

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, OCTOBER 5, 2010 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Deputy Mayor Leona Thorogood  
  
Councillors D. Bachman, A. Campbell, D. Dennis, D. Garbutt &  
R. Peeples  
  
CAO R. Stoutenberg  
Assistant CAO G. Switenky  
  
Press (2)  
Public (2)

**Absent:** Mayor Dick Richards

**Call to Order:** Deputy Mayor L. Thorogood called the meeting to order at 6:30 p.m.

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

**Motion 10:10:01** Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED  
Unanimous

Deputy Mayor L. Thorogood welcomed candidates Will Brown (nominated for Mayor) and Dave Thiessen (nominated for Councillor) to the meeting and initiated introductions.

3. **Confirmation of Minutes:**

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

**Motion 10:10:02** Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on September 21, 2010 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the September 21, 2010 Meeting Minutes

None

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

5. **Delegations:** (a) None

6. **Administration:** (a) Memo re: Alberta Transportation Highway 12/70<sup>th</sup> Street Roadside Development Permit Application

CAO, R. Stoutenberg requested that Council defer this item to a later meeting in order to allow for engineering consideration of an alternative placement/extension of the waterline proposed by the developer (Wilfort) and the Town.

CAO R. Stoutenberg further acknowledged Councillor Dennis for his input/suggestion relating to the installation of municipal utility services for this new area of Stettler.

Brief discussion ensued regarding requirements of Alberta Transportation for roadside (highway) development and further clarification of the location of the waterline to be possibly looped in association with the developers plans.

Deputy Mayor L. Thorogood with the mutual consent of Council agreed to defer this item to allow for additional information to be prepared for presentation to Council.

(b) Request for Decision re: Wilfort Subdivision

CAO, R. Stoutenberg advised that the applicant (Steve Wilfort) is proposing to create one 6.22 Acre Highway Commercial Lot on the SE ¼ 1-39-20-W4.

CAO R. Stoutenberg explained that the proposed subdivision of a 6.22 acre Highway Commercial parcel is located within an area that has been recently annexed into the Town of Stettler. Alberta Transportation has indicated that access to the proposed subdivision must be provided by an existing service road that fronts onto the parcel. Five Highway Commercial parcels have been previously subdivided from the quarter section. The remaining portion of the quarter section is within the Agricultural District.

It was noted that the applicant is working with Town of Stettler Planning staff on an Area Structure Plan for the remainder of the quarter section which can accommodate residential and commercial development.

Discussion ensued regarding aspects of the development/servicing plans for this area recently annexed into the Town of Stettler (2010).

**Motion 10:10:03**

Moved by Councillor Campbell that the Town of Stettler Council approve Subdivision Application 2010-02 as presented with the following conditions:

That the application for one 6.22 acre Highway Commercial Parcel as shown on the Tentative Plan of Subdivision has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations and having considered adjacent landowner(s) submissions, it is recommended that the application be approved as per Tentative Plan for the following reasons:

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. All outstanding Property Taxes to be paid to the County of Stettler No. 6 as per Section 654 (1) (d) of the Municipal Government Act.

3. 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, on-site roads and other utilities as may be required.
4. The Applicant shall prepare and submit to the Town for approval, at no cost to the Town, engineering design drawings that are required for the construction of municipal improvements.
5. The issuance of a Construction Completion Certificate for the municipal improvements to the Town's satisfaction, pursuant to the subdivision development agreement referenced above.
6. Reserves shall be deferred to the remainder of the quarter section, pursuant to Section 669 of the Municipal Government Act.

Town Council also required that:

- a. The developer is responsible for making suitable arrangements with utility companies for provision of all services and/or necessary easements for utility rights-of-way.
- b. Any existing instruments on the land title in favour of the users of lease roads, pipelines or other oil and gas facilities or other infrastructure shall be carried forward to the land title of the proposed parcel.

MOTION CARRIED  
Unanimous

(c) Memo re: Joint Election in Stettler with Clearview School Division #71

Assistant CAO, G. Switenky advised that the Town's Returning Officer received notice from the Secretary – Treasurer of the Clearview School Division #71 requesting approval of an Agreement authorizing the Returning Officer of the Town to be responsible for the conduct of a Joint 2010 General Election, within the Town of Stettler (common area).

Section 3 of the *Local Authorities Election Act* states that, "An elected authority may by resolution enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdictions that do not have contiguous boundaries but do have areas in common."

The Town has conducted joint elections with the Clearview in the past for the area within the Town's boundaries, specifically Clearview Ward No. 3. There are organizational, logistical and economic efficiencies, as well as clarity for the voting public when elections are jointly conducted.

Assistant CAO, G. Switenky explained that the attached standardized Election Services Agreement has been prepared by Provincial School Trustee Legal Council for use by all school divisions in the province. Primary cost saving will be realized, especially in the joint issuance of ballots and in the amount of people/time needed to count the votes.

Assistant CAO G. Switenky informed Council that a request has been made to the School's Legal Council to determine if the Agreement can accommodate a provision for School Trustee ballots to be made available at Institutional voting locations and for Incapacitated Electors at Home, if any.

**Motion 10:10:04**

Moved by Councillor Dennis that the Town of Stettler Council approve an agreement, as authorized under the *Local Authorities Election Act*, with the Clearview School Division #71 for the conduct of a joint 2010 General Election in the Town of Stettler. And that the Town's Returning Officer is responsible for the conduct of the election with costs to be shared on a fair, equitable and reasonable basis.

MOTION CARRIED  
Unanimous

(d) Request to Waive Winter Garbage/Recycling Charges

Assistant CAO, G. Switenky explained that a request to waive the garbage and recycling fees during the winter months while the homeowner is away has been received. The customer would like the water service to remain connected and for the Town to waive the garbage and recycling flat monthly base rate fees during the time they are away (approximately 5 months).

The Town offers the customer the following options for their utility services during their absence:

1. Turn water off at the curb stop – all services will be disconnected until further notice and no base fees will be charged during this period. This procedure guarantees that customers that are away do not have to pay for services they are not using. This will result in the customer saving \$43.50 per month in flat fees.
2. Leave water on at the curb stop – all services will be available and the applicable flat base rates will be charged each month.

The flat base rate charges for water, sewer, garbage and recycling are based on providing a universal level of service to all residential consumers, not just on individual usage. This method allows the fixed costs for providing the service to be spread out over all applicable properties.

The rationale for this service delivery fee structure is directly correlated with the municipality's annual costs to provide these services universally to all residential properties. The majority of our costs and resulting fees to our residents are externally driven. Firstly, the municipality must pay an annual fee for the Town's share of landfill/transfer station operations. This large annual operational fee is shared regionally based on population and not on usage.

Secondly, the contractor that the Town utilizes to collect both garbage and recycling is contractually paid based on the number of occupied residential properties and not the actual number of pick-ups in any given month (deemed occupied if connected for water services).

Therefore the Town is unable to achieve any cost savings to match absences from the community, unless there is a disconnection from our system.

The Town's utility system has no recording system in place to track customers that are temporarily away for partial times of the year. In the past a manual system of reversing garbage charges led to errors and missed billings and the practice was stopped. And further that, by manipulating the billing system to allow for only a partial level of basic municipal services for any single property the Town risks eroding universality and therefore its ability to fundamentally provide affordable basic services for all residents.

Discussion ensued regarding the customer costs associated with disconnection being \$0 and the affordability of the reconnection charge being \$50.

**Motion 10:10:05**

Moved by Councillor Peeples that the Town of Stettler Council uphold the existing procedural options for municipal utility customers during winter absences.

MOTION CARRIED (5-1)  
Opposed: Councillor Campbell

Administration will forward a letter of decision with explanation to the homeowner.

(e) Parkland Regional Library Proposed 2011-2013 Budget

CAO, R. Stoutenberg explained that the Parkland Regional Library Board requests that the Town of Stettler Council approves or disapproves their budget before October 29<sup>th</sup>, 2010 so that any problems or concerns could be addressed at the Parkland Regional Library Board Meeting on November 4<sup>th</sup>.

The per capita annual fee is increasing from \$6.77 in 2010 to \$6.97 in 2011. The per capita rate increase of \$0.20 represents an expenditure increase of \$1,168 in the Town's 2011 Operating Budget.

The three year 2011-13 Parkland Regional Library Budget was briefly reviewed. Discussion ensued regarding various line items included in the proposed budget and the benefits realized at the Stettler Public Library for the Town's membership.

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year.

It was noted that the Parkland Regional Library has formally changed their investment policy to restrict the types of investment options that are available to protect and preserve capital.

**Motion 10:10:06**

Moved by Councillor Bachman that the Town of Stettler Council approve the Parkland Regional Library 2011 Budget as presented.

MOTION CARRIED  
Unanimous

- (f) Cancellation of October 19, 2010 Council Meeting (New Meeting Dates)  
- Organizational – October 27 at 12:00 Noon  
- Orientation/Tour – October 28 at 8:00 A.M. (Full Day)  
- Operating Budget – November 9 at 3:00 – 7:00 P.M.  
- Capital Budget – December 14 at 3:00 – 7:00 P.M.

CAO, R. Stoutenberg advised that given the General Municipal Election on Monday, October 18, 2010, therefore the Tuesday, October 19, 2010 regular meeting should be cancelled.

Council members reviewed the proposed post election meeting schedule for planning purposes.

**Motion 10:10:07**

Moved by Councillor Garbutt that the Town of Stettler Council cancel the regular scheduled Council Meeting on October 19, 2010 and that Council approve that the 2010 Organizational Meeting be held on October 27, 2010 at 12:00 Noon.

MOTION CARRIED  
Unanimous

It was noted that orientation/budget session dates were accepted for information purposes.

- (g) Discussion Meeting Opportunity with AUMA Convention November 23/24 – Alberta Environment – Possible Agenda Items:
1. Red Willow Creek Flood Control Measures – Phase I  
- Compensation for Work Done in 2001 - \$266,000
  2. Red Willow Creek Flood Control Measures – Phase II  
- Estimated Costs Capital Forecast 2011 Red Willow Creek Culvert – \$1.2 Million  
- 2011-2012 Flood Control Measures Dyking - \$160,000

Discussion ensued regarding the past history respecting the condition of the existing culvert behind the Super 8 Motel.

It was also noted that Alberta Environment should also be reminded of the status of existing contaminated sites in Stettler. Other possible meetings to coordinate are with Alberta Transportation, Alberta Health Services, RCMP and with the MLA.

CAO, R. Stoutenberg will inform Council members as meetings are verified.

- (h) CAO Report

**Motion 10:10:08**

Moved by Councillor Bachman that the Town of Stettler Council accept the CAO Report as presented.

MOTION CARRIED  
Unanimous

- (i) Accounts Payable in the amount of \$844,281.74

**Motion 10:10:09**

Moved by Councillor Campbell that Accounts Payable in the amounts of \$648,766.45 & \$195,515.29 for the period ending October 1, 2010 for a total amount of \$844,281.74 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Richards  
- No report – absent from meeting.
- (b) Councillor Bachman  
- Sept 29 - Signed FCSS cheques.
- (c) Councillor Campbell  
- Oct 5 - - Signed Stettler Waste Management cheques.
- (d) Councillor Dennis  
- Oct 5 - - Ambulance Board Meeting.
- (e) Councillor Garbutt  
- No meetings to report.
- (f) Councillor Peebles  
- Sept 24 - Regional Fire Authority Meeting.
- (g) Councillor Thorogood  
- Sept 21/26 - Annual Rummage Sale.  
- Sept 30 - DTHR Health Trust Meeting.  
- Oct 4 - Discussions with practitioner re: Communications between medical and political stakeholders.  
- Youtube for Election.
8. **Minutes:** (a) None
9. **Public Hearing:** (a) None
10. **Bylaws:** (a) 1999-10 re: Debenture Bylaw – Lagoon Storage Cells
- CAO R. Stoutenberg explained that Bylaw 1999-10 is to incur capital indebtedness by the issuance of long-term borrowing in the amount of up to five hundred and seventy five thousand one hundred and fifty one dollars (\$575,151) for the purpose of financing the upgrading the lagoon storage cells.
- This bylaw was advertised for two weeks on September 1 & 8, 2010 and is before Council for second and third readings.

**Motion 10:10:10**

Moved by Councillor Peeples that the Town of Stettler Council give second reading to Bylaw 1999-10.

MOTION CARRIED  
Unanimous

**Motion 10:10:11**

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 1999-10.

MOTION CARRIED  
Unanimous

(b) 2000-10 re: Debenture Bylaw – Wastewater Treatment Facility

CAO R. Stoutenberg explained that Bylaw 2000-10 is to incur capital indebtedness by the issuance of short-term borrowing in the amount of up to two million six hundred and forty four thousand six hundred and ninety two dollars (\$2,644,692) for the purpose of interim financing of the Wastewater Treatment Facility.

It was noted that once grant funding is received, then short term debt is repaid and replaced with long term debt at a lesser amount.

In accordance with the *Municipal Government Act* short term debt does not need to be advertised.

**Motion 10:10:12**

Moved by Councillor Bachman that the Town of Stettler Council give first reading to Bylaw 2000-10.

MOTION CARRIED  
Unanimous

**Motion 10:10:13**

Moved by Councillor Garbutt that the Town of Stettler Council give second reading to Bylaw 2000-10.

MOTION CARRIED  
Unanimous

**Motion 10:10:14**

Moved by Councillor Bachman that the Town of Stettler Council give permission for third and final reading to Bylaw 2000-10.

MOTION CARRIED  
Unanimous

**Motion 10:10:15**

Moved by Councillor Dennis that the Town of Stettler Council give third and final reading to Bylaw 2000-10.

MOTION CARRIED  
Unanimous

11. **Correspondence:**

- (a) Member Notice: Tips for Retaining Valued Employees
- (b) Alberta Health and Wellness
- (c) Stettler Annual Business & Citizenship Awards



- (d) Solar Power Could Mean Profit for Quinte West

**Motion 10:10:16**

Moved by Councillor Peeples that correspondence items 11(a) to 11(d) 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 10:10:17**

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

MOTION CARRIED  
Unanimous at 8:10 p.m.

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Mayor

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Assistant CAO