

Town of Stettler

COUNCIL MEETING

SEPTEMBER 2, 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, OCTOBER 7TH, 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 16th, 2025 5-14

(b) Minutes of the Joint Town and County IDP Public Hearing of September 15th, 2025 15-20

4. Citizens Forum

5. Delegations

6. Administration

(a) Memo – Boundary Road Agreement 21-25

(b) Memo – Festival of Lights Sponsorship 26-28

(c) CAO Reports 29-35

(d) Meeting Dates

-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

- Tuesday, December 9, 2025 – Interim Operating Budget Deliberations – 3:00pm

- Tuesday, December 16, 2025 – Council – 6:30pm

- Tuesday, January 6, 2026 – Council – 6:30pm

(e) Accounts Payable in the amount of \$1,752,852.73	36-60
(\$89,289.11 + \$24,016.72 + \$693,277.73 + \$135,842.78 + \$106,179.92 + \$331,672.78 + \$344,589.52 + \$10,098.75 + \$17,885.42)	
7. <u>Council</u>	
(a) Meeting Reports	
8. <u>Minutes</u>	
(a) Minutes of the Parkland Regional Library System Board of September 11 th , 2025	61-68
(b) Minutes of the County of Stettler Housing Authority Board of Directors Meeting of July 17 th , 2025	69-70
(c) Minutes of the Municipal Planning Commission of September 19 th , 2025	71-77
9. <u>Public Hearings</u>	
10. <u>Bylaws</u>	
(a) Policing Committee Bylaw 2196-25	78-82
11. <u>Correspondence</u>	
(a) Village of Acme – Support Letter	83
12. <u>Items Added</u>	
13. <u>In-Camera Session</u>	
(a) Fire Update – In Camera – ATIA – Section 30 – Disclosure Harmful to the Business Interest of the Public Body	
14. <u>Adjournment</u>	

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, SEPTEMBER 16th, 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
Assistant CAO K. Hymers
Development Officer A. Stormoen

Media (2)

Absent:

Call to Order:

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

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

Councillor Lawlor proposed the addition of the following:

Memo – Stettler Library Board Appointments - 12(a)

Motion 25:09:16

Moved by Councillor Baker to approve the agenda with addition as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held September 2nd, 2025

Motion 25:09:17

Moved by Councillor Scott that the Minutes of the Regular Meeting of Council held on September 16, 2025 be accepted as presented.

MOTION CARRIED
Unanimous

- a. Minutes of the Committee of the Whole Meeting held September 9th, 2025

Motion 25:09:18

Moved by Councillor Barros that the Minutes of the Committee of the Whole Meeting held September 9th, 2025 be accepted as presented.

- (b) Business Arising from the September 16th, 2025, Minutes

None

4. Delegations: (a)

5. Citizen's Forum: (a)

6. Administration:

- (a) Joint Health and Safety Committee Recommendations

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.

Motion 25:09:18

Moved by Councillor Lawlor that the Town of Stettler Council accept the safety policies creation and updates.

MOTION CARRIED
Unanimous

- (e) August 2025 Bank Reconciliation

Motion 25:09:19

Moved by Councillor Pfeiffer that the Town of Stettler Council accepts the August 2025 Bank Reconciliation as information.

MOTION CARRIED
Unanimous

- (f) 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 –
6:30p.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

(g) Accounts Payable in the amount of \$498,374.19

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

Motion 25:09:20

Moved by Councillor Randell that the Accounts Payable in the amount of \$498,374.19 be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

September 9 – Talk of the Town

September 5 – Signed Cheques

September 9 – Board of Trade Meeting

September 9 – Committee of the Whole Meeting

September 9 – Cancer Support Group Supper

September 10 – Talk of the Town

September 11 – Interviews for the CSHA

September 11 – Rosedale Park Playground Grand Opening

September 12 – Interviews for the CHSA

September 15 – Joint Town and County IDP Public Hearing

September 16 – Joint Town and County Meeting

(b) Councillor Baker

September 3 – Stettler Hospital Atrium Re-Opening

September 4 – MPC

September 9 – Board of Trade Meeting

September 11 – Committee of the Whole Meeting

September 11 – Rosedale Park Playground Grand Opening

September 13 – Culture Days

September 15 – Joint Town and County IDP Public Hearing

September 16 – Joint Town and County Meeting

(c) Councillor Barros

September 3 – Stettler Hospital Atrium Re-Opening

September 4 – MPC

September 4 – Heartland Beautification Committee Meeting
September 9 – Committee of the Whole Meeting
September 10 – Suicide Awareness Walk
September 11 – Rosedale Park Playground Grand Opening
September 13 - Culture Days
September 15 – Joint Town and County IDP Public Hearing
September 16 – Joint Town and County Meeting

(d) Councillor Lawlor

September 9 – Committee of the Whole Meeting
September 11- Parkland Library Quarterly Board Meeting
September 11 – Rosedale Park Playground Grand Opening
September 12 – Municipal Affairs Minister Meeting
September 15 – Parkland Regional Library Service Conference
September 15 – Joint Town and County IDP Public Hearing
September 16 – Joint Town and County Meeting

(e) Councillor Pfeiffer

September 4 – MPC Meeting
September 9 – Committee of the Whole Meeting
September 9 – Board of Trade Meeting
September 11 – Rosedale Park Playground Grand Opening
September 15 – FCSS Meeting
September 15 – Joint Town and County IDP Public Hearing
September 16 – Joint Town and County Meeting

(f) Councillor Randell

September 4 – MPC
September 11 – Rosedale Park Playground Grand Opening
September 11 – Committee of the Whole Meeting
September 15 – Joint Town and County IDP Public Hearing
September 16 – Joint Town and County Meeting

(g) Councillor Smith

September 4 – MPC Meeting
September 4 – Heartland Beautification Committee Meeting
September 9 – Committee of the Whole Meeting

September 15 - FCSS Meeting
September 15 – Joint Town and County IDP Public Hearing
September 16 – Joint Town and County Meeting

Motion 25:09:21

Moved by Councillor Barros that the Town of Stettler Council accepts the Council Reports as presented.

MOTION CARRIED
Unanimous

8. **Minutes:**

(a) None

Council recessed at 6:56pm and reconvened at 7:00pm

9. **Public Hearing:**

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

Mayor Nolls opened the Public Hearing at 7:00pm

Mayor Nolls asked Planning & Development if any verbal or written submissions were received for the bylaws. Zero (0) written submissions were received. Zero (0) people attended.

Mayor Nolls closed the Public Hearing at 7:03pm

10. **Bylaws:**

(a) Bylaw 2185-25 – Council Procedure Bylaw

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 of 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 matters included in the consent agenda, accepting it for information.

Motion 25:09:22

Moved by Councillor Baker that the Town of Stettler give first reading to Bylaw 2185-25.

MOTION CARRIED
Unanimous

Motion 25:09:23

Moved by Councillor Lawlor that the Town of Stettler give second reading to Bylaw 2185-25.

MOTION CARRIED
Unanimous

Motion 25:09:24

Moved by Councillor Barros that the Town of Stettler give permission to move to third reading for Bylaw 2185-25.

MOTION CARRIED
Unanimous

Motion 25:09:25

Moved by Councillor Smith that the Town of Stettler give third reading to for Bylaw 2185-25.

MOTION CARRIED
Unanimous

(b) Bylaw 2193-25 – Application for Land Use Bylaw Amendment

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.

Motion 25:09:26

Moved by Councillor Pfeiffer that the Town of Stettler give second reading to Bylaw 2193-25.

MOTION CARRIED
Unanimous

Motion 25:09:27

Moved by Councillor Randell that the Town of Stettler give third reading to Bylaw 2193-25.

MOTION CARRIED
Unanimous

11. **Correspondence:**

- (a) ATCO – Franchise Letter
- (b) APEX – Franchise Letter
- (c) Central Alberta Policing Committee
- (d) SDAA Agreement – Member at Large

Motion 25:09:28

Moved by Councillor Lawlor that the Town of Stettler Council maintain the current SDA Agreement.

MOTION CARRIED
Unanimous

Motion 25:09:29

Moved by Councillor Randell that the Town of Stettler Council accept items (a-c) as information.

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) Memo – Stettler Library Board Appointments

The Town of Stettler and the County of Stettler have an agreement for the establishment of an Intermunicipal Library Board. This agreement was most recently signed in 2023 and is scheduled for review in 2028. Under the

agreement, the Town is entitled to appoint five members to the Board, one of whom must be a representative of Town Council.

Recently, during the library's operating grant overview, the Library Legislative Advisor with Public Library Services Branch requested that the Town reappoint all current members to the Stettler Library Board to ensure that the appointments are legally binding. As the Library Board is legislated under the *Library Act* and governed by the Intermunicipal Library Agreement, there are specific requirements that must be clearly reflected in Council's appointment motions which recently came to administrations attention that the Town's current appointments are off side with these requirements.

The requirements for the motion to appoint by Council are as follow:

1. Include first and last name
2. Use legal library board name
3. Use the word appoint and not approve or confirm, etc.
4. Include the term length or term expiry

This matter is particularly important as the Stettler Public Library's provincial operating grant is subject to review by the province, and confirmation of properly constituted Board appointments is a mandatory element of the application. At present, this issue is impeding the approval of the operating grant, and the grant cannot be finalized until the appointments are corrected.

Administration therefore recommends that Council proceed with the formal reappointment of all library board members in accordance with the *Library Act* and the Intermunicipal Library Agreement.

Motion 25:09:30

Moved by Councillor Baker that the Town of Stettler Council re-appoint Councillor Gord Lawlor to the Stettler Library Board for a term starting September 16, 2025 and ending December 1, 2027 and this being their third consecutive term

MOTION CARRIED
Unanimous

Motion 25:09:31

Moved by Councillor Lawlor that the Town of Stettler Council re-appoint Vicki Leuck to the Stettler Library Board for a term starting September 16, 2025 and ending September 16, 2028 and this being their third consecutive term.

MOTION CARRIED
Unanimous

Motion 25:09:32

Moved by Councillor Barros that the Town of Stettler Council re-appoint Gail Peterson to the Stettler Library Board for a term starting September 16, 2025 and ending September 16, 2028 and this being their third consecutive term

MOTION CARRIED
Unanimous

Motion 25:09:33

Moved by Councillor Smith that the Town of Stettler Council re-appoint Maria Cara to the Stettler Library Board for a term starting September 16, 2025 and ending September 16, 2028 and this being their second consecutive term.

MOTION CARRIED
Unanimous

Motion 25:09:34

Moved by Councillor Pfeiffer that the Town of Stettler Council appoint Jenn Currie to the Stettler Library Board for a term starting September 16, 2025 and ending September 16, 2028 and this being their first term.

MOTION CARRIED
Unanimous

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

Motion 25:09:35

Moved by Councillor Baker that the Town of Stettler Council enter an In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 7:05 p.m.

K. Hymers left the meeting at 7:15pm

Motion 25:09:36

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

MOTION CARRIED
Unanimous at 7:45 p.m.

Motion 25:09:37

Moved by Councillor Randell that the Town of Stettler Council direct administration to prepare a bylaw to override the provincial property tax exemption for the municipal portion of property taxes on qualifying affordable housing accommodations.

Motion 25:09:38

Moved by Councillor Lawlor that the Town of Stettler Council move CAO to the 5th Step.

MOTION CARRIED
6 in favour & 1 opposed

14. **Adjournment:**

Motion 25:09:39

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

MOTION CARRIED
Unanimous at 7:50 p.m.

Mayor

Assistant CAO

**MINUTES OF THE TOWN OF STETTTLER SPECIAL COUNCIL MEETING
HELD ON MONDAY, SEPTEMBER 15, 2025, AT 6:00 PM. THE
MEETING WAS HELD IN THE STETTTLER COMMUNITY HALL IN
STETTTLER, ALBERTA AND ALSO VIA TELECONFERENCE**

Present: County of Stettler No. 6
Reeve Larry Clarke
Councillor James Nibourg
Councillor Les Stulberg
Councillor Justin Stevens
Councillor Dave Grover
Councillor Ernie Gendre
Councillor Paul McKay

Yvette Cassidy, Chief Administrative Officer
Andrew Brysiuk, Director of Municipal Services
Michelle Hoover, Legislative Assistant

Town of Stettler
Mayor Sean Nolls
Councillor Gord Lawlor
Councillor Kurt Baker
Councillor Cheryl Barros
Councillor Travis Randell
Councillor Scott Pfeiffer
Councillor Wayne Smith

Leann Graham, Chief Administrative Officer
Kim Hymers, Assistant Chief Administrative Officer
Angela Stomoen, Planning & Development Officer

CALL TO ORDER

Sean Nolls, Town of Stettler Mayor, called the Town of Stettler Special Council meeting to order at 6:10 pm.

The County of Stettler No. 6 Special Council meeting was called to order at 6:11 pm, by Reeve Clarke.

APPROVAL OF THE AGENDA

Motion 25:09:09 Moved by Councillor Barros

“that the agenda for the September 15, 2025 Joint Council Meeting be approved as presented.”

Carried Unanimously

MINUTES APPROVAL

No minutes were attached to the package for this meeting. Two sets of minutes will be approved at the next County of Stettler and Town of Stettler joint Council meeting.

PUBLIC HEARING

Call To Order:

Sean Nolls as Chairperson opened the Town of Stettler Public Hearing for the following Bylaws on September 15, 2025 at 6:12 pm; and Larry Clarke as Chairperson opened the County of Stettler Public Hearing for the following Bylaws on September 15, 2025 at 6:12 pm:

County of Stettler Bylaw 1749-25 to adopt of an updated intermunicipal development plan between the County of Stettler and the Town of Stettler;

Town of Stettler Bylaw 2194-25 to adopt of an updated intermunicipal development plan between the County of Stettler and the Town of Stettler;

County of Stettler Bylaw 1750-25 to amend the County of Stettler Municipal Development Plan (MDP);

County of Stettler Bylaw 1751-25 to repeal of the South East Area Structure Plan; and

Town of Stettler Bylaw 2195-25 to repeal of the South East Area Structure Plan.

All Councillor Members and members of staff introduced themselves.

Matt Boscariol, Craig Teal and Angela Stormoen presented the nature of the proposed Bylaws as advertised.

Sean Nolls reviewed the meeting agenda and stated the Rules of Conduct to be followed during the Public Hearing.

Councillor Stulberg joined the meeting at 6:28 pm.

Purpose of Public Hearing:

To hold a Public Hearing for the following Bylaws:

1. County of Stettler Bylaw 1749-25 to adopt of an updated intermunicipal development plan between the County of Stettler and the Town of Stettler;
2. Town of Stettler Bylaw 2194-25 to adopt of an updated intermunicipal development plan between the County of Stettler and the Town of Stettler;
3. County of Stettler Bylaw 1750-25 to amend the County of Stettler Municipal Development Plan (MDP);
4. County of Stettler Bylaw 1751-25 to repeal the South East Area Structure Plan; and
5. Town of Stettler Bylaw 2195-25 to repeal the South East Area Structure Plan.

Notice of Intention:

The notice of intention for this Public Hearing was published in the August 21, 2025 and August 28, 2025 editions of the Stettler Independent.

Written Notice of Intention Responses:

- In Support:
 - Town of Stettler: None
 - County of Stettler: None
- In Opposition:
 - Town of Stettler: None
 - County of Stettler: None

Verbal Presentations:

- In Support:
 - Town of Stettler: None
 - County of Stettler: None
- In Opposition:
 - Town of Stettler: None
 - County of Stettler:
- Myra Andersen – Shared concerns about living within the area that the proposed INTER-MUNICIPAL DEVELOPMENT PLAN had classified as the Town of Stettler future annexation. The property was purchased, specifically, because of its zoning as Agricultural Residential. She asked questions about the process of Town of Stettler annexation and rezoning of properties.
- Peter Nooijen – Currently operates a confined feeding operation near the proposed exclusion zone. Specifically, the north portion of the

quarter, requested clarification regarding Town intervention on his operation and County's position on possible expansion.

- Cindy Wakefield – Identified concerns with the zoning of NE 9-39-19-W4 as County Mixed Business. Concerns as a neighboring property owner with the possible implications. Requested that the NE 9-39-19-W4 property be returned to Agricultural Use. Wakefield also questioned the need for an updated INTER-MUNICIPAL DEVELOPMENT PLAN based on data from the 2009 Town & County INTER-MUNICIPAL DEVELOPMENT PLAN and 2007 Stettler growth data. Emphasized the importance of a Town & County INTER-MUNICIPAL DEVELOPMENT PLAN must balance long-term growth with fairness to residents.

Question Period:

- Councillor Stevens: Is it common for growth to only happen linearly, or is it an irregular process for communities other than the urbans?

Presentations from Resource Person(s):

- Craig Teal, County of Stettler: Acknowledged the comments on the specific property NE 9-39-19-W4. The Town and County chose to identify the property for mixed business, based on an assessment of the advantageous location in regards to roads, location and proximity to industry. Administration recommends that County Council give second and third readings to the Town & County Inter-Municipal Development Plan.
- Angela Stormoen, Town of Stettler: Had no further comments. Administration recommends that Town Council give second and third readings to the Town & County INTER-MUNICIPAL DEVELOPMENT PLAN.
- Craig Teal, County of Stettler: Regarding proposed Bylaw 1750-25, the Bylaw is an integral part to the proposed plans and boundaries in the INTER-MUNICIPAL DEVELOPMENT PLAN. Administration recommends that County Council give second and third readings to Bylaw 1750-25.
- Angela Stormoen, Town of Stettler: Had no further comments. Administration recommends that Town Council give second and third readings to repeal the South-East Area Structure Plan.
- Craig Teal, County of Stettler: Had no further comments. Administration recommends that County Council give second and third readings to repeal the South-East Area Structure Plan.

Motion 25:09:10

Moved by Mayor Nolls

“that the Public Hearing for the following Bylaws be adjourned at 6:54 pm:

1. County of Stettler Bylaw 1749-25 to adopt of an updated intermunicipal development plan between the County of Stettler and the Town of Stettler;
2. Town of Stettler Bylaw 2194-25 to adopt of an updated intermunicipal development plan between the County of Stettler and the Town of Stettler;
3. County of Stettler Bylaw 1750-25 to amend the County of Stettler Municipal Development Plan (MDP);
4. County of Stettler Bylaw 1751-25 to repeal of the South East Area Structure Plan; and
5. Town of Stettler Bylaw 2195-25 to repeal of the South East Area Structure Plan."

Carried Unanimously

BYLAWS

Bylaw 2194-25: Town & County Inter-Municipal Development Plan

County of Stettler gave second reading (Councillor Nibourg) and third reading (Councillor Stevens) to Bylaw 1749-25.

Motion 25:09:11 Moved by Councillor Pfeiffer

“that Council gives second reading to Bylaw 92194-25: Town & County Inter-Municipal Development Plan.”

Carried Unanimously

Motion 25:09:12 Moved by Councillor Randell

“that Council gives third reading to Bylaw 2194-25: Town & County Inter-Municipal Development Plan.”

Carried Unanimously

Bylaw 1750-25: Amendment to the County Municipal Development Plan

Moved by Councillor Gendre

“that Council gives second reading to Bylaw 1750-25: Amendment to the County Municipal Development Plan.”

Carried Unanimously

Moved by Councillor Stulberg

“that Council gives third reading to Bylaw 1750-25: Amendment to the County Municipal Development Plan.”

Carried Unanimously

Bylaw 2195-25: Repeal the South-East Area Structure Plan

The County of Stettler gave second reading (Councillor Nibourg) and third reading (Councillor McKay) to Bylaw 1751-25.

Motion 25:09:13 Moved by Councillor Baker

“that Council gives second reading to Bylaw 2195-25: Repeal the South-East Area Structure Plan.”

Carried Unanimously

Motion 25:09:14 Moved by Councillor Barros

“that Council gives third reading to Bylaw 2195-25: Repeal the South-East Area Structure Plan.”

Carried Unanimously

ADJOURNMENT

Motion 25:09:15 Moved by Councillor Lawlor

“that the Regular Town of Stettler Council meeting on Monday, September 15, 2025, be adjourned at 7:00 pm.”

Ernie Gendre, County of Stettler Council adjourned the County of Stettler Special Council Meeting at 7:00 pm.

Carried Unanimously

Sean Nolls, Mayor

Leann Graham, Chief Administrative Officer

MEMORANDUM

To: Town of Stettler Council

Date: May 26, 2025

From: Leann Graham, CAO

Re: Boundary Roads Memorandum of Understanding

History:

At the spring joint meeting with the County of Stettler, it was identified that an overall review and clear approach to boundary roads was required. Administration undertook a thorough review of the legislation and boundary orders to form the basis for this MOU which would clarify the responsibilities of each municipality.

Any servicing arrangements which do not align with the statutory responsibility established by the MGA will be outlined in separate agreements. One such example includes 38th Avenue, where the County residents requested a level of service higher than that which the Town would otherwise offer. In that instance, we entered into an agreement with the Town for the County to take on specific maintenance and dust control.

Budget Implications:

Entering the MOU does not have any direct financial impacts, however there is operational costs within our annual budget for the maintenance done on all roads including boundary roads.

Recommendation:

Administration respectfully recommends that Town of Stettler Council approve and adopt the Boundary Roads Memorandum of Understanding as presented.

Memorandum of Understanding Boundary Road Jurisdiction and Servicing

BETWEEN

**County of Stettler
Incorporated January 1, 1955 by Order in Council 1782/54**

**OF THE FIRST PART
(hereinafter, the “County”)**

and

**Town of Stettler
Established June 30, 1906 by Order in Council 358/06**

**OF THE SECOND PART
(hereinafter, the “Town”)**

1. Purpose

- 1.1. This Memorandum of Understanding (MOU) records the shared understanding between the Town and the County regarding the jurisdictional responsibilities for roads along municipal boundaries.

2. Background

- 2.1. Both parties have reviewed the applicable legislation and historical annexation orders to clarify jurisdiction over roads adjacent to municipal boundaries.

3. Legislative Framework

- 3.1. This MOU is informed by:
 - (a) Municipal Government Act, RSA 2000, c M-26 (the “MGA”)
 - (b) Surveys Act, RSA 2000, c S-26 (the “Surveys Act”)
 - (c) Highways Development and Protection Act, SA 2004, c H-8.5 (the “HDP A”)
 - (d) Relevant annexation orders
- 3.2. Pursuant to Section 18 (1) of the Municipal Government Act, each municipality is responsible for the direction, control, and management of all roads within the municipality.
- 3.3. For the purpose of this MOU, a boundary road is a road, road plan, road right of way, or road allowance that is adjacent to a municipal boundary.
- 3.4. Section 141 (2) of the Municipal Government Act specifies a boundary described by reference to the boundary of a township or section along which a road allowance runs is the side of the road allowance on which monuments or posts are placed, unless the description of the boundary specifies otherwise.
- 3.5. Section 25 (2) of the Surveys Act requires that the monuments shall be on the west and south limit of road allowances.

4. Jurisdictional Agreement

4.1. The following roads are under the direction, control, and management of the County:

Road	Basis for Determination
(a) Range Road 20-1 west of the west half of 36-38-20-4 (the "Airport Road").	Order 10970 annexing the NW 36-38-20-4 excluded this road plan.
(b) Range Road 19-5 east of the NE 31-38-19-4.	Order 3287 describes the boundary only by reference to a section boundary upon which a road allowance runs and therefore S. 141(2) of the MGA applies.
(c) King Street within plan 3966 MT.	Order 3287 excludes that portion of the SW-4-39-19-4 which is in plan 3966 MT of which this portion of the ring road is within.
(d) 44 Avenue within plan 3966 MT.	Order 3287 excludes that portion of the SW-4-39-19-4 which is in plan 3966 MT of which this portion of the 44 Ave is within.
(e) Unnamed service road within plan 792 0932.	Order 3287 describes the boundary by reference to a quarter section boundary of which plan 792 0932 is outside.
(f) Clarence Street, Park Street, Ella Street, and the unnamed alley within the SE 31-38-19-4.	Order 3287 describes the boundary along a quarter section boundary of which these roads are outside of.

4.2. The following roads are under the direction control and management of the Town:

Road	Basis for Determination
(a) 82 Street and the undeveloped road allowance west of the west half of 1-39-20-4 (the "John Deer Road" and "Kirtley Road").	Order 276/2010 describes the boundary only by reference to a section boundary upon which a road allowance runs and therefore S. 141(2) of the MGA applies.
(b) 57 Street east of the SE-7-39-19-4 (the "Tower Road").	Order 276/2010 describes the boundary as the east boundary of the road allowance.
(c) 38 Avenue within the north half of 31-38-19-4 (the "Anderson Road").	Order 276/2010 describes the boundary along a quarter section boundary of which 38 Avenue is completely within.
(d) 39 Avenue within the NE-31-38-19-4.	Order 3287 describes the boundary along a quarter section boundary of which 39 Avenue is completely within.
(e) 44 Avenue south of the south half of 1-39-20-4 (the "Water Transfer Station Road").	Order 276/2010 describes the boundary only by reference to a section boundary upon which a road allowance runs and therefore S. 141(2) of the MGA applies.
(f) 55 Avenue within plan 832 2620 (the "Ring Road – East/West").	Order 3287 includes that portion of the SW 9-39-19-4 needed for access under plan 3577 ET.
(g) 38 Street within plan 832 2620 (the "Ring Road – North/South").	Order 3287 describes the boundary by reference to a quarter section boundary of which 38 Street is within.
(h) 44 Avenue within the SW-4-39-19-4 outside of plans 178 LZ and 3966 MC.	Order 3287 describes the boundary excluding plans 178 LZ and 3966 MC of which this portion of 44 Avenue is outside.

- 4.3. The following roads are under the direction, control, and management of the Province but would be under the direction, control, and management of the County if not for the operation of Section 2 of the HDPa:

Road	Basis for Determination
(a) Highway 56 within the SE 38-39-19.	Order 6825 separated from the Town the south half of 8-39-19-4 of which this portion of Highway 56 is within.
(b) Highway 12 within and between the NW 32-38-19 and the SW 4-39-19-4	Order 3287 describes the boundary excluding plan 178 LZ which this portion of Highway 12 is within.

5. Operational Transition

- 5.1. Where the current practice differs from the jurisdictional determinations outlined in Section 4, the Town and County agree to align operational practices with the jurisdictional determinations effective October 1, 2025.

6. Servicing Arrangements

- 6.1. Recognizing that some roads may serve residents of both municipalities and the level of services requested by residents may differ from the level of service chosen by the jurisdictional municipality, the parties may develop and enter into a service agreement separate from this MOU to provide for alternative service arrangements.

7. Future Review and Amendments

- 7.1. This MOU may be reviewed and amended by mutual consent.
- 7.2. Any future annexation orders or legislative changes impacting jurisdiction shall prompt a review of this agreement.

8. Legal Status

- 8.1. This MOU does not bind the parties but reflects the mutual understanding of the parties' rights and responsibilities at law, and the intent of both parties to cooperate in good faith.

Accepted this ____ day of September, 2025

Town of Stettler

County of Stettler No. 6

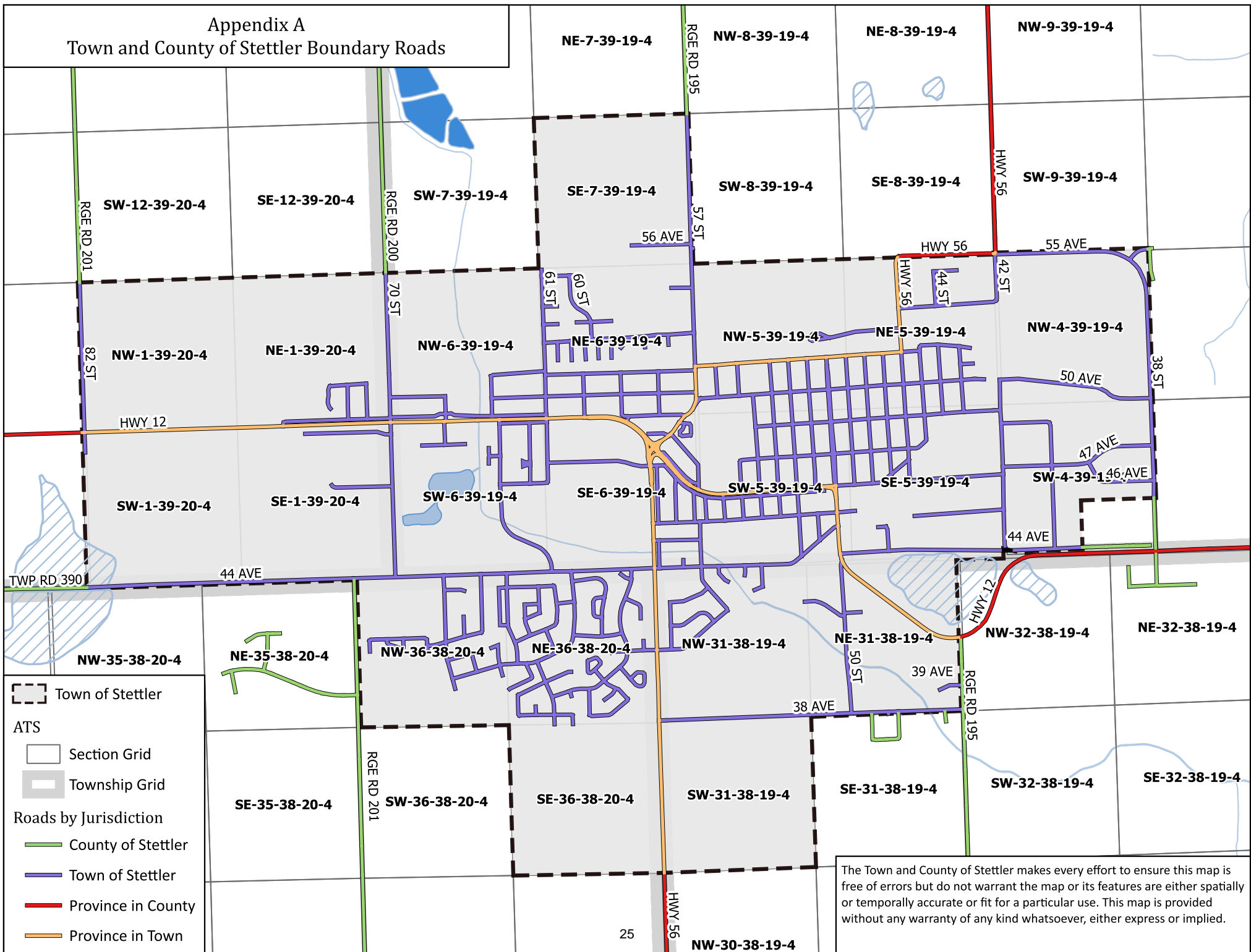
Mayor Sean Nolls

Reeve Larry Clarke

Chief Administrative Officer
Leann Graham

Chief Administrative Officer
Yvette Cassidy

Appendix A Town and County of Stettler Boundary Roads



MEMORANDUM

To: Leann Graham, CAO

Date: September 24, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Stettler Festival of Lights

Overview:

The Town has received the annual request for donations from the Stettler Health Services Foundation in support of the Stettler Festival of Lights taking place November 25 to November 29, 2025. This event is one of the Foundation's major fundraising initiatives and continues to be of significant benefit to the Stettler community contributing to major equipment upgrades at the Stettler Hospital and Care Centre.

Council has previously approved a \$1,500 donation to the Festival of Lights through the 2025 operating budget. In addition to this monetary donation Council has shown its support in previous years by purchasing a table for the Gala portion of the Festival of Lights, allowing Council members to attend while contributing to the success of the fundraiser. As outlined in Policy VIII-4: Miscellaneous Request for Funds – Fundraising Initiatives, Council has the authority to support community-driven initiatives of major significance by purchasing tickets or tables for such events.

The decision before Council today is whether to continue its past practice and purchase a table for the Festival of Lights Gala taking place November 29, 2025.

Recommendation:

That Council provide direction on whether to purchase a table at the upcoming Festival of Lights Gala.

Stettler Festival of Lights – 28th Annual Event

November 25th – November 29th
Stettler Community Hall

This winter, Stettler Festival of Lights is hosting their 28th annual hospital fundraiser.

We have been working diligently with the Stettler Health Services Foundation to ensure we are able to purchase the items that will directly impact patient care. All funds raised go directly back into Stettler's Hospital and Care Center. We are striving to raise \$100,000.00 to reach our goal! This year we are excited to be fundraising to purchase an Olympus Endoscopy Tower and Attachments.

Listed below are some additional details on where previous funds were allocated to help grow our hospital and the services our community can provide in the way of patient care. Over the past 27 years, Stettler's Festival of Lights has raised over \$1,593,000.00 to enhance patient care at the hospital!! Festival of Lights can attribute their success to the remarkable residents of Stettler and surrounding communities who share their time and money to improve our local health care system.

With phenomenal community support of our events, we have been able to purchase the following necessary equipment for our local hospital and long-term care facilities:

- Birthing Bed (2) & Room Décor
- Vital Signs Monitor
- Central Cardiac Monitoring Main Frame & Two Individual Monitoring Cubes
- Ice Dispenser
- Stryker Power Hydraulic Cot
- LUCAS 3 Chest Compression System for the District Ambulance
- Accumax Mattresses for acute care (19)
- Ventilator for the ER department
- Automated External Defibrillator
- Bili TX Phototherapy Jaundice Treatment Blanket
- Blanket Warming Cupboard
- Overhead Patient Lifts (6)
- Colonoscope
- Infant Incubator
- Palliative Care Beds (3)
- Aqua-Aire Bath System
- Dialysis Unit Chairs
- Heart Monitors
- Sheepskins
- Nurse Call System & Patient Monitoring System
- Multiple Operating Room Upgrades
- Multiple Emergency Room Upgrades
- Palliative Care Room & Family Room Upgrade
- Ultrasound machine for the Labour/Delivery Room & Emergency Department
- Panda Warmers (3)
- Overhead Patient Lifts



We are thrilled to bring **Christmas Cheer** into our community and kick off the holiday season! We are excited to be bringing back our favorite events at the Stettler Community Hall to help us celebrate our 28th annual event and we look forward to seeing you throughout the events and shopping in the Artisan Christmas Market.

Our “Christmas Cheer” Events will include the following:

ATCO Pancake Breakfast
A&W Burgers & Beer
Christmas Spirits
Art & Cheer

Christmas Dine & Dance Gala
Holly Jolly Lunch
Artisan Christmas Market
Seniors Tea

Silent & Live Auction
Progressive 50/50
Raffles

Please watch for more information (Facebook/Instagram, Newspaper & Stettler Local)

Throughout the week, the doors will be open to the public and the community will be able to come into the venue to see the beautifully decorated Christmas trees, visit the local Artisan Christmas Market, and bid on silent auction items.

Please see the enclosed Donation/Sponsorship Form for details on the variety of ways to contribute to our week-long fundraiser. You may return the form to any committee member listed below or mail to: Postal Bag 500, Stettler, AB T0C 2L0.

We can provide you with a tax receipt for your donation. If you donate, we ask you to submit an invoice with your gift in kind donation to receive a tax receipt.

Charity License Number: 89269 4720 RR0001
www.stettlerhealthfoundation.com

Thank-you again for your continued support.



**Get your office Christmas Party tickets to the
Dine, Dance & Auction
Christmas Gala Now!!**

Call/Text Allison at 403-740-9696

TO: Town of Stettler Council

DATE: 2025 09 16

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – AUGUST 2025

CAO – LEANN GRAHAM

1. Meetings Attended:
 - Town Council
 - Committee of the Whole
 - Staff and Department Head
 - Daily Office Meetings
 - Weekly Meetings with Mayor Nolls
 - Weekly Fire Staff Meetings
 - General Administrative Staff Meetings
 - JHSC Meeting
 - Fire Transition Committee Meeting
 - Boundary Roads Meeting
 - Election Planning Meeting
 - Joint Fire Inventory Review Meeting
 - Town Life Planning Meeting
 - Airport Operations Review Meeting
 - SRO Meeting

ASSISTANT CAO – KIM HYMERS

1. Meetings attended included:
 - a. Council
 - b. Staff
 - c. Department Head
 - d. Committee of the Whole
 - e. Clean Energy Improvement Check-ins
 - f. GL Training with SRC and Operations staff
 - g. Town Hall-Access to Information Act
 - h. Fire Transition Committee meeting
 - i. Elections Planning
 - j. Joint Fire Inventory
 - k. Election Training
 - l. New Financial System
 - m. Resumes for front staff
2. Projects worked on included:
 - a. Monthly Financial Report analysis

- b. Month End Financial Reporting
- c. Operating Budget Prep
- d. Analysis of Revenue and expense report
- e. Go through reconciliations for budget prep
- f. Water Model Overhead analysis
- g. Fire inventory prep
- h. Remote connection
- i. GL Training-slideshow

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- To be provided at a later date.

TRANSPORTATION – SARAH MCCRINDLE

- Sweeper out when needed
- Grader out doing full round of lane grading
- Push up gravel that was hauled into the yard
- Cut down the washboards on the oiled road at 70st and 50ave and then repacked the road
- Line painting
- Dig and fill cremations as needed
- Monthly shop inspections
- Monthly traffic light and crosswalk light inspections
- Cleaned off catch basins after any rain
- Garbage can repair and or replacement as needed
- Put out the speed trailer on 70st
- Pushed up the compost site
- Hydrovac holes and cement in breakaways for street signs
- Flushed the storm line that runs thru the cemetery
- Put out and picked up barricades for the Stettler Fest
- Worked with a contractor and reoiled 82st by Brandt Tractor
- Repaired holes where the asphalt is breaking out along the curb line on 65st
- Had the first load of salt delivered for mixing street sand for winter sanding
- Mixed up salt and sand
- Hosted our yearly staff barbeque inside the new shop addition
- Put out the speed trailer on 65st
- Fixed the curb line on 51st at the Home Hardware Lane entrance
- Our new tandem was finally delivered. Staff read the operators manual
- Filled potholes on the oiled road by the lottery building (70st)
- Made a list of all the homeowners that have either rubber mats or metal plates in their curb lines so that notices can be sent out to have them removed by the end of October
- Fixed Potholes
- Added gravel to low spots at the lane entrances

- Swept runway at the airport
- Hauled all the old broken garbage cans to the regional dump
- Hired a new employee
- Extended the parking lot by the skate park for parks
- Cleaned up the fence line on the north side of the shop yard
- Landscaped new sidewalks behind the contractors that have the sidewalk replacement for this year
- Open and close the columbarium as needed
- Met with the paving company that was paving the new pathway to homesteaders park.

- Installed signage on the new pathway that was requested by Alberta Prairie as the pathway is crossing their property
- Filled potholes at all lane entrances
- Milled the curb line along 49ave from 51st to 52st and asphalted it after
- Asphalt patching water break holes, new curb lines from the sidewalk contractor, and areas that are falling apart
- Had 2 employees' flag on the ring road for the paving company that was repaving the train tracks
- Milled and asphalted the dip in the road to the cemetery (50st)
- Painted "caution stop look listen" at all pathways that cross the train tracks
- Repainted any other "caution" that was faded on all other pathways

DIRECTOR OF PARKS & LEISURE SERVICES – BRAD ROBBINS

- Department Head Meetings
- Ongoing P & L Leadership Team Meetings
- Department Staff Performance Evaluation prep
- Heartland Beautification Meeting
- Aquatics Manager Transitioning Meetings
- Meeting with Aquatics Manager and Hub Aquatics to finalize stage 2 of Leisure Pool upgrade features
- Canada Day Grant Reconciliation Reporting
- Worked with bylaw and RCMP regarding evictions at campground.
- Planning meetings with PHL hockey group for three weekend bookings during 2025-26 season.
- Multiple Culture Days Planning and Logistics Meetings.
- Meeting with Rotary representatives regarding Spray Park.
- Finalized snack shack wrap concept.
- Opening of Blue ice surface and ECHS August 9-17
- Planning meeting for Rosedale Playground official grand opening.
- Fall 2025 Town Life Planning Meeting
- Vacation days taken from August 7, 8, 15 and from August 21-31

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2025 Permits August 31, 2025	2024 Permits to August 31, 2024
Institutional	\$0.00	\$1,029,720.00
Industrial	\$122,609.00	\$37,000.00
Commercial	\$1,594,977.00	\$1,196,601.00
Residential	\$2,796,610.00	\$1,417,574.00
Total	\$4,427,398.00	\$3,680,895.00

2. Projects:

- Land Sale(s)
- Economic Development Committee Initiative

- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Intermunicipal Development Plan
- Subdivision Applications
- Leasehold Agreements
- Okoppe Way
- Economic Development
- Lot Clean-Up

3. Meetings:

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

WATER – GRANT MCQUAY

- 1) Rounds, readings and locates
- 2) Dig site maintenance
- 3) Weekly cleaning of WTS sanitary tank's
- 4) CL17 analyzer bottles changed out.
- 5) Cleaned Screen at Lagoons MH#2
- 6) Flushed grease mat at A lift station weekly
- 7) Curb stop repair's
- 8) Turning off CC's for plumbing repairs/non payment
- 9) Weekly water distribution sampling for bacti and chlorine residuals.
- 10) Microcystin samples
- 11) Weekly testing for lift station emergency system.
- 12) Sewer backups and responding to customers
- 13) Sewer service repairs
- 14) Water Service leak repairs
- 15) Weekly Wastewater sampling reservoir pump to take to shop and repair.
- 16) Repaired Inlet Chlorine analyzer.

PARKS & LEISURE FOREMAN – DESIRAE PERRY

- Daily watering of flowers
- Completed Blue arena ice
- Upkeep of grass in green spaces, diamonds, soccer fields and playgrounds
- Playground Inspections; ordered replacement parts needed to fix
- Weekly garbage runs
- Daily upkeep of ball diamonds
- Hosted ECHD
- Mowed rough cut areas
- Dug holes for trees at East End green space; mulched area
- Gopher control at Cemetery
- Picked invasive weeds at WSP and creek
- Hedges at Health Unit and Memorial Park
- Placed parking curbs at West Stettler ball/skateboard park extended parking lot
- Pressure washed full exterior of Spray Park shack

The summer casuals completed their season with us and left sporadically in the last few weeks of their term.

TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

- To be provided at a later date.

WATER TREATMENT PLANT SUPERVISOR - CHRIS SAUNDERS

1. Konecranes was in to do the yearly recertification of the plant cranes.
2. #1 Waste Water Pump was pulled for maintenance. Coolant was drained and replaced and new O rings installed. Pump is back in service.
3. A gasket blew out on high lift discharge line on the flow meter downstream flange. Plant was down for approximately 12 hours for gasket replacement. During the repair it was noticed that the pipe was cut a little short between the flange and the Victaulic coupling during original installation and may have been the cause of the eventual flange blowout. There is only one isolation valve after the flow meter holding back the entire discharge water line going to Stettler. Looking into the feasibility of adding a second isolation valve downstream of the flow meter.
4. Routine monthly maintenance carried out.

DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- August 7th – chaired Joint Health & Safety meeting
- August 12th – Trinus IT monthly ticket meeting
- August 13th – Election meeting

- August 21st – AB Municipal Affairs Election Database training
- Staff & Department Head meetings
- Daily office meetings

Projects of note include:

- Cemetery mapping updates
- Working with contractor on future direction for email, office software
- Preparing data for import to new Fire Dept. software
- Working with contractor on end-of-support Windows 10 computers
- Training modules for new GIS software
- Mapping for community garage sales
- Submitting IT tickets
 - For August this resulted in 38.75 hours of work by Trinus that was included in the contract
- Ordering hardware (computer, printer replacement) and software
- Fulfilling mapping/printing requests from Town staff and external agencies
- Mapping and database updates (paper, electronic and webmap)



Leann Graham
CAO

Ranges: From:

Vendor ID First

Vendor Name First

Cheque Date First

To:

Last

Last

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77966

To:

CU GENERAL

77975

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Bob's Paving Ltd.	77966	2025-09-19	\$21,033.60
Invoice Description	Invoice Number	Invoice Amount	
Sidewalk - Asphalt	0281	\$15,558.90	
Trans - Patch 43 Street	0285	\$2,494.80	
Trans - Hot Mix	0291	\$2,979.90	
Can Traffic Services Ltd.	77967	2025-09-19	\$1,489.38
Invoice Description	Invoice Number	Invoice Amount	
Traffic Signals - Repairs	17684	\$1,489.38	
Canada Post Corporation	77968	2025-09-19	\$675.74
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Postage	95000066398	\$460.91	
Tax - Penatly Letters Postage	93000100385	\$214.83	
Canadian Recreation Solutions	77969	2025-09-19	\$512.40
Invoice Description	Invoice Number	Invoice Amount	
Park - Playground Parts	3558	\$512.40	
Chase Operator Training Ltd.	77970	2025-09-19	\$2,123.31
Invoice Description	Invoice Number	Invoice Amount	
Trans,Water,Park - Training	2024181	\$2,123.31	
Future Ag Inc	77971	2025-09-19	\$1,149.23
Invoice Description	Invoice Number	Invoice Amount	
Park , WTP - Filters	IS88110	\$1,149.23	
Receiver General for Canada	77972	2025-09-19	\$56,700.80
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP19-25	\$47,080.27	
Town Tax Remittance	PP19-25.	\$3,960.24	
BOT Tax Remittance	PP19-25.BOT	\$2,217.38	
Library Tax Remittance	PP19-25.LIBRAR	\$3,442.91	
Stettler Friends of the Librar	77973	2025-09-19	\$1,000.00
Invoice Description	Invoice Number	Invoice Amount	
Culture Days - Contribution	2025.09.11	\$1,000.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Stettler Golf & Country Club	77974	2025-09-19	\$2,568.70
Invoice Description		Invoice Number	Invoice Amount

Saftey Day - Event Space		000028	\$2,568.70
=====			
Van Electric	77975	2025-09-19	\$2,035.95
Invoice Description		Invoice Number	Invoice Amount

Shop - UPS's for Shop		1073	\$1,104.60
Water - New Photocell		1075	\$931.35
Total Cheques			-----
			\$89,289.11
=====			

System: 2025-09-26 11:27:32 AM
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Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Darla

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77976
Cheque Date	First	Last		77986

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Canada Post Corporation	77976	2025-09-26	\$1,527.84
Invoice Description	Invoice Number	Invoice Amount	
Water - Billing Postage	96000101816	\$1,527.84	
Deroche, Travis	77977	2025-09-26	\$60.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - refund Membership	2025.09.16	\$60.00	
Echo NDE Inc.	77978	2025-09-26	\$764.93
Invoice Description	Invoice Number	Invoice Amount	
Pool - Shutdown Supplies	0000053453-IN	\$764.93	
Federal Express Canada Ltd.	77979	2025-09-26	\$47.61
Invoice Description	Invoice Number	Invoice Amount	
Park - Shipping	2-682-98390	\$47.61	
Legacy Monuments Ltd.	77980	2025-09-26	\$715.05
Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Plaque	7296	\$715.05	
Locality Media LLC dba First D	77981	2025-09-26	\$13,850.00
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Subscription	5690	\$13,850.00	
Nemetz, Corinne	77982	2025-09-26	\$235.12
Invoice Description	Invoice Number	Invoice Amount	
SRC - Clothing Allowance	2025.09.20	\$235.12	
RCAP Leasing	77983	2025-09-26	\$436.80
Invoice Description	Invoice Number	Invoice Amount	
Office - Telecommunications	1472406	\$436.80	
Ryan ULC	77984	2025-09-26	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Tax - Refund Assessment Fee	2025.09.19	\$50.00	

System: 2025-09-26 11:27:32 AM
User Date: 2025-09-26

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: Darla

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Schultz, Zoe	77985	2025-09-26	\$211.02
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Invoice Description	Invoice Number	Invoice Amount
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Water - Refund Credit Balance	2025.09.22	\$211.02
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Van Electric	77986	2025-09-26	\$6,118.35
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Invoice Description	Invoice Number	Invoice Amount
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Sewer - Mast Replacement	1062	\$6,118.35
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Total Cheques		\$24,016.72
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System: 2025-10-03 1:23:01 PM
User Date: 2025-10-03

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Darla

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77987
Cheque Date	First	Last		77995

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Corsspraying	77987	2025-10-03	\$5,232.86
Invoice Description	Invoice Number	Invoice Amount	
P&L - Contract Sprayer	2521	\$3,940.13	
P&L - Sprayer	2522	\$1,292.73	
County of Stettler Housing Ath	77988	2025-10-03	\$93,371.00
Invoice Description	Invoice Number	Invoice Amount	
Senior Lodges - 4th Qtr Req	#2025-REQ04	\$93,371.00	
Joe Johnson Equipment	77989	2025-10-03	\$531,228.94
Invoice Description	Invoice Number	Invoice Amount	
Trans - 2025 Elgin Broom Bear	U00695	\$531,228.94	
Larson's Auto Electric 2010	77990	2025-10-03	\$41.21
Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Fuel Tank Gromet	IN4080320	\$41.21	
Receiver General for Canada	77991	2025-10-03	\$60,973.83
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP20-25	\$51,175.07	
Town Tax Remittance	PP20-25.	\$4,181.55	
BOT Tax Remittance	PP20-25.BOT	\$3,583.67	
Library Tax Remittance	PP20-25.LIBRAR	\$2,033.54	
Snap On Tools	77992	2025-10-03	\$191.10
Invoice Description	Invoice Number	Invoice Amount	
Equip - Cleaner	09262574221	\$191.10	
The Royal Canadian Legion #59	77993	2025-10-03	\$275.00
Invoice Description	Invoice Number	Invoice Amount	
Staff Party - Deposit	2025.10.01	\$275.00	
Town of Stettler - Petty Cash	77994	2025-10-03	\$153.80
Invoice Description	Invoice Number	Invoice Amount	
Town - Petty Cash	2025.09.30	\$153.80	

System: 2025-10-03 1:23:01 PM
User Date: 2025-10-03

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: Darla

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Zimmerman, Kyle	77995	2025-10-03	\$1,809.99
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Invoice Description	Invoice Number	Invoice Amount
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Water - Reimburse Landowner	2910	\$1,809.99
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Total Cheques	\$693,277.73
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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 EFT0009530

To:

CU GENERAL

EFT0009556

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ACC Wastewater Solutions	EFT0009530	2025-09-16	\$3,255.00
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Lagoon treatment	INV-23781	\$3,255.00	
Acklands - Grainger Inc.	EFT0009531	2025-09-16	\$463.05
Invoice Description	Invoice Number	Invoice Amount	
Pool - Building Repair	9261504803	\$92.61	
Pool - Building Repair	9618264825	\$370.44	
Ainsworth Inc.	EFT0009532	2025-09-16	\$7,877.10
Invoice Description	Invoice Number	Invoice Amount	
Pool - Building Repair	SRVCE0167116	\$3,805.20	
Pool - Software Maintenance	SCPAY0149855	\$4,071.90	
Aroma Cleaning Service	EFT0009533	2025-09-16	\$992.25
Invoice Description	Invoice Number	Invoice Amount	
Shop - Cleaning	4806	\$992.25	
Benoit, Morgan	EFT0009534	2025-09-16	\$29.40
Invoice Description	Invoice Number	Invoice Amount	
Water - Travel - Meal	2025.08.29	\$29.40	
Bond-O Security	EFT0009535	2025-09-16	\$59.85
Invoice Description	Invoice Number	Invoice Amount	
Shop - Radio Connectors	BONDOIN130091	\$59.85	
Border Paving Ltd.	EFT0009536	2025-09-16	\$1,858.34
Invoice Description	Invoice Number	Invoice Amount	
Roads - Cold Mix	78415	\$1,858.34	
Brownlee LLP	EFT0009537	2025-09-16	\$3,463.69
Invoice Description	Invoice Number	Invoice Amount	
admin - Legal	584495	\$2,479.31	
Admin - Legal	586197	\$984.38	
Brugman, Etienne J. L.	EFT0009538	2025-09-16	\$165.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire - Training		2025.08.25	\$165.00
Canoe Procurement Group of Can	EFT0009539	2025-09-16	\$12,020.34
Invoice Description	Invoice Number	Invoice Amount	
August - Fuel	PF-1273-122440	\$12,020.34	
Capital H2O Systems Inc.	EFT0009540	2025-09-16	\$496.97
Invoice Description	Invoice Number	Invoice Amount	
WTP - Pressure Gauge	20978	\$496.97	
County of Stettler	EFT0009541	2025-09-16	\$50,000.00
Invoice Description	Invoice Number	Invoice Amount	
Physician Recruitment	COS012105	\$25,000.00	
Physician Recruitment	COS012330	\$25,000.00	
E360S Environmental 360 Soluti	EFT0009542	2025-09-16	\$23,208.84
Invoice Description	Invoice Number	Invoice Amount	
August Waste & Recycle	102001-0000399	\$23,208.84	
Fix, Grace	EFT0009543	2025-09-16	\$146.30
Invoice Description	Invoice Number	Invoice Amount	
HBC - Tractor Fuel	2025.04.29	\$146.30	
Gary Moe Chevrolet Buick GMC	EFT0009544	2025-09-16	\$173.30
Invoice Description	Invoice Number	Invoice Amount	
Park - Shifter Cable	309245	\$173.30	
Heartland Express	EFT0009545	2025-09-16	\$42.29
Invoice Description	Invoice Number	Invoice Amount	
Trans - Apps Sesor Freight	17420	\$42.29	
Innov8 Digital Solutions	EFT0009546	2025-09-16	\$809.40
Invoice Description	Invoice Number	Invoice Amount	
Office & Water Bills - Print	IN593280	\$809.40	
Keiths Refrigeration	EFT0009547	2025-09-16	\$2,662.08
Invoice Description	Invoice Number	Invoice Amount	
Ice Maker - Yearly Inspection	25420	\$278.25	
Library - HVAC Repair	25513	\$2,383.83	
Linde Canada	EFT0009548	2025-09-16	\$383.92
Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemical	51543429	\$383.92	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Loop	EFT0009549	2025-09-16	\$7,318.50
=====			
Invoice Description		Invoice Number	Invoice Amount

Ec Dev & Prepaid - Website&App		L-432	\$7,318.50
=====			
The Marc Boutin Architectural	EFT0009550	2025-09-16	\$4,376.40
=====			
Invoice Description		Invoice Number	Invoice Amount

Fire - Hall Expansion		24004-04	\$4,376.40
=====			
OK Tire Stettler	EFT0009551	2025-09-16	\$34.39
=====			
Invoice Description		Invoice Number	Invoice Amount

Water - Tire Repair		IN122031	\$34.39
=====			
Spray Lake Sawmills (1980) Ltd	EFT0009552	2025-09-16	\$5,137.70
=====			
Invoice Description		Invoice Number	Invoice Amount

HBC - Mulch		179939	\$5,137.70
=====			
Stettler Telephone Answering S	EFT0009553	2025-09-16	\$157.50
=====			
Invoice Description		Invoice Number	Invoice Amount

WTP - Working Alone Monitoring		190	\$157.50
=====			
Stingray Radio Inc.	EFT0009554	2025-09-16	\$682.50
=====			
Invoice Description		Invoice Number	Invoice Amount

August - Radio Ads		951716-8	\$682.50
=====			
Thinktel Communications	EFT0009555	2025-09-16	\$182.08
=====			
Invoice Description		Invoice Number	Invoice Amount

Office - Telephone		1374690	\$182.08
=====			
Trinus Technologies Inc	EFT0009556	2025-09-16	\$9,846.59
=====			
Invoice Description		Invoice Number	Invoice Amount

Computer - Subscriptions		11931	\$9,846.59
=====			
Total Cheques			\$135,842.78
=====			

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number EFT0009557

To:

CU GENERAL

EFT0009590

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4L Communications Inc.	EFT0009557	2025-09-23	\$913.46
Invoice Description	Invoice Number	Invoice Amount	
WTP - Cell Phone	STTLTIN25821	\$913.46	
Alberta Animal Services	EFT0009558	2025-09-23	\$15,471.55
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Aug Enforcement	11356	\$15,471.55	
APEX Supplementary Pension Pla	EFT0009559	2025-09-23	\$382.36
Invoice Description	Invoice Number	Invoice Amount	
Sub Pension Plan Remit	PP19-25	\$382.36	
Bagshaw Electric Ltd.	EFT0009560	2025-09-23	\$198.51
Invoice Description	Invoice Number	Invoice Amount	
WTP - 15W Lights	IC067453	\$146.65	
Shop - Fuse Holders	IC068182	\$19.90	
Arena - Indoor Pot Lights	IC069086	\$31.96	
Blue Imp	EFT0009561	2025-09-23	\$923.58
Invoice Description	Invoice Number	Invoice Amount	
Park - Playground Parts	0000040362	\$923.58	
Bond-O Security	EFT0009562	2025-09-23	\$771.23
Invoice Description	Invoice Number	Invoice Amount	
Tandem - 2 Way Radio	BOND0IN130070	\$771.23	
Border Paving Ltd.	EFT0009563	2025-09-23	\$4,017.30
Invoice Description	Invoice Number	Invoice Amount	
Roads - Hot Mix	78575	\$4,017.30	
Brownlee LLP	EFT0009564	2025-09-23	\$492.19
Invoice Description	Invoice Number	Invoice Amount	
Admin - Legal	581332	\$492.19	
Canadian Union of Public Emplo	EFT0009565	2025-09-23	\$660.00
Invoice Description	Invoice Number	Invoice Amount	
AP - Union Dues	PP19-25	\$660.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Canoe Procurement Group of Can	EFT0009566	2025-09-23	\$19,365.28
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans - Clamps	AB737708	\$25.52	
Trans - new Tires	AB738616	\$3,503.39	
Fire - Wheels off CVIP	AB746664	\$2,048.96	
Fire - Complete CVIP	AB746665	\$5,508.66	
Hydrovac - Tires	AB749650	\$2,200.55	
Street Clean - Unit 6	AB772458	\$2,388.23	
Trans - Fuel	PF-12737-12251	\$3,700.78	
=====			
Caro Analytical Services	EFT0009567	2025-09-23	\$279.09
=====			
Invoice Description	Invoice Number	Invoice Amount	

WTP - Water Analysis	IC2510371	\$45.15	
WTP - Water Analysis	IC2523119	\$233.94	
=====			
ClearTech Industries Inc.	EFT0009568	2025-09-23	\$10,485.27
=====			
Invoice Description	Invoice Number	Invoice Amount	

WTP - Sodium hypochlorite	INV1176265	\$8,157.99	
WTP - Polydex	INV1176704	\$2,327.28	
=====			
Combat Spraying Ltd.	EFT0009569	2025-09-23	\$2,375.63
=====			
Invoice Description	Invoice Number	Invoice Amount	

Park - Portable Toilets	7577	\$2,375.63	
=====			
Diverse Signs	EFT0009570	2025-09-23	\$508.11
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans - Signs	12951	\$134.78	
Trans - 47 Ave Rebuild	12938	\$167.69	
Traffic Lanes - Stencil	12934	\$205.64	
=====			
Heartland Express	EFT0009571	2025-09-23	\$205.59
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans - freight	17390	\$205.59	
=====			
Heartland Glass Ltd.	EFT0009572	2025-09-23	\$587.95
=====			
Invoice Description	Invoice Number	Invoice Amount	

Office - Bathroom Lockset	110361	\$62.95	
Pool - Building Repair	110378	\$525.00	
=====			
Hitch to Headlights	EFT0009573	2025-09-23	\$878.17
=====			
Invoice Description	Invoice Number	Invoice Amount	

Water - CVIP	7204	\$878.17	
=====			
Icotech Refrigeration	EFT0009574	2025-09-23	\$4,861.50
=====			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC - Emergency Callout	2126		\$4,861.50
IJD Inspections Ltd.	EFT0009575	2025-09-23	\$2,400.89
Invoice Description	Invoice Number	Invoice Amount	
P&D - SCC Fees	2025.08.31	\$2,400.89	
Innov8 Digital Solutions	EFT0009576	2025-09-23	\$1,287.89
Invoice Description	Invoice Number	Invoice Amount	
Office & Water - Photocopies	IN580647	\$736.83	
Water&Office - Photocopies	IN586805	\$551.06	
Kathy's Printing Service	EFT0009577	2025-09-23	\$2,651.25
Invoice Description	Invoice Number	Invoice Amount	
Water - Billing Evenlopes	7329	\$2,651.25	
Local Authorities Pension Plan	EFT0009578	2025-09-23	\$31,168.00
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contrbution	PP19-25	\$31,168.00	
Lifesaving Society	EFT0009579	2025-09-23	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Exam Fee	36389	\$300.00	
Pool - Exam Fee	36420	\$100.00	
Steven McCrea	EFT0009580	2025-09-23	\$293.56
Invoice Description	Invoice Number	Invoice Amount	
Water - Road Test Permit	SR300028055	\$155.00	
Water - Clothing Allowance	2025.08.27	\$138.56	
Purolator Courier Ltd.	EFT0009581	2025-09-23	\$600.82
Invoice Description	Invoice Number	Invoice Amount	
WTP & Water - freight	505188421	\$600.82	
R & E Elevator Ltd.	EFT0009582	2025-09-23	\$820.08
Invoice Description	Invoice Number	Invoice Amount	
Office - Elevator Maintenance	33880	\$373.26	
SRC - Elevator Maintenance	33879	\$446.82	
Rally Rentals	EFT0009583	2025-09-23	\$149.84
Invoice Description	Invoice Number	Invoice Amount	
Shop - Grind Discs	9945	\$27.51	
Shop - Grinding Discs	10013	\$122.33	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Raw Tools Ltd.	EFT0009584	2025-09-23	\$232.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Shop - Dial Indicator		73095	\$232.00
=====			
Stettler Agri-Centre	EFT0009585	2025-09-23	\$3.38
=====			
Invoice Description		Invoice Number	Invoice Amount

Park - Trimmer Gaskets		35922S	\$3.38
=====			
Stettler Building Supplies Ltd	EFT0009586	2025-09-23	\$257.22
=====			
Invoice Description		Invoice Number	Invoice Amount

Comm Hall - Gutter EXT		AP1815	\$10.49
Comm Hall - Gutter EXT		AP1829	\$10.49
Shop - Grinder		AP2914	\$236.24
=====			
Stettler Dodge Ltd.	EFT0009587	2025-09-23	\$311.54
=====			
Invoice Description		Invoice Number	Invoice Amount

Trans - Bearings		162804	\$311.54
=====			
Stettler Registry Services Ltd	EFT0009588	2025-09-23	\$119.86
=====			
Invoice Description		Invoice Number	Invoice Amount

Trans - Class 3 Book		SR400016047	\$17.86
Equipment - Tandem		SR400015977	\$102.00
=====			
Stettler Vet Clinic	EFT0009589	2025-09-23	\$190.46
=====			
Invoice Description		Invoice Number	Invoice Amount

Shop - Cat Vaccination		IN835079	\$190.46
=====			
Woody's Automotive Ltd.	EFT0009590	2025-09-23	\$1,916.36
=====			
Invoice Description		Invoice Number	Invoice Amount

Shop - Air Filter		956373	\$86.43
Shop - Filters		957353	\$12.10
Water - Filters		957366	\$293.21
Water - Spark Plugs		957380	\$81.48
Water - Cabin Filter		957432	\$42.67
Trans - Resistor		957549	\$55.38
Shop - Shifter Cable		957918	\$243.44
Parks - Door Bushings		957982	\$41.79
Water - Evap Perge		958111	\$68.57
Water - Evap Switch		958751	\$34.36
Trans - fuse Tap		959222	\$2.29
Trans - Shocks		959579	\$165.92
Parks - Filters		959815	\$14.15
Parks - Air Filters		960003	\$65.06
Parks - hyd Fluid		960314	\$94.98
Shop - Rags		960316	\$85.70
Parks - Transmission Bushings		960457	\$28.42
Water - EGR Kit		960780	\$331.39
Water - Gasket		960871	\$3.92
WTP - Belt		958809	\$51.66

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WTP - Belt	958813		\$41.33
WTP - Rags	957528		\$26.15
Parks - Brake Switch	959814		\$44.86
Hydrovac - Rear light	956975		\$3.17

Total Cheques		\$106,179.92	
=====			

System: 2025-09-26 11:49:00 AM
User Date: 2025-09-26

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Darla

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	EFT0009591
Cheque Date	First	Last		EFT0009624

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
ACC Wastewater Solutions	EFT0009591	2025-09-30	\$24,875.76
=====			
Invoice Description	Invoice Number	Invoice Amount	

Sewer - Materials	INV-23783	\$24,875.76	
=====			
Action Plumbing & Excavating	EFT0009592	2025-09-30	\$16,995.54
=====			
Invoice Description	Invoice Number	Invoice Amount	

Rec Centre - Elbow for Ice Plan	I037105	\$5.99	
Rec Centre - Urinal Cleaner	I037169	\$102.90	
Arena - Domesic Boiler	I037198	\$14.36	
Pool - Boiler Burner Install	W45086	\$13,642.08	
Community Hall -Grease Trap	W45083	\$2,975.82	
Arena - Viewing area washroom	I037242	\$57.75	
Parks - Clean out repair	I037392	\$84.29	
Rec Centre - Fountain Assembly	I037373	\$112.35	
=====			
AltaLIS Ltd.	EFT0009593	2025-09-30	\$283.50
=====			
Invoice Description	Invoice Number	Invoice Amount	

GIS - Land Titles Subscription	67666	\$283.50	
=====			
Bobcat of Red Deer	EFT0009594	2025-09-30	\$378.11
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop - Bits	33002791P	\$378.11	
=====			
Border Paving Ltd.	EFT0009595	2025-09-30	\$1,332.45
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans - Roads Asphalt Hot Mix	78604	\$1,332.45	
=====			
Burmac Mechanical 2000	EFT0009596	2025-09-30	\$67,497.66
=====			
Invoice Description	Invoice Number	Invoice Amount	

WTP - Plumbing Materials	110371	\$2.50	
WTP - SCH 80 Nipples	110677	\$27.41	
Rec Centre - Hot water tank	B54926	\$28,605.15	
Rec Centre - Hot water tank	B54927	\$38,862.60	
=====			
Canadian Tire #671	EFT0009597	2025-09-30	\$344.29
=====			
Invoice Description	Invoice Number	Invoice Amount	

Parks - Mower blade	2986	\$36.74	
Parks - Hip waders	2993	\$167.98	
Rec Centre - Sprayer to paint	3000	\$41.99	
WTP - Janitorial Supplies	3008	\$97.58	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Capital Power	EFT0009598	2025-09-30	\$87,034.28
Invoice Description	Invoice Number	Invoice Amount	
Capital Power - August	5198221	\$78,702.91	
Capital Power - Affiliate	5198190	\$8,331.37	
=====			
Chinook Equipment	EFT0009599	2025-09-30	\$744.40
Invoice Description	Invoice Number	Invoice Amount	
Water - Window Regulator	02-43156	\$880.89	
=====			
Clearview Public Schools	EFT0009600	2025-09-30	\$233.35
Invoice Description	Invoice Number	Invoice Amount	
Office - August Clearview	7555	\$233.35	
=====			
East Central Alberta Catholic	EFT0009601	2025-09-30	\$68,720.14
Invoice Description	Invoice Number	Invoice Amount	
Seperate - 3rd Qtr School	17401	\$68,720.14	
=====			
Heartland Express	EFT0009602	2025-09-30	\$146.71
Invoice Description	Invoice Number	Invoice Amount	
Trans - Snow scrubber freight	17490	\$146.71	
=====			
Hitch to Headlights	EFT0009603	2025-09-30	\$1,900.21
Invoice Description	Invoice Number	Invoice Amount	
Water - Equipment repair	7295	\$1,900.21	
=====			
Icetek Refrigeration	EFT0009604	2025-09-30	\$2,607.15
Invoice Description	Invoice Number	Invoice Amount	
Rec Centre - Ice plant repair	12133	\$2,607.15	
=====			
Industrial Machine Inc.	EFT0009605	2025-09-30	\$261.21
Invoice Description	Invoice Number	Invoice Amount	
Rec Center - Thermostat, oring	52719	\$90.35	
Rec Center - Push rod cover	53349	\$95.26	
Rec Center - Tranfer case seal	53352	\$75.60	
=====			
Innov8 Digital Solutions	EFT0009606	2025-09-30	\$170.12
Invoice Description	Invoice Number	Invoice Amount	
P&L - Copies	IN595345	\$170.12	
=====			
KaizenLAB Inc.	EFT0009607	2025-09-30	\$573.83
Invoice Description	Invoice Number	Invoice Amount	
Water - Sampling lagoons	INV01044079	\$133.88	
Water - Sampling lagoons	INV0104253	\$439.95	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Keiths Refrigeration	EFT0009608	2025-09-30	\$1,236.90
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Invoice Description	Invoice Number	Invoice Amount
WTP - Compressor Air Dryer	25498	\$1,236.90

Klearwater Equipment & Technol	EFT0009609	2025-09-30	\$37,046.18
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Invoice Description	Invoice Number	Invoice Amount
WTP - Isofloc 90	260366	\$37,046.18

Loomis Express	EFT0009610	2025-09-30	\$135.84
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Invoice Description	Invoice Number	Invoice Amount
WTP - Freight	11442994	\$50.15
Trans - Freigh unit 6	11420238.	\$85.69

Manalastas, Victor	EFT0009611	2025-09-30	\$3,412.50
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Invoice Description	Invoice Number	Invoice Amount
Office - Joint Expense	42	\$3,150.00
Fire - Joint - Janitor	43	\$262.50

Steven McCrea	EFT0009612	2025-09-30	\$170.00
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Invoice Description	Invoice Number	Invoice Amount
Water - Class 3 course KM	2025.08.26	\$85.00
Water - Class 3 course KM	2025.09.05	\$85.00

Meridian OneCap Credit Corp	EFT0009613	2025-09-30	\$786.90
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Invoice Description	Invoice Number	Invoice Amount
P&L - Copier	251001 663948	\$786.90

NSC Minerals Ltd.	EFT0009614	2025-09-30	\$7,241.37
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Invoice Description	Invoice Number	Invoice Amount
Trans - Street Salt	SXP334919	\$7,241.37

Pederson, Brendan	EFT0009615	2025-09-30	\$444.15
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Invoice Description	Invoice Number	Invoice Amount
Trans - 1st Year Books	2025.09.25	\$444.15

Rowles, Marty	EFT0009616	2025-09-30	\$88.18
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Invoice Description	Invoice Number	Invoice Amount
SRC - Clothing Allowance	2025.09.03	\$88.18

Shanes Instrument Services Ltd	EFT0009617	2025-09-30	\$2,663.33
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Invoice Description	Invoice Number	Invoice Amount
WTP - Radio Repairs	20897	\$1,710.98
WTP - Repair Compressor	20906	\$952.35

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
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Star Diamond Tools Inc.	EFT0009618	2025-09-30	\$1,617.00
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Invoice Description	Invoice Number	Invoice Amount
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Sidewalks - Cutting teeth	IN68672	\$1,617.00
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Stettler Dads Services	EFT0009619	2025-09-30	\$1,500.00
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Invoice Description	Invoice Number	Invoice Amount
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Water - Aug Meter readings	2025-09	\$1,500.00
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Stettler Equipment Sales & Ren	EFT0009620	2025-09-30	\$63.00
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Invoice Description	Invoice Number	Invoice Amount
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Roads - Drill Holes Sun Shade	157723	\$63.00
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Varghese, Cyril	EFT0009621	2025-09-30	\$52.25
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Invoice Description	Invoice Number	Invoice Amount
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SRC - Clothing Allowance	2025.09.17	\$52.25
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W.R. Meadows of Western Canada	EFT0009622	2025-09-30	\$759.30
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Invoice Description	Invoice Number	Invoice Amount
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Trans - Tack oil	120021524	\$379.65
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Roads - Tack Oil	120021006	\$379.65
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Wheels On	EFT0009623	2025-09-30	\$336.00
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Invoice Description	Invoice Number	Invoice Amount
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Trans - Fall Protection Course	103924	\$168.00
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Trans - Fall Protection	103906	\$168.00
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WTS Manufacturing & Sales Inc.	EFT0009624	2025-09-30	\$21.17
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Invoice Description	Invoice Number	Invoice Amount
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Water - Steel Tubing	5372	\$21.17
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Total Cheques	\$331,672.78
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System: 2025-10-03 2:45:21 PM
User Date: 2025-10-03

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Darla

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	EFT0009625
Cheque Date	First	Last		EFT0009666

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
APEX Supplementary Pension Pla	EFT0009625	2025-10-07	\$388.67
=====			
Invoice Description	Invoice Number	Invoice Amount	

Pension Plan Remit	PP20-25	\$388.67	
=====			
Barnes, Roger	EFT0009626	2025-10-07	\$25.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Rec Centre - Telephone	2025.10.01	\$25.00	
=====			
Border Paving Ltd.	EFT0009627	2025-10-07	\$1,400.70
=====			
Invoice Description	Invoice Number	Invoice Amount	

Roads asphalt hot mix	78650	\$1,400.70	
=====			
Canadian Union of Public Emplo	EFT0009628	2025-10-07	\$632.50
=====			
Invoice Description	Invoice Number	Invoice Amount	

AP - Union Dues	PP20-25	\$632.50	
=====			
Caro Analytical Services	EFT0009629	2025-10-07	\$45.15
=====			
Invoice Description	Invoice Number	Invoice Amount	

Water - Analysis	IC2519533	\$45.15	
=====			
Central Sharpening	EFT0009630	2025-10-07	\$330.75
=====			
Invoice Description	Invoice Number	Invoice Amount	

Zamboni Blades	31609	\$330.75	
=====			
Chemical International	EFT0009631	2025-10-07	\$388.50
=====			
Invoice Description	Invoice Number	Invoice Amount	

Rec Centre - Urinal Screen	116122	\$388.50	
=====			
Contact Safety Service Ltd.	EFT0009632	2025-10-07	\$147.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Rec - Ammonia detector	17261	\$147.00	
=====			
Dekra-Lite	EFT0009633	2025-10-07	\$2,183.70
=====			
Invoice Description	Invoice Number	Invoice Amount	

Trans - Replacement Xmas bulbs	INV/2025/00154	\$2,183.70	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Dillon Consulting	EFT0009634	2025-10-07	\$14,716.06
Invoice Description	Invoice Number	Invoice Amount	

P&D - IDP Finalization	329599	\$12,962.64	
P&D - IDP Finalization	332168	\$1,753.42	
=====			
Diverse Signs	EFT0009635	2025-10-07	\$213.69
Invoice Description	Invoice Number	Invoice Amount	

Trans - Signs for new pathway	12860	\$50.55	
P&L - Culture Days Map	12973	\$163.14	
=====			
Dolan, Lori	EFT0009636	2025-10-07	\$25.00
Invoice Description	Invoice Number	Invoice Amount	

Pool - Facility - Telephone	2025.10.01	\$25.00	
=====			
Duff, Kendra	EFT0009637	2025-10-07	\$150.00
Invoice Description	Invoice Number	Invoice Amount	

P&D - Travel Allowance	2025.10.01	\$150.00	
=====			
Graham, Leann	EFT0009638	2025-10-07	\$375.00
Invoice Description	Invoice Number	Invoice Amount	

Admin - Travel & Subsistence	2025.10.01	\$375.00	
=====			
Heartland Auto Supply	EFT0009639	2025-10-07	\$1,844.61
Invoice Description	Invoice Number	Invoice Amount	

Shop - Tools	001-605241	\$161.45	
Trans - Resistor	001-605384	\$19.53	
Parks - Belt	001-605437	\$45.17	
Shop - Floor dry	001-605217	\$86.10	
Shop - Plow bolts	001-605218	\$684.09	
Sewer - Lift Station Filters	001-605494	\$61.36	
Trans - Radio Screws	001-606159	\$1.32	
Trans - Tape Measures Unit 192	001-606213	\$8.63	
Shop - Plastic Glue & Paint	001-606423	\$36.03	
Trans - Hammer for unit 28	001-606449	\$41.74	
Shop - Parks Unit 175 Paint	001-604120	\$243.05	
Shop - Parks Unit 9	001-606470	\$198.74	
Shop - Tool Kit Service Truck	001-606472	\$231.50	
Water - Pliers for Dig Trailer	001-605598	\$25.90	
=====			
Heartland Glass Ltd.	EFT0009640	2025-10-07	\$6.83
Invoice Description	Invoice Number	Invoice Amount	

P&L - Key Cutting	110410	\$6.83	
=====			
Hymers, Kim	EFT0009641	2025-10-07	\$100.00
Invoice Description	Invoice Number	Invoice Amount	

Admin - Travel & Telephone	2025.10.01	\$100.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Keiths Refrigeration	EFT0009642	2025-10-07	\$1,760.25
Invoice Description	Invoice Number	Invoice Amount	
WTP - Repair # Compressor Dry	25549	\$1,760.25	
=====			
Local Authorities Pension Plan	EFT0009643	2025-10-07	\$31,375.92
Invoice Description	Invoice Number	Invoice Amount	
LAPP - Contribution	PP20-25	\$31,375.92	
=====			
Leckie, Neil	EFT0009644	2025-10-07	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.10.01	\$25.00	
=====			
Northstar Trucking Ltd.	EFT0009645	2025-10-07	\$1,637.21
Invoice Description	Invoice Number	Invoice Amount	
Trans - Okoppe Way Poles Sun	327533	\$1,637.21	
=====			
NSC Minerals Ltd.	EFT0009646	2025-10-07	\$7,305.45
Invoice Description	Invoice Number	Invoice Amount	
Trans - Road Salt	SXP335300	\$7,305.45	
=====			
OK Tire Stettler	EFT0009647	2025-10-07	\$3,451.99
Invoice Description	Invoice Number	Invoice Amount	
Trans - Tires Sanding Truc	IN121237	\$3,451.99	
=====			
Olds Concrete Services (2014)	EFT0009648	2025-10-07	\$124,606.29
Invoice Description	Invoice Number	Invoice Amount	
Rec - Sidewalk Replacement	3199	\$124,606.29	
=====			
Parkland Regional Library	EFT0009649	2025-10-07	\$14,665.33
Invoice Description	Invoice Number	Invoice Amount	
Library - Parkland Membership	2025.10.01	\$14,665.33	
=====			
Perry, Desirae	EFT0009650	2025-10-07	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Oct telephone allowance	2025.10.01	\$50.00	
=====			
Peterson, Chase	EFT0009651	2025-10-07	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.10.01	\$50.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Peterson, Jacqui	EFT0009652	2025-10-07	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - October Telephone Allow	2025.10.01	\$25.00	
Raw Tools Ltd.	EFT0009653	2025-10-07	\$25.89
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tools	73390	\$25.89	
Robbins, Brad	EFT0009654	2025-10-07	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Travel Allowance Oct	2025.10.01	\$150.00	
Shirley McClellan Regional Wat	EFT0009655	2025-10-07	\$10,133.67
Invoice Description	Invoice Number	Invoice Amount	
Water - April-June	SMRWSC004300	\$10,133.67	
Standage, Maddie	EFT0009656	2025-10-07	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Oct Travel	2025.10.01	\$150.00	
Stettler Agri-Centre	EFT0009657	2025-10-07	\$74.96
Invoice Description	Invoice Number	Invoice Amount	
Trans - Water kit	36496S	\$74.96	
Stettler Equipment Sales & Ren	EFT0009658	2025-10-07	\$1,787.10
Invoice Description	Invoice Number	Invoice Amount	
Trans - New concrete saw	157706	\$1,787.10	
Stettler Public Library	EFT0009659	2025-10-07	\$63,899.50
Invoice Description	Invoice Number	Invoice Amount	
4th Quarter Library	2025.10.01	\$63,899.50	
Stettler Tool & Hardware	EFT0009660	2025-10-07	\$207.84
Invoice Description	Invoice Number	Invoice Amount	
Trans - Shop BBQ	10025416	\$81.88	
Shop - Blower Tube	10025434	\$41.98	
Water - LED Pen Lights	10025527	\$83.98	
Stormoen, Angela	EFT0009661	2025-10-07	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - OCT Travel and Phone	2025.10.01	\$175.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Tagish Engineering Ltd.	EFT0009662	2025-10-07	\$5,022.74
=====			
Invoice Description	Invoice Number	Invoice Amount	

Roads - Services 47th Ave	21221	\$3,686.89	
Sewer	21220	\$1,335.85	
=====			
Tomkow, Joe	EFT0009663	2025-10-07	\$70.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop - Tool Allowance	2025.10.01	\$70.00	
=====			
Trail Tire	EFT0009664	2025-10-07	\$1,398.60
=====			
Invoice Description	Invoice Number	Invoice Amount	

Shop - Unit 87 Tires	28697	\$1,398.60	
=====			
Yost, Dustin & Maria Cristine	EFT0009665	2025-10-07	\$2,250.00
=====			
Invoice Description	Invoice Number	Invoice Amount	

Community Hall - Janitor	2025.10.01	\$2,250.00	
=====			
Stettler FCSS	EFT0009666	2025-10-07	\$51,318.62
=====			
Invoice Description	Invoice Number	Invoice Amount	

4th qtr Req Payment	2025.10.01	\$51,318.62	
=====			
Total Cheques			\$344,589.52
			=====

System: 2025-09-26 11:40:03 AM
User Date: 2025-09-26

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Darla

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000941
Cheque Date	First	Last		ONL000946

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000941	2025-09-26	\$8,935.57
Invoice Description	Invoice Number	Invoice Amount	
Office - Gas	202508-3693	\$238.20	
Fire - Joint - Gas	202508-3687	\$122.75	
Shop - Gas	2025083694	\$140.11	
Airport - Gas	202508-3686	\$73.98	
WTP - Gas	202508-3689	\$1,161.64	
Water Trans - Gas	202508-3684	\$68.08	
Sewer #1 - Gas	2025083685	\$67.89	
Sewer # 2 - Gas	202508-3692	\$180.95	
Rec Centre - Gas	2025083691	\$6,644.69	
Community Hall - Gas	2025083690	\$121.45	
Parks - Lions - Gas	202508-3688	\$115.83	
Alberta Land Titles	ONL000942	2025-09-26	\$46.62
Invoice Description	Invoice Number	Invoice Amount	
Bylaw & P&D - Land titles	2025.08.31	\$46.62	
Poulin's Professional Pest Con	ONL000943	2025-09-26	\$445.66
Invoice Description	Invoice Number	Invoice Amount	
Office - Pest Control	1816796	\$90.72	
P&L - Pest Control	1816792	\$156.49	
WTP - Pest Control	1816784	\$198.45	
Shaw Cable	ONL000944	2025-09-26	\$109.15
Invoice Description	Invoice Number	Invoice Amount	
P&L - Fitness Cable	2025.09.01	\$109.15	
Shaw Cable	ONL000945	2025-09-26	\$120.75
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Wifi	2025.09.17	\$120.75	
Shaw Cable	ONL000946	2025-09-26	\$441.00
Invoice Description	Invoice Number	Invoice Amount	
Rec Centre - Wifi	20250915	\$441.00	
Total Cheques			\$10,098.75

System: 2025-10-03 2:25:06 PM
User Date: 2025-10-03

Town Of Stettler
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: Darla

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000947
Cheque Date	First	Last		ONL000948

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000947	2025-10-03	\$17,851.82
Invoice Description	Invoice Number	Invoice Amount	
BOT - Visa	2025.09.12.BOT	\$1,829.00	
Fitness - Visa	2025.09.12.751	\$94.46	
Water - Visa	2025.09.12.001	\$2,009.43	
Pool - Visa	2025.09.12.732	\$1,891.75	
Park - Visa	2025.09.12.104	\$1,228.48	
GIS - Visa	2025.09.12.290	\$981.02	
Water - Visa	2025.09.12.763	\$1,640.38	
Fitness - Visa	2025.09.12.764	\$97.73	
Traffic - Visa	2025.09.12.826	\$1,154.99	
Computer - Visa	2025.09.12.244	\$3,159.97	
Public Relactions - Visa	2025.09.12.665	\$197.40	
P&L - Visa	2025.09.12.752	\$62.92	
Office - Visa	2025.09.12.726	\$239.58	
Trans - Visa	2025.09.12.762	\$2,513.69	
Visa - Fees	2025.09.12	\$561.29	
Fire - Visa	2025.09.12.755	\$189.73	
Rogers	ONL000948	2025-10-03	\$33.60
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Telephone	3052271326	\$33.60	
Total Cheques		\$17,885.42	



PRLS Board Meeting Minutes

September 11, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 9:06 a.m. on Thursday September 11, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill

With Regrets: Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Absent: Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Staff: Karyn Goodwillie, Hailey Halberg, Kara Hamilton, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 9:06 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Stephen Levy to excuse Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Shawn Peach, and Harvey Walsh from attendance at the board meeting on September 11, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 32/2025



Agenda

1.1.2 Adoption of the Agenda

Motion by Gord Lawlor to accept the agenda as presented.

CARRIED

PRLS 33/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 15, 2025 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 15, 2025 meeting as presented.

CARRIED

PRLS 34/2025

1.3. Business arising from the minutes of the May 15, 2025 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. There was none.

Motion by Paul Patterson to approve the consent agenda as presented.

CARRIED

PRLS 35/2025

Les Fee entered the meeting at 9:18 a.m.

3.1 2026 Parkland Budget

Sheppard reviewed the proposed 2026 budgets. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. Budget scenario A only provided eligible staff a step up the salary grid while scenario B provided a step and COLA. After some discussion, the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641 (+1,615 population)
- Provincial grants amount to approximately 41% of Parkland's total income.

Motion by Phillip Massier to approve 2026 budget scenario B.

DEFEATED

PRLS 36/2025



Motion by Paul Ashford to approve 2026 budget scenario A.

CARRIED

PRLS 37/2025

3.2 New Salary Grid

Sheppard reviewed. For the last several years, Deputy Directors at Parkland were remunerated based on line 1 of the salary grid, the manager line. For the extra duties expected from the Deputy Director, an additional \$5,000 stipend was added to their salary.

With the retirement of Donna Williams, the role of Deputy Director has been fixed as a specific position within the organization. As a result, an additional line has been added to the salary grid specifically attributable to the Deputy Director. The new line was created after inquiring with the other library systems what their Deputies are paid and by comparing the approximate variations in the lines of the current Parkland grid. With the departure of two senior staff, the addition of the new salary line has no material effect on the salary line of the 2026 budget.

With the addition of the new line on the salary grid, Parkland's Cost of Living and Compensation policy had to be changed. In the policy, it states *"The Deputy Director will receive a stipend in addition to their salary."* With a new grid line for the Deputy Director, the line referring to the stipend can be removed.

Motion by Carlene Wetthuhn to approve the Compensation Policy as amended.

CARRIED

PRLS 38/2025

Marc Mousseau entered the meeting at 9:55 a.m.

3.3 Board Members Appointed by Multiple Municipalities as their Representative

Julie Maplethorpe reviewed. At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove

According to the Alberta Libraries Act, Section 16, any municipal member of a library system may appoint a person to the system board who is acceptable to municipal council. There is no prohibition whatsoever in Alberta's library legislation, Parkland's policies, bylaws, or membership



agreement preventing one person from representing multiple municipalities on a system board. However, none of the previously mentioned documents state whether those individuals who represent multiple municipal jurisdictions are to be accorded one vote per jurisdiction they represent.

The standing practice on the Parkland Board has always been that each board member only gets one vote.

After some discussion, the board decided that board members would continue to be accorded one vote each. Staff will bring a change in policy back to the board in November affirming that each board member is accorded one vote.

Motion by Julie Maplethorpe to recognize board members who are appointed as representatives to the PRLS Board for multiple municipalities to be awarded one vote per municipality whereby the votes are cast are unanimous in nature from the representative, and the votes will not be split.

DEFEATED
PRLS 39/2025

3.4 Reserve Transfers

Sheppard reviewed. Parkland does not budget for reserves. However, in years where the auditors adjust the level of the Unrestricted Reserve due to their year-end adjustment (usually budget surpluses), Parkland uses these funds to replenish other reserves.

As of May 31st, the Unrestricted Reserve was valued at \$308,007. To replenish Parkland's reserves, at their June 19th meeting, the Executive Committee moved funds from the Unrestricted Reserve to other reserves as follows:

- \$14,500 to the Building Reserve to bring that reserve to recommended minimum level of \$250,000.
- \$12,295 to the Equipment/Furnishings Reserve to bring it up to its recommended maximum level of \$50,000.
- \$125,000 to the Technology Reserve which has a recommended maximum of \$500,000. Following the transfer, the Technology Reserve balance was \$308,329.
- \$25,000 into the vehicle reserve since Parkland's staff vehicles are starting to age and will eventually need replacing. The current value of the Vehicle Reserve is \$204,454.32.

Following these transfers, the Unrestricted Reserve has a remaining balance of \$131,212.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 40/2025



3.5 Investment Signing Authority

Sheppard reviewed. Parkland's investments are managed by RBC Dominion Securities. Donna Williams, who was also the head of Parkland's Finance & Operations Unit, and Ron Sheppard were the only individuals authorized as signing authorities allowed to make changes related to Parkland's bond portfolio. With Donna's retirement, Valerie Schellenberg as the new head of the Finance and Operations unit and Andrea Newland as Deputy Director have been added as signing authorities in addition to the Director.

Motion by Paul Patterson to receive for information.

CARRIED
PRLS 41/2025

3.6 HR Manual Changes

Sheppard reviewed. According to board policy 4.11.1 and 4.11.2, the board needs to be informed of all changes to the Human Resource Manual and Organizational Chart.

A new position has been created at Parkland; The Library Services Assistant. Reporting to the Deputy Director, the Library Services Assistant is primarily responsible for providing support to the Library Services team and to other departments within Parkland. Funding for this position became available when Parkland's Finance Technician retired in April. The Finance Technician position was eliminated.

Other changes to the Human Resource Manual include limiting the number of sick days part-time staff can accumulate to 45 days. Management also decided to allow temporary, contracted employees to be paid for all designated holidays and the three "board days" at Christmas.

Reimbursement rates have also been updated for un-receipted meal expenses to the current Government of Alberta rates.

In addition, Parkland's mileage reimbursement rate was updated from \$0.550 to \$0.570 per km to conform with the new provincial rates.

The same reimbursement rates have also been updated in Appendix II, the "Finance Reimbursement Schedule" of Parkland's policy manual. Nordegg has been removed from the schedule since it is no longer a Parkland outlet library.

Reimbursement rates had not been updated since 2015.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 42/2025

3.7 Advocacy and Marketing Report

Halberg reviewed. Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals,



target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Advocacy Materials

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards. An email will be sent out and telephone calls will be made to member libraries offering further assistance from the Advocacy Committee.

Parkland has continued to have a prominent role in provincial advocacy. Sheppard reviewed the resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, representatives from Calgary and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution on Friday September 12th.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRLS 43/2025

3.7a P.D. Component

Sheppard gave a short presentation to the board about Provincial and Regional Library Funding and how it impacts the Parkland budget.

Motion by Gord Lawlor to receive the P.D. presentation for information

CARRIED
PRLS 44/2025

Naomi Tercier left the meeting at 11:03 a.m.

3.8 2026 Meeting Dates

Sheppard reviewed the proposed 2026 meeting dates for Parkland's board meetings which will need to be reviewed by the Board at the organizational meeting in November.

February 26, 2026	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 21, 2026	10:00 a.m. – 12:00 p.m. (2025 Financial Statements presented)
September 17, 2026	10:00 a.m. – 12:00 p.m. (Budget presented)
November 19, 2026	10:00 a.m. – 12:00 p.m. (Organizational meeting)



The board discussed if it wants to continue meeting using Zoom or return to in-person meetings. If the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology. Parkland also lacks the technology to host hybrid board meetings. After some discussion, it seemed there was appetite for one board meeting per year to be in person, in May. The board will review the matter again in November.

Motion by Teresa Cunningham to receive the 2026 board meeting dates for information.

CARRIED

PRLS 45/2025

3.9. Updates

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, or IT Report. There were none.

Deputy Director Andrea Newland added to her Library Services Report that she, along with a team of staff; will be visiting all of Parkland's member library staff by holding meetings based on counties. The intention is to ensure Parkland's services are as responsive as possible to member library needs.

Motion by Ray Reckseidler to receive the Director's, Library Services, and IT Reports for information.

CARRIED

PRLS 46/2025

Len Phillips and Edna Coulter left the meeting at 11:12 a.m.

3.10. Parkland Community Update

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books to patrons and schoolchildren in grades 4-6 on horseback.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

Stettler Public Library is working with the local museum, the town, County of Stettler, and Board of Trade to present a number of indigenous activities on Saturday September 13th at the Stettler museum for Culture Days. In addition, the Friends of the Library are holding their Spooktacular book sale on October 11th.

Megan Hanson and Cal David left the meeting at 11:23 a.m.



Penhold & District Public Library has a “Power Hour” utility presentation for seniors. Their summer reading club tracker necklaces was, as always, very popular. They gave away 432 necklaces, and 3,445 beads (worth 20 minutes reading each), and there were 445 entries for their contest prizes. 68,900 minutes were read all together. In addition, their summer reading program held 37 programs for 407 children.

Cremona Municipal Library On August 18th, Calgary Public Library, Mountain View County, and the Cremona Recreation Board sponsored 4-time World champion Dallas Marchand, a First Nations hoop dancer to perform for residents of Cremona.

Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

Gilliat asked everyone to stay after adjournment to fill out a short three-question survey.

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:29 a.m.

CARRIED

PRLS 47/2025

Chair

**COUNTY OF STETTLER HOUSING AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
PARAGON PLACE July 17, 2025 @ 6:00 pm**

PRESENT:

James Nibourg – Chair – County of Stettler
Sean Nolls – Co-Chair – Town of Stettler
Dave Grover – County of Stettler
Travis Randell – Town of Stettler, Member at Large
Jay Byer – Summer Village of Rochon Sands
Paul Ashford – Summer Village of White Sands
Dan Houle – Village of Big Valley
Phil Menacola – Village of Donalda – Via Teams
Chris Lachowsky – Interim Chief Administrative Officer - CSHA
Elaine Dumont-Hudye – HR Manager, CSHA, Manager, Heart Haven – Recording Secretary

Betty Tschritter – Chief Administrative Officer, CSHA- Absent
Sylvie Tremblay – Operations Manager, CSHA – Manager, Willow Creek - Absent
Tanya Derr – Resident Services Manager, CSHA – Manager, Paragon Place – Absent

James Nibourg brought the meeting to order at 6:07 pm.

1. **AGENDA ADDITIONS**
2. **AGENDA APPROVAL**
 - Sean Nolls moved to accept the agenda as presented. Carried.
3. **CONFIRMATION OF MINUTES**
 - A) Minutes of June 19, 2025, Board Meeting
 - Jay Byer moved to accept the minutes as presented. Carried.
4. **ADMINISTRATION**
 - A) FINANCIAL REPORTS to May 31, 2025
 - Statements as of May 31, 2025
 - Bank Account Summary as of May 31, 2025
 - Bank reconciliation for the period ending May 31, 2025
 - Accounts Payable May 31, 2025
 - Accounts Receivable Summary as of May 31, 2025
 - Paul Ashford moved to accept the financial report as presented. Carried
5. **MANAGER'S REPORTS**
 - A) CAO Report
 - B) Staffing and Heart Haven Lodge report – Elaine Dumont-Hudye
 - C) Operations and Willow Creek Lodge report – Sylvie Tremblay
 - D) Resident Services and Paragon Place report – Tanya Derr
 - E) Community Housing report – Gord Lough
 - F) Big Valley Villa's report – Larry Annable
 - Travis Randell moved to accept the managers' reports as presented. Carried.
6. **ASCHA REPORT**
 - James Nibourg ASCHA – President
 - Dan Houle moved to receive as information

**COUNTY OF STETTLER HOUSING AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
PARAGON PLACE July 17, 2025 @ 6:00 pm**

7. **ITEMS ADDED**
 CAO Interview Committee
 -Committee will consist of James Nibourg, Sean Nolls and Jay Byer
 -Travis Randell moved to accept the appointment of the three committee members. Carried.
 Policy Amendment
 -Dave Grover moved to accept as information. Carried.
8. **CORRESPONDENCE**
9. **IN CAMERA**
 Review resident logs
 CRA Update
 ASK environmental report
 CUPE grievance acceptance offer
 -Jay Byer moved to go in camera at 6:31 pm.
 -Sean Nolls moved to come out of camera at 6:55 pm
10. **NEXT BOARD MEETINGS AND EVENTS**
 Board Meeting – Thursday, September 18, 2025 – Paragon Place
12. **ADJOURNMENT**
 Dave Grover moved to adjourn at 7:03 pm. Carried.

Chairperson

Recording Secretary

MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
September 19, 2025

Present:

Councillors Cheryl Barros, Wayne Smith, Scott Pfeiffer, Kurt Baker, and Travis Randell; Development Officer Angela Stormoen and Planning & Operations Clerk Kendra Duff

1. **Call to Order:** Chairman Cheryl Barros called the meeting to order at 8:28 a.m.

2. **Additions to Agenda**

None.

3. **Approval of Agenda**

Moved by Councillor Kurt Baker to accept the agenda as presented.

MOTION CARRIED

Unanimous

4. **Confirmation of the September 4, 2025 MPC Meeting Minutes**

Moved by Councillor Wayne Smith that the Minutes of the September 4, 2025 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3632-2025
Applicant: Canalta Real Estate Services Ltd.

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

Municipal: 4602 & 4612 – 51 Avenue

Proposed Development: Self-Storage Facility (Storage – Indoor)

Development Officer read a report that follows:

General:

The applicant is proposing to develop a self-storage facility at 4602 & 4612 – 51 Avenue within the C2: Highway Commercial District adjacent to Highway 56. The self-storage facility will contain one hundred and four (104) storage containers on the property (also known as metal freight/cargo storage container) (see attached

Site Plan). These storage containers will be twenty (20) feet by seven (7) feet by eight and a half (8.5) feet in height. Further, a 6.5 foot high solid wood fence is proposed along the perimeter of the property for security, with a metal rolling gate at the single entrance proposed at the southwest corner of lot 4612 – 51 Avenue.

Under the current C2: Commercial Highway District, Storage - Indoor would be considered a Discretionary Use: All Permitted Uses within the Industrial District. The Industrial District does list a Permitted Use for a Storage - Indoor, however under Section 56.2 it states “Metal freight/cargo storage containers shall only be permitted in Industrial Land Use Districts.

These storage containers may not be considered permanent as they are not fixed to a foundation or footing, however the intent is to have these storage containers remain at this location indefinitely.

The proposed development is located on two separate lots (See attached map), therefore, administration recommends a condition of approval to include the legal consolidation of the lots to avoid non-compliance.

The proposed placement of the storage containers does meet Land Use Bylaw 2190-25 setback regulations as per section 89: C2 Highway Commercial Highway District and section 41: Corner/Double Fronting Lot Restrictions:

- 41.1 No person on a corner lot in any District shall erect, place or maintain, within a triangle formed by the boundaries of the site common with the streets abutting them and a straight line connecting points on each of the said boundaries a distance of six metres from the point where they intersect, a wall, fence, shrub, trees, hedge or any object over one metre in height above the lowest street grade adjacent to the intersection.*
- 41.2 In all districts, 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 the Bylaw.*
- 41.3 Notwithstanding Section 41.2, one front yard setback may be reduced to 3.0 m taking into account the location of existing adjacent buildings or the permitted setback on adjacent sites where a building does not exist and having regard for the variances allowed.*

Administration conducted a site investigation based on sightlines/sight triangles at Hwy 56 (46 Street) and the Railway Right of Way. A sight triangle means an area at the intersection of roadways or roadways and railways in which all buildings, fences, vegetation and finished ground elevations shall be less than one (1) metre (3.3 feet) in height above the average elevation of the road/lane/rail, in order that vehicle operators may see approaching vehicles/railcars in time to avoid collision.

As this intersection is protected by automatic warning signals no further sight triangles are required on the north end of the property.

As this type of development is not typical for Highway Commercial Land Use Districts administration is proposing that the applicant be required to provide a solid 2-meter fence around the perimeter of the property and provide landscaping along the property's frontage (south and east property boundary).

Within the Town of Stettler Land Use Bylaw 2190-25 fence requirements state that a fence must be located outside of utility right of ways. The proposed property has an existing six (6) metre utility right of way along the north side of the property. After conversation with the applicant, it was confirmed that an agreement with the utility companies will be in place to allow the fence/development within the right of way, therefore, administration has requested a copy of the agreement.

Furthermore, the proposed Storage - Indoor is located adjacent to highway 56 and as such was circulated to Alberta Transportation and Corridors for review. The review included the following comments (full report attached):

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):

- *Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable.*
- *Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.*
- *The proposed development needs to be re-designed to account for the minimum corner sight triangle illustrated on the attached markups. This addresses the issue of sight distance / visibility at this location. To minimize the impacts to the site, the posted speed (50 km/h) has been used as the design speed – which is appropriate in an urban environment such as this. The hatched area on the plan is to be kept clear – this means no fence, vehicles driving / parking, or other obstructions within the sight triangle.*
- *With adjustments to the site plan to accommodate the corner sight triangle, a relaxation to setback requirements as proposed will be allowed in this case.*
- *Two of the three existing highway accesses shall be removed as a condition of development approval. The proposed site plan must clearly show which of the two existing accesses is to remain from 51 Ave and which is to be removed. The access from 46 St is to be removed.*
- *A roadside development permit is required from Transportation and Economic Corridors for this development and access removal as the development falls within the permit area of a provincial highway, as outlined in Section 4(1) of the Highways Development and Protection*

Regulation. A permit application may be submitted via the department's online permitting portal RPATH, <https://roadsideplanning.alberta.ca>.

Development Review:

See below Land Use Bylaw 2190-25 Review of the following sections:

Section 9: Definitions

"FENCE" means a vertical physical barrier constructed to prevent visual intrusions, unauthorized access, or to provide sound abatement.

"METAL FREIGHT/CARGO STORAGE CONTAINER" means a portable metal container use to transport or store goods and materials. Commonly known as a Marine Cargo Container, Sea Can and/or ISO Container.

"SIGHT TRIANGLE" means an area at the intersection of roadways or roadways and railways in which all buildings, fences, vegetation and finished ground elevations shall be less than one (1) metre (3.3 feet) in height above the average elevation of the road/lane/rail, in order that vehicle operators may see approaching vehicles in time to avoid collision.

"STORAGE – INDOOR" means a self-contained building or group of buildings available for the storage of goods. This use includes mini-storage, private storage facilities, and warehouse.

"TEMPORARY STRUCTURE" means a structure without any foundation or footings, and which is removed when the designated time, activity or use for which the temporary structure was erected has ceased.

Section 87: C2: Commercial Highway District

89.1 Purpose: To provide for 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.

Section 41: Corner/Double Fronting Lot Restrictions

41.1 No person on a corner lot in any District shall erect, place or maintain, within a triangle formed by the boundaries of the site common with the streets abutting them and a straight line connecting points on each of the said boundaries a distance of six metres from the point where they intersect, a wall, fence, shrub, trees, hedge or any object over one metre in height above the lowest street grade adjacent to the intersection.

41.2 In all districts, 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 the Bylaw.

41.3 Notwithstanding Section 41.2, one front yard setback may be reduced to 3.0 m taking into account the location of existing adjacent buildings or the permitted setback on adjacent sites where a building does not exist and having regard for the variances allowed.

Legislation and Policy:

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

Recommendation:

That the Municipal Planning Commission approve this application subject to the following conditions:

1. The owner/applicant shall ensure a sight triangle on the southeast corner of 4602 – 51 Avenue is maintained of 15m to the north and 10m to the west as per Alberta Transportation and Corridor requirements;
2. The owner/applicant shall ensure fencing does not encroach onto the existing 6.0-meter utility right of way on the north side of the property or provide the Town of Stettler with a copy of an agreement with utility right of way owners to allow fencing/structures;
3. The owner/applicant shall construct a solid fence along all property boundaries of 2.0 meters in height, to the satisfaction of the Development Authority and in accordance with condition #2;
4. The owner/applicant shall ensure all the storage containers (metal freight containers) are finished to a new standard with a unison color.
5. The owner/applicant shall ensure landscaping is provide on the boulevards of 46 Street and 51 Avenue;
6. Landscaping must be completed by the end of the first full growing season following the date of permit approval;
7. The owner/applicant shall ensure all on-site lighting, including those in parking lots are down lighting;

8. That the owner/applicant must legally consolidate lots 1&2, block 6, plan 9422699;
9. It is the owner/applicant's responsibility to ensure that lot grading and drainage are compliant with Section 53 of the Town of Stettler Land Use Bylaw #2190-25;
10. The owner/applicant shall ensure compliance with Alberta Transportation and Economic Corridors requirements;
11. The owner/applicant shall meet the regulations set out in the Commercial and Industrial Design Guidelines;
12. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2190-25;
13. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
14. Compliance with the provisions of Land Use Bylaw #2190-25 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
15. The proposed development (Self Storage Facility) shall be located in accordance with the approved plan; any changes to this plan must be approved by the Town of Stettler;
16. The owner/applicant must supply any sign details and obtain approval from the Town of Stettler's Development Authority prior to installation.

Alternatives:

- Approve the application with additional conditions
- Defeat the application stating reasons.

Discussion:

Discussion ensued regarding concern with the proposed development along a commercial highway district and entrance to Town. It was also noted that the lot had sat empty for many years, and a solid fence would create a visual barrier from the storage containers.

Development Officer Angela Stormoen confirmed a condition of the permit is to ensure the freight containers are of new condition and a solid 2.0-meter fence was required. Councillor Scott Pfiefer requested to include that a chain-link fence is not permitted, and the fence be kept in a good state of repair.

Moved by Councillor Wayne Smith that the application be accepted with the following changes to conditions:

The owner/applicant shall ensure the fence is of new construction, kept in a good state of repair and free of significant deterioration.

The owner/applicant shall construct a solid fence (chain-link not permitted) along all property boundaries of 2.0 meters in height, to the satisfaction of the Development Authority and in accordance with condition #2;

MOTION CARRIED

Unanimous

8. The meeting adjourned at 8:45 a.m. on a motion by Councillor Scott Pfeiffer.

COMMITTEE RECOMMENDATION TO COUNCIL

Committee: Committee of the Whole

Meeting Date: September 9, 2025

Subject: Bylaw 2196-25 Policing Committee Bylaw

Overview:

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.

Over the past several months, and at the recommendation of the Central District Manager of Policing Governance & Funding, the Town of Stettler has been working towards establishing a municipal policing committee which will see appointments at the organization meeting on October 28, 2025.

History:

- July 8, 2025 – Council passed a motion to establish a municipal policing committee.
- July 17, 2025 – Administration submitted a request to the Minister of Policing and Emergency Services seeking approval to opt out of the regional policing committee and instead establish a municipal committee.
- September 8, 2025 – The Town received Ministerial approval to proceed with establishing a municipal policing committee.
- September 9, 2025 – Committee of the Whole reviewed the draft bylaw, proposing a committee structure consisting of two Council members and one public member at large.

Recommendation:

Committee of the Whole recommends that Council move forward with first, second, and third reading of Bylaw 2196-25 Policing Committee Bylaw.

BYLAW 2196-25

Being a bylaw of the Town of Stettler in the Province of Alberta to establish a Municipal Policing Committee.

WHEREAS Section 7 the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments made thereto, provide that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

WHEREAS the *Police Act* Revised Statutes of Alberta 2000, Chapter P-17 and regulations as amended, provide that a municipality which has entered into an agreement with the Federal Government for the provision of police services through the Royal Canadian Mounted Police, may by bylaw establish a Municipal Policing Committee;

WHEREAS the Council shall prescribe the rules and regulations governing proceedings and meetings of the Committee within this bylaw;

NOW THEREFORE the Council of the Town of Stettler duly assembled hereby enacts as follows:

Section 1 - Title

1.1 This bylaw shall be known as the "Policing Committee Bylaw".

Section 2 - Definitions

- 2.1 "Act" means the Police Act, RSA 2000, c P-17 and regulations thereto.
- 2.2 "Agreement" means the agreement between the municipality and the Government of Canada for the provision of police services for the municipality.
- 2.3 "Bylaw" means the Police Committee Bylaw 2196-25 as amended from time to time.
- 2.4 "Chair" means the individual elected as per the Police Act Section 23(9).
- 2.5 "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.
- 2.6 "Chief Elected Official" mean the Mayor of the Town of Stettler.
- 2.7 "Committee" means the Policing Committee.
- 2.8 "Council" means the Municipal Council of the Town of Stettler.
- 2.9 "Member" means a person appointed to the Policing Committee pursuant to the Policing Committee Bylaw.
- 2.10 "Minister" means the Minister of Public Safety and Emergency Services of the Province of Alberta.
- 2.11 "Officer in Charge" means the officer in charge of the local RCMP detachment in Stettler.
- 2.12 "RCMP" means the Royal Canadian Mounted Police or any member of that police service as the case may require.
- 2.13 "Town" means the Town of Stettler.

Section 3 – Application and Interpretation

- 3.1 This bylaw shall govern the Committee.
- 3.2 When any matter relating to the conduct of the Committee during any meeting is not addressed in this bylaw, reference shall be made to the Council Code of Conduct Bylaw and the Procedural Bylaw of the Town.
- 3.3 The precedence of the rules governing the procedures of the Committee is:
 - a. *The Policing Act*;
 - b. *The Municipal Government Act*;
 - c. Other provincial legislation;
 - d. This bylaw, or other bylaws of the Town of Stettler.

Section 4 – Duties and Responsibilities

The Committee shall have the following duties:

- 4.1 Overseeing the administration of the Municipal Police Service Agreement.
- 4.2 Representing the interests and concerns of the public and Council to the Officer in Charge;
- 4.3 Developing a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;
- 4.4 Developing a community safety plan in conjunction with the local police detachment and Chief Elected Official, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister;
- 4.5 Assisting in selection of the Officer in Charge;
- 4.6 Reporting annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service;
- 4.7 Preparing annually a budget to be presented to Council outlining the expenses related to the operation of the Committee.

Section 5 - Membership

- 5.1 The Committee shall consist of 3 voting Members, appointed by a resolution of Council. Members shall include:
 - a. Two (2) members of Council;
 - b. One (1) member of the Public;
 - c. Any ministerial members appointed per Section 5.3.
- 5.2 The following may attend the Committee meetings in a non-voting, advisory capacity:
 - a. The Officer in Charge, or their designate;
 - b. The CAO, or their designate;

- c. The Mayor of the Town is an ex-officio Member of the Policing Committee.
- 5.3 If the Committee consists of:
 - a. Three (3) Members, the Minister may appoint one (1) Member to the Committee or;
 - b. Four (4) to six (6) Members, the Minister may appoint up to two (2) Members to the Committee or;
 - c. Seven (7) Members, the Minister may appoint one (1) Member for each group of three (3) Members appointed to the Committee, including any remaining group that is fewer than three (3) Members.
- 5.4 The term of office of a Member appointed to the Committee shall be two (2) years.
- 5.5 All Members appointed to the Committee must:
 - a. Be at least eighteen (18) years of age.
 - b. Be a resident of the Town of Stettler.
 - c. Pass an enhanced security check.
 - d. Take an oath as set out in Schedule 2 of the Act.
 - e. Not be hired in any capacity with the Town of Stettler RCMP, any Provincial or Municipal Police Service, Alberta Justice or Alberta Public Safety and Emergency Services.
- 5.6 Members may resign from the Committee at any time upon providing written notice to the Committee.
- 5.7 The appointment of a Member to the Committee may not be revoked by Council except for cause. Examples of cause include:
 - a. Being absent from three (3) consecutive meetings unless such absence is by reason of illness or is authorized in advance by the Committee.
 - b. Ceasing to be a resident of the Town of Stettler.
 - c. Being hired by the Town of Stettler RCMP, any Provincial or Municipal Police Service, Alberta Justice or Alberta Public Safety and Emergency Services.
 - d. Being convicted of a crime under the Criminal Code of Canada.
 - e. Failing to keep the Oath of Office, or disclose any information that jeopardizes a police operation, or the confidentiality associated with the nature of policing including personnel, conduct contracts with the RCMP and security of police operations.
- 5.8 If a person who is also a member of Council is appointed to the Committee, that person's appointment to the Committee terminates on that person's ceasing to be a member of Council.

Section 6 - Meetings

- 6.1 The Committee shall hold meetings twice annually at minimum but as often as is required to carry on the business of the committee.

- 6.2 The Members of the Committee shall at their first meeting in each year, elect from their Members a Chair and one or more Vice-Chairs.
- 6.3 A Member who is the Chief Elected Official is not eligible to be elected as the Chair or Vice-Chair of the Policing Committee.
- 6.4 Each appointed Member shall have one vote.
- 6.5 All appointed Members of the Committee, except the Chair, must vote on all matters before the Committee, unless the Member is required or permitted to abstain from voting. The reason for the abstention must be noted in the minutes of the meeting.
- 6.6 The Chair shall not vote unless there is a tie, when they shall vote to maintain status quo.
- 6.7 A majority of the Members shall constitute a quorum.
- 6.8 A majority of the quorum is required to pass any motion.
- 6.9 Special meetings may be called by the Chair or in their absence, the Vice Chair, by providing Members with 24 hours' notice. The Committee, by unanimous consent, waive notice of a special meeting at any time if every Member of the Committee is present.
- 6.10 Meeting times of the Committee shall be posted on the Town's website, and meetings will be open to the public. Matters relating to discipline, personnel, conduct, management, employee retention and security shall be conducted in-camera in accordance with ATIA.
- 6.11 An agenda shall be prepared and circulated to the Committee Members for each meeting.
- 6.12 Minutes shall be kept for each meeting of the Committee and retained in accordance with the Town's Records Retention Policy.

Section 7 – Effective Date

This bylaw shall come into full force and effect upon passing of the third reading.

READ a first time in Council this ____ day of _____, 2025.

READ a second time in Council this ____ day of _____, 2025.

READ a third and final time in Council this ____ day of _____, 2025.

Mayor

Assistant CAO



September 10, 2025

Town of Stettler
Box 280
5031 -50th St
Stettler, Alberta
T0C 2L0


Dear Mayor Nolls,

Thank you for your letter regarding your position on Alberta's Library Funding. The Village of Acme agrees with your position in regard to the funding of the Public Library and supports the recommendation to increase the public library funding from the current per capita rate of \$5.60 per person to the proposed per capita rate of \$6.94 per person.

Libraries are a vital component of our community providing free resources, programming, education, reading materials and provide a needed computer service to many. We will be forwarding letters of support to the Abmunis, our MLA, Tara Sawyer and to the Minister of Municipal Affairs, Mr. Williams.

Thank you for spearheading this initiative on behalf of all of us.

Sincerely,



Bruce McLeod
Mayor

