

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 6, 2005 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

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

Director of Finance & Administration G. Switenky
Recording Secretary C. Smith

Press (2)

Absent: Town Manager R. Stoutenberg

Call to Order: Mayor J. Hunter called the meeting to order at 6:35 p.m.

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

Motion 05:12:01 Moved by Councillor Richards to approve the agenda as presented with the following additions:

- 12(a) Alberta Centennial Medal Application
- 13(d) In-Camera Session – Police College
- 13(e) In-Camera Session – Personnel Matter

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held on November 15, 2005

Motion 05:12:02 Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on November 15, 2005 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the November 15, 2005 Minutes

- (i) Affordable Housing Grant Application to be submitted in January 2006.

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

5. **Delegations:** (a) 7:30 P.M. - Sgt. Kevin Picard re: Introduction of New RCMP Member, Cst. Wayne Kopp

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Interim Operating Budget 2006

Director of Finance & Administration, G. Switenky explained the purpose of the Interim Budget as outlined in the memo. An interim operating budget is required to provide legal expenditure authority until the Operating Budget and Mill Rate Bylaw is adopted in March/April 2006.

Council and Senior Administration held an operating budget session on November 22nd, 2005 where Council reviewed the financial impacts on three consecutive years of organizational activities 2006 – 2008. Administration has adjusted and recalculated the forecasts as directed and requires Council to adopt an Interim Operating Budget for the year 2006.

Motion 05:12:03

Moved by Councillor Thorogood that the Town of Stettler Council adopt, per Section 242(2) of the *Municipal Government Act*, the adjusted Operating Budget First Draft Estimates for the year 2006 as an Interim Operating Budget for that part of 2006 prior to the Operating Budget being adopted by Council.

MOTION CARRIED
Unanimous

(b) Stettler Town & Country Museum 2006 Budget

Town Council reviewed the statements of financial position/activities and highlighted the list of proposed projects for the Stettler Town & Country Museum over the next four years.

The Museum is requesting an increase of \$2,000 per year, in each of the next three years, from both the Town and County.

Motion 05:12:04

Moved by Councillor Peebles that the Town of Stettler Council accept the Stettler Town & Country Museum 2006 Budget as presented, including an \$10,000 grant from the Town.

MOTION CARRIED
Unanimous

(c) Stettler & District Handibus Society 2006 Budget

Town Council reviewed a letter and statements of financial position/activities from the Stettler & District Handibus Society requesting the Town allocate a Provincial grant estimated at \$15,780.00.

Motion 05:12:05

Moved by Councillor Hurley that the Town of Stettler Council accept the Stettler & District Handibus 2006 Budget as presented, including the allocation from the Town of a Provincial Grant estimated at \$15,780.00.

MOTION CARRIED
Unanimous

(d) Heartland Beautification 2006 Budget

Director of Finance & Administration G. Switenky explained that this budget forms part of the Stettler Regional Board of Trade & Community Development Budget.

Motion 05:12:06

Moved by Councillor Campbell that the Town of Stettler Council table the Heartland Beautification 2006 Budget to the December 20, 2005 Council Meeting as part of the Stettler Regional Board of Trade & Community Development 2006 Budget presentation.

MOTION CARRIED
Unanimous

(e) Policy XV-6 re: Top Soil Supply Policy in a Residential Subdivision

Director of Finance & Administration G. Switenky explained that the purpose of Policy XV-6 is to implement a top soil replacement program for residential properties in the Town of Stettler Meadowlands Subdivision.

The Town of Stettler will supply up to five (5) tandem loads of topsoil per lot as long as soil is available from the subdivision stockpile. The topsoil stockpile contains topsoil that is native to Meadowlands, including the UFA site. It will be the Town's responsibility to provide equipment and manpower to deliver the top soil.

The Town will require one weeks notice prior to the desired delivery date.

Discussion ensued regarding whether a fee should be charged for this service. Administration noted that this service is included in the lot sale price.

Motion 05:12:07

Moved by Councillor Richards that the Town of Stettler Council approve Policy XV-6 re: Top Soil Supply Policy in a Residential Subdivision as presented.

MOTION CARRIED (5 – 2)
Opposed: Councillors Thorogood & Hurley

(f) Memo re: New Road Construction

Town Council reviewed Administration's memo. Most road construction today is done with staged or delayed asphalt. The preferred method appears to be staged construction where the asphalt is placed in two lifts over a period of two to three years. Delayed asphalt allows the road to go through one winter prior to placing the asphalt.

Discussion ensued regarding whether this change to the Town's new road construction method requires a policy, or rather is just an internal procedure/practice.

Mayor Hunter concluded that should Administration require a formal policy it would have to come back to Council for approval.

Motion 05:12:08

Moved by Councillor Thorogood that the Town of Stettler Council accept for information purposes the change in the Town's new road construction method; to delay the placement of a second lift of asphalt, as an internal procedure/practice.

MOTION CARRIED
Unanimous

(g) Town Manager's Report

Motion 05:12:09

Moved by Councillor Campbell that the Town Manager's Report for the month of November be accepted as presented.

MOTION CARRIED
Unanimous

(h) Update re: Leisure Centre

Mayor Hunter informed Council that he recently toured the new Leisure Centre and good progress has been made with the painting upstairs; the completion of the drywall in the exercise room, the installation of the roof and the installation of windows. The project remains within budget.

(i) Statement of Revenue & Expenses as of November 30, 2005

Motion 05:12:10

Moved by Councillor Richards that the Statement of Revenue & Expenses as of November 30, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(j) Statement of Capital Activity as of November 30, 2005

Motion 05:12:11

Moved by Councillor Hurley that the Statement of Capital Activity as of November 30, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(k) Accounts Payable in the amount of \$1,243,608.68

Motion 05:12:12

Moved by Councillor Hurley that Accounts Payable for the period ending December 2, 2005 in the amount of \$1,243,608.68 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Nov 16 - Board of Trade Meeting.
- Nov 20 - MLA Meeting in Delia.
- Nov 22 - Operating Budget Meeting.
- Nov 25 - Town Office duties.
- Light up of Main Street Christmas tree.
- Nov 29 - Capital Budget Meeting.
- Dec 2 - Town Office duties.

(b) Councillor Campbell

- Nov 17 - Municipal Planning Commission Meeting.
- Nov 20 - MLA Meeting in Delia.
- Nov 21 - Stettler Hospital Foundation Services Meeting.
- Nov 22 - Operating Budget Meeting.
- Nov 24 - Parkland Regional Library Meeting.
- Nov 29 - Capital Budget Meeting.

(c) Councillor Hurley

- Nov 21 - FCSS Meeting.
- Nov 22 - Operating Budget Meeting.
- Nov 29 - Capital Budget Meeting.
- Dec 1 - County of Stettler Housing Authority Meeting.
- Dec 6 - Gasification Primer Presentation & Stettler Waste Management Authority Meeting.

(d) Councillor Majeran

- Nov 22 - Operating Budget Meeting.
- Nov 24 - Stettler Housing Authority Executive Meeting.
- Nov 29 - Capital Budget Meeting.

(e) Councillor Peeples

- Nov 17 - Municipal Planning Commission Meeting.
- Nov 22 - Operating Budget Meeting.
- Nov 23 - East Central Alberta Regional Water Commission Meeting in Castor.
- Nov 24 - Red Deer River Users Group Meeting in Drumheller.
- Nov 28 - Town & Country Museum Meeting.
- Nov 29 - Capital Budget Meeting.
- Nov 30 - Meeting with Town Manager, R. Stoutenberg re: South Saskatchewan River Basin Plan presentation.
- Dec 1 - South Saskatchewan River Basin Plan Open House.

(f) Councillor Richards

- Nov 17 - Municipal Planning Commission Meeting.
- Nov 22 - Operating Budget Meeting.

- Nov 29 - Capital Budget Meeting.
- Dec 3 - Leisure Centre Fundraising Committee Christmas party.
- Dec 6 - Gasification Presentation.

(g) Councillor Thorogood

- Nov 16 - Board of Trade Organizational Meeting.
- Nov 21 - FCSS Budget Meeting.
- Nov 22 - Operating Budget Meeting.
- Nov 23 - Board of Trade Annual General Meeting.
- Nov 24/26 - FCSS Conference in Calgary.
- Nov 26 - Town Christmas party.
- Nov 28 - Meeting with Eric Jerrard and Alan Willis re: AB Police College.
- Nov 29 - Capital Budget Meeting.
- Dec 1 - Board of Trade Meeting re: AB Police College.
- Dec 3 - Accompanied Kevin Sorenson at the Leisure Centre Fundraising Dine & Dance.

5. **Delegations:**

- (a) 7:30 P.M. - Sgt. Kevin Picard re: Introduction of New RCMP Member, Cst. Wayne Kopp

Sgt. K. Picard and Cst. W. Kopp entered the meeting at 7:30 p.m.

Sgt. K. Picard introduced Cst. W. Kopp to Council and Cst. Kopp gave a brief background on himself.

Mayor Hunter thanked Cst. W. Kopp and welcomed him to the community.

Cst. W. Kopp left the meeting at 7:35 p.m.

13. **In-Camera Session:**

- (a) 7:30 P.M. – Sgt. Kevin Picard re: Request for Municipal Employee at Stettler RCMP Detachment

Motion 05:12:13

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the 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 05:12:14

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

MOTION CARRIED
Unanimous at 8:05 p.m.

Motion 05:12:15

Moved by Councillor Thorogood that the Town of Stettler Council approve the request from Sgt. K. Picard for a second Municipal Employee at the Stettler RCMP Detachment with associated costs to be included in the Town's 2006 Operating Budget.

MOTION CARRIED
Unanimous

Mayor Hunter recessed the regular meeting at 8:07 p.m.

Mayor Hunter reconvened the regular meeting at 8:12 p.m.

8. **Minutes:**

- (a) Regional Fire Authority Meeting of November 4, 2005
- (b) Heartland Beautification Committee Meeting of November 10, 2005
- (c) Municipal Planning Commission Meeting of November 17, 2005
- (d) Red Deer River Municipal Water Users Group Meeting of September 8, 2005
- (e) Trail of the Buffalo Tourism Meetings of October 25 & November 16, 2005
- (f) Stettler Parks & Leisure Board Meeting of November 14, 2005
- (g) Stettler Regional Board of Trade & Community Development Meetings of November 16 & 23, 2005
- (h) Stettler Regional Disaster Agency Meeting of November 15, 2005
- (i) Stettler Town & Country Museum Meeting of October 17, 2005
- (j) East Central Alberta Regional Water Commission Meeting of November 23, 2005

Motion: 05:12:16

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

MOTION CARRIED
Unanimous

9. **Public Hearings:**

- (a) None

10. **Bylaws:**

- (a) Letter of Agreement

Mayor Hunter explained that the proposed Letter of Agreement is between the Town of Stettler and a Developer requesting to purchase serviced residential parcels in a currently unserviced area of Emmerson Estates for the purpose of constructing affordable row housing.

Motion: 05:12:17

Moved by Councillor Campbell that the Town of Stettler Council approve the Letter of Agreement with 1139817 AB Ltd. as presented.

MOTION CARRIED
Unanimous

(b) Bylaw 1920-05 re: Land Use Bylaw Amendment – Direct Control

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

Administration is recommending that the proposed bylaw be presented for first reading as submitted. This will enable advertising and a public hearing to proceed in a timely manner. Changes, if any can be incorporated prior to second reading.

Motion: 05:12:18

Moved by Councillor Majeran that the Town of Stettler Council approve Administration's recommendation as follows:

1. That the tentative concept design pertaining to Emmerson Estates Stage IV - Phase I, including 20 residential parcels adjacent to 60th Street be approved as presented.
2. That design standards for Emmerson Estates Phase IV include a mono sidewalk adjacent 60th Street and a paved rear lane if feasible regarding long term maintenance and initial cost.
3. That Council direct Town staff to conceptually redesign and/or resize lots adjacent to the proposed Direct Control District No.1 so as to create a proper transition between the proposed row housing and both existing and future general residential parcels.
4. That Council direct Town staff to consult a Landscape Architect regarding landscape design of existing and proposed storm retention ponds/public use space and an entrance feature in Emmerson Estates.

MOTION CARRIED
Unanimous

Motion: 05:12:19

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

MOTION CARRIED
Unanimous

(c) 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.

Administration is recommending that the proposed bylaw be presented for first reading as submitted. This will enable advertising and a public hearing to proceed in a timely manner. Charges, if any can be incorporated prior to second reading.

Motion: 05:12:20

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

MOTION CARRIED
Unanimous

(d) Bylaw 1922-05 re: Bylaw Enforcement

Director of Finance & Administration G. Switenky informed Council that in accordance with Section 556 of the *Municipal Government Act*, a municipality must have a bylaw instated to govern the powers, duties, disciplinary action and appeal process of a designated Bylaw Enforcement Officer.

Section 555(2) of the *Municipal Government Act* indicates a Bylaw Enforcement Officer must take an official oath prescribed by the *Oaths of Office Act* before starting his/her duties.

Discussion ensued regarding Item 7.4 – The Town Manager shall hold a hearing into the appeal within 45 days of the receipt of the appeal.

Town Council agreed to amend Section 7.4 of the proposed Bylaw 1922-05 to change 45 days to 30 days.

Motion: 05:12:21

Moved by Councillor Richards that the Town of Stettler Council give first reading to Bylaw 1922-05 as amended.

MOTION CARRIED
Unanimous

Motion: 05:12:22

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 1922-05 as amended.

MOTION CARRIED
Unanimous

Motion: 05:12:23

Moved by Councillor Majeran that the Town of Stettler Council give permission for third and final reading to Bylaw 1922-05 as amended.

MOTION CARRIED
Unanimous

Motion: 05:12:24

Moved by Councillor Hurley that the Town of Stettler Council give third and final reading to Bylaw 1922-05 as amended.

MOTION CARRIED
Unanimous

11. **Correspondence:**

(a) Red Deer River Watershed Alliance

Director of Finance & Administration G. Switenky informed Council that the Red Deer River Watershed Alliance (RDRWA) is requesting municipalities to make a financial contribution to the RDRWA in the amount of \$.50 per capita. G. Switenky informed Council that this request has been included in the 2006 Budget.

Motion: 05:12:25

Moved by Councillor Peeples that the Town of Stettler Council make a financial contribution to the Red Deer River Watershed Alliance in the amount of \$.50 per capita (\$2,613) for 2006 operations and projects.

MOTION CARRIED
Unanimous

(b) AUMA re: Provincial Funding of Policing Costs

Director of Finance & Administration G. Switenky informed Council that AUMA is lobbying the Government of Alberta to address the current inequities of provincial policing funding throughout the Province.

Mayor Hunter will send a letter to our MLA endorsing the AUMA's recommendation on provincial police funding.

(c) Alberta Health & Wellness re: Ground Ambulance Services

(d) The Lacombe Globe

(e) Leduc Representative

Motion: 05:12:26

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

MOTION CARRIED
Unanimous

12. **Additions:**

(a) Alberta Centennial Medal Application

Councillor Peeples reported that the Museum would like to recognize Wilda Gibbons for an Alberta Centennial medal for her work at the Stettler Town & Country Museum.

Mayor Hunter will contact our MLA to see if an application may be submitted.

13. **In-Camera Session:**

(b) Memo re: Analysis – Possible Sale of Water Treatment Plant

(c) Meadowlands 6A Servicing Contract

(d) AB Police College

(e) Personnel Matter

Motion 05:12:27

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the Director of Finance & Administration present to discuss the items as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 8:55 p.m.

Motion 05:12:28

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

MOTION CARRIED
Unanimous at 10:17 p.m.

14. **Adjournment:**

Motion 05:12:29

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

MOTION CARRIED
Unanimous at 10:17 p.m.

Mayor

Director of Finance & Administration