

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JANUARY 17, 2012 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, D. Bachman, M. Fischer, P. Simons,  
L. Thorogood (via conference speaker phone) & S. Wildeboer  
  
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 12:01:01** Moved by Councillor Bachman to approve the agenda as presented with the following addition:

13(a) In-Camera re: Health Care Matters and Concerns

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 20, 2011

**Motion 12:01:02** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on December 20, 2011 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the December 20, 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. re: FCSS 2012 Budget – Theresa Tempest

This item was dealt with later in the meeting.

(b) 7:30 P.M. re: Board of Trade – Keith Ryder & Stacey Benjamin

This item was dealt with later in the meeting.

6. **Administration:** (a) 2012 Capital Budget

CAO R. Stoutenberg advised that a Council resolution is required to adopt the Town's 2012 Capital Budget. The listed items/projects have been reviewed and recommended at the Capital Budget Session held on January 3, 2012. The total amount of expenditures included in the 2012 Capital Budget is \$4,123,265.00.

CAO R. Stoutenberg emphasized that the 2012 Capital Budget utilizes available grants, does not create any new municipal debt, and saves a significant amount for valuable community projects in the future.

He further acknowledged that some of the Capital items/projects are approved subject to various administrative decisions/conditions to be determined later.

It was also noted that many capital purchases will individually come back before Council for ratification in accordance with spending authority limits set out in the Town's Purchasing/Tendering Policy.

Mayor Richards thanked Members of Council and Administration for engaging in a cooperative and effective capital budget process. He concluded that the 2012 Capital Budget, as presented is appropriately responsible for our community and a good balanced between spending and saving for our future.

It was mutually acknowledged that should the \$30,000 allocated towards Summer Trucks be determined as unnecessary (given the utilization of the former Fire Command vehicle instead), then these funds will be added to the transfer to a Skate Park Reserve; increasing that amount from \$20,000 to \$50,000.

**Motion 12:01:03**

Moved by Councillor Wildeboer that the Town of Stettler Council approve the 2012 Capital Budget with capital expenditures totaling \$4,123,265.00.

MOTION CARRIED  
Unanimous

(b) Memo re: Facility Maintenance Technician

CAO R. Stoutenberg explained that during the last two years the PLS Department has hired an employee with the mechanical and carpentry skill set to perform most of our repairs and provide our facilities with preventative maintenance. This has greatly reduced costs and increased the value of our preventative maintenance program in Town Facilities.

This person will be available to work on any Town building where a contractor is difficult to find because it is a small job or requires multiple skills, primarily including the Town Shop, Spray Park, Campground, Community Hall, Town Office, Park Amenities, Outdoor Rink and the SRC.

In order to continue to secure a person with these skills we feel it is necessary to create a new classification with the wage scale the same as an in-training/qualified person in the Transportation Department. This will provide adequate compensation so they will not move into other departments once they have been trained in the Town's functions.

Brief discussion ensued respecting CUPE considerations.

**Motion 12:01:04**

Moved by Councillor Fischer that the Town of Stettler create a new CUPE classification called "Facilities Maintenance Technician" with the wage scale the same as an in-training/qualified Transportation worker.

MOTION CARRIED  
Unanimous

(c) Memo re: 2011 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 2011, there are 19 accounts totaling \$17,710.84 that should be expensed (under Council's authority) as bad debts in excess of \$300, and another 27 accounts totaling \$3,475.78 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 (\$11,442.47) are for closed municipal utility accounts that are considered uncollectible. These utility accounts cannot be transferred to property tax accounts as the customers are not the property owners. 2011 uncollectible utility accounts represent a relatively small amount (approximately 0.58%) 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 Council's 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.

**Motion 12:01:05**

Moved by Councillor Thorogood that the Town of Stettler Council approve the 2011 Bad Debt Write-Off of nineteen (19) accounts, each in excess of \$300, totaling \$17,710.84, and further acknowledges that an additional twenty-seven (27) accounts, each under \$300, totaling \$3,475.78 will be written-off under Administration's authority.

MOTION CARRIED  
Unanimous

(d) Memo re: 2012 Business License Fee

CAO, R. Stoutenberg advised that Administration has conducted a review of the Town's existing Business Licenses issued and the Business License Bylaw 1807-99.

In reviewing the Town's existing rates for "resident" businesses and "non-resident" businesses the Town is comparable with other similar sized municipalities in Alberta. It was noted that this fee automatically includes their access to all membership benefits and services of the Alberta Chamber of Commerce.

The last amendment to the Business License Bylaw 1807-99 was in January 1999, which reduced the business license fees from \$150 to \$125 for resident businesses and from \$350 to \$325 for non-resident businesses.

For Administrative authority a Business "Tax" Rate Bylaw is required annually, and if Council desires to change the standard amount from \$125 then an amendment to the existing companion Business "License" Bylaw will also be required.

Brief discussion ensued as to whether a rate change for 2012 is warranted and appropriate.

**Motion 12:01:06**

Moved by Councillor Campbell that the Town of Stettler Council set the 2012 Business License Fees at the same rate that was used in 2011 being \$125 for "resident" and \$325 for "non-resident" businesses.

MOTION CARRIED  
Unanimous

(e) CAO Report

CAO R. Stoutenberg reviewed and highlighted his staff report.

**Motion 12:01:07**

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

MOTION CARRIED  
Unanimous

(f) Bank Reconciliation as of December 31, 2011

**Motion 12:01:08**

Moved by Councillor Simons that the Town of Stettler Council accept the Bank Reconciliation as of December 31, 2011 as presented.

MOTION CARRIED  
Unanimous

(g) Accounts Payable in the amount of \$602,757.42

**Motion 12:01:09**

Moved by Councillor Campbell that Accounts Payable in the amounts of \$266,458.42, \$113,930.34, \$1,773.45 VOID and \$224,142.11 for the period ending January 12, 2012 for a total amount of \$602,757.42 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Jan 3 - Capital Budget Meeting.
- Jan 6 - Town Office duties.
- Jan 10 - Strategic Planning Meeting.

(b) Councillor Bachman

- No meetings to report.

(c) Councillor Campbell

- Jan 3 - Capital Budget Meeting.
- Jan 10 - Strategic Planning Meeting.
- Jan 13 - MPC Meeting.

(d) Councillor Fischer

- Jan 3 - Capital Budget Meeting.
- Jan 4 - Signed cheques at FCSS.
- Jan 10 - Strategic Planning Meeting.
- Jan 13 - MPC Meeting.

(e) Councillor Simons

- Jan 10 - Strategic Planning Meeting.

(f) Councillor Thorogood

- Jan 3 - Capital Budget Meeting.

(g) Councillor Wildeboer

- Jan 3 - Capital Budget Meeting.
- Jan 9 - Stettler Museum Meeting.
- Jan 10 - Board of Trade Meeting.
- Strategic Planning Meeting.
- Jan 13 - MPC Meeting.
- Jan 17 - Beautification Heritage Conservation Sub Committee.

8. **Minutes:**
- (a) Stettler Waste Management Authority Meeting of December 2, 2011
  - (b) FCSS Board Meeting of December 12, 2011
  - (c) Stettler Regional Board of Trade Meeting of December 13, 2011

**Motion 12:01:10**

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

MOTION CARRIED  
Unanimous

5. **Delegations:**
- (a) 7:15 P.M. re: FCSS 2012 Budget – Theresa Tempest

Theresa Tempest, FCSS entered the meeting at 7:15 p.m.

Mayor Richards welcomed T. Tempest to the meeting.

T. Tempest reviewed and highlighted the major impacts affecting the 2012 FCSS Budget as presented.

The primary concern is that there is a substantial decrease in the amount of contract revenue available this year.

Discussion continued respecting various costs and impacts associated with the services being provided by FCSS.

Mayor Richards thanked T. Tempest for her informative presentation.

T. Tempest departed the meeting at 7:30 p.m.

**Motion 12:01:11**

Moved by Councillor Fischer that the Town of Stettler Council accept the FCSS 2012 Budget as presented and that \$32,739 representing the maximum 20% in municipal funding be included in the Town's 2012 Operating Budget. And further that an additional \$15,000 be included in the 2012 Operating Budget to match the County's extra one-time emergent funding contribution.

MOTION CARRIED  
Unanimous

- (b) 7:30 P.M. re: Board of Trade – Keith Ryder & Stacey Benjamin

Keith Ryder & Stacey Benjamin, Stettler Regional Board of Trade entered the meeting at 7:30 p.m.

Mayor Richards welcomed K. Ryder & S. Benjamin to the meeting.

K. Ryder reviewed and highlighted the 2012 Operating Budget for the Board of Trade as presented.

It was noted that the budget includes funding from the Town in the amount of \$205,670 (2011 in \$227,870).

S. Benjamin provided a broad overview of some of the projects being undertaken in 2012.

Mayor Richards thanked K. Ryder & S. Benjamin for their informative presentation.

K. Ryder & S. Benjamin departed the meeting at 7:50 p.m.

**Motion 12:01:12**

Moved by Councillor Wildeboer that the Town of Stettler Council accept the Stettler Regional Board of Trade 2012 Budget as presented and that a net contribution of \$205,670 be allocated in the Town's 2012 Operating Budget.

MOTION CARRIED  
Unanimous

- 9. **Public Hearing:** (a) None
- 10. **Bylaws:** (a) Bylaw 2025-12 re: Business Tax Rate Bylaw

Mayor Richards explained that Bylaw 2025-12 is to pass a bylaw providing for the assessment upon any non-licensable (Professional) business carried on within the municipality, and for the payment by any person carrying on any such business a tax upon the assessment thereof to be known as a Business Tax.

This Bylaw is a companion bylaw to the general Business License Bylaw and all commercial activity carried on in the community shall be subject to one of these two bylaws.

**Motion 12:01:13**

Moved by Councillor Fischer that the Town of Stettler Council give first reading to Bylaw 2025-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:01:14**

Moved by Councillor Bachman that the Town of Stettler Council give second reading to Bylaw 2025-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:01:15**

Moved by Councillor Simons that the Town of Stettler Council give permission for third and final reading to Bylaw 2025-12 as presented.

MOTION CARRIED  
Unanimous

**Motion 12:01:16**

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 2025-12 as presented.

MOTION CARRIED  
Unanimous

- 11. **Correspondence:** (a) Garbage, Sewer Fees Up \$87/Year on Average as Council Sets Rates
- (b) The Why and How of Being a Trendwatcher

- (c) Paintearth Council Confirms Budget Commitment of Physician Recruitment and Housing
- (d) Private Members' Bill
- (e) Let's Resolve Workshops
- (f) How Family Care Clinics Will Change Health Services
- (g) City to Meet with Province on E-Voting
- (h) Stettler Public Library
- (i) Edmonton Company Hit with Major Fine Over Water Spill into North Saskatchewan River

**Motion 12:01:17**

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

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) Health Care Matters and Concerns

**Motion 12:01:18**

Moved by Councillor Wildeboer 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 7:55 p.m.

**Motion 12:01:19**

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

MOTION CARRIED  
Unanimous at 8:05 p.m.

14. **Adjournment:**

**Motion 12:01:20**

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

MOTION CARRIED  
Unanimous at 8:05 p.m.

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Mayor

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Assistant CAO