

Town of Stettler

COUNCIL MEETING

SEPTEMBER 16, 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, SEPTEMBER 16TH, 2025
6:30 P.M.
AGENDA

1. Agenda Additions

2. Agenda Approval

3. Confirmation of Minutes

(a) Minutes of the Regular Council Meeting of September 2 nd , 2025	6-11
(b) Minutes of the Committee of the Whole Meeting of September 9 th , 2025	12-15

4. Citizens Forum

5. Delegations

6. Administration

(a) Committee Recommendation – Policy XIII - Safety	16-20
(b) Committee Recommendation – Policy XIII-2 – Assignment of Responsibility and Accountability for Safety	21-25
(c) Committee Recommendation – Policy XIII-3 – Working Alone	26-27
(d) Committee Recommendation – Policy XIII-4 – Drug and Alcohol Policy	28-36
(e) Committee Recommendation – Policy XIII-5 – Violence and Harassment Policy	37-43
(f) August 2025 Bank Reconciliation	44
(g) Meeting Dates	

-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.

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

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

- Tuesday, December 2, 2025 – Council – 6:30pm

(h) Accounts Payable in the amount of \$498,374.19 45-53

(\$66,732.26 + \$9,788.48 + \$397,356.68 + \$20,413.61 + \$4,083.16)

7. Council

(a) Meeting Reports

8. Minutes

9. Public Hearings

(a) Request for Decision – Application for Land Use Bylaw Amendment 2193-25 –
4602 & 4612 51 Avenue

10. Bylaws

(a) Procedure Bylaw 2185-25 – 1st, 2nd, & 3rd Reading 54-73

(b) Land Use Bylaw 2193-25 – 2nd & 3rd Reading 74-83

11. Correspondence

(a) ATCO – Franchise Letter 84

(b) APEX – Franchise Letter 85

(c) Central Alberta Policing Committee 86-87

(d) SDAA Agreement – Member at Large 88

12. Items Added

13. In-Camera Session

(a) CAO Evaluation – In-Camera – ATIA – Section 20 – Disclosure Harmful to Personal Privacy

(b) Designation of Affordable Housing – In Camera – ATIA – Section 30 – Disclosure Harmful to the Business Interest of the Public Body

14. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, SEPTEMBER 2nd, 2025 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

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

CAO L. Graham
Legislative Coordinator M. Standage
Director of Parks and Leisure Services B. Robbins
Aquatics Manager C. Peterson

Media (2)

Absent:

Assistant CAO K. Hymers

Call to Order:

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

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

Mayor Nolls proposed the deletion of the following:

13. CAO Evaluation – In Camera – ATIA – Section 20 – Disclosure
Harmful to Personal Privacy

Motion 25:09:01

Moved by Councillor Barros to approve the agenda with deletion as
amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held
August 19th, 2025

Motion 25:09:02

Moved by Councillor Smith that the Minutes of the
Regular Meeting of Council held on August 19th, 2025
be approved as presented.

MOTION CARRIED
Unanimous

4. **Delegations:**

- (a) 6:35pm – Stettler Friendship Circle – Culture Days

Mayor Nolls welcomed Stephanie LaRose Hadley and Ed Ouellette,
members of the Stettler Friendship Circle.

S. LaRose Hadley and E. Ouellette requested to replace the Town of Stettler Flag every Wednesday rotating between Treaty 6, Metis Nation, Treaty 7 and Every Child Matter Flags until the end of September.

Motion 25:09:03

Moved by Councillor Lawlor that the Town of Stettler Council approve the replacing of flags every Wednesday with those gifted by the Friendship Circle.

MOTION CARRIED
Unanimous

5. **Citizen's Forum:** (a)

6. **Administration:**

(a) Memo – Spray Feature Change of Scope

Earlier this year, we completed the installation of two new raccoon characters as part of the 2024 capital budget to replace the aging and deteriorating water cannons. These additions have been very well received and are now a highlight of the facility. When Council approved the funding for these new features, expansion plans also included a proposed Wild West train slide.

During the recent planning process, it became clear that the size of the train slide exceeded the available deck space. The only feasible alternative placement would have required securing the structure within the pool basin itself. After careful consideration it was determined that drilling into the pool basin presented too great a risk of damage, including the potential for cracking or leaking. The original capital expense approved by council as part of the 2025 capital budget was \$35,000.

Following extensive review, we have identified a more suitable and sustainable solution for the slide feature that will also include the replacement of the deteriorating rainbow arch spray feature. Hub Aquatic Solutions has developed a custom-designed alternative that integrates sliding, spray features, and theming into a single, unique play structure. This solution not only resolves the current operational concerns but also significantly enhances play value and guest experience.

Key Design Priorities

1. Play Value

The proposed feature introduces four Dynamic Play spaces, designed to foster free, self-directed play that motivates children to explore, create, and challenge

themselves. These spaces encourage physical activity, stimulate the senses, promote inclusivity, inspire creativity, and support age-appropriate development.

Children will be able to engage at their own comfort level, based on their individual abilities and interests.

2. Entertainment Value

The current spray features are outdated - industrial in appearance and lacking personality. The new proposal addresses these shortcomings by introducing a cast of imaginative, wilderness-themed characters that complement the existing raccoons, Bartholomew and Randall. Themed play encourages curiosity, creativity, and social interaction, creating a more engaging and memorable aquatic experience for families.

3. Custom Build Value

This proposal offers a one-of-a-kind play feature designed specifically for the Stettler Aquatic Centre. It replaces the existing rainbow arches with a structure that blends seamlessly with current theming while introducing new elements of sliding, spraying, and interactive play. This exclusive approach builds on the Centre's commitment to community engagement and ensures continued enjoyment, excitement, and positive word-of-mouth for years to come.

Following our design consultations, HUB Aquatics has provided an updated project quote of \$42,352 CAD, excluding GST and freight charges. Freight costs have been estimated at approximately \$5,000 CAD; however, these charges remain subject to fluctuation due to volatile shipping rates. To ensure sufficient funding to cover all anticipated expenses, we are requesting an allocation of \$48,000 CAD for this project.

This investment will:

- Address ongoing operational concerns by replacing aging infrastructure.
- Enhance the overall play and entertainment value of the facility through the addition of dynamic, interactive, and inclusive play spaces.
- Strengthening the Centre's reputation as a welcoming and engaging community hub by offering a unique, custom-built feature that aligns with existing theming and character elements.

Motion 25:09:04

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the allocation of \$48,000 CAD to fund a slide for the leisure pool that will include the replacement of the rainbow arch spray feature at the Stettler Aquatic Centre with a custom- designed, wilderness-themed play structure developed by HUB Aquatic Solutions. Additional funds to come from

general reserves.

MOTION CARRIED
Unanimous

B. Robbins, C. Peterson, S. LaRose Hadley and E. Ouellette left the meeting at 6:53pm

(b) Request for Decision – Subdivision 2025-03

The application for a two (2) parcel subdivision as shown on the Tentative Plan has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations. It is proposed to create two residential parcels.

Motion 25:09:05

Moved by Councillor Randell that the Town of Stettler Council be approved as per Tentative Plan as the application is consistent with Section 7 of the Subdivision and Development Regulations and is consistent with the policies of the Municipal Development Plan and Land Use Bylaw 2190-25.

MOTION CARRIED

(f) Meeting Dates

-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.

(g) Accounts Payable in the amount of \$455,925.36

(\$157,121.83 + \$34,308.40 + \$184,052.99 + \$67,321.98 + \$1,116.56
+ \$22,003.60)

Motion 25:09:06

Moved by Councillor Smith that the Accounts Payable in the amount of \$455,925.36 be accepted as presented.

Unanimous

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

(a) Mayor Nolls

August 20 – Talk of the Town

August 27 – Talk of the Town

(b) Councillor Baker

(c) Councillor Barros

(d) Councillor Lawlor

(e) Councillor Pfeiffer

(f) Councillor Randell

August 29 – CSHA – Signed cheques

August 29 – Signed Culture Day Proclamation

August 29 – Signed Cheques and approved agenda

(g) Councillor Smith

Motion 25:09:07

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

MOTION CARRIED

Unanimous

8. **Minutes:** (a) Heartland Beautification Meeting Minutes of August 12, 2025

Moved by Councillor Barros that the Minutes of the Heartland Beautification Minutes held on August 12th, 2025 be approved as information.

9. **Public Hearing:** (a) None

10. **Bylaws:** (a)

11. **Correspondence:**

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) None

14. **Adjournment:**

Motion 25:09:08

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

MOTION CARRIED
Unanimous at 7:02 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
September 9, 2025

Present: Mayor S. Nolls

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

CAO L. Graham

Assistant CAO K. Hymers

Legislative Services Coordinator M. Standage

Absent:

Call to Order: Mayor Nolls called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions
2. Agenda Approval

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

MOTION CARRIED
Unanimous

3. Procedural Bylaw

In preparation for the upcoming municipal election, Administration has completed a comprehensive review of the Council Procedure Bylaw. This review happens prior to each municipal election and is undertaken to ensure that our bylaw continues to provide clear and effective guidance to both Council and the public in how meetings of Council are conducted.

As part of this review, Administration examined several municipal procedural bylaws to identify best practices. Particular attention was given to the City of Camrose and the City of Red Deer, whose bylaws offered strong examples of structure and clarity. Many of their features have been adapted to our context, ensuring that the updated bylaw reflects current standards and supports good governance.

The proposed updates do not change the overall intent of the bylaw. Instead, they make it easier to read and follow, while also expanding the level of detail and guidance provided. These changes are intended to make the bylaw more practical and user-friendly for Council, Administration, and the public alike.

Highlights of the Updates:

1. Definitions: definitions were added to ensure clarity of the bylaw and a quick reference to be able to easily access the definition within the same bylaw rather than reference other pieces of legislation like the MGA.
2. In-Camera Sessions: clarity on how they are conducted was added – this is legislated by the MGA and ATIA however allows easier access to Council and public when included in a municipal bylaw.

COMMITTEE MINUTES

SEPTEMBER 9, 2025

PAGE 2

3. Public Hearings: clarity on how they are conducted was added – this is currently practiced and governed by the MGA but helpful to include in the bylaw.
4. Points of Order & Questions of Privilege: covered in Robert's Rules this is something commonly included in a procedural bylaw for easier access and clarity.
5. Motions: more in-depth information about the process of different motions.
6. Consent Agenda: intended to hold information to Council this would be a new part of the agenda added to alleviate time during a meeting. A consent agenda will have one motion to accept everything as information.

Administration respectfully recommends that Council proceed with first, second, and third reading of Bylaw 2185-25 the Council Procedure Bylaw.

Moved by Councillor Baker that the Committee of the Whole to accept item (3) as information to bring to a future Regular Council Meeting.

MOTION CARRIED
Unanimous

4. Policing Committee Bylaw

Following the passing of *Bill 6, the Police Amendment Act* in 2022 a new requirement for the formation of civilian governance bodied for all municipalities in Alberta was introduced with the expectation of committees being formed by 2025. The committees are intended to oversee the municipal police services agreement, act as liaison between the local RCMP detachment, the public and Council to address local concerns and priorities, create a community safety plan, and report annually to the Minister.

At the Regular Council Meeting held on July 8, 2025, Council made the motion to establish a municipal policing committee.

On July 17, 2025, Administration sent a letter to the Minister of the Public Safety and Emergency Services on behalf of Council requesting the approval to opt out of a Regional Policing Committee and establish a Municipal Policing Committee.

Administration reached out the Minister's Office on September 2, 2025, requesting an update on approval status.

Bylaw:

While awaiting formal Ministerial approval, Administration has moved ahead with the process and developed a draft Bylaw for the implementation of the Municipal Policing Committee as per Section 145 in the *Municipal Government Act* and the *Police Act*.

While this bylaw cannot be passed by Council until the Town has received approval from the Minister to opt out of the Regional Policing Committee Administration has brought it forward to Committee for discussion the composition of the proposed Municipal Policing Committee.

Committee Composition

The *Police Act* allows Council to appoint not less than three and not more than seven voting members to the committee. Voting members are divided between Council Members and public at large members. Within the bylaw it states that members at large must be a resident of the Town of Stettler.

Administration respectfully recommends that Council establish the committee composition as two Council Members and one public at large member.

Moved by Councillor Pfeiffer that the Committee of the Whole to accept item (4) as information bring to a future Regular Council Meeting.

MOTION CARRIED
Unanimous

L. Graham and M. Standage left the meeting at 5:00pm

5. CAO Evaluation – In Camera – ATIA - Section 20 – Disclosure to Harmful information

Moved by Councillor Barros that the Committee of the Whole move into an In-Camera Session with the Assistant CAO present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 6:00 p.m.

Moved by Councillor Barros that the Committee of the Whole return to the regular meeting.

MOTION CARRIED
Unanimous at 6:00 p.m.

6. Additions

None.

7. Adjournment

COMMITTEE MINUTES

SEPTEMBER 9, 2025

PAGE 4

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

MOTION CARRIED
Unanimous at 6:00 p.m.

Mayor

Assistant CAO

COMMITTEE RECOMMENDATION TO COUNCIL

Committee: Joint Health and Safety Committee

Meeting Date:

Subject: Safety Policy Updates

Background:

Safety Policies XIII-1 Safety, XIII-2 Assignment of Responsibility and Accountability for Safety, XIII-4 Drug and Alcohol Policy and XIII-5 Harassment and Violence Prevention Plan have been updated and a new Policy XIII-3, Working Alone, has been created.

These policies have been updated to keep in line with updated OH&S requirement and have been reviewed and accepted by the Joint Health and Safety Committee.

Recommendation:

BE IT RESOLVED THAT the Committee of the Whole recommends that Council accept the Policy creation and updates.

Committee Decision:

Moved by Councillor _____ to accept as information and bring to a future Council Meeting.

CARRIED

Unanimous

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Safety Dept.	<u>Number:</u>	XIII-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 04 15
		<u>Revised Policy:</u>	2001 02 02
		<u>Current Policy:</u>	2025 __ __

Title: **Safety**

Purpose: To establish and maintain a safe and healthy work environment for all employees, contractors and visitors by adhering to the Alberta Occupational Health and Safety Act, Regulation and Code. This policy outlines general rules and personal protective equipment requirements.

To ensure that at all times "Safety First" is the primary guideline and that the onus of safety is on the Employee.

1. **General Rules**

1.1 Hazard Assessment and Control

- **Conduct Hazard Assessments:** Regularly assess workplace hazards to identify potential risks to health and safety.
- **Implement Control Measures:** Apply the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, and PPE) to mitigate identified hazards.

1.2 Training and Competency

- **Provide Training:** Ensure all workers receive training on the safe operation of equipment, use of PPE, and emergency procedures.
- **Verify Competency:** Assess and verify the competency of workers to perform tasks safely.

1.3 Reporting and Communication

- **Report Hazards:** Encourage workers to report hazards, unsafe conditions, and near misses promptly. Any hazard or safety concern can be reported to a member of the Joint Health and Safety Committee, Foremen, Supervisors, Directors, Assistant CAO and CAO.
- **Maintain Communication:** Establish effective communication channels to disseminate safety information and updates.

1.4 Emergency Preparedness

1. **Develop Emergency Plans:** Create and maintain emergency response plans for various scenarios.
2. **Conduct Drills:** At minimum conduct emergency drills to ensure preparedness yearly.

2. Personal Protective Equipment (PPE) Requirements

2.1 Head Protection

- **Mandatory Use:** Workers must wear protective headwear when there is a foreseeable danger of head injury. This includes when hazards exist from above, when working around operating equipment and when operating any equipment without rollover protection.

2.2 Eye and Face Protection

- **Eye Protection:** Workers must wear eye protection when exposed to hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Further, welding helmets with dark protective glasses must be worn when an employee is welding or using a cutting torch.
- **Face Protection:** Use face shields or goggles when there is a risk of facial injury.

2.3 Foot Protection

- **Footwear Requirements:** Workers must wear protective footwear when there is a risk of foot injury from falling or rolling objects, or from punctures.
- Arena Operators, Pool Operators and Office staff are not required to do so unless a hazard exists. Employees are required to provide their own CSA Standard Footwear
- The Town of Stettler will supply rubber boots for employees who require them.

2.4 Hand and Arm Protection

- **Gloves Use:** Workers must wear gloves when handling materials that can cause cuts, abrasions, burns, or other injuries. Further, rubber gloves must be worn by employees handling sewage equipment and materials, or when the task exposes the employee to human bodily fluids.

2.5 Hearing Protection

- **Noise Exposure:** When workers are exposed to noise levels exceeding the permissible limits, hearing protection must be provided and used.
- **Fit Testing:** Hearing protection devices must be fit-tested.

2.6 Respiratory Protection

- **Respirator Use:** When workers are exposed to airborne contaminants that may exceed the occupational exposure limits, appropriate respiratory protection must be provided. This includes handling or spraying weeds with pesticides or herbicides, exposure to chemicals (entering manholes), poisonous gases or as required by WHMIS. No employee shall enter a confined space without conducting the proper poisonous gas tests and determining oxygen presence. Further, two employees must be present when entering a manhole when noxious or dangerous chemicals are being handled. Ventilation fans should be used before entering confined spaces as a form of respiratory protection. Refer to Confined Spaces Code of Practice.

2.7 High-Visibility Clothing

- **Visibility Requirements:** Workers must wear high-visibility clothing when working in areas where they are exposed to moving vehicles or equipment. Exceptions are Arena Operators, Pool Operators and Office Staff where no hazard exists. (inside office type building including Recreation Centre, Office, Lunchroom, Community Hall)

3. Employer Responsibilities

- **Provide PPE:** Ensure that appropriate PPE is provided to workers at no cost.
- **Maintain PPE:** Ensure that PPE is maintained in good condition and replaced when necessary.
- **Training and Supervision:** Provide training on the proper use, care, and limitations of PPE, and supervise its use.
- **Enforce Compliance:** Ensure that workers comply with PPE requirements and address non-compliance promptly.

4. Worker Responsibilities

- **Use PPE:** Wear and use the provided PPE as required.
- **Care for PPE:** Maintain PPE in good condition and report any defects or need for replacement.
- **Participate in Training:** Attend training sessions on the proper use and care of PPE.
- **Report Hazards:** Immediately report any hazards or unsafe conditions to the employer.
- **Equipment Use:** All vehicles and equipment must be operated in accordance with site rules and roadway regulations.

5. Standards Compliance

- All PPE compliance requirements are available in the Town of Stettler Safety Manual Appendix D – Personal Protective Equipment Guidelines and Appendix E – Respiratory Code of Practice

6. Policy Review and Updates

This policy will be reviewed annually and updated as necessary to ensure compliance with Alberta OHS Act, Regulation and Code. Any changes to legislation will be incorporated into this policy promptly.

All employees should be familiar with the OHS Act, Code and Regulations. These safety regulations will be enforced through education, warning and disciplinary action. Any abuse, harassment or refusal to follow orders will result in disciplinary action.

POLICY VIOLATION:

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

Note: In consultation with the CAO and depending upon the severity of the incident, the Foreman or Directors may start the discipline process at Step 2, 3 or 4.

Past disciplinary notices will be removed from the employees personnel file after a period of 36 months.

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Safety Dept.	<u>Number:</u>	XIII-2
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2006 05 16
		<u>Previous Policy:</u>	2006 05 16
		<u>Current Policy:</u>	2025

Title: **Assignment of Responsibility and Accountability for Safety**

Purpose: To outline provisions concerning health and safety requirements for all Managers, Department Heads, Foremen/Other Supervisors and Employees. The Town of Stettler is committed to a health and safety program that protects and maintains the health and safety of workers at our work sites. The employees, CAO, Department Heads, Foreman and Supervisors are responsible and accountable for the company's health and safety performance.

Policy Statement:

TOWN OF STETTLER (EMPLOYER)

- The health, safety and welfare of workers at the work sites.
- The health and safety of other persons at or near the work site, who may be affected by hazards from our work sites.
- Workers are aware of their occupational health and safety rights and duties.
- Workers are not subjected to, and don't participate in, workplace harassment or violence.
- Supervisors are competent, and familiar with occupational health and safety legislation.
- Workers have the training they need to work in a healthy and safe manner.
- Dangerous work is only carried out by a competent worker, or a worker who is working under direct supervision of a competent worker.
- The health and safety committee complies with their legislated requirements.
- Health and safety concerns are resolved in a timely manner.
- Information related to work site hazards, controls, work practices and procedures is readily available to workers, the health and safety committee, and the prime contractor.
- Current occupational health and safety legislation is readily available to workers and the health and safety committee.

CAO

- To set an example by strictly adhering to the Health and Safety Policy.
- To provide information, instructions, resources and assistance to all managerial staff to assist them in protecting the health and safety of all employees.
- To ensure management understands and enforces the Health and Safety Program, as well as the Occupational Health and Safety Act, Regulation, Code and all other applicable legislation.
- To provide a healthy and safe working environment.
- To conduct an annual work site tour to reinforce health and safety practices and behaviors.
- To review inspection reports and accident/near miss investigations.
- To ensure that the department heads, supervisors and foreman complete all their paperwork that they are responsible for.

DEPARTMENT HEADS

- To set an example by strictly adhering to the Health and Safety Policy.
- To know and apply the municipal safety policies and relevant occupational health and safety legislation.
- To ensure all precautions necessary are taken to protect the health and safety of every worker under their supervision and ensure that those workers:
 - Follow procedures and measures required by occupational health and safety legislation.
 - Are not subjected to and don't participate in workplace harassment or violence.
- To ensure that the supervisors/foreman have training in order to train the employees in a proper manner.
- To ensure that supervisors/foreman and employees get health and safety information on any new products or machinery.
- Advise every worker they supervise about all known or reasonably foreseeable hazards to health and safety in their work area.
- Report health and safety concerns to employer.

FOREMAN/SUPERVISORS

- To set an example by strictly adhering to the Health and Safety Policy.
- To know and apply the municipal safety policy and relevant occupational health and safety legislation.
- To ensure all precautions necessary are taken to protect the health and safety of every worker under their supervision and ensure that those workers:
 - Follow procedures and measures required by occupational health and safety legislation.
 - Are not subjected to and don't participate in workplace harassment or violence.
- To ensure that employees get health and safety information on any new products or machinery.
- To advise all employees of any potential or actual dangers and how to isolate, prevent and remove them.
- Report health and safety concerns to employer.
- To ensure that all employees are educated to work in a safe manner and that they use all protective device and procedures required by this municipality and legislation to protected their health and safety.
- To arrange for medical treatment as required, in the case of injury to illness, including transportation to a doctor or hospital if necessary.
- To report all accidents immediately, to investigate all accidents fully and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the workplace to ensure a safe and healthy environment.

EMPLOYEES

- To read, understand and comply with this municipality's safety policy, safe work practices, procedures and rules.
- Protect their own health and safety, as well as that of other people at or near the work site.
- Co-operate with their supervisors and employer to protect their own and others' health and safety.

- Use all devices and wear all personal protective equipment required by the employer or the *Occupational Health and Safety Act* or Code.
- Refrain from causing or participating in workplace harassment or violence.
- To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
- Participate in any training provided by the employer.
- Not perform work that may endanger themselves or others, unless they are competent to do so or directly supervised by a worker who is competent to perform the work.
- To report all accidents and injuries to his/her supervisor as soon as possible.
- To take every reasonable precaution to protect the safety of other workers and himself/herself.
- Make safety suggestions.
- Set a good example.

HEALTH & SAFETY COORDINATOR

- To update any policy, directive or other changes to the Town's Health and Safety Manual.
- To ensure that the managers get any pertinent health and safety information on new products or machinery.
- To ensure all paperwork is turned in on time and filed.
- To send employees on health and safety courses.
- To arrange Safety Day and any safety award that is approved by Council.
- To ensure that the Town has all the paperwork and is ready for External Audits.
- To perform Internal Audits and External Audits on other municipalities as directed by AMHSA.
- To investigate any near misses and incidents and make corrective actions and discipline employees if warranted.
- To set up and make agendas for Joint Health and Safety Committee meetings.
- To ensure that all workers get involved some way into the Health and Safety program.

- To discuss site inspections and safety with contractors working for the Town of Stettler.

In addition, the employer, directors, foreman, supervisors and workers will:

- Co-operate with any person exercising a duty imposed by the *Occupational Health and Safety Act* or Code.
- Comply with the *Occupational Health and Safety Act* and Code and any work site policies, procedures and codes of practice.

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Safety Dep.	<u>Number:</u>	XIII-3
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2025 __ __
		<u>Revised Policy:</u>	
		<u>Current Policy:</u>	2025 __ __

Title: **Working Alone**

Purpose: To establish measures to protect employees who work alone or in isolation during regular or emergency situations, ensuring compliance with Alberta's OHS legislation.

1. Scope:

This policy applies to all employees with the Town of Stettler working alone or in isolation within any Town of Stettler facility or work site.

2. Definitions:

- **Working Alone:** Performing work in circumstances where assistance is not readily available in case of injury, illness, or emergency. When they cannot be seen or heard by another person.
- **Isolation:** Being without close or direct supervision.

3. Responsibilities:

- Review safe work procedures and hazard assessments to determine which tasks are defined as working alone.
- Review the Working Alone Procedure as identified by Appendix Q in the Town of Stettler Safety Manual
- Implement control measures to eliminate or minimize identified risks.
- Establish and maintain a communication system for employees working alone.
- Provide training to employees on the hazards of working alone and the procedures to follow.
- Ensure that emergency procedures are in place and known to all employees.
- Monitor the effectiveness of the working alone procedures and make improvements as necessary.

4. Hazard Assessment and Control Measures:

The employer shall conduct a hazard assessment to identify potential hazards associated with working alone, including:

- Physical hazards (e.g., slips, trips, falls).
- Health hazards (e.g., medical emergencies).

- Psychological hazards (e.g., stress, fatigue).

Based on the assessment, appropriate control measures shall be implemented, such as:

- Implementing buddy systems or regular check-ins.
- Providing personal protective equipment (PPE).
- Ensuring access to first aid supplies.
- Establishing emergency procedures.

5. Communication Systems:

The employer shall establish a reliable communication system for employees working alone, which may include:

- Regular phone check-ins.
- Two-way radio check-ins.
- Use of safety monitoring applications.
- Emergency contact numbers.

Employees shall be trained on how to use these systems effectively.

6. Emergency Procedures:

Clear and concise emergency procedures shall be established, including:

- Steps to take in case of injury, illness, or other emergencies.
- Designated emergency contacts.
- Evacuation routes and muster points.

Employees shall be familiar with these procedures and participate in regular drills.

7. Training and Awareness:

All employees shall receive training on:

- The hazards associated with working alone.
- The procedures to follow in case of an emergency.
- The use of communication systems.

Training shall be provided during onboarding and periodically thereafter.

8. Monitoring and Review:

The employer shall regularly monitor the effectiveness of this policy and make improvements as necessary, including:

- Reviewing incident reports.
- Soliciting employee feedback.
- Conducting audits of procedures and systems.

9. Policy Review:

This policy shall be reviewed by the Joint Health and Safety Committee annually or following any significant changes to the workplace or legislation and be brought forward to the adopting authority following any changes.

TOWN OF STETTLER

<u>Prepared by:</u>	Joint Health and Safety Comm.	<u>Number:</u>	XIII-4
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2021? Safety Manual
		<u>Revised Policy:</u>	2024?
		<u>Current Policy:</u>	2025 __ __

Title: **Drug and Alcohol Policy**

Policy Statement: The Town of Stettler (the “Town”) is committed to ensuring the health and safety of its employees, contractors, and the public at large. The Town recognizes and accepts the responsibility to provide its employees with a safe, healthy, and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of drugs, including illegal drugs, the improper use of prescription or non-prescription medication, and the use of alcohol, cannabis, or other intoxicants can have serious adverse effects on the safety of the workplace for employees, contractors, and the public at large.

Purpose: The purpose of this Policy is to establish the Town's expectations for appropriate behaviors, the consequences for non-compliance, to provide consistent guidelines for all employees, and to clearly communicate to employees suffering from drug or alcohol dependence the accommodation and supports available.

1. **Definitions**

- 1.1 “Drugs” means any substance, inclusive of illicit drugs, restricted drugs, and medication, as defined by this Policy, the use of which has the potential to cause impairment or intoxication, changing or affecting the way a person thinks, feels, or acts. For the purposes of this Policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.
- (a) “Illicit Drug” means any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is prohibited by law (for example, street drugs such as heroin and cocaine).

- (b) “Restricted Drug” means any drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use and whose sale, purchase, possession, or transfer are restricted by law (i.e. including cannabis).
 - (c) “Medication” refers to a drug obtained legally by an employee and used as indicated or directed, including but not limited to those obtained by the employee with a doctor’s prescription or medical document, as contemplated by the *Access to Cannabis for Medical Purposes Regulation* (as amended, repealed and replaced from time to time), and non-prescription or over-the-counter products.
- 1.2 “Under the influence” of Drugs, alcohol, intoxicants or any controlled or uncontrolled substance for the purpose of this Policy is defined as the use of one or more of these substances to an extent that an employee is:
 - (a) unable to perform in a productive manner;
 - (b) in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, or the property of the Town or any member of the public; or
 - (c) displaying signs or symptoms of impairing substance use, including but not limited to the smell of alcohol or Drugs, slurred speech, and/or atypical behavior.
- 1.3 “Drug or alcohol dependence”: A mental, physical, or psychological dependence on Drugs, alcohol, or other impairing substances which is considered by a physician to be a medical condition/disability as contemplated by Human Rights law.
- 1.4 “Recreational Drug/alcohol or other substance use”: With recreational use of Drugs, alcohol, or other impairing substances, there is no mental, physical, or psychological dependence; therefore, this is not considered a medical condition or mental, physical, or psychological disability as contemplated by Human Rights law.
- 1.5 “Safety sensitive positions” shall include any position where the performance of duties with impaired physical or mental abilities creates a reasonably foreseeable risk of injury, physical harm, or danger, including, but not limited to those employees who are required or permitted to operate the Town’s vehicles or equipment or their own personal vehicles for employment-related purposes.

2. Treatment and Accommodation

- 2.1 Any employee actively suffering from a Drug or alcohol dependence which may impair or restrict the performance of their duties is **required** to disclose the dependence to the employee's immediate supervisor. The Town recognizes its responsibility to assist and accommodate employees suffering from a Drug or alcohol dependence to the point of undue hardship, including providing access to sick leave as with any other illness. The Town will take reasonable precautions to protect the employee's confidentiality given the sensitive nature of the issue.
- 2.2 Employees who are concerned that a fellow employee may be suffering from a Drug or alcohol dependence are strongly encouraged to report their concerns to the employee's immediate supervisor. While the Town will make its best efforts to protect employees' confidentiality when a concern is reported, it may be necessary for the Town to disclose certain information, including but not limited to the identity of the reporting employee, to the employee in question in order to properly investigate concerns.

3. Prohibitions

- 3.1 During an employee's working hours, whether on the Town's premises or while conducting employment-related activities off the Town's premises, including during meal periods, scheduled breaks, and on-call shifts, no employee shall:
- (a) use, consume, possess, distribute, sell or be under the influence of Illicit Drugs;
 - (b) use, consume, possess, distribute, sell or be under the influence of Restricted Drugs;
 - (c) use, consume, possess, distribute, sell or be under the influence of alcohol, unless authorized by the Town for a specific limited purpose (while the Town expects that all of its employees will comply with this rule on a day to day basis, it is recognized that for some Town employees approved and appropriate social functions within the course and scope of their work hours will occur at which reasonably limited consumption of alcohol is customary and appropriate. Some common examples for illustration purposes would include: professional conference cocktail reception, external work related conferences, Town approved social events or promotional activities such as a Christmas party, etc. However, it is critically important that all employees understand that even at these events where alcohol consumption is permitted, alcohol should only be consumed on a

social basis to reasonable levels which ensure professional and responsible behavior by Town employees at all times); or

- (d) use, consume, possess, distribute, sell or be under the influence of any other intoxicants, whether a controlled or uncontrolled substance.
- 3.2 An employee shall not, under any circumstances, consume alcohol or use, consume, ingest, or inhale Illicit Drugs, Restricted Drugs or other intoxicants while in care and control of or responsible for any Town vehicle or equipment, or while using the employee's vehicle for work-related purposes.
- 3.3 If an employee is called back to work after regular working hours to perform work-related duties and has been consuming alcohol or using Drugs or other intoxicants, it is the employee's responsibility to:
- (a) ensure that he or she does not perform any employment duties, including operate a motor vehicle, while under the influence of alcohol, Illicit Drugs, Restricted Drugs, Medication or any other intoxicant or substance, if impairment has resulted; and
 - (b) notify the Town representative who is attempting to call them in that they are unable to perform their duties at that time.
- 3.4 The legal use of Medication in compliance with physician directions is permitted at work only if it does not impair the employee's ability to perform his or her work effectively and in a safe manner. Employees are required to disclose to their immediate supervisor the use of Medication which may affect their work performance or the safe execution of their duties. The Town is committed to accommodating an employee's necessary use of Medication to the extent reasonably possible without suffering undue hardship.

4. Testing

4.1 *Reasonable Cause Testing*

- (a) The Town may conduct testing for the presence of alcohol or Drugs when it has reasonable grounds to believe that the actions, appearance, or conduct of an employee while on duty (including while on-call) indicates that the employee is under the influence of Drugs or alcohol. While the Town reserves this right for all of its employees, employees should understand that the necessary threshold to establish reasonable cause in the eyes of the Town will be lower for employees in safety-sensitive positions given the potential consequences involved.

- (b) The basis for the decision to test will be documented by the Town as soon as possible after the action has taken place and identified to the employee prior to the test being conducted. The employee will be invited to have the opportunity to speak to or refute the basis for the decision to test and the Town shall consider the validity of the employee's response prior to proceeding with the test. The referral for the test will be based on specific, personal observations resulting from, but not limited to:
- (i) observed use or evidence of use of Drugs or alcohol (e.g. smell of alcohol or cannabis);
 - (ii) erratic or atypical behaviour of the employee;
 - (iii) changes in physical appearance of the employee;
 - (iv) changes in behaviour of the employee;
 - (v) changes in speech patterns of the employee;
 - (vi) discovery of Drugs, inclusive of Medication capable of causing impairment, alcohol, intoxicants, or related paraphernalia found in locations to which an employee has sole or primary access, including employees' lockers or assigned vehicles; or
 - (vii) following a serious incident or accident where the possibility of Drug or alcohol impairment cannot be easily ruled out from review of the circumstances, including a "significant incident" as defined by Occupational Health & Safety legislation, and a situation which created significant potential or risk for an incident or accident, even if an incident or accident did not ultimately result (i.e. a "near miss").
- (c) In addition, the Town may conduct reasonable cause testing upon receipt of a complaint or concern by a co-worker or third party that an employee may be using Drugs, alcohol, or other substances contrary to this Policy. In such circumstances, the Town shall record the name and contact information of the complainant as well as the details of the concern or complaint. The Town shall provide the details of the concern or complaint to the accused employee and, in appropriate circumstances, shall also provide the complainant's identity to the accused employee to allow him/her the opportunity to provide a full and complete response to the allegations. The Town shall also reasonably consider the surrounding circumstances, and the presence or absence of any other evidence or indicators of Drug or Alcohol

impairment prior to making a final decision on reasonable cause to test in these circumstances.

- (d) In all situations where the Town believes an employee is unfit to be at the workplace, a responsible escort will be used to escort the employee home.

4.2 *Return to Work Testing*

- (a) When an employee returns to work following a disclosure that the employee suffers from a Drug or alcohol dependence and subsequent treatment, the Town may require the employee to undergo a return to work test. Further random, unannounced return to work testing may be required for up to one year after the employee returns to work.
- (b) Prior to implementing return to work testing pursuant to Section 4.2(a) above, the Town will consider all the surrounding facts and circumstances on a case-by-case basis, and provide the opportunity for discussion and input on this decision for return to work testing by the Employee.

4.3 *The Town*

- (a) Reasonable Cause Testing (4.1), Return to Work Testing (4.2) and when the Town considers an employee unfit to be at the workplace under the circumstances relating to this policy, shall be evaluated, and recommended by the employee's immediate supervisor or Manager. And supported in confidence by the relevant Department Head and/or CAO, collectively representing the Town for the purpose of this policy.

4.4 *Testing Procedures*

- (a) Any testing undertaken pursuant to this Policy, including analysis of results, shall be performed by a qualified professional and/or RCMP. Where appropriate, results shall be confirmed by laboratory testing, which shall be performed at an accredited laboratory.
- (b) Where reasonably possible, tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests. Management will contact the alcohol and Drug testing provider to schedule a test. The process is to be completed as soon as possible after the incident or observation which is deemed to be within the guidelines of this Policy. The Drug and/or alcohol testing will be performed in compliance with the testing procedures as defined by the Drug and/or alcohol testing facility.
- (c) The Town will store test results in a secure location with access restricted to the Town's managerial or supervisory employees with a demonstrable need for access to test results, in order to preserve employee privacy. Test results will not be disclosed to third parties without prior written consent of the employee, subject only to a legal requirement for the Town to produce employee test results.

5. Discipline

- 5.1 The Town views the rules contained in this Policy to be of the utmost importance. This is a zero-tolerance policy; any deviation from the above terms will result in disciplinary action that may include immediate termination. All employees will be provided with a copy of this Policy as notification that any resulting dismissal will be considered as "dismissal for just cause" and not subject to notice or pay in lieu of notice.
- 5.2 As indicated above, any employee suffering from a Drug or alcohol dependence is required to disclose the addiction, and the Town recognizes its responsibility to assist and accommodate employees suffering from such a condition. However, if an employee neglects or refuses to disclose a Drug or alcohol dependence to the Town, in violation of this Policy, the Town may, where warranted in the circumstances, deal with breaches of this Policy based on the understanding that the employee is not suffering from a Drug or alcohol dependence, but has simply disregarded this Policy, in which case immediate and strict disciplinary action will be taken. Further, failure to disclose a Drug or alcohol dependence which may potentially interfere with the diligent and safe performance of an employee's duties in the workplace, is itself a violation of this Policy.

6. Post-Violation Return to Work

- 6.1 Seeking voluntary assistance for Drug or alcohol dependence will not jeopardize an employee's employment with the Town, so long as the employee continues to co-operate and seek appropriate treatment for his or her disclosed problem, and is able to treat and control the problem to facilitate a return to work within the reasonably foreseeable future.
- 6.2 Any employee violating this Policy who is subsequently authorized and accepted by the Town to return to the workplace shall (after the Town has allowed reasonable opportunity for input and discussion by the employee and/or the employee's physician) receive a Return to Work Letter outlining conditions of the return to the workplace which will normally include, but is not limited to, the following:
- (a) Requirement to continue treatment, counselling, and assistance programs or procedures recommended by the employee's advising physician or addiction counsellor;
 - (b) Express obligation to immediately cease performance of duties and notify a supervisor in the event the employee finds themselves under the influence at any time during work hours following a return to the workplace;
 - (c) Requirement to provide written medical confirmation that the employee has any condition under control and is able to safely return to the workplace without danger to the employee or others;
 - (d) Requirement to provide reasonably regular updates from the employee's physician or addiction counsellor confirming that the employee continues to follow recommended treatment programs and continues to be fit for performance of duties without danger to themselves or others; and
 - (e) An express warning to the employee that future violations of the Policy will lead to further discipline and serious consideration of immediate termination for just cause.
- 6.3 Employees suffering from Drug or alcohol dependence who fail to cooperate with assistance or treatment programs or engage in repeated infractions of this Policy, will be subject to the normal disciplinary sanctions, up to and including immediate termination for just cause.

DRUG & ALCOHOL POLICY ACKNOWLEDGMENT FORM

The Town of Stettler (the "Town") is committed to ensuring the health and safety of its employees and students, and fostering an effective and productive environment for working and learning. We recognize that the use of impairing substances, like drugs, alcohol, and even certain medications can impede our ability to achieve these common goals. For this reason, the Town is adopting new guidelines for substance use in the workplace, to clearly set out our expectations for employee conduct, options for seeking help, and the consequences of violations.

We expect that you'll come to work able to work safely and effectively, which in our view means free from impairment. Under no circumstances should employees be in possession of, using, consuming, ingesting or be under the influence of impairing drugs or alcohol during working hours, whether on or off Town property. We also expect that if you're operating a vehicle, whether it is property of the Town or personal property, for any work-related purpose, that you'll similarly be free from impairment. While we expect that our employees will comply with these rules on a day to day basis, there may be Town-related functions at which consumption of alcohol will be permitted.

This prohibition applies to alcohol, cannabis, illegal drugs, drugs which are approved for recreational use, and even to prescribed medications, which may cause impairment or otherwise interfere with an employee's ability to work safely (even if they're used as indicated or prescribed). We would encourage you to speak with your doctor or pharmacist to understand the risk of impairment associated with prescribed or over-the-counter medicines, and that you disclose this to the Town if there is a likely workplace impact. We are committed to working with you to accommodate necessary use of medication to limit or eliminate workplace impact, to the extent possible.

If you're suffering from addiction, you must disclose it to the Town. We will help you seek and obtain the help you need, without recourse or fear of reprisal. The Town will work with you and your advising physician and/or counsellors, provide you time away from work, if necessary, return you to work when appropriate, and keep you accountable upon your return. We expect you to cooperate in this process and follow reasonable treatment recommendations and reasonable guidelines set by the Town. If you feel like one of your co-workers is struggling with an addiction, we ask that you let us know. The Town is committed to accommodating employee addictions to the point of undue hardship.

We wish to be clear that this is a zero-tolerance policy; violations of this Policy will be subject to discipline, up to and including termination for cause.

It is very important that each employee understands and accepts their obligations under this Policy, and to confirm their commitment to keeping our workplace safe, productive, and impairment-free.

I confirm that I have received a copy of the Drug and Alcohol Policy attached to this Acknowledgement as Schedule "A", and that I have read, understand, and agree to the obligations outlined therein as well as summarized above.

[Employee's name]

Date

TOWN OF STETTLER

<u>Prepared by:</u>	Joint Health and Safety Comm.	<u>Number:</u>	XIII-5
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2021? Safety Manual
		<u>Revised Policy:</u>	2024?
		<u>Current Policy:</u>	2025 __ __

Title: **Harassment & Violence Prevention Plan**

PART 1: Harassment Prevention Policy & Procedures

Purpose:

1. Ensure a workplace that is free from discrimination, harassment and bullying in compliance with Alberta Human Rights Act and Occupational Health and Safety Legislation.
2. Recognize workplace harassment as a hazard for the purpose of hazard assessment to determine, understand, and prevent harassment in the workplace.
3. Create a respectful workplace environment that embraces the safety, well-being, dignity, diversity and productivity of all.
4. Be supportive of employees faced with disrespectful behavior. Foster respectful and courteous interactions.
5. Address disrespectful behavior in the Workplace and empower employees to resolve issues of perceived disrespect.

Harassment Definition (for the purposes of the OHS Code as defined in the OHS Act):

Harassment is any single or repeated incident(s) of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affect the worker's health and safety, and includes:

- Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status,

source of income, family status, gender, gender identity, gender expression and sexual orientation, and;

- A sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or the work site.

Harassment Prevention Administrative Policy Statement:

The Town of Stettler believes that harassment is a serious issue which has a negative effect on workplace culture. The Town of Stettler, together with all workers, is dedicated to promoting a harassment-free workplace based on mutual respect and cooperation, and to the prevention of harassment. Any act of harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. Retaliation or unfounded complaints will not be tolerated and will be subject to disciplinary and/or corrective action.

The Town of Stettler is committed to:

- (a) Eliminating the hazard of harassment, or controlling it if elimination is not reasonably practicable.
- (b1) Investigating reported incidents and complaints of harassment in an objective and timely manner;
- (b2) Taking necessary corrective action to address incidents and complaints to an appropriate degree under the circumstances. Additional training, education, and counselling services will be employer-sponsored if considered reasonably necessary as a further preventative measure.
- (c1) Protect privacy by stating only circumstances related to an incident or complaint of harassment.
- (c2) Not disclosing the names of the complainant, the alleged perpetrator, or any witnesses except:
 - (i) Where necessary to investigate the incident or complaint and take corrective action, or to inform involved parties of investigation results and actions to be taken, or
 - (ii) As required bylaw
- (d) Where and when identified, inform workers of a specific or general threat of harassment or potential harassment from an external source.
- (e) Supporting that this harassment prevention administrative policy is not intended to discourage a worker from exercising their rights pursuant to any other law

(e.g. contacting police, union grievance, etc.), including the Alberta Human Rights Act.

- (f) Supporting regular plan reviews and employee communication/cooperation to prevent workers or any other individual affiliated with this organization from subjecting any other person to harassment.
- (g) Supporting the Joint Health and Safety Committee's endeavor to make available employee harassment prevention training opportunities, when considered appropriate.

Harassment Prevention Administrative Procedure

The Town of Stettler is committed to the following procedures:

- (a) Preparation of a hazard assessment to understand and eliminate the hazard of harassment, or control the hazard of harassment if elimination is not reasonably practical.
- (b) Encouraging all workers to report harassment immediately to a Supervisor, Department Head, CAO or Assistant CAO. Upon receiving a complaint, it will be communicated to the CAO or Assistant CAO who may, under the circumstances of the complaint or incident, request that a written report is compiled to document the incident of harassment. The report should carefully record all relevant details of the alleged harassment, the names of any alleged perpetrators and/or witnesses, and any actions taken so far to alleviate the harassment.
- (c) Ensuring that workers affected by workplace harassment are advised to consult a health professional of their choice, and if treatment takes place during regular work hours, not to deduct any pay or benefits from the worker for their time spent attending treatment.
- (d) In a timely manner the CAO or Assistant CAO will review the report and any other circumstances related to the incident or complaint. The CAO or Assistant CAO will subsequently determine the degree of further investigation considered appropriate, and the level of training or experience considered necessary to conduct a suitable investigation with recommendations and/or corrective actions. If considered appropriate and warranted given the severity of the circumstances, the investigation may be undertaken utilizing the police and/or a qualified contracted service provider.
- (e) Given the relative nature of the harassment complaint or incident, and the genuine cooperative efforts of the workers involved, a mutually accepted corrective action may be expedited to prevent further unacceptable conduct. However, reported documentation may be required and filed for future

consideration by the CAO or Assistant CAO should further hazard prevention, compliance, and/or disciplinary measures become required.

- (f) Department Heads, Managers and Supervisors, in cooperation with the Joint Health and Safety Committee will be tasked to organizationally implement any measures to eliminate or control the hazard of harassment which are identified during an investigation.
- (g) The CAO or Assistant CAO, under the circumstances of the incident or complaint, will determine how and when information will be shared, who it will be shared with, and how confidentially will be maintained.
- (h) The CAO, Assistant CAO or designate will advise and update the Joint Health and Safety Committee that a harassment complaint procedure is in process, and of any corrective action determined appropriate from the investigation. Specific details will generally not be made available to the Committee unless the CAO, Assistant CAO or designate deems it appropriate under the circumstances.
- (i) Harassment incidents and complaints are taken seriously by the Town of Stettler and can occur in many clear or complicated forms. This policy is intended to help prevent harassment and will not tolerate a worker who makes harassment accusations against another worker for malicious or vindictive motives. Additionally, it is recognized that the consideration of factors such as unsubstantiated, inadvertent, miscommunication, unintentional, genuine, reasonably frivolous, mutual consent, opinion, mistake and recognition of poor behaviour can make investigations and the determination of an appropriate and responsible corrective action more reasonable or unreasonable under the circumstances.

PART 2: Violence Prevention Policy & Procedures

Purpose:

1. Create a respectful workplace environment that embraces the safety, well-being, dignity, diversity and productivity of all.
2. Recognize workplace violence as a hazard for the purpose of hazard assessment to determine, understand, and prevent violence in the workplace.
3. Be supportive of employees faced with violent behavior.
4. Address violent behavior in the Workplace and empower employees to report acts of violence.

Violence Definition (for the purposes of the OHS Code as defined in the OHS Act):

Violence, whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Domestic violence may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control. Domestic violence becomes a workplace hazard, and is no longer limited to a personal issue, when it occurs or spills over into the workplace, or there is reason to believe that it could occur at the workplace. It may put the targeted worker at risk, and may pose a threat to co-workers.

Violence Prevention Administrative Policy Statement:

The Town of Stettler believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another, treat each other with dignity, and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

The Town of Stettler is committed to:

- (a) Eliminating the hazard of violence, or controlling it if elimination is not reasonably practical.
- (b1) Investigating reported incidents of violence in an objective, impartial and timely manner;
- (b2) Taking necessary corrective action and further preventative measures, when considered reasonable.
- (c1) Protect privacy by stating only circumstances related to an incident of violence.
- (c2) Not disclosing the names of the complainant, the alleged perpetrator, or any witnesses, except:
 - (i) Where necessary to investigate the incident and take corrective action, or to inform involved parties of investigation results and actions taken,
 - (ii) If necessary, to inform workers of a threat of violence or potential violence, or
 - (iii) As required bylaw; and
- (d) Disclose the minimum amount of personal information necessary to inform workers of a specific or general threat of violence or potential violence.

- (e) Supporting that this violence prevention administrative policy is not intended to discourage a worker from exercising their rights pursuant to any other law (e.g., contacting police, union grievance, human rights complaint, etc.)
- (f) Supporting regular plan reviews and employee communication/cooperation to prevent workers or any other individual affiliated with this organization from subjecting any other person to violence.
- (g) Supporting the Joint Health and Safety Committee's endeavor to make available employee violence prevention training opportunities, when considered appropriate.

Violence Prevention Administrative Procedure:

The Town of Stettler is committed to the following procedures:

- (a) Preparation of a hazard assessment to understand and eliminate the hazard of violence, or control the hazard of violence if elimination is not reasonably practical.
- (b) Provide information and training appropriate to the nature and extent needed to address the hazard of violence and prevention at the work site.
- (c) Disclose information related to an incident of violence or a threat of potential violence in compliance with subsections 390.1(c) and (d) (ensuring privacy and restricting personal information disclosure to a minimum).
- (d) Provide immediate assistance when an incident of violence occurs through communication with a direct Supervisor, Manager, Department Head, CAO or the Assistant CAO. The Town of Stettler will ensure that workers affected by workplace violence are advised to consult a health professional of their choice and, if treatment takes place during regular work hours, not to deduct any pay or benefits from the worker for their time spent attending treatment.
- (e1) Facilitate and encourage the immediate reporting of incidents of violence in the workplace. Concerned or impacted workers will communicate in a safe and protected manner with their direct Supervisor, Manager, Department Head, CAO or the Assistant CAO.
- (e2) Workers have the right to independently report violence to the police, union, OHS, and/or another regulatory body that has jurisdiction to address the matter (e.g, Human Rights Commission where violence is associated with a protected human right). The Town of Stettler may also contract for investigations to be completed by external investigators who are not connected to the employer.
- (f) The CAO, Assistant CAO or designate will be responsible to ensure incidents of violence are documented and investigated. After providing assistance during or

immediately after an incident, the CAO, Assistant CAO or designate will ensure that an initial report of the facts relating to the incident is compiled. This requires the complainant and witnesses to carefully record details of the incident including the date and time, nature of the violence and names of those who may have witnessed the violence. It is expected that further investigations, if necessary, will be undertaken by individuals with suitable training, a qualified contracted service provider, or by the police when deemed appropriate. The investigation should take place as soon as possible after an incident.

- (g) Department Heads, Managers and Supervisors, in cooperation with the Joint Health and Safety Committee will be tasked to organizationally implement any measures to eliminate or control the hazard of violence which are identified during an investigation.
- (h) The CAO or Assistant CAO, under the circumstances of the incident or complaint, will determine how and when information will be shared, who it will be shared with, and how confidentiality will be maintained.
- (i) The CAO, Assistant CAO or designate will advise and update the Joint Health and Safety Committee that a violence complaint procedure is in process, and of any corrective action determined appropriate from the investigation. Specific details will generally not be made available to the Committee unless the CAO, Assistant CAO or designate deems it appropriate under the circumstances.
- (j) The CAO, Assistant CAO or designate has the authority to determine appropriate discipline for a worker in accordance with the Town of Stettler Safety Policy. Given the serious nature of violence, discipline of a worker may also include that relevant, employer-sponsored training be completed by the worker. Other employment-related measures may be selected as required. Given that investigations can take some time to complete, including appropriate recommendations, the CAO, Assistant CAO or designate may act immediately respecting employment-related disciplinary measures, corrective action, and worker safety as is considered appropriate.

Policy Review

This policy is to be reviewed every two (2) years or immediately following an incident of harassment or violence by the Joint Health & Safety Committee.

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF Aug 31 , 2025

Net Balance at End of Previous Month	\$ 14,674,198.16
ADD: General Receipts (summarized below)	1,233,237.63
Interest Earned (Prime 7.20% less 2% = 5.20%)	43,376.72
Investments Matured	-
SUBTOTAL	15,950,812.51
LESS: General Disbursements	602,406.58
Payroll	338,839.92
Investments	-
Debenture Payments	-
Returned Cheques	2,412.36
Bank Charges	619.12
SUBTOTAL	944,277.98
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$ 15,006,534.53

Balance at End of Month - Bank	15,025,978.69
ADD: Outstanding Deposits	65,862.15
LESS: Outstanding Cheques	85,306.31
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$ 15,006,534.53

INVESTMENTS:	
US Bank Account	503,392.78
US Bank Interest	106.88
SUBTOTAL	503,499.66
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 15,510,034.19

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

MAYOR

ASSISTANT CAO

	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3			
4	Apex	Franchise Fee	78,365
5	Atco Electric	Franchise Fee	71,451
6	Auction Mart	Lease Agree	4,069
7	BOT	SREV	27,904
8	Emcon	Sweeping	7,853
9	Grov	Fine Distribution	4,529
10	Libaray	Srev	52,799
11	Library	Rental	11,025
12	Health Unit	Rental	18,106
13	HWY 12/21	Water	45,319
14	Rec	Advertising	11,501
15	Rec	Diamond	8,800
16	Rec	Trade Show	3,988
17	Tax	AR	425,223
18	Utility	AR	362,055
19	Other		100,251
20		Total	1,233,238

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77955

To:

CU GENERAL

77959

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Alberta King's Printer	77955	2025-09-05	\$71.40

Invoice Description	Invoice Number	Invoice Amount	

Election - LALE Copies AC#5028	E216830	\$71.40	
=====			
Cubex Limited	77956	2025-09-05	\$2,273.71

Invoice Description	Invoice Number	Invoice Amount	

Roads - Parts & Freight	P0911902	\$2,273.71	
=====			
New West Truck Centres	77957	2025-09-05	\$284.89

Invoice Description	Invoice Number	Invoice Amount	

Equip - Multifunction Switch	2025.08.21	\$284.89	
=====			
Receiver General for Canada	77958	2025-09-05	\$63,866.06

Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP18-25	\$51,662.25	
Town Tax Remittance	PP18-25.	\$5,995.62	
BOT Tax Remittance	PP18-25.BOT	\$2,448.44	
Library Tax Remittance	PP18-25.LIBRAR	\$3,759.75	
=====			
Toms Boots & Western Wear	77959	2025-09-05	\$236.20

Invoice Description	Invoice Number	Invoice Amount	

Trans - Saftey Boots	10276	\$236.20	

Total Cheques			\$66,732.26
			=====

Ranges: From:

Vendor ID First

Vendor Name First

Cheque Date First

To:

Last

Last

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77960

To:

CU GENERAL

77965

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ghost Pine Grader Services Ltd	77960	2025-09-12	\$3,192.00
Invoice Description	Invoice Number	Invoice Amount	
Roads - Grader Rental	8389	\$3,192.00	
Goddard, Stacey	77961	2025-09-12	\$251.56
Invoice Description	Invoice Number	Invoice Amount	
Tax - Credit refund	2025.09.08	\$251.56	
Guardian Chemicals Inc.	77962	2025-09-12	\$32.79
Invoice Description	Invoice Number	Invoice Amount	
WTP - Lab Supplies	INV114302	\$32.79	
Iron Creek Truck & Trailer	77963	2025-09-12	\$5,892.72
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal - Parts	24046	\$5,892.72	
Norman, Laura	77964	2025-09-12	\$143.26
Invoice Description	Invoice Number	Invoice Amount	
HBC - Beautify your Business	2025.08.26	\$143.26	
ShareCanada	77965	2025-09-12	\$276.15
Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemicals & Freight	47849	\$276.15	
Total Cheques			\$9,788.48

Ranges: From:

To:

From:

To:

Vendor ID First

Last

Chequebook ID CU GENERAL

CU GENERAL

Vendor Name First

Last

Cheque Number EFT0009495

EFT0009529

Cheque Date First

Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Municipalities	EFT0009495	2025-09-09	\$315.00
Invoice Description	Invoice Number	Invoice Amount	
Fire - Job Advertismment	IN000017507	\$315.00	
Acklands - Grainger Inc.	EFT0009496	2025-09-09	\$1,203.93
Invoice Description	Invoice Number	Invoice Amount	
Pool - building Repair	9605330951	\$926.10	
Pool - building Repair	9605018481	\$277.83	
APEX Supplementary Pension Pla	EFT0009497	2025-09-09	\$382.36
Invoice Description	Invoice Number	Invoice Amount	
Sub pension Plan Remit	PP18-25	\$382.36	
Barnes, Roger	EFT0009498	2025-09-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Phone Allowance	2025.09.01	\$25.00	
Canadian Union of Public Emplo	EFT0009499	2025-09-09	\$660.00
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP18-25	\$660.00	
Caro Analytical Services	EFT0009500	2025-09-09	\$429.77
Invoice Description	Invoice Number	Invoice Amount	
WTP - Water Analysis	IC251941	\$195.83	
WTP - Water Analysis	IC2519825	\$233.94	
Contact Safety Service Ltd.	EFT0009501	2025-09-09	\$152.25
Invoice Description	Invoice Number	Invoice Amount	
Shop - Fire Extingusher	17292	\$152.25	
Dean's Machine Inc.	EFT0009502	2025-09-09	\$2,083.88
Invoice Description	Invoice Number	Invoice Amount	
Water - Picker Repair	49696	\$2,083.88	
Diverse Signs	EFT0009503	2025-09-09	\$598.78
Invoice Description	Invoice Number	Invoice Amount	
Traffic Lane -Stencil for Path	12897	\$598.78	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Dolan, Lori	EFT0009504	2025-09-09	\$25.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Pool - Phone Allowance		2025.09.01	\$25.00
=====			
Duff, Kendra	EFT0009505	2025-09-09	\$150.00
=====			
Invoice Description		Invoice Number	Invoice Amount

P&D - Travel Allowance		2025.09.01	\$150.00
=====			
Gary Moe Chevrolet Buick GMC	EFT0009506	2025-09-09	\$66.45
=====			
Invoice Description		Invoice Number	Invoice Amount

Park - Unit 127		309242	\$66.45
=====			
Graham, Leann	EFT0009507	2025-09-09	\$375.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Admin - Travel Allowance		2025.09.01	\$375.00
=====			
Hymers, Kim	EFT0009508	2025-09-09	\$100.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Admin - Travel Allowance		2025.09.01	\$100.00
=====			
i. d. Apparel	EFT0009509	2025-09-09	\$1,257.48
=====			
Invoice Description		Invoice Number	Invoice Amount

PR - Toques		128986	\$1,257.48
=====			
Klearwater Equipment & Technol	EFT0009510	2025-09-09	\$3,748.38
=====			
Invoice Description		Invoice Number	Invoice Amount

WTP - Lab Supplies		260142	\$3,748.38
=====			
Local Authorities Pension Plan	EFT0009511	2025-09-09	\$31,048.83
=====			
Invoice Description		Invoice Number	Invoice Amount

LAPP Contribution		PP18-25	\$31,048.83
=====			
Leckie, Neil	EFT0009512	2025-09-09	\$25.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Pool - Phone Allowance		2025.09.01	\$25.00
=====			
LIV North	EFT0009513	2025-09-09	\$76.84
=====			
Invoice Description		Invoice Number	Invoice Amount

Fitness - repair Parts		CINV-130587	\$76.84

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Municipal Property Consultants	EFT0009514	2025-09-09	\$7,174.85
=====			
Invoice Description		Invoice Number	Invoice Amount

Assessor - Sept		17197	\$7,174.85
=====			
Oakcreek Golf & Turf Inc.	EFT0009515	2025-09-09	\$1,183.47
=====			
Invoice Description		Invoice Number	Invoice Amount

Parks - Throttle Pedal Sensor		1076455-00	\$1,183.47
=====			
Pederson, Brendan	EFT0009516	2025-09-09	\$40.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Shop - Tool Allowance		2025.09.01	\$40.00
=====			
Perry, Desirae	EFT0009517	2025-09-09	\$50.00
=====			
Invoice Description		Invoice Number	Invoice Amount

P&L - Phone Allowance		2025.09.01	\$50.00
=====			
Peterson, Chase	EFT0009518	2025-09-09	\$50.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Pool - Phone Allowance		2025.09.01	\$50.00
=====			
Peterson, Jacqui	EFT0009519	2025-09-09	\$25.00
=====			
Invoice Description		Invoice Number	Invoice Amount

P&L - Phone Allowance		2025.09.01	\$25.00
=====			
Receiver General for Canada	EFT0009520	2025-09-09	\$337,962.04
=====			
Invoice Description		Invoice Number	Invoice Amount

4th Qtr - RCMP Contract		7007589	\$337,962.04
=====			
Robbins, Brad	EFT0009521	2025-09-09	\$150.00
=====			
Invoice Description		Invoice Number	Invoice Amount

P&L - Travel Allowance		2025.09.01	\$150.00
=====			
Standage, Maddie	EFT0009522	2025-09-09	\$150.00
=====			
Invoice Description		Invoice Number	Invoice Amount

P&D - Travel Allowance		2025.09.01	\$150.00
=====			
Stettler Dodge Ltd.	EFT0009523	2025-09-09	\$347.87
=====			
Invoice Description		Invoice Number	Invoice Amount

Trans - Brake Cables		162796	\$300.30
SHop - Prans Unit		162783	\$47.57

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Stettler & District Handibus	EFT0009524	2025-09-09	\$204.93
Invoice Description	Invoice Number	Invoice Amount	

Bus Garage - Utilites	4308	\$204.93	
=====			
Stettler Waste Management	EFT0009525	2025-09-09	\$265.20
Invoice Description	Invoice Number	Invoice Amount	

Landfill - Ticket 57997	SWM0005218	\$265.20	
=====			
Stormoen, Angela	EFT0009526	2025-09-09	\$175.00
Invoice Description	Invoice Number	Invoice Amount	

P&D - Travel & Phone	2025.09.01	\$175.00	
=====			
Tomkow, Joe	EFT0009527	2025-09-09	\$70.00
Invoice Description	Invoice Number	Invoice Amount	

Shop - Tools	2025.09.01	\$70.00	
=====			
Woody's Automotive Ltd.	EFT0009528	2025-09-09	\$4,534.37
Invoice Description	Invoice Number	Invoice Amount	

Trans - New Seat Covers	612-950041	\$557.89	
Shop - Filters	612-950355	\$173.31	
Shop - Paper Towl & Grease	612-950469	\$98.93	
Water - Filters	612-950630	\$11.19	
Water - Filters	612-950631	\$11.19	
Parks - Filters	612-950632	\$28.58	
Water - Filters	612-950633	\$49.32	
Parks - Filters	612-950365	\$28.97	
Trans - Filters	612-950636	\$17.78	
Parks - Filters	612-950637	\$5.60	
Parks - Filters	612-950635	\$5.60	
Shop - Filters	612-950639	\$34.51	
Parks - Filters	612-950643	\$5.44	
Parks - Filters	612-950644	\$23.64	
Trans - Filters	612-950950	\$28.97	
Water - Filters	612-950957	\$28.97	
Water - Filter	612-950959	\$5.60	
Parks - Filters	612-950960	\$28.97	
Parks - Filters	612-950961	\$28.97	
Shop - Filters	612-950962	\$11.19	
Trans - Filters	612-950943	\$11.19	
Parks - Filters	612-950964	\$11.19	
Shop - Filters	612-951313	\$5.60	
Shop - Cables & Switch	612-951421	\$121.59	
SRC - T Stat amd Gasket	612-951600	\$27.68	
Shop - Trailer plugs	612-951838	\$76.39	
Shop - Battery Clamps	612-951978	\$20.34	
Trans - Oil Filter	612-952311	\$5.60	
Shop - Crank Shaft	612-952659	\$213.14	
Water - Timing Cover	612-952857	\$165.09	
Parks - Parts for New SIgn	612-952912	\$10.59	
Water - Choke Cable	612-952914	\$56.31	
Parks - Parts for Sign	612-952936	\$20.77	
Parks - Grease	612-953003	\$188.37	
Trans - Grease	612-953415	\$376.74	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC - Filters	612-953439		\$17.23
Parks - Switches	612-953444		\$6.51
Trans - Filters	6512-953641		\$11.19
Fire - Supplies	612-953695		\$281.52
Cemetery - Filters	612-953767		\$26.27
Water- rl34 for ac	612-954132		\$31.47
Water - Filters	612-95251		\$37.86
Shop - Converter	612-954330		\$50.98
Shop - Washer Fluid	612-954402		\$110.38
Cemetery - Battery	612-954669		\$135.27
Trans - Wheel Nuts	612-954576		\$624.29
Trans - Measuring Tape	612-955405		\$14.51
Shop - Oil Filters	612-955483		\$98.11
Fire - Supplies	612-953728		\$436.39
Fire - Supplies	612-953779		\$24.41
WTP - Belt	612-951172		\$90.28
Water - Areation Building	612-953452		\$39.43
Water - Areation Building	612-953494		\$77.93

=====

Yost, Dustin & Maria Cristine	EFT0009529	2025-09-09	\$2,250.00
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Invoice Description	Invoice Number	Invoice Amount
Comm Hall - Janitor	2025.09.01	\$2,250.00

Total Cheques	\$397,356.68
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=====

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number ONL000935

To:

CU GENERAL

ONL000937

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services Inc.	ONL000935	2025-09-05	\$9,194.91
Invoice Description	Invoice Number	Invoice Amount	

Office - Gas	2025-07-3693	\$268.50	
Fire Joint - Gas	2025-07-3687	\$170.81	
Shop - Gas	202507-3594	\$170.75	
Airport - Gas	202507-3686	\$88.75	
WTP - Gas	202507-3689	\$1,294.42	
Water - Gas	202507-3684	\$87.65	
Sewer - Gas	202507-3685	\$67.86	
Sewer - Gas	202507-3692	\$192.66	
SRC & Pool - Gas	202507-3691	\$6,514.12	
Comm Hall - Gas	202507-3690	\$205.63	
Parks - Gas	202507-3688	\$133.76	
=====			
Rogers	ONL000936	2025-09-05	\$33.60
Invoice Description	Invoice Number	Invoice Amount	

Fire Joint - Phone	3037563614	\$33.60	
=====			
Workers' Compensation Board -	ONL000937	2025-09-05	\$11,185.10
Invoice Description	Invoice Number	Invoice Amount	

WCB - 5th Installment	28295798	\$11,185.10	
Total Cheques		-----	
		\$20,413.61	
=====			

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number ONL000938

To:

CU GENERAL

ONL000940

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Telus Communications	ONL000938	2025-09-12	\$2,476.18
Invoice Description	Invoice Number	Invoice Amount	
August - Telus Comm	2025.08.23	\$2,476.18	
Telus Mobility Inc.	ONL000939	2025-09-12	\$1,339.29
Invoice Description	Invoice Number	Invoice Amount	
August - Telus Mobility	2025.08.21	\$1,339.29	
United Farmers of Alberta	ONL000940	2025-09-12	\$267.69
Invoice Description	Invoice Number	Invoice Amount	
WTP - Camlock	SOINV7751338	\$10.49	
SHop - Supplies	SOINV7778676	\$61.93	
Water - Drain Line	SOINV7794593	\$3.77	
Water - Pump for Barrell	SOINV7800204	\$115.49	
Water - Lift Station	SOINV7815733	\$6.29	
Water - Potable Water	SOINV7841007	\$26.61	
Water - Potable Water Hoist	SOINV7852259	\$3.14	
Water - Cleaning Supplies	SOINV7942099	\$33.59	
Trans - Air Bag Bolts	SOINV7942209	\$6.38	
Total Cheques		\$4,083.16	

COMMITTEE RECOMMENDATION TO COUNCIL

Committee: Committee of the Whole

Meeting Date: September 11, 2025

Subject: Bylaw 2185-25 Council Procedure Bylaw

Overview:

In keeping with best municipal practices, the Council Procedure Bylaw is reviewed prior to each municipal election to ensure that it remains current and effective.

Committee of the Whole reviewed this bylaw at its most recent meeting on September 9. Administration provided updates to definitions, clarifications on Questions of Privilege and Points or Order and more details outlining the different types and process of motions. The review also establishes the use of consent agendas, which will allow for a streamlined approval of routine non-controversial matter that are normally included in the Correspondance and Minutes sections of the current agenda style. This change will allow Council to make one motion on all matter included in the consent agenda, accepting it for information.

Recommendation:

BE IT RESOLVED THAT the Committee of the Whole recommends that Council move forward with first, second, and third reading of Bylaw 2185-25 Council Procedure Bylaw.

Committee Decision:

Moved by Councillor Kurt Baker that the Committee of the Whole to accept item (3) as information to bring to a future Regular Council Meeting.

BYLAW 2185-25

Being a bylaw of the Town of Stettler, in the province of Alberta, to establish procedures to be followed during Council Meetings.

Whereas pursuant to Section 145 of the *Municipal Government Act*, the Council may pass bylaws in relation to the procedures to be followed by Council, Council Committees, and other bodies established by Council.

Now therefore, the Council of the Town of Stettler duly assembled enacts as follows:

Section 1 – Name of Bylaw

- 1.1 This Bylaw may be cited as the "Council Procedure Bylaw".

Section 2 – Definitions

- 2.1 "Act" means the *Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta 2000, as amended or replaced from time to time.
- 2.2 "Administration" means an employee of the Town of Stettler.
- 2.3 "Agenda" means the list of items and order of business for any meeting.
- 2.4 "Assistant CAO" means the person designated by that CAO to assist in the performance of the duties of the CAO and to act in the capacity of the CAO in their absence or as delegated.
- 2.5 "Broadcast" means to distribute video or audio content to a dispersed audience via any electronic communications medium, including, but not limited to, live-streaming content on social media platforms.
- 2.6 "Chair" means the Mayor, Acting Mayor, Deputy Mayor, or other person who has authority to preside over a Meeting.
- 2.7 "Chief Administrative Officer" or "CAO" means that person appointed to the position and title by the Municipal Council of the Town of Stettler and includes any person appointed by the CAO to act as their appointee.
- 2.8 "Citizen's Forum" means informal statements or questions directed to Council by a member of the public at the appropriate time as indicated on the meeting's agenda.
- 2.9 "Committee of the Whole" means a Committee consisting of all Members of Council utilized for the purposes of discussion and/or debate, wherein Council business is discussed.
- 2.10 "Consent Agenda" means a grouping of items on a Council Agenda that required no action by Council other than receiving for information.
- 2.11 "Council" means the municipal Council of the Town of Stettler.
- 2.12 "Council Committee" means a Committee, Commission, Board, or other body established by Council.
- 2.13 "Councillor" means an elected Member of Council and for the purpose of this bylaw does not include the Mayor.
- 2.14 "Delegate" means a person or representative who appears before Council to make a delegation.
- 2.15 "Delegation" means a presentation made to Council by an individual, group, organization, or representative thereof to share information,

express concerns, provide input on a specific issue, or request action from the municipality.

- 2.16 "Electronically Record" means to use electronic devices to create video or audio recordings of live proceedings.
- 2.17 "General Consent" means the informal agreement of Council to a proposed action, determined by the Chair, without a formal vote taking place.
- 2.18 "General Election" means a General Election as defined in the *Local Authorities Election Act*.
- 2.19 "In-Camera" means all or part of any meeting of Council that is closed to the public pursuant to Section 197 of the *Municipal Government Act*.
- 2.20 "Mayor" means the Chief Elected Officer for the Town of Stettler.
- 2.21 "Meeting" means any gathering of a quorum of Council where Council provides direction on any matter over which Council has jurisdiction.
- 2.22 "Member" means a Member of Council including the Mayor.
- 2.23 "Motion" means a proposal by a Member, in a Meeting, that Council take a certain action.
- 2.24 "Minutes" means a written record of a meeting.
- 2.25 "Notice of Motion" means written notice given to Council by a Member or Members to indicate their intent to bring a resolution to Council for consideration.
- 2.26 "Pecuniary Interest" means a pecuniary interest as defined in the *Municipal Government Act*.
- 2.27 "Point of Interest" means a request from a Member to share a comment, information or commendation about an individual, group, organization, or event which is not recorded in the Minutes.
- 2.28 "Point of Order" means the raising of a question by a Member to call attention to any departure from this Bylaw.
- 2.29 "Point of Procedure" means the raising of a question by a Member to clarify the correct process of the meeting.
- 2.30 "Public Hearing" means a portion of a Council Meeting during which a public hearing, as required by the *Municipal Government Act*, is held.
- 2.31 "Question of Privilege" means a request made by a Member to address an urgent matter affecting the rights, integrity, safety, comfort, or dignity of Council or a Member.
- 2.32 "Quorum" means the minimum number of Members that must be present at a Meeting for business to be legally conducted.
- "Resolution" means a Motion passed in a Council Meeting.
- 2.33 "Special Meeting" means a Meeting of Council called in addition to the regularly scheduled Meetings.

Section 3 – Application

- 3.1 Unless otherwise stated, this Bylaw shall govern the proceeding of regular Council Meetings, Committee of the Wholes, Organizational Meetings of Council, and Special Meetings. It shall also apply to any Council Committees for which Council has not established a Bylaw or Terms of Reference to govern the proceedings of meetings.

- 3.2 In the absence of any statutory obligation, any provisions of this Bylaw may be waived by resolution of Council if two-thirds of all Members of Council present vote in favour of dealing with the matter under conditions.
- 3.3 A resolution waiving any provisions of this Bylaw as provided for in Section 3.2 shall only be effective for the meeting during which it is passed.
- 3.4 Any matter of meeting conduct or procedures which is not herein provided for shall be determined in accordance with *Robert's Rules of Order*, most current edition.
- 3.5 In the event of a conflict between this Bylaw and *Robert's Rules of Order*, this Bylaw shall prevail.
- 3.6 Where the Chief Administrative Officer (CAO) is referenced in this Bylaw, the duties and responsibilities of that position may be delegated to any other employee as designated by the CAO but the CAO shall accept all responsibilities of the duties.

Section 4 – Regular Council Meetings

- 4.1 Council shall, at its organizational meeting of each year, establish the days and times of its regular meetings. Unless otherwise changed by a Motion of Council, regular Meetings of Council shall take place on the first and third Tuesday of the month. If a regular meeting falls on a holiday, the meeting shall be held on the next day following, not being a holiday.
- 4.2 Regular meetings of Council shall commence at the hour of 6:30 p.m. and shall adjourn not later than 10:30 p.m. if in session at that hour unless Members of Council present, by a two-thirds majority vote, agree to an extension of time.
- 4.3 The order of items for regular meetings of Council will be as follows:
 - a. Agenda Additions
 - b. Agenda Approval
 - c. Confirmation of Minutes
 - d. Citizens Forum
 - e. Delegations
 - f. Administration
 - g. Public Hearings
 - h. Bylaws
 - i. Reports
 - j. Consent Agenda
 - k. In-Camera Sessions
 - l. Adjournment
- 4.4 Notification of a change in time, date, location or cancellation of any Meeting of Council, will be provided to the public by posting a notice on the Town of Stettler's website.
- 4.5 Notice of regularly scheduled meetings of Council need not be given.

Section 5 – Committee of the Whole

- 5.1 A committee is hereby established called "Committee of the Whole" with membership comprised of all Members of Council.
- a. The Mayor (or in his absence the Deputy Mayor) is hereby established as Chair.
 - b. The meetings will be held on the second Tuesday of each month starting at 4:30 p.m. and shall not run beyond 7:00 p.m. unless if in session at that hour unless Members of Council present, by a two-thirds majority vote, agree to an extension of time.
 - c. An agenda will be prepared for all meetings.
 - d. Minutes will be kept of all proceedings.
- 5.2 Council shall, at its organizational meeting of each year, establish the days and times of its Committee of the Whole Meetings. Unless otherwise changed by a Motion of Council, Committee of the Whole Meetings shall take place on the second Tuesday of the month. If a meeting falls on a holiday, the meeting shall be held on the next day following, not being a holiday.
- 5.3 The rules of the Council shall be observed in Committee of the Whole, as far as may be applicable, however, shall be relaxed as follow:
- a. A Member may speak even though there is no motion on the floor, but if there is a motion on the floor a Member shall only address that motion;
 - b. A Member may speak more than once on a matter provided that each Member of Council who wishes to speak to the matter has already been permitted to do so; and
 - c. No notice need be given of any motion to be made.
- 5.4 Quorum of the Committee of the Whole is a majority of Members of Council.
- 5.5 Subject to the Act, the Committee of the Whole may consider any matter that Council may consider. Additionally, the Committee of the Whole may:
- a. Conduct non-statutory public hearings;
 - b. Receive public presentations;
 - c. Meet with representatives from other municipalities or levels of government;
- 5.6 The Committee of the Whole may make the following motions:
- a. To refer matters to Administration or to a Council Committee for review; and
 - b. To make recommendations to Council.
 - i. Where a recommendation is made to Council Administration shall prepare a written report for Council's consideration. Further input may also be provided in said report.

Section 6 – Special Meetings of Council

- 6.1 The CAO shall schedule a Special Meeting of Council when required to do so by the Mayor or a majority of Council.

- 6.2 The Mayor may call a Special Meeting whenever he considers there to be a matter that requires Council consideration.
- 6.3 The Mayor must call a Special Meeting if he receives a written request for a Meeting stating its purpose, from a majority of Council.
- 6.4 Where a Special Meeting is required the Mayor shall call such meeting within fourteen (14) days on which the request was made.
- 6.5 No less than twenty-four (24) hours notice of a Special Meeting stating the time, date, and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each Member and the public.
- 6.6 A Special Meeting may be held with less than twenty-four (24) hours notice to all Members and without notice to the public if at least two-thirds (2/3) of the whole Council agrees to this, in writing, before the start of the meeting.
- 6.7 No business other than that stated in the notice shall be conducted at any Special Meeting unless all Members are present, in which case, by unanimous consent, any other business may be transacted.
- 6.8 Notice of a Special Meeting shall be provided in accordance with Section 194 of the Act.

Section 7 – Organizational Meetings

- 7.1 An Organizational Meeting of Council shall be held annually as required by the Act.
- 7.2 The Agenda for the Organizational Meeting of Council shall be restricted to:
 - a. The administration of the oath and the introduction of new Members, should the meeting follow a general municipal election;
 - b. The selection of Deputy Mayor by rotation;
 - c. The establishment of the regular meeting dates for Council and Committee of the Whole;
 - d. The appointment of Members of Council to Council Committees and other external bodies that have Council membership;
 - e. The appointment of any vacant members at large to Council Committees;
 - f. Any other business as is required by the Act.
- 7.3 All Committees shall be appointed on a motion of a Member by consent of a majority of the Members present at a meeting of the Council, and any Member of the Council may be placed on a Committee notwithstanding the absence of any such Member at the time of his being named upon such Committee.
- 7.4 The Mayor shall be an ex-officio Member of all Committees and shall have all the powers and privileges of any Member of the same including the right to vote upon all questions to be dealt with by such Committee.
- 7.5 In any case where a Member of a Committee is absent from the Town or is otherwise unable to attend meetings of the Committee of which he or she is a Member, the Mayor may appoint a Member of Council to such Committee to attend the meetings of the Committee concerned.
 - a. The Member so appointed by the Mayor shall, during the term of such appointment, have all the powers, rights and duties as a

Member of the Committee concerned as if appointed by Council thereto.

Section 8 – Sub-Committees of Council

- 8.1 The general duties of all Committees, Boards and Commissions shall be as follows:
- a. To report to Council on a regular basis, or whenever desired by Council, or as often as the interests of the Town may require, on all matters connected with the duties imposed on them respectively and to recommend such action by the Council in relation thereto as may be deemed necessary.
 - b. To cause to be prepared and introduced into Council all Bylaws as may be necessary to give effect to such of their recommendations as are adopted by Council.
 - c. To consider and report on any and all matters referred to them by Council, the Mayor or CAO.
- 8.2 No action of any Committee, Board or Commission, unless power to take such action is expressly conferred on the Committee, Board or Commission, shall be binding on the Town unless and until the same has been reported to Council by such Committee, Board or Commission and such report has been adopted by the Council.

Section 9 – Preparation of Agendas

- 9.1 The agenda for each regular meeting shall be prepared by the CAO and submitted together with copies of all pertinent correspondence, statements and reports to each Member of Council no later than the Friday prior to each regular meeting.
- 9.2 The following applies to the preparation of agenda items for meetings of Council governed by this Bylaw:
- a. Items initiated by Members shall be submitted to the Mayor and CAO at least five (5) business days prior to the meeting the item is intended for, not including the date of the meeting itself.
 - b. Items initiated by or referred to Administration shall be confirmed with the CAO at least five (5) business days prior to the meeting the item is intended for, not including the date of the meeting itself, and be submitted to the CAO at least three (3) business days prior to the meeting the item is intended for, not including the date of the meeting itself.
 - c. Agendas are to be approved by the Mayor, or in their absence, the Deputy Mayor, in consultation with the CAO prior to their publication.
- 9.3 The time periods listed in Section 9.2 and subsequent subsections shall not apply for Special Meeting of Council.
- 9.4 Council may add or delete any agenda items, or reorder the agenda, by consensus prior to considering a motion to adopt the agenda.

Section 10 – In-Camera Sessions

- 10.1 Matters which fall within one of the categories of information referred to in Section 197 of the Act must be discussed in an In-Camera Session.
- 10.2 Before moving into an In-Camera Session, and in accordance with Section 197 of the Act, Council must pass a motion:
- a. Stating the items to be discussed in the In-Camera Session; and

- b. Stating the current time at which Council is moving into an In-Camera Session; and
 - c. Stating who, in addition to Members of Council, is present for the In-Camera Session; and
 - d. State the basis of which, under the exception to disclosure in Division 2 Part 1 of the *Alberta Access to Information Act*, the In-Camera Session is being entered into.
- 10.3 Council has no power in an In-Camera Session to make decisions or pass any bylaw or motion, apart from the motion necessary to revert back to an open meeting.
- 10.4 Council, at the end of the In-Camera Session must pass a motion to close the In-Camera Sessions stating the current time at which Council is moving out of the In-Camera Session.

If an In-Camera Session agenda item requires a decision of Council, a motion must be made in open meeting following the In-Camera Session.

Section 11 – Minutes of Meetings

- 11.1 The preparation and distribution of minutes of any meeting of Council governed by this Bylaw shall be the responsibility of the CAO.
- 11.2 Minutes of meetings of Council governed under this Bylaw shall be signed by the Mayor and the Assistant CAO.
- 11.3 The minutes of any meetings of Council governed under this Bylaw shall record, at a minimum:
 - a. The names of all Members in attendance, all Members absent, and all Administration in attendance.
 - b. The names of any members of public who speak during Citizens Forum, along with a summary of their comments.
 - c. The Names of any Administration who speaks or presents an item.
 - d. Any abstentions pursuant to a declaration of pecuniary interest or conflict of interest and any other abstentions permitted by the Act.
 - e. All motions made and voted upon during each meeting, as well as the votes made in favour and against.
 - f. If a Member arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting.
 - g. The minutes of any meeting of Council at which one or more Public Hearings have been held shall record:
 - i. The times at which the Public Hearing was declared open and closed;
 - ii. The names of all those who made written and verbal submissions.
- 11.4 No minutes shall be produced from an In-Camera Session.
- 11.5 After the Chair has called the meeting to order, minutes of the preceding meeting shall be confirmed as presented via resolution of Council.

Section 12 – Quorum

- 12.1 As soon as there is Quorum present and after the time fixed for the meeting to start, the Chair shall call the meeting to order.

- 12.2 No meeting shall be held without Quorum present.
- 12.3 If a Quorum is not present within thirty (30) minutes of the time fixed for the meeting to start, the record of the meeting shall show the names of those Members of Council and Administration who are present, and the meeting shall stand adjourned, with the items that were on that meeting's agenda being considered at the next regular meeting of Council or at a Special Meeting of Council, if called sooner.
- 12.4 In the event that Quorum is lost after a meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned, with any remaining items that were on the meeting's agenda being considered at the next regular meeting of Council or at a Special Meeting of Council, if called sooner.
- a. Alternatively, if the Chair and the CAO agree that Quorum will not be obtained within thirty (30) minutes of its loss, the meeting shall stand adjourned at that time.

Section 13 – Chair

- 13.1 The Mayor, or in their absence, the Deputy Mayor, shall assume the role of Chair for all meetings.
- a. In the case both the Mayor and Deputy Mayor are absent from a meeting, the meeting shall be called to order by the CAO and those Members present shall select, by Motion and prior to adoption of the agenda, an acting Chair for that meeting or upon the arrival of the Mayor or Deputy Mayor.
- 13.2 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure, and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 13.3 The Chair shall make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act or this Bylaw.

Section 14 – Members of Council Debating

- 14.1 Members of Council wishing to speak on a matter should indicate their intention by raising their hands and being recognized by the Chair and should not speak more than once until each Member has had the opportunity to speak except:
- a. In the explanation of a material part of the speech which may have been misunderstood; or
- b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member presented the motion to the meeting.
- 14.2 Supplementary questions or a series of supplementary questions relating to the matter before the meeting may be raised by a Member, but each question requires consent of the Chair.
- 14.3 Through the Chair, a Member may ask:
- a. Questions of another Member of Council or Administration on a Point of Information relevant to the business at hand; or

- b. Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minutes or clause.

14.4 All questions or debate shall be directed through the Chair.

Section 15 – Prohibitions

15.1 No Member shall:

- a. Speak disrespectfully of The Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant-Governor, or persons administering the Government of Canada or of this Province;
- b. Use offensive or unparliamentary language in or against the Council or against any Member thereof;
- c. Disobey the rules of the meeting or decision of the Chair or of Members on Points of Order or Points of Procedure, or upon the interpretation of the rules of the meeting;
- d. Speak except upon the question in debate;
- e. Leave their seats or make any disturbance while a vote is being taken and the result is declared;
- f. Interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;
- g. Pass between a Member who is speaking and the Chair; or
- h. Resist the rules of the Council, or disobey the decision of the Mayor or of the Council on any question or order or practice upon the interpretation of the rules of the Council.

15.2 Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may be ordered by the Council, by majority vote, to leave their seat for the meeting, and in the case of refusal the Chair may order the Member to be removed therefrom by the Police. In case of ample apology being made by the offender, the Member may, by vote of the Council and without debate, be permitted forthwith to take their seat.

15.3 A Member called to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate; if there be no appeal the decision of the Mayor or other Presiding Officer shall be adhered to.

15.4 No Member of the Council shall have the power to direct or interfere with the performance of any work for the Town of Stettler and any employee shall be subject only to his Supervisor. Nothing in the foregoing shall in any way interfere or restrict the right of a Member of Council to seek minor information from any officer or employee of the Town without going through the office of the CAO, although the CAO must be kept informed of matters of this nature.

Section 16 – Questions of Privilege

16.1 A Member who desires to address the meeting upon a matter which concerns the rights or privileges of the Members of Council collectively, or of them self as a Member thereof, shall be permitted to raise such Question of Privilege.

16.2 A Question of Privilege shall take precedence over the matters and while the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

- 16.3 The Chair will rule on whether the issue raised by the Member is a Question of Privilege and in the event the Chair rules the issue is a Question of Privilege the Chair may:
- a. Direct the immediate corrective action be taken;
 - b. Direct the corrective action be taken at another time; or
 - c. Request that Administration research and recommend possible corrective actions.
- 16.4 The Chair may call a recess to allow corrective action to be researched or be taken.
- 16.5 The ruling of the Chair on the question of whether or not the issue raised by the Member is a Question of Privilege can be appealed. The ruling of the Chair on the type of corrective action that is required cannot be appealed.
- 16.6 The Chair may seek advice from the CAO on a Question of Privilege.

Section 17 – Points of Order

- 17.1 A Member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chair to raise a Point of Order. When leave is granted, the Member shall state the Point of Order with a concise explanation and shall attend the decision of the Chair upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debate resumes.
- 17.2 A Member of Council called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.
- 17.3 The Chair may immediately rule on the Point of Order. The ruling of the Chair can be appealed.
- 17.4 Rather than ruling directly on the Point of Order, the Chair may ask that Council vote on the Point of Order. A vote by Council on a Point of Order cannot be appealed.
- 17.5 The Chair may seek advice from the CAO on a Point of Order.

Section 18 – Appeal Ruling

- 18.1 The decision of the Chair shall be final, subject to an immediate appeal by any Member present at the meeting.
- 18.2 If the decision is appealed, the Chair shall give concise reasons for their ruling and the Members, without debate, shall decide the question. The ruling of the Members shall be final.

Section 19 – Motions

- 19.1 A motion may arise out of the following:
- a. A recommendation set out in a report or memorandum on an agenda matter;
 - b. Autonomously from a Member provided the motion is germane to the agenda item under discussion; or
 - c. A Notice of Motion.
- 19.2 All motions shall require one mover prior to the vote taking place.

- 19.3 The mover of a motion must be present when the vote on the motion is taken.
- 19.4 Any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 19.5 Administration will provide input on all motions introduced by Members to ensure that legal, financial, and operational impacts are professionally addressed. This may be done in writing, if time permits, or verbally.
- 19.6 When a motion is introduced by a Member, it should be provided to the CAO in advance whenever possible.
- 19.7 The Chair will give each Member who wishes to speak, an opportunity to do so before putting the question.
- 19.8 The Chair of the meeting cannot make a motion.
- 19.9 All motions shall be recorded by the CAO and read on request.
- 19.10 No motion shall be made that is substantially the same as one on which the judgment of the meeting has already been expressed during the same meeting.
- 19.11 Whenever the Chair is of the opinion that a motion offered to Council is out of order he shall apprise the Members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- a. A motion is out of order if the motion violates the *Municipal Government Act*, or any other applicable legislation or municipal bylaw.
 - b. The Chair may consult the CAO before making a ruling on whether a motion is out of order.
 - c. The Chair must cite the provisions that would be violated by the motion.
 - d. The chair's ruling on a motion may be appealed by a Member.
- 19.12 When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
- a. a motion to refer the main question to some other person or group for consideration;
 - b. a motion to amend the main question;
 - c. a motion to table the main question;
 - d. a motion to table the main question to some future time;
 - e. a motion to withdraw the main question;
 - f. a motion to call the question (that the vote must now be taken);
 - g. a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 19.13 After any question is finally put by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.

- 19.14 A motion to refer may be made to send a matter under consideration to Administration, a Council Committee, or other body for further consideration prior to consideration by Council.
- a. A motion to refer cannot be amended but can be debated.
- 19.15 A motion to amend may be made to modify the wording of a motion before Council before that motion is voted upon.
- a. A motion to amend is debatable.
 - b. There shall be no amendments to any motions for the appointment of any person to any office.
 - c. An amendment proposing a direct negative is out of order.
 - d. Only one amendment at a time shall be presented to the main motion. When an amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from any amendment.
 - e. A motion to amend shall be voted upon and, if the amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
 - f. Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
 - g. When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member, be taken separately.
 - h. A proposed amendment may be considered a friendly amendment if it receives the unanimous consent of Council to be considered as such. A friendly amendment may be made and incorporated into the main motion without a motion to amend.
- 19.16 After a motion has been voted upon, and before moving onto the next item on the agenda or at any time before the Chair declares the meeting adjourned, any Member who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.
- a. A motion to reconsider shall not be allowed unless a majority of the Members present agree.
 - b. A motion to reconsider is debatable, but debate must be confined to reasons for or against reconsideration.
 - c. If a motion to reconsider is carried, the question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.
 - d. No reconsideration shall be allowed on motion of adjournment.
 - e. No question shall be reconsidered more than once at any one meeting of Council.
- 19.17 A motion to rescind a previous motion may be accepted by the Chair at any time subsequent to the original motion, and, if passed the previous motion referred to would be declared null and void.
- a. Any Member of Council may make the motion to rescind.

- b. A majority vote of 2/3 of the Members of Council is necessary for the passage of a motion to rescind.
 - c. A motion to rescind will not undo any actions which have already been taken as a result of the motion previously passed.
- 19.18 A motion to withdraw may be made by the mover of a motion to withdraw it from consideration of Council, at any time before decision or amendment with the permission of all the Members present.
 - a. A motion to withdraw is not amendable or debatable.
 - b. Once a motion is withdrawn, the effect is the same as if it had never been made.
 - c. A motion to withdraw shall not be required if the mover of a motion received the unanimous consent of the Members present to withdraw it. A motion withdrawn though unanimous consent shall not appear in the minutes for the meeting at which the motion was under consideration.
- 19.19 A motion to table may be made in order to temporarily delay considering a matter before council.
 - a. A motion to table is not amendable or debatable.
 - b. If a motion to table is passed, the matter under consideration may only be resurrected by a motion to raise from the table, which must be made prior to the end of the next regular meeting of Council.
- 19.20 A motion to adjourn Council shall always be in order and may be made to immediately end the meeting.
 - a. A motion to adjourn is not amendable or debatable.
 - b. Any agenda items that remain on the agenda at the time of adjournment shall be added to the agenda of the next meeting for consideration.

Section 20 – Notice of Motion

- 20.1 A notice of motion may be used by a Member of Council to introduce a new matter for consideration by Council which does not appear on the agenda.
- 20.2 In accordance with Section 20.1 a notice of motion may be received by the CAO prior to the closing of the meeting. In the event, the Member submitting the notice of motion shall read it, after which it shall be recorded in the minutes and form part of the agenda for the subsequent meeting.
- 20.3 A Member may present and describe a notice of motion for consideration at the next meeting of other meeting date as specified in the notice of motion.
- 20.4 A Member who submits a written notice of motion to the CAO to be read at any regular meeting of Council need not necessarily be present during the reading of the motion.
- 20.5 A motion, notice of which have been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the agenda for such meeting.

Section 21 – Procedures for Consent Agenda Items

- 21.1 Items to be included on a consent agenda are for information purposes only and may include, but are not limited to:
- 21.1.1 Reports from Council Committees or Department Heads that are provided for information purposed only;
 - 21.1.2 Minutes from Council Committees, Boards, and other bodies to which at least one Member has been appointed as a representative of Council;
 - 21.1.3 Correspondence to or from one of the following:
 - a. A ministry of the Federal or Provincial government;
 - b. Another municipality with Alberta; or
 - c. An organization for which at least one Member has been appointed as a representative of Council or for which Council provides financial support.
 - 21.1.4 At the Mayor's and CAO's discretion, other items that do not fall into one of the above categories may be placed on the Consent Agenda, provided that the item does not require a decision from Council.
- 21.2 Any item that falls within one of the categories listed in Section 21.1 may be included as an agenda item for decision or discussion if, in Council's or Administration's opinion, a decision or significant discussion is necessary.
- 21.3 Council may pass a Motion receiving the Consent Agenda items for information.
- 21.4 An item may be removed from the Consent Agenda at a Meeting through a Motion prior to adopting the agenda if it is determined that action or a decision is required, or significant further discussion is needed.
- 21.5 Any items removed from the Consent Agenda will be added to the agenda after all other items for discussion and prior to consideration of the remaining items on the Consent Agenda.

Section 22 – Communications Intended for Council

- 22.1 Every written communication reaching the CAO and intended for Council shall be fairly written or printed on paper and shall be signed by at least one person whose address is shown.
- 22.2 When a communication intended for Council is received by the CAO, they shall place it on the agenda of the next regular Council Meeting once they are assured that there is sufficient information contained therein to allow Council to render a decision.
- a. Placement on the agenda may be within the Consent Agenda.
 - b. Administration may prepare additional documents to accompany communications where they deem necessary and where a decision may require to be made by Council.
- 22.3 Any type of communication received by Council may be referred to a Committee of Council or may be referred to the CAO for report.

Section 23 – Voting

- 23.1 Every Member present, including the Chair, shall vote on every matter, unless:

- a. The Member is required to abstain from voting under this or any other Bylaw or enactment; or
 - b. The Member is permitted to abstain from voting under this or any other Bylaw or enactment.
- 23.2 Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Chair.
- 23.3 On any vote on a particular matter, all votes shall be recorded as in favor, against or abstained.
- 23.4 When a Public Hearing on a proposed Bylaw or resolution is held a Member must abstain from voting on the Bylaw or resolution if the Member was absent of all or a part of the Public Hearing, unless in accordance with Section 184(1) of the Act the Member declares before the vote that they have reviewed the record of the Public Hearing and relevant information and consider themselves to participate in the discussion and vote on the matter.
 - a. The declaration of the Member shall be made and recorded in the minutes.
- 23.5 If a Member is personally interested in the question, provided such interest is resolvable into a personal pecuniary profit, or is peculiar to that Member, and not in common with the interest of the citizens at large, the Member shall, in such case, report his status to Council, shall not vote, and leave the Council Chambers. In all other cases every Member who is present in the Council Chambers when the question is put shall vote thereon unless the Council shall excuse him by adopting a motion formally made to that effect.
- 23.6 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any Member requests so or when the Chair so directs.
- 23.7 If there is an equal number of votes for and against a motion or Bylaw, the motion or Bylaw is defeated.
- 23.8 Whenever a vote on any order, resolution or question before Council or Committee cannot be taken because of loss of a quorum resulting from:
 - a. the excusing of a Member or Members of Council from voting by resolution of Council, or
 - b. the disqualification of a Member or Members of Council from voting.

Then the order, resolution or question shall be the first business to be proceeded with and disposed of at the next meeting of such Committee or Council, under the particular order of business.

Section 24 – Adjournment

- 24.1 Adjournment time for a meeting is at the conclusion of the agenda as adopted by Council, unless a motion to set an adjournment time has been passed that establishes a time to adjourn, or a motion to adjourn has been passed.

Section 25 – Bylaws

- 25.1 When a proposed Bylaw is read in Council, the Chair shall certify the reading and the date of the readings on the face thereof. When a Bylaw has been read a third time and finally passed, the CAO shall keep on file correct copies thereof including amendments, if any.

- 25.2 The following shall apply to the passage of all Bylaws:
- a. A Bylaw shall be introduced for the first reading by a motion that it be read a first time specifying the number of the Bylaw;
 - b. After a motion of first reading of the Bylaw has been presented, Members may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
 - c. Any proposed amendments shall be put to a vote as a separate motion, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
 - d. When all amendments have been accepted or rejected, the Chair shall call the question on the motion for first reading of the Bylaw;
 - e. When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and times shall be established following first reading.
 - f. All aspects of the passage of the Bylaw at first reading shall apply to second and third readings.
- 25.3 If a Bylaw fails to receive first reading, then it may be struck from the agenda.
- 25.4 All amendments to a Bylaw made in Committee of the Whole shall be reported by the Chair to the Council. After a report has been received, the proposed Bylaw shall be open to debate and amendment by the Council.
- 25.5 Every Bylaw shall have three distinct and separate readings before it is finally passed; but not more than two readings shall be had at one meeting of the Council except by the unanimous vote of the Members present thereat.
- 25.6 Every Bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties.
- 25.7 Every Bylaw which has passed the Council shall immediately, after being sealed with the seal of the Town and signed by the Mayor and the Assistant CAO, be securely deposited by the CAO.

Section 26 – Citizens Forum

- 26.1 The agenda for each regular Meeting of Council shall include Citizens Forum as a consistent standing item for the purposes of providing an avenue to elicit input from Town residents.
- 26.2 Each speaker shall have a maximum of five (5) minutes to address Council. The Chair may allow the speaker additional time if deemed necessary or may alternatively request the individual to appear before a future Council meeting as a formal delegation.
- 26.3 There shall be no limit on the number of speakers for Citizens Forum at each meeting.
- 26.4 Town residents wishing to address Council during Citizens Forum are encouraged to register with the CAO by providing their name prior to the Meeting day; however, registration is not necessary.
- 26.5 At the appropriate time, as listed in the agenda, the Chair shall invite each member of public in attendance for Citizens Forum to address Council.
- 26.6 Members of Council may ask questions which are relevant to the subject and will avoid repetition.

- 26.7 No matters that fall within Section 10 (In-Camera Sessions) of this Bylaw or Section 197 of the Act shall be presented to Council, nor will Council engage in dialogue on any confidential matters.

Section 27 – Delegations

- 27.1 Requests to present to Council, together with the details of the presentation and the amount of presentation time required shall be made to the CAO in writing not less than five (5) business days prior to the meeting the item is intended for, not including the date of the meeting itself.
- a. Requests made less than five (5) business days prior to the Meeting shall be included on the agenda for the next meeting unless otherwise approved by the CAO and the Mayor.
 - b. Requests shall include the date, the person and/or organization name and contact information.
- 27.2 The CAO shall contact the presenter to schedule or confirm the date, time and duration of the presentation.
- 27.3 Delegations shall be restricted to fifteen (15) minute time limit unless there is consent by Council to extend the allotted time.
- 27.4 Debate concerning matters raised during public presentation shall take place at the discretion of Council.
- 27.5 Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.
- 27.6 Each person or group will be given the opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issues again.
- 27.7 Members of Council may ask questions which are relevant to the subject and will avoid repetition.
- 27.8 No matters that fall within Section 10 (In-Camera Sessions) of this Bylaw or Section 197 of the Act shall be presented to Council, nor will Council engage in dialogue on any confidential matters.

Section 28 – Public Hearings

- 28.1 The conduct of statutory Public Hearing shall be governed in accordance with the Act and this Bylaw.
- 28.2 Every effort shall be given to commence a Public Hearing as close as possible to the advertised start time.
- 28.3 Any person who wishes to be heard at a Public Hearing may either:
- a. Submit a written response in accordance with the Public Hearing advertisement to be read aloud during the public hearing;
 - i. All written responses must contain the proper name for the party making the submission and will not be accepted anonymously as there is no way for Council to properly weigh the content of the letter;
 - b. Make a verbal presentation during the Public Hearing; or
 - c. Provide both a written response and verbal presentation.
- 28.4 All Public Hearings shall be conducted in the following manner:

- a. The Chair shall call a Public Hearing to order, declare the time at which it has been opened, and outline the process to be followed.
- b. The CAO shall outline the purpose of the Public Hearing and confirm the dates on which the Public Hearing was advertised.
- c. The Chair shall ask the Development Officer to read into the record any written submissions for and against that have been received.
- d. The Chair shall invite verbal presentations from those present.
 - i. Each member of the public, including the applicant, shall have a maximum of five (5) minutes to address Council.
 - ii. There shall be no limitations on the number of speakers for the Public Hearing.
- e. The Chair may allow questions from Members of Council after each presentation, either to Administration or to the presenter.
- f. After all presentations have been made and questions asked, the Chair shall declare the Public Hearing closed.

Section 29 – Conduct of Public

- 29.1 In order to ensure a safe and respectful Meeting environment, members of the public attending a Meeting must not:
 - a. Applaud;
 - b. Speak out loud, cheer, boo or otherwise verbally interrupt the proceedings of the Meeting; or
 - c. Engage in behavior that is disruptive, disrespectful or intimidating to others.
- 29.2 The Chair may, after providing a warning to a member of the public to cease behaviors that disrupt the Meeting, order that person to leave the Meeting. If necessary, the Chair may request the member of public be removed from Council Chambers by the Police.

Section 30 – Electronic Recording and Broadcasting

- 30.1 No person, except for Council acting a whole, may Electronically Record or Broadcast all or any part of a Meeting.
- 30.2 Notwithstanding 30.1, a person may Electronically Record all or part of the public portion of a Meeting if:
 - a. The person first informs the Chair of their intention to Electronically Record the Meeting, and their purpose in doing so; and
 - b. The Chair is satisfied that the recording will be used for personal use only.
- 30.3 If a person Electronically Records or Broadcasts contrary to this Bylaw:
 - a. The Chair may ask the person to stop;
 - b. If the person refuses to stop, the Chair may ask the person to leave;
 - c. If the person refuses to leave, the Chair may direct that person to be removed from the Council Chambers by a Peace Officer, Bylaw Officer or Police Officer.

Section 31 – Effective Date

- 31.1 This Bylaw supersedes and takes effect over all previously passed Bylaws that refer to meeting procedures, as well as any previously passed resolutions that may conflict with this Bylaw.
- 31.2 This Bylaw comes into full force and effect of the date of the final passing thereof, and Bylaw 2138-21 is hereby repealed.

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

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

REQUEST FOR DECISION

To: Leann Graham, CAO

Date: September 11, 2025

From: Angela Stormoen, Development Officer

Re: Application for Land Use Bylaw Amendment: Bylaw 2193-25

Legal: Lots 1&2, Block 6, Plan 9422699

Civic: 4602 & 4612 – 51 Avenue

Applicant: Canalta Real Estate Services Ltd.

Proposed Land Use Bylaw Amendment:

1. That Lots 1&2, Block 6, Plan 9422699 be rezoned from C1: Commercial Central District to C2: Commercial Highway District

Background:

The applicant is proposing to amend Land Use Bylaw 2190-25 and rezone the above-mentioned parcels from C1: Commercial Central District to C2: Commercial Highway District. The applicant has requested the amendment to accommodate the development of a self-storage (indoor storage) business. Attached is the proposed site plan for the two lots at the corner of Hwy 56 (46 Street) and 51 – Avenue.

If the proposed amendment is passed, the applicant will submit a development permit application for self-storage use (indoor storage) which will require Municipal Planning Commission approval. The development permit will include conditions that the development meets the Commercial and Industrial Site and Building Design Guidelines and Alberta Transportation and Economic Corridors requirements.

After reviewing the rezoning application, administration proposes to further rezone the remaining C1: Commercial Central lots along the north side of 51 Avenue to provide consistent zoning along the north side of 51 avenue from 57 Street to 46 Street.

The long-range plan identified in the Town of Stettler Municipal Development Plan (MDP) for this area is commercial. The seven (7) lots east of 57 Street (5820 to 5302 – 51 Avenue) are currently zoned C2: Commercial Highway. The remaining seven (7) lots (5108 to 4702 – 51 Avenue) are currently zoned C1: Commercial Central District and are proposed to be rezoned to C2: Commercial Highway District. These lots have existing businesses occupying the lots which are all currently permitted within the C2: Commercial Highway District and as such, should not affect their operations. Please see attached map.

The Land Use Bylaw Amendment is before council for consideration of 1st Reading. Following 1st Reading and advertising, a public hearing will be set for the Land Use Bylaw Amendment on August 19, 2025.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw and Municipal Development Plan.

Response From Landowners:

Administration received four inquiries regarding the proposed rezoning bylaw. All inquiries were to seek further information, with no concerns of the changes.

Alternatives:

Defeat the application stating reasons.

Recommendation:

Administration respectfully recommends that Town of Stettler Council consider the above-mentioned information and give 2nd and 3rd Reading to Land Use Bylaw Amendment 2193-25 to rezone:

Block 5, Plan 25TR
Lots 1 to 5, Block 6, Plan 9422699
Block 8, Plan 25TR
Lot 1, Block 9, Plan 0024291
Block 9, Plan 25TR
Lot 1, Block 10, Plan 9523214

From C1: Commercial Central District to C2: Commercial Highway District.

Town of Stettler
Land Use Bylaw 2190-25
Amendment Bylaw 2193-25
Rezone lots North of 51 Avenue from C1: Commercial Central to C2: Commercial Highway District



Zoning Legend:

	Lots to be Rezoned from C1 to C2
	R2: Residential General
	C1A: Commercial Transitional
	I: Industrial
	C1: Commercial Central
	C2: Commercial Highway
	UR: Urban Reserve

TOWN OF STETTLER
Land Use Bylaw No. 2060-15

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

I/We hereby make application to amend the Land Use Bylaw

APPLICANT

NAME: _____ TELEPHONE: _____

ADDRESS _____

OWNER OF LAND

NAME: _____ TELEPHONE: _____

ADDRESS _____

LEGAL DESCRIPTION

LOT: _____ BLOCK: _____ REGISTERED PLAN _____

QTR/LSD: _____ SEC: _____ TWP: _____ RNG: _____ M: _____

CERTIFICATE OF TITLE: _____

AMENDMENT PROPOSED

FROM: _____

TO: _____

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

I/We enclose \$ _____ being the application fee

DATE: _____

SIGNED: _____



Section 87: C1 Commercial Central District

87.1 Purpose:

To provide for an area for intensive commercial use, offering a wide variety of goods and services and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

87.2 Uses:

Permitted Uses	Discretionary Uses
Animal Services – Small Animal Automobile Supply Store Bank/Financial Institution Building Demolition/Removal Cannabis Retail Sales Caterer Clinic Contracting Services, Minor Convenience Food Store Day Care Facility Dry Cleaning and Laundry Depot/Plant Dwelling Units Above Ground Floor Business Florist Shop Food and/or Beverage Service Facility Handicraft Business Laundromat Light Equipment Repair/Rental Office Building Personal Service Shop Pharmacy Public Use Retail Store Sign Solar Energy Infrastructure Studio Theatre Theatre – Movie	Accessory Building Accessory Use Apartment Building Basement Suite - Dwelling, Single Detached Only Communication Tower Deck Dwelling, Single Detached (Existing) Parking Facility Public Assembly Recreation Facility Recycling Depot Similar Use Taxi/Bus Depot Temporary Mobile Commercial Sales Utility Building Vehicle Wash

87.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	100%
Minimum Floor Area	At the discretion of the Development Authority.
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	At the discretion of the Development Authority.
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	Nil
Side Yard Setback	Nil
Rear Yard Setback	Shall be provided for parking and loading spaces.
Landscaping	Section 50 of this Bylaw.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	Outdoor storage and display is not permitted except sidewalk sales. Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	Section 34 of this Bylaw.
Dwelling Unit Entrance	Dwelling units shall have an entrance separate from the entrance to any commercial component of the building.
Additional Regulations	Refer to Section 99.

Section 89: C2 Commercial Highway District

89.1 Purpose:

To provide an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

89.2 Uses:

Permitted Uses	Discretionary Uses
Animal Services – Small Animal Automobile and Recreational Vehicle Sales and Rental Automobile Repair Garage Automobile Service Station Automobile Supply Store Bank/Financial Institution Building Demolition/Removal Cannabis Retail Sales Clinic Contracting Services, Minor Convenience Food Store Farm Supply Store Florist Shop Food and/or Beverage Service Facility Gas Bar Handicraft Business Hotel Laundromat Light Equipment Repair/Rental Motel Office Building Personal Service Shop Pharmacy Public Use Retail Store Shopping Centre Sign Solar Energy Infrastructure Studio Theatre – Movie Truck Stop Vehicle Wash	Accessory Building Accessory Use All Permitted Uses within the I District Animal Services – Kennel Animal Services – Large Animal Communication Tower Daycare Facility Deck Dry Cleaning and Laundry Plant/Depot Dwelling, Above Ground Floor Business Gaming or Gambling Establishment Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental Parking Facility Recreational Amusement Park Recreation Facility Recycling Depot Similar Use Tanker Truck Washing Facility Taxi/Bus Depot Temporary Mobile Commercial Sales Utility Building

89.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At the discretion of the Development Authority.
Minimum Floor Area	At the discretion of the Development Authority.
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	At the discretion of the Development Authority.
Minimum Parcel Frontage	15 m adjacent to a service road 46 m without a service road
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	9.0 m
Side Yard Setback	3.0 m
Rear Yard Setback	3.0 m
Landscaping	Section 50 of this Bylaw.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	Outdoor storage and display is permitted at the discretion of the Development Authority. not permitted except sidewalk sales. Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	Section 34 of this Bylaw.
Additional Regulations	Refer to Section 99.

BYLAW 2193-25

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2190-25 OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Schedule “A” of Bylaw 2190-25 shall be and is hereby amended as follows:

(a) That:

Block 5, Plan 25TR
Lots 1 to 5, Block 6, Plan 9422699
Block 8, Plan 25TR
Lot 1, Block 9, Plan 0024291
Block 9, Plan 25TR
Lot 1, Block 10, Plan 9523214
Part of Block PT Y, Plan 2442AE

Be rezoned from C1: Commercial Central District to C2: Commercial Highway District

2. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this 22nd day of July A.D. 2025.

NOTICE OF ADVERTISEMENT published July 31 & August 7, 2025. Public

Hearing held September 16, 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



Zoning Legend:

	Lots to be Rezoned from C1 to C2
	R2: Residential General
	C1A: Commercial Transitional
	I: Industrial
	C1: Commercial Central
	C2: Commercial Highway
	UR: Urban Reserve

August 15, 2025

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

Attention: Leann Graham

Re: ATCO Electric Distribution Revenue Forecast for 2026 Franchise Fee

As per the electric distribution system franchise agreement between ATCO Electric (ATCO) and the Town of Stettler, ATCO pays the Town of Stettler a franchise fee. The franchise fee is collected from customers within the Town of Stettler that receive electric distribution service and is calculated as a percentage of ATCO's revenue derived from the distribution tariff.

The franchise agreement requires that we provide you with ATCO's total revenues derived from the distribution tariff within the Town of Stettler for 2024 and an estimate of total revenues to be derived from the distribution tariff within the Town of Stettler for 2026. The chart below provides this information as well as the estimated franchise fees for the Town of Stettler in 2026.

ATCO's Delivery Tariff Revenue in 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$7,328,263	\$7,168,771	11.1%	\$795,733

The estimates above are based on the best information currently available. These estimates are subject to change due to final approval of tariffs by the Alberta Utilities Commission, weather variations, and changes in customer consumption.

Under the franchise agreement, the Town of Stettler has the option of changing its franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process and timing requirements. We will guide you through the process and file an application with the Alberta Utilities Commission for approval. A request to change the franchise fee must be made in writing and submitted to ATCO, along with all required documentation, on or before November 1, 2025.

Should you have any questions or require anything further, please do not hesitate to contact me at 403-741-4792.

Yours truly,

Tracy Volker
Customer Support Representative
ATCO Electric Ltd.

August 29, 2025

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

Dear Mayor Nolls and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the Town of Stettler and Apex Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Town with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2025. Failing notification, the current franchise fee percentage of **30.00%** will remain unchanged.

	2024 Actuals	2026 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$3,845,567.95	\$4,251,878.04
Delivery Revenues (Rate 3 & 13)	\$59,904.76	\$66,793.45
Total Delivery Revenues	<u>\$3,905,472.71</u>	<u>\$4,318,671.49</u>
2024 Actual Franchise	\$1,166,773.64	
2026 Estimated Franchise Fee		1,295,601.44

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@apexutilities.ca. I look forward to hearing from you.

Sincerely,

Apex Utilities Inc.



Irv Richelhoff
Supervisor Business Development



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 31722

September 08, 2025

His Worship Sean Nolls
Mayor
Town of Stettler
PO Box 280
Stettler AB T0C 2L0
mstandage@stettler.net

Dear Mayor Nolls:

Thank you for your letter of July 17, 2025, requesting to withdraw from the Central Alberta Regional Policing Committee. I appreciate the opportunity to respond.

The *Police Amendment Act* passed in December 2022, and includes measures that will increase transparency, accountability, and civilian involvement in policing. The legislation creates formal governance bodies for communities policed by the Royal Canadian Mounted Police (RCMP) in Alberta, giving them a mandatory role in setting policing priorities and performance goals that they did not previously have. The legislation in this area, which also includes the Police Governance Regulation and the Police Governance (Ministerial) Regulation, came into force on March 1, 2025.

The Act states that communities with a population under 15,000, with municipal RCMP contracts, will be represented by regional governance bodies. It further explains those communities can opt out and form their own municipal policing committees, with the approval of the Minister.

I understand you wish to opt out of the Central Alberta Regional Policing Committee and form a municipal policing committee for the Town of Stettler. I acknowledge and approve the town's request. The new municipal policing committee will be responsible to ensure alignment of duties and functions with section 4(2) of the Police Governance Regulation and my ministry will work with you to ensure these standards are met.

.../2

Please continue to keep my ministry's Contract Policing and Policing Oversight Unit informed about your progress in this matter. The unit will be pleased to work with you as you establish your municipal policing committee, and they welcome any questions you may have. You can reach the team by email at AlbertaPoliceGovernance@gov.ab.ca.

The Police Governance (Ministerial) Regulation states that a municipality may appoint between three and seven members to a municipal policing committee. In the coming months, once the town's municipal appointments have been finalized, I may proceed with adding provincial appointees to your municipal policing committee.

Ministry staff will be in touch with your office, and/or the Stettler Municipal Policing Committee, when that provincial appointment process is initiated. The number of provincial appointees will depend on the municipal bylaw that describes the composition and size of the Stettler Municipal Policing Committee.

Thank you for everything you do to help keep Alberta's communities safe and secure and for your commitment to excellence in civilian governance. I look forward to continuing our strong working relationship.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Ellis', with a stylized, cursive script.

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services



Stettler District Ambulance Association

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
Ambulance Bay: 403.742.8604
Admin: 403.742.4441

August 27, 2025

Leann Graham
Chief Administrative Officer
Town of Stettler
PO Box 280
Stettler, AB, T0C 2L0

Dear CAO Graham,

RE: SDAA Agreement - Member-at-Large

During the March 10, 2025, Stettler District Ambulance Association meeting, the Board proposed the addition of a second Member-at-Large. Under the current SDAA agreement, the Board has approved one Member-at-Large (Patient and Family Advocate). Mr. David Guba was appointed to the position for a four-year term, beginning in 2022.

In order for the SDAA Board to appoint a second Member-at-Large, the current SDAA Agreement would need to be amended. Any amendment to the Agreement requires the approval from all of the member municipalities. As well, under the current agreement, a Member-at-Large is appointed for a four-year term. They are a full-voting member of the Board and any compensation is at the cost of the Stettler District Ambulance Association.

Would your municipality be in-favor of amending the SDAA Agreement to include the option for a second Member-at-Large?

Sincerely,

Yvette Cassidy
Chief Administrative Officer