

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 20, 2005 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

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

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

Press (2)

Absent: Councillor D. Richards

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

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

Motion 05:12:30 Moved by Councillor Peeples to approve the agenda as presented with the following additions:

- 12(a) Parks & Leisure Services Board – Stettler Lifetime Achievement Award and Complex Naming Criteria

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held December 6, 2005

Motion 05:12:31 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on December 6, 2005 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the December 6, 2005 Minutes

None

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

5. **Delegations:** (a) 6:45 P.M. – Regional Board of Trade & Community Development 2006 Budget Presentation/Chamber of Commerce Financial Statements for the Year Ended October 31, 2005

This item was dealt with later in the meeting.

- (b) 7:20 P.M. – Stettler Public Library 2006 Budget Presentation

This item was dealt with later in the meeting.

6. **Administration:** (a) 2006 Capital Budget

Town Manager R. Stoutenberg informed Council that a resolution of Council is required to adopt the Town's 2006 Capital Budget. The items included were reviewed and recommended at the Capital Budget Session held on November 29, 2005. The total amount of expenditures included in the 2006 Capital Budget is \$19,865,175.

Motion 05:12:32

Moved by Councillor Majeran that the Town of Stettler Council approve the 2006 Capital Budget as presented.

MOTION CARRIED
Unanimous

(b) Members-at-Large Required – Senior Housing & Stettler Public Library Boards

Motion 05:12:33

Moved by Councillor Peeples that the Town of Stettler Council approve the appointment of Vivianne Gayton to the Stettler Municipal Library Board.

MOTION CARRIED
Unanimous

(c) Memo re: Freedom Christian Fellowship

Mayor Hunter reviewed Administration's memo and informed Council that the matter has been voluntarily resolved to the satisfaction of the church.

Discussion ensued regarding possible options for the driver of the truck and trailer.

Motion 05:12:34

Moved by Councillor Hurley that the Town of Stettler Council receive correspondence from the Freedom Christian Fellowship dated December 7, 2005 and direct Administration to monitor the parking of large trucks along 51st Avenue/Highway 56 on a complaint/safety basis, and if necessary bring back options for Council to control/restrict short-term parking concerns.

MOTION CARRIED
Unanimous

(d) Memo re: Bad Debt Write-Offs

Town Manager, R. Stoutenberg 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. Collection activity procedures will continue after an account has been written off.

Motion 05:12:35

Moved by Councillor Thorogood that the Town of Stettler Council approve the 2005 Bad Debt Write-Offs of five (5) accounts totaling \$3,525.16.

MOTION CARRIED
Unanimous

(e) Memo re: Streetscape Process Update

Town Manager R. Stoutenberg distributed a handout memo and updated Council on the status of the Stettler Downtown Streetscape. A request for proposal (RFP) has been prepared and sent to a short list of firm/consultants with experience in engineering, public consultation and streetscape design (required to competently complete the proposed streetscape). Proposals have been requested for submission by Friday January 27th, 2006. Upon their return, staff will review each submission and the top ranked consulting group/firm will be recommended to Council. The RFP requests interested consultants to address their approach to developing realistic conceptual designs capable of being implemented utilizing a series of phases. The successful consulting group/firm will be requested to:

- Perform site investigation(s) and review infrastructure for constraints.
- Be prepared to develop an overall vision with Council.
- Recommend design elements and features.
- Estimate costs utilizing a phased approach.
- Perform further public consultation.

Discussion ensued regarding tying in concepts for new highway entrance signage.

Mayor Hunter stressed the importance of this signage and with the consent of Council directed Administration to include this in the RFP.

Motion 05:12:36

Moved by Councillor Majeran that the Town of Stettler Council accept the report from the Planning & Development Officer regarding the status of the Stettler Downtown Streetscape.

MOTION CARRIED
Unanimous

(f) Memo re: Meadowlands VIb – Resizing of Proposed Parcels

Town Manager R. Stoutenberg distributed a handout memo proposing a plan to resize lots in Meadowlands VIb; increasing the number of parcels from 28 to 32.

Discussion ensued regarding the appropriateness of reducing lot sizes in this area.

Motion 05:12:37

Moved by Councillor Thorogood that the Town of Stettler Council direct Town staff to proceed with Meadowlands VIb as proposed increasing the number of parcels from 28 to 32.

MOTION CARRIED (4 – 2)

Opposed: Councillor Majeran & Campbell

- (g) January Newsletter Items
 - 2006 Dog & Cat Tags
 - Sidewalk/Snow Removal
 - Disposal of Christmas Trees
 - Kinette Ladies Night Out "Price is Right" – Feb 24, 2006

- (h) Update re: Leisure Centre

Town Manager, R. Stoutenberg informed Council that the project remains approximately five weeks behind schedule and continues to be within budget.

5. Delegations:

- (a) 6:45 P.M. – Regional Board of Trade & Community Development 2006 Budget Presentation/Chamber of Commerce Financial Statements for the Year Ended October 31, 2005

Executive Director, Alan Willis and President, Don Lynn entered the meeting at 6:45 p.m.

A. Willis informed Council that the Stettler Regional Board of Trade and Community Development has revisited their original 2006 budget projections and have made expenditure reductions in the amount of \$20,152 as follows:

- * Eliminate the new position of Assistant to the Executive Director <\$24,960>
 - * Reduce hours for the Project Manager to 30 per week <\$ 6,240>
 - * Increase reception to include two part-time positions \$11,048
- <\$20,152>

After these revisions the proposed 2006 Budget has the same net cost to Stettler taxpayers as in 2005.

	<u>2006</u>	<u>2005</u>
* Business Licenses/Taxes	\$63,000	\$63,000
* Property Taxation	<u>\$51,808</u>	<u>\$51,910</u>
	\$114,808	\$114,910

These reductions were considered appropriate to allow the Town the ability to keep Business Licenses/Taxes the same as in 2005 at \$125 for in-Town/County and \$325 for out-of-Town/County. The Board supports keeping fees the same in order to make the transition from the former Chamber to the new Board of Trade seamless and attractive for local businesses.

Discussion ensued as to whether the County's \$20,000 commitment had been secured? A. Willis informed Council that although they have yet to receive official word, they have made their presentation to the County and are encouraged that it is forthcoming. Should the funding requested from the County be denied, additional reductions would have to be considered by the Board in order to balance the budget.

Also, A. Willis informed Council that the Board of Trade will provide Council with updates regarding accomplishments and financial activities on a regular basis.

Mayor Hunter thanked A. Willis and D. Lynn for attending and expressed Council's appreciation for their commitment to the establishment of this new Board.

A. Willis and D. Lynn departed the meeting at 7:00 p.m.

Motion 05:12:38

Moved by Councillor Thorogood that the Town of Stettler Council approve the Regional Board of Trade & Community Development 2006 Budget with revisions as presented.

MOTION CARRIED
Unanimous

Motion 05:12:39

Moved by Councillor Campbell that the Town of Stettler Council approve that 2006 Business Licenses/Taxes remain at \$125.00 in-Town/County and \$325.00 out-of-Town/County.

MOTION CARRIED
Unanimous

Chamber of Commerce Financial Statements for the Year Ended October 31, 2005

The Chamber of Commerce Audited Financial Statements for the Year Ended October 31, 2005 were presented for information purposes only. Wind-up and transition to the new Board is in process.

(i) Bank Reconciliation as of November 30, 2005

Motion 05:12:40

Moved by Councillor Thorogood that the Bank Reconciliation as of November 30, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$138,012.11

Motion 05:12:41

Moved by Councillor Peebles that Accounts Payable for the period ending December 14, 2005 in the amount of \$138,012.11 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 9 - Office duties and Police College Meeting.
- Dec 16 - Office duties.
- Dec 20 - Renal Dialysis Grand Opening & WTP Special Meeting.

(b) Councillor Campbell

- Dec 9 - Airport Board Meeting.
- Dec 19 - Library Board Meeting.
- Dec 20 - WTP Special Meeting.

(c) Councillor Hurley

- Dec 6 - Stettler Waste Management Meeting.
- Dec 16 - FCSS Christmas Party.
- Dec 19 - FCSS Meeting.
- Dec 20 - Council presentations.

(d) Councillor Majeran

- Dec 14 - Ag. Society Annual Meeting.
- Dec 15 - Water Commission Meeting in Castor.
- Dec 20 - WTP Special Meeting.

(e) Councillor Peebles

- Dec 15 - East Central Alberta Regional Water Meeting. Town of Alix and Lacombe County wanting to join the Commission.
- Dec 20 - Grand Opening for Dialysis Unit.

(f) Councillor Richards (Councillor Campbell Presented)

- Dec 6 - Waste Management Authority Meeting.
- Dec 15 - Signed cheques at the County Office.
- Dec 19 - Ambulance Board Budget Meeting.
- Dec 20 - Grand Opening for Dialysis Unit.
- WTP Special Meeting.

(g) Councillor Thorogood

- Dec 7 - Board of Trade Regular Meeting re: staffing issues.

- Dec 9 - Board of Trade Meeting re: Police College application.
- Dec 19 - Ambulance Board Budget Meeting.
- FCSS Board Meeting.
- Dec 20 - Grand Opening of Dialysis Unit.
- Council Presentations.

(b) 7:20 P.M. – Stettler Public Library 2006 Budget Presentation

Eileen Scheerschmidt, Norma Leslie and Byron Norman entered the meeting at 7:20 p.m.

B. Norman informed Council that the requisition has increased substantially for 2006 because operating reserve funds have been exhausted. This was anticipated and communicated to Council during the 2005 budget presentation.

Discussion ensued regarding planned/strategic activities for 2006, fundraising initiatives, County support and active memberships to November 2005:

2,446 Town	(68.8%)
<u>1,105</u> County	(31.2%)
3,551	

Town Manager, R. Stoutenberg informed Council that the requested amount of \$59,800 was included in the approved 2006 Interim Operating Budget.

Mayor Hunter thanked the representatives and asked them to pass on a thank you to the entire Library Board.

Councillor Campbell stated that this will likely be Eileen Scheerschmidt's last meeting with Council as she will be retiring in the New Year (February 2006).

Mayor Hunter thanked Eileen Scheerschmidt for her years of service and wished her well in her retirement.

Eileen Scheerschmidt, Norma Leslie and Byron Norman departed the meeting at 7:34 p.m.

Motion 05:12:42

Moved by Councillor Hurley that the Town of Stettler Council approve the Stettler Public Library 2006 Budget as presented, including a grant to the Library in the amount of \$59,800 for 2006.

MOTION CARRIED
Unanimous

8. **Minutes:** (a) Stettler Regional Board of Trade & Community Development Meeting of December 7, 2005

- (b) Stettler Airport Board Meeting of December 9, 2005

Motion 05:12:43

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

MOTION CARRIED
Unanimous

9. **Public Hearing:**

- (a) None

10. **Bylaws:**

- (a) 1923-05 re: Amend Bylaw 1706-94 re: Waste Control Bylaw

Town Manager, R. Stoutenberg advised that Bylaw 1923-05 is to increase the residential garbage fee from \$10.00 to \$12.00 as per the 2006 Interim Operating Budget.

Motion: 05:12:44

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1923-05.

MOTION CARRIED
Unanimous

Motion: 05:12:45

Moved by Councillor Majeran that the Town of Stettler Council give second reading to Bylaw 1923-05.

MOTION CARRIED
Unanimous

Motion: 05:12:46

Moved by Councillor Hurley that the Town of Stettler Council give permission for third and final reading to Bylaw 1923-05.

MOTION CARRIED
Unanimous

Motion: 05:12:47

Moved by Councillor Peebles that the Town of Stettler Council give third and final reading to Bylaw 1923-05.

MOTION CARRIED
Unanimous

11. **Correspondence:**

- (a) AUMA re: Private Member's Bill Calling for the Province to Vacate Property Tax
(b) AAMD&C Newsletter
(c) Memorial Tree Planting Request

Town Manager R. Stoutenberg informed Council that similar requests have been accommodated by the Town in the past, subject to reasonable costs being paid by the requesting person/family. The request will be forwarded to the Director of Parks and Leisure Services for pre-planning and installation purposes.

Motion 05:12:48

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) Parks & Leisure Services Board – Stettler Lifetime Achievement Award and Complex Naming Criteria

Councillor Majeran requested follow-up clarification with respect to the Parks & Leisure Services Board's request to have Council reconsider both recognition policies as they do not reflect the Board's original intent. It was mutually agreed that the recognition policies as adopted by Council would not be reconsidered at this time.

13. **In-Camera Session:** (a) Land Matters

Motion 05:12:49

Moved by Councillor Thorogood 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 7:45 p.m.

Motion 05:12:50

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

MOTION CARRIED
Unanimous at 7:50 p.m.

14. **Adjournment:**

Motion 05:12:51

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

MOTION CARRIED
Unanimous at 7:51 p.m.

Mayor

Director of Finance & Administration