

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, DECEMBER 4, 2012 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, L. Thorogood  
& S. Wildeboer

CAO R. Stoutenberg  
Assistant CAO G. Switenky  
Executive Director, Stettler Regional Board of Trade, A. Brown

Press (2)

**Absent:** Councillor Peter Simons

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

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

**Motion 12:12:01** Moved by Councillor Bachman to approve the agenda as presented with the following addition:

13(a) In-Camera Session re: Land Matter/Property Development

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 20, 2012

**Motion 12:12:02** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on November 20, 2012 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the November 20, 2012 Meeting Minutes

None

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

5. **Delegations:** (a) 6:30 P.M. – Stettler Panthers Provincial Football Champions

Team players from the Stettler (Pee Wee) Panthers Football team with coaches and parents entered the meeting at approximately 6:30 p.m.

Mayor Richards welcomed Stettler Provincial Football Champion players, coaches and parents to the meeting.

Mayor Richards congratulated the Stettler Panthers Football team for winning the 2012 Provincial Tier 4 Football Championships in Edmonton, AB.

Mayor Richards thanked the players, coaches and parents for representing Stettler with class, and for their effort in bringing home the championship.

Mayor Richards presented the Stettler Panthers coaches and the team members with a certificate recognizing their achievement and success.

Mayor Richards temporarily recessed the meeting at 6:31 p.m. to allow Council members to individually congratulate the players and coaches.

Cookies and juice boxes were served.

Delegation members departed the meeting at 6:40 p.m.

Mayor Richards reconvened the meeting at 6:40 p.m.

- (b) 7:30 P.M. – Wendy Rhyason, FCSS Director – 2013 Operating Budget

This item was dealt with later in the meeting.

6. Administration:

- (a) Memo re: Reschedule Council Meetings and Set Capital Budget Meeting – 3-6 p.m. on December 11, 2012

CAO R. Stoutenberg advised that due to January 1<sup>st</sup>, 2013 being a holiday and a regular Council Meeting date, Administration is recommending to delay the January Council Meetings for one week as there are five Tuesdays in January 2013.

**Motion 12:12:03**

Moved by Councillor Thorogood that the Town of Stettler Council delay both regular Council Meetings in January 2013 for one week each given the January 1<sup>st</sup>, 2013 New Years Day holiday as follows:

Tuesday January 1<sup>st</sup> – New Year's Day (Office Closed)  
Tuesday January 8 – 1<sup>st</sup> Council Meeting  
Tuesday January 15 – Committee Meeting  
Tuesday January 22 – 2<sup>nd</sup> Council Meeting

MOTION CARRIED  
Unanimous

It was also mutually agreed that the 2013 Capital Budget Meeting will be held on Tuesday, December 11, 2012 at 3:30 p.m. rather than 3:00 p.m. to accommodate other commitments of some Members of Council.

- (b) Memo re: Deputy Director Emergency Management Appointment

CAO R. Stoutenberg explained that the Town of Stettler has previously appointed John Bishop as the Town's Director of Emergency Management and Phil Holton as the Deputy Director. Director John Bishop is requesting to appoint Terry Best as a second Deputy Director of Emergency Management to act on behalf of the Town as he has taken over the Community Peace Officer position at the County of Stettler in place of Todd Wright.

Given his previous experience in the RCMP and that he is a long-term resident who is very knowledgeable about our area T. Best would definitely be an asset to the Disaster Services Agency responsibilities.

**Motion 12:12:04**

Moved by Councillor Wildeboer that the Town of Stettler Council appoint Terry Best as a second Deputy Director of Emergency Management to act on behalf of the Town within the regional agreement should the need arise.

MOTION CARRIED  
Unanimous

(c) Memo re: Staff 2013 Christmas Bonus

CAO R. Stoutenberg presented Council with a Memorandum highlighting some of the many organizational accomplishments in 2012.

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 \$250 to \$300 bonus at Christmas to recognize their efforts towards achieving our organizations goals, and collectively many other successes.

Members of Council individually expressed their 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.

It was also mentioned that the staff have made the Christmas tree on Main Street look incredibly impressive this year. A thank you was expressed to the Anglican Church for donating this year's tree off their property.

**Motion 12:12:05**

Moved by Councillor Fischer that the Town of Stettler Council recognize the efforts of its entire team of valued employees as a whole through the award of a Christmas Bonus in the amount of \$300.00 in 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 2012.

MOTION CARRIED  
Unanimous

(e) Memo re: Apollo Lodge #27 – Tax Refund Request

Councillor Campbell declared a possible conflict of interest and by departing the Council Chambers excused himself from voting and discussion on this item.

CAO, R. Stoutenberg noted that in previous years the practice of Town Council has been to refund/rebate the municipal portion of the property taxes for the Apollo Lodge. The reason for this refund is that part of the Apollo Lodge is used and/or accessible by the general community in a similar manner to other tax exempt halls.

In accordance with the *Municipal Government Act*, Council must consider it "Equitable" to rebate or refund municipal taxes.

Discussion ensued regarding the relative fairness of this municipal tax rebate in relation to other halls being tax exempt in their entirety. It was noted that the Apollo Lodge is still required to pay taxes for schools and housing purposes.

**Motion 12:12:06**

Moved by Councillor Thorogood that the Town of Stettler Council approves a refund of 2012 municipal property taxes for the Apollo Lodge #27, Tax Roll #119900009 in the amount of \$1005.99 as allowed per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstention of Councillor Campbell

Councillor Campbell returned to the regular meeting.

(f) Memo re: 2012 Bad Debts Write-Offs Greater Than \$300

Assistant 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 31<sup>st</sup> each year. Town Council is required to authorize the write-off of all accounts in excess of \$300.

Also disclosed is the total dollar value of Bad Debts under \$300 that will be written off. It was noted that collection activity procedures will continue after an account has been written off.

For 2012, there are 10 accounts totaling \$3,758.68 that should be expensed (under Council's authority) as bad debts in excess of \$300, and another 26 accounts totaling \$3,190.47 that have been expensed (under Administration's authority) as bad debts under \$300.

It was noted that the majority of the total amount to be written-off (\$3,278.68) are for closed municipal utility accounts that are considered uncollectible. These specific utility accounts cannot be transferred to property tax accounts as these customers are not the property owners. 2012 uncollectible utility accounts represent a relatively small amount (approximately 0.26%) of the annual revenues generated by the four municipal utility services.

Discussion ensued regarding the Town's ongoing collection process after an account is written-off, and the Town's utility service cut-off policy/procedure.

Assistant CAO G. Switenky advised that only utility services used by property owners can be added taxes and collected in similar manner. A utility account in the name of a renter cannot be added to an owner's tax account.

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

CAO R. Stoutenberg also advised that all Town customers have at least two months consumption before any current payment is due. Thereafter the billing clerk works with unpaid customers for a period of time attempting to collect. And further when the economy is down our uncollectable accounts increases due to hardships in the community.

Discussion continued respecting the relatively low amount of accounts considered uncollectible in 2012. Members of Council expressed their appreciation to utility account staff for their perseverance.

**Motion 12:12:07**

Moved by Councillor Thorogood that the Town of Stettler Council approve the 2012 Bad Debt Write-Off of ten (10) accounts, each in excess of \$300, totaling \$3,758.68, and further acknowledges that an additional twenty-six (26) accounts, each under \$300, totaling \$3,190.47 will be written-off under Administration's authority.

MOTION CARRIED  
Unanimous

(g) CAO Report

CAO R. Stoutenberg highlighted the CAOs monthly organizational report to Council.

Members of Council expressed their appreciation to the Public Works Staff for the great work on snow removal.

**Motion 12:12:08**

Moved by Councillor Fischer that the Town of Stettler accept the CAO Report for the month of November as presented.

MOTION CARRIED  
Unanimous

(h) Accounts Payable in the amount of \$467,125.95

**Motion 12:12:09**

Moved by Councillor Fischer that Accounts Payable in the amounts of \$277,556.87 & \$189,569.08 for the period ending November 29, 2012 for a total amount of \$467,125.95 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 23 - Town Office duties.
- Nov 27 - Atco Building Tour.
- Nov 29 - Town Office duties.
- Nov 30 - Tree Light-Up.

(b) Councillor Bachman

- Nov 27 - Ag. Society Meeting.
- Dec 5 - Ag. Society Annual General Meeting.

(c) Councillor Campbell

- Nov 23 - Water Rate Meeting with Botha.
- Nov 28 - Rodeo Meeting.
- Nov 29 - CAEP Annual General Meeting.
- Nov 30 - Tree Light-Up.

(d) Councillor Fischer

- Nov 20/23 - FCSS Conference in Edmonton.
- Nov 26 - Served on the portfolio panel at the Wm. E. Hay.
  - Meeting with John Hull architects regarding the SRC Project.

(e) Councillor Simons

- No meetings to report – absent from meeting.

(f) Councillor Thorogood

- No meetings to report.

(g) Councillor Wildeboer

- Nov 27 - Atco building tour.

8. Minutes:

- (a) Parkland Regional Library Board Meeting of November 8, 2012

**Motion 12:12:10**

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

MOTION CARRIED  
Unanimous

9. Public Hearing:

- (a) None

10. Bylaws:

- (a) 2031-12 re: Amend Bylaw 1706-94 re: Waste Control

Mayor Richards explained that Bylaw 2031-12 is a bylaw to amend Bylaw 1706-94, being the Waste Control Bylaw to change the residential premises fee from \$17.00 to \$18.00 per month.

**Motion 12:12:11**

Moved by Councillor Bachman that the Town of Stettler Council give first reading to Bylaw 2031-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:12**

Moved by Councillor Wildeboer that the Town of Stettler Council give second reading to Bylaw 2031-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:13**

Moved by Councillor Fischer that the Town of Stettler Council give permission for third and final reading to Bylaw 2031-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:14**

Moved by Councillor Thorogood that the Town of Stettler Council give third and final reading to Bylaw 2031-12 as presented.

MOTION CARRIED  
Unanimous

(b) 2032-12 re: Amend Bylaw 1706-94 - Bi-weekly Curbside/Lane Recycling Fee

Mayor Richards explained that Bylaw 2032-12 is a bylaw to amend Bylaw 1706-94, to change the bi-weekly curbside/lane recycling fee from \$5.00 to \$6.00 per month.

**Motion 12:12:15**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2032-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:16**

Moved by Councillor Bachman that the Town of Stettler Council give second reading to Bylaw 2032-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:17**

Moved by Councillor Wildeboer that the Town of Stettler Council give permission for third and final reading to Bylaw 2032-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:18**

Moved by Councillor Fischer that the Town of Stettler Council give third and final reading to Bylaw 2032-12 as presented.

MOTION CARRIED  
Unanimous

(c) 2033-12 re: Amend Bylaw 1604 – Sewer Service Rates

Mayor Richards explained that Bylaw 2033-12 is a bylaw to amend Bylaw 1604, to change the single family residential dwellings flat rate charge to \$18.00 per month and all other sewer services – 40% of water bill/month or \$18.00 per month whichever is greater.

**Motion 12:12:19**

Moved by Councillor Thorogood that the Town of Stettler Council give first reading to Bylaw 2033-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:20**

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 2033-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:21** Moved by Councillor Bachman that the Town of Stettler Council give permission for third and final reading to Bylaw 2033-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:22** Moved by Councillor Wildeboer that the Town of Stettler Council give third and final reading to Bylaw 2033-12 as presented.

MOTION CARRIED  
Unanimous

(d) 2034-12 re: Amend Bylaw 1856-02 – Water System Rates, Charges and Conditions for the Supply of Potable Water

Mayor Richards explained that Bylaw 2034-12 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.

**Motion 12:12:23** Moved by Councillor Fischer that the Town of Stettler Council give first reading to Bylaw 2034-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:24** Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 2034-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:25** Moved by Councillor Campbell that the Town of Stettler Council give permission for third and final reading to Bylaw 2034-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:12:26** Moved by Councillor Bachman that the Town of Stettler Council give third and final reading to Bylaw 2034-12 as presented.

MOTION CARRIED  
Unanimous

11. **Correspondence:** (a) Parkland Regional Library Satisfaction Survey  
(b) Red Deer River Watershed Alliance re: Municipal Funding Request for 2013/14

CAO R. Stoutenberg advised that in 2012 the Town of Stettler contributed an annual financial contribution of \$2,921.50 (5843 population @ \$0.50) to the Red Deer River Watershed Alliance. As attached the Red Deer River Watershed Alliance is again requesting an annual financial contribution.

The Town is very pleased that their annual membership assists in promoting a healthy watershed which helps ensure a healthy water supply for Stettler and area.

**Motion 12:12:27**

Moved by Councillor Campbell that the Town of Stettler Council approve the 2013 funding request to the Red Deer River Watershed Alliance in the amount of \$2,874 (5,748 population @ \$0.50).

MOTION CARRIED  
Unanimous

- (c) Letter re: Donation to the Dog Park
- (d) Legal Communiques re: Contract Fundamentals: Certainty of Terms
- (e) Her Majesty The Queen re: Nomination for Queen's Diamond Jubilee
- (f) Veterans Military Service Recognition Book

**Motion 12:12:28**

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

MOTION CARRIED  
Unanimous

12. **Items Added:**

- (a) None

5. **Delegations:**

- (b) 7:30 P.M. – Wendy Rhyason, FCSS Director – 2013 Operating Budget

Wendy Rhyason, FCSS Director entered the meeting at 7:30 p.m.

Councillor Fischer, formally introduced W. Rhyason to Council.

Mayor Richards welcomed W. Rhyason, new FCSS Director.

W. Rhyason provided Members of Council with a brief overview of the challenges within the 2013 FCSS Budget.

Discussion ensued respecting the reality of former provincial contracts, and speculation on future funding opportunities.

**Motion 12:12:29**

Moved by Councillor Fischer that the Town of Stettler Council approve the balanced FCSS 2013 Operating Budget in the amount of \$393,699 as presented.

MOTION CARRIED  
Unanimous

Mayor Richards thanked W. Rhyason for attending the meeting and presenting the FCSS 2013 Operating Budget.

W. Rhyason departed the meeting at 7:40.

13. **In-Camera Session:**

- (a) Land Matter/Property Development

**Motion 12:12:30**

Moved by Councillor Thorogood 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 7:40 p.m.

**Motion 12:12:31**

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

MOTION CARRIED  
Unanimous at 7:59 p.m.

14. **Adjournment:**

**Motion 12:12:32**

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

MOTION CARRIED  
Unanimous at 7:59 p.m.

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Mayor

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Assistant CAO