

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 3, 2007 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor J. Hunter

Councillors A. Campbell, S. Hurley, G. Majeran, R. Peebles,
& D. Richards

Town Manager R. Stoutenberg
Director of Finance & Administration G. Switenky

Press (2)

Absent:

Councillor L. Thorogood

Call to Order:

Mayor J. Hunter called the meeting to order at 6:30 p.m.

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

Motion 07:04:01

Moved by Councillor Richards to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held on March 20, 2007

Motion 07:04:02

Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on March 20, 2007 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the March 20, 2007 Minutes

(i) None

4. **Citizen's Forum:**

(a) None

5. **Delegations:**

(a) None

6. **Administration:**

(a) Memo re: Stettler Leisure Centre Financial Update

Town Manager, R. Stoutenberg advised that due to excellent cost control the Stettler Leisure Centre Project came in at \$5.967 million which is \$33,000 below the budget of \$6 million. The Fundraising Committee also substantially exceeded their expectation which has afforded the Town the ability to reduce the amount needing to be borrowed from \$1.5 million to \$1.375 million.

This reduction at an interest rate of 4.69% will save approximately \$13,700 per year in annual debt repayments. The overall project has a funding surplus in the amount of \$10,453.49 (after all committed funds are received).

Motion 07:04:03

Moved by Councillor Richards that the Town of Stettler Council accept the Stettler Leisure Centre Financial Position Summary dated March 28, 2007 and authorize Administration to spend the projected surplus funds in the amount of \$10,453.49 on additional (minor) items that will further enhance the pool/fitness facility.

MOTION CARRIED
Unanimous

(b) Memo re: Stettler Recreation Centre Design Committee

Town Manager, R. Stoutenberg advised that a Design Committee has been struck to look at the necessary upgrades to the original part of the Stettler Recreation Centre.

It was stated that 2008 Capital Budget projects that \$470,000 will be allocated towards upgrades at the Twin Arena and Library.

Motion 07:04:04

Moved by Councillor Hurley that the Town of Stettler Council establish an Ad Hock Committee, in accordance with Town policy, that will focus on Recreation Centre Design Upgrades 2008, and to appoint the following people to be representatives on this Committee:

Kevin Repchuk	Minor Hockey
Lee Penner	Town of Stettler
Phil Holton	Library
Mairead Lockhat	Figure Skating
Byron Geddes	Lightening
Doug Smith	Chill
Jane Skodople	Swim Club
Rob Stoutenberg	Town of Stettler
Sonia Dodd	Town of Stettler
Brian Wallis	Town of Stettler
Jim Hunter	Town Of Stettler Council

And further to invite the County of Stettler Council to appoint an Elected Official as a representative to the Committee.

MOTION CARRIED
Unanimous

(c) Memo re: Red Willow Creek Water Management Project

Town Manager, R. Stoutenberg advised that Tagish Engineering has completed their study of the proposed Red Willow Creek improvements. The project consists of lowering the creek bed from the weir gate at the Stettler Leisure Centre to an existing road culvert north of the sewage lagoons. This will prevent cattail growth which will increase flow velocities.

The project cost is estimated at \$371,820 of which 75% (approximately \$275,000) is eligible for grant funding through the Alberta Environmental Protection Water Management & Erosion Control Program.

Discussion ensued regarding the high priority for this 2007 Capital Budget net allocation and that \$46,820 in additional funding will be required from Town sources/reserves.

Motion 07:04:05

Moved by Councillor Peeples that the Town of Stettler Council approve lowering the Red Willow Creak Bed from the weir gate at the Stettler Recreation Centre to an existing road culvert north of the Sewage lagoons as recommended by Tagish Engineering. And further direct Tagish Engineering to proceed with the usual tendering process to complete the required work.

MOTION CARRIED
Unanimous

(d) Award of CAMRIF Application

Town Manager, R. Stoutenberg explained that Council previously (on February 20th, 2007) directed Administration to engage a professional engineering firm to recommend a growth related public utility project eligible for consideration under the terms of the Canada-Alberta Municipal Rural Infrastructure Funding (CAMRIF) Program.

In consultation with Tagish Engineering it was determined that they submit, for Council's consideration, a proposal for Engineering Services to prepare a Pre-Design Report for the construction of a wastewater collection system to meet the long-term servicing needs outlined in the recently completed 60 year Growth Study. Upon completion of the Report, the Consultant would prepare a competitive application to the Canada-Alberta Municipal Rural Infrastructure Fund under Category 2, for submission by the Town no later than May 31, 2007.

Motion 07:04:06

Moved by Councillor Campbell that the Town of Stettler Council approves Tagish Engineering undertaking Engineering Services to prepare a Pre-Design Report for the construction of a wastewater collection system, to meet the long-term servicing needs outlined in the recently completed Growth Study 2007 - 2067. And that upon completion of the Pre-Design Report, the Consultant would prepare a competitive application to the Canada-Alberta Municipal Rural Infrastructure Fund under Category 2, for submission by the Town no later than May 31, 2007. And further that the budget be revised from \$20,000 to \$25,700.

MOTION CARRIED
Unanimous

(e) Memo re: Folder/Inserter Machine

Town Manager, R. Stoutenberg noted that the 2007 Capital Budget allocates \$18,000 for the purchase of a Folder/Inserter Machine which will greatly reduce the staff time required to process regularly occurring large mailings.

Office personnel were given site demonstrations from two major manufacturers and concluded that the lower priced Neopost machine from Stielow Canada performed satisfactorily during a typical monthly water bill/newsletter mailing.

Discussion ensued regarding the associated warranty period and the option to purchase a maintenance agreement at a later date.

Motion 07:04:07

Moved by Councillor Majeran that the Town of Stettler Council accept the low bid from Stielow Canada in the amount of \$18,000 (tax out) for the purchase of a Neopost SI-62 Professional Folder/Inserter Machine.

MOTION CARRIED
Unanimous

(f) Request for Subdivision re: 2005-13

Town Manager, R. Stoutenberg advised that the applicants (John K. & Karen Simon) are proposing to create three industrial lots on Lot 9, Block 7, Plan 762 1217. The proposed subdivision is located at 4703 – 41 Avenue.

The west lot to be created will be 2681 sq. meters, the middle lot will be 2594 sq. meters and the east lot to be created will be 2622 sq. meters. The proposed subdivision is zoned I – Industrial and meets requirements for this Land Use District.

Motion 07:04:08

Moved by Councillor Peeples that Request for Subdivision 2005-13 from John K. & Karen Simon to create three (3) industrial lots on Lot 9, Block 7, Plan 762 1217 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 landowners submissions the Town of Stettler Council approves the Request for Subdivision as per the tentative plan for the following reasons:

1. That the application is consistent with Section 7 of the *Subdivision and Development Regulations*.
2. The application is consistent with the Municipal Development Plan.
3. There are no major development constraints.
4. No Municipal reserves are owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2005-13 subject to the following conditions:

1. Subdivisions to be effected by a plan of Survey, pursuant to Section 657 of the *Municipal Government Act*.
2. That the developer supplies individual water & sanitary service to each new parcel(s) being created as per the Town of Stettler's Water Works Bylaw.
3. The developer is responsible for making suitable arrangements with the utility companies for provision of services and/or necessary easements.

4. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED
Unanimous

(g) Memo re: Clearview Subdivision

Councillor G. Majeran declared a possible conflict of interest given his employment with the Clearview School Division No. 71 and by departing the meeting excused himself from discussion and voting on this matter.

Town Manager, R. Stoutenberg reviewed the memorandum from Wes Holowachuk, Development Officer. It was noted that Clearview School has requested a subdivision approval extension in accordance with Section 681 1(a) of the *Municipal Government Act*. It was stated that the purpose of the extension is to appropriately deal with a road closure prior to subdivision.

Mayor Hunter concluded that the Special Council Meeting that was scheduled to be held on April 10th, 2007 (to consider this application) will no longer be necessary.

Motion 07:04:09

Moved by Councillor Hurley that the Town of Stettler Council agrees with the Clearview School Board to extend the time prescribed in the Subdivision and Development Regulations for Council to make a decision on their Application for Subdivision (2007-04); to allow for proper road closure procedures to take place. And further that the Special Council Meeting that was scheduled to be held on April 10th, 2007 (to make a decision on Application for Subdivision 2007-04) be cancelled given this extension.

MOTION CARRIED
Unanimous with the abstention of
Councillor Majeran

Councillor G. Majeran returned to the meeting.

(h) Financial Statements for the Year Ended December 31, 2006

Director of Finance and Administration, G. Switenky presented and reviewed the financial results included in the Town's 2006 Consolidated Financial Statements and 2006 Municipal Financial Information Return.

In addition, the following documents were presented for Council's consideration: 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 and Review.

The Auditors' Report(s) states that in the Auditors' opinion the Financial Statements present fairly, in all material respects, the Town's financial position and financial results in accordance with Canadian Generally Accepted Accounting Principles (GAAP) for municipal governments.

Cash and debt levels, as well as changes in reserve balances were highlighted for Council's information.

It was 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 results. However, budget figures are required to be included on the audited consolidated statements for comparative purposes.

Motion 07:04:10

Moved by Councillor Majeran that the Town of Stettler Council accept the 2006 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2006 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 February 8, 2007.
4. The Auditors' Report on the 2006 Consolidated Financial Statements, dated February 8, 2007.
5. The Auditors' Report on the 2006 Municipal Financial Information Return dated February 8, 2007.

MOTION CARRIED
Unanimous

(i) Town Manager's Report

Motion 07:04:11

Moved by Councillor Campbell that the Town of Stettler Council approve the Town Manager's Report for the month of February as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$193,317.23

Motion 07:04:12

Moved by Councillor Richards that Accounts Payable for the period ending March 28, 2007 in the amount of \$193,317.23 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Mar 21 - Annexation Open House.
- Mar 23 - Town Office duties.
- Mar 27 - Special Council Meeting.

- Mar 30 - Town Office duties.
- Apr 2 - Recreation Centre Meeting.

(b) Councillor Campbell

- Mar 21 - Annexation Open House.
- Mar 22 - Municipal Planning Commission.
- Mar 23 - Mayors Meeting in Red Deer.
- Mar 27 - Special Council Meeting.
- Mar 29 - Parkland Regional Library Board Meeting.

(c) Councillor Hurley

- No meetings to report.

(d) Councillor Majeran

- Mar 21 - Annexation Open House.
- Mar 22 - Municipal Planning Commission Meeting.
- Mar 27 - Special Council Meeting.

(e) Councillor Peeples

- Mar 21 - Annexation Open House.
- Mar 22 - Regional Water Meeting.
- Mar 27 - Special Council Meeting.

(f) Councillor Richards

- Mar 26 - Ambulance Negotiations.
- Mar 27 - Special Council Meeting.
- Ambulance Negotiations.

(g) Councillor Thorogood

- No report – absent from meeting.

8. **Minutes:**

- (a) Heartland Beautification Committee Meeting of March 19, 2007
- (b) Municipal Planning Commission Meeting of March 22, 2007
- (c) Highway 21 Community Initiatives Society Special Meeting of March 12, 2007
- (d) Red Deer River Municipal Water Users Group Meeting of January 18, 2007

Motion: 07:04:13

Moved by Councillor Peeples that the Minutes, items 8(a) to 8(d) inclusive be accepted for information.

MOTION CARRIED
Unanimous

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9. **Public Hearings:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Alberta Municipal Water/Wastewater Partnership
(b) Federation of Canadian Municipalities
(c) Minister's Council on Municipal Sustainability Releases Final Report
(d) Alberta Tourism, Parks, Recreation & Culture
(e) Alberta Health & Wellness

Motion: 07:04:14 Moved by Councillor Majeran that correspondence items 11(a) to 11(e) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Additions:** (a) None
- Mayor Hunter recessed the meeting at 7:30 p.m.
- Mayor Hunter reconvened the meeting at 7:35 p.m.

13. **In-Camera Session:** (a) Possible Land Sale
(b) Annexation

Motion 07:04:15 Moved by Councillor Campbell that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager and Director of Finance & Administration present to discuss the items as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 7:35 p.m.

Motion 07:04:16 Moved by Councillor Peoples that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 8:30 p.m.

14. **Adjournment:**

Motion 07:04:17 Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:30 p.m.

Mayor

Director of Finance & Administration