

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 18, 2006 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, S. Hurley, G. Majeran, R. Peeples,
D. Richards & L. Thorogood

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

Press (3)

Absent: None

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

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

Motion 06:04:16 Moved by Councillor Peeples to approve the agenda as presented with the following addition:

12(a) Rotary Oilmen's Dinner

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council of April 4, 2006

Motion 06:04:17

Moved by Councillor Richards that the Minutes of the Regular Meeting of Council held on April 4, 2006 be approved with the following amendment:

Page 2 – Item 6(b) to read Deputy Mayor Councillor Thorogood.

MOTION CARRIED
Unanimous

(b) Business Arising from the April 4, 2006 Minutes

None

(c) Minutes of the Committee of the Whole Meeting of April 11, 2006

Motion 06:04:18

Moved by Councillor Majeran that the Minutes of the Committee of the Whole Meeting held on April 11, 2006 be approved as presented.

MOTION CARRIED
Unanimous

(d) Minutes of the Special Council Meeting of April 11, 2006

Motion 06:04:19

Moved by Councillor Campbell that the Minutes of the Special Council Meeting of April 11, 2006 be approved as presented.

MOTION CARRIED
Unanimous

4. **Citizen's Forum:** (a) No one was present at the Citizen's Forum
5. **Delegations:** (a) None
6. **Administration:** (a) Memo re: Emmerson Stage 4 Site Prep & Underground Tender

Memo re: Emmerson Stage 4 Road & Lane Construction Tender

At the request of Town Manager R. Stoutenberg, Mayor Hunter with the mutual consent of Council agreed to delay discussion of these items until later in the meeting (after the In-Camera Session).

- (b) Memo re: 2006 Operating Budget & Mill Rate Bylaw 1931-06

Town Manager R. Stoutenberg presented the 2006 Operating Budget and reviewed the memorandum.

The 2006 Operating Budget has been prepared based on the approved 3 year 2006 – 2008 Interim Operating Budget (December 6th, 2005), the approved 2006 Capital Budget (December 20th, 2005) and includes several adjustments presented to Committee of the Whole on April 11th, 2006.

The 2006 Operating Budget includes an 8% property tax increase for municipal purposes and a corresponding 5.26% decrease for Education and Seniors Housing purposes. The actual tax impact will vary from property to property and between assessment classes based on market value forces.

Most residential properties will see a combined tax increase between 2% and 5%. Most non-residential properties will see little or no combined tax increase.

Discussion ensued regarding significant items impacting the 2006 Operating Budget.

The 2006 Tax Rate Bylaw has one municipal tax rate for all classes of property. Discussion ensued regarding Council's ability to create a separate non-residential municipal tax rate. This tax rate could be used to mitigate tax shifting that occurs between classes when values in one class appreciate significantly more than values in another class. In 2006 the entire residential class appreciated by 9% while the non-residential class appreciated by only 3%. Discussion continued regarding general pros and cons of a split municipal tax rate.

Motion 06:04:20

Moved by Councillor Richards that the Town of Stettler Council adopt, per Section 242(1) of the Municipal Government Act, the 2006 Operating Budget for the Town of Stettler as presented with expenditures and transfers totaling \$11,819,010.

MOTION CARRIED
Unanimous

Mayor Hunter with the mutual consent of Council varied the order of Agenda to consider Item 10(a); the 2006 Tax Rate Bylaw imposes a tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures set out in the 2006 Operating Budget.

10. **Bylaws:** (a) 1931-06 re: To Authorize the Rates of Taxation for the 2006 Taxation Year

Motion 06:04:21

Moved by Councillor Thorogood that the Town of Stettler Council give first reading to Bylaw 1931-06.

MOTION CARRIED
Unanimous

Motion 06:04:22

Moved by Councillor Peeples that the Town of Stettler Council give second reading to Bylaw 1931-06.

MOTION CARRIED
Unanimous

Motion 06:04:23

Moved by Councillor Hurley that the Town of Stettler Council give permission for third and final reading to Bylaw 1931-06.

MOTION CARRIED
Unanimous

Motion 06:04:24

Moved by Councillor Majeran that the Town of Stettler Council give third and final reading to Bylaw 1931-06.

MOTION CARRIED
Unanimous

Director of Finance and Administration G. Switenky informed Council that the 2006 Combined Assessment and Tax Notices will be mailed out in the last week of April.

6. **Administration Con't:** (c) Financial Statements for the year ended December 31, 2005

Director of Finance and Administration, G. Switenky presented and reviewed the financial results included in the Town's 2005 Consolidated Financial Statements and 2005 Municipal Financial Information Return.

In addition, the following documents were presented for Council's consideration: the Auditors' Reports (2), a Management Letter to Council, a statement of independence by the Auditor, a statement of audit aspects believed to be of interest to Council and Review Engagement Reports prepared to support funding received from the Alberta Municipal Sponsorship Program and the Alberta Lottery Fund.

The Auditors' Report states that the Financial Statements present fairly 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 stated 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 06:04:25

Moved by Councillor Majeran that the Town of Stettler Council accept the 2005 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2005 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 2, 2006.
4. The Auditors' Report on the 2005 Consolidated Financial Statements, dated February 2, 2006.
5. The Auditors' Report on the 2005 Municipal Financial Information Return dated February 2, 2006.
6. The Review Engagement Report on the Alberta Municipal Sponsorship Grant received in the amount of \$158,000 for Leisure Centre Site Development.
7. The Review Engagement Report on the Alberta Lottery Fund Other Initiatives Grant received in the amount of \$280,000 for the Stettler Leisure Centre.

MOTION CARRIED
 Unanimous

(d) Memo re: Integrated Recreation Software Quotes

Director of Finance & Administration, G. Switenky explained that quotations for recreation facilities software capable of being integrated with the Town's accounting software (Diamond/Great Plains) have been solicited from authorized suppliers as follows:

	<u>Maximum Solutions</u>	(Class) <u>Active Network</u>
Software	\$17,790	\$18,500
Maintenance	<u>\$ 2,215</u>	<u>\$ 4,625</u>
	\$20,005	\$23,125
Estimated Training	<u>\$ 3,375</u>	<u>\$14,440</u>
	\$23,380	\$37,565

The 2006 Capital Budget allocates \$22,625 for this item plus an additional \$16,810 for Diamond user licenses and software/internet integration (Trinus).

Recreation administrative staff received a tutorial on both systems and cannot justify the increased cost/training required to migrate to Class software. The existing stand alone financial management software in the Recreation Centre was purchased from Maximum Solutions a few years ago and recreation administration is comfortable using it.

It was stated that Maximum Solutions has provided responsive and exceptional service to the Town at a very low cost since the original installation.

The Town Purchasing Policy requires items over \$6,000 to be tendered or competitively quoted and items over \$15,000 submitted to Council for approval.

Motion 06:04:26

Moved by Councillor Peebles that the Town of Stettler Council approve the purchase of Recreation Facilities Software for the Stettler Recreation Centre from Maximum Solutions in the amount of \$23,380.

MOTION CARRIED
Unanimous

(e) Memo re: Emmerson Mobile Home Subdivision Lot Pricing

Town Council reviewed the memorandum from John Keith, Director of Operational Services regarding lot pricing for the new Emmerson Mobile Home Subdivision. 2006 lot prices have been determined using the formula adopted in 2003 for the adjacent mobile home subdivision. Pricing must recover all costs plus a mark-up. For 2006 the lot calculation is \$30.88 per square meter plus \$4,000 for lots without lane and \$6,500 for lots with lane access.

Sale prices of the lots range from \$27,331 without a lane to a pie shaped lot with a lane at \$41,523.

Discussion ensued regarding amenity pricing and that some lots seem to be too cheap.

Motion 06:04:27

Moved by Councillor Hurley that the Town of Stettler Council approve the Mobile Home Subdivision Lot Pricing as presented.

MOTION CARRIED (6 – 1)
Opposed: Councillor Richards

(f) May Newsletter Items

- Federal Census
- Heartland Beautification Plant Swap – May 13
- Mother's Day Brunch – May 14
- Water Smart Program
- Household Toxic Roundup – June 1, 2006
- Transfer Station Hours
- Residential Spring Rear Lane Clean-Up Reminder

(g) Bank Reconciliation as of March 31, 2006

Motion 06:04:28

Moved by Councillor Thorogood that the Bank Reconciliation as of March 31, 2006 be accepted as presented.

MOTION CARRIED
Unanimous

(h) Update re: Leisure Centre

Town Manager, R. Stoutenberg informed Council of the progress to date. The large job of tiling will take a while to complete.

(i) Accounts Payable in the amount of \$239,516.62

Motion 06:04:29

Moved by Councillor Richards that Accounts Payable for the period ending April 12, 2006 in the amount of \$239,516.62 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Apr 7 - School presentation on Local Government.
- Town Office duties.
- Apr 8 - Trade Fair.
- Apr 10 - Greetings at Rotary Farmer's Night.
- Apr 11 - Committee of the Whole Meeting.
- Special Council Meeting.
- Apr 13 - Town Office duties.

(b) Councillor Campbell

- Apr 7 - Trade Fair.
- Apr 10 - Municipal Planning Commission Meeting.
- Apr 11 - Committee of the Whole Meeting.
- Special Council Meeting.

(c) Councillor Hurley

- Apr 9 - Trade Show.
- Apr 10 - Internal Water Meeting.
- Apr 11 - Committee of the Whole Meeting.
- Special Council Meeting.

(d) Councillor Majeran

- Apr 7/8 - Trade Show
- Apr 10 - Municipal Planning Commission Meeting.
- Parks & Leisure Services Meeting.
- Apr 11 - Committee of the Whole Meeting.
- Special Council Meeting.

(e) Councillor Peeples

- Apr 5 - East Central Alberta Regional Water Services.
- Executive & General Water Meeting in Castor.
- Apr 9 - Trade Fair.
- Apr 10 - Municipal Planning Commission Meeting.
- Apr 11 - Committee of the Whole Meeting.
- Special Council Meeting.

(f) Councillor Richards

- Apr 9 - Trade Fair.
- Apr 11 - Committee of the Whole Meeting.
- Special Council Meeting.

(g) Councillor Thorogood

- Apr 9 - Trade Fair.
- Apr 11 - Committee of the Whole Meeting.
- Special Council Meeting.
- Apr 17 - FCSS General Meeting.

8. **Minutes:**

- (a) East Central Alberta Regional Water Commission Meeting of April 5, 2006
- (b) Stettler Parks & Leisure Services Board Meeting of April 10, 2006
- (c) Family & Community Support Services of March 20, 2006

Motion 06:04:30

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

MOTION CARRIED
Unanimous

9. **Public Hearing:**

- (a) None

10. **Bylaws:**

- (a) 1931-06 re: To Authorize the Rates of Taxation for the 2006 Taxation Year

This item was dealt with earlier in the meeting following item 6(b) re: 2006 Operating Budget.

11. **Correspondence:** (a) Coalbed Methane Drilling Project
(b) Federation of Canadian Municipalities
(c) Real Estate 2006 – Alberta Condo Boom

Motion 06:04:31

Moved by Councillor Thorogood that correspondence items 11(a) & 11(c) be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) Rotary Oilmen's Dinner – April 21, 2006

Mayor Hunter informed Council that he has been approached by organizers requesting the Town to purchase a table at a cost of \$400. Our MLA and MP will be in attendance. It was stated that Town policies don't allow for this, however individual Council Members are encouraged to attend at their own expense.

Discussion ensued regarding the pros and cons of financially supporting/sponsoring every function and event in the community verses picking and choosing.

It was decided to discuss the respective Town policy at a future Committee of the Whole Meeting.

Mayor Hunter recessed the meeting at 8:00 p.m.

Mayor Hunter reconvened the meeting at 8:06 p.m.

13. **In-Camera Session:** (a) Memo re: Purchase of 20 Lots in Emmerson Estates
(b) Memo re: WTP – Counter Offer for April 27th Negotiating Committee Meeting

Motion 06:04:32

Moved by Councillor Richards 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 8:06 p.m.

Motion 06:04:33

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

MOTION CARRIED
Unanimous at 10:20 p.m.

6. **Administration Con't:** (a) Memo re: Emmerson Stage 4 Site Prep & Underground Tender

Town Council reviewed the memorandum from John Keith, Director of Operational Services.

The Emmerson Stage 4 Site Prep & Underground Tender closed on April 5, 2006 with two bidders:

G.S. Holdings	\$1,420,532.00
Pro Tech Construction	Disqualified (Not received as per tender instructions)

Town Manager R. Stoutenberg informed Council that the entire budget for Emmerson Stage 4 was set at \$1,230,000 and that this is just one component.

Administration and the Town's Consulting Engineer (Tagish) recommend not awarding the contract for this part of the project given the tendered price is too expensive. Alternative methods will be investigating to try and obtain a more reasonable price for this component of the project.

Town Manager R. Stoutenberg informed Council that the Meadowlands 6B tenders close on Thursday April 20th, 2006 (for both deep utilities and surface improvements). Results of these tenders will provide comparative costing information.

Motion 06:04:34

Moved by Councillor Peebles that the Town of Stettler Council accept Administration's recommendation to reject the tender for Emmerson Stage 4 Site Prep & Underground Tender from G.S. Holdings Co. Ltd. in the amount of \$1,420,532 as being too costly for the municipality and direct Administration to investigate alternative pricing methods.

MOTION CARRIED
Unanimous

Memo re: Emmerson Stage 4 Road & Lane Construction Tender

Motion 06:04:35

Moved by Councillor Campbell that the Town of Stettler table the award of tender for Emmerson Stage 4 Road & Lane Construction to allow Administration time to investigate alternative pricing methods for site prep and underground services.

MOTION CARRIED
Unanimous

Memo re: Purchase of 20 Lots in Emmerson Estates

Motion 06:04:36

Moved by Councillor Hurley that the Town of Stettler Council direct Administration to inform 1139817 AB Ltd. (the Developer) that the Letter of Agreement for the purchase of future subdivided and serviced residential parcels in Emmerson Estates, with terms as substantively offered by the Town, is considered withdrawn by Council if not unconditionally accepted by the Developer, including the payment of the specified deposit, on or before 12:00 p.m. (Noon) on the 24th day of April, 2006.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 06:04:37

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

MOTION CARRIED
Unanimous at 10:23 p.m.

Mayor

Director of Finance & Administration