

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 17, 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
Administrative Assistant S. Mayer

Press (2)

Absent: Director of Finance & Administration G. Switenky

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

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

Motion 06:01:13 Moved by Councillor Richards to approve the agenda as presented with the following addition:

13(b) In-Camera Session
re: Water Plant Negotiation Meeting Update

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 3, 2006

Motion 06:01:14 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on January 3, 2006 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 3, 2006 Minutes

None

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

5. **Delegations:** (a) 7:30 P.M. – Blair Birch re: Associated Engineering WTP Upgrade Analysis

Dealt with later in the meeting.

6. **Administration:** (a) Memo re: Council Remuneration and Reimbursement

Town Manager R. Stoutenberg informed Council that members of Council present at the January 3rd, 2006 Regular Council Meeting (4 of 7) mutually consented to discuss Council Remuneration and Reimbursement, Policy II-3(b) however, only to develop a recommendation for consideration and/or ratification at a subsequent Council meeting.

Mayor Hunter concluded that the recommendation from January 3rd, 2006 should be separated into individual recommendations for debate purposes. This will enable Council Members to consider and vote on each recommendation either as presented or with individual amendments/modifications thereto.

Round table discussion was held on an item by item basis.

Motion 06:01:15

Moved by Councillor Peeples that Town Policy II-3(b) respecting Council Remuneration will continue to follow the existing format, including a lump sum Annual Remuneration for the Mayor and Councillors with additional Per Diems paid for extra-ordinary purposes only.

MOTION CARRIED
Unanimous

Motion 06:01:16

Moved by Councillor Peeples that the Town of Stettler Council approve the following rate change in all relevant Town policies:

Out-of-Town Travel on Town Business/Private Vehicle Mileage: Increase reimbursement rate to \$.45 per km.

And that Administration be authorized to make the appropriate amendments to Policy Number: II-3(b) Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation; Policy Number: II-7(c) Subsistence and Accommodation (Employees); Policy Number: XVII-1(a) Emergency Response Unit and Fire Truck Fees, Policy Number: II-7(c)(i) Volunteer and Part Time Personnel (Subsistence, Mileage, Accommodation), and any other Policy which has set a mileage reimbursement.

MOTION CARRIED
Unanimous

Motion 06:01:17

Moved by Councillor Campbell that the Town of Stettler Council approve deleting the following rate from all relevant Town policies:

Accommodation other than hotel/motel - \$30 per day in lieu of reimbursement of receipts.

And that Administration be authorized to make the appropriate amendments to Policy Number: II-3(b) Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation; Policy Number: II-7(c) Subsistence and Accommodation (Employees); Policy Number: XVII-1(a) Emergency Response Unit and Fire Truck Fees, Policy Number: II-7(c)(i) Volunteer and Part Time Personnel (Subsistence, Mileage, Accommodation), and any other Policy which has set a rate for accommodation other than hotel/motel in lieu of reimbursement of receipts.

MOTION CARRIED (4 – 3)
Opposed: Mayor Hunter,
Councillors Peeples & Richards

Motion 06:01:18

Moved by Councillor Peeples that the Town of Stettler Council approve the following rate change in all relevant Town policies:

Meals: Increase reimbursement rate to \$60 per diem plus applicable tax upon submission of receipts.

And that Administration be authorized to make the appropriate amendments to Policy Number: II-3(b) Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation; Policy Number: II-7(c) Subsistence and Accommodation (Employees); Policy Number: XVII-1(a) Emergency Response Unit and Fire Truck Fees, Policy Number: II-7(c)(i) Volunteer and Part Time Personnel (Subsistence, Mileage, Accommodation), and any other Policy which has set a meals reimbursement.

MOTION CARRIED
Unanimous

Motion 06:01:19

Moved by Councillor Peeples that the Town of Stettler Council approve the following rate change in relevant Town policies:

Per Diem, extra-ordinary meetings: Increase to \$200 per day or \$100 for up to 4 hours, including travel time.

And that Administration be authorized to make the appropriate amendments to Policy Number: II-3(b) Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation.

MOTION CARRIED
Unanimous

Motion 06:01:20

Moved by Councillor Peeples that the Town of Stettler Council approve the following rate change in relevant Town policies:

Effective January 1, 2006, Annual Remuneration for the Mayor will increase by 5% to \$13,230.

Effective January 1, 2006, Annual Remuneration for Councillors will increase by 5% to \$8,820 and remain at 2/3rds of the Mayor's Annual Remuneration.

The Annual Remuneration for the Mayor and Councillors will be reviewed on an annual basis.

And that Administration be authorized to make the appropriate amendments to Policy Number: II-3(b) Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation.

MOTION CARRIED (5 – 2)
Opposed Mayor Hunter & Councillor Hurley

(b) Possible Mission Statement Wording

Town Manager, R. Stoutenberg reviewed amendments to the Town of Stettler Mission Statement.

As there were various views on amending the wording for the Mission Statement, it noted that additional time was needed to deliberate this item.

Motion 06:01:21

Moved by Councillor Peeples that the Town of Stettler Council table the proposed Town of Stettler Mission Statement to a subsequent meeting for further discussion.

MOTION CARRIED
Opposed: Councillors Campbell & Majeran

(c) Memo re: Naming of Streets – Veterans Avenue

Town Manager, R. Stoutenberg advised that the Town of Stettler does not have a bylaw or policy in place governing the naming of streets.

As noted in the memo provided for Council's perusal, the MGA states that "A municipality may name roads or areas within its boundaries and may assign a number or other means of identification to buildings or parcels of land".

Councillor Thorogood advised that she had received public input that 50 Avenue was originally known as Alberta Avenue and that if the Avenue was going to be named that it should revert back to Alberta Avenue. Councillor Hurley also advised that she had received the same comments.

The memo pertaining to signage and recommended action concerning the naming of 50 Avenue was reviewed.

Motion 06:01:22

Moved by Councillor Thorogood that the Town of Stettler Council approve the recommendation as presented by Administration to name 50 Avenue Veterans Avenue, however delay signage or any form of recognition until a formal streetscape plan is in place in order to maintain consistency throughout the Town.

MOTION CARRIED
Opposed: Councillor Hurley

Councillor Hurley requested that a policy respecting the naming of streets be prepared and presented to Council for consideration.

(d) Memo re: Youth Complex Society Lease

Town Manager, R. Stoutenberg advised that the existing lease for the above noted facility is with the Stettler Legion Youth Complex Society Lease Complex and expires December 31, 2022. It was set up with this Society so that they could continue to fundraise to pay off the mortgage. It is now paid off and they would like to turn the ongoing operation over to its major tenant. Section 1-d requires approval prior to the lease being assigned. The Youth Center has advised that they are a legal entity.

This change will enable the Heartland Youth Center to apply casino funds towards facility expenses.

Motion 06:01:23

Moved by Councillor Majeran that the Town of Stettler Council approve that the Youth Complex Society Lease Agreement be assigned to the Heartland Youth Center.

MOTION CARRIED
Unanimous

(e) Memo re: Disaster Services Training

Town Manager, R. Stoutenberg reviewed the correspondence (e-mail) received from Bruce Mackenzie (Disaster Services Officer) and from Don Huestis (Emergency Management Alberta) outlining plans for undertaking disaster services training for both staff and elected officials.

Town Manager, R. Stoutenberg noted that Bruce MacKenzie and John Bishop are endeavoring to improve the Town's Disaster Services program.

Members of Council concurred that they are interested in a presentation by Mr. Huestis on their roles and responsibilities in the event of a disaster.

The correspondence was received for information only.

(f) Memo re: Policy VI-3(c) re: Water & Sewer Service, Town Service Pipe, Connection and Installation Charges

Town Manager R. Stoutenberg reviewed Administration's amendments to Policy VI-3(c).

John Keith, Director of Operational Services is recommending that the policy be adjusted to reflect current rates.

Councillor Peeples expressed concern that the \$750.00 as proposed for item 1(a) is too low. Town Manager, R. Stoutenberg commented that the amount is adequate for cost recovery purposes.

Mayor Hunter stated that due to ongoing escalating costs this policy should be reviewed on an annual basis.

Motion 06:01:24

Moved by Councillor Hurley that the Town of Stettler Council approve Policy VI-3(c) re: Water & Sewer Service, Town Service Pipe, Connection and Installation Charges as amended.

MOTION CARRIED

Opposed: Councillor Peeples

(g) Memo re: Emmerson Resizing Options

Planning & Development Officer Tim Schmidt joined the meeting. He explained as outlined in his memo that the intent of a community design is to provide future subdivision guidance that is consistent with the Town's statutory plans, Land Use Bylaw and other policies effecting the development of property. By planning the area as a whole, the proposed concept facilitates an understanding of the implications for each landowner and the municipality as subdivision proceeds in this area.

It is the goal of this concept to provide continuity between both existing built areas and maintaining a variety of housing types and affordability.

Town Manager, R. Stoutenberg advised that the engineering for the entire subdivision should be undertaken.

Motion 06:01:25

Moved by Councillor Thorogood that the Town of Stettler Council approve Administration's recommendations as amended:

1. That Stettler Town Council direct staff to proceed with subdivision and engineering regarding the entire Emmerson Estates Concept, and
2. That Land Use Bylaw amendments regarding Emmerson Estates commence as per Emmerson Estates Concept 1, and
3. That design standards for the proposed neighborhood be set by staff in accordance with those of the City of Red Deer, AB.

MOTION CARRIED

Unanimous

(h) February Newsletter Items

- Family Day – February 19
- Ladies Night Out – February 24
- Stettler Curling Club Bonspiels
- Sidewalk Cleaning

5. **Delegations:**

(a) 7:30 P.M. – 8:00 p.m. Blair Birch & Garry Drachenberg
Associated Engineering WTP - Upgrade Analysis

Blair Birch and Garry Drachenberg of Associated Engineering joined the meeting. Town Manager R. Stoutenberg explained that Associated Engineering was hired to assess and provide recommendations for improvements to the Water Treatment Plant.

Town Manager, R. Stoutenberg added that some of the upgrades would have to be done to address required immediate improvements to meet the 2006 AENV Guidelines. He stressed the need of a UV or membrane filtration for Crypto reduction regardless of whether or not a regional system proceeded. Other upgrades noted in the Associated Engineering report would pertain to areas that would be necessitated through regionalization of WTP use.

Mr. Drachenberg proceeded to highlight the proposed Capacity Improvement Plan.

Discussion ensued.

Mayor Hunter temporarily suspended discussion on this item at 8:00 p.m. to proceed with a Public Hearing as required in the agenda.

9. **Public Hearing:**
- (a) 8:00 P.M. - Bylaw 1920-05 re: Land Use Bylaw Amendment – Direct Control
 - (b) 8:00 P.M. Bylaw 1921-05 re: Land Use Bylaw Amendment

Mayor Hunter declared the Public Hearing for Bylaws 1920-05 & 1921-05 open at 8:00 p.m.

Present:

Mayor J. Hunter
Councillors, A. Campbell, S. Hurley, G. Majeran,
R. Peeples, D. Richards & L. Thorogood
Town Manager, R. Stoutenberg
Planning & Development Officer T. Schmidt
Administrative Assistant S. Mayer
Press (2)
Public (2)

Mayor Hunter explained that Bylaw 1920-05 is for the amendment to the Land Use Bylaw to establish a Direct Control District No. 1.

Mayor Hunter explained that Bylaw 1921-05 is to amend Schedule A of Land Use Bylaw 1797-98 to re-designate lands contained within part of Plan 792 1544 (Emmerson Acres) from R2 General Residential District to Direct Control No. 1.

The Town provided Notice of Public Hearing in accordance with the requirements of the *Municipal Government Act*.

Town Manager R. Stoutenberg advised that one written submission was received from Ross & Kathy Hutchison. Town Manager R. Stoutenberg proceeded to read out loud the letter from Mr. & Mrs. Hutchison.

Mayor Hunter asked if any one present wished to speak either for/or against the proposed bylaws. No one came forth.

There were no other representations heard or made.

Mayor Hunter declared the Public Hearing for Bylaws 1920-05 & 1921-05 closed at 8:06 p.m.

Planning and Development Officer T. Schmidt noted that he had some interested parties inquire about the row housing, landscaping and parking. He also advised that the use and design of the retention ponds in the subdivision still have to be addressed.

Mayor Hunter with the concurrence of Council varied the order of the agenda to consider bylaws.

10. **Bylaws:** (a) Bylaw 1920-05 re: Land Use Bylaw Amendment - Direct Control

Mayor Hunter explained that Bylaw 1920-05 is for the amendment to the Land Use Bylaw to establish a Direct Control District No. 1.

Motion 06:01:26

Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 1920-05.

MOTION CARRIED
Unanimous

Motion 06:01:27

Moved by Councillor Peoples that the Town of Stettler Council give third and final reading to Bylaw 1920-05.

MOTION CARRIED
Unanimous

- (b) Bylaw 1921-05 re: Land Use Bylaw Amendment

Mayor Hunter informed Council that Bylaw 1921-05 is to amend Schedule A of Land Use Bylaw 1797-98 to re-designate lands contained within part of Plan 792 1544 (Emmerson Acres) from R2 General Residential District to Direct Control No. 1.

Motion: 06:01:28

Moved by Councillor Hurley that the Town of Stettler Council give second reading to Bylaw 1921-05.

MOTION CARRIED
Unanimous

Motion: 06:01:29

Moved by Councillor Majeran that the Town of Stettler Council give third and final reading to Bylaw 1921-05.

MOTION CARRIED
Unanimous

Planning & Development Officer T. Schmidt and the public left the meeting.

5. **Delegations Con't:** (a) 8:12 P.M. – 8:30 p.m. Blair Birch & Garry Drachenberg re: Associated Engineering - WTP Upgrade Analysis

Mayor Hunter reconvened discussion with the Delegation.

Mr. Birch and Mr. Drachenberg rejoined the meeting. Discussion continued regarding the water storage requirements, which will be dependent on the capacity of water usage. Timeline of the proposal to do all upgrades would be subject to available funding.

Council was informed that regardless if regionalization takes place or not it is most important to proceed with Core Improvements 2006.

Town Manager R. Stoutenberg stated that a meeting is scheduled on February 10, 2006 with Alberta Transportation & Utilities regarding the project.

Mr. Blair and Mr. Drachenberg left the meeting at approximately 8:30 p.m.

Mayor Hunter recessed the meeting at approximately 8:32 p.m.

Mayor Hunter reconvened the meeting at approximately 8:40 p.m.

(c) Memo re: Bylaw 1925-06 re: Amend Bylaw 1809-99 – Sewer Services

Motion: 06:01:30

Moved by Councillor Hurley that the Town of Stettler Council give first reading to Bylaw 1925-06.

MOTION CARRIED
Unanimous

Motion: 06:01:31

Moved by Councillor Majeran that the Town of Stettler Council give second reading to Bylaw 1925-06.

MOTION CARRIED
Unanimous

Motion: 06:01:32

Moved by Councillor Richards that the Town of Stettler Council give consent for third and final reading to Bylaw 1925-06.

MOTION CARRIED
Unanimous

Motion: 06:01:33

Moved by Councillor Thorogood that the Town of Stettler Council give third and final reading to Bylaw 1925-06.

MOTION CARRIED
Unanimous

(i) Update re: Leisure Centre

Town Manager, R. Stoutenberg informed Council of progress to date. He advised that the project is about one month behind and is financially on target.

(j) Bank Reconciliation as of December 31, 2005

Motion 06:01:34

Moved by Councillor Thorogood that the Bank Reconciliation as of December 31, 2005 is accepted as presented.

MOTION CARRIED
Unanimous

(k) Accounts Payable for the period ending January 12, 2006

Motion 06:01:35

Moved by Councillor Peeples that Accounts Payable for the period ending January 12, 2006 with the exception of Cheque #45843 be approved as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Jan 5 - Heartland Beautification Meeting.
- Jan 6 - Town Office duties.
- Jan 10 - Strategy Meeting.
- Jan 12 - Water Commission Meeting in Castor.
- Jan 13 - Town Office duties.

(b) Councillor Campbell

- Jan 6 - Parkland Regional Library Executive Meeting.

(c) Councillor Hurley

- Jan 6 - Internal Water Negotiating Meeting.
- Jan 10 - Strategy Meeting.
- Jan 11 - Water Negotiating Meeting with Commission members.
- Jan 12 - Water Commission Meeting in Castor.

(d) Councillor Majeran

- Jan 6 - Water Treatment Plant Negotiating Committee Meeting.
- Jan 9 - Parks & Leisure Services Meeting.
- Heartland Youth Centre Meeting.
- Jan 10 - Strategy Meeting.
- Jan 11 - Water Treatment Plant Negotiating Committee Meeting.
- Jan 16 - Municipal Planning Commission Meeting.

(e) Councillor Peeples

- Jan 6 - East Central Alberta Regional Water Negotiating Committee Meeting.
- Jan 10 - Strategy Meeting.
- Jan 11 - East Central Alberta Regional Water Negotiating Committee Meeting.

-Jan 12 - East Central Alberta Regional Water Negotiating Committee Meeting with all municipalities.

-Jan 16 - Municipal Planning Commission Meeting.

(f) Councillor Richards

-Jan 10 - Strategy Meeting.

(g) Councillor Thorogood

-Jan 5 - Heartland Beautification Meeting.

-Jan 10 - Strategic Planning Meeting.

-Jan 11 - Board of Trade Meeting.

-Jan 16 - Municipal Planning Commission Meeting.
- Stettler Public Library Meeting.

8. **Minutes:**

(a) Stettler Regional Board of Trade & Community Development Meeting of December 7, 2005

(b) East Central Alberta Regional Water Commission Meeting of December 15, 2005

Motion 06:01:36

Moved by Councillor Hurley that the Minutes, items 8(a) & 8(b) be accepted for information.

MOTION CARRIED
Unanimous

11. **Correspondence:**

(a) Shirley McClellan re: Police Funding

(b) Alberta Children's Services

(c) Family & Community Support Services

(d) AAMD&C Contact

(e) Municipal News

(f) CAEP Quicknotes

Motion 06:01:37

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

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) None

13. **In-Camera Session:**

(a) Phase III Environmental Site Assessment

(b) Water Plant Negotiation Meeting Update

Motion 06:01:38

Moved by Councillor Richards that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager present to discuss the items as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 9:06 p.m.

Motion 06:01:39

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

MOTION CARRIED
Unanimous at 9:32 p.m.

14. **Adjournment:**

Motion 06:01:40

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

MOTION CARRIED
Unanimous at 9:33 p.m.

Mayor

Director of Finance & Administration