

Town of Stettler

COUNCIL MEETING

AUG 19, 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 19TH, 2025
6:30 P.M.
AGENDA**

1. Agenda Additions

2. Agenda Approval

3. Confirmation of Minutes

(a) Minutes of the Regular Council Meeting of August 5th, 2025 6-11

4. Citizens Forum

5. Delegations

(a) 6:35 pm – Drumheller Area Health Foundation – “Grow Your Own” Rural Nursing Program HANDOUT

6. Administration

(a) Memo – 38 Avenue Dust Control Road Agreement 12

(b) Memo – Airport Operations Review 13-15

(c) Memo – Request for Decision – Airport Uses and Fees 16-18

(d) Memo – Request for Decision – Airport Security Gate Purchase 19

(e) Memo – Request for Decision – Lagoon Treatment Remediation 20-21

(f) Memo – Town of Stettler Budget and Tangible Capital Assets Policies 22-31

(g) Memo – Repeal – Policy VII-2(c)(i): Recovery of Frontage Taxes 32-33

(h) Memo – Council Meeting Changes 34

(i) Memo – Tax public Auction Date 35-36

(j) Memo – Tax Public Auction Date for Designated Manufactured Homes 37-38

(k) July 2025 CAO Reports 39-46

(l) July 2025 Bank Reconciliation 47

(m) Meeting Dates

-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 28, 2025 – Organizational Meeting – 6:30 p.m.

-Tuesday, November 4, 2025 – Council – 6:30 p.m.

-Tuesday, November 11, 2025 – COW – 4:30 p.m.

-November 12-14, 2025 – AB Municipalities Convention & Trade Show – Calgary, AB

-Tuesday, November 18, 2025 – Council – 6:30 p.m.

(n) Accounts Payable in the amount of \$283,992.75 48-53

(\$204,062.59 + \$64,990.63 + \$14,939.53)

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearings**

10. **Bylaws**

11. **Correspondence**

(a) STARS – Thank you for the Donation 54

12. Items Added

13. In-Camera Session

- (a) Fire Transition Agreement – In-Camera – ATIA – Section 30 – Disclosure Harmful to the Business Interests of the Public Body
- (b) School Resource Officer Agreement – In-Camera – ATIA – Section 30 – Disclosure Harmful to the Business Interests of the Public Body
- (c) Personnel Evaluations – In-Camera – ATIA – Section 20 – Disclosure Harmful to Personal Privacy

14. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, AUGUST 5, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

CAO L. Graham

Development Officer A. Stormoen

Legislative Services Coordinator M. Standage

Media (2)

Absent:

Assistant CAO K. Hymers & Councillor W. Smith

Call to Order:

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

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

Motion 25:08:01

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED

Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held July 22nd, 2025

Motion 25:08:01

Moved by Councillor Lawlor that the Minutes of the Regular Meeting of Council held on July 22, 2025 be accepted as presented.

MOTION CARRIED

Unanimous

- (b) Business Arising from the July 22nd, 2025 Minutes

None

- (c) Minutes of the Committee of the Whole Meeting held July 22nd, 2025

Motion 25:08:02

Moved by Councillor Barros that the Minutes of the Committee of the Whole Meeting held on July 22, 2025 be accepted as presented.

MOTION CARRIED

Unanimous

- (d) Business Arising from the July 22nd, 2025 Minutes

None

4. **Delegations:** (a) None

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

6. **Administration:**

- (a) Committee Recommendation – Policy II-4(c): Employee Hiring and Employment Process

At the July 22 Committee of the Whole meeting
Administration presented Policy II-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 that 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.

Motion 25:08:03

Moved by Councillor Baker that the Town of Stettler Council amend Policy II-4(c): Employee Hiring and Employment Process.

MOTION CARRIED
Unanimous

(b) Committee Recommendation – Policy XVI-4(b): Economic Incentive for Residential Properties

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 identifies 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.

Motion 25:08:04

Moved by Councillor Lawlor that the Town of Stettler Council amends Policy XVI-4(b) Economic Incentive Policy for Residential Development, and sets the budget amount of \$40,000.00 from the Economic Development Incentive Reserve to initiate this policy for 2025.

MOTION CARRIED
Unanimous

(c) Committee Recommendations - Repeal

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) which will now have all staff and volunteers receiving the same subsistence.

Motion 25:08:05

Moved by Councillor Pfeiffer that the Town of Stettler Council repeal:

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

MOTION CARRIED
Unanimous

(d) Committee Recommendations

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.

Motion 25:08:06

Moved by Councillor Randell that the Town of Stettler Council amend:

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

MOTION CARRIED
Unanimous

(e) Memo – Request for Tax Penalty Reversal

Motion 25:08:07

Moved by Councillor Barros that the 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.

MOTION CARRIED
Unanimous

- (f) 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.
 - 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
- (\$333,951.80 + \$ 127,096.05 + \$873.20 + \$123,959.41 + \$310,965.25 + \$59,051.29 + \$4,233.60)

Motion 25:08:08 Moved by Councillor Lawlor that the Accounts Payable in the amount of \$960,130.60 be accepted as presented.

MOTION CARRIED
Unanimous

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

- (a) Mayor Nolls
- July 23 – Talk of the Town Meeting
 - July 25 – Signed cheques
 - July 30 – Talk of the Town Meeting
 - July 31 – Interview with CTV
 - August 1 – County of Stettler Fair & Rodeo Pancake Breakfast
 - August 1 – Interview with CBC daybreak
- (b) Councillor Baker
- August 1 – County of Stettler Rodeo & Fair Pancake Breakfast
- (c) Councillor Barros
- July 22 – Committee of the Whole Meeting
 - August 1 – County of Stettler Rodeo & Fair Pancake Breakfast
- (d) Councillor Lawlor
- To be provided at a later date.
- (e) Councillor Pfeiffer
- July 13 – Model T Club Meet & Greet
 - July 31 – StettlerFest Meeting
 - August 1 – County of Stettler Rodeo & Fair Pancake Breakfast
- (f) Councillor Randell
- July 24 – Stettler Town & Country Museum Board meeting
 - August 1 – County of Stettler Rodeo & Fair pancake breakfast

August 1 – Signed cheques

(g) Councillor Smith

To be provided at a later date.

Motion 25:08:09

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

MOTION CARRIED
Unanimous

8. **Minutes:**

(a) None

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) Bylaw 2194-25: Intermunicipal Development Plan

Motion 25:08:10

Moved by Councillor Pfeiffer that the Town of Stettler give first reading to Bylaw 2194-25.

MOTION CARRIED
Unanimous

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

Motion 25:08:11

Moved by Councillor Randell that the Town of Stettler give first reading to Bylaw 2195-25.

MOTION CARRIED
Unanimous

A Stormoen left the meeting at 6:54 p.m.

11. **Correspondence:**

(a) Letter from Minister LaGrange

Motion 25:08:12

Moved by Councillor Baker 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 25:08:13

Moved by Councillor Pfeiffer that the Town of Stettler Council enter an In-Camera Session with CAO L. Graham and Legislative Services Coordinator M. Standage present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 6:56 p.m.

Motion 25:08:14

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

MOTION CARRIED
Unanimous at 7:12 p.m.

14. **Adjournment:**

Motion 25:08:15

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

MOTION CARRIED
Unanimous at 7:12 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Leann Graham, CAO

Date: August 13, 2025

From: Melissa Robbins, Director of Operations

Re: 38 Avenue Dust Control Road Agreement

History:

In 2024, the County of Stettler NO.6 sought options for dust reduction of a 550m section of road from 44 Street to 50 Street on 38 Avenue adjacent to the Anderson subdivision to reduce dust to the County residents who live adjacent to 38 Avenue. Approval was given by Town Council to apply the dust control, and following that, maintenance and a second application of dust control was applied to the road. The County suggested entering into an agreement outlining the limits of maintenance for that section of road to protect the integrity of the dust reduction and to hold each other harmless for any actions of either party.

Agreement Summary:

The agreement outlines levels of responsibility including a timeframe of when the agreement is in place. The Town will still be in control of the road, with the County providing maintenance services for the Summer Grading Period. The Town of Stettler will be responsible for all ice control and snow removal on the portion of the road. The agreement outlines indemnity and hold harmless clauses for each party.

Budget Implications:

None.

Recommendation:

Administration respectfully recommends that Town of Stettler Council enters into the road maintenance agreement with the County of Stettler NO. 6 as presented.

Alternative Options:

Town of Stettler Council declines to enter into the agreement with the County of Stettler NO. 6.

MEMORANDUM

To: Leann Graham, CAO

Date: August 14, 2025

From: Melissa Robbins, Director of Operations

Re: Request for Information – Airport Operations

Introduction

The Stettler Airport is a small community airport servicing a population range of 20,000 people. The Airport is situated on land owned by the Town of Stettler located just outside Town limits on the southwest side of Stettler, within the County of Stettler. The Airport has easy access to local highways and the community of Stettler. The existing airport can service a reasonable amount of commercial activity and recreational use with modest capital investments. A Master Plan for the airport was developed in 2022 which is the guiding document for all capital and operational goals and plans.

Airport Operations

The Stettler airport sees on average 1,500 flights annually. These flights vary from recreational, commercial and medical services flights. Stettler is also a common touch and go training runway due to it's east/west orientation. Many flight schools will use Stettler's airport to train on the east/west orientation of the runway and the prevailing west winds.

The airport is operated by the Town of Stettler in partnership with the County of Stettler, the Stettler Flying Club and the Stettler Stitchers.

The Town of Stettler provides general administration and management of the airport including daily safety checks including runway and runway lighting checks, building maintenance, runway, apron and taxiway repairs, line painting, crack filling, asphalt repairs, lighting repairs, windsock replacements, hangar lease management, rentals and invoicing, sweeping, issuing NOTAM alerts, site security and operating the airport within all regulatory compliance requirements.

The County of Stettler provides all snow removal operations.

The Stettler Flying Club is actively involved at the airport. They own and manage the fuel system, perform all maintenance for the grounds and provide guiding support for all airport operations.

The Stettler Stitchers provide custodial services for the terminal building.

Financial Summary

Operational Revenue

Revenue Source	2022	2023	2024
Hangar Leases	4,838.40	4,838.20	5,277.60
Transfer from County	4,500	4,500	4,500.00
Rentals	1,192.86	1,502.86	20.00
Total	10,531.26	10,841.06	9,797.60

Operational Expenses

Category	2022	2023	2024
Admin Wages	14,000	15,000	15,000
Wages	15,368.07	15,444.91	16,062.71
Utilities	7,619.79	7,132.63	8,731.35
Insurance	3,319.61	3,192.05	3,807.75
Ground Repairs	5,420.30	14,054.42	17,130.57
Building Repairs	549.46	1,199.05	553.40
Licenses	88.20	94.20	98.34
Total	46,365.43	56,117.26	61,384.12

Value Added Services

Not identified in the Town's operating budgets are the value-added services from the volunteer organizations that support the airport. The financial amounts indicated below would be the town's costs to provide the services if the volunteer organizations could no longer provide the service.

Stettler Flying Club

Mowing and weed control - \$8,000

Fuel supply and POS - \$2,000

Operational Support - \$4,500

Stettler Stitches

Custodial services for terminal building - \$2,400

Equipment

Equipment costs have not been included in the operating costs. The following equipment is utilized on a regular basis for line painting, crack filling, asphalt repair, sweeping, road repair, building maintenance, lighting and runway checks and overall site security.

- Street Sweeper
- Tandem
- Excavator
- Packer
- Grader
- Pick up trucks

- Line painter
- Crack filling machine
- Lawnmower

County of Stettler NO.6 Snow Removal

The County has provided snow removal services exclusively since 2013. Prior to that date, the Town and County alternated years providing snow removal services at the airport. The County has provided two years of historic costs for snow removal. The values provided below from the County includes wages and a calculated equipment cost.

2024/25 season \$27,011.26

2023/24 season \$27,221.15

MEMORANDUM

To: Leann Graham, CAO

Date: August 13, 2025

From: Melissa Robbins, Director of Operations

Re: Request for Decision – Airport Use and Fees

Airport Use:

The Stettler Airport serves as an important transportation connection for the Stettler Community. There are currently 19 active hangar leases, with several open spaces for new hangar development. There is one active aviation business permanently operating out of the facility, with a second aviation repair business just finalizing a lease on an existing hangar. Use of the existing hangars over the years has slowly transitioned from aviation related to storage spaces. Several aerial applicator businesses operate remotely in the fall of every year without an ability to gain revenue from these operations. Without a secured gate access, these businesses can drive directly into the facility, set up temporarily utilizing tie downs and leave without having entered into any type of agreement to ensure fuel and chemical spills don't occur and the Town currently does not generate any revenue from these applicators.

Currently the Stettler Flying Club maintains the grounds at the airport, including all mowing. Their membership is declining over the years and the club may not be able to continue to mow the grass due to lack of volunteers. The Airport Advisory Board has discussed a tiered hangar lease fee structure to help encourage hangar owners to volunteer their time if there was an incentive to do so.

Airport Fees:

Current Hangar Lease Fees:

- \$0.10/sq.ft for non-commercial aviation use
- \$0.20/sq.ft for commercial aviation use
- No tie down costs
- No out of town aviation business costs

Comparing other communities of our size the hangar rates vary from \$0.10/sq.ft to \$0.30/sq.ft. Some communities charge an additional membership fee that provides a lower fuel cost. Others charge the aerial applicators landing fees, or a percentage of their weight fee varying from \$250 to \$1,000 annually.

Proposal:

Administration proposes the following updates to Policy X-1(m):

1. Keep the hangar fee structure as is as long as a hangar owner has provided 10 hours of mowing services via the Stettler Flying Club. Any hangar owner that has not fulfilled their commitment will be charged \$0.20/sq.ft for non-commercial and \$0.30/sq.ft for commercial use. Confirmation of hours can be completed via the Flying Club prior to invoice preparation.
2. Include a non hangar lease business fee for all companies operating out of the airport an annual fee of \$350. This is in alignment with the Town of Stettler's Business license fee for all non-local business. Application for access to the airport and gate access will be provided once all fees have been paid and set up/safety operations have been agreed to.

Hangar Use:

Over the years a few of the existing hangars have transitioned from aviation use to storage. This is not in alignment with the existing hangar lease agreements. Administration is looking to provide information letters to hangar owners notifying them of requirements of their lease and the prompt removal of any items that are not included in the lease agreement with potential follow up inspections if necessary. Hangar owners are keeping their hangars for affordable storage instead of using the hangar as intended for aviation use.

Administration is seeking Town of Stettler Council support for this initiative.

Recommendation 1:

Administration respectfully recommends that Town of Stettler Council updates Policy X-1(m) and increases the hangar fees as presented and includes the \$350 annual fee for all non hangar lease businesses use of the airport.

OR

Town of Stettler Council keep Policy X-1(m) hangar lease fees as is and includes the \$350 annual fee for all non hangar lease businesses use of the airport.

OR

Town of Stettler Council keep Policy X-1(m) as is.

Recommendation 2:

Administration is seeking Town of Stettler Council support for the initiative to return hangar use as defined in the current hangar leases.

OR

Town of Stettler Council decline the initiative at this time.

MEMORANDUM

To: Leann Graham, CAO

Date: August 13, 2025

From: Melissa Robbins, Director of Operations

Re: Request for Decision – Airport Security

Airport Security:

A secure and safe airport was priority two in the 2022 Stettler Airport Master Plan. Installing a controlled access to the facility will ensure that all business' operating out of it are doing so in an approved manner, it will also provide each hangar owner their own unique code, so the ability to know who is in and out of the facility will help provide additional security. Quotes have been obtained from two companies for automated gates with secured access systems. The following prices were received

Q and Q Fencing	\$11,314.00
Command Gate	\$12,200.00

Budget Implications

The existing operating budget for the airport includes \$10,000 for runway repairs and \$3,000 hired equipment. With the recent runway rehabilitation, there will be no need to spend these funds in 2025, which allows for the opportunity to install the gate controller in 2025.

Recommendation

Administration respectfully recommends that Town of Stettler Council approves the gate controller supply and installation to Q and Q Fencing in the amount of \$11,314, excluding GST funded through the 2025 Operating Budget.

OR

Town of Stettler Council decline the installation of the gate controller at this time.

MEMORANDUM

To: Leann Graham, CAO

Date: August 14, 2025

From: Melissa Robbins, Director of Operations

Re: Request for Decision – Lagoon Treatment Remediation

History

The Town's existing lagoon system consists of 9 cells, with 4 anaerobic cells and 5 treatment/storage cells. The treatment system experiences vastly changing weather, temperatures and input changes due to high strength industrial/commercial inputs. Prior to the 2025 season, the lagoons were operating quite well with low odor complaints being received. Odors in 2025 has been quite heavily reported and trends are being compiled to assist with mitigation measures.

Solution

Biological applications have previously proven to be quite effective at reducing sludge and minimizing odors. However, we have stopped achieving the necessary outcomes with the products we have been applying and need to re-evaluate and modify the process.

ACC Wastewater Solutions has prepared a proposal with biological product supply that will target commercial/industrial waste by installing aeration into the lift stations A and B to provide pre-treatment utilizing air and several products applied at the lift stations and increasing Volatile Fatty Acids (VFA) that will fill the gap that perpetuates odor problems through multiple pathways.

Budget Implication

The existing 2025 operating budget for treatment at the lagoons is \$40,000, with \$14,000 remaining for the year. ACC Wastewater Solutions proposal is \$34,568 for the remainder of 2025. Administration will work to ensure that we reduce expenditures in other areas of the water/wastewater department to ensure we stay within the 2025 department budget.

Recommendation

Administration respectfully recommends that Town of Stettler Council approves the purchase of lagoon remediation treatment to ACC Wastewater Solutions in the amount of \$34,568 excluding GST, funded from the 2025 Operating Budget.

OR

Town of Stettler Council decline to approve the purchase of lagoon treatment remediation at this time.

MEMORANDUM

To: Leann Graham, CAO

Date: August 11, 2025

From: Kim Hymers, Assistant CAO

Re: Town of Stettler Budget and Tangible Capital Assets Policies

Overview:

As part of the ongoing Policy review and as Administration prepares to enter the next budget cycle, a review of Policy V-2(a) Town of Stettler Budget Policy and Policy VII-3 Tangible Capital Assets was recently conducted.

Administration is recommending to Council minor changes to these policies to ensure consistency with expected timelines including the intern operating budget being presented to Council in December prior to the budget year, the capital budget being presented to Council in February of the budget year and finally ensuring the Town records 100% of the annual amortization amount in a year which the asset is acquired.

Recommendation:

Administration respectfully recommends that Council amends Policy V-2(a) Tangible Capital Assets and Policy VII-3 Town of Stettler Budget Policy as per the attached policies.

Alternative Options:

Council may make amendments to the policies.

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	V-2(a)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2010 12 21
		<u>Previous Policy:</u>	2010 12 21
		<u>Current Policy:</u>	<u>2025 08 19</u>

Title: **Tangible Capital Assets**

Purpose: To prescribe the accounting treatment for recognizing and recording tangible capital assets on a consistent basis and in accordance with CICA Public Sector Accounting Handbook Section 3150.

The principle issues in accounting for tangible assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses, so that users of the financial statements can discern information about the municipality's investment in tangible capital assets and the changes in such investment.

Scope: This policy applies to all departments within the Town of Stettler.

Definitions:

Tangible Capital Assets – Assets having physical substance that are used on a continuing basis in the Town's operations, and have useful lives extending beyond one year, excluding those assets that are held for re-sale in the ordinary course of operations.

Betterments – Subsequent expenditures on tangible capital assets that increase previously assessed physical output or service capacity; lower associated operating costs; extend the useful life of the asset' or improve the quality of the output. Any other subsequent expenditure will be considered a repair or maintenance and recorded as an operating expense in the period it is incurred.

Fair Value – Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

Policy Statement:

Capitalization – Tangible capital assets will be capitalized, recorded in the tangible capital asset sub-ledger, according to the following thresholds:

Tangible capital assets, engineered structures in particular, will be accounted for using the network approach, where the major components of the structure will be recorded as a single asset.

The Town will apply these thresholds to each asset individually. There will be no consideration given to pooling of assets in the application of these thresholds.

MAJOR ASSET CLASS	MINOR ASSET CLASS	CAPITALIZATION THRESHOLD	AMORTIZATION METHOD	REVIEW SCHEDULE
Land		All land will be recorded	n/a	n/a
Land Improvements		\$5,000	Straight Line	Every 5 years
Buildings		\$5,000	Straight Line	Every 5 years
Engineered Structures	Roadway System	\$25,000	Straight Line	Every 5 years
Engineered Structures	Water System	\$25,000	Straight Line	Every 5 years
Engineered Structures	Wastewater System	\$25,000	Straight Line	Every 5 years
Engineered Structures	Storm System	\$25,000	Straight Line	Every 5 years
Machinery & Equipment		\$5,000	Straight Line	Every 5 years
Vehicles		\$5,000	Straight Line	Every 5 years

Categories – A category of assets is a grouping of assets of a similar nature or function in the Town's operations. The major and minor classes as listed in Appendix A may be used by the Town of Stettler.

Valuation – Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

Purchased Assets – Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

Acquired, Constructed or Developed Assets – Cost includes all costs directly attributable (e.g. construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal

design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when tangible capital asset is ready for use.

Donated or Contributed Assets – The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Cultural & Historical – Works of art and historical treasure are property that has cultural, aesthetic or historical value that is worth preserving perpetually. The existence of such property will be disclosed in the notes to the financial statements. They would not be recognized as tangible capital assets in the financial statements because a reasonable estimate of the future benefit associated with such property cannot be made.

Amortization

The cost, less any residual value, of a tangible capital asset with a limited life will be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion will be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life.

The Town uses a straight-line method for calculating the annual amortization.

The straight-line method assumes that the economic usefulness is the same each year.

The amortization amount is determined by dividing the asset's original cost, less any residual value, by its estimated useful life in years.

The Town uses an estimated useful life not greater than the recommended maximum life in Appendix A.

In the year of acquiring an asset, putting an asset into service or disposing of an asset, the Town records 10050% of the annual amortization amount. ~~This is in accordance with the recommended guideline provided by Alberta Municipal Affairs and Housing.~~

Disposal – When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, the department head must notify Financial Services of the asset's description and effective date. The Financial Services department is responsible for adjusting the tangible capital asset sub-ledger and recording a loss or gain on disposal.

Appendix A: Recommended Maximum Useful Life

Land

All	n/a
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Land Improvements

Parking Lot	
- Gravel	15
- Asphalt	25
Playground Structures	15
Landscaping	25
Fences	20
Sprinkler Systems	25
Golf Courses	45
Tennis Courts	20
Fountains	20
Lakes/Ponds	25
Retaining Walls	20
Running Tracks	15
Outdoor Lighting	20
Airport Runways	10
Soccer Pitch – Outdoor	20
Bike/Jogging Paths	
- Gravel	15
- Asphalt	20
Transfer Stations	25

Buildings

Permanent Structures	
- Frame	50
- Metal	50
- Concrete	50
Portable Structures	
- Metal	25
- Frame	25

Vehicles

Ambulances	7
Light Duty	10
Medium Duty	10
Heavy Duty	10
Fire Trucks	25

Appendix A: Recommended Maximum Useful Life

Engineered Structures

Roadway System

- Bridges	Variable
- Overpass/Interchange	60
- Curb & Gutter	30
- Roads & Streets	
- Lanes/Alleys	
ACP – Hot Mix	20*
Gravel	15*
Nonconforming	20*
- Local/Collector/Arterial/Major	
Arterial Surface	
Concrete	30*
ACP – Hot Mix	20*
ACP – Cold Mix	10*
Chip Seal	10*
Oil	5*
Gravel	25*
Sub-Surface	40*
- Road Signs	
- Traffic Control	30
- Information	30
- Lights	
- Decorative	30
- Street	30
- Traffic	30
- Guard Rails	30
- Ramps	30
- Sidewalks & Para-Ramps	30

(* Subject to Weather Conditions)

Water System

- Distribution System	
- Mains	75
- Services	75
- Pump, Lift and Transfer Stations	45
- Plants and Facilities	
- Structures	45
- Treatment Equipment	
- Mechanical	45
- Electrical	45
- General	45
- Pumping Equipment	45
- Hydrants/Fire Protection	75
- Reservoirs	45

Appendix A: Recommended Maximum Useful Life

Engineered Structures (con't)

Wastewater System

- Collection System	
- Mains	75
- Services	75
- Pump, Lift and Transfer Stations	45
- Plants and Facilities	
- Structures	45
- Treatment Equipment	
- Mechanical	45
- Electrical	45
- General	45
- Pumping Equipment	45
- Lagoons	45

Storm System

- Collection System	
- Mains	75
- Services	75
- Pump, Lift and Transfer Stations	45
- Catch Basins	75
- Outfalls	75
- Wetlands	75
- Retention Ponds	75
- Treatment Facility	45

Machinery and Equipment

Heavy Construction Equipment	Variable
Stores	25
Food Services	10
Fire Equipment	12
Police Special Equipment	10
Fitness and Wellness	10
Control Systems	5
- Communication Links	20
- SCADA System	10
Fuelling Stations	15
Communications	
- Radios	10
- Telephone Systems	10
Tools, Shop & Garage Equipment	15
Meters - Water	40
Turf Equipment	10
Ice Re-Surfacer	10
Office Furniture	20
Office Equipment	10
- Audiovisual	10
- Photocopiers	5
Computer Systems	
- Hardware	5
- Software	10

TOWN OF STETTLE

Prepared By: Secretary-Treasurer Number: VII-3
Adopted By: Town of Stettler Council Original Policy: 1996 02 06
Previous Policy: 2000 11 07
Current Policy: 2025 08 19

Title: **Town of Stettler Budget Policy**

Purpose: To establish a budget process that incorporates all legal obligations required of municipalities in the Province of Alberta and that assists with the effective management of the Town of Stettler's financial resources.

Policy Statement: The Town of Stettler shall establish an annual Operating Budget and an annual Capital Budget, which shall be approved by resolution of Council.

1. Operating Budget:

(a) Timing

- (i) Budget estimates shall be compiled during the final four months of the year preceding the budget year.
- (ii) An interim operating budget shall be presented to Council for approval no later than the month of ~~November~~ December in the current prior to the budget year. Until such time as an interim budget is adopted by resolution of Council or if circumstances arise such that an interim budget is unable to be expediently adopted; an interim budget shall be "deemed" to be adopted based on the previous years approved budget.
- (iii) The formal operating budget shall be adopted prior to the passing of the Mill Rate Bylaw.

(b) Format

- (i) The formal operating budget statement shall be presented for approval in a format such that all operating "functions" (as defined by Alberta Municipal Affairs Account Coding Structure) shall contain separate budget totals.
- (ii) In addition to the formal budget statement, a "line-budget" estimate report shall be presented, outlining a detailed estimated breakdown of the formal operating budget statement. The line-budget estimates report shall contain separate estimates for the current budget year and the two years following the current budget year.

(c) Budget Authority

- (i) The formal operating budget shall be deemed to be the Town of Stettler's budget statement for purposes of complying with the Municipal Government Act and for purposes of complying with the Town of Stettler budget.
- (ii) The detailed "line-budget" estimate report shall serve as a guideline to the formal budget statement as an internal administrative tool.

(d) Provisions for Expenditures in Excess of the Operating Budget

- (i) Over and under expenditures within an operating budget "function" category (as defined by Alberta Municipal Affairs Account Coding Structure) shall not be deemed to be in contravention of the Municipal Government Act budget provisions, providing that the grand total expenditure of the "function" category is not in excess of the grand total budget of the "function" category.
- (ii) If the grand total expenditure of a "function" category significantly exceeds the grand total budget of a "function" category, then a resolution of Council is required to amend the budget accordingly. Any amending resolution must outline how the over-expenditure is to be funded.
- (iii) The CAO or ~~Secretary-Treasurer~~Assistant CAO (in the absence of the CAO) has the authority to authorize a budget transfer of funds from one G/L account to another G/L account within a budget category "function". In those instances when the transfer of funds will significantly alter Council's approved programs, work plans and operational goals of the "function" activity; the appropriate Council Committee will be advised prior to the transfer being made. Transfers of budget funds from one "function" category to another "function" category shall require a resolution of Council.
- (iv) If an over-expenditure is offset by an equal additional corresponding revenue, the budget item will not be deemed to be an over-expenditure under this policy.
- (v) An over-expenditure may be incurred by a municipality without approval in cases of an emergency. An emergency will be defined as a situation whereby the health or safety of the community is endangered or whereby the failure to incur the expenditure by the municipality would represent significant monetary loss to the municipality.
- (vi) Significant operating revenue deficiencies will be reported to Council as soon as practically possible.

2. Capital Budget: For purposes of the Town of Stettler capital property shall include the definition set out in the Municipal Government Act and shall further be defined as property with a purchase price in excess of \$1,000 or an item under \$1,000 separately identified in the capital budget. Expenses for maintenance of equipment or buildings over \$1,000 will not be considered capital but should be communicated to the Department Head. Purchases of new equipment or replacement over \$1,000 will be considered capital.

(a) Timing

- (i) The capital budget shall be presented to the Town Council no later than ~~December~~February of the current budget year.

(b) Format

- (i) The capital budget shall indicate both the estimate purchase amount and the sources of funding for the estimated purchase.

(c) Budget Authority

- (i) The formal capital budget shall be deemed to be the Council approved summary section of the capital budget package presented to Council.
- (ii) All individual capital item purchases shall conform to the existing Purchasing Policy.

(d) Provisions for Expenditures in Excess of the Capital Budget

- (i) Council may by resolution make changes to the authorized capital budget during the year as circumstances dictate.

All changes to the capital budget must identify the source of funding.

MEMORANDUM

To: Leann Graham, CAO

Date: August 11, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Repeal of Policy VII-2(c)(i) Recovery of Frontage Taxes

Overview:

Frontage taxes, also known as local improvements, are charges applied to properties that benefit from specific municipal infrastructure projects, such as road paving, sidewalk installation, or utility upgrades. This policy had historically addressed the case in which these taxes were charged incorrectly however does not align with current practices and legislation.

In accordance with Section 397(1) of the *Municipal Government Act*, local improvements are authorized and implemented through the passage of a bylaw. Should there be a miscalculation or adjustment required, the correction is made through a bylaw amendment, which is then brought back before Council. If a miscalculation were to happen the Town would not invoice expect payment in 60 days as Policy VII-2(c)(i) states, rather the property owners would again be provided the option to either make the payment upfront or have the total added to their property taxes over a set number of years.

Recommendation:

Administration respectfully recommends that Council repeals of Policy VII-2(c)(i) Recovery of Frontage Taxes.

TOWN OF STETTLER

Prepared by: Corporate Services Committee Number: VII-2(c)(i)
Adopted by: Town of Stettler Council Date: 1990 10 02
Revised:

Title: **Recovery of Frontage Taxes**

Purpose: To provide a fair and equitable means for recovering frontage charges that have been incorrectly levied or that have not been levied.

Policy Statement: Two thirds of all material frontage charges that have not been levied or incorrectly levied will be recovered from the owner of the property at the time the tax should have been charged against the property. One third of the charge will be absorbed by the Stettler taxpayers at large.

Frontage recoveries outstanding for a period of more than sixty (60) days after notice to the landowner, will be subject to interest as established in the Sundry Accounts Receivable Penalty Policy.

MEMORANDUM

To: Leann Graham, CAO

Date: August 14, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Council Meeting Changes

Overview:

The purpose of this memo is to request Council's consideration and approval of the following adjustments to the Council meeting schedule for fall 2025. These changes are being recommended to accommodate legislated requirements and the upcoming municipal election schedule.

1. Special Meeting – September 15, 2025

That Council establish a Special Meeting of Council on Monday, September 15, 2025, at 6:00PM at the Stettler Community Hall, to host a joint public hearing with the County of Stettler for the Intermunicipal Development Plan (IDP).

2. Cancellation – Committee of the Whole – October 14, 2025

That Council cancel the Committee of the Whole meeting scheduled for Tuesday, October 14, 2025, in recognition of the municipal election.

3. Cancellation – Regular Council – October 21, 2025

That Council cancel the Regular Council Meeting scheduled for Tuesday, October 21, 2025, in recognition of the municipal election.

4. Organizational Meeting – October 28, 2025

That Council establish an Organizational Meeting for Tuesday, October 28, 2025, at 6:30 PM following the municipal election. Section 192(1) of the *Municipal Government Act*, which states that a council must hold an organizational meeting annually, not later than two weeks after the third Monday in October.

Recommendation:

Administration respectfully recommends that Council approve the above changes to the meeting schedule as outlined, to ensure compliance with legislative timelines and to accommodate the municipal election process.

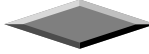
MEMORANDUM

To: Kim Hymers, Assistant CAO

From: Rachel Morbeck, Tax & IT Coordinator

Date: August 13, 2025

Re: Tax Public Auction Date



The following shows the timeline that must be followed for the Town of Stettler to hold the Tax Public Auction for the remaining properties in the tax recovery process:

Date	Action
Mar. 20/25	Prepared Tax Arrears List and sent notification to owners
Aug. 19/25	Council to set Reserve Bid and sale conditions
Sept. 16/25	Send ad to Alberta Gazette (send in 10 working days before ad)
Sept. 30/25	Advertise Public Auction in the Alberta Gazette
Oct. 3/25	Send copy of ad to the registered property owner(s) and all parties having an interest in the property
Oct. 31/25	Advertise Public Auction in the Stettler Independent
Nov. 18/25	Public Auction at the Town Office at 1:00 p.m.

- Section 418 of the MGA states that the Public Auction must be held between April 1, 2025 and March 31, 2026.
- Under Section 419 of the MGA Council must set a reserve bid that is as close as reasonably possible to the market value of the parcel and any conditions that apply to the sale.
- The tax recovery process can be stopped by payment of all tax arrears prior to the sale.
- The Town may apply for ownership of the property if it is not sold at the public auction.
- After the Town takes title to the property the property owner can regain title to the property if all taxes are paid before the Town sells the property.
- The following properties will go to the Public Auction on November 18, 2025 unless taxes are paid prior to the sale:

Lot/Block/Plan	Civic Address	Land	Improvements	Total
8 / 1 / 943MC	4017 – 57 Street	57,960	137,410	195,370

Recommendation:

That the Town of Stettler Council set the 2025 Tax Public Auction date as November 18, 2025 and approve using the 2025 assessment values as the reserve bids for all 2025 tax sale properties and that the terms for the sale be cash or certified cheque.

MEMORANDUM

To: Kim Hymers, Assistant CAO

From: Rachel Morbeck, Tax & IT Coordinator

Date: August 13, 2025

Re: Tax Public Auction Date for Designated Manufactured Homes

The following shows the timeline that must be followed for the Town of Stettler to hold the Tax Public Auction for the manufactured home in the tax recovery process:

Date	Action
Mar. 27/25	Prepared Tax Arrears List
Aug. 19/25	Council to set Reserve Bid and sale conditions
Oct. 3/25	Send copy of ad to the registered property owners, owner of M/H Park and all parties having an interest in the property
Oct. 31/25	Advertise Public Auction in the Stettler Independent
Nov. 18/25	Public Auction at the Town Office at 1:00 p.m.

- Section 436.09 of the MGA states that the Public Auction must be held between April 1, 2025 and March 31, 2026.
- Under Section 436.1 of the MGA Council must set a reserve bid that is as close as reasonably possible to the market value of the designated manufactured home and any conditions that apply to the sale.
- The tax recovery process can be stopped by payment of all tax arrears prior to the sale.
- The Town may apply for ownership of the designated manufactured home if it is not sold at the public auction.
- After the Town takes title to the designated manufactured home the property owner can regain title to the designated manufactured home if all taxes are paid before the Town sells the property.
- The following designated manufactured homes will go to the Public Auction on November 18, 2025 unless the taxes are paid prior to the sale:

Civic Address	Land	Improvements	Total
#10, 6017 – 52 Avenue	0	35,900	35,900
#59, 6017 – 52 Avenue	0	38,520	38,520
#5, 4822 – 58 Street	0	14,790	14,790

Recommendation

That the Town of Stettler Council set the 2025 Tax Public Auction date as November 18, 2025 and approve using the 2025 assessment values as the reserve bids for all designated manufactured home Tax Public Auction properties and that the terms of sale be cash or certified cheque.

TO: Town of Stettler Council

DATE: 2025 08 19

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – JULY 2025

CAO – LEANN GRAHAM

1. Meetings Attended:

- Town Council
- Committee of the Whole
- Staff and Department Heads
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- Weekly Fire Staff Meetings
- General Administrative Staff Meetings
- Joint Health and Safety Committee Meetings
- Intermunicipal Development Plan Committee Meetings
- Points West Administration Meetings
- Administrative Roles and Responsibilities Review
- Meetings with Minister of Municipal Affairs

ASSISTANT CAO – KIM HYMERS

- To be provided at a later date

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- Vacation July 17 and 18
- Volunteered for clean up at the Pancake Breakfast
- Met with Alberta Prairie, finalized location of the Homesteader's Park pathway connection
- Updated CHIF grant application, with a request for additional information
- Landowner construction notification letters – 47 Ave, 82 Street Road oiling, Rep subdivision road repair
- Emergent sanitary main design and cost review with Tagish Engineering
- List Station A and B design data requests from Tagish Engineering
- Modified road cross section of 47 ave, have to remove the sidewalk connection due to remaining budget
- Fire hydrant policy
- Airport hangar lease questions
- IDP – what we heard report staff level review
- Met with local realtor, questions regarding land development
- Meeting with Minister of Municipal Affairs
- IDP – what we heard report with Town and County Committee Members
- Public works transportation operator interviews
- Offsite levy collection of County parcels under the water wastewater agreement

- Met with landowner, potential tiny homes
- Multiple dealing with Rogers over infrastructure conflicts and overland cable placement
- Office meeting – front end job descriptions
- Weed control town owned lots/roads
- Clearview bus garage utility connection inquiry
- Ordered 100 additional garbage carts 0 existing carts nearing end of life with many deteriorated parts
- Citywide – asset management financial update
- Airport – automated gate quotations
- 2025 sidewalk repairs replacement layouts
- Wastewater lagoons – increased odor review and elimination
- Okoppe way finalization of all product orders
- Wastewater wetlands – draining challenges due to Red Willow Creek Beaver Dams
- Trouble shooting landowner concerns with drainage, sewer, garbage, etc.

TRANSPORTATION – SARAH MCCRINDLE

June

- Grade out working on lanes
- Crack filling service road from McDonalds to the Lottery building, 49 ave from train tracks to 42 st, 44 ave from 65 st to highway 56 and 44ave from Highway 56 to 51 st south side
- Garbage can repair
- Line painting
- Cleaned out the grass and clay bins at the cemetery
- Monthly crosswalk and traffic light inspections
- Monthly shop inspection
- Due to constat vandalism, pulled out the sign breakaways on 46 ave and 54 st and installed regular sign posts for crosswalk
- Finish backfilling around the new shop
- Dig and fill cremations as needed
- Culvert replacement on 72 st in a driveway
- Picked up our solar sump pump that was getting repaired and installed it back in at the airport
- Ditch cleaning along the service road at 72 st
- Pushed up the compost site
- Out the speed trailer on 68 st
- Several after hours call out for downed trees from all the wind
- Weekend call out to board up an abandoned house on 48 st
- Applied dust control on 50A ave from 70 st to 67 st
- Applied dust control in the public works shop yard
- Applied dust control on 52 st by the Ag society
- Applied dust control on all dig sites along 47 ave from 49 st to 46 st
- Applied dust control to the sports park parking lot
- Installed columbarium wreaths when needed
- Asphalt patching

- Used the laser level and grader and fixed the lane behind 47 st and 47 ave due to homeowner complaint about drainage issues
- Fixed fence at Okkope way
- Installed handicap symbols and painted the parking lot at the Alberta Prairie steam train, completed a work order afterwards
- Put the speed trailer on 51 ave by 58 st
- Cut down boulevard on 49 ave by 45 st for sidewalk drainage
- Cut down boulevard on 47 ave at 51 st for sidewalk drainage
- Filled potholes
- Cut down boulevard on north side of the United Church for sidewalk drainage
- Constant training (online courses and reading of operator's manual) for new hire
- Put speed trailer on 48 ave
- Cleaned of catch basins after each rain
- Completed the sidewalk replacement list
- Cleaned up pickup trucks and equipment
- Added cold mix to the end of the lane off of highway 12 and 55 st to make smoother transition from pavement to gravel
- Hauled excess sweeping debris to the regional dump
- Dug out and repaired a soft spot in the lane behind 4005 57 st in Parkdale
- Planed down a high spot of asphalt at 55 st and 51 ave to help out with drainage
- Hauled gravel and spread in the low spots at the parking lot at the dog park
- Cut asphalt in several spots for asphalt patching
- Filled potholes along the route of the parade
- Put out barricades for the parade
- Sign repair
- All staff attended safety meeting
- Attended mock disaster at the County of Stettler shop

July

- Sweeper out for after the parade and fireworks
- Put out the speed trailer on 46 ave
- Gravel and grade the crop management road
- Add asphalt millings and graded the inside roads of the cemetery
- Sweeper out for the weekly road cleaning
- Line painting
- Pick up the items for sale from the water treatment plant
- Asphalt patching
- Clean up the compost area at the transfer site
- Monthly shop inspection
- Monthly crosswalk and traffic light inspection
- Dig and fill cremations when needed
- Open and close the columbarium when needed
- Grader out for all perimeter gravel roads
- Unload and assemble the new garbage cans
- Graded the road at the water treatment plant
- Set up for the town dispersal sale
- Haul crushed concrete into the shop yard
- Clean catch basins after it rains
- On going training for new employee

- Replaced old worn-out signs thru out town
- Set out barricades for the triathlon
- Swept the arena parking lot and the route for the triathlon
- Built a new pathway into the back side of Homesteaders Park
- Changed all the bits on our asphalt milling machine
- Swept at the airport
- Completed a tree trimming list for the pathways
- Put out the speed trailer on spruce drive
- Sign repairs
- Hydrovac holes and cement in 2 break aways for new signs
- Dig and fill full burials when needed
- Interviewed 2 people for the opening in the transportation department
- Put up lights on the trees in the downtown park for suicide prevention month
- Dug out all the old oiled surface from 82 st and added gravel to the road in preparation of reoiling to be done in August 12, 2025 Painted the basketball courts
- Dug out the old oiled surface from 72st in Repp subdivision and added gravel
- Painted the handicap stalls thru out town
- Scrape off the muddy clay surface from 44 ave (well road) at 71 st and added gravel
- Started mixing sand and salt for the winter

DIRECTOR OF PARKS & LEISURE SERVICES – BRAD ROBBINS

- Department Head Meetings
- Ongoing P & L Leadership Team Meetings including GL Training presentation
- Fitness Centre Operational Meeting
- 6-month department forecast completed
- Canada Day celebration and Wrap Up Meetings including finalizing federal grant report
- Heartland Beautification Meeting
- Complete building inspections for SRC, Hall and Parks shed
- Joint Health & Safety Committee meeting
- Aquatics Manager transitioning meeting
- Stettler Triathlon planning and preparations
- Meeting with Hub Aquatics to discuss stage 2 of Leisure Pool upgrade features
- Met with patron regarding pool programming concern(s)
- Multiple Culture Days Planning and Logistics Meeting
- Meeting with County Manager of Recreation
- Scattered vacation days taken during the month of July
- Worked with Elections Canada to establish polling location(s) for byelection
- Established finalized plan for Homesteader's Park including meetings with stakeholders regarding deliverables
- Finalized and executed plan for in ice sponsorship logos for blue arena
- Established operational plan for east end green space
- Finalized and approved purchase of new rodent control system
- Worked with foreman to deal with a variety of issues around noxious weeds
- Meeting with foreman to review needs at community gardens, orchard and Homesteader's park

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2025 Permits July 31, 2025	2024 Permits to July 31, 2024
Institutional	\$0.00	\$0.00
Industrial	\$22,609.00	\$0.00
Commercial	\$1,584,506.00	\$1,196,601.00
Residential	\$2,778,110.00	\$1,192,574.00
Total	\$4,298,427.00	\$2,389,175.00

2. Projects:

- Land Sale(s)
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Intermunicipal Development Plan
- Subdivision Applications
- Leasehold Agreements
- Okoppe Way
- Economic Development – Residential Incentive
- Lot Clean-up

3. Meetings:

- Intermunicipal Development Plan
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head Meeting
- Health Unit
- Municipal Planning Commission
- Economic Development
- Okoppe Way

WATER – GRANT MCQUAY

- Rounds, readings and locates
- Dig site maintenance
- Weekly cleaning of WTP sanitary tanks
- CL17 analyzer bottles changed out
- Cleaned screen at lagoons MH#23

- Flushed grease mat at A lift station weekly
- Curbstop repairs
- Turning off CCs for plumbing repairs/non payment
- Weekly water distribution sampling for bacti and chlorine residuals
- Weekly testing for lift station emergency system
- Sewer backups and responding to customers
- Sewer service repairs
- Water service leak repairs
- Weekly wastewater sampling
- Weekly wastewater treatment
- Water meter changes
- Aeration system monitored quality of treatment
- Sewer main flushing program
- Cleaned hydrovac dump site
- Weed eating and pest control
- Watermain valve repairs
- Replaced 3 floats at A lift station
- Installation of signs for infrastructure
- Quarterly maintenance at lift stations, reservoir and water transfer station
- Cleaned pipes and floor at water transfer station
- Hauled material from lagoon to landfill
- Cleaned floors and pipes at Aeration building
- Shop yard clean up

PARKS & LEISURE FOREMAN – DESIRAE PERRY

1. Meetings:

- Weekly Parks and Leisure Leadership Meetings
- GL Code training

2. Projects and such:

- Canada Day Festivities at the Museum and West Stettler Park
- Helped gather items for Stettler triathlon
- Started Ice Plant
- Upkeep of grass on green spaces, diamonds, soccer fields and playgrounds
- Weekly garbage runs
- Upkeep and re-mulching of mulch beds as needed
- Daily watering of flowers
- Upkeep of raised beds and planters
- Daily upkeep of ball diamonds
- Replaced wildlife signs in West Stettler Park

- Aerate sports field
- Replaced water barrel at Dog Park as it was stolen
- Rototilled plots at Homesteader's Park
- Changed backboards and hoops out at Grandview playground
- New tank for domestic and Zamboni hot water tanks were installed
- Received new BurrowRX machine and started using it on gopher infested areas
- Started making ice for the upcoming season on blue arena side
- Ashley completed building maintenance levels 1 & 2

TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

1. Training

- SCBA operation and maintenance
- Vent-Enter-Isolate-Search second story residential response
- Rescue unconscious person from second story window in portable ladder

2. Fire Department Operations

- Town weekly fire meetings
- Apparatus maintenance ongoing
- Complete Tower 10 annual ULC pump test and service
- Complete Tower 10 ladder inspection testing and service
- Complete Engine 12 and 13 annual ULC pump test and service
- Service test all portable ladders
- Complete CVIP on Tower 10 and Engine 13
- First Due Software change over planning
- Constructing new truck check/inventory tracking check sheets on going
- On going – New Town of Stettler fire engine design document in preparation for procurement with Canoe
- Ongoing fire safety inspections and pre planning, fire safety public education, incident investigations, fire cause determination submission

WATER TREATMENT PLANT SUPERVISOR - CHRIS SAUNDERS

- The new sodium hypochlorite transfer pump arrived and was installed; working well so far
- Waste pond sludge removal dosing on going, 7 weeks of the 17-project completed
- Still waiting on delivery of gearboxes for the polymer system mixers
- Yearly crane maintenance by Konecranes and certification scheduled for early August
- The AEP Water Specialist was in for a tour of the plant. He was impressed with our algae control practices and the general plant appearance. He mentioned that it looked like the operators take pride in the operation of the plant. He will also pass on our practice to other plants that may be having problems that our practices could help with
- Routine monthly maintenance being carried out

DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

1. Meetings:

- July 3 – Chaired Joint Health and Safety Meeting
- July 8-10 – ArcGIS Pro Course
- July 11 – Trinus IT monthly ticket meeting
- July 11 – Renewed SLGM membership/certification
- June 17 – Clearview Election meeting
- July 24-25 – Migrating from ArcMap to ArcGIS Pro Course
- July 28-31 – Vacation
- Staff & Department Head Meetings
- Daily Office meetings

2. Projects of note include:

- Working with contractor on future direction for email, office software
- Training modules for new GIS software
- Submitting IT tickets
 - For July this resulted in 52.5 hours of work by Trinus that was included in the contract
- Ordering hardware (computer, printer replacement) and software
- Fulfilling mapping and printing requests from Town staff and external agencies
- Mapping and database updates (paper, electronic and webmap)



Leann Graham
CAO

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF July31 , 2025

Net Balance at End of Previous Month	\$ 14,792,718.29
ADD: General Receipts (summarized below)	1,731,111.05
Interest Earned (Prime 7.20% less 2% = 5.20%)	43,808.05
Investments Matured	-
SUBTOTAL	<u>16,567,637.39</u>
LESS: General Disbursements	1,540,466.82
Payroll	342,309.12
Investments	-
Debenture Payments	-
Returned Cheques	1,941.94
Bank Charges	8,721.35
SUBTOTAL	<u>1,893,439.23</u>
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	<u>\$ 14,674,198.16</u>

Balance at End of Month - Bank	15,184,577.11
ADD: Outstanding Deposits	60,233.92
LESS: Outstanding Cheques	<u>570,612.87</u>
NET BALANCE AT END OF CURRENT MONTH (Bank)	<u>\$ 14,674,198.16</u>

<u>INVESTMENTS:</u>	
US Bank Account	503,285.92
US Bank Interest	<u>106.86</u>
SUBTOTAL	<u>503,392.78</u>
TOTAL CASH ON HAND AND ON DEPOSIT	<u>\$ 15,177,590.94</u>

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

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3			
4	Apex	Franchise Fee	71,059
5	Atco Electric	Franchise Fee	65,931
6	BOT	SREV	13,070
7	Clearview	Joint exp	11,301
8	County of Stettler	Truck	60,524
9	Day Care	Loan	16,250
10	FCSS	Grant	41,054
11	Grov	GST	63,130
12	Grov	Fine	5,920
13	Health Unit	Rental	18,106
14	HWY 12/21	Water	94,753
15	Jacobs Donna	Drive way	7,350
16	SMRWSC	Water	81,895
17	Tax	AR	698,188
18	Utility	AR	382,336
19	Other		100,244
20		Total	1,731,111

Ranges: From:

To:

From:

To:

Vendor ID First

Last

Chequebook ID CU GENERAL

CU GENERAL

Vendor Name First

Last

Cheque Number EFT0009398

EFT0009426

Cheque Date First

Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	EFT0009398	2025-08-19	\$15,584.02
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - July Enforcement	11352	\$15,584.02	
AMSC Insurance Services Ltd.	EFT0009399	2025-08-19	\$298.00
Invoice Description	Invoice Number	Invoice Amount	
Equipment - Insurance Premium	48416	\$298.00	
APEX Supplementary Pension Pla	EFT0009400	2025-08-19	\$382.36
Invoice Description	Invoice Number	Invoice Amount	
Pension Plan Remit	PP16-25	\$382.36	
Black Press Group Ltd.	EFT0009401	2025-08-19	\$4,206.77
Invoice Description	Invoice Number	Invoice Amount	
P&D, Office, PR - Advertising	BPI310128	\$2,401.68	
P&D. PR, Office - Ads	BPI306345	\$1,805.09	
Border Paving Ltd.	EFT0009402	2025-08-19	\$4,146.45
Invoice Description	Invoice Number	Invoice Amount	
Roads - Hot Mix	78214	\$2,765.70	
Roads - Hot Mix	78134	\$1,380.75	
Bounty Onsite Inc.	EFT0009403	2025-08-19	\$4,188.09
Invoice Description	Invoice Number	Invoice Amount	
SRC - Janitor Supplies	001-165491	\$1,051.61	
SRC - Hearing Protection	001-165493	\$12.74	
Water - Rags	001-165599	\$19.08	
Parks - Garffitti Remover	001-165649	\$261.83	
Comm Hall - HVAC Filters	001-165852	\$81.90	
Trans - Paper Towel	001-165894	\$81.20	
Trans - Tool Box	001-165929	\$81.63	
SRC - Janitor Supplies	001-165971	\$1,248.50	
Shop - Boomers	004-165991	\$368.47	
SRC - Masks	001-165898	\$52.50	
Trans - Coveralls	001165309	\$157.50	
Trans - Dust Masks & Coveralls	001-165319	\$195.56	
COmm Hall - Janitor Supplies	001-165533	\$575.57	
Canadian Union of Public Emplo	EFT0009404	2025-08-19	\$632.50
Invoice Description	Invoice Number	Invoice Amount	
AP - Union Dues	PP16-25	\$632.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Canoe Procurement Group of Can	EFT0009405	2025-08-19	\$11,458.90
Invoice Description	Invoice Number	Invoice Amount	

Fuel - July	PF-12682-12210	\$11,458.90	
=====			
Caro Analytical Services	EFT0009406	2025-08-19	\$3,485.84
Invoice Description	Invoice Number	Invoice Amount	

WTP - Water Analysis	IC2513153	\$45.15	
WTP - Water Analysis	IC2516498	\$369.60	
WTP - Water Analysis	IC2518000	\$3,071.09	
=====			
ClearTech Industries Inc.	EFT0009407	2025-08-19	\$28,438.69
Invoice Description	Invoice Number	Invoice Amount	

WTP - Potassium Permanganate	INV165795	\$4,371.10	
Pool - Chemicals	INV1165307	\$5,394.48	
WTP - Sodium Hypochlorite	INV1166455	\$8,571.84	
WTP - Captor & Deposit	INV1170550	\$4,811.67	
WTP - Sodium Hypochlorite	INV1172264	\$8,192.85	
=====			
Comtec Overhead Door Experts	EFT0009408	2025-08-19	\$321.30
Invoice Description	Invoice Number	Invoice Amount	

SHop - Door Repair	3320-1	\$321.30	
=====			
Contact Safety Service Ltd.	EFT0009409	2025-08-19	\$36.75
Invoice Description	Invoice Number	Invoice Amount	

Sewer - Gas Monitor	17230	\$36.75	
=====			
County of Stettler	EFT0009410	2025-08-19	\$1,345.50
Invoice Description	Invoice Number	Invoice Amount	

Emerg Response #25-019	IVC048634	\$270.00	
Emerg Response #25-005	IVC048624	\$225.00	
Emerg Reposnse #25-005	IVC048625	\$225.00	
AHS Donation to Fire Departmen	2025.07.17	\$625.50	
=====			
Diverse Signs	EFT0009411	2025-08-19	\$223.79
Invoice Description	Invoice Number	Invoice Amount	

Roads - Sign for Crack Filling	12819	\$195.89	
Roads - map of Cemetery	11992	\$27.90	
=====			
E360S Environmental 360 Soluti	EFT0009412	2025-08-19	\$23,365.14
Invoice Description	Invoice Number	Invoice Amount	

Garbage & recycle - July	10200001-00003	\$23,365.14	
=====			
Gary Moe Chevrolet Buick GMC	EFT0009413	2025-08-19	\$2,840.35
Invoice Description	Invoice Number	Invoice Amount	

SRC - Brake Sensor	308808	\$29.76	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Parks - 2 New Keys	308986		\$132.91
Fire - Repair Parts	212233		\$2,677.68
=====			
Heartland Glass Ltd.	EFT0009414	2025-08-19	\$51.40
Invoice Description	Invoice Number	Invoice Amount	
SRC - Library Repair	110283	\$51.40	
=====			
IJD Inspections Ltd.	EFT0009415	2025-08-19	\$2,916.67
Invoice Description	Invoice Number	Invoice Amount	
P&D - permit Holdbacks	JUNE2025	\$2,916.67	
=====			
Local Authorities Pension Plan	EFT0009416	2025-08-19	\$30,646.11
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP16-25	\$30,646.11	
=====			
Lifesaving Society	EFT0009417	2025-08-19	\$195.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Aquatic Supply	36014	\$60.00	
Pool - Aquatic Supply	35743	\$135.00	
=====			
Nelson, Tyler	EFT0009418	2025-08-19	\$29.00
Invoice Description	Invoice Number	Invoice Amount	
WTP - Travel to Plant	2025.08.01	\$29.00	
=====			
Shanes Instrument Services Ltd	EFT0009419	2025-08-19	\$21,252.92
Invoice Description	Invoice Number	Invoice Amount	
WTP - Computer & Actuator	20885	\$15,071.81	
Water - Reservoir Repairs	20886	\$6,181.11	
=====			
Sharpe, Ashley	EFT0009420	2025-08-19	\$49.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Travel & Sub	2025.07.31	\$49.00	
=====			
Spray Lake Sawmills (1980) Ltd	EFT0009421	2025-08-19	\$5,243.75
Invoice Description	Invoice Number	Invoice Amount	
Park - Mulch	178706	\$5,243.75	
=====			
Stettler & District Handibus	EFT0009422	2025-08-19	\$25,000.00
Invoice Description	Invoice Number	Invoice Amount	
Handibus Grant - 2025	2025.08.13	\$25,000.00	
=====			
Stettler Telephone Answering S	EFT0009423	2025-08-19	\$157.50
Invoice Description	Invoice Number	Invoice Amount	
WTP - Working Alone	189	\$157.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Thinktel Communications	EFT0009424	2025-08-19	\$177.96
	Invoice Description	Invoice Number	Invoice Amount

	Office - Telephone	1372386	\$177.96
=====			
Trinus Technologies Inc	EFT0009425	2025-08-19	\$16,601.33
	Invoice Description	Invoice Number	Invoice Amount

	COmputer - Setup & monitors	11668	\$2,761.53
	Computer - Monthly Setups	11290	\$7,277.30
	Computer - M365 Migration	11568	\$6,562.50
=====			
Valley Green Landscaping	EFT0009426	2025-08-19	\$787.50
	Invoice Description	Invoice Number	Invoice Amount

	Sewer - Fence Repair	05461	\$787.50

	Total Cheques	\$204,062.59	
=====			

Ranges:

From:

Vendor ID

Vendor Name

Cheque Date

First

First

First

To:

Last

Last

Last

Chequebook ID

Cheque Number

CU GENERAL

77924

From:

CU GENERAL

77924

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Receiver General for Canada	77924	2025-08-08	\$64,990.63
Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP16-25	\$50,518.81	
Town Tax Remittance	PP16-25.	\$8,099.05	
BOT Tax Remittance	PP16-25.BOT	\$3,755.58	
Library Tax Remittance	PP16-25.LIBRAR	\$2,617.19	
Total Cheques		-----	
		\$64,990.63	
=====			

Ranges: From:

Vendor ID First

Vendor Name First

Cheque Date First

To:

Last

Last

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77925

To:

CU GENERAL

77929

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
High Caliber Tools Ltd.	77925	2025-08-14	\$525.33
Invoice Description	Invoice Number	Invoice Amount	
Shop - Fan Clutch Tool	D4018	\$525.33	
Mr Green Carpet Clean	77926	2025-08-14	\$891.45
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Carpet Steam Clean	147	\$891.45	
Owens, Ollee	77927	2025-08-14	\$945.00
Invoice Description	Invoice Number	Invoice Amount	
Music in the Park - Aug 20	2025.08.20	\$945.00	
Shirley McClellan Regional Wat	77928	2025-08-14	\$12,245.83
Invoice Description	Invoice Number	Invoice Amount	
Water - 2024 True Up	2025.08.12	\$12,245.83	
Stettler Brewing Company	77929	2025-08-14	\$331.92
Invoice Description	Invoice Number	Invoice Amount	
BOT - Taste of the Heartland	262	\$331.92	
Total Cheques			\$14,939.53



August 5, 2025

Mayor & Council
Town of Stettler
PO Box 280
Stettler, AB T0C 2L0

Dear Mayor & Council,

I want to express my sincere gratitude for your donation to STARS. Because of your support, STARS saved my life.

As a general contractor, I work around heavy equipment every day. And the day STARS came into my life was no different. My workmate and I were hurrying to backfill a countryside dugout with a backhoe and semi-truck when, in an instant, everything changed. A sudden miscue wedged me between the two massive machines – 18 tons of truck and 20 tons of excavator. The semi-trailer only stopped when it struck the backhoe's bucket, but by then, the damage was done. My body was crushed, my ribs shattered, my lungs collapsed – I was broken within a millimetre of my life. Thankfully, STARS answered the call. Against a strong headwind, and with extra blood on board, their crew flew 280 km to reach me.

Most patients will never need STARS. Your support ensures they can be ready for the ones who do. People like me – facing the most urgent, life-threatening injuries or illnesses. Because of your \$12,000.00 donation, I was able to receive the life-saving care I needed right away. STARS was there for me that day because of allies like you. Thank you!

Sincerely,

Sean Rickards
STARS Very Important Patient



403-295-1811 | 1-855-516-4848



1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7



donations@stars.ca | stars.ca



Shock Trauma Air Rescue Service Foundation

1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
stars.ca

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

Receipt Number: 66238
Date Issued: August 5, 2025
Gift Date\Type: 2025-08-01\Cash
Receipt Amount: \$12,000.00

Business Receipt

Gift Amount: \$12,000.00
Advantage Amount: \$0.00

Per:

August 8, 2025

His Worship Sean Nolls
Mayor
Town of Stettler
PO Box 280
Stettler AB T0C 2L0

Dear Mayor Nolls:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Town of Stettler, your 2025 CCBF allocation is \$395,895.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Dan Williams', with a stylized flourish at the end.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Leann Graham, Chief Administrative Officer, Town of Stettler