

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, MAY 16, 2011 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, D. Bachman, M. Fischer, L. Thorogood  
(via teleconference), P. Simons & S. Wildeboer  
  
CAO R. Stoutenberg  
Assistant CAO G. Switenky  
  
Press (2)  
Public (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 11:05:21** Moved by Councillor Bachman to approve the agenda as presented with the following addition:

12(a) Performing Arts Centre (PAC) Advisory Board re: Request for Funding (Lighting)

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held May 3, 2011

**Motion 11:05:22** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on May 3, 2011 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the May 3, 2011 Meeting Minutes

CAO R. Stoutenberg informed Council that the Town has been awarded \$399,091 from the Alberta Municipal Water/Wastewater Partnership. This funding represents 42.1% of the total cost for the new storage cell; as part of the larger sewage lagoon project.

(c) Minutes of the Committee of Whole Meeting Minutes held May 10, 2011

**Motion 11:05:23** Moved by Councillor Simons that the Minutes of the Committee of the Whole Meeting held on May 10, 2011 be approved as presented.

MOTION CARRIED  
Unanimous

(d) Business Arising from the May 10, 2011 Committee of the Whole Meeting Minutes

None

4. **Citizen's Forum:** (a) No one present desired to speak during the Citizen's Forum
5. **Delegations:** (a) None
6. **Administration:** (a) Committee of the Whole Recommendation re: Snow and Ice Control Policy XV-1(b)

CAO, R. Stoutenberg advised that the Committee of the Whole recommended to Town Council to incorporate Option C into Policy XV-1(b) being the Snow and Ice Control Policy. Further, that the Town focuses on education and bylaw enforcement through the waterbills and website in October 2011.

Town Council reviewed Map #3 as presented highlighting the 3 newly created priority routes and the order in which they will be completed.

Discussion ensued regarding mitigation of the Town's exposures to liability. Further it was mutually agreed that bylaw enforcement initiatives resulting from this policy change need to be tempered somewhat; especially early in the upcoming winter season while affected property owners become aware of their new responsibilities.

**Motion 11:05:24**

Moved by Councillor Campbell that the Town of Stettler Council approve the Snow and Ice Removal Policy XV-1(b) as presented.

MOTION CARRIED  
Unanimous

- (b) Memo re: 2011 Operating Budget & Tax Rate Bylaw 2013-11

Assistant CAO, G. Switenky presented the 2011 Operating Budget and reviewed the information presented in the Memorandum.

The 2011 Operating Budget has been prepared based on the approved 3 year 2011 – 2013 Interim Operating Budget (December 21<sup>st</sup>, 2010), the approved 2011 Capital Budget (January 18, 2011) and includes several adjustments that are considered necessary due to improved forecasting.

Councillor Wildeboer entered the meeting at approximately 6:50 p.m.

Property values for 2011 assessment purposes increased by \$30.59 million (4.86%) over 2010 including \$6.92 million (1.1%) due to new construction growth, \$20.15 million (3.2%) due to annexation, and \$3.52 million (0.56%) due to inflation.

The combined 0.56% inflationary increase is comprised of the following breakdown by class: existing residential properties appreciated by an average of 0.26% while non-residential properties appreciated by an average of 1.44%.

Relative tax shifting will occur between properties within the same tax class based on unequal inflationary changes, however, given the use of a split municipal tax (mill) rate no municipal tax burden shifting will occur between tax classes.

The 2011 Interim Operating Budget previously anticipated a 2% tax increase for municipal purposes from both tax classes, with school and housing authority tax impacts being extra. Since then the actual 2011 education and housing requisitions have been received and incorporated into the overall tax (mill) rate calculations.

Both external tax requisitions exceeded 2010 levels, however given new growth assessment there is actually less school tax required to be collected from the pre-existing Non-Residential class of properties. Effectively this creates an unequal sharing of the non-municipal tax burden between both classes.

A summary of 2011 Property Tax Options was prepared to quantify alternative cumulative financial/budgetary impacts at various taxation increases over 2010 levels. Committee of the Whole, on May 10<sup>th</sup>, 2011 reviewed and considered the various taxation options and ultimately directed Administration to present the 2011 Operating (Tax) Budget and Tax Rate Bylaw based on an average 3% municipal tax increase to pre-existing residential properties and an average 3% municipal tax increase to pre-existing non-residential properties.

Assistant CAO G. Switenky also noted that the average financial "Real Dollar" impact on each property class based on the combined property tax increase from all tax authorities is:

Residential	+2.99%
Non-Residential	+1.26%
Combined	+2.42%

Round table discussion ensued respecting impacts to the amount available for capital purposes and the optics of a responsible tax increase given the current economic climate in the community.

It was noted that the 2011 Municipal Sustainability Initiative grant for operating purposes has been reduced by \$171,738 over 2010 levels. This is a very significant amount of funding and Council is mindful of the importance to have an adequate amount of funds available in the organization.

The 2011 Operating Budget under Option #5 will generate \$4,099,400 in property taxation revenue for municipal purposes. The 2011 property tax increase, as presented will generate an additional \$118,181 for municipal purposes from pre-existing 2010 taxpayers and an additional \$41,817 will be generated for municipal purposes from new construction growth. The amount estimated to be available for Capital and/or Reserve Transfers is \$838,056.

Discussion continued regarding the necessity for this municipal tax increase and that the net impact on overall tax levels within both classes of property in Stettler for 2011 is relatively modest, reasonable and responsible.

Members of Council expressed their appreciation towards Administration for presenting Council with a clear and comprehensive set of taxation options to consider and debate.

**Motion 11:05:25**

Moved by Councillor Bachman that the Town of Stettler Council adopt, per Section 242(1) of the Municipal Government Act, the 2011 Operating Budget for the Town of Stettler as per Option #5 with combined expenditures and transfers totaling \$14,849,490 and with an average municipal tax class increase as follows:

Residential	3%
Non-Residential	3%

MOTION CARRIED (6-1)  
Opposed: Councillor Campbell

Mayor Richards with the mutual consent of Council varied the order of the agenda to consider Agenda Item 10(a) Bylaws.

10. **Bylaws:**

(a) 2013-11 re: Tax Rate Bylaw

Mayor Richards explained that Bylaw 2013-11 is to authorize the rates of taxation to be levied against assessable property within the Town of Stettler in the Province of Alberta for the 2011 Taxation Year.

**Motion 11:05:26**

Moved by Councillor Thorogood that the Town of Stettler Council give first reading to Bylaw 2013-11.

MOTION CARRIED (6-1)  
Opposed: Councillor Campbell

**Motion 11:05:27**

Moved by Councillor Wildeboer that the Town of Stettler Council give second reading to Bylaw 2013-11.

MOTION CARRIED (6-1)  
Opposed: Councillor Campbell

**Motion 11:05:28**

Moved by Councillor Bachman that the Town of Stettler Council give permission for third and final reading to Bylaw 2013-11.

MOTION CARRIED  
Unanimous

**Motion 11:05:29**

Moved by Councillor Simons that the Town of Stettler Council give third and final reading to Bylaw 2013-11.

MOTION CARRIED (6-1)  
Opposed: Councillor Campbell

(c) Memo re: Seniors Citizens Week Activities

Town Council reviewed the memorandum regarding Senior Week activities June 6-12, 2011.

It was highlighted that on May 31, 2011 at 11:00 a.m. the Mayor and Reeve will sign the proclamation at Heart Haven Lodge with representatives from the seniors in the community.

Members of Council coordinated their attendance throughout the week regarding representation at Heart Haven Lodge, Willow Creek Lodge, Paragon Place and the Seniors Drop-In Centre:

Heart Haven Lodge June 7 12:00 Noon Councillors Thorogood & Wildeboer  
Willow Creek Lodge June 8 12:00 Noon Councillor Fischer  
Paragon Place June 9 11:30 A.M. Reschedule due to conflict  
Seniors Drop-In Centre June 9 3:00 P.M. Councillors Campbell, Simons & Fischer

(d) Memo re: Distinguished Service Award

CAO R. Stoutenberg explained that the purpose of the AUMA Distinguished Service award is to recognize Elected Officials of Alberta Urban Municipalities who have served twenty (20) years on their Municipal Council.

As Redford Peeples has served as Town of Stettler Mayor from 1992-1995 (3 years) and Councillor from 1971-73, 1986-89, 1998-2010 (17 years) totaling 20 years, Administration is recommending nominating Redford Peeples for this award.

Nominations are to be forwarded to AUMA on or before June 30<sup>th</sup>. After Board approval, recipients will be notified of their selection and the AUMA will post all the nominations and the successful applicants on the AUMA MuniLink web-site prior to the Annual Convention.

**Motion 11:05:30**

Moved by Councillor Campbell that the Town of Stettler Council with pleasure and sincere gratitude nominate Redford Peeples for the AUMA Distinguished Service award to recognize his twenty (20) years of service on Municipal Council.

MOTION CARRIED  
Unanimous

(e) Development Agreement re: Points West 88-Unit Seniors Supportive Living Facility

CAO R. Stoutenberg explained that the applicant is proposing development inclusive of a new 88 Unit Seniors Supportive Living Facility with 16 Independent Living Apartments. The proposed development meets the requirements set in our Land Use Bylaw and therefore the Development Officer can issue the development permit.

Upon subdivision of the property the Town required:

1. That the applicant shall enter into, and comply with the terms and conditions of a Development Agreement with and to the satisfaction of the Town of Stettler, in accordance with Section 655 of the Municipal Government Act, as amended, with regard to all municipal improvements such as: water supply; sewage disposal; storm water management; shallow utilities; road and pathway improvement to include on and off-site roads, property accesses, a lighted crosswalk at 44 Avenue/70 Street, and curbing along 44 Avenue/70 Street.
2. That the applicant shall pay to the Town in respect to an "oversize improvement costs" agreement for which the subdivided parcels benefitted from the installation of utilities adjacent to their parcel by another developer.

Based on the nature of the partnership between the land owner and the developer, the Town deferred the Development Agreement to the Permit Application Stage.

Proposed is the Town of Stettler's standard Development Agreement with some unique conditions:

- Oversize and Boundary Improvements – These costs are based on the property frontage of municipal improvements. This development is directly benefitted from the oversize and boundary municipal improvements and therefore recoverable costs are identified in the Development Agreement.
- Road Work System – The municipal improvements including but not limited to curb and gutter, pathway connections, sidewalk, crosswalk with solar pedestrian crossing lights, signage, line painting, asphalt work, base and sub-base work, and landscaping of ditches.
- Storm Water Drainage System - including, but in no manner limited to, storm sewers, storm sewer connections, storm water mains, storm retention ponds, catch basins, catch basin leads, manholes and associated works, all as and where required by the Municipality.
- Security – The form of a Letter of Credit to the Town of Stettler for the security in respect of the Development Area, shall be an amount equal to One Hundred (100%) percent of the estimated costs of constructing and installing all of the Municipal Improvements.

It was noted that the developer is very professional and does not dispute addressing any of the pre-mentioned conditions associated with this large development agreement.

**Motion 11:05:31**

Moved by Councilor Fischer that the Town of Stettler Council approve the proposed development agreement; as substantively presented, for implementation with Points West Living Stettler prior to any work commencing.

MOTION CARRIED  
Unanimous

- (f) Bank Reconciliation as of April 30, 2011

**Motion 11:05:32**

Moved by Councillor Wildeboer that the Bank Reconciliation as of April 30, 2011 be accepted as presented.

MOTION CARRIED  
Unanimous

- (g) Accounts Payable in the amount of \$221,192.32

**Motion 11:05:33**

Moved by Councillor Fischer that Accounts Payable in the amounts of \$46,734.76 & \$174,457.56 for the period ending May 12, 2011 for a total amount of \$221,192.32 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Richards
- May 3 - Meeting with Meadowlands Developer.
  - May 6 - Town Office duties.
    - Rotary Wine Night.
  - May 8 - Met with Assistant CAO re: Budget.
    - Bashaw Art Show.
  - May 9 - Meeting with County Reeve and Town CAO.
    - Joint Town/County Meeting.
  - May 10 - Committee of the Whole Meeting.
  - May 11 - Todd Hirsch, Economist ATB.
  - May 12 - CAEP Community Café.
    - Regional Fire Cost-Share Meeting.
  - May 13 - Town Office duties.
- (b) Councillor Bachman
- May 9 - Joint Town/County Meeting.
  - May 10 - Committee of the Whole Meeting.
  - May 11 - Todd Hirsch, Economist ATB.
  - May 12 - Parkland Regional Library Meeting in Lacombe.
- (c) Councillor Campbell
- May 9 - Joint Town/County Meeting.
  - May 10 - Committee of the Whole Meeting.
  - May 11 - Todd Hirsch, Economist ATB.
  - May 12 - CAEP Community Café.
- (d) Councillor Fischer
- May 10 - Committee of the Whole Meeting.
  - May 12 - CAEP Community Café.
    - Regional Fire Cost-Share Pre-Meeting.
    - Regional Fire Cost-Share Meeting.
- (e) Councillor Simons
- May 6 - Lodge Program Review in Red Deer.
  - May 9 - Joint Town/County Meeting.
  - May 10 - Board of Trade Meeting.
    - Committee of the Whole Meeting.
  - May 11 - Todd Hirsch, Economist ATB.
  - May 12 - CAEP Community Café.
    - Regional Fire Cost-Share Meeting.
- (f) Councillor Thorogood
- No report.
- (g) Councillor Wildeboer
- May 5 - Beautification Committee Meeting.
  - May 9 - Joint Town/County Meeting.
  - May 10 - Board of Trade Meeting.
    - Committee of the Whole Meeting.
    - Regional Fire Cost-Share Meeting.
  - May 12 - Regional Fire Cost-Share Meeting.

8. **Minutes:** (a) None

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) 2013-11 re: Tax Rate Bylaw

This item was dealt with earlier in the meeting under Administration 6(a).

11. **Correspondence:** (a) Albertans Lead Country in Average Weekly Earnings Hike

**Motion 11:05:34**

Moved by Councillor Campbell that correspondence item 11(a) be accepted for information.

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) Performing Arts Centre (PAC) Advisory Board re: Request for Funding (Lighting)

Councillor Simons firstly clarified that he is the Chairman of the PAC Advisory Board in his capacity as a School Board Trustee in Stettler.

It was mutually agreed and accepted that no conflict exists under these circumstances.

Council reviewed correspondence from the PAC Advisory Board.

The PAC Advisory Board would like to apply for \$40,000 in funding from the Town of Stettler's cultural project reserve as a contribution to an overall replacement and upgrade of the lighting system in the Performing Arts Centre and asks that you accept this letter as our formal request.

The current lighting system in the PAC has been in place since the facility was first built in 1986. While the system has been kept going through a patchwork of little fixes over the years, progressively more serious issues have been experienced lately.

Particularly, during the 2011 Stettler Music Festival major problems were experienced in keeping the lights operational. The PAC Board believes that it is only a matter of time before the current system fails completely.

The PAC Board would like to replace the current analog dimmer switches with new digital switches. Additionally, the lighting board (control board) situated in the sound booth would also be replaced. An estimate obtained by the Board indicates that the full cost of this project would be approximately \$100,000.

Presently the Board has \$18,000 in fundraised reserves and has plans for additional fundraising efforts towards this project and other needed capital repairs at the PAC. As well, the Board is awaiting a response from Alberta Culture and Community Spirit regarding a CFEP grant submitted by a member group for funding related to the lighting upgrade.

While this request for funding from the Town of Stettler would not completely fund this project, it would be very helpful for the PAC Board as it would allow us to immediately begin replacement of the dimmer switches which is considered to be the main problem with keeping the lighting system functioning at present. Addressing this pressing concern immediately would buy us time to secure the additional funds required for the full upgrade and also ensure that no scheduled community events are jeopardized by lack of a proper lighting system.

The PAC committee believes that the Performing Arts Centre is an integral facility for Stettler's thriving arts groups and contributes great value to our committee as a whole.

Discussion ensued whether the Clearview School Division has approved any contribution towards their fair share of this needed and undisputed replacement project.

Discussion continued regarding the overall level of funding that the Town should fairly contribute towards this lighting replacement project.

The PAC is a valued community use facility. It is owned and operated by the Clearview School Division, however has the mutual and enduring cooperation of the Town of Stettler, the County of Stettler and community organizations.

It was noted that the Town has \$45,000 available in an Arts & Cultural Reserve (2011).

**Motion 11:05:35**

Moved by Councillor Thorogood that the Town of Stettler table this item to the first meeting in June.

MOTION CARRIED  
Unanimous

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

14. **Adjournment:**

**Motion 11:05:36**

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

MOTION CARRIED  
Unanimous at 7:40 p.m.

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Mayor

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Assistant CAO