payment installment estimate to all taxpayers paying property taxes on a monthly installment basis. Ratepayers shall make monthly payments in accordance with this estimate until the Town of Stettler levies the annual property tax; at which time the monthly payments will be adjusted to ensure that the sum total of all twelve (12) monthly payments shall equal the total annual property taxes levied on the tax account.

- (b) The Assistant Chief Administrative Officer or designate reserves the right to establish the estimated monthly tax payment installment amounts until such time as taxes are levied in a given year.
 - (c) Monthly property tax installment payments shall be due on the first working day of each month from January to December.
 - (d) After two (2) monthly installment payments are defaulted by the above taxpayer, the Assistant Chief Administrative Officer or designate shall cancel the said Monthly Installment Agreement and all taxes owing shall be due and payable in accordance with this bylaw.
 - (e) A taxpayer who elects to pay taxes on a monthly installment basis shall have all previous years' taxes paid prior to signing the Monthly Installment Agreement.
4. In the event that any Taxes remain unpaid after the last working day of December of the year, there shall be added thereto by way of penalty an amount equal to Twelve (12%) per centum (compounded) of the entire amount unpaid, and this amount will be added to individual tax roll accounts on the first working day of January of the next succeeding year and in each succeeding year thereafter so long as such taxes or a portion thereof remains unpaid.
5. Bylaw No. 2141-21 is hereby repealed.

READ a first time this 17th day of May, A.D. 2022.

READ a second time this 17th day of May, A.D. 2022.

READ a third time and finally passed this 17th day of May, A.D. 2022.

Mayor

Assistant CAO

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number EFT0009313

To:

CU GENERAL

EFT0009344

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0009313	2025-07-29	\$873.60
Invoice Description	Invoice Number	Invoice Amount	
Staff Assosiation- Staff Lunch	449	\$873.60	
Ainsworth Inc.	EFT0009314	2025-07-29	\$1,493.10
Invoice Description	Invoice Number	Invoice Amount	
Pool - equip Repair	SRVCE0165440	\$1,493.10	
APEX Supplementary Pension Pla	EFT0009315	2025-07-29	\$382.36
Invoice Description	Invoice Number	Invoice Amount	
Sub Pension Plan Remit	PP15-25	\$382.36	
Bagshaw Electric Ltd.	EFT0009316	2025-07-29	\$90.83
Invoice Description	Invoice Number	Invoice Amount	
Trans - Propane Torch	IC066408	\$42.53	
Arena - Emerg Light	IC066502	\$48.30	
Black Press Group Ltd.	EFT0009317	2025-07-29	\$1,919.95
Invoice Description	Invoice Number	Invoice Amount	
Office, P&D, Council - Ads	BPI297175	\$1,919.95	
Brenda's Country Catering	EFT0009318	2025-07-29	\$868.67
Invoice Description	Invoice Number	Invoice Amount	
PR - pancake breakfast	4178	\$868.67	
Bunzl Cleaning & Hygiene	EFT0009319	2025-07-29	\$188.30
Invoice Description	Invoice Number	Invoice Amount	
Pool - Repair Parts	143985	\$188.30	
Canadian Tire #671	EFT0009320	2025-07-29	\$245.61
Invoice Description	Invoice Number	Invoice Amount	
Roads - Tarp for Cemetery	2923	\$37.77	
Shop -Tools	2893	\$99.73	
Shop - Magents	2944	\$55.62	
Parks - Hose	2947	\$52.49	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Canadian Union of Public Emplo	EFT0009321	2025-07-29	\$632.50
=====			
Invoice Description		Invoice Number	Invoice Amount

AP - union Dues		PP15-25	\$632.50
=====			
Chapman Riebeek	EFT0009322	2025-07-29	\$493.40
=====			
Invoice Description		Invoice Number	Invoice Amount

Bylaw - June Legal Services		2507027	\$493.40
=====			
Combat Spraying Ltd.	EFT0009323	2025-07-29	\$7,719.87
=====			
Invoice Description		Invoice Number	Invoice Amount

P&L - portapottys		7548	\$1,299.38
P&L - Portable Toilets		7551	\$2,310.00
P&L - Portable Toilets		7538	\$3,102.49
P&L-Canada Day Portable Toilet		7555	\$1,008.00
=====			
Diverse Signs	EFT0009324	2025-07-29	\$62.24
=====			
Invoice Description		Invoice Number	Invoice Amount

SRC - Washroom Signs		12629	\$62.24
=====			
E360S Environmental 360 Soluti	EFT0009325	2025-07-29	\$23,138.05
=====			
Invoice Description		Invoice Number	Invoice Amount

June - Waste & recycle		1020001-000038	\$23,138.05
=====			
Gitzel & Company	EFT0009326	2025-07-29	\$1,837.50
=====			
Invoice Description		Invoice Number	Invoice Amount

Admin - LAPP Audit		72906	\$1,837.50
=====			
GT Hydraulic & Bearing	EFT0009327	2025-07-29	\$1,012.24
=====			
Invoice Description		Invoice Number	Invoice Amount

Parks - Hydraulic Oil		000-434857	\$83.99
Parks - Fittings		000-435334	\$39.39
Parks - Water Fittings		000-435349	\$9.30
Sewer - Pressure Hose		000-435401	\$224.90
Shop - Trans		000-435660	\$83.05
Parks - Grease Fittings		000-433988	\$46.35
Trans - Cylinder Repair		999-031441	\$450.78
Water - Fan Belt		000-436388	\$41.58
Parks - Belt		000-435516	\$32.90
=====			
Innov8 Digital Solutions	EFT0009328	2025-07-29	\$141.94
=====			
Invoice Description		Invoice Number	Invoice Amount

P&L - Photocopies		IN581963	\$141.94
=====			
KaizenLAB Inc.	EFT0009329	2025-07-29	\$401.64
=====			
Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Lagoon - Sampling		INV0102742	\$133.88
Lagoon Sampling		INV0102602	\$133.88
Lagoon - Sampling		INV0102471	\$133.88
=====			
McCrindle, Sarah	EFT0009330	2025-07-29	\$30.61
Invoice Description	Invoice Number	Invoice Amount	

Roads - Clothing Allowance	2025.07.11	\$30.61	
=====			
Ethan Nichols	EFT0009331	2025-07-29	\$27.50
Invoice Description	Invoice Number	Invoice Amount	

Union - Refund Dues	PP12-25	\$27.50	
=====			
Orion Safety Equipment Ltd.	EFT0009332	2025-07-29	\$635.47
Invoice Description	Invoice Number	Invoice Amount	

WTP - Recertify SLR	89700	\$635.47	
=====			
Purolator Courier Ltd.	EFT0009333	2025-07-29	\$1,420.55
Invoice Description	Invoice Number	Invoice Amount	

WTP, Water, SHop, P&D, freight	555179515	\$1,420.55	
=====			
Ruby Rock Group	EFT0009334	2025-07-29	\$73,671.44
Invoice Description	Invoice Number	Invoice Amount	

AP - Holdbacks	TS119 PPC#3	\$73,671.44	
=====			
Stettler Building Supplies Ltd	EFT0009335	2025-07-29	\$934.37
Invoice Description	Invoice Number	Invoice Amount	

Health Unit - Fascia Repair	AN8376	\$0.42	
Health Unit - Fascia Repair	AN8378	\$23.40	
Trans - Materials	AN8532	\$670.66	
Trans - Rake	AN8693	\$39.89	
SRC - Cutting Tool	AN8977	\$200.00	
=====			
Stettler Registry Services Ltd	EFT0009336	2025-07-29	\$277.50
Invoice Description	Invoice Number	Invoice Amount	

Roads, Park - Drivers Abstract	SR100033325	\$105.00	
Water - New Truck Registration	SR300026624	\$89.25	
Water - New truck Registration	SR100033374	\$9.00	
Water - New truck Registration	SR100033375	\$15.00	
Trans - New Truck Reg	SR100033376	\$24.00	
Roads - Abstracts	SR500003802	\$20.25	
Trans - New Truck Reg	SR100033373	\$15.00	
=====			
Stettler Waste Management	EFT0009337	2025-07-29	\$111,052.50
Invoice Description	Invoice Number	Invoice Amount	

Landfill Req - Qtr 2	SWM0005139	\$111,052.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Stingray Radio Inc.	EFT0009338	2025-07-29	\$682.50
=====			
Invoice Description	Invoice Number	Invoice Amount	

June - Ads	951716-6	\$682.50	
=====			
Tagish Engineering Ltd.	EFT0009339	2025-07-29	\$9,404.58
=====			
Invoice Description	Invoice Number	Invoice Amount	

Water - Reservoir Upgrade	21119	\$4,011.37	
Sewer - Lift A/B Design	21120	\$3,002.17	
Roads - 47 Ave Rehab	21121	\$2,391.04	
=====			
Timcon Construction (1988) Ltd	EFT0009340	2025-07-29	\$61,311.10
=====			
Invoice Description	Invoice Number	Invoice Amount	

AP - Holdback Release	TS108 PPC#6	\$61,311.10	
=====			
Uptown Office Supply Ltd.	EFT0009341	2025-07-29	\$1,431.59
=====			
Invoice Description	Invoice Number	Invoice Amount	

Council - Supplies	11272	\$83.58	
P&L - Paper	11280	\$80.78	
P&L - Paper	11299	\$20.95	
Shop - Supplies	11304	\$42.45	
Admin - Supplies	11307	\$807.77	
Admin - Supplies	11312	\$104.73	
Admin - Calculator	11343	\$70.22	
Office - Supplies	11346	\$67.41	
Office - Supplies	11351	\$63.15	
Office - Legal Hanging Files	11359	\$90.55	
=====			
Vortex Production Services Ltd	EFT0009342	2025-07-29	\$7,159.60
=====			
Invoice Description	Invoice Number	Invoice Amount	

Sewer - Aspirator	SPS0235773	\$847.00	
Sewer - Lift B Pump	SPS0235375	\$6,312.60	
=====			
Woody's Automotive Ltd.	EFT0009343	2025-07-29	\$3,454.45
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop - Brake Caliper	612-944615	\$127.45	
Shop - Fuel Filter	612-944940	\$9.68	
Shop - Electrical for Radio	612-945054	\$64.32	
Water - Filters	612-945181	\$58.46	
Trans, Park, Water - Oil	612-945236	\$1,137.44	
Parks - Filters	612-945309	\$15.44	
Trans - Tools	612-945316	\$57.24	
Water - Filters	612-945329	\$26.42	
Shop - Hand Cleaner & Oil	612-946144	\$190.66	
Parks - Filter	612-946441	\$45.50	
Trans - Oil Filter	612-947044	\$5.60	
Trans - Brake Pads	612-947090	\$139.76	
Shop - Air Fittings	612-947317	\$12.82	
Trans - Oil Filters	612-947321	\$40.88	
SHop - Cooling System Tester	612-957415	\$232.04	
Shop - Filters	612-957864	\$156.43	
Shop - Cleaner	612-948047	\$78.20	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount

Water - Filters	612-948640		\$93.49
Shop - Brake Clean	612-945726		\$177.03
Shop - Rags	612-949097		\$50.51
SShop - Cutting Consumables	612-949417		\$69.84
Shop - Booster Pack	612-949693		\$531.39
Water - Belts	612-949697		\$162.56
=====			
The Wright Builders	EFT0009344	2025-07-29	\$20,956.24
Invoice Description	Invoice Number	Invoice Amount	

Shop - Storage Shed	1081	\$20,956.24	

Total Cheques		\$333,951.80	
=====			

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number EFT0009345

To:

CU GENERAL

EFT0009397

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4L Communications Inc.	EFT0009345	2025-07-31	\$20.99
Invoice Description	Invoice Number	Invoice Amount	
Shop - Camera Protector	STTLRIN26324	\$20.99	
ACC Wastewater Solutions	EFT0009346	2025-07-31	\$6,772.50
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Dazzle & Greasezilla	INV-23741	\$6,772.50	
Action Plumbing & Excavating	EFT0009347	2025-07-31	\$502.72
Invoice Description	Invoice Number	Invoice Amount	
Spray Park - Toilet Repair	I036953	\$12.98	
HBC - Comm Gardens	I036932	\$2.29	
Shop - Filters	I036990	\$428.82	
Campground - Drain Acid	I037045	\$58.63	
Admiral Welding Ltd.	EFT0009348	2025-07-31	\$262.50
Invoice Description	Invoice Number	Invoice Amount	
Park - Basketball Hoops	1262	\$262.50	
Alberta Animal Services	EFT0009349	2025-07-31	\$15,406.82
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - June Enforcement	11347	\$15,406.82	
Aroma Cleaning Service	EFT0009350	2025-07-31	\$1,874.25
Invoice Description	Invoice Number	Invoice Amount	
Shop - June & July Cleaning	4745	\$1,874.25	
Baker, Kurt	EFT0009351	2025-07-31	\$65.00
Invoice Description	Invoice Number	Invoice Amount	
COuncil - Milage to RDRMUG	2025.07.17	\$65.00	
Barnes, Roger	EFT0009352	2025-07-31	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Phone Allowance	2025.08.01	\$25.00	
Bond-0 Security	EFT0009353	2025-07-31	\$514.50
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
P&L - Alarm System Training	BONDOIN129837		\$231.00
P&L - Security System Battery	BONDOIN129996		\$168.00
P&L - Campground Wifi	BONDOIN129877		\$57.75
Admin - Security System	BONDOIN129876		\$57.75
=====			
Brennan, Maya	EFT0009354	2025-07-31	\$100.00
Invoice Description	Invoice Number	Invoice Amount	

Admin - Travel Allowance	2025.08.01	\$100.00	
=====			
Canoe Procurement Group of Can	EFT0009355	2025-07-31	\$8,913.58
Invoice Description	Invoice Number	Invoice Amount	

Watre, Trans, Park - Fuel	PF-12652-12176	\$2,712.85	
SHop - Wiper Filters	AB525064	\$834.95	
Trans, Water, Park - Fuel	PF-12670-12193	\$2,900.16	
Shop - Mower Deck Wheels	AB525101	\$223.89	
Trans - New Tires	AB561008	\$1,382.93	
Trans -Filters	AB482300	\$80.43	
Snow - Wile Brooms	AB496605	\$778.37	
=====			
Challenger Clean Systems Ltd.	EFT0009356	2025-07-31	\$766.50
Invoice Description	Invoice Number	Invoice Amount	

Fire - Laumdry Detergent	12150	\$766.50	
=====			
Chemical International	EFT0009357	2025-07-31	\$656.25
Invoice Description	Invoice Number	Invoice Amount	

Comm Hall - Soap	116264	\$656.25	
=====			
Dolan, Lori	EFT0009358	2025-07-31	\$25.00
Invoice Description	Invoice Number	Invoice Amount	

Pool - Phone Allowance	2025.08.01	\$25.00	
=====			
Duff, Kendra	EFT0009359	2025-07-31	\$150.00
Invoice Description	Invoice Number	Invoice Amount	

P&D - Travel Allowance	2025.08.01	\$150.00	
=====			
Graham, Leann	EFT0009360	2025-07-31	\$375.00
Invoice Description	Invoice Number	Invoice Amount	

Admin - Travel Allowance	2025.08.01	\$375.00	
=====			
Heartland Express	EFT0009361	2025-07-31	\$521.85
Invoice Description	Invoice Number	Invoice Amount	

Trans - Freight	17211	\$207.04	
Trans - freight	17212	\$314.81	
=====			
Heartland Glass Ltd.	EFT0009362	2025-07-31	\$152.10
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount

park - Washroom Lock repair	110179		\$96.50
Spray Park - Door Repair	110201		\$55.60
=====			
Stettler Home Hardware	EFT0009363	2025-07-31	\$2,101.76

Invoice Description	Invoice Number	Invoice Amount	

Trans - Water	141475	\$18.00	
Park s- Hooks to Hang Flowers	141486	\$12.54	
Comm Hall - Sillicone	141552	\$35.68	
Parks - Fertilizer for Flowers	141554	\$62.98	
Cemetery - Fuel for equipment	141563	\$31.49	
Parks - Shower Cleaning Pads	141615	\$14.05	
Parks - WSP	141638	\$23.08	
Shop - Spplies	141651	\$113.19	
Shop - Garbage Cans	141279	\$119.68	
Office - Water	141701	\$24.00	
Office - Tissues	141704	\$12.59	
Parks -Paint	141705	\$1,405.91	
Parks - Glags	141708	\$198.42	
Cemetery - Fuel	141585	\$31.96	
=====			
Hymers, Kim	EFT0009364	2025-07-31	\$100.00

Invoice Description	Invoice Number	Invoice Amount	

Office - Phone Allowance	2025.08.01	\$100.00	
=====			
Industrial Machine Inc.	EFT0009365	2025-07-31	\$120.14

Invoice Description	Invoice Number	Invoice Amount	

SRC - Thermostat	52719A	\$56.35	
SHop - Exhaust Gasket	52924	\$63.79	
=====			
Keiths Refrigeration	EFT0009366	2025-07-31	\$4,994.59

Invoice Description	Invoice Number	Invoice Amount	

SRC - HVAC Unit Repair	25169	\$4,994.59	
=====			
Ken-Mar Concrete	EFT0009367	2025-07-31	\$15,681.79

Invoice Description	Invoice Number	Invoice Amount	

Roads - Gravel	2710	\$15,681.79	
=====			
Leckie, Neil	EFT0009368	2025-07-31	\$25.00

Invoice Description	Invoice Number	Invoice Amount	

Pool - Phone Allowance	2025.08.01	\$25.00	
=====			
Lifesaving Society	EFT0009369	2025-07-31	\$180.00

Invoice Description	Invoice Number	Invoice Amount	

Pool - LSCPI, RLI, ESC	35630	\$180.00	
=====			
Manalastas, Victor	EFT0009370	2025-07-31	\$3,412.50

Invoice Description	Invoice Number	Invoice Amount	

Office - Janitor	38	\$3,150.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire- Joint Janitor	39		\$262.50
Merlin Shredding Inc.	EFT0009371	2025-07-31	\$249.38
Invoice Description	Invoice Number	Invoice Amount	
Office - 2025 Record Shredding	263894	\$249.38	
Municipal Property Consultants	EFT0009372	2025-07-31	\$7,174.85
Invoice Description	Invoice Number	Invoice Amount	
Assesor - August	17196	\$7,174.85	
Oakcreek Golf & Turf Inc.	EFT0009373	2025-07-31	\$1,758.33
Invoice Description	Invoice Number	Invoice Amount	
Park - Parts for Mower	1074408-00	\$1,758.33	
Pederson, Brendan	EFT0009374	2025-07-31	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tool Allowance	2025.08.01	\$40.00	
Perry, Desirae	EFT0009375	2025-07-31	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Allowance	2025.08.01	\$50.00	
Peterson, Chase	EFT0009376	2025-07-31	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.08.01	\$50.00	
Peterson, Jacqui	EFT0009377	2025-07-31	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Telephone Allowance	2025.08.01	\$25.00	
Roadway Traffic Products	EFT0009378	2025-07-31	\$1,890.00
Invoice Description	Invoice Number	Invoice Amount	
Roads - Barricade Legs	1522	\$1,890.00	
Robbins, Brad	EFT0009379	2025-07-31	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Travel Allowance	2025.08.01	\$150.00	
Rollies Vac Systems	EFT0009380	2025-07-31	\$315.00
Invoice Description	Invoice Number	Invoice Amount	
COmm Hall - Grease Trap	23985	\$315.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Standage, Maddie	EFT0009381	2025-07-31	\$150.00
=====			
Invoice Description		Invoice Number	Invoice Amount

P&D - Travel Allowance		2025.08.01	\$150.00
=====			
Stettler Dads Services	EFT0009382	2025-07-31	\$1,500.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Water - July Meter Reading		2025-07	\$1,500.00
=====			
Stettler Dodge Ltd.	EFT0009383	2025-07-31	\$504.84
=====			
Invoice Description		Invoice Number	Invoice Amount

Trans - Seat Belt		162533	\$200.34
SHop - Keys		162569	\$59.01
Shop - Key Fobs		162568	\$192.15
Water - Cam Sesnor		162576	\$53.34
=====			
Stettler & District Handibus	EFT0009384	2025-07-31	\$213.90
=====			
Invoice Description		Invoice Number	Invoice Amount

Bus Garage - Utilities		4294	\$213.90
=====			
Stormoen, Angela	EFT0009385	2025-07-31	\$175.00
=====			
Invoice Description		Invoice Number	Invoice Amount

P&D - Travel & Phone		2025.08.01	\$175.00
=====			
Superior North America Inc.	EFT0009386	2025-07-31	\$43,152.57
=====			
Invoice Description		Invoice Number	Invoice Amount

Recycle - Garbage Carts		46380S	\$9,767.31
Equip - Repairs		12440W	\$33,385.26
=====			
Thinktel Communications	EFT0009387	2025-07-31	\$180.89
=====			
Invoice Description		Invoice Number	Invoice Amount

Office - Telephone		1370113	\$180.89
=====			
Tomkow, Joe	EFT0009388	2025-07-31	\$70.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Shop - Tool Allowance		2025.08.01	\$70.00
=====			
Trail Tire	EFT0009389	2025-07-31	\$178.50
=====			
Invoice Description		Invoice Number	Invoice Amount

Park - Tire Repair		28534	\$178.50
=====			
Trinus Technologies Inc	EFT0009390	2025-07-31	\$261.45
=====			
Invoice Description		Invoice Number	Invoice Amount

COMputer - SSL Certificate		11395	\$261.45

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Uline Canada Corporation	EFT0009391	2025-07-31	\$364.13
Invoice Description	Invoice Number	Invoice Amount	

Fire - Boxes	16395602	\$364.13	
=====			
Western Pro Sporting & Supply	EFT0009392	2025-07-31	\$382.88
Invoice Description	Invoice Number	Invoice Amount	

Park - Brushes for ball groome	3270	\$382.88	
=====			
Wet Water Industries Ltd.	EFT0009393	2025-07-31	\$219.14
Invoice Description	Invoice Number	Invoice Amount	

Fire - Joint - Wtr Treat Equip	AR68895	\$32.68	
Fire - Joint - Wtr Treat Equip	AR67826	\$76.89	
Fire - Joint - Wtr Treat Equip	AR67164	\$32.68	
Fire - Joint - Wtr Treat Equip	AR65278	\$76.89	
=====			
Wheels On	EFT0009394	2025-07-31	\$168.00
Invoice Description	Invoice Number	Invoice Amount	

Trans - Confinded Space Course	102829	\$168.00	
=====			
The Wright Builders	EFT0009395	2025-07-31	\$1,562.40
Invoice Description	Invoice Number	Invoice Amount	

Shop - Capital	1062.	\$1,562.40	
=====			
WTS Manufacturing & Sales Inc.	EFT0009396	2025-07-31	\$219.45
Invoice Description	Invoice Number	Invoice Amount	

Sidewalks - Capital	5346	\$219.45	
=====			
Yost, Dustin & Maria Cristine	EFT0009397	2025-07-31	\$2,370.00
Invoice Description	Invoice Number	Invoice Amount	

Comm Hall - Janitor	2025.08.01	\$2,370.00	

Total Cheques		\$127,096.05	
=====			

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

To:

CU GENERAL

Cheque Number ONL000925

ONL000928

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	ONL000925	2025-07-25	\$202.30
Invoice Description	Invoice Number	Invoice Amount	
P&D - Searches	2025.06.30	\$202.30	
Shaw Cable	ONL000926	2025-07-25	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Wifi	2025.07.17	\$120.75	
Shaw Cable	ONL000927	2025-07-25	\$441.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Wifi	2025.07.15	\$441.00	
Shaw Cablesystems GP	ONL000928	2025-07-25	\$109.15
Invoice Description	Invoice Number	Invoice Amount	
Fitness - Cable	2025.07.01	\$109.15	
	Total Cheques		\$873.20

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

To:

CU GENERAL

Cheque Number 77887

77900

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Apex Utilities	77887	2025-07-25	\$3,956.88
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Damage to Gas Lines	050000050594	\$3,956.88	
Brennan, Pat	77888	2025-07-25	\$114.50
Invoice Description	Invoice Number	Invoice Amount	
P&D - Refund Building Permit	2025.07.11.	\$114.50	
Brewster, Irene	77889	2025-07-25	\$1,555.53
Invoice Description	Invoice Number	Invoice Amount	
TAX - Refund Douuble Payment	2025.07.24	\$1,555.53	
Hendriks, Crystal	77890	2025-07-25	\$207.78
Invoice Description	Invoice Number	Invoice Amount	
Water - Refund Credit Balance	2025.07.20	\$207.78	
Hewson, Harry	77891	2025-07-25	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Music in the Park - July 30	2025	\$400.00	
Irwin, Irene	77892	2025-07-25	\$33.48
Invoice Description	Invoice Number	Invoice Amount	
Water - Refund Credit Balance	2025.07.16	\$33.48	
LM Waste Removal	77893	2025-07-25	\$105.00
Invoice Description	Invoice Number	Invoice Amount	
Park -Garbage for ball tourney	79192	\$105.00	
Local Authorities Pension Plan 77894	2025-07-25	\$31,010.87	
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP15-25	\$31,010.87	
RCAP Leasing	77895	2025-07-25	\$218.40
Invoice Description	Invoice Number	Invoice Amount	
Office - Telecommunications	1422128	\$218.40	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Receiver General for Canada	77896	2025-07-25	\$66,021.70
Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP15-25	\$51,365.69	
Town Tax Remittance	PP15-25.	\$7,988.70	
BOT Tax Remittance	PP15-25.BOT	\$2,468.75	
Library Tax Remittance	PP15-25.LIBRAR	\$4,198.56	
=====			
Schmutz, Michael	77897	2025-07-25	\$170.47
Invoice Description	Invoice Number	Invoice Amount	

Water - Refund Credit Balance	2025.07.16	\$95.47	
Refund Letter of Compliance	2025.07.23	\$75.00	
=====			
Stars Foundation	77898	2025-07-25	\$12,000.00
Invoice Description	Invoice Number	Invoice Amount	

Admin - STARS Contribution	2025	\$12,000.00	
=====			
Tru-Fence	77899	2025-07-25	\$8,148.00
Invoice Description	Invoice Number	Invoice Amount	

HBC - Orchard Fence	2746	\$8,148.00	
=====			
Woodcraft by Dave Ltd.	77900	2025-07-25	\$16.80
Invoice Description	Invoice Number	Invoice Amount	

HBC - Tree Tags	6852	\$16.80	
Total Cheques		----- \$123,959.41 =====	

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77901

To:

CU GENERAL

77914

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Bradford, Mark & Danneilia	77901	2025-07-31	\$2,183.14
Invoice Description	Invoice Number	Invoice Amount	
Tax - Refund Double Payment	2025.07.28	\$2,183.14	
Can Traffic Services Ltd.	77902	2025-07-31	\$2,139.54
Invoice Description	Invoice Number	Invoice Amount	
Traffic Signals - Light Repair	17546	\$2,139.54	
Canada Post Corporation	77903	2025-07-31	\$1,960.23
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Overgrown Tree Letter	92000003402	\$226.80	
Water - Bills	930000020727	\$1,733.43	
Cheek, Melanie	77904	2025-07-31	\$800.00
Invoice Description	Invoice Number	Invoice Amount	
Music in the Park - Aug 13	2025	\$800.00	
Foothills Model T Ford Club	77905	2025-07-31	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Refund Hall Deposit	2025.07.21	\$250.00	
Glover International Trucks Lt	77906	2025-07-31	\$296,046.77
Invoice Description	Invoice Number	Invoice Amount	
Equipment - New Tandem	00118087	\$296,046.77	
Kinsley Alberta Ltd.	77907	2025-07-31	\$73.50
Invoice Description	Invoice Number	Invoice Amount	
Fire - Town - Maps	INV-0659	\$73.50	
Monte DeMarco	77908	2025-07-31	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
Music in the Park - August 6	2025	\$500.00	
Ornamental Bronze Limited	77909	2025-07-31	\$211.05
Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Date Tab	111457	\$211.05	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Recreation Facility Personnel	77910	2025-07-31	\$1,752.97
=====			
Invoice Description		Invoice Number	Invoice Amount

SRC - Training		R3799	\$771.75
SRC - Training		R3797	\$490.61
SRC - Training		R3798	\$490.61
=====			
ShareCanada	77911	2025-07-31	\$312.02
Invoice Description		Invoice Number	Invoice Amount

Shop - Chain Lube		46368	\$312.02
=====			
Snap On Tools	77912	2025-07-31	\$1,282.58
Invoice Description		Invoice Number	Invoice Amount

Trans - Air Hammer		09042573304	\$1,282.58
=====			
Van Electric	77913	2025-07-31	\$3,059.70
Invoice Description		Invoice Number	Invoice Amount

Trans - Building Repair		1033	\$857.85
Trans - Repair		1038	\$1,004.85
Water - Replace Bottom 3 Float		1044	\$588.00
Shop - Fix Air Compressor		1026	\$609.00
=====			
Visual Sports Image	77914	2025-07-31	\$393.75
Invoice Description		Invoice Number	Invoice Amount

P&L - REACH Licence		VSI2025-179	\$393.75
=====			
Total Cheques			\$310,965.25
			=====

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77915

To:

CU GENERAL

77922

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	77915	2025-07-31	\$8,864.70
Invoice Description	Invoice Number	Invoice Amount	
Office - Gas	202506-3693	\$294.47	
Fire - Joint - Gas	202506-3687	\$158.26	
Shop - Gas	202506-3694	\$152.63	
Airport - Gas	202506-3686	\$83.76	
WTP - Gas	202506-3689	\$1,678.53	
Water - Gas	202506-3684	\$87.11	
Sewer - Gas	202506-3685	\$90.29	
Sewer #2 - Gas	202506-3692	\$189.72	
SRC & Pool - Gas	202506-3691	\$5,848.89	
Comm Hall - Gas	202506-3690	\$159.95	
Parks - Gas	202506-3688	\$121.09	
Collabria Payment Processing	77916	2025-07-31	\$27,992.94
Invoice Description	Invoice Number	Invoice Amount	
P&D - Visa	2025.07.13.627	\$128.23	
P&L - Visa	2025.07.13.765	\$1,214.66	
BOT - Visa	2025.07.13.BOT	\$629.99	
FItness - Visa	2025.07.13.751	\$146.30	
Pool - Visa	2025.07.13.732	\$936.21	
WTP - Visa	2025.07.13.001	\$1,426.06	
P&L - Visa	2025.07.13.104	\$827.43	
Fire - Visa	2025.07.13.753	\$119.66	
Computer - Visa	2025.07.13.290	\$5,292.10	
Water - Visa	2025.07.13.763	\$3,795.95	
P&L - Visa	2025.07.13.764	\$541.00	
Shop - Visa	2025.07.13.826	\$4,465.51	
PR - Visa	2025.07.13.038	\$1,438.65	
Fire - Visa	2025.07.13.755	\$1,957.77	
Office - Visa	2025.07.13.726	\$1,018.36	
Trans - Visa	2025.07.13.762	\$4,000.64	
Admin - Visa	2025.07.13.665	\$54.42	
Poulin's Professional Pest Con	77917	2025-07-31	\$556.94
Invoice Description	Invoice Number	Invoice Amount	
Office - Pest Control	1798453	\$90.72	
WTP - Pest Control	1798441	\$198.45	
SRC - Pest Control	1798449	\$156.49	
WTP - Bait Stations	1792233	\$111.28	
Rogers	77918	2025-07-31	\$33.60
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Telephone	302314785	\$33.60	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Telus Communications	77919	2025-07-31	\$2,461.65
=====			
Invoice Description		Invoice Number	Invoice Amount

Telus - July Communications		2025.07.23	\$2,461.65
=====			
Telus Mobility Inc.	77920	2025-07-31	\$1,625.53
=====			
Invoice Description		Invoice Number	Invoice Amount

Telus - July Mobiltiy		2025.07.21	\$1,625.53
=====			
United Farmers of Alberta	77921	2025-07-31	\$792.65
=====			
Invoice Description		Invoice Number	Invoice Amount

Tran s- Tools		SOINV7663452	\$267.68
Airport - Tarps		SOINV7679340	\$36.74
Airport - Tarps		SOINV768818	\$36.74
Water - Lift Stations		SOINV7634958	\$10.49
Water - Grass Seed		SOINV7616787	\$441.00
=====			
Workers' Compensation Board -	77922	2025-07-31	\$16,723.28
=====			
Invoice Description		Invoice Number	Invoice Amount

Ap - WCB		28230164	\$16,723.28
=====			
Total Cheques			\$59,051.29
=====			

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77923

To:

CU GENERAL

77923

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Greg Patterson	77923	2025-07-31	\$4,233.60
Invoice Description	Invoice Number	Invoice Amount	

Sidewalks - Finish	723593	\$4,233.60	
Total Cheques		-----	
		\$4,233.60	
		=====	

REQUEST FOR DECISION

To: Leann Graham, CAO
Date: July 31, 2025
From: Angela Stormoen, Development Officer
Re: Repeal and Replace Town of Stettler and County of Stettler No. 6 Intermunicipal Development Plan and Repeal South East Area Structure

Background:

In March 2020, the Town and County received the Alberta Community Partnership (ACP) Grant for \$200,000 under the Intermunicipal Component for an Intermunicipal Development Plan (IDP) amendment and a new South East Area Structure Plan (SE ASP). Both plans are considered Statutory documents under the Municipal Government Act. The contract was awarded to Dillon Consulting in partnership with MPE Engineering.

Throughout 2020-2022 the Town and County worked in partnership with Dillon Consulting to determine the IDP Vision, define changes and completed 4 rounds of public engagement. In June 2022 the process was paused to allow both municipalities to execute a water and wastewater agreement. Following the passing of the water and wastewater agreement in March of 2024 at both councils, the IDP process was restored.

On March 26, 2024 the IDP committee (council and administration from both Town & County) met to discuss the desired outcomes of the IDP and the process moving forward. It was decided that Town and County administration reengage with Dillon consulting to continue drafting a final IDP document. Further, the ACP grant was extended to December 31, 2025 with no further extension granted. Due to the grant deadline and the municipal election in the fall of 2025, both Town and County agreed to repeal the SE Area Structure Plan. Moving forward a new area structure plan would be triggered at which time a development is proposed in the area.

Throughout 2024 and 2025, Town and County administration met to create a draft document that was finalized and reviewed by Dillon Consulting and the IDP committee prior to presenting the final draft at a public open house on June 26, 2025. The open house was advertised on both Town and County website, social media, newspaper, Stettler Local and a postcard was mailed to Town and County residents within the IDP plan area. Following the public engagement session Dillon Consulting provided a What We Heard Report. The report and final draft of the IDP was reviewed by the IDP committee and final changes were made to create the final IDP document.

Please see attached information explaining the changes to the IDP.

Recommendation:

Administration respectfully recommends that Town of Stettler Council consider the above-mentioned information and repeal Intermunicipal Development Plan Bylaw 1989-09 and replace with giving first reading to Intermunicipal Development Plan Bylaw 2194-25. Further, give first reading to bylaw 2195-25 to repeal South East Area Structure Plan Bylaw 1637.

What is included in the Intermunicipal Development Plan?

Our Shared Track

The IDP is structured as follows:

Did You Know?

An Intermunicipal Development Plan or IDP establishes the framework for growth and development within the Plan area. An IDP also outlines how municipalities will collaborate and cooperate as these developments are brought forward.

Both the Town of Settler and County of Stettler municipal Councils must approve the new IDP before the Plan will guide growth and development.

Part 1

Introduction

This section provides an overview of the IDP and describes:

- Plan Purpose
- Enabling Legislation
- Our Shared Goals
- How to Use Our Plan



Part 2

Our Plan

This section includes policies of different areas within the Plan, including:

- Land Use Concept
- Town of Stettler
- Natural Areas
- Rural Areas
- County Residential
- County Mixed Business
- Town Future Residential
- Town Future Mixed Business
- Airport

This section also describes Servicing and Infrastructure needs



Part 3

Administration of Our Plan

This section establishes key elements of managing the IDP including:

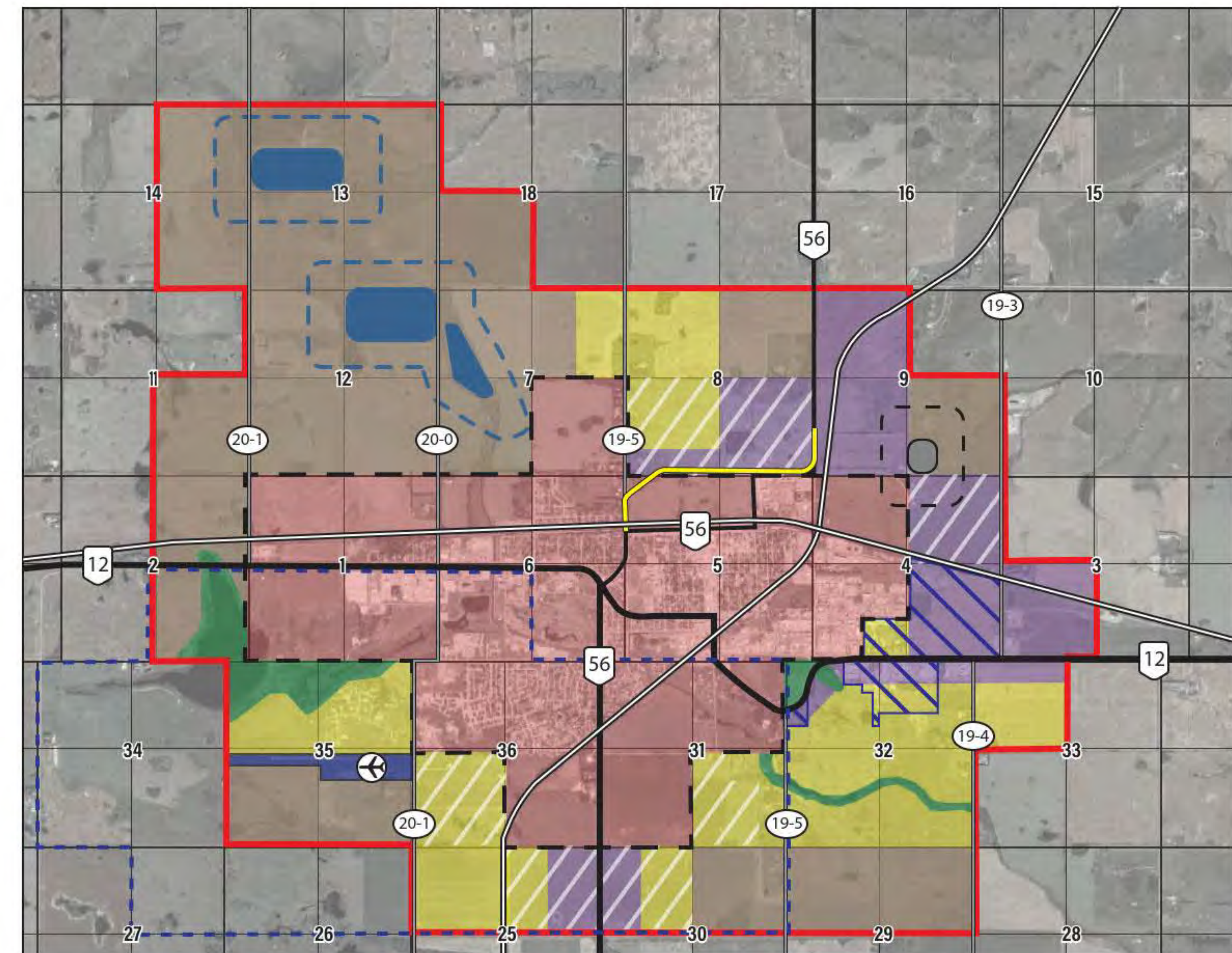
- Intermunicipal Development Plan Review Committee
- Referrals Process
- Dispute Resolution Process
- Plan Review and Amendment
- Annexation



What is Proposed in the Draft IDP?

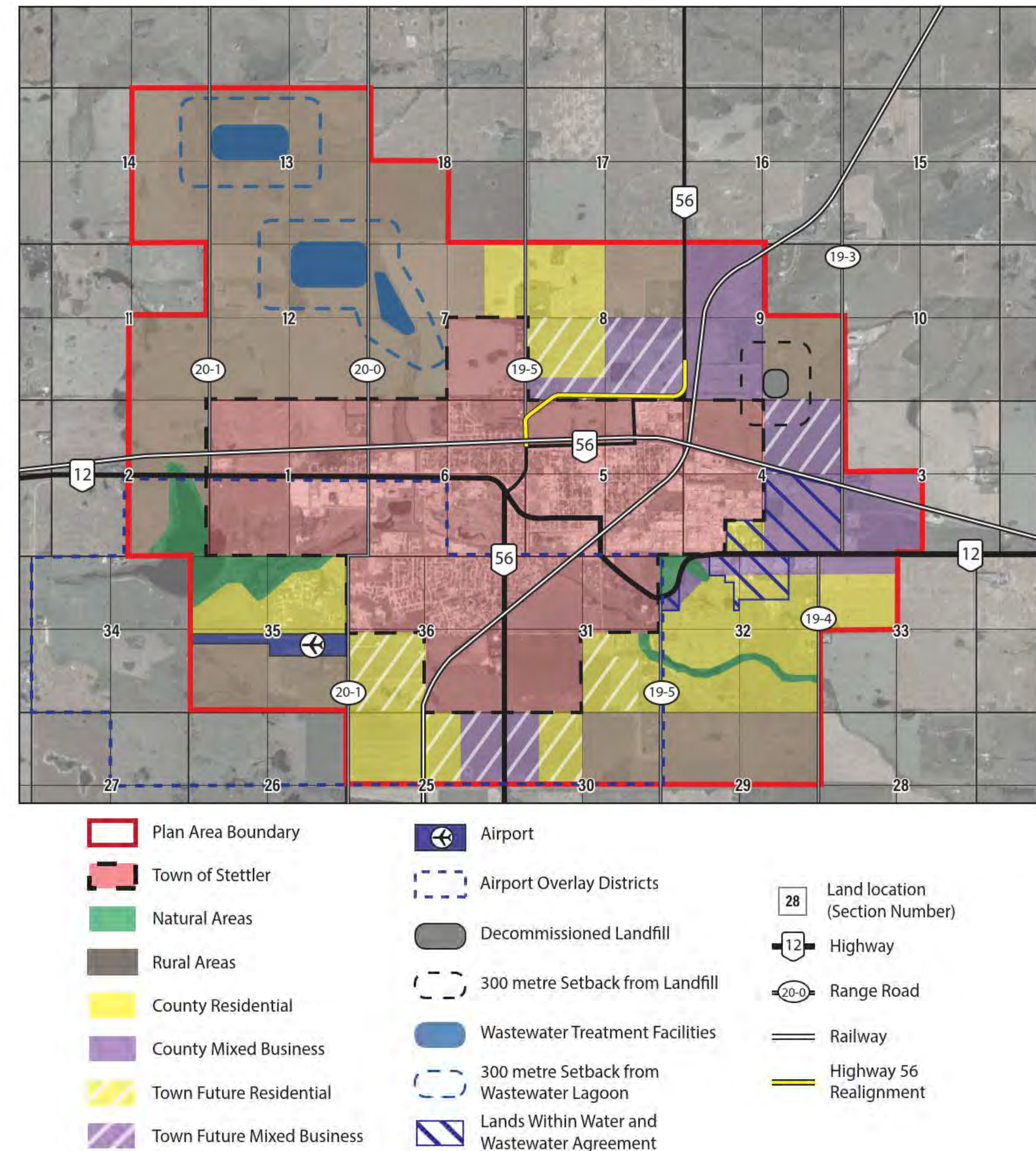
The IDP lays the track for growth and development where the Town and County share boundaries. To accommodate anticipated growth, the IDP includes:

- Revised Plan Area Boundary to reflect:
 - shared infrastructure servicing
 - the protection of Airport operations
 - the long-term Town and County vision for their shared boundaries
- Establishes a revised Land Use Concept that outlines the type of development for specific areas on the 50-year horizon
- Considerations for longer term transportation and connectivity plans
- Expanded policies to protect Natural Areas including:
 - Cold Lake, West Stettler Pond, Red Willow Creek and Shuckburgh's Slough
- Updated intermunicipal collaboration processes



Our Plan: What's Proposed Within the Town?

- Areas for **future** annexation by the Town are identified
 - The Town Boundary is **not** proposed to change as part of this plan
- Prioritize development of vacant land and infill projects before development of new residential areas
- All new development shall be serviced with collective water supply and collective wastewater collection and disposal systems owned and operated by the Town, with some exceptions
- The Town shall:
 - maintain or exceed an average residential density of 10 dwelling units per gross hectare (4 dwellings per gross acre)
 - maintain a maximum residential parcel size of 1.0 acres in all new residential development, with some exceptions



Our Plan: What's Proposed Within the County?

General

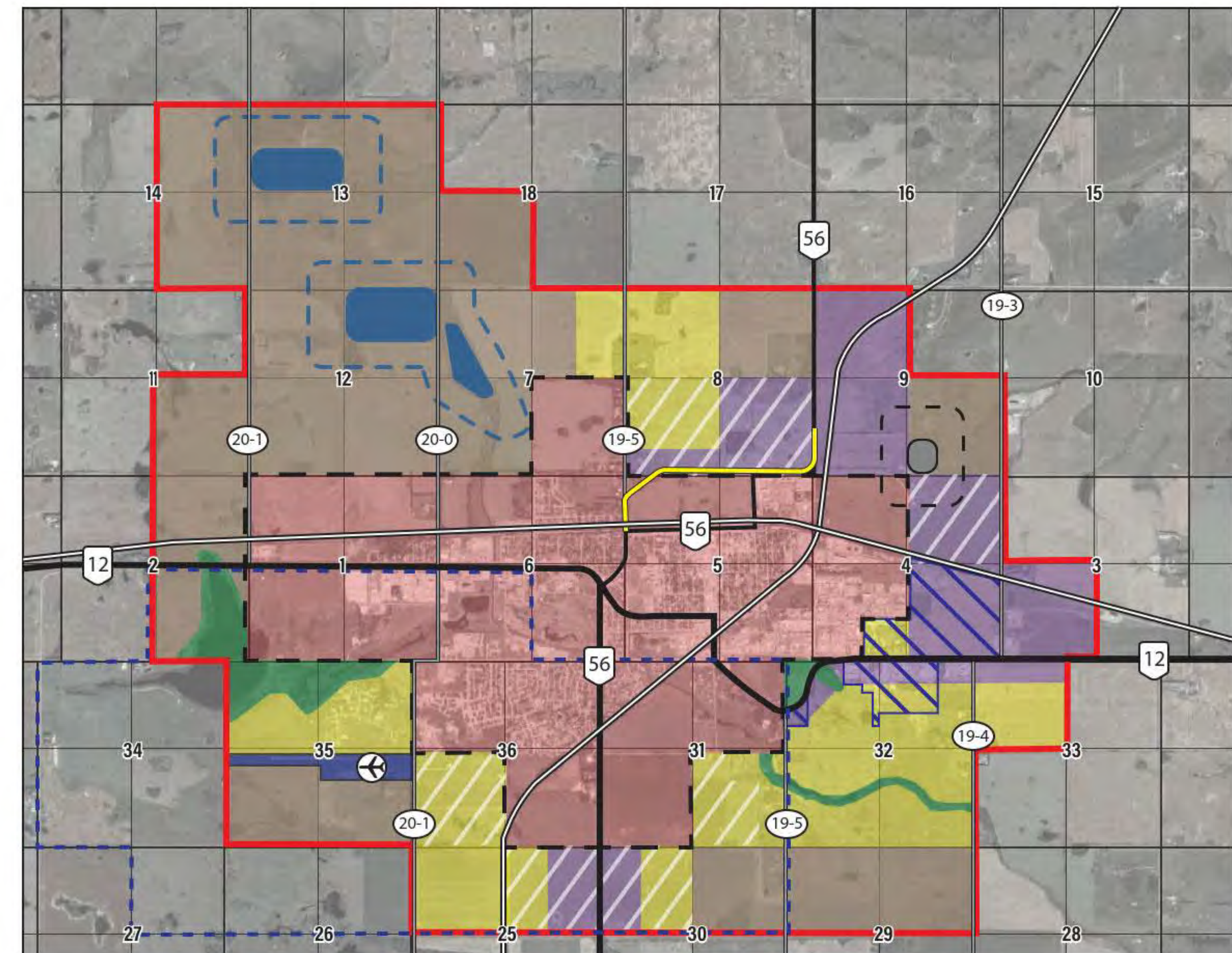
- Rural Areas are to be preserved

Mixed Business

- County Mixed Business areas (commercial and industrial) are identified

Town Future Mixed Business

- The County shall limit the number of separate titles in each quarter section to four unless otherwise agreed to



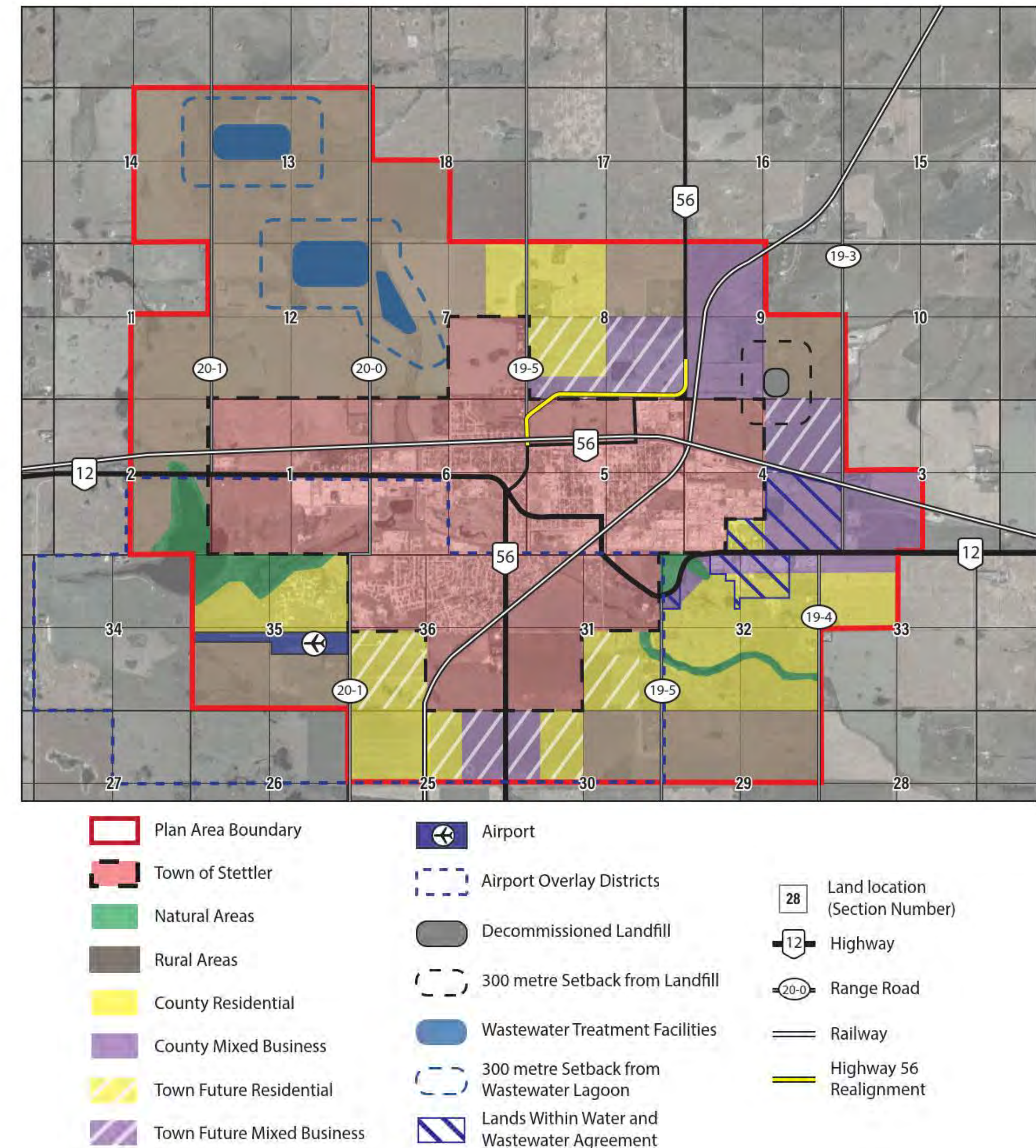
Our Plan: Residential Growth

County Residential

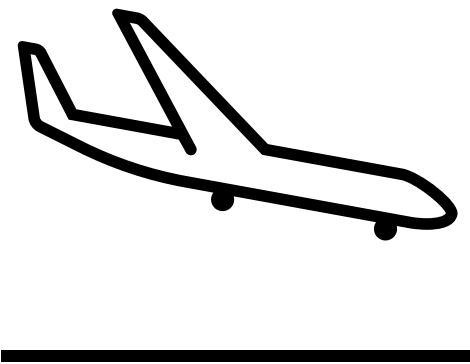
- Development shall maintain a maximum density of 2.5 dwellings per gross hectare (1 dwelling unit per gross acre)
- All new multi-lot residential subdivisions in with parcel sizes less than 0.45 acre shall be serviced with collective water supply and collective wastewater collection and disposal systems owned and operated by or on behalf of the County of Stettler

Town Future Residential

- In Town Future Residential areas in the County, the County shall
 - limit the number of separate titles in each quarter section to 4 titles unless agreed to otherwise
 - limit new bare residential parcels to a maximum of 5 acres, with farmstead separation exceptions



Our Plan: What else is changing?



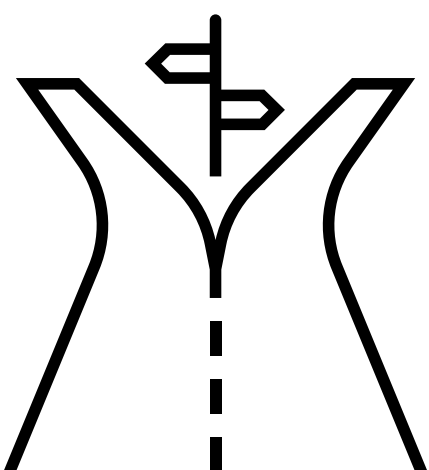
Airport

- Protection of operations of the Stettler Airport



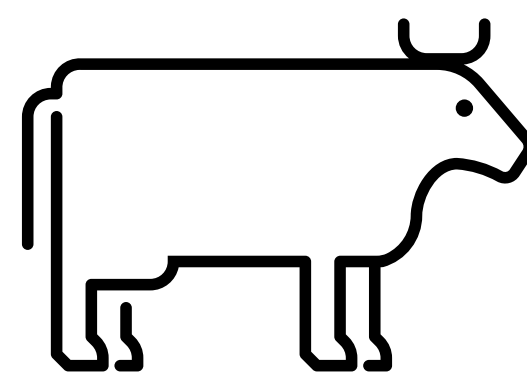
Wastewater Treatment Facilities

- Maintain the required provincial setbacks of 300 metres from wastewater treatment facilities



Highway 56 Realignment

- Protect the 40 metre right of way to allow for the future acquisition of this land by requiring setbacks from this right of way



Confined Feeding Operations (CFO)

- The County will manage an exclusion zone for CFOs surrounding the Town in accordance with the requirements of the Natural Resources Conservation Board (NRCB)

Infrastructure and Utilities

- Town and County will work together to identify opportunities for efficient services for existing and future development including with utility providers
- Utilise agreements including the Intermunicipal Collaboration Framework, Stettler Regional Master Servicing Study, and Water and Wastewater Agreement for the delivery of services
- Coordinate stormwater management based on recommendations of the Red Willow Creek Watershed Regional Master Drainage Plan
- The Town and County should respond jointly to:
 - The Alberta Energy Regulator (oil and gas facilities)
 - Alberta Utilities Commission (power generation)



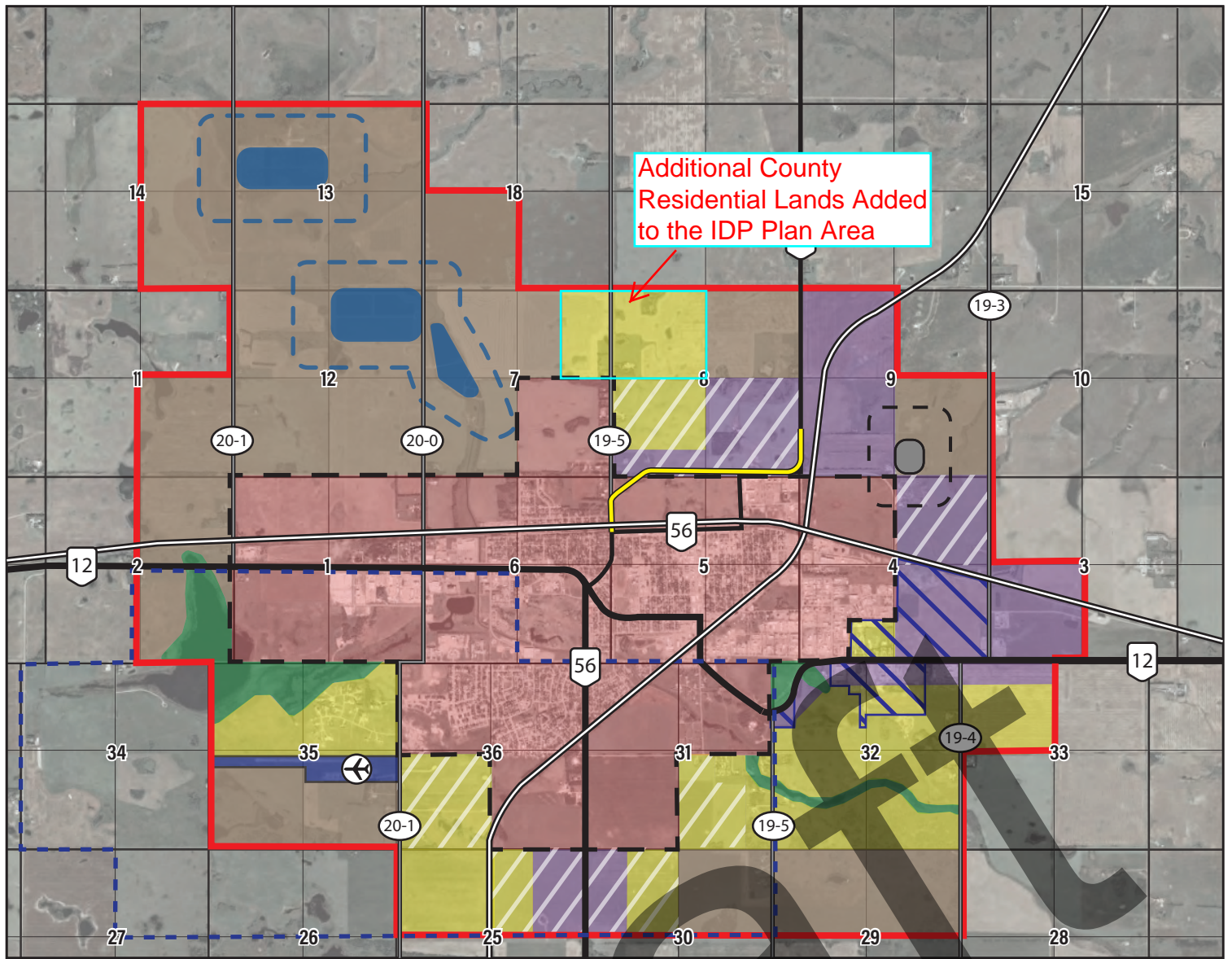


Figure 1: Land Use Concept



BYLAW 2194-25

A BYLAW OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ADOPTING THE TOWN OF STETTLER AND COUNTY OF STETTLER INTERMUNICIPAL DEVELOPMENT PLAN.

WHEREAS section 631 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, and amendments thereto, provides that two or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary;

AND WHEREAS the Council of the Town of Stettler deems it desirable to replace the 2009 Intermunicipal Development Plan with the County of Stettler No. 6 with an updated Intermunicipal Development Plan following a comprehensive review and collaboration with the Council of the County of Stettler No. 6;

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

- 1. Schedule A, attached hereto and titled "*County of Stettler – Town of Stettler Intermunicipal Development Plan*" and dated August 2025, is hereby adopted.
- 2. Bylaw 1989-09, and all amendments thereto, is hereby repealed.
- 3. This Bylaw shall take force and effect on the date it receives third reading and is finally passed.

READ a first time this 5th day of August A.D. 2025.

NOTICE OF ADVERTISEMENT published _____ & _____, 2025.

Public Hearing held _____, 2025 at 7:00 P.M.

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

READ a third time and finally passed this ____ day of _____A.D. 2025.

Mayor

Assistant CAO

SCHEDULE A



County of Stettler | Town of Stettler

Intermunicipal Development Plan

County Bylaw No. 1749-25

Town Bylaw No. 2194-25

August, 2025



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1.0 INTRODUCTION

1.1 Purpose of Our Intermunicipal Development Plan

This Intermunicipal Development Plan (“IDP” or “Plan”) provides a framework for the Town of Stettler and the County of Stettler No.6 to coordinate their land use planning efforts in the lands near the Town of Stettler. The Plan recognizes how the land use planning and development decisions of one municipality may affect the other and establishes policies that provide clear direction for future decision-making and collaboration on areas of common planning interest.

This Plan takes a long-term perspective and considers the future development of lands in the Town and County over a fifty year plus timeframe. It sets out expected future land use patterns with a view towards:

- Managing anticipated Town growth and County growth over the next 50 years.
- Coordinating future development in terms of land use compatibility and impacts on shared infrastructure.
- Distributing development opportunities between the Town and County to provide employment, to grow their respective assessment bases and to accommodate a range of housing options.
- Preserving natural areas for their natural intrinsic values and functions.
- Coordinating the provision of municipal and transportation infrastructure.
- Providing processes for ongoing communication and the resolution of disputes.

The IDP outlines the policies and processes agreed upon by the Town and County to support intermunicipal cooperation, while also protecting the autonomy of each municipality.

1.2 Enabling Legislation

This Plan meets the requirements of the Municipal Government Act (MGA). Section 631 of the MGA identifies the following as matters to be addressed for lands within the boundary of the IDP:

- Future land use within the area;
- The manner of and the proposals for future development in the area;
- The provision of transportation systems for the area, either generally or specifically;
- The coordination of intermunicipal programs relating to physical, social and economic development of the area;
- Environmental matters within the area, either generally or specifically;

- A procedure to be used to resolve or attempt to resolve any conflict within the area;
- Procedures to amend or repeal the plan; and
- Provisions relating to the administration of the plan.

1.3 Our Shared Goals

The Town and County share common interests when it comes to coordinating future growth. To inform the content and direction of the Plan, the Town and County have identified a set of goals. These are:

- Endeavour to understand each other's views, perspectives and interests;
- Build trust, fairness and respect into all aspects of our intermunicipal discussions;
- Provide equitable opportunities for growth;
- Respect each other's autonomy of decision-making within our respective jurisdictions;
- Work together (collaboration, coordination, cooperation) where possible;
- Encourage effective and efficient intermunicipal communication; and
- Promote the quality of life for residents in both municipalities.

1.4 How to Use Our Plan

Our Plan consists of several sections of text and a future land use map. Within each section there is a combination of narrative text and policies. The narrative text provides context about the topics covered and is intended to provide background and assist the flow of the document. It is not intended as a binding policy.

Text that is intended as binding policy is plainly labeled as "Policy XYZ" with the "XYZ" portion being a specific number assigned to a specific policy. Collectively, the labeled policies form the agreement that has been reached between the Town and County. **Only the labeled policies are applicable when determining what action is required of the Town, the County or both municipalities.**

Our IDP is the most senior statutory plan adopted by our municipalities. This means that other plans, such as the Town of Stettler Municipal Development Plan and the County of Stettler Municipal Development Plan, are expected to be consistent with the direction set out in the IDP. Where there appears to be a conflict between the IDP and any other plan of the Town or County, the conflict is usually resolved in favour of the policies of the IDP. Some policies of the IDP specifically defer to another plan or an agreement between the two municipalities. In these circumstances, it is the direction of the referenced plan or agreement that is to be followed.

2.0 OUR PLAN

2.1 Interpretation

All land use concepts, infrastructure, fixed elements, and boundaries, shown in Schedule A of this Plan are intended to be interpreted as conceptual. Notwithstanding this, major deviations from the intent of this Plan within may be subject to an amendment to this IDP.

Policy 2.1.1 The Plan includes policies with “shall”, “should”, and “may” statements, which are interpreted as follows:

- All policy statements containing “shall” are mandatory and must be implemented. Where a “shall” policy proves impractical, an amendment to this IDP may be required.
- All policy statements containing “should” are advisory and imply the preferred approach to the policies, and implementation of this Plan.
- All policy statements containing “may” denote that the Town and County have the discretion to comply with the policy or the ability to vary the requirements identified to achieve the intent of the policies of the Plan.

Policy 2.1.2 Abbreviations and definitions have been provided as **Appendix A**. Where a term is not defined in this Plan, their definition shall be the same as the definition provided by the Municipal Government Act. All other words and terms shall be given their usual and customary meaning.

Policy 2.1.3 All references in the Plan to any regulatory body or agency shall be understood to refer to the current successor entity, regardless of any name changes since the Plan's adoption.

2.2 Land Use Concept

Figure 1: Land Use Concept provides a land use concept for our IDP. It is key to interpreting what is intended for various lands in and around the Town of Stettler. The elements shown on the land use concept, and their associated policies regarding what is expected, are explained below.

Plan Area Boundary

The area contained within the Plan Area Boundary shows all of the lands that are subject to the policies of the IDP. It contains all the lands within the Town of Stettler boundaries and select lands within the boundaries of the County of Stettler.

The extent of the Plan Area within the County of Stettler was determined by considering the following:

- Lands identified by the Town to accommodate their long-term growth over the next fifty plus years;
- Lands that can be serviced with existing available capacity or expanded capacity in the Town's municipal water and wastewater systems;
- Lands to accommodate long term growth for the County over the next fifty plus years;
- Lands that provide a buffer around the areas to be developed as part of the Town in the long term to facilitate coordination of land use patterns and promotion of land use compatibility between Town development and County development; and
- Lands around critical infrastructure facilities that require consideration of Provincial setbacks.

Policy 2.2.1 The lands that are subject to the policies of this Intermunicipal Development Plan shall be those lands contained within the Plan Area Boundary as shown on Figure 1: Land Use Concept.

Land Use Policy Areas

The Plan Area is further defined by policy areas that apply to specific portions of the Plan Area. These areas are shown on Figure 1: Land Use Concept and are labelled as follows:

- Town of Stettler;
- Natural Areas;
- Rural Areas;
- County Residential;
- County Mixed Business;
- Town Future Residential;
- Town Future Mixed Business; and
- Airport.

- Policy 2.2.2. The various policy areas shown on Figure 1: Land Use Concept shall be subject to the general policies of this Plan and the specific policies linked to each applicable policy area.
- Policy 2.2.3 The boundaries of policy areas shown on **Figure 1: Land Use Concept** are conceptual but shall be interpreted as generally following existing parcel boundaries. Where the boundary of a policy area does not follow an existing parcel boundary, the boundary may be determined by scaling off dimensions from Figure 1: Land Use Concept.

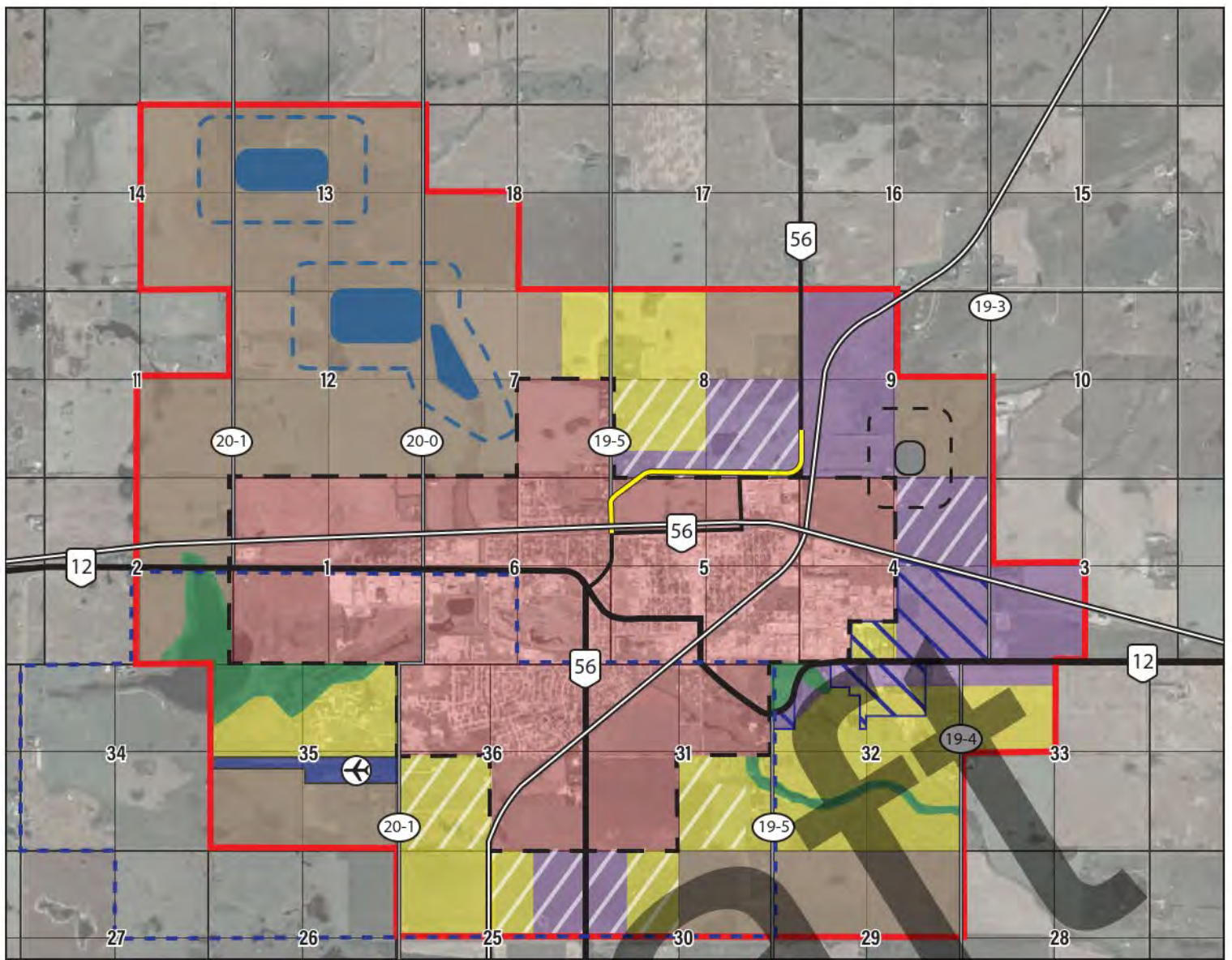


Figure 1: Land Use Concept



Town of Stettler

The Town of Stettler area shown on Figure 1: Land Use Concept encompasses all the lands within the present boundaries of the Town. The land uses assigned to various parts of the Town of Stettler area are addressed through the Town of Stettler Municipal Development Plan (MDP) and more detailed plans that have been adopted by the Town over many years. To maintain consistency between the Town's existing plans and our IDP, the IDP does not show specific land uses, such as residential, commercial and industrial, and instead defers to the land use pattern established in the Town MDP.

- Policy 2.2.4 The land use patterns within the area marked as Town of Stettler on Figure 1: Land Use Concept shall be in accordance with the Town of Stettler Municipal Development Plan, as amended from time to time, and the Town of Stettler Land Use Bylaw, as amended from time to time.
- Policy 2.2.5 The Town should prioritize the development of vacant land and infill projects within its existing commercial and industrial areas prior to seeking to develop the Town Future Mixed Business areas shown on Figure 1: Land Use Concept.
- Policy 2.2.6 The Town should prioritize the development of vacant land and infill projects within its existing residential areas prior to seeking to develop the Town Future Residential areas shown on Figure 1: Land Use Concept.
- Policy 2.2.7 The Town shall maintain or exceed an average residential density of 10 dwellings units per gross hectare (4 dwelling units per gross acre) across all lands developed for residential use within the Town boundaries. For the purposes of this Plan, this density shall be measured by accounting for all residential units relative to the gross developed area of all of the Town's designated residential areas. The area used in the calculation shall encompass all lands making up the residential areas including land for roads, parks and residential parcels.
- Policy 2.2.8 The Town shall maintain a maximum residential parcel size of 1.0 acres in all new residential development. Exceptions occur when an existing homestead is proposed to be subdivided out of an existing quarter section of agriculture lands. Larger lot sizes over one acre may be allowed in development areas abutting existing residential acreages in an effort to transition from larger residential acreages to high density residential development. Lastly, exemptions occur where a higher density residential development is

proposed on a lot larger than 1.0 acre such as a bare land condominium, apartment complex, mobile home park, multi-unit rentals, etc.

Policy 2.2.9 The Town shall continue to apply the Commercial & Industrial Design Guidelines, as amended from time to time, to developments adjacent to major highways.

Draft for First Reading

Natural Areas

The landscape within the Plan Area contains natural areas that are of interest to both the Town and the County. These areas offer recreational and open space potential and assist with natural functions such as the management of surface water run-off. Key features are Cold Lake, West Stettler Pond, Red Willow Creek and Shuckburgh's Slough. Figure 1: Land Use Concept shows the portion of these natural areas that are within County boundaries while the Town of Stettler Municipal Development Plan shows the portions that are within the Town boundary.

Policy 2.2.10 The Town and County shall work together to preserve Red Willow Creek and Shuckburgh's Slough Drainage Channel and their associated floodplains as:

- components of a coordinated linear open space system and
- critical drainage courses for the release of storm water runoff and release of effluent from wastewater treatment facilities

Policy 2.2.11 The Town and County shall not support development or activities that affect water quantity and detract from water quality in the Plan Area including Cold Lake, Red Willow Creek, and Shuckburgh's Slough.

Policy 2.2.12 The Town and County should jointly review development opportunities for an intermunicipal open space, parks and pathways system as more detailed plans are prepared within the Plan Area.

Rural Areas

The Rural Areas shown on Figure 1: Land Use Concept are those lands in the County of Stettler that are generally intended to remain under their present Agricultural designation under the County of Stettler Land Use Bylaw. The term “rural” is being used to reflect the non-agricultural uses that may also be allowed for these lands under the Agricultural designation.

Policy 2.2.13 Land use patterns within the Rural Areas shown on Figure 1: Land Use Concept shall be in accordance with the County of Stettler Municipal Development Plan, as amended from time to time and the County of Stettler Land Use Bylaw, as amended from time to time.

County Residential

The areas shown on Figure 1: Land Use Concept as County Residential provide opportunities for residential use in the form of clusters of acreages and multi-lot residential subdivisions. Agricultural uses are also expected in these areas until such time as landowners choose to convert all or part of their lands to country residential use.

Policy 2.2.14 Country residential use and development shall be allowed in the areas shown as County Residential on Figure 1: Land Use Concept.

Policy 2.2.15 Until such time as a landowner decides to develop their lands for country residential uses, land patterns in the County Residential areas shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time.

Policy 2.2.16 The design of multi-lot subdivisions in the County Residential areas shall be in accordance with the County of Stettler Municipal Development Plan, as amended from time to time.

Policy 2.2.17 The County shall maintain a maximum allowable average residential density of 2.5 dwellings units per gross hectare (1 dwelling unit per gross acre) across each quarter section developed for residential use within the County Residential area shown on Figure 1: Land Use Concept. For the purposes of this Plan, this density shall be measured by accounting for all residential units relative to the gross area of the lands within each residential area of the quarter section. The area used in the calculation shall encompass all lands making up the residential area including land for roads, parks and residential parcels.

County Mixed Business

Areas shown as County Mixed Business on Figure 1: Land Use Concept are intended to accommodate a mixture of commercial and industrial uses and provide employment opportunities. Agricultural uses are also expected in these areas until such time as landowners choose to convert their land to commercial and/or industrial use.

Policy 2.2.18 A mixture of commercial and industrial uses and development shall be allowed in the areas shown as County Mixed Business on Figure 1: Land Use Concept.

Policy 2.2.19 Until such time as a landowner decides to develop their lands for commercial and/or industrial uses, land use patterns in the County Mixed Business areas shall be in accordance with the County of Stettler Municipal Development Plan and the County of Stettler Land Use Bylaw, as amended from time to time.

Policy 2.2.20 The County shall continue to apply the Commercial & Industrial Design Guidelines, as amended from time to time, to developments adjacent to major highways.

Town Future Residential

Urban style residential use and development, consisting of a variety of housing types and densities, is expected to occur in the areas shown on Figure 1: Land Use Concept as Town Future Residential once these lands have been added to the Town's jurisdiction. Until these areas are annexed, and to prevent frustrating future efforts to develop these areas as part of the Town, subdivision and development activity is expected to be limited.

- Policy 2.2.21 Until such time as lands identified as Town Future Residential on Figure 1: Land Use Concept have been annexed into the Town, land use patterns in the Town Future Residential areas shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time, except where specifically modified by the policies of this IDP.
- Policy 2.2.22 The County shall limit the number of separate titles in each quarter section to four (4) unless otherwise agreed to in writing by the Town.
- Policy 2.2.23 The size of new bare parcels shall be limited to a maximum of 5 acres and a new parcel for a farmstead removal shall be the least number of acres possible to encompass the features of the farmstead.
- Policy 2.2.24 The location and shape of new parcels within a quarter section should avoid creating barriers to the future subdivision and development of the new parcels and the remainder of the quarter section as part of an urban area to the greatest extent possible.
- Policy 2.2.25 When land within a Town Future Residential area is subdivided, and if reserve dedication is owing, the County shall not take dedication of Environmental Reserve in the form of land or environmental reserve easement and shall defer any Municipal Reserve dedication using a deferred reserve caveat.
- Policy 2.2.26 The County shall not discharge a deferred reserve caveat within a Town Future Residential area unless agreed to in writing by the Town.

Town Future Mixed Business

Commercial and industrial use and development is expected to occur in the areas shown on Figure 1: Land Use Concept as Town Future Mixed Business once these lands have been added to the Town's jurisdiction. Until these areas are annexed, and to prevent frustrating future efforts to develop these areas as part of the Town, subdivision and development activity is expected to be limited.

- Policy 2.2.27 Until such time as lands identified as Town Future Mixed Business on Figure 1: Land Use Concept have been annexed into the Town, land use patterns in the Town Future Mixed Business areas shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time, except where specifically modified by the policies of this IDP.
- Policy 2.2.28 The County shall limit the number of separate titles in each quarter section to four (4) unless otherwise agreed to in writing by the Town.
- Policy 2.2.29 The location, size and shape of new parcels within a quarter section should avoid creating barriers to the future subdivision and development of the new parcels and the remainder of the quarter section as part of an urban area to the greatest extent possible.
- Policy 2.2.30 When land within a Town Future Mixed Business area is subdivided, and if reserve dedication is owing, the County shall not take dedication of Environmental Reserve in the form of land or environmental reserve easement and shall defer any Municipal Reserve dedication using a deferred reserve caveat.
- Policy 2.2.31 The County shall not discharge a deferred reserve caveat within a Town Future Mixed Business area unless agreed to in writing by the Town.

Airport

The Stettler Airport is within the County boundaries and is operated by the Town. It is in the southwest corner of the plan area and has one east-west airstrip. The Town and County agree that the Stettler Airport is a valuable asset to the region and understands the importance of maintaining land use compatibility between the airport and adjacent land uses.

Policy 2.2.32 Development of the airport shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time.

Policy 2.2.33 The Town and the County shall maintain airport overlay districts in their respective Land Use Bylaws to manage land use compatibility issues around and near the airport lands.

Policy 2.2.34 Airport operations and airside development shall be in accordance with the Stettler Airport Master Plan, as amended from time to time.

General Policies

In addition to the policies specific to the areas shown on Figure 1: Land Use Concept, our plan includes policies that apply to all areas and/or to select features such as the Town's wastewater treatment facilities. These policies are as follows:

- Policy 2.2.35 Through subdivision approvals and development permit conditions, the Town and County shall address nuisance impacts and screening between residential and mixed business uses subject to each municipality's respective Municipal Development Plan and Land Use Bylaw.
- Policy 2.2.36 Subdivision and development approvals on lands in proximity to the Wastewater Treatment Facilities shown on Figure 1: Land Use Concept shall maintain the required 300m setback outlined in the Government of Alberta Matters Related to Subdivision and Development Regulation, as amended from time to time.
- Policy 2.2.37 Subdivision and development approvals on lands in proximity to the Decommissioned Landfill shown on Figure 1: Land Use Concept shall maintain the required 300m setback outlined in the Government of Alberta Matters Related to Subdivision and Development Regulation, as amended from time to time.
- Policy 2.2.38 The Town and County shall protect the Highway 56 Realignment as shown on Figure 1: Land Use Concept by ensuring future development and subdivision along the route of the realignment maintains adequate setbacks to allow future acquisition of the required 40m wide right of way.

2.3 Our Coordinated Response to Provincial Referrals

The Town and County recognize that there are developments within the Plan Area that impact both the Town and County but are approved by Provincial agencies. These developments include oil and gas facilities, large scale power generation facilities, and Confined Feeding Operations (CFO); any one of which may generate nuisance and impact adjacent properties. These types of development may also place constraints (e.g., setbacks, land use limitations, physical obstruction, etc.) on property within both the Town and County. It is important for both municipalities to recognize and abide by the policies and regulations administered by Provincial bodies.

The municipalities agree to provide a coordinated response to applications for these types of development within the Plan Area when requested by Provincial approval agencies. For example, the approval and operation of CFO's is regulated by the Natural Resources

Conservation Board (NRCB), which limits the ability of municipalities to control the location of this use. However, the NRCB approval process allows a municipality to indicate where this type of use may not be appropriate or desirable.

Oil and Gas Facilities

- Policy 2.3.1 The Town and the County should jointly respond to the Alberta Energy Regulator regarding any notification of an application for oil and gas facilities in the Plan Area.
- Policy 2.3.2 The Town and the County should recommend that new oil and gas facilities be located outside of and away from the Town and County Growth Areas to reduce development constraints in these Growth Areas.

Power Generation Facilities

- Policy 2.3.3 The Town and the County should jointly respond to the Alberta Utilities Commission regarding any notification of an application for power generation facilities in the Plan Area.
- Policy 2.3.4 The Town and the County should recommend the location of new power generation facilities that require the approval of the Alberta Utilities Commission to be located outside of the Plan Area to reduce development constraints and avoid loss of land that is, or is intended to be, serviced with municipal water and/or wastewater systems.

Confined Feeding Operations

- Policy 2.3.5 The County shall maintain a Confined Feeding Operations (CFO) Exclusion Zone around the Town of Stettler in the County of Stettler Municipal Development Plan to guide decisions made by the Natural Resources Conservation Board (NRCB). The lands falling within the Exclusion Zone shall be determined in consultation with the Town of Stettler.
- Policy 2.3.6 If a CFO application within the Plan Area is being considered by the NRCB, the County shall indicate to the NRCB that only CFOs located outside the Exclusion Zone in the County Municipal Development Plan are supported.

2.4 Our Servicing and Infrastructure Plan

The Town and County recognize that there is mutual benefit in coordinating the delivery of services and infrastructure in the IDP Plan Area. Both municipalities will continue to work together to identify opportunities that most efficiently service existing and future development. Part of this occurs through the IDP; however, the details on shared services and arrangements for sharing of infrastructure is more appropriately addressed through individual agreements negotiated under the Town of Stettler and County of Stettler Intermunicipal Collaboration Framework (ICF). The ICF is a companion document for this IDP and exists under separate cover.

Our IDP identifies expectations regarding provision of infrastructure services to new development within the Plan Area. These policies recognize that the Town and County each have responsibility to ensure appropriate infrastructure is in place to support development, that each own and control infrastructure that can be utilized, and that each municipality has the autonomy to establish their own infrastructure standards. The infrastructure solution for each area that is developed may be different based on location and the available options. The critical aspect is to make sure that the decisions selected by each municipality do not impose limitations on the other.

Water and Wastewater Services

- Policy 2.4.1 All new development within the Town of Stettler area shown on Figure 1: Land Use Concept shall be serviced with collective water supply and collective wastewater collection and disposal systems owned and operated by the Town of Stettler. Exceptions may be allowed by the Town where municipal servicing is not feasible, as determined by the Town, in terms of the ability to provide and maintain potable water quality and/or to meet minimum wastewater flows as part of a plan to transition an area to full municipal servicing.
- Policy 2.4.2 For those areas within the “Lands within the Water and Wastewater Agreement” shown on Figure 1: Land Use Concept, access to the Town of Stettler’s water and wastewater services may be provided in accordance with the Water and Wastewater Agreement, as amended from time to time.
- Policy 2.4.3 At a minimum, development in the Rural Area, County Residential, and County Mixed Business areas shown on Figure 1: Land Use Concept shall be serviced with water systems that meet the requirements of Alberta Environment and Protected Areas.

- Policy 2.4.4 At a minimum, development in the Rural Area, County Residential, and County Mixed Business areas shown on Figure 1: Land Use Concept shall be serviced with wastewater systems that meet the requirements of the Alberta Private Sewage Standard of Practice, as amended from time to time.
- Policy 2.4.5 All new multi-lot subdivisions in the County Residential areas shown on Figure 1: Land Use Concept with parcel sizes less than 0.45 acre shall be serviced with collective water supply and collective wastewater collection and disposal systems owned and operated by or on behalf of the County of Stettler.
- Policy 2.4.6 Lands developed in the County may be serviced with a County owned and operated collective water supply system and/or a County owned and operated collective wastewater collection and disposal system.
- Policy 2.5.7 The Town and County shall have regard to the Town of Stettler and County of Stettler Regional Master Servicing Study as more detailed plans are prepared and as a guide for proposed subdivision and development decisions.

Stormwater Management and Drainage Services

- Policy 2.4.8 The Town and County agree to coordinate their stormwater management plans for new development and follow the recommendations of the County of Stettler No.6 and Town of Stettler Red Willow Creek Watershed Regional Master Drainage Plan.

Private Utility Services

- Policy 2.4.9 The Town and County should, wherever possible, jointly coordinate with utility providers upon receipt of an application proposed along municipal shared boundaries to facilitate the development of private utility infrastructure in the Plan area.

Transportation Services

- Policy 2.4.10 The Town and County shall address any boundary roads that serve traffic and property access for both municipalities and any road use related issues through formal agreements established through the ICF.

ADMINISTRATION OF OUR PLAN

3.1 Intermunicipal Development Plan Review Committee

To establish a mechanism for ongoing discussions between the Town and County of land use planning and development matters under the IDP a dedicated committee has been created.

- Policy 3.1.1 The Town and County shall create an Intermunicipal Development Plan Review Committee (IDP Review Committee or Committee) to be a forum for discussing matters relating to the IDP.
- Policy 3.1.2 The mandate of the Committee shall include discussion and consideration of the following:
- making recommendations to both Councils on any intermunicipal matter related to land use planning and development that is referred to the Committee by either municipality;
 - monitoring the progress of the IDP including overseeing any implementation actions and follow up identified in the IDP;
 - reviewing any proposed annexations;
 - reviewing any proposed amendments to the IDP; and
 - if necessary, assisting with the resolution of disputes in accordance with the IDP.
- Policy 3.1.3. The Committee shall consist of the Mayor and two Council members from the Town, and the Reeve and two Council members from the County.
- Policy 3.1.4 The Chief Administrative Officers, or their designate(s), shall be advisory staff to the Committee, and shall be responsible to develop agendas and recommendations on all matters relating to the Intermunicipal Development plan.
- Policy 3.1.5 The Committee members shall forward all recommendations from the Committee to their respective Councils.
- Policy 3.1.6 The Committee may conduct their meetings and decision making based on the protocols and processes established by the Committee.
- Policy 3.1.7 An Intermunicipal Development Plan Committee meeting may be initiated at the request of either municipality.

3.2 Referrals Process

The shared review of planning, subdivision and development applications, policy plans, planning studies, and other information is essential to the successful administration of this Plan. The Town and County have identified the following Referral Process to guide the intake, information sharing, and management of applications received in the Plan area.

Policy 3.2.1 The Town and County shall share information with one another related to land use and infrastructure involving land within the Plan Area. This includes, but is not limited to:

- new master plans or amendments to existing master plans;
- transportation plans and functional plans for area highways;
- notices regarding Federal or Provincial government projects;
- applications for Power Generation Facilities with the Alberta Utilities Commission;
- applications for Oil & Gas Facilities with the Alberta Energy Regulator;
- applications for Confined Feeding Operations with the Natural Resources Conservation Board;
- technical studies related to proposed development and its potential impacts; and
- any other matters requiring the coordination of both the Town and County including but not limited to the disposal of a public utility lot, municipal reserve, school reserve, or the discharge of a deferred reserve caveat.

Policy 3.2.2 The Town of Stettler agrees to refer planning matters to the County of Stettler. The matters to be referred shall include:

- subdivision applications;
- land use bylaw updates, amendments and re-designations;
- new outline plans or amendments to an existing outline plan;
- new area structure plans or amendments to an existing area structure plan;
- new area redevelopment plans or amendments to an existing area redevelopment plan; and
- amendments to the Town's Municipal Development Plan.

where the lands subject to one or more of the items listed above are adjacent to the Town boundary.

Policy 3.2.3 The County of Stettler agrees to refer planning matters to the Town of Stettler. The matters to be referred shall include:

- development permits;
- subdivision applications;
- land use bylaw updates, amendments and re-designations;
- new area structure plans or amendments to an existing area structure plan;
- new area redevelopment plans or amendments to an existing area redevelopment plan; and
- amendments to the County's Municipal Development Plan

where the lands subject to one or more of the items listed above is within the Plan Area.

Policy 3.2.4 Either municipality may elect to circulate additional items to the neighbouring municipality for comment.

Policy 3.2.5 Referrals shall be sent to each municipality via the Chief Administrative Officer (CAO) or their designate.

Policy 3.2.6 Each municipality shall offer comments from the perspective of specific implications that have a high likelihood of affecting their own planning efforts around land uses, development, and infrastructure. General observations and advice on issues that have no bearing on the planning efforts of the commenting municipality shall not be provided.

Policy 3.2.7 The Administration receiving the referral shall be given at least 21 calendar days to submit their comments and shall make their comments in writing within the 21 calendar day period. The CAO of the municipality sending the referral may agree to an extension of the review period, and where an extension is provided it shall be communicated in writing.

Policy 3.2.8 When issues are raised through the referral process, they shall be addressed using the process steps described below. While these steps are underway, the municipality having jurisdiction over the matter shall not proceed with deciding on the referred matters.

Step 1: The Administration of the municipality having jurisdiction shall provide the other municipality's Administration with all available information concerning the matter.

Step 2: The Administration of the commenting municipality shall evaluate the matter and provide written comments to the other municipality.

Step 3: Every attempt shall be made to discuss the issue with the intent of achieving a mutually acceptable resolution.

Step 4: If an agreement or understanding on how to approach the issue is reached, the Administration of the commenting municipality shall indicate the same to the Administration of the other municipality in writing. If no agreement can be reached, the matter shall be referred to each Council to determine if the dispute resolution process is to be used.

3.3 Dispute Resolution Process

The intent of the Dispute Resolution Process is to provide the Town and County with a framework to effectively and respectfully resolve disputes that may arise through the Referrals Process of this IDP.

Policy 3.3.1 The Town and County agree that disputes relating to matters covered by the IDP shall be restricted to the following:

- lack of agreement on any proposed amendment to the IDP;
- lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the IDP Area; or
- lack of agreement on an interpretation of the IDP.

Policy 3.3.2 The dispute resolution process of the IDP may only be initiated by Town Council or County Council.

Policy 3.3.3 In the event the dispute resolution process is initiated, the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or an attempt to reach a mediated resolution has been concluded.

Policy 3.3.4 Both municipalities agree that time shall be of the essence when working through the dispute resolution process. Once either municipality has received written notice of a dispute, the Intermunicipal Development Plan Committee Review Meeting (Stage 1) must be scheduled within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

Policy 3.3.5. A dispute shall be addressed using the process described below. At any stage the dispute may be resolved:

Stage 1: Intermunicipal Development Plan Committee Review

The Intermunicipal Development Plan Committee shall convene to consider and attempt to resolve the dispute. Both Administrations shall present their perspectives and views on the issue. The Intermunicipal Development Plan Committee shall proceed in one of the following manners:

1. provide suggestions to both Administrations on how to address the issue and refer the matter back to both Administrations for further discussion between them;
2. seek additional information and alternatives for consideration at a future meeting of the Intermunicipal Development Plan Committee;
3. if possible, agree on a consensus position that resolves the issue, and provide the details of the consensus to each municipality in writing; or
4. conclude that no initial agreement can be reached and communicate their conclusion to the two Councils.

Stage 2: Mediation

If the Intermunicipal Development Plan Committee Review does not resolve the dispute, the dispute shall then be referred to mediation. The services of an independent mediator shall be retained to mediate/facilitate discussions by the Committee based on an approved mediation process and schedule. The costs of mediation shall be shared equally between the Town and County. The mediator shall present written recommendations to both Councils.

Policy 3.3.6 In the event mediation does not resolve the dispute, the municipality having authority over the matter in question, may proceed to decide on the matter and, if available under the Municipal Government Act, the other municipality may appeal to the Land and Property Rights Tribunal.

Policy 3.3.7 The Council initiating a dispute may withdraw their objections at any time. The Council initiating the dispute shall provide written confirmation that the dispute is withdrawn to the other Council.

3.4 Plan Review and Amendment

The IDP review and amendment process shall be in accordance with the following policies:

- Policy 3.4.1 A full review of the IDP by the Intermunicipal Development Plan Committee shall be initiated within ten years from the date this Plan is adopted, followed by recommendations to both municipal Councils, to determine the advisability of an amendment.
- Policy 3.4.2 At least once every four years, the Committee shall meet to discuss progress on any initiatives arising out of the IDP or required to implement the full intent of the IDP and any issues and opportunities related to the IDP.
- Policy 3.4.3 Either municipality may put forward an amendment to this Plan at any point in time.
- Policy 3.4.4 Requests for an amendment to this Plan by any party other than the Town or County shall be made to the municipality having jurisdiction over the land that is the subject of the amendment request. The municipality having jurisdiction may determine whether to process the request.
- Policy 3.4.5 Where a request to amend this Plan from another party is to be processed or an amendment is being put forward by the Town or County, the draft content of the amendment shall first be circulated to the Administration of the other municipality. The IDP Committee shall meet to review the proposed amendment prior to consideration of first reading of an amending bylaw by the Town or the County.
- Policy 3.4.6 The following circumstances shall require a formal amendment to this Plan:
- any significant land use change that is not consistent with the policy areas shown on Figure 1: Land Use Concept; and
 - any desire to deviate from the mandatory policies of this Plan that may be applicable to a proposed use or development.
- Policy 3.4.7 Any amendment to this IDP shall require adoption of a bylaw by the Town and a bylaw by the County using the procedures established in the Municipal Government Act. An amendment does not come into force until third reading has been given to both bylaws.

3.5 Procedure to Repeal

The procedure to repeal the IDP shall be in accordance with the following policies:

Policy 3.5.1 If either municipality deems that the current IDP should be repealed, the municipality may initiate the process to repeal the current IDP in accordance with the following:

Step 1: Notification

- The Council of the municipality intending to repeal the current IDP shall provide written notice to the other municipal Council of its intention to repeal its bylaw adopting the current IDP.

Step 2: Committee Meeting

- Within 30 calendar days of forwarding the written notice, an Intermunicipal Development Plan Committee meeting will be held.
- During this meeting, the municipality initiating the repeal process shall present the reasons for the proposed repeal.
- Following the meeting, the initiating municipality may withdraw its intention to repeal the current IDP by providing written notice to the other Council. If the intention to repeal is not withdrawn, the process shall proceed to Step 3.

Step 3: Development of Replacement IDP

- Upon one municipality giving first reading to a bylaw repealing the current IDP, both municipalities shall commence the process to develop a replacement IDP.
- The bylaw to repeal the current IDP shall not advance to consideration of second reading until a replacement IDP has been developed.
- The development of the replacement IDP will be prepared by both municipalities in good faith.

Step 4: Adoption of Replacement IDP

- Once a replacement IDP has been agreed upon by both Councils, the bylaws adopting the replacement IDP shall simultaneously repeal the current IDP in accordance with the Municipal Government Act.

Policy 3.5.2 Until such time as a replacement IDP has been agreed to by both municipalities, the current IDP remains in effect.

Policy 3.5.3 If a replacement IDP cannot be agreed upon, the municipalities shall notify the Minister of Municipal Affairs and seek guidance on how to proceed in accordance with the Municipal Government Act.

3.6 Annexation

The County recognizes and agrees that annexation of lands from the County by the Town to provide additional land for Town growth shall be needed from time to time. The procedure for annexation shall be in accordance with the following policies:

Policy 3.6.1 Only areas identified as Town Future Residential or Town Future Mixed Business on Figure 1: Land Use Concept shall be considered for annexation by the Town.

Policy 3.6.2 Initiation of annexation shall be made by written notice in accordance with the requirements of the Municipal Government Act. The notice of annexation shall be put forward to the other municipality in confidence and shall remain in confidence until both municipalities agree that the annexation proposal is ready for presentation to the public and any affected landowners have been informed of the proposal.

Policy 3.6.3 The annexation proposal shall be reviewed by the Intermunicipal Development Plan Committee prior to submission of a notice of annexation to the respective Councils, the Minister, the Land and Property Rights Tribunal and any other local authority having jurisdiction. To evaluate the appropriateness of an annexation proposal, the following criteria shall be considered and documented in a supporting report that is to be prepared by the municipality that initiated the annexation proposal:

- justification of the proposal based on projected growth rates reflecting historic trends or anticipated economic stimulus, available supply of serviceable lands, and reasonable development densities;
- consistency with adopted statutory plans;
- availability and cost of providing municipal water, wastewater and storm drainage services, including consideration of economies of scale related to the financing of these municipal services;
- ability to extend municipal water and wastewater services in an economic manner in relation to the anticipated market value for serviced land;

- the financial impact on both municipalities, and any means of mitigating impacts;
- measures to mitigate the impacts of annexation such as change in taxation levels, service provisions and treatment and continuation of existing, approved uses and development;
- adequacy of transportation systems and ability to expand to accommodate demands resulting from annexation, including consideration of economies of scale related to the financing of transportation infrastructure;
- logical extension of jurisdictional boundaries including consideration of long-term responsibilities for maintenance and service delivery and the establishment of rational planning units;
- landowner interest in pursuing development and as high a degree of concurrence among affected landowners as possible; and
- any applicable legislative requirements including the Municipal Government Act and any Annexation Regulations and/or Procedures established by the Province from time to time.

Policy 3.6.4 The Town and County shall endeavor to reach an inter-municipal agreement on the annexation prior to submitting the annexation application to the Land and Property Rights Tribunal.

Policy 3.6.5 If deemed necessary by either municipality, at least one joint meeting of the two Councils to discuss the rationale for the annexation and any terms negotiated between the Town and County shall be held prior to submission of the annexation application to the Land and Property Rights Tribunal.

Policy 3.6.6 Unless otherwise agreed between the Town and County in writing, there shall be a minimum of five years between the time that an annexation proposal is approved by the Province and another annexation proposal is initiated.



Appendix A

*Abbreviation
and Definitions*



APPENDIX A: ABBREVIATION AND DEFINITIONS

Collective Water Supply: a system of pipes designed, constructed, or installed as a collective means of water supply, where two or more properties are connected.

Collective Wastewater Collection and Disposal: a system of pipes designed, constructed, or installed as a collective means of sewage disposal, where two or more properties are connected.

Confined Feeding Operation (CFO): where livestock is confined under any circumstance for means other than grazing and requires registration and approval under the Agricultural Operation Practices Act (AOPA). Does not include the spreading of manure.

Chief Administrative Officer (CAO): the administrative manager of a municipal government organization.

Growth Area: means areas in the County identified in Schedule A that are planned for residential and mixed business development. Some Growth Areas may be considered for Future Town Annexation.

Intermunicipal Collaboration Framework (ICF): a tool to facilitate cooperation between neighbouring municipalities in order to ensure municipal services are provided to residents efficiently.

Intermunicipal Development Plan (IDP): a statutory plan jointly approved by the Town and County municipal Councils to direct and guide development within lands along a common boundary.

Land Use Concept: means the framework of future land uses identified in the Plan Area.

Land and Property Rights Tribunal (LPRT): a quasi-judicial tribunal of the Province of Alberta that makes decisions about land use planning, development, right of entry, compensation and assessment matters.

Municipal Development Plan (MDP): a statutory plan required under the MGA that establishes land uses, co-ordinates infrastructure transportation and municipal services, and guides development within municipal boundaries.

Municipal Government Act (MGA): an Act that outlines how municipalities operate and how development is considered within the Province of Alberta.

Natural Resources: refers to flora and fauna, land formations, soil zones, agricultural lands, water bodies (and associated riparian areas), and hazard lands (such as flood prone lands) that may be identified through the process of planning and development.

Notice of Annexation: a written notice of a proposed annexation which initiates the annexation process in accordance with the requirements of the Municipal Government Act.

Natural Resources Conservation Board (NRCB): a regulatory body responsible for the regulation of Confined Feeding Operations within Alberta.

Annexation Application: also known as the Report on Negotiations as per section 118 of the Municipal Government Act, prepared by the initiating municipality that describes the results of negotiation for annexation and submitted to the LPRT.

Draft for First Reading

BYLAW 2195-25

A BYLAW OF THE TOWN OF STETTLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REPEALING THE SOUTHEAST STETTLE AREA STRUCTURE PLAN

WHEREAS section 633 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, and amendments thereto, provides that a council may by bylaw adopt an area structure plan;

AND WHEREAS section 191 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, and amendments thereto, provides that the power to pass a bylaw includes a power to amend or repeal the bylaw;

AND WHEREAS the Council of the Town of Stettler, in consultation with the Council of the County of Stettler No. 6, deems it desirable to repeal the Southeast Stettler Area Structure Plan;

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

1. Bylaw 1637, which adopted the Southeast Stettler Area Structure Plan, and all amendments thereto, is hereby repealed.
2. This Bylaw shall take force and effect on the date it receives third reading and is finally passed.

READ a first time this 5th day of August A.D. 2025.

NOTICE OF ADVERTISEMENT published _____ & _____, 2025.

Public Hearing held _____, 2025 at 7:00 P.M.

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

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

Mayor

Assistant CAO



ALBERTA

PRIMARY AND PREVENTATIVE HEALTH SERVICES

*Office of the Minister
MLA, Red Deer-North*

AR 232783

July 22, 2025

Larry Clarke
Reeve, County of Stettler
His Worship Sean Nolls
Mayor, Town of Stettler
Box 1270
6602 44 Ave
Stettler AB T0C 2L0

Sent via email: lclarke@stettlercounty.ca; snolls@stettler.net

Dear Reeve Clarke and Mayor Nolls:

Thank you for your letter to the Honourable Danielle Smith, Premier of Alberta, and me regarding the College of Physicians and Surgeons of Alberta's (CPSA) registration policies. As Minister of Primary and Preventative Health Services, I appreciate the opportunity to respond on behalf of the Government of Alberta, and I apologize for the delay in my reply.

I recognize your concerns for the health and well-being of those you serve, and I commend the Town of Stettler and the County of Stettler's physician recruitment efforts. While my schedule does not permit me to meet with you at this time, I hope the following information is helpful.

Family and rural generalist physicians play a vital role in helping Albertans manage their health, which is why attracting, training, and retaining physicians are key priorities in Alberta's [Health Workforce Strategy](#) and the [Rural Health Action Plan](#). While Alberta is dealing with a shortage of doctors, I am pleased to share that the number of physicians in Alberta grew by 474, or four per cent, in 2024.

To keep the momentum going, we are expanding Alberta's medical schools to train over 100 additional physicians per year. We are partnering with the University of Lethbridge and Northwestern Polytechnic to develop regional training centres in Lethbridge and Grande Prairie. This will allow medical students to complete most of their education outside the metropolitan regions and will benefit rural communities, as evidence shows that students who learn in rural areas tend to practise in rural areas.

Additionally, the CPSA continues to improve its registration processes for international medical graduates (IMG). These improvements streamline the licensure process for IMGs whose education and training are comparable to the Canadian standard and allow individuals and more organizations, including clinics and municipalities, to sponsor IMGs and support them as they complete their assessments so that they can begin practising sooner.

.../2

You may also be interested to know that, as of June 9, 2025, the CPSA has transitioned its accelerated Practice Readiness Assessment (PRA) pilot to a new route that recognizes the credentials of physicians from approved jurisdictions. These physicians now qualify for full licensure directly on the General Register without requiring sponsorship or a PRA.

Under the *Health Professions Act* (HPA), the CPSA is responsible for governing the medical profession and regulating physicians to help ensure they provide health services in a competent, safe, and ethical manner. This includes setting entry-to-practice requirements and evaluating applicants to determine if they meet requirements for registration.

The CPSA relies on qualified physician assessors to help determine if physicians have the skills and competencies necessary for safe practice in Alberta. As the assessment process needs to be rigorous and appropriate, the CPSA sets requirements for physician assessors to help ensure appropriate oversight and objective assessments of an applicant's readiness to practice. This includes requirements for PRA assessors to have practice experience and to be registered in good standing.

As part of its role in regulating physicians under the HPA, the CPSA has a mandated role to receive, investigate, and take appropriate action when it receives a complaint against a physician. You may be interested to know that CPSA received only 0.69 complaints per 1000 physicians in 2023.

If you have questions about the CPSA's registration pathways or any of its policies, I encourage you to contact the CPSA directly at 1-800-561-3899 or [online](#). As regulatory colleges are self-governing, the Ministry of Primary and Preventative Health Services does not intervene in the registration, assessment, licensure requirements, or decisions of the CPSA.

Thank you again for writing and for continuing to support physician recruitment in your community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana LaGrange', with a stylized flourish at the end.

Adriana LaGrange
Minister of Primary and Preventative Health Services

cc: Honourable Nate Horner, MLA Drumheller-Stettler