

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, FEBRUARY 1, 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 05:02:01 Moved by Councillor Hurley to approve the agenda with the following additions:

- 12(a) Responsibility for Snow Clearing on Sidewalks
- 12(b) Vehicles Parked/Stored on Town Streets

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held on January 18, 2005

Motion 05:02:02 Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on January 18, 2005 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the January 18, 2005 Minutes

None

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

5. **Delegations:** (a) None

6. **Administration:** (a) Review of 2005 Strategy Action List

Town Manager, R. Stoutenberg reviewed the 2005 Strategy Action List compiled from the Strategic Planning Meeting held on January 11, 2005. The overall list includes 63 items with the top 13 being identified as goals requiring further action. Discussion ensued respecting individual goals, actions planned and responsibilities.

(b) Memo re: Stettler Town & Country Museum Agreement

Town Manager, R. Stoutenberg explained that the Museum Board has asked the Town of Stettler to draft a lease for their grounds. They need a long-term lease to use casino funds to maintain the grounds and buildings. The property is jointly owned by the Town and County.

Discussion ensued regarding insurance coverage and the 25 year term of the lease agreement.

Motion 05:02:03

Moved by Councillor Thorogood that the Town of Stettler Council approve and execute the Stettler Town & Country Museum Agreement as presented.

MOTION CARRIED
Unanimous

(c) Memo re: ½ Ton 4X4 Truck Tender Purchase

Town Manager, R. Stoutenberg reviewed the memo for the ½ ton 4X4 truck tender with the low bidder being Swallow Ford Sales Ltd.

Motion 05:02:04

Moved by Councillor Campbell that the Town of Stettler Council award the ½ Ton 4X4 Truck Tender to Swallow Ford Sales Ltd. at a cost of \$26,208.58.

MOTION CARRIED
Unanimous

(d) Memo re: Parkdale Lane Paving

Town Manager, R. Stoutenberg explained that 138 notices were mailed out advising of the Parkdale paving open house. Approximately 60 people attended the open house, as well as 20 plus e-mails were received. A large majority of those expressing their thoughts were opposed to the project. The main concerns included cost, increased speed of vehicles using the lane and many did not see a need for the improvements. One resident spoke in favor of paving which would reduce dust, improve drainage, reduce standing water and would enhance the neighborhood.

Discussion ensued.

Councillor Thorogood expressed that many Parkdale residents appreciated Council holding an open house prior to proceeding with a formal Notice.

Mayor Hunter concluded that, based upon the feedback received from a significant amount of property owners, it is the consensus of Council to no longer proceed with the paving of lanes in Parkdale as a Local Improvement. No further action is required by Council.

(e) Memo re: Mechanic Salary Range

Town Manager, R. Stoutenberg explained that the existing salary range for the in scope position of mechanic is significantly too low given the current Stettler employment market for trades. Administration supports an interim adjustment, given the Union Contract does not expire for one full year.

Town Manager, R. Stoutenberg further explained that the Union fully supports the adjustment to the mechanic's salary.

Brief discussion ensued.

Motion 05:02:05

Moved by Councillor Peebles that the Town of Stettler Council execute the letter of understanding with CUPE Local 971 respecting an adjustment to the mechanic's salary range.

MOTION CARRIED
Unanimous

(f) Review of Town/County/Village Joint Meeting Items

Town Manager, R. Stoutenberg reviewed the list of items for the Joint Meeting to be held on February 9, 2005 at the County Office. It is the County's turn to chair the meeting.

Discussion ensued.

Agenda items will be further discussed by Council at the Committee Meeting on February 8, 2005.

(g) Town Manager's Report

Motion 05:02:06

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

MOTION CARRIED
Unanimous

(h) Leisure Centre Update

Town Manager, R. Stoutenberg informed Council that tenders are out and there appears to be good interest from both general and subcontractors in the project. Tenders close on February 10, 2005 at 2:00 p.m.

(i) Statement of Revenue & Expenses as of December 31, 2004

Director of Finance & Administration, G. Switenky handed out revised statements. Highlights include a \$1,785 surplus after \$800,000 has been reserved for future subdivision development purpose, representing excess lot sales over 2004 subdivision and development costs; \$140,000 being reserved for future water purposes; and \$363,000 being reserved for future general purposes.

The Town's auditors are in the process of performing the annual audit field work this week.

Motion 05:02:07

Moved by Councillor Thorogood that the Statement of Revenue & Expenses as of December 31, 2004 be accepted as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$105,442.31

Motion 05:02:08

Moved by Councillor Hurley that Accounts Payable for the period ending January 26, 2005 in the amount of \$105,442.31 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Jan 19 - Utility Rates Open House.
- Jan 20 - Centennial Celebration Meeting.
- Jan 21 - Tour of CH₄ Compression and Chamber swearing in.
- Jan 24 - Parkdale Paving Open House.
- Jan 28 - Town Office.
 - Lunch with School Board.
 - Tour of schools and hospital with the Honorable Shirley McClellan.
 - Bull Congress dinner.

(b) Councillor Campbell

- Jan 11 - Committee of the Whole Meeting & Strategic Planning Session.
- Jan 19 - Utility Rates Open House.
- Jan 24 - Parkdale Paving Open House.
- Jan 27 - Red Deer River Users Group Meeting in Drumheller.
- Jan 28 - Meeting with MLA and Clearview.

(c) Councillor Hurley

- Jan 11 - Strategic Planning Session.
- Jan 19 - Utility Rates Open House.
- Jan 24 - Parkdale Paving Open House.

-Jan 28 - Luncheon with MLA, County & Clearview and tour of the hospital.

(d) Councillor Majeran

-Jan 19 - Utility Rates Open House.

-Jan 24 - County of Stettler Housing Authority Meeting.

(e) Councillor Peebles

-Jan 19 - Utility Rates Open House.

-Jan 21 - Tour of CH₄ Operations.

-Jan 24 - Parkdale Paving Open House.

-Jan 28 - Meeting and luncheon with the Honorable Shirley McClellan and John Vogelgang – D.T.H.R. at Clearview School offices.

(f) Councillor Richards

-No report – absent from meeting.

(g) Councillor Thorogood

-Jan 19 - Stettler Ag. Society Meeting.
- Utility Rates Open House.

-Jan 21 - Tour of CH₄ Operations.

-Jan 24 - FCSS Meeting.
- Parkdale Paving Open House.

-Jan 25 - Recreation Board Meeting re: naming criteria.

-Jan 28 - Luncheon Meeting Clearview offices and hospital tour.

8. **Minutes:**

(a) Marketing Corporation Meeting of January 6, 2005

(b) Marketing and Communications Group Meeting of December 15, 2004

(c) Centennial Celebration Committee Meeting of January 20, 2005

(d) Family & Community Support Services Meeting of December 20, 2004

(e) Stettler Agricultural Society General & Board Meeting of January 5, 2005 & Financial Statements

Motion: 05:02:09

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) 8:00 P.M. – Bylaw 1906-05 re: Amend Land Use Bylaw 1797-98

This item was dealt with later in the meeting.

- (b) 1903-05 re: Rates, Charges and Conditions for the Supply of Potable Water

Town Manager, R. Stoutenberg explained that Council gave this bylaw first reading on January 4, 2005 and directed that an informational open house be held on January 19, 2005. Discussion ensued regarding the feedback received from customers at the open house. This bylaw will take effect on March 1, 2005.

Motion 05:02:10

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 1903-05.

MOTION CARRIED
Unanimous

Motion 05:02:11

Moved by Councillor Majeran that the Town of Stettler Council give third and final reading to Bylaw 1903-05.

MOTION CARRIED
Unanimous

- (c) 1907-05 re: Amend Bylaw 1783-97 – Business Tax Bylaw

Town Manager, R. Stoutenberg explained that this bylaw will generate \$125.00 per year from each professional/bank/utility operating in Stettler. This amount is equivalent to the annual business license charged to other businesses operating in Stettler.

Motion 05:02:12

Moved by Councillor Hurley that the Town of Stettler Council give first reading to Bylaw 1907-05.

MOTION CARRIED
Unanimous

Motion 05:02:13

Moved by Councillor Peoples that the Town of Stettler Council give second reading to Bylaw 1907-05.

MOTION CARRIED
Unanimous

Motion 05:02:14

Moved by Councillor Thorogood that the Town of Stettler Council give permission for third and final reading to Bylaw 1907-05.

MOTION CARRIED
Unanimous

Motion 05:02:15

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 1907-05.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) Constructive Collaboration for Communities Workshop
Councillors Majeran and Campbell expressed an interest in attending the workshop.
- (b) TransAlta Tri Leisure Centre Facility Rental Fees
- (c) Town of Rocky Mtn. House Celebration and Recognition of Lou Soppit (verbal Mayor Hunter)

Motion: 05:02:16

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

MOTION CARRIED
Unanimous

Mayor Hunter recessed the regular Council Meeting at 8:00 p.m.

9. **Public Hearing:** (a) 8:00 P.M. – Bylaw 1906-05 re: Amend Land Use Bylaw 1797-98

Mayor Hunter declared the Public Hearing for Bylaw 1906-05 open at 8:00 p.m.

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)

Director of Finance & Administration, G. Switenky informed Council that no written or verbal submissions have been received for or against Bylaw 1906-05.

Mayor Hunter noted that there were no members of the public present at the Public Hearing.

Mayor Hunter declared the Public Hearing for Bylaw 1906-05 closed at 8:01 p.m.

Mayor Hunter reconvened the regular Council Meeting at 8:01 p.m.

10. **Bylaws:** (a) Bylaw 1906-05 re: Amend Land Use Bylaw 1797-98

Motion 05:02:17

Moved by Councillor Majeran that the Town of Stettler Council give second reading to Bylaw 1906-05.

MOTION CARRIED
Unanimous

Motion 05:02:18

Moved by Councillor Hurley that the Town of Stettler Council give third and final reading to Bylaw 1906-05.

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) Responsibility for Snow Clearing on Sidewalks

Councillor Campbell inquired what the Town's policy or procedure is regarding snow on sidewalks in residential zones, especially near mailboxes?

Town Manager R. Stoutenberg explained that the Nuisance Bylaw makes adjacent property owners responsible for clearing snow and ice from sidewalks within 48 hours. However, practically the Town acts upon complaints in residential zones. Complaints from the public are referred to the Development Officer for compliance and/or enforcement. Failure to remove the snow in a timely manner will result in Town crews/equipment performing the work and the property owner being billed. The *Municipal Government Act* (Section 553) allows these charges to be added to property taxes and collected in a likely manner, if not paid.

(b) Vehicles Parked/Stored on Town Streets

Councillor Campbell inquired what the Town's policy or procedure is regarding vehicles parked/stored on Town streets in residential zones?

Town Manager R. Stoutenberg explained that the Traffic Bylaw does not allow vehicles to be parked/stored on Town streets for longer than 48 hours. The Development Officer acts upon complaints from the public and/or information provided by Town crews performing street maintenance. Generally, owners are contacted and satisfactory arrangements are made. The *Municipal Government Act* (Section 549) allows the Town to take whatever action or measures are necessary to remedy a bylaw contravention provided appropriate notice has been served. The Town's Traffic Bylaw (Section 39) authorizes the Police to ticket/remove the vehicle at the expense of the person/owner.

The Director of Operational Services has the authority under the Traffic Bylaw (Section 51) to remove parked vehicles for the purposes of cleaning or clearing streets. The Town's Snow Removal Policy directs that signs be placed in residential zones 12 hours before crews and equipment are to arrive, weather permitting. However, practically, timing is essential during snow removal to realize efficiencies, and therefore vehicles are usually plowed around.

13. **In-Camera Session:**

(a) Land Matter

Motion 05:02:19

Moved by Councillor Hurley 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 on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 8:08 p.m.

Motion 05:02:20

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

MOTION CARRIED
Unanimous at 8:39 p.m.

14. **Adjournment:**

Motion 05:02:21

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

MOTION CARRIED
Unanimous at 8:40 p.m.

Mayor

Director of Finance & Administration