

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, DECEMBER 6, 2016 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards

Councillors A. Campbell, D. Bachman, W. Brown, M. Fischer & S. Nolls

CAO G. Switenky  
Assistant CAO S. Gerlitz  
Parks & Leisure Foreman A. King

Press (2)

**Absent:** None

**Call to Order:** Mayor D. Richards called the meeting to order at 6:30 p.m.

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

Council mutually agreed to Mayor Richards request to alter the Administration Item order in the Agenda and to move item 6(a) – Memo Re: Interim Operating 2017 Budget to the end of Administration after item 6(h).

**Motion 16:12:01** Moved by Councillor Bachman to approve the agenda as amended.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 15, 2016

**Motion 16:12:02** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on November 15, 2016 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the November 15, 2016 Meeting Minutes

None

4. **Citizen's Forum:** (a) No one was present at the Citizen's Forum

5. **Delegations:** (a) 6:45 PM – Mathew Barabash, Library Manager, Andrew Brysiuk & Barb Gano re: Stettler Public Library 2017 Budget

This item was dealt with later in the meeting

6. **Administration:** (a) Memo re: Interim Operating 2017 Budget

This item was dealt with later in the meeting.

(b) Memo re: 2016 Capital Budget – Pull-behind Mower

CAO G. Switenky advised that the 2016 Capital Budget included \$10,000.00 for a winged PTO pull behind mower, to increase the Town's ability to cut wet areas, ditches and creek banks. The wing on this mower operates beside the tractor allowing further reach.

In June, the Parks & Leisure Services tendered this mower as a heavy duty mower and received one bid at \$23,900.00. Because it was \$13,900.00 over the budgeted estimate Council rejected the bid.

A new tender was sent out in November and the specification was changed to medium duty mower. A medium duty mower will serve the Town for many years as it is used much less than our other mowers.

The Town of Stettler received 2 bids:

- Cervus Equipment Ltd. - \$19,915.07 + GST - Warranty 5 years on the gearbox and 1 year on the mower. Parts and Labor
- Future Ag. Inc. - \$13,600.00 + GST - Warranty 6 years on the gearbox and 3 year on the mower. Parts and Labor

**Motion 16:12:03**

Moved by Councillor Brown that the Town of Stettler Council approve the purchase of the winged PTO pull behind mower from Future Ag. Equipment Inc. in the amount of \$13,600.00 + GST with funding to come from the 2016 Capital Budget.

MOTION CARRIED  
Unanimous

(c) Memo re: 2016 Capital Budget – Dump Trailer

CAO G. Switenky advised that Council approved \$15,000.00 for a dump trailer in the 2016 Capital Budget. Tenders were received on November 17<sup>th</sup>. The tender specifications asked for the lowest deck height possible.

The Town of Stettler received 2 bids:

- Hi-way 12 Sales Inc. - \$10,900.00 - Warranty 1 year - Deck 32 inches high, Wiring harness crimped, 2 box support rails
- Hitch to Headlights Inc. - \$13,109.13 - Warranty 1 year - Deck 26.5 inches high, Wiring harness soldered, 4 box support rails

**Motion 16:12:04**

Moved by Councillor Fischer that the Town of Stettler Council approve the purchase of the lower deck trailer from Hitch to Headlights in the amount of \$13,109.13 + GST with funding to come from the 2016 Capital Budget.

MOTION CARRIED  
Unanimous

(d) Joint Fire Quality Management Plan

CAO G. Switenky advised that this is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipalities' accreditation designation under the Alberta Fire Code. All findings for the annual internal reviews are due to the Safety Codes Council no later than the last day of March of the following year that is being reviewed.

CAO G. Switenky highlighted the changes in the current Quality Management Plan (QMP):

1. Replace County CAO to Town CAO
2. Authority to conduct own Internal Review with finding forward to the Safety Codes Council

3. Add M. Dennis, Fire Chief, as additional contact to receive correspondence

**Motion 16:12:05**

Moved by Councillor Fischer that the Town of Stettler Council execute the Mandatory Amendment Required – Joint Fire Quality Management Plan (QMP) as presented.

MOTION CARRIED  
Unanimous

(e) 2016 Bad Debt Write-Offs Greater than \$300

Assistant CAO S. Gerlitz noted that Policy VII-5(b), Collection of and Write-off of Bad Debt Accounts require that a Statement of the Bad Debt write-offs is presented to Town Council prior to December 31<sup>st</sup> each year. Town Council is required to authorize the write-off of all accounts in excess of \$300.

For 2016 there are bad debts totaling \$16,015.59 to be written off. He explained there are 21 Utility Accounts totaling \$15,118.07 and 2 Lions Campground totaling \$897.52 that should be expensed under Council's authority as bad debts in excess of \$300, and there are another 15 accounts totaling \$2,012.22 that will be expensed under Administration's authority as bad debts under \$300.

It was noted that collection activity procedures will continue after an account has been written off.

Based on local 2016 utility revenues of approximately \$3,598,330.00 the Utility write-offs totaling \$16,835.29 represents 0.47% of revenues (2015 = 0.31%).

**Motion 16:12:06**

Moved by Councillor Bachman that the Town of Stettler Council approve the 2016 Bad Debt Write-Off of twenty three (23) accounts, each in excess of \$300, totaling \$16,015.59, and further acknowledges that an additional fifteen (15) accounts, each under \$300, totaling \$2,012.22 will be written-off under Administration's authority.

MOTION CARRIED  
Unanimous

5. Delegations:

(a) 6:45 PM – Mathew Barabash, Library Manager, Andrew Brysiuk & Barb Gano re: Stettler Public Library 2017 Budget

Mathew Barabash, Library Manager, Andrew Brysiuk & Barb Gano entered the meeting at 6:45 p.m.

Mayor Richards welcomed M. Barabash, A. Brysiuk & B. Gano to the meeting.

A. Brysiuk highlighted the 2017 Library Budget.

General discussion took place regarding the elimination of library fees and future years funding requisitions. The library will continue to track stats on increased membership and donations.

Mayor Richards summarized the 2017 Requisition and advised that the total 2017 budget for the Stettler Public Library is \$451,650.01. After all revenue including donations and grants have been accounted for, the total requisition from the Stettler Public Library to the Town of Stettler and

the County of Stettler is \$355,898.01 with the Town responsible for 65% of the requisition. The Stettler Public Library is requesting financial assistance from the Town of Stettler in the amount of \$231,333.71 (2016 - \$232,961.85) to cover library operation costs for 2017. The requisition has been included in the 2017 Interim Budget.

Mayor Richards thanked M. Barabash, A. Brysiuk & B. Gano for their informative presentation and commended them for their outstanding job of providing services for our many citizens.

**Motion 16:12:07**

Moved by Councillor Bachman that the Town of Stettler Council approve the Stettler Public Library 2017 Operating Budget as presented with a Town contribution in the amount of \$231,333.71.

MOTION CARRIED  
Unanimous

Delegation members departed the meeting at 7:00 p.m.

6. **Administration cont.:** (f)

Meetings

- Tuesday, December 13 – Committee Meeting
- Tuesday, December 20 – Council
- Tuesday, January 3 – Council
- Tuesday, January 10 – Committee Meeting
- 2017 Strategic Planning Workshop – date to be determined
- Tuesday, January 17 – Council
- Tuesday, January 31 – 2017 Capital Budget – Council Deliberations (3:30pm)
- Tuesday, February 7 – Council
- Tuesday, February 14 – Committee Meeting
- Tuesday, February 21 – Council

Parks & Leisure Foreman A. King left at 7:02 pm.

(g) CAO Report

CAO G. Switenky provided departmental highlights of the monthly organizational report to Council.

**Motion 16:12:08**

Moved by Councillor Nolls that the Town of Stettler accept the CAO Report for the month of November.

MOTION CARRIED  
Unanimous

(h) Accounts Payable in the amount of \$819,610.10

**Motion 16:12:09**

Moved by Councillor Nolls that Accounts Payable Cheque #70031 in the amount of \$357.00 for Automotive Buy & Sell be accepted as presented.

MOTION CARRIED  
Unanimous with the abstention of  
Councillor Brown

**Motion 16:12:10**

Moved by Councillor Brown that Accounts Payable in the amounts of \$315,570.42, \$440,580.77, \$3,736.08 & \$59,722.83 (excluding Cheque #70031) for the period ending December 2, 2016 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

6. **Administration Cont:** (a) Memo re: Interim Operating 2017 Budget

CAO G. Switenky highlighted Section 242 of the *Municipal Government Act (MGA)* requires Council to adopt an operating budget for each calendar year. Section 242 further states that a Council may adopt an interim operating budget for part of a calendar year. Since the Town's 2017 Operating Budget will not be adopted until March/April 2017, an interim operating budget is required to provide legal expenditure authority per Section 248 of the MGA.

The interim operating budget is not used to set definitive property tax rates; rather it is used as the authority to provide services, programs and overall corporate continuity. It is further used by Council to justify the setting of all municipal utility rates for the subsequent year. An interim operating budget ceases to have any effect when the operating budget and tax/mill rate bylaw is adopted.

Council and Senior Administration held an Interim Operating Budget Session on November 28<sup>th</sup>, 2016 at which time Council reviewed the financial impacts on three consecutive years of organizational activities 2017 – 2019. Administration now requires Council to adopt an Interim Operating Budget for the year 2017.

The three-year Interim Operating Budget forecasts the following property tax increases for municipal purposes:

2017 2% (subject to further detailed review prior to setting the 2017 tax rate)  
2018 2%  
2019 2%

And also forecasts the following municipal utility Bylaw rate increases effective January 1, 2017:

- In Town Water Rate: +\$0.05 per m<sup>3</sup> (\$2.73 to \$2.78)
- Flat Water fee: to remain at \$10.00 per month
- Flat Sewer fee: +\$0.50 per month (\$21.50 to \$22.00)
- Residential Garbage pick-up: +\$0.50 (\$22.50 to \$23.00)
- Residential Recycling pick-up: +\$0.25 (\$6.00 to \$6.25)

Council recognizes that its employees are its most valuable asset and the cost of labor is a major component within the entire 2017 Interim Operating Budget. Ultimate approval of the budget will authorize Administration to apply a 2017 cost of living adjustment to all non-unionized municipal positions at the same rate as applied to its unionized employees per the Collective Agreement.

The 2017 interim operating budget estimates the combined amount available for capital expenditure purposes to be \$983,967 (General \$460,128 & Utility \$523,839).

Mayor Richards summarized the discussion by adding that the 2017 Interim Operating Budget is a fiscally responsible budget in light of current economic times and the quality of services residents expect from the Town. The proposed utility increase signifies the actual cost to provide services to our ratepayers.

**Motion 16:12:11**

Moved by Councillor Campbell that the Town of Stettler Council adopt, per Section 242(2) of the Municipal Government Act, the Draft 2017–2019 Operating Budget Estimates with expenditures totaling \$16,801,224 and Revenues totaling \$17,785,191 for the year 2017 as an Interim Operating Budget for that part of 2017 prior to the Operating Budget being adopted by Council.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Nov 15 - AAMDC Convention
- Nov 17 - H.A.T.S. Production.
- Nov 18 - Town Office cheques.
  - Health Care Meeting with CAO at Hospital Complex.
- Nov 25 - Town Office cheques
  - Staff Issue Meeting.
  - Main Street tree light-up.
  - Town Christmas Party.
- Nov 28 - Operating Budget.

(b) Councillor Bachman

- Nov 21 - Ag. Society.
- Nov 24 - Library Board.
- Nov 25 - Town Christmas Party.
- Nov 28 - Operating Budget
- Dec 2 - FCSS Christmas Party.

(c) Councillor Brown

- Nov 25 - Town Christmas Party.
- Nov 28 - Operating Budget
- Dec 2 - FCSS Christmas Party.

(d) Councillor Campbell

- Nov 16 - Rodeo Meeting.
- Nov 18 - RDRWA Board Meeting.
- Nov 24 - RDRMUGS Regular Meeting.
- Nov 25 - RDRWA Meeting with MLAs.
  - Town Christmas Party.
- Nov 28 - Regional Water.
  - Operating Budget.
- Nov 29 - Rodeo & Ag. Society.

(e) Councillor Fischer

- Nov 23 - Festival of Lights Seniors Tea.
- Nov 28 - Regional Water Commission.
  - Operating Budget.

(f) Councillor Nolls

- Nov 21 - Museum Christmas dinner.
- Nov 24 - Burgers & Beer at the Festival of Lights.
- Nov 25 - Town Christmas Party.
- Nov 26 - Festival of Lights Gala.
- Nov 27 - Christmas concert at the Beat.
- Nov 28 - Operating Budget.
- Nov 29 - Steel Wheel Stampede Meeting with Ag. Society.

- Dec 1 - Beautification.

8. **Minutes:** (a) Parkland Regional Library Board Meeting of November 10, 2016  
(b) Regional Water Committee Meeting of November 28, 2016

**Motion 16:12:12**

Moved by Councillor Fischer that the Town of Stettler Council accept the minutes, items 8(a) & 8(b) as presented.

MOTION CARRIED  
Unanimous

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

10. **Bylaws:** (a) Bylaw 2088-16 – Water Rates

Mayor Richards explained that Bylaw 2088-16 is a bylaw to amend Bylaw 1856-02, being a bylaw relating to the water system of the Town of Stettler, including the fixing of rates, charges and conditions for the supply of potable water.

1. That Bylaw 1856-02 is amended as follows:

SCHEDULE "A" – WATER TARIFF

Delete Section 1 in its entirety and replace Section 1 to read as follows:

1. <u>Metered Rates</u>	<u>Jan 1/17</u>
In-Town Customer	\$2.78
- Variable Component	
Consumption per m <sup>3</sup>	
In-Town Customer	\$10.00
- Fixed Component	
Flat Fee Per Month	
Village of Botha	Rate as per Water Model
Incl. Reservoir Component	
- Consumption per m <sup>3</sup>	
- Subject to Annual True-up	
Hwy 12/21 Agreement	Rate as per Water Model
- Consumption per m <sup>3</sup>	
- Subject to Annual True-up	
Shirley McClellan Regional	Rate as per Water Model
Water Services Commission	
- Consumption per m <sup>3</sup>	
- Subject to Annual True-up	

**Motion 16:12:13**

Moved by Councillor Bachman that the Town of Stettler Council give first reading to Bylaw 2088-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:14**

Moved by Councillor Nolls that the Town of Stettler Council give second reading to Bylaw 2088-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:15**

Moved by Councillor Brown that the Town of Stettler Council give permission for third and final reading to Bylaw 2088-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:16**

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 2088-16 as presented.

MOTION CARRIED  
Unanimous

(b) 2089-16 re: Sewer Rates

Mayor Richards explained that Bylaw 2089-16 is a bylaw to amend Bylaw 1604, being a bylaw to provide for the levying of sewer service rates and for the collection thereof.

Whereas pursuant to the provisions of the Municipal Government Act, Chapter M26 of the RSA and amendments thereto.

1. Delete Sections 2(a) & 2(b) in their entirety and replace Sections 2(a) & 2(b) to read as follows:

2(a) Single Family Residential Dwellings – Flat Rate  
\$22.00 per month.

2(b) All Other Sewer Services – 40% of water bill/month  
or \$22.00 per month whichever is greater.

In the case of a property where no meter or other exact means exist to determine the quantity of water used, or where a meter ceases to operate, the Town shall make an estimate of such quantity for the purpose of determining the sewer charge.

**Motion 16:12:17**

Moved by Councillor Fischer that the Town of Stettler Council give first reading to Bylaw 2089-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:18**

Moved by Councillor Bachman that the Town of Stettler Council give second reading to Bylaw 2089-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:19**

Moved by Councillor Nolls that the Town of Stettler Council give permission for third and final reading to Bylaw 2089-16 as presented.

MOTION CARRIED  
Unanimous



**Motion 16:12:20**

Moved by Councillor Brown that the Town of Stettler Council give third and final reading to Bylaw 2089-16 as presented.

MOTION CARRIED  
Unanimous

(c) 2090-16 re: Waste Control/Garbage Rates

Mayor Richards explained that Bylaw 2090-16 is a bylaw to amend Bylaw 1706-94.

1. That Schedule "A" of Bylaw 1706-94, the "Waste Control Bylaw" shall be and is hereby amended as follows:

(a) In Schedule "A", the Residential Premises Fee be changed from \$22.50 to \$23.00 per month.

**Motion 16:12:21**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2090-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:22**

Moved by Councillor Fischer that the Town of Stettler Council give second reading to Bylaw 2090-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:23**

Moved by Councillor Bachman that the Town of Stettler Council give permission for third and final reading to Bylaw 2090-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:24**

Moved by Councillor Nolls that the Town of Stettler Council give third and final reading to Bylaw 2090-16 as presented.

MOTION CARRIED  
Unanimous

(d) 2091-16 re: Recycling Rates

Mayor Richards explained that Bylaw 2091-16 is a bylaw to amend Bylaw 1706-94.

1. That Schedule "A" of Bylaw 1706-94, the "Waste Control Bylaw" shall be and is hereby amended to change the following bi-weekly Curbside/Lane Recycling Fee:

(a) Bi-weekly Curbside/Lane Recycling Fee of \$6.25 per month.

**Motion 16:12:25**

Moved by Councillor Brown that the Town of Stettler Council give first reading to Bylaw 2091-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:26**

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 2091-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:27**

Moved by Councillor Fischer that the Town of Stettler Council give permission for third and final reading to Bylaw 2091-16 as presented.

MOTION CARRIED  
Unanimous

**Motion 16:12:28**

Moved by Councillor Bachman that the Town of Stettler Council give third and final reading to Bylaw 2091-16 as presented.

MOTION CARRIED  
Unanimous

11. **Correspondence:**

- (a) Alberta-NWT Command Legion – Military Service Recognition Book
- (b) Canadian Badlands Tourism Development Conference & 2017 AGM
- (c) Lac St. Anne County Seeks Answers on Governance Review Request
- (d) Cities Pitched Environmental Role in Proposed Changes to Alberta Legislation
- (e) Municipalities Lobby for Tax Exemption
- (f) MGA – Continuing the Conversation
- (g) Junior Achievement
- (h) Canada 150 Community Infrastructure Program Application

**Motion 16:12:29**

Moved by Councillor Nolls that correspondence items 11(a) to 11(h) inclusive be accepted for information.

MOTION CARRIED  
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

- (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

**Motion 16:12:30**

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

MOTION CARRIED  
Unanimous at 7:57 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO