

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 2, 2014 IN THE MUNICIPAL OFFICE
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

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

CAO G. Switenky
Assistant CAO S. Gerlitz

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:**

Motion 14:12:01 Moved by Councillor Brown to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 18, 2014

Motion 14:12:02 Moved by Councillor Nolls that the Minutes of the Regular Meeting of Council held on November 18, 2014 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 18, 2014 Meeting Minutes

None

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

5. **Delegations:** (a) 6:45 P.M. – Mya Prehn re: Lunch Apeel

Mayor Richards welcomed Mya Prehn and her mom (Erin Prehn) to the meeting.

Mayor Richards congratulated seven year old M. Prehn on her appearance on the Dragon's Den (a hit show on CBC TV). M. Prehn appeared on the show during an all student special to seek the Dragons' investment in Lunch Apeel, a company she created with the help of her mother, Erin.

A video of Miss M. Prehn's pitch to the Dragons on Dragon's Den was shown during the meeting.

Lunch Apeel sells a kit designed to encourage healthy eating for kids. The set includes stickers that parents can use to mark the nutritional value of the items in their kids' lunches.

Mayor Richards temporarily recessed the meeting at 6:52 p.m. to allow Council members to individually congratulate Mya Prehn and serve a healthy snack.

M. Prehn and her mom departed the meeting at 7:00 p.m.

Mayor Richards reconvened the meeting at 7:00 p.m.

(b) 7:00 P.M. – Aubrey Brown, Regional Board of Trade Executive Director & Dave McCourt, Woodcraft by Dave Ltd. re: 2014 Town Float

Mayor Richards welcomed Aubrey Brown, Regional Board of Trade Executive Director & Dave McCourt, Woodcraft by Dave Ltd. to the meeting.

A. Brown explained that in 2014 the Stettler Regional Board of Trade budgeted to replace the current Town of Stettler float.

- Trailer
 - Includes removal of existing float
 - Trailer repairs and upgrades
 - Major expenditures not expected; however, related expenses not included
- Design as per the attached
 - Includes tarp, strapping
 - Delivered secure for travel on highways
 - Removable: train for travelling
 - Add: sign sleeve on front and back to hold chloroplast event signage
- Delivery: May 2015
- Price: Maximum \$30,000 all-inclusive plus GST
- Materials:
 - Weather resistant, color finished
- Payment schedule:
 - \$10,000 initial
 - \$10,000 at start of assembly
 - \$10,000 upon delivery

CAO G. Switenky advised that due to a budget shortfall the remaining funding will come from the Board of Trade Community Development allocation which requires Town of Stettler approval.

Discussion ensued on the quote and design from D. McCourt, Woodcraft by Dave Ltd. D. McCourt advised that the new float will be built on the existing 16' X 8' trailer. The heart will be a permanent feature on the new float, the remaining features will be made of light weight, weather proof materials that will be removable. The lifespan of the materials will be approximately 10 years, however the lifespan maybe extended if the float can be stored inside. Currently, the float is tarped and stored outdoors. The Board of Trade and the Town will work together to find a suitable inside location.

Motion 14:12:03

Moved by Councillor Fischer that the Town of Stettler endorse the Stettler Regional Board of Trade for the construction of a new Town of Stettler Parade Float to be built by Woodcraft by Dave Ltd. for a total cost of \$30,000 with funding to come from the BOT-Prom-Float Travel/Subs Account - \$21,836.60 and the BOT-Community Development Account-\$8,163.40 Account in the 2014 Budget.

MOTION CARRIED
Unanimous

Mayor Richards thanked A. Brown & D. McCourt for their informative information.

Delegation members departed the meeting at 7:14 p.m.

6. Administration: (a) Memo re: Interim Operating Budget 2015

CAO G. Switenky advised that 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 2014 Operating Budget will not be adopted until March/April 2015, 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 property tax rates; rather it is used as the authority to provide services, programs and overall corporate continuity. It is used by Council to justify the setting of all 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 operating budget session on November 26th, 2014 at which time Council reviewed the financial impacts on three consecutive years of organizational activities 2015–2017. Administration has adjusted and recalculated the forecasts as directed and now requires Council to adopt an Interim Operating Budget for the year 2015.

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

2015	3%	(subject to further detail review in May 2015)
2016	3%	
2017	3%	

And also forecasts the following municipal utility bylaw rate increases effective in 2015:

- In-Town Water consumption: +\$0.13 per m³ to \$2.72 per m³
- Flat Water fee: \$0.00 per month to remain at \$10.00 per month
- Flat Sewer fee: +\$2.00 per month to \$21.00 per month
- Residential Garbage pick-up: +\$2.00 per month to \$21.00 per month
- Residential Recycling pick-up: +\$0.00 per month to remain at \$6.00 per month

The 2015 interim operating budget estimates the combined amount available for capital expenditure purposes to be \$922,764 (General \$293,481 & Utility \$629,283).

Assistant CAO S. Gerlitz highlighted the Annual Financial Incremental impact on an Average Residential Customer.

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Town of Settler							
Annual Financial Incremental Impact on Average Residential Customer:							
Assumptions:		Municipal only (does not included ASFF or Senior Lodge Requistions)					
		No market increase in Assessment					
	2014	2014	2015	2015	Difference	2016	2017
Assessment		\$265,140		\$265,140			
3% Tax (interim)		\$1,648.24		\$1,697.69	\$49.45	\$51	\$52
Water Rate per Cubic Meter Based on 17 M3 per Month - (2014 - \$2.59 to 2015 - \$2.72 = \$0.13)	\$2.59 x 17m3 x 12	\$528.36	\$2.72 x 17m3 x 12	\$554.88	\$26.52	\$10	\$10
Water Fixed Rate - \$10.00 per Month	\$10 x 12	\$120.00	\$10 x 12	\$120.00	\$0.00	\$0	\$0
Sewer Fixed Rate per Month - (2014 - \$19 to 2015 - \$21 = \$2)	\$19 x 12	\$228.00	\$21 x 12	\$252.00	\$24.00	\$12	\$12
Garbage Fixed Rate per Month - (2014 - \$19 to 2015 - \$21 = \$2)	\$19 x 12	\$228.00	\$21 x 12	\$252.00	\$24.00	\$12	\$12
Recycling Fixed Rate - \$6.00 per Month	\$6 x 12	\$72.00	\$6 x 12	\$72.00	\$0.00	\$0	\$0
Total		\$2,824.60		\$2,948.57	\$123.97	\$85	\$86
Overall Percentage Change					4.39%		

CAO G. Switenky highlighted the Municipal Utility Comparison Chart.

Town of Stettler								
Municipal Utility Comparison								
Water - Based on 20 cubic meters								
Municipality	Water / Month	Sewer / Month	Solid Waste / Month	Recycling / Month	Composting - Yard Waste / Month	Storm Water / Month	Total / Month	Year
Stettler	\$64.40	\$21.00	\$21.00	\$6.00			\$112.40	2015
Stettler	\$61.80	\$19.00	\$19.00	\$6.00			\$105.80	2014
Olds	\$63.06	\$66.02	\$19.30	\$3.50			\$151.88	2014
Vermilion	\$98.17	\$10.07	\$19.54	\$7.87			\$135.65	2014
Innisfail	\$64.00	\$40.00	\$17.00	\$3.00			\$124.00	2014
Ponoka	\$71.09	\$28.46	\$15.81				\$115.36	2014
Slave Lake	\$54.80	\$33.36	\$16.11	\$5.25			\$109.52	2014
Devon	\$40.02	\$45.11		\$24.30			\$109.43	2014
Beaumont	\$40.00	\$35.06	\$28.75				\$103.81	2014
Three Hills	\$41.00	\$35.80	\$12.50	\$4.00			\$93.30	2014
Westlock	\$56.50	\$16.60	\$14.87				\$87.97	2014
Drumheller	\$40.97	\$43.16		\$2.00			\$86.13	2014
Red Cliff	\$47.05	\$26.74	\$7.62				\$81.41	2014
Wainwright	\$44.40	\$35.43					\$79.83	2014
Vegreville	\$57.10	\$5.87	\$12.00				\$74.97	2014
Whitecourt	\$23.65	\$24.85	\$14.81	\$6.30			\$69.61	2014
Morinville	\$62.69	\$41.99	\$9.82	\$3.76	\$2.62		\$120.88	2013
Blackfalds	\$69.44	\$23.52	\$22.82				\$115.78	2013
Didsbury	\$54.42	\$34.82	\$20.33				\$109.57	2013
Penhold	\$30.00	\$56.00	\$20.00				\$106.00	2013
Coaldale	\$38.89	\$32.81	\$21.78	\$2.95		\$6.25	\$102.68	2013
Black Diamond	\$51.50	\$34.38	\$10.22	\$4.68			\$100.78	2013
Drayton Valley	\$43.30	\$38.90	\$5.58	\$5.58	\$2.50		\$95.86	2013
Cardston	\$32.05	\$36.00	\$15.19				\$83.24	2013
Barrhead	\$52.86	\$18.50	\$10.25	\$0.00			\$81.61	2013
Banff	\$25.22	\$36.75	\$16.72				\$78.69	2013
Carstairs	\$53.00		\$16.00				\$69.00	2013
Bonnyville	\$45.00	\$11.25	\$11.46				\$67.71	2013
S. Paul	\$32.20	\$16.60	\$13.00	\$2.50			\$64.30	2013
Beaverlodge	\$41.19	\$3.50	\$15.50	\$0.00			\$60.19	2013

Motion 14:12:04

Moved by Councillor Bachman that the Town of Stettler Council adopt, per Section 242(2) of the *Municipal Government Act*, the First Draft 2015–2017 Operating Budget Estimates with expenditures totaling \$15,421,559 and Revenues totaling \$16,344,323 for the year 2015 as an Interim Operating Budget for that part of 2015 prior to the Operating Budget being adopted by Council.

MOTION CARRIED
 Unanimous

(b) Memo re: 2014 Staff Christmas Bonus

CAO G. Switenky presented Council with a memorandum highlighting some of the many organizational accomplishments in 2014.

He further highlighted the importance of staff appreciation and recognition for their commitment to providing excellence in their jobs. Retaining employee knowledge and experience is a priority to protect our most valuable assets.

In past years Council has rewarded its employees with a \$300 to \$325 bonus at Christmas to recognize their efforts towards achieving our organizations goals, and collectively many other successes beyond regular expectations.

Discussion ensued regarding the many accomplishments throughout the organization in 2014.

Mayor Richards expressed Council's sincere appreciation for the dedication and hard work of our staff, and requested that Senior Administration pass on their heartfelt thanks for jobs well done.

Motion 14:12:05

Moved by Councillor Fischer that the Town of Stettler Council recognize the efforts of its entire team of valued employees through the award of a \$325 Christmas Bonus to be paid in (local) Heart of Alberta Dollars per full time employee (prorated for part time employees) as an appreciation for their continued effort, commitment and loyalty, as well as appreciation for the overall level of organizational accomplishment and dedication in 2014.

MOTION CARRIED (6-1)

Opposed: Councillor Campbell

(c) Memo re: 2014 Bad Debt Write-Offs Greater Than \$300

CAO G. Switenky 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 31st each year. Town Council is required to authorize the write-off of all accounts in excess of \$300.

For 2014 there are bad debts totaling \$9,187.27 to be written off. He explained there are 11 accounts totaling \$5,277.43 that should be expensed under Council's authority as bad debts in excess of \$300, and there are another 24 accounts totaling \$3,909.84 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.

2014 uncollectible utility accounts represent a relatively small amount (approximately 0.25%) of the annual revenues generated by the four municipal utility services.

Town policy currently allows utility accounts to be in the renter's name. Some other municipalities do not allow this practice; however Council is cognizant that there would likely be rate and deposit impacts in the rental market to reflect the assumption of this financial risk by owners.

Discussion continued respecting the relatively low amount of accounts considered uncollectible in 2014. Members of Council expressed their appreciation to utility account staff for their perseverance.

Motion 14:12:06

Moved by Councillor Sernecky that the Town of Stettler Council approve the 2014 Bad Debt Write-Off of eleven (11) accounts, each in excess of \$300, totaling \$5,277.43 and further acknowledges that an additional twenty-four (24) accounts, each under \$300, totaling \$3,909.84 will be written-off under Administration's authority.

MOTION CARRIED
Unanimous

(d) Heartland Beautification Committee 2015 Budget

Councillor W. Brown explained that the HBC working group has been very active and successful in their projects and endeavors to improve the community of Stettler. He also noted that they are proposing a 3rd Community Garden.

It was noted that the requested \$22,000 HBC budget is consistent with prior years and has already been included in the 2015-17 Interim Operating Budget.

Motion 14:12:07

Moved by Councillor Campbell that the Town of Stettler Council approve the Heartland Beautification Committee 2015 Budget in the amount of \$22,000 as presented.

MOTION CARRIED
Unanimous

(e) CAO Report

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

Motion 14:12:08

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

MOTION CARRIED
Unanimous

(f) Accounts Payable in the amount of \$495,666.71

Motion 14:12:09

Moved by Councillor Nolls that Accounts Payable in the amounts of \$154,573.59 & \$341,093.12 for the period ending November 28, 2014 for a total amount of \$495,666.71 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Nov 24 - Recreation Mediation with County.
- Nov 26 - Operational Budget Meeting.
- Nov 28 - Town Office cheques/agenda.
 - Main Street Christmas Tree Light-Up.
 - Jewel Theatre Grand Opening.

(b) Councillor Bachman

- Nov 25 - Ag. Society Meeting.
- Nov 26 - Operational Budget Meeting.
- Nov 28 - Main Street Christmas Tree Light-Up.

- (c) Councillor Brown
 - Nov 24 - Physician Recruitment Meeting.
 - Nov 26 - Operational Budget Meeting.
- (d) Councillor Campbell
 - Nov 25 - Regional Water Services Commission Meeting.
 - Nov 26 - Operational Budget Meeting.
 - Nov 28 - Main Street Christmas Tree Light-Up.
- (e) Councillor Fischer
 - Nov 24 - Recreation Mediation with County.
 - Nov 26 - Pathway Extension Meeting with CAO, Director of Operations & Director of Parks & Leisure. Then met with Heart Haven Manager to update explain meeting findings.
 - Operational Budget Meeting.
 - Nov 27 - Campus Alberta Meeting.
 - Nov 28 - Jewel Theatre Grand Opening.
 - Nov 29 - Festival of Lights Gala.
- (f) Councillor Nolls
 - Nov 22 - Kinsmen Poker Tournament.
 - Nov 24 - Recreation Mediation with County.
 - Nov 26 - Operating Budget Meeting.
 - Nov 29 - Festival of Lights Gala.
- (g) Councillor Sernecky
 - Nov 19 - Hospital Foundation Meeting.
 - Nov 24 - Stettler District Ambulance Association Meeting.
 - Nov 24 - Physician Recruitment & Retention Meeting.
 - Nov 26 - Operating Budget Meeting.
 - Nov 29 - Festival of Lights Gala.

8. Minutes:

- (a) Parkland Regional Library Board Meeting of November 6, 2014

Motion 14:12:10

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

MOTION CARRIED
 Unanimous

9. Public Hearing:

- (a) None

10. Bylaws:

- (a) Bylaw 2057-14 – Water Rates

Mayor Richards explained that Bylaw 2057-14 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 1/15</u>
In-Town Customer	\$2.72
- Variable Component	
Consumption per m ³	
In-Town Customer	\$10.00
- Fixed Component	
Flat Fee Per Month	

Village of Botha/Gadsby Rate as per Water Model
Incl. Reservoir Component
- Consumption per m³
- Subject to Annual True-up

Hwy 12/21 Agreement Rate as per Water Model
- Consumption per m³
- Subject to Annual True-up

Shirley McClellan Regional Rate as per Water Model
Water Services Commission
- Consumption per m³
- Subject to Annual True-up

Motion 14:12:11 Moved by Councillor Fischer that the Town of Stettler Council give first reading to Bylaw 2057-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:12 Moved by Councillor Sernecky that the Town of Stettler Council give second reading to Bylaw 2057-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:13 Moved by Councillor Campbell that the Town of Stettler Council give permission for third and final reading to Bylaw 2057-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:14 Moved by Councillor Brown that the Town of Stettler Council give third and final reading to Bylaw 2057-14 as presented.

MOTION CARRIED
Unanimous

(b) 2058-14 re: Sewer Rates

Mayor Richards explained that Bylaw 2058-14 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 \$21.00 per month.

2(b) All Other Sewer Services – 40% of water bill/month or \$21.00 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 14:12:15 Moved by Councillor Nolls that the Town of Stettler Council give first reading to Bylaw 2058-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:16 Moved by Councillor Bachman that the Town of Stettler Council give second reading to Bylaw 2058-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:17 Moved by Councillor Fischer that the Town of Stettler Council give permission for third and final reading to Bylaw 2058-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:18 Moved by Councillor Sernecky that the Town of Stettler Council give third and final reading to Bylaw 2058-14 as presented.

MOTION CARRIED
Unanimous

(c) 2059-14 re: Garbage Rates

Mayor Richards explained that Bylaw 2059-14 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 \$19.00 to \$21.00 per month.

Motion 14:12:19 Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2059-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:20 Moved by Councillor Brown that the Town of Stettler Council give second reading to Bylaw 2059-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:21 Moved by Councillor Nolls that the Town of Stettler Council give permission for third and final reading to Bylaw 2059-14 as presented.

MOTION CARRIED
Unanimous

Motion 14:12:22 Moved by Councillor Bachman that the Town of Stettler Council give third and final reading to Bylaw 2059-14 as presented.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) Canadian Badlands
(b) Municipal Tobacco-Smoking Restrictions Chart November 2014
(c) Brownlee LLP Emerging Trends in Municipal Law Seminar

Motion 14:12:23

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Recreation Mediation Update
(b) Personnel Matter

Motion 14:12:24

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

MOTION CARRIED
Unanimous at 7:55 p.m.

Motion 14:12:25

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

MOTION CARRIED
Unanimous at 8:35 p.m.

14. **Adjournment:**

Motion 14:12:26

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

MOTION CARRIED
Unanimous at 8:35 p.m.

Mayor

Assistant CAO