

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 6, 2004 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor K. Ryder

Councillors A. Campbell, S. Hurley, J. Hunter, G. Majeran, R. Peeples & D. Richards

Town Manager R. Stoutenberg
Secretary-Treasurer R. Kuff

Absent: None

Call to Order: Mayor K. Ryder called the meeting to order at 6:31 p.m.

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

Motion 04:01:01 Moved by Councillor Hurley to approve the agenda as presented with the following additions:

- 12(a) Leisure Centre
- 13(a) In Camera – Personnel Issue

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held on December 16, 2003

Motion 04:01:02 Moved by Councillor Richards that the Minutes of the Regular Meeting of Council held on December 16, 2003 be approved as amended as follows:

9. Public Hearing – Bylaw 1883-03

Delete the words “the amending” in the sentence: Dave Dittrick, County of Stettler Administrator, read a submission from the County supporting the amending Bylaw 1883-03.

MOTION CARRIED
Unanimous

- (b) Business Arising from the December 16, 2003 Minutes

- (i) FCSS 2004 Budget
- (ii) Stettler Public Library 2004 Budget
- (iii) Public Hearing

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

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

6. **Administration:** (a) Memo re: Business Centre Reserve Fund

Town Manager, R. Stoutenberg informed Town Council that the Chamber of Commerce leased the Business Centre building from the Town. As part of the lease the Chamber was not charged rent but was to set aside \$2,200 per year for significant facility repairs and maintenance.

The Marketing Corporation has now taken over the operation of the Business Centre. Administration is recommending that the Chamber of Commerce be requested to transfer the building reserve funds to the Town.

Discussion ensued on the need for the building reserve being set up and if the Chamber of Commerce has the reserve funds available.

Motion 04:01:03

Moved by Councillor Majeran that the Town of Stettler Council accept Administration's recommendation and proceed with a request to the Stettler Chamber of Commerce that the building maintenance account be turned over to the Town of Stettler and that the Marketing Corporation be invoiced annually for the building maintenance account.

In Favor: Mayor Ryder & Councillors
Hunter, Hurley, Majeran, Peeples &
Richards

Opposed: Councillor Campbell

MOTION CARRIED

(b) Memo re: Natural Gas Franchise Agreement & Bylaw 1884-04

Mayor Ryder informed Town Council that the franchise fee set by the Town and collected by Alta Gas, is a significant revenue item for the Town. In effect it is another form of taxing the residents of Stettler and important to remember when setting the franchise fee rate.

Town Manager, R. Stoutenberg reviewed and discussed with Town Council the main points of the Franchise Agreement. This included a new calculation method and payment schedule for the franchise fee. A financial analysis comparison of the present net franchise fee revenue and three new proposed franchise fees were presented.

Administration is recommending acceptance of the Franchise Agreement and to set the franchise fee rate at 18%.

Discussion ensued on a franchise fee rate.

Motion: 04:01:04

Moved by Councillor Majeran that the Town of Stettler Council accept Administration's recommendation to set the franchise fee rate at 18% as the first year rate for the Natural Gas Franchise Agreement.

MOTION CARRIED
Unanimous

Bylaw 1884-04

Town Manager, R. Stoutenberg explained that if Town Council is in favor of accepting the Franchise Agreement then first reading of Bylaw 1884-04 is required. Following this the bylaw is sent to Alberta Energy and Utilities Board before second and third reading.

Discussion ensued. Administration was requested to find out what Alta Gas procedures are for non-payment of a natural gas bill.

Motion: 04:01:05

Moved by Councillor Hurley that the Town of Stettler Council give first reading to Bylaw 1884-04.

In Favor: Mayor Ryder, Councillors Majeran, Hurley, Richards, Campbell & Hunter

Opposed: Councillor Peeples

MOTION CARRIED

(c) Memo re: Business License Fee

Town Council was presented with information from the current Business License Fee bylaw. Administration is recommending that the current business license fee remain the same for 2004 and that a review of such be conducted at the end of 2004. Discussion ensued on the need and purpose of charging a business license fee.

Town Council requested that the year-end review include a survey of business license fees in other municipalities.

Motion 04:01:06

Moved by Councillor Hurley that the Town of Stettler Council accept Administration's recommendation as presented that the current business license fee remain as is and that a review of same be conducted at the end of 2004.

In Favor: Mayor Ryder, Councillors Hunter, Hurley, Majeran, Peeples & Richards

Opposed: Councillor Campbell

MOTION CARRIED

(d) Memo re: Existing & Future Industrial Area Waste Water Servicing

Councillor Hurley declared a possible conflict of interest and excused herself from discussion and voting on this item.

Town Manager, R. Stoutenberg explained that the Brisbin Sentis Engineering report outlined various items that the Town will have to consider for wastewater servicing in the existing and future industrial areas. Servicing recommendations and proposed actions were reviewed with Town Council.

Total cost to service the existing industrial area by installing a low-pressure wastewater collection system is estimated at \$937,300. Administration presented three options to recover the costs from the properties that would benefit from the installation. It is recommended that a combination of a per parcel and per foot be used for the local improvement property charges to recover project costs.

After considerable discussion Town Council decided to hold an open house with the property owners in the east industrial area. This meeting will be held on Tuesday, January 27, 2004 at the Recreation Centre.

Councillor Hurley returned to the regular meeting.

Mayor Ryder recessed the regular meeting at 8:15 p.m.

Mayor Ryder reconvened the regular meeting at 8:20 p.m.

(e) Town Manager's Report

Motion 04:01:07

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

MOTION CARRIED
Unanimous

(f) Accounts Payable in the amount of \$128,418.55

Motion 04:01:08

Moved by Councillor Campbell that Accounts Payable for the period ending December 17, 2003 in the amount of \$128,418.55 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Ryder

-No meetings to report.

(b) Councillor Campbell

-No meetings to report.

(c) Councillor Hunter

-No meetings to report.

(d) Councillor Hurley

-Dec 17 - Ag. Society AGM Meeting.

(e) Councillor Majeran

-Dec 17 - Stettler Housing Authority re: Budget.

-Dec 18 - Stettler Housing Authority Board Meeting.

-Jan 5 - Stettler Housing Authority re: Personnel Issues.

(f) Councillor Peeples

-No meetings to report.

(g) Councillor Richards

-No meetings to report.

8. **Minutes:** (a) Leisure Centre Committee Meeting of December 19, 2003
- Motion: 04:01:09** Moved by Councillor Hunter that the Minutes, item 8(a) be accepted for information.

MOTION CARRIED
Unanimous

9. **Public Hearings:** (a) None

10. **Bylaws:** (a) 1884-04 re: Alta Gas Utilities Inc. Agreement

This item was dealt with earlier in the meeting.

11. **Correspondence:** (a) AUMA re: Natural Gas Purchase Confirmed
(b) AUMA re: Milenet Template Agreement Reached

Motion: 04:01:10 Moved by Councillor Richards that the correspondence items 11(a) & 11(b) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) Leisure Centre

Councillor Hunter reported that the Leisure Centre Committee interviewed three architects and selected Barr Ryder. Their cost for the initial phase is \$21,000. The committee is requesting additional funding from the Town in this regard. Discussion ensued.

Motion 04:01:11 Moved by Councillor Hunter that the Town of Stettler increase the funding for the Leisure Centre Committee by \$6,000 to pay for the initial phase of architectural services by Barr Ryder for the Leisure Centre.

MOTION CARRIED
Unanimous

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

Motion 04:01:12 Moved by Councillor Campbell that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager and Secretary-Treasurer present.

MOTION CARRIED
Unanimous at 8:58 p.m.

Motion 04:01:13 Moved by Councillor Richards that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 9:18 p.m.

14. Adjournment:

Motion 04:01:14

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

MOTION CARRIED
Unanimous at 9:18 p.m.

Mayor

Secretary-Treasurer