

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 4, 2011 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, P. Simons &
S. Wildeboer

CAO R. Stoutenberg
Corporate Secretary C. Smith

Press (2)

Absent: Councillor L. Thorogood & Assistant CAO G. Switenky

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

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

Motion 11:01:01 Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 21, 2010

Motion 11:01:02 Moved by Councillor Wildeboer that the Minutes of the Regular Meeting of Council held on December 21, 2010 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the December 21, 2010 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 Services & Mark Pedersen, Can-Pak re: Recycling

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: 2011 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 amount (\$125) then an amendment to the existing Business "License" Bylaw will be required as well.

Discussion ensued as to whether a rate change for 2011 is warranted and appropriate.

Motion 11:01:03

Moved by Councillor Wildeboer that the Town of Stettler Council set the 2011 Business License Fees at the same rate that was used in 2010 being \$125 for "resident" and \$325 for "non-resident" businesses.

MOTION CARRIED
Unanimous

(b) Items for Joint Town/County Agenda of January 24, 2011

- Disaster Services Training
- Library Budget Presentation
- SRC Design Funding
- SRC Committee Representative from the County
- Fire Hall Parking Lot
- Seniors

CAO R. Stoutenberg advised that the meeting will be held on January 24, 2011 with the location and time to be determined.

(c) Notice re: Strategic Planning Meeting of January 11, 2011 at 3:00 p.m.

CAO R. Stoutenberg advised that the Strategic Planning Meeting will be held on January 11, 2011 from 3:00-7:00 p.m. Everyone invited is to bring 3-5 items that they feel are significant issues that the Town is facing. All suggestions will be noted on a master list and then the group will rank the items so that they can establish their priorities.

Mayor Richards explained the importance of building a strategy to keep improving the community.

(d) Memo re: 2010 Bad Debts Write-Offs Greater Than \$300

CAO R. Stoutenberg 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.

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 2010, there are 20 accounts totaling \$17,100.47 that should be expensed (under Council's authority) as bad debts in excess of \$300, and another 86 accounts totaling \$7,447.17 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 (\$9,384.94) 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. 2010 uncollectible utility accounts represent a relatively small amount (approximately 0.63%) of the annual revenues generated by municipal utility services.

Brief discussion ensued regarding the Town's continuing collection process after an account is written-off.

Motion 11:01:04

Moved by Councillor Wildeboer that the Town of Stettler Council approve the 2010 Bad Debt Write-Off of twenty (20) accounts, each in excess of \$300, totaling \$17,100.47. And further acknowledges that an additional eighty six (86) accounts, each under \$300, totaling \$7,447.17 will be written-off under Administration's authority.

MOTION CARRIED
Unanimous

(e) Discussion re: Possible Meeting with MP Kevin Sorenson

CAO R. Stoutenberg advised that the recently elected Council has not had the opportunity to meet with the MP, Kevin Sorenson.

It was Council's consensus to coordinate a meeting with MP, Kevin Sorenson to discuss the following issues:

- Gas Tax
- Federal Programs for the SRC, Library, Seniors, etc.
- Economic Development Funding

(f) CAO Report

Motion 11:01:05

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

MOTION CARRIED
Unanimous

(g) January Newsletter Items

- New Year's Message Mayor Richards
- 2011 Dog & Cat Licenses Due
- 2011 Business Licenses
- Staff Service Awards
- HYC Bowl for Kids – February 11, 2011
- 2011 Garbage/Recycling Schedule

February Newsletter Items

- Desperate Ambrose Comedy Play – March 31-April 2
- Promote Recycling

(h) Accounts Payable in the amount of \$627,105.90

Motion 11:01:06

Moved by Councillor Campbell that Accounts Payable in the amounts of \$209,988.44 & \$417,117.46 for the period ending December 30, 2010 for a total amount of \$627,105.90 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Richards
- Dec 20 - Schnell Hardy Jones Open House.
 - Dec 23 - Staff Christmas luncheon and awards.
- (b) Councillor Bachman
- No meetings to report.
- (c) Councillor Campbell
- No meetings to report.
- (d) Councillor Fischer
- Dec 8 - Operating Budget Meeting.
 - Dec 13 - FCSS Meeting.
- (e) Councillor Simons
- No meetings to report.
- (f) Councillor Thorogood
- No meetings to report – absent from meeting.
- (g) Councillor Wildeboer
- No meetings to report.
8. **Minutes:** (a) None
9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Community Airport Program (CAP)
5. **Delegations:** (a) 7:15 P.M. – Lee Penner, Director of Parks & Leisure Services & Mark Pedersen, Can-Pak re: Recycling
- Lee Penner, Director of Parks & Leisure Services & Mark Pedersen, Can-Pak entered the meeting at 7:00 p.m.
- Mayor Richards welcomed L. Penner and M. Pedersen to the meeting.
- M. Pederson explained that he has been contracted with the Town for approximately 2 years and has seen a substantial decrease in garbage going to the landfill due to the residential recycling program Council implemented.
- M. Pederson reported that they pick up between 16-20 tonnes of material every two weeks through the recycling program.
- Discussion ensued on the recycling process and if any members of Council are interested in a tour of the recycling plant in Edmonton. Councillors Fischer and Campbell confirmed that they would like to attend.

The Director of Parks & Leisure Services will coordinate a tour in February or March.

Discussion continued on how to educate commercial businesses on the importance of recycling and what type of programs would best meet the needs of the business community.

M. Pederson indicated that some local businesses are recycling cardboard. Council also noted that three private firms serve the commercial market with waste services and it would have to limit its involvement in this market to educating the Business community on the importance of recycling.

It was noted that the Town's applicable garbage collection bylaw (fee authority) does not make large residential apartment/condo complexes eligible for participation in the Town's universally mandatory residential recycling program. This is because individual occupants do not have separate utility accounts with the Town. Therefore the owner of the complex (with a single utility account) has to desire to voluntarily engage a recycling operator capable of providing a collection program for their residents.

M. Pederson advised that his company is currently picking up recycling at Spruce Terrace Condos with a single stream program and the Condo association pays his monthly collection fee for this service.

It was noted that single family dwellings/duplexes in Stettler currently pay \$48 per year for bi-weekly recycling pickup. To be fair, apartment/condo occupants will need to pay (directly or indirectly) for participation in this service as well.

CAO R. Stoutenberg questioned if Council should set the following goals by year end.

1. Have a least 50% of the apartments participating in a recycling program.
2. Develop an educational program aimed at the commercial market on the importance of recycling.

Council agreed with the goals and indicated that it would be good if 100% of apartments were involved in the recycling program. They also directed Lee Penner & Greg Switenky to work with M. Pederson on achieving these goals.

Mayor Richards thanked L. Penner and M. Pedersen for their informative presentation and expressed Council's sincere appreciation.

L. Penner and M. Pedersen departed the meeting at 7:32 p.m.

11. **Correspondence Con't:** (b) Alta Gas Utilities
(c) EDA's Economic Development for Elected Officials
(d) One Person's Trash is Another Person's Treasure

(e) Canadian Red Cross

Motion 11:01:07

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

MOTION CARRIED
Unanimous

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

13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

Motion 11:01:08

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

MOTION CARRIED
Unanimous at 7:33 p.m.

Mayor

Assistant CAO