

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, APRIL 15, 2014 IN THE MUNICIPAL OFFICE  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards

Councillors D. Bachman, W. Brown, M. Fischer, S. Nolls &  
K. Sernecky

CAO R. Stoutenberg  
Assistant CAO G. Switenky

Press (2)

**Absent:** Councillor A. Campbell

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

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

**Motion 14:04:01** Moved by Councillor Sernecky to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held April 1, 2014

**Motion 14:04:02** Moved by Councillor Bachman that the Minutes of the Regular Meeting of Council held on April 1, 2014 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the April 1, 2014 Meeting Minutes

None

(c) Minutes of the Committee Meeting held April 8, 2014

**Motion 14:04:03** Moved by Councillor Brown that the Minutes of the Committee Meeting held on April 8, 2014 be approved as presented.

MOTION CARRIED  
Unanimous

(d) Business Arising from the April 8, 2014 Committee Meeting Minutes

None

(e) Minutes of the Special Council Meeting held April 8, 2014

**Motion 14:04:04** Moved by Councillor Fischer that the Minutes of the Special Meeting held on April 8, 2014 be approved as presented.

MOTION CARRIED  
Unanimous

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

5. **Delegations:**
- (a) 7:00 P.M. – Chris Satre & Errol Squires re: Stettler Regional Child Care Expansion  
  
This item was dealt with later in the meeting.
  - (b) 7:15 P.M. – Norm Lyster – Municipal Reserve  
  
This item was dealt with later in the meeting.
  - (c) 7:30 P.M. – Stettler RCMP Detachment, Commander Sgt. Duncan Babchuk re: K. Division 2013 Stettler Post Detachment Year End Report  
  
This item was dealt with later in the meeting.

6. **Administration:**

**Motion 14:04:05**

- (a) Committee Recommendations

Moved by Councillor Brown that the Town of Stettler Council proceed with the replacement of the cast iron water mains, re-aligns the sanitary manholes at 50 Avenue and installs the water main loop on 46 Street under the rail road tracks for an estimated total of \$390,000. And further that the 2014 Municipal Sustainability Initiative (MSI) Program allocation be revised by Administration to accommodate this priority project.

MOTION CARRIED  
Unanimous

**Motion 14:04:06**

Moved by Councillor Fischer that the Town of Stettler Council approves that CAO R. Stoutenberg, or designee, be appointed to represent and vote the shares of the Town of Stettler at the Annual General Meeting of the Alberta Capital Finance Authority to be held on Thursday, May 1, 2014 in Edmonton.

MOTION CARRIED  
Unanimous

- (b) 2013 Financial Statements

Assistant CAO G. Switenky presented and reviewed the financial results included in the Town's 2013 Consolidated Financial Statements and the companion 2013 Municipal Financial Information Return, both prepared by Management.

He noted that both the Financial Statements and the Financial Information Return have been audited by Gitzel Krejci Dand Peterson, Chartered Accountants.

In addition, the following documents were presented for Council's review: the Independent Auditors' Reports (2), a statement communicating the Independence of the Auditors', a Management Letter to Council, and a Statement of audit aspects believed to be of interest to Council.

Assistant CAO G. Switenky highlighted that both Auditors' Reports state that in the Auditors' opinion: *the Financial Statements present fairly, in all material respects, the financial position of the Town of Stettler at December 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.*

Assistant CAO G. Switenky reviewed the Management Letter, and specifically interpreted the Consolidated Statement of Financial Position as well as Schedule 1 – Changes in Accumulated Surpluses. He also provided an overview of the Notes to the Financial Statements which provide a lot of valuable information for the reader.

Assistant CAO G. Switenky explained that for comparative purposes the Town's operating and capital budgets are not prepared on a consolidated basis, rather they are prepared and approved separately from each other and follow a modified cash method.

A modified cash method for budget purposes, including reserve & inter-fund transfers, is used because the underlying purpose of municipal budgeting is to ultimately calculate and impose accurate utility rates and taxes required from property assessment rather than to report "Consolidated" organizational financial results.

**Motion 14:04:07**

Moved by Councillor Bachman that the Town of Stettler Council accept the 2013 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2013 as presented, including correspondence from the Auditor as follows:

1. A statement communicating the independence of the Auditor.
2. A statement of audit aspects believed to be of interest to Council.
3. A Management Letter dated April 15, 2014.
4. The Auditors' Report on the 2013 Consolidated Financial Statements, dated April 15, 2014.
5. The Auditors' Report on the 2013 Municipal Financial Information Return dated April 15, 2014.

MOTION CARRIED  
Unanimous

(c) Bank Reconciliation as of March 31, 2014

**Motion 14:04:08**

Moved by Councillor Fischer that the Town of Stettler Council accept the Bank Reconciliation as of March 31, 2014 as presented.

MOTION CARRIED  
Unanimous

(d) Accounts Payable in the amount of \$699,238.26

**Motion 14:04:09**

Moved by Councillor Nolls that Accounts Payable in the amounts of \$301,043.89, \$48,971.49, \$349,297.88 & \$75.00 (VOID) for the period ending April 11, 2014 for a total amount of \$699,238.26 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

Mayor Richards commended Lee Penner, Director of Parks & Leisure Services and the Parks & Leisure Staff for the extra efforts provided to ensure a very successful grand Re-Opening of the SRC.

- Apr 2 - In-Camera Meeting with representatives from TELUS.
- Apr 3 - Toured the SRC with some business owners.
- Apr 4 - Toured new Town Shop.
  - Town Office Committee Agenda and cheques.
- Apr 5 - Grand Opening of the SRC, The Hub & Library.
- Apr 8 - Board of Trade Meeting.
  - Committee of the Whole Meeting.
- Apr 9 - Meeting with Shaw re: Internet Service.
  - Former Mayor gathering at the CAO's home.
- Apr 11 - Trade Show orientation and shift.
- Apr 14 - Physician Recruitment & Retention Meeting.

(b) Councillor Bachman

- Apr 3 - Library Plan of Service.
- Apr 4 - Tour of new Town Shop.
- Apr 5 - Grand Opening of the SRC, The Hub & Library.
- Apr 8 - Committee of the Whole Meeting.
  - Ag. Society Meeting.
- Apr 11 - Trade Show orientation and lunch.
- Apr 12 - Trade Show shifts for Town and Library.

(c) Councillor Brown

- Apr 3 - Beautification Committee Meeting.
- Apr 4 - Tour of new Town Shop.
- Apr 5 - Grand Opening of the SRC, The Hub and Library.
- Apr 8 - Committee of the Whole Meeting.
- Apr 9 - Met with Director of Parks & Leisure, L. Penner and John Hull re: Downtown Park.
- Apr 11 - Trade Show orientation and lunch.
- Apr 12 - Trade Show shift for Town.
- Apr 14 - Physician Recruitment & Retention Meeting.

(d) Councillor Campbell

- No report – absent from meeting.

(e) Councillor Fischer

- Apr 2 - Met with Director of Parks & Leisure, L. Penner re: details for SRC Grand Opening.
- Apr 4 - Tour of new Town Shop.
- Apr 5 - Grand Opening of the SRC, The Hub and Library.
- Apr 8 - Attended Volunteer Breakfast at the Legion.
  - Committee of the Whole Meeting.
- Apr 9 - SRC Architect Meeting.
- Apr 10 - Campus Alberta Regular Meeting.
- Apr 11 - Trade Show orientation and shift.
- Apr 13 - Trade Show shift for Campus Alberta.

(f) Councillor Nolls

- Apr 8 - Board of Trade Meeting.
- Committee of the Whole Meeting.
- Apr 11 - Trade Show orientation and shift.
- Apr 12 - Trade Show shift for Town.

(g) Councillor Sernecky

- Apr 4 - Tour of new Town Shop.
- Apr 5 - Grand Opening of the SRC, The Hub and Library.
- Apr 8 - Committee of the Whole Meeting.
- Discussions with Kevin from Newalta and Sean from No Frills re: spring cleanup.
- Apr 11 - Trade Show orientation and shift.
- Apr 13 - Trade Show shift for Town.

8. Minutes: (a) None
9. Public Hearing: (a) None
10. Bylaws: (a) None
11. Correspondence: (a) Municipal Sustainability Event – May 26
- (b) Heritage Happenings – East Central Alberta Heritage Society
- (c) Member Notices – AUMA’s advocacy Leads to Increased Compensation Rates for Highway Callouts by Volunteer Fire Fighters
- (d) Financial Post – Leaving the City (and the Big Mortgage) Behind
- (e) Alberta Municipal Affairs re: Municipal Sustainability Initiative (MSI)

**Motion 14:04:10**

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

MOTION CARRIED  
Unanimous

12. Items Added: (a) None
5. Delegations: (a) 7:00 P.M. – Chris Satre & Errol Squires re: Stettler Regional Child Care Expansion
- No one was present to represent the delegation.
- This item will be brought back to Council at a later date.
- (b) 7:15 P.M. – Norm Lyster – Municipal Reserve
- Mayor Richards welcomed Norm Lyster to the meeting.
- N. Lyster provided Council with a brief overview of his opinion regarding the original purpose for the establishment of this Municipal Reserve (MR); being a buffer from the adjacent industrial park. He advised and questioned that nothing has changed since the original (buffer) MR zone was created, at time of annexation, for his residential property.

Discussion ensued regarding whether any agreements exist regarding this area/parcel of land. It was noted that neither the Town nor N. Lyster could find any written agreement.

Discussion continued regarding the timing of the creation of the original municipal reserve and the subsequent creation of what currently exists today.

Mayor Richards concluded discussion by informing N. Lyster that the Town no longer feels that the MR designation at this location is the highest and greatest use of this Town (land) asset. He further explained that the Town can use planning provisions available within the *Municipal Government Act* to assist with an appropriate zoning designation to control the eventual use by a new owner.

He further noted that it may make a lot of sense for N. Lyster to consider purchasing this land from the Town as it would be a good fit for both his current (buffer) concerns and for future marketability together with his existing lands.

Mayor Richards thanked N. Lyster for his valued input into Council's consideration of this land disposal matter.

N. Lyster departed the meeting at 7:25 p.m.

(c) 7:30 P.M. – Stettler RCMP Detachment, Commander Sgt. Duncan Babchuk re: K. Division 2013 Stettler Post Detachment Year End Report

Mayor Richards welcomed Stettler RCMP Detachment Commander Sgt., Duncan Babchuk and Corporal Cam Russell to the meeting.

Sgt. D. Babchuk advised as a result of the Town's relentless pressure and perseverance regarding detachment member equity, Division Administration has informed him that they are in the process of making the existing surplus to establishment member into a full rural member position at the Detachment. This will mean that there will now be 3 permanent rural positions compared to the Town's 8 positions. It was also his belief that Division will also supply another surplus to establishment member to serve as the 4<sup>th</sup> active rural member.

Sgt. D. Babchuk also advised that the Sergeant position for the 3 member highway traffic unit which is being re-established in Stettler is near being filled.

It was noted that this is extremely good news for the Stettler community as a whole, and that Council's desired detachment equity goal would be an 8 to 5 urban rural member ratio with an additional 3 member highway traffic unit.

Discussion continued regarding the 2014-2015 RCMP Stettler Detachment Goals and Objectives as follows:

1. Contribute to Safe Roads through Traffic Regulation/Enforcement
2. Reduce the Abuse of Alcohol
3. Reduce Substance Abuse Drugs
4. Reduce Property and Natural Resource Crimes

Sgt. D. Babchuk explained that these goals and objectives are a performance management tool most commonly utilized in the RCMP, including the detachment and unit levels. This standardized reporting system encourages horizontal and vertical alignment with national divisional and district plans and priorities. The system allows the RCMP to tailor its' services to contract partners, often in support of specific areas such as crime reduction, community and integrated policing.

Discussion ensued regarding various aspects relating to the detachment's plans to address these goals and objectives.

Sgt. D. Babchuk respectfully requested that Council provide further input or additional priorities, if any so that the Detachment can implement targeted plans to address them as well.

Mayor Richards thanked RCMP Sgt. D. Babchuk and Cpl. C. Russell for their informative presentation.

Sgt. D. Babchuk and Cpl. C. Russell departed the meeting at 8:05 p.m.

13. **In-Camera Session:** (a) **Legal Agreement**

**Motion 14:04:11**

Moved by Councillor Brown that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 8:05 p.m.

**Motion 14:04:12**

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

MOTION CARRIED  
Unanimous at 8:23 p.m.

**Motion 14:04:13**

Moved by Councillor Bachman that the Town of Stettler Council endorse and sign a Memorandum of Understanding with TELUS that allows TELUS and the Town to pursue discussions regarding the upgrade of TELUS infrastructure within the Town of Stettler.

MOTION CARRIED  
Unanimous

14. **Adjournment:**

**Motion 14:04:14**

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

MOTION CARRIED  
Unanimous at 8:24 p.m.

---

Mayor

---

Assistant CAO