

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JANUARY 4, 2005 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor J. Hunter  
  
Councillors A. Campbell, S. Hurley, G. Majeran, R. Peeples,  
D. Richards & L. Thorogood  
  
Town Manager R. Stoutenberg  
Director of Finance & Administration G. Switenky  
  
Press (2)

**Absent:** None

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

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

**Motion 05:01:01** 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 December 21, 2004

**Motion 05:01:02** Moved by Councillor Hurley that the Minutes of the Regular Meeting of Council held on December 21, 2004 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the December 21, 2004 Minutes

(i) Councillor Richards informed Council that the application for a dialysis unit in Stettler is progressing through the review process.

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

5. **Delegations:** (a) 6:45 P.M. – Faye Blakely re: FCSS 2005 Budget

This item was dealt with later in the meeting.

6. **Administration:** (a) Subdivision Report re: File No. 2004-10

Town Manager, R. Stoutenberg explained that the applicant is proposing to subdivide the existing 3.17 acre site into two (2) residential parcels. Municipal water and sewer services are not available in this area; therefore the applicant is required to provide alternative private utility services in compliance with Provincial Acts and Regulations.

Discussion ensued regarding the long-term appropriateness of private utility services and future road access.

Town Manager, R. Stoutenberg informed Council that this parcel of land will require an amendment to the Town's Land Use Bylaw to re-designate it into a Direct Control District. Any future servicing issues can be controlled by Council through a Development Permit or Subdivision Approval.

**Motion 05:01:03**

Moved by Councillor Campbell that the Town of Stettler Council approve Subdivision Application 2004-10 subject to the following conditions:

1. That the subdivision is to be effected by a Plan of Subdivision.
2. That any outstanding property taxes on the land being subdivided are paid, or satisfactory arrangements made thereto the Town of Stettler.
3. Municipal Reserves owing on the parcels being created are to be provided as money in lieu at a rate of 10% and established through means of a parcel appraisal dated no more than 35 days from date of application.
4. The applicant enters into a Development Agreement with respect to the provisions of Section 655 of the Municipal Government Act Statutes of Alberta 2000 Chapter M26 with and to the satisfaction of the Town of Stettler.
5. That the applicant make request to the Town of Stettler in order to re-designate the proposed subdivision to the appropriate residential zoning district as directed in the Municipal Development Plan and N.W. Area Structure Plan.
6. That the applicant must provide written confirmation from accredited sources in regards to the installation and legitimacy of water and sewer systems implemented on the southern most parcel created in the proposed subdivision. Compliance with *The Alberta Water Act, Environmental Protection and Enhancement Act* and *Alberta Private Sewage Disposal Regulations* must be maintained.
7. That the applicant make submission to the Town of Stettler in order to amend Bylaw 1511 (N.W. Area Structure Plan) in respect to the existing road plan.

MOTION CARRIED  
Unanimous

(b) Memo re: Subdivision Report File No. 2004-09

Town Manager R. Stoutenberg explained that the Town is continuing with Meadowlands Phase IV in the southwest end of the Town of Stettler. The proposed subdivision is to include a cul-de-sac encompassing eight (8) residential parcels and four (4) parcels with frontage along 66<sup>th</sup> Street. Total area is approximately 2.27 acres. Physical access to the proposed cul-de-sac will be from 43 Avenue Close via 68<sup>th</sup> Street.

The four remaining lots will gain access along the existing 66<sup>th</sup> Street. Three pedestrian pathway segments, doubling as utility right-of-ways will be implemented and intended to provide a cohesive community pedestrian network.

**Motion 05:01:04**

Moved by Councillor Richards that the Town of Stettler Council approve Subdivision Application 2004-09 subject to the following condition:

1. That the subdivision is to be effected by a Plan of Subdivision.

MOTION CARRIED  
Unanimous

(c) Memo re: Gas Franchise Fee

Council, at the December 7, 2004 Council Meeting, approved an increase in the municipal franchise fee from 18% to 22%.

Town Manager R. Stoutenberg informed Council that an increase in the municipal gas franchise fee will not be required. Alta Gas Utilities Inc. has recalculated estimated municipal revenues at the original 18% to be in line with the Town's 2005 budget requirement of \$190,000.

**Motion 05:01:05**

Moved by Councillor Majeran that the Town of Stettler Council rescind Motion 04:12:05 which reads: "Moved by Councillor Peeples 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

5. **Delegations:**

(a) 6:45 P.M. – Faye Blakely re: FCSS 2005 Budget

Faye Blakely entered the meeting at 6:45 p.m. Faye thanked Council for continuing with 20% funding to maximize the 80% available provincial funding.

Discussion ensued with respect to projects available.

Mayor Hunter thanked Faye and recognized the good work and partnerships being developed at FCSS.

**Motion 05:01:06**

Moved by Councillor Hurley that the Town of Stettler Council approve the 2005 Stettler & District Family & Community Support Services Budget as presented, including a grant to FCSS in the amount of \$27,209.00.

MOTION CARRIED  
Unanimous

Faye Blakely left the meeting at 6:55 p.m.

(d) Town Manager's Report

**Motion 05:01:07**

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

MOTION CARRIED  
Unanimous

(e) Leisure Centre Update

Town Manager, R. Stoutenberg informed Council that final plan review is in process with tendering expected to commence during the week of January 10, 2005.

(f) Accounts Payable in the amount of \$170,510.20

**Motion 05:01:08**

Moved by Councillor Campbell that Accounts Payable for the period ending December 21, 2004 in the amount of \$170,510.20 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

-No meetings to report.

(b) Councillor Campbell

-No meetings to report.

(c) Councillor Hurley

-No meetings to report.

(d) Councillor Majeran

-No meetings to report.

(e) Councillor Peeples

-No meetings to report.

(f) Councillor Richards

-No meetings to report.

(g) Councillor Thorogood

-Dec 9 - Marketing Meeting.

-Dec 14 - Capital Budget Meeting.

-Jan 3 - Heartland Youth Centre Meeting.

8. **Minutes:**

- (a) Centennial Celebration Meeting of December 16, 2004

Discussion ensued regarding the potential to generate a profit. Mayor Hunter informed Council that if a real profit is generated, proceeds should be directed at some type of community project.

- (b) Family & Community Support Services Meetings of October 15 & November 22, 2004

- (c) Stettler Regional Partnership Meeting of December 14, 2004

- (d) Highway 21 Community Initiatives Society Meeting of December 20, 2004

**Motion: 05:01:09**

Moved by Councillor Thorogood 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) Bylaw 1906-05 re: Amend Land Use Bylaw

Town Manager, R. Stoutenberg explained that the applicant is proposing to subdivide the existing 3.17 acre site into two (2) residential parcels of 1.75 acres and 1.42 acres intended to be used solely as residential in-Town acreages(2). A condition of Subdivision is to re-designate the property to an appropriate residential zoning district as directed in the Municipal Development Plan and the N.W. Area Structure Plan.

Administration is recommending the following:

1. That Lot 1, Plan 852 1407 be re-designated as DCR6 Direct Control District.

**Motion 05:01:10**

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

MOTION CARRIED  
Unanimous

- (b) Memo re: 2005 Sewer Rate Increase & Bylaw 1904-05

Director of Finance and Administration, G. Switenky explained that a multi-year financial commitment is required to address the costs associated with the reconstruction of a significant portion of existing sewer lines in Stettler. The last sewer rate increase in Stettler was in 1994. A flat \$2 per month increase is proposed for February 1<sup>st</sup>, 2005. Town Manager R. Stoutenberg briefly outlined a number of locations to be considered for replacement over the coming years.

An amendment to the Sewer Service Rates Bylaw is required to increase the minimum monthly sewer fee from \$12 to \$14.

**Motion 05:01:11** Moved by Councillor Richards that the Town of Stettler Council give first reading to Bylaw 1904-05.

MOTION CARRIED  
Unanimous

**Motion 05:01:12** Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 1904-05.

MOTION CARRIED  
Unanimous

**Motion 05:01:13** Moved by Councillor Majeran that the Town of Stettler Council give permission for third and final reading to Bylaw 1904-05.

MOTION CARRIED  
Unanimous

**Motion 05:01:14** Moved by Councillor Hurley that the Town of Stettler Council give third and final reading to Bylaw 1904-05.

MOTION CARRIED  
Unanimous

(c) Memo re: Bulk Water Facility Users – Keylock Customers

Town Manager R. Stoutenberg explained the necessity to implement a minimum monthly fee to encourage low volume or seasonal keylock customers to return their keys.

Discussion ensued regarding the level of the deposit required and the appropriateness of a fixed monthly minimum.

**Motion 05:01:15** Moved by Councillor Thorogood that the Town of Stettler Council amend the Water Rate Bylaw to initiate a minimum monthly flat fee of \$24.75 including 9m<sup>3</sup> (1,980 gals) of consumption. And further that this new minimum fee be effective March 1<sup>st</sup>, 2005, to correspond with the other new water and sewer fee adjustments.

MOTION CARRIED (6 – 1)  
Opposed: Councillor Richards

(d) Memo re: 2005 Water Rate Increase & Bylaw 1903-05

Town Manager, R. Stoutenberg explained the necessity of utilizing the Utility Method to calculate water rates for all Town consumers as recommended in the Campbell Ryder Water Rate Review.

On November 16<sup>th</sup>, 2004 Council approved a Bulk Contract rate for the County at \$1.10 per cubic meter, based on \$1.026 (wholesale) plus \$0.074 (in lieu of reservoir costs).

On December 7<sup>th</sup>, 2004, Council adopted an Interim Operating Budget for 2005. The 2005 Interim Operating Budget includes the revenue forecasts associated with year 1 of the phased water rate increases.

Town Manager R. Stoutenberg further explained the importance of communicating the graduated rate increases over 5 years to the public.

An amendment to the Town's Waterworks Bylaw is required to establish new water rates.

Discussion ensued as to whether Bylaw 1903-05 should be given three readings at this time. The consensus was for only first reading with an informational open house to be held for the public on January 19<sup>th</sup>, 2005 from 3:00 p.m. to 6:00 p.m. at the Stettler Recreation Centre.

**Motion 05:01:16**

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

MOTION CARRIED  
Unanimous

11. **Correspondence:**

- (a) Municipal Energy Efficiency Conference 2005
- (b) County of Stettler re: Study of Servicing Along Highway 12
- (c) Alberta Municipal Affairs re: Roles & Responsibilities Workshops 2005
- (d) County of Stettler re: Joint Town & County Meeting
- (e) Brownlee – Emerging Trends in Municipal Law

**Motion: 05:01:17**

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

MOTION CARRIED  
Unanimous

13. **In-Camera Session:**

- (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

**Motion 05:01:18**

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

MOTION CARRIED  
Unanimous at 8:10 p.m.

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Mayor

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Director of Finance & Administration