

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 6, 2011 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, L. Thorogood,
P. Simons & S. Wildeboer (via speaker phone)

CAO R. Stoutenberg
Assistant CAO G. Switenky

Press (1)

Absent: None

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

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

Motion 11:12:01 Moved by Councillor Bachman to approve the agenda as presented or with the following additions:

- 13(a) CUPE Contract
- 13(b) Proposed Development NE 1-39-20-W4

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held November 15, 2011

Motion 11:12:02 Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on November 15, 2011 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the November 15, 2011 Meeting Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – Lee Penner, Director of Parks & Leisure – Memo re: SRC and Lion's Campground Wi-Fi Presentation

This item was dealt with later in the meeting.

- (b) 7:30 P.M. – Mark Pedersen, CanPak & Lee Penner, Director of Parks & Leisure re: Business/Apartment Recycling - Tour of New Recycling Facility

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: 2012-2014 Operating Budget

CAO R. Stoutenberg 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 2012 Operating Budget will not be adopted until March/April 2012, 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 29th, 2011 at which Council reviewed the financial impacts on three consecutive years of organizational activities 2012 – 2014. Administration has adjusted and recalculated the forecasts as directed and now requires Council to adopt an Interim Operating Budget for the year 2012.

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

2012	3%	(subject to review prior to setting 2012 tax rate)
2013	3%	
2014	3%	

And also forecasts the following municipal utility rate increases in 2012:

In-Town Water Consumption: +\$0.28 per m³ to \$2.29 per m³

Flat Water Fee:

+\$0.00 per month to remain at \$10.00 per month

Flat Sewer Fee:

+\$2.00 per month to \$17.00 per month

Residential Garbage Pick-up:

+\$0.00 per month to remain at \$17.00 per month

Residential Recycling Pick-up:

+\$1.00 per month to \$5.00 per month

The 2012 Interim Operating Budget forecasts the combined amount available for capital expenditure purposes to be \$897,760 (General \$455,865, Utility \$441,895).

Motion 11:12:03

Moved by Councillor Thorogood that the Town of Stettler Council adopt, per Section 242(2) of the *Municipal Government Act*, the adjusted First Draft 2012 – 2014 Operating Budget Estimates totaling \$13,444,050 for the year 2012 as an Interim Operating Budget for that part of 2012 prior to the Operating Budget being adopted by Council.

MOTION CARRIED
Unanimous

(b) Memo re: Waste Collection & Letter re: 5211-51 Avenue

CAO R. Stoutenberg advised that the property owner of 5211-51 Avenue has requested that the waste collection fees for the building be removed and that fees paid in the past be refunded based on their assumption that multi-unit buildings are deemed to be commercial.

The Waste Control Bylaw 1706-94 states that waste from residential premises shall be removed weekly for each dwelling for a monthly fee. All residential properties follow this schedule except for those defined as apartment as a building which contains more than four separate self-contained suites. The building on the above noted property contains three self-contained dwelling units and therefore would be deemed residential and charged the monthly fee based on three dwellings.

The bylaw sets out that fees collected from each residential dwelling contribute to the universal cost of operating the landfill. Apartment buildings also contribute to the costs of operating the landfill through the fees collected by the landfill operator.

It is not the intent of the Waste Control Bylaw to allow, at the discretion of any owner/occupant of a small residential property, the ability to dispose of garbage elsewhere or to combine with another property to avoid fees.

Discussion ensued respecting the consistent application of the bylaw to other similarly small multi-unit complexes in Stettler.

Motion 11:12:04

Moved by Councillor Campbell that the Town of Stettler Council continue to apply the appropriate Waste Control Bylaw Fees for 5211-51 Avenue based on the property containing three residential premises.

MOTION CARRIED
Unanimous

(c) Memo re: Red Deer River Watershed Alliance Funding Request

CAO R. Stoutenberg explained that in 2011 the Town of Stettler contributed an annual financial contribution of \$2,921.50 to the Red Deer River Watershed Alliance. As attached the Red Deer River Watershed Alliance is again requesting an annual financial contribution for 2012.

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.

Discussion ensued respecting the good value and benefit with respect to belonging to this water protection organization.

Motion 11:12:05

Moved by Councillor Campbell that the Town of Stettler Council approve the 2012 funding request to the Red Deer River Watershed Alliance in the amount of \$2,921.50.

MOTION CARRIED
Unanimous

(d) Memo re: Heartland Beautification Committee Appointment

CAO R. Stoutenberg advised that John Leard has attended the HBC Meeting and would like to be appointed to the Board.

Motion 11:12:06

Moved by Councillor Bachman that the Town of Stettler Council approve the appointment of John Leard to the Heartland Beautification Committee for a one-year term.

MOTION CARRIED
Unanimous

(e) Joint Town Council & School Board Meeting of December 12, 2011 at 1:00 P.M.

Agenda Items:

- Education Act Re-Electors
- Sidewalks and Walkways for Students Walking to School – Grants Available
- Coordination of Grant Applications
- Old Pool Site
- Joint Use Agreement

CAO R. Stoutenberg explained the background respecting each item on the agenda.

(f) 2010 Financial Statements

Assistant CAO G. Switenky presented and reviewed the financial results included in the Town's 2010 Consolidated Financial Statements and 2010 Municipal Financial Information Return.

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

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, 2010, and its financial performance and its cash flows for the year then ended in accordance with Canadian Generally Accepted Accounting Principles (GAAP) for municipal governments, and/or in accordance with accounting principles prescribed by the Minister of Alberta Municipal Affairs.

It was highlighted for Council's information that there were no concerns identified by the Auditors in the Management Letter.

Assistant CAO G. Switenky briefly reviewed some of the impacts in presentation due to the new Tangible Capital Asset (TCA) reporting requirements. He further explained that the Town has received an extension from the Minister of Municipal Affairs to submit these statements late due to TCA reporting requirements.

He also explained that the Town's operating and capital budgets are not prepared in accordance with GAAP rather they are prepared and presented separate from each other, and follow a modified cash method. For budget purposes a modified cash method, including reserve/fund transfers, is used because the underlying purpose of municipal budgeting is to calculate and impose taxes on property rather than to report "Consolidated" organizational financial results.

However he noted that approved budget figures are required to be included on the audited consolidated statements for comparative purposes.

Discussion ensued respecting the general understanding of the capital valuation processes associated with TCA reporting, and the required reporting presentation of Net Financial Assets (Debt) on the Consolidated Statement of Financial Position, as well as Schedule 1 – Changes in Accumulated Surplus.

Discussion continued with respect to requesting that the Auditor attend a future meeting to interpret various statements and financial results reflected in these statements.

It was mutually agreed that the Auditor will be requested to attend a future Council or Committee of the Whole Meeting.

Motion 11:12:07

Moved by Councillor Thorogood that the Town of Stettler Council accept the 2010 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2010 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 November 28, 2011.
4. The Auditors' Report on the 2010 Consolidated Financial Statements, dated December 1, 2011.
5. The Auditors' Report on the 2010 Municipal Financial Information Return dated December 6, 2011.

MOTION CARRIED
Unanimous

(g) Memo re: Proposed Development NE-1-39-20-W4

CAO R. Stoutenberg explained that this item should be moved to the In-Camera Session of this meeting respecting external sensitivities associated with this land matter.

6. Administration:

(h) Memo re: Residential/Recycling Contract Extension

This item was dealt with later in the meeting.

(i) CAO Report

CAO R. Stoutenberg highlighted items included in his monthly report as presented.

Motion 11:12:08

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

MOTION CARRIED
Unanimous

5. Delegations:

(a) 7:15 P.M. – Lee Penner, Director of Parks & Leisure – Memo re: SRC and Lion's Campground Wi-Fi Presentation

This item was dealt with later in the meeting.

- (b) 7:30 P.M. – Mark Pedersen, CAN-PAK Environmental Inc. & Lee Penner, Director of Parks & Leisure re: Business/Apartment Recycling - Tour of New Recycling Facility

Mark Pedersen, CAN-PAK Environmental Inc. and Lee Penner, Director of Parks & Leisure Services entered the meeting at 7:15 p.m.

Mayor Richards welcomed M. Pederson & L. Penner to the meeting.

L. Penner explained that in 2011 it was a Council Strategy item to improve recycling initiatives and participation for commercial properties.

L. Penner highlighted the Stettler Regional Board of Trade & Community Development November 2011 Newsletter entitled "Recycling in Stettler", aimed at the local business sector.

M. Pedersen provided a broad overview of the substantial amount of items being successfully diverted from the landfill due to the current co-mingled recycling program in Stettler.

He highlighted that to date his company does have recycling bins at a couple of apartments in Stettler. The challenge remains with the owners and tenants desiring to pay for the service. He believes his pricing is very attractive, especially for the supply of both garbage and recycling pick-up as a package.

M. Pedersen further explained that given processing changes at the depot in Edmonton, commercial recycling will be more attractive given simplicity for business owners and cost-effective pricing for his bins.

Discussion ensued respecting a possible date; being February 23, 2012 for a tour of the expanded recycling depot in Edmonton.

Mayor Richards returned Council's attention to agenda item 6(h).

6. **Administration:**

- (h) Memo re: Residential/Recycling Contract Extension

Assistant CAO G. Switenky explained that in 2008 the Town undertook an RFP process to solicit qualified contractors interested in performing the Town's residential garbage collection and the newly introduced recycling program.

At that time CAN-PAK Environmental Inc. (Locally from Alix) was chosen over Waste Management (International Company). The original contract, Section 19, allows for a two year extension at the discretion of the Town.

Administration has requested pricing from CAN-PAK (Mark Pedersen) for the years 2012 and 2013 as follows with no changes in the level of service being provided; Garbage collection once per week and Recycling every two weeks:

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Garbage Collection	\$5.22	\$5.48	\$5.18	\$5.34
Recycling	\$3.82	\$4.01	\$3.79	\$3.91

Based on very few complaints, Town staff and our customers have been pleased with the reliability of both services provided by CAN-PAK.

CAN-PAK's regional business has continued to grow and given this success they have rewarded the Town with a roll back in pricing. For 2012 they are proposing pricing that is lower than 2010. This is a welcome cost reduction (\$14,418) given the continually rising SWMA requisition (proposed to be \$3 per capita in 2012 or \$17,529).

Discussion ensued respecting the valued relationship with the Contractor.

Motion 11:12:09

Moved by Councillor Fischer that the Town of Stettler Council approves a two year contract extension for the years 2012 & 2013, as allowed per Section 19 of the original Agreement with CAN-PAK Environment Inc., to continue providing garbage and recycling collection for the Town of Stettler with all contractual terms and conditions remaining the same except for renewed pricing as presented.

MOTION CARRIED
Unanimous

Mayor Richards thanked M. Pedersen for attending the Council Meeting and for his informative presentation and reduced contract extension pricing.

M. Pedersen departed the meeting at approximately 7:40 p.m.

5. **Delegations:**

- (a) 7:15 P.M. – Lee Penner, Director of Parks & Leisure – Memo re: SRC and Lion's Campground Wi-Fi Presentation

Mayor Richards once again welcomed L. Penner to the meeting at approximately 7:40 p.m.

L. Penner explained that the Town has received many requests from campers in the Lions Campground for Wi-Fi service. Quotes have been requested from local suppliers, however when Shaw was asked, they mentioned that they may be interested in something bigger.

Councillor Al Campbell, CAO Rob Stoutenberg and Lee Penner met with Shaw on October 5th, 2011 at which time Shaw informed them that they would like Stettler to prepare a bid style of presentation to them telling them why they should come to Stettler as their "First Small Community" to provide enhanced services usually available only in larger markets.

Council watched a short video presentation prepared by staff as an example of a possible presentation to Shaw.

L. Penner explained that the Shaw Camera crew will work with Town of Stettler staff to complete this presentation more professionally.

Administration is recommending that the Town of Stettler Council approve the concept of the presentation with additional improved footage as our bid to Shaw.

Mayor Richards concluded that Council supports Administration in working with Shaw staff to make a bid to Shaw for an enhanced community Wi-Fi project and other enhanced services.

Mayor Richards thanked L. Penner for attending the Council Meeting and for his informative presentation.

L. Penner departed the meeting at approximately 7:50 p.m.

(j) Bank Reconciliation as of November 30, 2011

Motion 11:12:10

Moved by Councillor Bachman that the Town of Stettler Council that the Bank Reconciliation as of November 30, 2011 be accepted as presented.

MOTION CARRIED
Unanimous

(k) Accounts Payable in the amount of \$809,634.75

Motion 11:12:11

Moved by Councillor Fischer that Accounts Payable in the amounts of \$4,150.00 VOID, \$70,972.43, \$400.00, \$553,432.94 & \$188,979.38 for the period ending December 1, 2011 for a total amount of \$809,634.75 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 - CUPE Negotiations.
- Festival of Lights.
- Nov 24 - RDC Interview.
- Nov 25 - Town Office duties.
- Light-up Main Street Christmas Tree.
- Nov 29 - Operating Budget Meeting.
- Library Christmas Tea.
- Dec 1 - Town Office duties.

(b) Councillor Bachman

- Nov 17 - Library Board Meeting.
- Nov 29 - Operating Budget Meeting.
- Dec 3 - FCSS Christmas Party.
- Dec 4 - FCSS Fundraising Meeting.

(c) Councillor Campbell

- Nov 22/23 - CUPE Negotiations
- Nov 29 - Operating Budget Meeting.
- Dec 1 - RDRMUG Meeting in Drumheller.
- Dec 2 - Stettler Regional Waste Management Authority Meeting.

(d) Councillor Fischer

- Nov 16 - FCSS Conference in Edmonton.
to Nov 18
- Nov 21 - Recycling Presentation to three Wm. E. Hay
Science classes.
- Nov 22 - Festival of Lights – Owen Blake Memorial
Breakfast.
- Nov 23 - Festival of Lights – Seniors Tea.
- Nov 29 - Evaluated student portfolio presentation at
the Wm. E. Hay.
 - Operating Budget Meeting.
 - Library Christmas Tea.
- Dec 2 - Stettler Regional Waste Management
Authority Meeting.
- Dec 3 - FCSS Christmas Party.

(e) Councillor Simons

- Nov 16 - Community Advisory Committee Meeting.
- Nov 17 - County of Stettler Housing Authority.
- Nov 28 - Stettler District Ambulance Authority.
- Nov 29 - Operating Budget Meeting.
- Dec 1 - Beautification Committee Meeting.

(f) Councillor Thorogood

- Nov 16 - DHT Board Meeting in Red Deer.
- Nov 22 - Owen Blake Memorial Breakfast at the Festival
of Lights.
 - CUPE Negotiations.
- Nov 23 - CUPE Negotiations.
- Nov 24 - Festival of Lights Concert.
- Nov 26 - Festival of Lights Gala.
- Nov 28 - Stettler District Ambulance Authority.
- Nov 29 - Operating Budget Meeting.

(g) Councillor Wildeboer

- Nov 2 - Joint Town/County Meeting.
- Nov 3 - Beautification Committee Meeting.
- Nov 7 - MPC Meeting.
- Nov 28 - Museum Christmas Social
- Nov 29 - Operating Budget Meeting.
- Dec 1 - Beautification Committee Meeting.

- 8. Minutes: (a) None
- 9. Public Hearing: (a) None
- 10. Bylaws: (a) None
- 11. Correspondence:
 - (a) Alabama County Files Biggest Municipal Bankruptcy
 - (b) College Grads Say Salary is Less Important than Facebook
Freedom at Work
 - (c) Alberta Funding for Municipalities Under Scrutiny
 - (d) Municipal Emergency Management Program Review
 - (e) Drinking Water at Risk in Most of Canada
 - (f) HRM Eyes Former Gas Station Lands

- (g) Parkland Regional Library Satisfaction Survey
- (h) RCMP Escort Rossland Councillor from Meeting
- (i) Rossland Council Restricts Laurie Charlton with Resolution
- (j) Letter re: Farm Credit of Canada c/o Christ King School
- (k) Sturgeon County Rehires Fired Manager to Fill Vacant CAO Position

Motion 11:12:12

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

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

- (a) CUPE Contract
- (b) Proposed Development NE 1-39-20-W4

Motion 11:12:13

Moved by Councillor Bachman 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 8:19 p.m.

Motion 11:12:14

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

MOTION CARRIED
Unanimous at 8:49 p.m.

Motion 11:12:15

Moved by Councillor Thorogood that the Town of Stettler Council approve and ratify the Memorandum of Understanding, as presented between the Town of Stettler and the Canadian Union of Public Employees Local 971 as agreed to on November 23, 2011 respecting the negotiated revisions and enhancements for a new 3 year Collective Agreement January 1, 2012 to December 31, 2014.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 11:12:16

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

MOTION CARRIED
Unanimous at 8:50 p.m.

Mayor

Assistant CAO