

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 18, 2007 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, D. Dennis, D. Garbutt, R. Peeples,
& 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 07:12:20 Moved by Councillor Peeples to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 4, 2007

Motion 07:12:21 Moved by Councillor Garbutt that the Minutes of the Regular Meeting of Council held on December 4, 2007 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the December 4, 2007 Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – Alan Willis & Edna Stuart re: Regional Board of Trade 2008 Budget

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Staff Retention/Recruitment Program

Town Manager R. Stoutenberg presented his memorandum regarding staff retention/recruitment program 12/12/2007.

It was highlighted that the practice of giving a monetary gift to employees to recognize the local employment market and also the more significant organizational accomplishments is not policy therefore it must be reviewed and determined annually by Council.

Round table discussion ensued regarding the 2007 organizational accomplishments, the current local employment market, the value of the gift to staff, the timing of the gift, and the purpose of the gift being recognition, retention or both.

It was suggested that the next item on the agenda is also a form of employee recognition and should be discussed in conjunction with this consideration.

It was mutually accepted that all members of Council would support closure of the Town Office and the Public Works department on Monday December 24, 2007.

Discussion continued regarding the value of Council's monetary gift to employees in light of granting employees an additional day off in 2007 with pay.

Motion 07:12:22

Moved by Councilor Campbell that the Town of Stettler Council approve a gift of \$250.00 for each full-time employee for 2007. Part-time staff would be given a prorated amount as determined by the Town Manager. And further that this practice continue to be reviewed on an annual basis.

MOTION CARRIED
Unanimous

(b) Memo re: Employee Relations/2007 Christmas Season Planning

Town Manager R. Stoutenberg explained that with Christmas Day in 2007 falling on a Tuesday, Monday December 24th is otherwise considered a normal work day.

Effectively Town employees get two weekend days off (December 22nd & 23rd), return to work on Monday December 24th, then have Christmas Day and Boxing Day off. This type of situation only happens when Christmas Day falls on a Tuesday or a Wednesday; otherwise Town employees would get 4 consecutive days off at Christmas, including the weekend.

Discussion ensued regarding this calendar occurrence and the cost/benefit to the organization.

Motion 07:12:23

Moved by Councilor Peebles that the Town of Stettler Council approves closing the Town Office and Public Works operations on Monday, December 24, 2007 as a form of paid recognition to all regular employees which will afford most employees to have 5 consecutive days off over Christmas. And further that Parks & Leisure Services employees necessary to keep the Recreation Centre open on December 24, 2007 will take an alternative day off that aligns with their regular shifts.

MOTION CARRIED
Unanimous

- (c) Memo re: Summer Village of White Sands Administration Agreement

Town Manager R. Stoutenberg explained that the Town of Stettler has been providing administration and accounting services for the Summer Village of White Sands since January 1st, 1999.

Discussion ensued regarding the time commitment required of Town staff, the fee being charged, and the scope of the contract being agreed to for three years.

Motion 07:12:24

Moved by Councilor Richards that the Town of Stettler Council approve the three-year Administration and Accounting Services Agreement with the Summer Village of White Sands, in the amount of \$17,000 for 2008; \$18,000 for 2009; \$19,000 for 2010 and as per the terms and conditions contained in the Agreement.

MOTION CARRIED
Unanimous

- (d) 2008 Budget Request for the Stettler Recycling Committee

Town Manager, R. Stoutenberg explained that the Recycling Committee is a spin off from the Beautification Committee. They are requesting a budget allocation of \$16,675 for noted expenditures to be incurred in 2008.

Town Manager informed Council that the 2008 Interim Operating Budget already includes \$24,000 for a recycling initiative and that this is where their budget request/allocation would come from.

Motion 07:12:25

Moved by Councilor Peeples that the Town of Stettler Council accept the Stettler Recycling Committee 2008 Budget as presented and further approve a recycling expenditure allocation of \$16,675 within the Town's 2008 Operating Budget.

MOTION CARRIED
Unanimous

- (e) Memo re: 2007 Bad Debt Write-Offs

Director of Finance & Administration, G. Switenky noted that Policy VII-5(b), Collection of and Write-off of Bad Debt Accounts requires the Director of Finance & Administration to present a Statement of the Bad Debt write-offs to Town Council prior to December 31st each year. Town Council is required to authorize the write-off of accounts in excess of \$300. The Director of Finance & Administration is also required to disclose the total dollar value of Bad Debts under \$300 that will be written off. It was noted that collection activity procedures will continue after an account has been written off.

Motion 07:12:26

Moved by Councillor Campbell that the Town of Stettler Council approve the 2007 Bad Debt Write-Offs of fourteen (14) accounts totaling \$17,084.58.

MOTION CARRIED
Unanimous

(f) Memo re: County of Stettler – Gary Fedick “East Gate Industrial” Area Structure Plan

Town Manager R. Stoutenberg explained that the County of Stettler has referred this developmental matter to the Town in accordance with the provisions of the Intermunicipal Development Plan. The proposed development is located within the “Urban Fringe” and shall require consensus by both the Town and County of Stettler before approval is given.

Discussion ensued regarding the Town's proposed standard conditions respecting the construction of utility infrastructure, and the Town's ability to impose conditions on a development located in the County.

Mayor Hunter advised that the County of Stettler has communicated/responded in writing that they have some jurisdictional concerns regarding conditions #3 thru #6 respecting a similar on-going development previously imposed by Council. Therefore may also have the same concerns respecting this referral.

Concerns regarding the developers proposed sewer service concept that would tie into the Town's system were identified.

Mayor Hunter temporarily suspended discussion of this item given the time being 7:15 p.m. to welcome the delegation as per the Agenda.

5. **Delegations:**

(a) 7:15 P.M. – Alan Willis & Edna Stuart re: Regional Board of Trade 2008 Budget

Alan Willis, Marketing Manager and Edna Stuart, President entered the meeting at 7:15 p.m.

A. Willis thanked Council for their support and continued funding in 2008. He reviewed some of the organization's accomplishments in 2007. He continued by highlighting the Board's overall direction and outlined some broad plans for 2008. It is anticipated that the Board will end 2007 with a small net budget surplus.

Discussion ensued regarding the operational impacts and challenges related to the 2008 Budget.

Town Manager R. Stoutenberg advised Council that the 2008 Interim Operating Budget includes net Town property tax sponsored funding to the Board of Trade in the amount of \$157,140, not including beautification (\$32,000) or recycling (\$24,000).

Mayor Hunter concluded by thanking A. Willis and E. Stuart for attending the meeting and providing Council with an overview of their 2007 accomplishments and 2008 plans.

Delegation members departed the meeting at 7:35 p.m.

Mayor Hunter returned Council's attention to Agenda item 6(f).

6. **Administration Con't:** (f) Memo re: County of Stettler – Gary Fedick "East Gate Industrial" Area Structure Plan

Discussion continued regarding the concerns over the handling of sewage as proposed by the developer's engineers given a development of this size. Town Manager, R. Stoutenberg explained that the developer is proposing to utilize some of the Town's extra sewer pipe capacity during certain hours of the day, to pump until such time as larger external off-site sewer lines become available for hook-up.

Mayor Hunter concluded that although the Town will certainly consult further in good faith with the County regarding their recent response to our standard conditions, Council should be consistent with all referrals from the County respecting development near existing Town boundaries.

Motion 07:12:27

Moved by Councillor Garbutt that the Town of Stettler Council approve that the Town of Stettler Subdivision Approval Authority supports in good faith this application for subdivision with the position that this land forms a part of the proposed annexation request to the County, and meets the spirit and intent of the Inter Municipal Development Plan. The approval is also subject to the following conditions:

1. The applicant pays the Town of Stettler towards future sanitary services in lieu of an offsite levy in the amount of \$5,000.00 per developable acre.
2. The applicant provides the Town of Stettler with a water modeling report and receives approval of its results from the Town's Director of Public Works.
3. The applicant insures all public infrastructure is developed to the City of Red Deer Standards and any variation of such receives written approval from the Town's Director of Public Works.
4. The applicant provides the Town of Stettler with construction drawings for all aspects of the development and obtains approval from the Town's Director of Public Works.
5. The applicant provides the Town of Stettler with Final Completion Certificates for all infrastructure development and receives written approval from the Town's Director of Public Works.
6. The applicant provides the Town of Stettler with securities and a minimum of two year warranty for all infrastructure development.

7. The County of Stettler agrees to work in cooperation with the Town of Stettler in addressing all discrepancies between the Town of Stettler and the County of Stettler Highway Commercial and Industrial Land Use Districts.

MOTION CARRIED
Unanimous

- (g) January Newsletter Items
- Mayor's New Year Message
- Staff Recognition
- 2008 Dog & Cat Licenses Due
- 2008 Business Licenses Due
- Shoveling of Sidewalks

- (h) Bank Reconciliation as of November 30, 2007

Motion 07:12:28

Moved by Councillor Campbell that the Bank Reconciliation as of November 30, 2007 be accepted as presented.

MOTION CARRIED
Unanimous

- (i) Accounts Payable in the amount of \$605,711.27

Motion 07:12:29

Moved by Councillor Richards that Accounts Payable for the period ending December 13, 2007 in the amount of \$605,711.27 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Hunter

- Dec 6 - Beautification Committee Meeting.
- Dec 7 - Town Office duties.
- Pictures for Affordable Housing.
- Dec 14 - Breakfast Meeting with MLA Hayden.
- Dec 17 - Town Office duties.

- (b) Councillor Campbell

- Dec 13 - Board of Trade Meeting.
- Stettler Waste Management Authority Meeting.
- Stettler Waste Management Authority Executive Meeting.
- Dec 14 - Breakfast Meeting with MLA Hayden.

(c) Councillor Dennis

- Dec 7 - Stettler Airport Board Meeting.
- Dec 14 - Breakfast Meeting with MLA Hayden.
- Dec 17 - FCSS Meeting.

(d) Councillor Garbutt

- Dec 6 - Beautification Committee Meeting.
- Dec 10 - Performing Arts Centre Advisory Board Meeting.
- Dec 13 - Regional Housing Authority Meeting.
- Dec 14 - Regional Fire Authority Meeting.
 - Breakfast Meeting with MLA Hayden.

(e) Councillor Peeples

- Dec 5 - Meeting with Town Manager and Associated Engineering re: Water Treatment Plant upgrades.
 - Meeting with engineers and government officials re: Regional waterline at County Office.
- Dec 11 - Museum Meeting.
- Dec 14 - Breakfast Meeting with MLA Hayden.
- Dec 17 - FCSS Meeting.

(f) Councillor Richards

- Dec 7 - Photo with Asset Builders re: Affordable Housing.
- Dec 12 - Ambulance Board Meeting.
- Dec 14 - Breakfast Meeting with MLA Hayden.
 - Regional Fire Authority Meeting.

(g) Councillor Thorogood

- No report – absent from meeting.

8. **Minutes:**

- (a) Heartland Beautification Committee Meeting of December 6, 2007
- (b) Town & County Airport Board Meeting of December 7, 2007
- (c) Stettler Recycling Committee Meeting of December 5, 2007

Motion 07:12:30

Moved by Councillor Peeples 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) None
11. **Correspondence:** (a) The Law of Defamation
(b) Stettler Regional Board of Trade re: Physician Recruitment Update
(c) Alberta Health and Wellness re: Ground Ambulance Services
(d) Alberta Minister of Municipal Affairs and Housing re: Library Funding
(e) A Message from City of Ottawa
(f) 2007 Municipal Sponsorship Program

Motion 07:12:31

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

MOTION CARRIED
Unanimous

5. **Delegations Con't:** (a) 7:15 P.M. – Alan Willis & Edna Stuart re: Regional Board of Trade 2008 Budget

Mayor Hunter returned Council's attention to Agenda item 5(a).

It was mutually agreed that the Regional Board of Trade 2008 Budget be brought back to Council for further consideration on January 8th, 2008 to afford Council Members adequate time to appropriately review the budget detail documents distributed at the meeting.

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Memo re: Kneeland Parking Lot Trade

Motion 07:12:32

Moved by Councillor Garbutt 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 item as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 8:25 p.m.

Mayor Hunter declared a possible conflict of interest respecting the In-Camera item and by departing the meeting excused himself from discussion and voting on this matter.

Deputy Mayor Campbell assumed the chair.

Motion 07:12:33

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

MOTION CARRIED
Unanimous at 8:50 p.m.

Mayor Hunter remained in conflict and did not return to discuss or consider this matter.

Town Manager R. Stoutenberg advised that Kneeland and Sons Construction have made a proposition to the Town of Stettler to trade 3 consecutive lots located on the corner of 49th Street and 50th Avenue for three separate & non-consecutive Town parking lots located further down the block on 49th Street.

The site that Kneeland's are offering to the Town of Stettler has received a Phase 1 environmental assessment and no contamination concerns were reported. The existing "Hub" building on the property will be removed at Kneeland's expense. The Kneeland's intend to develop further senior housing if this transfer of land were to proceed.

It was noted that existing Town lots have 162 feet of frontage, however are separate from each other, and that the "Hub" building site has only 128 feet, however is all together. Also it was noted that the Town's existing parking lots have only been improved to a limited extent given their small size, and that a decent sized improved parking lot could be developed by the Town on this corner.

It was identified and corrected that the Town would lose approximately 13 stalls without the closure of the adjacent lane and 16 stalls with the closure of the lane. However, the existing 3 Town lots are not hard surfaced and do not provide structured parking to maximize their potential at this time.

Brief discussion ensued regarding the loss of a few parking stalls, and the overall community benefit of agreeing to this land swap; including the potential for increased property taxes and the potential for a larger developed parking facility in the downtown core.

Motion 07:12:34

Moved by Councillor Garbutt that the Town of Stettler Council authorizes Administration to enter into an appropriate Land Sale/Transfer Agreements(s) with Kneeland & Sons Construction in order for the Town of Stettler to acquire 4920 – 49 Street from Kneeland & Sons Construction and correspondingly for Kneeland & Sons Construction to acquire 4906, 4910 and 4914 – 49 Street from the Town of Stettler for an equal amount. And further that Council considers the fair market value of the lands involved to be equivalent.

MOTION CARRIED (4 – 1)
Opposed: Councillor Dennis
with the abstention of Mayor
Hunter

Mayor Hunter returned to the meeting and assumed the chair.

14. **Adjournment:**

Motion 07:12:35

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

MOTION CARRIED
Unanimous at 8:52 p.m.

Mayor

Director of Finance & Administration