

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 7, 2004 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, S. Hurley, G. Majeran, R. Peeples,
D. Richards & L. Thorogood (arrived at 6:35 p.m.)

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

Absent: None

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

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

Motion 04:12:01 Moved by Councillor Richards to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held on November 16, 2004

Motion 04:12:02 Moved by Councillor Hurley that the Minutes of the Regular Meeting of Council held on November 16, 2004 be approved as amended as follows:

Motion 04:11:23 - change "the would" to read "that would".

Motion 04:11:35 - change "MOTION CARRIED Unanimous" to read " Motion Carried (6-1) Opposed Councillor Campbell".

MOTION CARRIED
Unanimous

Councillor Thorogood arrived at 6:35 p.m.

(b) Business Arising from the November 16, 2004 Minutes

(i) Mayor Hunter informed Council that a petition objecting to the Business Revitalization Zone (BRZ) bylaw is being circulated. Final date for the submission of the petition is January 24, 2005.

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

5. **Delegations:** (a) 6:45 P.M. – Stettler Public Library re: 2005 Budget

Norma Leslie & Peggy Keith, Board Treasurer entered the meeting at 6:45 p.m.

Council queried Library representatives regarding the Library's existing 2004 operations year-to-date.

P. Keith, Board Treasurer explained that the Board will be utilizing the remaining deferred grant from the Parkland Regional Library in the amount of \$25,000 to balance the 2005 Budget.

There is hope that the province will reconsider provincial funding mechanisms for Libraries in 2006. Discussion regarding fundraising activities and the need for more space ensued.

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

P. Keith & N. Leslie left the meeting at 6:58 p.m.

Motion 04:12:03

Moved by Councillor Campbell that the Town of Stettler Council approve the Stettler Public Library 2005 Budget as presented, including a grant to the Library in the amount of \$41,520 for 2005.

MOTION CARRIED
Unanimous

6. **Administration:**

(a) Memo re: Business License Fees

Town Manager, R. Stoutenberg explained the financial impact of Business Licenses and Business tax fees as being substantial (\$60,000) annually. Rate comparisons with other communities were reviewed.

Discussion ensued regarding the various voluntary Local Membership/Association fees for businesses in Stettler. The future of the newly proposed Business Revitalization Zone (downtown) remains unknown at this time.

Discussion ensued further regarding the potential fragmentation of local business groups/areas based on levies and the possibility to unite all business sectors with a fair and consistent funding mechanism.

Motion 04:12:04

Moved by Councillor Campbell that the Town of Stettler Council approve that the current Business License and Business Tax fees remain the same for 2005.

MOTION CARRIED (4 – 3)
Opposed: Councillors Richards,
Hurley & Thorogood

(b) Memo re: Gas Franchise Revenue

Town Manager, R. Stoutenberg explained that the estimated Franchise Fee revenue, utilizing the new 18% Franchise Fee, is noticeably lower than the \$193,028.75 projected for 2004 as presented to Town Council on November 18, 2003. The 18% will raise only \$153,000. To raise the originally advertised forecast of \$190,000 per year the fee actually needs to be set at 22%. At 22% the average customer will see less than a dollar difference in the yearly cost.

Motion 04:12:05

Moved by Councillor Peebles that the Town of Stettler Council advertise that the gas fee will be set at 22% to raise the same revenue as in the past four years.

MOTION CARRIED
Unanimous

(c) Memo re: Interim Operating Budget 2005

Town Manager, R. Stoutenberg 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 2005.

Council and Senior Administration held an operating budget session on November 23rd, 2004 where Council reviewed the financial impacts on three consecutive years of organizational activities 2005 – 2007. Administration has adjusted and recalculated the forecasts as directed and requires Council to adopt an Interim Operating Budget for the year 2005.

Motion 04:12:06

Moved by Councillor Peebles 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 2005 as an Interim Operating Budget for that part of 2005 prior to the Operating Budget being adopted by Council.

MOTION CARRIED
Unanimous

(d) Memo re: Application to Sell Debentures

Town Manager, R. Stoutenberg reviewed the approved borrowings for 2004 and informed Council that all borrowings were processed at an amount lower than the original estimates.

Received for information purposes only.

(e) Memo re: 2004 Bad Debt Write-Offs Greater Than \$300.00

Director of Finance & Administration, G. Switenky reviewed the memo.

Policy VII-5(b) Collection of and Write-off of Bad Debt Accounts, requires the Director of Finance and 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 write-off procedure is designed to recognize for accounting purposes (on a regular basis) the accounts considered likely not collectable. However, collection activities will continue after an account has been written off for accounting purposes only.

Motion 04:12:07

Moved by Councillor Campbell that the Town of Stettler Council approve the 2004 Bad Debt Write-Offs of seven (7) accounts totaling \$6,244.63.

MOTION CARRIED
Unanimous

(f) 2005 Budgets

(i) Stettler & District Handibus Society 2005 Budget

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

Motion 04:12:08

Moved by Councillor Hurley that the Town of Stettler Council approve the Stettler & District Handibus 2005 Budget as presented, including the allocation of a Provincial Transportation Grant estimated at \$15,780.00.

MOTION CARRIED
Unanimous

(ii) Stettler Town & Country Museum 2005 Budget

Town Council reviewed the statements of financial 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 04:12:09

Moved by Councillor Peebles that the Town of Stettler Council approve the Stettler Town & Country Museum 2005 Budget as presented, including an \$8,000 grant from the Town.

MOTION CARRIED
Unanimous

(g) Memo re: Intermunicipal Development Plan

Town Manager, R. Stoutenberg explained the memo. For 2004 the County of Stettler has forwarded \$688.78 which represents a 15% share of Municipal tax on three properties (\$394.19) and a 30% share on one property (\$294.65).

Received for information purposes only.

(h) Town Manager's Report

Motion 04:12:10

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

MOTION CARRIED
Unanimous

(i) Leisure Centre Update

Town Manager, R. Stoutenberg informed Council that fundraising is going well.

- (j) Statement of Revenue & Expenses as of November 30, 2004

Motion 04:12:11

Moved by Councillor Thorogood that the Statement of Revenue & Expenses as of November 30, 2004 be accepted as presented.

MOTION CARRIED
Unanimous

- (k) Statement of Capital Activity as of November 30, 2004

Motion 04:12:12

Moved by Councillor Peeples that the Statement of Capital Activity as of November 30, 2004 be accepted as presented.

MOTION CARRIED
Unanimous

- (l) Accounts Payable in the amount of \$536,434.33

Motion 04:12:13

Moved by Councillor Richards that Accounts Payable for the period ending December 1, 2004 in the amount of \$536,434.33 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

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

Mayor Hunter reconvened the regular meeting at 8:15 p.m.

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Hunter

-Nov 17-20 - AUMA Convention.

-Nov 23 - Dialysis Meeting.
- Budget Meeting.

-Nov 24 - Put lights on downtown trees for the Beautification Committee.

-Nov 26 - Regular Office.
- Light Up of the Main Street Christmas tree.

-Nov 28/30- Strategic Planning Meeting.

-Dec 1 - CAEP Meeting in Ponoka.
- Central AB Mayors Meeting in Red Deer.

- (b) Councillor Campbell

-Nov 17-20- AUMA Convention.

-Nov 22 - Budget Meeting.

-Nov 23 - Hospital Foundation Meeting.

-Nov 25 - Regional Library Meeting.

-Nov 28/30- Community Economic Development Workshop re: Walter De Silva.

-Dec 6 - Library Board Meeting re: recognition of volunteers.

(c) Councillor Hurley

-Nov 17-20- AUMA Convention.

-Nov 23 - Town Budget Meeting.

-Dec 2 - Waste Management Authority Meeting.

-Dec 3 - Ambulance Board Meeting.

(d) Councillor Majeran

-Nov 17-20- AUMA Convention.

-Nov 23 - Budget Meeting.

-Nov 28/30- Community Economic Development Meeting.

-Dec 2 - Waste Management Authority Meeting.

(e) Councillor Peeples

-Nov 17-20- AUMA Convention.

-Nov 23 - Operating Budget Meeting.

-Nov 29 - Museum Meeting.

(f) Councillor Richards

-Nov 17-20- AUMA Convention.

-Nov 22 - FCSS Board Meeting.

-Nov 23 - Dialysis Meeting with Capital Health/DTHR.
- Town Budget Meeting.

-Dec 2 - Marketing Corporation Meeting.

-Dec 3 - Ambulance Board Meeting.
- Attended the Pool Fundraising Committee Christmas Party.

(g) Councillor Thorogood

-Nov 17-20- AUMA Convention.

-Nov 22 - FCSS Budget Meeting.

-Nov 23 - Town Operating Budget.

-Nov 28/30- Strategic Planning Session Regional Meeting.

- Nov 29 - Parks & Leisure Meeting.
- Dec 2 - Marketing Corporation Meeting.
- Dec 3 - Christmas Pool Fundraiser.
- Dec 6 - Heartland Youth Centre Meeting.

8. **Minutes:**
- (a) Centennial Celebration Meeting of November 18, 2004
 - (b) Town & Country Museum Meeting of October 18, 2004
 - (c) Stettler Regional Partnership Steering Committee Meeting of November 10, 2004
 - (d) Dialysis Service Meeting of November 23, 2004

Motion: 04:12:14

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

MOTION CARRIED
Unanimous

9. **Public Hearings:** (a) None
10. **Bylaws:** (a) Memo re: Municipal Energy Efficiency Assistance Program & Bylaw 1905-04 re: Debenture Bylaw

Town Manager, R. Stoutenberg explained that the Town has access to an interest free loan from the province in the amount of \$182,910 (\$35.00 per capita) to implement energy efficient technologies. The loan is to be paid back from verifiable energy savings realized (maximum 15 years). Three initial projects were presented:

1. Air to Air heat recovery system for the new Leisure Centre - \$96,000 estimated payback 4.5 years.
2. Enviro cooler for the ice plant in the Recreation Centre - \$12,600 estimated payback 3.5 years.
3. Replace Standard Traffic Lights with L.E.D. lighting - \$5,500 estimated payback 5 years.

Administration is recommending that the borrowing bylaw be for a term greater than 5 years, requiring advertising per the *Municipal Government Act*. Although payback terms are expected to be 5 years or less, flexibility is necessary should the actual payback, take a little longer.

Motion 04:12:15

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

1. That the Town of Stettler, by undertaking the above noted projects supports the Government of Alberta's climate change action plan and the reduction of greenhouse gases.
2. That the Town of Stettler approves a borrowing bylaw for the full \$182,910.00 available.

3. That the Town of Stettler Administration strives to use all of the available monies to complete the suggested projects and research additional projects that will meet the objectives of the ME First Program.

MOTION CARRIED
Unanimous

Motion 04:12:16

Moved by Councillor Hurley that the Town of Stettler Council give first reading to Bylaw 1905-04.

MOTION CARRIED
Unanimous

11. **Correspondence:**
- (a) Policing Services in the Town & County of Stettler
 - (b) Alberta's Electronics Recycling Program
 - (c) Federation of Canadian Municipalities
 - (d) Six Councils Join Lobby for Provincial Smoking Ban

Motion: 04:12:17

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

MOTION CARRIED
Unanimous

13. **In-Camera Session:** (a) Personnel Matter

Motion 04:12:18

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager present.

MOTION CARRIED
Unanimous at 8:35 p.m.

Motion 04:12:19

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

MOTION CARRIED
Unanimous at 9:05 p.m.

14. **Adjournment:**

Motion 04:12:20

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

MOTION CARRIED
Unanimous at 9:07 p.m.

Mayor

Director of Finance & Administration